AGENDA

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

22 APRIL 2026

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 Urbenville Hall, 7 Beaury Street, Urbenville NSW, on **Wednesday 22 April 2026** commencing at **1:00 PM**.

Matthew Francisco
Acting General Manager

Public Forum

Public Forum 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 addressing Council should be made to the General Manager no later than COB on the Monday before the Meeting.

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

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

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

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

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

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

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

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

CONFLICT OF INTERESTS

What is a "Conflict of Interests" - A conflict of interests can be of two types:
Pecuniary - an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated.
Non-pecuniary – a private or personal interest that a Council official has that does not amount to a pecuniary interest as defined in the Local Government Act (eg. A friendship, membership of an association, society or trade union or involvement or interest in an activity and may include an interest of a financial nature).

Remoteness

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

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

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

Relatives, Partners

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

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

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

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

No Interest in the Matter

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

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

Disclosure and participation in meetings

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

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

Participation in Meetings Despite Pecuniary Interest (S 452 Act)

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

Non-pecuniary Interests - Must be disclosed in meetings.

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

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

Disclosures to be Recorded (s 453 Act)

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

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ORDER OF BUSINESS

Public Forum

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

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7. URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS

8. MAYORAL MINUTE

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13. RESOLUTION REGISTER

14. CONFIDENTIAL BUSINESS

CONFIDENTIAL

(ITEM GOV49/26) POTENTIAL CONFLICT OF INTEREST DISCLOSURE

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

(ITEM ECO11/26) 2025 TENTERFIELD LGA LAND VALUE OVERVIEW

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.

15. MEETING CLOSED

(ITEM MIN3/26) CONFIRMATION OF PREVIOUS MINUTES

REPORT BY: Allison Graham, Excutive Assistant & Media

RECOMMENDATION

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

- **Ordinary Council Meeting – 25 March 2026**

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 25 March 2026 28 Pages

MINUTES

OUR VISION

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

MINUTES OF ORDINARY COUNCIL MEETING WEDNESDAY 25 MARCH 2026

MINUTES OF THE **Ordinary Council Meeting** OF TENTERFIELD SHIRE held at the "Koreelah Room", 247 Rouse Street, Tenterfield, NSW, 2372 on Wednesday 25 March 2026 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 Kim Rhodes
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

WEBCASTING OF THE PUBLIC FORUM AND MEETING

Recording of the Council Meeting commenced at 9.30am. At this time, there occurred a short technical issue of the secondary (back-up) recording device, which problem was resolved quickly by the I.T. Support Officer.

Ms Jane Walton, Manager Finance and Technology and Mr Milan Duwenhogger-Lange, Lands Management Officer, entered the room at 9.30am.

COMMUNITY CONSULTATION (PUBLIC ACCESS)

Nil.

WEBCASTING OF MEETING

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.

OPENING AND WELCOME

The Mayor extended a warm welcome to all present.

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

An apology was received by Mayor Bronwyn Petrie from Councillor Greg Purcell, due to an immediate family matter.

46/26 **Resolved**

That leave of absence from the Meeting be granted to Councillor Greg Purcell.

(Bronwyn Petrie/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	Type	Item
Nil.		

(ITEM MIN2/26) CONFIRMATION OF PREVIOUS MINUTES

47/26 **Resolved**

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

- **Ordinary Council Meeting – 25 February 2026**

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

(Peter Petty/Kim Rhodes)

Motion Carried

TABLING OF DOCUMENTS

Nil.

URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS

MOTION

48/26 **Resolved**

That supplementary Item GOV34/26 be accepted and simultaneously discussed with Item GOV23/26.

(Peter Petty/Greg Sauer)

Motion Carried

MAYORAL MINUTE

The Mayor put forward the following Mayoral Minute:

49/26 **Resolved**

That Tenterfield Shire Council supports the ib Vogt draft Community Benefits Voluntary Planning Agreement.

(Bronwyn Petrie)

Motion Carried

The Mayor conveyed the following to the Meeting as background to her Minute:

I was contacted late last week by a deeply concerned resident/ratepayer who is the owner of one of the three host properties for the proposed Deepwater solar installation. He is very angry at the Glen Innes Severn Shire proposal to control the Community Funds, deposit them into a consolidated account of all their renewable project income and expend only a portion on the Deepwater community with minimal local input.

Tenterfield Shire Councillors have been very interested in this project and what can be achieved for the local community in the Deepwater area. This is an unusual circumstance where the entirety of the project is located in Tenterfield Shire while the nearest community is only just within the Glen Innes Severn Shire. Deepwater is also the community for our Tenterfield residents in that locale.

There is a lack of clarity with Energy Co guidelines for this unusual circumstance.

However, Mr Terry Daly of ib Vogt has held multiple community meetings in Deepwater and has drafted a very neat solution to this circumstance where he proposes that a committee of 6 being one Councillor from Tenterfield Shire, one from Glen Innes Severn Shire and 4 Deepwater community representatives from the Progress Association, the School of Arts, the Jockey Club and the Golf Club would meet at least once a year to decide the expenditure of the funds, with the Councils alternately overseeing the banking and payments of invoices. A 5% administration cost could be allocated for this purpose. This will ensure the funds are spent for the betterment of the Deepwater community which also benefits and ensures equity for our residents in that catchment. The local suggestions are improvements and maintenance of local facilities which will improve liveability for the local residents, training for aboriginal youth and some environmental works.

I related this to our local member Ms Janelle Saffin who is also supportive of the community funding proposal and will advocate with me in Parliament for our Tenterfield residents at our southern border.

OPEN COUNCIL REPORTS

OUR COMMUNITY

(ITEM COM8/26) ANZAC DAY ARRANGEMENTS - SATURDAY, 25 APRIL 2025

SUMMARY

The purpose of this report is to provide information for Council's consideration regarding arrangements for the upcoming Anzac Day on Saturday, 25 April 2025.

50/26 **Resolved**

(1) That in accordance with Council Minute 208/04, Council's representative at Anzac Day Ceremonies throughout the Shire will lay a wreath or present a book as per the requirements of the local organisers.

(2) That Councillors be allocated to attend the Anzac Day services and events around the Shire at the following locations:

a) Drake - Dawn Service, Cr Turner
b) Liston - Dawn Service, Cr Bonner
c) Legume – Morning Service, Cr Bonner
d) Mingoola – Afternoon Service, Cr Petty, Cr Bancroft, Cr Murphy
e) Urbenville - Morning Service, Cr Bonner, Cr Petrie (if available)
f) Tenterfield - Dawn and Morning Services, Cr Petrie, Cr Sauer, Cr Rhodes, Cr Murphy (Dawn Service)
g) Torrington – Dawn Service, Cr Petty, Cr Peters, Cr Bancroft
h) Jennings/Wallangarra - Dawn and Morning Services, Cr Purcell, Cr Petrie (if available)

(Peter Petty/Tim Bonner)

Motion Carried

OUR ECONOMY

(ITEM ECO4/26) TENTERFIELD CHILDCARE CENTRE - LEASE RENEWAL

SUMMARY

The purpose of this report is to approve a new lease for the Tenterfield Childcare Centre and to review the Lease-to-Buy option provided in the previous lease.

OFFICER'S RECOMMENDATION:

That Council:

(1) Resolves to approve the lease renewal for the Tenterfield Childcare Centre.

(2) Resolves to continues to provide the Lease-to-Buy option within the new lease.

The officer's recommendation was moved by Cr Kim Rhodes and seconded by Cr Owen Bancroft for discussion.

An amendment was moved by Cr Greg Sauer and seconded by Cr Peter Murphy, which became the resolution.

51/26 **Resolved**

That Council:

(1) Resolves to approve the lease renewal for the Tenterfield Childcare Centre.

(2) Renews the lease for a 12-month period from 27 March 2026 at a rent of $21,270.73 plus GST, with a market review to occur during this period of time with the view of negotiating a market related rental with the lessee, for the ambiguous situation with the records house be sorted out and a clear map be developed for attachment to the lease agreement, and for the lease to include the following items to be the responsibility of the lessee:

- **All Sewer, Water, Stormwater and Waste charges,**
- **Phone, internet and electricity charges,**
- **Cosmetic maintenance and improvement costs,**
- **Public liability insurance for 132 and part of 134 Manners Street.**

(Greg Sauer/Peter Murphy)

Motion Carried

(ITEM ECO5/26) TENTERFIELD TOTAL CARE LEASE

SUMMARY

The purpose of this report is to present to Council an offer for lease of 136 Manners Street, Tenterfield by Tenterfield Total Care.

OFFICER'S RECOMMENDATION:

That Council:

(1) Determines whether to retain the CPI increase as per the previous resolution.

(2) Resolves to approve a new lease for Tenterfield Total Care.

The officer's recommendation was moved by Cr Kim Rhodes and seconded by Cr Owen Bancroft for discussion.

An amendment was moved by Cr Bronwyn Petrie and seconded by Cr Greg Sauer, which became the resolution.

52/26 **Resolved**

That Council:

Approves granting to Tenterfield Total Care, a 3 x 3-year lease agreement for 136 Manners Street, Tenterfield at an annual rental of $12,000 per year plus GST (with no CPI-increase) commencing on 1 April 2026, with a renegotiation of the rental price after the first three year period, and for the lease to include the following items to be the responsibility of the lessee:.

- **Service charges for water and sewer availability at voluntary/charitable rates,**
- **Waste collection charge,**
- **Water management facility charge,**
- **Waste recycling collection charge,**
- **Stormwater charge,**
- **Water consumption charge at normal rates,**
- **All phone, internet and electricity utility charges.**

(Bronwyn Petrie/Greg Sauer)

Motion Carried

(ITEM ECO6/26) REVIEW OF EXPRESSIONS OF INTEREST FOR THE CONTAINER CAFE AT THE YOUTH PRECINCT

SUMMARY

The purpose of this report is to advise Council on the best candidate for the Container Café at the Youth Precinct Skate Park selected from the returned Expressions of Interest.

53/26 **Resolved**

That Council:

Rents the Container Café to Jamaican Pure & Simple at $150/week (incl. GST) plus electricity and water costs.

(Greg Sauer/Owen Bancroft)

Motion Carried

(ITEM ECO7/26) DRAFT EXPRESSION OF INTEREST FOR THE VACANT LAND AT CLARENCE STREET

SUMMARY

The purpose of this report is to review and adopt the drafted Expression of Interest (EOI) for the development of Clarence Street.

54/26 **Resolved**

That Council:

Adopts the draft Expression of Interest (EOI) attached to the report for advertising and distribution to interested developers and/or other parties, with the following amendments:

- **For the sale price of the property on page five of the EOI to be removed.**
- **For the last sentence of paragraph two on page four of the EOI to read: "Additionally, this may include a commitment from Council to potentially purchase or lease a number of the dwellings for housing Council staff at an affordable rate to assist in staff attraction and retention".**

(Owen Bancroft/Kim Rhodes)

Motion Carried

SUSPENSION OF STANDING ORDERS

55/26 **Resolved**

That standing orders be suspended for the purpose of a morning tea break.

(Kim Rhodes/Tim Bonner)

Motion Carried

Recording of the session was paused at 10.46am.

Ms Jane Walton, Manager Finance and Technology and Mr Milan Duwenhogger-Lange, Lands Management Officer, left the room at 9.46am.

RESUMPTION OF STANDING ORDERS

56/26 **Resolved**

That standing orders be resumed.

(Kim Rhodes/Owen Bancroft)

Motion Carried

The recording device was turned on, the time being 11.08am.

Chris Thomas, I.T. Support Officer, entered the room at 11.08am.

(ITEM ECO8/26) CCTV NETWORK DESIGN AND SPECIFICATIONS

SUMMARY

The aim of this report is to outline options for design and installation of Closed Circuit Television (CCTV) in Tenterfield CBD and public areas to promote community safety, assist policing activities and curb anti-social behaviour.

The report evaluates potential CCTV sites, proposed infrastructure requirements, associated project, ongoing maintenance, out of design scope costs, governance arrangements and compliance with NSW legislation.

57/26 **Resolved**

1. **That Council notes the design and project specification documents attached to the report, dealing with the proposed CCTV implementation for the Tenterfield CBD and public spaces.**

2. **That Council identifies the following locations at its preferential areas for CCTV coverage:**

   - **Council Administration Office Building,**
   - **Stage/Shelter area in Bruxner Park,**
   - **Memorial Hall,**
   - **Youth Precinct (covering the toilets, container café, band hall and skate park),**
   - **Jubilee Park (covering the toilets, rotunda),**
   - **Jubilee Park (covering the basketball court and playground),**
   - **Rotary Park.**

3. **That a further report on the alternative methodology of cloud storage for a CCTV system be presented to Council, and the possibility of a trail with such a system be pursued.**

(Greg Sauer/Kim Rhodes)

Motion Carried

Chris Thomas, I.T. Support Officer, left the room at 11.22am.

OUR ENVIRONMENT

(ITEM ENV2/26) MT LINDESAY ROAD PRIVATE WATER LINE

SUMMARY
The purpose of this report is to provide the Council with an update in relation to the status of the Mount Lindesay Road private water main.

OFFICER'S RECOMMENDATION:

That Council:

Is provided with the following, prior to considering an extension to the date for shutting down the Mount Lindesay Road Private Water Line:

1. **Evidence of the formation of a suitable managing body, such as a trust or an incorporated body.**
2. **A policy of insurance that covers all risks in relation to the Mount Lindesay Road Private Water Line noting Tenterfield Shire Council's interests and subject to review and acceptance by Council's insurers.**
3. **A suitable agreement acceptable to Council's legal advisors covering the use of the Council Road reserve for purposes of the private water line.**
4. **Written approval from all affected owners where the Mount Lindesay Road Private Water Line passes through private land without an easement.**
5. **The cost of these matters is to be paid for by the members of the trust or incorporated body that is created by the users of the Mount Lindesay Road Water Line.**

The officer's recommendation was moved by Cr Peter Petty and seconded by Cr Tim Bonner for discussion.

An amendment was moved by Cr Greg Sauer and seconded by Cr Peter Petty, which became the resolution.

58/26 **Resolved**

That Council:

Extends the date for shutting down the Mount Lindesay Road Private Water Line to 30 June 2027, on condition that proof of the following is being provided to Council by 1 December 2026:

1. **Evidence of the formation of a suitable managing body, such as a trust or an incorporated body.**
2. **A policy of insurance that covers all risks in relation to the Mount Lindesay Road Private Water Line noting Tenterfield Shire Council's interests and subject to review and acceptance by Council's insurers.**

3. **A suitable agreement acceptable to Council's legal advisors covering the use of the Council Road reserve for purposes of the private water line.**
4. **Written approval from all affected owners where the Mount Lindesay Road Private Water Line passes through private land without an easement.**
5. **The cost of these matters is to be paid for by the members of the trust or incorporated body that is created by the users of the Mount Lindesay Road Water Line.**

(Greg Sauer/Peter Petty)

Motion Carried

Councillor P Murphy requested his vote to be recorded as voting against the item.

OUR GOVERNANCE

(ITEM GOV34/26) JOINT ORGANISATIONS AND REGIONAL ORGANISATIONS OF COUNCILS

SUMMARY

The purpose of this report is to provide additional information to Councillors to make an informed decision about its intention regarding future regional collaboration.

59/26 **Resolved**

That Council:

Notes the additional information distributed regarding the New England Joint Organisation, Northern Rivers Joint Organisation, and newly created Northern Tablelands Regional Organisation of Councils; further, that the supplementary item be considered in conjunction with Item 23/26.

(Peter Petty/Greg Sauer)

Motion Carried

Councillor Murphy Left the room at 12.02pm.

Councillor Murphy returned to the room at 12.07pm.

Matthew Francisco, Director Corporate Services, left the room at 12.08pm.

Matthew Francisco, Director Corporate Services, returned to the room at 12.12pm.

(ITEM GOV23/26) JOINT ORGANISATIONS AND REGIONAL ORGANISATIONS OF COUNCILS:

SUMMARY

The purpose of this report is for Council to consider the contents of the letter dated 9 February 2026 received from the NSW Minister of Local Government; especially whether it is Council's intention to be a member of a Joint Organisation (JO), and the JO that it would like to join, create, withdraw from, or retain membership of. Alternatively, Council may wish to join the newly created Northern Tablelands Regional Organisation of Councils (NTROC).

60/26 **Resolved**

That Council:

1. **Expresses its intention to resign from the dormant New England Joint Organisation (NEJO), which has been in hiatus since 2023, and requests for this organisation to be wound up.**

2. **Expresses its intention not to form part of the principal membership of any Joint Organisation going forward.**

3. **Expresses its intention to collaborate with the members of the newly created Northern Tablelands Regional Organisation of Councils (NTROC) to obtain membership of this ROC.**

4. **Requests the NSW Minister of Local Government to retain the former NEJO Regional Planning Boundaries for the purposes of the above-mentioned NTROC; and for Tenterfield Shire Council to be included within these regional boundaries.**

(Peter Petty/Greg Sauer)

Motion Carried

(ITEM GOV24/26) SCHOOL OF ARTS COLLECTIONS ACQUISITION AND DEACCESSION POLICY - UPDATE

SUMMARY

The purpose of this report is to update the School of Arts Collections Acquisition and deaccession Policy and to endorse the policy for a further five (5) years.

61/26 **Resolved**

That Council:

Adopts the updated School of Arts Collections Acquisition and Deaccession Policy, with the following changes to the Policy document:

- **Page 3 of 12: For the wording in paragraph two under the sub-heading "Large Hall Foyer" to read: "The Large Hall Foyer also operates as an entry point and orientation space, currently housing the Tenterfield Chamber of Tourism, Industry and Business' 'Tenterfield Information Centre', ticketing facility and multi-media element."**
- **Page 10 of 12: For the wording "Appendix B – Loan Agreement" to be added in under the heading "8. Appendices", and for this Loan Agreement to be physically added to the Policy document.**

(Greg Sauer/Kim Rhodes)

Motion Carried

(ITEM GOV25/26) UPDATED BUSINESS CONTINUITY PLAN (BCP)

SUMMARY

The purpose of this report is to obtain Council adoption of the revised Business Continuity Plan framework, which is designed to maintain essential services amid significant operational disruptions.

62/26 **Resolved**

That Council:

Adopts the updated Business Continuity Plan (BCP), which establishes Council's framework for maintaining essential services during significant disruption events.

(Kim Rhodes/Tom Peters)

Motion Carried

(ITEM GOV26/26) AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING MINUTES - 10 DECEMBER 2025

SUMMARY

Council's Audit, Risk and Improvement Committee (ARIC) had their Ordinary Meeting on Wednesday, 10 December 2025.

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

63/26

Resolved

That Council:

Notes the adopted and signed minutes from the Audit, Risk and Improvement Committee meeting of Wednesday, 10 December 2025.

(Peter Petty/Kim Rhodes)

Motion Carried

(ITEM GOV27/26) DELEGATIONS TO THE GENERAL MANAGER

SUMMARY

In accordance with 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.

64/26

Resolved

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 Council 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.**

(Peter Petty/Tim Bonner)

Motion Carried

(ITEM GOV28/26) INVESTMENT REPORT FOR PERIOD ENDED 28 FEBRUARY 2026

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.

65/26 **Resolved**

That Council:

Notes the Investment Report for the period ended 28 February 2026.

(Greg Sauer/Owen Bancroft)

Motion Carried

SUSPENSION OF STANDING ORDERS

66/26 **Resolved**

That standing orders be suspended for the purpose of a lunch break.

(Tim Bonner/Greg Sauer)

Motion Carried

Recording of the session was paused at 12.53pm.

RESUMPTION OF STANDING ORDERS

67/26 **Resolved**

That standing orders be resumed.

(Peter Petty/Owen Bancroft)

Motion Carried

The recording device was turned on, the time being 1.36pm.

Jane Walton, Manager Finance and Technology entered the room at 1.35pm.

(ITEM GOV29/26) 2026/27-OPERATIONAL PLAN AND BUDGET - INCLUDING REVENUE POLICY, FEES AND CHARGES, LONG TERM FINANCIAL PLAN AND 2025-2029 DELIVERY PROGRAM,

SUMMARY

The purpose of this report is for Council to adopt the 2026/27-Operational Plan and Budget, including the Statement of Revenue Policy, List of Fees and Charges, Long-Term Financial Plan and 2026-2030 Delivery Program for a 28-day public exhibition period.

68/26 **Resolved**

That Council:

(1) Adopts the **2026/27-Operational Plan and Budget**, attached as an Annexure to the report, for a 28-day public exhibition period.

(2) Adopts the following documents as an integral part of the above-mentioned 26/27-Operational Plan and Budget:

(a) **Tenterfield Shire Council Operational Plan (Annual Budget) for 2026/2027, Delivery Program for 2025-2029;**
(b) **Tenterfield Shire Council Statement of Revenue Policy for 2026/2027;**

(c) Tenterfield Shire Council Fees and Charges for 2026/2027;
(d) Tenterfield Shire Council Long-Term Financial Plan for 2026-2036.

(3) **Rates** - In accordance with the provisions of Sections 494 & 535 of the *Local Government Act 1993*, makes, fixes and levies the rates for the year ending 30 June 2027 for the following rating categories:

Farmland:
A Farmland rate of 0.198000 of a cent in the dollar (shown as 0.198000% on rates notice) on the current land values of all rateable land in the Local Government Area being Farmland, with a base rate of $611.00 per annum (the total revenue collected from this base amount represents 26.53% of the total revenue collected from this category of land).

Residential – Tenterfield:
A Residential – Tenterfield rate of 0.360000 of a cent in the dollar (shown as 0. 360000% on rates notice) of the current land values of all rateable land within this category, with a base rate of $460.00 per annum (the total revenue collected from this base amount represents 46.37% of the total revenue collected from this category of land).

Residential – Tenterfield (Urban):
A Residential – Tenterfield rate of 0.350000 of a cent in the dollar (shown as 0. 350000% on rates notice) of the current land values of all rateable land within this category, with a base rate of $468.00 per annum (the total revenue collected from this base amount represents 20.09% of the total revenue collected from this category of land).

Residential – Urbenville:
A Residential – Urbenville rate of 0.500000 of a cent in the dollar (shown as 0. 500000% on rates notice) of the current land values of all rateable land within this category, with a base rate of $416.00 per annum (the total revenue collected from this base amount represents 45.77% of the total revenue collected from this category of land).

Residential – Jennings:
A Residential – Jennings rate of 0.490000 of a cent in the dollar (shown as 0. 490000% on rates notice) of the current land values of all rateable land within this category, with a base rate of $416.00 per annum (the total revenue collected from this base amount represents 46.02% of the total revenue collected from this category of land).

Residential – Drake:
A Residential – Drake rate of 0.500000 of a cent in the dollar (shown as 0.500000% on rates notice) of the current land values of all rateable land within this category, with a base rate of $416.00 per annum (the total revenue collected from this base amount represents 46.58% of the total revenue collected from this category of land).

Residential – Other:

A Residential – Other rate of 0.240080 of a cent in the dollar (shown as 0.240080% on rates notice) of the current land values of all rateable land within this category, with a base rate of $263.00 per annum (the total revenue collected from this base amount represents 48.00% of the total revenue collected from this category of land).

Residential – Rural:
A Residential – Rural rate of 0.327200 of a cent in the dollar (shown as 0.327200% on rates notice) of the current land values of all rateable land within this category, with a base rate of $450.00 per annum (the total revenue collected from this base amount represents 31.78% of the total revenue collected from this category of land).

Business – Tenterfield:
A Business – Tenterfield rate of 1.000000 of a cent in the dollar (shown as 1.000000% on rates notice) of the current land values of all rateable land within this category, with a base rate of $831.00 per annum (the total revenue collected from this base amount represents 33.53% of the total revenue collected from this category of land).

Business – Urbenville:
A Business – Urbenville rate of 0.641413 of a cent in the dollar (shown as 0.641413% on rates notice) of the current land values of all rateable land within this category, with a base rate of $363.00 per annum (the total revenue collected from this base amount represents 41.17% of the total revenue collected from this category of land).

Business – Jennings:
A Business – Jennings rate of 0.690286 of a cent in the dollar (shown as 0.690286% on rates notice) of the current land values of all rateable land within this category, with a base rate of $363.00 per annum (the total revenue collected from this base amount represents 49.71% of the total revenue collected from this category of land).

Business – Drake:
A Business – Drake rate of 0.963964 of a cent in the dollar (shown as 0.963964% on rates notice) of the current land values of all rateable land within this category, with a base rate of $363.00 per annum (the total revenue collected from this base amount represents 40.11% of the total revenue collected from this category of land).

Business – Other:
A Business – Other rate of 0.689396 of a cent in the dollar (shown as 0.689396% on rates notice) of the current land values of all rateable land within this category, with a base rate of $389.00 per annum (the total revenue collected from this base amount represents 49.96% of the total revenue collected from this category of land).

Business – Industrial:
A Business – Industrial rate of 1.658352 of a cent in the dollar (shown as 1.658352% on rates notice) of the current land values of all rateable land within this category, with a base rate of $790.00 per annum (the

total revenue collected from this base amount represents 25.80% of the total revenue collected from this category of land).

Mining:
A Mining rate of 2.247212 of a cent in the dollar (shown as 2.247212% on rates notice) on the current land values of all rateable land in the Local Government Area where the dominant use is for a coal mine or metalliferous mine, with a base rate of $642.00 per annum (the total revenue collected from this base amount represents 41.04% of the total revenue collected from this category of land).

(4) **Water -** In accordance with the provisions of Section 552 of the *Local Government Act 1993*, Council makes, fixes and levies a Water Supply Availability Charge on all land rateable to the Water Supply Charge and other water charges for the year ending June 2026, as follows:

(a) Residential - $653.00 per property and/or connection per annum;
(b) Residential Strata - $491.00 per property and/or connection per annum;
(c) Mt Lindesay Private Line – $850.00 per property and/or connection per annum;
(d) Rural Other - $653.00 per property and/or connection per annum;
(e) Non-Residential - Meter connection: 20mm - $653.00 per property and/or connection per annum;
(f) Non-Residential - Meter connection: 25mm - $653.00 per property and/or connection per annum;
(g) Non-Residential - Meter connection: 32mm - $653.00 per property and/or connection per annum;
(h) Non Residential - Meter connection: 40mm - $985.00 per property and/or connection per annum;
(i) Non-Residential - Meter connection: 50mm - $1,532.00 per property and/or connection per annum;
(j) Non-Residential - Meter connection: 80mm - $3,929.00 per property and/or connection per annum;
(k) Non-Residential - Meter connection: 100mm - $6,139.00 per property and/or connection per annum;
(l) Non-Residential - Meter connection: 150mm - $13,804.00 per property and/or connection per annum;
(m) Voluntary and Charitable Organisations - $126.00 per property and/or connection per annum;
(n) Services installed solely for the purpose of firefighting – No Charge.

In accordance with Section 502 of the *Local Government Act 1993*, makes, fixes and levies a stepped tariff for the charge for water consumed by Residential customers (to be by measure of metered water consumption) at the rate of $5.50 per kilolitre for water consumption between nil (0) and 450 kiloliters per annum, and $8.40 per kilolitre for water consumed over 450 kilolitres per annum.

In accordance with Section 502 of the *Local Government Act 1993*, that Council makes, fixes and levies a stepped tariff for the charge for water consumed by Rural/Mt Lindesay customers (to be by measure of metered water consumption) at the rate of $5.50 per kilolitre for water consumption between nil (0) and 450 kilolitres per annum, and $8.40 per kilolitre for water consumed over 450 kilolitres per annum.

In accordance with Section 502 of the *Local Government Act 1993*, makes, fixes and levies a stepped tariff for the charge for water consumed by Non-Residential customers (to be by measure of metered water consumption) at the rate of $5.50 per kilolitre for water consumption between nil (0) and 1,000 kilolitres per annum, and $8.40 per kilolitre for water consumed over 1,000 kilolitres per annum.

In accordance with Section 502 of the *Local Government Act 1993*, makes, fixes and levies a minimum water consumption account charge of $25.00 for each of the six (6) monthly billing periods. Further, if at the time of reading a water meter it is found to be damaged or has stopped, an account will be issued based on the previous two corresponding water bills.

(5) **Sewerage** - In accordance with the provisions of Section 501(1) and 502 of the *Local Government Act 1993*, makes, fixes and levies a Sewerage Service Availability Charge of $1,314.00 on all Residential land in the Tenterfield and Urbenville Town Areas and is:

(a) connected to the Council's sewer main, or
(b) not connected to the Council's sewer main but any part of the property is no more than 75 metres from the Council's sewer main; and
(c) land from which sewerage can be discharged into the sewers of Council for the year ending June 2026.

Further, that in respect of Residential Flat Buildings a Sewerage Availability Charge will be made equal to the number of residential flats multiplied by the service charge for a single connection.

Annual Access Charge **-** In accordance with the provisions of Sections 501(1) and 552 of the *Local Government Act 1993*, Council makes, fixes and levies Annual Access Charges for Commercial and Non-Residential Sewerage for the year ending June 2026, as follows:

a) A Sewerage Access Charge will be incurred proportional to the customer's water connection diameter plus a pay-for-use charge based on the water used, calculated in accordance with the following connection options and the formula following subparagraph "j" below:
   (a) Non-Residential - Meter connection: 20mm - $1,314.00 per occupancy per property per annum;
   (b) Non-Residential - Meter connection: 25mm - $1,314.00 per occupancy per property per annum;
   (c) Non-Residential - Meter connection: 32mm - $1,701.00 per occupancy per property per annum;
   (d) Non-Residential - Meter connection: 40mm - $2,646.00 per occupancy per property per annum;

(e) Non-Residential - Meter connection: 50mm - $4,127.00 per occupancy per property per annum;
(f) Non-Residential - Meter connection: 80mm - $10,562.00 per occupancy per property per annum;
(g) Non-Residential - Meter connection: 100mm - $16,502.00 per occupancy per property per annum;
(h) Non-Residential - Meter connection: 150mm - $37,134.00 per occupancy per property per annum;
(i) Voluntary and Charitable Organisations - $253.00 per occupancy per property per annum;
(j) Services installed solely for the purpose of firefighting – No Charge.

The formula to calculate Non-Residential Sewerage Charges is:

AC +SDF x (C+UC)
Where:
AC = Access Charge
SDF = Sewerage Discharge Factor (determined by type/use)
C = Customers Annual Water Consumption in kilolitres
UC = Sewerage Usage Charge

- Makes, fixes and levies a Sewerage Usage Charge of $2.85 per kilolitre in 2026/2027.
- Makes, fixes and levies Trade Waste Annual Charges for the year ending June 2027, as follows:

  (a) Non-Residential Trade Waste Fee: Category 1 - $190.50 per property per annum;
  (b) Non-Residential Trade Waste Fee: Category 2 - $190.50 per property per annum;
  (c) Non-Residential Trade Waste Fee: Category 3 - $908.00 per property per annum.

- Makes, fixes and levies Trade Waste Usage Charges for the year ending June 2027, as follows:

  (a) Non-Residential Trade Waste Usage Charge: Compliant - $2.15 per kilolitre;
  (b) Non-Residential Trade Waste Usage Charge: Non-Compliant - $22.00 per kilolitre.

(6) **Waste Management Charges -** In accordance with section 501 of the *Local Government Act 1993* makes, fixes and levies the Waste Management Facility Charge of $321.00 per property per annum for the year ending June 2027.

Waste Collection Charges - In accordance with sections 496 and 501 of the *Local Government Act 1993* makes, fixes and levies Waste Collection Charges for the year ending June 2027, as follows:

(a) Residential Waste Collection: 120L Bin - $517.00 per service per annum;

(b) Residential Waste Collection: 240L Bin - $665.00 per service per annum;
(c) Non-Residential Waste Collection: 120L Bin - $517.00 per service per annum;
(d) Non-Residential Waste Collection: 240L Bin - $665.00 per service per annum.

Recycling Collection Charges - In accordance with sections 496 and 501 of the *Local Government Act 1993* makes, fixes and levies Recycling Collection Charges for the year ending June 2027, as follows.

(a) Residential Recycling Collection - $98.50 per service per annum;
(b) Non-Residential Recycling Collection - $98.50 per service per annum.

(7) **Stormwater Management Charges** In accordance with section 496A of the *Local Government Act 1993* makes, fixes and levies Stormwater Management Charges for the year ending June 2027, for properties within the Tenterfield, Urbenville and Jennings town areas where there is a structure.

(a) Residential – $25.00 per annum;
(b) Residential Strata Title Per Unit - $12.50 per annum;
(c) Non-Residential: <350m square - $25.00 per annum;
(d) Non-Residential: 350m square-1200m square - $50.00 per annum;
(e) Non-Residential: 1200m square-5000m square - $221.00 per annum;
(f) Non-Residential: >5000m square - $357.00 per annum.

Waste Vouchers - Provides three (3) waste vouchers that will be issued with the annual rate notices. Vouchers for 2026/2027 will be current for three (3) financial years, up to and including 2028/2029 financial year.

Borrowings:
Nil Borrowings – subject to service level reductions and further amendments proposed in the amended Operational Plan for 2026/2027.

Interest rates on overdue rates and charges - In accordance with the provisions of Section 566(3) of the *Local Government Act 1993*, determines that the extra interest charges on overdue rates and charges will be levied at the maximum rate allowable and as advised by the Office of Local Government on a daily simple interest basis for the financial year ending 30 June 2027.

Operational Plan on website - In accordance with the provisions of Section 405(6) of the *Local Government Act 1993*, places a copy of its adopted Operational Plan 2026/2027 on its website within 28 days.

(8) Addition to Operational Plan Council resolved RES1/25 that (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 budget review to reflect this position of Council."

This has now become Operational Plan Activity 2.2.1.3.

(9) The following capital projects have been noted in the Draft Long-Term Financial Plan (LTFP) 2026-2036 as line items with no income or expenditure allocations yet and will only proceed if Council is able to secure grant funding:

- Roofing works for the School of Arts
- Shade Sails over the selling pens at the Saleyards
- Mt McKenzie Lookout upgrade
- Renew old female bathrooms at Tenterfield Memorial Hall
- Convert Old Male Bathrooms to Storage at Tenterfield Memorial Hall
- Renew Kitchen at Tenterfield Memorial Hall
- CCTV for Tenterfield Town Centre
- Swimming Pool Replacement

(10) During the 2026/27-Financial Year, Council continues to evaluate its financial position, capital spending of prior Special Rate Variation determinations and spending against budgetary allocations, Asset Management Plan updates, staffing resources (including human capital within the organisation), and social capital within the community – for a Special Rate Variation to be pursued in the future.

(11) During the 2026/27-Financial Year, continues to evaluate its financial position, capital spending of prior Special Rate Variation determinations and spending against budgetary allocations, Asset Management Plan updates and maturation, staffing resources (including human capital within the organisation), and building of social capital within the community – for a Special Rate Variation to potentially be pursued in the 2028/29- Financial Year for implementation on 1 July 2029.

(12) Reduces the amount provided as Capital Expenditure in the 2026/27 – Financial Year for Infrastructure to support Bicycles and Mobility Scooters from $60,000 to $10,000, and that a new Capital Expenditure line item be created for Vehicle Parking in Tenterfield for the amount of $140,000.

(13) Includes an amount of $45,000 for Capital Expenditure on Footpaths for the 2026/27 – Financial Year .

(Peter Murphy/Kim Rhodes)

Motion Carried

Jane Walton, Manager Finance and Technology left the meeting at 2.50pm.

Councillor Bonner made his apologies and left the meeting at 2.51pm.

(ITEM GOV30/26) CORPORATE SERVICES DIRECTORATE MONTHLY REPORT

SUMMARY

The purpose of this report is to:

- update the Council on activities within the Corporate Services Directorate
- provide a written report that sets out details required in accordance with relevant legislation and regulations, and
- provide statistics and data that support corporate policy and activities in accordance with the Operational Plan and Delivery Program 2025 – 2029.

69/26

Resolved

That Council:

Notes the Corporate Services Directorate Report for February 2026.

(Greg Sauer/Roger Turner)

Motion Carried

(ITEM GOV31/26) 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 February 2026.

70/26

Resolved

That Council:

Receives and notes the information contained in the report.

(Peter Petty/Kim Rhodes)

Motion Carried

(ITEM GOV32/26) WORKFORCE, SAFETY, RISK, RECORDS AND COMMUNICATIONS REPORT - FEBRUARY 2026

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.

71/26

Resolved

That Council:

Notes the Workforce, Safety, Risk, Records and Communications Report for February 2026.

(Kim Rhodes/Greg Sauer)

Motion Carried

(ITEM GOV33/26) COUNCILLOR WORKS/SERVICE REQUESTS - FEBRUARY 2026

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.

72/26

Resolved

That Council:

Notes the status of the Councillor Works/Service Requests for the month of February 2026.

(Owen Bancroft/Greg Sauer)

Motion Carried

REPORTS OF DELEGATES & COMMITTEES

Nil.

NOTICES OF MOTION

(ITEM NM1/26) WAIVING THE $2 ENTRY FEE FOR THE COMMUNITY POOL PARTY TO BE HELD ON 29TH MARCH 2026

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, 25 March 2026:

That Council:

Consider waiving the $2 entry fee for the Community Pool Party to be held on 29th March 2026.

73/26

Resolved

That Council:

Waives the $2 entry fee for the Community Pool Party to be held on 29th March 2026.

(Bronwyn Petrie/Greg Sauer)

Motion Carried

(ITEM NM2/26) TENTERFIELD AREA BE ASSESSED AND APPROVED TO BE LISTED AS A DROUGHT AFFECTED AREA

I, Councillor Peter Petty, hereby give notice that I intend to move the following motion at the Ordinary Council meeting to be held on Wednesday, 25 March 2026:-

That Council:

Starts the process of contacting our State Member for Lismore, Ms Janelle Saffin, to seek that Tenterfield be assessed and approved to be listed as a Drought Affected Area.

74/26

Resolved

That Council:

Starts the process of contacting our State Member for Lismore, Ms Janelle Saffin, to seek that Tenterfield be assessed and approved to be listed as a Drought Affected Area.

(Peter Petty/Greg Sauer)

Motion Carried

(ITEM NM3/26) TENTERFIELD SHIRE COUNCIL TO BE PLACED ON THE NEXT BLACK SPOT FUNDING LIST FOR THE NEW ENGLAND HIGHWAY AND BRUXNER WAY WEST INTERSECTION

I, Councillor Peter Petty, hereby give notice that I intend to move the following motion at the Ordinary Council meeting to be held on Wednesday, 25 March 2026:-

That Council:

Contacts our State Member, Ms Janelle Saffin and through her to the Minister for Roads and Regional Transport, Ms Jenny Aitchison that Tenterfield Shire Council wish to be placed on the next Black Spot Funding List for the New England Highway and Bruxner Way West intersection.

75/26

Resolved

That Council:

Contacts our State Member, Ms Janelle Saffin and through her to the Minister for Roads and Regional Transport, Ms Jenny Aitchison that Tenterfield Shire Council wish to be placed on the next Black Spot Funding List for the New England Highway and Bruxner Way West intersection.

(Peter Petty/Greg Sauer)

Motion Carried

RESOLUTION REGISTER

(ITEM RES2/26) COUNCIL RESOLUTION REGISTER - FEBRUARY 2026

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.

76/26

Resolved

That Council notes the status of the Council Resolution Register to February 2026.

(Peter Petty/Owen Bancroft)

Motion Carried

CONFIDENTIAL BUSINESS

Nil.

MEETING CLOSED

There being no further business the Mayor declared the meeting closed at 3.27pm.

…….
Councillor Bronwyn Petrie
Mayor/Chairperson

Department:	**Office of the Director Corporate Services**
Submitted by:	Liz Alley, Director Corporate Services
Reference:	**ITEM ECO9/26**
Subject:	**TENTERFIELD CHAMBER OF TOURISM, INDUSTRY AND BUSINESS: REQUEST FOR EXTENDED OPERATING HOURS**

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
Delivery Plan Action:	Provide financial support on an annual basis to Tenterfield Chamber Tourism Group (TCTG)

SUMMARY
The purpose of this report is for Council to consider a formal request from Tenterfield Chamber of Tourism, Industry and Business to extend the operating hours of the Tenterfield Information Centre in the foyer of the Sir Henry Parkes Memorial School of Arts building.

OFFICER'S RECOMMENDATION:

That Council:

1. **Approve the extra days of operation for the Tenterfield Information Centre within the foyer of the Sir Henry Parkes Memorial School of Arts building, from 3 days per week to 6 days per week (Monday through Saturday) with the occasional Sunday marking special events, to begin immediately.**

2. **Approve the times of operation requested as 9am – 1pm in the warmer months (Spring and Summer) and 10am – 2pm in the cooler months (Autumn and Winter).**

BACKGROUND

The current three-year Facility Permitted Use Licence between Council and the Tenterfield Chamber of Tourism, Industry and Business (TCTIB), makes provision for operating four (4) hours a day, three (3) days a week, with the particular days and hours being nominated by Council after consulting with TCTIB, and considering the availability of volunteers to provide face-to-face service to visitors during these hours and days.

In addition to the above, including long weekends, on-off events and holidays but excluding any Excluded Hours.

Our Economy No. 9 Cont…

Excluding Hours being any day and time when the School of Arts Foyer is required for access by Council, the Registered Proprietor, or use including but not limited to:

- Council's business purposes;
- Heritage activities organized by the National Trust of Australia (New South Wales) at such times during the National Trust Heritage Festival in each year;
- Activities and events associated with the theatre and cinema hosted and operated by a Council-authorised third party; and
- Maintenance, repair or upgrade works.

The Facility Permitted Use Licence sets out the requirements for a change to permitted hours and excluded hours:

a) The parties acknowledge that the permitted Hours and Excluded Hours may change every three months, subject to the requirements of the Registered Proprietor, Council and TCTIB.
b) On 1 January, 1 April, 1 July, and 1 October each year, or otherwise on demand where Council gives at least two (2) weeks' written notice;
    i. TCTIB will provide Council with an updated schedule of proposed dates and times of TCTIB's usage and non-usage of the Licensed Area for the relevant three-month period, for approval by Council; and
    ii. The parties will act reasonably and in good faith to agree on any necessary changes or updates to the Permitted Hours and Excluded Hours each three-month period, based on TCTIB's proposed usage.

REPORT:

The President of TCTIB, Ms Kathryn Davis, has made a formal request (see attachment) to Council for a change to the operating hours of the Tenterfield Information Centre at the foyer of the School of Arts, 201 Rouse Street, Tenterfield from 4 days per week to 6 days per week.

