# 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 JUNE 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 "Koreelah Room", Council Administration Building, 247 Rouse St, Tenterfield NSW, on **Monday 22 June 2026** commencing at **9:00 AM**.

Matthew Francsico
**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

Community Consultation (Public Access)

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

## CLOSED COUNCIL

## Confidential Reports

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

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

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

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

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

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

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

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

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

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

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

## Resolutions passed in Closed Council

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

# AGENDA

**WEBCASTING OF PUBLIC FORUM AND COUNCIL MEETING**

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

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

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

**1. OPENING & WELCOME**

**2. (A) OPENING PRAYER**

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

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

**(B) ACKNOWLEDGEMENT OF COUNTRY**

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

**3. APOLOGIES**

**4. DISCLOSURES & DECLARATIONS OF INTEREST**

**5. CONFIRMATION OF PREVIOUS MINUTES**

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**6. TABLING OF DOCUMENTS**

**7. URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS**

**8. MAYORAL MINUTE**

## 9. RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN CONFIDENTIAL SECTION

## 10. OPEN COUNCIL REPORTS

**OUR COMMUNITY**

**OUR ECONOMY**

**OUR ENVIRONMENT**

**OUR GOVERNANCE**


(ITEM GOV60/26) RESCINDING OF RESOLUTION - 2025 MODEL CODE OF MEETING PRACTICE FOR LOCAL COUNCILS IN NSW..... 38

(ITEM GOV63/26) TENTERFIELD SHIRE COUNCIL OPERATIONAL/DELIVERY PLAN 2025/2026 INCLUDING STATEMENT OF REVENUE POLICY 2026/2027, FEES AND CHARGES 2026/2027 & LONG-TERM FINANCIAL PLAN 2026-2036 ..... 84

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**RESOLUTION REGISTER**


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## 11. REPORTS OF DELEGATES & COMMITTEES

## 12. NOTICES OF MOTION

## 13. RESOLUTION REGISTER

## 14. CONFIDENTIAL BUSINESS

**CONFIDENTIAL**

(ITEM ECO16/26) COURTYARD CAFE RENT REVIEW

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (d(ii)) of the *Local Government Act, 1993*, as the matter involves commercial information of a confidential nature that would, if disclosed (ii) confer a commercial advantage on a competitor of the Council.

(ITEM COM16/26) TENDER EVALUATION FOR RFT 10 25/26 MOLESWORTH ST BRIDGE REPLACEMENT

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 MIN5/26)** CONFIRMATION OF PREVIOUS MINUTES

**REPORT BY**: Allison Graham, Executive Assistant & Media

**RECOMMENDATION**

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

- **Ordinary Council Meeting – 27 May 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 27 May 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 27 MAY 2026

MINUTES OF THE **Ordinary Council Meeting** OF TENTERFIELD SHIRE held at the "Koreelah Room", 247 Rouse St, Tenterfield NSW 2372 on Wednesday 27 May 2026 commencing at 9:30 AM

| | |
|---|---|
| **ATTENDANCE** | Councillor Bronwyn Petrie (Mayor)<br>Councillor Owen Bancroft<br>Councillor Tim Bonner<br>Councillor Peter Murphy<br>Councillor Tom Peters<br>Councillor Peter Petty<br>Councillor Kim Rhodes<br>Councillor Greg Sauer<br>Councillor Roger Turner |
| **ALSO IN ATTENDANCE** | Acting General Manager, Director Infrastructure Services (Matthew Francisco)<br>Director Corporate Services (Liz Alley)<br>Executive Assistant & Media (Allison Graham) |

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

**WEBCASTING OF THE PUBLIC FORUM AND MEETING**

The recording device was turned on, the time being 9.00am.

Ms Tamai Davidson, Manager Planning and Development, entered the room at 9.00am.

**COMMUNITY CONSULTATION (PUBLIC ACCESS)**

Ms Zoe Olive, addressed Council on Item ENV6/26 - Mt. Lindesay Road Private Water Line, her being against the officers recommendation.

Mr Kevin Markwell, addressed Council on Item COM10/26 - Acknowledgement Of The School Of Arts Tenterfield Incorporated Quarterly Report From January To March 2026,
and also, Item COM11/26 – Request for School Of Arts Tenterfield Incorporated to relocate their office to the Resources Building, him being in favour of the officers recommendations of both reports.

Mr Graham Waller addressed Council on Item ECO12/26 -Development Application 2025.113 Battery Energy Storage System - Lot 1 DP 777724, Old Racecourse Road, Tenterfield, him being against the officers recommendation.

Mr David Arguelles addressed Council via Videolink, on Item ECO13/26 – Development Application 2026.033 - Alterations And Additions to existing Residential Care Facility - Millrace Aged Care Community - 422 Rouse Street, Tenterfield, him being in favour of the officers recommendation.

**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 welcomed everyone present and also to those viewing by livestream, to the May Ordinary Council Meeting.

**CIVIC PRAYER**

The Mayor read the following:

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

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

**ACKNOWLEDGEMENT OF COUNTRY**

The Mayor read the following:

*We acknowledge the Ngarabal, Jukembal, Bundjalung, Kamilaroi, Githabul and Wahlubul people as the traditional custodians of various parts of the Tenterfield Shire and that this meeting is being held today on Githabul land.*

**APOLOGIES**

Mayor Bronwyn Petrie received a formal leave of absence request from Councillor Gregory Purcell.

102/26 **Resolved**

**That a leave of absence from the Meeting be granted to Councillor Gregory Purcell.**

(Tim Bonner/Greg Sauer)

**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 |
|---|---|---|
| Councillor Peter Murphy | Less than Significant Non Pecuniary | Item ENV7/26 "Tenterfield CBD And School Precinct Footpath Extension And Accessible Ramp Upgrade Plan (Phase 1)" |
| Councillor Greg Sauer | Less than Significant Non Pecuniary | Item ECO13/26 "Development Application 2026.033 Alterations And Additions To Existing Residential Care Facility - Millrace Aged Care Community - 422 Rouse Street, Tenterfield" |

**(ITEM MIN4/26) CONFIRMATION OF PREVIOUS MINUTES**

103/26 **Resolved**

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

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

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

(Greg Sauer/Kim Rhodes)

**Motion Carried**

**TABLING OF DOCUMENTS**

Nil.

**URGENT, LATE & SUPPLEMENTARY ITEMS OF BUSINESS**

**(ITEM ENV9/26) ADDITIONAL INFORMATION REQUESTED BY COUNCILLORS**

**SUMMARY**

The purpose of this report is to provide additional information that had been requested by Councillors regarding reports included in the order of business with the business paper.

104/26 **Resolved**

**That Council:**

**Notes the additional information provided in the body of the report.**

(Peter Petty/Tom Peters)

**Motion Carried**

**MAYORAL MINUTE**

Nil.

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

105/26 **Resolved**
**That:-**

**a) the meeting be closed to the public and members of the press because of the need for confidentiality, privilege or security, as**

**specified below and provided for under Section 10A(2) of the *Local Government Act, 1993*; and**

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

(Kim Rhodes/Owen Bancroft)

**Motion Carried**

**OPEN COUNCIL REPORTS**

**OUR COMMUNITY**

**(ITEM COM9/26) ACKNOWLEDGEMENT OF TENTERFIELD TOURISM GROUP QUARTERLY REPORT FROM JANUARY TO MARCH 2026**

**SUMMARY**

The purpose of this report is to present to Council the Tenterfield Chamber of Tourism, Industry and Business (TCTIB) Report under the funding agreement between TCTIB and Council. The Tenterfield Tourism Group (TTG) is required to report quarterly on activities within 30 days of the end of the quarter. The attached report covers the period from 1 January 2026 to 31 March 2026.

106/26 **Resolved**

**That Council:**

**1. Acknowledges receipt and notes the contents of Report 10 from the Tenterfield Chamber of Tourism, Industry and Business (TCTIB) for the period from 1 January 2026 to 31 March 2026.**

(Peter Petty/Tim Bonner)

**Motion Carried**

**(ITEM COM10/26) ACKNOWLEDGEMENT OF THE SCHOOL OF ARTS TENTERFIELD INCORPORATED QUARTERLY REPORT FROM JANUARY TO MARCH 2026**

**SUMMARY**

The purpose of this report is to present to Council the School of Arts Tenterfield Incorporated (SOATI) Report under the Facility Permitted Use Licence between SOATI, National Trust and Council. The School of Arts Tenterfield Incorporated (SOATI) is required to report quarterly on activities within 14 days of the end of the quarter. The attached report covers the period from 1 January 2026 to 31 March 2026.

**107/26** **Resolved**

**That Council:**

1. **Acknowledges receipt and notes the contents of the Quarterly Report from the School of Arts Tenterfield Incorporated (SOATI) for the period from 1 January 2026 to 31 March 2026.**

(Kim Rhodes/Greg Sauer)

**Motion Carried**

**(ITEM COM11/26) REQUEST FOR SCHOOL OF ARTS TENTERFIELD INCORPORATED TO RELOCATE THEIR OFFICE TO THE RESOURCES BUILDING**

**SUMMARY**

The purpose of this report is to present to Council the School of Arts Tenterfield Incorporated (SOATI) request to relocate their office space from the foyer of the Sir Henry Parkes Memorial School of Arts Building into the neighbouring Resources Centre Building.

**OFFICER'S RECOMMENDATION:**

**That Council:**

**Approves the request by the School of Arts Tenterfield Incorporated (SOATI) to relocate their office into the Resources Centre Building, commencing 1 June 2026.**

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

The following amendment was moved by Cr Peter Murphy and seconded by Cr Greg Sauer.

**AMENDMENT**

**That Council:**

1. **Approves the request by the School of Arts Tenterfield Incorporated (SOATI) to relocate their office into the Resources Centre Building, commencing 1 June 2026.**

2. **The Facility Users Agreement be altered to include the Resources Centre Building.**

**108/26** **Resolved**

**That Council:**

1. **Approves the request by the School of Arts Tenterfield Incorporated (SOATI) to relocate their office into the Resources Centre Building, commencing 1 June 2026.**

2. **The Facility Users Agreement be altered to include the Resources Centre Building.**

(Peter Murphy/Greg Sauer)

**Motion Carried**

**(ITEM COM12/26) UPDATE DISABILITY INCLUSION ACTION PLAN**

**SUMMARY**
Note that a typographical error has occurred on the Disability Inclusion Action Plan which should state 2023-2027 not 2023-2026.

**109/26** **Resolved**

**That Council:**

**Endorse the updating of the Disability Inclusion Action Plan to operate for the period from 2023 to 2027.**

(Tim Bonner/Roger Turner)

**Motion Carried**

**OUR ECONOMY**

**(ITEM ECO12/26) DEVELOPMENT APPLICATION 2025.113 BATTERY ENERGY STORAGE SYSTEM - LOT 1 DP 777724, OLD RACECOURSE ROAD, TENTERFIELD**

**SUMMARY**
The purpose of this report is to present to Council Development Application (DA) 2025.113 for a Battery Energy Storage System (BESS) – 4.95MW for determination. The application has been assessed in accordance with the relevant provisions of the *Environmental Planning & Assessment Act 1979* and is recommended for approval subject to conditions.

The application was originally presented to Council on 25 February 2026 where the report was deferred to seek additional information on lithium battery fire duration and control methods, toxin presence, dispersal rates of smoke, noise

suppression, bond and possible alternate locations. The applicant has provided a response to those matters which can be found at Attachment 1.

The full assessment report has not been duplicated below, only those matters which have been raised above are addressed, the remainder of the assessment remains the same as originally presented to Council on 25 February 2026.

**OFFICER'S RECOMMENDATION:**

**That Council:**

**Approves Development Application 2025.113 for the establishment of a 4.95MW Battery Energy Storage System (BESS) at Lot 1 DP 777724, Old Racecourse Road, Tenterfield pursuant to Section 4.16(1)(a) of the *Environmental Planning & Assessment Act, 1979* subject to the draft conditions contained in Attachment 2 of this report.**

The officer's recommendation was moved by Cr Kim Rhodes and seconded by Cr Roger Turner.

The following Foreshadowed Motion was moved by Cr Peter Murphy and seconded by Cr Tim Bonner, that Council defers a decision on the item for further information to be obtained.

**110/26**

**Resolved**

**That Council:**

**Defers a decision on this item so that further information be obtained on; community benefit, community impact, proximity to dwellings, fire and smoke management, why other applications have not been approved after 4 years, road and traffic, cumulative noise, capacity 4.9 versus 20mwh, failure of communication link (monitoring), potential site inspection of comparable operational facility, chemical (smoke/gas) composition of toxins, cost of upskilling emergency services and any additional equipment required.**

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

**For the Motion were Crs B Petrie, T Bonner, P Murphy, K Rhodes and R Turner Total (5).**

**Against the Motion were Crs G Sauer, O Bancroft, P Petty and T Peters Total (4).**

(Peter Murphy/Tim Bonner)

**Motion Carried**

**(ITEM ECO13/26) DEVELOPMENT APPLICATION 2026.033 ALTERATIONS AND ADDITIONS TO EXISTING RESIDENTIAL CARE**

**FACILITY - MILLRACE AGED CARE COMMUNITY - 422 ROUSE STREET, TENTERFIELD**

**SUMMARY**

The purpose of this report is to present to Council for determination Development Application (DA) 2026.033 for Alterations and Additions to the existing "residential care facility" located at 422 Rouse Street, Tenterfield, known as Millrace Aged Care Community.

The application is presented to Council for determination as it presents development which exceeds the capital investment value for staff to utilize delegations under Council Policy *'Limit of Delegated Authority in dealing with Development Applications and Complying Development Certificates.'* The application has been assessed in accordance with the relevant provisions of the *Environmental Planning & Assessment Act, 1979 (EP & A Act)* and complies and is recommended to Council for approval subject to standard conditions of consent.

111/26 **Resolved**

**That Council:**

**Issue Development Consent for DA 2026.033 for alterations and additions to the existing residential care facility located at 422 Rouse Street, Tenterfield, subject to the conditions contained in Attachment 1 to this report.**

**Upon being put to the meeting, the motion was declared carried.**
**For the Motion were Crs B Petrie, G Sauer, O Bancroft, T Bonner, P Murphy, P Petty, T Peters, K Rhodes and R Turner Total (9).**
**Against the Motion was Nil Total (0).**

(Peter Petty/Kim Rhodes)

**Motion Carried**

**SUSPENSION OF STANDING ORDERS**

112/26 **Resolved**

**That standing orders be suspended for the purpose of a morning tea break, the time being 11.12am.**

(Kim Rhodes/Peter Murphy)

**Motion Carried**

Recording of the session was paused at 11.12am.

**RESUMPTION OF STANDING ORDERS**

113/26 **Resolved**

**That the meeting be resumed, the time being 11.46am.**

(Greg Sauer/Kim Rhodes)

**Motion Carried**

The recording device was turned on, the time being 11.46am.

**(ITEM ECO14/26) DEVELOPMENT APPLICATIONS - NOTIFICATION OPTIONS FOR SUBDIVISION APPLICATIONS**

**SUMMARY**

The purpose of this report is to provide Council with results of the trial public six (6) month notification period in relation to Development Applications for Subdivision within the ten (10) kilometre radii of Tenterfield and Drake and the three (3) kilometre radii around the Shire's Villages, subject to the provisions of Clause 4.2C of *Tenterfield Local Environmental Plan 2013.*

114/26 **Resolved**

**That Council:**

1. **Continue the trial period of notifications for future Development Application for subdivision when lodged under Clause 4.2C where five (5) or more new lots are created until 30 November 2026.**
2. **Reviews the trial period after 30 November 2026.**

(Kim Rhodes/Roger Turner)

**Motion Carried**

Ms Tamai Davidson, Manager Planning and Development, left the room at 12.17pm.

Ms Lee Sisson, Governance Officer, entered the room at 12.18pm.

**OUR ENVIRONMENT**

**(ITEM ENV6/26) MT LINDESAY ROAD PRIVATE WATER LINE**

**SUMMARY**

The purpose of this report is to provide the Council with a history 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. **Notes this report summarising the resolutions from the past March 2026 and April 2026 Ordinary Council Meeting minutes.**

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

The following amendment was moved by Cr Kim Rhodes and seconded by Cr Peter Murphy.

**AMENDMENT**

**That Council:**

1. **Notes this report summarising the resolutions from the past March 2026 and April 2026 Ordinary Council Meeting minutes.**
2. **Should catastrophic damage/significant failure to the Private Water Line occur, that the line be turned off permanently.**
3. **Requests the Acting General Manager to present to the June Ordinary Council Meeting a report on alternative options if any.**

**115/26** **Resolved**

**That Council:**

1. **Notes this report summarising the resolutions from the past March 2026 and April 2026 Ordinary Council Meeting minutes.**
2. **Should catastrophic damage/significant failure to the Private Water Line occur, that the line be turned off permanently.**
3. **Requests the Acting General Manager to present to the June Ordinary Council Meeting a report on alternative options if any.**

(Kim Rhodes/Peter Murphy)

**Motion Carried**

**(ITEM ENV7/26) TENTERFIELD CBD AND SCHOOL PRECINCT FOOTPATH EXTENSION AND ACCESSIBLE RAMP UPGRADE PLAN (PHASE 1)**

**SUMMARY**
Proposal to extend Tenterfield CBD and School Precinct footpath network and upgrade accessible ramps in stages based on assessed priorities and funding availability.

116/26 **Resolved**

**That Council:**

1. **Adopts the proposed Tenterfield CBD and School Precinct Footpath Extension and Accessible Ramps Upgrade Plan (Phase 1).**

2. **The adopted Phase 1 plan is implemented in stages based on assessed priorities and funding availability.**

(Kim Rhodes/Roger Turner)

**Motion Carried**

**OUR GOVERNANCE**

**(ITEM GOV51/26) DELEGATIONS TO THE ACTING 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. This report is to extend the 'Instrument of Delegation to the Acting General Manager' from 5 June 2026 up to twelve months to 29 March 2027, due to Section 351 (2) (b) of the *Local Government Act 1993*, unless amended or revoked by resolution of Council.

117/26 **Resolved**

**That Council resolves that:**

1. **Mr Matthew Francisco continue in the role of Acting General Manager from 5 June 2026 through to 29 March 2027 or until such time as the new General Manager is appointed.**

2. **The person who from time to time holds the position of Acting General Manager of Council, 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.

3. The Acting 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.

4. The Acting 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".

5. In the absence of the Acting General Manager that a person appointed by resolution to act as Acting 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.

6. 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.

(Kim Rhodes/Roger Turner)

**Motion Carried**

**(ITEM GOV52/26) TENTERFIELD SHIRE COUNCIL COMMUNITY ENGAGEMENT STRATEGY & COMMUNITY PARTICIPATION PLAN 2026**

**SUMMARY**

A Council must establish and implement a strategy for engagement with the local community (called its Community Engagement Strategy) when developing its plans, policies and programs, and for the purpose of determining its activities.

118/26 **Resolved**

**That Council:**

1. Adopts the DRAFT Tenterfield Shire Council Community Engagement Strategy & Community Participation Plan 2026,

2. Place the Plan on public exhibition for 28 days,

3. **If any submission received, prepare a report to Council to consider the submissions received,**

4. **If no submissions received, adopt the draft plan as presented to Council.**

(Greg Sauer/Owen Bancroft)

**Motion Carried**

**(ITEM GOV53/26) UPDATES TO TENTERFIELD SHIRE COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE TERMS OF REFERENCE & INTERNAL AUDIT CHARTER**

**SUMMARY**

The *Local Government Act 1993* and the *Local Government (General) Regulation 2021* and the Risk Management and Internal Audit for local government in NSW guidelines 2023, require each Council in NSW to have an Audit, Risk and Improvement Committee, a robust risk management framework and an effective internal audit function.

The objective of the Tenterfield Shire Audit, Risk and Improvement Committee is to provide independent assistance to Tenterfield Shire Council (Council) by monitoring, reviewing and providing advice on risk management, control frameworks, governance processes and external accountability responsibilities.

119/26 **Resolved**

**That Council adopts the reviewed and updated:**

**(1) Tenterfield Shire Council Audit, Risk and Improvement Committee Terms of Reference, and**

**(2) Tenterfield Shire Council Internal Audit Charter.**

(Peter Petty/Kim Rhodes)

**Motion Carried**

Ms Lee Sisson, Governance Officer left the room at 1.09pm.

**SUSPENSION OF STANDING ORDERS**

120/26 **Resolved**

**That standing orders be suspended for the purpose of a lunch break, the time being 1.10pm.**

(Peter Petty/Kim Rhodes)

**Motion Carried**

Recording of the Meeting was paused at 1.10pm.

**RESUMPTION OF STANDING ORDERS**

121/26 **Resolved**
**That the meeting be resumed, the time being 1.58pm.**

(Peter Petty/Tim Bonner)

**Motion Carried**

The recording device was turned on, the time being 1.58pm.

**(ITEM GOV54/26) INVESTMENT REPORT FOR PERIOD ENDED 30 APRIL 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.

122/26 **Resolved**

**That Council:**

**Notes the Investment Report for the period ended 30 April 2026.**

(Greg Sauer/Kim Rhodes)

**Motion Carried**

**(ITEM GOV55/26) QUARTERLY BUDGET REVIEW STATEMENT - MARCH 2026**

**SUMMARY**
The purpose of this report is to present Council's Quarterly Budget Review Statement (QBRS) for the quarter ended 31 March 2026, in accordance with the requirements of the Office of Local Government (OLG) Quarterly Budget Review Statement Guidelines (August 2025) and Clause 203 of the *Local Government (General) Regulation 2021*.

**OFFICER'S RECOMMENDATION:**

**That Council adopts the March 2026 Quarterly Budget Review Statement and recommendations therein, as follows:**

1) **That no additional operating or capital expenditure outside of the recommendations in this review be approved by Council unless they are offset by other savings (e.g. with road works such as re-sheeting, with a plan to reduce maintenance costs) or grant funded, and even then only where there will be no additional operating costs as a result of the expenditure i.e. if capital related expenditure, it should be for the replacement of existing assets only, not new assets.**

2) **That deferral of some projects to the Long Term Financial Plan (LTFP) due to limited resourcing capacity to complete works. Where applicable, Council continues to meet contributions for grant funding eg: DFRA works.**

3) **That Council acknowledges the ongoing governance and treasury management difficulties it faces with the current structure of many grant and disaster funding payments and continues to advocate for changes to the timing of these cash payments from State and Federal governments.**

4) **That Council has reallocated funds from the Budget to internal reserves totaling $317k, with funds set aside for the following; $45K SRV 2023 Memorial Hall Heritage Roof deferred budget to 26/27, $250K added to the IT system upgrade ($200K additional interest and $50K IT system contractor costs removed from the budget) and $22K Election costs removed from the budget with a new reserve created.**

5) **That Council continues to explore increases in operational income by considering selling assets.**

The officer's recommendation was moved by Cr Peter Petty and seconded by Cr Kim Rhodes.

The following amendment was moved by Cr Peter Murphy and seconded by Cr Tim Bonner.

**AMENDMENT**

a. **That Council adopts the March 2026 Quarterly Budget Review Statement and recommendations therein, as follows:**

1) **That no additional operating or capital expenditure outside of the recommendations in this review be approved by Council unless they are offset by other savings (e.g. with road works such as re-sheeting, with a plan to reduce maintenance costs) or grant funded, and even then only where there will be no additional operating costs as a result of the expenditure i.e. if capital related**

**expenditure, it should be for the replacement of existing assets only, not new assets.**

**2) That deferral of some projects to the Long Term Financial Plan (LTFP) due to limited resourcing capacity to complete works. Where applicable, Council continues to meet contributions for grant funding eg: DFRA works.**

**3) That Council acknowledges the ongoing governance and treasury management difficulties it faces with the current structure of many grant and disaster funding payments and continues to advocate for changes to the timing of these cash payments from State and Federal governments.**

**4) That Council has reallocated funds from the Budget to internal reserves totaling $317k, with funds set aside for the following; $45K SRV 2023 Memorial Hall Heritage Roof deferred budget to 26/27, $250K added to the IT system upgrade ($200K additional interest and $50K IT system contractor costs removed from the budget) and $22K Election costs removed from the budget with a new reserve created.**

**5) That Council continues to explore increases in operational income by considering selling assets.**

**b. That Council notes that the:**

- **Operating Position (including capital grants and contributions) for March 2026 has been revised to a surplus of $4.416m from a surplus $2.957m in December 2025, and**
- **Operating Deficit (before capital grants and contributions) to ($5.126m) from ($6.487m) in December 2025**
- **This does not include our Capital Expenditure $25,650m**

**123/26** **Resolved**

**a. That Council adopts the March 2026 Quarterly Budget Review Statement and recommendations therein, as follows:**

**1) That no additional operating or capital expenditure outside of the recommendations in this review be approved by Council unless they are offset by other savings (e.g. with road works such as re-sheeting, with a plan to reduce maintenance costs) or grant funded, and even then only where there will be no additional operating costs as a result of the expenditure i.e. if capital related expenditure, it should be for the replacement of existing assets only, not new assets.**

**2) That deferral of some projects to the Long Term Financial Plan (LTFP) due to limited resourcing capacity to complete works. Where applicable, Council continues to meet contributions for grant funding eg: DFRA works.**

**3) That Council acknowledges the ongoing governance and treasury management difficulties it faces with the current structure of many grant and disaster funding payments and continues to advocate for changes to the timing of these cash payments from State and Federal governments.**

**4) That Council has reallocated funds from the Budget to internal reserves totaling $317k, with funds set aside for the following; $45K SRV 2023 Memorial Hall Heritage Roof deferred budget to 26/27, $250K added to the IT system upgrade ($200K additional interest and $50K IT system contractor costs removed from the budget) and $22K Election costs removed from the budget with a new reserve created.**

**5) That Council continues to explore increases in operational income by considering selling assets.**

**b. That Council notes that the:**

- **Operating Position (including capital grants and contributions) for March 2026 has been revised to a surplus of $4.416m from a surplus $2.957m in December 2025, and**
- **Operating Deficit (before capital grants and contributions) to ($5.126m) from ($6.487m) in December 2025**
- **This does not include our Capital Expenditure $25.65m**

(Peter Murphy/Tim Bonner)

**Motion Carried**

**(ITEM GOV56/26) 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.

124/26 **Resolved**

**That Council:**

**Notes the Corporate Services Directorate Report for April 2026.**

(Kim Rhodes/Roger Turner)

**Motion Carried**

**(ITEM GOV57/26) WORKFORCE, SAFETY, RISK, RECORDS AND COMMUNICATIONS REPORT - APRIL 2026**

**SUMMARY**
The purpose of this report is to provide a standing monthly report to Council that provides details within the Civic Department for Workforce, Safety, Risk, Records and Communications.

125/26 **Resolved**

**That Council:**

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

(Peter Petty/Peter Murphy)

**Motion Carried**

**(ITEM GOV58/26) 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 March 2026.

126/26 **Resolved**

**That Council:**

**Receives and notes the information contained in the report.**

(Peter Petty/Owen Bancroft)

**Motion Carried**

**(ITEM GOV59/26) COUNCILLOR WORKS/SERVICE REQUESTS - APRIL 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.

127/26 **Resolved**

**That Council:**

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

(Kim Rhodes/Tom Peters)

**Motion Carried**

Councillor Murphy left the room at 2.45pm.

Councillor Murphy returned to the room at 2.48pm.

**REPORTS OF DELEGATES & COMMITTEES**

**(ITEM RC1/26) NORTHERN TABLELANDS REGIONAL ORGANISATION OF COUNCILS (NTROC)**

128/26 **Resolved**

That the report and recommendations from the Northern Tablelands Regional Organisation of Councils meeting of 18 May 2026 be received.

(Bronwyn Petrie/Peter Petty)

**Motion Carried**

**NOTICES OF MOTION**

Nil.

**RESOLUTION REGISTER**

**(ITEM RES4/26) COUNCIL RESOLUTION REGISTER - APRIL 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.

129/26 **Resolved**

**That Council notes the status of the Council Resolution Register to April 2026.**

(Greg Sauer/Peter Murphy)

**Motion Carried**

**SUSPENSION OF STANDING ORDERS**

130/26 **Resolved**

**That standing orders be suspended to move into the closed session part of the meeting, the time being 2.56pm.**

(Peter Petty/Greg Sauer)

**Motion Carried**

Recording of the Meeting was paused at 2.56pm.

**CONFIDENTIAL BUSINESS**

Mr James Paynter, Works Manager, entered the room at 2.56pm.

Mr Matthew Francisco, Acting General Manager, left the room at 2.56pm, due to a conflict of interest with Item COM13/26.

Mrs Jodie Condrick, Building & Property Coordinator, entered the room at 2.58pm.

**(ITEM COM13/26) QUOTE EVALUATION FOR LOCAL GOVERNMENT PROCUREMENT REQUEST FOR QUOTATION, RFQ 20 25/26, PROFESSIONAL SERVICES CONTRACTS**

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (d(i)) of the *Local Government Act, 1993*, as the matter involves commercial information of a confidential nature

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

**SUMMARY**

The purpose of this report is to present, for Council's information, the outcome of Infrastructure's recent Local Government Procurement Request for Quotation, RFQ 20 25/26 Professional Services Personnel Contracts (PSPC), conducted through VendorPanel under the relevant Local Government Procurement panels.

Following a structured and compliant quotation assessment process undertaken in three stages, the Director of Corporate Services, under delegated authority, appointed the recommended personnel and corresponding service providers for the Project Manager, Project Engineer and Surveillance Officer roles. As recommended, no appointment was made for the Project Officer role, as one quoted candidate was withdrawn and the remaining candidate was assessed as unsuitable for recommendation.

**OFFICER'S RECOMMENDATION:**

**That Council:**

1. **Awarded a Professional Services Personnel Contract to R B Ausling & Associates Pty Ltd for the engagement of Matt Landers in the Project Manager role in accordance with RFQ 20 25/26.**

2. **Awarded a Professional Services Personnel Contract to R B Ausling & Associates Pty Ltd for the engagement of Stefan Everingham in a Project Engineer role and Terry Smith in a Surveillance Officer role in accordance with RFQ 20 25/26.**

3. **Awarded a Professional Services Personnel Contract to Blair & Sons Engineering Contractors Pty Ltd for the engagement of Dean Gregory in a Project Engineer role and Gordon Cupitt in a Surveillance Officer role in accordance with RFQ 20 25/26.**
4. **Determined that no appointment would be made for the Project Officer role under RFQ 20 25/26 and closed out that component of the RFQ process without award.**

5. **Authorised TSC's Director of Infrastructure (or delegate) to negotiate and execute the relevant commercial mechanisms in accordance with the Professional Services Personnel Contracts and secured project funding and delivery budget parameters.**

The officer's recommendation was moved by Cr Kim Rhodes and seconded by Cr Bronwyn Petrie.

The following amendment was moved by Cr Peter Murphy and seconded by Cr Kim Rhodes.

**AMENDMENT**

**That Council:**

**Notes the Director of Corporate Services under delegated Authority:**

1. **Awarded a Professional Services Personnel Contract to R B Ausling & Associates Pty Ltd for the engagement of Matt Landers in the Project Manager role in accordance with RFQ 20 25/26.**

2. **Awarded a Professional Services Personnel Contract to R B Ausling & Associates Pty Ltd for the engagement of Stefan Everingham in a Project Engineer role and Terry Smith in a Surveillance Officer role in accordance with RFQ 20 25/26.**

3. **Awarded a Professional Services Personnel Contract to Blair & Sons Engineering Contractors Pty Ltd for the engagement of Dean Gregory in a Project Engineer role and Gordon Cupitt in a Surveillance Officer role in accordance with RFQ 20 25/26.**
4. **Determined that no appointment would be made for the Project Officer role under RFQ 20 25/26 and closed out that component of the RFQ process without award.**

5. **Authorised TSC's Director of Infrastructure (or delegate) to negotiate and execute the relevant commercial mechanisms in accordance with the Professional Services Personnel Contracts and secured project funding and delivery budget parameters.**

**131/26** **Resolved**

**That Council:**

**Notes the Director of Corporate Services under delegated Authority:**

1. **Awarded a Professional Services Personnel Contract to R B Ausling & Associates Pty Ltd for the engagement of Matt Landers in the Project Manager role in accordance with RFQ 20 25/26.**

2. **Awarded a Professional Services Personnel Contract to R B Ausling & Associates Pty Ltd for the engagement of Stefan Everingham in a Project Engineer role and Terry Smith in a Surveillance Officer role in accordance with RFQ 20 25/26.**

3. **Awarded a Professional Services Personnel Contract to Blair & Sons Engineering Contractors Pty Ltd for the engagement of Dean Gregory in a Project Engineer role and Gordon Cupitt in a Surveillance Officer role in accordance with RFQ 20 25/26.**
4. **Determined that no appointment would be made for the Project Officer role under RFQ 20 25/26 and closed out that component of the RFQ process without award.**

5. **Authorised TSC's Director of Infrastructure (or delegate) to negotiate and execute the relevant commercial mechanisms in accordance with the Professional Services Personnel Contracts and secured project funding and delivery budget parameters.**

(Peter Murphy/Kim Rhodes)

**Motion Carried**

Mr James Paynter, Works Manager, left the meeting at 3.03pm.

Mr Matthew Francisco, Acting General Manager, entered the room at 3.05pm.

**(ITEM ENV8/26) COUNCIL PREMISES CLEANING - CONTRACT RFT 09 - 25/26**

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

**SUMMARY**
The purpose of this report is to provide Council with the tender assessment for the Council Premises Cleaning Contract RFT 09-25/26

132/26 **Resolved**

**That Council:**

1. **Receive the Council Premises Cleaning – Contract 09 – 25/26 report;**

2. **Accept the tender from Fast Facilities Services Pty Ltd at $71,070.36 a year for the period of three years with an option to extend the contract period for an additional three years.**

(Kim Rhodes/Tom Peters)

**Motion Carried**

Mrs Jodie Condrick, Building & Property Coordinator, left the meeting at 3.13pm.

**(ITEM COM14/26) TENTERFIELD CHILD CARE CENTRE FINANCES**

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (d(i)) of the *Local Government Act,*

*1993*, as the matter involves commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it.

**SUMMARY**

The purpose of this report is to review the Tenterfield Child Care Centre's (TCCC) financial situation in order to determine a fair rental value for the new lease.

133/26 **Resolved**

**That Council:**

1. **Engage a licenced valuer with expertise in valuing Child Care Centres to inspect the premises and determine a fair rental rate, with a report to be prepared and brought back to Council for final consideration.**
2. **Remove the lease-to-buy option from any future lease.**
3. **Require full financial details of income and expenditure, redacted of personal information to support consideration of requested reduction of rent. (noting that financial reports of not for profit organisations are required to be presented upon request).**

(Peter Petty/Tim Bonner)

**Motion Carried**

**(ITEM COM15/26) TENTERFIELD PRE-SCHOOL LEASE RENEWAL**

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

**SUMMARY**

The purpose of this report is to present to Council a new lease for the Tenterfield Pre- School, located on Wood Street, Tenterfield (Market Reserve R98007) and to resolve on pursuing unpaid rent payments for the period since the lapse of the previous lease.

134/26 **Resolved**

**That Council:**

1. **Resolve to pursue unpaid rent to the end of the previous lease 22 April 2024.**

2. **Enter a new lease with Tenterfield Pre School**

(Owen Bancroft/Roger Turner)

**Motion Carried**

**(ITEM ECO15/26) BUSINESS EMAIL COMPROMISE (BEC)**

That above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2) (a) (c) (g) of the *Local Government Act, 1993*, as the matter involves personnel matters concerning particular individuals; AND information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business; AND advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

**SUMMARY**
The purpose of this report is to brief Council on a Business Email Compromise (BEC) incident involving an established Council supplier, outline the status of the matter, identify key risks, and seek endorsement of the proposed management approach.

135/26 **Resolved**
**That Council:**

1. **Notes the confidential briefing on the matter.**
2. **Authorises the Acting General Manager and Staff to carry out actions as detailed in the report.**

(Peter Petty/Kim Rhodes)

**Motion Carried**

**RESUMPTION OF STANDING ORDERS**

136/26 **Resolved**

**That Council moves into Open Session again, the time being 4.15pm.**

(Peter Petty/Greg Sauer)

**Motion Carried**

The recording device was turned on, the time being 4.16pm.

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

**(ITEM COM13/26) QUOTE EVALUATION FOR LOCAL GOVERNMENT PROCUREMENT REQUEST FOR QUOTATION, RFQ 20 25/26, PROFESSIONAL SERVICES CONTRACTS**

**That Council:**

**Notes the Director of Corporate Services under delegated Authority:**

2. **Awarded a Professional Services Personnel Contract to R B Ausling & Associates Pty Ltd for the engagement of Matt Landers in the Project Manager role in accordance with RFQ 20 25/26.**

2. **Awarded a Professional Services Personnel Contract to R B Ausling & Associates Pty Ltd for the engagement of Stefan Everingham in a Project Engineer role and Terry Smith in a Surveillance Officer role in accordance with RFQ 20 25/26.**

3. **Awarded a Professional Services Personnel Contract to Blair & Sons Engineering Contractors Pty Ltd for the engagement of Dean Gregory in a Project Engineer role and Gordon Cupitt in a Surveillance Officer role in accordance with RFQ 20 25/26.**
4. **Determined that no appointment would be made for the Project Officer role under RFQ 20 25/26 and closed out that component of the RFQ process without award.**

4. **Authorised TSC's Director of Infrastructure (or delegate) to negotiate and execute the relevant commercial mechanisms in accordance with the Professional Services Personnel Contracts and secured project funding and delivery budget parameters.**

**(ITEM ENV8/26) COUNCIL PREMISES CLEANING - CONTRACT RFT 09 - 25/26**

**That Council:**

1. **Receive the Council Premises Cleaning – Contract 09 – 25/26 report;**

2. **Accept the tender from Fast Facilities Services Pty Ltd at $71,070.36 a year for the period of three years with an option to extend the contract period for an additional three years.**

**(ITEM COM14/26) TENTERFIELD CHILD CARE CENTRE FINANCES**

**That Council:**

1. **Obtain quotes for a licenced valuer with expertise in valuing Child Care Centres to inspect the premises and determine a fair rental rate, with a report to be prepared and brought back to Council for final consideration.**

2. **Remove the lease-to-buy option from any future lease.**

3. **Require full financial details of income and expenditure, redacted of personal information to support consideration of requested reduction of rent. (noting that financial reports of not for profit organisations are required to be presented upon request).**

**(ITEM COM15/26) TENTERFIELD PRE-SCHOOL LEASE RENEWAL**

**That Council:**

1. **Resolve to pursue unpaid rent to the end of the previous lease 22 April 2024.**

2. **Enter a new lease with Tenterfield Pre School**

**(ITEM ECO15/26) BUSINESS EMAIL COMPROMISE (BEC)**

**That Council:**

1. **Notes the confidential briefing on the matter.**
2. **Authorises the Acting General Manager and Staff to carry out actions as detailed in the report.**

**MEETING CLOSED**
There being no further business the Mayor declared the meeting closed at 4.18pm.

.....
Councillor Bronwyn Petrie
Mayor/Chairperson

| | |
|---|---|
| **Department:** | **Office of the Director Corporate Services** |
| **Submitted by:** | Lee Sisson, Governance Officer |
| **Reference:** | **ITEM GOV60/26** |
| **Subject:** | **RESCINDING OF RESOLUTION - 2025 MODEL CODE OF MEETING PRACTICE FOR LOCAL COUNCILS IN NSW** |

| **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**
This report is in relation to rescinding resolution number *243/25 – 2025 Model Code of Meeting Practice for Local Councils in NSW* and rescinding of resolution number *35/26 – Policy & Guidelines for Informal Workshops 2026*, and to readopt the *2024 Tenterfield Shire Council Code of Meeting Practice*.

**OFFICER'S RECOMMENDATION:**
**That Council:**

1. **Rescinds Resolution number 243/25 – 2025 Model Code of Meeting Practice for Local Councils in NSW.**
2. **Rescinds Resolution number 35/26 – Policy & Guidelines for Informal Workshops 2026.**
3. **Readopts the Tenterfield Shire Council Model Code of Meeting Practice 2024.**

## BACKGROUND

On 28 May 2026, Council was informed by the Office of Local Government (OLG) that the Local Government (General) Amendment (Model Code of Meeting Practice) Regulation 2025 which prescribed the Model Code of Meeting Practice for Local Councils in NSW has been disallowed by the Legislative Council.

The disallowance of the amending regulation has the effect of restoring or reviving the previous regulation as of the day of its disallowance.

The disallowance of the Amendment Regulation therefore means that the 2025 Model Meeting Code (the 2025 Code) is no longer prescribed for the purposes of section 360 of the *Local Government Act 1993* (LG Act) and the previous 2021 version of the Code now becomes the prescribed version, Tenterfield Shire Council (TSC) readopted the 2021 model in 2024.

Our Governance No. 60 Cont…

**REPORT:**

To ensure compliance with section 360 of the LG Act, the OLG has advised that the first item of business at the June Council meeting should be the rescinding of its resolution adopting the 2025 Model Meeting Code.

Council also adopted the Policy & Guidelines for Informal Workshops 2026, relating to the provisions of the 2025 Code, which should also be rescinded.

Although rescinding the 2025 Code has the effect of reinstating the Council's previously adopted 2024 Code of Meeting Practice, for clarity the Tenterfield Shire Council Model Code of Meeting Practice 2024 is being put to Council in this report for readoption. Refer to attachment No. 1 of this report.

As more than three months have passed since Council adopted the 2025 Model Code of Meeting Practice, the signatures of three Councillors are not required to rescind the resolution that adopted the Code.

**COUNCIL IMPLICATIONS:**

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

   Nil.

2. **Policy and Regulation**

   - *Section 360 Local Government Act 1993*

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

   Nil

4. **Asset Management (AMS)**

   Nil.

5. **Workforce (WMS)**

   Nil.

6. **Legal and Risk Management**

   Noncompliance of a direction given to Council from the Office of Local Government, resulting in an improvement order issued to Council.

   Council being noncompliant of a direction from the Office of Local Government would be given a rare rating (The event may occur but only in exceptional circumstances, no past event history - <2%) via Council's risk matrix.

   Provided the Tenterfield Shire Council Model Code of Meeting Practice 2024 is readopted, the legal risks are low. Should this document not be reinstated OLG

Our Governance No. 60 Cont…

representatives have advised that there are potential opportunities for legal challenge to some decisions that Council makes.

**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** | Tenterfield Shire Council Model Code of Meeting Practice 2024 | 43 Pages |

# TENTERFIELD SHIRE COUNCIL
# MODEL CODE OF MEETING PRACTICE

## 2024

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## 1 INTRODUCTION

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

The Model Meeting Code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

The Model Meeting Code also applies to meetings of the boards of joint organisations and county councils.

## 2 MEETING PRINCIPLES

2.1 Council and committee meetings should be:

*Transparent:* Decisions are made in a way that is open and accountable.

*Informed:* Decisions are made based on relevant, quality information.

*Inclusive*: Decisions respect the diverse needs and interests of the local community.

*Principled*: Decisions are informed by the principles prescribed under Chapter 3 of the Act.

*Trusted*: The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.

*Respectful*: Councillors, staff and meeting attendees treat each other with respect.

*Effective*: Meetings are well organised, effectively run and skilfully chaired.

*Orderly*: Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

## 3 BEFORE THE MEETING

Timing of ordinary council meetings

3.1 Ordinary meetings of the council will be held on the following occasions: the fourth Wednesday of each month, with at least ten (10) Ordinary Meetings being held each year.

Extraordinary meetings

3.2 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

**Note: Clause 3.3 reflects section 366 of the Act**

Notice to the public of council meetings

3.3 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

**Note: Clause 3.3 reflects section 9(1) of the Act.**

3.4 For the purposes of clause 3.3, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

3.5 For the purposes of clause 3.3, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

3.6 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

**Note: Clause 3.6 reflects section 367(1) of the Act.**

3.7 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

**Note: Clause 3.7 reflects section 367(3) of the Act.**

Notice to councillors of extraordinary meetings

3.8 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

**Note: Clause 3.8 reflects section 367(2) of the Act.**

Giving notice of business to be considered at council meetings

3.9 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted by 5pm on the Monday of the week preceding the week of the Council Meeting, being seven (7) business days before the meeting is to be held.

3.10 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

3.11 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.

3.12 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:

(a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or
(b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

Questions with notice

3.13 A councillor may, by way of a notice submitted under clause 3.9, ask a question for response by the general manager about the performance or operations of the council.

3.14 A councillor is not permitted to ask a question with notice under clause 3.13 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.

3.15 The general manager or their nominee may respond to a question with notice submitted under clause 3.13 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

Agenda and business papers for ordinary meetings

3.16 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.

3.17 The general manager must ensure that the agenda for an ordinary meeting of the council states:

(a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
(b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
(c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
(d) any business of which due notice has been given under clause 3.10.

3.18 Nothing in clause 3.17 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.

3.19 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.

3.20 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:

(a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
(b) states the grounds under section 10A(2) of the Act relevant to the item of business.

**Note: Clause 3.20 reflects section 9(2A)(a) of the Act.**

3.21 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Statement of ethical obligations

3.22 Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.

Availability of the agenda and business papers to the public

3.23 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

**Note: Clause 3.23 reflects section 9(2) and (4) of the Act.**

3.24 Clause 3.23 does not apply to the business papers for items of business that the general manager has identified under clause 3.21 as being likely to be considered when the meeting is closed to the public.

**Note: Clause 3.24 reflects section 9(2A)(b) of the Act.**

3.25 For the purposes of clause 3.23, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

**Note: Clause 3.25 reflects section 9(3) of the Act.**

3.26 A copy of an agenda, or of an associated business paper made available under clause 3.23, may in addition be given or made available in electronic form.

**Note: Clause 3.26 reflects section 9(5) of the Act.**

Agenda and business papers for extraordinary meetings

3.27 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.

3.28 Despite clause 3.27, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:

(a) a motion is passed to have the business considered at the meeting, and
(b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

3.29 A motion moved under clause 3.28(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.

3.30 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.28(a) can speak to the motion before it is put.

3.31 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.28(b) on whether a matter is of great urgency.

Pre-meeting briefing sessions

3.32 Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.

3.33 Pre-meeting briefing sessions are to be held in the absence of the public.

3.34 Pre-meeting briefing sessions may be held by audio-visual link.

3.35 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.

3.36 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.

3.37 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.

## 4 PUBLIC FORUMS

4.1 The council may hold a public forum prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council.

4.2 Public forums may be held by audio-visual link.

4.3 Public forums are to be chaired by the mayor or their nominee.

4.4 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by close of business on the Monday before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.

4.5 A person may apply to speak on no more than one (1) item of business on the agenda of the council meeting.

4.6 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.

4.7 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.

4.8 No more than two (2) speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.

4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.

4.10 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.

4.11 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than two (2) days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.

4.12 The general manager or their delegate is to determine the order of speakers at the public forum.

4.13 Each speaker will be allowed five (5) minutes to address the council. This time is to be strictly enforced by the chairperson.

4.14 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

4.15 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.

4.16 Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker, to each question are to be limited to five (5) minutes.

4.17 Speakers at public forums cannot ask questions of the council, councillors, or council staff.

4.18 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to five (5) minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.

4.19 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.

4.20 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.

4.21 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.20, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.

4.22 Clause 4.21 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.

4.23 Where a speaker engages in conduct of the type referred to in clause 4.20, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.

4.24 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

**Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.**

## 5 COMING TOGETHER

Attendance by councillors at meetings

5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

**Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.**

5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.

5.3 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.

5.4 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.

5.5 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.

5.6 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

**Note: Clause 5.6 reflects section 234(1)(d) of the Act.**

5.7 A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.

The quorum for a meeting

5.8 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

**Note: Clause 5.8 reflects section 368(1) of the Act.**

5.9 Clause 5.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

**Note: Clause 5.9 reflects section 368(2) of the Act.**

5.10 A meeting of the council must be adjourned if a quorum is not present:

(a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
(b) within half an hour after the time designated for the holding of the meeting, or
(c) at any time during the meeting.

5.11 In either case, the meeting must be adjourned to a time, date, and place fixed:

(a) by the chairperson, or
(b) in the chairperson's absence, by the majority of the councillors present, or
(c) failing that, by the general manager.

5.12 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.

5.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.

5.14 Where a meeting is cancelled under clause 5.13, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.3.

Meetings held by audio-visual link

5.15 A meeting of the council or a committee of the council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the general manager and, as far as is practicable, with each councillor.

5.16 Where the mayor determines under clause 5.15 that a meeting is to be held by audio-visual link, the general manager must:

(a) give written notice to all councillors that the meeting is to be held by audio-visual link, and
(b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and
(c) cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.

5.17 This code applies to a meeting held by audio-visual link under clause 5.15 in the same way it would if the meeting was held in person.

**Note: Where a council holds a meeting by audio-visual link under clause 5.15, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.**

Attendance by councillors at meetings by audio-visual link

5.18 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee.

5.19 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.

5.20 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.19.

5.21 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.

5.22 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.

5.23 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state:

(a) the meetings the resolution applies to, and
(b) the reason why the councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.

5.24 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.

5.25 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link. However, the council and committees of the council are under no obligation to approve a councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the councillor to attend the meeting by these means.

5.26 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.

5.27 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.

5.28 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.

5.29 A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

Entitlement of the public to attend council meetings

5.30 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

**Note: Clause 5.30 reflects section 10(1) of the Act.**

5.31 Clause 5.30 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

5.32 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:

(a) by a resolution of the meeting, or
(b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

**Note: Clause 5.32 reflects section 10(2) of the Act.**

Webcasting of meetings

5.33 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.

5.34 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:

(a) the meeting is being recorded and made publicly available on the council's website, and
(b) persons attending the meeting should refrain from making any defamatory statements.

5.35 The recording of a meeting is to be made publicly available on the council's website:

(a) at the same time as the meeting is taking place, or
(b) as soon as practicable after the meeting.

5.36 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.

5.37 Clauses 5.35 and 5.36 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

**Note: Clauses 5.33 – 5.37 reflect section 236 of the Regulation.**

5.38 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

Attendance of the general manager and other staff at meetings

5.39 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

**Note: Clause 5.39 reflects section 376(1) of the Act.**

5.40 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

**Note: Clause 5.40 reflects section 376(2) of the Act.**

5.41 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

**Note: Clause 5.41 reflects section 376(3) of the Act.**

5.42 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.

5.43 The general manager and other council staff may attend meetings of the council and committees of the council by audio-visual-link. Attendance by council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the general manager.

## 6 THE CHAIRPERSON

The chairperson at meetings

6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

**Note: Clause 6.1 reflects section 369(1) of the Act.**

6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

**Note: Clause 6.2 reflects section 369(2) of the Act.**

Election of the chairperson in the absence of the mayor and deputy mayor

6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

6.4 The election of a chairperson must be conducted:

(a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or

(b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.

6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.

6.6 For the purposes of clause 6.5, the person conducting the election must:

(a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
(b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

6.9 When the chairperson rises or speaks during a meeting of the council:

(a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
(b) every councillor present must be silent to enable the chairperson to be heard without interruption.

## 7 MODES OF ADDRESS

7.1 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.

7.2 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.

7.3 A councillor is to be addressed as 'Councillor [surname]'.

7.4 A council officer is to be addressed by their official designation or as Mr/ Ms [surname].

## 8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

8.1 At a meeting of the council, the general order of business is as fixed by resolution of the council.

8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

8.3 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.2 may speak to the motion before it is put.

## 9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a council meeting

9.1 The council must not consider business at a meeting of the council:

(a) unless a councillor has given notice of the business, as required by clause 3.10, and
(b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.

9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:

(a) is already before, or directly relates to, a matter that is already before the council, or
(b) is the election of a chairperson to preside at the meeting, or
(c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
(d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.

9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:

(a) a motion is passed to have the business considered at the meeting, and
(b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.

9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Mayoral minutes

9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.

9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the

chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.

9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.

9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.

9.10 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.

Staff reports

9.11 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

Reports of committees of council

9.12 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.

9.13 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

9.14 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.9 and 3.13.

9.15 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.

9.16 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.

9.17 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a

councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.

9.18 Councillors must put questions directly, succinctly, respectfully and without argument.

9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

## 10 RULES OF DEBATE

Motions to be seconded

10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.

10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.

10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:

(a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
(b) the chairperson may defer consideration of the motion until the next meeting of the council.

Chairperson's duties with respect to motions

10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.

10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.

10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.

10.8 Any motion, amendment, or other matter that the chairperson has ruled out of order is taken to have been lost.

Motions requiring the expenditure of funds

10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.

Amendments to motions

10.10 An amendment to a motion must be moved and seconded before it can be debated.

10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.

10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.

10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.

10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.

10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.

10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Foreshadowed motions

10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.

10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at

any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.

10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the number and duration of speeches

10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.

10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.

10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.

10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.

10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:

(a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
(b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.

10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.

10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.

10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.

10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.

10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

## 11 VOTING

Voting entitlements of councillors

11.1 Each councillor is entitled to one (1) vote.

**Note: Clause 11.1 reflects section 370(1) of the Act.**

11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

**Note: Clause 11.2 reflects section 370(2) of the Act.**

11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

Voting at council meetings

11.4 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

11.5 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.

11.6 The decision of the chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.

11.7 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.

11.8 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.5 of this code.

11.9 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

Voting on planning decisions

11.10 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.

11.11 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.

11.12 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.

11.13 Clauses 11.12–11.14 apply also to meetings that are closed to the public.

**Note: Clauses 11.12–11.15 reflect section 375A of the Act.**

**Note: The requirements of clause 11.12 may be satisfied by maintaining a register of the minutes of each planning decision.**

## 12 COMMITTEE OF THE WHOLE

12.1 The council may resolve itself into a committee to consider any matter before the council.

**Note: Clause 12.1 reflects section 373 of the Act.**

12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.

**Note: Clauses 10.20–10.30 limit the number and duration of speeches.**

12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.

12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

## 13 DEALING WITH ITEMS BY EXCEPTION

13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.

13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.

13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.

13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.3.

13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.

13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.

13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

## 14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:

(a) personnel matters concerning particular individuals (other 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) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
(i) alleged contraventions of the council's code of conduct.

**Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.**

14.2 The council or a committee of the council 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.

**Note: Clause 14.2 reflects section 10A(3) of the Act.**

Matters to be considered when closing meetings to the public

14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

(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.

**Note: Clause 14.3 reflects section 10B(1) of the Act.**

14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

(a) are substantial issues relating to a matter in which the council or committee is involved, and
(b) are clearly identified in the advice, and
(c) are fully discussed in that advice.

**Note: Clause 14.4 reflects section 10B(2) of the Act.**

14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), 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 a matter referred to in clause 14.1.

**Note: Clause 14.5 reflects section 10B(3) of the Act.**

14.6 For the purpose of determining whether the discussion of a matter in an open

meeting would be contrary to the public interest, it is irrelevant that:

(a) a person may misinterpret 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.

**Note: Clause 14.6 reflects section 10B(4) of the Act.**

14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

**Note: Clause 14.7 reflects section 10B(5) of the Act.**

Notice of likelihood of closure not required in urgent cases

14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:

(a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
(b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
  (i) should not be deferred (because of the urgency of the matter), and
  (ii) should take place in a part of the meeting that is closed to the public.

**Note: Clause 14.8 reflects section 10C of the Act.**

Representations by members of the public

14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

**Note: Clause 14.9 reflects section 10A(4) of the Act.**

14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by the Monday before the meeting at which the matter is to be considered.

14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in

writing for a decision to refuse an application.

14.13 No more than two (2) speakers for the matter and two (2) speakers against the matter are to be permitted to make representations under clause 14.9.

14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.

14.15 The general manager (or their delegate) is to determine the order of speakers.

14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than two (2) speakers for the matter and two (2) speakers against the matter to make representations in such order as determined by the chairperson.

14.17 Each speaker will be allowed five (5) minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of non-councillors from meetings closed to the public

14.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.

14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Obligations of councillors attending meetings by audio-visual link

14.20 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be disclosed in resolutions closing meetings to the public

14.21 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:

(a) the relevant provision of section 10A(2) of the Act,
(b) the matter that is to be discussed during the closed part of the meeting,
(c) the reasons why the part of the meeting is being closed, including (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) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

**Note: Clause 14.21 reflects section 10D of the Act.**

Resolutions passed at closed meetings to be made public

14.22 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.

14.23 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.22 during a part of the meeting that is webcast.

## 15 KEEPING ORDER AT MEETINGS

Points of order

15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.

15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.

15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

15.4 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.

15.5 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.

15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.

15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

15.8 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.

15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.

15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

15.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:

(a) contravenes the Act, the Regulation or this code, or
(b) assaults or threatens to assault another councillor or person present at the meeting, or
(c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
(d) insults, makes unfavourable personal remarks about, or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
(e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.

**Note: Clause 15.11 reflects section 182 of the Regulation.**

15.12 The chairperson may require a councillor:

(a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a), (b), or (e), or
(b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
(c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.11(d) and (e).

**Note: Clause 15.12 reflects section 233 of the Regulation.**

How disorder at a meeting may be dealt with

15.13 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

15.14 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.

15.15 Clause15.14 does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

15.16 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

**Note: Clause 15.17 reflects section 233(2) of the Regulation.**

15.17 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.

15.18 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

15.19 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

How disorder by councillors attending meetings by audio-visual link may be dealt with

15.20 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.

15.21 If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

15.22 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.

15.23 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.

15.24 Without limiting clause 15.18, a contravention of clause 15.23 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.18. Any person who contravenes or attempts to contravene clause 15.23, may be expelled from the meeting as provided for under section 10(2) of the Act.

15.25 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

## 16 CONFLICTS OF INTEREST

16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during

which the council or committee is voting on the matter.

## 17 DECISIONS OF THE COUNCIL

Council decisions

17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

**Note: Clause 17.1 reflects section 371 of the Act in the case of councils and section 400T(8) in the case of joint organisations.**

17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.10.

**Note: Clause 17.3 reflects section 372(1) of the Act.**

17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

**Note: Clause 17.4 reflects section 372(2) of the Act.**

17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.9.

**Note: Clause 17.5 reflects section 372(3) of the Act.**

17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

**Note: Clause 17.6 reflects section 372(4) of the Act.**

17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

**Note: Clause 17.7 reflects section 372(5) of the Act.**

17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

**Note: Clause 17.8 reflects section 372(7) of the Act.**

17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.10 with the consent of all signatories to the notice of motion.

17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than three (3) months after the meeting at which the resolution was adopted.

17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

**Note: Clause 17.11 reflects section 372(6) of the Act.**

17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:

(a) a notice of motion signed by three councillors is submitted to the chairperson, and
(b) a motion to have the motion considered at the meeting is passed, and
(c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.

17.14 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

Recommitting resolutions to correct an error

17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:

(a) to correct any error, ambiguity or imprecision in the council's resolution, or
(b) to confirm the voting on the resolution.

17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.

17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.

17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.

17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.

17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

## 18 TIME LIMITS ON COUNCIL MEETINGS

18.1 Meetings of the council and committees of the council are to conclude no later than 5pm.

18.2 If the business of the meeting is unfinished at 5pm, the council or the committee may, by resolution, extend the time of the meeting.

18.3 If the business of the meeting is unfinished at 5pm, and the council does not resolve to extend the meeting, the chairperson must either:

(a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
(b) adjourn the meeting to a time, date and place fixed by the chairperson.

18.4 Clause 18.3 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.

18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the general manager must:

(a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
(b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

## 19 AFTER THE MEETING

Minutes of meetings

19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

**Note: Clause 19.1 reflects section 375(1) of the Act.**

19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

(a) the names of councillors attending a council meeting and whether they attended the meeting in person or by audio-visual link,
(b) details of each motion moved at a council meeting and of any amendments moved to it,
(c) the names of the mover and seconder of the motion or amendment,
(d) whether the motion or amendment was passed or lost, and
(e) such other matters specifically required under this code.

19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

**Note: Clause 19.3 reflects section 375(2) of the Act.**

19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

**Note: Clause 19.5 reflects section 375(2) of the Act.**

19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

**Note: Clause 19.8 reflects section 11(1) of the Act.**

19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

**Note: Clause 19.9 reflects section 11(2) of the Act.**

19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

**Note: Clause 19.10 reflects section 11(3) of the Act.**

19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

**Note: Clause 19.12 reflects section 335(b) of the Act.**

## 20 COUNCIL COMMITTEES

Application of this Part

20.1 This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

20.2 The council may, by resolution, establish such committees as it considers necessary.

20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.

20.4 The quorum for a meeting of a committee of the council is to be:

(a) such number of members as the council decides, or
(b) if the council has not decided a number – a majority of the members of the committee.

Functions of committees

20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

Notice of committee meetings

20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:

(a) the time, date and place of the meeting, and
(b) the business proposed to be considered at the meeting.

20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Attendance at committee meetings

20.8 A committee member (other than the mayor) ceases to be a member of a

committee if the committee member:

(a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
(b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.

20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

Non-members entitled to attend committee meetings

20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

(a) to give notice of business for inclusion in the agenda for the meeting, or
(b) to move or second a motion at the meeting, or
(c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

20.11 The chairperson of each committee of the council must be:

(a) the mayor, or
(b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
(c) if the council does not elect such a member, a member of the committee elected by the committee.

20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the

committee determines otherwise in accordance with this clause.

20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.

20.17 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

20.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.

20.19 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.20 during a part of the meeting that is webcast.

Disorder in committee meetings

20.21 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

Minutes of council committee meetings

20.22 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:

(a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
(b) details of each motion moved at a meeting and of any amendments moved to it,
(c) the names of the mover and seconder of the motion or amendment,
(d) whether the motion or amendment was passed or lost, and
(e) such other matters specifically required under this code.

20.23 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

20.24 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.

20.25 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

20.26 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

20.27 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

20.28 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

## 21 IRREGULARITES

21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:

(a) a vacancy in a civic office, or
(b) a failure to give notice of the meeting to any councillor or committee member, or
(c) any defect in the election or appointment of a councillor or committee member, or
(d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
(e) a failure to comply with this code.

**Note: Clause 21.1 reflects section 374 of the Act.**

## 22 DEFINITIONS

| | |
|---|---|
| the Act | means the *Local Government Act 1993* |
| act of disorder | means an act of disorder as defined in clause 15.11 of this code |
| amendment | in relation to an original motion, means a motion moving an amendment to that motion |
| audio recorder | any device capable of recording speech |
| audio-visual link | means a facility that enables audio and visual communication between persons at different places |
| business day | means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales |
| chairperson | in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and<br>in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code |
| this code | means the council's adopted code of meeting practice |
| committee of the council | means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1 |
| council official | has the same meaning it has in the Model Code of Conduct for Local Councils in NSW |
| day | means calendar day |
| division | means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion |
| foreshadowed amendment | means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment |
| foreshadowed motion | means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion |
| open voting | means voting on the voices or by a show of hands or by a visible electronic voting system or similar means |
| planning decision | means a decision made in the exercise of a function of a council under the *Environmental Planning and Assessment Act 1979* including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including |

| | |
|---|---|
| | the making of an order under Division 9.3 of Part 9 of that Act |
| performance improvement order | means an order issued under section 438A of the Act |
| quorum | means the minimum number of councillors or committee members necessary to conduct a meeting |
| the Regulation | means the *Local Government (General) Regulation 2021* |
| webcast | a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time |
| year | means the period beginning 1 July and ending the following 30 June |

| | |
|---|---|
| **Department:** | **Office of the Director Corporate Services** |
| **Submitted by:** | Jane Walton, Manager Finance and Technology |
| **Reference:** | **ITEM GOV63/26** |
| **Subject:** | **TENTERFIELD SHIRE COUNCIL OPERATIONAL/DELIVERY PLAN 2025/2026 INCLUDING STATEMENT OF REVENUE POLICY 2026/2027, FEES AND CHARGES 2026/2027 & LONG-TERM FINANCIAL PLAN 2026-2036** |

| **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 for Council to adopt the Tenterfield Shire Council Delivery Program 2025–2029 and Operational Plan 2026/2027, including the:

- Statement of Revenue Policy,
- List of Fees and Charges,
- Operational Long-Term Financial Plan 2026-2036, and
- Annual Budget.

**OFFICER'S RECOMMENDATION:**

**That Council:**

1. **Adopts the Tenterfield Shire Council updated Operational Plan 2026/2027.**

2. **Adopts the following updated documents as part of the Tenterfield Shire Council Operational Plan 2026/2027:**

   **(a) Tenterfield Shire Council updated Annual Budget for 2026/2027,**
   **(b) Tenterfield Shire Council updated Delivery Program for 2025-2029,**
   **(c) Tenterfield Shire Council updated Statement of Revenue Policy for 2026/2027,**
   **(d) Tenterfield Shire Council updated Fees and Charges for 2026/2027, and**
   **(e) Tenterfield Shire Council updated Operational 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:**
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

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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:**
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):**
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:**
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:**
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:**
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:**
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:**
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).

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**Business – Tenterfield:**
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 39.70% of the total revenue collected from this category of land).

**Business – Urbenville:**
Business – Urbenville rate of 0.540000 of a cent in the dollar (shown as 0.540000% on rates notice) of the current land values of all rateable land within this category, with a base rate of $382.00 per annum (the total revenue collected from this base amount represents 42.91% of the total revenue collected from this category of land).