The basis for this increase in operating hours is the success of attracting 20 active volunteers (and growing) wanting to participate and provide information and a favourable experience to visitors to Tenterfield through the means of the Information Centre.

TCTIB and SOATI (School of Arts Tenterfield Incorporated) have fostered a productive and proactive relationship and SOATI are in full support of this request for extended operating hours, with a letter of support attached to this report.

COUNCIL IMPLICATIONS:

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

   Although community engagement is not applicable per se in this instance, community engagement has been held pertaining to the development of a fresh Economic Development Strategy for the Tenterfield Shire by the appointed consultant SC Lennon & Associates Pty Ltd (Sc Lennon). Relevant information was presented to Council at a Workshop on Monday, 13 October 2025.

Our Economy No. 9 Cont…

Part of this information included a schematic presentation of how Council's economic development and tourism support activities will typically cut across six broad themes, as is visually depicted below. It is interesting to note how Council's engagement with TCTIB regarding the delivery of tourism services for the Tenterfield Shire, already addresses two of the identified six themes, i.e. "Tourism Promotion and Visitor Servicing", and "Local Business Engagement and Support".

2. Policy and Regulation

- *Local Government Act 1993*
- *Local Government (General) Regulation 2021*
- Facility Permitted Use Licence between Council and TCTIB
- Facility Permitted Use Licence between Council and SOATI

3. Financial (Annual Budget & LTFP)

This request for extended operating hours will not have any financial impact on Council.

4. Asset Management (AMS)

Nil

5. Workforce (WMS)

Nil

6. Legal and Risk Management

Nil

7. Performance Measures

Our Economy No. 9 Cont…

Nil

8. **Project Management**
   Council's approval of the request received from TCTIB, as is slightly amended in the recommendation, will provide for a further refined tourism delivery project by TCTIB on behalf of Council, to ensure satisfactory visitor economy outcomes for the Tenterfield Shire.

Matthew Francisco
Director of Infrastructure Services

Prepared by staff member:	Liz Alley, Director Corporate Services
Approved/Reviewed by Manager:	Matthew Francisco, Director of Infrastructure Services
Department:	Office of the Director Corporate Services
Attachments:	**1** TCTIB Letter of Request for Extended Operating Hours **2** SOATI Support Letter for TCTIB Extended Operating Hours

Tenterfield Chamber of Tourism Industry and Business

CHAMBER ALLIANCE PROGRAM | NSW Business Chamber

Ms Liz Alley,
Director, Corporate Services,
Tenterfield Shire Council,
247 Rouse Street,
Tenterfield, 2327

27 March 2026

Dear Liz,

The TCTIB would like approach the TSC and seek approval for increased operational hours of the Tenterfield Information Centre at the foyer of the School of Arts, 201 Rouse Street, Tenterfield to commence 30th March 2026.

The TCTIB has been very fortunate to have over 20 active volunteers (and growing) wanting to participate and provide information and a favourable experience to visitors to Tenterfield through the means of the Information Centre and we would very much like to provide our volunteers with at least one shift per month. We also have members of the community through Best Employment seeking volunteer work for over 55 years of which we would like to accommodate as they are very keen to be apart of this growing volunteer community.

Over the last 5 months since operation began the TCTIB have valued our volunteers time, feedback, knowledge and wisdom as well as providing training and team building outings to enrich the group experience as a whole.

As such the TCTIB ask for approval from the TSC to be operational 6 days per week (Monday through Saturday) with the occasional Sunday marking special events such as Easter and other occasions as they may arise.

The times of operation requested are 9am-1pm in the warmer months (Spring and Summer) and 10am-2pm in the cooler months (Autumn and Winter).

The TCTIB believe that TCTIB and SOATI are fostering a productive, proactive and communicative relationship with each other and endeavour to make every effort for this relationship to continue into the future.

The TCTIB have been in discussions with SOATI and have sought their approval for the Information Centre to be open these extended hours and the TCTIB are mindful and will continue to be in regards to any event that SOATI house within the School of Arts as to not interfere with their operations. (Please see letter of support from SOATI attached).

We look forward to a favourable outcome and thank the TSC for their time and support in this matter.
If there are any further questions please feel free to contact me personally.

Kind regards,

Kathryn (Kat) Davis
President TCTIB
0433 237 477

TENTERFIELD CHAMBER OF TOURISM, INDUSTRY AND BUSINESS
P.O. Box 18 Tenterfield 2372 Email: tctib@outlook.com
www.tenterfieldchamber.com.au

SCHOOL OF ARTS
TENTERFIELD INC

Ms Liz Alley,
Director, Corporate Services,
Tenterfield Shire Council,
247 Rouse Street,
Tenterfield, 2327

27 March 2026

Dear Liz,

The School of Arts Tenterfield Inc., (SOATI) would like to congratulate the Tenterfield Chamber of Tourism, Industry and Business (TCTIB) for recruiting a growing team of enthusiastic volunteers. We support the TCTIB in their efforts to increase operational hours of the Tenterfield Information Centre (TIC) in the foyer of the School of Arts.

SOATI understands that the TIC would like to extend their operations to six days per week (Monday through Saturday) from 9am-1pm in the Spring and Summer months, and 10am-2pm in the Autumn and Winter months, with the occasional Sunday during special events such as Easter.

We understand the TIC would like to commence this new roster starting the 30 March 2026 and we look forward to collaborating and sharing the space with them.

Both SOATI and TCTIB have been and continue to be in discussions surrounding rosters and events and both organisations continue to endeavour to accommodate the other accordingly.

Yours Sincerely,

Kevin Markwell

Kevin Markwell,
President

205 Rouse Street, Tenterfield NSW 2372
Ph.0421 246 815

www.tenterfieldsoa.com.au
tenterfieldsoa@gmail.com

Department:	**Office of the Director Corporate Services**
Submitted by:	Milan Duwenhogger-Lange, Lands Management Officer
Reference:	**ITEM ECO10/26**
Subject:	**COURTYARD CAFE LEASE RENEWAL**

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	**ECONOMY** - We promote and support progress in our shire
CSP Strategy:	Work in collaboration to implement the Regional Economic Development Strategy (REDS)
Delivery Plan Action:	Regular contact with Regional Economic body

SUMMARY
The purpose of this report is to review and approve the new lease for the Courtyard Café.

OFFICER'S RECOMMENDATION:

That Council:

1. **Enters into a new lease with P.S. & J.E. Co Pty Ltd, A.C.N. 691 4660 7267**
2. **Delegates to the General Manager or delegated staff member to execute the lease on behalf of Council.**

BACKGROUND

The Sir Henry Parkes Memorial School of Arts Café has been in operation since 2006 and has been an integral component of the School of Arts, providing a regular service for both local and visiting customers to the facility at the same time delivering an invaluable catering service to the many functions conducted at the centre throughout the year.

The current Lessee, Courtyard Café, has been located within the Sir Henry Parkes Memorial School of Arts since 30 January 2017 and is seeking a new lease as the existing lease has expired. The previous lease included a lease term of 1 x 2 x 2 options.

REPORT:

This report is to present the terms of the new lease. The key details of this lease are as follows:

- Term: 24 March 2026 to 23 March 2028,
- Option to renew: 24 March 2028 to 23 March 2030, being the second lease term option (with a further 2 year option available at the end of this lease),
- Rent: $14,707.99 (excluding GST) per annum,
- Annual rent review with CPI increase and a Market Review prior to exercising the option to renew,
- A map attached to the end of the lease shows the leased area highlighted in pink.

Our Economy No. 10 Cont…

COUNCIL IMPLICATIONS:

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

   Nil

2. **Policy and Regulation**

   - Food Act 2003 (NSW)
   - Food Regulation 2025 (NSW)

3. **Financial (Annual Budget & LTFP)**

   Annual recurring income for the Council budget

4. **Asset Management (AMS)**

   Electricity meter reading

5. **Workforce (WMS)**

   Nil

6. **Legal and Risk Management**

   Nil

7. **Performance Measures**

   Nil

8. **Project Management**
   Nil

Liz Alley
Director Corporate Services

Prepared by staff member:	Milan Duwenhogger-Lange, Lands Management Officer		
Approved/Reviewed by Manager:	Liz Alley, Director Corporate Services		
Department:	Office of the Director Corporate Services		
Attachments:	**1**	Courtyard Cafe Lease 2026-28 Draft	39 Pages

Form: 07SL
Edition: 1
www.lpi.nsw.gov.au

SUBLEASE

New South Wales
Real Property Act 1900

Leave this space clear. Affix additional pages to the top left-hand corner.

PRIVACY NOTE: this information is legally required and will become part of the public record

STAMP DUTY

Office of State Revenue use only

(A) **HEAD LEASE**

(B) **TORRENS TITLE**

Part 10/18800 and 1/18800 being the Courtyard Cafe kitchen, committee room and courtyard.

(C) **LODGED BY**

Delivery Box	Name, Address or DX and Telephone Reference:	**CODE** **SL**

(D) **SUBLESSOR**

TENTERFIELD SHIRE COUNCIL

The sublessor leases to the sublessee the property referred to above.

(E) Encumbrances (if applicable):

(F) **SUBLESSEE**

P.S. & J.E. Co Pty Ltd A.C.N.

(G) **TENANCY:**

(H)
1. **TERM:** Two years
2. **COMMENCING DATE:** 24 March 2026
3. **TERMINATING DATE:** 23 March 2028
4. With an **OPTION TO RENEW** for a period of two years set out in clause No. 55 of Annexure A
5. Together with and reserving the **RIGHTS** set out in clause No. N.A. of
6. Incorporates the provisions set out in **ANNEXURE** A hereto.
7. Incorporates the provisions set out in **MEMORANDUM** filed at Land and Property Information New South Wales as No. N.A.
8. The **RENT** is set out in clause No. 7 of ANNEXURE A

All handwriting must be in block capitals.

Total Pages (office use only) _____ **Page 1 of** _____ LAND AND PROPERTY INFORMATION NSW

DATE:

(I) I certify that the person(s) signing opposite, with whom I am personally acquainted or as to whose identity I am otherwise satisfied, signed this instrument in my presence.

Signature of witness:

Name of witness:
Address of witness:

Certified correct for the purposes of the Real Property Act 1900 by the authorised officer named below.

Signature of authorised officer:

Authorised officer's name:
Authority of officer:
Signing on behalf of: Tenterfield Shire Counc

Certified correct for the purposes of the Real Property Act 1900 and executed on behalf of the corporation named below by the authorised person(s) whose signature(s) appear(s) below pursuant to the authority specified.
Corporation: P.S. & J.E. Co Pty Ltd
Authority: section 127 of the Corporations Law

Signature of authorised person:

Name of authorised person:
Office held: Director

Signature of authorised person:

Name of authorised person:
Office held: Director

(J) **STATUTORY DECLARATION**

I,

solemnly and sincerely declare that—

1. The time for the exercise of option to renew in expired sublease No. has ended;
2. The sublessee under that sublease has not exercised the option.

Made and subscribed at in the

on in the presence of—

Signature of witness:

Signature of sublessor:

Name of witness:

Address of witness:

Qualification of witness:

All handwriting must be in block capitals. **Page 2 of** _____

ANNEXURE A OF LEASE dated 2026.

BETWEEN

the Lessor described in Item 1 in the Reference Schedule (called "Lessor") of the first part

the Lessee described in Item 2 in the Reference Schedule (called "Lessee") of the second part

PART 1 — DEFINITIONS AND INTERPRETATION

1 Definitions

1 In this Lease the following expressions have the following meanings:

(a) "Building" means the building in which the Leased Premises are situated, including

(i) the land on which the Building is erected;

(ii) land, buildings and structures owned or controlled by the Lessor in conjunction with the Building, which is or may in the future be erected or altered;

(iii) Lessor's Fixtures, and the Lessor's chattels, plant, equipment, property and amenities.

(b) "Business day" means any day which is not Saturday, Sunday or a public holiday.

(c) "Common Areas of the Building" means those portions of the Building which are designed or are permitted by the Lessor for common use by lessees, their employees, customers and the public, including

(i) access and egress roads within the Building, car parking areas, elevators, escalators, ramps, stairways, walkways, pathways, corridors;

(ii) entrances, exits, forecourts, foyers, pedestrian malls;

(iii) toilets, washrooms, recreational areas, storage areas, loading docks.

(d) "Head lease" means the lease dated 29 June 2000 of the building from National Trust of Australia - New South Wales to the lessor.

(e) "Head Lessor" means the National Trust of Australia - New South Wales.

(f) "Lease" means this document and includes the schedules and annexures to this Lease.

(g) "Leased Premises" means

(i) the premises described in Item 4 in the Reference Schedule and includes, with reference to those premises

(A) the internal surfaces of external walls and of internal structural walls of the Building;

(B) the internal surfaces of the ceiling and of concrete or other floors;

(C) the central line of partitions separating the Leased Premises from other adjoining premises;

(D) the external surfaces of partitions and doors separating the Leased Premises from Common Areas of the Building or from other premises not intended to be leased;

(E) the internal surfaces of glass contained in external windows;

(F) all internal partitions, divisions, windows and window frames, doors and door frames, which are fully within the Leased Premises;

(G) the external surfaces and finishes on walls, floors, ceilings, partitions, doors and windows included in the Leased Premises, including paint, wallpaper and other materials or substances;

(ii) the Lessor's Fixtures and any chattels provided by the Lessor for the Lessee within the Leased Premises at any time during the lease term, including those listed in Item 5 in the Reference Schedule;

(iii) pipes and connections to water, sewerage, electricity, gas, telecommunications, air conditioning and other services and supplies, situated within above or under the Leased Premises which connect those services to the Leased Premises.

(h "Lessee" includes

(i) when an individual, the Lessee's legal personal representatives;

(ii) when several individuals, the Lessees jointly and their respective legal personal representatives;

(iii) the Lessee's assigns;

(iv) when a company or corporation, its successors and assigns.

(i)"Lessor" includes

(i) when an individual, the Lessor's legal personal representatives;

(ii) when several individuals, the Lessors jointly and their respective legal personal representatives;

(iii) the Lessor's assigns;

(iv) when a company or corporation, its successors and assigns.

(j) "Lessee's fittings" means the plant equipment and chattels listed in item 6 in the reference schedule and any plant equipment or chattels brought onto the premises by the lessee in replacement of any of those items.

(k)"Lessor's Fixtures" means all the plant, equipment and chattels which have been or become permanently or securely affixed to the Leased Premises and are the Lessor's property, including the items listed as fixtures in Item 5 in the Reference Schedule.

(l)"Reference Schedule" means the Reference Schedule in this Lease.

(m)"Services" means electricity, gas, water, sewerage, telephone, telecommunication, and any other services provided or available to leased premises in the Building or to Common Areas of the Building by public or local or statutory authorities and the pipes, wires, ducting and other means of providing those services to the Building and to leased premises.

(n) "Structural repairs" means repairs to the structure of the Building, such as the foundations, floors, walls and load bearing columns.

2 Interpretation

Terms

2 (1) (a) Words expressed in the singular include the plural and vice versa.

(b) Words expressed in one gender include the other genders, as is appropriate in the context.

(c) The reference to ``person'' includes a corporation.

Statutes

(2) References to statutes, regulations, ordinances and by-laws when contained in this Lease include amendments, re-enactments or consolidations of any of them.

Covenants implied by statute

(3) Covenants and powers implied by statute are excluded from this Lease, unless any such covenant or power cannot be excluded by force of statute or is expressly incorporated in this Lease.

Joint and several liability

(4) (a) In the event of there being two or more lessors or two or more lessees under this Lease (including whilst the Lease or the reversion is held by legal personal

representatives, successors or assigns) each of them is jointly and severally liable to perform covenants and obligations under this Lease.

(b) When there are two or more lessors or lessees, any conduct under or in respect of this Lease, including the exercise of any entitlement or taking any action under this Lease or a provision of this Lease, shall be undertaken by all of the lessors or all of the lessees jointly, unless this Lease expressly provides otherwise.

Severance

(5) If any provision contained in this Lease is or becomes legally ineffective, under the general law or by force of legislation, the ineffective provision shall be severed from this Lease which otherwise continues to be valid and operative.

Governing law

(6) This Lease is governed and construed in accordance with the law of the State in Item 7 in the Reference Schedule.

Lease comprises entire agreement

(7) It is agreed that this Lease contains the whole of the agreement between the Lessor and the Lessee relating to the Leased Premises.

PART 2 — THE SUBJECT MATTER AND TERM OF THIS LEASE

3 Rights and entitlements granted to Lessee

3 The Lessor grants to the Lessee for the duration of this Lease

(a) exclusive possession of the Leased Premises but subject to clause 54 of this lease;

(b) use and enjoyment of the Lessor's Fixtures and the chattels listed in Item 5 in the Reference Schedule;

(c) the free and uninterrupted passage of Services to the Leased Premises through Common Areas of the Building or the Building subject to clause 55 of this lease;

(d) the entitlement to use the Common Areas of the Building together with other persons authorised by the Lessor, subject to such restrictions as are specified in this Lease.

4 The term of this Lease

4 (1) The Lessor leases the Leased Premises to the Lessee for the term specified in Item 9 in the Reference Schedule.

4(2) Early termination

Despite the preceding subclause, either party may terminate this lease at the expiration of 6 months from the commencement by notice in writing to be given to the other not later

than 7 days after the expiration of that period. Upon the giving of such notice, this lease, and the obligations of the parties under it, will terminate and neither party will be under any futher obligation to the other, but without affecting any existing liability.

5 Holding over after expiry of Lease

5 After the expiry of the term of this Lease, when the Lessee remains in occupation of the Leased Premises with the consent of the Lessor this Lease continues as a monthly tenancy

(a) commencing on the day immediately following the last day of the term of this Lease;

(b) the rent being payable monthly in advance, comprising the rent payable immediately before the end of this Lease and the Lessee's contributions to operating expenses, calculated and payable from time to time in accordance with this Lease;

(c) on the terms contained in this Lease, except those terms which are inapplicable to a monthly tenancy;

(d) the tenancy being terminable by either party on one month's written notice expiring at any time.

PART 3 — LESSEE'S FINANCIAL OBLIGATIONS

7 Rent payments

7 The Lessee covenants to pay rent as specified in Item 11 in the Reference Schedule

(a) by an initial payment in advance on the date for commencement of rent to the end of that calendar month and then by calendar monthly payments in advance on the first day of each month, each payment being one-twelfth of the annual rent then due as fixed or varied under this Lease;

(b) without demand by the Lessor;

(c) by cash or cheque, or if required by the Lessor by banker's order on the Lessee's bank, or by depositing or transferring the payments into an account as directed by the Lessor;

(d) to, or as directed by, the Lessor, which may be altered by the Lessor by written notice served on the Lessee.

8 Abatement of rent and financial obligations

Abatement of Lessee's financial obligations

8 (1) If during the continuance of this Lease the Building or the Leased Premises is wholly or partly damaged or destroyed or is rendered wholly or substantially inaccessible through an event described in clause 8(2), rendering the Leased Premises or any part of it wholly or substantially unfit for the Lessee's use and occupation or inaccessible for a period

exceeding seven (7) days, then the Lessee's financial obligations abate in accordance with this clause.

Abating events

(2) This clause applies in case of fire, lightning, storm, flood, earthquake, explosion, malicious damage, war damage, and any other event beyond the Lessee's control.

Lessee's financial obligations

(3) Abatement extends to all the Lessee's financial obligations to the Lessor under this Lease, including rent, rates, outgoings and operating expenses.

Period of abatement

(4) The period of abatement is from the date of the destruction, damage or inaccessibility until the date when the premises are restored and rendered suitable for the Lessee's use and occupation or accessible.

Effect of abatement

(5) During and for the period of abatement the Lessee's liability to pay the whole or proportion of the financial obligations under this Lease, as agreed or determined under clause 8(7), calculated on a daily basis, ceases and abates.

Exception to abatement

(6) The Lessee is not entitled to an abatement of the Lessee's financial obligations under this clause if

(a) the event resulting in the damage, destruction or inaccessibility is caused or contributed to by the act or negligent omission of the Lessee or the Lessee's employees; or

(b) the Lessor fails to recover the benefit of any insurance for loss or damage to the Building or the Leased Premises because of any act or omission of the Lessee or the Lessee's employees.

Determination of abatement

(7) (a) The parties shall endeavour to agree on the commencement and period of abatement of the Lessee's financial obligations, and if the Lessee is able to have partial use and enjoyment of the Leased Premises, the proportion of the abatement having regard to the nature and extent of the damage to and use of the premises.

(b) If the parties have any dispute regarding the Lessee's entitlement to an abatement, its period or amount, the dispute shall be determined by a loss assessor

(i) who is then a member of the Insurance Council of Australia Ltd and is experienced in assessing premises of the nature of the Leased Premises and is

nominated by the President for the time being or senior officer of that Council on the application of either party;

(ii) acting as an expert;

(iii) who is entitled to accept written submissions and expert reports from either party;

(iv) whose costs shall be borne equally by the parties;

(v) whose decision is final and binding on the parties.

(c) If the loss assessor nominated under paragraph (b) fails to proceed or to determine the dispute, either party may seek the nomination of another loss assessor in accordance with paragraph (b).

8A Goods and services tax (GST)

Interpretation

8A(1) In this clause:

"GST" refers to goods and services tax under A New Tax System (Goods and Services) Act 1999 ("GST Act") and the terms used have the meanings as defined in the GST Act.

Rent and other amounts exclusive of GST

(2) It is agreed that rent and all other amounts agreed to be paid by the Lessee to the Lessor, being the consideration for the supply expressed in this Lease, are exclusive of GST.

Lessee's obligation to reimburse lessor

(3) In respect of any liability of the lessor for GST under this Lease, and the renewal or extension of this lease including for rent, rates, outgoings, or any consideration for any other taxable supply:

the Lessee covenants to pay to the Lessor, at the same time as any payment is made involving the Lessor in GST liability, the additional amount of GST, together with the payment to which it relates.

Lessor's input tax credits

(4)(a) The Lessee's liability under (3) is to reimburse the full amount of GST, disregarding and excluding the Lessor's entitlement to input tax credits or other credits or reimbursements for GST.

(b) Notwithstanding (4)(a) if the Lessor is entitled to an input tax credit in relation to any amount recoverable from the Lessee under (3), the amount payable by the Lessee shall be reduced by the amount of the input tax credit which the Lessor has received or claims and is entitled to receive.

Tax invoice

(5) In respect of each payment by the Lessee under (3), the Lessor agrees to deliver to the Lessee, as required under the GST Act, tax invoices in a form which complies with the GST Act and the regulations, to enable the Lessee to claim input tax credits in respect of the taxable supply.

9 Review of rent

The rent reserved by this lease will be reviewed on the first anniversary of the commencement of this lease and annually thereafter during the term in accordance with the formula –

$$R2 = \frac{R1}{CPI\ 1} \times CPI\ 2$$

Where –

R2 is the new rent for the year beginning on the review date.
R1 is the rent payable immediately before the review date.
Review date
CPI 2 is the Consumer Price Index number for Sydney (all groups) for the quarter ended just before the review date.
CPI 1 is the Consumer Price Index number for Sydney (all groups) for the quarter ended just before the last review date or, as the case may be the commencement date of the lease.

11 Services

Lessee's liability for services and utilities

11 (1) The Lessee will pay throughout this Lease for any electricity, and telephone services used in the operations of the Café and separately metered by Council.
(2) The lessee will pay throughout this lease for any cleaning equipment fuel, gas, oil and other services or utilities arranged by the Lessee and provided by a public, local, or other authorities or suppliers to the leased premises and charged separately in respect of the Leased Premises, to the supplier of the service or utility.

Installation of meters

(2) The Lessee will, if required by the Lessor or by an authority supplying any such service or utility, permit the installation of meters required to measure the quantity of the service supplied to the Leased Premises.

12 Costs

Costs of preparation of Lease

12 (1) (a) The Lessee shall pay on execution of this Lease the stamp duties and registration fees, and subsequently the costs and stamp duty when upstamping this Lease.

(b) The Lessor and the Lessee shall each bear its own legal costs of the negotiation, preparation, execution and registration of this Lease.

Renewal or extension of lease

(2) The costs and disbursements of any renewal or extension of this Lease shall be paid by the parties as is indicated in clause 12(1).

Consents, transactions and default

(3) The Lessee agrees to pay the Lessor's costs, charges, and expenses which are incurred reasonably, properly and in good faith, in connection with

(a) the obtaining of any consent from the Lessor, and from any headlessor, mortgagee or other person, which is required by the Lessee under this Lease;

(b) the negotiation and preparation of all documents relating to any consent required by the Lessee, and all costs incurred by the Lessor, and by any other party whose consent is required, whether a consent is given, refused, or the application for consent is withdrawn;

(c) any breach or default by the Lessee under this Lease;

(d) the exercise or attempted exercise by the Lessor of any right, power, privilege, authority or remedy, against the Lessee or against any Guarantor, to enforce the Lessee's obligations under this Lease, or to terminate this Lease for the Lessee's breach or default.

Costs on common fund basis

(4) The Lessor's legal and professional costs and disbursements under clause 12(3) shall be charged and allowed on a common fund basis, to provide full indemnity to the Lessor for costs charges and expenses, but the Lessee may challenge the propriety or amount of any item and may require the taxation of a bill of costs.

Lessor's internal costs

(5) The Lessor's costs under clause 12(3) include

(a) the Lessor's reasonable administrative costs and expenses of considering any application for consent, of considering and managing any breach or default under this Lease and attendances by the Lessor's officers, employees or agents, including attendances on the Lessor's legal advisers and in court;

(b) the fees of professional consultants reasonably and properly incurred by the Lessor.

Lessee's obligation to pay costs

(6) (a) The Lessor is entitled to render to the Lessee an itemised statement of any costs charges and expenses for which the Lessee is liable in accordance with clause 12(3) at any time after they have been incurred. In respect of any such statement, the Lessee shall pay the amount claimed, subject to clause 12(4)

(i) when the Lessor's consent is provided to the Lessee;

(ii) in any other case, within thirty (30) days after service of the statement on the Lessee.

(b) The Lessee's liability shall incur interest on the basis specified in clause 14 from the thirty first day after the date of service of the statement until the day of payment, calculated on a daily rate.

13 Precluding deduction for set-off or counterclaim

13 The Lessee expressly agrees to make all payments due under this Lease, including for rent and outgoings, punctually on the date when each payment is due and shall not withhold or be entitled to withhold the whole or part of any such payment by way of deduction, set-off or counterclaim, in respect of any claim for damages or for compensation which the Lessee shall make or has made against the Lessor, until after the Lessor's liability for damages or compensation is determined and the amount due to the Lessee is determined or agreed.

14 Lessee's liability for interest on overdue payments

Interest on overdue payments

14 (1) In the event of the Lessee being in default for a period of more than fourteen (14) days with the payment of rent, rates, outgoings, costs or any other liability to or on behalf of the Lessor under this Lease, the Lessee is liable to pay additional interest to the Lessor in accordance with this clause.

Computation of interest

(2) Interest is computed

(a) from the day immediately following the day on which each liability is due for payment, at a daily rate, until the liability is discharged by payment;

(b) at the rate of interest indicated in Item 14 in the Reference Schedule;

(c) in respect of amounts remaining unpaid, the Lessor at its option may capitalise interest calculated up to the end of each calendar month whilst there are outstanding liabilities in accordance with clause 14(1) from the Lessee.

Recovery of interest

(3) The Lessor may demand the payment of interest and take legal action to recover the amount due at any time after not less than fourteen (14) days notice is given to the Lessee indicating the amount due and its calculation.

PART 5 — USE OF LEASED PREMISES AND BUILDING

18 Use of Leased Premises

18 (1) The Lessee will not use or permit the Leased Premises to be used for any other purpose than that stated in Item 17 in the Reference Schedule.

19 Warranties and representations

No warranty of suitability or adequacy

19 (1) Regarding the present or future suitability or adequacy, for the Lessee's intended use or the business intended to be conducted by the Lessee, of the Leased Premises, the Building or the fixtures, fittings, furnishings, plant, machinery, equipment, services and facilities provided by the Lessor

(a) the Lessee acknowledges that no promise, representation or warranty was given by or on behalf of the Lessor to or on behalf of the Lessee;

(b) the Lessor makes no warranty;

(c) any warranties implied under the general law or by statute are excluded under this Lease and negatived to the extent permitted by law.

Lessee's responsibility for approvals

(2) (a) The Lessee has satisfied itself, before entering into this Lease, regarding the need for the availability and existence of all approvals, consents and licences required for use of the Leased Premises by the Lessee for its business and for the intended and permitted use of the Leased Premises.

(b) The Lessee has full responsibility, at its expense, to ensure that all approvals, consents and licences required by the Lessee for the conduct of the business and use of the Leased Premises are obtained and maintained throughout the term of this Lease and that all their conditions are observed.

20 Lessee's obligation to trade

Requiring lessee to continue trading

20 (1) The Lessee covenants to keep the Leased Premises open for business and to conduct the Lessee's business throughout the term of this Lease during the hours in Item 18 in the Reference Schedule, except

(a) when the Lessee is prevented from trading in the Leased Premises in circumstances beyond the Lessee's control;

(b) when the business is closed for annual holidays.

22 Alterations

No alterations to premises

22 (1) The Lessee shall not

(a) make or permit to be made any alterations or additions in or to the Leased Premises;

(b) install, or make any additions or alterations to, any electrical, gas, water, plumbing and other services, fixtures, or appliances, or any other equipment or appliances for heating, cooling, ventilating or air conditioning the Leased Premises;

(c) mark, paint, damage, deface, drive nails or screws into, any walls, floors, ceilings, partitions, or any wood, stone or metal surface of the Leased Premises or the Building, except in accordance with clause 22(2).

Minor alterations

(2) The Lessee is permitted to drive screws or nails into the walls or floors of the Leased Premises, without the Lessor's consent, but only in order to affix, using as few nails and screws as are reasonably necessary, decoration, paintings, carpets, and equipment used by the Lessee in its business.

23 Compliance with regulations

Lessee's obligation

23 (1) The Lessee shall at its expense observe and comply with all laws and requirements relating to

(a) the Lessee's use and occupation of the Leased Premises for the use permitted in this Lease;

(b) the Leased Premises and facilities by reason of the number and the sex of the Lessee's employees and other persons working in or entering the Leased Premises;

(c) the fixtures, fittings, machinery, plant and equipment in the Leased Premises;

(d) occupational health, safety and environmental matters.

Compliance with notices

(2) The Lessee shall comply with the notices or requirements of the relevant authorities regarding the matters in clause 23(1), whether given to the Lessor or the Lessee, except to carry out structural alterations to the Leased Premises.

24 Lessee's obligations regarding use of Leased Premises

Prohibitions with reference to use of premises

24 (1) The Lessee shall not, during the term of this Lease:

(a) Allow the Leased Premises to be used for any illegal, immoral, noxious, dangerous or offensive purpose, activity or occupation.

(b) Use or permit any part of the Leased Premises to be used as sleeping quarters or for residence.

(c) Keep any animals in the Leased Premises.

(d) Use or permit the use of any sound producing equipment in the Leased Premises at a volume which may be heard outside the premises.

(e) Use the Leased Premises in a noisy or in any other manner which would cause damage, nuisance or disturbance to the Lessor, to other lessees of the Building, or to the owners or occupiers of adjoining properties.

(f) Trade or display merchandise outside the Leased Premises.

(g) Use the Leased Premises in an excessively noisy or noxious or offensive manner.

(h) Use plant or machinery in the Leased Premises so as to constitute a nuisance or disturbance to the Lessor or to other lessees of the Building, due to noise, vibration, odours or otherwise.

Mode of conducting Lessee's business

(2) The Lessee agrees, regarding the conduct of the business in the Leased Premises, throughout the term of this Lease, to conduct the business in an orderly, efficient and reputable manner, consistent with the standard and quality of the Building.

Lessee's fittings

(3) The lessee will bring onto the premises the lessee's fittings for use in the conduct of the lessee's business, will maintain those items in good repair and condition and will replace them as required during the term of the lease.

~~Menu~~

(4)

~~Dress Standards~~

(5)

Inflammable substances

(6) The Lessee shall not bring into, store or use in the Leased Premises any inflammable, dangerous or explosive substances

(a) such as acetylene, industrial alcohol, burning fluids and chemicals, including in heating or lighting the Leased Premises;

(b) unless the sale or use of such substances constitutes proper conduct of the Lessee's business for the permitted use of the Leased Premises and the particular substances are stored and used only whilst taking all necessary safety precautions and in compliance with all fire and safety regulations relating to such substances.

Cleaning and hygiene

(7) The Lessee agrees to keep the Leased Premises clean and

(a) to have the fittings, equipment and furnishings cleaned as frequently as required to maintain them in a clean condition;

(b) not allow the accumulation of useless property or rubbish in the Leased Premises.

Disposal of rubbish

(8) (a) The Lessee shall cause all rubbish accumulated in the Leased Premises to be placed daily in suitable containers provided by the Lessor for the Leased Premises and situated in an area in the Building designated by the Lessor.

(b) The Lessee will ensure that trade waste or wet refuse is removed from the Leased Premises at least once daily as directed by the Lessor to facilities provided by the Lessor.

Use of toilets and drainage

(9) The Lessee shall

(a) not use the toilets, sinks, drainage and plumbing in the Leased Premises or in the Building for purposes other than those for which they were designed;

(b) not place in any of those facilities rubbish, chemicals, contaminated and other substances, which they are not designed to receive or which would infringe health or environmental regulations;

(c) repair any damage caused to any of those facilities by breach of paragraph (a) or (b).

25 Overloading and heavy equipment

Weight and location of heavy equipment

25 (1) (a) The Lessor is entitled to specify the maximum weight and the proper location of heavy articles which may be brought into and located in the Leased Premises.

Requirement for Lessor's consent

(b) The Lessee shall not bring into the Leased Premises any heavy equipment, including machinery, plant, safe, furniture or other equipment, unless

(i) it is reasonably necessary for the conduct of the Lessee's business for the permitted use in the Leased Premises;

(ii) the Lessee gives at least seven (7) days prior written notice to the Lessor of the intention to bring them into the Leased Premises, a description of the nature, size and weight of each item, and indicating the intended position of each item;

(iii) the Lessee has obtained the Lessor's prior consent.

Damages

(c) The Lessee is liable to the Lessor for any damage caused to the Leased Premises or the Building consequent on the Lessee moving heavy equipment into the Leased Premises without having complied with the provisions of this clause.

Overloading electrical supply

(2) (a) The Lessee will not install any electrical equipment which will overload the cables, switchboards and other equipment that supplies electricity to the Building or to the Leased Premises.

Lessee's liability

(b) If any installations by the Lessee result in overloading that equipment, the Lessee is liable

(i) for the costs of repairing any damage;

(ii) for ensuring that the Lessor's equipment is repaired and restored to working order;

(iii) if necessary, to disconnect the Lessee's installations or alter or upgrade the electrical supply system at the Lessee's cost, in order that it will suffice for the additional load imposed by the Lessee's installations.

26 Security and keys

Securing premises

26 (1) The Lessee shall

(a) take reasonable action to secure the Leased Premises against unauthorised entry whilst the premises are unoccupied;

(b) securely lock and fasten external doors and windows in the Leased Premises whilst the premises are unoccupied.

Lessor to provide keys and access cards

(2) At the commencement of this Lease the Lessor shall provide to the Lessee at the Lessor's cost a sufficient number of keys and access cards reasonably required by the Lessee for entry into the Building, the Leased Premises and use of the elevators, including outside normal business hours.

Lessee's obligations regarding keys and access cards

(3) The Lessee shall

(a) not make or allow to be made any duplicate keys or access cards;

(b) provide keys and access cards only to the Lessee's employees;

(c) keep a permanent record of who is provided with keys and access cards, including their issue and return, and allow the Lessor to inspect that record on reasonable notice;

(d) notify the Lessor promptly if any keys or access cards are reported to the Lessee to have been lost, destroyed or stolen;

(e) pay the Lessor for the cost of supplying any replacement or additional keys or access cards;

(f) return to the Lessor all keys and access cards obtained from the Lessor on termination of the Lessee's tenancy of the Leased Premises.

27 Common Areas of the Building

Lessor's rights and obligations relating to Common Areas of the Building

27 (1) The Lessor has control over the Common Areas of the Building.

(2) In respect of the Common Areas of the Building and any parts of them, the Lessor may

(a) restrict or prohibit access during certain hours or days;

(b) close them temporarily for the purpose of repair, renovation or service.

PART 6 — REPAIRS, MAINTENANCE AND ALTERATIONS

29 Lessor's repair obligations

Lessor's general obligation

29 (1) The Lessor shall keep the Building and Services in and to the Building in good repair throughout the term of this Lease.

30 Lessee's repair obligations

Lessee's general obligation

30 (1) The Lessee shall keep the Leased Premises and the Lessor's fixtures and chattels situated in the Leased Premises in good repair and working condition throughout this Lease and shall on expiry or termination of this Lease yield up the Leased Premises to the Lessor in the state of repair and condition as is specified in this clause.

Limiting Lessee's repair obligation

(2) The Lessee is not responsible for

(a) structural repairs, unless the need for repair occurred

(i) through the conduct or negligence of the Lessee or of persons for whose conduct the Lessee is legally liable;

(ii) through the Lessee's use and occupation of the Leased Premises or the use of fixtures, plant and machinery in the Leased Premises;

(b) the condition of the Leased Premises at the commencement of this Lease;

(c) fair wear and tear since the commencement of this Lease, throughout the term of this Lease;

(d) repairs required as a result of natural disasters, deliberate damage or accident, such as fire, flood, storm, earthquake, explosion, which are beyond the Lessee's responsibility or control, unless

(i) the damage occurred as a result of or was substantially contributed to by the Lessee's negligence;

(ii) the Lessor is legally unable to recover from its insurer insurance money for the damage because of some act, neglect, default or misconduct by the Lessee or by other persons for whose conduct the Lessee is responsible.

Lessee's additional specific repair obligations

(3) In addition to the Lessee's obligations under clause 30(1), the Lessee shall throughout the term of this Lease, notwithstanding clause 30(2)(which does not apply to the matters listed in this paragraph), carry out the following repair and maintenance

(a) promptly repair or replace all damaged, broken or faulty light globes, fluorescent lights, power points, light switches, heating, lighting and electrical appliances, services and wiring in the Leased Premises;

(b) promptly repair and keep in proper working order and free from blockage plumbing fittings, drains, water pipes, sewerage pipes, toilets and sinks, to the extent to which they are situated in or under the Leased Premises and provide Services or Facilities to the Leased Premises;

(c) maintain and repair all door and window locks and fittings in the Leased Premises;

(d) repair any damage or breakage to the Leased Premises, to the Lessor's Fixtures and property in the Leased Premises, to theLessee's Fittings and to Services and Facilities in the Leased Premises, caused by lack of care or misuse by the Lessee or by its employees or agents.

Carrying out repairs

(4) When carrying out any repair in accordance with this clause, the Lessee shall ensure that

(a) the work is carried out by appropriately licensed and qualified tradespersons;

(b) the work is carried out promptly;

(c) the work is completed in high class workmanship and with good quality materials;

(d) fittings and materials of similar style and quality are used to the items being repaired or replaced;

(e) the required consent or approval of any statutory authority is obtained to carry out the work and the conditions of approval are observed;

(f) the work is carried out without creating undue noise, nuisance or interference with the use and enjoyment of adjoining or nearby leased premises.

32 Lessor's right to inspect Leased Premises

Right of inspection

32 (1) The Lessor, or persons authorised by the Lessor, may enter the Leased Premises

(a) to inspect the condition and state of repair of the Leased Premises, Services and Facilities;

(b) to ascertain that the Lessee complies with the Lessee's obligations under this Lease.

Prior notice

(2) The Lessor shall exercise its entitlement under clause 32(1)

(a) at reasonable times during business hours on a Business day;

(b) after giving not less than seven (7) days prior written notice to the Lessee of the intended time of the inspection, except in an emergency when the Lessor has an additional right to enter the Leased Premises and prior notice is not required before entry.

33 Lessor's right to repair Leased Premises

Lessor's right of entry

33 (1) The Lessor and persons authorised by the Lessor, including consultants and contractors, may enter the Leased Premises, together with tools, equipment and materials, and remain on the Leased Premises, at and for such reasonable times as is necessary for the purpose of carrying out repairs and other work, in accordance with this clause.

Notice before entry

(2) Before entering the Leased Premises the Lessor shall give to the Lessee not less than seven (7) days prior written notice of the intended date and time of entry, its purpose and the likely duration of the intended work, except in an emergency, when prior notice before entry is not required.

Nature of repairs

(3) The Lessor may carry out repairs, including maintenance, installations, alterations, replacement or renewal, in respect of the Building, the Leased Premises, Services and Facilities to or situated in the Leased Premises, in order

(a) to undertake work which the Lessor is required or desires to carry out in accordance with this Lease;

(b) to comply with the requirements of any authority;

(c) to carry out work in conjunction with or to adjoining leased premises or Common Areas of the Building which cannot be reasonably undertaken without access from or through the Leased Premises;

(d) to undertake work which the Lessee

(i) failed to carry out, in breach of its obligations under this Lease, or following notice from the Lessor;

(ii) failed to complete in a workmanlike manner;

(e) to remove unauthorised work, alterations or signs, undertaken or installed by the Lessee in breach of its obligations under this Lease;

(f) to restore or rebuild the Leased Premises following damage or destruction.

34 Removal of alterations and fixtures

34 (1) The Lessee shall

(a) remove

(i) any alterations, additions, fixtures, partitions and fittings made or installed by the Lessee in the Leased Premises during this Lease;

(ii) all signs and notices erected or affixed by the Lessee to the Leased Premises and to the Building;

(iii) all nails and screws inserted by the Lessee into any part of the Leased Premises;

(b) reinstate

(i) the Leased Premises to their condition before any alterations, additions, installations and partitions were made or installed by the Lessee; and

(ii) make good, in a proper and workmanlike manner, any damage caused to the Leased Premises by the installations and their removal.

Period of removal

(2) The Lessee shall comply with the obligations under clause 34(1)

(a) before the expiry or termination of this Lease;

(b) if this Lease is terminated suddenly or unexpectedly, by forfeiture, destruction or other event, within fourteen (14) days after the termination of this Lease.