**Business – Jennings:**
Business – Jennings 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 $360.00 per annum (the total revenue collected from this base amount represents 48.78% of the total revenue collected from this category of land).

**Business – Drake:**
Business – Drake rate of 0.425000 of a cent in the dollar (shown as 0.425000% on rates notice) of the current land values of all rateable land within this category, with a base rate of $382.00 per annum (the total revenue collected from this base amount represents 41.94% of the total revenue collected from this category of land).

**Business – Other:**
Business – Other rate of 0.400000 of a cent in the dollar (shown as 0.400000% on rates notice) of the current land values of all rateable land within this category, with a base rate of $350.00 per annum (the total revenue collected from this base amount represents 49.77% of the total revenue collected from this category of land).

**Business – Industrial:**
Business – Industrial rate of 1.280000 of a cent in the dollar (shown as 1.280000% 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 25.95% of the total revenue collected from this category of land).

**Mining:**
Mining rate of 2.410022 of a cent in the dollar (shown as 2.410022% 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 $675.00 per annum (the total revenue collected from this base amount represents 40.22% 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

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Availability Charge on all land rateable to the Water Supply Charge and other water charges for the year ending June 2027, 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

Our Governance No. 63 Cont…

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 $1,183.00 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 2027.

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 2027, 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 - $1,183.00 per occupancy per property per annum;

(b) Non-Residential - Meter connection: 25mm - $1,183.00 per occupancy per property per annum;

(c) Non-Residential - Meter connection: 32mm - $1,531.00 per occupancy per property per annum;

(d) Non-Residential - Meter connection: 40mm - $2,381.00 per occupancy per property per annum;

(e) Non-Residential - Meter connection: 50mm - $3,714.00 per occupancy per property per annum;

(f) Non-Residential - Meter connection: 80mm - $9,506.00 per occupancy per property per annum;

(g) Non-Residential - Meter connection: 100mm - $14,852.00 per occupancy per property per annum;

(h) Non-Residential - Meter connection: 150mm - $33,421.00 per occupancy per property per annum;

(i) Voluntary and Charitable Organisations - $228.00 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:

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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

Our Governance No. 63 Cont…

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.

**8. Adopt the following changes to the original DRAFT Operational Plan 2026/2027 that was presented to Council at the March 2026 Meeting:**

**(a) Changes in Operating Income of $8,500** being additional Museum Advisor payment from the Museums & Galleries of NSW.

**(b) Operational expenditure changes of ($291,841);**
- $432 increase - for Mayoral and Councillor Fee increases in-line with OLG Remuneration Tribunal recommendations
- Emergency Services Levy has been updated as per Revenue NSW Assessment Notice (SES) – decrease $320, (RFS) – decrease $25,582, (Fire and Rescue) – increase $3,629.
- $50,000 increase in Contractor Support for the implementation of the IT Software System deferred from March 2026 QBRS to 2026/27
- $80,000 increase in Asbestos Management Plans deferred from March 2026 QBRS to 2026/27
- $50,000 increase in Asset Management Bridge Inspections deferred from March 2026 QBRS to 2026/27.
- ($450,000) reduction of the budget 2026/27 Regional Emergency Road Repairs (includes RLRRP) due to project being brought forward to 2025/26.

**(c) Capital expenditure changes of $895,000:**
- $15,000 for 29 High Street Fence replacement on Eastern side

Our Governance No. 63 Cont…

- $35,000 for Urbenville Medical Centre boundary fence replacement
- $80,000 Swimming pool blanket replacement reallocated to pool painting and repair 2026/27.
- $150,000 Tenterfield depot Fuel tank replacement has been deferred from March 2026 QBR and included in the 2026/27 budget while Fuel cards are being considered.
- $450,000 increase in Admin Building roof replacement deferred from March 2026 QBR
- $200,000 Market Square toilet block replacement (SRV 2023) moved forward from 2027/28 to 2026/27 budget to coincide with Bruxner Park toilet block works

**9. Notes that two (2) public submissions were received during the exhibition period.**

**(a) Submission 1** - being general comments on Council's challenges on financial sustainability.

**(b) Submission 2** – being concerned with consistent public consultation and communication, Council's financial sustainability given multiple projected deficits over multiple years with several requests including clarification of rating categories, Council's response to increasing cost pressures and the need for a review on waste, water and sewer funds.

**BACKGROUND**

In accordance with the *NSW Local Government Act 1993*, as part of the NSW State Government's Integrated Planning and Reporting Framework, Council must prepare a number of plans that detail how Council intends to deliver services and infrastructure in the short and long term. These plans are to be based on priorities that have been identified through community engagement in the planning process and established in a Community Strategic Plan.

Council must have a:

- Delivery Program – a four-year plan detailing the principal activities it will undertake to achieve the objectives of the Community Strategic Plan;
- Operational Plan – an annual plan that identifies the individual actions and activities that will be undertaken in a specific year, to achieve the commitments made in the Delivery Program. It includes the following:
  - An Annual Budget;
  - A Revenue Policy – this document sets out the Rating Sub-Categories, and Water, Sewer, Waste and Stormwater annual and user charges;
  - A List of Fees and Charges – identifying all fees and charges of Council.
- Long-Term Financial Plan – a 10-year financial plan.

**REPORT:**

Section 8C of the *Local Government Act 1993* provides the following principles for Integrated Planning and Reporting that apply to Councils:

*a) Councils should identify and prioritise key local community needs and aspirations and consider regional priorities.*
*b) Councils should identify strategic goals to meet those needs and aspirations.*
*c) Councils should develop activities, and prioritise actions, to work towards the strategic goals.*

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*d) Councils should ensure that the strategic goals and activities to work towards them may be achieved within council resources.*
*e) Councils should regularly review and evaluate progress towards achieving strategic goals.*
*f) Councils should maintain an integrated approach to planning, delivering, monitoring and reporting on strategic goals.*
*g) Councils should collaborate with others to maximize achievement of strategic goals.*
*h) Councils should manage risks to the local community or area or to the council effectively and proactively.*
*i) Councils should make appropriate evidence-based adaptations to meet changing needs and circumstances.*

Council's current Delivery Program 2025-2029 incorporates the Community Strategic Plan and an annual Operational Plan that communicates to the residents of Tenterfield Shire the priorities for that year. The exhibited Operational Plan 2026/2027 details the actions and programs to be undertaken to support the Delivery Program and the Community Strategic Plan.

The updated Budget 2026/27 results are as follows;

- Operating Result from Continuing Operations to $4,106,065.
- Operating Result from Continuing Operations - excluding capital income to ($6,462,281).
- Cash Result - Surplus/ (Deficit) - Less Cash expenditure from Reserve funds and Expected Grant/DRFA Funding to ($3,139,141).

A net increase, from the DRAFT version, on Council's Cash Deficit for the 2026/2027 year of $594,659 with changes in:

**Operational Income of $8,500** being additional Museum Advisor payment from the Museums & Galleries of NSW.

**Operational Expenditure of ($291,841);**

- $432 increase - for Mayoral and Councillor Fee increases in-line with OLG Remuneration Tribunal recommendations
- Emergency Services Levy has been updated as per Revenue NSW Assessment Notice (SES) – decrease $320, (RFS) – decrease $25,582, (Fire and Rescue) – increase $3,629.
- $50,000 increase in Contractor Support for the implementation of the IT Software System deferred from March 2026 QBRS to 2026/27
- $80,000 increase in Asbestos Management Plans deferred from March 2026 QBRS to 2026/27
- $50,000 increase in Asset Management Bridge Inspections deferred from March 2026 QBRS to 2026/27.
- ($450,000) reduction of the budget 2026/27 Regional Emergency Road Repairs (includes RLRRP) due to project being brought forward to 2025/26.

**Capital expenditure changes of $895,000;**

- $15,000 for 29 High Street Fence replacement on Eastern side
- $35,000 for Urbenville Medical Centre boundary fence replacement
- $80,000 Swimming pool blanket replacement reallocated to pool painting and repair 2026/27.

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- $150,000 Tenterfield depot Fuel tank replacement has been deferred from March 2026 QBR and included in the 2026/27 budget while Fuel cards are being considered.
- $450,000 increase in Admin Building roof replacement deferred from March 2026 QBR
- $200,000 Market Square toilet block replacement (SRV 2023) moved forward from 2027/28 to 2026/27 budget to coincide with Bruxner Park toilet block works.

**FEES AND CHARGES**

Legislative fees have been updated and the inclusion of the Interest allowable charge of **9.5**%.

Updated Fees and Charges for 2026/2027 have been provided, as part of the Delivery Program and Operational Plan review.

**SUBMISSIONS**

Two (2) public submissions were received during the exhibition period. (refer to attachments).

Council officers have reviewed the issues raised, considered requests and made note of comments. The exhibited Operational Plan, Revenue Policy and Long-Term Financial Plan provide information under the Integrated Planning and Reporting Framework. No changes to the draft budget are recommended as a result of the submissions.

- **COUNCIL IMPLICATIONS:**

1. **Community Engagement / Communication (per engagement strategy)**
   The draft Operational Plan 2026/2027 was on public exhibition for a period of 28 days, for community review and comment, with 2 submissions received.

2. **Policy and Regulation**
   - *Local Government Act 1993*
   - *NSW Local Government (General) Regulations 2021*
   - NSW Local Government Integrated Planning and Report Guidelines 2021.

3. **Financial (Annual Budget & LTFP)**
   The Operational Plan 2026/2027 includes Council's detailed annual financial budget, along with the Council's Statement of Revenue Policy, which includes the rates, fees and charges for the financial year 2026/2027 and the 10-year Operational Long-Term Financial Plan.

4. **Asset Management (AMS)**

   Asset management implications in the delivery of the activities included with the 2026/27 Operational Plan and Budget, and for subsequent years, will have to be Addressed as part of the Integrated Planning and Reporting Framework suite of documents. Although Council has achieved the collection of high quality and robust data pertaining to infrastructure assets, this information still needs to be incorporated into the Long-Term Financial Plan via updated Asset Management Plans.

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**5. Workforce (WMS)**

There needs to be a Workforce Management Plan prepared as part of the Integrated Planning and Reporting Framework, that reflects the Asset Management Plans and inform the Long-Term Financial Plan. The number of staff included in this Operational Plan and Budget does not provide excess capacity within the organization.

The staffing situation will have to be monitored on an ongoing basis, to ensure that Council reaches the magic balance point between effective and efficient service provision, community expectations, financial affordability and human capital (i.e. the organisation's capacity to keep on delivering services without reaching burn-out point, or unnecessarily being exposed to psychosocial injuries.

**6. Legal and Risk Management**

In accordance with the *NSW Local Government Act 1993, Sections 405 and 406*, Council publicly exhibited the draft Operational Plan 2026/2027 for 28 days, for public review and community comments.

Council's risk appetite for financial sustainability is minimal, with this budget consolidated cash deficit of ($12,920,964) being a risk consequence rating of **severe** (being major financial loss > $500,000). The risk likelihood rating would be **likely** based on past history which gives it a risk rating of **extreme**. It is justifiable to reduce this to a **high** risk consequence rating due to the fact that cash movement from reserves has not been factored into the ($12,920,964 loss).

Risk ratings of **high** are to be avoided, transferred or mitigated where possible. As the Budget deficit cannot be avoided completely, some mitigation strategies that have occurred to date and others that are being looked at are to: refinance loans for savings on interest ($1m approx); invest more surplus cash to maximise interest income; update the LG Solutions long term financial plan on a regular basis to have a rolling forecast each quarter of the 10 year financial outlook for each fund of Council; work towards preparation for a special rate variation in the near future; and review services and service levels.

**7. Performance Measures**

**8. Project Management**

**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** Updated Delivery Program 2025 - 2029 & Operational Plan 2026 - 2027 | 95 Pages |

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| | | |
|---|---|---|
| **2** | Draft TSC Statement of Revenue Policy 2026-2027 | 39 Pages |
| **3** | Draft TSC Fees and Charges 2026 - 2027 | 50 Pages |
| **4** | Submission 1 | 1 Page |
| **5** | Submission 2 | 11 Pages |

# TENTERFIELD SHIRE COUNCIL

# Delivery Program 2025 - 2029

# Operational Plan 2026 - 2027

ADOPTED 23 July 2025 - Resolution number 101/25
Amended Operational Plan - 22 October 2025 - Resolution number 189/25

Delivery Program (as amended) 2025-2029 & Operational Plan - 2026-2027
Resolution number xxx/26



CONTACT
Tenterfield Shire Council
247 Rouse Stree
(PO Box 214)
TENTERFIELD NSW 2372

phone: 02 6736 6000
email: council@tenterfield.nsw.gov.au
website: www.tenterfield.nsw.gov.au

* This document has been prepared and reviewed for accessability.

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Appendix 1 - Statement of Revenue Policy
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## *Acknowledgement of Country*

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



Mayor Bronwyn Petrie

# INTRODUCTION FROM OUR MAYOR

Council's Operational Plan is a critical component of Council's obligation to the community and continues to focus on the delivery of services in a financially responsible and sustainable manner to ensure Council's future financial sustainability, and details the on-the-ground actions that will be delivered during the 2026-27 financial year. Aspirational capital expenditure dependent on obtaining grant funding will have blank spaces on that line item and identifies that Council will target applicable grants to achieve these items that are important to the community.

Council's financial situation remains challenging as is the case for all rural Councils, however, we have continued to strive for efficiencies, savings and income generation. As a result Councillors have been able to defer consideration of a Special Rate Variation for the 2026-27 financial year. Due to the reduced staff levels of recent years there has been a service level reduction coupled with pressure on staff that could not continue, so there have been some additional staff appointments.

The Tripartite Agreement we secured with the State and Federal Governments mid-2024 has continued to be a huge positive for this Shire. As a result Council receives funding in stages for approved disaster repair works instead of having to pay upfront and await lengthy periods for reimbursement. This has dramatically improved cash flow and allowed Council to continue to progress disaster works now that approvals have been finalised. Council and the community have been very frustrated with the significant delays in receiving the approvals from the Governments for the road infrastructure disaster claims, and these works are being programmed as quickly as possible. We are aware of the poor state of some specific roads and are trying to prioritise those repairs.

Council has been pleased to have signed a 90 year lease with FOTA - Friends of Tenterfield Aerodrome, and agreements with TCTIB - Tenterfield Chamber of Tourism, Industry and Business for the delivery of tourism services, and with SOATI - School of Arts Tenterfield Incorporated for the management of the Sir Henry Parkes Memorial School of Arts Museum, Theatre and Cinema. We have seen through these partnerships significant works at the Tenterfield aerodrome through both grants and private donations, the establishment of the School of Arts foyer as the Tenterfield Tourism Information Centre, and performances taking place and being planned at the School of Arts as well as the continuance of the Film Club. The volunteers in these and a multitude of organisations across the shire deserve high praise and I encourage people of all ages to join organisations, meet new people, have some fun and contribute to the betterment of our community.

We will be facing further financial pressure with the Federal Government further decreasing the GST component return to NSW with a reduction of over $25 billion for 2025-27. This will impact the NSW government's ability to provide additional funds for Council infrastructure and community projects across NSW let alone their core business, and make it harder for councils to reverse cost-shifting from government. However we will continue to advocate on behalf of the community for increased funding or a more equitable share of funding where possible.

Council staff and Councillors will continue to work with the community towards the goals of maintaining and improving our Shire for the good of our residents and visitors, and ensuring a financially stable and sustainable Tenterfield Shire Council.

**Mayor Bronwyn Petrie**

# OUR COUNCIL REPRESENTATIVES

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

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

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

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

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

Our Councillors and the wards they represent are:



Mayor Bronwyn Petrie
B Ward



Deputy Mayor Greg Sauer
E Ward



Cr Tim Bonner
A Ward



Cr Greg Purcell
A Ward



Cr Roger Turner
B Ward



Cr Peter Petty
C Ward



Cr Peter Murphy
C Ward



Cr Kim Rhodes
D Ward



Cr Owen Bancroft
D Ward



Cr Tom Peters
E Ward

# OUR MISSION



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

# OUR VISION

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



# OUR CORPORATE VALUES

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

Our five corporate values are:

**INTEGRITY** - ensuring openness and honesty in all our activities

**COMMUNITY FOCUS** - delivering prompt, courteous and helpful advice

**ACCOUNTABILITY** - accepting responsibility for providing quality services and information

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

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

# GETTING INVOLVED

There are a number of ways you can get involved and help shape decisions for our community by:

- Attending Council meetings to develop an understanding of how Council functions
- Requesting to address Council in relation to a matter in the Council meeting agenda
- Making an appointment to speak with the Mayor and Councillors
- Making an appointment to speak with the General Manager or relevant Director
- Writing to Council about the issues important to you

## COUNCIL MEETINGS

Council and committee meetings are held in Council's meeting rooms, situated at 247 Rouse Street, Tenterfield. Ordinary Council Meetings are generally held on the fourth Wednesday of each month commencing at 9.30am. You have the opportunity to participate in the Council Meetings by:

- Viewing the Council Meetings via the livestream on Council's website and YouTube Channel
- Making a deputation on an agenda item. Deputations are allocated five minutes to address Council and are limited to one speaker in the affirmative and one in the negative for each agenda item. Deputations can also be made online. Deputation requests must be lodged with the General Manager by 5.00pm on the Monday preceding the meeting. Deputations are held at 9am.

## AVAILABILITY OF BUSINESS PAPERS

Business papers are available on the Friday 12pm preceding the Council meeting on Council's website:
***tenterfield.nsw.gov.au/your-council/council-committee-meetings/council-business-papers***

## LIVESTREAMING COUNCIL MEETINGS

Meetings are live-streamed to Council's YouTube channel. Live streaming or recording of Council meetings increases the transparency of Council decision making and allows access to all members of the community who may not be physically able to attend meetings.

## NEWS AND INFORMATION

We aim to better inform our community about Council's activities. We do this through a number of platforms. Tenterfield Shire Council proactively uses traditional and digital media to relay information and seek information from the community.

## COUNCIL NOTICES

Are published in the local newspaper "Town & Country" and council website:
***tenterfield.nsw.gov.au***

## SOCIAL MEDIA

Tenterfield Shire Council's Facebook page

## MEDIA RELEASES, ADVERTISMENTS AND DOCUMENTS ON EXHIBITION

Are available on Council's website ***tenterfield.nsw.gov.au***

# INTEGRATED PLANNING & REPORTING

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

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

To achieve sustainability as a community, our Community Strategic plan needs to be based on the quadruple bottom line (QBL) considerations. The QBL considers the pillars of environmental, social, economic and government leadership in the quest for a holistic, sustainable and viable community. The QBL approach supports the Community Strategic Plan to ensure a balanced outlook and importantly ensures no one particular aspect dominates.

The key documents required under the legislation are:

The **Community Strategic Plan (CSP)** - identifies long term (minimum 10 years) goals and priorities for the community and local government area. The CSP outlines the strategies and measures to achieve the goals

The **Delivery Program (DP)** - identifies what Council is responsible for delivering to support the Community Strategic Plan. The DP allows Council to set priorities for its elected term.

The **Operational Plan (OP)** - details the programs, projects and activities Council will undertake during the financial year to implement the Delivery Program.

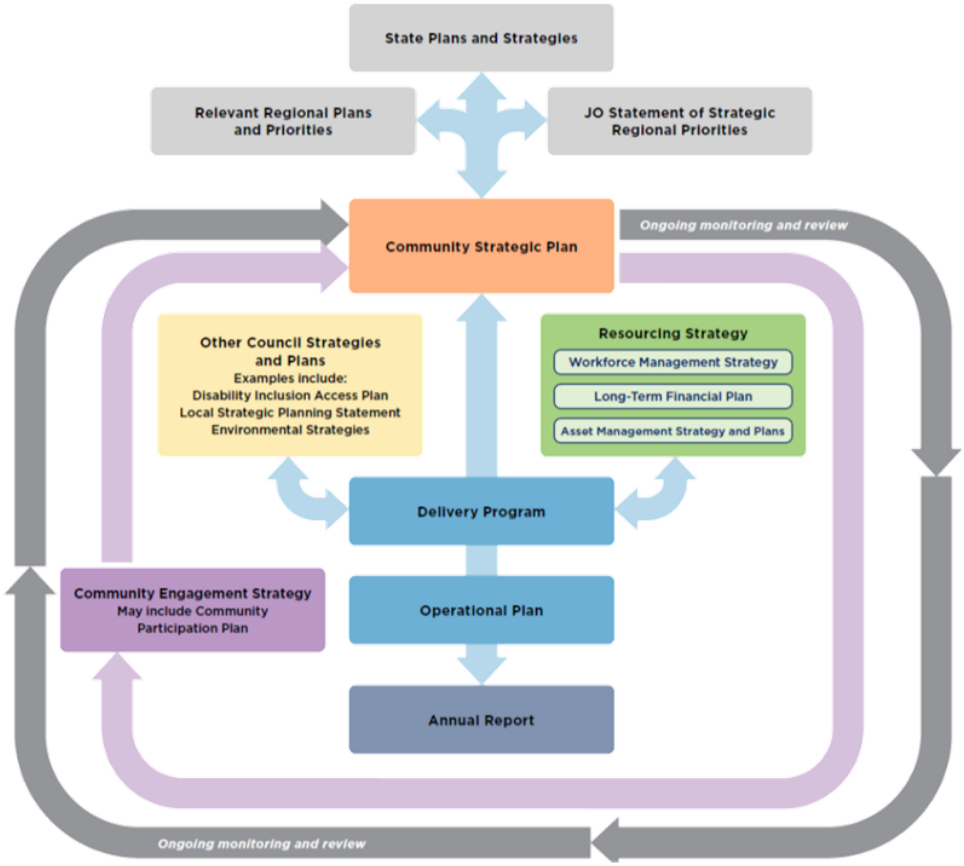
These plans are underpinned by a resourcing strategy which is made up of:

- Council's **Long-Term Financial Plan (LTFP)**,
- **Workforce Management Strategy**, and
- **Asset Management Strategy**

These plans and strategies allow Council to manage its assets and resources to deliver its services to the community.

# INTEGRATED PLANNING & REPORTING

## The Framework:




### Why is IP&R important?

Local councils operate in an increasing complex environment, with responsibilities under more than 50 different pieces of legislation and direct relationships with over 20 NSW and Commonwealth Government agencies. The IP&R Framework allows local councils to navigate these complexities in a meaningful and purposeful way and to:

- integrate community priorities into council strategies and plans
- support community and stakeholders to play an active role in shaping the future of their community
- articulate the community's vision and priorities
- assign resourcing to support delivery of the vision and priorities, while also balancing aspirations with affordability
- maintain accountability and transparency by regular monitoring and reporting.

# OUR EXECUTIVE TEAM & ORGANISATIONAL STRUCTURE

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



**Acting General Manager**
**Matthew Francisco**



**Director Infrastructure Services**
**Vacant**

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

- Civic Office
- Organisation Leadership
- Workforce Development
- Economic Development
- Communications

**Director Corporate Services**
**Liz Alley**

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

# FUTURE DIRECTIONS

## What Our Community Wants – our outcomes

Our Community Strategic plan sets out community aspirations which have been grouped under five themes, referred to as Future Directions. The Future Directions apply the Quadruple Bottom Line (community, economic, environmental and civic leadership) with the added Future Direction of Infrastructure (roads, drainage, communications, water and sewer) as this reflects the community's aspiration of having infrastructure that is well maintained and reliable. Whilst Council is not responsible for all of the mentioned services, Council advocates on behalf of the community for improved services.

### FUTURE DIRECTION 1 - COMMUNITY

***Accessible, Caring and Inclusive***

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



### FUTURE DIRECTION 2 - ECONOMY

***Good Opportunities***

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




### FUTURE DIRECTION 3 - ENVIRONMENT

***Well Looked After***

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



### FUTURE DIRECTION 4 - INFRASTRCTURE

***Well Maintained And Reliable***

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



### FUTURE DIRECTION 5 - LEADERSHIP

***A Sustainable Future***

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



# Delivery Program 2025 - 2029

# Operational Plan 2026 - 2027

# HOW TO READ OUR PLANS

Council has developed the Delivery Program and Operational Plan to achieve the Future Directions and Outcomes identified in our Community Strategic Plan.

1. Community
2. Economy
3. Environment
4. Infrastructure
5. Leadership

In the top band on the table below you will see one of our colour coded Future Directions as developed in our Community Stategic Plan (CSP)

This is where we show the Community Outcome that we would like to see achieved over the 4 year Delivery Program Cycle

**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 Asset & Program Planning |
| | 4.1.1.2 Develop a new Bridge Asset Management Plan | x | | | | New Bridge Asset Management Plan complete | Manager Asset & Program Planning |
| | 4.1.1.3 Identify additional revenue sources to maintain and renew transport infrastructure | x | x | x | x | Additional revenue sources idnetified | General Manager |
| 4.1.2 Maintain the local and regional road network | 4.1.2.1 As per Operational Plan based on need and within financial constraints | x | x | x | x | Pavement condition indicies same or better than 2024 | Manager Asset & Program Planning |
| 4.1.3 Maintain and renew footpaths and cycleways as per adopted Asset Management Plans | 4.1.3.1 Update Pedestrian and Mobility Access Plan (PMAP) | | x | | | Plan updated | Manager Asset & Program Planning |
| | 4.1.3.2 Update the Tenterfield Bike Plan | | x | | | Plan updated | Manager Asset & Program Planning |
| | 4.1.3.3 Implement the PMAP and Tenterfield Bike Plan to maintain and renew assets | | x | x | x | As per Operational Plan maintainence and renewal budget | Manager Asset & Program Planning |

Our Strategy (Delivery Program (DP)) is how we intend to deliver the Community Outcome over the 4 year Delivery Program Cycle

The Operational Plan Activity describes the actions that will take place to support the Strategy (Delivery Program) yearly over the following 4 year Delivery Program cycle and which year these activities are scheduled. The Operational Plan is updated yearly.

Our Measures and Targets, and Responsibilty give us a clear understanding to whether our activity have been achieved, and which service unit of Council is responsible.

Our success in achieving the activities identified for 2025/26 will be reported to Council on a quarterly basis - October 2025, February 2026, April 2026 and July 2026.

To encourage continuous improvement, Council undertakes an independent community satisfaction survey every two years. This information helps inform the priorities of Council. Our Audit, Risk and Improvement Committee, which consists of three independent representatives, also helps to support our on-going improvement.

# 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<br>Work with relevant stakeholders to increase the number of local doctors | 1.1.1.1<br>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<br>Advocate for better access to hospitals in QLD for local NSW people | 1.1.2.1<br>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 |

| 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<br>Work with Progress Associations, Cross Border Commissioner, neighbouring Councils and Local Members to improve access to services across borders | 1.2.1.1<br>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 |

## 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<br>Update masterplans for sport and recreation facilities | 1.3.1.1<br>Draft and update plans where required | | X | | | Community Satisfaction Survey improved score from last survey | Manager Parks, Gardens and Open Space |
| | 1.3.1.2<br>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 and Amenities Coordinator |
| | 1.3.1.3<br>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 Infrastructure Services |
| 1.3.2<br>Support local volunteers to maintain village parks and facilities | 1.3.2.1<br>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 Parks, Gardens and Open Space |

## 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<br>Provide children, youth and aged programs in the library | 1.4.1.1<br>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 |
| 1.4.2<br>Support community events for younger and older people | 1.4.2.1<br>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 |
| 1.4.3<br>Advocate for better community services and facilities within the shire including aged care | 1.4.3.1<br>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 |
| | 1.4.3.2<br>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 | General Manager and Director of Corporate Services. |

## 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 | 1.4.4.1 Advocacy meetings attended with Police and reported to Council | X | X | X | X | Increases in advocacy meetings from last term | Mayor |
| | 1.4.4.2 Develop a plan where the crime hotspots in Tenterfield are, in collaboration with Police | X | | | | Plan completed | Manager Finance and Technology |
| | 1.4.4.3 Seek funding for CCTV installation in the CBD | | X | | | Funding awarded | Manager Finance and Technology |

# 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<br>Continue to financially support the Tenterfield Chamber Tourism Group (TCTG) to deliver tourism services | 2.1.1.1<br>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 |
| | 2.1.1.2<br>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 |
| | 2.1.1.3<br>Develop and Implement Destination Management Plan | X | X | X | X | A more robust visitor economy | Director Corporate Services |

| 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<br>Work in collaboration to implement the Regional Economic Development Strategy (REDS) | 2.2.1.1<br>Regular contact with Regional Economic body. | X | X | X | X | Reports to Council on Strategies linked to Regional Economic Development | Communications Officer/General Manager |
| | 2.2.1.2<br>Seek funding for high priority asset renewal projects | | X | | | Funding awarded | Communications Officer/General Manager |

## 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<br>Work in collaboration to implement the Regional Economic Development Strategy (REDS) | 2.2.1.3<br>Council is in favour of B-double routes, and proactively 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 |

| 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<br>We support a viable agricultural sector through sustainable roads infrastructure | 2.3.1.1<br>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 |
| 2.3.2<br>Operate the local saleyards safely and efficiently | 2.3.2.1<br>Manage and deliver commercial saleyards services | X | X | X | X | Number of livestock sold, consistent numbers - no deficit | Manager Parks, Gardens and Open Space |

| 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<br>Improve interpretive signage at key sites | 2.4.1.1<br>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 and Regulatory |

## 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 |
|---|---|---|---|---|---|---|---|
| 2.4.2<br>Improve Mt Mackenzie Lookout for visitors | 2.4.2.1<br>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 |
| 2.4.3<br>Implement Tree Management Plan | 2.4.3.1<br>Engage Arborist report for at risk and unsafe trees | X | | | | Arborist report to Council | Manager Parks, Gardens and Open Space |
| | 2.4.3.2<br>Obtain community feedback on the Tree Management Plan and tree selection | X | | | | Community Feedback report to Council | Manager Parks, Gardens and Open Space |
| 2.4.4<br>Provide safe and accessible public spaces and places that are well maintained | 2.4.4.1<br>Implement and deliver maintenance and beautification programs for Parks, Gardens and Open Spaces | X | X | X | X | Community Satisfaction Survey improvements from 2025 | Manager Parks, Gardens and Open Space |
| | 2.4.4.2<br>Develop, maintain and deliver the Property Management Strategy | X | X | X | X | Development of new Property Management Strategy 2025/26 | Buildings and Amenities Coordinator |
| | 2.4.4.3<br>Manage and update Land and Property Register | X | X | X | X | Updated Land and Property Register Yearly | Lands Management Officer |

## 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 |
|---|---|---|---|---|---|---|---|
| | 2.4.4.4<br>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 |
| | 2.4.4.5<br>Manage Crown Lands and prepare designated Native Title Advice | X | X | X | X | Manage as required and report to Council | Lands Management Officer |
| | 2.4.4.6<br>Seek funding for a Dam Recreation Masterplan | X | X | X | X | Masterplan complete | Manager Water & Waste |
| 2.4.5<br>Our community is educated, encouraged and supported to implement sustainable strategies for the management and protection of our natural resources | 2.4.5.1<br>Enforce Companion Animals, Illegal Dumping and Parking Control regulations | X | X | X | X | Enforcement as required | Manager Parks, Gardens and Open Space |
| | 2.4.5.2<br>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 Parks, Gardens and Open Space |

## 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<br>Implement Plans that balance the built environment with the natural environment | 2.4.6.1<br>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 and Regulatory |
| | 2.4.6.2<br>Manage and deliver heritage advisory and local grant services | X | X | X | X | Report on Heritage advice given and oversee grant acquittal | Manager Planning and Regulatory |
| | 2.4.6.3<br>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 and Regulatory |
| | 2.4.6.4<br>Develop and implement new development contribution plan | X | X | X | X | Develop in 2025/2026 implement across remaining years. | Manager Planning and Regulatory |

# 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<br>Educate and collaborate to achieve early reporting and management of weed infestations | 3.1.1.1<br>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 Parks, Gardens and Open Space |
| 3.1.2<br>Participate in the Northern Tablelands Regional Strategic Weed Management Plan 2023 - 2027 and sub plans | 3.1.2.1<br>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 Parks, Gardens and Open Space |
| 3.1.3<br>Advocate to improve weed and feral pest animal control in the Local Government Area | 3.1.3.1<br>Advocate for further funding for weed control | X | X | X | X | Increase in funding | Mayor |
| | 3.1.3.2<br>Advocate to the Local Land Services to improve feral animal management | X | X | X | X | Submission to LLS report to Council | Mayor |

## 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<br>Operate waste management services that are efficient and appropriate for user needs | 3.2.1.1<br>Review Waste Service Unit to ensure the delivery model and staffing levels are appropriate | X | X | | | Service Review completed | Director of Infrastructure Services |
| | 3.2.1.2<br>Deliver and manage waste and recycling services | X | X | X | X | Cost per ratepayer reduction from 24/25 levels | Manager Water and Waste |
| **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<br>Maintain and renew infrastructure on village public spaces | 3.3.1.1<br>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 Infrastructure Services |
| 3.3.2<br>Continue to implement village concept plans as far as is possible within budget restrictions | 3.3.2.1<br>Review and update Village Concept Plans and investigate funding opportunities | | | X | | Village Concept Plans with no Capital spend | Building & Amenities Coordinator |

## 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<br>Review and update natural disaster plans including drought, fire and flood management | 3.4.1.1<br>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 and Regulatory |
| 3.4.2<br>Council's Local Emergency Management Officer (LEMO) and Deputy LEMO represent Council on the Local Emergency Mangement Committee (LEMC) | 3.4.2.1<br>Conduct and coordinate Local Emergency Management Committee meetings | X | X | X | X | 100% attendance at Emergency Operations Centre as required | Manager Planning and Regulatory |
| | 3.4.2.2<br>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 and Regulatory |

# 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<br>Update and implement the Road Asset Management Plan (RAMP) | 4.1.1.1<br>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 |
| | 4.1.1.2<br>Develop a new Bridge Asset Management Plan | X | | | | New Bridge Asset Management Plan complete | Manager Infrastructure Delivery |
| | 4.1.1.3<br>Identify additional revenue sources to maintain and renew transport infrastructure | X | X | X | X | Additional revenue sources identified | General Manager |
| 4.1.2<br>Maintain the local and regional road network | 4.1.2.1<br>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 |
| | 4.1.2.2<br>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 |
| 4.1.3<br>Maintain and renew footpaths and cycleways as per adopted Asset Management Plans | 4.1.3.1<br>Update Pedestrian Access and Mobility Plan (PAMP) | | X | X | | Plan updated | Manager Infrastructure Delivery |
| | 4.1.3.2<br>Update the Tenterfield Bike Plan | | | X | | Plan updated | Manager Infrastructure Delivery |
| | 4.1.3.3<br>Implement the PMAP and Tenterfield Bike Plan to maintain and renew assets | | | | X | As per Operational Plan maintainance and renewal budget | Manager Infrastructure Delivery |

## 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<br>Update the urban Stormwater Asset Management Plan and Masterplan focusing on priority problem areas | 4.2.1.1<br>Provide funding in year 1 to Develop 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 | Director of Infrastructure Services |

| 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<br>Advocate to State and Federal Governments for improvements to mobile and internet network coverage | 4.3.1.1<br>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 |

## 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<br>Deliver integrated and sustainable urban water and sewer services | 4.4.1.1<br>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 and Waste |
| | 4.4.1.2<br>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 Infrastructure Services |
| | 4.4.1.3<br>Review Water Service Unit to ensure delivery model and staffing levels are appropriate | | | X | | Service Review Complete | Manager Water and Waste |

# 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<br>Annual Mayoral luncheon for volunteers | 5.1.1.1<br>Provide an Annual Mayoral luncheon for the recognition of volunteers in our community | X | X | X | X | Annual Mayoral volunteer luncheon | Mayor |
| **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<br>Continue to provide financial reports to Council | 5.2.1.1<br>Financial data reported monthly, quarterly and annually to Council | X | X | X | X | Reports completed and adopted by Council | Manager Finance and Technology |
| | 5.2.1.2<br>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 Corporate Services |
| | 5.2.1.3<br>Manage Investments - Plan, develop and manage Council's investment portfolio | X | X | X | X | Reports completed and adopted by Council | Manager Finance and Technology |
| | 5.2.1.4<br>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 and Technology |

## 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<br>Advocate community issues to State and Federal Government | 5.3.1.1<br>Communications to politicians advocating community issues to state and federal government | X | X | X | X | Communications to politicians reported 6 monthly to Council | Mayor |
| 5.3.2<br>Adopt a networked and collaborative approach to regional challenges | 5.3.2.1<br>Continue Membership and participation of Border Regions Organisation of Councils (BROC) | X | X | X | X | Reported to Council Quarterly | Mayor and Deputy Mayor |
| 5.3.3<br>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<br>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 and Technology |
| | 5.3.3.2<br>Adjust Council's rating model to achieve a higher level of equity across rating categories | X | X | | | Alignment between rating categories | Manager Finance and Technology |
| | 5.3.3.3<br>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 Fiancial Plan | X | X | X | X | Special Rate Variation Scenarios reported to Council | Manager Finance and Technology |
| | 5.3.3.4<br>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 |

## 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 continued | 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 and Records |
| | 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 and Records |
| | 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 and Records |
| | 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 and Records |
| | 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 and Records |
| | 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 and Media, and Senior Staff |

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## 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 |
|---|---|---|---|---|---|---|---|
| 5.3.4<br>Deliver continuous improvements in Council's business, processes and systems | 5.3.4.1<br>Develop and implement new integrated Enterprise Resource Planning System | X | X | X | X | Implementation of Integrated Enterprise Resource Planning System | Director Corporate Services |

# Operational Plan Budget 2026 - 2027

# Income Statement Consolidated
## 2026-2027

| Revenue from Continuing Operations | Consolidated |
|---|---|
| **Rates & Annual Charges** | **15,084,382** |
| User Fees & Charges | 2,739,450 |
| Interest & Investment Revenue | 1,135,000 |
| Other Revenues | 900,281 |
| Grants & Contributions provided for Operating Purposes | 23,247,425 |
| Grants & Contributions provided for Capital Purposes | 10,568,346 |
| Net gains from the disposal of assets | |
| **Total Income** | **53,674,884** |
| | |
| **Expenses from Continuing Operations** | |
| Employee Benefits & On-Costs | 10,543,060 |
| Borrowing Costs | 760,962 |
| Materials & Contracts | 24,633,587 |
| Depreciation & Amortisation | 10,359,447 |
| Impairment | - |
| Other Expenditure | 2,946,420 |
| Interest & Investment Losses | - |
| Net Losses from the Disposal of Assets | 325,343 |
| | |
| **Total Expenditure** | **49,568,819** |
| | |
| **Operating Result from Continuing Operations** | **4,106,065** |
| | |
| **Operating Result from Continuing Operations - excluding capital income** | **(6,462,281)** |

# Income Statement by Funds
## 2026-2027

| | General | Water | Sewer | Waste | Stormwater |
|---|---|---|---|---|---|
| **Revenue from Continuing Operations** | | | | | |
| Rates & Annual Charges | 7,911,142 | 1,442,081 | 2,391,605 | 3,266,509 | 73,045 |
| User Fees & Charges | 838,791 | 1,362,375 | 201,149 | 337,135 | |
| Interest & Investment Revenue | 910,000 | 35,000 | 110,000 | 60,000 | 20,000 |
| Other Revenues | 841,530 | 4,015 | 10,092 | 44,644 | |
| Grants & Contributions provided for Operating Purposes | 23,031,303 | 120,539 | 25,039 | 70,544 | |
| Grants & Contributions provided for Capital Purposes | 8,080,691 | 10,769 | 2,472,578 | 4,308 | |
| Net gains from the disposal of assets | | | | | |
| **Total Income** | **41,613,457** | **2,974,779** | **5,210,463** | **3,783,140** | **93,045** |
| | | | | | |
| **Expenses from Continuing Operations** | | | | | |
| Employee Benefits & On-Costs | 8,497,618 | 636,989 | 546,757 | 844,788 | 16,908 |
| Borrowing Costs | 361,021 | 206,633 | 69,358 | 123,950 | |
| Materials & Contracts | 20,071,506 | 1,382,334 | 1,407,023 | 1,472,724 | 300,000 |
| Depreciation & Amortisation | 7,950,433 | 1,235,898 | 693,147 | 352,669 | 127,300 |
| Impairment | | | | | |
| Other Expenditure | 2,600,414 | 194,530 | 140,521 | 10,955 | |
| Interest & Investment Losses | | | | | |
| Net Losses from the Disposal of Assets | 325,343 | | | | |
| **Total Expenditure** | **39,806,335** | **3,656,384** | **2,856,806** | **2,805,086** | **444,208** |
| | | | | | |
| **Operating Result from Continuing Operations** | **1,807,122** | **(681,605)** | **2,353,657** | **978,054** | **(351,163)** |
| | | | | | |
| **Operating Result from Continuing Operations - excluding capital income** | **(6,273,569)** | **(692,374)** | **(118,921)** | **973,746** | **(351,163)** |
| **Cash Result - Surplus/(Deficit) - Less Cash expenditure from Reserve funds and Expected Grants** | **(3,139,141)** | | | | |

# Summary by Service Area
## 2026-2027

| Service Units | Revenue | Operating Expenses | Capital Expenditure | Liabilities | Net Profit/ (Loss) |
|---|---|---|---|---|---|
| **General Manager** | | | | | |
| Civic Office | | 435,367 | | | (435,367) |
| Organisation Leadership | | 1,286,135 | | | (1,286,135) |
| Workforce Development | 560,232 | 1,637,010 | | | (1,076,778) |
| Economic Growth | | 238,048 | | | (238,048) |
| **Director of Corporate Services** | | | | | |
| Finance & Technology *This includes all rates for Council* | 12,762,393 | 1,204,646 | 61,200 | 81,833 | 11,414,714 |
| Corporate & Governance | 1,784 | 871,365 | | | (869,581) |
| Arts, Culture & Library | 124,688 | 821,154 | 20,200 | 9,500 | (726,166) |
| Planning & Regulation | 558,103 | 661,452 | | | (103,349) |
| Emergency Services | 151,542 | 726,814 | | | (575,272) |
| **Director of Infrastrucuture Services** | | | | | |
| Environmental Management | 91,697 | 440,837 | | | (349,140) |
| Livestock Saleyards | 123,453 | 178,101 | | | (54,648) |
| Buildings & Amenities | 210,359 | 1,432,015 | 995,000 | | (2,216,656) |
| Parks, Gardens & Open Space | 138,769 | 1,812,261 | 195,000 | | (1,868,492) |
| Swimming Complex | 27,000 | 562,423 | 246,750 | | (782,173) |
| Asset Management & Resourcing | 10,769 | 1,362,837 | 215,300 | 14,456 | (1,581,824) |
| Commercial Works | 167,605 | 138,558 | | | 29,047 |
| Stormwater Drainage | 93,045 | 444,208 | | | (351,163) |
| Transport Network | 26,632,345 | 25,623,631 | 13,474,207 | 380,100 | (12,845,593) |
| Plant, Fleet & Equipment | 52,718 | 373,681 | 1,050,000 | | (1,370,963) |
| Waste Management Services | 3,783,140 | 2,805,086 | 4,962,968 | 125,919 | (4,110,833) |
| Water Supply | 2,974,779 | 3,656,384 | 1,038,815 | 297,944 | (2,018,364) |
| Sewerage Services | 5,210,463 | 2,856,806 | 4,043,348 | 173,936 | (1,863,627) |
| **Totals** | **53,674,884** | **49,568,819** | **26,302,788** | **1,083,688** | **(23,280,411)** |

# Delivery Program Budget

## 2025 - 2029

# Income Statement - Consolidated 2026-2030

| | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **Income from Continuing Operations** | | | | |
| Rates & Annual Charges | 15,084,382 | 15,122,771 | 15,494,739 | 15,877,005 |
| User Charges & Fees | 2,739,450 | 2,808,332 | 2,904,702 | 3,005,516 |
| Other Revenues | 900,281 | 1,255,200 | 1,307,259 | 429,651 |
| Grants & Contributions provided for Operating Purposes | 23,247,425 | 10,095,877 | 10,260,939 | 10,595,228 |
| Grants & Contributions provided for Capital Purposes | 10,568,346 | 252,197 | 258,502 | 264,965 |
| Interest & Investment Revenue | 1,135,000 | 725,000 | 420,000 | 370,000 |
| **Total Income** | **53,674,884** | **30,259,377** | **30,646,141** | **30,542,365** |
| | | | | |
| **Expenses from Continuing Operations** | | | | |
| Employee Benefits & On-Costs | 10,543,060 | 11,058,275 | 11,598,859 | 12,055,640 |
| Borrowing Costs | 760,962 | 719,008 | 673,429 | 630,282 |
| Materials & Contracts | 24,633,587 | 8,433,781 | 8,635,266 | 8,000,165 |
| Depreciation & Amortisation | 10,359,447 | 10,849,624 | 11,367,157 | 11,910,300 |
| Other Expenses | 2,946,420 | 3,127,586 | 3,381,065 | 3,532,699 |
| Net Losses from the Disposal of Assets | 325,343 | 335,103 | 345,156 | 355,511 |
| **Total Operating Expenses** | **49,568,819** | **34,523,377** | **36,000,932** | **36,484,597** |
| | | | | |
| **Surplus/(Deficit) - Including Capital Grants & Contributions** | **4,106,065** | **(4,264,000)** | **(5,354,791)** | **(5,942,232)** |
| | | | | |
| **Surplus/(Deficit) - Before Capital Grants & Contributions** | **(6,462,281)** | **(4,516,197)** | **(5,613,293)** | **(6,207,197)** |

# Cash Result by Fund - Consolidated 2026-2030

| | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **Operational** | | | | |
| Operating Income (including Roads to Recovery and Block Grant | 43,106,538 | 30,007,180 | 30,387,639 | 30,277,400 |
| Less: Operating Expenditure | 49,568,819 | 34,523,377 | 36,000,932 | 36,484,597 |
| **Operating Result before Capital Income - Surplus/(Deficit)** | **(6,462,281)** | **(4,516,197)** | **(5,613,293)** | **(6,207,197)** |
| | | | | |
| **Capital** | | | | |
| Capital Income | 10,568,346 | 252,197 | 258,502 | 264,965 |
| Less: Capital Expenditure | 26,302,788 | 13,712,428 | 10,217,533 | 9,374,796 |
| Less: Loan & Lease Repayments | 1,083,688 | 1,127,475 | 1,096,562 | 1,141,654 |
| **Capital Result Surplus/(Deficit)** | **(16,818,130)** | **(14,587,706)** | **(11,055,593)** | **(10,251,485)** |
| | | | | |
| **Add: Non Cash Expenses - Depreciation & Amortisation** | **10,359,447** | **10,849,624** | **11,367,157** | **11,910,300** |
| | | | | |
| **Cash Result Surplus/(Deficit)** | **(12,920,964)** | **(8,254,279)** | **(5,301,729)** | **(4,548,382)** |

# Income Statement - General Fund 2026-2030

| | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **Income from Continuing Operations** | | | | |
| Rates & Annual Charges | 7,911,142 | 8,108,920 | 8,311,643 | 8,519,435 |
| User Charges & Fees | 838,791 | 857,936 | 877,561 | 898,350 |
| Other Revenues | 841,530 | 1,194,980 | 1,245,533 | 366,382 |
| Grants & Contributions provided for Operating Purposes | 23,031,303 | 9,877,326 | 10,036,357 | 10,364,375 |
| Grants & Contributions provided for Capital Purposes | 8,080,691 | 225,705 | 231,348 | 237,132 |
| Interest & Investment Revenue | 910,000 | 510,000 | 210,000 | 160,000 |
| **Total Income** | **41,613,457** | **20,774,867** | **20,912,442** | **20,545,674** |
| | | | | |
| **Expenses from Continuing Operations** | | | | |
| Employee Benefits & On-Costs | 8,497,618 | 8,910,555 | 9,343,755 | 9,710,325 |
| Borrowing Costs | 361,021 | 345,184 | 326,730 | 309,908 |
| Materials & Contracts | 20,071,506 | 4,365,861 | 4,540,037 | 3,792,773 |
| Depreciation & Amortisation | 7,950,433 | 8,330,197 | 8,731,797 | 9,153,210 |
| Other Expenses | 2,600,414 | 2,755,054 | 2,979,839 | 3,100,432 |
| Net Losses from the Disposal of Assets | 325,343 | 335,103 | 345,156 | 355,511 |
| **Total Operating Expenses** | **39,806,335** | **25,041,954** | **26,267,314** | **26,422,159** |
| | | | | |
| **Surplus/(Deficit) - Including Capital Grants & Contributions** | **1,807,122** | **(4,267,087)** | **(5,354,872)** | **(5,876,485)** |
| | | | | |
| **Surplus/(Deficit) - Before Capital Grants & Contributions** | **(6,273,569)** | **(4,492,792)** | **(5,586,220)** | **(6,113,617)** |

# Cash Result by Fund - General Fund 2026-2030

| | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **Operational** | | | | |
| Operating Income (including Roads to Recovery and Block Grant) | 33,532,766 | 20,549,162 | 20,681,094 | 20,308,542 |
| Less: Operating Expenditure | 39,806,335 | 25,041,954 | 26,267,314 | 26,422,159 |
| **Operating Result before Capital Income - Surplus/(Deficit)** | **(6,273,569)** | **(4,492,792)** | **(5,586,220)** | **(6,113,617)** |
| | | | | |
| **Capital** | | | | |
| Capital Income | 8,080,691 | 225,705 | 231,348 | 237,132 |
| Less: Capital Expenditure | 16,257,657 | 7,299,209 | 7,587,899 | 7,338,747 |
| Less: Loan & Lease Repayments | 485,889 | 503,560 | 523,907 | 542,675 |
| **Capital Result Surplus/(Deficit)** | **(8,662,855)** | **(7,577,064)** | **(7,880,458)** | **(7,644,290)** |
| | | | | |
| **Add: Non Cash Expenses - Depreciation & Amortisation** | **7,950,433** | **8,330,197** | **8,731,797** | **9,153,210** |
| | | | | |
| **Cash Result Surplus/(Deficit)** | **(6,985,991)** | **(3,739,659)** | **(4,734,881)** | **(4,604,697)** |
| | | | | |
| **Cash Result - Surplus/ (Deficit) - Less Cash expenditure from Reserve funds and Expended Grant/DRFA Funding** | **(3,139,141)** | **(2,395,213)** | **(3,098,230)** | **(3,065,805)** |

# Income Statement - Water 2026-2030

| | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **Income from Continuing Operations** | | | | |
| Rates & Annual Charges | 1,442,081 | 1,503,569 | 1,567,587 | 1,634,156 |
| User Charges & Fees | 1,362,375 | 1,420,203 | 1,480,755 | 1,544,052 |
| Other Revenues | 4,015 | 4,115 | 4,218 | 4,323 |
| Grants & Contributions provided for Operating Purposes | 120,539 | 125,360 | 130,374 | 135,590 |
| Grants & Contributions provided for Capital Purposes | 10,769 | 11,038 | 11,314 | 11,597 |
| Interest & Investment Revenue | 35,000 | 35,000 | 35,000 | 35,000 |
| **Total Income** | **2,974,779** | **3,099,285** | **3,229,248** | **3,364,718** |
| | | | | |
| **Expenses from Continuing Operations** | | | | |
| Employee Benefits & On-Costs | 636,989 | 668,845 | 702,283 | 730,380 |
| Borrowing Costs | 206,633 | 194,467 | 184,132 | 173,189 |
| Materials & Contracts | 1,382,334 | 1,454,756 | 1,429,965 | 1,469,437 |
| Depreciation & Amortisation | 1,235,898 | 1,297,693 | 1,362,578 | 1,430,707 |
| Other Expenses | 194,530 | 208,807 | 224,230 | 240,893 |
| Net Losses from the Disposal of Assets | | | | |
| **Total Operating Expenses** | **3,656,384** | **3,824,568** | **3,903,188** | **4,044,606** |
| | | | | |
| **Surplus/(Deficit) - Including Capital Grants & Contributions** | **(681,605)** | **(725,283)** | **(673,940)** | **(679,888)** |
| | | | | |
| **Surplus/(Deficit) - Before Capital Grants & Contributions** | **(692,374)** | **(736,321)** | **(685,254)** | **(691,485)** |

# Cash Result by Fund - Water 2026-2030

| | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **Operational** | | | | |
| Operating Income | 2,964,010 | 3,088,247 | 3,217,934 | 3,353,121 |
| Less: Operating Expenditure | 3,656,384 | 3,824,568 | 3,903,188 | 4,044,606 |
| **Operating Result before Capital Income - Surplus/(Deficit)** | **(692,374)** | **(736,321)** | **(685,254)** | **(691,485)** |
| | | | | |
| **Capital** | | | | |
| Capital Income | 10,769 | 11,038 | 11,314 | 11,597 |
| Less: Capital Expenditure | 1,038,815 | 794,086 | 968,953 | 466,906 |
| Less: Loan & Lease Repayments | 297,944 | 310,109 | 242,058 | 253,001 |
| **Capital Result Surplus/(Deficit)** | **(1,325,990)** | **(1,093,157)** | **(1,199,697)** | **(708,310)** |
| | | | | |
| **Add: Non Cash Expenses - Depreciation & Amortisation** | **1,235,898** | **1,297,693** | **1,362,578** | **1,430,707** |
| | | | | |
| **Cash Result Surplus/(Deficit)** | **(782,466)** | **(531,785)** | **(522,373)** | **30,912** |

# Income Statement - Sewer 2026-2030

| | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **Income from Continuing Operations** | | | | |
| Rates & Annual Charges | 2,391,605 | 2,160,467 | 2,255,433 | 2,353,077 |
| User Charges & Fees | 201,149 | 184,629 | 192,183 | 200,056 |
| Other Revenues | 10,092 | 10,344 | 10,603 | 10,868 |
| Grants & Contributions provided for Operating Purposes | 25,039 | 22,535 | 23,437 | 24,374 |
| Grants & Contributions provided for Capital Purposes | 2,472,578 | 11,038 | 11,314 | 11,597 |
| Interest & Investment Revenue | 110,000 | 110,000 | 110,000 | 110,000 |
| **Total Income** | **5,210,463** | **2,499,013** | **2,602,970** | **2,709,972** |
| | | | | |
| **Expenses from Continuing Operations** | | | | |
| Employee Benefits & On-Costs | 546,757 | 574,096 | 602,802 | 626,914 |
| Borrowing Costs | 69,358 | 60,688 | 50,678 | 40,811 |
| Materials & Contracts | 1,407,023 | 1,105,294 | 1,116,144 | 1,146,445 |
| Depreciation & Amortisation | 693,147 | 727,805 | 764,195 | 802,405 |
| Other Expenses | 140,521 | 151,808 | 164,029 | 177,260 |
| Net Losses from the Disposal of Assets | | | | |
| **Total Operating Expenses** | **2,856,806** | **2,619,691** | **2,697,848** | **2,793,835** |
| | | | | |
| **Surplus/(Deficit) - Including Capital Grants & Contributions** | **2,353,657** | **(120,678)** | **(94,878)** | **(83,863)** |
| | | | | |
| **Surplus/(Deficit) - Before Capital Grants & Contributions** | **(118,921)** | **(131,716)** | **(106,192)** | **(95,460)** |

# Cash Result by Fund - Sewer 2026-2030

| | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **Operational** | | | | |
| Operating Income | 2,737,885 | 2,487,975 | 2,591,656 | 2,698,375 |
| Less: Operating Expenditure | 2,856,806 | 2,619,691 | 2,697,848 | 2,793,835 |
| **Operating Result before Capital Income - Surplus/(Deficit)** | **(118,921)** | **(131,716)** | **(106,192)** | **(95,460)** |
| | | | | |
| **Capital** | | | | |
| Capital Income | 2,472,578 | 11,038 | 11,314 | 11,597 |
| Less: Capital Expenditure | 4,043,348 | 884,966 | 822,189 | 816,196 |
| Less: Loan & Lease Repayments | 173,936 | 182,606 | 192,617 | 202,483 |
| **Capital Result Surplus/(Deficit)** | **(1,744,706)** | **(1,056,534)** | **(1,003,492)** | **(1,007,082)** |
| | | | | |
| **Add: Non Cash Expenses - Depreciation & Amortisation** | **693,147** | **727,805** | **764,195** | **802,405** |
| | | | | |
| **Cash Result Surplus/(Deficit)** | **(1,170,480)** | **(460,445)** | **(345,489)** | **(300,137)** |

# Income Statement - Waste 2026-2030

| | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **Income from Continuing Operations** | | | | |
| Rates & Annual Charges | 3,266,509 | 3,276,620 | 3,286,731 | 3,296,842 |
| User Charges & Fees | 337,135 | 345,564 | 354,203 | 363,058 |
| Other Revenues | 44,644 | 45,761 | 46,905 | 48,078 |
| Grants & Contributions provided for Operating Purposes | 70,544 | 70,656 | 70,771 | 70,889 |
| Grants & Contributions provided for Capital Purposes | 4,308 | 4,416 | 4,526 | 4,639 |
| Interest & Investment Revenue | 60,000 | 60,000 | 60,000 | 60,000 |
| **Total Income** | **3,783,140** | **3,803,017** | **3,823,136** | **3,843,506** |
| | | | | |
| **Expenses from Continuing Operations** | | | | |
| Employee Benefits & On-Costs | 844,788 | 887,026 | 931,377 | 968,633 |
| Borrowing Costs | 123,950 | 118,669 | 111,889 | 106,374 |
| Materials & Contracts | 1,472,724 | 1,507,870 | 1,549,120 | 1,591,510 |
| Depreciation & Amortisation | 352,669 | 360,264 | 368,239 | 376,613 |
| Other Expenses | 10,955 | 11,917 | 12,967 | 14,114 |
| Net Losses from the Disposal of Assets | | | | |
| **Total Operating Expenses** | **2,805,086** | **2,885,746** | **2,973,592** | **3,057,244** |
| | | | | |
| **Surplus/(Deficit) - Including Capital Grants & Contributions** | **978,054** | **917,271** | **849,544** | **786,262** |
| | | | | |
| **Surplus/(Deficit) - Before Capital Grants & Contributions** | **973,746** | **912,855** | **845,018** | **781,623** |

# Cash Result by Fund - Waste 2026-2030

| | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **Operational** | | | | |
| Operating Income | 3,778,832 | 3,798,601 | 3,818,610 | 3,838,867 |
| Less: Operating Expenditure | 2,805,086 | 2,885,746 | 2,973,592 | 3,057,244 |
| **Operating Result before Capital Income - Surplus/(Deficit)** | **973,746** | **912,855** | **845,018** | **781,623** |
| | | | | |
| **Capital** | | | | |
| Capital Income | 4,308 | 4,416 | 4,526 | 4,639 |
| Less: Capital Expenditure | 4,962,968 | 4,531,167 | 732,402 | 643,674 |
| Less: Loan & Lease Repayments | 125,919 | 131,200 | 137,980 | 143,495 |
| **Capital Result Surplus/(Deficit)** | **(5,084,579)** | **(4,657,951)** | **(865,856)** | **(782,530)** |
| | | | | |
| **Add: Non Cash Expenses - Depreciation & Amortisation** | **352,669** | **360,264** | **368,239** | **376,613** |
| | | | | |
| **Cash Result Surplus/(Deficit)** | **(3,758,164)** | **(3,384,832)** | **347,401** | **375,706** |

# Income Statement - Stormwater 2026-2030

| | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **Income from Continuing Operations** | | | | |
| Rates & Annual Charges | 73,045 | 73,195 | 73,345 | 73,495 |
| User Charges & Fees | | | | |
| Other Revenues | | | | |
| Grants & Contributions provided for Operating Purposes | | | | |
| Grants & Contributions provided for Capital Purposes | | | | |
| Interest & Investment Revenue | 20,000 | 10,000 | 5,000 | 5,000 |
| **Total Income** | **93,045** | **83,195** | **78,345** | **78,495** |
| | | | | |
| **Expenses from Continuing Operations** | | | | |
| Employee Benefits & On-Costs | 16,908 | 17,753 | 18,642 | 19,388 |
| Borrowing Costs | | | | |
| Materials & Contracts | 300,000 | | | |
| Depreciation & Amortisation | 127,300 | 133,665 | 140,348 | 147,365 |
| Other Expenses | | | | |
| Net Losses from the Disposal of Assets | | | | |
| **Total Operating Expenses** | **444,208** | **151,418** | **158,990** | **166,753** |
| | | | | |
| **Surplus/(Deficit) - Including Capital Grants & Contributions** | **(351,163)** | **(68,223)** | **(80,645)** | **(88,258)** |
| | | | | |
| **Surplus/(Deficit) - Before Capital Grants & Contributions** | **(351,163)** | **(68,223)** | **(80,645)** | **(88,258)** |

# Cash Result by Fund - Stormwater 2026-2030

| | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **Operational** | | | | |
| Operating Income | 93,045 | 83,195 | 78,345 | 78,495 |
| Less: Operating Expenditure | 444,208 | 151,418 | 158,990 | 166,753 |
| **Operating Result before Capital Income - Surplus/(Deficit)** | **(351,163)** | **(68,223)** | **(80,645)** | **(88,258)** |
| | | | | |
| **Capital** | | | | |
| Capital Income | | | | |
| Less: Capital Expenditure | | 203,000 | 106,090 | 109,273 |
| Less: Loan & Lease Repayments | | | | |
| **Capital Result Surplus/(Deficit)** | | **(203,000)** | **(106,090)** | **(109,273)** |
| | | | | |
| **Add: Non Cash Expenses - Depreciation & Amortisation** | **127,300** | **133,665** | **140,348** | **147,365** |
| | | | | |
| **Cash Result Surplus/(Deficit)** | **(223,863)** | **(137,558)** | **(46,387)** | **(50,166)** |

# 1. CIVIC OFFICE - Section Budget

**Service Description:**
The provision of community leadership, advocacy and strategic decision making for the benefit of the broad community, including the adequate and effective allocation of Council resources, and engaging with the community in order to inform policy development, strategic planning and decision making.

**Key Outputs:**
Community Engagement, Representations to other tiers of Government, Resolutions and Council Minutes

| CIVIC OFFICE | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **INCOME** | | | | |
| TOTAL OPERATING INCOME | | | | |
| TOTAL CAPITAL GRANTS & CONTRIBUTIONS | | | | |
| **TOTAL INCOME** | | | | |
| | | | | |
| **EXPENDITURE** | | | | |
| TOTAL OPERATING EXPENDITURE (Excluding Depreciation) | 435,367 | 448,244 | 519,769 | 474,537 |
| TOTAL DEPRECIATION | | | | |
| TOTAL CAPITAL EXPENDITURE | | | | |
| TOTAL LOAN PRINCIPAL REPAYMENTS | | | | |
| **TOTAL EXPENDITURE** | **435,367** | **448,244** | **519,769** | **474,537** |
| | | | | |
| **NET RESULT *** | **(435,367)** | **(448,244)** | **(519,769)** | **(474,537)** |
| **NET RESULT (excluding Capital Income & Expenditure, & Loan Repayments)** | **(435,367)** | **(448,244)** | **(519,769)** | **(474,537)** |

*Matches Net Profit/ (Loss), last column in Cash Results by Service Area Page # 43

## 2. ORGANISATION LEADERSHIP - Section Budget

**Service Description:**
Provide high level governance through quality leadership, direction and services. The provision of advice and direction in governance to Elected Members and staff, enshrining better practice in relation to internal processes and regulatory requirements and assisting Council in delivering overall good governance through the development of policies and procedures, guidance documents and checklists.

**Key Outputs:**
Resourcing Strategy, Governance Framework, Code of Meeting Practice, Register of Committees, Organisation Performance Framework, Annual Operational Plan, Business Papers - Council, Committees and Public Documents, Communications, Disability Action Plan, Interagency Management

| ORGANISATION LEADERSHIP | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **INCOME** | | | | |
| TOTAL OPERATING INCOME | | | | |
| TOTAL CAPITAL GRANTS & CONTRIBUTIONS | | | | |
| **TOTAL INCOME** | | | | |
| | | | | |
| **EXPENDITURE** | | | | |
| TOTAL OPERATING EXPENDITURE (Excluding Depreciation) | 1,286,135 | 1,317,644 | 1,407,939 | 1,296,088 |
| TOTAL DEPRECIATION | | | | |
| TOTAL CAPITAL EXPENDITURE | | | | |
| TOTAL LOAN PRINCIPAL REPAYMENTS | | | | |
| **TOTAL EXPENDITURE** | **1,286,135** | **1,317,644** | **1,407,939** | **1,296,088** |
| | | | | |
| **NET RESULT *** | **(1,286,135)** | **(1,317,644)** | **(1,407,939)** | **(1,296,088)** |
| **NET RESULT (excluding Capital Income & Expenditure, & Loan Repayments)** | **(1,286,135)** | **(1,317,644)** | **(1,407,939)** | **(1,296,088)** |

*Matches Net Profit/ (Loss), last column in Cash Results by Service Area Page # 43

# 3. ECONOMIC GROWTH - Section Budget

**Service Description:**
Support for the Tenterfield Local Government Area and larger region as a place to visit, live, work, play and invest, capitalising on the region's tourism potential as an iconic Australian destination through coordinated marketing activities with the Tenterfield Chamber Tourism Group (TCTG) and School of Arts Tenterfield Incorporated (SOATI).

**Key Outputs:**
Regional Tourism Marketing Programs, Supporting Existing Businesses, Establishing a Face-to-Face visitor Welcoming Space in the School of Arts

| ECONOMIC GROWTH | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **INCOME** | | | | |
| TOTAL OPERATING INCOME | | | | |
| TOTAL CAPITAL GRANTS & CONTRIBUTIONS | | | | |
| **TOTAL INCOME** | | | | |
| | | | | |
| **EXPENDITURE** | | | | |
| TOTAL OPERATING EXPENDITURE (Excluding Depreciation) | 183,049 | 182,331 | 201,390 | 196,198 |
| TOTAL DEPRECIATION | 54,999 | 57,749 | 60,636 | 63,668 |
| TOTAL CAPITAL EXPENDITURE | | | | |
| TOTAL LOAN PRINCIPAL REPAYMENTS | | | | |
| **TOTAL EXPENDITURE** | **238,048** | **240,080** | **262,026** | **259,866** |
| | | | | |
| **NET RESULT *** | **(238,048)** | **(240,080)** | **(262,026)** | **(259,866)** |
| **NET RESULT (excluding Capital Income & Expenditure, & Loan Repayments)** | **(238,048)** | **(240,080)** | **(262,026)** | **(259,866)** |

*Matches Net Profit/ (Loss), last column in Cash Results by Service Area Page # 43

# 4. ARTS, CULTURE & LIBRARY SERVICES - Section Budget

**Service Description:**
Support the artistic and cultural life of the Tenterfield Shire through the provision of library and information services, arts and culture programs and capacity building initiatives including Arts North West - regional arts development subscription and the Museums & Galleries NSW - Museum Advisor Program.

**Key Outputs:**
Library Resources (physical and digital), Home Library Service, Northern Tablelands Cooperative Library Service, Inter-Library Loan Service, All Ages Public Programs, Arts North West, Museums & Galleries NSW - Museum Advisor Program

| LIBRARY SERVICES | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **INCOME** | | | | |
| TOTAL OPERATING INCOME | 104,488 | 108,238 | 110,794 | 113,414 |
| TOTAL CAPITAL GRANTS & CONTRIBUTIONS | 20,200 | 20,705 | 21,223 | 21,754 |
| **TOTAL INCOME** | **124,688** | **128,943** | **132,017** | **135,168** |
| | | | | |
| **EXPENDITURE** | | | | |
| TOTAL OPERATING EXPENDITURE (Excluding Depreciation) | 770,799 | 803,610 | 838,017 | 870,495 |
| TOTAL DEPRECIATION | 50,355 | 52,166 | 54,067 | 56,063 |
| TOTAL CAPITAL EXPENDITURE | 20,200 | 20,705 | 21,223 | 21,754 |
| TOTAL LOAN PRINCIPAL REPAYMENTS | 9,500 | 9,785 | 10,079 | 10,381 |
| **TOTAL EXPENDITURE** | **850,854** | **886,266** | **923,386** | **958,693** |
| | | | | |
| **NET RESULT** | **(726,166)** | **(757,323)** | **(791,369)** | **(823,525)** |
| **NET RESULT (excluding Capital Income & Expenditure, & Loan Repayments)** | **(716,666)** | **(747,538)** | **(781,290)** | **(813,144)** |

*Matches Net Profit/ (Loss), last column in Cash Results by Service Area Page # 43

# 5. WORKFORCE DEVELOPMENT - Section Budget

**Service Description:**
The provision of systems and procedures to coordinate internal organisational services including: Recruitment and Retention, Workforce planning, Employee development and training, Corporate inductions, Workplace Safety, and Staff health and wellbeing.

**Key Outputs:**
Workforce Development, Training and Development, Enterprise Risk Management, Human Resource Operation, Work Health and Safety, Records Management

| WORKFORCE DEVELOPMENT | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **INCOME** | | | | |
| TOTAL OPERATING INCOME | 560,232 | 907,118 | 950,931 | 64,873 |
| TOTAL CAPITAL GRANTS & CONTRIBUTIONS | | | | |
| **TOTAL INCOME** | **560,232** | **907,118** | **950,931** | **64,873** |
| | | | | |
| **EXPENDITURE** | | | | |
| TOTAL OPERATING EXPENDITURE (Excluding Depreciation) | 1,637,010 | 1,685,451 | 1,735,301 | 1,785,753 |
| TOTAL DEPRECIATION | | | | |
| TOTAL CAPITAL EXPENDITURE | | | | |
| TOTAL LOAN PRINCIPAL REPAYMENTS | | | | |
| **TOTAL EXPENDITURE** | **1,637,010** | **1,685,451** | **1,735,301** | **1,785,753** |
| | | | | |
| **NET RESULT *** | **(1,076,778)** | **(778,333)** | **(784,370)** | **(1,720,880)** |
| **NET RESULT (excluding Capital Income & Expenditure, & Loan Repayments)** | **(1,076,778)** | **(778,333)** | **(784,370)** | **(1,720,880)** |

*Matches Net Profit/ (Loss), last column in Cash Results by Service Area Page # 43

# 6. EMERGENCY SERVICES - Section Budget

**Service Description:**
To provide Prevention, Preparation, Response and Recovery planning and support services for New South Wales State Emergency Services, including the RFS, and Community Stakeholders in Tenterfield.

**Key Outputs:**
Natural Disaster Management and Planning (EMPLAN), Rural Fire Service Operations and Emergency Response, Development and review of the Tenterfield Shire Emergency Management Plan, Tenterfield Shire Council Local Emergency Management Committee, State Emergency Service Operations and Emergency Response

| EMERGENCY SERVICES | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **INCOME** | | | | |
| TOTAL OPERATING INCOME | 151,542 | 155,331 | 159,214 | 163,194 |
| TOTAL CAPITAL GRANTS & CONTRIBUTIONS | | | | |
| **TOTAL INCOME** | **151,542** | **155,331** | **159,214** | **163,194** |
| | | | | |
| **EXPENDITURE** | | | | |
| TOTAL OPERATING EXPENDITURE (Excluding Depreciation) | 717,010 | 737,885 | 759,384 | 781,528 |
| TOTAL DEPRECIATION | 9,804 | 9,573 | 9,573 | 9,573 |
| TOTAL CAPITAL EXPENDITURE | | | | |
| TOTAL LOAN PRINCIPAL REPAYMENTS | | | | |
| **TOTAL EXPENDITURE** | **726,814** | **747,458** | **768,957** | **791,101** |
| | | | | |
| **NET RESULT *** | **(575,272)** | **(592,127)** | **(609,743)** | **(627,907)** |
| **NET RESULT (excluding Capital Income & Expenditure, & Loan Repayments)** | **(575,272)** | **(592,127)** | **(609,743)** | **(627,907)** |

*Matches Net Profit/ (Loss), last column in Cash Results by Service Area Page # 43

# 7. FINANCE & TECHNOLOGY - Section Budget

**Service Description:**
The provision of all financial and management accounting, taxation, borrowings, payroll, accounts payable, rating, water and sewerage services billing, accounts receivabe and strategic financial management activities to support both internal and external customers while complying with all regulatory requirements.

**Key Outputs:**
Revenue Management, Credit Management (Staff and Suppliers), Financial accounting and Compliance, Annual and Quarterly Budget Reviews, Investment Management Business Support, Provision of Information Technology and Support Services, Management Accounting, Long-Term Financial Plan, Financial Statements and Grant Acquittals, Statistical Returns, Customer Service, **Includes Rates Income**

| FINANCE & TECHNOLOGY | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **INCOME** | | | | |
| TOTAL OPERATING INCOME | 12,762,393 | 12,657,953 | 12,660,902 | 12,921,426 |
| TOTAL CAPITAL GRANTS & CONTRIBUTIONS | | | | |
| **TOTAL INCOME** | **12,762,393** | **12,657,953** | **12,660,902** | **12,921,426** |
| | | | | |
| **EXPENDITURE** | | | | |
| TOTAL OPERATING EXPENDITURE (Excluding Depreciation) | 1,177,080 | 1,669,438 | 1,526,819 | 1,231,954 |
| TOTAL DEPRECIATION | 27,566 | 27,566 | 27,566 | 27,566 |
| TOTAL CAPITAL EXPENDITURE | 61,200 | 30,000 | 45,900 | 35,000 |
| TOTAL LOAN PRINCIPAL REPAYMENTS | 81,833 | 84,198 | 86,742 | 89,207 |
| **TOTAL EXPENDITURE** | **1,347,679** | **1,811,202** | **1,687,027** | **1,383,727** |
| | | | | |
| **NET RESULT*** | **11,414,714** | **10,846,751** | **10,973,875** | **11,537,699** |
| NET RESULT (excluding Capital Income & Expenditure, & Loan Repayments) | 11,557,747 | 10,960,949 | 11,106,517 | 11,661,906 |

*Matches Net Profit/ (Loss), last column in Cash Results by Service Area Page # 43

# 8. CORPORATE & GOVERNANCE - Section Budget

**Service Description:**
The provison of functions to internal and external customers of Council including Statutory Reporting.

**Key Outputs:**
Integrated Planning & Reporting, Audit & Risk Improvement Committee, Statutory Reporting, Government Information Public Access, Reviews and Investigation, Delegations Register, Governance Framework, Annual Operational Plan

| CORPORATE & GOVERNANCE | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **INCOME** | | | | |
| TOTAL OPERATING INCOME | 1,784 | 1,829 | 1,875 | 1,922 |
| TOTAL CAPITAL GRANTS & CONTRIBUTIONS | | | | |
| **TOTAL INCOME** | **1,784** | **1,829** | **1,875** | **1,922** |
| | | | | |
| **EXPENDITURE** | | | | |
| TOTAL OPERATING EXPENDITURE (Excluding Depreciation) | 798,311 | 830,838 | 867,191 | 899,203 |
| TOTAL DEPRECIATION | 73,054 | 76,649 | 80,423 | 84,120 |
| TOTAL CAPITAL EXPENDITURE | | | | |
| TOTAL LOAN PRINCIPAL REPAYMENTS | | | | |
| **TOTAL EXPENDITURE** | **871,365** | **907,487** | **947,614** | **983,323** |
| | | | | |
| **NET RESULT*** | **(869,581)** | **(905,658)** | **(945,739)** | **(981,401)** |
| **NET RESULT (excluding Capital Income & Expenditure, & Loan Repayments)** | **(869,581)** | **(905,658)** | **(945,739)** | **(981,401)** |

*Matches Net Profit/ (Loss), last column in Cash Results by Service Area Page # 43

# 9. ENVIRONMENTAL MANAGEMENT - Section Budget

**Service Description:**
To protect the natural environment, agricultural activities, the economy and community from the impacts of noxious and invasive weeds within the Tenterfield Shire Council.

**Key Outputs:**
Weed Management and Control Service, Ranger Operations, Parking Compliance, Companion Animals, Community Education

| ENVIRONMENTAL MANAGEMENT | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **INCOME** | | | | |
| TOTAL OPERATING INCOME | 91,697 | 91,789 | 91,884 | 91,981 |
| TOTAL CAPITAL GRANTS & CONTRIBUTIONS | | | | |
| **TOTAL INCOME** | **91,697** | **91,789** | **91,884** | **91,981** |
| | | | | |
| **EXPENDITURE** | | | | |
| TOTAL OPERATING EXPENDITURE (Excluding Depreciation) | 439,907 | 452,787 | 466,275 | 477,869 |
| TOTAL DEPRECIATION | 930 | 930 | 930 | 930 |
| TOTAL CAPITAL EXPENDITURE | | | | |
| TOTAL LOAN PRINCIPAL REPAYMENTS | | | | |
| **TOTAL EXPENDITURE** | **440,837** | **453,717** | **467,205** | **478,799** |
| | | | | |
| **NET RESULT*** | **(349,140)** | **(361,928)** | **(375,321)** | **(386,818)** |
| **NET RESULT (excluding Capital Income & Expenditure, & Loan Repayments)** | **(349,140)** | **(361,928)** | **(375,321)** | **(386,818)** |

*Matches Net Profit/ (Loss), last column in Cash Results by Service Area Page # 43

# 10. LIVESTOCK SALEYARDS - Section Budget

**Service Description:**
Provide an efficient and consistent livestock selling centre for the weighing and processing of livestock, associated data and a platform for selling and transportation of cattle throughout the New England area and beyond.

**Key Outputs:**
Management of Saleyards Assets, Scanning and Weighing of Cattle

| LIVESTOCK SALEYARDS | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **INCOME** | | | | |
| TOTAL OPERATING INCOME | 123,453 | 126,539 | 129,702 | 132,944 |
| TOTAL CAPITAL GRANTS & CONTRIBUTIONS | | | | |
| **TOTAL INCOME** | **123,453** | **126,539** | **129,702** | **132,944** |
| | | | | |
| **EXPENDITURE** | | | | |
| TOTAL OPERATING EXPENDITURE (Excluding Depreciation) | 89,437 | 93,309 | 97,384 | 110,085 |
| TOTAL DEPRECIATION | 88,664 | 93,097 | 97,752 | 102,640 |
| TOTAL CAPITAL EXPENDITURE | | 50,000 | | |
| TOTAL LOAN PRINCIPAL REPAYMENTS | | | | |
| **TOTAL EXPENDITURE** | **178,101** | **236,406** | **195,136** | **212,725** |
| | | | | |
| **NET RESULT*** | **(54,648)** | **(109,867)** | **(65,434)** | **(79,781)** |
| **NET RESULT (excluding Capital Income & Expenditure, & Loan Repayments)** | **(54,648)** | **(59,867)** | **(65,434)** | **(79,781)** |

*Matches Net Profit/ (Loss), last column in Cash Results by Service Area Page # 43

# 11. PLANNING & REGULATION - Section Budget

**Service Description:**
The provision of efficient and consistent planning, building, environmental, and public health regulation, inspection and certification services.

**Key Outputs:**
Development Applications, Construction Certificates, Issuing of Orders, Notices and Infringements, Land Use Planning, Approvals, Community and School Education

| PLANNING & REGULATION | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **INCOME** | | | | |
| TOTAL OPERATING INCOME | 358,103 | 366,805 | 375,727 | 384,871 |
| TOTAL CAPITAL GRANTS & CONTRIBUTIONS | 200,000 | 205,000 | 210,125 | 215,378 |
| **TOTAL INCOME** | **558,103** | **571,805** | **585,852** | **600,249** |
| | | | | |
| **EXPENDITURE** | | | | |
| TOTAL OPERATING EXPENDITURE (Excluding Depreciation) | 633,547 | 672,695 | 779,955 | 708,220 |
| TOTAL DEPRECIATION | 27,905 | 27,905 | 27,905 | 27,905 |
| TOTAL CAPITAL EXPENDITURE | | | | |
| TOTAL LOAN PRINCIPAL REPAYMENTS | | | | |
| **TOTAL EXPENDITURE** | **661,452** | **700,600** | **807,860** | **736,125** |
| | | | | |
| **NET RESULT*** | **(103,349)** | **(128,795)** | **(222,008)** | **(135,876)** |
| NET RESULT (excluding Capital Income & Expenditure, & Loan Repayments) | (303,349) | (333,795) | (432,133) | (351,254) |

*Matches Net Profit/ (Loss), last column in Cash Results by Service Area Page # 43

# 12. BUILDINGS & AMENITIES - Section Budget

**Service Description:**
Provide a range of assets to support Council operations and the community to pursue leisure, cultural and sporting interests and operational assets that allow Council, and other government agencies to provide a wide range of community services in a safe and sustainable manner.

**Key Outputs:**
Administration Buildings, Council Property Management, Community Buildings, Commercial and Residential Properties, Public Halls, Public Amenities

| BUILDINGS & AMENITIES | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **INCOME** | | | | |
| TOTAL OPERATING INCOME | 210,359 | 215,153 | 220,073 | 225,121 |
| TOTAL CAPITAL GRANTS & CONTRIBUTIONS | | | | |
| **TOTAL INCOME** | **210,359** | **215,153** | **220,073** | **225,121** |
| | | | | |
| **EXPENDITURE** | | | | |
| TOTAL OPERATING EXPENDITURE (Excluding Depreciation) | 1,019,405 | 898,287 | 1,004,725 | 1,029,408 |
| TOTAL DEPRECIATION | 412,610 | 422,206 | 434,887 | 448,201 |
| TOTAL CAPITAL EXPENDITURE | 995,000 | 244,446 | 508,892 | 488,892 |
| TOTAL LOAN PRINCIPAL REPAYMENTS | | | | |
| **TOTAL EXPENDITURE** | **2,427,015** | **1,564,939** | **1,948,504** | **1,966,501** |
| | | | | |
| **NET RESULT*** | **(2,216,656)** | **(1,349,786)** | **(1,728,431)** | **(1,741,380)** |
| NET RESULT (excluding Capital Income & Expenditure, & Loan Repayments) | (1,221,656) | (1,105,340) | (1,219,539) | (1,252,488) |

*Matches Net Profit/ (Loss), last column in Cash Results by Service Area Page # 43

# 13. PARKS, GARDENS & OPEN SPACE - Section Budget

**Service Description:**
To provide quality and sustainable parks, gardens, cemetries, sporting grounds and open spaces at a standard to be safe, functional and of appropriate appearance and that meet our community's needs.

**Key Outputs:**
Parks and Gardens Management, Open Space Management, Cemeteries, Sporting Grounds

| PARKS, GARDENS & OPEN SPACE | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **INCOME** | | | | |
| TOTAL OPERATING INCOME | 138,769 | 142,239 | 145,795 | 149,440 |
| TOTAL CAPITAL GRANTS & CONTRIBUTIONS | | | | |
| **TOTAL INCOME** | **138,769** | **142,239** | **145,795** | **149,440** |
| | | | | |
| **EXPENDITURE** | | | | |
| TOTAL OPERATING EXPENDITURE (Excluding Depreciation) | 1,514,142 | 1,328,205 | 1,385,894 | 1,438,083 |
| TOTAL DEPRECIATION | 298,119 | 312,719 | 328,049 | 344,145 |
| TOTAL CAPITAL EXPENDITURE | 195,000 | 20,600 | 21,218 | 21,855 |
| TOTAL LOAN PRINCIPAL REPAYMENTS | | | | |
| **TOTAL EXPENDITURE** | **2,007,261** | **1,661,524** | **1,735,161** | **1,804,083** |
| | | | | |
| **NET RESULT*** | **(1,868,492)** | **(1,519,285)** | **(1,589,366)** | **(1,654,643)** |
| **NET RESULT (excluding Capital Income & Expenditure, & Loan Repayments)** | **(1,673,492)** | **(1,498,685)** | **(1,568,148)** | **(1,632,788)** |

*Matches Net Profit/ (Loss), last column in Cash Results by Service Area Page # 43

# 14. SWIMMING COMPLEX - Section Budget

**Service Description:**
To provide the public with safe aquatic facilities located in the Tenterfield township.

**Key Outputs:**
Ensure Water Quality Standards, 33m Outdoor Pool, Management of Swimming Pool Operations, Toddler's Pool, Kiosk Facility

| SWIMMING COMPLEX | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **INCOME** | | | | |
| TOTAL OPERATING INCOME | 27,000 | 27,000 | 27,000 | 27,675 |
| TOTAL CAPITAL GRANTS & CONTRIBUTIONS | | | | |
| **TOTAL INCOME** | 27,000 | 27,000 | 27,000 | 27,675 |
| | | | | |
| **EXPENDITURE** | | | | |
| TOTAL OPERATING EXPENDITURE (Excluding Depreciation) | 508,428 | 381,186 | 405,759 | 472,812 |
| TOTAL DEPRECIATION | 53,995 | 55,870 | 57,839 | 59,907 |
| TOTAL CAPITAL EXPENDITURE | 246,750 | 86,553 | 28,380 | 29,231 |
| TOTAL LOAN PRINCIPAL REPAYMENTS | | | | |
| **TOTAL EXPENDITURE** | **809,173** | **523,609** | **491,978** | **561,950** |
| | | | | |
| **NET RESULT** | **(782,173)** | **(496,609)** | **(464,978)** | **(534,275)** |
| NET RESULT (excluding Capital Income & Expenditure, & Loan Repayments) | (535,423) | (410,056) | (436,598) | (505,044) |

*Matches Net Profit/ (Loss), last column in Cash Results by Service Area Page # 43

## 15. ASSET MANAGEMENT & RESOURCING - Section Budget

**Service Description:**
The delivery of the Shire's assets with a focus on long-term sustainability with sufficient flexibility to facilitate the delivery of Council activities.

**Key Outputs:**
Asset Planning, Policy and Management, Design and Engineering, Development of Maintenance Policies and Procedures, Project Management, Inspections and Condition Assessment, Asset Risk Management

| ASSET MANAGEMENT & RESOURCING | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **INCOME** | | | | |
| TOTAL OPERATING INCOME | 10,769 | 11,038 | 11,314 | 11,597 |
| TOTAL CAPITAL GRANTS & CONTRIBUTIONS | | | | |
| **TOTAL INCOME** | **10,769** | **11,038** | **11,314** | **11,597** |
| | | | | |
| **EXPENDITURE** | | | | |
| TOTAL OPERATING EXPENDITURE (Excluding Depreciation) | 1,240,439 | 1,202,316 | 1,413,519 | 1,262,987 |
| TOTAL DEPRECIATION | 122,398 | 128,037 | 133,958 | 140,174 |
| TOTAL CAPITAL EXPENDITURE | 215,300 | 500,000 | 500,000 | |
| TOTAL LOAN PRINCIPAL REPAYMENTS | 14,456 | 14,890 | 15,337 | 15,797 |
| **TOTAL EXPENDITURE** | **1,592,593** | **1,845,243** | **2,062,814** | **1,418,958** |
| | | | | |
| **NET RESULT*** | **(1,581,824)** | **(1,834,205)** | **(2,051,500)** | **(1,407,361)** |
| **NET RESULT (excluding Capital Income & Expenditure, & Loan Repayments)** | **(1,352,068)** | **(1,319,315)** | **(1,536,163)** | **(1,391,564)** |

*Matches Net Profit/ (Loss), last column in Cash Results by Service Area Page # 43

# 16. COMMERCIAL WORKS - Section Budget

**Service Description:**
To provide professional, high quality, timely and cost effective private (commercial) works to the customers of Tenterfield Shire Council, which deliver a return on investment to Council's General Fund.

**Key Outputs:**
Commercial works in accordance with Private Works Policy

| COMMERCIAL WORKS | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **INCOME** | | | | |
| TOTAL OPERATING INCOME | 167,605 | 171,795 | 176,090 | 180,492 |
| TOTAL CAPITAL GRANTS & CONTRIBUTIONS | | | | |
| **TOTAL INCOME** | **167,605** | **171,795** | **176,090** | **180,492** |
| | | | | |
| **EXPENDITURE** | | | | |
| TOTAL OPERATING EXPENDITURE (Excluding Depreciation) | 138,558 | 143,383 | 148,392 | 153,150 |
| TOTAL DEPRECIATION | | | | |
| TOTAL CAPITAL EXPENDITURE | | | | |
| TOTAL LOAN PRINCIPAL REPAYMENTS | | | | |
| **TOTAL EXPENDITURE** | **138,558** | **143,383** | **148,392** | **153,150** |
| | | | | |
| **NET RESULT*** | **29,047** | **28,412** | **27,698** | **27,342** |
| **NET RESULT (excluding Capital Income & Expenditure, & Loan Repayments)** | **29,047** | **28,412** | **27,698** | **27,342** |

*Matches Net Profit/ (Loss), last column in Cash Results by Service Area Page # 43

# 17. STORMWATER DRAINAGE - Section Budget

**Service Description:**
The provision of stormwater drainage infrastructure to manage rainfal and storm events and manage environmental impacts of urban runoff.

**Key Outputs:**
Stormwater Infrastructure, Gross Pollutant Traps

| STORMWATER DRAINAGE | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **INCOME** | | | | |
| TOTAL OPERATING INCOME | 93,045 | 83,195 | 78,345 | 78,495 |
| TOTAL CAPITAL GRANTS & CONTRIBUTIONS | | | | |
| **TOTAL INCOME** | **93,045** | **83,195** | **78,345** | **78,495** |
| | | | | |
| **EXPENDITURE** | | | | |
| TOTAL OPERATING EXPENDITURE (Excluding Depreciation) | 316,908 | 17,753 | 18,642 | 19,388 |
| TOTAL DEPRECIATION | 127,300 | 133,665 | 140,348 | 147,365 |
| TOTAL CAPITAL EXPENDITURE | | 203,000 | 106,090 | 109,273 |
| TOTAL LOAN PRINCIPAL REPAYMENTS | | | | |
| **TOTAL EXPENDITURE** | **444,208** | **354,418** | **265,080** | **276,026** |
| | | | | |
| **NET RESULT*** | **(351,163)** | **(271,223)** | **(186,735)** | **(197,531)** |
| **NET RESULT (excluding Capital Income & Expenditure, & Loan Repayments)** | **(351,163)** | **(68,223)** | **(80,645)** | **(88,258)** |

*Matches Net Profit/ (Loss), last column in Cash Results by Service Area Page # 43

# 18. TRANSPORT NETWORK - Section Budget

**Service Description:**
The provision of the road network (sealed and unsealed) in a serviceable, safe and sustainable condition to service Tenterfield Shire Council's towns and villages and facilitate the movement of people and goods through our region.

**Key Outputs:**
Maintenance and Construction: Sealed and Unsealed Roads, Culvert and Causeways, Street Sweeping, Vegetation Control, Street Lighting and Bus Shelters, Regional and Rural Road Construction and Upgrade, Car Parks, Timber and Concrete Bridges, Kerb and Gutter Repairs, Signs, Guideposts and Guardrails, Footpaths, Cycleways, Kerb and Gutters

| TRANSPORT NETWORK | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **INCOME** | | | | |
| TOTAL OPERATING INCOME | 18,771,854 | 5,512,299 | 5,564,406 | 5,782,820 |
| TOTAL CAPITAL GRANTS & CONTRIBUTIONS | 7,860,491 | | | |
| **TOTAL INCOME** | **26,632,345** | **5,512,299** | **5,564,406** | **5,782,820** |
| | | | | |
| **EXPENDITURE** | | | | |
| TOTAL OPERATING EXPENDITURE (Excluding Depreciation) | 19,419,036 | 3,976,076 | 4,046,158 | 4,109,420 |
| TOTAL DEPRECIATION | 6,204,595 | 6,514,019 | 6,838,915 | 7,180,056 |
| TOTAL CAPITAL EXPENDITURE | 39,477,938 | 5,296,905 | 5,412,286 | 5,692,015 |
| TOTAL LOAN PRINCIPAL REPAYMENTS | 380,100 | 394,687 | 411,749 | 427,290 |
| **TOTAL EXPENDITURE** | **39,477,938** | **16,181,687** | **16,709,108** | **17,408,781** |
| | | | | |
| **NET RESULT*** | **(12,845,593)** | **(10,669,388)** | **(11,144,702)** | **(11,625,961)** |
| **NET RESULT (excluding Capital Income & Expenditure, & Loan Repayments)** | **(6,851,777)** | **(4,977,796)** | **(5,320,667)** | **(5,506,656)** |

*Matches Net Profit/ (Loss), last column in Cash Results by Service Area Page # 43

# 19. PLANT, FLEET & EQUIPMENT - Section Budget

**Service Description:**
The delivery of the Shire's fleet and depot operation, including stores, to effectively and efficiently deliver Council activities and maximise utilisation of Council assets.

**Key Outputs:**
Plant and Fleet Management, Stores Management, Depot Management

| PLANT, FLEET & EQUIPMENT | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **INCOME** | | | | |
| TOTAL OPERATING INCOME | 52,718 | 54,036 | 55,387 | 56,772 |
| TOTAL CAPITAL GRANTS & CONTRIBUTIONS | | | | |
| **TOTAL INCOME** | **52,718** | **54,036** | **55,387** | **56,772** |
| | | | | |
| **EXPENDITURE** | | | | |
| TOTAL OPERATING EXPENDITURE (Excluding Depreciation) | (151,758) | (111,928) | (68,354) | (28,841) |
| TOTAL DEPRECIATION | 525,439 | 551,711 | 579,297 | 608,262 |
| TOTAL CAPITAL EXPENDITURE | 1,050,000 | 1,050,000 | 1,050,000 | 1,050,000 |
| TOTAL LOAN PRINCIPAL REPAYMENTS | | | | |
| **TOTAL EXPENDITURE** | **1,423,681** | **1,489,783** | **1,560,943** | **1,629,421** |
| | | | | |
| **NET RESULT*** | **(1,370,963)** | **(1,435,747)** | **(1,505,556)** | **(1,572,649)** |
| **NET RESULT (excluding Capital Income & Expenditure, & Loan Repayments)** | **(320,963)** | **(385,747)** | **(455,556)** | **(522,649)** |

*Matches Net Profit/ (Loss), last column in Cash Results by Service Area Page # 43

# 20. WASTE MANAGEMENT - Section Budget

**Service Description:**
To provide equitable access to sustainable waste management services across the Tenterfield Shire in an efficient and commercially responsible manner adhering to regulatory and licensing requirements.

**Key Outputs:**
Tenterfield Landfill, Commercial Waste Management, Recycling and Community Education, Domestic Waste Management, Waste Transfer Stations (WTS).

| WASTE MANAGEMENT | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **INCOME** | | | | |
| TOTAL OPERATING INCOME | 3,778,832 | 3,798,601 | 3,818,610 | 3,838,867 |
| TOTAL CAPITAL GRANTS & CONTRIBUTIONS | 4,308 | 4,416 | 4,526 | 4,639 |
| **TOTAL SOURCES OF FUNDS** | **3,783,140** | **3,803,017** | **3,823,136** | **3,843,506** |
| | | | | |
| **EXPENDITURE** | | | | |
| TOTAL OPERATING EXPENDITURE (Excluding Depreciation) | 2,452,417 | 2,525,482 | 2,605,353 | 2,680,631 |
| TOTAL DEPRECIATION | 352,669 | 360,264 | 368,239 | 376,613 |
| TOTAL CAPITAL EXPENDITURE | 4,962,968 | 4,531,167 | 732,402 | 643,674 |
| TOTAL LOAN PRINCIPAL REPAYMENTS | 125,919 | 131,200 | 137,980 | 143,495 |
| **TOTAL USES OF FUNDS** | **7,893,973** | **7,548,113** | **3,843,974** | **3,844,413** |
| | | | | |
| **NET RESULT*** | **(4,110,833)** | **(3,745,096)** | **(20,838)** | **(907)** |
| **NET RESULT (excluding Capital Income & Expenditure, & Loan Repayments)** | **973,746** | **912,855** | **845,018** | **781,623** |

*Matches Net Profit/ (Loss), last column in Cash Results by Service Area Page # 43

# 21. WATER SUPPLY - Section Budget

**Service Description:**
Provision of potable water supply in urban areas that is sustainable and cost effective to meet the current and future need of our community that complies with Australian Drinking Water Guidelines.

**Key Outputs:**
Water Supply - Tenterfield and Urbenville, Water Sales - Woodenbong and Muli Muli, Reticulation System - Jennings

| WATER SUPPLY | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **INCOME** | | | | |
| TOTAL OPERATING INCOME | 2,964,010 | 3,088,247 | 3,217,934 | 3,353,121 |
| TOTAL CAPITAL GRANTS & CONTRIBUTIONS | 10,769 | 11,038 | 11,314 | 11,597 |
| **TOTAL SOURCES OF FUNDS** | **2,974,779** | **3,099,285** | **3,229,248** | **3,364,718** |
| | | | | |
| **EXPENDITURE** | | | | |
| TOTAL OPERATING EXPENDITURE (Excluding Depreciation) | 2,420,486 | 2,526,875 | 2,540,610 | 2,613,899 |
| TOTAL DEPRECIATION | 1,235,898 | 1,297,693 | 1,362,578 | 1,430,707 |
| TOTAL CAPITAL EXPENDITURE | 1,038,815 | 794,086 | 968,953 | 466,906 |
| TOTAL LOAN PRINCIPAL REPAYMENTS | 297,944 | 310,109 | 242,058 | 253,001 |
| **TOTAL USES OF FUNDS** | **4,993,143** | **4,928,763** | **5,114,199** | **4,764,513** |
| | | | | |
| **NET RESULT*** | **(2,018,364)** | **(1,829,478)** | **(1,884,951)** | **(1,399,795)** |
| **NET RESULT (excluding Capital Income & Expenditure, & Loan Repayments)** | **(692,374)** | **(736,321)** | **(685,254)** | **(691,485)** |

*Matches Net Profit/ (Loss), last column in Cash Results by Service Area Page # 43

# 22. SEWERAGE SERVICES - Section Budget

**Service Description:**
To provide sewerage services in urban areas that is environmentally sustainable and cost effective to meet the demand of our community complying with relevant legislative requirements.

**Key Outputs:**
Sewerage services Tenterfield and Urbenville, Asset maintenance, Renewal and upgrade program (sewer mains, valves and hydrants), Compliance with EFA and DPI Water licence conditions.

| SEWERAGE SERVICES | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **INCOME** | | | | |
| TOTAL OPERATING INCOME | 2,737,885 | 2,487,975 | 2,591,656 | 2,698,375 |
| TOTAL CAPITAL GRANTS & CONTRIBUTIONS | 2,472,578 | 11,038 | 11,314 | 11,597 |
| **TOTAL INCOME** | **5,210,463** | **2,499,013** | **2,602,970** | **2,709,972** |
| | | | | |
| **EXPENDITURE** | | | | |
| TOTAL OPERATING EXPENDITURE (Excluding Depreciation) | 2,163,659 | 1,891,886 | 1,933,653 | 1,991,430 |
| TOTAL DEPRECIATION | 693,147 | 727,805 | 764,195 | 802,405 |
| TOTAL CAPITAL EXPENDITURE | 4,043,348 | 884,966 | 822,189 | 816,196 |
| TOTAL LOAN PRINCIPAL REPAYMENTS | 173,936 | 182,606 | 192,617 | 202,483 |
| **TOTAL EXPENDITURE** | **7,074,090** | **3,687,263** | **3,712,654** | **3,812,514** |
| | | | | |
| **NET RESULT*** | **(1,863,627)** | **(1,188,250)** | **(1,109,684)** | **(1,102,542)** |
| NET RESULT (excluding Capital Income & Expenditure, & Loan Repayments) | (118,921) | (131,716) | (106,192) | (95,460) |

*Matches Net Profit/ (Loss), last column in Cash Results by Service Area Page # 43

# CAPITAL EXPENDITURE

This section outlines the capital expenditure planned for the four-year period from 2026/2027 to 2029/2030.

| Description | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) | Type | Funding Source |
|---|---|---|---|---|---|---|
| **Economic Growth** | | | | | | |
| | | | | | | |
| **Total Economic Growth** | | | | | | |
| **Arts, Culture & Library Services** | | | | | | |
| Library Local Priority Grant - Capital Assets | 20,200 | 20,705 | 21,223 | 21,754 | Renewal | NSW Public Library Funding |
| School of Arts - Roofing Works - to apply for grant funding $210,000 | | | | | Renewal | Apply for Grant Funding |
| **Total Arts, Culture & Library Services** | **20,200** | **20,705** | **21,223** | **21,754** | | |
| **Finance & Technology** | | | | | | |
| Computer Equipment | 61,200 | 30,000 | 45,900 | 35,000 | Renewal | General Fund |
| **Total Finance & Technology** | **61,200** | **30,000** | **45,900** | **35,000** | | |
| **Livestock Saleyards** | | | | | | |
| Saleyards - Hardstand & Parking Area Renewal | | 50,000 | | | Renewal | General Fund - Internal Reserve - Livestock Saleyards |
| Saleyards - Shade Sails Over Selling Pens - to apply for grant funding $100,000 | | | | | New | Apply for Grant Funding |
| **Total Livestock Saleyards** | | **50,000** | | | | |

# CAPITAL EXPENDITURE

This section outlines the capital expenditure planned for the four-year period from 2026/2027 to 2029/2030.

| Description | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) | Type | Funding Source |
|---|---|---|---|---|---|---|
| **Parks, Gardens & Open Space** | | | | | | |
| Parks & Gardens - Fixtures Replacement | 20,000 | 20,600 | 21,218 | 21,855 | Renewal | General Fund |
| Urbenville -Bus Shelter Replacement | 35,000 | | | | Renewal | General Fund |
| Bruxner Park - Staircase Reconfiguration | 100,000 | | | | Renewal | General Fund |
| Jubilee Park - Basketball Court Fencing for Street Frontage | 15,000 | | | | New | General Fund |
| Tenterfield Cemetery - New Slabs | 15,000 | | | | New | General Fund |
| Infrastructure to Support Bicycles & Mobility Scooters | 10,000 | | | | New | General Fund |
| Mt McKenzie Lookout - Upgrade - to apply for grant funding $200,000 | | | | | Renewal | Apply for Grant Funding |
| **Total Parks, Gardens & Open Space** | **195,000** | **20,600** | **21,218** | **21,855** | | |
| **Buildings & Amenities** | | | | | | |
| Admin Building - Air Conditioning WHS Issue | 30,000 | | | | Renewal | General Fund |
| Admin Building - Roof Replacement | 450,000 | | | | Renewal | General Fund |
| Housing - 134 Manners St - Restumping Foundations | | | 20,000 | | Renewal | General Fund |
| Housing - 29 High St - Replace Eastern Fence | 15,000 | | | | Renewal | General Fund |
| Memorial Hall Tenterfield - Interior Timber Replacement (Termite Damage) - estimated cost not yet known | | | | | Renewal | General Fund |
| Memorial Hall Tenterfield - Electricity Supply Upgrade | 20,000 | | | | Renewal | General Fund |
| Federation Park - Amenities Block Replacement (SRV 2023) | | 244,446 | 488,892 | 488,892 | Renewal | General Fund - Internal Reserve - SRV 2023 |
| Bruxner Park - Toilet Block Refurbishment (SRV 2023) | 200,000 | | | | Renewal | General Fund - Internal Reserve - SRV 2023 |
| Market Square - Toilet Block Replacement (SRV 2023) | 200,000 | | | | Renewal | General Fund - Internal Reserve - SRV 2023 |

# CAPITAL EXPENDITURE

This section outlines the capital expenditure planned for the four-year period from 2026/2027 to 2029/2030.

| Description | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) | Type | Funding Source |
|---|---|---|---|---|---|---|
| Memorial Hall Tenterfield - Renew Old Female Bathrooms - to apply for grant funding | | | | | Renewal | Apply for Grant Funding |
| Memorial Hall Tenterfield - Convert Old Male Bathrooms to Storage - to apply for grant funding | | | | | Renewal | Apply for Grant Funding |
| Memorial Hall Tenterfield - Renew Kitchen - to apply for grant funding | | | | | Renewal | Apply for Grant Funding |
| Memorial Hall Tenterfield - Roofing of Heritage Section | 45,000 | | | | Renewal | General Fund |
| CCTV for Town Centre - to apply for grant funding $900,000 (expected to spend $200,000 in 26/27, $500,000 in 27/28 and $200,000 in 28/29) | | | | | New | Apply for Grant Funding |
| Urbenville Medical Centre - Replace Boundary Fence | 35,000 | | | | Renewal | General Fund |
| **Total Buildings & Amenities** | **995,000** | **244,446** | **508,892** | **488,892** | | |
| **Swimming Complex** | | | | | | |
| Swimming Pool - Equipment Replacement | 26,750 | 27,553 | 28,380 | 29,231 | Renewal | General Fund |
| Swimming Pool - Grandstand - Roof & Rear Cladding Replacement | 40,000 | | | | Renewal | General Fund |
| Swimming Pool - Lining/Leakage Repair/Painting | 180,000 | | | | Renewal | General Fund |
| Swimming Pool - Kiosk - fitout plan and renewal | | 50,000 | | | Renewal | General Fund |
| Swimming Pool - Shade sail near kiosk | | 9,000 | | | Renewal | General Fund |
| Swimming Pool - Replacement - to apply for grant funding $20 million | | | | | Renewal | Apply for Grant Funding |
| **Total Swimming Complex** | **246,750** | **86,553** | **28,380** | **29,231** | | |

# CAPITAL EXPENDITURE

This section outlines the capital expenditure planned for the four-year period from 2025/2026 to 2028/2029.

| Description | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) | Type | Funding Source |
|---|---|---|---|---|---|---|
| **Asset Management & Resourcing** | | | | | | |
| Tenterfield Depot - WHS & Environmental Initiative Enhancements | 65,300 | | | | Renewal | General Fund |
| Tenterfield Depot - Fuel Tank Replacement/Remediation | 150,000 | | | | Renewal | General Fund |
| Tenterfield Depot - Workshop, Washdown Bay & Amenities/Training Block Replacement (pending depot masterplan) | | 500,000 | 500,000 | | Renewal | General Fund |
| **Total Asset Management & Resourcing** | **215,300** | **500,000** | **500,000** | | | |
| **Stormwater & Drainage** | | | | | | |
| Stormwater Pipe Renewal | | 203,000 | 106,090 | 109,273 | Renewal | Stormwater Fund |
| **Total Stormwater & Drainage** | | **203,000** | **106,090** | **109,273** | | |
| **Transport Network** | | | | | | |
| Reseal Program - Regional Roads (Block Grant) | 800,730 | 825,930 | 851,954 | 877,967 | Renewal | Regional Roads Block Grant |
| Traffic Facilities - Regional Roads | 74,000 | 74,000 | 74,000 | 74,000 | Renewal | Traffic Facilities Grant |
| Roads to Recovery | 1,984,243 | 1,673,031 | 1,673,031 | 1,838,036 | Renewal | Roads to Recovery 2024-29 Grant |
| Concrete Bridges | 137,591 | 141,765 | 146,068 | 150,473 | Renewal | General Fund |
| Causeways | 193,063 | 202,194 | 211,955 | 222,397 | Renewal | General Fund |
| Urban Streets - Reseal Program | 109,206 | 112,612 | 116,127 | 119,650 | Renewal | General Fund |
| Road Renewal - Gravel Roads (D class roads) | 574,284 | 594,956 | 616,447 | 636,272 | Renewal | General Fund |
| Gravel Resheets | 424,423 | 436,082 | 448,064 | 460,379 | Renewal | General Fund |
| Urban Streets Unsealed - Resheets | 10,700 | 11,021 | 11,352 | 11,693 | Renewal | General Fund |
| Rural Roads - Reseal Program | 436,199 | 449,739 | 463,715 | 477,720 | Renewal | General Fund |

# CAPITAL EXPENDITURE

This section outlines the capital expenditure planned for the four-year period from 2026/2027 to 2029/2030.

| Description | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) | Type | Funding Source |
|---|---|---|---|---|---|---|
| Rural Road Rehabilitation | 316,635 | 325,637 | 334,897 | 344,421 | Renewal | General Fund |
| Urban Road Rehabilitation | 159,052 | 164,298 | 169,724 | 175,024 | Renewal | General Fund |
| Kerbing & Guttering | | 22,042 | 22,703 | 23,384 | Renewal | General Fund |
| Rural Culverts & Pipes | 156,264 | 161,814 | 167,577 | 173,002 | Renewal | General Fund |
| Vehicle Parking within Tenterfield | 140,000 | | | | Renewal | General Fund |
| Gravel Pit Rehabilitation | 52,971 | 54,394 | 55,860 | 57,321 | Renewal | General Fund |
| Footpaths | 45,000 | 47,390 | 48,812 | 50,276 | Renewal | General Fund |
| Special Grant Mt Lindesay Road (funded State & Federal project) | 500,000 | | | | Renewal | 50% Federal Government Grant, 50% State Government Grant |
| Mt Lindesay Road Legume/Woodenbong Upgrade | 1,400,000 | | | | Renewal | Transport for NSW grant |
| Betterment of Molesworth St Bridge (Category B EPAR) TENT055 Grant | 148,498 | | | | Renewal | Disaster Recovery Funding Arrangement (DRFA) |
| Betterment of Molesworth St Bridge (Category D RRTRP) Grant | 5,811,348 | | | | Renewal | Regional Roads & Transport Recovery Package (RRTRP) grant |
| **Total Transport Network** | **13,474,207** | **5,296,905** | **5,412,286** | **5,692,015** | | |
| **Plant, Fleet & Equipment** | | | | | | |
| Public Works Plant - Purchases - light vehicles | 2,000,000 | 2,000,000 | 2,000,000 | 2,000,000 | Renewal | General Fund - Internal Reserve - Plant & Vehicle Replacement |
| Public Works Plant - Purchases - heavy plant | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | Renewal | General Fund - Internal Reserve - Plant & Vehicle Replacement |
| Public Works Plant - WDV of Asset Disposals - light vehicles | (1,700,000) | (1,700,000) | (1,700,000) | (1,700,000) | Renewal | General Fund - Internal Reserve - Plant & Vehicle Replacement |
| Public Works Plant - WDV of Asset Disposals - heavy plant | (250,000) | (250,000) | (250,000) | (250,000) | Renewal | General Fund - Internal Reserve - Plant & Vehicle Replacement |
| **Total Plant, Fleet & Equipment** | **1,050,000** | **1,050,000** | **1,050,000** | **1,050,000** | | |

# CAPITAL EXPENDITURE

This section outlines the capital expenditure planned for the four-year period from 2026/2027 to 2029/2030.

| Description | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) | Type | Funding Source |
|---|---|---|---|---|---|---|
| **Waste Management** | | | | | | |
| 240L Wheelie Bins | 2,492 | 2,567 | 2,644 | 2,723 | Renewal | Waste Fund |
| Industrial Bins | 7,476 | 7,700 | 7,931 | 8,169 | Renewal | Waste Fund |
| Waste Plant Purchases - Truck - Frontloader | | | | 560,000 | Renewal | Waste Fund |
| Waste Plant Purchases - Compactor | 200,000 | | | | Renewal | Waste Fund |
| Waste Solar Installation/Replacements | | 40,000 | 40,000 | 40,000 | Renewal | Waste Fund |
| Boonoo Boonoo - Landfill Cover | 30,000 | 30,900 | 31,827 | 32,782 | Renewal | Waste Fund |
| Boonoo Boonoo - Develop Stage 5 | 2,300,000 | | | | New | Waste Fund |
| Boonoo Boonoo - Capping Cells 1-4 | 2,000,000 | 3,800,000 | | | Renewal | Waste Fund |
| Redevelop Drake Transfer Station | | 350,000 | | | Renewal | Waste Fund |
| Legume - Refurbish Transfer Station | | | 200,000 | | Renewal | Waste Fund |
| Liston - Refurbish Transfer Station | | | 200,000 | | Renewal | Waste Fund |
| Urbenville - Refurbish Transfer Station | | | 200,000 | | Renewal | Waste Fund |
| Urbenville - Recycling Infrastructure | | | 50,000 | | Renewal | Waste Fund |
| Tenterfield WTS Recycling Infrastructure | 103,000 | | | | Renewal | Waste Fund |
| Tenterfield WTS Groundwater Bores | 120,000 | | | | Renewal | Waste Fund |
| Tenterfield WTS - Replacement Cardboard Bailer | 200,000 | | | | Renewal | Waste Fund |
| Tenterfield WTS - Additional Roofing | | 300,000 | | | Renewal | Waste Fund |
| **Total Waste Management** | **4,962,968** | **4,531,167** | **732,402** | **643,674** | | |

# CAPITAL EXPENDITURE

This section outlines the capital expenditure planned for the four-year period from 2026/2027 to 2029/2030.

| Description | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) | Type | Funding Source |
|---|---|---|---|---|---|---|
| **Water Supply** | | | | | | |
| Tenterfield Mains Replacement | 400,000 | 355,023 | 366,368 | 377,723 | Renewal | Water Fund |
| Tenterfield Meter Replacement | 27,615 | 28,443 | 29,296 | 30,175 | Renewal | Water Fund |
| Tenterfield Mains Augmentation | 11,200 | | | | Renewal | Water Fund |
| Tenterfield - Smart Water Meters | 50,000 | | | | New | Water Fund |
| Tenterfield Dam - Destratification System | 50,000 | | | | Renewal | Water Fund |
| Tenterfield East St Reservoir - Major Refurbishment | 300,000 | | | | Renewal | Water Fund |
| Tenterfield Riley St Reservoir - Major Refurbishment & Upgrade | | | 400,000 | | Renewal | Water Fund |
| Tenterfield Valve Renewal | | | 50,000 | | Renewal | Water Fund |
| Tenterfield Air Scour Pipe Renewal Program | | | 66,000 | | Renewal | Water Fund |
| Jennings Mains Replacement | 14,000 | 14,420 | 14,853 | 15,299 | Renewal | Water Fund |
| Urbenville Mains Replacement | 40,000 | 41,200 | 42,436 | 43,709 | Renewal | Water Fund |
| Urbenville Water Treatment Plant Upgrade | 80,000 | 80,000 | | | Renewal | Water Fund |
| Urbenville Air Scour Pipe Renewal Program | 66,000 | | | | Renewal | Water Fund |
| Urbenville Flouride Dosing Upgrade | | 275,000 | | | Renewal | Water Fund |
| **Total Water Supply** | **1,038,815** | **794,086** | **968,953** | **466,906** | | |

# CAPITAL EXPENDITURE

This section outlines the capital expenditure planned for the four-year period from 2026/2027 to 2029/2030.

| Description | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) | Type | Funding Source |
|---|---|---|---|---|---|---|
| Sewerage Services | | | | | | |
| Tenterfield Mains Relining (1km Year) | 211,986 | 218,346 | 224,896 | 231,643 | Renewal | Sewer Fund |
| Tenterfield Mains Augmentation | 84,866 | 87,412 | 90,034 | 92,735 | Renewal | Sewer Fund |
| Tenterfield Manhole Level Alterations (Water Infiltration) | 198,299 | 204,248 | 210,375 | 216,686 | Renewal | Sewer Fund |
| Tenterfield Network Renewal | 236,388 | 243,480 | 250,784 | 258,308 | Renewal | Sewer Fund |
| Tenterfield - Polworth St Sewer Realignment | 50,000 | | | | Renewal | Sewer Fund |
| Biosolids Processing Plant | 250,000 | | | | Renewal | Sewer Fund |
| Tenterfield New Pump Station - Trail Lane | 150,000 | | | | Renewal | Sewer Fund |
| Betterment of Molesworth St Sewer Line | 2,461,809 | | | | Renewal | Regional Roads & Transport Recovery Package (RRTRP) grant |
| Tenterfield Sewer Treatment Plant - 3 Bay Shed for Storage | | 120,000 | | | Renewal | Sewer Fund |
| Tenterfield Replace Baffles in Tertiary Ponds | | | 46,100 | | Renewal | Sewer Fund |
| Tenterfield Upgrade Road to Tertiary Ponds | | | | 5,000 | Renewal | Sewer Fund |
| Sewer Plant Purchases - Sewer Jetter Trailer | 200,000 | | | | Renewal | Sewer Fund |
| Sewer Plant Purchases - Hydrovac Trailer | 200,000 | | | | Renewal | Sewer Fund |
| Urbenville Sewer Treatment Plant - Sludge Removal/Renewal of Capacity | | 11,480 | | 11,824 | Renewal | Sewer Fund |
| **Total Sewerage Services** | **4,043,348** | **884,966** | **822,189** | **816,196** | | |

# CAPITAL EXPENDITURE

This section outlines the capital expenditure planned for the four-year period from 2026/2027 to 2029/2030.

| Sub Total by Fund | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| General fund | 16,257,657 | 7,299,209 | 7,587,899 | 7,338,747 |
| Stormwater Fund | | 203,000 | 106,090 | 109,273 |
| Waste Fund | 4,962,968 | 4,531,167 | 732,402 | 643,674 |
| Water Fund | 1,038,815 | 794,086 | 968,953 | 466,906 |
| Sewer Fund | 4,043,348 | 884,966 | 822,189 | 816,196 |
| **GRAND TOTAL - All funds** | **26,302,788** | **13,712,428** | **10,217,533** | **9,374,796** |

# STORMWATER LEVY

| Stormwater Levy | 2026/27 ($) | 2027/28 ($) | 2028/29 ($) | 2029/30 ($) |
|---|---|---|---|---|
| **Opening Balance of Stormwater Fund as at** | **1,193,823** | | | |
| | | | | |
| **Operating Levy Income** | | | | |
| Stormwater - Residential Income | 42,737.50 | 42,887.50 | 43,037.50 | 43,187.50 |
| Stormwater - Non Residential Income | 30,307.00 | 30,307.00 | 30,307.00 | 30,307.00 |
| **Total Operating Levy Income** | **73,044.50** | **73,194.50** | **73,344.50** | **73,494.50** |
| | | | | |
| **Expenditure** | | | | |
| Stormwater Drainage - Maintenance | 16,908.00 | 17,753.00 | 18,642.00 | 19,388.00 |
| Stormwater Drainage - Design & Investigation | 300,000.00 | | | |
| Stormwater Pipe Renewal | | 203,000.00 | 106,090.00 | 109,273.00 |
| **Total Expenditure** | **316,908.00** | **220,753.00** | **124,732.00** | **128,661.00** |
| **Estimated Net Balance of Stormwater Fund as at Year End** | **949,960** | **802,401** | **751,014** | **695,847** |

# Community Contributions and Donations 2026-2027

| No | Organisation | Project | Amount $ |
|---|---|---|---|
| 1 | Drake Primary School | Presentation Night | 150.00 |
| 2 | Jennings Public School | Presentation Night | 150.00 |
| 3 | St Joseph's Convent Schools | Presentation Night | 150.00 |
| 4 | Sir Henry Parkes Memorial Primary School | Presentation Night | 150.00 |
| 5 | Tenterfield High School | Presentation Night | 150.00 |
| 6 | Urbenville Public School | Presentation Night | 150.00 |
| 7 | Woodenbong Public School | Presentation Night | 150.00 |
| 8 | Drake Primary School | Learn to Swim - contribution to transport | 550.00 |
| 9 | Urbenville Public School | Learn to Swim - contribution to transport | 550.00 |
| 10 | Westpac Helicopter Rescue Service | Helicopter Rescue Service - Annual Contribution to assist with Westpac Helicopter Service Annual Golf Charity and Auction Day | 2,000.00 |
| 11 | Liston Hall Committee | Annual Contribution to assist with operating costs | 2,000.00 |
| 12 | Boliva Hall Committee | Annual Contribution to assist with operating costs | 2,000.00 |
| 13 | Legume Hall Committee | Annual Contribution to assist with operating costs | 2,000.00 |
| 14 | Drake Hall Committee | Annual Contribution to assist with operating costs | 2,000.00 |
| 15 | Urbenville Hall Committee | Annual Contribution to assist with operating costs | 2,000.00 |
| 16 | Steinbrook Hall Committee | Annual Contribution to assist with operating costs | 2,000.00 |
| 17 | Sunnyside Hall Committee | Annual Contribution to assist with operating costs | 2,000.00 |
| 18 | Mingoola Hall Committee | Annual Contribution to assist with operating costs | 2,000.00 |
| 19 | Torrington Hall Committee | Annual Contribution to assist with operating costs | 2,000.00 |

# Community Contributions and Donations 2026-2027

| No | Organisation | Project | Amount $ |
|---|---|---|---|
| 20 | Tenterfield Highlander Pipe Band | For Australia Day, ANZAC Day & Other Community Performance's<br><br>*Donated amount is off-set into an account from the Donations (expenditure) to the Memorial Hall/RSL Pavillion (income) covering costs of cleaning and hall hire | 4700.00 |
| 21 | Urbenville Community | Bus Registration Costs | 850.00 |
| 22 | Tenterfield Seniors Week Committee | Seniors Week Activities | 1000.00 |
| | Total External organisations Contributions and Donations | | $28,700 |

# Long Term Financial Plan 2026/2036

## Consolidated Income Statement 2026/2036

| | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 | 2031/32 | 2032/33 | 2033/34 | 2034/35 | 2035/36 |
|---|---|---|---|---|---|---|---|---|---|---|
| **Revenue from Continuing Operations** | **$** | **$** | **$** | **$** | **$** | **$** | **$** | **$** | **$** | **$** |
| Rates & Annual Charges | 15,084,382 | 15,122,771 | 15,494,739 | 15,877,005 | 16,436,649 | 17,021,726 | 17,631,338 | 18,265,559 | 18,922,679 | 19,607,704 |
| User Fees & Charges | 2,739,450 | 2,808,332 | 2,904,702 | 3,005,516 | 3,110,222 | 3,218,816 | 3,331,415 | 3,448,072 | 3,568,787 | 3,693,675 |
| Interest & Investment Revenue | 1,135,000 | 725,000 | 420,000 | 370,000 | 365,000 | 365,000 | 365,000 | 365,000 | 365,000 | 365,000 |
| Other Revenues | 900,281 | 1,255,200 | 1,307,259 | 429,651 | 439,948 | 450,507 | 461,335 | 472,438 | 483,827 | 495,508 |
| Grants & Contributions provided for Operating Purposes | 23,247,425 | 10,095,877 | 10,260,939 | 10,595,228 | 10,774,331 | 10,958,094 | 11,146,642 | 11,340,088 | 11,538,576 | 11,742,236 |
| Grants & Contributions provided for Capital Purposes | 10,568,346 | 252,197 | 258,502 | 264,965 | 271,589 | 278,378 | 285,338 | 292,471 | 299,782 | 307,276 |
| Net gains from the disposal of assets | | | | | | | | | | |
| **Total Income** | **53,674,884** | **30,259,377** | **30,646,141** | **30,542,365** | **31,397,739** | **32,292,521** | **33,221,068** | **34,183,628** | **35,178,651** | **36,211,399** |
| **Expenses from Continuing Operations** | | | | | | | | | | |
| Employee Benefits & On-Costs | 10,543,060 | 11,058,275 | 11,598,859 | 12,055,640 | 12,530,401 | 13,023,861 | 13,536,753 | 14,069,844 | 14,623,909 | 15,199,779 |
| Borrowing Costs | 760,962 | 719,008 | 673,429 | 630,282 | 587,121 | 538,197 | 487,671 | 440,468 | 398,856 | 356,970 |
| Materials & Contracts | 24,633,587 | 8,433,781 | 8,635,266 | 8,000,165 | 8,363,795 | 8,745,498 | 8,763,137 | 8,718,045 | 8,911,940 | 9,315,975 |
| Depreciation & Amortisation | 10,359,447 | 10,849,624 | 11,367,157 | 11,910,300 | 12,479,981 | 13,078,628 | 13,707,693 | 14,368,030 | 15,061,065 | 15,789,287 |
| Impairment | | | | | | | | | | |
| Other Expenditure | 2,946,420 | 3,127,586 | 3,381,065 | 3,532,699 | 3,759,970 | 4,005,414 | 4,334,878 | 4,556,640 | 4,866,870 | 5,202,692 |
| Interest & Investment Losses | | | | | | | | | | |
| Net Losses from the Disposal of Assets | 325,343 | 335,103 | 345,156 | 355,511 | 366,176 | 377,161 | 388,476 | 400,130 | 412,134 | 424,498 |
| **Total Expenditure** | **49,568,819** | **34,523,377** | **36,000,932** | **36,484,597** | **38,087,444** | **39,768,759** | **41,218,608** | **42,553,157** | **44,274,774** | **46,289,201** |
| **Operating Result from Continuing Operations** | **4,106,065** | **(4,264,000)** | **(5,354,791)** | **(5,942,232)** | **(6,689,705)** | **(7,476,238)** | **(7,997,540)** | **(8,369,529)** | **(9,096,123)** | **(10,077,802)** |
| **Operating Result from Continuing Operations - excluding capital income** | **(6,462,281)** | **(4,516,197)** | **(5,613,293)** | **(6,207,197)** | **(6,961,294)** | **(7,754,616)** | **(8,282,878)** | **(8,662,000)** | **(9,395,905)** | **(10,385,078)** |

# Appendices

# Appendix 1: Statement of Revenue Policy

# Appendix 2: TSC Fee's and Charges

| Version | Purpose and description | Date adopted by Council | Resolution # |
|---|---|---|---|
| Draft | Draft Delivery Program 2025-2029 endorsed at 28 May 2025 council meeting for public consultation. | 28 May 2025 | 63/25 |
| Final | Adopted by council at its meeting 23 July 2025 | 23 July 2025 | 101/25 |
| Amended | Amended Operational Plan Adopted adopted by Council 22 October 2025 | 22 October 2025 | 189/25 |
| Draft | Amended Delivery Program 2025-2029 Draft Operational Plan 2026-2027 endorsed at xx xxxx 2026 for public consultation | xx xxxxx 2026 | xxx/xx |
| Final | Adopted by council at its meeting xx xxx 2026 | xx xxxxx 2026 | xxx/xx |

The Delivery Program will be reviewed annually as part of the preparation of each annual Operational Plan to confirm that it continues to reflect Tenterfield Shire Council's commitment to our stakeholders.

# TENTERFIELD SHIRE COUNCIL STATEMENT OF REVENUE POLICY 2026-2027

ADOPTED XX XXXX 2026 RESOLUTION NUMBER XXX/26

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## INTRODUCTION

This Statement of Revenue Policy forms part of Councils Operational Plan and provides details in accordance with Section 405(2) of the *NSW Local Government Act 1993*.

The objectives of Council's Statement of Revenue Policy are to:

1. identify the revenue sources available to Council, and
2. where possible, establish the total revenue required by Council to fund its activities.

## STATEMENT OF RATES

In accordance with Section 514 of the *NSW Local Government Act 1993*, each parcel of land within Council's area must be categorised for rating purposes. The four primary land categories used for rating purposes are:

| Category | Application of Rating Category |
|---|---|
| **Farmland** | The Farmland Rate applies to all rateable assessments categorised as farmland under Section 515 of the Local Government Act throughout the whole of the Council area. |
| **Residential** | The Residential Rate applies to all rateable assessments categorised as residential under Section 516 of the Local Government Act throughout the whole of the Council area. |
| **Business** | The Business Rate applies to all rateable assessments categorised as Business under Section 518 of the Local Government Act throughout the whole of the Council area. |
| **Mining** | The Mining Rate applies to all rateable assessments categorised as Mining under Section 517 of the Local Government Act throughout the whole of the Council area. |

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In addition, and in accordance with section 529 of the NSW Local Government Act 1993, Council's rating structure also includes the following sub-categories:

| Category | Sub-Category | Category | Sub-Category |
|---|---|---|---|
| **Residential** | Tenterfield | **Business** | Tenterfield |
| | Tenterfield Urban | | Jennings |
| | Jennings | | Drake |
| | Drake | | Urbenville |
| | Urbenville | | Other |
| | Other - less than 2 ha located outside a centre of population | | Industry (effective 2025/26) |
| | Rural (effective 2025/26) 2 -40 ha located outside a centre of population | | |

The sub-category Residential Rural under the category of Residential helps to define lifestyle blocks outside a centre of population between two (2) and forty (40) hectares. The sub-category Residential Other has been defined as less than two (2) hectares located outside a centre of population.

Council is using a 2-pronged approach with changes spread over two (2) years (2026/27 being the second year) to bring the base rate up to a point where the base rate on all land parcels is sufficient to cover the cost of common services as well as basic general administration costs.

To provide a fair and equitable rating structure, all general land rates within all categories will be made/levied on the basis of a base amount plus an ad valorem rate for 2026/2027.

A base amount is an amount paid by every rateable property in that land category, regardless of land value. The ad valorem amount (cents in the dollar applied to land value) is an amount calculated in addition to the base amount. The base amount and Ad Valorem amount are combined to give the total amount of the rate payable.

Council will also apply land values for the purposes of calculating rates that have been supplied by the Valuer General of New South Wales (Valuation NSW). Council is required by the provisions of the *Valuation of Land Act 1916* to apply these valuations, and the base date of the land valuations is 1 July 2025, (effective 1 July 2026).

The Independent Pricing and Regulatory Tribunal of NSW has announced a rate peg amount of 5.1% for Tenterfield Shire Council (this incorporates the 3.5% core rate peg and an additional 1.6% population factor applicable to our Council) for the 2026/2027 financial year. Council has calculated the 2026/2027 base amount and ad valorems, considering the valuations and the percentage increase applied to these townships and rating categories.

**RATE CALCULATION PROCESS**

- Land Values - July 2025
- Rate pegging 2026/27 – 5.1% (incorporates an additional 1.6% population factor)
- Base Rate – should be sufficient to cover the cost of common services as well as basic general administration costs
- Ad Valorem Rate – same for each land parcel within a sub-category
- Ad Valorem Amount – the Rate multiplied by the land value

### Payment of Rates

The Local Government Act provides that rates payable may be made in four instalments with the amount of each instalment becoming due and payable on the date of the instalment. The instalment dates for Council for the 2026/2027 rating year are as follows:

| Instalment | Issue Date | Due date |
|---|---|---|
| First | 31 July 2026 | 31 August 2026 |
| Second | 31 October 2026 | 30 November 2026 |
| Third | 31 January 2027 | 28 February 2027 |
| Fourth | 30 April 2027 | 31 May 2027 |

During the year in accordance with the *NSW Local Government Act 1993*, a supplementary levy may be issued which will affect the number of instalments paid by the ratepayer. The rates and charges are apportioned over the instalment due dates that remain after the supplementary levy is applied.

To assist in alleviating hardship that may arise in this situation, consideration will be given to the formulation of an agreement with the ratepayer under Section 564 of the *NSW Local Government Act 1993* for the payment of rates and charges and the waiving of interest penalties if the agreement is adhered to.