Removal of fixtures

(3) (a) The Lessee is entitled to remove from the Leased Premises all fixtures installed by the Lessee during the lease term (except fixtures which the parties agreed in writing to become the Lessor's property and not removable by the Lessee).

(b) The Lessee may remove fixtures during the term of this Lease, during any extension of the term of this Lease, during holding over after the expiration of this Lease, and during the term of a new lease granted to the Lessee, notwithstanding the surrender of this Lease, subject to this clause.

(c) The Lessee (or the Lessee's successors or assigns) must remove fixtures within 14 days after having ceased to occupy the Leased Premises.

(d) The Lessee covenants to repair any damage caused to the Leased Premises by the removal of fixtures, or becoming apparent on their removal, in a workmanlike manner, so as to restore the Leased Premises to its condition before the installation of those fixtures which are removed.

(e) Those fixtures which the Lessee does not remove within the period specified in paragraph (c) may at the Lessor's option remain permanently affixed to the Leased Premises and be and remain the property of the Lessor.

Consequences of failure to remove and reinstate

(4) If the Lessee fails to comply with the obligations under clause 34(1) or (3) within the periods in clause 34(2) or (3)(c)

(a) the Lessor may cause the removal, reinstatement and repairs to be carried out, and the Lessee is responsible for and shall reimburse the Lessor for the Lessor's reasonable costs and expenses;

(b) if the Lessor incurs further loss in reletting the Leased Premises by reason of the Lessee's failure, the Lessor may recover from the Lessee the loss of rent and operating expenses which would have been received from a prospective Lessee.

PART 7 — INSURANCE, INDEMNITIES, DAMAGE AND DESTRUCTION

36 Lessee's insurances

Lessee's obligations to insure

36 (1) The Lessee shall effect and maintain throughout the term of this Lease the following insurances:

Public Risk

(a) A public risk insurance policy

(i) in the form of a standard public risk policy or in the form commonly used by the Lessee's insurer and by some other reputable insurers;

(ii) (A) in the sum in Item 24 in the Reference Schedule in respect of any single event or accident;

(B) or for such higher amount as the Lessor, acting reasonably and prudently, may require, during any year of the term of this Lease after the first year of the term of this Lease;

(iii) relating to the Lessee's liability for death, personal injuries and property damage arising from the Lessee's occupancy of the Leased Premises and use of the Building, whilst entering, leaving, using and being in the Leased Premises or

any portion of the Building, in circumstances in which the Lessee may incur liability for the injury, loss or damage;

(iv) and extended to include claims, risks and events covered under indemnities provided by the Lessee to the Lessor under this Lease.

Workers' compensation

(b) A workers' compensation insurance policy, providing unlimited cover in respect of the Lessee's employees for workers' compensation, as required by law and including an extension for common law liability by the Lessee for an amount not less than specified in Item 24 in the Reference Schedule.

Insurer and conditions

Lessor's approval

(2) (a) The Lessee's insurances shall be effected with one or more insurance companies which are

(i) respectable, reputable and financially sound;

(ii) approved by the Lessor, and the Lessor's approval shall not be unreasonably withheld.

Joint insurances

(b) The Lessee's insurances relating to public risk, plate glass and the Lessee's property (in order to cover fixtures)

(i) shall be in the joint names of the Lessor, the Head Lessor and, and the Lessee;

(ii) shall cover the Lessor's, the Head Lessor's and Lessee's interests;

(iii) and, if requested by the Lessor, shall include the interest of any mortgagee over the Building and the Head Lessor.

Payment of premium

(3) (a) The Lessee shall pay punctually when due the insurance premiums and other moneys payable to effect and maintain the insurances required under this clause.

(b) If the Lessee fails to pay an insurance premium when due, the Lessor may make such payment, which shall become due and payable by the Lessee to the Lessor, together with interest, within seven (7) days after service of written notice by the Lessor on the Lessee requiring payment.

Replacement of property

(4) (a) In the event of loss or damage to the Lessor's or Lessee's property which is covered by insurance effected by the Lessee, the Lessee will promptly replace, repair or reinstate the damaged or destroyed property, utilising the proceeds from the insurance.

(b) (i) The Lessee shall pay any additional costs of replacement, repair or reinstatement not covered by the proceeds from the insurance,

(ii) unless the Building is seriously damaged or destroyed and is not repaired or reinstated by the Lessor or this Lease is terminated as a consequence of the damage or destruction.

(c) In the events under paragraph (b)(ii), the proceeds from any insurance effected by the Lessee in respect of damage or loss to the Lessor's property shall be remitted to the Lessor as compensation for its loss.

37 Lessee's conduct relevant to insurance

Compliance with fire safety regulations

37 (1) (a) The Lessee agrees to comply with the requirements imposed by the Lessor's insurer for the Building and under fire safety regulations, in respect of the authorised use by the Lessee of the Leased Premises

(i) with regard to the installation, repair and maintenance of fire alarms, sprinklers, and fire prevention equipment in the Leased Premises, except those provided by the Lessor at or before the commencement of this Lease;

(ii) including in respect of partitions and alterations in the Leased Premises.

(b) The Lessee is liable to the Lessor for the reasonable cost of installations and equipment, which the Lessor may install in the Leased Premises during this Lease, in order to comply with the requirements under paragraph (a), if the Lessee shall have failed to comply with those obligations in any respect.

38 Lessee's indemnities to Lessor

Indemnities

38 (1) The Lessee agrees to indemnify the Lessor from and against any liability, loss, damage, expense or claim, which the Lessor may incur, including to a third party, during or after the term of this Lease, in respect of or arising from:

Breach of lease obligations

(a) Loss, damage or injury to property or person occurring within the Building or the Leased Premises, caused or contributed to by the Lessee's failure (including through

the Lessee's agents or employees) to comply with the obligations imposed under this Lease.

Misuse of Services or Facilities

(b) The negligent use or misuse by the Lessee (and by its agents or employees) of any Services or Facilities in the Building or in the Leased Premises.

Escape of substances

(c) The overflow, leakage or escape of water, gas, electricity, fire, or other materials or substances in or from the Leased Premises, caused or contributed to by the Lessee's (and its agents' or employees') negligence.

Use of Leased Premises

(d) Loss, damage or injury to property or person, caused or contributed to by the Lessee's negligence, arising out of use of the Leased Premises.

Faulty installations

(e) Loss, damage or injury to property or persons, caused or contributed to by the defective installation of plant, fixtures and equipment in the Leased Premises by or on behalf of the Lessee.

Failure to notify

(f) The Lessee's failure to notify the Lessor regarding any defect in the Facilities or Services in the Leased Premises.

Conditions and limitations

(2) The indemnities under this clause

(a) include penalties, fines, legal and other costs incurred by the Lessor;

(b) do not apply when the loss, damage or injury was caused or substantially contributed to by the wilful or negligent act or omission of the Lessor, its employees or agents;

(c) do not apply when the Lessor is indemnified for the loss or damage from moneys paid or recovered from insurances effected by the Lessor.

PART 8 — ASSIGNMENT AND SUBLETTING

39 Prohibition against assignment, subletting and mortgage over lease

Prohibition of dealings

39 (1) During the continuance of this Lease, in respect of whole or part of this Lease or the Leased Premises, the Lessee shall not

(a) assign, transfer, sublet, deal with, hold on trust, or grant any interest in, this Lease;

(b) grant any licence, or share the right of occupation or possession, in respect of whole or part of the Leased Premises;

Consent to assignment

(2) The Lessee may apply to the Lessor for consent to the assignment of this Lease, which shall not be unreasonably withheld if the following conditions precedent are satisfied:

(a) the Lessee shall make a written application to the Lessor for consent and furnish complete copies of all written documents entered into between the Lessee and the proposed assignee relating to the Lessee's business and the premises, written personal and business references and financial statements relating to the assignee and any proposed new guarantors;

(b) the Lessee shall establish to the reasonable satisfaction of the Lessor that

(i) the proposed assignee is respectable, responsible and solvent;

(ii) the proposed assignee has adequately performed its obligations as the lessee or former lessee of other business premises;

(iii) in respect of the business or profession intended to be conducted by the assignee at the Leased Premises the assignee has sufficient financial resources and business experience to be capable of adequately complying with the Lessee's obligations under this Lease and of efficiently conducting the assignee's business at the Leased Premises;

(c) the Lessee shall have paid to the Lessor all moneys due under this Lease up to the date of the assignment (and, in respect of any liability which can not be accurately determined, will secure it to the Lessor's reasonable satisfaction at the date of the assignment);

(d) there are no unremedied breaches of the Lessee's obligations under this Lease at the date of the assignment;

(e) any other consents which are required to the assignment, by headlessors, mortgagees or others, are obtained before the assignment;

(f) the execution by the Lessee and the assignee of a transfer of this Lease, which shall be duly stamped and which the assignee or the assignee's solicitor shall undertake to have registered promptly after completion of the assignment;

(i) the Lessee confirms its liability under this Lease for the balance of the current lease term;

(ii) the Lessor is released from liability to the Lessee under this Lease;

(iii) the assignee covenants to observe the Lessee's obligations under this Lease during the duration of this Lease;

(iv) any continuing guarantors confirm their consent and continuing liability, unless that is adequately covered in their guarantee;

(v) new guarantors execute guarantees under this Lease for the assignee;

(g) the payment by the Lessee to the Lessor of the Lessor's reasonable costs and disbursements in accordance with clause 12(3)-(6).

PART 9 — LESSOR'S COVENANTS, OBLIGATIONS AND RESERVATION OF ENTITLEMENTS

40 Lessor's covenant for quiet enjoyment

40 The Lessor covenants with the Lessee that whilst the Lessee complies with the financial and other obligations under this Lease, the Lessee may occupy and have the use and enjoyment of the Leased Premises for the term of this Lease without interruption or disturbance from the Lessor and other persons lawfully claiming through or under the Lessor.

41 Miscellaneous reservations

Roof, external walls, advertising

41 (1) The Lessor reserves the exclusive entitlement to use the roofs and external walls of the Building, and the entitlement to erect and display and to authorise the erection and display of advertisements and advertising signs above, on or from the roofs or external walls of the Building.

Right to inspect Leased Premises

(3) (a) The Lessor, its employees, agents and persons authorised by the Lessor, may enter and remain on the Leased Premises, for reasonably short periods of time, for the purpose of inspecting the Leased Premises, with a prospective purchaser or mortgagee of the building or with a prospective lessee of the Leased Premises.

(b) The right to enter and inspect the Leased Premises shall be exercised

(i) during the last two months of the lease term, with prospective lessees;

(ii) during two hours in any week, to be nominated by the Lessor, with prospective purchasers or mortgagees of the Building.

Passage of Services

(4) The Lessor reserves the right to maintain Services to the Leased Premises, to any other leased premises in the Building and to the Common Areas of the Building, by having those Services pass through or under the Leased Premises, and to have access to those

Services for the purpose of maintenance, repair or replacement, or to provide additional Services for any leased premises or common areas through or under the Leased Premises.

42 Lessor's entitlement to alter Building or common areas

Work in Building

42 (1) The Lessor may carry out any building work in the Building, but without that work altering or interfering with the Leased Premises.

Extent of building work

(2) The Lessor is entitled to

(a) repair, renovate or refurbish the Building and Common Areas of the Building;

(b) alter the Common Areas of the Building, including their size, nature and arrangement;

(c) extend or alter the Building;

(d) alter the access to the Building or to the Leased Premises, including for pedestrians or for vehicles.

PART 10 — DEFAULT AND TERMINATION

43 Lessee's obligation to yield up Leased Premises

43 The Lessee agrees, immediately on the expiry or legally effective termination of this Lease, to yield up possession and control over the Leased Premises to the Lessor, in the condition and state of repair as required under this Lease.

44 Essential terms of lease

44 It is agreed that the following obligations by the Lessee are essential terms of this Lease:

(a) the covenant to pay rent throughout the lease term at a date not later than fourteen (14) days after the due date for the payment of each monthly instalment of rent (clause 7);

(b) the covenant dealing with the use of the Leased Premises (clause 18);

(c) the covenant dealing with assignment and subletting (clause 39).

45 Lessor's entitlements after Lessee vacates during lease term

Lessor's entitlements

45 If the Lessee vacates or abandons the Leased Premises during the lease term in breach of the Lessee's obligations under this Lease, the Lessor may

(a) (i) accept the keys to the Leased Premises from the Lessee;

(ii) renovate, restore and clean the Leased Premises;

(iii) change the locks and secure the Leased Premises;

(iv) permit prospective tenants to inspect the Leased Premises;

(b) take any action in paragraph (a) without the Lessor's conduct constituting

(i) a re-entry or termination of this Lease;

(ii) the acceptance of a surrender of this Lease.

47 Waiver

Demand and acceptance of rent and other financial obligations

47 After the Lessee is in default or breach under this Lease, including in breach of an essential term of this Lease, the demand or acceptance from the Lessee by the Lessor of arrears or of any late payment of rent, rates, taxes, outgoings, operating expenses, or other financial obligations does not

(a) preclude the Lessor from exercising any rights or remedies under this Lease, including enforcing or terminating this Lease;

(b) constitute a waiver of the essentiality of the Lessee's obligation to make those payments;

(c) waive the Lessee's continuing obligation to make those payments during the lease term.

48 Termination after damage to or destruction of Building

Lessor's entitlement to terminate lease

48 (1) (a) The Lessor may terminate this Lease when the Building is seriously damaged by fire, storm, tempest, earthquake, lightning, explosion, or other similar event, in any of the following circumstances:

(i) when the Building is required to be demolished and wholly replaced;

(ii) when the serious damage or destruction extends to more than fifty per cent (50%) of the Building, including the Leased Premises;

(iii) when the Lessor is not required to repair, replace or reinstate the Building under this Lease;

(iv) when the Building cannot be repaired or reinstated by the Lessor, acting reasonably and promptly, within 6 months after the damage;

(v) when the Leased Premises are incapable of being used and occupied due to the damage and this Lease expires, with no option for renewal, within two (2) years after the date when the damage occurs.

(b) In any of the circumstances specified in paragraph (a) the Lessor may give written notice at any time terminating this Lease on one month's notice.

Lessee's entitlement to terminate Lease

(2) (a) The Lessee may terminate this Lease when the Leased Premises are seriously damaged by fire, storm, tempest, earthquake, lightning, explosion, or other similar event, or the Leased Premises are rendered incapable of being used and occupied as a consequence of serious damage to the Building from such an event, in any of the following circumstances:

(i) when the Lessor takes no action to repair or reinstate the Leased Premises for a consecutive period of 6 weeks, at any time after the date of the damage;

(ii) when the Leased Premises will not be capable of being used and occupied for a period in excess of 6 months from the date of the damage.

(b) In any of the circumstances specified in paragraph (a), the Lessee may give one month's written notice terminating this Lease.

49 Termination of Lease for default

Default

49 (1) Each of the following constitutes a default by the Lessee under this Lease

(a) the failure to pay to the Lessor rent or comply with any other financial obligation under this Lease, including the payment of outgoings, for a period in excess of fourteen (14) days after the due date for payment, whether a formal demand for payment has or has not been made;

(b) the failure to comply with an essential term of this Lease;

(c) any serious, persistent and continuing breach by the Lessee of its covenants and obligations under this Lease.

49 Termination after default

(2) The Lessor may terminate this Lease, after a default by the Lessee in accordance with clause 49(1), and continuance of the default, after the Lessor shall have served a legally effective notice of breach of covenant (if required) by

(a) re-entering and taking possession of the Leased Premises, using reasonable force to secure possession;

(b) serving on the Lessee written notice terminating this Lease;

(c) instituting proceedings for possession against the Lessee;

(d) taking the actions in both (a) and (b) or in (b) and (c).

50 Lessor's entitlement to damages

Damages for breach or for repudiation

50 (1) (a) In the event that the Lessee's conduct (whether acts or omissions) constitutes

(i) a repudiation of this Lease (or of the Lessee's obligations under this Lease);

(ii) a breach of any Lease covenants;

(iii) a breach of an essential term of this Lease;

the Lessee covenants to compensate the Lessor for the loss or damage suffered by the Lessor as a consequence of the repudiation or breach, whether this Lease is or is not terminated for the repudiation, breach or on any other ground.

(b) The Lessor's entitlement to damages is in addition to any other remedy or entitlement, including termination of this Lease.

(c) The Lessor is entitled to recover damages against the Lessee in respect of the repudiation or breach of covenant or essential term for the loss suffered by the Lessor during the term of this Lease, including the periods before and after termination of this Lease.

(d) The Lessor's entitlement to recover damages is not affected or limited by any of the following:

(i) if the Lessee abandons or vacates the Leased Premises;

(ii) if the Lessor elects to re-enter or to terminate the Lease;

(iii) if the Lessor accepts the Lessee's repudiation;

(iv) if the parties' conduct constitutes a surrender by operation of law.

Additional entitlements of Lessor

(2) The Lessor's entitlement to damages is in addition to

(a) the entitlement to recover rent, rates, taxes, outgoings and operating expenses until the date of expiry or termination of this Lease;

(b) interest on late payments in accordance with this Lease;

(c) costs of any breach or default, including the costs of termination.

PART 11 — MISCELLANEOUS

52 Service of notices

Notice

52 (1) Any notice, document or demand (called ``notice'') under this Lease shall be served in accordance with this clause.

Signature of notice

(2) The notice shall be in writing, signed by the party giving it, or by the party's duly authorised officer (if a corporation), agent or solicitor.

Service of notice

(3) A notice may be served on a party to this Lease, including their successors, assigns, and guarantors

(a) by personal delivery to that party or if more persons than one are lessors or lessees to any one of them;

(b) by delivering the notice to the Leased Premises and leaving it with an employee of the Lessee;

(c) by delivering the notice to the Lessor's business address and leaving it with an employee of the Lessor;

(d) by sending it, addressed to the party at that party's address stated in Item 28 in the Reference Schedule, by prepaid security post or certified post;

(e) if the Lessor maintains a centre manager's or administrator's office in the Building, by delivering any notice addressed to the Lessor to that office whilst it is open and leaving it with a person working in that office.

Additional or altered address

(4) Either party may advise the other party of an additional or an altered address for the service of notices, which is within the State in Item 28 in the Reference Schedule and is not a post office box or poste restante.

Time of service

(5) 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.

PART 12 HEAD LEASE

53 Head Lease

Heritage item

53 (1) The Lessee acknowledges that the Building is an item on the National Heritage Register and will not do or omit to do anything on the Premises which adversely effects the Heritage listing of the building.

(2) The Lessee will comply with the provisions of the Head Lease in so far as they affect the maintenance and use of the Premises.

PART 13 GUARANTEE

54. (1) The guarantor referred to in item 30 of the Reference schedule guarantees to the lessor the performance by the lessor of all the lessee's obligations (including any obligation to pay rent, outgoings or damages) under this lease, under every extension of it or under any renewal of it or under any tenancy and including obligations that are later changed or created.

(2) If the lessee does not pay any money due under this lease, under any extension of it or under any renewal of it or under any tenancy the guarantor must pay that money to the lessor on demand even if the lessor has not tried to recover payment from the lessee.

(3) If the lessee does not perform any of the lessee's obligations under this lease, under any extension of it or under any renewal of it or under any tenancy the guarantor must compensate the lessor even if the lessor has not tried to recover compensation from the lessee.

(4) The terms of this guarantee apply even if this lease is not registered, even if any obligation of the lessee is only an equitable one, and even if this lease is extended by legislation.

PART 14 OPTION TO RENEW

55. (1) If the lessee punctually and properly performs its obligations under this lease, the lessee has the option, exercisable between 3 and 6 months prior to the expiry of the term, to renew this lease for the further term (**renewed term**) specified in item 30 of the Reference Schedule, commencing on the day after the expiry date and continuing on the same terms as this lease, except that:

(a) rental will be reviewed in accordance with the method in clause 55(3) below; and

(b) this clause has no further effect unless item 30 of the reference schedule refers to more than one renewed term, in which case the lease is modified so that the number of renewed terms remaining is one fewer than specified in item 30.

(2) The parties must execute a fresh lease or such extension documents, as the lessor considers appropriate, which are to be prepared and registered by the lessor's solicitors.

(3) A market review of the rental is to be carried out in accordance with the following procedure:
- (a) the lessor may give a written notice to the lessee notifying the lessee of the lessor's proposed rental for the rental year (**lessor's notice**);
- (b) if the lessee disputes the rental proposed in the lessor's notice, the lessee must within 14 days of receiving the lessor's notice provide the lessor with written notice stating that it disputes the proposed rental (**lessee's notice**);
- (c) if the parties cannot agree on the market rental within 14 days of the lessor receiving the lessee's notice, the rental is determined by a valuer on application by either party (with the costs of such valuation being borne equally by both the parties);
- (d) if the lessee does not provide a lessee's notice in accordance with clause 55(3)(b), the lessee is deemed to agree with the rental in the lessor's notice;
- (e) within 30 days of being appointed, the valuer must determine the rental and notify both parties. If the valuer fails to provide the determination of rental, either party may apply to the chair of the institute for a replacement valuer. The determination of the first valuer will be of no effect unless it is received prior to the appointment of the replacement valuer;
- (f) in determining the annual market rental, the valuer will:
  - (i) be deemed to act as an expert and not as an arbitrator;
  - (ii) value the premises as being fit for occupation and in full leasable repair (even if works or repairs are being carried out to the premises), and exclude any deleterious condition of the premises which has resulted from a breach of this lease by the lessee;
  - (iii) value the premises as being available to be let immediately to a willing lessee without a premium, subject to the terms and conditions of this lease (other than the rental or any rental concession given to secure a lessee) and on the assumption that that lessee will perform all of its obligations under the lease;
  - (iv) consider the market rental of comparable premises in the vicinity of the premises; and
  - (v) if the premises comprise multiple offices, value each office separately;
- (g) if the lessor does not serve a lessor's notice on the lessee, the rental for the rental year will increase by the amount the CPI Number Sydney (All Groups). It is at the lessor's discretion as to whether to serve a lessor's notice on the lessee; and
- (h) the lessor does not forfeit its right to serve a lessor's notice by reason of any subsequent review date occurring prior to service of the lessor's notice.

REFERENCE SCHEDULE

Item 1 Street (introduction)	Lessor: Tenterfield Shire Council; 247 Rouse Tenterfield
Item 2 (introduction)	Lessee: P.S. & J.E. Co Pty Limited
Item 4	Description of Leased Premises: The kitchen, courtyard, committee room and designated storage area forming part of the Tenterfield School of Arts Building, in accordance with the area outlined in the plan attached hereto. (cl 1)
Item 5 (cl 1 and cl 3(b))	Inclusions in Leased Premises — 1 gas stoves; 8 Café style tables and 22 chairs for courtyard; One long tables suitable to seat 8 people; Existing timber tables and bentwood chairs plus 6 extra bentwood chairs for the games room; 20 coffee mugs; 13 latte mugs; 1 microwave; Small coolroom; Cutlery, crockery, glassware Serviette holders; 1 15 litre urn
Item 6 (cl 1 and 24(3))	Lessee's fittings: Any additional microwaves; Cake unit; Coffee grinder; Coffee machine; Milkshake equipment; Pots and Pans Gas fryer Gas flat grill 2 freezers and 4 fridges.
Item 7 (cl 2(8))	Law of State governing this Lease: NSW
Item 9 (cl 4)	Lease term: Two years Commencement date: 24 March 2026 Last day of lease term: 23 March 2028

Item 11 (cl 7)	Rent: $14,707.99 per annum (excluding GST) Payable by equal monthly instalments of $1,348.23 (including GST) on 1st day of each month First payment: 1 May 2026
Item 14 (cl 14)	Rate of interest (cl 14(2)(b)): 12% per annum
Item 17 (cl 18)	Use of Leased Premises for the following purposes (cl 18(1)): Cafe
Item 18 (cl 20)	Leased Premises required to be kept open and trading during the following hours (cl 20(1)) — A minimum of five (5) days per week from 9am to 3pm.
Item 24 (cl 36)	Lessee's insurances — Amount of initial public risk cover (cl 36(1)(a)(ii)(A)):$20,000,000.00 Extension of workers' compensation for common law liability for amount not less than (cl 36(1)(d)):$1,000,000.00.
Item 28 (cl 52)	Address for service of notices (cl 52(3)(d)) – Lessor: 247 Rouse Street Tenterfield 2372 Lessee: 3 Happy Valley Road Wallangarra Qld 4383 Additional or altered address may be notified within (cl 52(4)): State of New South Wales
Item 29 (cl 54)	Guarantee Amanda Blair, Rockwell Street Wallangarra 4383
Item 30 (cl 55)	Option to renew 2 years Rent to be reviewed

SIGNED SEALED AND DELIVERED)

On behalf of TENTERFIELD)

SHIRE COUNCIL in the presence of)

_____

General Manager

_____

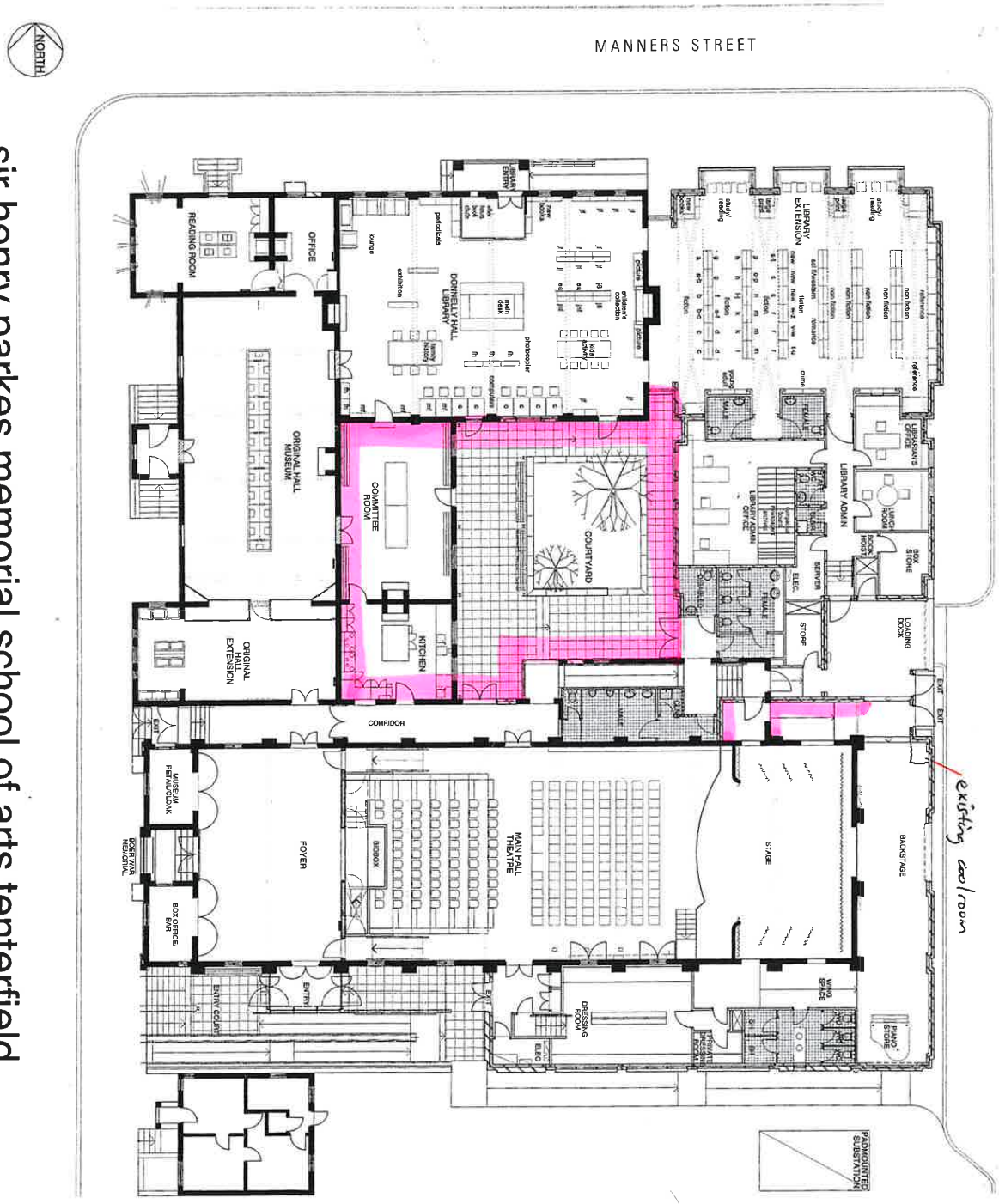
Signed by the said AMANDA BLAIR)
in the presence of) _____

_____

SIGNED SEALED AND DELIVERED)
On behalf of P.S. & J.E. CO PTY LTD) _____

by the Director and Secretary)

pursuant to s.127 of the Corporations Law)_____



sir henry parkes memorial school of arts tenterfield

Department:	**Office of the Director Infrastructure Services**
Submitted by:	Matthew Francisco, Director of Infrastructure Services
Reference:	**ITEM ENV3/26**
Subject:	**MT LINDESAY ROAD PRIVATE WATER LINE**

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	**INFRASTRUCTURE** - Our water and sewer services are managed well
CSP Strategy:	Deliver integrated and sustainable urban water and sewer services
Delivery Plan Action:	Report on number of kilometres of water line and sewer line in condition 4 and condition 5

SUMMARY

The purpose of this report is to provide the Council with a further update in relation to the status of the Mount Lindesay Road private water main and the requests from the users of the private water line.

OFFICER'S RECOMMENDATION:

That Council:

1. **Waives the Water Service Disconnection Fee for 2025/26 and 2026/27 financial years for the users of the Mount Lindesay Road Private Water Main.**
2. **Writes to the representative of the users of the Mount Lindesay Road Private Water Line and advises that it is unable to provide exemptions to developments on a broad basis and that each development application would be assessed in accordance with the legislation on its merits.**

BACKGROUND

At the Ordinary Council Meeting on 25 March 2026, Council resolved as per below:

58/26 Resolved

That Council:
Extends the date for shutting down the Mount Lindesay Road Private Water Line to 30 June 2027, on condition that proof of the following is being provided to Council by 1 December 2026:
1. Evidence of the formation of a suitable managing body, such as a trust or an incorporated body.
2. A policy of insurance that covers all risks in relation to the Mount Lindesay Road Private Water Line noting Tenterfield Shire Council's interests and subject to review and acceptance by Council's insurers.
3. A suitable agreement acceptable to Council's legal advisors covering the use of the Council Road reserve for purposes of the private water line.
4. Written approval from all affected owners where the Mount Lindesay Road Private Water Line passes through private land without an easement.

Our Environment No. 3 Cont…

5. The cost of these matters is to be paid for by the members of the trust or incorporated body that is created by the users of the Mount Lindesay Road Water Line.

REPORT:

As previously reported, there were 10 users on the water main until recently. One disconnection request has recently been received.

Council currently has a fee of $592 for a water service disconnection. This fee will rise to $613 in the 2026/27 financial year.

To reduce the financial burden on users of the Mount Lindesay Road Private Water line, this fee could be waived for any users that wish to disconnect from the Private Water Line.

As the Council has resolved to shut off the Private Water line, waiving the disconnection fee would lessen the financial impact on the users of this service.

In relation to the letter presented at the previous Council meeting. Point four (4.) was not answered in relation to the request for exemptions from "development consent limitations" relating to developments that could facilitate water collection. This query was referred to Council's Manager – Planning and Development.

The advice from the Manager is "Exemptions can only be provided by Council under the existing provisions contained in the *Environmental Planning & Assessment Act, 1979* and associated *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.* Each proposal would need to be assessed on its merits."

This advice will be provided to the representative of the users of the Mount Lindesay Road Private Water Line, should this approach be adopted by Council.

COUNCIL IMPLICATIONS:

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

   A meeting between representatives of the users and Council staff has taken place.

2. **Policy and Regulation**

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

3. **Financial (Annual Budget & LTFP)**

   This has been previously reported to Council. A further report would be required if Council was to take ownership of the Private Water Line.

4. **Asset Management (AMS)**

   As the water main is privately owned, no impact to Council assets is expected unless ownership of the asset is agreed to by Council. A further report would be

Our Environment No. 3 Cont…

required to be prepared to fully advise Council of the implications of taking ownership.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Legal agreements should be instigated should the ratepayers connected to the water service, wish to proceed with renewal and request Council undertake the renewal work.

7. Performance Measures

No impact to Council asset performance is expected should this recommendation proceed. If the water line is not removed or replaced, significant risk remains with Council for the private service at the end of its serviceable life underlying a significant Council asset.

8. Project Management

As this asset is a privately owned asset, no project management is foreseen.

Matthew Francisco
Director of Infrastructure Services

Prepared by staff member:	Matthew Francisco, Director of Infrastructure Services		
Approved/Reviewed by Manager:	Matthew Francisco, Director of Infrastructure Services		
Department:	Office of the Director Infrastructure Services		
Attachments:	**1**	Letter -Residents Questions-Mt. Lindesay Private Waterline	2 Pages

06 March 2026

Attn:
Hein Basson
General Manager
Tenterfield Shire Council
247 Rouse St
Tenterfield. NSW. 2372

Dear Mr Basson,

Re: Submission to Council for inclusion in March 2026 General Meeting; Mt Lindesay Water Main.

I write to you on behalf of the 8 remaining rate paying users of the Mt Lindesay Water Main, as we understand the current situation. For clarification, they are:

I formally request that the below items be included for consideration and resolution determination at the March 2026 Council General Meeting, and that a response be provided to me in writing within 2 weeks of that meeting, advising Council's determined position on the items:

1. The users of the Mt Lindesay Water Main request a continuation of the provision of water supply services for 12 (twelve) months beyond Council's current proposed disconnection date of 1 December 2026, to 1December 2027. This is to ensure:
    a. Users are able to fully investigate the costs, planning, approvals, delivery and implications of potentially managing the replacement of the line.
    b. Adequate time is allowed to;
        i. Save money for the purchase of alternative water supply infrastructure.
        ii. Make adjustments / preparations to infrastructure to enable suitable water collection.
        iii. Investigate and apply for Grant funding opportunities to secure an alternative water supply option.
    c. Adequate time is given to obtain finance approvals from home loan arrangements to borrow additional funds to execute a. or b. (i) or (ii) above. (Note, some users have fixed arrangements with financial lenders / are self employed / have other legitimate reasons why access to sufficient borrowed funds may not be achievable before ~mid 2027).

2. If the line is replaced, will Council accept all responsibilities of the line and include it in their asset register as an ordinary water supply asset?

3. It is understood that Council manage the maintenance of the line and use funds from an account that Council manage to contribute to this maintenance. The users request transparency of the account including all transactions and associated work orders since the account's inception.

4. The users request exemptions from any development consent limitations that may be put on developments that could facilitate water collection, should additional / adjusted infrastructure be necessary to transfer from the current supply arrangement to rain water collection.

5. While receiving the water supply service from Council, users will pay for the water used at the rate of $5.50 / kL as per meter readings on individual properties. Anything billed above this measured amount (other an CPI increases) or related to readings from a bulk meter is not currently agreed to.

It is noted that Council / Council staff / subcontractors have:

- not definitively confirmed who / how many users use the line.
- informed some users that the line is leaking but the whereabouts and magnitude of the leaks are not known.
- not replied to several emails requesting information / clarification about ownership, water accessibility, costs, meetings, and other pressing matters in recent months.
- imposed strict timeframes from users in letters for responses, with irrevocable consequences of missing said timeframes.

Finally, as previously mentioned, we, the users of the main only wish to resolve matters amicably with Council, and to be treated fairly. We do not believe the situation we find ourselves in is through any wrong doing or malice. We politely request that our right to access potable water with the assistance from Council is supported and maintained while this situation evolves and is resolved.

Thank you in advance for your cooperation. I look forward to hearing the outcome of Council's resolutions on the above items in April.

Yours sincerely,

[redacted]

[redacted]

Department:	**Office of the Director Corporate Services**
Submitted by:	Mark Cooper, Manager Open Space, Regulatory & Utilities
Reference:	**ITEM ENV4/26**
Subject:	**NAAS STREET - BARKING DOG COMPLAINTS, PROPERTY CONDITION AND PETITION**

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	**ENVIRONMENT** - We are proactive in preventing the spread of weeds and advocating control of pest feral animals
CSP Strategy:	Advocate to improve weed and feral pest animal control in the Local Government Area
Delivery Plan Action:	Advocate to the Local Land Services to improve feral animal management

SUMMARY
To inform Council of a petition received from residents of Naas Street regarding barking dogs, property condition and associated amenity concerns, and to provide an update on actions undertaken by Council to date.

OFFICER'S RECOMMENDATION:

That Council:

Note the actions undertaken to date relating to barking dogs and property condition issues within the Naas Street area, including the progress of the matter based on evidence received and ongoing coordination with NSW Housing. Also, a petition has been received regarding these matters.

BACKGROUND

Council has received multiple complaints relating to barking dogs and property condition issues within the Naas Street area, Tenterfield.

REPORT:
On 20 March 2026, a petition containing 52 signatures was submitted to Council outlining concerns for Naas Street area properties including:

- Ongoing barking dog noise (day and night)
- Unsightly property conditions
- Odour concerns
- Animal welfare concerns
- General impact on residential amenity

The petition reflects a broader level of concern within the community regarding these issues.

Current Situation / Actions Undertaken:

Council has undertaken the following actions in response to complaints:

Our Environment No. 4 Cont…

• Barking dog letters and approximately 12 noise monitoring sheets (diaries) were issued to surrounding residents on 6 March 2026, requesting completion and return by 6 April 2026:

• A number of additional diaries have been reissued to residents upon further contact

• A number of completed noise monitoring sheets two have now been returned to Council and are currently being reviewed to determine whether the barking meets the legislative definition of a nuisance

In relation to "Premises A" Naas Street:

• Council engaged NSW Land and Housing Corporation as the managing authority
• A joint meeting was held at the property with NSW Housing and the tenant to address concerns regarding dog numbers and property condition
• NSW Housing issued direction to the tenant to clean and maintain the premises
• A formal inspection was conducted by NSW Housing on 19 March 2026
• Council has continued to liaise with NSW Housing regarding the matter

In relation to "Premises B" Naas Street:

• Council has received complaints relating to barking dogs at this property and is currently investigating the matter
• Noise monitoring sheets have been issued to surrounding residents to obtain supporting evidence

Council has been unable to make contact with the owner of the dog to discuss the barking concerns. As a result, a letter of compliance will be issued via registered post.

Council is now progressing the matter to the next stage of investigation based on the evidence received.

Key Considerations:

• While multiple complaints and a petition have been received, formal enforcement action in relation to nuisance barking is dependent on sufficient supporting evidence

• A number of noise monitoring sheets two (2) have now been returned and are currently being assessed to determine whether the barking meets the legislative threshold of a nuisance

• The petition, while indicative of community concern, does not replace the requirement for individual evidence

• NSW Housing is actively involved and addressing tenancy-related matters associated with the property
• Council continues to monitor potential animal welfare concerns and will refer matters to appropriate agencies where required

Proposed way forward:

1. Continue current investigation process, including assessment of returned noise monitoring sheets to support enforcement action

Our Environment No. 4 Cont…

2. Continue liaison with NSW Housing regarding tenancy compliance and property condition

3. Monitor and assess any animal welfare concerns and refer to relevant authorities where necessary

4. Provide ongoing communication to residents regarding the investigation process and evidentiary requirements

Conclusion:

Council is actively investigating the Naas Street complaints and has taken appropriate steps in accordance with legislative requirements.

Based on the return of noise monitoring sheets, Council is progressing the matter toward potential enforcement action where sufficient evidence exists.

Council will continue to monitor the matter and take further action where appropriate.

COUNCIL IMPLICATIONS:

1. **Community Engagement / Communication (per engagement strategy)**
   Barking dog letters and approximately 12 noise monitoring sheets (diaries) were issued to surrounding residents with a request for completion and return within a one-month period.

2. **Policy and Regulation**

   - *NSW Companion Animals Act 1998*
   - *Local Government Act 1993*
   - Compliance and Enforcement Policy
   - Local Orders for the keeping of Animals in Urban Areas of Tenterfield Shire

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.

Our Environment No. 4 Cont…

Matthew Francisco
Director of Infrastructure Services

Prepared by staff member:	Mark Cooper, Manager Open Space, Regulatory & Utilities
Approved/Reviewed by Manager:	Matthew Francisco, Director of Infrastructure 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 GOV37/26**
Subject:	**AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING MINUTES - 10 DECEMBER 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 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.

SUMMARY
Council's Audit, Risk and Improvement Committee (ARIC) had their Ordinary Meeting on Tuesday, 10 March 2026.

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

OFFICER'S RECOMMENDATION:

That Council:

Notes the signed minutes from the Audit, Risk and Improvement Committee meeting of Tuesday, 10 March 2026.

BACKGROUND

The *Local Government Act 1993, Local Government (General) Regulation 2021* and the Office of Local Government Guidelines require each Council in NSW to have:

- An audit, risk and improvement committee that continuously reviews and provides independent advice to the Council on how it is functioning and managing risk,
- A robust risk management framework that accurately identifies and mitigates the risks facing the Council and its operations, and
- An effective internal audit function that provides independent advice as to whether the Council is functioning effectively and the Council's internal controls to manage risk are working.

These three mandatory governance mechanisms are key to ensuring that Councils are performing the best way they can for their communities and are on track to delivering their community's goals and objectives.

REPORT:
Council's Audit, Risk and Improvement Committee (ARIC) meets quarterly, with at least one special meeting taking place over the calendar year.

Our Governance No. 37 Cont…

The purpose of this report is to advise Council on its ARIC's signed minutes from the 10 March 2026 Meeting.

The attached minutes have been agreed upon by the independent ARIC committee members and signed by the Chair, in order to make them available to the Council at the closest Council meeting after the ARIC meeting as possible. These minutes will be adopted at the June ARIC meeting.

COUNCIL IMPLICATIONS:

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

   Nil.

2. **Policy and Regulation**

   - *Local Government Act 1993*
   - *Local Government (General) Regulation 2021*
   - Office of Local Government Guidelines for Risk Management and Internal Audit for local government in NSW

3. **Financial (Annual Budget & LTFP)**

   Nil.

4. **Asset Management (AMS)**

   Nil.

5. **Workforce (WMS)**

   Nil.

6. **Legal and Risk Management**
   The Audit, Risk and Improvement Committee (ARIC) continuously reviews and provides independent advice to Council on how it functions and manages risk.