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**TENTERFIELD SHIRE COUNCIL**

**Ordinary Rating Structure 2026-2027 – 5.1% Rate Peg**

**as at General Valuation 04 November 2025**

**(New Base Date July 2025)**

| Rate Code | Rate Category | Total No of Assess | Land Value | % of Total Land Value | Base Rate | Total Base Amount | Ad Valorem Dollar Rate | Total Ad Valorem | Total Rate Levy | Average Rates Per Assess | % of income from the base | Actual % Yield\ per Category | Average increase from 2025/2026 | Average increase weekly from 2025/2026 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Residential Tenterfield | 1629 | 240,691,592.00 | 11.44% | 460.00 | 749,188.20 | 0.360000 | 866,489.73 | 1,615,677.93 | 992.02 | 46.37% | 20.07% | 8.89 | 0.17 |
| 4 | Residential Tenterfield (Urban) | 8 | 4,254,000.00 | 0.20% | 468.00 | 3,744.00 | 0.350000 | 14,889.00 | 18,633.00 | 2,329.13 | 20.09% | 0.23% | 141.30 | 2.72 |
| 5 | Residential – Rural | 1022 | 301,705,420.00 | 14.34% | 450.00 | 459,900.00 | 0.327200 | 987,180.13 | 1,447,080.13 | 1,415.93 | 31.78% | 17.97% | 276.35 | 5.31 |
| 18 | Residential Other | 432 | 51,259,040.00 | 2.44% | 263.00 | 113,616.00 | 0.240080 | 123,062.70 | 236,678.70 | 547.87 | 48.00% | 2.94% | 37.81 | 0.73 |
| 6 | Residential Urbenville | 135 | 13,268,200.00 | 0.63% | 416.00 | 55,981.12 | 0.500000 | 66,341.00 | 122,322.12 | 908.99 | 45.77% | 1.52% | 9.58 | 0.18 |
| 7 | Residential Jennings | 105 | 10,455,810.00 | 0.50% | 416.00 | 43,680.00 | 0.490000 | 51,233.47 | 94,913.47 | 903.94 | 46.02% | 1.18% | 12.27 | 0.24 |
| 8 | Residential Drake | 81 | 7,729,100.00 | 0.37% | 416.00 | 33,696.00 | 0.500000 | 38,645.50 | 72,341.50 | 893.10 | 46.58% | 0.90% | 9.60 | 0.18 |
| 9 | Farmland General | 1684 | 1,439,342,330.00 | 68.43% | 611.00 | 1,028,924.00 | 0.198000 | 2,849,897.81 | 3,878,821.81 | 2,303.34 | 26.53% | 48.17% | 18.89 | 0.36 |
| 10 | Business Tenterfield | 138 | 17,463,118.00 | 0.83% | 831.00 | 114,952.23 | 1.000000 | 174,631.18 | 289,583.41 | 2,093.42 | 39.70% | 3.60% | -268.85 | -5.17 |
| 11 | Business Other | 8 | 706,500.00 | 0.03% | 350.00 | 2,800.00 | 0.400000 | 2,826.00 | 5,626.00 | 703.25 | 49.77% | 0.07% | 4.80 | 0.09 |
| 12 | Business Urbenville | 6 | 605,100.00 | 0.03% | 382.00 | 2,456.26 | 0.540000 | 3,267.54 | 5,723.80 | 890.17 | 42.91% | 0.07% | 8.43 | 0.16 |
| 13 | Business Jennings | 1 | 108,000.00 | 0.01% | 360.00 | 360.00 | 0.350000 | 378.00 | 738.00 | 738.00 | 48.78% | 0.01% | 7.77 | 0.15 |
| 14 | Business Drake | 6 | 746,600.00 | 0.04% | 382.00 | 2,292.00 | 0.425000 | 3,173.05 | 5,465.05 | 910.84 | 41.94% | 0.07% | 5.77 | 0.11 |
| 19 | Business – Industry | 79 | 14,632,780.00 | 0.70% | 831.00 | 65,649.00 | 1.280000 | 187,299.58 | 252,948.58 | 3,201.88 | 25.95% | 3.14% | 133.01 | 2.56 |
| 15 | Mining | 10 | 416,270.00 | 0.02% | 675.00 | 6,750.00 | 2.410022 | 10,032.20 | 16,782.20 | 1,678.22 | 40.22% | 0.21% | 113.90 | 2.19 |
| | TOTALS | 5344 | 2,103,383,860.00 | 100% | | 2,683,988.81 | | 5,379,346.90 | 8,063,335.71 | | | 100% | | |
| | | | | | | | | | Conservation Concession Applicable to Farmland | | | | | |
| | | | | | | | | | (11,616.48) | | | | | |
| | | | | | | | | | **Net Total Income** | | | | | |
| | | | | | | | | | **8,051,719.23** | | | | | |

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## STATEMENT OF CHARGES

An independent review was conducted in early 2025 on the Water, Sewer and Waste charges. The purpose of this review was to determine the best way forward in providing quality services to our customers at a reasonable price. Many residents were complaining about the high service and access charges. The previous plan and charges were accumulating more cash than was needed to fund expected ongoing costs and assets replacements/upgrades.

Council continues to adhere to the following principles:

- Ensure assets are maintained and replaced as required
- Ensure intergenerational equity is maintained
- Ensure that Water, Sewer and Waste funds are liquid and operable into the future and do not require subsidisation from any other funds.

### Water charges

Four models were developed to establish the best result for Council and its community. Each model varies the fees charged to minimise the cost to the ratepayer, whilst ensuring the necessary funding for operations and capital.

- Model 1 – has a 10% reduction in year, a nil change in year 2 and then a 5% increase over the remaining years.
- Model 2 – has a 15% reduction in year 1, a nil change in year 2 and 3 and then a 2.5% increase over the remaining years.
- Model 3 has a 2.5% reduction in years 1, 2 and 3, a nil change in year 4 and then a 2.5% increase over the remaining years.
- Model 4 has a 12.5% reduction in year 1, **a nil change in year 2** and a 4% increase over the remaining years. **Preferred Model.**

Models 1 and 4 have capital replacement levels equivalent to depreciation expenditure in each year, while maintaining a sufficient ongoing cash balance.

**The preferred Model 4 has a nil change that has been factored into the fees and charges for Water.**

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### Sewer charges

Three models were developed to establish the best result for council and its community. Each model varies the fees charged to minimise the cost to the ratepayer, whilst ensuring the necessary funding for operations and capital.

- Model 1 – has a 25% reduction in year 1, a nil change in year 2 and then a 5% increase over the remaining years.
- Model 2 – has a 20% reduction in year 1, a nil change in years 2 and 3 and then a 2.5% increase over the remaining years.
- Model 3 – **has a 10% reduction** in years 1, **2** and 3 and then 4% increase over the remaining years. **Preferred model.**

In terms of asset replacement or upgrades all models include the Long-term Financial Plan estimates which is consistent with the asset management plans and annual depreciation expense.
The cash position at year end under each of the models is satisfactory.

**The preferred Model 3 reduction of 10%, in year 2, has been factored into the fees and charges for Sewer in the 2026/27 year.**

### Waste charges

Three models have been developed to establish the best result for Council and its community. Each model varies the fees charged to minimise the cost to the ratepayer, whilst ensuring the necessary funding for operations and capital.

- Model 1 – has 15% reduction in year 1, a nil change in year 2 and then a 4% increase over the remaining years.
- Model 2 – has a 20% reduction in year 1, a nil change in year 2 and then a 5% increase over the remaining years.
- Model 3 – **has a nil reduction** in years **1 to 5** then a 5% increase over the remaining years. **Preferred model.**

All models are a significant improvement on the previous model and still maintain sufficient cash and resources to fund maintenance and capital works into the future.

**The preferred Model 3, with a nil reduction, has been factored into the fees and charges for the Waste in the 2026/27 year.**

## WATER SUPPLY CHARGES

### Water Pricing Policy Statement

Council proposes to adopt as part of the 2026/2027 Operational Plan a Policy for Water Pricing, which incorporates the user pays principle. The proposed water pricing policy for the 2026/2027 financial year is based on the following charging components:

- An annual availability charge which applies to each individual connection to the water supply and to each property to which a service connection is available to a Water Supply System;
- A consumption-based charge for each kilolitre of water consumed.

The purpose of this Water Pricing Policy is to:

(a) assist in the financing of the water supply;
(b) provide for future capital works; and
(c) encourage a conservative use of water.

### Water Supply - Availability Charge

In accordance with best practice guidelines and in accordance with sections 501 and 502 of the *NSW Local Government Act 1993*, Council proposes to:

- Levy an Availability Charge applicable to all properties connected or able to be connected to a Council Water Supply; and
- Levy a water supply charge on land that is supplied with water from a water pipe of the Council and also land that is situated within 225 metres of a water pipe and physically able to be connected to Council's water main.

The minimum non-residential water access charge will be the annual residential water availability charge.

The service availability charge for residential strata lots will be 75% of the residential service availability charge. This recognises that strata developments utilise shared services infrastructure at a lower cost to Council and provides a higher income yield for each rateable property.

The water supply service availability charge is levied as a charge per water connection to each rates assessment.

The account for the access charge will be included on the annual rates notice.

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### Water Supply - Consumption Charges

In accordance with Section 502 of the *NSW Local Government Act 1993*, it is proposed to levy a charge for the consumption of water for all properties, as detailed in Council's Fees and Charges document which forms part of this Operational Plan.

### Minimum Account Charge

In the 2026/2027 Billing Year there will be a minimum water consumption account charge of $25.00 for each of the six (6) monthly billing periods.

### Damaged Water Meter

If at the time of reading a water meter it is found to be damaged or has stopped, an account will be issued based upon the average water consumption for the previous two corresponding water billing periods.

### Concealed Water Leakage Concession Policy

Please refer to Council's Policy on this matter if you have a concealed water leak. The Policy is available on Council's website.

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**Council's water charging structure for 2026/2027 is as follows:**

| Description | Services | Charge $ | Levied $ |
|---|---|---|---|
| Residential Water Service Availability | 1905 | 653.00 | 1,243,965.00 |
| Rural Other Water Service Availability | 31 | 653.00 | 20,243.00 |
| Residential Strata Water Service Availability | 17 | 491.00 | 8,347.00 |
| Mt Lindesay Private Line Water Availability | 11 | 850.00 | 9,350.00 |
| **Total Residential/Rural/Mt Lindesay Water Access Charges** | **1964** | | **1,281,905.00** |
| 20mm Service Availability | 222 | 653.00 | 144,966.00 |
| 25mm Service Availability | 15 | 653.00 | 9,795.00 |
| 32mm Service Availability | 8 | 653.00 | 5,224.00 |
| 40mm Service Availability | 16 | 985.00 | 15,760.00 |
| 50mm Service Availability | 22 | 1,532.00 | 33,704.00 |
| 80mm Service Availability | - | 3,929.00 | - |
| 100mm Service Availability | - | 6,139.00 | - |
| 150mm Service Availability | - | 13,804.00 | - |
| Voluntary & Charitable Water Availability | 26 | 126.00 | 3,276.00 |
| **Total Non-Residential Water Access Charges** | **309** | | **212,725.00** |
| Minimum Water Account Charge (each billing cycle) | | 25.00 | |
| Residential/Rural/Mt Lindesay <450kl | As per usage | 5.50 | |
| Residential/Rural/Mt Lindesay >450kl | As per usage | 8.40 | |
| Non-Residential <1,000 kl | As per usage | 5.50 | |
| Non-Residential >1,000 kl | As per usage | 8.40 | |
| **Total Water Consumption Charges** | | | |

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## SEWERAGE SERVICE CHARGES

### Sewerage Service - Availability Charge

In accordance with Section 501 of the *NSW Local Government Act 1993* Council proposes to levy a Sewerage Service Charge on each parcel of rateable land for which the service is provided or proposed.

A parcel of rateable land is defined in the *NSW Local Government Act 1993* as a portion or parcel of land separately valued under the *Valuation of Land Act 1916*.
The Sewerage Availability Charge shall be applied in accordance with Section 502 of the *NSW Local Government Act 1993* to every rates assessment for each sewerage connection from 1 July in each rating year when the property subject to the rate assessment is within the Tenterfield or Urbenville Town areas and;

- is connected to the Council's sewer main, or
- is 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
- is land from which sewerage can be discharged into the sewers of Council.

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. This fee is set out in Council's Fees and Charges.

### Annual Charges - Non-Residential Sewerage

Commercial and other non-residential sewerage customers will incur an access charge based on the size of the customer's water connection meter plus a pay-for-use charge based on the water used. The annual non-residential sewerage charge will be calculated using the following formula:

Annual Non-residential Sewerage Charge = AC+ SDF x (C x UC) where;

- AC = Access Charge
- SDF = Sewerage Discharge Factor determine by type/use.
- C = Customers annual water consumption measured in kilolitres.
- UC = Sewerage Usage Charge per kilolitre.

The Non-Residential Sewerage Charge is levied as a charge per sewerage connection to each rates assessment, or if no sewerage connection is provided then a Non-Residential Sewerage Charge will be levied on all sewered land in the Tenterfield and Urbenville Town areas within 75 metres of Council's main and physically able to be connected to Councils main (in accordance with Section 552 of the *NSW Local Government Act 1993*), the Non-Residential Sewerage Service Charge will then apply to the number of parcels of rateable land



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separately valued as at 1 July in each rating year.

The minimum non-residential sewerage access charge will be the annual residential sewerage availability charge.

**Council's sewerage charging structure for 2026/2027 is as follows:**

| Description | Services | Charge $ | Levied $ |
|---|---|---|---|
| Residential Sewer Availability | 1743 | 1,183.00 | 2,061,969.00 |
| **Total Residential Sewer Access Charges** | **1743** | | **2,061,969.00** |
| 20mm Service Availability | 204 | 1,183.00 | 241,332.00 |
| 25mm Service Availability | 13 | 1,183.00 | 15,379.00 |
| 32mm Service Availability | 8 | 1,531.00 | 12,248.00 |
| 40mm Service Availability | 13 | 2,381.00 | 30,953.00 |
| 50mm Service Availability | 16 | 3,714.00 | 59,424.00 |
| 80mm Service Availability | - | 9,506.00 | - |
| 100mm Service Availability | - | 14,852.00 | - |
| 150mm Service Availability | - | 33,421.00 | - |
| Voluntary & Charitable Sewer Availability | 25 | 228.00 | 5,700.00 |
| **Total Non-Residential Sewer Access Charges** | **279** | | **365,036.00** |
| Sewerage Usage Charge – Non-Residential | Per usage | 2.85 | |

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## TRADE WASTE CHARGES

The trade waste bill for a trade waste customer will be:

TW = A + I + C x UC x TWDF, where

- TW = Total annual trade waste fees and charges ($)
- A = Annual Trade Waste fee ($)
- I = Re-inspection fee ($) where required
- C = Customer's annual water consumption (kl)
- UC = Trade waste usage charge ($/kl)
- TWDF = Trade waste discharge factor

The account for the annual trade waste fee (A) and re-inspection fee (I) (where applicable) will be included on the annual rates notice. The account for the usage component applicable) will be issued on a half yearly billing cycle in conjunction with Water Usage accounts.

**Council's trade waste charging structure for 2026/2027 is as follows:**

| Description | Services | Charge $ | Levied $ |
|---|---|---|---|
| Annual Trade Waste Charge - Category 1 | 61 | 190.50 | 11,620.50 |
| Annual Trade Waste Charge – Category 2 | - | 190.50 | - |
| Annual Trade Waste Charge – Category 3 | - | 908.00 | - |
| Trade Waste Usage Charge: Compliant | | 2.15 | |
| Trade Waste Usage Charge: Non-Compliant | | 22.00 | |
| **Total Annual Trade Waste Charges** | **61** | | **11,620.50** |

## On-Site Sewage Management Charges

The owners of all premises (other than those licensed by the NSW EPA) are required to obtain approval to operate an on-site human waste treatment facility.

Upon initial assessment of an on-site sewage management system Council may require owners to undertake maintenance or replacement of a system prior to issuing an approval, to ensure that performance standards are being adhered to, and human and environmental health impacts are minimised.

Council proposes to apply a user pays policy in regard to the recovery of costs for on-site sewage management.

## WASTE MANAGEMENT CHARGES

### Waste Management Facility Charge

In accordance with Section 501 of the *NSW Local Government Act 1993*, it is proposed to levy an annual charge on all rateable properties as a Waste Management Facility charge. This charge recognises that all rateable properties potentially produce waste and hence should contribute to the costs of running Council's Waste Management Facilities. Gate charges will apply as per Council's Fees and Charges Policy.

### Waste Management Collection Charge - Domestic

In accordance with Section 496 of the *NSW Local Government Act, 1993*, Council proposes to levy an Annual Domestic Waste Management Collection Charge on Domestic Properties within the designated Domestic Waste Collection Service Area.

### Waste Management Collection Charge – Non-Domestic

In accordance with Section 501 of the *NSW Local Government Act, 1993*, Council proposes to levy an Annual Waste Management Charge on Non-Domestic Properties. Within the designated Non- Domestic Waste Collection Service Area.

### Waste Management - Recycling Collection Charges

In accordance with Section 496 of the *NSW Local Government Act, 1993*, Council proposes to levy an Annual Waste Recycling Charge on all residential properties within the designated Residential Waste Recycling Collection Service Area.

In accordance with Section 501 of the *NSW Local Government Act, 1993*, Council proposes to levy an Annual Waste Recycling Charge on all Non-Residential properties within the designated Non- Residential Waste Recycling Collection Service Area.

The collection areas related to the above items are described in the maps at the end of this Revenue Policy.

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**Council's Waste Management charging structure for 2026/2027 is as follows:**

| Description | Services | Charge $ | Levied $ |
|---|---|---|---|
| Waste Collection - Domestic 120L Bin | 1084 | 517.00 | 560,428.00 |
| Waste Collection - Rural 120L Bin | 94 | 517.00 | 48,598.00 |
| **Total Waste Collection Charges Domestic/Rural 120L** | **1178** | | **609,026.00** |
| Waste Collection – Domestic 240L Bin | 889 | 665.00 | 591,185.00 |
| Waste Collection - Rural 240L Bin | 64 | 665.00 | 42,560.00 |
| **Total Waste Collection Charges – Domestic/Rural 240L** | **953** | | **633,745.00** |
| Waste Collection - Commercial 120L Bin | 70 | 517.00 | 36,190.00 |
| **Total Waste Collection Charges – Commercial 120L** | **70** | | **36,190.00** |
| Waste Collection - Commercial 240L Bin | 278 | 665.00 | 184,870.00 |
| **Total Waste Collection Charges – Commercial 240L** | **278** | | **184,870.00** |
| Waste Management Facility Charge | 5140 | 321.00 | 1,649,940.00 |
| **Total Waste Management Facility** | **5140** | | **1,649,940.00** |
| Waste Management Facility Charge – Non-Residential | 204 | 321.00 | 65,484.00 |
| **Total Waste Management Facility – Non- Residential** | **204** | | **65,484.00** |
| Waste Recycling Collection - Residential | 1863 | 98.50 | 183,505.50 |
| **Total Waste Recycling Collection Charge - Residential** | **1863** | | **183,505.50** |
| Waste Recycling Collection – Non-Residential | 242 | 98.50 | 23,837.00 |
| **Total Waste Recycling Collection Charge – Non- Residential** | **242** | | **23,837.00** |

### Bulk Solid Waste Charges

In accordance with Section 502 of the NSW Local Government Act 1993, Council proposes to charge a Waste Management Charge for the removal of Builders waste and waste from commercial and domestic properties by way of a collection service from Trade Waste Bins and for the rental and delivery of these bins.

The proposed charges are set out in Council's Fees and Charges under the Waste Management section.

### Waste Vouchers

Council has determined that three (3) waste vouchers will be issued with the annual rate notices. Under amendments to Treasury laws and regulations Council is extending the expiry dates for vouchers. Vouchers for 2026/27 will be current for three (3) financial years to 2028/29.

Council vouchers are subsidised to the value of a small box trailer (single axle, no high sides – max 6'x4'x2') trailers are further subsidised at 82% of tonnage rates. For terms and conditions please refer to the vouchers when you receive them.

## STORMWATER MANAGEMENT SERVICES

In accordance with Section 496A of the *NSW Local Government Act 1993*, Council proposes to make and levy an annual charge for the provision of stormwater management services for each eligible parcel of land within the Business - Tenterfield sub-category boundary, all properties within the boundary of the village of Jennings and all properties within the boundary of the village of Urbenville.

**Council's Stormwater charging structure for 2026/2027 is as follows:**

| Description | Services | Charge $ | Levied $ |
|---|---|---|---|
| **Stormwater Management** | | | |
| Stormwater Management Charge - Residential | 1700 | 25.00 | 42,500.00 |
| Stormwater Management Charge - Strata | 19 | 12.50 | 237.50 |
| **Total Stormwater Management Charge - Residential** | **1719** | | **42,737.50** |
| Stormwater Business < 350m2 | 41 | 25.00 | 1,025.00 |
| Stormwater Business 350m2 - 1200m2 | 60 | 50.00 | 3,000.00 |
| Stormwater Business 1200m2 - 5000m2 | 64 | 221.00 | 14,144.00 |
| Stormwater Business > 5000m2 | 34 | 357.00 | 12.138.00 |
| **Total Stormwater Management Charge – Non - Residential** | **199** | | **30,307.00** |

## FEES AND CHARGES

Fees and Charges are calculated in accordance with the recommendations of the Local Government and Shires Association detailed in "Determination of Fees and Charges under the *NSW Local Government Act, 1993*" released in April,1994. Variations outside this policy are identified specifically in the Fees and Charges Schedule.

Where fees are fixed by State Government Acts and regulations they will be adjusted as legislation requires. A list of Council's Fees and Charges proposed to apply from the 1 July 2026 is included in this Operational Plan.

## FINANCIAL HARDSHIP

Ratepayers experiencing financial hardship in respect of payment of Council rates and charges can apply to Council for alternative payment options to assist the alleviation of such hardship.

Anyone in this situation should contact Council's finance team who will discuss options in confidence and advise what can be done to assist ratepayers with the payment of rates and charges.

## INTEREST ON RATES AND CHARGES EXCLUDING GENERAL FEES AND CHARGES

The NSW Minister for Local Government announces in accordance with Section 566(3) of the *NSW Local Government Act 1993* the maximum amount of interest that can be levied on overdue rates and charges.

For the 2026/2027 financial year, the NSW Minister for Local Government has set the interest rate at 9.5% for the period 1 July 2026 to 30 June 2027.

Council will apply these interest rates for 2026/2027 as determined by the NSW Minister for Local Government.

## SECTION 67 PRIVATE WORKS CHARGES

Details of the Private Works Charges for 2026/2027 are included in the fees and charges section of this Operational Plan.

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## BORROWINGS

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

## RESTRICTED FUNDS

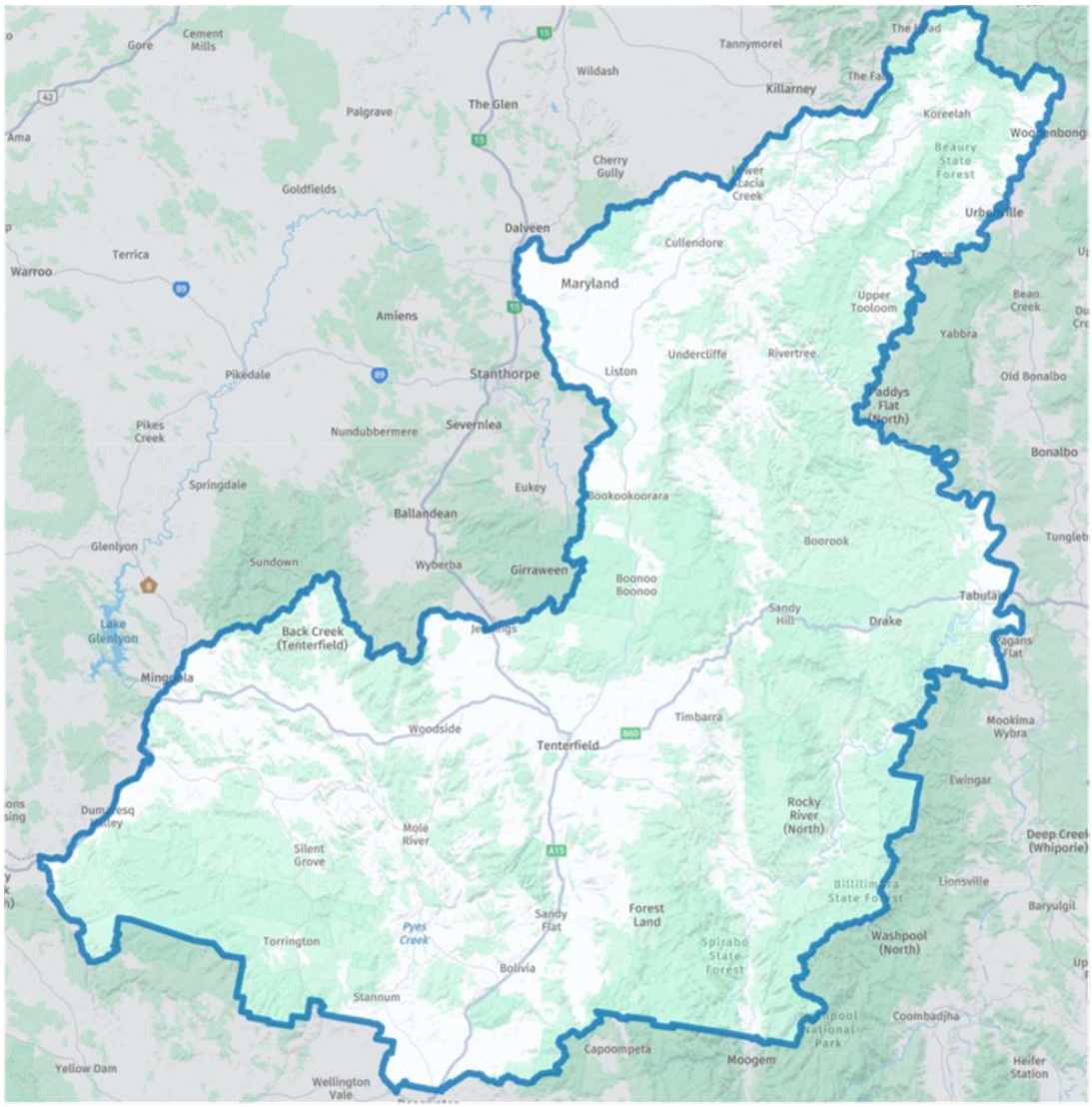
Internally restricted funds and externally restricted fund are set aside each year for various purposes. The balance of these funds as at 30 June in any given year can be found in Council's audited Financial Statements.

**APPENDIX A - CATEGORISATION AND COLLECTION AREA MAPS**

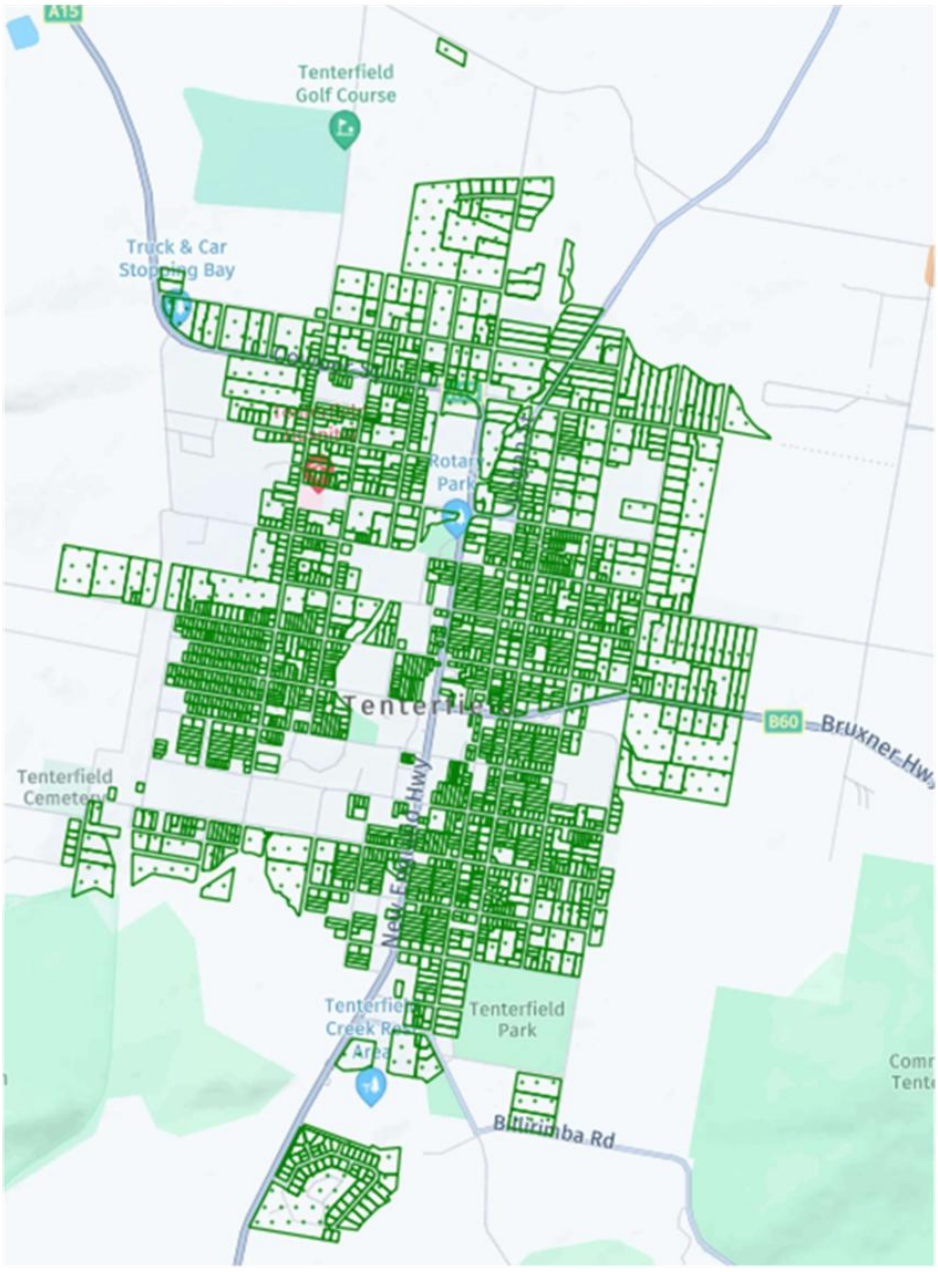
**APPENDIX B – FEES & CHARGES**

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Local Government Area

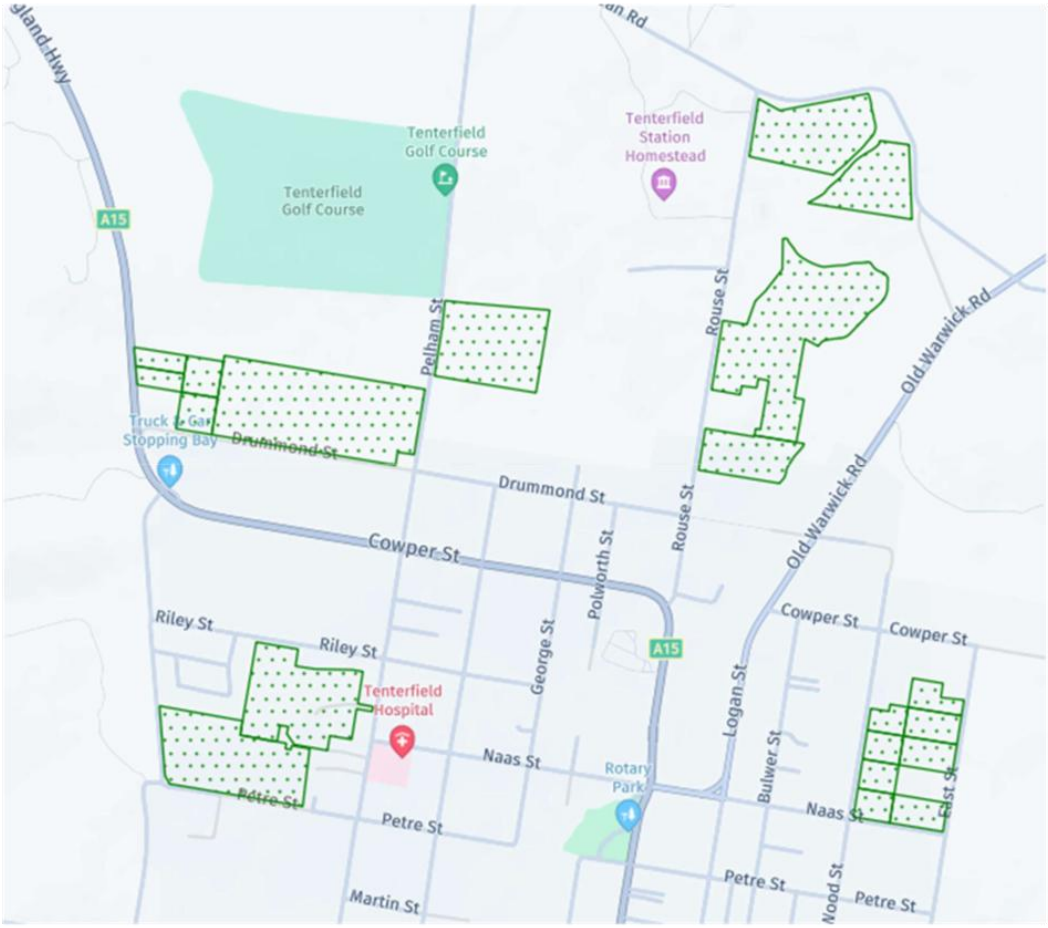


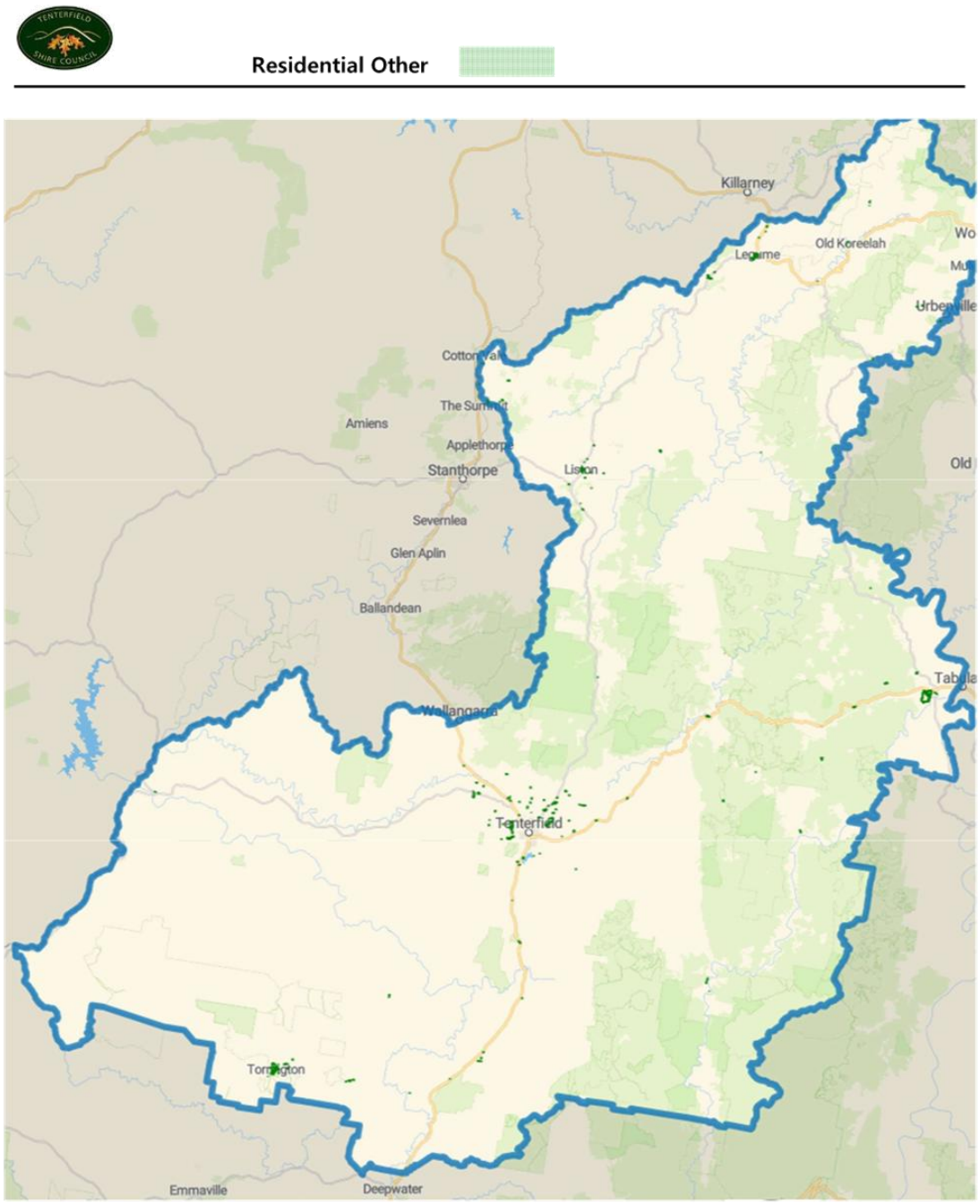
Residential Tenterfield




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Residential Tenterfield Urban

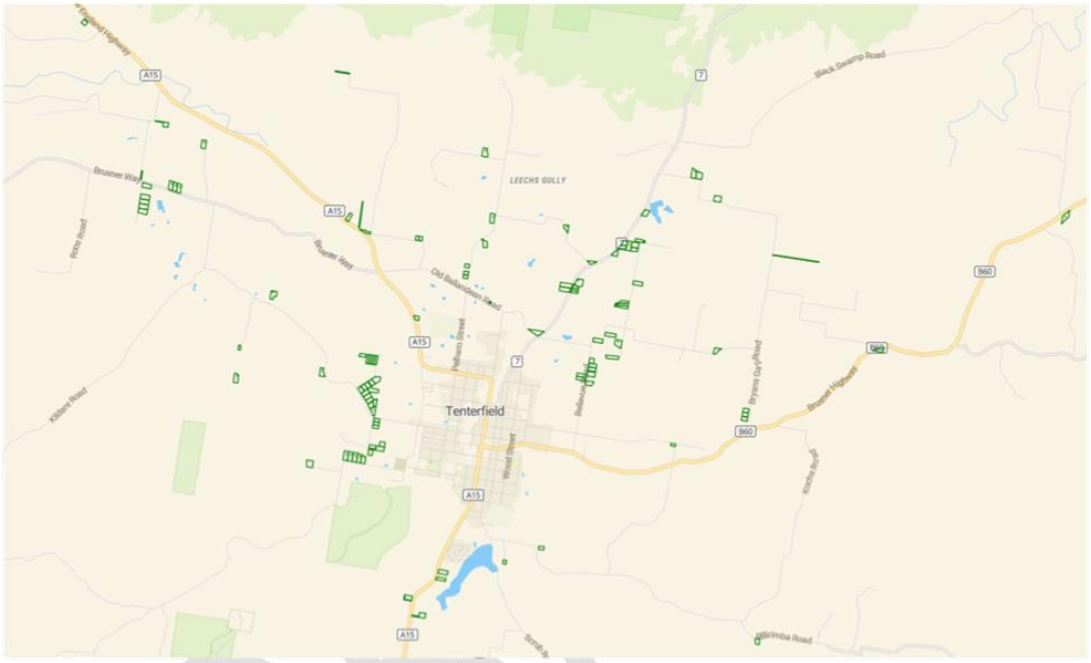



Residential Other
Killarney
Old Koreelah
Urbenville
Amiens
Applethorpe
Stanthorpe
Severnlea
Glen Aplin
Ballandean
Tenterfield
Deepwater

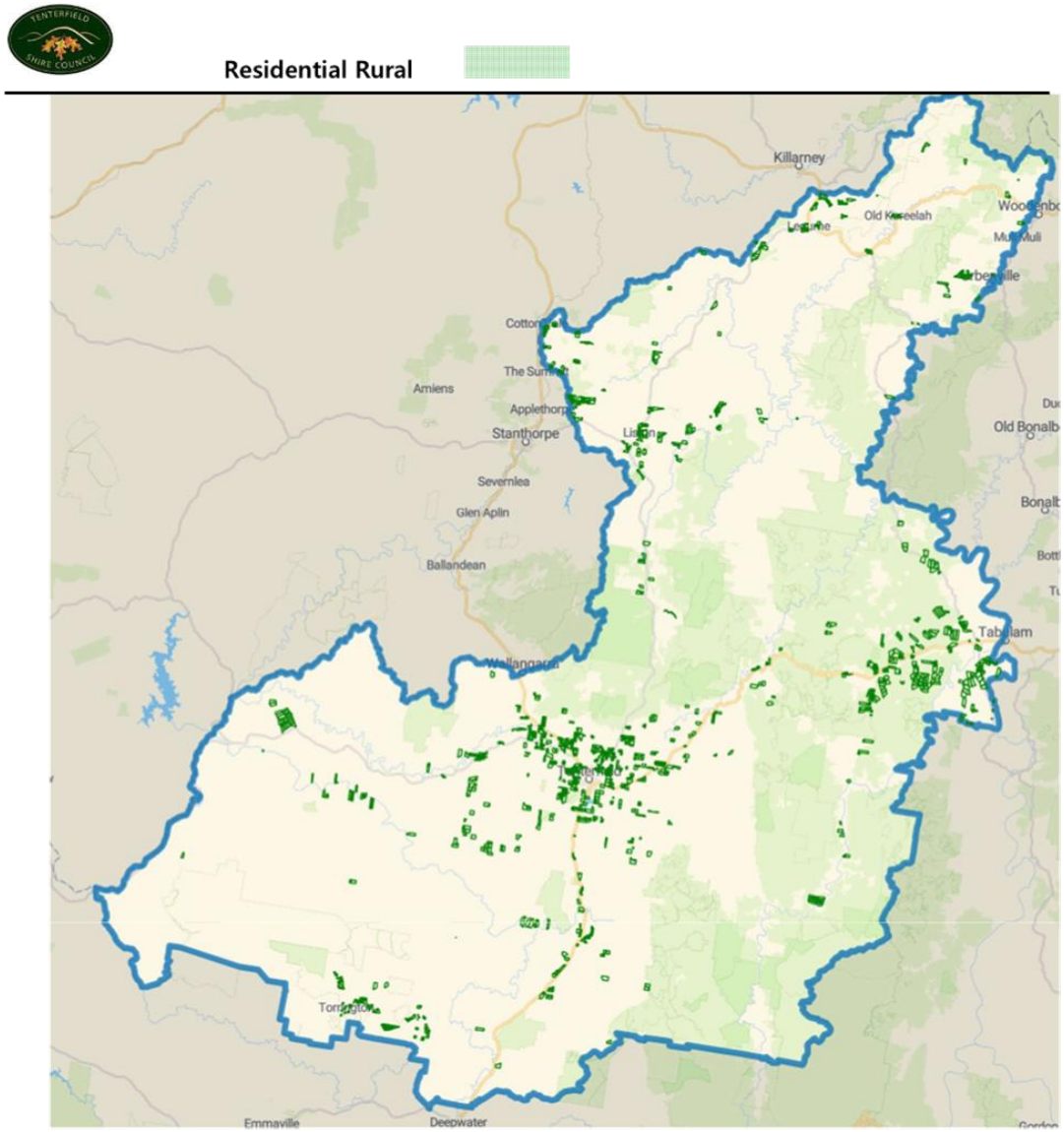
24

Residential Other

**Residential Other Tenterfield**




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Residential Rural
Killarney
Old Koreelah
Cottonvale
The Summit
Amiens
Applethorpe
Stanthorpe
Severnlea
Glen Aplin
Ballandean
Old Bonalbo
Bonalbo
Tabulam
Emmaville
Deepwater

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Residential Urbenville



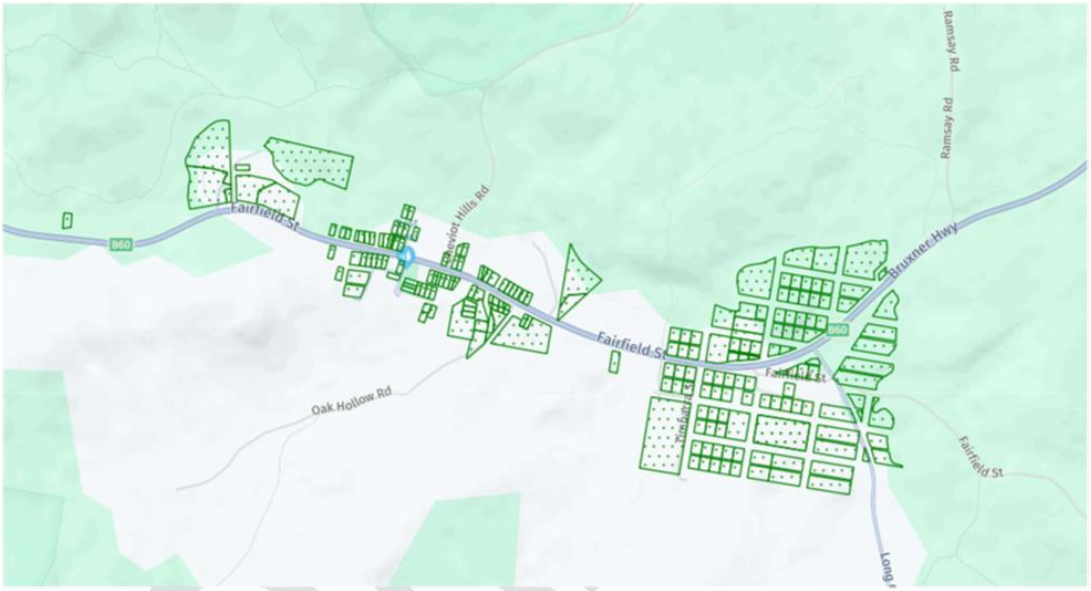

27

Residential Jennings



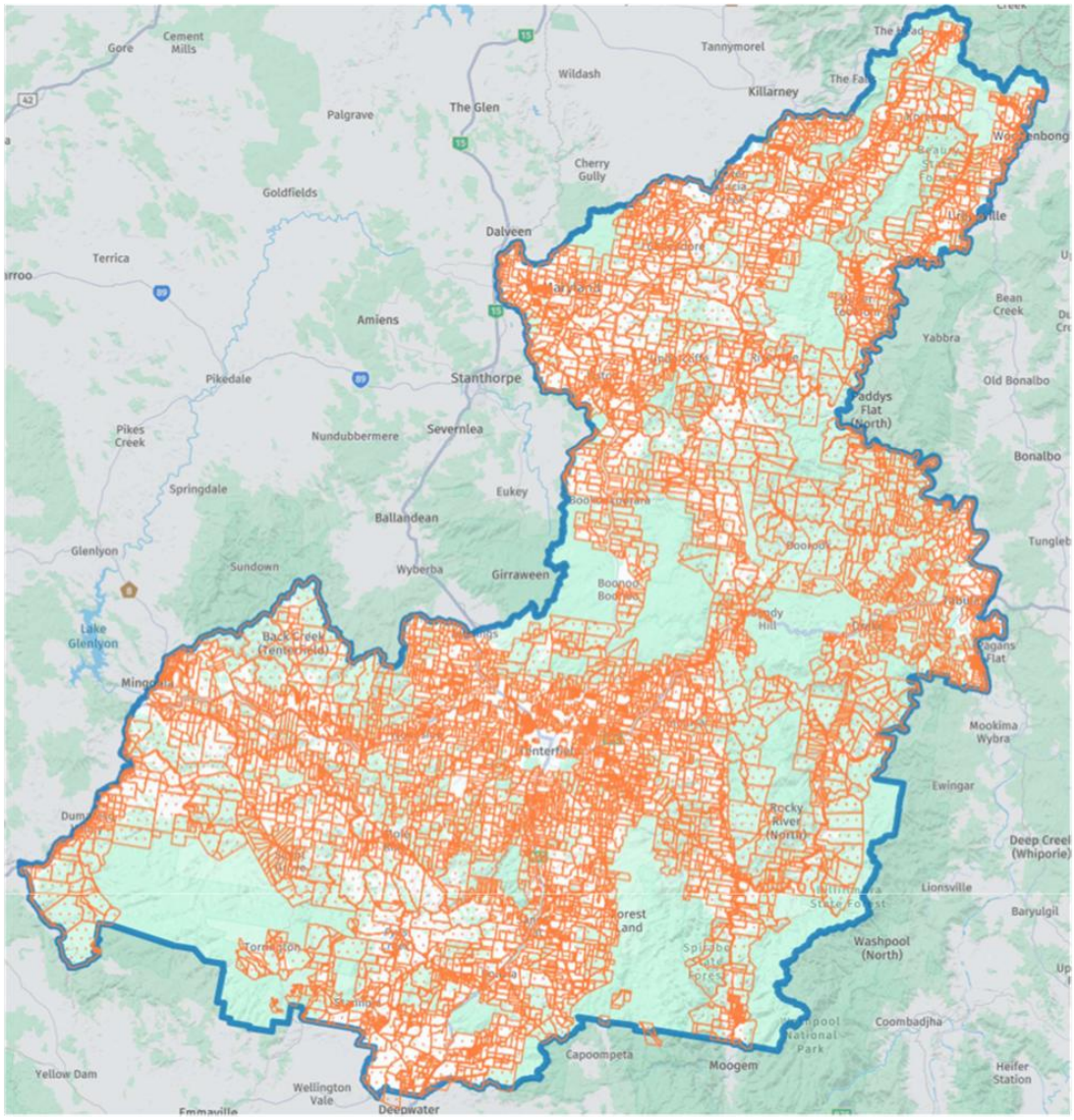

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Residential Drake



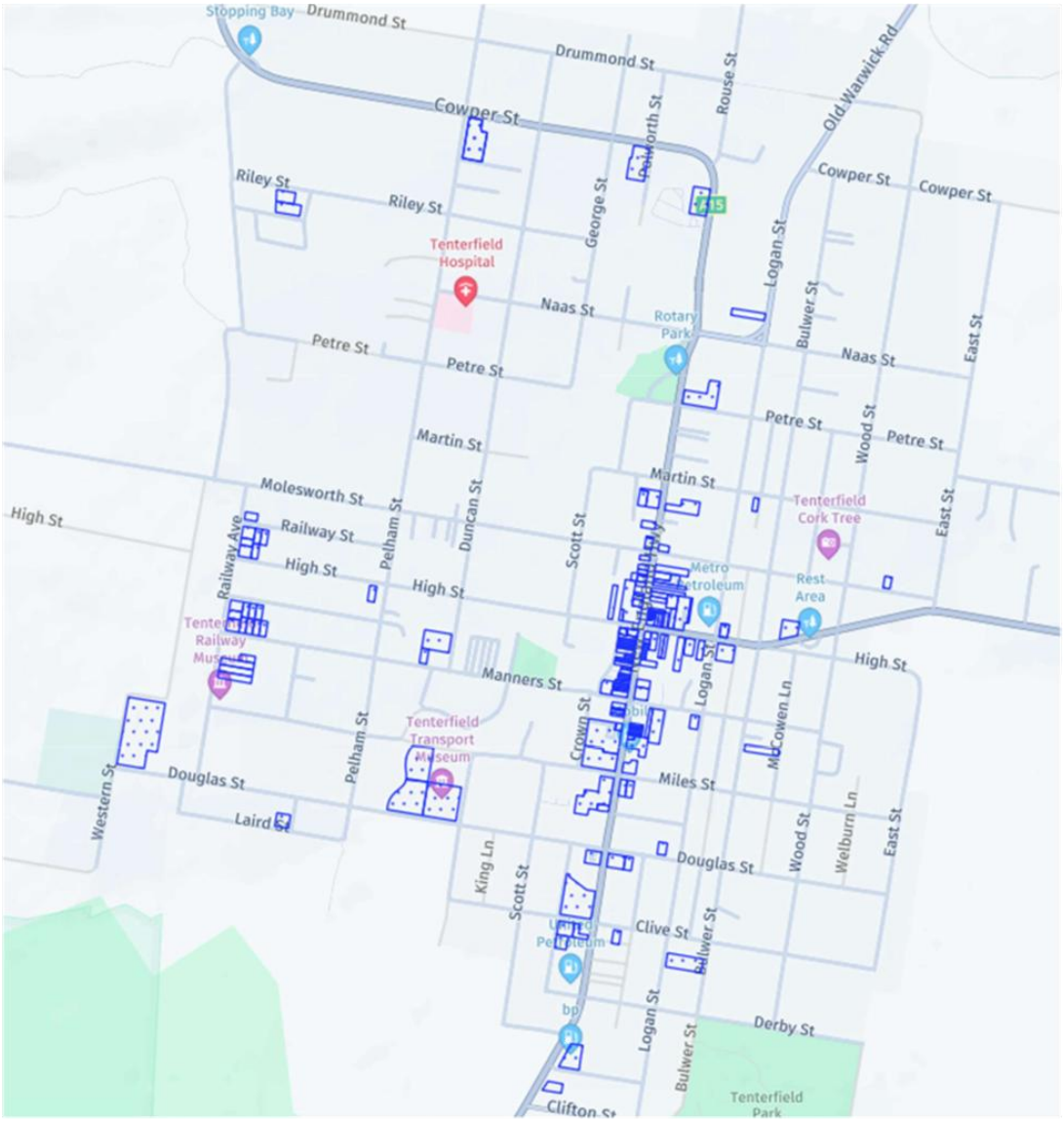

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**Farmland**


Gore
Cement Mills
Palgrave
The Glen
Wildash
Tannymorel
Killarney
Cherry Gully
Goldfields
Dalveen
Terrica
Amiens
Pikedale
Stanthorpe
Pikes Creek
Nundubbermere
Severnlea
Springdale
Eukey
Ballandean
Glenlyon
Sundown
Wyberba
Girraween
Lake Glenlyon
Bean Creek
Yabbra
Old Bonalbo
Paddys Flat (North)
Bonalbo
Mookima
Wybra
Ewingar
Deep Creek (Whiporie)
Lionsville
Baryulgil
Washpool (North)
Coombadjha
Capoompeta
Moogem
Heifer Station
Yellow Dam
Wellington Vale
Deepwater

30

**Business Tenterfield**

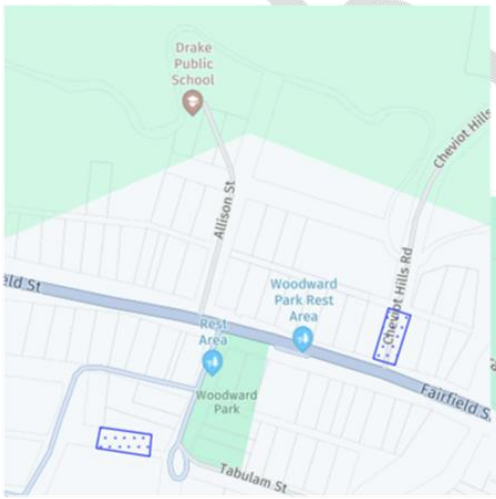


**Business Other**

Business Other Tenterfield




Business Other - Drake

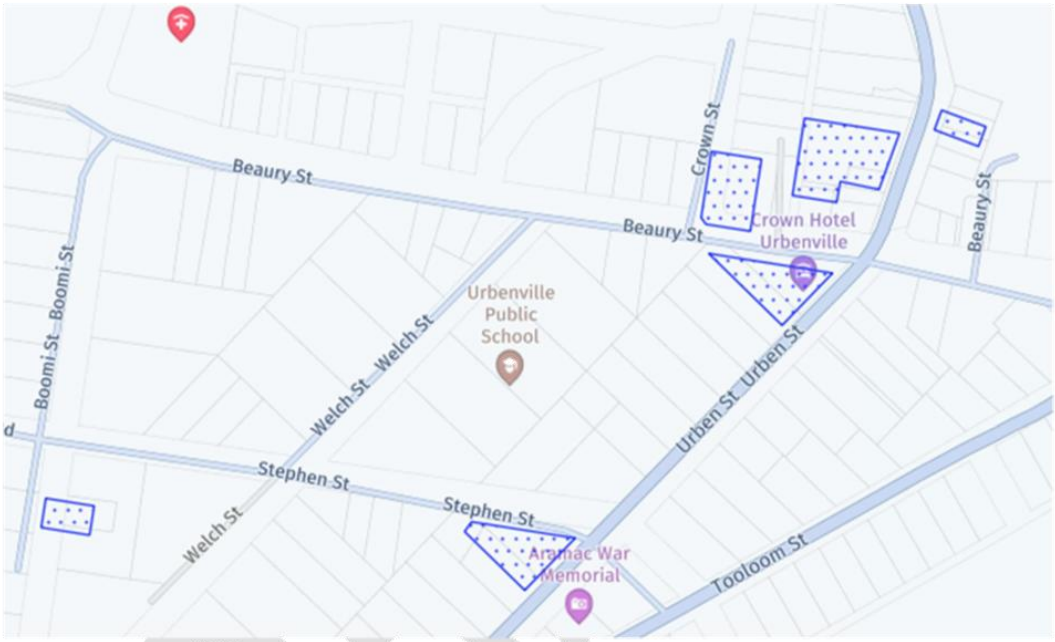



Business Other - Torrington




32

**Business Urbenville**



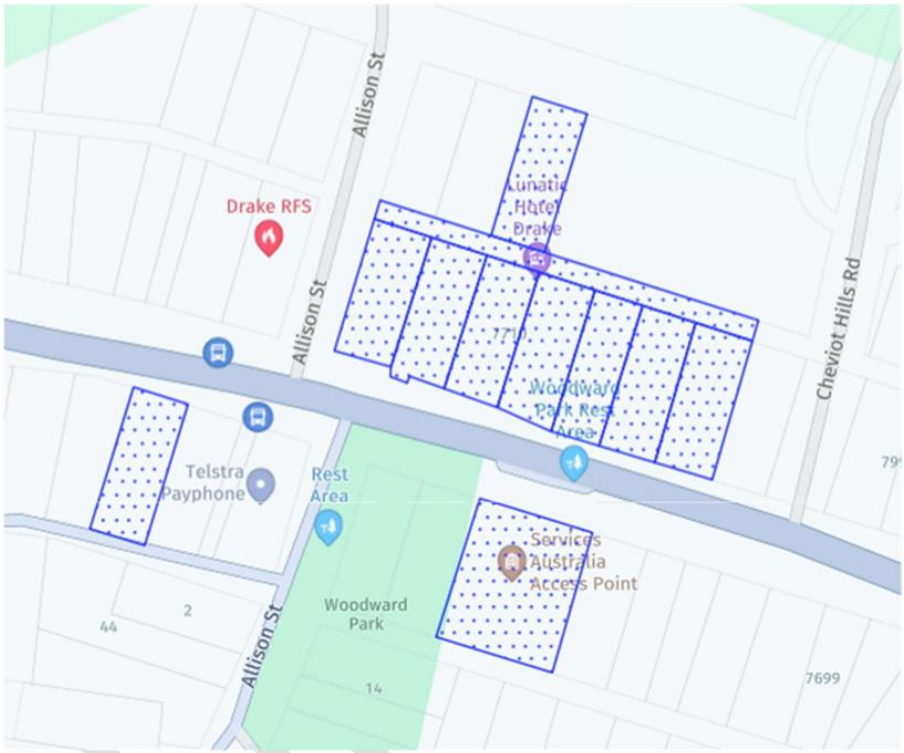

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Business Jennings




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**Business Drake**



**Mining**



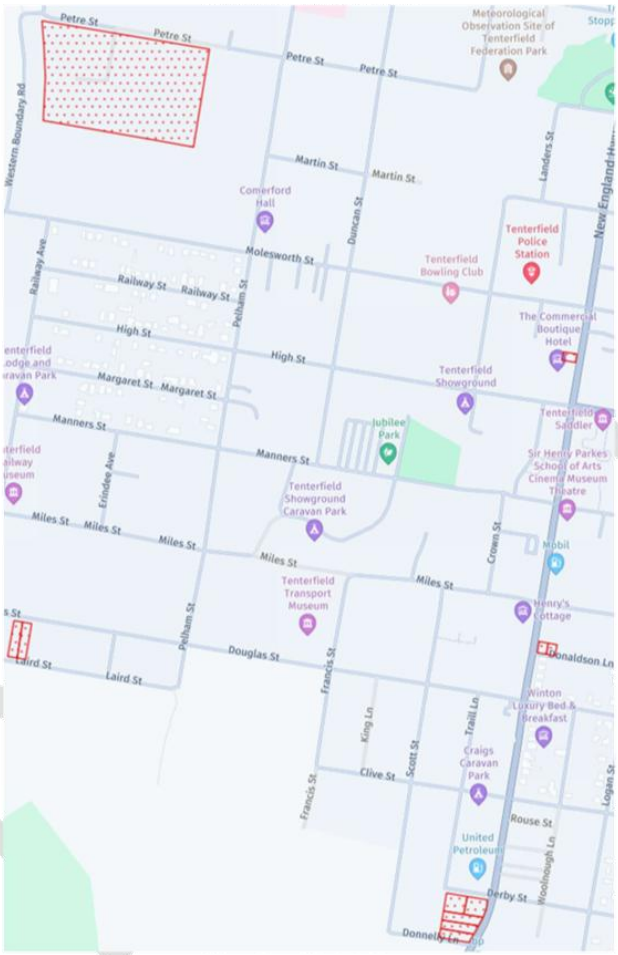

A51581 Lot 8 DP 753286 above

| ASSESSMENT | PROPERTY DESCRIPTION/LEASE TYPE | | | | | | | TOTAL AREA |
|---|---|---|---|---|---|---|---|---|
| A19778 | ML 1373 | | | | | | | 1.816 HA |
| A24497 | ML 1345 | | | | | | | 8094 M2 |
| A24505 | ML 6295 | ML 6335 | ML 6242 | | | | | 59.58 HA |
| A24927 | ML 1200 | | | | | | | 8.75 HA |
| A29280 | ML 6291 | | | | | | | 25.9 HA |
| A35758 | ML 1215 | ML 5437 | | | | | | 4.032 HA |
| A41459 | ML 1147 - 1150 | ML 24 | ML 256 | ML 259 | ML 5883 | SL 409 | GL 5477 - 5478 | 708.5 HA |
| A41467 | SL 492 | | | | | | | 2.14 HA |
| A41483 | ML 471 | ML 6004 | ML 6006 | | | | | 80.911 HA |
| A51581 | Lot 8 DP 753286 | | | | | | | 24.28 HA |

Note: No spatial data available for Mining Leases.

Mixed Development

Tenterfield – Mixed Business



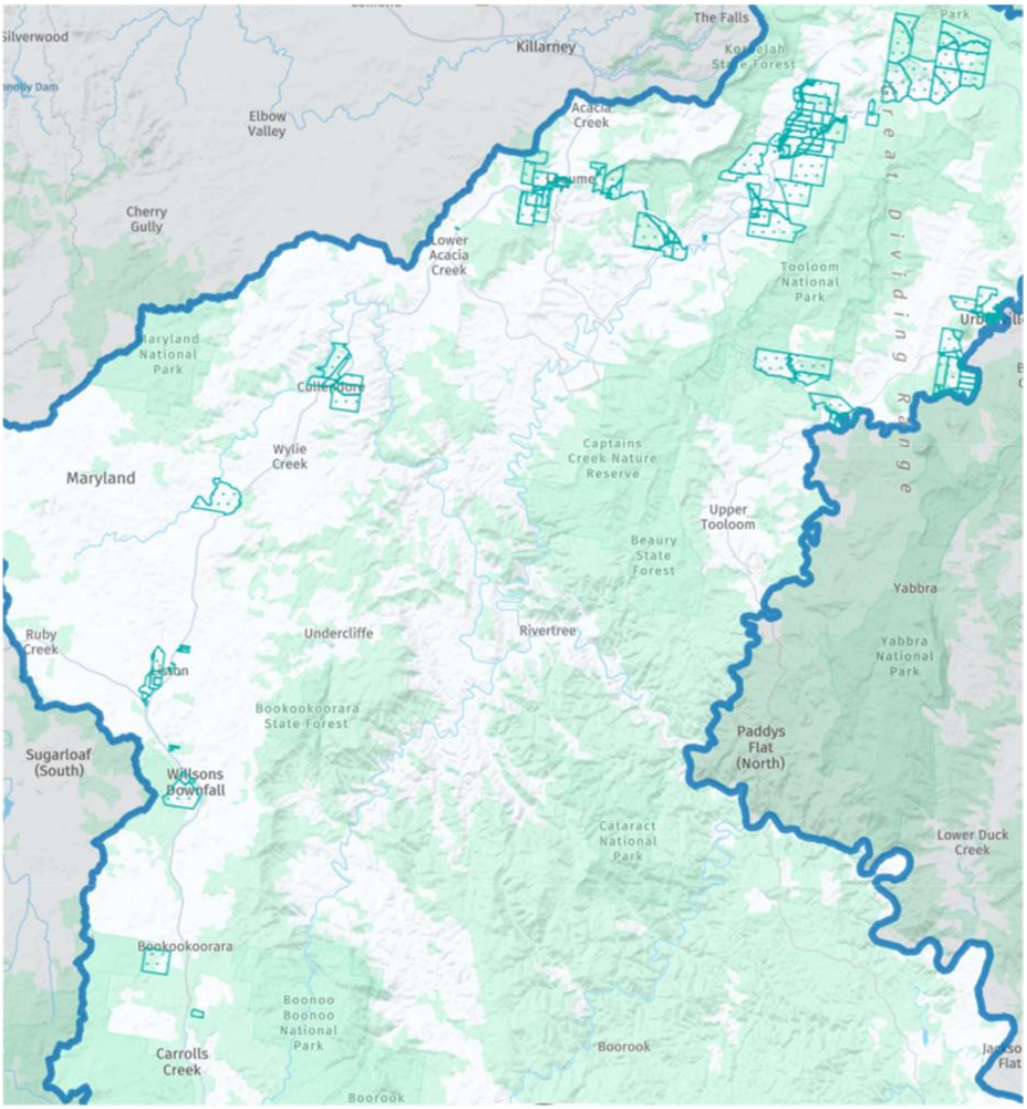

Urbenville – Mixed Business



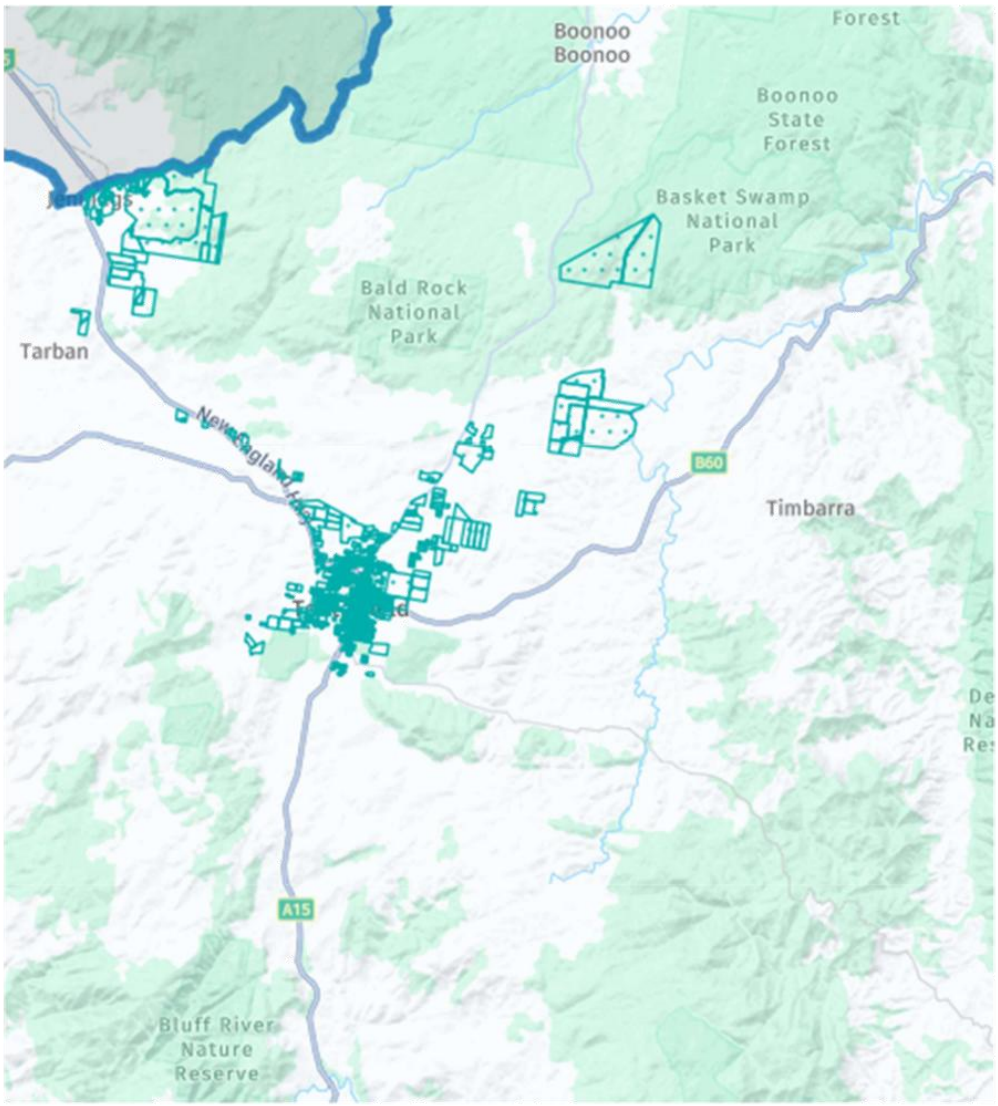

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**Waste Collection Areas**

Servicing townships of Tenterfield, Jennings and Urbenville with opt in service provided along proportions of New England Highway, Mount Lindesay Road and Bryans Gap Road.



Waste Collection Areas




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TENTERFIELD SHIRE COUNCIL

# Draft Fees & Charges

2026/27

ADOPTED XX XXXX 2026

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## Explanation Table

### Columns

| | |
|---|---|
| Charge Unit | Fee Unit |
| GST | GST Flag (Y/N) (26/27) |
| Fee (incl. GST) | Fee (incl. GST) (25/26) |
| Fee (incl. GST) | Fee (incl. GST) (26/27) |
| Increase % | Increase (%) on LY (26/27) |
| Description | Description & Detail |
| Code | Pricing Codes |
| Min. Fee | Minimum Fee excl. GST (for Descriptive Fees) |

### Classifications

#### Pricing Codes

| | |
|---|---|
| A | A - Market Cost: Council provides a good / service in a competitive environment |
| B | B - Full Cost: Council intends to fully recover the direct and indirect cost of provision plus any community cost |
| C | C - Partial Cost: Council intends to partially recover the costs of provision |
| D | D - Zero Cost: Council absorbs the full cost of delivery |
| E | E - Legislative: Prices are dictated by legislation |
| F | F - Security Deposit: Refundable deposit against possible damage to Council property |
| H | H |

DRAFT

| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|

## TENTERFIELD SHIRE COUNCIL

DISCLAIMER: Where a fee or charge is a statutory one and where the amount is set outside of Council, then the actual statutory fee or charge shall prevail if it is different to the fee or charge within this schedule. This applies to fees marked with the Code E - Legislative: Prices are dictated by legislation.
If any fees or charges are changed by legislation during the financial year (after the adoption of the Council Fees & Charges schedule for that year), then this schedule will be updated to reflect those changes.

## ADMINISTRATION

### COUNCIL OFFICE

### OTHER CHARGES

| | | | | | | |
|---|---|---|---|---|---|---|
| Interest on outstanding Rates and Charges, Water Consumption and Debtor Accounts | | N | | | 9.5%<br>**Last year fee**<br>10.5% | E |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **APPROVALS** | | | | | | |
| **GENERAL** | | | | | | |
| Approvals expire on 30 June annually. Exemptions for Street Vending are outlined in Council Policy with No Charge. | | | | | | |
| Compliance Certificates for swimming pools are valid for three (3) years only. | | | | | | |
| If Council concludes that specialist advice is required, then costs will be recovered from the applicant. | | | | | | |
| Caravan Park or Camping Ground Approval | per site | N | $30.00 | $31.00 | 3.33% | B |
| Installation notice and assessment for a Relocatable home or holiday cabin within an existing caravan park | per site | N | $221.00 | $229.00 | 3.62% | B |
| Carry out an activity prescribed by the regulations or an activity or a class or description prescribed by the regulations | per approval | N | | | As Assessed | B |
| For fee or reward transport waste over or under a public place | per approval | N | | | As Assessed | B |
| Operate a Public Car Park. | per approval | N | | | As Assessed | B |
| Extend a balcony, awning, sunblind, canopy, sun louvre or similar structure or an essential service pipe over/in footpath | annual fee | N | $94.00 | $97.00 | 3.19% | B |
| Install a domestic oil or solid fuel heating appliance, not a portable appliance (post construction installation) | per application | N | $199.00 | $206.00 | 3.52% | B |
| Skin Penetration (Ear Piercing/Electrolysis/Tattoos/Waxing – Hair Removal/Acupuncture) | per year | N | $130.00 | $135.00 | 3.85% | B |
| Swimming Pools (Initial Inspection for compliance under the Swimming Pool Act) | per year | Y | $205.00 | $212.00 | 3.41% | B |
| Swimming Pools (Second inspection for compliance under the Swimming Pool Act) | per inspection | Y | $113.00 | $117.00 | 3.54% | B |
| Home-based business - Food preparation | per year | N | $154.00 | $159.00 | 3.25% | |
| Modify an approval | per application | N | | | 50% of Original Fee Paid | B |
| **MOBILE VENDOR** | | | | | | |
| Approvals expire 30 June annually. Single events are for one occasion only. This form of approval excludes food sales. | | | | | | |
| Sale of goods in a public place from standing vehicle or any article (excludes food sales) - 50% of fee for 6 month period | annual fee or part thereof monthly | N | $410.00 | $425.00 | 3.66% | B |
| Sale of goods in a public place from standing vehicle or any article – One Off Use (excludes food sales) | single event day/night | N | $67.00 | $69.00 | 2.99% | B |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **BUSKING** | | | | | | |
| Application to busk using dangerous materials or implements | per approval | N | $20.00 | $20.00 | 0.00% | B |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **CEMETERIES** | | | | | | |
| **TENTERFIELD LAWN & MONUMENTAL CEMETERY** | | | | | | |
| Second Interment is allowed where permissible by NSW Health Regulations. | | | | | | |
| Right of Burial/Purchase of Plot | per burial | N | $3,150.00 | $3,265.00 | 3.65% | A |
| First Interment – Machine Dig | per burial | Y | $850.00 | $880.00 | 3.53% | A |
| Second Interment – Machine Dig | per burial | Y | $850.00 | $880.00 | 3.53% | A |
| First Interment – Hand Dig | per burial | Y | $1,200.00 | $1,245.00 | 3.75% | A |
| Interment – Stillborn or Child 0-12 months | per burial | Y | $0.00 | $500.00 | ∞ | A |
| **TENTERFIELD & VILLAGES LAWN CEMETERIES, MEMORIAL ROSE GARDEN & NICHE WALLS** | | | | | | |
| Reservation fees are non-refundable. Plaque must be approved to meet Council specifications. | | | | | | |
| Reservation - Plot, Niche or Rose Garden | Per Application | N | $350.00 | $363.00 | 3.71% | A |
| **VILLAGE CEMETERIES** | | | | | | |
| Village Cemeteries – Right of Burial/Purchase of Plot | per burial | N | $3,150.00 | $3,265.00 | 3.65% | A |
| Village Cemeteries – Interment – Machine Dig | per burial | Y | $850.00 | $880.00 | 3.53% | A |
| Village Cemeteries – Additional charge for machinery (travel) | per burial | Y | | | Cost to Council | B |
| Village Cemeteries - Interment – Stillborn or Child 0-12 months | per burial | Y | $0.00 | $500.00 | ∞ | A |
| **ALL CEMETERIES LAWN & MONUMENTAL** | | | | | | |
| Niche and Reservation fees are non-refundable. Plaque must be approved to meet Council specifications. Right of Burial reservations are non-refundable. A shallow burial must be approved by Council. | | | | | | |
| Right of Burial/Purchase of Plot - for interment of Ashes in plot where designated as Rocky Ground and unable to obtain required depth for normal interment | per plot | N | $2,000.00 | $2,070.00 | 3.50% | A |
| Assessment & Approval to erect monumental work requiring a Monumental Mason (Installation of headstone or plaque) | by application only | N | $245.00 | $254.00 | 3.67% | A |
| Removal of Corpse from one part of the cemetery to another | per application | Y | | | Cost to Council + 10% | A |
| Removal of Corpse to any other cemetery | per application | Y | | | Cost to Council + 10% | A |
| Transfer of Right of Burial (Administration Charge) | Per Right of Burial | N | $60.00 | $62.00 | 3.33% | A |

continued on next page ...

| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **ALL CEMETERIES LAWN & MONUMENTAL** [continued] | | | | | | |
| Purchase of plot to inter ashes - Tenterfield | Per interment | N | $3,150.00 | $3,265.00 | 3.65% | A |
| Purchase of plot to inter ashes - Villages | Per interment | N | $3,150.00 | $3,265.00 | 3.65% | A |
| Cemeteries and Crematoria NSW Interment Services Levy - Ash Interment | Per Ash interment | Y | $69.30 | $71.50 | 3.17% | E |
| Cemeteries and Crematoria NSW Interment Services Levy - Burial | Per Burial | Y | $171.60 | $178.20 | 3.85% | E |
| **PRIVATE CEMETERY** | | | | | | |
| Application & Approval Fee | per application | N | $290.00 | $301.00 | 3.79% | A |
| Permit for Burial & Council Inspection of grave prior to burial | per application | N | $400.00 | $414.00 | 3.50% | A |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **CERTIFICATES & SEARCHES** | | | | | | |
| Urgency Fee is an additional charge to the Certificate application where the Certificate is required within 24 hours. | | | | | | |
| **603 CERTIFICATE** | | | | | | |
| Section 603 Certificate | per certificate | N | $100.00 | $105.00 | 5.00% | E |
| Urgency Fee for Section 603 Certificate | per certificate | N | $145.00 | $145.00 | 0.00% | B |
| **SECTION 10.7 CERTIFICATES** | | | | | | |
| Section 10.7(2) Certificate (formerly 149 Certificate) | per certificate | N | $71.00 | $73.00 | 2.82% | E |
| Section 10.7(5) Certificate Additional (formerly 149(5) Certificate) | per certificate | N | $107.00 | $111.00 | 3.74% | E |
| Urgency Fee for Section 10.7 Certificate | per certificate | N | $242.00 | $250.00 | 3.31% | B |
| **735A (AND FORMER 121ZP) CERTIFICATE** | | | | | | |
| Outstanding Notices and Orders Certificate - This is a Section 735A Certificate as to Notices (Local Government Act, 1993), inclusive of the provisions of Clause 41 of Schedule 5 (Environmental Planning & Assessment Act, 1979). | | | | | | |
| Section 735A (and former 121ZP) Certificate | per certificate | N | $166.00 | $172.00 | 3.61% | B |
| Urgency Fee for Section 735A Certificate | per certificate | N | $111.00 | $115.00 | 3.60% | B |
| **OTHER APPLICATIONS** | | | | | | |
| Section 64 – Noxious Weeds Certificate | per certificate | N | $113.00 | $117.00 | 3.54% | B |
| Dwelling Permissibility Search | per search | N | $166.00 | $172.00 | 3.61% | B |
| Development/Property Enquiry | per enquiry | N | $220.00 | $228.00 | 3.64% | B |
| Urgency Fee for Dwelling Permissibility Search or Development/Property Enquiry | per search/enquiry | N | $166.00 | $172.00 | 3.61% | B |
| Request for Re-issue of lost/misplaced certificates | per certificate | N | $28.00 | $29.00 | 3.57% | B |
| Bushfire Attack Level (BAL) Certificate | per certificate | Y | $256.00 | $350.00 | 36.72% | B |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **COMPANION ANIMALS** | | | | | | |
| Registration Fee - Dog - by 12 weeks or when sold if earlier than 12 weeks | per animal | N | $80.00 | $80.00 | 0.00% | E |
| Registration Fee - Dog - Additional fee (for not Desexing dog by relevant age of 6 months) | per animal | N | $189.00 | $189.00 | 0.00% | E |
| Registration Fee - Dog - Desexed (by relevant age of 6 months) for eligible pensioner | per animal | N | $35.00 | $35.00 | 0.00% | E |
| Registration Fee - Dog - Desexed (sold by eligible pound or shelter) | per animal | N | $0.00 | $0.00 | 0.00% | E |
| Registration Fee - Dog - Not Desexed (not recommended by vet) | per animal | N | $80.00 | $80.00 | 0.00% | E |
| Registration Fee - Dog - Not Desexed (not recommended by vet) for eligible pensioner | per animal | N | $35.00 | $35.00 | 0.00% | E |
| Registration Fee - Dog - Not Desexed (recognised breeder) | per animal | N | $80.00 | $80.00 | 0.00% | E |
| Registration Fee - Dog - Working (as defined by the Companion Animals Act) | per animal | N | | | No Charge | E |
| Registration Fee - Dog - Greyhound (while a registered Racing Greyhound only) | per animal | N | | | Exempt | E |
| Registration Fee - Assistance Animal e.g. Guide Dog (Registration still required) | per animal | N | | | No Charge | E |
| Annual Permit for Restricted Breed or Dangerous Dog | per animal | N | $236.00 | $236.00 | 0.00% | E |
| Registration Fee - Cat - by 12 weeks or when sold if earlier than 12 weeks | per animal | N | $70.00 | $70.00 | 0.00% | E |
| Registration Fee - Cat - Desexed for eligible pensioner | per animal | N | $35.00 | $35.00 | 0.00% | E |
| Registration Fee - Cat - Desexed (sold by eligible pound or shelter) | per animal | N | $0.00 | $0.00 | 0.00% | E |
| Registration Fee - Cat - Not Desexed (not recommended by vet) | per animal | N | $70.00 | $70.00 | 0.00% | E |
| Registration Fee - Cat - Not Desexed (not recommended by vet) for eligible pensioner | per animal | N | $35.00 | $35.00 | 0.00% | E |
| Registration Fee - Cat - Not Desexed (recognised breeder) | per animal | N | $70.00 | $70.00 | 0.00% | E |
| Annual Permit for Non-Desexed Cat (4 months & older) | per animal | N | $99.00 | $99.00 | 0.00% | E |
| Registration Late Fee (if registration is not paid within 28 days of when it was due) | per animal | N | $23.00 | $23.00 | 0.00% | E |
| Annual Permit Late Fee (if annual permit is not paid within 28 days of when it was due) | per animal | N | $23.00 | $23.00 | 0.00% | E |
| Cat Trap ($20.00 refundable deposit) | per fortnight | Y | $50.00 | $50.00 | 0.00% | B |
| Companion Animal - Impounding Fee | per animal | N | $50.00 | $50.00 | 0.00% | B |
| Companion Animal - Release Fee - First Impounding | per animal | N | $75.00 | $75.00 | 0.00% | B |
| Companion Animal – Release Fee – Subsequent Impounding of same dog or cat | per animal | N | $160.00 | $160.00 | 0.00% | B |
| Companion Animal – Sustenance | per day or part thereof | N | $20.00 | $20.00 | 0.00% | B |

DRAFT

| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **DEVELOPMENT APPROVAL** | | | | | | |
| **BUILDING INFORMATION CERTIFICATE** | | | | | | |
| Fees associated with Building Information Certificates (BIC) were previously prescribed under the now repealed Environmental Planning and Assessment Regulation 2000. Until such time as legislation prescribes fees associated with BIC's, Council may charge a fee for its regulatory functions under s608 LG Act. The fees for a BIC have been updated to be consistent with Full Operating Cost Recovery. | | | | | | |
| Dwellings (Inclusive of initial inspection) | per dwelling | N | $300.00 | $300.00 | 0.00% | B |
| Not exceeding 200 square metres | per building | N | $300.00 | $300.00 | 0.00% | B |
| Exceeding 200 square metres but not exceeding 2,000 square metres | as assessed | N | $300.00 plus an additional 50 cents per $m^2$ for each square metre over 200$m^2$ | | | B |
| Exceeding 2,000 square metres | as assessed | N | $1,200.00 plus an additional 75 cents per $m^2$ for each square metre over 2,000$m^2$ | | | B |
| Additional Inspection prior to issue of building certificate | per inspection | N | $100.00 | $100.00 | 0.00% | B |
| Additional Fee – ONLY applies where the building to which the application relates has been completed in the past 24 months from the date of application | as assessed | N | | | As Assessed | B |
| Copy of Building Certificate | per copy | N | $20.00 | $20.00 | 0.00% | B |
| **COMPLIANCE/INSPECTION CERTIFICATE** | | | | | | |
| **COMPLIANCE CERTIFICATE** | | | | | | |
| Footings / Slab Inspection | per inspection | Y | $174.00 | $180.00 | 3.45% | B |
| Frame Inspection | per inspection | Y | $231.00 | $239.00 | 3.46% | B |
| Stormwater Inspection | per inspection | Y | $164.00 | $170.00 | 3.66% | B |
| Sewer – Under Slab Inspection | per inspection | Y | $164.00 | $170.00 | 3.66% | B |
| Sewer – External Inspection | per inspection | Y | $164.00 | $170.00 | 3.66% | B |
| Wet Areas Inspection | per inspection | Y | $174.00 | $180.00 | 3.45% | B |
| Final Inspection | per inspection | Y | $256.00 | $265.00 | 3.52% | B |
| Re-Inspection due to Non – Compliance | per inspection | Y | $174.00 | $180.00 | 3.45% | B |
| **COMPLYING DEVELOPMENT** | | | | | | |
| Complying Development value up to $5,000 | per application | Y | $116.00 | $120.00 | 3.45% | B |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **COMPLYING DEVELOPMENT** [continued] | | | | | | |
| Complying Development value from $5,001 to $50,000 | per application | Y | $231.00 | $239.00 | 3.46% | B |
| Complying Development value over $50,001 | per application | Y | $100, plus $3.50 for each $1,000 of the estimated cost (or part of $1,000) | | | B |
| **CONSTRUCTION CERTIFICATE** | | | | | | |
| Development value up to $5,000 | per development | Y | $126.00 | $130.00 | 3.17% | B |
| Development value from $5,001 to $50,000 | per development | Y | $252.00 | $261.00 | 3.57% | B |
| Development value over $50,001 | per development | Y | $100, plus $3.50 for each $1,000 of the estimated cost (or part of $1,000) | | | B |
| Amended Construction Certificate (minor modification) | per development | Y | $89.00 | $92.00 | 3.37% | B |
| Other amended construction certificates (significant modifications) | per development | Y | $262.00 | $271.00 | 3.44% | B |
| Construction Certificates for Subdivision/Works (assessment of construction plans associated with subdivision) | per development | Y | | | By quotation | B |
| **DEVELOPMENT APPLICATION** | | | | | | |
| Change of use or development that does not involve erection of a building, the carrying out of work, the subdivision of land or the demolition of a building or work. | per application | N | $379.00 | $395.00 | 4.22% | E |
| Class 10 Buildings up to $100,000 (sheds, carports, etc.) | per development | N | $179.00 | $185.00 | 3.35% | B |
| New Dwellings < $100,000 estimated cost basic fee only applies | per development | N | $606.00 | $631.00 | 4.13% | E |
| Up to $5,000.00 (Also Applies to Advertising Signs) | per development | N | $147.00 | $153.00 | 4.08% | E |
| $5,001.00 to $50,000.00 | per application | N | $235, plus $3.00 for each $1,000 (or part of $1,000) by which the estimated cost exceeds $5,000<br><br>**Last year fee**<br>$226, plus $3.00 for each $1,000 (or part of $1,000) by which the estimated cost exceeds $5,000 | | | E |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **DEVELOPMENT APPLICATION** [continued] | | | | | | |
| $50,001.00 to $500,000.00 | per application | N | $488, plus $3.64 for each $1,000 (or part of $1,000) by which the estimated cost exceeds $50,000<br><br>**Last year fee**<br>$469, plus $3.64 for each $1,000 (or part of $1,000) by which the estimated cost exceeds $50,000 | | | E |
| $500,001.00 to $1,000,000.00 | per application | N | $2,420, plus $1.64 for each $1,000 (or part of $1,000) by which the estimated cost exceeds $500,000<br><br>**Last year fee**<br>$2,325, plus $1.64 for each $1,000 (or part of $1,000) by which the estimated cost exceeds $500,000 | | | E |
| $1,000,001.00 to $10,000,000.00 | per application | N | $3,625, plus $1.44 for each $1,000 (or part of $1,000) by which the estimated cost exceeds $1,000,000<br><br>**Last year fee**<br>$3,483, plus $1.44 for each $1,000 (or part of $1,000) by which the estimated cost exceeds $1,000,000 | | | E |
| More than $10,000,000.00 | per application | N | $22,009, plus $1.19 for each $1,000 (or part of $1,000) by which the estimated cost exceeds $10,000,000<br><br>**Last year fee**<br>$21,146, plus $1.19 for each $1,000 (or part of $1,000) by which the estimated cost exceeds $10,000,000 | | | E |
| Refundable bond on satisfactory completion of access crossing within Road Reserve | per application | N | As Assessed | | | F |
| **MODIFICATION OF CONSENT** | | | | | | |
| Section 4.55(1) Modification Application (formerly S96(1)) | per application | N | $95.00 | $98.00 | 3.16% | E |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **MODIFICATION OF CONSENT** [continued] | | | | | | |
| Section 4.55(1A) (Formerly Section 96 (1A) or 96AA (1)) – where proposal is of minimal environmental impact. | per application | N | | $894.00 or half of the original fee for development application, whichever is the lesser<br>**Last year fee**<br>$859.00 or half of the original fee for development application, whichever is the lesser | | E |
| Section 4.55(2) Other modifications (formerly S96(2)). To be assessed in accordance with Section 4.55 of the Environmental Planning and Assessment Act 1979 and Regulations | per application | N | | As Assessed | | E |
| **SECTION 68 PLUMBING & DRAINAGE** | | | | | | |
| Section 68 Plumbing & Drainage Application Fee | per application | N | $67.00 | $69.00 | 2.99% | B |
| **ON SITE SEWERAGE MANAGEMENT** | | | | | | |
| Application to Install New System (includes 2 X inspections and approval) | per application | N | $369.00 | $382.00 | 3.52% | B |
| Approval to Operate Existing System, which does not have prior approval by Council, (includes inspection and approval) or renewal of OSSM Approval to Operate | per application | N | $318.00 | $329.00 | 3.46% | B |
| On-site Sewage Management System (OSSM) Inspection Fee, second inspection if required | per application | N | $133.00 | $137.00 | 3.01% | B |
| For each additional Inspection on the same Lot. | each additional inspection | N | | Min. Fee: $53.00 | | B |
| **RELOCATABLE DWELLING** | | | | | | |
| Refundable bond on satisfactory completion of building | per application | N | $7,000.00 | $7,000.00 | 0.00% | F |
| Assessment and Determination of Application | per application | N | $349.00 | $361.00 | 3.44% | B |
| Road Bond – Refundable on satisfactory inspection | per application | N | $3,000.00 | $3,000.00 | 0.00% | F |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **DEVELOPMENT MISCELLANEOUS** | | | | | | |
| **ADVERTISING** | | | | | | |
| The consent authority must refund so much of the fee paid under this clause as is not spent in giving the notices. Furthermore, the maximum amount payable where two advertising fees are applicable, is the sum of those two fees. | | | | | | |
| Advertised – Designated Development | per development | N | $2,957.00 | $3,078.00 | 4.09% | E |
| Advertised Development | per development | N | $379.00 | $395.00 | 4.22% | E |
| Prohibited Development | per development | N | $1,472.00 | $1,532.00 | 4.08% | E |
| Integrated Development | per development | N | $1,472.00 | $1,532.00 | 4.08% | E |
| Other than the above, Designated, Advertised or Prohibited | per development | N | $1,472.00 | $1,532.00 | 4.08% | E |
| **NEIGHBOUR NOTIFICATION** | | | | | | |
| Neighbour Notification | per development | N | $184.00 | $190.00 | 3.26% | B |
| **CONCURRENCE AUTHORITY** | | | | | | |
| Concurrence Authority Processing Fee | per development | N | $187.00 | $194.00 | 3.74% | E |
| **DESIGNATED DEVELOPMENT** | | | | | | |
| If an application is designated development, this fee is payable in addition to the standard Development Application fee. | | | | | | |
| Designated Development | per development | N | $1,226.00 | $1,276.00 | 4.08% | E |
| **INTEGRATED DEVELOPMENT** | | | | | | |
| Integrated Development Processing Fee | per development | N | $187.00 | $194.00 | 3.74% | E |
| **REVIEW OF ORIGINAL CONSENT** | | | | | | |
| Dwellings – House $100,000.00 or less | per application | N | $250.00 | $263.00 | 5.20% | E |
| Other | per application | N | | | As Assessed | E |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **WITHDRAWAL OF APPLICATION** | | | | | | |
| **PRIOR TO ASSESSMENT COMMENCING** | | | | | | |
| Withdrawal of Development and Complying Application | per application | N | All Council reimbursable fees | | | B |
| Development Application Fee – Council Fees Only | per application | N | 75% of Fee | | | C |
| Construction Certificate Fee | per application | Y | 100% of Fee | | | B |
| Inspection Fees – For Inspections NOT undertaken | per application | Y | 100% of Fee | | | B |
| OSSM Application Fee | per application | N | 100% of Fee | | | B |
| **AFTER ASSESSMENT HAS COMMENCED** | | | | | | |
| Development Application Fee – Council Fees Only – After site inspection and assessment has commenced | per application | N | Nil | | | D |
| Construction Certificate Fee | per application | Y | Nil | | | D |
| Inspection Fees – For Inspections NOT undertaken | per application | Y | 100% of Fee | | | B |
| OSSM Application Fee | per application | N | 50% of Fee | | | C |
| **OTHER FEES & CHARGES** | | | | | | |
| Temporary Accommodation of a caravan or shed while building for up to 6 months | per development | N | $337.00 | $349.00 | 3.56% | B |
| Temporary Accommodation of a caravan or shed while building for over 6 months but less than 12 months | per development | N | $379.00 | $393.00 | 3.69% | B |
| Extractive Industry not being Mining | per application | N | $7,847 plus additional $0.06 for each tonne of material to be extracted annually<br>**Last year fee**<br>$5,660 plus additional $0.06 for each tonne of material to be extracted annually | | | E |
| Minor Planning Proposal Consideration | per application | N | $2,215.00 | $2,295.00 | 3.61% | B |
| Major Planning Proposal Consideration | per application | N | $6,720.00 | $6,960.00 | 3.57% | B |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **DEVELOPER CONTRIBUTIONS - SECTION 64** | | | | | | |
| Sewerage per Equivalent Tenement – Tenterfield | per connection | N | $14,507.00 | $15,045.00 | 3.71% | B |
| Water per Equivalent Tenement – Tenterfield | per connection | N | $12,714.00 | $13,185.00 | 3.70% | B |
| Sewerage per Equivalent Tenement – Urbenville | per connection | N | $0.00 | $0.00 | 0.00% | B |
| Water per Equivalent Tenement – Urbenville | per connection | N | $12,714.00 | $13,185.00 | 3.70% | B |
| Water per Equivalent Tenement – Jennings | per connection | N | $4,859.00 | $5,039.00 | 3.70% | B |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **DEVELOPER CONTRIBUTIONS - PLANNING - SECTION 7.11 & 7.12** | | | | | | |
| **S7.11 NEW RURAL LOT SUBDIVISION - WITHIN THE RU1 ZONE IDENTIFIED ON THE LEP RURAL RESIDENTIAL SUBDIVISION MAPS** | | | | | | |
| Plan Preparation & Administration | per lot | N | $294.00 | $305.00 | 3.74% | B |
| Roads | per lot | N | $8,251.00 | $8,561.00 | 3.76% | B |
| Emergency Services | per lot | N | $555.00 | $575.00 | 3.60% | B |
| Community & Civic Facilities | per lot | N | $259.00 | $268.00 | 3.47% | B |
| Open Space, Sporting & Recreation | per lot | N | $98.00 | $101.00 | 3.06% | B |
| Waste Management | per lot | N | $1,007.00 | $1,044.00 | 3.67% | B |
| Drainage | per lot | N | $0.00 | $0.00 | 0.00% | B |
| TOTAL | Total per lot | N | $10,464.00 | $10,854.00 | 3.73% | B |
| **S7.11 NEW RURAL LOT SUBDIVISION - IN THE RU1 ZONE** | | | | | | |
| Plan Preparation & Administration | per lot | N | $294.00 | $305.00 | 3.74% | B |
| Roads | per lot | N | $5,268.00 | $5,466.00 | 3.76% | B |
| Emergency Services | per lot | N | $555.00 | $575.00 | 3.60% | B |
| Community & Civic Facilities | per lot | N | $259.00 | $268.00 | 3.47% | B |
| Open Space, Sporting & Recreation | per lot | N | $98.00 | $101.00 | 3.06% | B |
| Waste Management | per lot | N | $1,007.00 | $1,044.00 | 3.67% | B |
| Drainage | per lot | N | $0.00 | $0.00 | 0.00% | B |
| TOTAL | Total per lot | N | $7,481.00 | $7,759.00 | 3.72% | |
| **S7.11 NEW URBAN RESIDENTIAL SUBDIVISION** | | | | | | |
| Plan Preparation & Administration | per lot | N | $294.00 | $305.00 | 3.74% | B |
| Roads | per lot | N | $0.00 | $0.00 | 0.00% | B |
| Emergency Services | per lot | N | $555.00 | $575.00 | 3.60% | B |
| Community & Civic Facilities | per lot | N | $259.00 | $268.00 | 3.47% | B |
| Open Space, Sporting & Recreation | per lot | N | $98.00 | $101.00 | 3.06% | B |
| Waste Management | per lot | N | $1,007.00 | $1,044.00 | 3.67% | B |
| Drainage | per lot | N | $421.00 | $436.00 | 3.56% | B |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **S7.11 NEW URBAN RESIDENTIAL SUBDIVISION** [continued] | | | | | | |
| TOTAL | Total per lot | N | $2,634.00 | $2,729.00 | 3.61% | B |
| **S7.12 RESIDENTIAL/COMMERCIAL/INDUSTRIAL DEVELOPMENT** | | | | | | |
| Applies to new multi-residential developments (not applicable to a single dwelling on a vacant lot), new commerical developments, and new industrial developments. | | | | | | |
| The contribution shall be calculated from the below, using the estimated cost of the development. | | | | | | |
| Project Value for New Development - Up to and including $100,000 | per lot | N | | | Levy rate - Nil | B |
| Project Value for New Development - More than $100,000 and up to $200,000 | per lot | N | | | Levy rate - 0.5% | B |
| Project Value for New Development - More than $200,000 | per lot | N | | | Levy rate: 1% | B |
| **S7.11 MINING OR MAJOR INDUSTRIES** | | | | | | |
| Plan Preparation & Administration | per approval | N | $294.00 | $305.00 | 3.74% | B |
| Roads | per tonne km | N | | | $0.056 per tonne km<br>**Last year fee**<br>$0.054 per tonne km | B |
| Per tonne km of "goods" over Shire roads. Contributions to the CEP based on total capital expenditure and annual outputs of development. | | | | | | |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **DRAINAGE DIAGRAM** | | | | | | |
| Provision of Existing Drainage Diagram | each | Y | $70.00 | $70.00 | 0.00% | B |
| Inspection and redrawing of Drainage Diagram | each | Y | $260.00 | $260.00 | 0.00% | B |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **FOOD PREMISES** | | | | | | |
| Food Shops | per inspection | N | $287.00 | $297.00 | 3.48% | B |
| Food Shops – Minor Inspection e.g. limited hot foods, pie warmers etc. | per inspection | N | $133.00 | $138.00 | 3.76% | B |
| Supermarket / General Store (Food Preparation e.g. Deli) | per inspection | N | $308.00 | $319.00 | 3.57% | B |
| Temporary Food Stall | per inspection | N | $102.00 | $105.00 | 2.94% | B |
| Mobile Food Vendor – Annual | annual | N | $513.00 | $531.00 | 3.51% | B |
| Mobile Food Vendor – Six Monthly | half yearly | N | | | 50% of Annual Fee | B |
| Mobile Food Vendor - Three Monthly | quarterly | N | | | 25% of Annual Fee | B |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **INFORMATION** | | | | | | |
| **GOVERNMENT INFORMATION PUBLIC ACCESS** | | | | | | |
| Application Fee (s.41 GIPA Act) – made by natural person about their personal affairs | per application | N | $30.00 | $30.00 | 0.00% | E |
| Processing Charge (s.67 GIPA Act) for personal information by natural person | per hour after 20 hours | N | $30.00 | $30.00 | 0.00% | E |
| Application Fee (s.41 GIPA Act) – All other requests | per application | N | $30.00 | $30.00 | 0.00% | E |
| Processing Charge (s.64 GIPA Act) – All other requests | per hour | N | $30.00 | $30.00 | 0.00% | E |
| Application Fee (s.85 GIPA Act) – Internal Review | per review | N | $40.00 | $40.00 | 0.00% | E |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **LIBRARY** | | | | | | |
| Lost or damaged items | per item | N | Cost to Council + $12.00 processing charge | | | B |
| Fee for issue of Overdue Fee Notice | per notice | N | $1.40 | $1.40 | 0.00% | C |
| Replacement of lost or damaged card | per replacement | N | $5.00 | $5.00 | 0.00% | C |
| Fee as charged by Library for supply postage where applicable at official rates | as assessed | Y | | At Cost + $12 Postage | | C |
| Internet Access – per hour | per hour | Y | | | Free | D |
| Visitor's Membership (refundable) | per membership | N | $50.00 | $50.00 | 0.00% | C |
| **PHOTOCOPYING** | | | | | | |
| A4 – Single Side – Black & White | per sheet | Y | $0.30 | $0.30 | 0.00% | C |
| A4 – Double Side – Black & White | per sheet | Y | $0.50 | $0.50 | 0.00% | C |
| A3 – Single Side – Black & White | per sheet | Y | $0.50 | $0.50 | 0.00% | C |
| A3 – Double Side – Black & White | per sheet | Y | $1.00 | $1.00 | 0.00% | C |
| A4 - Non profit organisations (limit of 200 copies per month) – Black & White | per sheet | Y | $0.25 | $0.25 | 0.00% | C |
| A4 – Single Side – Colour | per sheet | Y | $2.00 | $2.00 | 0.00% | C |
| A4 – Double Side – Colour | per sheet | Y | $3.70 | $3.70 | 0.00% | C |
| A3 – Single Side – Colour | per sheet | Y | $3.70 | $3.70 | 0.00% | C |
| A3 – Double Side – Colour | per sheet | Y | $6.90 | $6.90 | 0.00% | C |
| A4 - Non profit organisations (limit of 200 copies per month) – Colour | per sheet | Y | $0.00 | $1.00 | ∞ | C |
| **LAMINATING** | | | | | | |
| A4 Sheet of Paper | per sheet | Y | $3.00 | $3.00 | 0.00% | C |
| A3 Sheet of Paper | per sheet | Y | $4.00 | $4.00 | 0.00% | C |
| Business Card | per card | Y | $1.50 | $1.50 | 0.00% | C |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|

## PARKS AND SPORTING GROUNDS

Council's preferred payment method is by EFTPOS. Refunds are payable by EFTPOS (if paid by card) or cheque.

There will be no concessions granted for, the waiving of, nor a reduction in Council's set fees and charges as Council already provides a low fee for the hire and use of parks and sporting grounds.

### JUBILEE PARK & SKATE PARK

| | | | | | | |
|---|---|---|---|---|---|---|
| Kiosk Hire | per day | Y | $75.00 | $75.00 | 0.00% | C |
| Kiosk Cleaning Deposit for Jubilee Park | per event | N | $350.00 | $350.00 | 0.00% | F |

### ROTARY PARK

| | | | | | | |
|---|---|---|---|---|---|---|
| Kiosk Hire | per day | Y | $75.00 | $75.00 | 0.00% | C |
| Kiosk Cleaning Deposit for Rotary Park | per event | N | $350.00 | $350.00 | 0.00% | F |

### FEDERATION PARK

| | | | | | | |
|---|---|---|---|---|---|---|
| Half (1/2) bank of lights (1 hour minimum) | per hour | Y | $42.00 | $45.00 | 7.14% | C |
| Full bank of lights (1 hour minimum) | per hour | Y | $84.00 | $90.00 | 7.14% | C |

### SHIRLEY PARK

| | | | | | | |
|---|---|---|---|---|---|---|
| Lighting Hire (1 hour minimum) | per hour | Y | $27.00 | $30.00 | 11.11% | C |

### PARKS IN GENERAL

| | | | | | | |
|---|---|---|---|---|---|---|
| Hire (not for profit & charitable organisations- one off event) | per approval | Y | $113.00 | $120.00 | 6.19% | C |
| Hire (Seasonal Approval - not for profit & charitable organisations) - within Tenterfield | per approval | Y | $260.00 | $270.00 | 3.85% | C |
| Hire (Seasonal Approval - not for profit & charitable organisations) - within the Villages | per approval | Y | $0.00 | $135.00 | ∞ | C |
| Hire (Schools within the Tenterfield Local Government Area (LGA)) | per approval | Y | | | Free | D |
| Parkrun and Walk 'n' Talk For Life | per event | Y | | | Free | D |
| Weddings & Private Functions | per approval | Y | $250.00 | $300.00 | 20.00% | C |
| Amended Booking Approval/Cancellation Fee | per booking change | Y | $15.00 | $15.00 | 0.00% | C |
| Park Bond- cleaning/key return if required | per approval | N | $370.00 | $370.00 | 0.00% | F |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **PARKS IN GENERAL** [continued] | | | | | | |
| Key and/or Padlock Replacement | per key/padlock | Y | | At cost to Council + 10% | | B |
| **COMMUNITY LAND** | | | | | | |
| Engage in a trade or business | per event | N | | As Assessed | | B |
| Direct or procure a theatrical, musical or other entertainment for the public | per event | N | | As Assessed | | B |
| Construct a temporary enclosure for the purpose of entertainment | per event | N | | As Assessed | | B |
| Set up, operate or use a loud speaker or sound amplifying device | per event | N | | As Assessed | | B |
| Deliver a public address or hold religious service or public meeting | per event | N | | As Assessed | | B |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **RATES AND PROPERTY** | | | | | | |
| Copy of Rate Notice and Receipts (for non-current years) | per assessment | N | $25.00 | $25.00 | 0.00% | B |
| Only applicable to refunds of overpayments | per refund | N | $25.00 | $25.00 | 0.00% | B |
| Dishonoured Transaction Fee | per cheque | N | $42.50 | $50.00 | 17.65% | B |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **REGULATORY FEES** | | | | | | |
| Clean Up Notice issued under section 91 of the Protection of the Environment Operations Act 1997 | per notice | N | $600.00 or at Director of Corporate Services' discretion | | | E |
| Prevention Notice issued under section 96 of the Protection of the Environment Operations Act 1997 | per notice | N | $600.00 or at Director of Corporate Services' discretion | | | E |
| Compliance Cost Notice issued under section 91 of the Protection of the Environment Operations Act 1997 | per notice | N | | | At Cost | E |
| Investigation (Authorised Officer) for compliance in issuing Notices under the Protection of the Environment Operations Act 1997 – to be included in Compliance Cost Notices | Staff per hour | N | $260.00 | $260.00 | 0.00% | E |
| Administration for compliance in issuing Notices under the Protection of the Environment Operations Act 1997 – to be included in Compliance Cost Notices. | Staff per hour | N | $150.00 | $150.00 | 0.00% | E |
| Improvement Notice or Prohibition Notice under section 97 of the Public Health Regulation 2022 - Regulated System | per notice | N | $635.00 | $665.00 | 4.72% | E |
| Improvement Notice or Prohibition Notice under section 97 of the Public Health Regulation 2022 | per notice | N | $295.00 | $309.00 | 4.75% | E |
| Food Act Improvement Notice | per inspection | N | $330.00 | $330.00 | 0.00% | E |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **ROADS AND ROAD RESERVES** | | | | | | |
| **PUBLIC GATE APPLICATION** | | | | | | |
| The fee for a new public gate and bypass application includes advertising, public consultation and Council approval. | | | | | | |
| Public Gate Permit Application - First Location | per location | N | $1,055.00 | $1,095.00 | 3.79% | B |
| Public Gate Permit Application - Additional location as part of same application | per location | N | $262.00 | $271.50 | 3.63% | B |
| **ROAD AND FOOTPATH RESTORATION** | | | | | | |
| Restoration Works - All restoration of damaged infrastucture | per location | N | | | Actual Cost + 20% | B |
| Urgent Repair Works - All urgent works required due to substandard Vehicular Accesses, Public Gates, Grids, and other privately maintained infrastructure | per location | N | | | Actual Cost + 20% | B |
| **TEMPORARY STREET CLOSURE** | | | | | | |
| Temporary Street closures exclude school and charity events, and ANZAC Day. | | | | | | |
| Permit issued for conducting an event on a public road (excludes traffic management plan) | per closure | N | | | As Assessed, Minimum cost $880.00 | C |
| **TRAFFIC MANAGEMENT PLAN** | | | | | | |
| Traffic Management Plan for road event or other roadworks. | per application | Y | | | By quotation | B |
| **VEHICULAR ACCESS APPLICATION (DRIVEWAYS)** | | | | | | |
| Fee includes inspections and advertising where applicable | | | | | | |
| Issue of Consents under Section 138 Roads Act 1993 | each | N | $348.00 | $361.00 | 3.74% | B |
| Issue of Consents under Section 138 Roads Act 1993 for each additional site where pre and final inspections can be made for all works at the same time | each | N | $158.00 | $164.00 | 3.80% | B |
| Concurrent Issue of New Rural Address and Section 138 Vehicular Access Permit | each | Y | $420.00 | $435.00 | 3.57% | B |
| **WORKS IN ROAD RESERVE** | | | | | | |
| Section 138 Approval under the Roads Act, including Road Opening Permit, Road Occupancy Permit. Duration of works – less than 24 hours. (Does not apply to routine farming activities relating to farming or maintenance in the Public Gate and Bypass designated area) | each | N | $105.00 | $109.00 | 3.81% | B |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **WORKS IN ROAD RESERVE** [continued] | | | | | | |
| Section 138 Approval under the Roads Act, including Road Opening Permit, Road Occupancy Permit (includes one pre-approval inspection & one post-work inspection). Duration of works – greater than 24 hours. (Does not apply to routine farming activities relating to farming or maintenance in the Public Gate and Bypass designated area) | each | N | $420.00 | $435.00 | 3.57% | B |
| **KERB & GUTTER** | | | | | | |
| Construction (measure – property frontage) – Owner's half cost | per application | N | | | 50% of actual cost | C |
| Construction (measure – property frontage) – Side boundaries – corner lots | per application | N | | | 25% of actual cost | C |
| **STORMWATER DRAINAGE WORKS** | | | | | | |
| Carry out Stormwater Drainage Work (by Council) | per application | N | | | Actual Cost + 20% | B |
| **OTHER ROAD FEES** | | | | | | |
| Section 611 – Annual Charge on Rails, Pipes, etc. – Public Road | each | N | | | As Assessed | B |
| Public Road & Infrastructure Re-naming Application, including advertising costs (non-refundable) | per road/site | N | $2,630.00 | $2,725.00 | 3.61% | B |
| **RURAL ADDRESSING** | | | | | | |
| Issue of New Rural Address | each | Y | $262.00 | $271.50 | 3.63% | B |
| Includes inspection and installation of rural address number | | | | | | |
| Replacement of Rural Address signposting | each | Y | | | Actual Cost + 20% | B |
| Concurrent Issue of New Rural Address and Section 138 Vehicular Access Permit | each | Y | $420.00 | $435.00 | 3.57% | B |
| Issue of New Rural Address – for each additional address where installations of posts occur at the same time | each | Y | $105.00 | $109.00 | 3.81% | B |
| **PERMANENT PUBLIC ROAD CLOSURE/OPENING APPLICATION** | | | | | | |
| The fee for a road closure/opening application includes advertising, referencing, public consultation and Council approval. | | | | | | |
| Council Public Road permanent closure application | per application | N | | | As Assessed, Minimum Cost $1,000.00 | B |
| Road Opening Application | per application | N | | | As Assessed, Minimum Cost $2,000.00 | B |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **SALEYARDS** | | | | | | |
| Private Yard Usage / Non sale Cattle | per head/per day | Y | $3.00 | $3.00 | 0.00% | C |
| Yard Regular Sales (Store & Fat) Fees | per head | Y | $8.10 | $8.10 | 0.00% | B |
| Agent – Business Use Fee | annual fee | Y | $5,060.00 | $5,240.00 | 3.56% | B |
| Agent – Special Sale Use & Booking Fee | each | Y | $520.00 | $520.00 | 0.00% | B |
| Saleyard / Paddock fee Sale Cattle only | per head / per day | Y | $1.50 | $1.50 | 0.00% | B |
| Emergency NLIS Tags | each | Y | $40.00 | $40.00 | 0.00% | B |
| NLIS – Transfer of Data to Agents | each | Y | $47.00 | $48.50 | 3.19% | B |
| Work Health & Safety & Infrastructure Levy (See Council Resolution 297/15) | per head | Y | $2.90 | $2.90 | 0.00% | B |
| Process NLIS cattle - Private Weigh | per head | Y | $4.40 | $4.40 | 0.00% | B |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|

## PRIVATE WORKS CHARGES

- No dry hire of any plant or equipment.
- Minimum charge of 1 hour applies to all plant, with increments of 1/2 hour.
- Rates are inclusive of operator wages for normal time.
- Activities undertaken outside normal working hours, including on RDOs, will attract a surcharge to cover the applicable overtime wage rate including any allowances.
- If additional staff are required, the relevant staff charges will apply.
- Works estimated to take longer than 8 hours or which require more than one plant item must have an estimate of cost prepared and approved by the appropriate Council officer prior to work commencing.
- All transport costs are to be met by the hirer, including floatage to and from site and use of utes to return home. This cost will be established prior to commencement of hire.
- Council makes no guarantee as to the availability for hire of any plant or items listed below.
- Council reserves the right not to make any item available for hire and to place restrictions and conditions on the hire of plant or other items.
- The cost of repair of any damage incurred to plant outside the control of the operator and/or normal wear and tear, will be charged to the hirer.
- Standby rates will be 70% of the comprehensive hire rate for major plant items.
- Please note that all charges for items of plant and equipment do not include the cost of materials. Materials will be charged separately at the rates indicated/ quoted.

## PLANT HIRE CHARGES

| | | | | | | |
|---|---|---|---|---|---|---|
| 30 KVA Generator | per hour/per day | Y | $172.00 | $178.50 | 3.78% | A |
| 6 Inch Water Pump | per hour | Y | $172.00 | $178.50 | 3.78% | A |
| Mechanics Truck | per hour | Y | $206.00 | $213.50 | 3.64% | A |
| Backhoe Loader | per hour | Y | $247.00 | $256.00 | 3.64% | A |
| Elevating Work Platform (Cherry Picker) – 2 x Operators included | per hour | Y | $427.00 | $442.00 | 3.51% | A |
| Excavator (plus GET at cost + 20%) | per hour | Y | $327.00 | $339.00 | 3.67% | A |
| Grader | per hour | Y | $293.00 | $304.00 | 3.75% | A |
| Vacuum Excavation Trailer/Valve Exerciser | per hour | Y | $386.00 | $400.00 | 3.63% | A |
| Franna 20 ton Crane - 2 x Operators included | per hour | Y | $333.00 | $345.00 | 3.60% | A |
| Loader – Skid Steer | per hour | Y | $206.00 | $213.50 | 3.64% | A |
| Mini Excavator 1.8T with attachments | per hour | Y | $200.00 | $207.00 | 3.50% | A |
| Mini Excavator 5.5T with attachments | Per Hour | Y | $229.00 | $237.50 | 3.71% | A |
| Mower G4000 Toro (or equivalent) | per hour | Y | $200.00 | $207.00 | 3.50% | A |
| Mower – Deck (other) | per hour | Y | $224.00 | $232.00 | 3.57% | A |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **PLANT HIRE CHARGES** [continued] | | | | | | |
| Patch Mobile - 2 x Operators included | per hour | Y | $377.00 | $391.00 | 3.71% | A |
| Prime Mover & Low Loader | per hour | Y | $575.00 | $596.00 | 3.65% | A |
| Roller – Self Propelled Vibrating Flat drum or Padfoot | per hour | Y | $218.00 | $226.00 | 3.67% | A |
| Roller – Grid (inc Tractor) | per hour | Y | $265.00 | $274.50 | 3.58% | A |
| Sewer/Pipe Cleaner | per hour | Y | $386.00 | $400.00 | 3.63% | A |
| Slasher | per hour | Y | $64.00 | $66.50 | 3.91% | A |
| Tractor – attachments extra | per hour | Y | $213.00 | $220.50 | 3.52% | A |
| Tractor – attachments extra (Urbenville) | per hour | Y | $213.00 | $220.50 | 3.52% | A |
| Truck – Garbage, side loader, R & LH Drive | per hour | Y | $223.00 | $231.00 | 3.59% | A |
| Truck – Industrial bins, front loading forks | per hour | Y | $211.00 | $218.50 | 3.55% | A |
| Truck – Light Tipper | per hour | Y | $184.00 | $190.50 | 3.53% | A |
| Truck – Medium Tipper | per hour | Y | $197.00 | $204.00 | 3.55% | A |
| Truck – Heavy Tipper | per hour | Y | $262.00 | $271.50 | 3.63% | A |
| Truck – Heavy Tipper + Dog Trailer | per hour | Y | $309.00 | $320.00 | 3.56% | A |
| Truck – Flat Deck with Crane | per hour | Y | $268.00 | $277.50 | 3.54% | A |
| Utility | per km both ways | Y | $1.30 | $1.35 | 3.85% | A |
| Variable Message Boards (Pair) | per day | Y | $236.00 | $244.50 | 3.60% | A |
| Water Cart | per hour | Y | $262.00 | $271.50 | 3.63% | A |
| Weed Sprayer, truck mounted | per hour | Y | $205.00 | $212.50 | 3.66% | A |
| Wood Chipper, up to 225 mm diameter | per hour | Y | $339.00 | $351.00 | 3.54% | A |
| **MATERIALS** | | | | | | |
| Chemicals (Noxious weed spraying) | each | N | | | Actual Cost + 20% | A |
| Bitumen Emulsion – from Tenterfield or Urbenville Depots - supply only, with loading | per litre | Y | $4.20 | $4.35 | 3.57% | A |
| Gravel – from Tenterfield LGA | per cubic metre | Y | | | As Assessed | A |
| Aggregate precoated (7, 10 or 14mm) – minimum charge is 1 cubic metre with loading & delivery an extra charge | per cubic metre | Y | $151.00 | $156.50 | 3.64% | A |
| Aggregate unprecoated (7, 10 or 14mm) – minimum charge is 1 cubic metre with loading & delivery an extra charge | per cubic metre | Y | $100.00 | $103.50 | 3.50% | A |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **MATERIALS** [continued] | | | | | | |
| Crusher Dust – from Tenterfield or Urbenville Depots – minimum charge 1 cubic metre with loading & delivery an extra charge | per cubic metre | Y | $75.00 | $78.00 | 4.00% | A |
| Store Items (Including fuel supply for Emergency Service use or emergency situations only) | each | Y | | | Actual Cost + 20% | A |
| **REINFORCED CONCRETE PIPES - SUBJECT TO AVAILABILITY** | | | | | | |
| 375 mm dim – Pipe | per metre | Y | | | Actual Cost + 20% | A |
| 375mm dim – Headwalls, Full Apron, Heavy Duty | each | Y | | | Actual Cost + 20% | A |
| 375mm dim – Sandbands | each | Y | | | Actual Cost + 20% | A |
| 450 mm dim – Pipe | per metre | Y | | | Actual Cost + 20% | A |
| 450mm dim – Headwalls, Full Apron, Heavy Duty | each | Y | | | Actual Cost + 20% | A |
| 450mm dim – Sandbands | each | Y | | | Actual Cost + 20% | A |
| 600mm dim – Pipe | per metre | Y | | | Actual Cost + 20% | A |
| 600mm dim – Headwalls, Full Apron, Heavy Duty | each | Y | | | Actual Cost + 20% | A |
| 600mm dim – Sandbands | each | Y | | | Actual Cost + 20% | A |
| **DRIVEWAY SEALING** | | | | | | |
| In the Tenterfield Shire Council Area | per square metre | Y | | | Estimated cost + 20% | A |
| **STAFF** | | | | | | |
| Mechanic or Dogger | per hour | Y | $150.00 | $150.00 | 0.00% | B |
| Operator | per hour | Y | $150.00 | $150.00 | 0.00% | B |
| Professional | per hour | Y | | | By Quotation | B |
| Services or Supervisor Support | per hour | Y | $165.00 | $165.00 | 0.00% | B |
| RMS Inspection Fee (Authorised Inspection Station) at Riley St Depot Workshop | each | Y | | | As per RMS Schedule | B |
| Plant Risk Assessment | each | Y | | | By Quotation | B |
| **ABANDONED VEHICLE IMPOUNDMENT** | | | | | | |
| Removal of Abandoned Vehicles to Depot, Advertising, Auction or Release Fee | per vehicle | N | | | Cost to Council + 10% | B |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **SEWER NETWORK** | | | | | | |
| Carry out Sewerage Work including Mains Extensions | per connection | N | | | Estimated Cost | B |
| Sewer Main location diagram | each | N | $106.00 | $110.00 | 3.77% | B |
| Sewer Main location – field inspection | per hour | N | $164.00 | $170.00 | 3.66% | B |
| Sewer Connection | per connection | N | $1,320.00 | $1,370.00 | 3.79% | B |
| Sewer Inspection Fee for Faulty Drainage | per hour | N | $149.50 | $155.00 | 3.68% | B |
| Low pressure Air Testing | per hour | N | $493.00 | $511.00 | 3.65% | B |
| Confined spaces entry | per hour | N | $493.00 | $511.00 | 3.65% | B |
| CCTV Camera Inspection | per hour | N | $493.00 | $511.00 | 3.65% | B |
| Fee for Non-Tenterfield Shire Premises to Discharge Waste Directly To Tenterfield Shire Council sewerage Network | per year | N | $1,500.00 | $1,555.00 | 3.67% | B |
| Disposal of Septic Trade Waste | per kl | N | $31.50 | $33.00 | 4.76% | B |
| **ANNUAL AVAILABILITY CHARGE - RESIDENTIAL** | | | | | | |
| Annual Availability Charge | per occupancy per property per annum | N | $1,314.00 | $1,183.00 | -9.97% | B |
| **ANNUAL CHARGES - NON-RESIDENTIAL** | | | | | | |
| Annual Charges - Non Residential Sewerage Water Connection 20mm | per occupancy per property per annum | N | $1,314.00 | $1,183.00 | -9.97% | B |
| Annual Charges - Non Residential Sewerage Water Connection 25mm | per occupancy per property per annum | N | $1,314.00 | $1,183.00 | -9.97% | B |
| Annual Charges - Non Residential Sewerage Water Connection 32mm | per occupancy per property per annum | N | $1,701.00 | $1,531.00 | -9.99% | B |
| Annual Charges - Non Residential Sewerage Water Connection 40mm | per occupancy per property per annum | N | $2,646.00 | $2,381.00 | -10.02% | B |
| Annual Charges - Non Residential Sewerage Water Connection 50mm | per occupancy per property per annum | N | $4,127.00 | $3,714.00 | -10.01% | B |
| Annual Charges - Non Residential Sewerage Water Connection 80mm | per occupancy per property per annum | N | $10,562.00 | $9,506.00 | -10.00% | B |
| Annual Charges - Non Residential Sewerage Water Connection 100mm | per occupancy per property per annum | N | $16,502.00 | $14,852.00 | -10.00% | B |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **ANNUAL CHARGES - NON-RESIDENTIAL** [continued] | | | | | | |
| Annual Charges - Non Residential Sewerage Water Connection 150mm | per occupancy per property per annum | N | $37,134.00 | $33,421.00 | -10.00% | B |
| Voluntary and Charitable Organisations Water Connection | per occupancy per property per annum | N | $253.00 | $228.00 | -9.88% | B |
| Services installed solely for the purpose of fire fighting | Annually | N | | | No Charge | D |
| **TRADE WASTE (SEWER) CHARGES** | | | | | | |
| Application Fee – Change of business owner or business name or property owner | per application | N | $176.00 | $182.50 | 3.69% | B |
| Application Fee – New business or change of business activity | per application | N | $306.00 | $317.00 | 3.59% | B |
| Withdrawal or Modification Application Fees | Charge / Withdrawal or Modification | N | Based on work completed prior to withdrawal (percentage of application fee) | | | B |
| Trade Waste Fee Category 1 | per annum | N | $184.00 | $190.50 | 3.53% | B |
| Trade Waste Fee Category 2 | per annum | N | $184.00 | $190.50 | 3.53% | B |
| Trade Waste Fee Category 3 | per annum | N | $877.00 | $908.00 | 3.53% | B |
| Food Waste Disposal Charge | per kilolitre | N | As determined by liquid trade waste guidelines | | | B |
| Trade Waste Usage Charge Compliant | per kL | N | $2.05 | $2.15 | 4.88% | B |
| Trade Waste Usage Charge Non-compliant | per kL | N | $21.00 | $22.00 | 4.76% | B |
| Re-Inspection Fee all Categories | per inspection | N | $136.50 | $141.50 | 3.66% | B |
| Approval Renewal Fee (5 Yearly) all Categories | per approval | N | $136.50 | $141.50 | 3.66% | B |
| Application For Exemption of Installing Standard Pre-Treatment Equipment all Categories | per application | N | $136.50 | $141.50 | 3.66% | B |
| Application for Trade Waste Discharge Factor Variation all Categories | per application | N | $136.50 | $141.50 | 3.66% | B |
| **USAGE CHARGE** | | | | | | |
| Sewerage Usage Charge - Non-residential | per kilolitre | N | $3.15 | $2.85 | -9.52% | B |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **STORMWATER DRAINAGE** | | | | | | |
| Stormwater Management Charge | Annually | N | $25.00 | $25.00 | 0.00% | E |
| Strata Title Per Unit | Annually | N | $12.50 | $12.50 | 0.00% | E |
| Stormwater Business < 350m square | Annually | N | $25.00 | $25.00 | 0.00% | E |
| Stormwater Business 350m sq - 1200 m sq | Annually | N | $50.00 | $50.00 | 0.00% | E |
| Stormwater Business 1200m sq - 5000 m sq | Annually | N | $221.00 | $221.00 | 0.00% | E |
| Stormwater Business >5000m sq | Annually | N | $357.00 | $357.00 | 0.00% | E |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **SUBDIVISION** | | | | | | |
| New Road | per development | N | | $921 + $65 per additional lot<br>**Last year fee**<br>$885 + $65 per additional lot | | E |
| No New Road | per development | N | | $458 + $53 per additional lot<br>**Last year fee**<br>$440 + $53 per additional lot | | E |
| Strata | per development | N | | $458 + $65 per additional lot<br>**Last year fee**<br>$440 + $65 per additional lot | | E |
| Boundary Adjustment (requiring development consent) | per development | N | $440.00 | $458.00 | 4.09% | E |
| Subdivision Certificate Application | per development | N | $246.00 | $255.00 | 3.66% | B |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **SWIMMING POOL** | | | | | | |
| Single Admission | per person | Y | $2.00 | $2.00 | 0.00% | C |
| Children - aged 3 years and under | per child | Y | | | Free | D |
| Season Family | per family | Y | $220.00 | $220.00 | 0.00% | C |
| Season Family 3 Month Pass | per family | Y | $110.00 | $110.00 | 0.00% | C |
| Season Single | per person | Y | $100.00 | $100.00 | 0.00% | C |
| Season Single 3 Month Pass | per person | Y | $60.00 | $60.00 | 0.00% | C |
| School Hire | per child | Y | $2.00 | $2.00 | 0.00% | C |
| Spectator Admission | per person | Y | $0.00 | $0.00 | 0.00% | C |
| Single Admission and Gym Entry (Gym owned & operated by Pool Contractor) | per person | Y | $7.00 | $10.00 | 42.86% | C |
| Lane Hire | per hour | Y | | | Pool entry + $15.00 | C |
| Hire of Pool Out of Hours - bookings to be made directly with the pool contractor | per hour, per pool attendant | Y | $80.00 | $80.00 | 0.00% | C |
| Amended Booking Approval/Cancellation Fee | per booking change | Y | $15.00 | $15.00 | 0.00% | C |
| Council will provide 2 days of free entry (Council Admission fee only) per swim season - including Australia Day and one other date to be determined by Council in conjunction with the Pool Contractor | per person | Y | | | Free | D |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **VENUE HIRE** | | | | | | |
| **COUNCIL CHAMBERS/COMMITTEE ROOMS** | | | | | | |
| Council Rooms – Community Organisations | per hour | Y | $36.00 | $37.50 | 4.17% | C |
| Council Rooms - Commercial Hire | per hour | Y | $70.00 | $72.50 | 3.57% | C |
| Use of Council Kitchen - only available during Council office hours 8.30 am – 5.00pm weekdays | per day | Y | $20.00 | $21.00 | 5.00% | C |
| **MEMORIAL HALL & RSL PAVILION** | | | | | | |
| There will be no concessions granted for, the waiving of, nor a reduction in Council's set fees and charges as Council already provides a low fee for the hire and use of the Memorial Hall and RSL Pavilion.<br><br>Tenterfield Physical Culture Group Inc. has a special hire rate as per resolution 49/24 of 28 March 2024.<br>Tenterfield Highlanders Pipe Band has a special hire rate as per resolution 149/24 of 23 October 2024. | | | | | | |
| Hire - Residents, Non profit & Charitable Organisations (within Tenterfield Shire) - for either the Memorial Hall or RSL Pavilion | per hour | Y | $30.00 | $30.00 | 0.00% | C |
| Hire - Non-Residents, Non profit & Charitable Organisations (outside Tenterfield Shire) - for either the Memorial Hall or RSL Pavilion | per hour | Y | $60.00 | $65.00 | 8.33% | A |
| Hire of Court - Non profit & Charitable Sporting Organisations (within Tenterfield Shire) - when not using chairs or tables | per hour | Y | $15.00 | $15.00 | 0.00% | C |
| Commercial Hire (within Tenterfield Shire) - for either the Memorial Hall or RSL Pavilion | per hour | Y | $65.00 | $65.00 | 0.00% | C |
| Kitchen in Memorial Hall for Storage and Preparation of Food – Additional Fee | per day | Y | $100.00 | $105.00 | 5.00% | A |
| Retractable Seating Hire (Memorial Hall) | per setup per event | Y | $280.00 | $300.00 | 7.14% | B |
| Bond and Key Deposit – for either the Memorial Hall or RSL Pavilion | per event per space | N | $650.00 | $650.00 | 0.00% | F |
| Set Up, Pack Up and Cleaning Time - for either the Memorial Hall or RSL Pavilion | per hour | Y | $17.00 | $18.00 | 5.88% | A |
| Floor Scrubbing (for all events that have alcohol) - Additional Fee - for either the Memorial Hall or RSL Pavilion | per event | Y | $300.00 | $310.00 | 3.33% | B |
| Tenterfield Physical Culture Group Inc. and Tenterfield Highlanders Pipe Band – Special Hire Rate (Must be left in a clean state) | per hour | Y | $5.00 | $5.00 | 0.00% | C |
| **ALL HALLS** | | | | | | |
| Amended Booking Approval/Cancellation Fee | per booking change | Y | $15.00 | $15.00 | 0.00% | C |
| Key and/or Padlock Replacement | per key/padlock | Y | | At cost to Council + 10% | | B |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **ALL HALLS** [continued] | | | | | | |
| Key Bond for Any Council Building (excluding the Memorial Hall or RSL Pavilion) | per event per space | N | $0.00 | $370.00 | ∞ | F |
| Late Fee for Keys not returned one week after an event | per week | Y | $0.00 | $20.00 | ∞ | B |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **WASTE MANAGEMENT** | | | | | | |
| **WHEELIE BINS** | | | | | | |
| Collection Charge - Commercial Waste 120L Bin | Annually | N | $517.00 | $517.00 | 0.00% | B |
| Collection Charge - Commercial Waste 240L Bin | Annually | N | $665.00 | $665.00 | 0.00% | B |
| Collection Charge - Domestic Waste 120L Bin | Annually | N | $517.00 | $517.00 | 0.00% | B |
| Collection Charge - Domestic Waste 240L Bin | Annually | N | $665.00 | $665.00 | 0.00% | B |
| 120 Litre (Replacement Bin) | per bin | N | $105.00 | $109.00 | 3.81% | B |
| 240 Litre (Replacement Bin) | per bin | N | $179.00 | $185.50 | 3.63% | B |
| 120L Bins – Collection Fee for each additional bin | per bin | Y | $18.00 | $19.00 | 5.56% | B |
| 240L Bins – Collection Fee for each additional bin | per bin | Y | $20.00 | $21.00 | 5.00% | B |
| Collection Fee for additional bin pickup request | per bin | Y | $27.00 | $28.00 | 3.70% | B |
| Purchase of Megamuncher Worm Farm/Compost Bin | per bin | Y | $309.00 | $320.00 | 3.56% | A |
| **RECYCLING COLLECTION CHARGES** | | | | | | |
| Recycling Collection Charges - Residential | Annually | N | $98.50 | $98.50 | 0.00% | B |
| Recycling Collection Charges - Non-residential | Annually | N | $98.50 | $98.50 | 0.00% | B |
| **ANNUAL FACILITY CHARGE** | | | | | | |
| Waste Management Facility Charge | Annually | Y | $321.00 | $321.00 | 0.00% | B |
| **BULK BINS** | | | | | | |
| Weekly Rent (After the first 14 days) – Commercial Waste | per week | N | $18.50 | $19.50 | 5.41% | B |
| Annual Industrial Bin Access at Mingoola and Springfield | annual charge per key | N | $88.50 | $92.00 | 3.95% | C |
| Refundable deposit for Bulk Bin service to address by other than the property/business owner | per bin | N | $298.00 | $309.00 | 3.69% | F |
| Delivery Charge (or pick up) within the Tenterfield Rural Village (RU5 Zone) | per bin | N | $68.50 | $71.00 | 3.65% | B |
| Delivery Charge (or pick up) outside the Tenterfield Rural Village (RU5 Zone) | per Km (each way) | N | $5.60 | $5.80 | 3.57% | B |
| Locking bar and padlock refundable deposit. Refunded upon return of commercial bin at end of rental. | per service | N | $186.00 | $193.00 | 3.76% | B |
| Replacement lock and key | per service | Y | $203.00 | $210.50 | 3.69% | B |
| Replacement key only | per service | Y | $103.00 | $107.00 | 3.88% | B |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **BULK BINS** [continued] | | | | | | |
| Service fee beyond currently service area as at July 1 2014 – rate from closest service | per Km (each way) | N | $5.70 | $5.90 | 3.51% | B |
| Cleaning of Bulk Bins | per bin | Y | $241.00 | $249.50 | 3.53% | B |
| Collection Fee – 2.4m3 – Cost per Service | per service | N | $63.50 | $66.00 | 3.94% | B |
| Disposal Fee – 2.4m3 – Landfill or Commercial Recycling Charge | per service | N | $58.50 | $61.00 | 4.27% | B |
| Collection Fee – 3.0m3 – Cost per Service | per service | N | $81.50 | $84.50 | 3.68% | B |
| Disposal Fee – 3.0m3 – Landfill or Commercial Recycling Charge | per service | N | $74.00 | $77.00 | 4.05% | B |
| Collection Fee – 4.0m3 – Cost per Service | per service | N | $102.00 | $106.00 | 3.92% | B |
| Disposal Fee – 4.0m3 – Landfill or Commercial Recycling Charge | per service | N | $97.00 | $100.50 | 3.61% | B |
| **TRANSFER STATION FEES** | | | | | | |
| Vehicles > 4 tonne carrying capacity either based upon rated capacity or weigh bridge ticket are to be deposited to Boonoo Boonoo Landfill by prior arrangement. Please call Council's Administration Building on 6736 6000 to arrange appointment and 48 hours notice must be given. This is applicable to both General Waste and Construction/Demolition Materials. | | | | | | |
| **GENERAL & GREEN WASTE** | | | | | | |
| If waste is contained in garbage bags or bins on a small box trailer, then small box trailer fees apply. | | | | | | |
| Waste/Green Waste per tonne | tonne | Y | $187.00 | $194.00 | 3.74% | B |
| Garbage Bag or bin <80L | each | Y | $4.80 | $5.00 | 4.17% | B |
| Garbage Bag or bin 80L to <120L | each | Y | $7.20 | $7.50 | 4.17% | B |
| Garbage Bag or bin 120L to <240L | each | Y | $17.00 | $18.00 | 5.88% | B |
| Garbage Bag or bin 240L | each | Y | $22.50 | $23.50 | 4.44% | B |
| Sedans (Car Boot) & Station Wagons | per load | Y | $22.50 | $23.50 | 4.44% | B |
| Small Box Trailer of general waste (single axle, no high sides – max 6'x4'x2') | per load | Y | $34.00 | $35.50 | 4.41% | B |
| Small Box Trailer of general waste (single axle, no high sides – max 8'x5'x2') | per load | Y | $57.50 | $60.00 | 4.35% | B |
| Tandem Axle Box Trailers of general waste (or oversize single) | per load | Y | $61.50 | $64.00 | 4.07% | B |
| Utilities up to 1 tonne carrying capacity | per load | Y | $45.50 | $47.50 | 4.40% | B |
| Vehicles up to 4 tonne carrying capacity | per tonne - rated capacity | Y | $187.00 | $194.00 | 3.74% | B |
| Vehicles – over 4 tonne carrying capacity based on rated capacity | per tonne - rated capacity | Y | $187.00 | $194.00 | 3.74% | B |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **GENERAL & GREEN WASTE** [continued] | | | | | | |
| Vehicles – over 4 tonne carrying capacity rated on weigh bridge ticket | per tonne weigh bridge ticket required | Y | $187.00 | $194.00 | 3.74% | B |
| **CONSTRUCTION, DEMOLITION, RENOVATION MATERIALS** | | | | | | |
| Small Box Trailer of construction, demolition and renovation material (single axle, no high sides – max 6'x4'x2') | per load | Y | $80.00 | $83.00 | 3.75% | B |
| Small Box Trailer of construction, demolition and renovation material (single axle, no high sides – max 8'x5'x2') | per load | Y | $114.00 | $118.00 | 3.51% | B |
| Tandem Axle Box Trailers of construction, demolition and renovation material (or oversize single) | per load | Y | $115.00 | $119.50 | 3.91% | B |
| Vehicles up to 6 tonne carrying capacity based on rated capacity | per tonne - rated capacity | Y | $190.00 | $197.00 | 3.68% | B |
| Vehicles up to 6 tonne carrying capacity based on weight bridge ticket | per tonne weigh bridge ticket required | Y | $190.00 | $197.00 | 3.68% | B |
| **TYRES** | | | | | | |
| Cars | each | Y | $13.50 | $14.00 | 3.70% | B |
| Motorcycles | each | Y | $13.50 | $14.00 | 3.70% | B |
| 4WD | each | Y | $16.00 | $17.00 | 6.25% | B |
| Truck and Forklift Tyres to 16 inches | each | Y | $46.50 | $48.50 | 4.30% | B |
| Forklift Tyres to 16" | each | Y | $46.50 | $48.50 | 4.30% | B |
| Small Tractor | each | Y | $219.00 | $227.00 | 3.65% | B |
| Large Tractor | each | Y | $304.00 | $315.00 | 3.62% | B |
| Grader | each | Y | $304.00 | $315.00 | 3.62% | B |
| Super Single | each | Y | $136.00 | $141.00 | 3.68% | B |
| All other tyres | each | Y | | Price on application | | B |
| **FURNITURE** | | | | | | |
| Lounges | each | Y | $45.00 | $47.00 | 4.44% | B |
| Lounge Chairs | each | Y | $28.50 | $29.50 | 3.51% | B |
| Kitchen/Dining Tables | each | Y | $31.50 | $33.00 | 4.76% | B |
| Other Small Furniture Items | each | Y | $28.50 | $29.50 | 3.51% | B |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **FURNITURE** [continued] | | | | | | |
| Other Large Furniture Items | each | Y | $45.00 | $47.00 | 4.44% | B |
| **MATTRESSES** | | | | | | |
| Single Bed Mattress | each | Y | $35.00 | $36.50 | 4.29% | B |
| Double / Queen / King Bed Mattress | each | Y | $60.00 | $62.50 | 4.17% | B |
| **WHITE GOODS** | | | | | | |
| White Goods refers to Refrigerators/Freezers/Air Conditioners or the like. Ozone Protection Regulations 1997 - items containing destroying gases. | | | | | | |
| If certified as degassed - requires certificate as proof | each | Y | | | No Charge | D |
| If not certified degassed or illegally degassed | each | Y | $136.00 | $141.00 | 3.68% | B |
| **DRUMMUSTER** | | | | | | |
| DrumMuster – operated all year round for triple rinse drums accepted under this program | each | Y | | | No Charge | D |
| **ASBESTOS DISPOSAL** | | | | | | |
| All asbestos > 1 cubic metre must be disposed at the Boonoo Boonoo Landfill. Asbestos must be sealed as per WorkCover requirements. Loads not meeting WorkCover requirements will be rejected. Disposal to Boonoo Boonoo Landfill is by appointment only. 48 Hours notice must be given. Asbestos removal kit allows for disposal of 1m$^2$ asbestos at the Tenterfield Waste Transfer Station. | | | | | | |
| Disposal of small quantity of wrapped asbestos into hazibag at WTS | per M2 | Y | $19.00 | $20.00 | 5.26% | B |
| Disposal of asbestos > 1 cubic metre | per m3 (rounded up to whole m3) | Y | $341.00 | $353.00 | 3.52% | B |
| Asbestos Removal Kit | per Kit | Y | $136.00 | $141.00 | 3.68% | B |
| **OTHER TRANSFER STATION FEES** | | | | | | |
| Disposal of carcasses of either dogs/goats/sheep or horses/cattle are by arrangement to Boonoo Boonoo landfill only. | | | | | | |
| Disposal of Carcasses – Dogs/Goats/Sheep | per head | Y | $74.00 | $77.00 | 4.05% | B |
| Disposal of Carcasses – Horses/Cattle | per head | Y | $321.00 | $333.00 | 3.74% | B |
| Vehicle Bodies – If disposed in designated areas | each | Y | | | No Charge | D |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **OTHER TRANSFER STATION FEES** [continued] | | | | | | |
| Used Engine Oil – If disposed in designated areas | each | Y | | No Charge | | D |
| Dangerous/Hazardous Waste (Subject to Approval and where permitted) | per litre/tonne | Y | | As Assessed | | B |
| **RECYCLING FEES** | | | | | | |
| Council does not accept waste/recycables from outside Council's Local Government Boundary. Tenterfield Waste Transfer Station requires recyclables to be separated at recycle area. | | | | | | |
| Where the total load is approved as recyclable and can be legitimately disposed of at recycle area i.e. glass, cardboard, paper, steel cans, aluminium etc. | per load | Y | | No Charge | | D |
| Recyclables from a Commercial Operation within Tenterfield Shire | | Y | | 50% of General Waste Disposal Fees | | C |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **WATER NETWORK** | | | | | | |
| Carry out Water Works including Mains Extensions | per connection | N | | | Estimated Cost | B |
| Water Main location diagram | each | N | $146.50 | $152.00 | 3.75% | B |
| Main location – field inspection Headworks Charge – Tenterfield | per hour | N | $199.50 | $206.50 | 3.51% | B |
| New Connection (standard 20mm – same side of road) | per connection | N | $1,895.00 | $1,965.00 | 3.69% | B |
| New Connection (standard 20mm – across road) | per connection | N | $2,735.00 | $2,835.00 | 3.66% | B |
| New Connection (other) | per connection | N | | | Estimated cost | B |
| Water Meter Test – Tenterfield, Urbenville & Jennings | each test | N | $220.50 | $228.50 | 3.63% | B |
| Water Meter Test, Independent (Brisbane Water NATA) up to 20 mm | each test | N | $497.00 | $515.00 | 3.62% | B |
| Water Meter Test, Independent (Brisbane Water NATA) over 20 mm | each test | N | | | Estimated cost | B |
| Interim Read – Interim Account – Tenterfield, Urbenville & Jennings | each read | N | $105.00 | $109.00 | 3.81% | B |
| Copy of Water Account (for non-current years) | each | N | $25.00 | $25.00 | 0.00% | B |
| Water Limiter Installation | each | N | $181.50 | $188.00 | 3.58% | B |
| Water Limiter Removal | each | N | | | Account + $135 | B |
| Water Service Disconnection (Additional Fee) | each | N | $592.00 | $613.00 | 3.55% | B |
| Reconnection of Service | each | N | | | Account + $365 | B |
| Public Utilities – Location of services, mains etc. (minimum charge 1 hour) | per hour | N | $158.50 | $164.50 | 3.79% | B |
| Analysis (water quality) | each test | N | | | Actual cost + 10% | A |
| Water Service Disconnection (At owner's request) | each | N | $727.00 | $753.00 | 3.58% | B |
| Replacement Water Meters – all sizes | each | N | | | Actual cost + 10% | A |
| Smart Water Meter Installation | each | N | $300.00 | $310.50 | 3.50% | A |
| Bulk Water Sales from Council's Standpipe | per kilolitre | N | $7.80 | $7.80 | 0.00% | B |
| Bulk Water Sales from Apex Park Bore | per kilolitre | N | $3.85 | $3.85 | 0.00% | B |
| Bulk Water Sales from Bores at Drake, Legume, Liston and Torrington | per kilolitre | N | $3.85 | $3.85 | 0.00% | B |
| **SERVICE AVAILABILITY CHARGE** | | | | | | |
| Residential Availability Charge | per property and/or connection per annum | N | $653.00 | $653.00 | 0.00% | B |
| Residental (Strata) Availability Charge | per property and/or connection per annum | N | $491.00 | $491.00 | 0.00% | B |