   The ARIC supports Council's robust risk management framework which identifies and mitigates the risks facing the Council in its day-to-day operations, as well as acting as an effective internal audit function that provides independent advice as to whether the Council has sufficient internal controls to manage its risk efficiently and effectively.

7. **Performance Measures**

   Nil.

8. **Project Management**
   Nil.

Liz Alley
Director Corporate Services

Our Governance No. 37 Cont…

Prepared by staff member:	Lee Sisson, Governance Officer		
Approved/Reviewed by Manager:	Liz Alley, Director Corporate Services		
Department:	Office of the Director Corporate Services		
Attachments:	**1**	SIGNED ARIC MINUTES 10 MARCH 2026	12 Pages

MINUTES OF

AUDIT, RISK AND IMPROVEMENT COMMITTEE

TUESDAY 10 MARCH 2026

MINUTES OF THE **Audit, Risk and Improvement Committee** OF TENTERFIELD SHIRE held at the Kooreelah Room on Tuesday 10 March 2026 commencing at 10:00 AM

ATTENDANCE
Members (voting):
Mr Tony Harb – Independent External Member (Chair)
Ms Liz Jeremy – Independent External Member
Mr Ron Gillard – Independent External Member

ATTENDEES (non-voting):
Mr Hein Basson – General Manager
Cr Peter Murphy – Councillor ARIC Observer
Ms Liz Alley – Director Corporate Services
Mr Matthew Francisco – Director Infrastructure Services
Mr Chris Thomas – IT/GIS Officer
Mr Jacob Sauer – Principal, Forsyths
Ms Helen Ye – Audit Office NSW

DISCLOSURE OF INTERESTS

NIL

APOLOGIES

Jane Walton – Manager Finance & Technology
Furqan Yousuf – Audit Office NSW

(ITEM GM1/26) CONFIRMATION OF MINUTES

SUMMARY
Confirmation of Minutes Audit, Risk and Improvement Committee Meeting held on 10 December 2025 attached.

RECOMMENDATION

That the Audit Risk and Improvement Committee confirms the Minutes of the Tenterfield Shire Council Audit, Risk and Improvement Committee Meeting held on 10 December 2025.

Confirmed

(ITEM GM2/26) ARIC ACTION ITEM REGISTER AS OF 4 MARCH 2026

SUMMARY
This report is to update the ARIC Action Item Register as of 4 MARCH 2026. As Attached.

Key Points:

Tony Harb
A lot of the risk seems to be around the actions for procurement.

Liz Alley and Matthew Francisco
Large procurement risk now that the store person has resigned, we had planned that the new procurement officer was going to take on the policies and procedures, but as the store person has resigned, he has taken on his role as well.

Hein Basson
Organisation structure review in April

Committee on the Action Items:

- Revised dates and fuller progress reports.
- The initiation date can be removed and include risk ratings given to the internal & external audit and fuller updates in the evidence column.
- Outstanding items need to be reviewed by the executive to plan and ask questions of the action owners – monthly LET. Management need to be able to address and action the action items.

- Need to close out internal audits as we get the new audits coming through, so we are not being backed up.
- Discussion on the KPI's around QBRs.
- Snapshot for the ARIC of where we are in terms of where policies are up to.

Tony Harb
Procurement risks don't go away because there is not a person in the position.

Liz Alley
We have made some progress. There is some movement around the controls where we can.

RECOMMENDATION

That the Audit, Risk and Improvement Committee, subject to the comments above notes the ARIC Action Register as of 4 MARCH 2026.

Confirmed

(ITEM GM3/26) GENERAL MANAGERS REPORT INCLUDING DIRECTORATE CORPORATE SERVICES AND DIRECTORATE INFRUSTRUCTURE REPORTS

SUMMARY
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.

Key Points:

Hein Basson
There is now a staff turnover % in response to a question at the last meeting.

Ron Gillard
Out of session discussion around operational detail in this report.

Liz Jeremy
My observation is around the detail to Council. Council are policy makers.

Tony Harb
Capturing incidents, are they correct?

Hein Basson
We haven't had a person in the WHS role and that is why there is a jump because they weren't captured before.

Discussion around the amount of information, great for the Directorate to GM, but not for ARIC.
Saleyards – does TSC get saleyards fees?

Matthew Francisco
Some fees.

Cr Murphy
Councillors see this as an early warning signal in the local economy.

Tony Harb
ARIC doesn't want to add to the reporting, but we would like to see more on risk and analysis on human resources.

I am concerned around this report going to Council, too much detail. I want to know if we have any impacts or issues that are going to impact risk.
You could communicate the pulse and beat on one page, perhaps use red, amber, green reporting.

Liz Jeremy
Has concerns that if you are spending time on this level of detail, you are not looking at the strategic things.

Committee
Data around risk graphs, self-assessment for statewide. Need to have some oversight around the self-assessments, LET should ask questions around self-assessments.

ARIC survey and ARIC Annual Report – ARIC needs to do these things.

RECOMMENDATION

That the ARIC receives and notes the General Managers Report including Directorates Reports for March 2026.

The committee also note that the ARIC is concerned about the detailed nature of these reports to Council and recommend that a higher level report go to Council.

Confirmed

(ITEM GM4/26) EXTERNAL AUDIT UPDATE

SUMMARY
This report is to present Annual Engagement Plan 30 June 2026.

Jacob Sauer – Principal, Forsyths
Helen Ye – Audit Office NSW

Key Points:

Interim Management Letter, audit is on track should be available for June ARIC meeting.
Final Management Letter on track for completion in October and will be available for December ARIC meeting.

- Infrastructure – key, there will be revaluations of some assets – fair value.
- Management Controls – across the sector, risk control environment is focus across all Councils

Ron Gillard
Is this an early interim audit?

Jacob Sauer
Not unusually early. TSC a little earlier than usual. No cause for concern.

Ron Gillard
Revaluation progress?

Jacob Sauer
We have not received an update.

Ron Gillard
Confirmation that revaluations are underway – Liz will follow this up.
Anything of concern that will impact the audit?

Liz Alley
Nothing at the moment.

Tony Harb
Methodology, should be such that the audit office will consider appropriate;
Scope of audit, CEO financial statement and CEO for local roads – means GM.
Are you going to look at the audit access logs and changing logs?

Jacob Sauer
Yes, as a matter of course.

RECOMMENDATION

That the Audit, Risk and Improvement Committee notes the Annual Engagement Plan 30 June 2026.

Confirmed

(ITEM GM5/26) INVESTMENT REPORT FOR PERIOD ENDED 31 DECEMBER 2025 AND 31 JANUARY 2026

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.

Key Points:

Liz Alley
We have looked at how much more we can invest, have been able to invest a lot more, however that will cease now as we do further works.

Liz Jeremy
Loan Balance report can put that in the same report.

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee notes the Investment Report for the period ended 31 December 2025 and 31 January 2026.

Confirmed

(ITEM GM6/26) CAPITAL EXPENDITURE REPORT AS AT 31 DECEMBER 2025

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

Key Points:

Liz Alley
The CAPEX report goes to Council once a quarter. LET review once a month.

Hein Basson
CAPEX is difficult to manage via carried forward works, all projects and flow of monies. It also gives an unrealistic perception through grants that there is a lot of money.

Tony Harb
QBR – intricacies around the numbers, why did we choose a governance internal audit rather that financial controls?

Liz Alley
As we didn't have staff in the area's that were due to have an internal audit, and therefore unable to address any management actions that came out of that audit.

Liz Jeremy
How well does Council think it is addressing the financial backlog? Intervention points shift.

General Manager
Extensive work has been done in the infrastructure sealed road network data this flows into new asset management plans. We now have the data we need to implement data into the future.

We have a good handle on the sealed road network. The unsealed road network is more difficult to quantify. Also difficult is water and sewer, will have a new asset management plan for water and sewer in the next year.
Matthew Francisco
Pavement Management Services have modelled our degradation over the next 5 years. We are aggregating this.

General Manager
Running short budget by, CAPEX $0.69 million and OPEX $2.3 million.

Matthew Francisco
Using grant funds and SRV funds at the moment

Liz Jeremy
You have been fortunate, and at some point you will have to discuss this with Council.

Hein Basson
This is the current discussion at the moment, the Council thinking being that grant funding will cover it.

Tony Harb
It will hit the balance sheet at some point through depreciation. From the last meeting it was found that the community is made up of a lot of retired people that would find it difficult. We understand. The problem is the structural limitation of Local government.

Cr Murphy
Factors that council have no control, war in Middle East, IPART will look at the community's capacity to pay.

OFFICER'S RECOMMENDATION:

That the Audit, Risk and Improvement Committee, notes the Capital Expenditure Report for the period ended 31 December 2025.

Confirmed

(ITEM GM7/26) QUARTERLY BUDGET REVIEW STATEMENT – DECEMBER 2025

SUMMARY
The purpose of this report is to present Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31 December 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) Regulations 2021*.
Key Points:

Ron Gillard
Went to Council recently, unsatisfactory rating, and Council agreed with remedial actions.

Good information that helps him understand.

Tony Harb
Other Councils have a Financial Improvement Plan, do you have one? Should we have one? Singleton has one, this is an issue, this could be the mechanism to make better decisions. A fully documented plan, would this change anything?

Hein Basson
The Fiscal Repair Strategy that was in place when I came was never formalised into a document. The recommendation to Council was the plan.

Tony Harb
What are you doing that isn't linked to IP&R, what is productivity? We need to enhance productivity and efficiency.

Cr Murphy
A financial sustainability strategy, helps with community expectations. Attitudes toward grants, a target. Own source revenue other than rates, fees and charges. We have to take the community with us.

Liz Jeremy
Create a revolving fund, Councils are being offered crown land, fiscal year 28/29, SRV may be doubtful. Short and medium term does not look bright.

Hein Basson
It was on the agenda to sell off Council properties, now on the back burner.

Tony Harb
The business case for selling property, put it on the table of options that we have, balancing the unknowns.

Ron Gillard
Cr Murphy is correct about managing expectations, it is critical with community. No extra capital, cost cutting here and there, broadly in there. Community expectation first and then working on the plan.

RECOMMENDATION

That the Audit, Risk and Improvement Committee note the Quarterly Budget Review Report for December 2025, and also recommend Council consider a Financial Improvement Plan.

Confirmed

(ITEM GM8/26) REPORT ON LOAN BALANCES 31 DECEMBER 2025

SUMMARY
The purpose of this report is to inform ARIC of its loan balances as at 31 December 2025.

Key Points:

Tony Harb
Loan details – Liability borrowed/owned in the document?

Liz Alley
$18.9 million in our balance sheet in loans, allocated to projects and split into funds.

Tony Harb
Have these loans been fully spent and assets complete?

Hein Basson
The only one left is the waste cell at Boonoo Boonoo.

RECOMMENDATION:

That the Audit, Risk and Improvement Committee notes the loan balance as of 31 December 2025 was $18,907,715 ($18,987,677 as at 30 September 2025).

Confirmed

(ITEM GM9/26) GOVERNANCE REPORT

SUMMARY
Governance Report for the last quarter including draft Strategic Assurance and Internal Audit Plan 2025-2029, draft Annual and Four-year work plan, draft ARIC Terms of Reference and draft Internal Audit Charter, Service Reviews and Business Development and Policy Updates.

Ron Gillard
Concern in doing 3 internal audits next year – we haven't got the ability or resources for that. Select the high-risk ones.

Liz Jeremy
Comprehensive but not achievable.

Tony Harb
What process did you use to prioritise governance?

Liz Alley
Because of the lack of people in the positions.

Tony Harb
As the chief audit executive, out of all the activities of the strategic audit plan – you need to engage with people, what are your top 10 risks. $15,000 is valuable to inform and will be well spent on an Assurance Map. Internal auditors would talk to the managers. Risk assessment, key policies and procedures. Talk to people. Consider transactions, policies and people.

Make sure your internal auditors meet audit standard.

- Scoping meeting – engagement letter, send to ARIC separately
- We want to keep all their documents
- Keep note of the methodology, and if it needs updating.
- Spend the money on an Assurance Map.
- Key risks and key controls.

Tony Harb
One or two internal audits each year, informed by the internal audit plan. We can pull things forward the next year.
The ARIC strategic work plan that I sent had a lot of things that weren't put in.
Internal Audit and Strategic Plan as one plan.
And then the Four-year plan and Annual Plan.
Committee Members will have a meeting and then Tony will have a meeting with Lee & Liz.
Draft Terms of Reference is fine.
Draft Internal Audit Charter needs work.

Ron Gillard
I will look at the word version for you and update it with the new IIA guidelines.

Cr Murphy
Committee to put a focus on specific threats to Council sustainability and what ARIC can do to help with that.

Tony Harb
TSC needs a risk register.
ARIC needs to control the agenda.

RECOMMENDATION

That the Audit, Risk and Improvement Committee note the Governance Report for December 2025 with the following recommendations:

- Internal Audit and Strategic Plan as one document
- Four year Plan and Annual Plan one document
- Survey of ARIC members and Officers (Chair to send template of the survey).
- Feedback from elected representatives on ARIC value to Council
- Annual Report to the Councillors for 2025 of what has been done that has given value to Council
- Raise the bar but be aligned to Council

Confirmed

(ITEM GM10/26) SUSTAINABILITY, PEOPLE AND RISK REPORT

SUMMARY

This report gives a Risk Management Update and Sustainability and People Update.

RECOMMENDATION

That the Audit, Risk and Improvement Committee note the Sustainability, People and Risk Report for September 2025.

Confirmed

(ITEM GM11/26) BUSINESS CONTINUITY PLANNING - COMPLIANCE AND ASSURANCE REVIEW

SUMMARY
The purpose of this report is to update the Audit, Risk and Improvement Committee on Council's Business Continuity Planning (BCP).

Key Points:

Tony Harb
JLT's common plan, this is TSC's plan not JLT's plan.

Hein Basson
Developed by consultant with JLT, we have done and exercise to go through it, to respond to any impacts. It is a significant document.

Tony Harb
How confident are you with this plan? How confident of the crises management plan?

Hein Basson
Lack of time to be all over it.

Tony Harb
BCP – 5 reporting to the GM maximum. There are too many people.
To the GM – get confident through another desktop exercise. Pick something really valuable to the council, IT down for example. You and your deputy 3 hours.

Rating risks without controls is useless. Disruption risks – list down what risks you have. What are the layers of control you have to reduce that risk. BCP and IT disaster recovery plan is the last consequence. This is the last defense. BCP has to be a living document. Has to be kept up to date.

Ron Gillard
BCP Needs an update (dated version control on manual & procedure - 25/10/2018, Divisional Plans 12/02/2025 – added by minute taker).
Acknowledge that the BCP is a good plan, but you must be able to work with it when things go wrong.

RECOMMENDATION

That the Audit & Risk Committee:

1. Notes the assurance review of Council's Business Continuity Planning framework and the overall assurance rating of *Moderate to Good.*

2. Acknowledges that the Business Continuity framework represents a key internal control supporting organisational resilience.

3. Notes the Management Action Plan and proposed timeframes.

4. Notes the importance of maintaining the currency of the plan and planning a future exercise of the plan.

Confirmed

There being no further business the Chair declared the meeting closed at 12.08 p.m.

.....
Mr Tony Harb
Chairperson

Department:	**Office of the Director Corporate Services**
Submitted by:	Jane Walton, Manager Finance and Technology
Reference:	**ITEM GOV38/26**
Subject:	**REPORT ON LOAN BALANCES 31 MARCH 2026**

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

SUMMARY
The purpose of this report is to inform Council of its loan balances as at 31 March 2026.

OFFICER'S RECOMMENDATION:

That Council notes the loan balance as of 31 March 2025 was $18,494,412.80 ($18,907,715 as at 31 December 2026).

BACKGROUND
Council resolved at its meeting on 24 August 2011 (Resolution 380/11) that a report be provided every three (3) months summarising Council's debt levels and that the report should include the date the loan is taken out, the amount of the original loan, the current balance owing, the term of the loan, the interest rate and the payment details.

REPORT:

Loan payments are being made in accordance with the particular loan agreements.

No new loans were taken out during the reporting period 31 December 2025 to 31 March 2026.

The attached Loan Schedule provides a summary on the purpose of each loan, loan repayment terms and interest rates, the original loan amounts and balances of each loan as at 31 March 2026.

COUNCIL IMPLICATIONS:

1. **Community Engagement / Communication (per engagement strategy)**
   Nil.

2. **Policy and Regulation**
   - Section 621 of the *Local Government Act 1993* (the Act) allows a Council to borrow at any time for any purpose allowed under the Act, subject to any restrictions imposed by the Minister in accordance with Section 624 of the Act.
   - Borrowing Policy.

3. **Financial (Annual Budget & LTFP)**

Our Governance No. 38 Cont…

For the 2025/2026 Operational Plan and Budget Council has indicated nil borrowings. Notification to the NSW Office of Local Government (OLG) was not required for a nil new borrowing position.

4. **Asset Management (AMS)**
   Nil.

5. **Workforce (WMS)**
   Nil.

6. **Legal and Risk Management**

7. **Performance Measures**
   Nil.

8. **Project Management**
   Nil.

Liz Alley
Director Corporate Services

Prepared by staff member:	Jane Walton, Manager Finance and Technology		
Approved/Reviewed by Manager:	Liz Alley,Director Corporate Services		
Department:	Office of the Director Corporate Services		
Attachments:	**1**	REPORT ON LOAN BALANCES 31 MARCH 2026	1 Page

Tenterfield Shire Council
Loans Schedule
As at 31 March 2026

Loan Details								Principal $
FUND	**PURPOSE**	**AMOUNT $**	**OBTAINED FROM**	**DATE OBTAINED**	**DUE DATE**	**RATE OF INTEREST**	**INTERVALS AT WHICH PAYABLE**	**Principal Balance Remaining**
General Fund	Transport Infrastructure (and supportive plant items)	3,100,000	Commonwealth Bank of Australia	29/03/2023	31/03/2043	5.57%	Half Yearly	**2,823,002.29**
General Fund	Transport Infrastructure (and supportive plant items)	2,604,612	Commonwealth Bank of Australia	31/03/2022	31/03/2042	4.40%	Half Yearly	**2,247,865.05**
General Fund	Infrastructure 2020/21	4,048,952	Commonwealth Bank of Australia	31/03/2021	29/03/2041	2.69%	Half Yearly	**3,229,781.44**
General Fund	Infrastructure 2019/20	1,000,000	Commonwealth Bank of Australia	15/06/2020	15/06/2040	2.90%	Half Yearly	**779,677.77**
Sewer Fund	Tenterfield Sewerage Treatment Plant	1,590,200	National Australia Bank	4/06/2025	30/05/2033	5.10%	Quarterly	**1,466,393.66**
Water Fund	Dam Wall Construction (1)	3,087,672	CBA (Refinanced from ANZ)	29/09/2021	30/09/2041	2.59%	Half Yearly	**2,527,551.42**
Water Fund	Dam Wall Construction (2)	2,684,880	CBA (Refinanced from CBA)	6/07/2022	7/07/2042	5.73%	Half Yearly	**2,405,474.82**
Water Fund	Urbenville Water Treatment Plant	218,600	National Australia Bank	4/06/2025	30/05/2028	4.58%	Quarterly	**166,658.79**
Waste Fund	Waste Management - Boonoo Boonoo Landfill (Develop Stage 5)	3,300,000	Commonwealth Bank of Australia	31/03/2022	31/03/2042	4.40%	Half Yearly	**2,848,007.56**
TOTAL Principal Balance as at 31 March 2026								**18,494,412.80**

Department:	**Office of the Director Corporate Services**
Submitted by:	Jane Walton, Manager Finance and Technology
Reference:	**ITEM GOV39/26**
Subject:	**INVESTMENT REPORT FOR PERIOD ENDED 31 MARCH 2026**

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

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

OFFICER'S RECOMMENDATION:

That Council:

Notes the Investment Report for the period ended 31 March 2026.

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 March 2026 was $35 million.

In the month of March 2026, no term deposits were made or discontinued. Term Deposits totalling $16 million matured and were reinvested.

The attachments to this report are certified schedules of all Council's investments as of 31 March 2026 showing the various invested amounts, applicable interest rates, financial institutions and rating and the source of funds.

Council's General Consolidated Account earned an interest rate of 3.85% from 1st to 17th March 2026 and 4.10% from 18th to 31st March 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. 39 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		
Attachments:	**1**	Investment Report - Council Report - as at 31 March 2026	2 Pages

TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 31 MARCH 2026

Financial Institution	Issuer Rating	Investment Term		Maturity Date	Interest Rate	Amount $	Percentage Exposure	Source of Invested Funds
NAB	AA-	120	Days	17/Jun/26	4.50%	1,500,000.00	4.29%	Water Fund $1,000,000 & Stormwater Fund $500,000
NAB	AA-	150	Days	23/Apr/26	4.15%	1,000,000.00	2.86%	Waste Fund
NAB	AA-	92	Days	07/Apr/26	4.15%	500,000.00	1.43%	Regional Emergency Road Repair Grant
NAB	AA-	60	Days	25/May/26	4.45%	2,000,000.00	5.71%	Disaster Recovery Funding Arrangement (DRFA)
TOTAL NAB INVESTMENTS						**5,000,000.00**	**14.29%**	
Commonwealth Bank	AA-	6	Months	13/Apr/26	4.16%	3,000,000.00	8.57%	Sewer Fund
TOTAL CBA INVESTMENTS						**3,000,000.00**	**8.57%**	
Westpac	AA-	6	Months	30/Sep/26	5.09%	1,500,000.00	4.29%	Waste Fund
Westpac	AA-	6	Months	28/Apr/26	4.11%	2,000,000.00	5.71%	Waste Fund
Westpac	AA-	6	Months	15/Jun/26	4.40%	2,000,000.00	5.71%	Regional Emergency Road Repair Grant
Westpac	AA-	1	Month	20/Apr/26	3.76%	6,800,000.00	19.43%	Disaster Recovery Funding Arrangement (DRFA)
TOTAL WESTPAC INVESTMENTS						**12,300,000.00**	**35.14%**	
Rabobank	A	177	Days	28/May/26	4.39%	1,000,000.00	2.86%	Waste Fund
Rabobank	A	91	Days	02/Jun/26	4.51%	2,500,000.00	7.14%	General Fund - Unrestricted Cash
Rabobank	A	191	Days	11/Jun/26	4.39%	2,500,000.00	7.14%	General Fund - Unrestricted Cash
Rabobank	A	32	Days	20/Apr/26	4.15%	3,200,000.00	9.14%	Disaster Recovery Funding Arrangement (DRFA)
Rabobank	A	182	Days	18/Jun/26	4.52%	1,000,000.00	2.86%	General Fund - Developer Contributions
Rabobank	A	182	Days	18/Jun/26	4.52%	1,500,000.00	4.29%	Internal Restrictions (ELE & IT System) $1,100,000 & Stormwater Fund $400,000
TOTAL RABOBANK INVESTMENTS						**11,700,000.00**	**33.43%**	
Credit Union SA	BBB+	184	Days	04/Jun/26	4.47%	3,000,000.00	8.57%	Sewer Fund
TOTAL CREDIT UNION SA INVESTMENTS						**3,000,000.00**	**8.57%**	
INVESTMENTS TOTAL						**35,000,000.00**	**100.00%**	

Summary

I hereby certify that the investments as shown herein, have been invested in accordance with Section 625 of the Local Government Act 1993, and associated Regulations, and in accordance with Council policy and procedures.

Responsible Accounting Officer: **Jane Walton**

NOTES:
In the month of March 2026, no term deposits were made or discontinued. $16 million of term deposits matured and was reinvested as shown below:

Financial Institution	Date Matured	Amount $	Actions Taken	Source of Invested Funds
Rabobank	03/Mar/26	2,500,000.00	total amount reinvested for 91 days at 4.51%	General Fund - Unrestricted Cash
Westpac	18/Mar/26	6,800,000.00	total amount reinvested for 1 month at 3.76%	Disaster Recovery Funding Arrangement (DRFA)
Rabobank	19/Mar/26	3,200,000.00	total amount reinvested for 32 days at 4.15%	Disaster Recovery Funding Arrangement (DRFA)
NAB	26/Mar/26	2,000,000.00	total amount reinvested for 60 days at 4.45%	Disaster Recovery Funding Arrangement (DRFA)
Westpac	30/Mar/26	1,500,000.00	total amount reinvested for 6 months at 5.09%	Waste Fund

Department:	**Office of the Director Corporate Services**
Submitted by:	Jane Walton, Manager Finance and Technology
Reference:	**ITEM GOV40/26**
Subject:	**CAPITAL EXPENDITURE REPORT AS AT 31 MARCH 2026**

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

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

OFFICER'S RECOMMENDATION:

That Council:

Receives and notes the Capital Expenditure Report for the period ended 31 March 2026.

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.

The original 25/26 Budget was adopted for capital projects totalling $27,602,301. The carry-forward budgets for capital projects not completed in the 2024/25 year $7,574,795 and July 25 amendment $249,999 were adopted at the September 2025 meeting.

The Capital Expenditure Report was updated to show the list of approved capital projects, including the budget changes for capital projects that were adopted by Council at the October 2025 meeting (as part of the September 2025 Quarterly Budget Review).

The Capital Expenditure Report as at 31 December 2025 was updated to show the list of 25/26 capital projects with a revised budget to $23,258,828. Some projects were deferred to the 26/27 financial year due to limited resources available to complete projects in the current financial year.

REPORT:

The attached Capital expenditure report as at 31 March 2026 has been updated as follows:

- 25/26 actual expenditure to 31 March 2026 totalling $11,887,739, represents 51.1% spent of revised budget.

Our Governance No. 40 Cont…

- The status of current capital work in progress has been provided by Department Managers in the Comments column of the report.

The 25/26 revised budget amounts remain unchanged from December 2025, totalling $23,258,828, until the March 2026 Quarterly Budget Review has been completed, which will be presented at the May 2026 Council meeting.

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)**
   Nil.

4. **Asset Management (AMS)**
   Nil.

5. **Workforce (WMS)**
   Nil.

6. **Legal and Risk Management**
   Full Year 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**	CAPITAL EXPENDITURE REPORT AS AT 31 MARCH 2026	4 Pages

Our Governance No. 40 Cont…

Attachment 1
CAPITAL EXPENDITURE REPORT AS AT 31 MARCH 2026

Tenterfield Shire Council
Capital Expenditure Report as at 31 March 2026

Capital Projects	Funding Source	25/26 Adopted Original Budget $	25/26 Adopted July Amended Amounts $	25/26 Adopted Carry-Forward Amounts $	25/26 Adopted QBR September Amounts $	25/26 Adopted 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 General Manager		**100,000**	**0**	**117,606**	**0**	**0**	**0**	**217,606**	**148,983**	**68.5%**	**68,623**	
Economic Growth and Tourism												
SCCF5 - 0867 - Tenterfield Youth Precinct Infrastructure Upgrade, Stage 2	General Fund - Grant	100,000		117,606				217,606	148,983	68.5%	68,623	Purchase order has been raised and deposit has been paid. Installation to be completed in March/April 2026. Council seeking approval for extension of time and change of Scope to spend the additional money.
Total Economic Growth and Tourism		**100,000**	**0**	**117,606**	**0**	**0**	**0**	**217,606**	**148,983**	**68.5%**	**68,623**	
Office of the Director Corporate Services		**260,705**	**0**	**15,987**	**(505)**	**(210,000)**	**0**	**66,187**	**42,147**	**63.7%**	**24,040**	
Arts, Culture and Library Services												
Local Priority Grant 2024/25	General Fund - Grant	0		15,987				15,987	15,861	99.2%	126	to be used for Libero Library app, and resources for equity and more welcoming spaces for Aboriginal community members
Local Priority Grant 2025/26	General Fund - Grant	20,705			(505)			20,200	0	0.0%	20,200	
School of Arts - Roofing Works	General Fund	210,000				(210,000)		0	0	0.0%	0	
Total Arts, Culture and Library Services		**230,705**	**0**	**15,987**	**(505)**	**(210,000)**	**0**	**36,187**	**15,861**	**43.8%**	**20,326**	
Finance & Technology												
Computer Equipment - Finance	General Fund	30,000						30,000	26,286	87.6%	3,714	
Total Finance & Technology		**30,000**	**0**	**0**	**0**	**0**	**0**	**30,000**	**26,286**	**87.6%**	**3,714**	
Office of the Director Infrastructure Services		**27,241,596**	**249,999**	**7,441,202**	**506,341**	**(12,464,103)**	**0**	**22,975,035**	**11,696,610**	**50.9%**	**11,278,425**	
Asset Management & Resourcing												
Tenterfield Depot - Fuel Tank Replacement/Remediation	General Fund	150,000						150,000	1,044	0.7%	148,956	RFQ returns under review. Reviewing fuel procurement alternatives
Tenterfield Depot - Security Improvements	General Fund	0			36,800			36,800	0	0.0%	36,800	Lighting installed.
Tenterfield Depot - Purchase Storage Container	General Fund	0			15,000			15,000	0	0.0%	15,000	Order to be placed
Total Asset Management & Resourcing		**150,000**	**0**	**0**	**51,800**	**0**	**0**	**201,800**	**1,044**	**0.5%**	**200,756**	
Buildings & Amenities												
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	Scope of works being developed
Jubilee Park - Rotunda Renewal	General Fund	55,000						55,000	10,240	18.6%	44,760	Scope of works being developed
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	0.0%	0	
Total Buildings & Amenities		**849,446**	**0**	**45,000**	**0**	**(244,446)**	**0**	**650,000**	**10,240**	**1.6%**	**639,760**	
Livestock Saleyards												
Saleyards - Upgrade Agents Cattle Crush x 3	General Fund	35,000						35,000	0	0.0%	35,000	Cattle Crushes have been ordered. 2 installed.
Saleyards - Livestock Scanner Replacement	General Fund	30,000				(8,682)		21,318	21,318	100.0%	(0)	Completed
Total Livestock Saleyards		**65,000**	**0**	**0**	**0**	**(8,682)**	**0**	**56,318**	**21,318**	**37.9%**	**35,000**	
Parks, Gardens and Open Space												
Torrington Cemetery - Upgrade Road Access	General Fund	0		8,555		(4,887)		3,668	3,668	100.0%	(0)	Completed
Tenterfield Cemetery - New Slabs	General Fund	4,000			7,000	(520)		10,480	10,480	100.0%	0	Completed
Urbenville Playground - Shade Sail Replacement (SRV 2023)	General Fund	0		5,164		836		6,000	5,632	93.9%	368	Completed
Parks & Gardens - Walking Paths Solar Lighting	General Fund	30,000						30,000	0	0.0%	30,000	Budget to be removed in March QBR.
Parks & Gardens - Fixtures Replacement	General Fund	30,000			(7,000)			23,000	10,888	47.3%	12,112	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%	30,000	
Urbenville Park - Playground Fencing	General Fund	30,000						30,000	0	0.0%	30,000	
Total Parks, Gardens and Open Space		**124,000**	**0**	**13,719**	**0**	**(4,571)**	**0**	**133,148**	**30,668**	**23.0%**	**102,480**	

*Report Contains Filters

Attachment 1
CAPITAL EXPENDITURE REPORT AS AT 31 MARCH 2026

Capital Projects	Funding Source	25/26 Adopted Original Budget $	25/26 Adopted July Amended Amounts $	25/26 Adopted Carry-Forward Amounts $	25/26 Adopted QBR September Amounts $	25/26 Adopted 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
Swimming Complex												
Swimming Pool - Equipment Renewal	General Fund	25,000						25,000	1,784	7.1%	23,216	
Swimming Pool - Acid Tank	General Fund	35,000			20,000	(7,192)		47,808	47,808	100.0%	(0)	Completed
Swimming Pool - Chemical Shed Replacement	General Fund	0			7,000			7,000	6,820	97.4%	180	Completed
Total Swimming Complex		**60,000**	**0**	**0**	**27,000**	**(7,192)**	**0**	**79,808**	**56,412**	**70.7%**	**23,396**	
Plant, Fleet & Equipment												
Public Works Plant - Purchases	General Fund	3,960,000						3,960,000	866,665	21.9%	3,093,335	Mowers in fleet. Graders on order - approx 3 months to delivery; 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)	(903,097)	45.6%	(1,076,903)	One grader and mower traded.
Sewerage Service												
Tenterfield Mains Relining (1km Year)	Sewer Fund	198,118				179,882		378,000	278,728	73.7%	99,272	Ongoing
Tenterfield Mains Augmentation	Sewer Fund	79,314						79,314	0	0.0%	79,314	Design underway for Polworth St
Tenterfield Man Hole Level Alterations (Water Infiltration)	Sewer Fund	185,326				14,674		200,000	0	0.0%	200,000	Man hole relining - company engaged
Tenterfield Scada System Upgrade	Sewer Fund	0				9,500		9,500	4,750	50.0%	4,750	
Tenterfield Network Renewal	Sewer Fund	220,923				(220,923)		0	0	0.0%	0	
Biosolids Processing Plant	Sewer Fund	250,000				(250,000)		0		0.0%	0	
Tenterfield STP - 3 Bay Shed for Storage	Sewer Fund	120,000				(120,000)		0	0	0.0%	0	
Tenterfield STP - Refurbishment	Sewer Fund	0				30,000		30,000	0	0.0%	30,000	
Tenterfield New Pump Station - Trail Lane	Sewer Fund	150,000				(150,000)		0	0	0.0%	0	
Betterment of Molesworth St Sewer Line Grant	Sewer Fund - Grant	2,450,000		11,809		(2,461,809)		0	0	0.0%	0	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. Budget was deferred to 2026/27 in December QBR
Tenterfield Sewer Pump Station - Replace Pump	Sewer Fund	0				30,331		30,331	0	0.0%	30,331	
Urbenville Removal Sludge from Tertiary Ponds/Renewal of Capacity	Sewer Fund	11,200						11,200	0	0.0%	11,200	
Urbenville Telemetry Upgrade	Sewer Fund	15,000						15,000	0	0.0%	15,000	
Urbenville Telemetry From PS to STP	Sewer Fund	10,500						10,500	0	0.0%	10,500	
Urbenville - Sewer Pump Station #2 Upgrade	Sewer Fund	0				20,000		20,000	0	0.0%	20,000	
Total Sewerage Service		**3,690,381**	**0**	**11,809**	**0**	**(2,918,345)**	**0**	**783,845**	**283,478**	**36.2%**	**500,367**	
Transport Network												
Regional & Local Roads Traffic Facilities	General Fund - Grant	72,000			2,000			74,000	15,626	21.1%	58,374	Ongoing
Roads to Recovery 2024-29	General Fund - Grant	2,021,839		147,372		(300,000)		1,869,211	789,057	42.2%	1,080,154	Ongoing - reseals commenced, bridges under construction on Pyes Ck Rd. New project to repair Hynes Bridge added.
Regional Roads Block Grant - Reseals Program	General Fund - Grant	752,935			30,000	317,065		1,100,000	745,682	67.8%	354,318	Ongoing - greater than 50% complete
Special Grant Mt Lindesay Road (RMS/Fed)	General Fund - Grant	1,042,926		276,600		(500,000)		819,526	78,404	9.6%	741,122	Ongoing. Tenders are let
Mt Lindesay Road Legume/Woodenbong Upgrade grant	General Fund - Grant	2,020,000		260,862		(1,400,000)		880,862	340,040	38.6%	540,822	Designs finalised, 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	2,457,228	77.3%	720,177	Project sealed, some minor works to complete.
Local Roads & Community Infrastructure Program - Round 4	General Fund - Grant	0		356,879				356,879	423,035	118.5%	(66,156)	Completed
FCBP - Acacia Creek Bridge - Patersons Road, Legume	General Fund - Grant	0		366,033		188,725		554,758	624,511	112.6%	(69,753)	Completed
FCBP - Acacia Creek Bridge - Tooloom Street, Legume	General Fund - Grant	0		192,723				192,723	223,330	115.9%	(30,607)	Completed - final invoices to be paid. Extra grant funding is pending - to be added in March QBR
FCBP - Koreelah Creek Bridge - White Swamp Road, Koreelah	General Fund - Grant	0		758,843		307,868		1,066,711	1,140,885	107.0%	(74,174)	Completed
FCBP - Mole River Bridge - Springfield Road, Mole River	General Fund - Grant	0		499,146		192,217		691,363	744,111	107.6%	(52,748)	Completed
Betterment of Molesworth St Bridge (Category B EPAR) TENT055 Grant	General Fund - DRFA	0		148,498		(148,498)		0	0	0.0%	0	Under review for funding. Budget was deferred to 2026/27 in December QBR

*Report Contains Filters

Attachment 1
CAPITAL EXPENDITURE REPORT AS AT 31 MARCH 2026

Capital Projects	Funding Source	25/26 Adopted Original Budget $	25/26 Adopted July Amended Amounts $	25/26 Adopted Carry-Forward Amounts $	25/26 Adopted QBR September Amounts $	25/26 Adopted 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
Betterment of Molesworth St Bridge (Category D RRTRP) Grant	General Fund - Grant	6,385,130		426,218		(5,811,348)		1,000,000	211,333	21.1%	788,667	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). Council is releasing to tender in April 2026
DRFA AGRN960 EPAR Bruxner Way - Bridge 7325 Dumaresq River Overflow Channel	General Fund - DRFA	0		271,631		(246,693)		24,938	24,938	100.0%	0	Completed
DRFA AGRN1012 EPAR - Billirimba Creek Bridge Reconstruction TENT008	General Fund - DRFA	0		288,326				288,326	136,997	47.5%	151,329	Completed
DRFA AGRN1012 Integrated Smart Infrastructure System (Category D)	General Fund - DRFA	550,000		48,047				598,047	40,031	6.7%	558,017	Tender assessed, contract awarded.
Footpaths	General Fund	43,000				(43,000)		0	0	0.0%	0	
Developer Contribution Road Works	General Fund	0				255,000		255,000	262,304	102.9%	(7,304)	Works for the intersection of Mt Lindesay Rd, Boundary Rd & Old Ballandean Rd - completed.
Urban Streets - Reseal Program	General Fund	102,749			150,000			252,749	136,605	54.0%	116,144	Some streets resealed, others to be completed during April.
Road Renewal - Gravel Roads (D-class roads)	General Fund	550,099		20,130				570,229	494,731	86.8%	75,498	Ongoing
Gravel Resheets	General Fund	312,010						312,010	241,621	77.4%	70,390	Ongoing
Kerbing & Guttering	General Fund	20,000				(20,000)		0	0	0.0%	0	
Bridges / Causeways (SRV 2014)	General Fund	899,981		46,876				946,857	87,222	9.2%	859,635	Tender is awarded - work to commence in the coming month.
Rural Roads - Reseal Program	General Fund	410,933						410,933	164,993	40.2%	245,940	This budget component of works are complete - awaiting invoices.
Rural Culverts & Pipes	General Fund	148,194						148,194	126,121	85.1%	22,073	Ongoing
Concrete Bridges	General Fund	128,690				80,000		208,690	1,696	0.8%	206,994	Planning underway
Causeways	General Fund	181,371				(80,000)		101,371	66,040	65.1%	35,331	Ongoing
Gravel Pit Rehabilitation	General Fund	49,901						49,901	5,032	10.1%	44,869	Ongoing
Rural Road Rehabilitation	General Fund	300,000						300,000	85,020	28.3%	214,980	Planned as part of reseal and initial seal program, Chauvel Rd
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	Planning underway
Total Transport Network		**18,091,363**	**0**	**5,345,984**	**32,000**	**(7,208,664)**	**0**	**16,260,683**	**9,666,593**	**59.4%**	**6,594,090**	
Waste Management												
240L Wheelie Bins	Waste Fund	2,396				4,000		6,396	3,714	58.1%	2,682	
Industrial Bins	Waste Fund	7,188				(4,000)		3,188	0	0.0%	3,188	
Waste Plant Purchases	Waste Fund	560,045	249,999					810,044	246,349	30.4%	563,695	Waste truck transport delayed - due late in financial year
Waste Solar Installation/Replacements	Waste Fund	40,000				(40,000)		0	0	0.0%	0	
Boonoo Boonoo - Landfill Cover	Waste Fund	11,124						11,124	0	0.0%	11,124	Waiting for invoice for works carried out
Boonoo Boonoo - Cell Remediation Asset	Waste Fund	55,620						55,620	0	0.0%	55,620	Design in progress
Boonoo Boonoo - Develop Stage 5	Waste Fund	500,000		1,783,089		(1,100,000)		1,183,089	750,132	63.4%	432,957	
Drake - Redevelop Transfer Station	Waste Fund	350,000				(350,000)		0	0	0.0%	0	
Tenterfield WTS Recycling Infrastructure	Waste Fund	103,000				(103,000)		0	0	0.0%	0	
Tenterfield Waste Transfer Station Groundwater Bores	Waste Fund	119,777		113,836		(223,613)		10,000	159	1.6%	9,841	EPA requirement, actual costs lower than expected
Total Waste Management		**1,749,150**	**249,999**	**1,896,925**	**0**	**(1,816,613)**	**0**	**2,079,461**	**1,000,353**	**48.1%**	**1,079,108**	

*Report Contains Filters

Attachment 1
CAPITAL EXPENDITURE REPORT AS AT 31 MARCH 2026

Capital Projects	Funding Source	25/26 Adopted Original Budget $	25/26 Adopted July Amended Amounts $	25/26 Adopted Carry-Forward Amounts $	25/26 Adopted QBR September Amounts $	25/26 Adopted 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
Water Supply												
Tenterfield Mains Augmentation	Water Fund	11,200				(11,200)		0	0	0.0%	0	
Tenterfield Mains Replacement	Water Fund	322,122		107,917		(424,000)		6,039	2,942	48.7%	3,097	
Tenterfield Meter Replacement	Water Fund	25,808				10,000		35,808	18,030	50.4%	17,778	Ongoing. Addition for Mt Lindesay Road bulk water meter
Tenterfield Flood Warning System	Water Fund	40,000						40,000	0	0.0%	40,000	Following completion of the Tenterfield flood risk study, further works may be needed
Tenterfield - Smart Water Meters	Water Fund	0						0	153	0.0%	(153)	
Urbenville Mains Extension	Water Fund	20,000				(10,000)		10,000	0	0.0%	10,000	
Urbenville Meter Replacement	Water Fund	20,000				(10,000)		10,000	0	0.0%	10,000	
Urbenville Valve/Hydrant Replacement	Water Fund	20,000				(10,000)		10,000	0	0.0%	10,000	
Urbenville Water Treatment Plant Upgrade	Water Fund	0			20,327			20,327	20,327	100.0%	0	Completed
Jennings Meter Replacement	Water Fund	10,000				(5,000)		5,000	0	0.0%	5,000	
Jennings Mains Replacement	Water Fund	13,126				(8,126)		5,000	0	0.0%	5,000	
Cowper St Mains Replacement - Transport NSW Works	Water Fund	0			19,584			19,584	19,584	100.0%	0	Completed
Tenterfield Water Treatment Plant Construction	Water Fund	0			8,214			8,214	8,214	100.0%	(0)	Completed
BLERF 0377 - Tenterfield Villages Emergency Water Program	Water Fund	0			119,541	160,459		280,000	308,711	110.3%	(28,711)	Final commissioning at Torrington & Drake to be carried out
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	52,277		300,000	284,975	95.0%	15,025	Final commissioning underway
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**	**(255,590)**	**0**	**749,972**	**662,936**	**88.4%**	**87,036**	
Grand Total		**27,602,301**	**249,999**	**7,574,795**	**505,836**	**(12,674,103)**	**0**	**23,258,828**	**11,887,739**	**51.1%**	**11,371,089**	

*Report Contains Filters

Department:	**Office of the Director Corporate Services**
Submitted by:	Lee Sisson, Governance Officer
Reference:	**ITEM GOV41/26**
Subject:	**QUARTERLY PROGRESS REPORT - JANUARY, FEBRUARY AND MARCH 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
Delivery Plan Action:	Develop, manage and deliver Governance Services, in accordance with the OLG Compliance Guide

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 January, February and March quarter of 2026.