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| Name | Charge Unit | GST | Year 25/26 Fee (incl. GST) | Year 26/27 Fee (incl. GST) | Increase % | Code |
|---|---|---|---|---|---|---|
| **SERVICE AVAILABILITY CHARGE** [continued] | | | | | | |
| Mt Lindesay Private Line Availability Charge | per property and/or connection per annum | N | $814.00 | $850.00 | 4.42% | B |
| Rural Other Availability Charge | per property and/or connection per annum | N | $653.00 | $653.00 | 0.00% | B |
| Non Residential 20mm Availability Charge | per property and/or connection per annum | N | $653.00 | $653.00 | 0.00% | B |
| Non Residential 25mm Availability Charge | per property and/or connection per annum | N | $653.00 | $653.00 | 0.00% | B |
| Non Residential 32mm Availability Charge | per property and/or connection per annum | N | $653.00 | $653.00 | 0.00% | B |
| Non Residential 40mm Availability Charge | per property and/or connection per annum | N | $985.00 | $985.00 | 0.00% | B |
| Non Residential 50mm Availability Charge | per property and/or connection per annum | N | $1,532.00 | $1,532.00 | 0.00% | B |
| Non Residential 80mm Availability Charge | per property and/or connection per annum | N | $3,929.00 | $3,929.00 | 0.00% | B |
| Non Residential 100mm Availability Charge | per property and/or connection per annum | N | $6,139.00 | $6,139.00 | 0.00% | B |
| Non Residential 150mm Availability Charge | per property and/or connection per annum | N | $13,804.00 | $13,804.00 | 0.00% | B |
| Voluntary & Charitable Organisations Availability Charge | per property and/or connection per annum | N | $126.00 | $126.00 | 0.00% | B |
| Service installed solely for the purpose of fire fighting Availability Charge | No Charge | N | | | No Charge | D |
| **CONSUMPTION CHARGES** | | | | | | |
| In the 2026/27 billing year there will be a minimum water consumption account charge of $25.00 for each of the six (6) monthly billing periods. | | | | | | |
| Residential <450kl per annum | per kl | N | $5.50 | $5.50 | 0.00% | B |
| Residential >450kl per annum | per kl | N | $8.40 | $8.40 | 0.00% | B |
| Rural/Mt Lindesay <450kl per annum | per kl | N | $5.50 | $5.50 | 0.00% | B |
| Rural/Mt Lindesay >450kl per annum | per kl | N | $8.40 | $8.40 | 0.00% | B |
| Non Residential <1000kl per annum | per kl | N | $5.50 | $5.50 | 0.00% | B |
| Non Residential >1000kl per annum | per kl | N | $8.40 | $8.40 | 0.00% | B |

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09/06/2026, 13:44 [redacted]

**Submission re: TSC Delivery Program 2025 – 29, Operational Plan 2026 – 27.**

I commend the Council staff and their work in preparing the Delivery Program and Operational Plan for Tenterfield Shire Council and the community.

The introductions from the Mayor and General Manager were revealing. Their significantly different messages are indicative of a fundamental problem in local government, namely the desire to support and promote the shire and the ongoing economic challenges of funding and providing appropriate services, now compounded by harsh global realities. The Australian Local Government Association noted that the funding of local government is "broken".

Financial sustainability appears highly unlikely, however fiscal responsibility is still crucial.

Financial reporting and information to Council are more detailed now to meet increasing bureaucratic requirements and public expectations. Time consuming, onerous and expensive, particularly as past oversights/problems revealed have needed attention and rectification (NB the Bruxner Park steps). The expenditure of public money requires accurate data and well informed discussions, plans and decisions.

Community expectations and priorities must be well founded. Past decisions on projects have not always been based upon accurate data. The expensive Memorial Hall and Youth Precinct projects continue to require funding post initial work. The suggestion a few years ago of more outdoor Council staff and fewer councillors is apt. Considering the current situation more could be achieved and clearly demonstrated for the community if the basic ongoing requirement for good roads is met. This shire has a large area and a relatively small population. Compared to other similar shires significant savings could be made by reducing the number of councillors, $30,000 per individual per year apparently. An issue for another platform but important none the less in these times.

Is the community aware of the provision of commercial works by TSC? A good revenue raiser it seems.

[redacted] Tenterfield resident.

[redacted] 1/1

**2026.0426 [redacted] Submission requesting urgent changes & action for IP&R documents**

**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.**

***TSC VISION STATEMENT 27 April 2026. Extract Addendum 2 to 22 April 2026 agenda.***

1 Please update TSC '*communication*' procedure & behaviour to ENSURE the primary focus for all decisions is the RATEPAYER/RESIDENT, not lobbyists, passers-by, 'the community' or those 'generic terms' used in TSC documents.

a. *Please consistently keep Including meeting summaries, presentations, late items, speakers etc in TSC Facebook & on TSC website 'interesting news item' , for every agenda & IP&R related item.
*Please ensure Council Implications", speakers, late items, NOM, Mayoral Minutes & especially for tabled items, for increased expenditure inclusions at each meeting and changes to officer recommendations etc, show explanations where Officer Recommendations are significantly changed in the Minutes.
*These are an important implementation of TSC 'Vision', communication aims & the principles of the Code of Meeting Practice etc'.

b. Could inclusion of the TSC Facebook content as an 'interesting news item' be more consistently applied please, including for public exhibition, all vacancies, tenders/contracts late & tabled items, unconfirmed minutes (*asap after each meeting please*) & public meeting summaries.
*Please ensure notices re TSC information be mirrored on TSC website & TSC Facebook.
*Please advise which TSC items are distributed to which 'news' or other organisations, especially if not in an Interesting News Item on TSC website.

c. Facebook automatically shows the date of listing but TSC website News Items often do NOT show the date of listing or upload.
Please add the date to all TSC website documents, including News.

d. Please consistently recognise and use the PRIORITY STAKEHOLDER terms of RATEPAYER & RESIDENT, NOT the generic '*our community*', '*Stakeholders*', '*our shared vision*' etc as frequently and unfortunately used throughout many TSC documents including these IP&R documents.

e. Please explain to Ratepayers/residents WHY passers-by or those seeking grants, '*different members & groups*' or 10 or so lobbying for special treatment should, apparently, have priority over the majority of Ratepayers.
*Please provide How Many Council resolutions & total 1,4,10 years cost, passed this Term, result in the majority of Ratepayers/Residents SUBSIDISING additional expense & deficits based on a minority of 'lobbyists', whether some or all may be Ratepayers/Residents. & whether or not it is only the small group of ?? who can realistically benefit.
*Please provide 'how many' expenditure items in the IP&R & approved at public

meetings this TERM were explicitly raised during the mandatory 'public consultation' as a PRIORITY NEED – not a 'want', 'wishlist', a responsibility of another entity, person, government entity? What total expenditure?
*Which & How Many Ratepayers/Residents are in the group of people/entities leading to the public statement "***The Community wants it and they Want it NOW***" or the assumption that a ***service should be extended or added because those asking for it (very small numbers) will find it really helpful***? Really?
*COUNCILLORS, please remember you agreed to PRIORITY NEEDS, not wants nor wishes nor financial fantasies, especially if the majority of Ratepayer/Residents have not provided evidence of active support AND WILLINGNESS TO PAY EXTRA.

f. Please actively demonstrate respect for the (*mainly older aged, lower income, remote)* Ratepayers, being those who are subject to TSC MANDATORY Rates & Charges (*which they may or may not be able to pass on to tenants or customers*) and avoid the perceived '*disrespectful'* generic terms loved by many authors.

g. Please ensure that this year the actual feedback/submissions/questions etc received by TSC for the approximately 200 pages of the IP&R agenda item, is included in a public agenda report attachment, not just an '*in house'* update for councillors.
*Perhaps similar to the 'new' report providing responses to Councillor's questions on a current agenda or the 'works & services request' report.

h. Please ensure the minutes show the Public Presentations & Submission highlights AND TABLED DOCUMENTS as well as the agenda reference. Like the public presentations before a public meeting.
*IF someone thinks a formal submission or presentation is important, then it is appropriate all Ratepayers/Residents are aware of the content oof each meeting presentation, response to a public exhibition document, feedback on any public meeting or requests for TSC remedial action etc,, whether staff think it is relevant or not.

i. Please **do not continue with your recent *'public discussion'*** apparently about how there may be 'inappropriate' opportunities to avoid compliance with the NSW Public Meeting requirements for MORE VISIBILITY of discussion & decisions. From my perspective it reduces trust in the ethics of councillors & calls ethical standards into question. Thankfully the GM was clear in his response.

j. Please refer ANY additional expenditure or significantly changed resolutions to the next meeting so the Ratepayers/Residents have an opportunity to provide feedback on the proposal & the officers responses, before councillors approve a resolution.

k. I noticed in this 23 March 26 agenda papers & unresolved minutes that there was **frequent significant change from the Officer Recommendations to the final resolution.**

l. The unresolved minutes did not demonstrate how & for what reason these significant changes occurred – the result is; **the actual agenda papers become totally incomplete & potentially misleading,** in giving advance notice of likely public meeting issues.
*Please include WHY councillors rejected or significantly amended the officer(*GM*

*approved*) recommended resolution as per the public meeting papers AND what **REAL source of funding is being used** for ANY increase in IP&R expenditure.

m. While it is NOT mandatory to explain a significant (or any change) in council resolutions compared with the proposed (*GM authorised*) recommended resolution, **unlike planning decisions**, I suggest an explanation is required to reflect TSC vision statement.

n. If there is a significant change in an officer (GM approved) proposed resolution I suggest **referral for officer/GM response at a future meeting** is also more appropriate than passing a resolution which is significantly changed from the public agenda papers, IF councillors really believe in the TSC Vision Statement.
*In my understanding, the purpose of the agenda & officer recommendations is to inform the Ratepayers/Residents prior to each public meeting on matters which may cause concern or warrant input by different 'members' and ' groups' – especially Ratepayers & Residents paying TSC's MANDATORY RATES & CHARGES.

o. As per my texts on the day, during the 22 April 26 Urbenville meeting, to Councillor Bonner & Mayor Petrie, the recording from the Urbenville Meeting is probably 90% unintelligible, totally excluding any Ratepayer/Resident unable to attend in person.
*Background discussions; not speaking into a microphone which has been turned on; moving chairs & papers; high reverberation building designed for parties, musical events NOT Q&A, public meetings, consultations etc.
*The same issue would apply for all the TSC village and town halls.
The minutes do not include the discussion so how are those unable to attend a hall meeting supposed to know what the discussion was. Obviously important & could lead to future policy, procedure, budget changes and therefore important.
*IF Councillors insist on having 2 meetings a year & the IP&R consultations in the TSC halls, please ensure the minutes of the meeting show the issues raised etc, including reasons for changing any officer recommendations, additional expenditure arising from such resolutions etc, so that Ratepayers/Residents excluded due to distance or unintelligible recordings remain informed in a timely manner.

p. Please keep the monthly meetings at Tenterfield CBD meeting room at the same day of the month and same time each month for simplicity.
*A consistent day & time allows Ratepayers & Residents to try to schedule their private appointments if they wish to attend.
*A consistent day & time could also be used for 'consultations' & TSC & 'community' meetings also.
*The TSC halls do not support discussion, especially if TSC sets up at multiple tables with a 'participating' councillor & staff member, especially where 'minutes' or 'discussion points' from each table are not agreed by each table.
*Exactly how many Ratepayers/Residents attended the April 2026 Public Meeting, despite a (late) invitation to morning tea ahead of the meeting?

[i] *Public Exhibition Document – responses due cob 28 April 26.*
[ii] 1 April 26 notice was on TSC facebook re due date for IP&R submissions
[iii] *P320 of 25 March 2026 TSC public agenda*.

2 **The Stated TSC Vision extract "*To be a Financially Sustainable Council…*" *(in my opinion)* this is Contradicted time after time** (& year after year), in the approx. 200 complicated pages.
**This is** especially evident when considering the multiple years of DEFICITS in most TSC Funds, inclusion of expenditure which is not (*in my opinion*) a PRIORITY NEED explicitly identified by the majority of RATEPAYERS/RESIDENTS.
Gov29/26- p341 of25 March 2026 agenda papers.

a. **FAILED AUSTRALIAN ACCESS & INCREASED COST OF ALL FUEL**: Please INCLUDE an **UPDATE on the likely increase in TSC's FINANCIAL DEFICITS** over the 1,4,10 years of financial tables showing the likely timing, cost & potential to remain within the current (INAPPROPRIATE, *in my opinion*) deficits included in this set of tabled IP&R document, due to experienced & potential increased expenditure for Council & Contractor fuel & access consequences, for all TSC 'supplies' due to Australia's reliance on overseas (diesel, petrol) fuel & oil & limited fuel storage due to the Australian government agencies decisions re in Australia storage, focus on NO OIL & NO DRILLING & NO MINING.

b. Please include an **update on any reduction in TSC activity & thus an urgent need for a TSC changed focus on employing yet more staff** – despite multi year, multi fund 1,4,10 year deficits, due to Failed Australian access to ALL fuel & supplies. *it would be very inappropriate if TSC had to terminate newly employed staff due to a reduced TSC wide project activity due to unacceptable increased expenditure & consequential multi fund deficits.

c. **RESULT in IP&R documents: – Surplus/(Deficit) – Less Cash expenditure from Reserve Funds & EXPECTED GRANTS. P375 Income Statement by Funds.**
   i. Please Provide **Further information** to understand exactly *what "expected grants" are included* in the ($6,573,482 less $$2,159,482 = $4,414,428) $4,414,428 which includes Transfers from Reserves AND EXPECTED GRANTS.
   ii. Please provide additional information to understand exactly what '**GRANTS IN ADVANCE'** are expected in the year 2025/2026 for each financial table, as grants in advance will AGAIN make TSC results look much better than reality AND will subsequently reduce potential, relevant grant income for next year (2026/2027)
   iii. Please provide additional information &/or Confirmation that the $ tables for 1,4,10 years IP&R documents **DO NOT include any FAG ADVANCES** (Financial Assistance Grant) for future years to be paid in a 'prior' year ie in 2025/2026 50% of the FAG grant was paid in 2024/2025 – in advance of the year to which it relates. (It was a much higher advance in prior years). *It is NOT clear if the IP&R documents will continue to 'hide' the 'real' financial position of most, if not ALL NSW Councils, including TSC.

d. Please provide additional notes to each IP&R $ table showing exactly how much "**GRANTS IN ADVANCE" are currently included in each financial table**.

i*Without this, Grants in Advance, information on every table, readers may think

TSC is in much better $ position than it is & may unfortunately support the multiple layers of additional and continuing expenditure – much of which is NOT (in my opinion) a primary $ responsibility for this council.

e. **Additional NOTES are required for ALL TSC financial documents** UNTIL the Federal & State Governments change the classification of 'grants in advance', including for the FAG (Financial Assistance Grants – which are meant to support mandatory Council expenditure in each financial yeaer, NOT subsidise the cash flow or potential deficits in a prior year.)
*Unfortunately, because both NSW & the Federal Government treat the Annual **FAG grants as 'non-reciprocal'** this makes TSC's cash flow & actual DEFICICT/SURPLUS (if any surplus even after grants in advance) look much better than reality. THIS IS VERY MISLEADING, especially when few if any NOTES.

f. The solution is for the **Commonwealth & NSW government to recognise that even for the FAG grant it IS RECIPROCAL**. Ie Councils are required to use it to meet their mandatory objectives etc.
*This would stop the recognition of grant advances in a year prior to its valid application. OR ADD NOTES.
*Please **add to the multiple Local Government conferences** a request for the Federal & NSW Governments to change the classification of the FAG & all grant/s to RECIPROCAL so the cash flows and Deficit/Surplus results more correctly reflect reality.

g. Please **add details of the RFS assets, $ transactions etc** which should be included in TSC $ records & reports (due to existing legislation, policy & contracts), so this significant issue is clear for Ratepayers & Residents.

h. Unfortunately, **the exclusion of RFS assets etc without a specific note, makes TSC Financial Results look much better than reality, year after year after year.**.

i. I recognise the **removal of the Financial Statement qualification** previously applying & continuing non-inclusion of TSC RFS assets etc in all TSC financial documents, is apparently due to the 'recently' appointed NSW Auditor-General's decision that the **RFS assets are immaterial (despite apparent existing legislation and contracts requiring their inclusion & apparently NO records of all the relevant RFS assets for TSC and other NSW Councils such that 'materiality' can be determined?).**
This is **not a good look** in terms of 'compliance' nor 'ethical' standards (in my opinion) especially when apparently NO new notes were required in all Financial Statements (& IP&R documents) noting the reason for the removal of the Qualification.

j. Even if the current or future NSW Auditor Generals continue to allow non-inclusion of the RFS assets etc, (in my opinion) **TSC officers should provide an explicit note (in all TSC financial documents & reports)** which refers to this significant change in the 'AG's attitude' which includes the $ amount which has apparently justified the exclusion of RFS assets due to their immateriality.

## 3 MULTIPLE DEFICITS OVER MULTIPLE FUNDS & YEARS

a. Please provide a summary of ALL ADVOCACY expenditure by $ table
b. Please justify why the IP&R **documents do not** only reflect TSC PRIORITY NEEDS
c. Please provide a summary of ALL potential grants expenditure
    i. GRANTS ARE NOT FREE MONEY – they have opportunity & REAL costs
    ii. GRANTS in advance
        1. May help with cashflow
        2. Interest on grants in advance usually looks better than Reality.
        3. Confuse readers (& councillors) into what the $ results really are
d. Depreciation is a real expense. Alternative is expensing whole project at start.
e. Please provide cost/benefit for ALL new initiatives – eg housing, EV trucks etc
    i. Show whole of life $ results for TSC Industrial subdivision. Deficit?
    ii. Show whole of life & future 1,4,10 years for possible TSC pool activity
    iii. Show whole of life & fuure 1,4,10 years for TSC halls & houses & buildings.
    iv. Councillors & staff may be overly optimistic on Real Results
    v. What Road etc $ & category changes are included in these documents?
    vi. Based on reality what projects/activity in this IP&R may not completed.

## 4 WASTE FUND: WHY are there Significant SUBSIDIES across the FUND.

a. **RESOLUTION TO NOT INCREASE WASTE CHARGES may be SHORTSIGHTED**.
*I suggest the 'surplus' results showing for TSC **Waste Fund** is likely to be timing not charging too much, considering the longer-term cost considerations for disposing of waste & likely multiple expansion of 'environmental' & other Government directions.

b. In the event 'evidence' shows the Waste Charges are too High for TSC's Long Term Financial Sustainability, a **full financial analysis should be presented to a public meeting agenda**, as I have significant concerns about the Long Term Waste FUND financial commitments.

c. **SIMILAR ISSUES RELATE TO WATER & SEWER FUNDS – Were reductions in these funds (with Deficit results already) designed to benefit Tenterfield, Jennings, Urbenville CBD Ratepayers, allowing higher increases in General Rates for ALL.**

d. **WASTE FEES & CHARGES NEED URGENT REVIEW:**
    i. **Mandatory bin size** should start with 120L single bin NOT 240L
    ii. **Bin Size charges encourage MORE NOT LESS WASTE** & cost shift those with more waste onto those with less waste
    *Each 240 L bin has approx. 75% SUBSIDY over 120 L bin charges
    iii. **Multiple bins receive a significant additional SUBSIDY**
    iv. **Current Bin Collection routes are unlikely to cover actual full cost pricing "B" code – which is meant to be the mechanism for charging**
    v. Councillor focused expanded **bin collection routes** seem to **keep expanding over the shire** following site & ward changes, **despite staff**

**feedback** (usually only visible via the recording not in minutes) indicating that road, bridge, # on route etc does not support expanding collection areas.

vi. Please **provide calculations of full cost pricing for each 'separate' bin collection route**, which justified the cost to All Ratepayers with Bins & full cost (including upgraded bridge/road standards and maintenance & potential for cross border collection options.

vii. Please provide **actual bin collection procedures, including aspects not visible in TSC Revenue policy**
*Allowing bins to be collected from a nominated '**primary truck route' location rather than a truck winding in & out of rural/town 'roads'** often using Ratepayer driveways (Ratepayers are required to provide insurance & pay for maintenance?) for turning the huge truck on narrow rural streets.

viii. Please provide a **summary of the actual SUBSIDY paid by all Bin Ratepayers when a bin collection route 'segment' is NOT 'full cost pricing'**.
*I understand that TSC implements **one charge across the Shire** for bin collection, bin sizes, dump fees etc, so expanding or continuing 'unviable' (ie not full cost pricing for each segment & possibly NOT FCP for bin collection as a whole) means other Ratepayers are subsidising those who lobbied for the extension – even if it was an extra cost to TSC (really an extra cost to other Ratepayers)

ix. Financial policies need update so **officers cannot choose to move activity/projects 'back in house' & cancel existing contract services without reference to a public council meeting**.
*Delegations relate to new contracts or possibly extending contracts, but apparently NOT ceasing or not renewing contracts -potential issues if result is more TSC staff/equipment/expenditure over LTFP due to not renewing or cancelling a particular contract – especially one in a 'business activity' FUND such as water, waste, sewer where a need for budget variation appears to be treated as part of a delegation to officers.
*The **change of Urbenville bin collection** from a non TSC area contractor to 'in house' staff/equipment/expense option, which then quickly expanded via this 'invisible' apparent officer decision, to an attempted mandatory new (*unviable in my opinion AND not identified as a PRIORITY NEED by the majority of Ratepayers*) .

**x. PLEASE INCLUDE THIS FEEDBACK INTO THE RESOLVED WASTE REVIEW>**

5 RATING STRUCTURE – 2026/27 AND 2025/26
Where did this come from & what evidence supports it?

a. Please **provide the financial analysis and explicit justifications** for the significant changes made to the share of RATES mandatory charges across the various categories, both pre and post the 2 year adjustments.
b. I attended EVERY consultation session for the IP&R and **I did not hear any PRIORITY NEEDS to change the share of rates across** the many categories of Residential,. Business, farmland, mining categories.
c. I have **NOT seen any TSC public documents or agenda papers related to the underlying analysis which led to this significant change** for many Ratepayers. DO ANY supporting documents exist or was this 'someone's thought bubble'.
d. IN PARTICULAR, **Please explain how BUSINESS TENTERFIELD (CBD?) managed to receive a 7.61 reduction** in their share of Total Rate Levy in the adjusted 2026-2026 Rating Structure table AND **a FURTHER REDUCTION of 266.85 in 2026/27 for Business Tenterfield** in the Rating Table documents.
e. In **2025/2026 a Rate Peg of 5.2% increased the Total Rate Levy**. TSC then decided somehow the share of the Rate Levy across the rate categories needed to change, AND multiple 'new' categories were required.
f. **In 2026/27 a Rate Peg of 5.1% applied to the Total Rate Levy.** TSC then apparently decided somehow to make further changes in the share of total rates.
g.
h. The new **'Residential Rural'** category apparently recognised **LIFESTYLE BLOCKS?**
*I would have thought most TSC blocks were 'lifestyle blocks'.
*Please advise **what consultation AND what justification** was explicitly related to this decision?
*Is this similar to the current Federal proposals, most of which seem to be asset stripping the older age group of Ratepayers who have been $ responsible?

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**END NOTES:**

[i] **Public Exhibition Document**

https://www.tenterfield.nsw.gov.au/your-council/council-documents/public-exhibition-documents

Council resolved at its Ordinary Council Meeting of 25 March 2026 to endorse the draft Delivery Program (2025-2029) and Operational Plan (2026-2027), including draft Fees and Charges 2026-27 and draft Statement of Revenue Policy 2026-27, for public exhibition. Submissions are invited from the community and stakeholders during the exhibition period.

All documents can be viewed at the Council Office, Public Library or on Council's website at:
www.tenterfield.nsw.gov.au/your-council/council-documents/public-exhibition-documents

Should you wish to provide a submission, please send your submission by email to Council at council@tenterfield.nsw.gov.au or by mail to The General Manager, Tenterfield Shire Council, PO Box 214 TENTERFIELD NSW 2372 before by close of business on Tuesday, 28 April 2026.

[ii] TSC Facebook notice – 1 April 26. Submissions by cob 28 April 22026




Tenterfield Shire Council – TSC Facebook extract.
30 March at 09:45 ·

**Council Meeting Wrap-Up | 25 MARCH 2026**

Following Council's March Ordinary Meeting on 25 March 2026, a number of key decisions are shaping projects, services and opportunities across the Shire.

- ***Container Café*** – A new food and beverage operator has been approved at the Youth Precinct, bringing fresh offerings for locals and visitors
- ***Property Leases*** – Renewals were approved for Tenterfield Childcare Centre and Tenterfield Total Care
- ***Community Pool Party*** – Council waived the $2 entry fee for attendees on Sunday 29 March in support of Chris Treks for a Cause (men's mental health), the Autumn Festival, and Tenterfield Lions Club - helping celebrate a successful pool season by Tenterfield Aquatic Centre.
- ***Drought Support*** – Council has requested Tenterfield be assessed for listing as a Drought Affected Area by the State Government
- ***Road Safety Funding*** – Council seeks inclusion on the next Black Spot Program funding list.
- ***Financial Reports & Planning*** – Council adopted the 2026/27 Operational Plan and Budget for a 28-day public exhibition period, including the Delivery Program (2025-2029), Statement of Revenue Policy, Fees and Charges, and Long-Term Financial Plan (2026-2036).
- ***Roads & Infrastructure*** – Council reviewed road maintenance priorities, capital works progress, and broader infrastructure management to keep local roads safe, serviceable, and well-maintained.

Council meetings are held monthly and live streamed on our YouTube channel:
www.youtube.com/@tsctenterfieldshirecouncil1554
For meeting calendars, agendas and minutes, visit:
http://www.tenterfield.nsw.gov.au/.../council-committee...
*Council will hold its next meeting at* 1.00pm *in the Urbenville Hall on Wednesday*, 22 *April* 2026.
All reactions:8

Tenterfield Shire Council
19 March at 08:24 ·

**Council Meeting Wrap-Up | 25 FEBRUARY 2026**
Following Council's February Ordinary Meeting on 25 February 2026, a number of key decisions are now shaping projects and priorities across the Shire.
Here's a recap of what was discussed and resolved:

👉Council resolved to defer a decision on the proposed Battery Energy Storage System at Old Racecourse Road, seeking further information on safety, environmental impacts, noise, and alternative locations.

👉Council will submit feedback to Transport for NSW on the Strategic Regional Integrated Transport Plan for the New England North-West.

👉Council acknowledged the latest quarterly report from the Tenterfield Tourism Group, highlighting ongoing marketing, events and industry collaboration activities supporting visitation and the local economy.

👉The draft Communications Plan 2026–2029 was adopted, guiding how Council connects with the community into the future.

👉Expressions of Interest will be invited for the vacant Council-owned land on Clarence Street.

👉Council approved investment in road maintenance, including hiring a specialised patching truck for 12 months and starting recruitment for a dedicated patching team from July 2026.

👉A new long-term lease (up to 30 years) was approved for the Tenterfield Transport Museum Incorporated.

👉Council considered updates to transport asset management, highlighting the ongoing financial challenges of maintaining the road network.

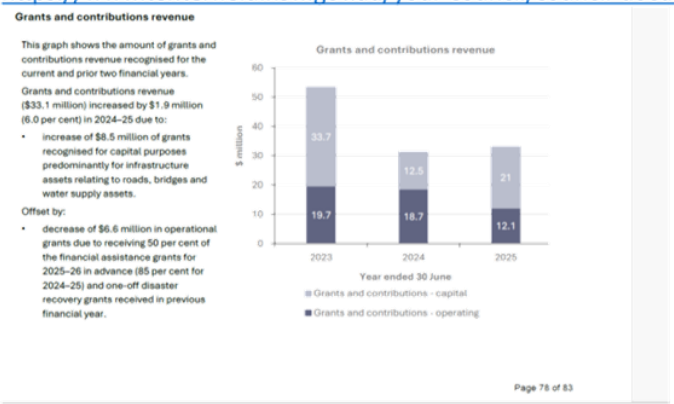
👉Council adopted a range of new/updated policies, including Statement of Business Ethics, Public Interest Disclosure, Guidelines for Informal Workshops, Compliance and Enforcement, and Development Application conflict of interest processes.

👉Financial reports, including the Quarterly Budget Review and Capital Expenditure Report, were received, with Council continuing to highlight challenges around grant funding timing and financial sustainability.

👉Council noted the award of contracts for Smart Warning Signs and the Big Hill Culvert Construction project, supporting road safety and infrastructure improvements.

Council meetings are held monthly and live-streamed on our YouTube channel
www.youtube.com/@tsctenterfieldshirecouncil1554
For meeting dates, agendas, and minutes, visit http://tenterfield.nsw.gov.au/.../council-committee-meetings
**Council will hold its next meeting at 9.30am in the Council Chambers on Wednesday, 25 March 2026.**
All reactions:13

iii **2024/2025 NSW Auditor-Generals Report/s on the audited Financial Statements.**
Tenterfield-Shire-Council-Financial-Statements-2024-252.pdf ( version 2 post confirmed minutes). P78/83
https://www.tenterfield.nsw.gov.au/your-council/council-documents/financial-reports




2024/2025 FS

Copy of EMAIL to TSC, councillors etc on 28 April 2026. [redacted]

Council
GM - Hein
A/GM - Matt
Mayor Petrie, Deputy Mayor Sauer
Ward Councillors Bonner & Purcell
Councillors

**2026.0428 [redacted] Submission requesting urgent changes, Updated $ & supporting information**
**Submission due by close of business today. 10 pages (Consultation, Rating Tables, Waste Fund, Financial Sustainability etc)**

Attached is my submission on the proposed 2026/27 integrated Planning & Reporting documents, including the financial tables for one, four & 10 years - most of which are showing DEFICITS year after year. 11 pages

I have **NOT included all my feedback** on these huge documents
I have **asked for further information** prior to councillors approving the current documents.
Councillors, Please, confirm this request so a document can be provided at the May 2026 public meeting.

My requests for further information before final approval, include the following major 'gaps'.

1 Essential: Why has TSC provided yet another IP&R set **showing multi fund, multi year DEFICITS**
   a. In my experience this **does not represent Financial Responsibility nor Sustainability.**
2 Essential: Update on $ & timing consequences of the **Middle East Fuel, product**s etc access
   a. & increased costs & similar contractor issues & costs.
3 Essential: Provide a $ summary by table for ALL SUBSIDIES to areas, entities, in all FS & $ reports.
4 Essential: Update on what likely **Grants in advance** are likely
   a. (or confirm none are included) for 1.4.10 years.
**5** Essential: Update on **justifications used to establish the changes in the Rating Table**
   **a. categories & share of Total Rates, including 'lifestyle' definition**
**6** Essential: **Provide justification for reductions in annual charges for Water & Sewer**
   a. Especially when funds were showing Deficits over the 1,4,10 years
   **b.** Advise if this was ANOTHER SUBSIDY to TSC 3x towns Ratepayers not others**.**
7 Essential: Provide **a table of 'advocacy' expenditure** – not TSC Primary Role – Priority Need.
8 Essential: Provide a **full 1.4.10 year $ summary for ALL proposed grants. NOT FREE MONEY>**
9 Continuing issue: **Use of RATEPAYER/RESIDENT not the multiple generic terms** TSC authors use.
**10** Continuing Issues which seem to be **getting worse:**
   i **better & consistent completion of 'council consequences'** in all agenda reports;
   ii **explanations when officer recommendations are significantly changed**
      (otherwise the public agenda becomes worthless for ratepayers/residents).
   iii **mirror TSC 'governance' items on Facebook with TSC website**;
   iv **put date of loading for all website items, especially News & Meetings/consultations**;
   v **be aware of comments during meeting recording – avoid** loss of respect or trust in councillors';
   vi put **all new expenditure recommendations/changes to a future meeting**
      so officer response is available to Ratepayers/residents before DEFICTS increase further.;
   vii keep a**ll TSC public meetings & consultations in CBD office**
      so staff are available & a valid recording is more likely than in TSC 'high reverberation' halls.

NOTE: Urbenville meeting recording is 90% unintelligible. What were Q&A on multiple items?

My opinion is based on PUBLIC Documents and TSC recordings & public news items.
Obviously I have not seen TSC 'in house' records and discussion.

[redacted]

[redacted]

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| | |
|---|---|
| **Department:** | **Office of the Acting General Manager** |
| **Submitted by:** | Allison, Graham, Executive Assistant & Media |
| **Reference:** | **ITEM GOV64/26** |
| **Subject:** | **ANNUAL REMUNERATION FOR COUNCILLORS AND THE MAYOR FOR THE 2026-27 FINANCIAL YEAR** |

| **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:** | Deliver Councillor services and provide support to all Councillors in a transparent and non-discriminatory manner including training, research, legislative and evidence based advice |
| **Operational Plan Action:** | Ensure adequate and effective internal controls are in place for all financial management and purchasing functions. |

**SUMMARY**
The purpose of this Report is to address the recent determination of the Local Government Remuneration Tribunal – Office of Local Government NSW, which handed down an increase in the fees payable to the Mayor and Councillors at an increase of 3.7% for the 2026/2027 financial year.

Council is required, as per Section 248 and 249 of the *Local Government Act 1993* to fix and pay an annual fee to Councillors and the Mayor, and to determine at which rate it sets fees for both the Mayor and Councillors within the minimum and maximum allowable amounts for the upcoming financial year.

In the past, Council has applied the "maximum" allowable amount for both the Mayor and Councillors.

**OFFICER'S RECOMMENDATION:**

**That Council:**

**(1) Notes the Report and Determination of the NSW Remuneration Tribunal dated 23 April 2026.**

**(2) Sets the level of fees payable to all Councillors at $14,450 per annum effective from 1 July 2026 to 30 June 2027.**

**(3) Sets the additional fee payable to the Mayor at $31,510 per annum effective from 1 July 2026 to 30 June 2027.**

**BACKGROUND**
The full report of the Local Government Remuneration Tribunal (the Tribunal) is annexed to this report as Attachment 1.

Our Governance No. 64 Cont…

The Local Government Remuneration Tribunal is required under Section 241 of the *Local Government Act 1993* to report to the Minister for Local Government by 1 May each year as to, under Section 239, its determination of categories and the maximum and minimum amounts of fees to be paid to Mayors, Councillors, and Chairpersons and Members of County Councils.

The report and determination have been outlined in the Office of Local Government Council Circular 26-05 2026/27 Determination of the Local Government Remuneration Tribunal, noting:

- *The Local Government Remuneration Tribunal (the Tribunal) has determined an increase of 3.7% to mayoral and councillor fees for the 2026-27 financial year, with effect from 1 July 2026.*

- *The Tribunal is required to determine the remuneration categories of councils and mayoral offices at least once every 3 years under section 239 of the Local Government Act 1993 (the Act). The Tribunal last undertook a significant review of the categories as part of its 2023 determination.*

- *In undertaking its review this year, the Tribunal concluded that it was necessary to rectify a criteria anomaly identified in the 'Regional Strategic' category established by the 2023 annual determination, and to adjust the population criteria for the 'Major Strategic Area' category, from 300,000 to 200,000.*

- *The Tribunal found that the allocation of most councils into the current categories continued to be appropriate having regard to the 2023 review, the current category model and criteria, and the evidence put forward in the submissions received. However, the Tribunal has reclassified Dungog Shire Council as 'Rural Large' due to population growth.*

- *The Tribunal has indicated it will undertake a further review of the categories of councils as part of its 2027 determination.*

A copy of this above-mentioned Circular forms an appendix to this report as Attachment 2.

In accordance with section 239 of the *Local Government Act 1993*, the categories of general-purpose Councils are determined as follows, (which the Tribunal also concluded that in 2026 there should be no other change to the present categories, which will thus continue to be):

| **Metropolitan** | **Non-metropolitan** |
|---|---|
| • Principal CBD | • Major Regional City |
| • Major CBD | • Major Strategic Area |
| • Metropolitan Major | • Regional Strategic Area |
| • Metropolitan Large | • Regional Centre |
| • Metropolitan Medium | • Regional Rural |
| • Metropolitan Small | • Regional Large |
| | • **Rural** *(Tenterfield, Glen Innes, Kyogle etc.)* |

Tenterfield Shire Council is classified in the ***Rural (37)*** category.

Our Governance No. 64 Cont…

Council can choose to set their fees at either the maximum rate prescribed for the category or a lesser rate above the minimum for the category. Previously, Council has resolved to set the Mayoral and Councillor fees at the upper level of the respective category.

**REPORT:**

**Ranges**

The Tribunal has determined the following range for the rural category for the 2026/27 financial year:

| | |
|---|---|
| All Councillors | $10,920 to $14,450 |
| Mayor | $11,620 to $31,510 |

In the 2025/26 financial year the Councillor remuneration range was set as follows:

| | |
|---|---|
| All Councillors | $10,530 to $13,930 |
| Mayor | $11,210 to $30,390 |

**Calculations**

In the 2025-2026 financial year *(Current year)* Councillor remuneration was set as follows:

| | |
|---|---|
| All Councillors | $13,930 x 10 (*Full twelve (12) months and full cohort of 10*) |
| Mayor | $30,390 |
| **Total** | **$169,690** |

If Council were to apply the maximum annual increase of 3.7% in determining the Councillor and Mayoral fees for 2026-2027, ***with 10 Councillors***, the following fees would apply.

| | |
|---|---|
| All Councillors | $14,450 x 10 (*Allowing for full Councillor cohort*) |
| Mayor | $31,510 |
| **Total** | **$176,010** |

In addition, as per Council's "*Payment of Expenses and Provision of Facilities to Councillors Policy"* this will continue to be paid as per the Local Government (State) Award amount for the approved travel of Councillors using their own vehicles.

**COUNCIL IMPLICATIONS:**

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

2. **Policy and Regulation**
   - As determined by the Local Government Tribunal under Sections 239 and 241 of the *Local Government Act 1993*.
   - Relates to "*Council's Payment of Expenses and Provision of Facilities to Councillors* Policy".

3. **Financial (Annual Budget & LTFP)**
   The Annual Budget for 2026/2027 has included an increase of 3.7% for the annual remuneration for the Mayor and Councillors. Councillor numbers have been budgeted for a full cohort of 10.

Our Governance No. 64 Cont…

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**

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|---|---|---|---|
| Prepared by staff member: | Allison Graham, Executive Assistant & Media | | |
| Approved/Reviewed by Manager: | Matthew Francisco, Director of Infrastructure Services | | |
| Department: | Office of the Acting General Manager | | |
| Attachments: | **1** | Local Government Remuneration Tribunal -2026-Annual-Determination | 86 Pages |
| | **2** | Council Circular 26-05 2026_27 Determination of the Local Government Remuneration Tribunal | 2 Pages |

Local Government Remuneration Tribunal

# Annual Determination

Report and determination
under sections 239 and 241 of the
*Local Government Act 1993*

23 April 2026

NSW GOVERNMENT

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# Executive Summary

## Functions of the Tribunal

1. Section 241 of the *Local Government Act 1993* (**the Act**) requires the Local Government Remuneration Tribunal (**the Tribunal**), by 1 May each year, to determine for each of the categories of Councils determined under s 239, the maximum and minimum fees to be paid to Mayors and Councillors in the following year. As well as those of Chairpersons and members of County Councils: s 400. The Tribunal may also amend a determination it has made for fees to be paid to the appointed Chairperson and appointed Councillors of a council designated as a Rural and Remote Council: c 12(c), sch 11.

2. Section 239(1) of the Act requires the Tribunal to determine the categories of Councils and mayoral offices at least once every three years. It must then also place each Council and mayoral office into one of those categories. There are presently 135 Councils in the State, including County Councils, which are allocated into 15 different categories, with Central Darling Council being the subject of a 2025 Special Determination.

3. The Tribunal must also report its determination to the Minister within seven days: s 244. The Tribunal's Annual Determination takes effect from 1 July each year.

4. All of the Tribunal's functions must be undertaken in accordance with the purposes of the Act, specified in s 7 to be:

   *(a) to provide the legal framework for the system of local government for New South Wales,*

   *(b) to set out the responsibilities and powers of Councils, Councillors and other persons and bodies that constitute the system of local government,*

   *(c) to provide for governing bodies of Councils that are democratically elected, or for certain rural and remote Councils, part elected and part appointed,*

# Executive Summary

*(d) to facilitate engagement with the local community by Councils, Councillors and other persons and bodies that constitute the system of local government,*

*(e) to provide for a system of local government that is accountable to the community and that is sustainable, flexible and effective.*

## Fees

5. For reasons explained below, the Tribunal has determined that from 1 July 2026 there must be a **3.7%** increase in the current minimum and maximum fees applicable to each category of Council, as well in the fees of the appointed Chairperson and appointed Councillors of Central Darling Shire Council. That reflecting increases in the cost of living. Relevant indicators since the 2025 adjustment, including:

- Consumer Price Index for the 12 months to February 2026 of 3.7%;
- Wage Price Index for the 12 months to December 2025 of 3.4%;
- Full-time average weekly ordinary time earnings for the 12 months to November 2025;
- NSW Public Sector Salaries increases for FY 2025/26 of 3%;
- Local Government State Award increases for FY 2025/26 of 3%;
- IPART Rate Peg Base Cost Change for FY 2025/26 of 3.6%;
- The 2025 Public Service Senior Executive remuneration determinations of the Statutory and Other Offices Remuneration Tribunal; and
- The 2025 State Members of Parliament Basic Salary remuneration determination of the Parliamentary Remuneration Tribunal.

6. The Tribunal has also taken note of the current war in the Middle East, which is likely having an adverse impact on the cost of living. But takes the view that its effects and their potential impact on fee adjustment, cannot reliably be determined at this point.

# Executive Summary

7. What was advanced in submissions included that not only should there be a cost of living increase in 2026. But that there should be a much more significant increase in fees, to reflect that current fees no longer adequately reflect the challenging work which Mayors and Councillors must undertake in their important elected offices. With the result that fees should be increased to reflect those determined by the Tribunal for the Chairperson and appointed Councillors of the Central Darling Council in its 2025 Special Determination. As well as the remuneration and allowances paid to Mayors and Councillors in Queensland and Victoria.

8. The Tribunal accepts that it has the discretion to determine that fees should justly be increased, by more than a cost of living adjustment, as was urged. That permitting its consideration of the adequacy of current fees, given the work which Mayors and Councillors are elected to perform and how that has changed over time.

9. That is because while s 242A of the Act requires the Tribunal to give effect to the same policies on increases in remuneration as those that the Industrial Relations Commission is required to give effect to under s 146C of the *Industrial Relations Act 1996* (NSW) when making or varying awards or orders relating to the conditions of employment of public sector employees. That section has now been repealed, that removing the prior fetter on the Tribunal's discretion to adjust fees in the way urged on this review.

10. The Tribunal also accepts that a greater increase than that which it has determined, may be warranted. But has concluded that the amount of any such increase requires further consideration in light of changes which have taken place over time. Not merely in the amount of the fees fixed by past Determinations, but also in the work Mayors and Councillors have to perform in their elected offices.

11. Understandably, some submissions sought to draw comparisons with the fees fixed by the 2025 Special Determination for the appointed Councillors and Chairperson for the Central Darling Shire Council and those fixed for other Mayors, as well as with payments made to Councillors and Mayors in other States.

# Executive Summary

12. When such comparisons are drawn, consideration can not only be given to the amount of such fees and remuneration. It must also be given to matters such as the nature of the appointments, the work required and the hours and nature of the work performed as a result. As well as to how that compares to what is required of Mayors and Councillors of Local and County Councils in this State and the fees which they receive, as a result. That also requiring an understanding of the applicable statutory schemes and the reasons for the past fixation of the fees and remuneration relied on.

13. The Tribunal was provided with little information or submissions about such matters and so is unable to come to conclusions about whether increases based on the comparisons sought to be drawn, can be entertained.

14. Other submissions about desirable fee adjustment depend on the NSW Parliament amending the Act, to provide for Mayors and Councillors to receive remuneration or salary, rather than a fee for office.

15. Even if such comparisons are presently available to be made, the differences in the statutory regimes, which were not addressed, as well as similarities and differences in the work being compared, would have to be considered. Conclusions about such matters cannot rest merely on opinions advanced in submissions.

## Categories

16. In its 2026 Annual Review, as it has done in past three yearly reviews, the Tribunal undertook a s 239 determination, having invited and received submissions about proposed changes. As a result, it has concluded that it is necessary to rectify a criteria anomaly identified in the Regional Strategic category established by the 2023 Annual Determination, as well as adjusting the population criteria for the Major Strategic Area category, from 300,000 to 200,000.

# Executive Summary

17. The Tribunal also identified that Dungog Shire Council has met the population threshold and Councillor to population ratio criteria for Rural Large and will, as a result, be placed in the Rural Large category.

18. The Tribunal also concluded that in 2026 there should be no other change to the present categories, which will thus continue to be:

| Metropolitan | Non-Metropolitan | County Councils |
|---|---|---|
| Principal CBD | Major Regional City | Water |
| Major CBD | Major Strategic Area | Other |
| Metropolitan Major | Regional Strategic Area | |
| Metropolitan Large | Regional Centre | |
| Metropolitan Medium | Regional Rural | |
| Metropolitan Small | Rural Large | |
| | Rural | |

## 2027 Annual Review

19. For reasons explained further below, in the 2027 Annual Review the Tribunal will invite further submissions from every Council, Local Government NSW and the Minister, about the current categories, criteria and fee structure and whether they remain fit for their statutory purpose. That will provide an opportunity for reliable information and submissions to be provided about claimed changes and available comparisons.

20. The Tribunal will then give further consideration to the current structure of the categories by reference to which it must fix minimum and maximum fees. That consideration may also have an impact on further fee adjustment in 2027, given that the submissions advanced on this review have raised the question of whether the current system of categories and the criteria by which Councils are allocated to them, remain fit for their purpose.

# Executive Summary

21. The new structure and criteria will reflect the requirements of the Act, as will the new criteria adopted and Councils' allocation to the revised categories. The Tribunal will also determine which criteria individual Councils satisfy, which they will have an opportunity to address, having been invited to provide the Tribunal with the relevant, reliable information.

# Section 1 – Introduction

## Methodology

22. The Tribunal's inquiries are regulated by s 243 of the Act, which permit it to make such inquiry as it thinks necessary, before making a determination.

23. Section 248 requires Councils to pay Councillors fees which are fixed by reference to the minimum and maximum fees determined by the Tribunal. Section 239 also requires the Tribunal, at least once every 3 years, to determine categories for Councils and mayoral office and to place Councils into those categories.

24. The Tribunal's 2026 Annual Review commenced in October 2025 with the assistance of its Secretariat, when all Councils and the Association were invited to provide submissions about fees and categorisation. Its invitation asked that submissions be endorsed by Councils. All submissions received from Councils were endorsed. The Tribunal also received a submission from some individual Councillors and the Association.

25. Some twenty-five submissions were received from Councils, only some of which addressed fee increases. In its submissions the Association addressed proposed fee increases, as well as problems with the Determination flowing from the operation of the Act, proposed alterations to Council categories and the criteria by which they are allocated.

26. The Tribunal later met with representatives of 19 Councils, seven Councillors and the Association, who addressed written submissions and, in some cases, provided further data to support the submissions advanced. Not all of that provided was sourced from publicly available sources such as the Australian Bureau of Statistics and its reliability was thus not able to be assessed.

27. The Tribunal also had regard to the other information referred to in this report.

# Section 1 – Introduction

## Summary of submissions

28. Most of the submissions received focused on the inadequacies of the fees and the statutory system which requires them to be fixed as they are. Issues raised including that:

- The remuneration which the fees generate being grossly inadequate, not adequately compensating for the skills, knowledge and responsibilities the Act requires Councillors and Mayors in urban, regional and rural contexts to have and exercise;
- There has been significant, increasing complexity in the work which has to be undertaken, as well as an increase in the time it requires, without a change in remuneration to compensate for these changes;
- That including as the result of changes to the Code of Meeting Practice which Councils have to observe, which has resulted in increased expenses having to be born, for which there is no compensation;
- There is a need for a Deputy Mayor fee to be implemented, to reflect what this role now requires;
- That the current fee structure and meeting requirements act as a barrier to desirable skilled representation in local government, as well as to desirable diversity in that representation;
- It has also driven the loss of able and experienced representatives;
- The existing differences in fees received by Councillors and Mayors in Metropolitan Councils, by comparison to those received by those in Regional and Rural Councils, did not reflect the similarities in their roles and responsibilities. Nor the additional responsibilities which have to be undertaken in Regional and Rural Councils;
- The Determination drives politicisation of Councils, by requiring them to set their own fees within the minimum and maximum set by the Tribunal, which also put them into an undesirable position of conflict: ss 239 and 248; and

# Section 1 – Introduction

- Fees were out of step with those which are paid to Board members and those who accept appointments to advisory committees, with which comparisons were also sought to be drawn, but no concrete information was provided about.

29. On this review the Tribunal was urged to undertake a similar assessment of fees to that undertaken in 1995 and not to limit its consideration of what fee increase a cost of living adjustment would warrant. It was also urged to also consider the range of factors it has taken into account in the past, in determining what a cost of living adjustment should be.

30. Various submissions also urged the desirability of various other proposed legislative changes. For example:

- Introducing a new model of remuneration for Mayors and Councillors to replace the current fee based structure;
- Removing the Tribunal's obligations to fix maximum and minimum fees for Mayors and Councillors;
- Introducing a separate fixed fee for the Deputy Mayor position;
- Deputy Mayors receiving mayoral fees while acting as Mayor, but Mayors still continuing to be paid their Mayoral fees;
- Indexed pro rata remuneration; and
- Recognition that the work of Mayors and Councillors involves a full time job. As to which, it must be noted, no information provided to the Tribunal established this to be the case.