OFFICER'S RECOMMENDATION:

That Council:

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

BACKGROUND

The Integrated Planning and Reporting (IP&R) framework recognises that most communities share similar aspirations: a safe, healthy and vibrant place to live, a sustainable environment, a caring and engaged community, opportunities for employment and reliable infrastructure. The difference lies in how each community responds to these needs. That is what shapes the character of individual cities, towns and villages. IP&R also recognises that Council plans and policies should not exist in isolation and are connected on many levels.

REPORT:

Under section 404 of the *Local Government Act 1993* the Delivery Program is Council's commitment to the community about what it will deliver during its term in office to achieve the Community Strategic Plan objectives. The Operational Plan shows the individual projects and activities a Council will undertake in a specific year.

The General Manager must ensure that progress reports are provided to the Council, with respect to the principal activities detailed in the Delivery Program, at least every six (6) months. Tenterfield Shire Council Delivery Program, as adopted, has set out

quarterly progress reports, i.e. in October 2025, February 2026, April 2026 and July 2026.

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 January, February and March quarter of 2026.

COUNCIL IMPLICATIONS:

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

   Community Engagement took place in the formulation and exhibition of all IP&R documents including the Operational Plan 2025/2026.

2. **Policy and Regulation**

   The requirements for IP&R are set out in the *Local Government Act 1993* and the *Local Government (General) Regulation 2021*.

3. **Financial (Annual Budget & LTFP)**

   Operational Activities are budgeted for in the Long-Term Financial Plan.

4. **Asset Management (AMS)**

   Nil.

5. **Workforce (WMS)**

   Nil.

6. **Legal and Risk Management**

   Not providing progress reports would find Council In breach of section 404 of 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
Department:	Office of the Director Corporate Services

Attachments:	**1**	Q3 Quarterly Progress Report - Jan, Feb, Mar 2026	55 Pages

Q3 QUARTERLY PROGRESS REPORT
JANUARY, FEBRUARY, MARCH 2026

Future Direction One: Community

Accessible, Caring and Inclusive

Community Outcomes

1.1 We can access the medical care we need

1.2 State and local borders do not prevent us from accessing support and services

1.3 Our pool, library parks and sporting facilities are available to everyone

1.4 Younger and older people are valued and supported

How will we get there?

1.1.1 Work with relevant stakeholders to increase the number of local doctors

1.1.2 Advocate for better access to hospitals in QLD for local NSW people

1.2.1 Work with Progress Associations, Cross Border Commissioner, neighbouring Councils and Local Members to improve access to services across borders

1.3.1 Update masterplans for sport and recreation facilities

1.3.2 Support local volunteers to maintain village parks and facilities

1.4.1 Provide children, youth and aged programs in the library

1.4.2 Support community events for younger and older people

1.4.3 Advocate for better community services and facilities within the shire including aged care

1.4.4 Advocate with Police on improving community safety and install CCTV

Future Direction One: Community

Accessible, Caring and Inclusive

Community Outcome	1.1 We can access the medical care we need.

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
1.1.1 Work with relevant stakeholders to increase the number of local doctors	1.1.1.1 Increase advocacy meetings with Hunter New England Local Health District and Cross Border Commissioner which are reported to Council	X	X	X	X	Increase in advocacy meetings attended from current levels	Mayor
1.1.2 Advocate for better access to hospitals in QLD for local NSW people	1.1.2.1 Increase advocacy meetings with Hunter New England Local Health District and Cross Border Commissioner which are reported to Council	X	X	X	X	Decrease in number of cases of inability to access Qld hospitals	Mayor

Progress Report - January, February, March 2026

Ongoing advocacy for resolution of health issues with Cross Border Commissioners and local member Ms Janelle Saffin. Meetings with Local Health Board continue with the next scheduled for late April.

Future Direction One: Community

Accessible, Caring and Inclusive

Community Outcome	1.2 State and local borders do not prevent us from accessing support and services						
Strategy (DP)	**Operational Plan Activity**	**25/26**	**26/27**	**27/28**	**28/29**	**Measures Targets**	**Responsibility**
1.2.1 Work with Progress Associations, Cross Border Commissioner, neighbouring Councils and Local Members to improve access to services across borders	1.2.1.1 Report to Council advocacy with Progress Associations, Cross Border Commissioner, neighbouring Councils and Local Members to improve access to services across borders	X	X	X	X	Decrease in community complaints	Mayor

Progress Report - January, February, March 2026

Council resolved at the March Council meeting to discuss membership of newly formed Northern Tablelands Region of Councils based on the electorate boundary not the geographical boundary. Councillors continue to attend as many Progress Association meetings across the shire as possible. Have a positive working relationship with local members Janelle Saffin and Barnaby Joyce. Cross Border Commissioners also trying to resolve trade recognition across borders in border communities.

Community Outcome	1.3 Our pool, library, parks and sporting facilities are available to everyone						
Strategy (DP)	**Operational Plan Activity**	**25/26**	**26/27**	**27/28**	**28/29**	**Measures Targets**	**Responsibility**
1.3.1 Update masterplans for sport and recreation facilities	1.3.1.1 Draft and update plans where required		X			Community Satisfaction Survey improved score from last survey	Manager Open Space, Regulatory & Utilities

Progress Report not required until 2026/27

Future Direction One: Community

Accessible, Caring and Inclusive

Community Outcome	1.3 Our pool, library, parks and sporting facilities are available to everyone

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
1.3.1 Update masterplans for sport and recreation facilities	1.3.1.2 Manage the Tenterfield War Memorial Baths (TWMB) Management Plan, and contribute to service delivery	X	X	X	X	Community Satisfaction Survey improved score from last survey	Buildings & Amenities Coordinator

Progress Report - January, February, March 2026

January recorded a very strong performance with total attendances of 4,456 for the month. This represents a clear increase on December figures and confirms January as the busiest and most successful month of the season to date. Attendance growth was consistent across programs and casual use, supported by favourable weather conditions and high levels of community engagement. All core programs operated continuously throughout January allowing the centre to fully capitalise on peak seasonal demand. Learn to Swim, Squad training, Aqua Fitness and recreational use all performed strongly, reinforcing the facility's role as a key community asset during the summer period.

February has experienced a stable and productive month as the facility transitions from the peak holiday season into the regular school term rhythm. February has seen continued engagement from the local community, with both casual visits and program participation maintaining strong levels. Despite the natural seasonal slowdown following January's high visitation period, the facility has remained a hub for fitness, learning and recreation. Community feedback through February has remained overwhelmingly positive, with patrons consistently noting the professionalism of staff, the cleanliness and safety of the facility and the welcoming family friendly atmosphere of the complex.
Operationally, the facility has continued to run smoothly with ongoing monitoring of plant and equipment. While a few maintenance matters require attention, the overall performance of the centre demonstrates that it is a well-positioned to carry momentum into the final weeks of the 2025-26 season.

March has marked a gradual transition for Tenterfield Aquatic Centre as the season begins to wind down, with cooler weather and changing routines naturally impacting casual visitation and program participation. Despite this seasonal shift, the facility has continued to see steady use and strong community engagement, particularly through key events and ongoing programming.

Total attendances for March reached 1877 entries while these figures reflect the expected decline as temperatures drop, they also highlight the continued use of the facility well beyond the peak summer period.

Throughout March, the centre has remained an active and welcoming space for the community. Programs such as Squad training continued to operate, and the month was highlighted by 2 major events. The Tenterfield Swim Club Championships and our community day; both of which brought strong attendance and positive energy to the facility.

Overall, March has reinforced the role of the Aquatic Centre as more than just a summer venue. Even as we move towards the final weeks of the season, the level of engagement and support from the community continues to reflect the strong foundation that has been built over the past 6 months.

Future Direction One: Community

Accessible, Caring and Inclusive

Community Outcome	1.3 Our pool, library, parks and sporting facilities are available to everyone

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
1.3.1 Update masterplans for sport and recreation facilities	1.3.1.3 Refine the existing TWMB Masterplan to reach a position where both Capital and Operational Expenditures are affordable and sustainable into the future	X	X			Completed refinement and update of TWMB Masterplan	Director of Infrastructure Services

Progress Report - January, February, March 2026

This project has commenced. Aquatic Engineer has completed an assessment of the pool complex and supplied a report. Aquatic Engineer's report is being used to inform future budgets.

Community Outcome	1.3 Our pool, library, parks and sporting facilities are available to everyone

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
1.3.2 Support local volunteers to maintain village parks and facilities	1.3.2.1 Provide equipment and support for local volunteers to maintain village roadsides, parks and gardens	X	X	X	X	Community Satisfaction Survey improved score from last survey	Manager Open Space, Regulatory & Utilities

Progress Report - January, February, March 2026

Council provides mowers, brushcutters, 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 beautification.
Volunteer numbers at present are very low.

Future Direction One: Community

Accessible, Caring and Inclusive

Community Outcome	1.4 Younger and older people are valued and supported

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
1.4.1 Provide children, youth and aged programs in the library	1.4.1.1 Provide inclusive library services and programs that reflect contemporary needs for all age groups	X	X	X	X	Increase in formal and informal consultation processes each year	Librarian

Progress Report - January, February, March 2026

- Storytime: Library staff have now taken over storytime. 40 children and 29 parents attended 7 storytime sessions for children aged 0- 5 years of age. Children engaged in high quality literature, music, science and craft activities.
- Home Library service: Staff delivered 504 loans in 5 runs for 12-15 members. This service provides members access to books, audiobooks and magazines delivered to the member's place of residence. This service is for members who cannot visit the library due to injury, mobility, disability or age.
- Senior Tech help: Staff provided 50 seniors with 24.25 hours of tech support for a range of issues with devices, phones and computers.
- Chatty Booth: Demand for our Chatty Booth for patrons using video conferencing tools or for phone calls has increased with 28 users spent 34.25 hours using this resource.
- Passive programming: Library staff have commenced passive program where staff set out a range of activities for people visiting the library to do. Examples of programs are jigsaws, children's tuff tray sensory activities, craft and games.172 people of all ages enjoyed 10 different activities.
- School Holiday programs: For the January school holidays the library provided 3 art sessions with 20 children participating.
- Book Club: The Bikkies and Books book club has continued to have strong participation with 22 participants attending 3 book clubs.
- Robotics Club: The library introduced a robotics club for children 8-12 years of age. In 4 sessions we had 30 participants. There are plans for continuing this program next term.

Future Direction One: Community

Accessible, Caring and Inclusive

Community Outcome	1.4 Younger and older people are valued and supported						
Strategy (DP)	**Operational Plan Activity**	**25/26**	**26/27**	**27/28**	**28/29**	**Measures Targets**	**Responsibility**
1.4.2 Support community events for younger and older people	1.4.2.1 Provide and support access to arts and culture activities and opportunities that are inclusive and for all age groups	X	X	X	X	Number of community events for younger and older people	Librarian
Progress Report - January, February, March 2026 • Senior's Week: The library opened on Sunday 8 March for a senior's afternoon tea and talk. The Librarian discussed services available for senior members of the library. The library also was a major financial contributor to the Senior's Week concert held in the SOA building following the library talk. 40 seniors attended the library talk and 102 attended the concert.							
1.4.3 Advocate for better community services and facilities within the shire including aged care	1.4.3.1 Advocate for villages to have access to community services where they are outside of service boundaries	X	X	X	X	Feedback from village communities that they have gained access	Mayor
Progress Report - January, February, March 2026 Aged at home care and NDIS provision an issue for outlying villages and residents. Border continues to be a problem with 000 and ambulance. Cross Border Commissioners are trying to resolve these issues.							

Future Direction One: Community

Accessible, Caring and Inclusive

Community Outcome	1.4 Younger and older people are valued and supported						
Strategy (DP)	**Operational Plan Activity**	**25/26**	**26/27**	**27/28**	**28/29**	**Measures Targets**	**Responsibility**
1.4.3 Advocate for better community services and facilities within the shire including aged care	1.4.3.2 Work towards the Sir Henry Parkes Memorial School of Arts becoming functional, delivering museum, cinema, theatre and tourism functions in a cost effective manner	X	X	X	X	Feedback from user groups and the community	Director of Corporate Services.
Progress Report - January, February, March 2026 In October 2025 Council resolved on the drafting of a Facility Permitted Use Licence between the School of Arts Tenterfield Incorporated (SOATI) and Council to manage the Museum and Theatre areas of the Sir Henry Parkes Memorial School of Arts. This was signed during the quarter with a commencement date of 1 January 2026. The Tenterfield Chamber of Tourism, Industry and Business (TCTIB) continue to operation tourism front counter functions in the foyer of the Sir Henry Parkes Memorial School of Arts Building.							
1.4.4 Advocate with Police on improving community safety and installing CCTV	1.4.4.1 Advocacy meetings attended with Police and reported to Council	X	X	X	X	Increases in advocacy meetings from last term	Mayor
Progress Report - January, February, March 2026 Continue to liaise with Sergeant Belson and Inspector Parsons re policing at Tenterfield. Cross border MOUs now in place.							

Future Direction One: Community

Accessible, Caring and Inclusive

Community Outcome	1.4 Younger and older people are valued and supported						
Strategy (DP)	**Operational Plan Activity**	**25/26**	**26/27**	**27/28**	**28/29**	**Measures Targets**	**Responsibility**
1.4.4 Advocate with Police on improving community safety and installing CCTV	1.4.4.2 Develop a plan where the crime hotspots in Tenterfield are, in collaboration with Police	X				Plan completed	Manager Finance & Technology
Progress Report - January, February, March 2026 Council continues to work on community safety in collaboration with police. A report was presented on CCTV Network Design and Specifications at the March 26 Council meeting. The report evaluates potential CCTV sites, proposed infrastructure requirements, associated project, ongoing maintenance, out of design scope costs, governance arrangements and compliance with NSW legislation.							
1.4.4 Advocate with Police on improving community safety and installing CCTV	1.4.4.3 Seek funding for CCTV installation in the CBD		X			Funding awarded	Manager Finance & Technology
Progress Report not required until 2026/27							

Future Direction Two: Economy

Good opportunities

Community Outcomes

2.1 We actively promote all the tourism assets throughout our shire

2.2 We promote and support progress in our shire

2.3 We support our viable and productive agricultural sector

2.4 We are nurturing our environment, both built and natural attractions for residents and visitors

How will we get there?

2.1.1 Continue to financially support the Tenterfield Chamber Tourism Group (TCTG) to deliver tourism services

2.2.1 Work in collaboration to implement the Regional Economic Development Strategy (REDS)

2.3.1 We support a viable agricultural sector through sustainable roads infrastructure

2.3.2 Operate the local saleyards safely and efficiently

2.4.1 Improve interpretive signage at key sites

2.4.2 Improve Mt Mackenzie Lookout for vistors with grant funding

2.4.3 Implement Tree Management Plan

2.4.4 Provide safe and accessible public spaces and places that are well maintained.

2.4.5 Our community is educated, encouraged and supported to implement sustainable strategies for management and protection of our natural resources

Future Direction Two: Economy
Good opportunities

Community Outcome	2.1 We actively promote all the tourism assets throughout our shire

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
2.1.1 Continue to financially support the Tenterfield Chamber Tourism Group (TCTG) to deliver tourism services	2.1.1.1 Provide financial support on an annual basis to Tenterfield Chamber Tourism Group (TCTG)	X				Improvement in Social Media analytics and other available data, reported to Council by TCTG	General Manager
Progress Report - January, February, March 2026 Further budgetary provisions of $99,500 have been allocated for the 2026/27 financial year, with $92,000 committed for each of the subsequent two financial years, subject to annual CPI increases. These allocations will form part of a new three-year Funding Agreement between Council and TCTIB, commencing 1 July 2026, in accordance with the Resolution 170/25 adopted at the Ordinary Council Meeting of 22 October 2025.							
2.1.1 Continue to financially support the Tenterfield Chamber Tourism Group (TCTG) to deliver tourism services	2.1.1.2 Review and renew Council agreement with Tenterfield Chamber Tourism Group (TCTG)		X			Improvement in all Tourism statistics yearly, reported to Council by TCTG	General Manager
Progress Report not required until 2026/27							
2.1.1 Continue to financially support the Tenterfield Chamber Tourism Group (TCTG) to deliver tourism services	2.1.1.3 Develop and Implement Destination Management Plan	X	X	X	X	A more robust visitor economy	Director Corporate of Services
Progress Report - January, February, March 2026 Tenterfield's Destination Management Plan was drafted during the quarter with a final version adopted by Council at the December Council Meeting.							

Future Direction Two: Economy

Good opportunities

Community Outcome	2.2 We promote and support progress in our shire

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
2.2.1 Work in collaboration to implement the Regional Economic Development Strategy (REDS)	2.2.1.1 Regular contact with Regional Economic body.	X	X	X	X	Reports to Council on Strategies linked to Regional Economic Development	General Manager Communications Officer
Progress Report - January, February, March 2026 As part of Council's Communications Plan adopted in February 2026, the recently appointed Communications Officer is actively strengthening relationships with key stakeholders, including regional economic and tourism bodies such as TCTIB and organisations aligned with Council's Economic Development Strategy and the Tenterfield Destination Management Plan.							
2.2.1 Work in collaboration to implement the Regional Economic Development Strategy (REDS)	2.2.1.2 Seek funding for high priority asset renewal projects		X			Funding awarded	Economic Development Officer
Progress Report not required until 2026/27							
2.2.1 Work in collaboration to implement the Regional Economic Development Strategy (REDS)	2.2.1.3 Council is in favour of B-double routes, and pro-actively considers higher productivity vehicles where practicable and without large cost implications for Council	X	X	X	X	Increase in approvals for Higher Mass Limits (HML) vehicle routes.	Director Infrastructure Services
Progress Report - January, February, March 2026 Will report on in Q4 report.							

Future Direction Two: Economy
Good opportunities

Community Outcome	2.3 We support our viable and productive agricultural sector

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
2.3.1 We support a viable agricultural sector through sustainable roads infrastructure	2.3.1.1 Adequate provision is made in annual budget for sealed & unsealed roads so Primary Producers and businesses can get their produce to market	X	X	X	X	Greater Expenditure on local roads through increase in grants funding	Manager Infrastructure Delivery
Progress Report - January, February, March 2026 The Transport Asset Management Plan has been updated, currently being reviewed. Annual budget has been submitted to Council and is currently on exhibition.							
2.3.2 Operate the local saleyards safely and efficiently	2.3.2.1 Manage and deliver commercial saleyards services	X	X	X	X	Number of livestock sold, consistent numbers - no deficit	Manager Open Space, Regulatory & Utilities
Progress Report - January, February, March 2026 With the cattle throughput increasing each year, Council is always considering ways to make the facility more viable by replacing or upgrading equipment.							

Future Direction Two: Economy

Good opportunities

Community Outcome	2.4 We are nurturing our environment, both built and natural attractions for residents and visitors						
Strategy (DP)	**Operational Plan Activity**	**25/26**	**26/27**	**27/28**	**28/29**	**Measures Targets**	**Responsibility**
2.4.1 Improve interpretive signage at key sites	2.4.1.1 In collaboration with TCTG and Heritage groups in identifying sites where signage can be improved and investigate funding opportunities		X	X		Number of signs improved or replaced each year	Manager Planning & Regulatory

Progress Report not required until 2026/27

Community Outcome	2.4 We are nurturing our environment, both built and natural attractions for residents and visitors						
Strategy (DP)	**Operational Plan Activity**	**25/26**	**26/27**	**27/28**	**28/29**	**Measures Targets**	**Responsibility**
2.4.2 Improve Mt Mackenzie Lookout for visitors	2.4.2.1 Improve signage, parking and guardrails at Mt Mackenzie Lookout with funding from Crown Lands	X	X			Improvements in signage, parking and guardrails complete	Manager Infrastructure Delivery

Progress Report - January, February, March 2026

This project has not commenced as the Manager Infrastructure Delivery has not been able to be recruited.

Future Direction Two: Economy
Good opportunities

Community Outcome	2.4 We are nurturing our environment, both built and natural attractions for residents and visitors

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
2.4.3 Implement Tree Management Plan	2.4.3.1 Engage Arborist report for at risk and unsafe trees	X				Arborist report to Council	Manager Open Space, Regulatory & Utilities
Progress Report - January, February, March 2026 Aborist report complete, currently under review.							
2.4.3 Implement Tree Management Plan	2.4.3.2 Obtain community feedback on the Tree Management Plan and tree selection	X				Community Feedback report to Council	Manager Open Space, Regulatory & Utilities
Progress Report - January, February, March 2026 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. Once the arborist report is completed and reviewed the report should be available for the public to view.							

Future Direction Two: Economy
Good opportunities

Community Outcome	2.4 We are nurturing our environment, both built and natural attractions for residents and visitors

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
2.4.4 Provide safe and accessible public spaces and places that are well maintained	2.4.4.1 Implement and deliver maintenance and beautification programs for Parks, Gardens and Open Spaces	X	X	X	X	Community Satisfaction Survey improvements from 2025	Manager Open Space, Regulatory & Utilities

Progress Report - January, February, March 2026

Parks and Garden staff are always kept busy with routine maintenance of all park equipment and facilities. Beautification programs include the new planting of the Rouse Street Garden beds. With minimal staff at present it is becoming harder to achieve positive outcomes.

Future Direction Two: Economy

Good opportunities

Community Outcome	2.4 We are nurturing our environment, both built and natural attractions for residents and visitors

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
2.4.4 Provide safe and accessible public spaces and places that are well maintained	2.4.4.2 Develop, maintain and deliver the Property Management Strategy	X	X	X	X	Development of new Property Management Strategy 2025/26	Buildings and Amenities Coordinator

Progress Report - January, February, March 2026

- 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 - completed
- Accessible toilet was constructed at the Youth Precinct.
- Emergency lighting inspections on 17 owned/managed buildings was completed in December, and remedial works will be completed in 2026 so the evacuation plans can be developed and Fire Safety Certificates for all Council owned/managed buildings once emergency lighting has been completed in January.
- Review/inspection of lighting upgrade at the Tenterfield Shire Depot has now been completed.
- Audit on Council Security systems has been completed.
- Graffiti and Vandalism has increased in the public toilets, all incidents have been reported to Police.
- Asbestos Scope of work & Property List is currently being developed in February/March.
- Review of Draft Building Asset Management Plan - Council contractor still ongoing.
- Insurance claims on damage to Council properties is being completed and works underway
- Pest Inspection and sprays have been arranged for several council assets to be completed in January and February - ongoing.
- Jubilee Park Rotunda repairs are completed, and painting will be completed before Easter.
- Band Hall -Expression of interest has been completed with 3 builders and 1 Painter putting in a submission – works to be quoted in April/May.
- Arranged to relocate fridge from SOA to Jubilee Park Kiosk due to no longer needed at café was completed in February
- Budget review for 2026/27 and for the LTFP completed
- Graffiti and Vandalism has been cleaned up on Council Buildings during February.
- Pest Inspection and sprays have been completed for several council assets to be completed in February with Termites being found in the Memorial Hall.
- Installation of the patchwork quilt has now been completed and is hanging in the McKenzie Room in February.
- Approval was received for time extension and scope change for SCCF5-0867 Tenterfield Youth Precinct Infrastructure Upgrade project.
- Meetings with Councils Heritage Advisor had been arranged to discuss paint colour approval for the Rotunda and Band Hall works. Approval has now been received and a report supplied.
- Shelter and picnic seating has been purchased to be installed in the Youth Precent – this falls part of the SCCF5 funding and will be installed by April.
- 8 x Air conditioning units serviced and cleaned at the Depot has been arranged in February
- Air conditioning Unit in the Council Server was repaired.
- Pest Inspection and Spray RFT have been drafted
- Council Cleaning RFT has been drafted and due to be advertised in March
- Works approval letter has been sent to SES for works to be completed at the Tenterfield & Urbenville SES Shed

Future Direction Two: Economy
Good opportunities

Community Outcome	2.4 We are nurturing our environment, both built and natural attractions for residents and visitors

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
2.4.4 Provide safe and accessible public spaces and places that are well maintained	2.4.4.2 Develop, maintain and deliver the Property Management Strategy	X	X	X	X	Development of new Property Management Strategy 2025/26	Buildings and Amenities Coordinator

Progress Report - January, February, March 2026

- Termites being found in the Memorial Hall – discussions have been had to see what damage has been made and a scope of work will be developed in the next couple of months.
- New keying system and security codes has been arranged for the SOA building and all keys and cords have been updated and supplied in March.
- Cantilever awning and picnic table has been installed at Youth Precent as part of the SCCF5 funding.
- Maintenance work and repairs have been completed at the container café at the Youth Precent prior to the new tenants starting in April.
- Night watch lighting at the depot access has been installed for security and easy access.
- Discussion with Heritage advise for the Rotunda painting.
- Council Cleaning RFT has been advertised, and a pre-tender meeting has been arranged for the 2 April

Future Direction Two: Economy
Good opportunities

Community Outcome	2.4 We are nurturing our environment, both built and natural attractions for residents and visitors

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
2.4.4 Provide safe and accessible public spaces and places that are well maintained	2.4.4.3 Manage and update Land and Property Register	X	X	X	X	Updated Land and Property Register Yearly	Lands Management Officer

Progress Report - January, February, March 2026

- Friends of Tenterfield Aerodrome (FOTA) lease variation signed and sent for registration – complete
- Notified National Monument Museum will withdraw their lease application - ongoing
- Drafting Proposed Aquisition Notice (PAN) for water bore access acquisition – ongoing
- Expression of Interested drafted for Clarence Street and sent to Council meeting for resolution – ongoing
- Expression of Interested drafted for Container Cafe and sent to Council meeting for resolution – ongoing
- Urbenville Medical Centre Lease. Final draft for review – multiple amendments – ongoing
- Tenterfield Child Care lease – gone to Council for resolution – ongoing
- Tenterfield Total Care lease for 136-138 Manners Street – gone to Council for resolution then to Total Care solicitor – ongoing
- Courtyard Café lease final draft – going to April meeting for Council resolution – ongoing
- Transport NSW lease signed and sent for registration – complete
- Transport Museum variation signed and sent for registration – complete

2.4.4 Provide safe and accessible public spaces and places that are well maintained	2.4.4.4 Develop and deliver the Buildings and Amenities Asset Management Plan	X	X	X	X	Buildings and Amenities Asset Management Plan developed 2025/26	Manager Infrastructure Delivery

Progress Report - January, February, March 2026

The Buildings and Amenities AMP has been prepared and is being reviewed.

Future Direction Two: Economy
Good opportunities

Community Outcome	2.4 We are nurturing our environment, both built and natural attractions for residents and visitors

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
2.4.4 Provide safe and accessible public spaces and places that are well maintained	2.4.4.5 Manage Crown Lands and prepare designated Native Title Advice	X	X	X	X	Manage as required and report to Council	Lands Management Officer

Progress Report - January, February, March 2026

- Reviewing Tenterfield Park license proposal with Moombahlene LALC and Granite Belt Landcare - ongoing
- Review Proposed Aquisition Notice (PAN) for water bore access acquisition – ongoing
- Native Title Training course Sydney – complete
- Crown road transfer for Black Swamp School Road – ongoing
- Crown Lands meeting – multiple road transfers – ongoing

2.4.4 Provide safe and accessible public spaces and places that are well maintained	2.4.4.6 Seek funding for a Dam Recreation Masterplan	X	X	X	X	Masterplan Complete	Manager Water and Waste

Progress Report - January, February, March 2026

To be addressed in future quarterly reports.

Future Direction Two: Economy
Good opportunities

Community Outcome	2.4 We are nurturing our environment, both built and natural attractions for residents and visitors

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
2.4.5 Our community is educated, encouraged and supported to implement sustainable strategies for the management and protection of our natural resources	2.4.5.1 Enforce Companion Animals, Illegal Dumping and Parking Control regulations	X	X	X	X	Enforcement as required	Manager Open Space, Regulatory & Utilities

Progress Report - January, February, March 2026

Animal Management
- Dogs impounded: 6
- Cats impounded: 0

Outcomes:
- 3 dogs released to rescue organisations
- 3 dogs euthanised at the owner's request

Compliance and Investigations
- Dog Attacks (3 incidents):
  - 2 remain under investigation
  - 1 finalised with an infringement issued and a Menacing Dog Order applied the regulated dog has since been relocated to Queensland
- Abandoned / Unregistered Vehicles:
  - Drake: Vehicle removed following owner contact
  - Legume–Urbenville: Notice issued; matter ongoing
  - Urbenville (Urben & Stephen St): Vehicles removed following compliance action
- Barking Dog Complaint – Naas Street:
  - Investigation ongoing
  - Awaiting resident-completed barking diaries
  - Engagement undertaken with Department of Housing
  - Petition received from affected residents
- Other Compliance Matters:
  - Dumped furniture (Jubullum)
  - Overgrown/untidy properties
  - Illegal camper

Future Direction Two: Economy
Good opportunities

Community Outcome	2.4 We are nurturing our environment, both built and natural attractions for residents and visitors

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
2.4.5 Our community is educated, encouraged and supported to implement sustainable strategies for the management and protection of our natural resources	2.4.5.2 Notices and Orders to be issued or served where necessary as per the NSW *Local Government Act 1993*, *Environmental Protection Act 1979* and *Protection of the Environment Operations Act 1997* and Associated Regulations	X	X	X	X	Issuance of Notices and Orders when required	Manager Open Space, Regulatory & Utilities

Progress Report - January, February, March 2026

- 1 × Nuisance Order (dog escaping)
- 1 × Menacing Dog Order

Future Direction Two: Economy
Good opportunities

Community Outcome	2.4 We are nurturing our environment, both built and natural attractions for residents and visitors

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
2.4.6 Implement Plans that balance the built environment with the natural environment	2.4.6.1 Monitor and deliver the Tenterfield Local Environment Plan 2013 and Development Control Plan 2014 (as amended)	X	X	X	X	Reporting DA statistics to Council and the Annual Report	Manager Planning & Regulatory

Progress Report - January, February, March 2026

Provisions of both plans are delivered consistently through the assessment and determination of Development Applications and subsequent Construction Certificates, Inspections, Occupations Certificates.

2.4.6 Implement Plans that balance the built environment with the natural environment	2.4.6.2 Manage and deliver heritage advisory and local grant services	X	X	X	X	Report on Heritage advice given and oversee grant acquittal	Manager Planning & Regulatory

Progress Report - January, February, March 2026

Advisor
- Minor works applications: 151 Manners re-roofing, Corner Store AC, repainting & gazebo 89 Molesworth, 342 Rouse external colour scheme,
- Review and upgrade Stage Heritage Inventory forms
- Pre DA advice: 12 Molesworth St, Report for 151 Manners, update on Heritage Signs, Draft content for Cobb & Co sign, repainting 336 Rouse St, review signage proposal High/Logan St.
- Review of conservation management plan for SOA – advice on repainting, consent, exemptions and conservation matters
- Site inspections: Liston – Cobb & Co, Baptist Church, Tenterfield – former power station, Presbyterian Church, Jubilee Park Rotunda, Band Hall, Macadamised Rd-Woodside, Presbyterian Church fencing & verandah works, Catholic Church Tenterfield, minor works/maintenance.
- Update content of heritage signs.
- Local Grants – works underway, to be reviewed in April.

Future Direction Two: Economy
Good opportunities

Community Outcome	2.4 We are nurturing our environment, both built and natural attractions for residents and visitors

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
2.4.6 Implement Plans that balance the built environment with the natural environment	2.4.6.3 Manage and deliver development, building and construction assessment and regulatory services	X	X	X	X	Report construction assessment and regulatory service numbers quarterly to Council.	Manager Planning & Regulatory

Progress Report - January, February, March 2026

- 38 DAs lodged
- 39 DAs approved
- 19 Construction Certificates issued
- 20 On Site Sewage Management (OSSMs) applications lodged
- 8 OSSMs approved
- 14 Approval to Operates Issued
- 15 Occupation Certificates issued
- 8 GIPA applications processed
- 24 Dwelling permissibility searches and responses
- 117 x 10.7 Planning Certificates lodged & issued
- 24 x 735a certificates issued

2.4.6 Implement Plans that balance the built environment with the natural environment	2.4.6.4 Develop and implement new development contribution plan	X	X	X	X	Develop in 2025/2026 implement across remaining years.	Manager Planning & Regulatory

Progress Report - January, February, March 2026

Ongoing consultation with consultant

Future Direction Three: Environment

Well looked after

Community Outcomes

3.1 We are proactive in preventing the spread of weeds and advocating control of feral pest animals

3.2 Our waste collection services are managed well

3.3 Our towns and villages are tidy and welcoming

3.4 Local volunteers, Council and Emergency Service agencies work together to prepare for natural disasters such as fire and floods

How will we get there?

3.1.1 Educate and collaborate to achieve early reporting and management of weed infestations

3.1.2 Participate in the Northern Tablelands Strategic Weeds Management Plan 2023-2027 and sub plans

3.1.3 Advocate to improve weed and feral pest animal control in the Local Government Area

3.2.1 Operate waste management services that are efficient and appropriate for user needs

3.3.1 Maintain and renew infrastructure on village public spaces

3.3.2 Continue to implement village concept plans as far as is possible within budget restrictions

3.4.1 Review and update natural disaster plans including drought, fire and flood management

3.4.2 Council's Local Emergency Management Officer (LEMO) represents Council on the Local Emergency Management Committee (LEMC)

Future Direction Three: Environment

Well looked after

Community Outcome	3.1 We are proactive in preventing the spread of weeds and advocating control of pest feral animals						
Strategy (DP)	**Operational Plan Activity**	**25/26**	**26/27**	**27/28**	**28/29**	**Measures Targets**	**Responsibility**
3.1.1 Educate and collaborate to achieve early reporting and management of weed infestations	3.1.1.1 Deliver education and awareness in collaboration with Granite Borders Landcare and Local Land Services via field days, weed awareness signage, Your Local News and Tenterfield Show	X	X	X	X	Increase in education and awareness activities from previous year	Manager Open Space, Regulatory & Utilities

Progress Report - January, February, March 2026

This position is currently vacant.

Community Outcome	3.1 We are proactive in preventing the spread of weeds and advocating control of pest feral animals						
Strategy (DP)	**Operational Plan Activity**	**25/26**	**26/27**	**27/28**	**28/29**	**Measures Targets**	**Responsibility**
3.1.2 Participate in the Northern Tablelands Regional Strategic Weed Management Plan 2023 - 2027 and sub plans	3.1.2.1 Deliver proactive weed prevention and control through inspections of high risk sites, pathways and waterways as per the Northern Tablelands Regional High Risk Weeds, Sites and Pathways Inspection Program 2023-2027	X	X	X	X	Reported to Council as per the inspection program, aligned with the Northern Tablelands Regional Strategic Weed Management Plan 2023-2027	Manager Open Space, Regulatory & Utilities

Progress Report - January, February, March 2026

This position is currently vacant.

Future Direction Three: Environment
Well looked after

Community Outcome	3.1 We are proactive in preventing the spread of weeds and advocating control of pest feral animals						
Strategy (DP)	**Operational Plan Activity**	**25/26**	**26/27**	**27/28**	**28/29**	**Measures Targets**	**Responsibility**
3.1.3 Advocate to improve weed and feral pest animal control in the Local Government Area	3.1.3.1 Advocate for further funding for weed control	X	X	X	X	Increase in funding	Mayor
Progress Report - January, February, March 2026 Council met with Rous County Council weeds officers to consider contracting them following the resignation of our weeds officer. State Government funding assured for 4 years but a lessened amount.							
3.1.3 Advocate to improve weed and feral pest animal control in the Local Government Area	3.1.3.2 Advocate to the Local Land Services to improve feral animal management	X	X	X	X	Submission to LLS report to Council	Mayor
Progress Report - January, February, March 2026 Wild dog baiting and calicivirus release for rabbits upcoming. State government continues feral pig control measures, but numbers of deer, pigs and rabbits are alarming.							

Future Direction Three: Environment

Well looked after

Community Outcome	3.2 Our waste collection services are managed well						
Strategy (DP)	**Operational Plan Activity**	**25/26**	**26/27**	**27/28**	**28/29**	**Measures Targets**	**Responsibility**
3.2.1 Operate waste management services that are efficient and appropriate for user needs	3.2.1.1 Review Waste Service Unit to ensure the delivery model and staffing levels are appropriate	X	X			Service Review completed	Director of Infrastructure Services
Progress Report - January, February, March 2026 This project has now commenced.							
3.2.1 Operate waste management services that are efficient and appropriate for user needs	3.2.1.2 Deliver and manage waste and recycling services	X	X	X	X	Cost per ratepayer reduction from 24/25 levels	Manager Water & Waste
Progress Report - January, February, March 2026 • Boonoo Boonoo landfill new leachate pond construction complete. • Boonoo Boonoo cell 5 works construction works significantly progressed since last quarter. Lining works to commence 8th April. • An additional temporary waste storage pad has been identified and EPA-endorsed at the Boonoo Boonoo landfill. This facility serves as a critical contingency measure to manage waste volumes during the final construction phase of Cell 5, providing significant cost-mitigation against potential further project delays.							

Future Direction Three: Environment

Well looked after

Community Outcome	3.3 Our towns and villages are tidy and welcoming						
Strategy (DP)	**Operational Plan Activity**	**25/26**	**26/27**	**27/28**	**28/29**	**Measures Targets**	**Responsibility**
3.3.1 Maintain and renew infrastructure on village public spaces	3.3.1.1 Review and maintain village infrastructure and public spaces according to the Building Condition Assessment Plan and available budget	X	X	X	X	As per Building Condition Assessment Plan and budget	Director of Infrastructure Services
Progress Report - January, February, March 2026 The Buildings and Amenities AMP has been prepared and is being reviewed.							
3.3.2 Continue to implement village concept plans as far as is possible within budget restrictions	3.3.2.1 Review and update Village Concept Plans and investigate funding opportunities			X		Village Concept Plans with no Capital spend	Buildings & Amenities Coordinator
Progress Report not required until 2027/28							

Future Direction Three: Environment

Well looked after

Community Outcome	3.4 Local volunteers, Council and Emergency Service agencies work together to prepare for natural disasters such as fire and floods

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
3.4.1 Review and update natural disaster plans including drought, fire and flood management	3.4.1.1 Implement Drought Management Plan, Monitor Flood Studies and Plans in place and liaise with Rural Fire Service around Fire Plans	X	X	X	X	Plans to be updated and implemented when required	Manager Planning & Regulatory
Progress Report - January, February, March 2026 Ongoing							
3.4.2 Council's Local Emergency Management Officer (LEMO) and Deputy LEMO represent Council on the Local Emergency Mangement Committee (LEMC)	3.4.2.1 Conduct and coordinate Local Emergency Management Committee meetings	X	X	X	X	100% attendance at Emergency Operations Centre as required	Manager Planning & Regulatory
Progress Report - January, February, March 2026 LEMC meeting held 3 March 2026 Exercise held 5 March - Memorial Hall							
3.4.2 Council's Local Emergency Management Officer (LEMO) and Deputy LEMO represent Council on the Local Emergency Mangement Committee (LEMC)	3.4.2.2 Enact Emergency Management Plan (EMPLAN) and associated documents as directed by State Emergency Management Committee (LEMC)	X	X	X	X	Respond as required	Manager Planning & Regulatory
Progress Report - January, February, March 2026 Ongoing as required							

Future Direction Four: Infrastructure

Well maintained and reliable

Community Outcomes

4.1 Our roads are safe and sustainably maintained

4.2 Water flows away through our drains after rain

4.3 We have reliable mobile and internet access

4.4 Our water and sewer services are managed well

How will we get there?

4.1.1 Update and implement the Road Asset Management Plan (RAMP)

4.1.2 Maintain the local and regional road network

4.1.3 Maintain and renew footpaths and cycleways as per adopted Asset Management Plans

4.2.1 Update the Stormwater Asset Management Plan focusing on priority problem areas

4.3.1 Advocate to State and Federal Governments for improvements to mobile and internet network coverage

4.4.1 Deliver integrated and sustainable urban water and sewer services

Future Direction Four: Infrastructure

Well maintained and reliable

Community Outcome | **4.1 Our roads are safe and sustainably maintained**

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
4.1.1 Update and implement the Road Asset Management Plan (RAMP)	4.1.1.1 Update RAMP with newly acquired robust asset data pertaining to sealed and unsealed road network	X				AMPs for all asset classes in place and up to date	Manager Infrastructure Delivery
Progress Report - January, February, March 2026 The Transport AMP has been prepared and is being reviewed, the integration of the AMP and RAMP can now begin. This is dependent on the Manager Infrastructure Delivery being recruited.							
4.1.1 Update and implement the Road Asset Management Plan (RAMP)	4.1.1.2 Develop a new Bridge Asset Management Plan	X				New Bridge Asset Management Plan complete	Manager Infrastructure Delivery
Progress Report - January, February, March 2026 The Transport AMP has been prepared and is being reviewed.							
4.1.1 Update and implement the Road Asset Management Plan (RAMP)	4.1.1.3 Identify additional revenue sources to maintain and renew transport infrastructure	X	X	X	X	Additional revenue sources identified	General Manager Communications Officer
Progress Report - January, February, March 2026 This project has not commenced.							