31. These matters are not within the Tribunal's control, but they will be drawn to the attention of the Minister.

32. The Tribunal accepting the importance of the various views raised by Councils, Councillors and the Association and as a result, will draw them to the attention of the Minister. But that

# Section 1 – Introduction

it has power to act on some of them on this review, has not been established, given the current statutory scheme.

33. The Tribunal also notes that consideration of future expected developments when Councils are categorised was also urged by some submissions. While others expressed satisfaction with the Council's current categorisation, as the basis for fixing its fees, while not addressing whether it still satisfied the applicable criteria. This will have to be revisited in the 2027 Annual Review.

34. If further submissions are then advanced, which provide a basis for different conclusions being arrived at about any of the above matters, they will of course be considered by the Tribunal. And if the Act is amended in response to what has been urged, the Tribunal will then undertake whatever statutory tasks it is given.

# Section 2 – 2025 Determinations

## 2025 Annual Determination

35. In 2025, the Tribunal received sixteen written submissions, which included two requests for re-categorisation. As a result, it reviewed population and other data relating to those Councils, to ensure categorisation was consistent with the applicable criteria.

36. The Tribunal found that the then current allocation of the Councils remained appropriate, with the exception of Mid Coast Council. As a result of it meeting the population benchmark, it was re-categorised from Regional Centre to Regional Strategic Area: 2025 Annual Determination report at [58]-[59].

37. The Tribunal also determined that the minimum and maximum fees applicable to each category would increase by 3% from 1 July 2025.

## 2025 Special Determination

38. The Tribunal also made a Special Determination in 2025, following the introduction of the *Local Government Amendment (Rural and Remote Councils) Act 2024* and the *Local Government (General) Amendment (Rural and Remote Councils) Regulation 2025*. Having on 6 June 2025 received a direction from the Minister for Local Government under s 242 of the Act, to determine the maximum and minimum fees for Appointed Councillors and the Chairperson for Central Darling Shire Council.

39. The effect of the legislation was to insert Schedule 11 into the Act, cl 3 permitting a Council to be designated as a Rural and Remote Council by regulation, as the Central Darling Shire Council was, when the Minister recommended that it met criteria specified by the regulation: cl 3(2). The Regulations now provide that a Council may be designated as a Rural and Remote Council if, at the time of designation, its area has a population of 5,000 persons or fewer as recorded in data series 1410.0–Data by Region published by the Australian Bureau of Statistics: r 413F.

# Section 2 – 2025 Determinations

40. Central Darling Shire Council is designated as a Rural and Remote Council for 10 years: r 413G. With the result that it must have six Councillors, one elected from each ward, as well as three appointed by the Minister r 413G(3).

41. The Minister must also appoint an appointed Councillor as chairperson of the Council: cl 10(1) sch 11. The Tribunal's determinations under s 241 do not apply to appointed Councillors: cl 12(2)(a) sch 11. But it must determine their maximum and minimum fees and may at any time amend such a determination: cl 12(2)(b) and (c) sch 11.

42. In its Special Determination the Tribunal determined a minimum fee of $13,830 and a maximum of $13,930 for appointed Councillors and a minimum of $72,080 and a maximum of $72,180 for the appointed Chairperson.

43. This Determination was relied on in this review to advance the Association's submissions that the functions of the appointed chairperson of Central Darling Shire Council are substantially the same as those of Mayors of other Rural Councils. With the result that their fees should be increased to similar amounts. That was supported by submissions advanced by some Councils.

# Section 3 – 2026 Review

## The relevant history

44. The submissions advanced require not only a consideration of the current fees and what the statutory scheme provides for, but also of the history by which they have been arrived at. As well as the impact of changes which have occurred.

45. The history was not addressed by the submissions advanced.

46. Relevantly, it includes that in 1994 the Tribunal undertook wide ranging consultations to establish what was then involved in the roles and functions of elected representatives of local government, conducting public hearings to obtain a representative cross section across the State.

47. It then examined matters such as Councillors' backgrounds and experience; community activities engaged in before and after election; time spent on meetings as well as preparation time; Council's functions and the issues and problems they had to deal with. As well as remuneration levels and ratios between Councillors and Mayors. The Tribunal having received submissions from 66 Councils, 7 County Councils, associations and the public: at page 3 – 5 of the 1994 Determination.

48. The functions of Councils and the roles of their elected officials under the Act were explained, with contrasts drawn with the predecessor 1919 legislation. Under which members of Councils "*were regarded in effect, as performing honorary community roles, with some provision for recompense for prescribed incurred expenses*": at 11 of the 1995 Determination.

49. Existing fees were then found not to adequately recompense those elected for the performance of their duties at regular Council meetings, special community and committee meetings, communication with the community and representing Council at functions: at 11

# Section 3 – 2026 Review

of the 1995 Determination. That requiring lengthy periods to be spent on Council business and associated interviewing, reading and preparation: at 12 of the 1995 Determination.

50. The Tribunal had regard to all such activities in setting fees under the 1993 Act, at a time when they were performed in addition to Mayors and Councillor's normal occupations: at 12 of the 1995 Determination. It then being the common experience that the substantial majority of Councillors and Mayors were involved in some other employment or engagement, either full-time or part-time.

51. The fees then fixed were based on an assumption that Councillors would also be recompensed for expenditure reasonably incurred in relation to their Council duties. That being a matter of discretion for each Council, according to the particular circumstances of that Council. That allowing them to determine the extent of any absorption of expenses in fees: at 16 of the 1995 Determination.

52. The minimum fees were determined on the basis that Councillors and Mayors were *"performing a community service in addition to their normal occupations"*: at 16 of the 1995 Determination. The usual practice being "*to programme the attendance of councillors and mayors outside normal business hours for meetings and other activities to accommodate their other time commitments. Their duties not requiring continuous attendance during the course of each working day."*: at 16 – 17 of the 1995 Determination.

53. And that *"The duties performed as mayor attract an additional fee for extra delegated duties and functions actually performed":* at 17 of the 1995 Determination. It was further explained at 19 of the 1995 Determination:

*"The minimum fees determined provide the statutory minimum payment for councillors and mayors. They are based on an assessment of the average council in each category. As - with any averaging, the fees may be generous for some councils but modest for others. The maximum fees provide the necessary ambit of discretion to enable each council to assess its performance compared with other councils in its category. Such discretion*

# Section 3 – 2026 Review

*enables each council to determine whether its performance as a whole compared with the other councils justifies a payment in excess of the minimum to its councillors and/or mayor. It is conceivable that because of significant delegations by a council to the mayor, this situation may warrant a fee greater than the minimum for the mayor, but not for councillors. The reverse situation could also apply."*

54. What was then being evaluated by the Tribunal being *"the knowledge, skills and community interests of councillors and mayors"*: at 19 of the 1995 Annual Determination.

55. This Determination also explained, in detail, how the categories were then arrived at. With various distinctions drawn between Metropolitan and Non-metropolitan Councils, with consideration of matters such as their size, population, assets and expenditure, amongst other factors. Consideration also then being given to the unique position of the Council of the City of Sydney.

56. It also explained how this related to the fees determined, given the relevant history. Which included a change from the original position under the 1919 Act, that Local Government elected officials had traditionally been seen as civic minded citizens providing a voluntary service to the community, being born in mind. As well as what had been recognised when the *Local Government (Payment of Fees) Amendment Act 1993* (NSW) was introduced. It recognising payment of a fee for attending to Council business, i.e., meetings, inspections, etc, which did not involve the payment of salaries: at 64-66 of the 1995 Annual Determination.

57. Consideration was also given to the statutory roles and responsibilities of Councils in other States and overseas, as well as of comparisons then sought to be drawn with members of Parliament.

58. It was not then accepted that local government representation had progressed to the status of an independent career. Even though some elected officers chose to spend their time, full time, on Council duties: at 69-70 of the 1995 Determination.

# Section 3 – 2026 Review

59. It was also explained that the minimum and maximum fee range fixed required Councils to each evaluate the functions and responsibilities which were actually performed by their Councillors: at 76 of the 1995 Determination.

60. After 1995, over time the fees fixed by the Determination have been increased by the Tribunal, to reflect changes it made to the categories of Councils which the Act required it to review regularly, in order to fix appropriate maximum and minimum fees.

61. In 2017 the Tribunal noted that what the Act required was "a categorisation model in which Councils with the largest number of features in common can be grouped together for remuneration purposes. This is not straightforward, as each Council has challenges and issues which are unique": at [16].

62. It then found that while the then existing criteria continued to provide an equitable and transparent model by which to differentiate Councils for the purposes of determining remuneration, there was some scope to refine the criteria to address a number of anomalies and to better reflect the composition of Councils after amalgamations: at [18] – [19] 2017 Annual Report.

63. It also sought to improve consistency and transparency in the allocation of Councils into categories, with the result that a number were either recategorised into an existing category, or a new category: at [19].

64. Fees were determined for the new categories, having regard to relativities between the existing groups: [54].

65. Fees were later increased to reflect not only cost of living increases, but also changes which the Tribunal made to Council categories and the applicable criteria. But for a time, the Tribunal's powers to increase fees were frozen and at other times available fee increases were capped, as the result of steps taken by Governments.

# Section 3 – 2026 Review

66. These changes to its discretions were explained in the Tribunal's various Annual Determinations. They help explain the complaints received on this review about the current fees, which it must be accepted, as a result, do not reflect all increases in the cost of living over time.

67. On the Association's approach, this has resulted in fees which no longer accurately reflect what the Tribunal first assessed, independently, in 1995.

68. In 2020 the Tribunal considered recategorisation proposals it received in 2019, about which it sought and received submissions: at [13]-[19] 2020 Annual Report. Then creating the new category of Regional Centre; renaming Regional City to Major Regional City and also adopting some changed criteria. As well as reordering the Regional Strategic Area criteria, considering that it warranted further differentiation.

69. It also altered the criteria for Metropolitan Medium and Metropolitan Large categories, with resulting changes for other categories: at [23]-[30]. In some cases, additional criteria being significant enough to warrant some Councils' categorisation into a group with a higher population: at [30]. Fees were set to reflect resulting activities: at [69].

70. In 2023 the Tribunal sought to improve consistency of the criteria and also adopted non-resident population criteria for some categories, with resulting reclassification of some Councils: at [23]-[25] 2023 Annual Report. As well as creating two new categories, Rural Large and Metropolitan Major, to bridge identified gaps: [26]-[36].

## 2026 Annual Review process - Fees

71. As explained, this year's submissions pursued various concerns about the current fees. They not being considered to adequately compensate for the skills and knowledge Councillors and Mayors are required to exercise, or the time they have to spend in performing the duties of their offices, given considerable changes over time. In

# Section 3 – 2026 Review

considerable part this having been driven by population increases and changes introduced by Governments.

72. The view repeatedly urged being that current fees result in a considerable barrier to desirable diversity in representation in local government, as well as problems in attracting and retaining suitably qualified people to stand for and remain in office, when elected.

73. The Tribunal accepts that there are such problems, given the information and submissions it has received.

74. There were various submissions that an increase was necessary, given the increased cost of living. But few submissions addressed the quantum of the increase. Narrabri Council urging a 10% increase and Lake Macquarie a 3-4% increase. Another that fees should be doubled. Other submissions urging that Mayoral fees be increased substantially to reflect the 2025 Special Determination. The Association and some Councils also seeking increases which resulted in fees similar to the remuneration paid in Queensland and Victoria.

75. The City of Sydney Council did not seek such increase in the fees payable to the Lord Mayor, but urged very substantial increases for Councillors. Some Councillors also providing, late, further information which the Tribunal did not have the opportunity to give adequate consideration to, given all they have raised and the time frame in which this review must be completed.

76. Some submissions also urged an increase in fees of rural and regional Councillors and Mayors, to assist in addressing low candidature numbers.

77. The Association also urged that a significant increase in fees was needed to:

*"1. Ensure that Councillors and Mayors in New South Wales do not continue to experience fee erosion flowing from the former NSW Public Sector Wages Policy;*

# Section 3 – 2026 Review

*2.Reflect the current economic climate in New South Wales and adjust fees according to recent and relevant economic data; and*

*3. Recognise the increasing demands and time commitment required of elected local government representatives."*

78. The Association noting that the repeal of s 146C of the *Industrial Relations Act 1996* (NSW) had the result that the Tribunal is no longer constrained by a cap when awarding fee increases. And urging that the Tribunal accept that current fees were manifestly inadequate, not properly reflecting as they needed to, the current responsibilities and role of elected Council officials. That preventing Councils' financial stability and also deterring quality candidates, of all backgrounds, pursuing civic office, which was not in the public interest.

79. It also submitting that fees should now be assessed on the basis that the work of elected officials was valued at more than 8 hours per week, at the rate of the national minimum wage. It also advanced economic and wage data to support these arguments

80. The submissions thus drew comparisons with:

- The salary paid to members of parliament under the *Parliamentary Remuneration Act 1989* (NSW);
- Remuneration which Mayors and Councillors of Queensland Councils are paid under the *Local Government Act 2009* (QLD) and the *Local Government Regulation 2012* (QLD); and
- Allowances which Victorian Mayors and Councillors receive, fixed by the Victorian Independent Remuneration Tribunal under s 39 of the *Local Government Act 2020* (VIC).

# Section 3 – 2026 Review

81. Specific examples were also relied on. Including, for example, that Councillors in Townsville are paid a maximum remuneration of $135,123, while those in Liverpool are paid a maximum fee of only $34,820. While in the case of Mayors the comparison was $225,206 to $136,290.

82. The difficulty with such comparisons is that the other legislative schemes relied on, do not provide for a fee based structure of the kind for with the Act provides for NSW Mayors and Councillors.

83. Parliamentarians in this State, for example, receive a basic salary and an electoral allowance payable as compensation in respect of all incidents of the performance of their parliamentary duties (other than those compensated or reimbursed by other additional entitlements): s 4 and 10(2B) of the *Parliamentary Remuneration Act 1989* (NSW).

84. Still, some submissions relied on an observation in the 2024 Parliamentary Remuneration Tribunal Annual Report, where I, in my capacity as Parliamentary Remuneration Tribunal, said at [28] that:

*"Not only should Members of Parliament be fairly remunerated for their important and challenging work, within the State's means, but it must also be remembered that such remuneration and the other conditions and entitlements provided by the Determination play a real role in attracting people of high intellect, integrity and vigour to stand for election to the Parliament. People who have the necessary skills to perform such work well and who are prepared to devote their time to serving the public interest, rather than only their own interests. Appropriate salary and conditions also help to ensure that such people are also prepared to continue seeking re-election in order to continue performing the important work of their offices."*

85. The view urged being that those observations also apply to NSW Councillors and Mayors, given the valuable, time consuming and challenging work which their roles now require them to perform.

# Section 3 – 2026 Review

86. While the Tribunal was not provided with information which would provide a basis for the acceptance of these opinions, support for them can be found in s 232 of the Act, which explains the important roles which Councillors play. As well as in s 233A, which specifies the oath of office which they must take after election. By which they promise to undertake the duties of their office in the best interests of the people of their Council area and that they will faithfully and impartially carry out their functions, powers, authorities and discretions.

87. Despite this and no matter how earnestly held, it is not presently apparent how these views can be acted on by the Tribunal, given the current legislative scheme. All of them seeming to depend on the Parliament amending this State's Act, to provide for Mayors and Councillors to receive remuneration or salary, rather than a fee for office.

88. As has been explained in past Annual Determinations, that is not a matter within the Tribunal's control.

89. The 20 May 1993 Second Reading speech to the Act explains how its terms were arrived at. As the result of a lengthy bipartisan reform process, following enquiry into changes required to be made to the then frequently amended predecessor 1919 legislation: Hansard p 2414. The Tribunal's 1994 Determination explains the process by which it initially fixed fees and the subsequent Annual Determinations, how they have been increased over time.

90. Tribunal Determinations have thus explained that Mayors and Councillors are paid a fee for the services which they volunteer to provide when they are elected, not a salary. Section 241 still obliges the Tribunal to fix such a fee. It follows that it does not have the power to determine that they should be paid a salary, or remuneration.

91. Little Information was provided on this review to support the submissions which urged the view that the current statutory fee model is no longer appropriate. The significantly increased and more responsible work which it is widely considered now falls to Councils

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to perform and what that requires of its Mayor and Councillors, helps explain why it is also widely considered that legislative change is now desirable.

92. Such information is relevant to the determination of an increase in fees. But the Tribunal has no power to act on the view that the current statutory fee based model no longer remains appropriate. Nor to determine that a remuneration based model such as that contained in the Queensland and Victorian legislation should be adopted in this State. Nor what such remuneration should be.

## Conclusions about general fee increase in 2026

93. The Tribunal has considered all it has received, together with the other matters referred to in this report, having been assisted by its two assessors: s 236. Meeting with them to consider their views about the submissions the Tribunal received and the exercise of its functions on this review.

94. The result is the Tribunal's conclusions that:

- All fees should be adjusted from 1 July 2026 by **3.7%** to reflect changes in the cost of living, in the expectation that there will be further increases in those costs, driven by the consequences of the war in the Middle East, which is already having adverse impacts on the entire Australian community;
- To make no other adjustments to fees on this review, but to invite the submissions further explained below, in the 2027 Annual Review. The Tribunal accepting that changes have occurred which ought to be reflected in the fees fixed by the Determination. But also considering that further information and consideration is required, before conclusions can be arrived at about how those changes can be fairly reflected by a further fee adjustment.

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95. The Tribunal thus accepts that it is time to undertake a review of the kind the Association proposed, but has concluded that it cannot be undertaken in this review. That explaining the process which the Tribunal proposes to undertake in 2027, explained in section 4.

## The same fee structure for all Mayors and Councillors

96. Remuneration for a Mayor or Councillor not being based on geographical location was also urged by submissions advanced. A number contending that the role of a Mayor and Councillor was fundamentally the same, requiring the same skills, knowledge, experience and responsibilities regardless of location. With the result that the fees of Regional and Rural Mayors should be increased to that of their Metropolitan colleagues.

97. These submissions cannot be accepted. The Act requiring the Tribunal to fix appropriate categories of Council, having regard to specified criteria. The Determination's history and criteria helping to explain differences recognised by the categories. Which the Tribunal must reflect in the minimum and maximum fees fixed for each category.

98. These submissions did not pay necessary regard to these statutory requirements, which are not for the Tribunal to ignore or abandon.

99. The Act does not permit the Tribunal to fix the same fees for all Mayors and Councillors, irrespective of their category. If it were to be found that the fees for Mayors and Councillors of different categories ought to be completely the same, that would necessarily reflect that those Councils ought to fall within the same category.

## Fees for Deputy Mayors

100. The Act also does not permit the Tribunal to fix a separate fee for Deputy Mayors. Despite which the issue of a distinct fee within the Determination for the role of Deputy Mayor was once again pressed, as it has been on past reviews. That being supported on this review

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by reports of Mayors being unable to perform the functions of their offices, which had to be taken on by Deputy Mayors, without receiving any resulting additional fees.

101. One submission was that Deputy Mayors undertake significant responsibilities, which the Act fails to adequately recognise or remunerate. Another that a Deputy Mayor must also step in to represent the Mayor when unavailable, chairs committees and plays a pivotal role in decision making and advocacy.

102. The submissions thus urged that the fee structure recognise the additional workload and responsibility that comes with the role of Deputy Mayor.

103. The issue of fees for the role of Deputy Mayor was explained in the 2024 Annual Determination at [53]-[55] and in the 2025 Annual Determination at [62]- [65]. What was there explained was not addressed in the submissions.

104. Section 249 (5) still permits a Council to "pay the Deputy Mayor (if there is one) a fee determined by the Council for such time as the Deputy Mayor acts in the office of the Mayor. The amount of the fee so paid must be deducted from the Mayor's annual fee." That requires a decision of Council and cannot be dictated by either the Mayor or a Deputy.

105. The submissions advanced reveal that some Councils have chosen not to exercise this power. With the result that the Deputy Mayor who took on functions the Mayor was unable to perform for a period, received no additional fees to reflect the increased duties taken on. That is an available outcome under the Act and remains a matter for each Council to determine. It is not within the control of Mayors.

106. Still, there having been no change to the Act which would permit the Tribunal to determine a distinct fee for the position of Deputy Mayor, must result in the submissions advanced being rejected. It will, however, draw the issues raised to the Minister's attention.

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## Setting of Fees by Councils

107. Concerns regarding the setting of minimum and maximum fees by Councils, still required by s 241, was also again raised by some submissions. A number calling on the Tribunal to set only one mandatory fee for each category. Another suggesting that the Tribunal could increase the minimum fees to the same amount as the maximum fee level. Another, advocating repeal of s 241 of the Act.

108. Such change was urged because it was considered that this would result in desirable equality of fees and remove the potential for politicisation of fee setting, and potential conflicts of interest. That also enhancing relationships with the community.

109. In the same way as the Court of Appeal recently explained in *Director of Public Prosecutions (NSW) v President of the Legislative Council of New South Wales* [2026] NSWCA 20 [57], the Tribunal is satisfied that it cannot do indirectly, what the Act does not permit it to do directly.

110. It follows that these submissions must also be rejected. But this issue will also be drawn to the Minister's attention.

111. In the 2027 Annual Review, submissions will be invited about the appropriate range between the minimum and maximum fees for the categories then determined.

## 2026 Annual Review process – category review

112. In determining Council categories, the Tribunal is required to have regard to the matters specified in s 240 of the Act, namely:

- The size of areas;
- The physical terrain of areas;

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- The population of areas and the distribution of the population;
- The nature and volume of business dealt with by each Council;
- The nature and extent of the development of areas;
- The diversity of communities served;
- The regional, national and international significance of the Council;
- Such matters as the Remuneration Tribunal considers relevant to the provision of efficient and effective local government; and
- Such other matters as may be prescribed by the regulations.

113. The categories of County Councils also require regard be paid to the functions of County Councils: s 240(2). They are specified in s 394 of the Act to be any one or more of the functions of a Council under the Act or any other Act, in accordance with a proclamation made for the purpose of Part 5 of the Act.

114. The Tribunal last reviewed the categories of Councils and mayoral offices in 2023. The current categories in 2026 attracting the increased minimum and maximum fees earlier explained. With the result that some of them continue to overlap considerably, others being but little different and some not readily able to be reconciled.

115. This helps explain why the Tribunal has concluded that limited change is warranted on this review, without the more extensive review of categories, criteria and resulting appropriate fees which will be undertaken in 2027. In order to ensure that the statutory intent is achieved by the Determination. On that review all Councils will be asked to provide reliable, comparable and publicly available data, on which the Tribunal's decisions can then fairly be made.

116. The purpose of the categories and the specified criteria is to enable the Tribunal to annually determine the maximum and minimum amounts of fees to be paid to Mayors and Councillors in each of the categories it determines: s 239.

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117. They having no other statutory purpose, it is difficult to see the reason for a number of current categories attracting overlapping fees; there being limited differences between the fees attracted by other categories, while fees for the Chairperson of the Darling Shire Council are very substantially higher than those paid to very many Mayors.

118. This and the submissions advanced also raise the question of whether the categories and criteria provided by the 2023 Annual Determination, adjusted in the limited way explained by this Determination, adequately reflect the requirements of the Act. As well as whether they continue to remain appropriate and fit for purpose or require further review.

119. The matters specified in s 240(1) driving the need to take into account relevant statistical and demographical data, such as that sourced from the Australian Bureau of Statistics and the Office of the Local Government and Planning NSW, to which regard has been paid in the past. As well as to data provided by Councils about their particular areas and operations, which also have to be taken into account.

120. One of the difficulties on this review was that the Tribunal had no up to date data about the position of the majority of Councils, which would enable it to determine whether the current category and criteria continue to be fit for purpose, given the requirements of s 240. As well as whether the categories into which Councils are currently placed, remain appropriate.

121. The history of the categories established by past Determinations began in 1994, when there were more Councils in existence and fees were fixed having regard to past history. In 1995, 5 categories were established, with three special categories then also continuing, S1 – Sydney City Council, S2 Newcastle and Wollongong City Councils and S3 – County Councils.

122. In the Tribunal's ongoing 3 yearly reviews since then, categories have been altered, merged and increased for various reasons, including to reflect Council mergers. A new model being adopted in 2017 when the number of Councils was reduced to 128. That

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having established 5 Metropolitan categories and 4 Non Metropolitan categories. In 2020 criteria for some categories were altered, two new categories created and one renamed.

123. In 2023 a further two new categories were created, three Councils which met the criteria thresholds for existing categories were reclassified and criteria consistency improved by the inclusion of the non-resident population, for a number of categories. A consideration permitted by s 240(1), which enables the Tribunal to have regard to such matters as it considers relevant to the provision of efficient and effective local government. The County Council categories remaining unchanged.

124. Submissions advanced in 2026:

- Sought the creation of 2 new categories;
- Proposed recategorisation of 7 Councils - Parramatta, Lake Macquarie, Murray River, Port Macquarie-Hastings, Randwick, Shellharbour and Willoughby Councils;
- Sought that one category revert to a previous name;
- questioned the suitability of current criteria; and
- Urged the Tribunal to take into account other matters which Council now consider to be relevant to the determination of categories and their categorisation. Visitor numbers, being the best example.

125. If accepted, these submissions require consideration of how these aims could properly be reflected in the category criteria, which the submissions did not address.

126. It also appears that there may, in 2026, be further Council demergers, which will also necessitate consideration of the categories and Council allocations, in order that appropriate fees are fixed for their Councillors and Mayors in 2027.

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127. This all helped drive the Tribunal's conclusion that further change is required to current categories and criteria. But that the submissions and information it has received on this review, did not enable final views to be formed about what those changes should justly be. That will be revisited in the 2027 Annual Review.

## Correction of an identified anomaly

128. The current category allocations and criteria appear in the 2025 Annual Determination at Section 5 and Appendix 1 respectively.

129. One required change which has been identified results from an anomaly. The criteria for the category Regional Strategic contains the following sentence:

*Currently, only Lake Macquarie Council meets the criteria to be categorised as a Regional Strategic Area. Its population and overall scale of Council operations will be greater than Regional Centre Councils.*

130. This is incorrect. There currently being 5 Councils classified as Regional Strategic: Lake Macquarie, Maitland, Mid-Coast, Shoalhaven, and Tweed. As a result, this erroneous statement has been removed from Appendix 1 of the 2026 Annual Determination.

## Proposed renaming of "Principal CBD" as the "Principal City"

131. This change in name was urged in order to revert to a prior category name, the Council submitting that this would properly recognise its regional, national and international significance, which extended beyond the Sydney CBD. As well as reflecting significant increases in the roles and responsibilities of its Councillors, in Australia's only global city and to ensure that fees they receive appropriately reflect their responsibilities.

132. The submission explained alterations, over time, to the area which the Council covers. It now having eight distinct economic precincts, as the result of the area added to the City in

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2004: the Harbour, City North, Pyrmont, City South, Eastern Creative, Tech Centre West, Entertainment and Recreation and Southern Enterprise. That having had an impact on representation and other matters relied on to advance a proposed significant increase in Councillors' fees.

133. It was in 2017 that the name change from Principal City to Principal CBD was introduced as part of a restructure which reflected the evolving shape of local government in the State. That retaining the Council of the City of Sydney in its own category, while recognising the emergence of the second CBD in Sydney at Parramatta.

134. The Tribunal can see no disadvantage from the proposed name change. But is still not persuaded that it should now be adopted, without consideration being given to such a change within the wider review proposed for 2027.

135. No change having been proposed to either the criteria which apply to this category, or to the Major CBD category into which only the Council of the City of Parramatta falls. It recognising Parramatta to be the secondary CBD, which some submissions urged was no longer appropriate.

## Proposed reclassification of City of Parramatta Council from Major CBD to Principal CBD

136. Council sought to be recategorised from the Major CBD to Principal CBD category, to better reflect its size, rate of growth, economic influence, operational budget and strategic and geographical importance.

137. Council also submitting that it plays a leading role in Greater Sydney's advancement. With factors relied on including:

- 30% of Australia's top 500 companies have offices located in Paramatta;

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- The city is accessible to 2.3 million people within 45 minutes, by car or public transport;
- Creative and cultural institutions such as Riverside Theatre, Olympic Park and the upcoming Powerhouse Paramatta museum are located there;
- As is a large Health and research precinct which includes six (6) universities and Westmead Hospital;
- The Engineering and Innovation Hub, as well as Western Sydney Startup Hub also being located within the LGA; and
- It having the second largest economy, which generates a gross regional product of $32.88 billion, and 33,000 businesses with over 202,000 jobs.

138. What was advanced did not accord with submissions advanced by some other Councils.

139. The Tribunal is not persuaded that the City of Parramatta Council is incorrectly categorised or satisfies the criteria of Principal CBD, which reflect the unique position of the Council of the City of Sydney. Nor did it advance any changed criteria which would fairly capture both its position and that of the Council of the City of Sydney. That the two can fairly be equated, has also not been established.

140. The Determination has long recognised the distinct role which the Council of the City of Sydney plays, with the result the higher fees its Mayor and Councillors receive, which is reflected in the current criteria:

*The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.*

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*The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of Metropolitan Sydney's hotels.*

*The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other Councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.*

141. The submission and data advanced did not establish that Parramatta satisfies these criteria. Nor a basis for the conclusion that its Mayor and Councillors should receive the same fees as those received by the Mayor and Councillors of the City of Sydney.

142. The criteria which apply to its category, Major CBD, being:

*The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.*

*As a secondary CBD to Metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety have been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.*

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*The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.*

*The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.*

143. The assumptions reflected in these criteria were challenged by other Councils as no longer being correct. Blacktown Council relying, for example, on data which showed that its residential population in 2024 was considerably greater than that of Parramatta, 274,956 to 438, 843. As was its total population, including workers not residing within its area.

144. The data received helped drive the conclusion that the current criteria may no longer be fit for purpose. And that further consideration needs to be given to what appropriate categories now are and what criteria should apply to them.

145. But the reclassification proposed on this review, cannot be accepted.

## Proposed new Metropolitan Major – High Growth Category

146. Blacktown City Council sought the creation of a new category, Metropolitan Major – High Growth, for which it did not advance either criteria, or proposed fees.

147. It is now classified as a Metropolitan Major Council, together with Canterbury Bankstown. They having both last been assessed as falling below the Major CBD category, into which only the City of Parramatta falls. The current criteria for the Metropolitan Major category are:

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*Councils categorised Metropolitan Major will typically have a minimum residential population of 400,000.*

*Councils may also be categorised Metropolitan Major if their residential population combined with their non-resident working population exceeds 400,000. To satisfy this criteria the non-resident working population must exceed 50,000.*

*Other features may include:*

- *total operating revenue exceeding $300M per annum*
- *the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities*
- *significant industrial, commercial and residential centres and development corridors*
- *high population growth.*

*Councils categorised as Metropolitan Major will have a sphere of economic influence and provide regional services considered to be greater than those of other Metropolitan Councils.*

148. Blacktown contended that the proposed new category would recognise larger, more complex Councils which exceed the criteria of Metropolitan Major. It being relevant that it would continue to outstrip Parramatta in various respects, given its current and expected ongoing growth. This new category thus facilitating fair and appropriate adjustments to the remuneration payable to Mayors and Councillors.

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149. The Council relying on data such as population, budget and asset growth, as well as 'transformational' projects and ongoing developments which had driven further change and challenges for it and its officers, reflective of its strategic planning and economic sphere of influence. It claiming now to be the fourth largest economy in NSW, with significant plans for further growth to 2041.

150. It also relied on comparisons which it sought to draw with Canterbury-Bankstown, from which it said it is now differentiated by a range of factors, which it is not necessary to explain.

151. What was not advanced was either proposed criteria for the new category sought, nor fees which might fairly attach to it. The Council placing reliance on what parliamentarians are paid in NSW, a reliance which I have explained is not available under the current statutory scheme.

152. The difficulty with what was proposed is also revealed by the limited difference between the maximum and minimum fees for the existing categories, which reflects an assessment that the work involved cannot be significantly differentiated.

153. Nor can it be accepted that it is appropriate for criteria to be based on anticipated growth in population, infrastructure, assets or budgets, as this and some other submissions urged. That is not embraced by s 240 of the Act. Nor can anticipated developments be accepted to be a reliable basis on which decisions can fairly be made about categories or criteria, depending as they do on assumptions.

154. The basis of what is anticipated at a particular point in time being unlikely to be able to be established by independent, reliable and publicly available data, which will allow relevant comparisons to be drawn. And the adoption of such criteria giving rise to the difficulties which will result, if what is anticipated, does not come to pass.

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155. It may also not be overlooked that when the submissions were received, Major CBD Mayoral fees ranged from $44,840 to $126,320, while those in Metropolitan Major Councils ranged from $44,840 to $114,300. This helps explain why the view has to be taken that there is little purpose to be served by the adoption of the proposed new category, which would sit between the existing categories.

156. Particularly without identification of criteria which reflect its true differentiation from the existing categories. That such differentiation does not exist, is reflected in the current small differences in fees for the existing categories.

157. The result is that the Tribunal has not been persuaded that the proposed new category can be established.

158. If in the 2027 review the establishment of new categories is pursued, the Tribunal should be provided with a proposal which addresses not only the name of the proposed category, but also appropriate criteria, together with the maximum and minimum fees which are proposed. They will have to have appropriate relationships with other categories, which will also have to be explained by the submission.

159. As will the consequences of their adoption for other Councils which may be affected. Such Councils will also have to be given an opportunity to be heard, before the Tribunal comes to any conclusions about proposed new categories. That will be achieved by service of the proposed change on other affected Councils.

## Metropolitan Major

160. No Council sought any alteration to the criteria or recategorisation to this category.

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## Metropolitan Large

161. Both Randwick and Willoughby Councils sought to be recategorised as Metropolitan Large Councils, currently being categorised as Metropolitan Medium. Despite neither satisfying the population threshold, although Randwick does satisfy the revenue criteria. Their total populations as at 1 July 2025 being, 176,656 and 133,052 respectively, including non-resident workers.

162. Randwick City Council sought to be reclassified from Metropolitan Medium to Metropolitan relying on:

- Population estimates as at 1 July of 201,000, comprising of 156,000 residents and 45,000 non- resident working population;
- A high population growth that regularly exceeds the Sydney average;
- An operating revenue of $221 million;
- A Gross Regional Product of $10.55 billion for the year ending June 2024;
- The provision of reginal services, including major education, health, sporting, recreation and cultural facilities; and
- Significant industrial, commercial and residential centres and development corridors.

163. Willoughby City Council contending that it exceeded the functions of a typical Metropolitan Medium Council, relying on:

- A population as at 30 June 2024 of 79,634 with a growth rate of 5.47% between 2022 and 2024;
- A forecast for continued population growth due to the planned construction of additional dwellings, the likely impact being an increase of 15,000 to 20,000 people in coming years;

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- A high daily visitation rate driven by the employment and commercial hub of Chatswood with opal data showing in excess of 50,000 entries and exits per day at Chatswood station;
- Total revenue of $187.9 million for the 2025/2026 financial year;
- A Gross Regional Product of $13.11 billion for the year ending June 2024; and
- The provision of regional services in health, education, culture, transport and two (2) large retail precincts.

164. The current criteria are:

*Councils categorised as Metropolitan Large will typically have a minimum residential population of 200,000.*

*Councils may also be categorised as Metropolitan Large if their residential population combined with their non-resident working population exceeds 200,000. To satisfy this criteria the non-resident working population must exceed 50,000.*

*Other features may include:*

*• total operating revenue exceeding $200M per annum*

*• the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities*

*• significant industrial, commercial and residential centres and development corridors*

*• high population growth.*

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*Councils categorised as Metropolitan Large will have a sphere of economic influence and provide regional services considered to be greater than those of other Metropolitan Councils.*

165. It follows that the recategorisation sought by Randwick and Willoughby Councils cannot be accepted, given the current population requirements.

166. The data also suggested that the Inner West Council may no longer satisfy the applicable criteria, it having been reclassified in 2020 from Metropolitan Medium, but having in 2024 non-resident workers of only 43,100 and a residential population of 193,125. In the 2027 review this Council will thus be invited to establish which criteria it then satisfies.

167. The data also shows that Campbelltown Council has a total population over the threshold for the Metropolitan Large category, but that it does not satisfy the non-resident working population criteria and so it also cannot be reclassified.

## Metropolitan Medium

168. No changes were sought to the criteria, which are:

*Councils categorised as Metropolitan Medium will typically have a minimum residential population of 100,000.*

*Councils may also be categorised as Metropolitan Medium if their residential population combined with their non-resident working population exceeds 100,000. To satisfy this criteria the non-resident working population must exceed 50,000.*

*Other features may include:*

- *total operating revenue exceeding $100M per annum*

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• *services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities*

• *industrial, commercial and residential centres and development corridors • high population growth.*

*The sphere of economic influence, the scale of Council operations and the extent of regional servicing would be below that of Metropolitan Large Councils.*

169. Canada Bay, a Metropolitan Small Council, does satisfy the revenue criteria and has a total population of over 100,000, but it does not satisfy the non-resident working population criteria and so also cannot be recategorised.

## Proposed new Metropolitan Small – Fast Growing category

170. Burwood Council, categorised as a Metropolitan Small Council, proposed the creation of this new category, in which it sought to be included. It proposing that it be 'aligned' to the Metropolitan Medium category, to recognise its scope, scale and strategic importance, given the challenges of rapid population growth and increasing service demands it faced.

171. The criteria for the Metropolitan Small Council are:

*Councils categorised as Metropolitan Small will typically have a residential population less than 100,000.*

*Other features which distinguish them from other Metropolitan Councils include:*

• *total operating revenue less than $150M per annum.*

*While these Councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium Councils the overall sphere of economic*

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*influence, the scale of Council operations and the extent of regional servicing would be below that of Metropolitan Medium Councils.*

172. Burwood Council pointed to the criteria for Metropolitan Major, Large and Medium categories, which were considered to have regard to population growth, economic influence and impact of services, as well as considerations such as strategic importance. While Metropolitan Small criteria were confined to population size and operating revenue. It contending that its inclusion in the proposed new category was warranted due to:

- Its recognition by the NSW Government as a designated strategic centre;
- Increased complexity in planning, service delivery, and intergovernmental coordination;
- A population that is expected to double in the next 10 years due to major developments in the town centre and in close proximity to the new metro station; and
- Its economic growth and influence across Greater Sydney, specifically its night time economic initiatives.

173. The Tribunal has not concluded that the creation of this proposed new category is warranted, given the existing criteria and the resulting fees which the current categories attract.

174. Given the existing overlap in the fees of the Metropolitan Small and Medium categories and how their criteria are structured, the Tribunal is not persuaded that an intervening category is needed.

175. These submissions did help shed light on the inherent difficulties of the existing fee structures. Which has to be considered in light of the overlaps and small differences in the fee ranges between the differing categories. But that still precludes the adoption of this proposed new category.

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## Metropolitan Small

176. No change to the criteria was proposed. They are:

*Councils categorised as Metropolitan Small will typically have a residential population less than 100,000.*

*Other features which distinguish them from other Metropolitan Councils include:*

- *total operating revenue less than $150M per annum.*

*While these Councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium Councils the overall sphere of economic influence, the scale of Council operations and the extent of regional servicing would be below that of Metropolitan Medium Councils.*

## Major Regional City

**177.** This category applies to Newcastle and Wollongong, and no change was sought to the criteria, which are:

*Newcastle City Council and Wollongong City Councils are categorised as Major Regional City. These Councils:*

- *are metropolitan in nature with major residential, commercial and industrial areas*
- *typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development.*

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*• provide a full range of higher order services and activities along with arts, culture, recreation, sporting and entertainment facilities to service the wider community and broader region*

*• have significant transport and freight infrastructure servicing international markets, the capital city and regional areas*

*• have significant natural and man-made assets to support diverse economic activity, trade and future investment*

*• typically contain ventures which have a broader State and national focus which impact upon the operations of the Council.*

## The proposed change to the Major Strategic Area criteria

178. Lake Macquarie Council proposed a change to the criteria of this category, which would result in its reclassification from Regional Strategic Area to the Major Strategic Area category. By reducing the population threshold from 300,000 to 200,000. That proposal not impacting any other Council.

179. The submissions it advanced were one of the few which directed required attention to matters which have to be considered by the Tribunal, when considering change to categories and criteria. Including the relevant history, the consequences of changes earlier made, relevant comparisons between positions of Councils in the affected category and the consequences of the proposed further change.

180. The current criteria for the two categories are:

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*Councils categorised as Major Strategic Area will have a minimum population of 300,000. To satisfy this criteria the non-resident working population can be included. Other features may include:*

- *health services, tertiary education services and major regional airports which service the surrounding and wider regional community*
- *a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres*
- *total operating revenue exceeding $250M per annum*
- *significant visitor numbers to established tourism ventures and major events that attract state and national attention*
- *a proximity to Sydney which generates economic opportunities.*

*Currently, only Central Coast Council meets the criteria to be categorised as a Major Strategic Area. Its population, predicted population growth, and scale of the Council's operations warrant that it be differentiated from other Non-metropolitan Councils. Central Coast Council is also a significant contributor to the regional economy associated with proximity to and connections with Sydney and the Hunter Region.*

***Regional Strategic Area***

*Councils categorised as Regional Strategic Area are differentiated from Councils in the Regional Centre category on the basis of their significant population and will typically have a residential population above 100,000. To satisfy this criteria the non-resident working population can be included. Other features may include:*

# Section 3 – 2026 Review

- *health services, tertiary education services and major regional airports which service the surrounding and wider regional community*
- *a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres*
- *total operating revenue exceeding $250M per annum*
- *significant visitor numbers to established tourism ventures and major events that attract state and national attention*
- *a proximity to Sydney which generates economic opportunities.*

*Currently, only Lake Macquarie Council meets the criteria to be categorised as a Regional Strategic Area. Its population and overall scale of Council operations will be greater than Regional Centre Councils.*

181. In 2023 the Tribunal determined that the population criteria threshold for the Regional Strategic Area had to be adjusted from 200,000 down to 100,000, that resulting in Lake Macquarie Council no longer being the only Council in this category. Council reiterated its views, urged in 2024 and 2025, that this change had distorted the distinction between the Major Strategic Area and Regional Strategic Area categories, given the other Councils which now also fell into the Regional Strategic category.

182. The Council's population statistics in 2024 were of 221,859 residents, plus a non-resident working population of 23,769, totalling 246,095. It drew a comparison with that of the Central Coast Council, which has 354,803 residents, plus a non-resident working population of 11,043, totalling 365,846. While of the four other Councils categorised as Regional Strategic Areas, the greatest total population was Shoalhaven, which has 115,435.

# Section 3 – 2026 Review

183. The Council also relied on it having similar gross regional product to Wollongong Council, a Major Regional City. As well as more than double that of the other Councils now in the Regional Strategic category. Its case that the population threshold for Major Strategic Area should be revised from 300,000 down to 200,000 also being supported by:

- Its population, now making it the second largest Non-metropolitan Council after Central Coast with proximity to Sydney and tourist numbers similar to that Council;
- Its density of some 338/sqm, being considerably more than Maitland at 245, Tweed and 76 and Shoalhaven only 24, while Central Coast was 211 and even Wollongong 324;
- Its predicted population growth to 2046, with resulting ongoing building demand;
- The impact of major NSW Government projects within its LGA, including the Low and Mid-rise Housing reform announced in February 2025;
- The Renewable energy zone and Transport Oriented Development Program;
- An annual economic output of $30.03 billion, (approximately 20% of the Hunter economy);
- 14,768 active businesses;
- A Gross Regional Product of $17.39 billion;
- A tourism industry that sees 1.65 million tourists per year; and
- University, shopping, airport and art facilities, as well as Australia's largest power station.

184. The Council thus urged acceptance that its output and scale of operations were now significantly greater than that of other Councils in its category and more akin to Central Coast Council, with the result that the population threshold for the Major Strategic Area category should be reviewed.

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185. The Tribunal has concluded that the Council's submissions should be accepted. The 2023 changes having had unintended consequences, which ought now to be addressed, rather than awaiting the 2027 further review.

186. The submissions which this Council and some others made, also drew attention to the considerable impact of significant daily visitor numbers, not taken into account by the criteria. This is a matter which should be addressed in the 2027 Annual Review, so that the Tribunal can consider whether and how that might sensibly be reflected in category criteria.

## Regional Strategic Area

187. No change to the criteria was proposed.

188. Port Macquarie-Hastings and Shellharbour sought to be recategorised as Regional Strategic Areas, but neither satisfy the population criteria. Having populations in 2024 respectively of only 92,772 and 89,967 respectively, including non-resident workers. They both still satisfying the criteria for their current category, Regional Centre, which are:

*Councils categorised as Regional Centre will typically have a minimum residential population of 40,000. To satisfy this criteria the non-resident working population can be included.*

*Other features may include:*

- *a large city or town providing a significant proportion of the region's housing and employment*
- *health services, tertiary education services and major regional airports which service the surrounding and wider regional community*

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*• a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres*

*• total operating revenue exceeding $100M per annum • the highest rates of population growth in regional NSW*

*• significant visitor numbers to established tourism ventures and major events that attract state and national attention*

*• a proximity to Sydney which generates economic opportunities.*

*Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.*

189. Port Macquarie-Hastings Council contended that it met the criteria for Regional Strategic Area, relying on:

- An expectation that Council did exceed the population threshold when non-resident working population was included;
- A projected total operating revenue of $276 million in 2025/26;
- Gross Regional Product of $13.287 million;
- An economic output this is underpinned by healthcare, retail, construction, education and training, tourism, professional and technical services;
- Tier 1 regional health services that services a catchment area beyond their LGA boundary;
- Four (4) tertiary education institutions;
- The Council operated Port Macquarie regional airport that services Sydney, Brisbane and Lord Howe Island and a total of 5,013 flights annually;

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- A tourism industry that attracts over 1.7 million visitors per annum and contributing $540 million to the economy; and
- Regional commercial and cultural services that include a performing arts theatre, an art gallery, courthouse and major hospitality, entertainment and conference venues.

190. Shellharbour City Council's proposal relied on:

- A residential and non-residential working population in 2024 of approximately 90,000, with expectations that the residential population will hit 100,000 by 2035;
- An annual population growth rate in excess of 1.8%;
- An expected operating revenue of $262 million in 2025/26;
- A Council owned and operated regional airport;
- A Council owned marina;
- A Tertiary training campus; and
- Construction of the new Shellharbour Hospital which will deliver improved health facilities for the Illawarra Shoalhaven Local Health District.

191. The criteria do not encompass categories being allocated on the basis of anticipated growth in population and revenues and so the recategorisations sought must be refused.

192. It also appears that Armidale Council does not meet the population threshold, but in earlier reviews the Tribunal concluded that it should remain in this category, for specified reasons. In the 2027 Annual Review it will be invited to make a submission about its appropriate categorisation, given the criteria which it then satisfies.

## Regional Centre

193. No change to the criteria was proposed. They are:

# Section 3 – 2026 Review

*Councils categorised as Regional Centre will typically have a minimum residential population of 40,000. To satisfy this criteria the non-resident working population can be included.*

*Other features may include:*

- *a large city or town providing a significant proportion of the region's housing and employment*
- *health services, tertiary education services and major regional airports which service the surrounding and wider regional community*
- *a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres*
- *total operating revenue exceeding $100M per annum*
- *the highest rates of population growth in regional NSW*
- *significant visitor numbers to established tourism ventures and major events that attract state and national attention*
- *a proximity to Sydney which generates economic opportunities.*

*Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.*

## Regional Rural

194. Broken Hill Council also no longer satisfies the criteria of this category, which it submitted it should maintain, its population in 2024 only being 17,839. In the 2027 Annual Review it

# Section 3 – 2026 Review

will be invited to address its appropriate categorisation, to ensure that it is then placed into the appropriate category, given the criteria which it then satisfies.

195. The applicable criteria for this category being:

*Councils categorised as Regional Rural will typically have a minimum residential population of 20,000. To satisfy this criteria the non-resident working population can be included.*

*Other features may include:*

- *a large urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages*
- *health services, tertiary education services and regional airports which service a regional community*
- *a broad range of industries including agricultural, educational, health, professional, government and retail services*
- *large visitor numbers to established tourism ventures and events.*

196. Murray River Council sought to be recategorised as Regional Rural, it being currently classified as Rural Large, despite not satisfying the population criteria, its population in 2025 still only totalling 16,042. It relied on large visitor numbers to support its submissions, which had increased over time, as well as other changes. Referring to matters such as:

- An annual population growth rate of 8-11% in the main centre of Moama, with predicted population numbers reaching over 18,000 by 2046;
- A growing tourism, accommodation and food industry that supports 14.1% of the employment figures in their LGA;

# Section 3 – 2026 Review

- Tourist visitation growing on average by 10% per annum, with the average number of visitors in 2023 and 2024 of 481,595; and
- Significant growth in education, training, health and retail service employment categories.

197. Despite this, the Tribunal has concluded that this submission cannot be accepted. Population is an important aspect of the categorisation system which cannot routinely be overlooked when Councils are categorised. The Act not contemplating subjective categorisation.

## Rural Large

198. No changes were proposed to the criteria, which are:

*Councils categorised as Rural Large will have a residential population greater than 10,000, and a Councillor to resident ratio of at least 1 to 1200.*

*Other features may include:*

*• one or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre*

*• a limited range of services, facilities and employment opportunities compared to Regional Rural Councils*

*• local economies based on agricultural/resource industries.*

199. The Tribunal has identified that Dungog Shire Council now has a residential population greater than 10,000 and a Councillor to resident ratio greater than 1 to 1,200. As a result,

# Section 3 – 2026 Review

Dungog Shire Council will be classified as a Rural Large Council in the 2026 Annual Determination.

## Rural

200. No changes were proposed to these criteria, which are limited to "Councils categorised as Rural will typically have a residential population less than 10,000".

201. Although Glenn Innes Severn Council observed that this review provided an opportunity to "recalibrate the remuneration and categorisation system to ensure its contemporary, fair, capable of supporting the expectation and responsibilities placed on elected representatives."

## County Councils

202. A summary of County Council functions produced by the Tribunal Secretariat is:

*Castlereagh Macquarie County Council*

*A local government authority for weed management control in the Walgett, Coonamble, Waren, Gilgandra and Warrumbungle Shire Council areas.*

*Central Tablelands Water*

*Central Tablelands Water is the trading name adopted by Central Tablelands County Council, a water supply authority constituted under NSW Local Government Legislation.*

*Central Tablelands County Council was first proclaimed in 1944. The county area embraces the Shires of Blayney, Cabonne and Weddin. Bulk water is also supplied to Cowra Shire Council to service rural consumers and the villages of Woodstock and Gooloogong.*

# Section 3 – 2026 Review

*Goldenfields Water*

*It is responsible for water supply functions within the local government areas of Bland, Coolamon, Junee, Temora, and parts of Cootamundra-Gundagai, Hilltops and Narrandera.*

*It also supplies water in bulk to Hilltops and Cootamundra-Gundagai Councils, which distribute the water directly to residents in parts of their local government area.*

*Approximately 11, 974 properties are connected directly to its drinking water supply network in Bland, Coolamon, Junee, Temora and parts of Cootamundra-Gundagai and Narrandera.*

*The facilities it owns and operate include:*

- *34 water pumping stations (including river extraction and Jugiong Water Treatment Plant Pumping Station)*
- *72 water supply reservoir sites with approximately 115 reservoirs*
- *Eight bores*
- *Six re-chlorination stations*
- *2100 km of water mains*

*Western Sydney Weeds Authority (formerly Hawkesbury River County Council)*

*Western Sydney Weeds Authority (formally Hawkesbury River County Council) is a special purpose Council, its goal being to administer the Biosecurity Act 2015 (NSW) throughout our Council areas of Blacktown, Hawkesbury, Penrith and the Hills Shire. That involving*

# Section 3 – 2026 Review

*weed management, detection of new incursions and containment of high-risk plant species that impact on biodiversity, agriculture, and property.*

*Riverina Water County Council*

*It is responsible for the provision of safe, reliable water at the lowest sustainable cost. over an area of approximately 15,400 square kilometres with a population of more than 77,000 people.*

*Rous County Council*

*Its experts and advisors supply the Northern Rivers with water, weed biosecurity, and rural flood mitigation. It sources, stores, treats and supplies water to the Ballina, Byron, Lismore and Richmond Valley Councils, which on-sell water to their communities.*

*Protecting the region's biodiversity by managing and eradicating high-risk weed species. Working closely with communities and Councils in Ballina, Byron, Lismore, Richmond Valley, Kyogle and Tweed Shire regions.*

*And also managing the rural flood mitigation for the Richmond River floodplain. Including monitoring and managing an 80km network of levees, 750 floodgates, and 180km of drains to reduce inundation and divert flood waters.*

*Upper Hunter County Council*

*It is the registered trading name of Upper Hunter County Council a single purpose Council which is a Local Control Authority for invasive plants under the NSW Biosecurity Act, 2015 (NSW).*

*Its present area of operation is the local government areas of Upper Hunter, Muswellbrook and Singleton located at the northern end of the Hunter Valley, New South Wales.*

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*It provides weed management systems utilizing technology to prevent, contain or reduce the biosecurity risk of invasive plants to the environment, economy and community within the area of operation of the County Council.*

*Upper Macquarie County Council*

*It is a local control authority for the Biosecurity Act 2015. Two Councillors are delegated from each of four constituent Councils to form an eight Member Central Tablelands Weeds Authority Council. Its core function being to detect priority weeds and actively encourage landholders to correctly manage the identified priority weed in accordance with the Central Tablelands Local Lands Services Strategic Weed Management Plan.*

*It carries out its functions across Bathurst Regional Council, City of Lithgow Council, Blayney Shire Council and Oberon Council.*

## County Councils – Water

203. No change was proposed for the criteria, which are "County Councils that provide water and/or sewerage functions with a joint approach in planning and installing large water reticulation and sewerage systems."

204. The current list of these Councils is accurate.

## County Councils – Other

205. No change was proposed for the criteria which are "*County Councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the Biosecurity Act 2015 (NSW).*"

206. Two County Councils – Other have been removed from the 2026 Annual Determination, being the Central Murray and the New England Tableland County Councils. The New

# Section 3 – 2026 Review

England Tableland County Council was dissolved on 16 June 2025, by the *Local Government (Dissolution of New England County Council) Proclamation 2025*. The Central Murray County Council was dissolved on 1 July 2019, by a proclamation made under s 397 of the *Local Government Act*, as noted in NSW Government Gazette No 65-2205 of 27 June 2019.

207. The result is that only four Councils now fall into this classification.

# Section 4 – The 2027 Annual Review

## Structure and fee considerations

208. In the 2026 Annual Review, it has come to light that:

- There has been considerable change which has affected the work of those elected or appointed to Council offices, in part driven by Government decisions which have affected Councils over time. Including in the case of Metropolitan Councils those explained in the Governments draft 2026 Sydney Plan and in the case of Non-metropolitan Councils, by various regional plans;
- They and submissions advanced raise for consideration whether the current number of categories remain necessary. Reliance having been placed on Victoria, for example, where there are only 4 categories;
- The current criteria, first fixed in 2017 and amended since then in various Annual Determinations, do not accord entirely with the requirements of s 240, which specifies the matters by which the Tribunal **must** determine the categories of Councils and Mayors;
- Some of the current criteria could better assist transparent classification of Councils into categories;
- There has not for some time been an overall assessment of whether Councils continue to satisfy the criteria of the categories into which they have been placed over time;
- Changes in the fee structure, over time, have resulted in a considerable overlap between the maximum and minimum fees payable in various categories, which may no longer be appropriate, given submissions advanced;
- Some light on which was also shed by the conclusions arrived at in the 2025 Special Determination, in relation to the Central Darling Shire Council, on which reliance has been placed.

# Section 4 – The 2027 Annual Review

209. The results are best explained by the following snapshot of the current categories, fees, overlaps and ratios. It having to be understood that Mayors and Chairpersons are paid both the Councillor fee, as well as the separate fee fixed for their offices. This also helps explain the Tribunal's decision to undertake the further review in 2027.

**Table 1 – Table of Councillor and Mayoral fees, by Council categories**

| | Mayoral/Chairperson Additional Fees (Effective 1 July 2025) | | Councillor Fees (Effective 1 July 2025) | | Ratio (Mayor: Councillor) | |
|---|---|---|---|---|---|---|
| **Category** | **Min** | **Max** | **Min** | **Max** | **Min** | **Max** |
| Principal CBD | $193,650 | $254,810 | $31,640 | $46,420 | 6.1:1 | 5.5:1 |
| | | | | | | |
| Central Darling Shire Council - Appointed Chairperson | $72,080 | $72,180 | $13,830 | $13,930 | 5.2:1 | 5.2:1 |
| | | | | | | |
| Major CBD | $44,840 | $126,320 | $21,120 | $39,100 | 2.1:1 | 3.2:1 |
| | | | | | | |
| Metropolitan Major | $44,840 | $114,300 | $21,120 | $36,970 | 2.1:1 | 3.1:1 |
| Major Regional City | $44,840 | $114,300 | $21,120 | $36,690 | 2.1:1 | 3.1:1 |
| Major Strategic Area | $44,840 | $114,300 | $21,120 | $36,690 | 2.1:1 | 3.1:1 |
| | | | | | | |
| Metropolitan Large | $44,840 | $101,470 | $21,120 | $34,820 | 2.1:1 | 2.9:1 |

# Section 4 – The 2027 Annual Review

| | Mayoral/Chairperson Additional Fees (Effective 1 July 2025) | | Councillor Fees (Effective 1 July 2025) | | Ratio (Mayor: Councillor) | |
|---|---|---|---|---|---|---|
| Regional Strategic Area | $44,840 | $101,470 | $21,120 | $34,820 | 2.1:1 | 2.9:1 |
| Metropolitan Medium | $33,630 | $78,480 | $15,830 | $29,550 | 2.1:1 | 2.7:1 |
| Regional Centre | $32,940 | $68,800 | $15,830 | $27,860 | 2.1:1 | 2.5:1 |
| Regional Rural | $22,420 | $50,680 | $10,530 | $23,220 | 2.1:1 | 2.2:1 |
| Metropolitan Small | $22,420 | $50,650 | $10,530 | $23,220 | 2.1:1 | 2.2:1 |
| Rural Large | $16,820 | $40,530 | $10,530 | $18,890 | 1.6:1 | 2.1:1 |
| Rural | $11,210 | $30,390 | $10,530 | $13,930 | 1.1:1 | 2.2:1 |
| Water | $4,490 | $19,080 | $2,090 | $11,620 | 2.1:1 | 1.6:1 |
| Other | $4,490 | $12,670 | $2,090 | $6,930 | 2.1:1 | 1.8:1 |

# Section 4 – The 2027 Annual Review

## The conduct of the 2027 Annual Review

210. In 2027, the Tribunal intends to commence its review earlier than usual, in order to accommodate the detailed review of the Determination's categories which it has concluded it is necessary to pursue. Together with a consideration of appropriate criteria which reflect the requirements of s 240 of the Act. In order to facilitate the adoption of fees appropriate for the revised structure, also having regard to demonstrated change over time, as well as current responsibilities of Mayors and Councillors.

211. That will also require a review of the category into which each Council should then be placed, which s 239 of the Act requires must be undertaken at least once every three years.

212. Submissions will thus be invited in a two stage process.

213. The first, to determine how the Determination should be amended to achieve the category and criteria structure which the Act envisages, as well as the appropriate maximum and minimum fees. That, it must be observed, will not necessarily result in the current number of categories being retained.

214. In the second stage submissions about Councils' placement into the new structure will be sought.

215. The Tribunal will then ask Councils to provide reliable data to support their submissions about which category they fall into. Addressing each of the applicable criteria adopted, as well as relevant comparisons which they seek to draw with other Councils.

216. Categorisation having to be as transparent and fair as possible, the Tribunal intends to rest its decisions on reliable data such as that available from ABS statistics and budgets which Councils adopt year to year. The Tribunal will thus invite those who make submissions to provide reliable data and information, on which its decisions can be made. Not merely the expression of unsupported opinions.

# Section 4 – The 2027 Annual Review

217. As it has in the past, the Tribunal will thus also ask Councils, when inviting submissions, to confirm that the information and submissions advanced have been endorsed by a Council vote.

218. It will thus invite submissions and information which will enable it to examine and determine whether the current categories and criteria remain fit for purpose. Given the requirements of the Act, the data on which the Tribunal's decisions must be based and the problems to which this report has drawn attention, which it will seek to address.

219. If it is considered that categories require adjustment, submissions should address what form the new categories and criteria should take, to reflect the statutory purpose of the categories of Councils and mayoral offices and their role in the fair determination of fees. As well as addressing proposed criteria which adhere to the requirements of s 240(1) of the Act, which will help the Tribunal to determine the maximum and minimum fees appropriate for the new structure, which should thus also be addressed.

220. At the first stage of this process, Councils will be asked to serve proposals which will affect other Councils, on all affected Councils, so that they may have a fair opportunity to address such proposals in their submissions.

221. What is proposed in order to adjust fees to reflect cost of living increases should also be identified at the first stage. As well as the final fees proposed. The submissions should also address changes relied on to warrant their adoption. With reliable information which supports the claimed changes, also being provided.

222. An example of potential revised criteria for the current Metropolitan Major category, which has regard to all of the requirements of s 240 of the Act, as well as to matters which the Tribunal has in the past identified to be relevant to the determination of the category into which Councils follows.

# Section 4 – The 2027 Annual Review

223. What the Tribunal envisages in the 2027 review including the adoption of a structure which, if dollar figures are specified, may have to be adjusted over time, in order to reflect changes over time. As may specified population sizes.

224. A revised category for Metropolitan Major Councils, if it is retained, which has regard to the s 240 requirements, could thus provide:

*Metropolitan Major*

*Councils categorised Metropolitan Major;*

*(1) must have a minimum residential population, or a combined residential and non-resident working population (of at least 50,000), which exceeds 400,000.*

*(2) will typically serve:*

*(a) a dense population occupying a built up physical terrain;*

*(b) a widely diverse community*

*(c) an area at least as large as those of Metropolitan Large Councils of ?,*

*(d) industrial, commercial and residential development which is both at least as significant and as extensive as that of Metropolitan Large Councils, with established development corridors;*

*(3) will also have:*

*(a) to manage a significant volume of business, consistent with its assets and budgets, which is at least as significant and varied as that of Metropolitan Large Councils;*

# Section 4 – The 2027 Annual Review

*(b) operating revenue exceeding, for example, $394,617,030 per annum, that being $300 million adjusted by December CPI since December 2016;*

*(c) a sphere of economic influence and significance beyond the Council area, nationally as well as regionally, reflective of their service of:*

*(i) natural and/or developed attractions within the Council area, including sport, recreational and cultural facilities, which daily attracts significant tourism and/or visitors from outside the Council area; and*

*(ii) major health, education and other facilities which support the greater Sydney population; and*

*(d) a continuing high rate of population growth and development for which the Council is planning, evidenced by ?.*

225. After submissions have been received in the second stage, the Tribunal will make its 2027 Annual Determination, which will include the new categories, criteria and increased fees the Tribunal has determined will take effect from 1 July 2027. As well as identifying the category into which each Council will then be placed.