Future Direction Four: Infrastructure

Well maintained and reliable

Community Outcome	4.1 Our roads are safe and sustainably maintained						
Strategy (DP)	**Operational Plan Activity**	**25/26**	**26/27**	**27/28**	**28/29**	**Measures Targets**	**Responsibility**
4.1.2 Maintain the local and regional road network	4.1.2.1 As per funding provisions made in Operational and Capital annual budgets	X	X	X	X	Pavement condition indices same or better than 2024	Manager Infrastructure Delivery
Progress Report - January, February, March 2026 The data that will become available from the updated Transport Asset Management Plan, when complete, will be used to set the 2026/27 budgets. The provision of annual budget will be submitted to Council for review.							
4.1.2 Maintain the local and regional road network	4.1.2.2 Investigate options to address parking availability within Tenterfield CBD, develop an action plan and cost estimations for implementation		X	X	X	Determination of the parking mix needs and to assess non-asset solutions	Manager Infrastructure Delivery
Progress Report not required until 2026/27							

Future Direction Four: Infrastructure

Well maintained and reliable

Community Outcome	4.1 Our roads are safe and sustainably maintained						
Strategy (DP)	**Operational Plan Activity**	**25/26**	**26/27**	**27/28**	**28/29**	**Measures Targets**	**Responsibility**
4.1.3 Maintain and renew footpaths and cycleways as per adopted Asset Management Plans	4.1.3.1 Update Pedestrian Access and Mobility Plan (PAMP)		X	X		Plan updated	Manager Infrastructure Delivery
Progress Report not required until 2026/27							
4.1.3 Maintain and renew footpaths and cycleways as per adopted Asset Management Plans	4.1.3.2 Update the Tenterfield Bike Plan			X		Plan updated	Manager Infrastructure Delivery
Progress Report not required until 2027/28							
4.1.3 Maintain and renew footpaths and cycleways as per adopted Asset Management Plans	4.1.3.3 Implement the PMAP and Tenterfield Bike Plan to maintain and renew assets				X	As per Operational Plan maintainance and renewal budget	Manager Infrastructure Delivery
Progress Report not required until 2028/29							

Future Direction Four: Infrastructure

Well maintained and reliable

Community Outcome | **4.2 Water flows away through our drains after rain**

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
4.2.1 Update the urban Stormwater Asset Management Plan and Masterplan focusing on priority problem areas	4.2.1.1 Provide funding in year 1 to develop a Stormwater Masterplan and continued funding in future years for high priority targeted projects	X	X	X	X	Spend levy income to develop a priority strategy year on year, as per the updated Stormwater Asset Management Plan and Masterplan	Manager Infrastructure Delivery

Progress Report - January, February, March 2026

Funding has been allocated in the budget, when the Manager of Infrastructure Delivery's role is filled, planning will progress.

Future Direction Four: Infrastructure

Well maintained and reliable

Community Outcome	4.3 We have reliable mobile and internet access

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
4.3.1 Advocate to State and Federal Governments for improvements to mobile and internet network coverage	4.3.1.1 Liaise with NBNco, Telstra and other providers for improvements to mobile and internet network coverage	X	X	X	X	Presented to Council annually. Upgrades to mobile and internet coverage resulting in 5G network as effective as 3G network	Mayor

Progress Report - January, February, March 2026

NBN addressed Country Mayors. Improvements are occurring but the Telstra mobile coverage problems continue. The Telstra satellite feature is helpful where it works but is not always working despite the signal showing on the device.

Future Direction Four: Infrastructure

Well maintained and reliable

Community Outcome	4.4 Our water and sewer services are managed well

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
4.4.1 Deliver integrated and sustainable urban water and sewer services	4.4.1.1 Implement Water Service Strategic Plan in accordance with NSW Office of Water Guidelines and delivered as per the Integrated Water Cycle Management Plan (IWCM)	X	X	X	X	Reduction in complaints in water quality and service provision	Manager Water & Waste

Progress Report - January, February, March 2026

- Urbenville WTP upgrade works commissioning works progressed.
- Village Bore program for the construction of new bores at Drake, Liston, Legume & Torrington to provide non-potable water for livestock and firefighting complete
- Manhole re-lining works completed at various locations in Tenterfield as part of sewer network renewals.
- Tenterfield Village bore program bore water treatment and sampling completed with results still to follow.

4.4.1 Deliver integrated and sustainable urban water and sewer services	4.4.1.2 Report on number of kilometres of water line and sewer line in condition 4 and condition 5	X	X	X	X	Reduction each year - target 0	Director of Infrastructure Services

Progress Report - January, February, March 2026

Forms part of the IWCM project and works continue to progress.

Future Direction Four: Infrastructure

Well maintained and reliable

Community Outcome	4.4 Our water and sewer services are managed well

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
4.4.1 Deliver integrated and sustainable urban water and sewer services	4.4.1.3 Review Water Service Unit to ensure delivery model and staffing levels are appropriate			X		Service Review Complete	Director of Infrastructure Services

Progress Report not required until 2027/28

Future Direction Five: Leadership

A sustainable future

Community Outcomes

5.1 People are supported to work as volunteers in our community

5.2 We understand and agree with how public money is spent

5.3 Our local leaders are respected and trusted to make our shire a better place

How will we get there?

5.1.1 Annual Mayoral luncheon for volunteers

5.2.1 Continue to provide financial reports to Council

5.3.1 Advocate community issues to State and Federal Government

5.3.2 Adopt a networked and collaborative approach to regional challenges

5.3.3 Ensure the performance of Council as an organisation complies with all statutory guidelines, supported by effective corporate managment, sound integrated planning and open, transparent and informed decision making

5.3.4 Deliver continuous improvements in Council's business, processes and systems

Future Direction Five: Leadership

A sustainable future

Community Outcome	5.1 People are supported to work as volunteers in our community						
Strategy (DP)	**Operational Plan Activity**	**25/26**	**26/27**	**27/28**	**28/29**	**Measures Targets**	**Responsibility**
5.1.1 Annual Mayoral luncheon for volunteers	5.1.1.1 Provide an Annual Mayoral luncheon for the recognition of volunteers in our community	X	X	X	X	Annual Mayoral volunteer luncheon	Mayor

Progress Report - January, February, March 2026

Nothing to report in this period.

Future Direction Five: Leadership

A sustainable future

Community Outcome	5.2 We understand and agree with how public money is spent						
Strategy (DP)	**Operational Plan Activity**	**25/26**	**26/27**	**27/28**	**28/29**	**Measures Targets**	**Responsibility**
5.2.1 Continue to provide financial reports to Council	5.2.1.1 Financial data reported monthly, quarterly and annually to Council	X	X	X	X	Reports completed and adopted by Council	Manager Finance & Technology

Progress Report - January, February, March 2026

The following reports were presented to Council Q3 as follows:

- Investment Reports (December, January and February) were reported to Council during the March 2026 Quarter.
- Loan Balances and capital expenditure to 31 December 2025 were tabled at the February 2026 Council meeting.
- TSC Draft Delivery Program 2025-2029 & Operational Plan 2026-2027, including Statement of Revenue Policy, Annual Fees and Charges, Budget 26/27 and Long Term Financial Plan 2026-2036 were presented to Council in March 2026. The document on public exhibition for comment or submission for 28 days to Tuesday 28th April.

Outstanding rates as at 31 March 2026 23.36% totalling approx. $3,929,405.

Grants and funding received* Q3 include:
- $1.238M - RNSW2787- Mount Lindesay Road Upgrade Claims.
- $872K - FAG instalment
- $860K – 2025-26 Regional Road Block Grant Program – Instal. 2
- $800K – Milestone payment Mt Lindesay Road Upgrade - Legume to Woodenbong
- $441K - Roads to Recovery Claim
- $299K - Community Assets Program - Tenterfield Creek Stabilisation- CAP-025 Instalment 3
- $88K - NSW Weeds Action Program 2025-2026

*including GST

Future Direction Five: Leadership

A sustainable future

Community Outcome	5.2 We understand and agree with how public money is spent

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
5.2.1 Continue to provide financial reports to Council	5.2.1.2 Manage the Long-term Financial Plan, aligned with the Asset Management Plan, and Workforce Management Plan	X	X	X	X	Reports completed and adopted by Council	Director of Corporate Services

Progress Report - January, February, March 2026

As part of the preparation of the Budget 2026/2027 and Long term financial plan, Council is looking to align costs with realistic estimates of assets, lifecycle costs, timelines for project work, economic indicators and the resources required to carry-out those works.

Council continues work on the Asset Management Plan and Workforce Management Plan with information being fed back into the Budget, Delivery Program and Long-Term Financial Plan

Progress:
- A contractor was engaged to update the Asset Management Plan in May 2025.
- TSC organisational structure was tabled at the October 2025 Council meeting which along with payroll and recruitment data assist in Budget and LTFP projections.
- Draft Operational Plan, Revenue Policy, Fees & Charges and Consolidated Long-Term Financial Plan was adopted by Council to be put on public exhibition with invitation of submission from the public.
- Consultation, detailed analysis and preparation of detailed LTFP will be conducted April - June 2026.

The results will provide clarity on financial information, timing and approach for a future SRV application when required.

Future Direction Five: Leadership

A sustainable future

Community Outcome	5.2 We understand and agree with how public money is spent

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
5.2.1 Continue to provide financial reports to Council	5.2.1.3 Manage Investments - Plan, develop and manage Council's investment portfolio	X	X	X	X	Reports completed and adopted by Council	Manager Finance & Technology

Progress Report - January, February, March 2026

Investment balance has remained at $35 million for the March 26 quarter. Over the period the cash rate has increased 50bp (from 1 January 3.65% to 31 March 2026 4.10%). Higher returns are being expected on term deposits as funds are being reinvested at higher interest rates.

Council's investment policy was reviewed and (RES29/26) adopted at the February 26 Council meeting. The next review is due February 2027.

Future Direction Five: Leadership

A sustainable future

Community Outcome	5.2 We understand and agree with how public money is spent

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
5.2.1 Continue to provide financial reports to Council	5.2.1.4 Facilitate and support internal and external audits	X	X	X	X	Internal and external audits completed as per plans and reported to ARIC and Council	Manager Finance & Technology

Progress Report - January, February, March 2026

1. Internal Audit
- Cybersecurity essential eight and Tenterfield Shire Council's ICT working towards maturity level.
- Procurement and Contract Management – Continue to work on policies and procedures review and rewrite.

2. Interim External Audit
- The interim audit 25/26 was conducted during Q3.
- Final review and Auditors opinion and recommendations are expected May 2026.

Future Direction Five: Leadership

A sustainable future

Community Outcome	5.3 Our local leaders are respected and trusted to make our shire a better place						
Strategy (DP)	**Operational Plan Activity**	**25/26**	**26/27**	**27/28**	**28/29**	**Measures Targets**	**Responsibility**
5.3.1 Advocate community issues to State and Federal Government	5.3.1.1 Communications to politicians advocating community issues to state and federal government	X	X	X	X	Communications to politicians reported 6 monthly to Council	Mayor
Progress Report - January, February, March 2026 Mayoral minute re Great Koala National Park, and councillor motions on the drought affecting the shire and New England Highway black spot. Regular contact with local State member Ms Janelle Saffin on issues including funding for roads and bridges including disaster funding progress, health services or lack thereof, disaster funding for bushfire affected landowners, community issues. Attended Country Mayors Association meeting in March at Parliament House and spoke with state politicians including Minister for Local Government and Police Commissioner re police numbers. Met with Transport Minister re black spot and Jennings railway land, and meeting with local member Ms Janelle Saffin and representatives from Planning Minister's office re Deepwater Solar installation and community benefits.							
5.3.2 Adopt a networked and collaborative approach to regional challenges	5.3.2.1 Continue Membership and participation of Border Regions Organisation of Councils (BROC)	X	X	X	X	Reported to Council Quarterly	Mayor and Deputy Mayor
Progress Report - January, February, March 2026 Tenterfield Shire Council hosted the February meeting of BROC, with a high number of Councils represented in person and others remotely. Both the NSW Cross Border Commissioner Kalina Koloff and the newly appointed QLD Cross Border Commissioner Bob Gee were also in attendance and greatly contributed to the meeting.							

Future Direction Five: Leadership

A sustainable future

Community Outcome	5.3 Our local leaders are respected and trusted to make our shire a better place

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
5.3.3 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	5.3.3.1 Develop, manage and deliver Customer Service, in accordance with the Customer Service Charter	X	X	X	X	Customer Satisfaction Survey improvement from 2025	Manager Finance & Technology

Progress Report - January, February, March 2026

Council has a continuous improvement approach to Customer Service. The following changes for the March 26 Qtr:

- Payment gateway – has been implemented for online payments is now available for select forms via Council's website Initial results are positive and some efficiencies have been gained in manual processes. We will continue to improve this space assessing feedback from staff and the community as well as exploring additional options for online payments.
- Recruitment of second Customer service staff member is in progress.
- AI Assistant available on the TSC website continues to be refined to help the community navigate the website and receive information quickly.

Future Direction Five: Leadership

A sustainable future

Community Outcome	5.3 Our local leaders are respected and trusted to make our shire a better place						
Strategy (DP)	**Operational Plan Activity**	**25/26**	**26/27**	**27/28**	**28/29**	**Measures Targets**	**Responsibility**
5.3.3 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	5.3.3.2 Adjust Council's rating model to achieve a higher level of equity across rating categories	X	X			Alignment between rating categories	Manager Finance & Technology
Progress Report - January, February, March 2026 • A draft rating model was updated in the Statement of Revenue Policy 26/27 as part of the annual budget process. • TSC Draft Delivery Program 2025-2029 & Operational Plan 2026-2027, including Statement of Revenue Policy is on public exhibition for comment or submission for 28 days to Tuesday 28th April.							
5.3.3 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	5.3.3.3 Develop SRV scenarios to flag the need to increase funding availability for Council's local roads network to remove deficits as shown in the Long Term Financial Plan	X	X			Special Rate Variation Scenarios reported to Council	Manager Finance & Technology
Progress Report - January, February, March 2026 A Special rate Variation (SRV) is not being considered for the 26/27 financial year. Council continues to assess SRV timing and scenarios.							

Future Direction Five: Leadership

A sustainable future

Community Outcome	5.3 Our local leaders are respected and trusted to make our shire a better place

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
5.3.3 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	5.3.3.4 Develop, manage and deliver Governance Services, in accordance with the OLG Compliance Guide	X	X	X	X	Compliance reported in the Annual Report	Governance Officer

Progress Report - January, February, March 2026

- Internal Audit RFQ - Governance Health Check
- Coordination of ARIC meeting 10 March and Minutes
- Review of ARIC Terms of Reference and Internal Audit Charter
- Assist with Infrastructure Services draft policies and Director reports
- Public Interest Disclosure Policy
- Quarterly Report Q2 and Q3
- Statement of Business Ethics
- GM Delegations

Future Direction Five: Leadership

A sustainable future

Community Outcome	5.3 Our local leaders are respected and trusted to make our shire a better place

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
5.3.3 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	5.3.3.5 Develop, manage and deliver the Workforce Management Strategy, including a focus on the organisations culture	X	X	X	X	Reported quarterly to ARIC and Council	Manager Workforce, Safety, Risk & Records

Progress Report - January, February, March 2026

To strengthen Council's capacity to deliver services to our community and mitigate Council's people and culture risk management profile while addressing continued budgetary constraints. Workforce development strategies and initiatives have become crucial to workforce transformation. Some of these key initiatives for the quarterly reporting period have been:

- Learning and development through government initiatives such as the Office of Local Government Fresh Start Program aimed to address skills shortages, build capacity and create employment opportunities for the community.
- Council has focused on maintaining a skilled workforce. Training and development opportunities for staff and regulatory training are being organised. Key training programs such as psychosocial hazards and risks are being delivered to all staff. Maintaining Council's Employee Assistance Program and providing regular on-site Work Health & Safety (WHS) updates to crews.
- Recruitment strategies to combat current challenges impacting talent acquisition have consisted of additional networking and advertising resources, additional benefits of short-term rental subsidy and relocation expenses. Additional resources are being investigated to assist with talent acquisition.
- Update of Council's Organisational Structure encompassing approved positions adopted by Council - Resolution 14/26.

Full Time Equivalent (FTE) – as at March 2026, the full time equivalent of Council was 94, which comprised of 91 full time positions and 8 part time positions (this figure does not include casuals or traineeships/apprenticeships).

Training and development that has occurred:

- Traineeship Certificate III in Water Industry Operations x 2 – ongoing
- Certificate III in Heavy Commercial Vehicle Mechanical Technology (Automotive)
- Diploma in Facilities Management – Completed
- Small Mines Roadshow
- Heavy Rigid (HR) Training
- Forklift (HRW)
- Diploma in Facilities Management – Completed
- Risk Assessment Training
- Psychosocial Hazards and Risks
- Refect Training
- HR Licence – training and assessments
- GC21 Standard Form Contracts Training

Future Direction Five: Leadership

A sustainable future

Community Outcome	5.3 Our local leaders are respected and trusted to make our shire a better place

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
5.3.3 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	5.3.3.6 Facilitate worker health and wellbeing consultation communication, and participation processes	X	X	X	X	Reported quarterly to ARIC and Council	Manager Workforce, Safety, Risk & Records

Progress Report - January, February, March 2026

Management and supervisors are providing regular onsite workplace health and safety discussions/meetings with staff/crews, along with the WHS Officer adhering to their responsibilities under the Workplace Health & Safety legislation and Council Policy.

Council's employee assistance program (EAP) continues with ongoing onsite counselling sessions being provided monthly, to all employees and is available to Councillors.

Audiometric testing is scheduled for May 2026 to comply with WHS legislative changes. Skin Checks are being organised for all staff.

Future Direction Five: Leadership

A sustainable future

Community Outcome	5.3 Our local leaders are respected and trusted to make our shire a better place

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
5.3.3 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	5.3.3.7 Manage and report on Council's Enterprise Risk Management Framework and Risk Register	X	X	X	X	Reported quarterly to ARIC and Council	Manager Workforce, Safety, Risk & Records

Progress Report - January, February, March 2026

Risk Register

The Tenterfield Shire Council Risk Register is going through its first formal update.

The following actions have been undertaken in the digital risk management system:

1. The Key Risk Categories, Risk Sources, Risk Likelihood Table, Risk Consequence Table and Master Risk Matrix has been updated to align with the current Risk Management Framework.
2. The Risk Sources now only identify three impact areas:
   a. Strategic Risk
   b. Operational Risk
   c. Project Risk
3. The Individual risk entries (sources, categories of initial risk, treatments, and residual risk levels) are in the process of being reviewed. There are currently 118 individual risks identified in the register, however it is anticipated this will rise once the Risk Owners are consulted and the review/update has been completed.

Business Continuity Plan

The Business Continuity Plan for Council has been reviewed and updated, with the updated version going to the Leadership Executive Team and the Audit Risk and Improvement Committee (ARIC).

The Business Continuity Plan identifies Council's most critical services — including water, sewerage, waste services, payroll, customer service and regulatory functions — and sets clear priorities for how and when those services are restored following disruption, it also provides for:

- Focus on public health and safety
- Practical, role-based response arrangements
- Clear lines of authority and accountability

The Business Continuity Plan establishes the General Manager as the Continuity Management Team Leader and clearly defines the roles of Directors and senior staff.

Adoption of the Plan has no immediate financial impact. Any future enhancements, such as ICT or cyber resilience improvements — will be brought back to Council through normal budget and business case processes.

Risk Training

Training of Council's workforce in the updated Risk Matrix in order to undertake risk assessments has commenced, with the Executive, Managers and key stakeholders already receiving training in the new Risk Management Framework.

Future Direction Five: Leadership

A sustainable future

Community Outcome	5.3 Our local leaders are respected and trusted to make our shire a better place

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
5.3.3 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	5.3.3.8 Identify and recruit key positions to build capacity within the organisation in accordance with funding provision	X	X	X	X	Filling of vacant positions from 2024/2025 onwards	Manager Workforce, Safety, Risk & Records

Progress Report - January, February, March 2026

Recruitment that has occurred

- Senior Services Operator (Tenterfield)
- Services Operator (Tenterfield)
- Fleet Coordinator
- Leading Hand (Roads – Sealed)
- Plant Operator (Tenterfield)
- Plant Operator (Water Cart) Tenterfield
- Plant Operator (Northern)
- Library Information & Programs Officer

Future Direction Five: Leadership

A sustainable future

Community Outcome	5.3 Our local leaders are respected and trusted to make our shire a better place

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
5.3.3 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	5.3.3.9 Identify and recruit 12 trainee positions funded by the State Government's initiative	X	X	X		Recruitment of 12 trainee's	Manager Workforce, Safety, Risk & Records

Progress Report - January, February, March 2026

The Office of Local Governments 'Fresh Start Program' is aimed to assist local Councils to develop sustainable workforces through providing apprenticeships, traineeships and cadets to address skills shortages, build capacity and create employment opportunities for the community. Guidelines were released on the 24 October 2024. Grant submissions were placed for the following:

- Round 1 – Two traineeships in Water Operations – successful
- Round 3 – Six apprenticeships in Civil Construction

Future Direction Five: Leadership

A sustainable future

Community Outcome	5.3 Our local leaders are respected and trusted to make our shire a better place

Strategy (DP)	Operational Plan Activity	25/26	26/27	27/28	28/29	Measures Targets	Responsibility
5.3.3 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	5.3.3.10 Deliver councillor services and provide support to all councillors in a transparent and non-discriminatory manner including training, research, legislative and evidence based advice	X	X	X	X	Training for Councillors as reported in the Annual report and evidence based advice and research provided in Council reports.	Executive Assistant & Media and Senior Staff

Progress Report - January, February, March 2026

- Monthly reports presented at Ordinary Council meetings for status and progress of Councillor Works/Services requests in the months of January, February and March.
- Councillors attended a Professional Development Day in February, where part of it focused on the new Code of Meeting Practice and interpretation thereof, also forming part of the discussions included the roles of the Mayor and Councillors, the function of the GM, the IP&R framework, Code of Conduct interpretations, scarce resources.
- Three media releases were shared with Councillors.
- Four items of information relating to public, community and upcoming events were received and shared with Councillors

5.3.4 Deliver continuous improvements in Council's business, processes and systems	5.3.4.1 Develop and implement new Integrated Enterprise Resource Planning System	X	X	X	X	Implementation of Integrated Enterprise Resource Planning System	Director of Corporate Services

Progress Report - January, February, March 2026

This project has been postponed allowing time to secure additional funding. Some of the urgency to move from the current system has been evaluated and downgraded due to it being supported for another 5 years. Council plans to be scope ready for tendering by the end of 2026, with potential go live on finance modules in July 2028.

Department:	**Office of the Director Corporate Services**
Submitted by:	Liz Alley, Director Corporate Services
Reference:	**ITEM GOV42/26**
Subject:	**CORPORATE SERVICES DIRECTORATE MONTHLY REPORT**

LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK	
CSP Goal:	**LEADERSHIP** - We understand and agree with how public money is spent
CSP Strategy:	Continue to provide financial reports to Council

SUMMARY
The purpose of this report is to:
- update the Council on activities within the Corporate Services Directorate
- provide a written report that sets out details required in accordance with relevant legislation and regulations, and
- provide statistics and data that support corporate policy and activities in accordance with the Operational Plan and Delivery Program 2025 – 2029.

OFFICER'S RECOMMENDATION:

That Council:

Notes the Corporate Services Directorate Report for March 2026.

BACKGROUND

This report is an information report to advise on Financial, Planning, Governance, Information Technology, Customer Service, Library and Corporate functions of Council, each month.

REPORT:

A reconciliation of the cash books of all funds have been carried out with the appropriate bank statements as of 31 March 2026.

Cash Book Balances on this date were as follows: -

General (Consolidated)	$33,388,406 Credit
General Trust	$69,586 Credit

Council's General consolidated account interest rate was 3.85% from 1st to 17th March and 4.10% from 18th to 31st March, on a variable basis resulting in a reasonably high interest return. This is reviewed on a regular basis as part of cash flow monitoring.

Summary of Investments
Council investments as at 31 March 2026 was $35,000,000 (see separate Council Report).

Total Cash and Investments at 31 March 2026 was $68,457,992.

Our Governance No. 42 Cont…

Detailed Analysis of External Restrictions

Cash and Investments - Detailed Analysis of External Restrictions		
Restricted cash analysis	**As at 31 March 2026**	**As at 30 June 2025**
Total Cash & Investments	**68,457,992**	**62,106,425**
Externally Restricted Cash	**46,704,519**	**41,387,749**
Included in Grant Related (excl Developer Contributions)	**20,009,986**	**15,958,984**
Grant-Related - General Fund	20,009,986	15,900,117
Grant-Related - Water Fund	-	-
Grant-Related - Sewer	-	58,867
Grant-Related - Waste	-	-
Grant-Related - Stormwater	-	-
Included in Developer Contributions	**2,110,549**	**2,086,335**
Developer Contributions - General	1,601,434	1,670,217
Developer Contributions - Water	198,304	148,997
Developer Contributions - Sewer	120,096	98,677
Developer Contributions - Waste	178,248	157,239
Developer Contributions - Stormwater	12,467	11,204
Included in RFS Reserves	**63,037**	**109,522**
RFS Reserves	63,037	109,522
Included in Cash at Bank and Investment leftovers (after excl Grant Related, DC and RFS above)	**24,520,947**	**23,232,908**
Water	2,875,646	2,805,208
Sewer	10,636,401	9,533,037
Waste*	9,733,041	9,692,848
Stormwater	1,206,273	1,132,741
Trust Fund	69,586	69,074
Internal restrictions	**13,062,815**	**9,541,084**
Plant and Vehicle Replacement	5,086,348	2,350,000
Employees Leave Entitlements	805,000	805,000
FAG (Road Component Advanced)	-	496,363
Special Projects - Infrastructure Flood Damage	2,500,000	2,500,000
SRV Money Unspent 2014	668,237	843,633
SRV Money Unspent 2023	847,424	384,644
Saleyard Specific Purpose	108,470	64,140

Our Governance No. 42 Cont…

Interest earned from RERRF Funds Invested	383,173	201,223
Interest Earned from DRFA Funds in Term Deposits	287,517	98,864
IT System Renewal Project	970,000	770,000
Financial Support Payment for Preliminary Land Classifications 2024 (NSW Emergency Services Levy Funding Reform)	20,172	27,217
Future Grant Co-Contributions	1,000,000	1,000,000
Security Bonds, Deposits & Retentions	386,474	
Unrestricted Funds	**8,690,658**	**11,177,591**
** 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 February **$2.267m** has been spent, leaving a balance of **$1.033m** of loan proceeds in the waste reserve.*		

Concealed Water Leakage Concession

The table below sets out the concessions granted under Council's Concealed Water Leakage Concession Policy, for the YTD.

Month	Number of Concessions per month	$ value per month	Prior Year Value
31 July 2025	3	$1,560.85	21,614.43
31 August 2025	-	-	5,936.25
30 September 2025	-	-	
31 October 2025	-	-	17,504.58
30 November 2025	-	-	-
31 December 2025	-	-	-
31 January 2026	-	-	-
28 February 2026	2	$1,899.70	33,917.00
31 March 2026	-		-
30 April 2026			2,425.70
31 May 2026			-
30 June 2026			2,453.18
Cumulative Total	**5**	**$3,460.55**	**$83,851.14**

603 Certificates

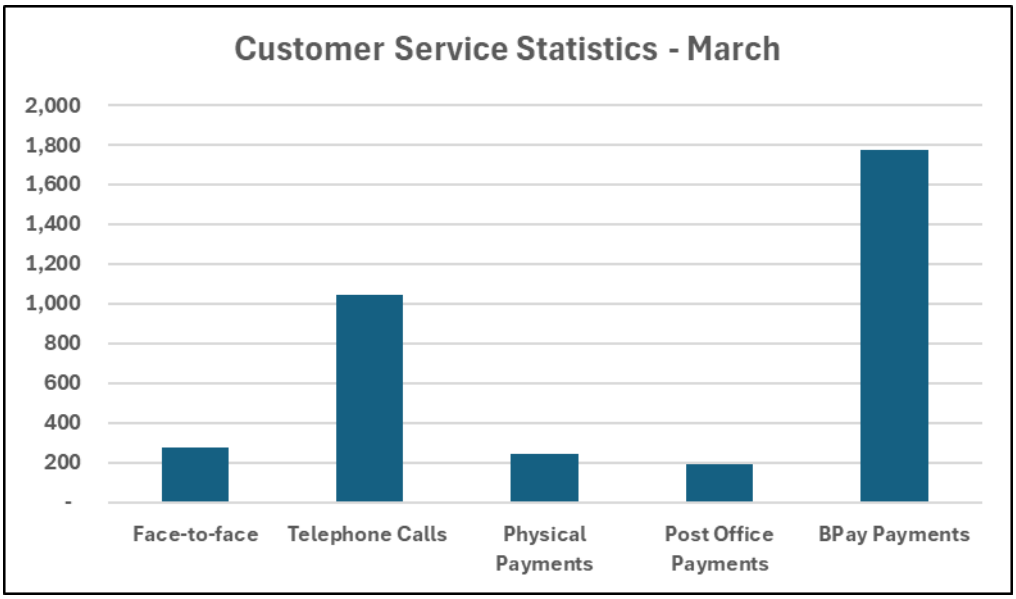
During the sale of a property a 603 Certificate is usually requested to identify if there are any outstanding or payable fees to Council by way of rates, charges or otherwise in respect of a parcel of land. The table below sets out the applications this year in comparison to 2024/25.

Our Governance No. 42 Cont…

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	44	30
31 December 2025	28	21
31 January 2026	24	12
28 February 2026	28	24
31 March 2026	39	28
30 April 2026		13
31 May 2026		35
30 June 2026		22
Cumulative Total	**296**	**300**

Customer Service Statistics for March 2026

Face-to-face	Number of visitors/users	275
Telephone	Number of Calls taken	1,042
Physical Payments	Number of physical payments received	246
Post Office Payments	Number of payments received via Post Office	191
BPay Payments	Number of Payments via Bpay	1,774



Library Services

	Service	# of Attendees
Patronage	Number of visitors/users/door count	1416

Our Governance No. 42 Cont…

	Number of members	2733 total members/323 active within last 3 years
	Number of new members this month	19
Circulation	Number of books loaned	1785
	Number of eLoans	228
	Home library services Loans	236/1 run
	Home Library Members	24
Events	Online Kids Art Class	N/A
	Storytime	17 kids/13 parents/3 sessions
	Senior's tech	19/users/10.5 hours
	Study Nook Times/users	52 users/76 hours
	Chatty Booth	5 users/5.75 hours
	Computer hours/users	136 users/123.25 hours
	Seniors' week	40 visitors
	Book Club attendance	8 members
	Passive Programming	66 participants/10 activities
	Robotics Club	13 kids/2 sessions

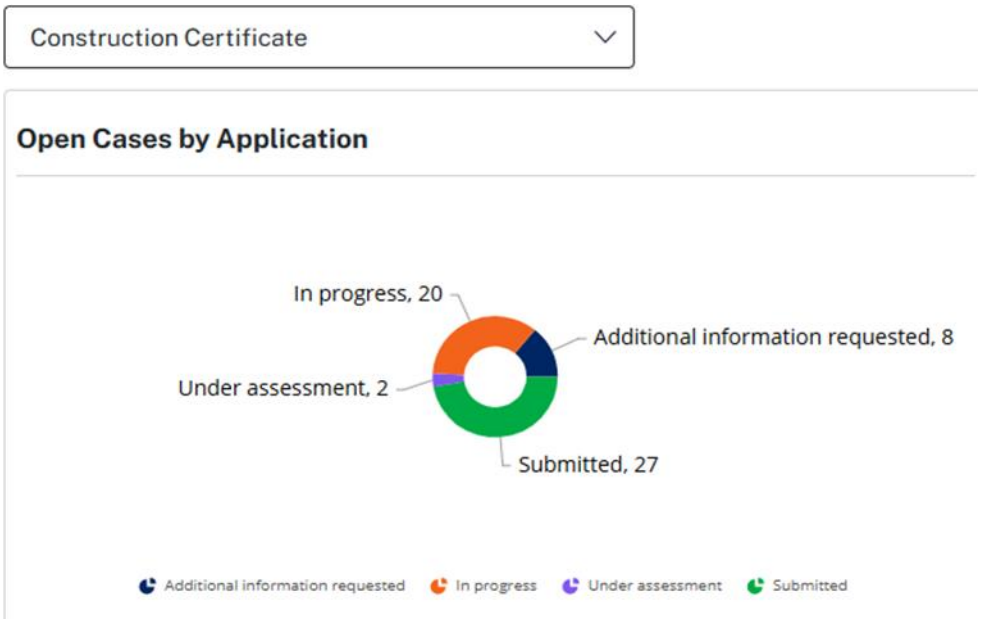
Governance
Audit, Risk & Improvement Committee – Update Terms of Reference & Charter.
Audit, Risk & Improvement Committee – Agenda & Minutes for March meeting.
Interim Audit tasks.
Internal Audit coordination and preparation for scoping meeting/review OCM Terms of Reference – Governance.
Update of Delivery Program and Operational Plan with 2026/27 figures.
Review & update of Community Engagement Strategy (will come to Council in May).

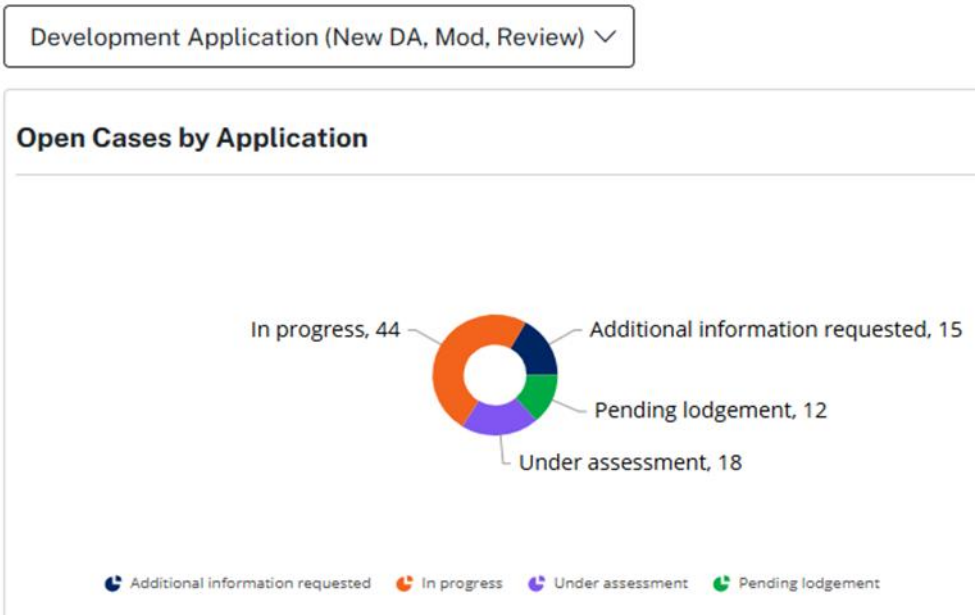
Planning Statistics

Planning and Regulation Summary		**Number**
Development Applications	Number lodged	16
	Number determined	14
Construction Certificates	Number lodged	4
	Number determined	7
	Number outstanding	49
Occupation Certificates	Number processed	7
OSSM approved to install	Number	5
OSSM approval to operate	Number	5

Development applications lodged, determined and outstanding included as separate attachments to this report.

Our Governance No. 42 Cont…





Property
List of Council owned Community and Operational land is attached as an appendix to this report.

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)**

Our Governance No. 42 Cont…

Nil.

4. Asset Management (AMS)

Nil.

5. Workforce (WMS)

Nil.

6. Legal and Risk Management

Nil, this report is for information only.

7. Performance Measures

Nil.

8. Project Management
Nil.

Matthew Francisco
Director of Infrastructure Services

Prepared by staff member:	Liz Alley, Director Corporate Services		
Approved/Reviewed by Manager:	Matthew Francisco, Director of Infrastructure Services		
Department:	Office of the Director Corporate Services		
Attachments:	**1**	Applications Lodged March 2026	1 Page
	2	Applications Determined March 2026	1 Page
	3	Applications Outstanding March 2026	1 Page
	4	Development Statistics March 2026	1 Page
	5	Operational Land	1 Page
	6	Community Land	1 Page

Applications Lodged March 2026

DA Number	Applicant	Address	Description of Work
2026.019	Tenterfield Surveys	47 Logan Street Tenterfield	2 Lot Residential Subdivision
2026.020	J Russell	Woodside Road, Tenterfield	Dwelling
2026.021	Tenterfield Surveys	103 Sunnyside Hall Rd Tenterfield	2 Lot Subdivision
2026.022	Tenterfield Surveys	362 Urbenville Rd Urbenville	4 Lot Subdivision
2026.023	Manfate	146 Molesworth Street Tenterfield	Carport
2026.024	R Hough	668 Sunnyside Loop Road Tenterfield	Dwelling
2026.025	CMC Constructions	152C Leechs Gully Road Tenterfield	Dwelling & Shed
2026.026	B Watson	1629 Timbarra Road Timbarra	Shed
2026.027	I Smith	84 Martin Street Tenterfield	2 Lot Subdivision
2026.028	Tenterfield Surveys	504 Bryans Gap Road Tenterfield	2 Lot Subdivsion
2026.029	S Bell	350 Cullendore Road Cullendore	Tourist Accommodation
2026.030	R Flamisch	57 Haddocks Road, Tenterfield	Café
2026.031	S Woodberry	114 Tarban Road, Tenterfield	Shed
2026.032	Wendy Mitchell - Approved Services	57 Haddocks Road, Tenterfield	Dual Occupancy - Dwelling
2026.033	King & Campbell Pty Ltd	422 Rouse Street, Tenterfield	Resdential Care Facility
2026.034	BJS	670 Sunnyside Loop Road, Tenterfield	Shed

Applications Determined March 2026			
DA Number	**Applicant**	**Address**	**Description of Work**
2025.089/1	R Rogers	Long Gully Road Drake	Modification - Bushfire Assessment
2025.148	Evolve Planning	Mole River Road Mole River	Dwelling
2026.003	J Battersby	25 Kochs Road Tenterfield	Dwelling
2025.138	Tenterfield Surveys	Mt McKenzie Road Tenterfield	14 Lot Subdivision
2026.014	Manfate Pty Ltd	120 Mt McKenzie Road Tenterfield	Shed
2026.006	Tenterfield Surveys	5116 Mt Lindesay Road Liston	Two lot rural Subdivision
2022.050/1	Andrew Blake(Precise Designs)	Logan Street Tenterfield	Modification - Dwelling
2026.013	Wes Smith Building Pty Ltd	39 Bryans Gap Road Tenterfield	Dwelling
2026.015	A Sneddon	412A Silent Grove Road Torrington	Dwelling & Shed
2026.016	P Blackwell	61 Clive Street Tenterfield	Installation of Shipping Container
2026.017	Manfate Pty Ltd	145B East Street Tenterfield	Shed & Carport
2026.02	J Russell	Woodside Road, Tenterfield	Dwelling
2025.078	Tenterfield Surveys	136 Sandy Creek Road Sandy Hill	2 Lot Subdivision
2026.023	Manfate Pty Ltd	146 Molesworth Street Tenterfield	Carport

Applications Outstanding March 2026			
DA Number	**Applicant**	**Address**	**Description of Work**
2021.012	A Corbett	Bluff River Road	Primitive Camp Ground
2022.068	Tenterfield Surveys	531A Long Gully Road	Two (2) Lot Rural Subdivision
2025.085	M McKean	63 Kochs Road Tentefield	Dwelling
2025.113	ACEnergy Pty Ltd	Old Racecourse Road Tenterfield	BESS(Battery Energy Storage System)
2025.140	Tenterfield Surveys	7841 Bruxner Way Drake	2 Lot Rural Subdivision
2022.048/1	Context Engineering	17 Naas Street Tenterfield	Modification-10 Lot Subdivision
2026.009	Kerry Stoot(Mr Cabins)	5465 New England Highway Bolivia	Dwelling
2026.018	Claudia Croft (AJR Surveyors)	2667 Bruxner Way Woodside	Two(2) lot boundary adjustment
2026.019	Tenterfield Surveys	47 Logan Street Tenterfield	2 Lot Residential Subdivision
2026.021	Tenterfield Surveys	103 Sunnyside Hall Rd Tenterfield	2 Lot Subdivision
2026.022	Tenterfield Surveys	362 Urbenville Rd Urbenville	4 Lot Subdivision
2026.023	Manfate	Sandra Condon	Carport
2026.024	R Hough	668 Sunnyside Loop Road Tenterfield	Dwelling
2026.025	CMC Constructions	152C Leechs Gully Road Tenterfield	Dwelling & Shed
2026.026	B Watson	1629 Timbarra Road Timbarra	Shed
2026.027	I Smith	84 Martin Street Tenterfield	2 Lot Residential Subdivision
2026.028	Tenterfield Surveys	504 Bryans Gap Road Tenterfield	2 lot rural Subdivsion
2026.029	S Bell	350 Cullendore Road Cullendore	Tourist Accommodation
2026.030	R Flamisch	57 Haddocks Road, Tenterfield	Café
2026.031	S Woodberry	114 Tarban Road, Tenterfield	Shed
2026.032	Wendy Mitchell - Approved Services	57 Haddocks Road, Tenterfield	Dual Occupancy - Dwelling
2026.033	King & Campbell Pty Ltd	422 Rouse Street, Tenterfield	Resdiential Care Facility
2026.034	BJS	670 Sunnyside Loop Road, Tenterfield	Shed

FY 25/26 Development Statistics									
		Dwellings	**Additions/ Renovations to Existing Dwellings**	**Garages, Carports & Sheds**	**Commercial or Industrial Works**	**Subdivision**	**Recreation/ Tourism**	**FY 25/26 Monthly Total**	**FY 24/25 Monthly Total**
Jul-25	No.	5	0	3	0	4	0	12	7
	Value	$735,459.00	$0.00	$413,534.00	$0.00	$0.00	$0.00	$1,148,993.00	**$1,233,465.00**
Aug-25	No.	7	0	3	0	1	0	11	**13**
	Value	$2,752,339.00	$0.00	$214,600.00	$0.00	$0.00	$0.00	$2,966,939.00	**$1,314,957.00**
Sep-25	No.	9	0	4	2	2	1	$18.00	**15**
	Value	$2,458,200.00	$0.00	$284,726.36	$4,946,147.00	$0.00	$300,000.00	$7,989,073.36	**$2,864,075.00**
Oct-25	No.	5	0	4	1	0	0	10	**14**
	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.	6	3	0	1	2	0	12	**8**
	Value	$1,173,160.00	$140,000.00	$0.00	$35,000.00	$0.00	$0.00	$1,348,160.00	**$1,047,250.00**
Dec-25	No.	5	2	4	0	4	0	15	**8**
	Value	$2,210,582.00	$150,000.00	$246,086.00	$0.00	$0.00	$0.00	$2,606,668.00	**$1,396,290.00**
Jan-26	No.	6	0	1	0	1	0	8	**12**
	Value	$2,399,500.00	$0.00	$57,000.00	$0.00	$0.00	$0.00	$2,456,500.00	**$2,293,113.00**
Feb-26	No.	4	0	5	0	1	0	10	**10**
	Value	$1,396,967.00	$0.00	$100,322.00	$0.00	$0.00	$0.00	$1,497,289.00	**$1,247,950.00**
Mar-26	No.	4	0	4	2	5	1	16	**10**
	Value	$1,291,000.00	$0.00	$404,199.90	$2,845,000.00	$0.00	$71,500.00	$4,611,699.90	**$1,623,500.00**
Apr-26	No.								**13**
	Value								**$2,189,067.00**
May-26	No.								**15**
	Value								**$2,135,671.00**
Jun-26	No.								**19**
	Value								**$1,909,513.00**
No. (Year to Date)		**51**	**5**	**28**	**6**	**20**	**2**	**112**	144
FY 25/26 Total Value (Year to Date)		**$16,363,207.00**	**$290,000.00**	**$2,024,272.26**	**$7,836,147.00**	**$0.00**	**$371,500.00**	**$26,885,126.26**	
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**

OPPERATIONAL LAND					
Description	**Type**	**Address**	**Location**	**Sublocation**	**Zoning**
Pelham Street Water Resevoir	Water Reservoir		0	Lot 2 DP 1071011	RU5
Old Koreelah - Tennis Courts	Sporting Park	Opposite 50 White Swamp Road, Old Koreelah	Old Koreelah	LOT: 41 DP: 751041	RU5
Sandy Flat - RFS Shed	Rural Fire Service	7042 New England Highway, Sandy Flat - RFS Shed	0	Lot 169 DP 1152033	RU5
Urbenville Sewerage Treatment Works	Sewerage Treatment	Off Urben Street, Urbenville - Urbenville Sewerage	Urbenville	Lot 3 DP 631629	RU1
Tenterfield Water Suppl Dam	Water Supply Dam		Tenterfield	Lots 1,2,3,4,5,7,8,9,10,11 and 12 DP 248338	RU1
Urbenville Water Reservoir	Water Reservoir		Urbenville	Lot 1 DP 609672	RU5
Tenterfield Sewerage Pumping Station	Sewerage Treatment	Simpson Street, Tenterfield	Tenterfield	LOT: 2 DP: 1142730	RU1
East Street Water Reservoir	Water Reservoir			Lot 1 DP 1065938	RU1
Old Koreelah Tennis Courts	Community Hall - Site Vacant	Corner of White Swamp Road and Old Koreelah Road, Old Koreelah	Old Koreelah	Lot 55 DP 751041	RU5
Cemetery Land Acquisition	Cemetery	Western Street	Tenterfield	Lot 821 DP 1192478	RU1
Council Administration Building & Generator Room	Council Chambers	247 Rouse Street	Tenterfield	Lot A DP 153383 Lot 2 DP 561371 Pt Lot 1 DP 577696 Lot 1 DP 576164	RU5
Legume Worksop Depot Shed 1	Works Depot	Legume Depot - Cnr of Beaury & Cullendore Streets, Legume	Legume	Lot 8 Sec 6 DP 758607	RU5
Liston Works Depot Store	Works Depot	Acacia Street	Liston	Lot 5 Sec 11 DP 758616	RU5
Urbenville Depot Workshop	Works Depot	Clarence Way	Urbenville	LOT: 7006 DP: 1072313 **LOT: 7007 DP: 1072313** PO: 68011 RES: 68765	FUTURE PUBLIC REQUIREMENTS
Council Works Depot Administration Building & RTA Sheds	Vacant Land	Riley Street	Tenterfield	LOT: 7 DP: 868480	RU5
Aerodrome	Commercial Property	Schroders Road	Tenterfield	Lot 1 DP 236737	1 (a
Tenterfield Tourist Information Centre	Commercial Property	Rouse Street	Tenterfield	LOT:11 DP:1241545	RU5
Saleyards Canteen	Saleyards	Boundary Road	Tenterfield	Lot B DP 920627	RU5
Mt Mackenzie Radio Shed X 4	Commercial Property	208 Mt Mackenzie Lookout Road, Mt Mackenzie - Digital Communications Tow	Tenterfield	LOT: 5 DP: 1007389	RU1
2Ten Fm Radio Station Main Building	Commercial Property	Manners Street	Tenterfield	Pt Lot 2 DP 577696 Pt Lot 2 DP 576164	RU5
Child Care Centre (Big Bird's Nest)	Commercial Property	132 Manners Street	Tenterfield	Lot 1 DP 159805	RU5
HACC Building	Commercial Property	136 Manners Street	Tenterfield	LOT: 1 DP: 561371	RU5
Records House	Commercial Property	134 Manners Street	Tenterfield	LOT: 2 DP: 159805	RU5
Council Residence - 268 Douglas St	Residence	268 Douglas Street	Tenterfield	Lots K L DP 36761	RU5
Council Residence - 29 High St	Residence	29 High Street	Tenterfield	Lot 37 Sec 2 DP 975665	RU5
Council Residence - 53 Welburn Ln	Residence	53 Welburn Street	Tenterfield	Lot 1 DP 833191	RU5
Closed Landfill - Legume next to Cemetery	Landfill - Closed	Mt Lindesay Road	Legume	Lot 312 DP 820208	RU1
Clarence Street - EOI	Vacant Land	High Street	Tenterfield	LOT: 1 DP: 613385	
Car Park High Street	Council Chambers	High Street	Tenterfield	Lots 2 & 3 DP 232504 Lot 3 DP 588829 Lot 2 DP 561679 Lot 7 DP 867805	RU5
Car Park Manners Street (North)	Council Chambers	Manners Street	Tenterfield	Pt Lot 1 DP 577696 Pt Lot 1 DP 561371 Pt Lot 2 DP 577696	RU5
Car Park School Of Arts	Car Park	Manners Street	Tenterfield	Lot A DP 158516	RU5
Carpark Behind Retravision	Car Park	Wheareat Lane	Tenterfield	Lot 8 DP 1063730	RU5
Carpark Behind Shoe Store	Carpark & Laneway	Wheareat Lane	Tenterfield	Lot 1 DP 1048387	RU5
Gravel Pit (Homestead Area)	Quarry	Geyers Road	Tenterfield	Lot 3 DP 800446	RU1
Resumed For Quarry	Quarry	New England Highway	Tenterfield	LOT: 861 DP: 1085917	RU1
SES Facility	Commercial Property	Western Boundary Road	Tenterfield	Lot 2 DP 868480	RU5
Barney Downs Bush Fire Brigade Station	Rural Fire Service	Timbarra Road	Barney Downs	Lot 2 DP 879444	RU1
Fire Control Centre Office	Rural Fire Service	Francis Street	Tenterfield	Lot 1 sec 37 DP 758959	RU5
Fire Station	Rural Fire Service	Urben Street	Urbenville	Lot 9 Sec 1 DP 5585	RU5
Frazers Cutting Rural Fire Station Shed - 2 Bays	Vacant Land (Frasers Cutting RFS Shed next door)	407 Plain Station Road, Frasers Cutting - RFS Vacant Land	Tabulam	LOT: 73 DP: 1004932 LOT: 74 DP: 1004932 LOT: 73 DP: 1000722	RU1
Torrington/Stannum Rural Fire Service Shed - 1 Bay	Rural Fire Service	Bates Road	Torrington	Lot 317 DP 751488	RU5
Old Koreelah Public Hall	Community Hall - Site Vacant	Corner of White Swamp Road and Old Koreelah Road, Old Koreelah	Old Koreelah	Lot 11 DP 751041	RU5
Playground	Recreational Park	3 - 9 Tooloom Street, Urbenville	Urbenville	Lots 7 & 8 Sec 13 DP 7688	RU5
Urbenville Medical Centre	Commercial Property	Beaury Street	Urbenville	LOT: 6 SEC: 11 DP: 759025	RU5
Boonoo Boonoo Waste Landfill Shed	Landfill	1578 Mt Lindesay Road	Tenterfield	Lot 1 DP 842666	RU1
Jennings Landfill	Landfill	8950 Mt Lindesay Road, Legume	Legume	Lot 1 DP 850003	RU1
Legume Waste Disposal Area	Landfill - Closed		Legume	LOT: 2 DP: 537293	RU5
Liston Landfill	Landfill	Stanthorpe Street	Liston	LOT: 137 DP: 820209	RU1
Torrington Landfill	Landfill	615 Silent Grove Road	Torrington	Lot 2 DP 751535	RU1
Treatment Plant Land	Sewerage Treatment	Old Ballandean Street	Tenterfield	LOT: 2 DP: 390204 LOT: 1 DP: 740629 LOT: 2 DP: 740629 PT: 97 DP: 5223 LOT: 98 DP: 5223	RU1
Urbenville Treatment Works - Land	Sewerage Treatment	Urbenville Road	Urbenville	Lot 1 DP 629290	RU1
Urbenville Pump Station	Sewerage Treatment	Clarence Way	Urbenville	Lot 1 DP 625287	RU1
Water Pump Booster Land	Industrial Land	Cnr of Riley & Western Boundary Road	Tenterfield	LOT: 11 DP: 1155323 LOT: 12 DP: 1155323 LOT: 13 DP: 1155323 LOT: 14 DP: 1155323 LOT: 15 DP: 1155323 LOT: 16 DP: 1155323 LOT: 4 DP: 1155323 LOT: 5 DP: 1155323 LOT: 6 DP: 1155323 LOT: 8 DP: 1155323	
Tenterfield Water Supply - Land	Water Supply Dam	Scrub Road	Tenterfield	Lot 564 & 531 DP 751540 Lots 1, 2, 3 & 4 Sec 88 DP 758959 Lots 4 & 5 DP 181566 Lots 565, 566 & 567 DP 1078300 Lot 563 DP 1077892 Lot 181 DP 1085850 Lot 191 DP 1085872 Lot 201 DP 1085888	RU1
Urbenville Water Supply - Land	Water Pumping Station	Tooloom Street	Urbenville	LOT: 31 DP: 1164171 LOT: 1 DP: 225607 LOT: 1 DP: 609671	RU1
Pelham Street Water Resevoir	Water Reservoir	Pelham Street	Tenterfield	Lot 2 DP 1070968	RU5
Pelham Street Water Resevoir	Water Reservoir	Pelham Street	Tenterfield	Lot 1 DP 1070968	RU5
Purchased by TSC for road reserve	Business Drake	ALLISON STREET DRAKE VILLAGE NSW 2469	Drake	LOT: 15 SEC: 44 DP: 758359	
Purchased by TSC for road reserve	Business Drake	BRUXNER HIGHWAY DRAKE NSW 2469	Drake	LOT: 4 SEC: 40 DP: 758359	
Transport NSW	Business Tenterfield	32A Riley STREET TENTERFIELD NSW 2372	Tenterfield	LOT:1 DP:1238921	
Council Depot	Non-Rateable	32 Riley STREET TENTERFIELD NSW 2372	Tenterfield	LOT:2 DP:1238921	
Transport Museum	Business Tenterfield	44 Francis STREET TENTERFIELD NSW 2372	Tenterfield	LOT: 2 SEC: 37 DP: 758959 LOT: 3 SEC: 37 DP: 758959 LOT: **4 SEC: 37 DP: 758959**	
Vacant land next to RFS shed. Intramaps indicates Council owned		7042 New England Highway	Sandy Flat	Lot 168 DP751498	

COMMUNITY LAND				
Description	**Address**	**Sublocation**	**Area (m2)**	**Zoning**
Steinbrook Hall	Steinbrook Hall Road, Steinbrook	1//795516	22800	RU1
Tenterfield Centenary Cottage	136 Logan Street, Tenterfield	6//1085406	940	RU5
Liston Community Hall	14 Stanthorpe Street, Liston	3/3/758616; 4/3/758616	4048	RU5
Memorial Hall	Molesworth Street, Tenterfield	LOT: 8 SEC: 19 DP: 758959 LOT: 9 SEC: 19 DP: 758959 LOT: 4 SEC: 19 DP: 758959 LOT: 5 SEC: 19 DP: 758959	8094	RU5
Rugby League Grounds	Rouse Street, Tenterfield	5//261581; 6//261581; 19/78/758959; 20/78/758959	6019	RU5
Sunnyside Hall	5 Sunnyside Hall Road, Tenterfield	192//751517	40490	RU1
Tenterfield Tennis Association - Club House	0	LOT: A DP: 355468	1742	RU5
Legume Cricket Oval & Tennis Park	Cullendore Street, Legume	91//1083593	45700	0
Community Hall	7 Beaury Street, Urbenville	D//386935; B//373177	809.3	RU5
Legume Community Hall	Mt Lindesay Road, Legume	10/2/758607; 9/2/758607	4047	RU5
Pioneer Cottage	11 Urben Street, Urbenville	1//834423	697.4	RU5
Bruxner Park	247 Rouse Street, Tenterfield	21/12/758959	2490	RU5
Captain Cook Park Playground	43 Urben Street, Urbenville	1//21046; 2//21046	935.82	RU5
Federation Park	Petrie Street, Tenterfield	**LOT: 7027 DP: 1126960 LOT: 7026 DP: 1126960 LOT: 7028 DP: 1126960 (R42597)** **LOT: 7306 DP: 1138684 (R22042)** LOT: 1 SEC: 33 DP: 758959 LOT: 1 DP: 612082 LOT: 2 SEC: 33 DP: 758959 LOT: 13 SEC: 18 DP: 758959 LOT: 14 SEC: 18 DP: 758959 LOT: 15 SEC: 18 DP: 758959 LOT: 3 DP: 612082 LOT: 5 SEC: 33 DP: 758959 RES: R 42597	0	
Jubilee Park	Manners Street, Tenterfield	595//629193	1692	RU5
Millbrook Park	Naas Street, Tenterfield	1//128769; 1//856174; 2/54/758959	32810.5	RU5
Recreation Reserve	Gladstone Street, Jennings	61//1083629	21500	RU5
Rotary Park Toilet Block & Playground	Rouse Street, Tenterfield	1//1151757	16000	RU5
Vacant Land	39 Urben Street, Urbenville	5//512404	480.6	RU5
Mingoola Hall	Mingoola School Road, Mingoola	36//751529	2023	RU1
Kiely St Reserve	Kiely Street, Tenterfield	11//235792	3490	RU5
Sandy Flat Public Reserve	Sandy Flat Road, Sandy Flat	168//751498	4603	RU5
Toursit Info Cente at cnr Rouse & Miles Streets.	157 Rouse STREET TENTERFIELD NSW 2372	LOT:11 DP:1241545	1446	
Band Hall	12 Crown STREET TENTERFIELD NSW 2372	LOT: 11 SEC: 22 DP: 758959	240.3	
Road resumption	Mt McKenzie ROAD TENTERFIELD NSW 2372	LOT: 4 DP: 1007605	6747	
Land resumed for quarry purposes	New England HIGHWAY TENTERFIELD NSW 2372	LOT: 861 DP: 1085917	1047	
Park Reserve @ Saddlers Estate	43 Parkes DRIVE TENTERFIELD NSW 2372	LOT: 30 DP: 1096327	4485	
Dalman Rubbish Tip **(R87030)**	Dalman ROAD KOREELAH NSW 2476	**LOT: 2 DP: 751065 (R87030)**	4897	
Cooredulla Burial Ground	Barney Downs ROAD TENTERFIELD NSW 2372	LOT: 1 DP: 1176526 PT: 1 DP: 751491 PT: 1 DP: 751491	404.7	
Apex Park water bore licence 607724	Rouse STREET TENTERFIELD NSW 2372	PART LOT: 7014 DP: 1128371	4633	
Strip of Land following Tenterfield Creek between Molesworth Street & Martin Street (Cycleway)	Lot 303 Martin Street, Tenterfield	Lot 303 DP 1271941	1994	

Department:	**Office of the General Manager**
Submitted by:	Karlie Svenson, Executive Assistant (Corporate and Infrastructure)
Reference:	**ITEM GOV46/26**
Subject:	**INFRASTRUCTURE SERVICES DIRECTORATE MONTHLY REPORT**

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

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 March 2026.

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:

BUILDINGS AND AMENITIES
March Report

Council Buildings

- Ongoing maintenance is being carried out on Council Properties to ensure schedules remain up to date.
- Youth Precinct toilet has now been completed and will be opened in April.
- Review/inspection of lighting upgrade at the Tenterfield Shire Depot – Installation has now been completed.
- Audit on Council Security systems has now been completed in March.
- New keying system and security codes have been arranged for the SOA building, all keys have been updated and supplied in March.
- Graffiti and Vandalism has been cleaned up on Council Buildings during March.
- Asbestos Scope of Work & Property List is currently being developed - ongoing.

Our Governance No. 46 Cont…

- Insurance claims on damage to Council properties are being completed and works underway for Rotary Park – completed in March.
- Termites found in the Memorial Hall – discussions have been held regarding what damage has been made and a scope of work will be developed in the coming months.
- Jubilee Park Rotunda project - Repairs have been completed and the painting to be finalised in April – paint colours discussed with Heritage adviser.
- Band Hall Scope of work has been designed for repairs and painting. Expressions of interest have been received with 3 builders and 1 painter submitting interest.
- Cantilever awning and picnic table have been installed at Youth Precent as part of the SCCF5 grant funding.
- Maintenance work and repairs have been completed at the container café.
- Night watch lighting at the depot access has been installed for security and easy access.
- Pest Inspection and Spray RFT have been drafted – ongoing.
- Council Cleaning RFT has been advertised, and a pretender meeting has been arranged for the 2 April

Swimming Pool Complex

Management plan

March has marked a gradual transition for Tenterfield Aquatic Centre as the season begins to wind down, with cooler weather and changing routines naturally impacting casual visitation and program participation. Despite this seasonal shift, the facility has continued to see steady use and strong community engagement, particularly through key events and ongoing programming.

Total attendances for March reached 1877 entries while these figures reflect the expected decline as temperatures drop, they also highlight the continued use of the facility well beyond the peak summer period.

Throughout March, the centre has remained an active and welcoming space for the community. Programs such as Squad training continued to operate, and the month was highlighted by 2 major events. The Tenterfield Swim Club Championships and our community day; both of which brought strong attendance and positive energy to the facility.

Our Governance No. 46 Cont…

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	46	42	30	26	27	26	49	39
Half Season Family	8	10	15	12	5	9	9	13
Full Season Single	32	31	29	16	14	17	25	10
Half Season Single	4	6	29	18	3	9	7	13
Total	89	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
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
2025/26	2,982	3,678	3,401	4,456	2,973	1,877	19,367

Weekly Programs in March

Squad Swim Club
Aqua Fitness – 4 classes averaging

Monthly Review

There has been positive feedback and interest in the programs which include:

Learn to Swim

Our Learn to Swim program has now concluded for the season, with cooler weather and water temperatures making it increasingly difficult to maintain participation, particularly for younger children. Across the season, we have had approximately 100 children come through the program. This is an extremely pleasing result and provides a strong platform to build on heading into next season. The level of engagement and improvement shown by participants has been a clear highlight of our programming this year.

Squad Program

Squad training has continued throughout March, however attendance numbers have begun to decline as swimmers transition into winter sports and other commitments, alongside the impact of cooler conditions. Despite this, the overall growth of the squad program across the season has been significant.

Aqua Fitness

Aqua Fitness concluded for the season on 31st March, finishing as a consistently well-supported and community-driven program. One of the most positive outcomes from this program has been the sense of connection it has created among participants. As a result, a low-impact group fitness class will be introduced over

Our Governance No. 46 Cont…

winter at the Lioness Den (Scout Hall). This will allow participants to continue training together in the off-season and maintain the strong community atmosphere that has developed.
This initiative will also help keep the Aquatic Centre connected with its user base year-round, even while the pool is not in operation.

March Carnivals & Events

Tenterfield Swim Club Championships – 21 March

The Tenterfield Swim Club Championships were a great success and a standout competition event for the season with over **150 people** attending the day as either competitor or spectator.

The overall improvement across the club was clear to see, with **9 club records broken across 7 swimmers**, including several records that had stood for over 30 years. The day was a strong reflection of the progress made by swimmers throughout the season and highlights the impact of consistent training and program development.

Community Day – 29 March

Our Community Day was an outstanding success, with **over 250 people** coming through the facility.

The event included free entry (approved by Council), a sausage sizzle, hot chips, drinks, and prize giveaways, creating a relaxed and enjoyable atmosphere for all who attended. The feedback from the community was extremely positive and there was a genuine sense of appreciation for the opportunity to get together and enjoy the facility

Maintenance and Improvements

Item/Equipment	Solution
Telephone & Internet not working in Kiosk	New Modem ordered & received to be installed
Gardens at front of facility – overrun with onion weed and plants beyond repair. Starting to remove soil but assistance would be greatly appreciated	TAC seeking support/funding to remove soil due to onion weed and remove old plants. Add new soil, add weed mat and replant and mulch – Council will look at budget and see if something is able to be done – Property and Building Coordinator will review budget towards the end of the season
Pool Plant Shutdowns – overnight stopping filtration and circulation.	Investigations with Electricians to see what is happening with the filters.
Roof Leaking – Storeroom	The ongoing roof leak has now resulted in power failure within the storeroom.
Heritage Water fountain	This fountain is heritage and has tried to be repaired, unfortunately parts are unable to be replaced. This will stay there as a memorial piece. But may need to look at installing a new water cooler in next season.
Roof above grandstand dangerous and needs to be strengthen	Council will investigate strengthening the grandstand

Our Governance No. 46 Cont…

Plant room louvers missing – birds are getting in and trying to build nests	Council to purchase louvers and have them installed.
Roof Holding water and leaking in storeroom beside male toilets	Conversations need to be held re plans for the future of the pool.
Pool stripping and recoating	Pool is heavily flaking and deteriorating, need to look at re-surfacing the pool in the off season.
Pool Covers extremely frayed and flaking through the pool. Pool rollers recently fell into pool when rolling out – resulted in cracking a pool tile and extremely difficult to take out of pool	Need to replace pool covers, to be added to budget
Broken Water Valve	Awaiting repair, with contractor yet to return to complete works
Water Seepage from Plant Room	Chlorinated water appears to be seeping through the wall, which is an ongoing concern and requires investigation.

WATER AND WASTE
March Report

Toolbox meetings were held at the depot.

Tenterfield – Water and Sewer

Mains breaks:	nil.
Service line breaks:	1
Water meters replaced:	2
New water connection:	1
Sewer junction re-new:	2
Sewer chokes:	16
Pump station blockage:	1

Section 67 Water Main extension commenced and in progress from Clive Street to Francis Street.
Treated Water flow for the month was: 30284 KL.
Dam below spillway: = 770mm.
Dam capacity was at 79% when reading taken on the 8th of April 2026

Mains flushing of dead-end mains, continued intermittently throughout the month.

Urbenville Water and Sewer

Mains flushing -1

Waste

Total waste disposed to landfill 149.3 tonnes
Total Visitors to transfer stations -757

Drake	110
Torrington	15
Urbenville	20
Liston	28

Our Governance No. 46 Cont…

Legume	20
Tenterfield	564

WEEDS MANAGEMENT

The Weeds Officer position is currently vacant.

TRANSPORT INFRUSTRUCTURE
March Report

Road Network

Gravel Roads Graded

Rocky River Rd (WIP)
Chauvel Rd
Gibraltar Rd
Paterson's Rd (WIP)

Pothole Patching

Regional Roads attract most attention due to their status as an A Class Rd and rural roads as needed.

Roads patched include:

Long Gully Rd
Tenterfield Streets
Jennings Town Streets
Mt Lindesay Rd
Urbenville Town Streets
Tenterfield Town Streets
Torrington Rd
Timbarra Rd
Paddy's Flat Rd North

Heavy Patching (Not Capitalised)

Vegetation Management

Shire roads.

Drainage Cleanout

All roads graded and others as necessary, depending on available resources.

Heavy Patching (Capitalised)

As part of reseal prep:
- Torrington Rd
- Scott St Tenterfield
- All Jennings Streets, eastern side of New England Highway
- Bellevue Rd

Our Governance No. 46 Cont…

- Black Swamp Rd
- Scott St
- Liston Town Streets
- Chauvel Rd – full rehabilitation – 1.6km

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.

- Bruxner Rd

LIVESTOCK SALE YARD
March Report

March 2026		
Feature Sales	3,463 Head	$ 4,163.583.00
Cattle Prime Sale	4,350 Head	$ 5,579,697.15
Private Weighings Total	419 Head	$ 243,981.62
Total March 2026	**8,232 Head**	**$ 9,987,261.80**
YTD July – March 2026	**17,563 Head**	**$ 23,017,624.21**

PARKS, GARDENS AND OPEN SPACE
March Report

Daily duties include public toilet cleaning, park/street bins, BBQ cleaning, and playground inspecting.
Mowing of parks and road verges
Replacement of the 2 Toro Mowers have arrived
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
Minor damage to public toilets
Cemetery maintenance and mowing
Further removal of Privet from along the Tenterfield Creek. Grant now completed
Garden maintenance repairs to the garden bed completed
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

RANGER
March Report

One - Dog impounded
- Dog found roaming the streets, collected and impounded
- Dog released to Lucky Paws Rescue after its duration at the pound

Zero - Cats impounded

Our Governance No. 46 Cont…

Infringements:
Five – Stop in a taxi zone

Orders
One - Nuisance order issued
One - Menacing dog declaration issued

Matthew Francisco
Director of Infrastructure Services

Prepared by staff member:	Karlie Svenson, Executive Assistant (Corporate and Infrastructure)
Approved/Reviewed by Manager:	Matthew Francisco, Director of Infrastructure Services
Department:	Office of the General Manager
Attachments:	There are no attachments for this report.

Department:	**Office of the General Manager**
Submitted by:	Allison Graham, Executive Assistant & Media
Reference:	**ITEM GOV47/26**
Subject:	**WORKFORCE, SAFETY, RISK, RECORDS AND COMMUNICATIONS REPORT - MARCH 2026**

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 March 2026.

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 this information to be noted by 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.

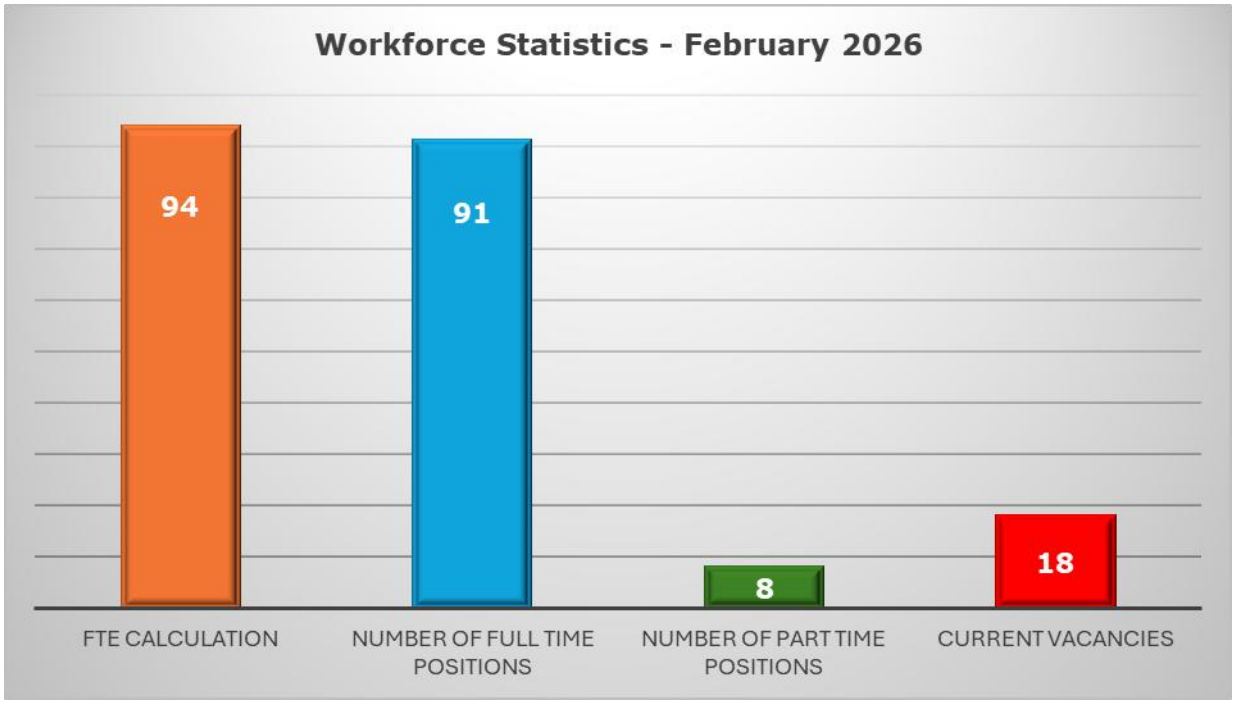
REPORT:

Workforce Statistics

The current FTE (Full Time Equivalent) of Council is 94, which is comprised of 91 full time positions and 8 part time positions (this figure does not include casuals or traineeships/apprenticeships).

Further positions are being processed for recruitment.

Our Governance No. 47 Cont…



Recruitment

Positions that have been recruited for in March.

- Senior Services Operator (Tenterfield)
- Services Operator (Tenterfield)
- Fleet Coordinator
- Leading Hand (Roads – Sealed)
- Plant Operator (Tenterfield)
- Plant Operator (Water Cart) Tenterfield
- Plant Operator (Northern)

Staff Turnover Rate

The turnover rate is 0%, which has been calculated for the month of March 2026. The count is focused on permanent employees of Council, and excludes casual, temporary or contract staff.

Learning & Development

- Traineeship Certificate III in Water Industry Operations x 2 – ongoing
- Certificate III in Heavy Commercial Vehicle Mechanical Technology (Automotive)
- Heavy Rigid (HR) Training
- Forklift (HRW) Licence
- Psychosocial Hazard & Risk Training
- Risk Assessment Training

Regulatory training is being reviewed with various training being organised, some of which include, Working at Heights, Confined Spaces, Asbestos Awareness, Silica Awareness, Sharps Training, ChemCert, First Aid (Remote) and Working Near Overhead Powerlines.

Our Governance No. 47 Cont…

Government incentives and initiatives are being investigated for future learning and development programs and is ongoing.

Workplace Health & Safety Statistics

Health & Wellbeing

Psychological health and safety in the workplace must be managed. Council has a legal responsibility to ensure healthy and safe workplaces. This includes, so far as is reasonably practicable, preventing or removing workplace factors to psychological safety, and where it is not possible to do so, reducing these factors and their impact.

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

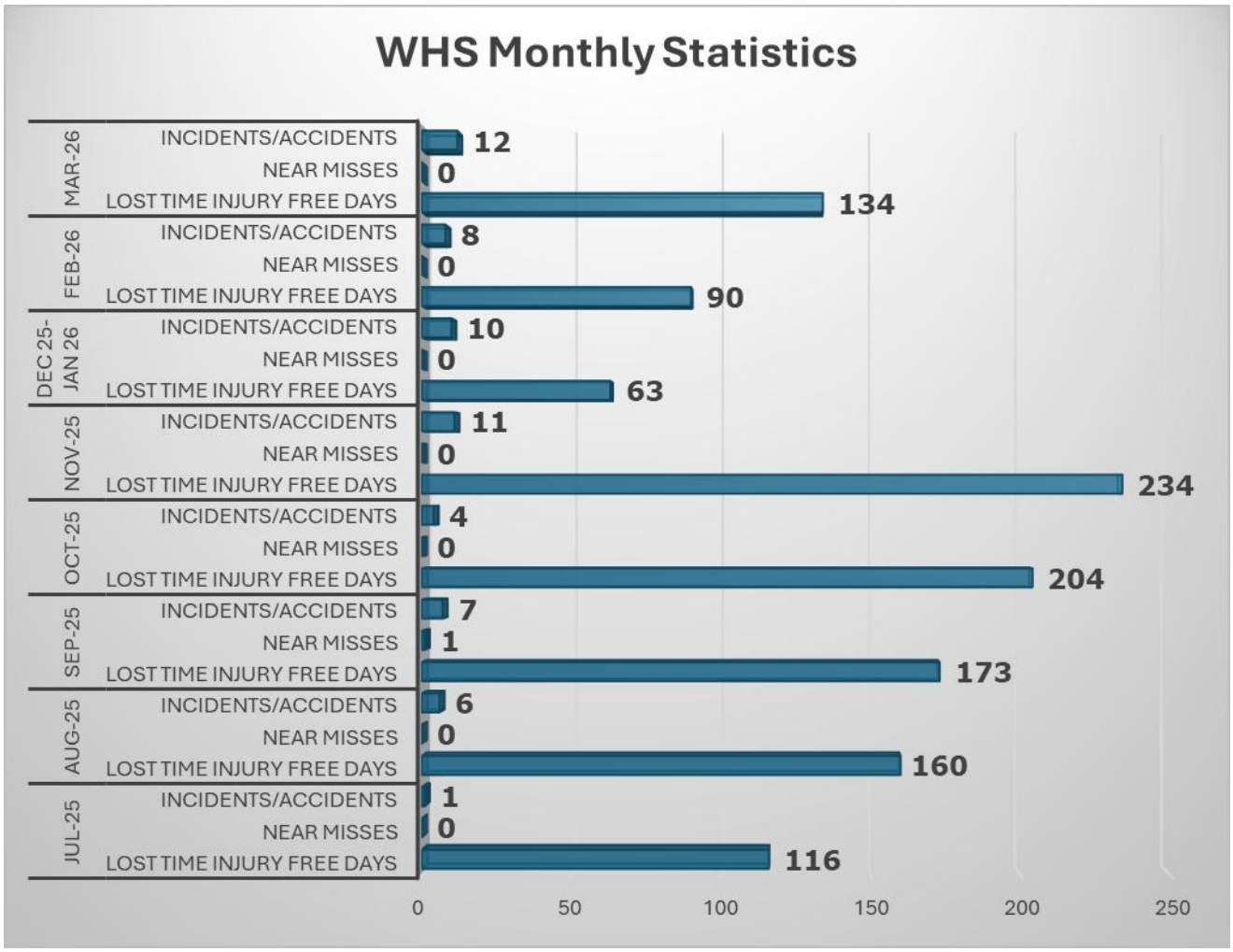
The program also assists employees with:

- 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 has been arranged for early May, 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.

Our Governance No. 47 Cont…

Reported Statistics



Risk Management

Risk Register

Ongoing work has been undertaken in Tenterfield Shire Council Risk Register which has been reviewed and updated to reflect current organisational risks.

The following actions have been undertaken in the digital risk management system:

1. IT (Cyber – Essential Eight Protocols), Records Management and Psychosocial Risks.
2. Education workshops of Council informing staff on updates in the Risk Management Framework.
3. Updating Council Business Paper Templates to incorporate "Risk" to align with framework.

Our Governance No. 47 Cont…

Business Continuity Plan

The Business Continuity Plan was adopted at the March Council Meeting GOV25/26.

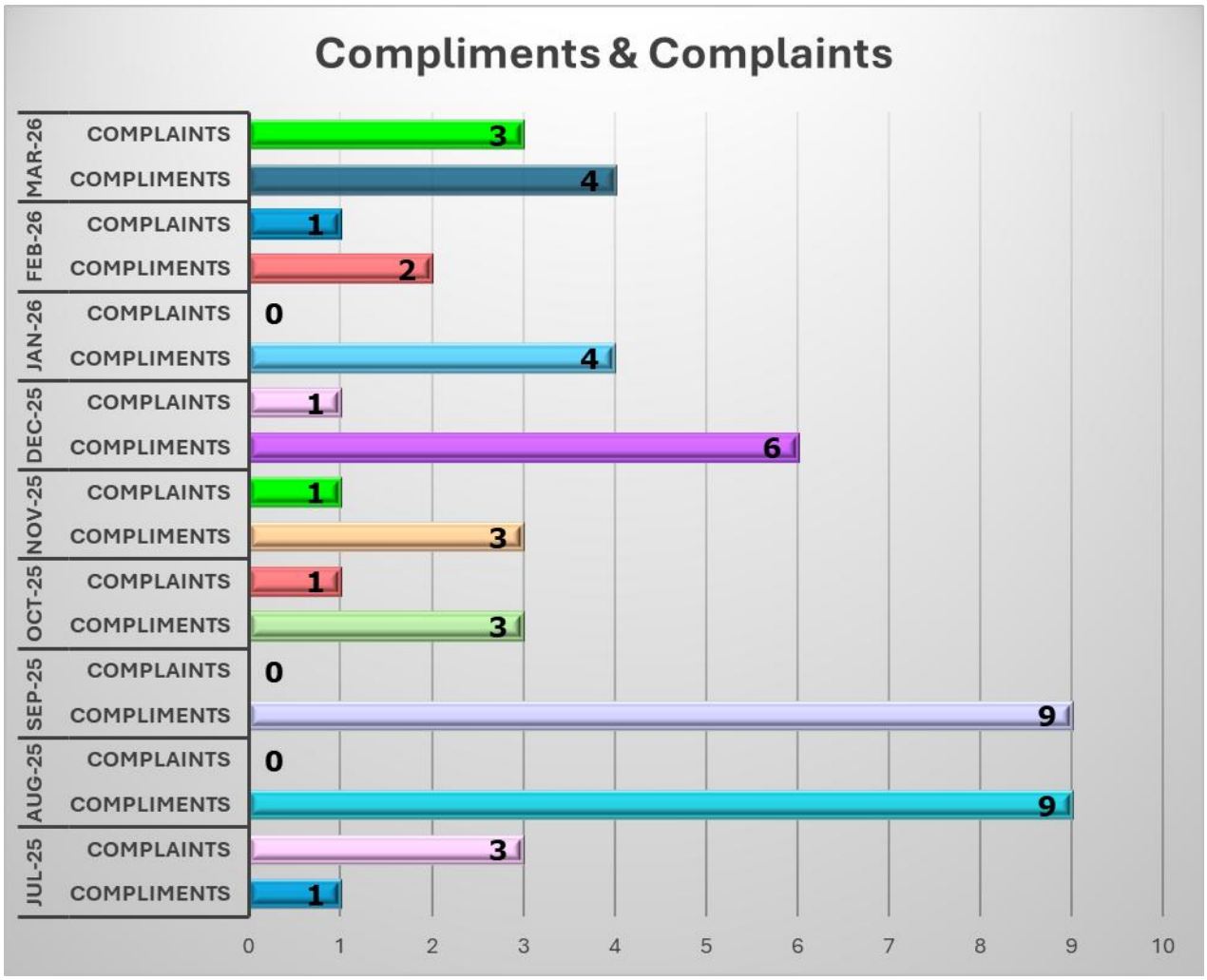
Council Insurance

Tenterfield Shire Council insurance renewals for 2026-2027 has commenced.

Workplace Health & Safety Training

- Psychosocial hazard training to Council staff both outdoor and indoor has been undertaken.
- Recalibrating outdoor risk assessment books to current risk matrix and ensuring consistency across the organisation.
- Reviewing Plant Tender documents to ensure WHS compliance and requirements are met.
- Revied of Quarry Safety Management System is ongoing.

Compliments & Complaints



Our Governance No. 47 Cont…

Communications

Social Media

74 Posts to Facebook for March 2026, with combined tallies of 86,689 Views and 358 Reactions:

- 02/03/2026 – LOOKING FOR WORK? Tenterfield Shire Council is hiring! Check out these exciting opportunities open for applications now
  Views 13,518, Reactions 30

- 02/03/2026 – Work for the Census - Applications now open
  Views 480, Reactions 1

- 02/03/2026 – SENIORS WEEK 2–10 MARCH
  Views 518, Reactions 4

- 02/03/2026 – The Washing Machine Exchange Program is back
  Views 2,641, Reactions 7

- 03/03/2026 – Friendly reminder that all Expressions of Interest (EOI) must be submitted by 5pm this Friday, 6 March 2026 – Tenterfield Band Hall Repairs
  Views 504, Reactions 1

- 05/03/2026 – Friendly reminder that all Expressions of Interest (EOI) for the Container Cafe must be submitted by 5pm Monday, 16 March 2026
  Views 614, Reactions 5

- 05/03/2026 – IT'S OFFICIAL – CLEARED FOR A 90-YEAR TAKE-OFF! Lease extension to FOTA
  Views 1,273, Reactions 32

- 05/03/2026 – NOTICE: Works to Causeway on Gibraltar Road impacting access crossing Skillion Hut Creek, approximately 550m from Mole River Road intersection
  Views 1,413, Reactions 3

- 05/03/2026 – GRAVEL N GRANITE 2026 – TENTERFIELD - 16 & 17 May, Registrations now OPEN
  Views 247, Reactions 4

- 06/03/2026 – OPEN TENDER: COUNCIL PREMISES CLEANING | Council Contract RFT 09-25/26
  Views 5,176, Reactions 17

- 06/03/2026 – Upgrade your air conditioner and save! The NSW Government is offering incentives to help households upgrade to a more energy-efficient air conditioner through the Household Energy Saving Upgrades program.
  Views 12,075, Reactions 14

Our Governance No. 47 Cont…

- 09/03/2026 – Get your tickets to hear the Haystack Mountain Hermits play at the School of Arts Tenterfield Inc. this Saturday evening
  Views 376, Reactions 3

- 10/03/2026 – Great opportunity for local businesses to showcase their "made in new england" products!
  Views 399, Reactions 1

- 16/03/2026 – (Your Story post) Community Pool Party
  Views 113, Reactions 1

- 16/03/2026 – From books to bots! Our Library is evolving beyond books — creating opportunities for young people to explore robotics
  Views 1041, Reactions 16

- 16/03/2026 – (Your Story post) From books to bots! Our Library is evolving beyond books — creating opportunities for young people to explore robotics
  Views 44, Reactions 0

- 16/03/2026 – (Your Story post) Tenterfield Autumn Festival, More decorated bales popping up
  Views 56, Reactions 1

- 16/03/2026 – (Your Story post) Tenterfield Autumn Festival, Keep your eyes open Hay Bales popping up all around town
  Views 42, Reactions 2

- 16/03/2026 – (Your Story post) Tenterfield Autumn Festival, Easter Long Weekend 3-6 April 2026
  Views 40, Reactions 1

- 16/03/2026 – (Your Story post) Tenterfield Chamber, Weekend Sunrise is coming to Tenterfield this Sunday 22 March live
  Views 43, Reactions 2

- 16/03/2026 – NSW Biosecurity, Selling of Moving Livestock off your property?
  Views 239, Reactions 0

- 16/03/2026 – (Your Story post) Hunter New England Central Coast Primary Health Network – Virtual Care Pod
  Views 63, Reactions 0

- 17/03/2026 – (Your Story post) Community Pool Party
  Views 102, Reactions 0

- 17/03/2026 – Community Pool Party, this Sunday 12pm – 3pm
  Views 2, Reactions 0

- 17/03/2026 – (Your Story post) From books to bots! Our Library is evolving beyond books — creating opportunities for young people to explore robotics
  Views 60, Reactions 0

Our Governance No. 47 Cont…

- 17/03/2026 – (Your Story post) Weekend Sunrise broadcasting LIVE from Tenterfield
  Views 54, Reactions 0

- 17/03/2026 – Weekend Sunrise broadcasting LIVE from Tenterfield
  Views 1683, Reactions 24

- 17/03/2026 – (Your Story post) OPEN TENDER: COUNCIL PREMISES CLEANING | Council Contract RFT 09-25/26
  Views 71, Reactions 0

- 17/03/2026 – OPEN TENDER: COUNCIL PREMISES CLEANING | Council Contract RFT 09-25/26
  Views 433, Reactions 0

- 17/03/2026 – (Your Story post) Elders Limited, Applications are now open for the 2026 Elders Giving Project
  Views 58, Reactions 0

- 17/03/2026 – (Your Story post) Ron Hoenig MP, An afternoon with Tenterfield Shire Council, checking out their new water treatment plant
  Views 61, Reactions 0

- 18/03/2026 – (Your Story post) New England Times, Next Round of Volunteer grants closing
  Views 81, Reactions 0

- 18/03/2026 – Please share with our wonderful community of volunteers, New England Times, Next Round of Volunteer grants closing
  Views 655, Reactions 2

- 18/03/2026 – (Your Story post) Tenterfield Shire Libraries, Don’t miss storytime tomorrow
  Views 47, Reactions 1

- 18/03/2026 – Public Notice – Slope Protection works along Long Gully Road, Drake – Works commencing Monday, 16 March and are expected to continue for two (2) monthsViews 1,238, Reactions 2
  Views 2,674, Reactions 5

- 19/03/2026 – (Your Story post) Experience Tenterfield, East Street is back for the Autumn Festival
  Views 80, Reactions 1

- 19/03/2026 – Council Meeting Wrap-Up – 25 February 2026
  Views 3,147, Reactions 15

- 19/03/2026 – (Your Story post) Northern Tablelands Local Land Services, Do you know what to look for when buying bulls for your property
  Views 56, Reactions 0

Our Governance No. 47 Cont…

- 19/03/2026 – (Your Story post) Tenterfield Aquatic Centre, Reminder pool closed to public this Saturday, 21st March 2026 – Tenterfield Swim Club, Championships Day
  Views 40, Reactions 0

- 20/03/2026 – (Your Story post) Tenterfield Aquatic Centre, Thank you, Tenterfield! We've officially broken the attendance record
  Views 65, Reactions 1

- 23/03/2026 – (Your Story post) Tenterfield Aquatic Centre, Thank you, Tenterfield! We've officially broken the attendance record
  Views 96, Reactions 0

- 23/03/2026 – Exciting Milestone for the Tenterfield Memorial Baths ('the pool'), Congratulations to the pool managers on a standout season so far.
  Views 520, Reactions 10

- 23/03/2026 – (Your Story post) Angry Bull Trails, Tenterfield on Sunrise this morning, thanks to everyone who came down to the park
  Views 40, Reactions 0

- 23/03/2026 – Link to Tenterfield Shire Council's Development Application Register List
  Views 4,634, Reactions 12

- 23/03/2026 – (Your Story post) Tenterfield Shire Council's Development Application Register List
  Views 26, Reactions 0

- 23/03/2026 – HEALTH NOTICE - Japanese Encephalitis (JE)
  Views 779, Reactions 6

- 23/03/2026 – (Your Story) HEALTH NOTICE - Japanese Encephalitis (JE)
  Views 48, Reactions 0

- 23/03/2026 – (Your Story post) Service NSW, Know the warnings for bushfires, floods and storms
  Views 39, Reactions 0

- 24/03/2026 – Water Disruption Notice & UPDATE Resumption of Services
  Views 1,533, Reactions 6

- 24/03/2026 – (Your Story post) OPEN TENDER: COUNCIL PREMISES CLEANING | Council Contract RFT 09-25/26
  Views 250, Reactions 0

- 25/03/2026 – (Your Story post) NSW Agriculture, Considering making a drought plan?
  Views 136, Reactions 1

- 25/03/2026 – Know the warnings plan ahead, when it comes to emergencies, knowing what the warnings mean. "Know the warnings for bushfires, floods and storms"

Our Governance No. 47 Cont…

Views 762, Reactions 2

- 25/03/2026 – (Your Story post) New England High Country, Tenterfield is turning it on this Easter!
  Views 66, Reactions 0

- 25/03/2026 – NEWS – Registration reform for Rural Vehicles & Fuel Security
  Views 3,263, Reactions 22

- 26/03/2026 – (Your Story post) Save the date, Sunday, 29 March 2026 – For to 100 year Celebrations, Torrington All Saints Anglican Church
  Views 143, Reactions 0

- 26/03/2026 – "World-class internet access, regardless of your postcode" NBN Satellite Upgrade – Big news for our region
  Views 996, Reactions 2

- 26/03/2026 – Local Cleaners Needed, Council is inviting tenders for cleaning services for several Council-managed facilities
  Views 1,419, Reactions 8

- 26/03/2026 – (Your Story post) Local Cleaners Needed, Council is inviting tenders for cleaning services for several Council-managed facilities
  Views 90, Reactions 1

- 26/03/2026 – LOOKING FOR WORK? Tenterfield Shire Council is hiring! Check out these exciting opportunities open for applications now
  Views 63, Reactions 0

- 26/03/2026 – TOTAL FIRE BAN – FRIDAY, 27 MARCH 2026
  Views 549, Reactions 7

- 26/03/2026 – (Your Story post) NSW RFS Northern Tablelands District, TOTAL FIRE BAN – FRIDAY, 27 MARCH 2026
  Views 88, Reactions 0

- 26/03/2026 – Great news, Tenterfield! At yesterday's Ordinary Council Meeting, Council resolved to waive the $2 entry fee for this Sunday's Community Pool Party!
  Views 2,722, Reactions 31

- 30/03/2026 – (Your Story post) NSW RFS Northern Tablelands District, The Statutory bushfire danger period for all local government area in Northern Tablelands, ends at midnight
  Views 164, Reactions 1

- 30/03/2026 – PUBLIC NOTICE – Works to commence on Hynes Bridge Road
  Views 1,520, Reactions 4

- 30/03/2026 – PUBLIC NOTICE – Road Closure, Works on Black Swamp Road
  Views 1,688, Reactions 4

Our Governance No. 47 Cont…

- 30/03/2026 – (Your Story post) Tenterfield Aquatic Centre, And that's a wrap on our final pool party for the season and a massive thank you
  Views 57, Reactions 0

- 30/03/2026 – Council Meeting Wrap-Up – 25 March 2026
  Views 2,049, Reactions 10

- 30/03/2026 – (Your Story post) Service NSW, It's time to go paperless with the Digital Birth Certificate
  Views 59, Reactions 0

- 30/03/2026 – Service NSW, It's time to go paperless with the Digital Birth Certificate
  Views 125, Reactions 0

- 31/03/2026 – Council Easter Closures, 2026 Easter long Weekend Closure & Notices
  Views 1,086, Reactions 14

- 31/03/2026 – Have your say: CCTV in Tenterfield CBD
  Views 11,188 ,Reactions 33

- 31/03/2026 – (Your Story post) Tenterfield CBD CCTV Masterplan, Tenterfield Shire Council is seeking support from residents, businesses and visitors to apply for funding for improved safety initiatives, including CCTV in the CBD.
  Views 82 ,Reactions 0

- 31/03/2026 – (Your Story post) FRRR – Small & Vital grants available
  Views 71 ,Reactions 0

- 31/03/2026 – (Your Story post) Food Hub Tenterfield & Community Cafe
  Views 54 ,Reactions 0

Website

10 notices posted

Newsletter

12 items over four pages for Issue 202, December 2025/January 2026

Other Communiques

Information Screen in Council's Reception Foyer – 10 screen presentations

COUNCIL IMPLICATIONS:

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

   Nil.

2. **Policy and Regulation**

Our Governance No. 47 Cont…

- *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.

Matthew Francisco
Director of Infrastructure Services

Prepared by staff member:	Allison Graham, Executive Assistant & Media
Approved/Reviewed by Manager:	Matthew Francisco, Director of Infrastructure Services
Department:	Office of the General Manager
Attachments:	There are no attachments for this report.

Department:	**Office of the General Manager**
Submitted by:	Allison Graham, Executive Assistant & Media
Reference:	**ITEM GOV48/26**
Subject:	**COUNCILLOR WORKS/SERVICE REQUESTS - MARCH 2026**

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 Action:	As per funding provisions made in Operational and Capital annual 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 March 2026.

BACKGROUND

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

4.2 Section 232 of the *Local Government Act 1993* (the Act) states that the role of a Councillor is as follows:

(a) to be an active and contributing member of the governing body
(b) to make considered and well-informed decisions as a member of the governing body
(c) to participate in the development of the integrated planning and reporting framework
(d) to represent the collective interests of residents, ratepayers and the local community
(e) to facilitate communication between the local community and the governing body

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

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

Our Governance No. 48 Cont…

3. Works/Service Requests that are not submitted to the above-mentioned Council email address, or not clearly marked "Works/Service Request" may not be appropriately dealt with in accordance with this procedure due to potential misinterpretation and/or scarce resources.
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:
This report seems to be working well enough lately – properly capturing Works/Service Requests received from Councillors and reporting on them in an open and transparent manner as business of Council in accordance with Chapter 4, Part 1 of the *Local Government Act 1993*.

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.

   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)**

Our Governance No. 48 Cont…

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

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

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

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

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

Hein Basson
General Manager

Prepared by staff member:	Allison Graham, Executive Assistant & Media		
Approved/Reviewed by Manager:	Hein Basson, General Manager		
Department:	Office of the General Manager		
Attachments:	**1**	2026 As at March Councillor Works Services Requests	5 Pages

Councillor Work/Service Request Report

As at March 2026

Councillor Work/Service Request	Councillor	Date	Department	Status
Resident - Request for work to have a Camphor Laurel tree trimmed on the southside of Woodward Park, Drake - The tree has grown out over the resident's fence at Allison Street, Drake and is shading out the sun in winter and contributing to dampness in the house	**Cr Turner**	20/03/2025	Open Space, Regulatory & Utilities Supervisor	08/04/2025: came in via on-line form on Council website, added to Councillor Works/Services Requests 13/11/2025: Open Space, Regulatory & Utilities Supervisor - Council seeking to engage a skilled tree lopper with large scale equipment to undertake the job, and to be scheduled when other large scale works also required to save in costing and staff availability. 02/02/2026: Director Infrastructure Services (on behalf of Open Space, Regulatory & Utilities Supervisor) - Ongoing
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. 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. 16/02/2026: Maintenance Works Coordinator - met with property owner for the grid on Rocky River Road to discuss type of work required, he will rebuild the grid adding new edgements with widening of grid to 3.6m, complete with new fencing.

Councillor Work/Service Request Report

As at March 2026

				Property owner for the grid at Rocky River Station has not responded to letter received and Council is continuing with efforts to make contact. 9/4/26: Works Department – Rocky River Road Grid - side rails have been replaced, still awaiting further feedback from the property owner for the Rocky River Station Grid.
Status enquiry for Road Reserve Dedication, widening of Snake Creek Road, Sandy Hill	Cr Turner	09/10/2025	Lands Management Officer	09/10/2025: Director Corporate Services: This to be reviewed when then new Lands Management Officer has been engaged. 22/01/2026: Director Corporate Services reassigned the enquiry to recently appointed Lands Management Officer, due to receiving a high backlog in workload, this with all other reassigned records will in time be reviewed and scheduled for investigation and actioned. 8/4/26: Lands Management Officer - due to workload backlog, yet to be scheduled
Formal request for a review of the Development Application (DA) 2019.123 and an immediate Stop Work Order for the Campground on Hootons Road Tabulam	Cr Turner	15/12/2025	Manager Planning and Development Director Corporate Services	18/12/2025: Director Infrastructure Services - Legal Advice has been sought and a Report will be prepared for Council based on this legal advice - sometime in the new year. 12/02/2026: Director Corporate Services – legal advice has been received, Council will review.

Councillor Work/Service Request Report

As at March 2026

				17/03/2026: General Manager – Waiting on cost estimate for further legal advice to be pursued. 20/03/2026: Director Corporate Services - further legal advice has now been sought to identify the level of liability to Council.
Neighbour adjacent to "Premises A" Naas St, Multiple Dogs that bark continuously, cage size for one dog needs to be checked if suitable, high amount of rubbish in yard that raises concern of potential vermin	Cr Petrie	20/01/2026	Community Compliance Officer (Ranger)	06/03/2026: Community Compliance Officer (Ranger) - The primary properties associated with barking dog complaints in the Naas Street area are "Premises C" Naas Street, "Premises A" Naas Street and "Premises B" Naas Street, Tenterfield. Barking dog letters and diaries (noise monitoring sheets) were distributed by correspondence to neighbouring properties in Naas and Wood Streets, requesting residents assistance to record any barking incidents, this will assist Council in determining whether the barking meets the legislative threshold of a nuisance and to support any potential enforcement action if required. 23/03/2026: Community Compliance Officer (Ranger) – Petition has been received from residents of Nass Street which identifies ongoing disturbance caused by barking dogs and raises additional concerns including unsightly premises, animal confinement, odour and vermin. This matter is already under active investigation by Council Ranger attended a meeting with NSW Housing and the tenant, • NSW Housing

Councillor Work/Service Request Report

As at March 2026

				directed the tenant to clean and maintain the property, with a follow-up inspection scheduled • Ongoing monitoring of potential animal welfare concerns It is noted that no completed barking dog diaries have been returned to Council by any residents to date, which limits Council's ability to progress formal enforcement action in relation to nuisance barking.
Request Council takes appropriate action regarding the Rouse Street Footpath - Disability Access Ramp in Front of business in Rouse Street following a reported trip accident	Cr Murphy	03/02/2026	Open Space, Regulatory & Utilities Supervisor	05/02/2026: , Open Space, Regulatory & Utilities Supervisor has been requested by Director Infrastructure Services to follow up on this issue for the installed access ramps and visibility with the Tenterfield Chamber of Tourism, Industry and Business as they arranged for their installation. 13/04/2026: Director Infrastructure Services – Investigation ongoing.
Overhanging trees over the front fence in Rouse Street, Tenterfield are badly impeding vision of oncoming traffic from the north - Please advise if council can trim these or a notice can be issued to the owners	Cr Petrie	16/02/2026	Open Space, Regulatory & Utilities Supervisor	17.03.2026: Open Space, Regulatory & Utilities Supervisor – scheduled to make contact with the property owner. 08/04/2026: Ongoing
Concerns that "On the Clarence Camping" have expanded beyond the limits of their original Development Application	Cr Turner	12/03/2026	Manager Planning and Development Senior Environmental Health & Building Surveyor	12/03/2026: Manager Planning and Development has requested from Senior Environmental Health & Building Surveyor to investigate the tiny home -to confirm if it is exempt, if meeting the SEPP requirement 8/4/26: Status request sent

Councillor Work/Service Request Report

As at March 2026

Drake Signage, Hall, School and Helipad	Cr Turner	17/03/2026	Works Manager	17/03/2026: Definition for required design on Helipad sign to be confirmed and order placed as well as for the Hall and School signs.
Request for maintenance services - Tenterfield main street area	Cr Rhodes	18/03/2026	Open Space, Regulatory & Utilities Supervisor	01/04/2026: Parks & Gardens Coordinator - Trees at the Post Office have been trimmed up and will get more extensive pruning during the cooler months. Tables and chairs in Rouse Street and Bruxner Park have recently been repainted. Bins and chairs under pear trees have been cleaned. Location for pavers to be defined for further investigation and scheduling.
Tenterfield Railway Station being used to advertise Development Applications on the Council's Facebook page	Cr Rhodes	24/03/2026	Executive Assistant & Media	24/03/2026: Executive Assistant & Media – Response sent to Cr Rhodes, this photo has been used as a banner in the Building and Planning section/tab of Councils website since 2019, The weekly Facebook post regarding the Development Application Register, provides a link directly to the register which sits inside the Building and Planning section of Councils website , Facebook function automatically places the picture inside the link
Request on behalf of resident for the fix of a large pothole in the lane running behind the swimming pool	Cr Petty	25/03/2026	Works Manager	25/03/2026: Works Manager – Repairs to be conducted

Department:	**Office of the General Manager**
Submitted by:	Executive Assistant & Media
Reference:	**ITEM RES3/26**
Subject:	**COUNCIL RESOLUTION REGISTER - MARCH 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 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 March 2026.

Matthew Francisco
Director of Infrastructure Services

Prepared by staff member:	Allison Graham
Approved/Reviewed by Manager:	Matthew Francisco,Director of Infrastructure Services
Department:	Office of the General Manager
Attachments:	**1** Actions Register - March 2026 16 Pages

OUTSTANDING ACTIONS REPORT

Printed: Monday, 13 April 2026 1:17:39 PM
Division:
Committee: Council
Officer:
Date From: 26/04/2023
Date To: 25/03/2026

Meeting	Date	Officer	Title	Target
Council 24/05/2023	24/05/2023	Duwenhogger-Lange, Milan	**MT LINDESAY ROAD BRYANS GAP ROAD LAND ACQUISITION**	30/11/2026

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

13 Feb 2026 1:17pm Graham, Allison - Target Date Revision
Target date changed by Graham, Allison from 14 June 2023 to 30 November 2026 - Target date changed by Graham, Allison from 14 June 2023 to 14 June 2023 - Target date extended/revised to November 2026, new Lands Management Officer commenced work in January 2026 and has a backlog of items to attend to.

19 Mar 2024 2:45pm Melling, Elizabeth - Reallocation
Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

12 Oct 2023 9:15pm Counsell, David
Surveyor boundary identification near the intersection has been completed. Further design work on hold pending Government review of funding grant.

20 Jul 2023 11:16am Melling, Elizabeth
Sent request to surveyor to confirm five boundary points.

Meeting	Date	Officer	Title	Target
Council 24/05/2023	24/05/2023	Duwenhogger-Lange, Milan	**MT LINDESAY ROAD – BOUNDARY ROAD LAND ACQUISITION**	30/11/2026

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

13 Feb 2026 1:19pm Graham, Allison - Target Date Revision
Target date changed by Graham, Allison from 14 June 2023 to 30 November 2026 - Target date extended/revised to November 2026, new Lands Management Officer commenced work in January 2026 and has a backlog of items to attend to.

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 t landowners. Preparing brief for surveyor.

OUTSTANDING ACTIONS REPORT

Printed: **Monday, 13 April 2026 1:17:39 PM**
Division:
Committee: Council
Officer:
Date From: 26/04/2023
Date To: 25/03/2026

Meeting	Date	Officer	Title	Target
Council 24/05/2023	24/05/2023	Duwenhogger-Lange, Milan	**SHERRATT ROAD TORRINGTON - ROAD RESERVE ACQUISITION**	30/11/2026

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

13 Feb 2026 1:07pm Graham, Allison - Target Date Revision
Target date changed by Graham, Allison from 14 June 2023 to 30 November 2026 - Target date extended/revised to November 2026, new Lands Management Officer commenced work in January 2026 and has a backlog of items to attend to.

19 Mar 2024 2:45pm Melling, Elizabeth - Reallocation
Action reassigned to Francisco, Matthew by Melling, Elizabeth - David Counsell no longer works for TSC

12 Oct 2023 9:19pm Counsell, David
Information being compiled for meeting with Crown Lands office.

20 Jul 2023 11:12am Melling, Elizabeth
Liaising with Crown Lands to determine surveyors scope.

Meeting	Date	Officer	Title	Target
Council 24/05/2023	24/05/2023	Francisco, Matthew	**MOLESWORTH STREET DRAINAGE PIPE EASEMENT**	14/06/2023

67/23

Resolved that Council:

(1) Agree to seek an easement over the drainage pipe in Lot 4 Molesworth Street and payment of any compensation of the affected land; and

(2) 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

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 23/08/2023	23/08/2023	Francisco, Matthew	**SUNNYSIDE HALL ROAD - PUBLIC GATE & VEHICLES BY-PASS APPLICATION**	9/03/2026

134/2

Resolved that Council:

(1) Approve the alteration of an existing public gate with a new grid (gate and vehicular by-pass) installation on Sunnyside Hall Road located 100m from Bruxner Way; and

OUTSTANDING ACTIONS REPORT

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Committee: Council
Officer:
Date From: 26/04/2023
Date To: 25/03/2026

Meeting	Date	Officer	Title	Target

(2) Provide the applicant with Council Consent in accordance with Policy 2.162 subject to no objections being received.

(3) Advertise the approval with proposed installation 1 month after advertising as required by the Roads Regulation 2008.

(Peter Petty/Tom Peters)

Motion Carried

Notes

13 Feb 2026 1:26pm Graham, Allison - Target Date Revision
Target date changed by Graham, Allison from 13 September 2023 to 09 March 2026 - Works Department to provide information on the Action

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

12 Oct 2023 9:20pm Counsell, David
No objections have been received and approval for installation is being prepared.

19 Sep 2023 11:48am Ritchie, Hayley
Advertised in Your Local News, Website. Submissions closed 13 September 2023.

Meeting	Date	Officer	Title	Target
Council 25/10/2023	25/10/2023	Francisco, Matthew	**ROAD ASSET MANAGEMENT PLAN REVIEW**	9/03/2026

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

13 Feb 2026 1:26pm Graham, Allison - Target Date Revision
Target date changed by Graham, Allison from 15 November 2023 to 09 March 2026 - Works Manager to assist with information on this action.

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 20/12/2023	20/12/2023	Condrick, Jodie	**TENTERFIELD BAND HALL**	30/09/2026

OUTSTANDING ACTIONS REPORT

Printed: **Monday, 13 April 2026 1:17:39 PM**
Division:
Committee: Council
Officer:
Date From: 26/04/2023
Date To: 25/03/2026

Meeting	Date	Officer	Title	Target
241/2				

Resolved that Council:

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

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

(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

24 Sep 2025 10:51am Condrick, Jodie
Additional furniture is now being arranged to be located into the Band Hall from the School of Arts, will need to have discussions if these items are able to be sold at auction or need to be retained.

06 Aug 2025 4:10pm Condrick, Jodie
Furniture to be removed from the building and sold, once the building is empty I will then discuss with Matthew re. the Scope of Work and EOI for the building.

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

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 scheduled in January to identify priority works to request quotes from local builders.
Expressions of interest to be sought after priority works completed.
18.3.24 Tamai Davidson: scope of works prepared for builders to provide quotes
29.05.25 Tamai Davison: Action reassigned to Condrick, Jodie by Davidson, Tamai - No longer in Planning area of responsibility

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

OUTSTANDING ACTIONS REPORT

Printed: **Monday, 13 April 2026 1:17:39 PM**
Division:
Committee: Council
Officer:
Date From: 26/04/2023
Date To: 25/03/2026

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

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

18/25

Resolved

That Council:

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

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

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

- **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

13 Feb 2026 4:37pm Graham, Allison
11.02.2026 - Director Infrastructure Services, this is ongoing

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.

OUTSTANDING ACTIONS REPORT

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Division:
Committee: Council
Officer:
Date From: 26/04/2023
Date To: 25/03/2026

Meeting	Date	Officer	Title	Target
Many thanks Hein.				

Meeting	Date	Officer	Title	Target
Council 27/08/2025	27/08/2025	Marchant, Gillian	**RECREATIONAL USE OF THE TENTERFIELD DAM WATER SUPPLY**	30/06/2026

113/2

Resolved

That Council:

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

(Bronwyn Petrie/Peter Petty)

Motion Carried

Notes

13 Feb 2026 4:40pm Graham, Allison - Target Date Revision
Target date changed by Graham, Allison from 17 September 2025 to 30 June 2026 - Director Infrastructure Services reported ongoing seeking funding

13 Feb 2026 4:38pm Graham, Allison
11.02.2026 Director Infrastructure Services - seeking funding for masterplan

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
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 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:

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:**

Initiative	Annual Budget	Revised Annual Budget
A.Events Program	$20,000	$10,000
B.Tourism Website & TIC Refresh	$7,500	$7,500
C.Content Asset Development (every 2nd year)	$15,000	$7,500

OUTSTANDING ACTIONS REPORT

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Date From: 26/04/2023
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Meeting	Date	Officer	Title	Target

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

OUTSTANDING ACTIONS REPORT

Printed: Monday, 13 April 2026 1:17:39 PM
Division:
Committee: Council
Officer:
Date From: 26/04/2023
Date To: 25/03/2026

Meeting	Date	Officer	Title	Target

Notes

16 Feb 2026 9:50am Graham, Allison
Variation to Funding Agreement of additional $30,000 funding has been paid in December 2025

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

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

14 Feb 2026 11:44am Graham, Allison
Deputy Mayor has attended the staff meetings as delegate for both indoor and outdoor staff in December 2025, schedule of staff meetings for 2026 has been issued to Councillors. Awaiting Mayor to schedule time to formulate process and level of interaction.

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 4/11/2025 - follow up request sent to Mayor to schedule time to formulate process and level of interaction

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 formulate the process and level of interaction to be implemented under this review.

Meeting	Date	Officer	Title	Target
Council 27/11/2025	27/11/2025	Francisco, Matthew	**POLWORTH STREET SUBDIVISION**	1/12/2026

226/2 **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

OUTSTANDING ACTIONS REPORT

Printed: **Monday, 13 April 2026 1:17:39 PM**
Division:
Committee: Council
Officer:
Date From: 26/04/2023
Date To: 25/03/2026

Meeting	Date	Officer	Title	Target

Notes

13 Feb 2026 4:44pm Graham, Allison
11.02.2026 Director Infrastructure Services - Ongoing

08 Dec 2025 1:23pm Graham, Allison - Email
Matthew, please proceed to engage a consultant to carry out the survey, investigation and design of the sewerage infrastructure for remedy of the issue at the Polworth Street subdivision, and engagement of a contractor to construct the amendments required for the sewer system.

Meeting	Date	Officer	Title	Target
Council 17/12/2025	17/12/2025	Condrick, Jodie	**SCHOOL OF ARTS - ROOFING WORKS**	31/12/2026

232/2

Resolved

That Council:

Notes the information contained in the report.

(Kim Rhodes/Greg Sauer)

Motion Carried

Notes

13 Feb 2026 3:52pm Condrick, Jodie - Target Date Revision
Target date changed by Condrick, Jodie from 07 January 2026 to 31 December 2026 - Works are to be completed by the end of December

Meeting	Date	Officer	Title	Target
Council 17/12/2025	17/12/2025	Paynter, James	**TENDER EVALUATION FOR RFT 06 25/26 TENDER ASSESSMENT FOR THE ESTABLISHMENT OF THE TENTERFIELD SHIRE COUNCIL SERVICE HIRE PANEL (SHP)**	7/01/2026

251/2

Resolved

That Council:

1. **Accepts the tenders received from the following companies/businesses:**
   - **A.M Graham & C.J Graham**
   - **AVADA Traffic Pty Ltd**
   - **Barker Ryan Stewart**
   - **D&K Earthworks Pty Ltd**
   - **David A Kelly Bobcat & Tipper Hire**
   - **de Witt Consulting Pty Ltd**
   - **Finn Valley Pty Ltd**
   - **Hughes Plant and Civil Pty Ltd**
   - **Jagon Pty Limited**
   - **Kembul Pty Ltd T/a AB Contracting (NSW)**
   - **M & L Tractor Mulching Services**
   - **Maslan Contractors Pty Ltd**
   - **MGB Components Trust T/a GPS Onsite**
   - **MJ Smith Ground Preparation Pty Ltd**
   - **Nathan Sweet Excavations Pty Ltd ATF the Nathan Sweet Family Trust**
   - **R&D Strong Bobcat Excavator & Tipper Hire**
   - **Smith Plant Hire NSW Pty Ltd**
   - **Tenterfield Mini Earthworx Pty Ltd**

OUTSTANDING ACTIONS REPORT

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Division:
Committee: Council
Officer:
Date From: 26/04/2023
Date To: 25/03/2026

Meeting	Date	Officer	Title	Target

- **Terania Consulting Pty Ltd ATF Terania Consulting Unit Trust T/a Tenterfield Surveys**
- **Terence E & Patricia Crome**
- **The Control Group Pty Ltd**
- **The Locating Group Pty Ltd**
- **The Trustee for The Saxonchase Road Services Trust**
- **Townes Group Operations Pty Ltd**

2. **Authorises the General Manager to incorporate minor clarifications or adjustments to the initial Service Hire Panel Deed terms where required for legal, probity, or practical reasons, provided such adjustments are not significant and applied fairly and consistently across Suppliers.**

3. **Approves the establishment of the Service Hire Panel (SHP) and authorises the General Manager to execute SHP Deeds with all RFT 06 25/26 Tenderers.**

4. **Authorises the General Manager to administer the SHP in accordance with the Deed, including:**
   - **Assessing, accepting and calling for offers from prospective new Suppliers during the SHP term, in accordance with the Deed and TSC's procurement policy.**
   - **Revising and updating SHP Suppliers' Schedules of Rates (including prices for CPI adjustments and any changes to service offerings) as permitted under the Deed, to maintain competitiveness and operational relevance.**
   - **Execution of the two optional term extensions for SHP Deeds, where applicable.**

5. **Authorises the General Manager and staff (in accordance with delegated authority) to assess options to issue, manage, and administer Purchase Orders under the Deed, including determining value for money selections for each engagement and applying Council's procurement and governance requirements.**

6. **Authorises the General Manager to make appropriate adjustments to the Deed during its term to reflect changes in the legal environment, statutory requirements, or practical considerations necessary to meet Council's operational needs, provided such adjustments are applied fairly and consistently across Suppliers.**

(Peter Petty/Kim Rhodes)

Motion Carried

Notes

09 Jan 2026 9:26am Paynter, James
Awaiting legal and insurance review of the Deed of Terms - Jeremy and Jim are pursuing. Once agreed, a DEED a letter will be issued to each supplier requesting final documentation to allow the DEED to be enacted.

07 Jan 2026 4:22pm Graham, Allison - Email
James, please proceed with the establishment of the Service Hire Panel and preparation for execution of deeds to all tenderers listed for RFT 06 25/26 for signature by the General Manager

OUTSTANDING ACTIONS REPORT

Printed: Monday, 13 April 2026 1:17:39 PM
Division:
Committee: Council
Officer:
Date From: 26/04/2023
Date To: 25/03/2026

Meeting	Date	Officer	Title	Target
Council 25/02/2026	25/02/2026	Paynter, James	COUNCIL SEALED ROAD PATCHING INFORMATION	18/03/2026

14/26

Resolved

That Council:

1. **Approves hiring a specialised patching truck for 12 months, and the necessary budget allocations to fund the ongoing maintenance of Council's sealed road network.**

2. **Approves three new staff positions as from 1 July 2026 to form a patching team for Council's sealed road network.**

(Greg Sauer/Tim Bonner)

Motion Carried

Notes

06 Mar 2026 4:19pm Graham, Allison - Email
Dear James, kindly make the necesaary arrangements for the hiring of a patching truck for a 12 month period. Please liaise with Janet regarding the addtional three staffing positions, so that we have the staff available to keep the truck operational and not static. Kind regards Hein.

Meeting	Date	Officer	Title	Target
Council 25/03/2026	25/03/2026	Duwenhogger-Lange, Milan	TENTERFIELD CHILDCARE CENTRE - LEASE RENEWAL	8/04/2026

51/26

Resolved

That Council:

(1) Resolves to approve the lease renewal for the Tenterfield Childcare Centre.

(2) Renews the lease for a 12-month period from 27 March 2026 at a rent of $21,270.73 plus GST, with a market review to occur during this period of time with the view of negotiating a market related rental with the lessee, for the ambiguous situation with the records house be sorted out and a clear map be developed for attachment to the lease agreement, and for the lease to include the following items to be the responsibility of the lessee:

- **All Sewer, Water, Stormwater and Waste charges,**
- **Phone, internet and electricity charges,**
- **Cosmetic maintenance and improvement costs,**
- **Public liability insurance for 132 and part of 134 Manners Street.**

(Greg Sauer/Peter Murphy)

Motion Carried

Notes

02 Apr 2026 5:16pm Graham, Allison - Email
Dear Milan, please implement this Council Resolution, noting the action required to renwe the lease for a 12 month period, a market review to occur, and a clear map required for the understanding of 132 and 134 Manners Street.

OUTSTANDING ACTIONS REPORT

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Officer:
Date From: 26/04/2023
Date To: 25/03/2026

Meeting	Date	Officer	Title	Target
Council 25/03/2026	25/03/2026	Duwenhogger-Lange, Milan	**TENTERFIELD TOTAL CARE LEASE**	8/04/2026

52/26

Resolved

That Council:

Approves granting to Tenterfield Total Care, a 3 x 3-year lease agreement for 136 Manners Street, Tenterfield at an annual rental of $12,000 per year plus GST (with no CPI-increase) commencing on 1 April 2026, with a renegotiation of the rental price after the first three year period, and for the lease to include the following items to be the responsibility of the lessee:.

- **Service charges for water and sewer availability at voluntary/charitable rates,**
- **Waste collection charge,**
- **Water management facility charge,**
- **Waste recycling collection charge,**
- **Stormwater charge,**
- **Water consumption charge at normal rates,**
- **All phone, internet and electricity utility charges.**

(Bronwyn Petrie/Greg Sauer)

Motion Carried

Notes

02 Apr 2026 5:13pm Graham, Allison - Email
Dear Milan, please implement this Council Resolution, taking note to action the two points included in the resolution

Meeting	Date	Officer	Title	Target
Council 25/03/2026	25/03/2026	Walton, Jane	**CCTV NETWORK DESIGN AND SPECIFICATIONS**	22/04/2026

57/26

Resolved

1. **That Council notes the design and project specification documents attached to the report, dealing with the proposed CCTV implementation for the Tenterfield CBD and public spaces.**

2. **That Council identifies the following locations at its preferential areas for CCTV coverage:**

   - **Council Administration Office Building,**
   - **Stage/Shelter area in Bruxner Park,**
   - **Memorial Hall,**
   - **Youth Precinct (covering the toilets, container café, band hall and skate park),**
   - **Jubilee Park (covering the toilets, rotunda, basketball court and playground),**
   - **Rotary Park.**

3. **That a further report on the alternative methodology of cloud storage for a CCTV system be presented to Council, and the possibility of a trail with such a system be pursued.**

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Meeting	Date	Officer	Title	Target

(Greg Sauer/Kim Rhodes)

Motion Carried

Notes

07 Apr 2026 4:49pm Walton, Jane - Target Date Revision
Target date changed by Walton, Jane from 15 April 2026 to 22 April 2026 - WIP. Next steps CCTV policy and CCTV trial with Verkada.

02 Apr 2026 5:26pm Graham, Allison - Email
CCTV WIP - next steps Policy and Verkada Trial

Meeting	Date	Officer	Title	Target
Council 25/03/2026	25/03/2026	Francisco, Matthew	**MT LINDESAY ROAD PRIVATE WATER LINE**	30/06/2027

58/26

Resolved

That Council:

Extends the date for shutting down the Mount Lindesay Road Private Water Line to 30 June 2027, on condition that proof of the following is being provided to Council by 1 December 2026:

1. **Evidence of the formation of a suitable managing body, such as a trust or an incorporated body.**
2. **A policy of insurance that covers all risks in relation to the Mount Lindesay Road Private Water Line noting Tenterfield Shire Council's interests and subject to review and acceptance by Council's insurers.**
3. **A suitable agreement acceptable to Council's legal advisors covering the use of the Council Road reserve for purposes of the private water line.**
4. **Written approval from all affected owners where the Mount Lindesay Road Private Water Line passes through private land without an easement.**
5. **The cost of these matters is to be paid for by the members of the trust or incorporated body that is created by the users of the Mount Lindesay Road Water Line.**

(Greg Sauer/Peter Petty)

Motion Carried

Notes

02 Apr 2026 5:25pm Graham, Allison - Email
Dear Matthew, please implement this Council Resolution with the affected owners on the Mt. Lindesay Private Waterline being infomred of this reolution and the actions required by them.

Meeting	Date	Officer	Title	Target
Council 25/03/2026	25/03/2026	Basson, Hein	**JOINT ORGANISATIONS AND REGIONAL ORGANISATIONS OF COUNCILS:**	15/04/2026

60/26

Resolved

That Council:

1. **Expresses its intention to resign from the dormant New England Joint Organisation (NEJO), which has been in hiatus since 2023, and requests for this organisation to be wound up.**

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Meeting	Date	Officer	Title	Target

2. Expresses its intention not to form part of the principal membership of any Joint Organisation going forward.

3. Expresses its intention to collaborate with the members of the newly created Northern Tablelands Regional Organisation of Councils (NTROC) to obtain membership of this ROC.

4. Requests the NSW Minister of Local Government to retain the former NEJO Regional Planning Boundaries for the purposes of the above-mentioned NTROC; and for Tenterfield Shire Council to be included within these regional boundaries.

(Peter Petty/Greg Sauer)

Motion Carried

Notes

02 Apr 2026 4:53pm Graham, Allison
Brett McInnes notified of Councils intention to obtain membership with Northern Tablelands Regional Organisation of Councils (NTROC).
Northern Rivers Joint Organisation (NRJO) have received correspondence thanking them for them to allow Council to consider collaboration with their Joint organisation, advising of Councils resolution to obtain membership with NTROC.
Response to be drafted to NSW Minister Local Government to advise desire to withdraw from New England Joint Organisation (NEJO) and also for the retention of the former NEJO Regional Planning Boundaries, with Tenterfield Shire Council to be included within these boundaries.

Meeting	Date	Officer	Title	Target
Council 25/03/2026	25/03/2026	Alley, Liz	**SCHOOL OF ARTS COLLECTIONS ACQUISITION AND DEACCESSION POLICY - UPDATE**	15/04/2026

61/26

Resolved

That Council:

Adopts the updated School of Arts Collections Acquisition and Deaccession Policy, with the following changes to the Policy document:

- **Page 3 of 12: For the wording in paragraph two under the sub-heading "Large Hall Foyer" to read: "The Large Hall Foyer also operates as an entry point and orientation space, currently housing the Tenterfield Chamber of Tourism, Industry and Business' 'Tenterfield Information Centre', ticketing facility and multi-media element."**
- **Page 10 of 12: For the wording "Appendix B – Loan Agreement" to be added in under the heading "8. Appendices", and for this Loan Agreement to be physically added to the Policy document.**

(Greg Sauer/Kim Rhodes)

Motion Carried

Notes

02 Apr 2026 4:38pm Graham, Allison - Email
Dear Liz, Please implement this Council resolution with the update to the policy document.

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Date From: 26/04/2023
Date To: 25/03/2026

Meeting	Date	Officer	Title	Target
Council 25/03/2026	25/03/2026	Vassallo, Janet	UPDATED BUSINESS CONTINUITY PLAN (BCP)	15/04/2026

62/26

Resolved

That Council:

Adopts the updated Business Continuity Plan (BCP), which establishes Council's framework for maintaining essential services during significant disruption events.

(Kim Rhodes/Tom Peters)

Motion Carried

Notes
02 Apr 2026 4:33pm Graham, Allison - Email
Dear Janet, please implement this Council Resolution

Meeting	Date	Officer	Title	Target
Council 25/03/2026	25/03/2026	Graham, Allison	TENTERFIELD AREA BE ASSESSED AND APPROVED TO BE LISTED AS A DROUGHT AFFECTED AREA	15/04/2026

74/26

Resolved

That Council:

Starts the process of contacting our State Member for Lismore, Ms Janelle Saffin, to seek that Tenterfield be assessed and approved to be listed as a Drought Affected Area.

(Peter Petty/Greg Sauer)

Motion Carried

Notes
02 Apr 2026 4:51pm Graham, Allison - Reallocation
Action reassigned to Graham, Allison by Graham, Allison - Letter to be drafted to Janelle Saffin MP.

Meeting	Date	Officer	Title	Target
Council 25/03/2026	25/03/2026	Graham, Allison	TENTERFIELD SHIRE COUNCIL TO BE PLACED ON THE NEXT BLACK SPOT FUNDING LIST FOR THE NEW ENGLAND HIGHWAY AND BRUXNER WAY WEST INTERSECTION	15/04/2026

75/26

Resolved

That Council:

Contacts our State Member, Ms Janelle Saffin and through her to the Minister for Roads and Regional Transport, Ms Jenny Aitchison that Tenterfield Shire Council wish to be placed on the next Black Spot Funding List for the New England Highway and Bruxner Way West intersection.

(Peter Petty/Greg Sauer)

Motion Carried

Notes

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Officer:
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Meeting	Date	Officer	Title	Target
02 Apr 2026 4:41pm Graham, Allison - Reallocation Action reassigned to Graham, Allison by Graham, Allison - Letter to be drafted to Janelle Saffin MP and through her to Jenny Aitchison for Councils intentions to be placedon the next black sopot funbding list.				