**Local Government Remuneration Tribunal**



**The Hon Acting Justice M Schmidt**
Dated: 23 April 2026

# Section 5 – Determinations

## Determination No. 1 – Allocation of Councils into each of the categories as per section 239 of the Act effective 1 July 2026

### General Purpose Councils – Metropolitan

**Principal City (1)**

- Sydney

**Major CBD (1)**

- Parramatta

**Metropolitan Major (2)**

- Blacktown
- Canterbury-Bankstown

**Metropolitan Large (10)**

- Bayside
- Cumberland
- Fairfield
- Inner West
- Liverpool
- Northern Beaches
- Penrith
- Ryde
- Sutherland
- The Hills

**Metropolitan Medium (8)**

- Campbelltown
- Camden
- Georges River
- Hornsby
- Ku-ring-gai
- North Sydney
- Randwick
- Willoughby

**Metropolitan Small (8)**

- Burwood
- Canada Bay
- Hunters Hill
- Lane Cove
- Mosman
- Strathfield
- Waverley
- Woollahra

# Section 5 – Determinations

## General Purpose Councils - Non-Metropolitan

**Major Regional City (2)**

- Newcastle
- Wollongong

**Major Strategic Area (2)**

- Central Coast
- Lake Macquarie

**Regional Strategic Area (4)**

- Maitland
- Mid-Coast
- Shoalhaven
- Tweed

**Regional Centre (22)**

- Albury
- Armidale
- Ballina
- Bathurst
- Blue Mountains
- Byron
- Cessnock
- Clarence Valley
- Coffs Harbour
- Dubbo
- Eurobodella
- Hawkesbury
- Lismore
- Orange
- Port Macquarie-Hastings
- Port Stephens
- Queanbeyan-Palerang
- Shellharbour
- Tamworth
- Wagga Wagga
- Wingecarribee
- Wollondilly

**Regional Rural (14)**

- Bega
- Broken Hill
- Goulburn Mulwaree
- Griffith
- Hilltops
- Kempsey

# Section 5 – Determinations

- Kiama
- Lithgow
- Mid-Western
- Muswellbrook
- Nambucca
- Richmond Valleys
- Singleton
- Snowy Monaro

**Rural Large (17)**

- Bellingen
- Cabonne
- Cootamundra-Gundagai
- Cowra
- Dungog
- Federation
- Greater Hume
- Gunnedah
- Inverell
- Leeton
- Moree Plains
- Murray River
- Narrabri
- Parkes
- Snowy Valleys
- Upper Hunter
- Yass

**Rural (37)**

- Balranald
- Berrigan
- Bland
- Blayney
- Bogan
- Bourke
- Brewarrina
- Carrathool
- Central Darling*
- Cobar
- Coolamon
- Coonamble
- Edward River
- Forbes
- Gilgandra
- Glen Innes Severn
- Gwydir
- Hay
- Junee
- Kyogle
- Lachlan
- Liverpool Plains
- Lockhart
- Murrumbidgee

# Section 5 – Determinations

- Narrandera
- Narromine
- Oberon
- Temora
- Tenterfield
- Upper Lachlan
- Uralla
- Walcha
- Walgett
- Warren
- Warrumbungle
- Weddin
- Wentworth

* Designated as a Rural and Remote Council by the *Local Government (General) Regulations 2021*

## County Councils

**Water (4)**

- Central Tablelands
- Goldenfields Water
- Riverina Water
- Rous

**Other (4)**

- Castlereagh-Macquarie
- Upper Hunter
- Upper Macquarie
- Western Sydney Weeds Authority (formerly Hawkesbury River)

# Section 5 – Determinations

## Determination No. 2 - Fees for Councillors and Mayors as per section 241 of the Act effective from 1 July 2026

The annual fees to be paid in each of the categories to Councillors, Mayors, Members, and Chairpersons of County Councils effective on and from 1 July 2026 as per section 241 of the *Local Government Act 1993* are determined as follows:

### Table 1: Fees for General Purpose and County Councils

### General Purpose Councils – Metropolitan

**Councillor/Member Annual Fee ($) effective 1 July 2026**

| Category | Minimum | Maximum |
|---|---|---|
| Principal City | 32,810 | 48,140 |
| Major CBD | 21,900 | 40,550 |
| Metropolitan Major | 21,900 | 38,340 |
| Metropolitan Large | 21,900 | 36,110 |
| Metropolitan Medium | 16,420 | 30,640 |
| Metropolitan Small | 10,920 | 24,080 |

**Mayor/Chairperson Additional Fee* ($) effective 1 July 2026**

| Category | Minimum | Maximum |
|---|---|---|
| Principal City | 200,820 | 264,240 |
| Major CBD | 46,500 | 130,990 |
| Metropolitan Major | 46,500 | 118,530 |
| Metropolitan Large | 46,500 | 105,220 |
| Metropolitan Medium | 34,870 | 81,380 |
| Metropolitan Small | 23,250 | 52,520 |

# Section 5 – Determinations

## General Purpose Councils - Non-Metropolitan

**Councillor/Member Annual Fee ($) effective 1 July 2026**

| Category | Minimum | Maximum |
|---|---|---|
| Major Regional City | 21,900 | 38,050 |
| Major Strategic Area | 21,900 | 38,050 |
| Regional Strategic Area | 21,900 | 36,110 |
| Regional Centre | 16,420 | 28,890 |
| Regional Rural | 10,920 | 24,080 |
| Rural Large | 10,920 | 19,590 |
| Rural | 10,920 | 14,450 |

**Mayor/Chairperson Additional Fee* ($) effective 1 July 2026**

| Category | Minimum | Maximum |
|---|---|---|
| Major Regional City | 46,500 | 118,530 |
| Major Strategic Area | 46,500 | 118,530 |
| Regional Strategic Area | 46,500 | 105,220 |
| Regional Centre | 34,160 | 71,350 |
| Regional Rural | 23,250 | 52,560 |
| Rural Large | 17,440 | 42,030 |
| Rural | 11,620 | 31,510 |

## County Councils

**Councillor/Member Annual Fee ($) effective 1 July 2026**

| Category | Minimum | Maximum |
|---|---|---|
| Water | 2,170 | 12,050 |
| Other | 2,170 | 7,190 |

# Section 5 – Determinations

**Mayor/Chairperson Additional Fee* ($) effective 1 July 2026**

| Category | Minimum | Maximum |
|---|---|---|
| Water | 4,660 | 19,790 |
| Other | 4,660 | 13,140 |

*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).

# Section 5 – Determinations

## Determination No. 3 - Fees for appointed Councillors and Chairperson as per clause 12(c), Schedule 11 of the Act effective from 1 July 2026

### Councils designated as 'rural and remote Councils'

The annual fees to be paid to appointed Councillors and the Chairperson of councils designated as a rural and remote Council on and from 1 July 2026, as per clause 12(c), schedule 11 of the *Local Government Act 1993* are determined as follows:

### Table 2: Fees for appointed Councillors and Chairpersons of rural and remote Councils

**Appointed Councillor Annual Fee ($) effective 1 July 2026**

| Council | Minimum | Maximum |
|---|---|---|
| Central Darling Shire Council | 14,340 | 14,450 |

**Appointed Chairperson Additional Fee** ($) effective 1 July 2026**

| Council | Minimum | Maximum |
|---|---|---|
| Central Darling Shire Council | 74,750 | 74,850 |

**This fee must be paid in addition to the fee paid to the Chairperson as an appointed Councillor (s.249(2)).

**Local Government Remuneration Tribunal**



**The Hon Acting Justice M Schmidt**

Dated: 23 April 2026

# Appendices

## Appendix 1 Criteria that apply to categories

### Principal CBD

The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.

The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of Metropolitan Sydney's hotels.

The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other Councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.

# Appendices

## Major CBD

The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.

As a secondary CBD to Metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety have been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.

The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.

The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.

# Appendices

## Metropolitan Major

Councils categorised Metropolitan Major will typically have a minimum residential population of 400,000.

Councils may also be categorised Metropolitan Major if their residential population combined with their non-resident working population exceeds 400,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- Total operating revenue exceeding $300M per annum
- The provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- Significant industrial, commercial and residential centres and development corridors
- High population growth.

Councils categorised as Metropolitan Major will have a sphere of economic influence and provide regional services considered to be greater than those of other Metropolitan Councils.

## Metropolitan Large

Councils categorised as Metropolitan Large will typically have a minimum residential population of 200,000.

Councils may also be categorised as Metropolitan Large if their residential population combined with their non-resident working population exceeds 200,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- Total operating revenue exceeding $200M per annum

# Appendices

- The provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- Significant industrial, commercial and residential centres and development corridors
- High population growth.

Councils categorised as Metropolitan Large will have a sphere of economic influence and provide regional services considered to be greater than those of other Metropolitan Councils.

### Metropolitan Medium

Councils categorised as Metropolitan Medium will typically have a minimum residential population of 100,000.

Councils may also be categorised as Metropolitan Medium if their residential population combined with their non-resident working population exceeds 100,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- Total operating revenue exceeding $100M per annum
- Services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- Industrial, commercial and residential centres and development corridors
- High population growth.

The sphere of economic influence, the scale of Council operations and the extent of regional servicing would be below that of Metropolitan Large Councils.

# Appendices

## Metropolitan Small

Councils categorised as Metropolitan Small will typically have a residential population less than 100,000.

Other features which distinguish them from other Metropolitan Councils include:

- Total operating revenue less than $150M per annum.

While these Councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium Councils the overall sphere of economic influence, the scale of Council operations and the extent of regional servicing would be below that of Metropolitan Medium Councils.

# Appendices

## Major Regional City

Newcastle City Council and Wollongong City Councils are categorised as Major Regional City. These Councils:

- Are metropolitan in nature with major residential, commercial and industrial areas
- Typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development
- Provide a full range of higher order services and activities along with arts, culture, recreation, sporting and entertainment facilities to service the wider community and broader region
- Have significant transport and freight infrastructure servicing international markets, the capital city and regional areas
- Have significant natural and man-made assets to support diverse economic activity, trade and future investment
- Typically contain ventures which have a broader State and national focus which impact upon the operations of the Council.

## Major Strategic Area

Councils categorised as Major Strategic Area will have a minimum population of 200,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- Health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- A full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres

# Appendices

- Total operating revenue exceeding $250M per annum
- Significant visitor numbers to established tourism ventures and major events that attract state and national attention
- A proximity to Sydney which generates economic opportunities.

## Regional Strategic Area

Councils categorised as Regional Strategic Area are differentiated from Councils in the Regional Centre category on the basis of their significant population and will typically have a residential population above 100,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- Health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- A full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- Total operating revenue exceeding $250M per annum
- Significant visitor numbers to established tourism ventures and major events that attract state and national attention
- A proximity to Sydney which generates economic opportunities.

# Appendices

## Regional Centre

Councils categorised as Regional Centre will typically have a minimum residential population of 40,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- A large city or town providing a significant proportion of the region's housing and employment
- Health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- A full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- Total operating revenue exceeding $100M per annum
- The highest rates of population growth in regional NSW
- Significant visitor numbers to established tourism ventures and major events that attract state and national attention
- A proximity to Sydney which generates economic opportunities.

Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.

# Appendices

## Regional Rural

Councils categorised as Regional Rural will typically have a minimum residential population of 20,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- A large urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages
- Health services, tertiary education services and regional airports which service a regional community
- A broad range of industries including agricultural, educational, health, professional, government and retail services
- Large visitor numbers to established tourism ventures and events.

Councils in the category of Regional Rural provide a degree of regional servicing below that of a Regional Centre.

## Rural Large

Councils categorised as Rural Large will have a residential population greater than 10,000, and a Councillor to resident ratio of at least 1 to 1200.

Other features may include:

- One or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre
- A limited range of services, facilities and employment opportunities compared to Regional Rural Councils
- Local economies based on agricultural/resource industries.

# Appendices

## Rural

Councils categorised as Rural will typically have a residential population less than 10,000.

## County Councils - Water

County Councils that provide water and/or sewerage functions with a joint approach in planning and installing large water reticulation and sewerage systems.

## County Councils - Other

County Councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the *Biosecurity Act 2015*.

NSW GOVERNMENT | Office of Local Government

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Council Circular 15 May 2026

# Council Circular 26-05 2026/27 Determination of the Local Government Remuneration Tribunal

| | |
|---|---|
| **Circular Details** | Circular 26-05 / 15 May 2026 / A1005478 |
| **Who should read this** | Councillors / General Managers / Council Governance Staff |
| **Contact** | Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au |
| **Action Required** | For information |
| **PDF Version of Circular** | Council Circular - 26-05 2026/27 Determination of the Local Government Remuneration Tribunal |

**What's new or changing?**

- The Local Government Remuneration Tribunal (the Tribunal) has determined an increase of 3.7% to mayoral and councillor fees for the 2026-27 financial year, with effect from 1 July 2026.
- The Tribunal is required to determine the remuneration categories of councils and mayoral offices at least once every 3 years under section 239 of the *Local Government Act 1993* (the Act). The Tribunal last undertook a significant review of the categories as part of its 2023 determination.
- In undertaking its review this year, the Tribunal concluded that it was necessary to rectify a criteria anomaly identified in the 'Regional Strategic' category established by the 2023 annual determination, and to adjust the population criteria for the 'Major Strategic Area' category, from 300,000 to 200,000.
- The Tribunal found that the allocation of most councils into the current categories continued to be appropriate having regard to the 2023 review, the current category model and criteria, and the evidence put forward in the submissions received. However, the Tribunal has reclassified Dungog Shire Council as 'Rural Large' due to population growth.
- The Tribunal has indicated it will undertake a further review of the categories of councils as part of its 2027 determination.

**What will this mean for council?**

- Section 248 and 249 of the Act require councils to fix and pay an annual fee to councillors and mayors from 1 July 2026 based on the Tribunal's determination for the 2026-27 financial year.

**Key points**

- The level of fees paid will depend on the category the council is in.
- A council cannot fix a fee higher than the maximum amount determined by the Tribunal.
- If a council does not fix a fee, the council must pay the minimum fee determined by the Tribunal.

**Where to go for further information**

- The Tribunal's report and determination is available at: https://www.remtribunals.nsw.gov.au/local-government/current-lgrt-determinations.
- For further information please contact the Council Governance Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au.

Brett Whitworth PSM
Deputy Secretary, Office of Local Government



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Office of Local Government
5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
E olg@olg.nsw.gov.au | W www.olg.nsw.gov.au | ABN 44 913 630 046
Please click here to unsubscribe from our mail list.

| | |
|---|---|
| **Department:** | **Office of the Director Corporate Services** |
| **Submitted by:** | Jane Walton, Manager Finance and Technology |
| **Reference:** | **ITEM GOV65/26** |
| **Subject:** | **INVESTMENT REPORT FOR PERIOD ENDED 31 MAY 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 May 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 May 2026 was $31.8 million.

In the month of May 2026, no term deposits were made or discontinued. Term Deposits totalling $11.5 million matured, of which $10.3 million was reinvested and $1.2 million was returned to the general bank account for project work.

The attachments to this report are certified schedules of all Council's investments as of 31 May 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 4.10% (1st-5th May 2026) and 4.35% (5th–31st May 2026) 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. 65 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.

   The risk tolerance on financial matters is minimal with a preference to avoid risks. The risks consequence rating associated with these investments is insignificant with a likelihood of rare, with effective measures in place through our Investment Policy limitations, giving a risk rating of low.

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 31 MAY 2026 2 Pages |

Our Governance No. 65 Cont…

**TENTERFIELD SHIRE COUNCIL - SUMMARY OF INVESTMENTS 31 MAY 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 | 4.72% | Water Fund $1,000,000 & Stormwater Fund $500,000 |
| NAB | AA- | 151 | Days | 21/Sep/26 | 5.10% | 1,000,000.00 | 3.14% | Waste Fund |
| NAB | AA- | 30 | Days | 24/Jun/26 | 4.15% | 2,000,000.00 | 6.29% | Disaster Recovery Funding Arrangement (DRFA) |
| **TOTAL NAB INVESTMENTS** | | | | | | **4,500,000.00** | **14.15%** | |
| Commonwealth Bank | AA- | 6 | Months | 12/Oct/26 | 5.04% | 3,000,000.00 | 9.43% | Sewer Fund |
| **TOTAL CBA INVESTMENTS** | | | | | | **3,000,000.00** | **9.43%** | |
| Westpac | AA- | 6 | Months | 30/Sep/26 | 5.09% | 1,500,000.00 | 4.72% | Waste Fund |
| Westpac | AA- | 6 | Months | 28/Oct/26 | 5.17% | 2,000,000.00 | 6.29% | Waste Fund |
| Westpac | AA- | 6 | Months | 15/Jun/26 | 4.40% | 2,000,000.00 | 6.29% | Regional Emergency Road Repair Grant |
| Westpac | AA- | 1 | Month | 22/Jun/26 | 4.00% | 5,300,000.00 | 16.67% | Disaster Recovery Funding Arrangement (DRFA) |
| **TOTAL WESTPAC INVESTMENTS** | | | | | | **10,800,000.00** | **33.96%** | |
| Rabobank | A | 182 | Days | 26/Nov/26 | 5.23% | 1,000,000.00 | 3.14% | Waste Fund |
| Rabobank | A | 91 | Days | 02/Jun/26 | 4.51% | 2,500,000.00 | 7.86% | General Fund - Unrestricted Cash |
| Rabobank | A | 191 | Days | 11/Jun/26 | 4.39% | 2,500,000.00 | 7.86% | General Fund - Unrestricted Cash |
| Rabobank | A | 32 | Days | 22/Jun/26 | 4.45% | 2,000,000.00 | 6.29% | Disaster Recovery Funding Arrangement (DRFA) |
| Rabobank | A | 182 | Days | 18/Jun/26 | 4.52% | 1,000,000.00 | 3.14% | General Fund - Developer Contributions |
| Rabobank | A | 182 | Days | 18/Jun/26 | 4.52% | 1,500,000.00 | 4.72% | Internal Restrictions (ELE & IT System) $1,100,000 & Stormwater Fund $400,000 |
| **TOTAL RABOBANK INVESTMENTS** | | | | | | **10,500,000.00** | **33.02%** | |
| Credit Union SA | BBB+ | 184 | Days | 04/Jun/26 | 4.47% | 3,000,000.00 | 9.43% | Sewer Fund |
| **TOTAL CREDIT UNION SA INVESTMENTS** | | | | | | **3,000,000.00** | **9.43%** | |
| **INVESTMENTS TOTAL** | | | | | | **31,800,000.00** | **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 May 2026, no term deposits were made or discontinued. $11.5 million of term deposits matured and $10.3 million was reinvested as shown below:

| Financial Institution | Date Matured | Amount $ | Actions Taken | Source of Invested Funds |
|---|---|---|---|---|
| NAB | 07/May/26 | 500,000.00 | total $500,000 returned to the general bank account for project works | Regional Emergency Road Repair Grant |
| Westpac | 20/May/26 | 5,300,000.00 | total amount reinvested for 1 month at 4.00% | Disaster Recovery Funding Arrangement (DRFA) |
| Rabobank | 21/May/26 | 2,700,000.00 | $2,000,000 reinvested for 32 days at 4.45%, $700,000 returned to the general bank account for project works | Disaster Recovery Funding Arrangement (DRFA) |
| NAB | 25/May/26 | 2,000,000.00 | total amount reinvested for 30 days at 4.15% | Disaster Recovery Funding Arrangement (DRFA) |
| Rabobank | 28/May/26 | 1,000,000.00 | total amount reinvested for 182 days at 5.23% | Waste Fund |

| | |
|---|---|
| **Department:** | **Office of the Director Corporate Services** |
| **Submitted by:** | Liz Alley, Director Corporate Services |
| **Reference:** | **ITEM GOV66/26** |
| **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 May 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 has been carried out with the appropriate bank statements as of 31 May 2026.

Cash Book Balances on this date were as follows: -

| | |
|---|---|
| General (Consolidated) | $35,200,084 Credit |
| General Trust | $69,586 Credit |

Council's General Consolidated Account earned an interest rate from 1st-5th May 2026 of 4.10% and from 5th-31st May 2026 of 4.35% 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 of 31 May 2026 were $31,800,000 (see separate Council Report).

**Total Cash and Investments** at 31 May 2026 was $67,069,670.

Our Governance No. 66 Cont…

**Detailed Analysis of External Restrictions**

| **Cash and Investments - Detailed Analysis of External Restrictions** | | |
|---|---|---|
| **Restricted cash analysis** | **As at 31 May 2026** | **As at 30 June 2025** |
| **Total Cash & Investments** | **67,069,670** | **62,106,425** |
| **Externally Restricted Cash** | **44,849,343** | **41,387,749** |
| **Included in Grant Related (excl Developer Contributions)** | **18,195,665** | **15,958,984** |
| Grant-Related - General Fund | 18,195,665 | 15,900,117 |
| Grant-Related - Water Fund | **-** | - |
| Grant-Related - Sewer | **-** | 58,867 |
| Grant-Related - Waste | **-** | - |
| Grant-Related - Stormwater | **-** | - |
| **Included in Developer Contributions** | **2,158,484** | **2,086,335** |
| Developer Contributions - General | 1,649,369 | 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** | **31,579** | **109,522** |
| RFS Reserves | 31,579 | 109,522 |
| **Included in Cash at Bank and Investment leftovers (after excl Grant Related, DC and RFS above)** | **24,463,615** | **23,232,908** |
| Water | 2,784,466 | 2,805,208 |
| Sewer | 10,591,111 | 9,533,037 |
| Waste* | 9,804,165 | 9,692,848 |
| Stormwater | 1,214,287 | 1,132,741 |
| Trust Fund | 69,586 | 69,074 |
| **Internal restrictions** | **13,331,099** | **9,541,084** |
| Plant and Vehicle Replacement | 5,025,740 | 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 |

Our Governance No. 66 Cont…

| | | |
|---|---|---|
| SRV Money Unspent 2014 | 626,118 | 843,633 |
| SRV Money Unspent 2023 | 847,424 | 384,644 |
| Saleyard Specific Purpose | 119,817 | 64,140 |
| Interest earned from RERRF Funds Invested | 390,142 | 201,223 |
| Interest Earned from DRFA Funds in Term Deposits | 363,292 | 98,864 |
| IT System Renewal Project | 1,220,000 | 770,000 |
| Financial Support Payment for Preliminary Land Classifications 2024 (NSW Emergency Services Levy Funding Reform) | 18,192 | 27,217 |
| Future Grant Co-Contributions | 1,000,000 | 1,000,000 |
| Security Bonds, Deposits & Retentions | 393,374 | |
| Future Council Election | 22,000 | |
| **Unrestricted Funds** | **8,889,228** | **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 31 May 2026 is $2.421m has been spent, leaving a balance of $0.879m of loan proceeds in the waste reserve.* | | |

**Planning Statistics**

Planning Statistics, Development applications lodged, determined and outstanding included as separate attachments to this report. See Attachment 1, Attachment 2, Attachment 3, Attachment 4.

**COUNCIL IMPLICATIONS:**

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

   Nil.

2. **Policy and Regulation**

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

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

   Nil.

4. **Asset Management (AMS)**

   Nil.

5. **Workforce (WMS)**

   Nil.

Our Governance No. 66 Cont…

**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** Attachment 1 FY 25-26 Development Statistics | 1 Page |
| | **2** Attachment 2 Applications Lodged May 2026 | 1 Page |
| | **3** Attachment 3 Applications Determined May 2026 | 1 Page |
| | **4** Attachment 4 Applications Outstanding May 2026 | 1 Page |

| FY 25/26 Development Statistics | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | **Dwellings** | **Additions/ Renovations to Existing Dwellings** | **Garages, Carports & Sheds** | **Commercial or Industrial Works** | **Subdivision** | **Recreation/ Tourism** | **FY 25/26 Monthly Total** | **FY 24/25 Monthly Total** |
| Jul-25 | No. | 5 | 0 | 3 | 0 | 4 | 0 | 12 | 7 |
| | Value | $735,459.00 | $0.00 | $413,534.00 | $0.00 | $0.00 | $0.00 | $1,148,993.00 | **$1,233,465.00** |
| Aug-25 | No. | 7 | 0 | 3 | 0 | 1 | 0 | 11 | **13** |
| | Value | $2,752,339.00 | $0.00 | $214,600.00 | $0.00 | $0.00 | $0.00 | $2,966,939.00 | **$1,314,957.00** |
| Sep-25 | No. | 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. | 6 | 1 | 3 | 2 | 3 | 1 | 15 | **13** |
| | Value | $2,204,500.00 | $20,000.00 | $191,210.00 | $1,854,962.00 | $0.00 | $0.00 | $4,270,672.00 | **$2,189,067.00** |
| May-26 | No. | 7 | 1 | 5 | 0 | 6 | 0 | | **15** |
| | Value | $1,458,290.00 | $24,000.00 | $288,983.00 | $0.00 | $0.00 | $0.00 | $1,771,273.00 | **$2,135,671.00** |
| Jun-26 | No. | | | | | | | | **19** |
| | Value | | | | | | | | **$1,909,513.00** |
| No. (Year to Date) | | **64** | **7** | **36** | **8** | **29** | **3** | **128** | 144 |
| FY 25/26 Total Value (Year to Date) | | **$20,025,997.00** | **$334,000.00** | **$2,504,465.26** | **$9,691,109.00** | **$0.00** | **$371,500.00** | **$32,927,071.26** | |
| 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** |

**Applications Lodged May 2026**

| DA Number | Applicant | Address | Description of Work |
|---|---|---|---|
| 2026.050 | Manfate Pty Ltd | 4 Erindee Ave Tenterfield | Shed |
| 2026.051 | C MacColl | 20a Smiths Road Tenterfield | Shed |
| 2026.052 | C Welman | 51a Molesworth Street Tenterfield | Dwelling |
| 2026.053 | L Preston | 130a Sunnyside Loop Road Tenterfield | Dwelling |
| 2026.054 | B Mager | 28 Polworth Street Tenterfield | Dwelling |
| 2026.055 | C Uhrig | 17 Naas Street Tenterfield | Change of Use-Restaurant to Dwelling |
| 2026.056 | Tenterfield Surveys | 66 Sunnyside Platform Road Tenterfield | 6 Lot Subdivision |
| 2026.057 | Tenterfield Surveys | 290 Kildare Road Tenterfield | 5 Lot Subdivision |
| 2026.058 | Manfate Pty Ltd | 31b Leechs Gully Road Tenterfield | Shed with Skillion sides |
| 2026.059 | D Duckering | 101 Sunnysdie Hall Road Tenterfield | Extension to existing dwelling |
| 2026.060 | B Uren | 8 Mnt McKenzie Road Tenterfield | Shed |
| 2026.061 | J Warner | 2310 Billirimba Road TenterField | Change of use- Existing Building to Dwelling |
| 2026.062 | Tenterfield Surveys | 145 East Street Tenterfield | 3 Lot Subdivision |
| 2026.063 | R Jones | 232 Schroders Road Tenterfield | Shed |
| 2026.064 | Tenterfield Surveys | Pelham Street Tenterfield | Three lot subdivsion |
| 2026.065 | Tenterfield Surveys | Pelham Street Tenterfield | 5 Lot boundary adjustment |
| 2026.066 | Tenterfield Surveys | 37 Neagles Lane Tenterfield | 10 Lot Subdivsion |
| 2026.067 | Precise Designs | Logan Street | Dwelling |
| 2026.068 | Octagon Planning | 406 Mud Flat Road Drake | Dwelling |

| Applications Determined May 2026 | | | |
|---|---|---|---|
| **DA Number** | **Applicant** | **Address** | **Description of Work** |
| 2026.032 | Wendy Mitchell - Approved Services | 57 Haddocks Road, Tenterfield | Dual Occupancy - Dwelling |
| 2026.035 | Tenterfield Surveys | 454 Rouse & 125 Drummond Streets Tenterfield | Subdivision - 2 Lot Subdivision |
| 2026.036 | Sheds & Homes | 14 Stephen St, Urbenville | Carport |
| 2026.040 | R Graham | 342 Mt McKenzie Road Tenterfield | Extension to exisitng Dwelling |
| 2026.041 | Tenterfield Surveys | 25 Wades Road Tenterfield | 2 Lot Subdivision |
| 2026.045 | D Duckering | 101 Sunnyside Hall Road Tenterfield | Shed |
| 2026.046 | A Martin | 157-163 Naas Street Tenterfield | Dwelling |
| 2026.042 | C Jones | 240 Geyers Road Tenterfield | Dwelling |
| 2026.038 | Michael Gagie(Arcopod) | 1871 Mole River Road Mole River | Dwelling |
| 2026.033 | King & Campbell Pty Ltd | 422 Rouse Street, Tenterfield | Residential Care Facility |
| 2026.049 | Newton Denny & Chapple | 118 Mt Mackenzie Road Tenterfield | Dwelling/Carport/Shed |
| 2026.022 | Tenterfield Surveys | 362 Urbenville Road Urbenville | 4 Lot Subdivision |
| 2026.021 | Tenterfield Surveys | 103 Sunnyside Hall Road Tenterfield | 2 Lot Subdivision |

| Applications Outstanding May 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 |
| 2026.019 | Tenterfield Surveys | 47 Logan Street Tenterfield | 2 Lot Residential Subdivision |
| 2026.029 | S Bell | 350 Cullendore Road Cullendore | Tourist Accommodation |
| 2026.030 | R Flamisch | 57 Haddocks Road, Tenterfield | Café |
| 2026.037 | Jonathan Quinn | 4517B Mt Lindesay Road Willsons Downfall | Installation of Previuosly used dwelling |
| 2026.039 | Tenterfield Surveys | 447 Sunnyside Road Tenterfield | 2 Lot Subdivision |
| 2026.043 | D Jackson | 395 Plains Station Road Tabulam | Use of Existing Building as Dwelling |
| 2026.044 | Adobe Designs | 62 Duncan Street Tenterfield | Shed & carport |
| 2026.047 | S Meagher | 21 Martin Street Tenterfield | Dwelling, Car Repair Station & 3 Lot Subdivision |
| 2026.048 | Tenterfield Shire Council | 32 Riley Street Tenterfield | 3 Containers |
| 2026.050 | Manfate Pty Ltd | 4 Erindee Ave Tenterfield | Shed |
| 2026.051 | C MacColl | 20a Smiths Road Tenterfield | Shed |
| 2026.052 | C Welman | 51a Molesworth Street Tenterfield | Dwelling |
| 2026.053 | L Preston | 130a Sunnyside Loop Road Tenterfield | Dwelling |
| 2026.054 | B Mager | 28 Polworth Street Tenterfield | Dwelling |
| 2026.055 | C Uhrig | 17 Naas Street Tenterfield | Change of Use-Restaurant - Dwelling |
| 2026.056 | Tenterfield Surveys | 66 Sunnyside Platform Road Tenterfield | 6 Lot rural Subdivision |
| 2026.057 | Tenterfield Surveys | 290 Kildare Road Tenterfield | 5 Lot rural Subdivision |
| 2026.058 | Manfate Pty Ltd | 31b Leechs Gully Road Tenterfield | Shed with Skillion sides |
| 2026.059 | D Duckering | 101 Sunnysdie Hall Road Tenterfield | Extension to existing dwelling |
| 2026.060 | B Uren | 8 Mnt McKenzie Road Tenterfield | Shed |
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| 2026.063 | R Jones | 232 Schroders Road Tenterfield | Shed |
| 2026.064 | Tenterfield Surveys | Pelham Street Tenterfield | 3 lot subdivsion |
| 2026.065 | Tenterfield Surveys | Pelham Street Tenterfield | 5 Lot boundary adjustment |
| 2026.066 | Tenterfield Surveys | 37 Neagles Lane Tenterfield | 10 Lot rural subdivsion |
| 2026.067 | Precise Designs | Logan Street | Dwelling |
| 2026.068 | Octagon Planning | 406 Mud Flat Road Drake | Dwelling |

| | |
|---|---|
| **Department:** | **Office of the Director Corporate Services** |
| **Submitted by:** | Lee Sisson, Governance Officer |
| **Reference:** | **ITEM GOV67/26** |
| **Subject:** | **REVIEW & UPDATE TO INFRASTRUCTURE SERVICES DIRECTORATE POLICIES** |

| **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** | Develop, manage and deliver Governance Services, in accordance with the OLG Compliance Guide |

**SUMMARY**
The purpose of this report is to advise Council that the following policies have been reviewed and updated for Council's adoption.

**OFFICER'S RECOMMENDATION:**

**That Council:**

1. **Adopts the reviewed and updated Draft Fund Raising Stalls Policy**
2. **Adopts the reviewed and updated Draft Footpath Activities Policy**
3. **Adopts the reviewed and updated Draft Local Orders Policy**
4. **Adopts the reviewed and updated Draft Busking Policy**
5. **Adopts the reviewed and Draft Local Approvals Policy**

**BACKGROUND**
The *Local Government Act 1993* requires Council to review and update all Council policies after certain periods to ensure compliance with all relevant legislation and related guidelines.

**REPORT:**
The policies that are included in this report all relate to local laws and approvals and have been reviewed and updated over the last few months in consultation with the Manager of Parks & Gardens and Manager Planning & Development and relevant staff.

**COUNCIL IMPLICATIONS:**

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

2. **Policy and Regulation**
   - *NSW Local Government Act 1993*

Our Governance No. 67 Cont…

- *NSW Local Government (General) Regulation 2021*
- *Charitable Fundraising Regulation 2021*
- *Environmental Planning and Assessment Act 1979*
- *Environmental Planning and Assessment Amendment Act 1997*
- *Food Act 2003*
- *Food Regulation 2025 (NSW)*
- *Australia New Zealand Food Standards Code*
- *Disability Discrimination Act 1992*
- *Public Spaces (Unattended Property) Act 2021*
- *Roads Act 1993*
- *Companion Animals Act 1998*
- *Companion Animals Amendment (Rehoming Animals) Act 2022*
- *Companion Animals Regulation 2018*
- *Conveyancing Act 1919*
- *Exhibited Animals Protection Regulation 2021*
- *Home Building Act 1989*
- *National Parks and Wildlife Act 1974*
- *Non-Indigenous Animals Regulation 1997*
- *Public Health Act 2010*
- *Public Health Regulation 2022*
- *Protection of the Environment Operations Act 1997*
- *Swimming Pools Act 1992*
- *Tenterfield Local Environmental Plan 2013*
- *Water Management Act 2000*

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

4. **Asset Management (AMS)**
   Nil.

5. **Workforce (WMS)**
   Nil.

6. **Legal and Risk Management**
   Noncompliance with *Office of Local Government Act 1993* and other Act's as detailed in this report would leave Council open to potential legal issues associated with each of the policies.

   Council being noncompliant of a direction from the Office of Local Government would be given a rare rating (The event may occur but only in exceptional circumstances, no past event history - <2%) via Council's risk matrix.

7. **Performance Measures**
   Nil.

8. **Project Management**
   Nil.

**Matthew Francisco**
**Director of Infrastructure Services**

Our Governance No. 67 Cont…

| | |
|---|---|
| Prepared by staff member: | Lee Sisson, Governance Officer |
| Approved/Reviewed by Manager: | Matthew Francisco, Director of Infrastructure Services |
| Department: | Office of the Director Corporate Services |
| Attachments: | **1** Draft Fund Raising Stalls Policy 7 Pages |
| | **2** Draft Footpath Activities Policy 9 Pages |
| | **3** Draft Local Orders Policy 38 Pages |
| | **4** Draft Busking Policy 6 Pages |
| | **5** Draft Local Approvals Policy 27 Pages |

| **POLICY NAME** | **Fund Raising Stalls Policy** |
|---|---|
| Date Adopted | Council Meeting Date |
| Resolution Number | XXX/25 |
| Policy Custodian | Director of Infrastructure Services |
| Policy Development Officer | Administration Assistant |
| Review Date | (3 years from resolution date) |
| Relevant Legislation | • *Charitable Fundraising Regulation 2021*<br>• *Environmental Planning and Assessment Act 1979*<br>• *Food Act 2003 (NSW)*<br>• ~~*NSW Food Regulations 2010*~~<br>• *Food Regulation 2025 (NSW)*<br>• *Australia New Zealand Food Standards Code*<br>• *Food Standard 3.2.2A (2022)*<br>• *Legislation Act 2003*<br>• *Local Government Act 1993* |
| Related Documents | • Charitable Fundraising Guidelines – NSW Fair Trading<br>• Community Donations Policy<br>• Not for Profit Guidelines - Australian Taxation Office<br>• Street Vending Policy (2006)??<br>• Tenterfield Shire Council – Local Approvals Policy – Policy Number ~~3.121~~<br>• Tenterfield Shire Council – Fund Raising Stall Application |

**POLICY OBJECTIVES**
The purpose of this Policy is to:

- identify Council's position on fundraising practice and expected standards that ~~the~~ organisations, public and Council should uphold
- seek to alleviate concerns around the number of fundraising activities held on any one day and the siting allocation allotted to the stall holder by the application
- ensure that fund raising activities do not adversely impact on residents or business operators

**POLICY SCOPE**
To define the requirement for any person or group seeking to conduct ~~street~~ fund raising stalls in accordance with both Legislation and this Policy.

Note: Council has no regulatory role over door knocking charities. Applications for approvals should be made to the NSW Government and NSW Fair Trading.

**POLICY STATEMENT**

~~Council adopted a policy on "Street Stalls and Raffles" on 21 March 1996. This policy went some way to provide a workable system of fund raising that is acceptable to committees, businesses, and Council.~~

Council recognises the need for community charities/groups to raise funds from the general public to support their activities. However it is desirable for fund raising activities in the main business area of Tenterfield to be regulated for a number of reasons including:

- to allow all community charities or groups to approach the public for funds
- to prevent any individual community charity or group from monopolising fund raising in the business areas
- to prevent undue inconvenience or annoyance to the public that may arise by an excess of fund raising activities on any particular day

Fund Raising Stall Guidelines and Requirements

- A permit from Council is essential to operate a Fund Raising Stall, and only one fund raising stall will be permitted on any given day
- Fund raising stalls will only be approved for groups demonstrating Tenterfield Shire Council affiliations and which hold a Not-for-Profit Certificate (obtained through the Australian Taxation Office)
- Fund Raising Stalls will only be permitted on Thursdays, Fridays and Saturdays
- The fund raising stall site is to be in front of either "Bruxner Park, Town Square Stage Structure" or 242 Rouse Street, Tenterfield as displayed in the attached photographs
- Fund Raising Raffle display area i.e. Wood Raffle are ONLY to use the one carpark area as defined in the attached photographs. The towing vehicle is to be parked in the Western carpark to the rear of Rouse Street. The type of display is limited to a trailer (single or dual axle) or utility and loads are not to exceed the approved Gross Vehicle Mass (GVM). Trucks are not permitted to utilise the carpark space for the purposes of Fund Raising Stalls
- Fund raising activities must not affect pedestrian traffic movement and public safety
- Applications for a fund raising stall must be made on a Fund Raising Stall application form at least twenty eight (28) days before the proposed date
- Authorised approval will be emailed to the applicant and need to be displayed throughout during the approved time
- Fund raising stall dates cannot be booked more than six (6) months in advance

- Fund raising committees will be permitted to have four (4) fund raising stalls per annum, one (1) in each period January to March, April to June, July to September and October to December

- Where a fund raising stall date remains available seven (7) days or less beforehand, any fund raising committee may take the booking on a 'first come' basis. (Note: This booking will be counted as one (1) of the four (4) bookings allowed each year.)

- The length of the fund raising stall on the footpath is not to exceed 2.5 metres by 1 metre as displayed in the attached photographs

- Volunteers of fund raising committees are not permitted to spruik (i.e. verbally harass a member of the public into buying something) and no amplified speech or noise is to be used

- Food stalls require additional permits for temporary food stalls or mobile vending

- Stall holders must comply with conditions specified in the Charitable Fundraising Regulation 2021. These include:

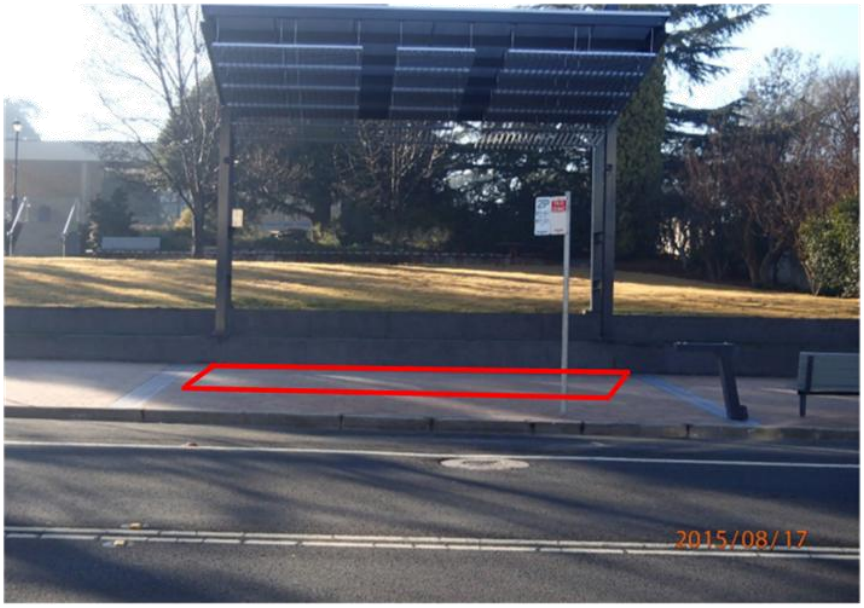
    - clearly indicating the organisation they represent
    - the collection of money from the occupants of motor vehicles being strictly prohibited
    - secure collection boxes for monetary donations
    - obtaining an Authority to Fundraise through NSW Fair Trading if the organisation raises over $15,000 in a financial year

- Public Liability Insurance – Prior to the application being approved Council must be in receipt of the organisation's Public Liability Certificate of Currency to a minimum coverage level as recommended by Council's insurance brokers. Council accepts no responsibility for any accident or injury arising from any fund raising stall, as its only involvement is granting permission for the stall to be held

- Each nominated organisation must ensure that they abide by the conditions specified in this Policy and in particular the site allocated to them. Council's authorised officers will patrol fund raising stalls on a regular basis and if a fund raising committee is found to be in breach of this Policy then they may be required to either cease immediately, or move to the designated location, in addition to being precluded from holding a fund raising stall for a period of twelve (12) months

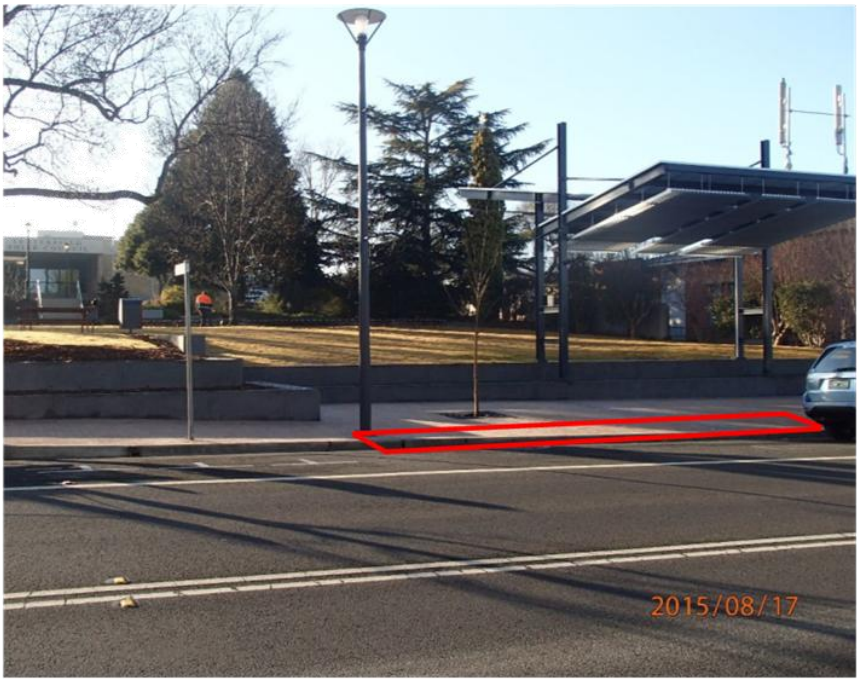
Option 1

**Stall Area**




Stall Area 2.5 metres long X 1 metre deep

**Raffle Display Area**




Raffle Display Area for Goods - i.e. Wood Raffles

Option 2

**Stall Area**



Stall Area 2.5 metres long X 1 metre deep

**Raffle Display Area**



Raffle Display Area for Goods - i.e. Wood Raffles

**POLICY PRINCIPLES**

| PRINCIPLE | ACTION |
|---|---|
| **Accessibility** | - Affording opportunity for Charities to use public spaces under the control and/or management of Council for the purpose of fund raising |
| **Consistency** | - Ensuring that similar Fund Raising Stalls and Charities are dealt with in the same way<br>- Acting fairly and impartially, without bias or unlawful discrimination |
| **Customer Service** | - Working with charities or individuals to achieve compliance with the law by being approachable, courteous and efficient |
| **Safety** | - Proactive risk management<br>- Acting in the best interests of public health and well being<br>- Acting in the best interests to protect property and environment public |
| **Timely Response** | - Ensuring Council's response and decision making in respect of Fund Raising Stall applications is timely |

**ACCOUNTABILITY, ROLES AND RESPONSIBILITY**

Council is responsible for monitoring compliance, providing education and advice, and taking enforcement action when needed. Authorised officers will carry identification cards when inspecting fund raising stalls.

- General Manager
- Leadership Executive Management Team
- Manager Planning & Regulation
- Open Space, Regulatory & Utilities Supervisor

are responsible for the development, approval and maintenance of procedures that support Council's policies.

~~Chief Executive~~

~~Chief Corporate Officer~~

~~Manager Open spaces Regulatory & Utilities~~

~~Manager Planning & Development Services~~

~~Manager Asset & Program Planning~~

**POLICY DEFINITIONS**

| Definition | Meaning |
|---|---|
| **Charity** | A not-for-profit organisation with specific public benefit purposes that are NOT for private gain |
| **Fundraising** | The seeking of financial support for a charity or other enterprise |
| **Stall** | A stand, booth or compartment for the sale of goods |

**VERSION CONTROL & CHANGE HISTORY**

| Previous Versions | Date of Adoption by Council | Resolution # | Author/Editor | Summary of Changes |
|---|---|---|---|---|
| V1.0 | 27/04/00 | 334/00 | Council | Adoption of Original Policy |
| V2.0 | 20/09/06 | 553/06 | Council | Review/Amended |
| V3.0 | 25/04/09 | 713/09 | Council | Review/Amended |
| V4.0 | 22/07/09 | 1017/09 | Council | Review/Amended |
| V5.0 | 23/06/10 | 427/10 | Council | Review/Amended |
| V6.0 | 23/03/11 | 145/11 | Council | Review/Amended |
| V7.0 | 22/08/12 | 292/12 | Council | Review/Amended |
| V8.0 | 26/03/14 | 75/14 | Council | Review/Amended |
| V9.0 | 23/09/15 | 304/15 | Council | Review/Amended |
| V10.0 | 23/08/17 | 168/17 | Council | Review/Amended |
| V11.0 | 18/02/21 | 18/21 | Council | Review/Amended |
| V12.0 | 21/12/22 | 248/22 | Council | Review/Amended |
| V13.0 | Tba | Tba | Administration Assistant | Major Review and Amendment |
| | | | | |

| **POLICY NAME** | **Footpath Activities Policy** |
|---|---|
| Date Adopted | Council Meeting Date |
| Resolution Number | XXX/25 |
| Policy Custodian | Director of Infrastructure Services |
| Policy Development Officer | Administration Assistant |
| Review Date | (3 years from resolution date) |
| Relevant Legislation | *Disability Discrimination Act 1992*<br>*Local Government Act 1993*<br>*Local Government (General) Regulations ~~2005~~ 2021*<br>*Public Spaces (Unattended Property) Act Sections 18 & 21*<br>*Roads Act 1993* |
| Related Documents | Tenterfield Shire Council:<br>• Application for Use of Footpath<br>• Busking Policy<br>• Compliance and Enforcement Policy<br>• Fund Raising Stalls Policy<br>• Local Approvals Policy |

**POLICY OBJECTIVES**

The objectives of this Policy are as follows:

Access and Equity

- To ensure that footpaths in Tenterfield Shire are safe and accessible for all pedestrians and customers to use, including people with prams, older persons and people with a disability

- To ensure the maintenance of clear view lines for both pedestrians and motorists, particularly near pedestrian crossings, street corners and key intersections

- To ensure adjoining premises are not adversely affected by any business use of footpath areas

Council and Community Protection

- To protect Council, the community and the public interest from potential insurance and liability claims, while permitting use of public footpaths for business purposes
- 
- To effectively address risk management and insurance liability issues for Council

- To ensure that business use of public footpaths will not cost the public purse

- To ensure that the amenity of the general public will not be compromised by the provision of business use to footpath areas

- To provide clear guideline for commercial activities, such as outdoor dining, display of goods and use of Advertising Sandwich Boards (A-Frame), on Council's footpaths

Economic

• ~~Confirm Council's support for active footpaths that support the vitality of town centres and promote economic activity, while protecting the rights of pedestrians using footpaths for their principle purpose as a path of travel~~

- To enhance the economic viability of our local businesses by offering permits to use public footpaths for business

- To ensure trading and enhance neighbourhood centres by providing a more vibrant and colourful atmosphere for shoppers

- To provide for an active and integrated street front

- To maintain visibility and exposure of shopfronts

**POLICY SCOPE**

This policy applies to the use of all Council-owned and managed footpaths within the Tenterfield Shire Council for the following commercial purposes:

• Outdoor Dining ~~and/or~~

• The display of Advertising Sandwich Board (A-Frame) signage~~, and/or~~

• Street Vending. Version: 3.0 Page 9 of 10 Section:Planning & Regulation

This policy applies to commercial footpath activities undertaken by an organisation (including community organisations and not-for-profits), individual or business. It does not apply to busking activities.

This Policy only applies to placement of temporary structures and does not include fixed outdoor furniture such as bike racks, fixed seating or awnings. Separate approval is necessary for permanent structures.

**POLICY STATEMENT**

Street Vending, Advertising Sandwich Boards (A-Frame) and Footpath Dining

- Authorised Council Regulatory Officers will carry out inspections of commercial areas within the immediate central business district of Tenterfield township to identify any unapproved Sandwich Boards, Street Vending or Footpath Dining

- When unapproved items have been identified, the owners of these unapproved items will be notified by letter of their obligations under the Local Government Act 1993 via written notification ~~will be given~~ advising ~~the owner~~ that they have fourteen (14) days to seek the correct approval

- If approval is not sought prior to the expiration of this fourteen (14) day period, Council shall issue an on-the-spot fine under Section 626 (3) of the Local Government Act 1993 and the Public Spaces (Unattended Property Act) 2021 may seize the offending items

- A 1.8 metre wide unobstructed section of footpath is to be maintained at all times. In select instances this distance may be reduced, where the applicant can demonstrate that there is an accessible path of travel and that there will be no increased impact on pedestrian access when the goods are in place;

- A minimum of 600mm is to be maintained between all items and the kerb at all times

- Preference is given to placement of items directly against the shop front

- Pedestrian traffic along footpaths is to remain unhindered at all times

- Footpath dining activities must account for relevant Food Safety and Alcohol Licensing requirements

- Goods displayed for street vending must relate to the business being conducted at the premises, must be contained within the property side boundaries, must not extend more than 1 metre from the shopfront and be located so as not to obstruct any doorway

- Street Vending, Advertising Sandwich Boards (A-Frame) and Footpath Dining approvals shall be based upon an approved plan, clearly identifying all proposed equipment locations, which is to be included on the application form

- Any food, including tinned and packaged goods, displayed for Street Vending shall be at a height not less than 750mm above the footpath level. Displayed fruit and vegetables must be protected from contamination. Potentially Hazardous Foods (PHF) must be appropriately temperature controlled and comply with relevant food and traffic regulations

- Goods and/or display stands for Street Vending must not be more than 2 metres above footpath level

- No glass or breakables

- All tables, chairs, signage, goods and / or display stands shall be secured or positioned to prevent them from being moved by wind or other forces and finished with no part protruding beyond the approved area, and with no sharp corners or trip hazards. All street vending, tables and seats shall be of a cast iron, wood or aluminium type in a traditional heritage style

- All tables, chairs, signage, goods and / or display stands must be removed from the footpath when premises are closed
- The area is to be maintained in a clean condition at all times. Waste generated is to be disposed of via the host premises and not into the gutter or street bins

- No spruiking of goods is permitted

- Cash registers or counter facilities are prohibited

- ~~Evidence of~~ A public liability insurance policy must be held in the name of the applicant, covering a minimum of $20,000,000 and specifically indemnifying and listing Tenterfield Shire Council on the policy as an interested party

- Additional requirements may be imposed where there is no parking lane joining the footpath, or where location specific risks exist

- Council take the necessary actions to establish an annual approval fee to be assessed, through public notification of the proposed fee in the Annual Fees and Charges

- One Advertising Sandwich board (A-Frame) only will be authorised per premises and are not to be tied to poles, trees or other street furniture

- Public street furniture is to remain available for use by the general public. Use of Council's street furniture for the exclusive use of café patrons or placement of tableware, tablecloths or umbrellas on or above a Council owned table is not permitted

- For safety reasons, barrier screens or other suitable barriers will need to be provided where any tables and chairs are proposed kerb-side. The arrangement of barriers will depend on the site-specific traffic and footpath conditions. Where traffic speeds are higher than 40km/h or where the footpath is adjacent to reverse parking spaces, café furniture must be suitably protected from vehicles and Council or the Roads & Maritime Services may require specific barrier types

- Café chairs placed with their backs to the walkway zone must have sufficient clearance to ensure that when they are pulled out they will not obstruct the minimum 1.8m wide walkway zone

- It is important that predictable pathways be provided for people who are blind or have low vision. Café furniture must not be moved into the walkway zone at any time, including during wet weather. Any café furniture placed along the building line should have a solid base or be protected by a structure with a solid base and must be placed in the same position every day to ensure a predictable pathway is maintained.

Conduct of Patrons - Footpath Dining

The licensee is responsible for the conduct of patrons at tables and chairs in the outdoor seating area and must ensure that patrons do not move tables and chairs

into the walkway or kerb buffer areas or allow pets, prams, bicycles or any other personal items to obstruct the walkway or kerb-side zones.

Cleanliness and Litter Control

- Each approval holder is responsible for maintaining the area within and around the Trading Zone in a clean and safe condition
- Smoking will not be permitted at any outdoor table or seat approved under this policy
- Items and structures on the footpath must only be placed on the footpath during the operating hours of the business
- The use of disposable tableware (plates/bowls, plastic straws, cutlery and containers) in outdoor cafes (other than for takeaways or special events) is strongly discouraged

Alcohol, Noise and Entertainment

- Prior to the service or consumption of alcohol within the Trading Zone, an applicant must obtain and provide Council with a copy of a liquor licence that includes the relevant part of the footpath as part of the licensed area. Many of Council's footpaths are alcohol-free zones therefore; the licensed area must be delineated in some way so patrons are notified that they cannot take alcohol beyond the licensed area
- No outdoor speakers, sound amplification equipment or jukeboxes are permitted on any footpath, except with the specific approval of Council. No live entertainment is permitted to be associated with a commercial footpath activity without the written permission of Council (excluding busking activities)

Ancillary Items (Umbrellas, Heaters, Planter Boxes and Pots, Screens and Windbreaks)

- In general, an approval will not be issued to allow ancillary items unless café furniture has also been approved. In order to place any such items on the footpath (even where permission has been granted for café furniture), they must be shown on the endorsed plan under the approval
- All ancillary items must be removed from the footpath during periods of high winds and at the close of each business day
- Portable outdoor gas heaters must be erected on stable, level ground and kept clear from overhead coverings including awnings, shade sails, umbrellas and other combustible materials that can be ignited by radiant heat. Portable outdoor gas heaters must comply with Australian Standard AS 1596, be certified by the Australian Gas Association and installed according to the specifications of the manufacturer

- Umbrellas must be a minimum (at the lowest point) of 2.0 metres high above the level of the footpath, of robust design, secured at all times, and easily removable

- Planter boxes and pots must provide a positive contribution to the visual amenity of the street and be maintained with healthy plants or else permission will be revoked and the boxes required to be removed. Planter boxes must be kept free from cigarette butts and other rubbish

- Temporary canvas/barrier screens must be placed so that they are stable and secured or weighted so they will not be moved by patrons or weather conditions and shall not exceed a height of 1.2 metres above the footpath

- Signage on barrier screens and umbrellas are permitted provided the name or logo of a business relates to the products/retail being sold in the business

- Council may limit, at its discretion, the amount of ancillary items placed on the footpath

Other Matters

Application processes are governed by the need for assessment in line with Legislative requirements, and although generally they will differ in details and time taken according to the type of work/activity proposed, there are a few fundamental processes followed.

Lodgement of an Application

Most applications and booking have a specific form the lodgement of an application, dependent upon the nature of the proposal, fees may apply and where a fee is required, it must be paid at time of lodgement.

Council's fees are detailed in our annual fees and charges.

An application may be rejected within seven (7) days of receipt if it is not clear as to the nature of the approval sought, or if the application is not legible. Therefore it is necessary that applications contain all of the information relevant to the proposal.

Assessment Process

- Where an application has been accepted by Council, but the proposal is of a complex nature, more information may be sought from the applicant to ensure that Council's assessment can account for relevant areas

- Where more information is required, Council will usually contact the applicant directly (by means of details provided with the application) within twenty-one (21) days of lodgement

- Applications can be amended by the applicant prior to determination, provided the variations are only minor in nature. Should a major variation be required, the applicant may be instructed to submit a new application

- Applications under the Roads Act 1993 and Local Government Act 1993 are not required to be publicly notified, and generally will not be

Determination

- Once assessed by Council, a notice will be issued to the applicant noting whether the application has been approved or refused
- The period of approval is dependent upon the nature of the proposal
- Where works/activities have not commenced, or where the activity is not held in the nominated/approved time, the approval may lapse. In such cases, and depending upon circumstances, the applicant can seek to lodge a new application with Council

Review

Determinations made by Council can be reviewed under Section 100 of the Local Government Act 1993. A request to review must be made in writing within twenty-eight (28) days from the date of Council's determination. Review of determinations is final.

Enforcement of Approvals

Where a person, persons or a commercial business is acting in contravention with an issued approval, or in non-accordance with specific Acts or Regulations, Council may take enforcement action in the interest of preserving public health and the environment.

Approvals issued under this policy may be modified, revoked or suspended by Council where:

- The approval is deemed to have been obtained by fraud, misinformation or concealment of facts
- For any matter arising after the granting of the approval, that may have caused Council to have rejected the approval had it arisen prior to the approval being issued

Building Works

This policy does not include applications, consents and approvals for the undertaking of building works, which are subject to approvals processes under the Environmental Planning and Assessment Act 1979.

Approvals Related to Food Premises

Any applications/proposals under the provisions of this policy, and related to operations of a food premises (mobile or otherwise) must comply with the NSW Food Authority "Food Safety Standards Code", the Food Act 2003, and be related

## POLICY PRINCIPLES

~~Tenterfield Shire Council recognises that:~~

| PRINCIPLE | ACTION |
|---|---|
| **Accountability and Accessibility** | Providing for a quality commercial shopping precinct that is safe and accessible to the whole community |
| **Consistency** | Ensuring that businesses, residents and pedestrians are treated fairly and impartially, without bias or unlawful discrimination |
| **Safety** | Ensuring clear, safe and unobstructed access at all times for pedestrians |

## ACCOUNTABILITY, ROLES AND RESPONSIBILITY

Council is legally responsible for ensuring safe pedestrian walkways for people of all abilities and for regulating and managing commercial footpath activities. This includes monitoring compliance, providing education and advice, and taking enforcement action when needed. Authorised officers will carry identification cards when inspecting footpath activities.

- General Manager
- Leadership Executive Management Team
- Manager Planning & Regulation
- Manager Open Space, Regulatory & Utilities

are responsible for the development, approval and maintenance of procedures that support Council's policies.

Individual Managers Business operators have a legal responsibility to obtain relevant approvals to use the footpath for commercial activities and to ensure they do not obstruct the footpath.

## POLICY DEFINITIONS

| Definition | Meaning |
|---|---|
| **Advertising Sandwich Board (A-Frame)** | Blackboard or footway signage means any portable, self-supporting sign |
| **Classified Road** | Roads and Maritime Services (RMS) exercise broad authority over some, or all, aspects of legally classified roads. RMS has delegated authority to Council to give consent to proposed outdoor restaurants on the New England Highway (Rouse Street) and the Bruxner Highway east bound (High Street) |
| **Trading Zone** | The area available for commercial footpath activities (Trading Zone) can be calculated as the remaining area of footpath once the minimum 1.8m wide pedestrian |

| | |
|---|---|
| | path and kerb buffer area have been excluded. The size of the Trading Zone in each area will vary depending on the width of the footpath |
| **Walking Zone** | The area of footpath kept clear and free from any obstructions, allowing people to walk along the footpath unimpeded. This policy requires at least 1.8m be kept clear for walking |

**VERSION CONTROL & CHANGE HISTORY**

| Previous Versions | Date of Adoption by Council | Resolution # | Author/Editor | Summary of Changes |
|---|---|---|---|---|
| V1.0 | 25/9/19 | 190/19 | Council | Adoption of Exhibition Draft Policy |
| V2.0 | 27/11/19 | 246/19 | Council | Adoption of Amended Policy |
| V3.0 | 21/12/22 | 248/22 | Council | Re-adoption of Policy |
| V4.0 | Tba | Tba | Administration | Major Review and Amendment |

| **POLICY NAME** | **Local Orders Policy** |
|---|---|
| Date Adopted | Council Meeting Date |
| Resolution Number | XXX/26 |
| Policy Custodian | Director of Infrastructure Services |
| Policy Development Officer | Assigned Officer |
| Review Date | (3 years from resolution date) |
| Relevant Legislation | • *Local Government Act 1993*<br>• *Local Government (General) Regulations 2005*<br>• ~~*Apiaries Act 1985*~~<br>• *Companion Animals Act 1998*<br>• ~~*Companion Animals Amendment Act 2001 and 2006*~~<br>• *Companion Animals Amendment (Rehoming Animals) Act 2022*<br>• *Companion Animals Regulation 2018*<br>• *Conveyancing Act 1919*<br>• *Environmental Planning and Assessment Act ~~1997~~ 1979*<br>• *Environmental Planning and Assessment Amendment Act 1997*<br>• *Exhibited Animals Protection ~~Act 1986~~ Regulation 2021*<br>• *Food Act 2003*<br>• *Food Regulation ~~2015~~ 2025*<br>• *Home Building Act 1989*<br>• ~~*Impounding Act 1993*~~ *Public Spaces (Unattended Property) Act 2021*<br>• *National Parks and Wildlife Act 1974*<br>• *Non-Indigenous Animals ~~Act~~ Regulation 1997*<br>• *Public Health Regulation ~~2012~~ 2022*<br>• ~~*Public Health (General) Regulation 2002*~~<br>• *Public Health Act 2010*<br>• *Protection of the Environment Operations Act 1997*<br>• *Swimming Pools Act 1992*<br>• *Tenterfield Local Environmental Plan 2013*<br>• *Water Management Act 2000* |
| Related Documents | • Australian Standard 1926<br>• Compliance and Enforcement Policy ~~for Unlawful Activities~~<br>• Customer Service Policy<br>• Delegation of Authority Register<br>• Development Control Plan<br>• *Enforcement Guidelines for Councils,* Office of the NSW Ombudsman, December 2015<br>• Food Premises Code<br>• Food Standards Code<br>• ~~Local Environmental Plan~~<br>• Local Orders for the Keeping of Animals in Urban Areas of Tenterfield Shire<br>• Local Orders Schedule<br>• State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 |

**POLICY OBJECTIVES**

~~Generally, the~~ This policy aims to:

- provide guidance on the Regulatory Regime implemented by Council for the issuing of legal documents known as Notices and Orders
- provide a framework for dealing with regulatory of building, animal, environmental and public health issues within the Tenterfield Shire Council area
- outline common and consistent requirements for the issue of Notices and Orders relevant to the policy
- ~~further make~~ ensure Council's policy requirements for regulatory matters are readily accessible to the community

**POLICY SCOPE**

The Local Orders Policy assists Tenterfield Shire Council in enacting its regulatory responsibilities, conferred by the Appropriate Regulatory Authority (ARA), to enforce legislated Acts and Regulations.

This policy focuses on one of these enforcement options, that being the issue of Notices and Orders as a legal means to achieve community amenity in areas of animal management (including keeping of animals), Public Health and Environmental Protection by specifying the criteria that Council must take into consideration in determining whether or not to give an order under Section 124 of the Local Government Act 1993 and Environmental Planning and Assessment Amendment Act 1997.

**POLICY STATEMENT**

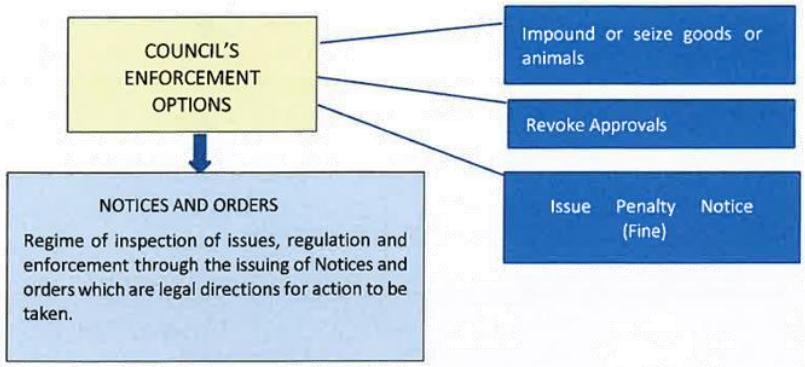
Council is committed to effectively managing its legislative obligations in respect to animal management, public health and environmental management in such a way as to facilitate a safe and healthy environment, to improve the amenity of the LGA, and ensure good governance practices.

Council's Local Orders Policy and subsequent Orders Schedule, outlines the circumstances that may warrant Council issuing an order.

This policy has been drafted in line with Parts 2 and 3, and Section 159 of the *Local Government Act 1993*.

This policy ~~does:~~ • outlines some of the different types of Notices and Orders Council may issue under legislated Acts and Regulations, and the specific circumstances in which Council may choose to issue such a Notice or Order.

This policy **does not** detail the enforcement processes Council's Authorised Officers undertake outside of the Notice/Orders regime, including revocation of approvals, impounding of goods or animals, issuing of Penalty Notices and Court proceedings.




**Notices and Orders to which this policy relates:**
The policy applies to Notices and Orders issued under a number of legislations, referenced in table 1 (below). Orders have been grouped into sections to which they relate, to make searching for the orders easier when using this document.

**NOTE – Certificates relating to existing Notices and Orders in force on a property can be gained by application to Council under section 735A of the Local Government Act 1993, and clause 41 of Schedule 5 of the Environmental Planning and Assessment Act 1979.**

~~**TABLE 1 –**~~ **Summary of Notices and Orders to which this policy relates:**

| ORDER NUMBER | DESCRIPTION OF ORDER |
|---|---|
| ***Local Government Act 1993*** | |
| Order 1 | To demolish or remove a building |
| Order 3 | To repair or make structural alterations to a building |
| Order 5 | To take necessary steps to comply with relevant standards |
| Order 7 | To fence land |
| Order 8 | Numbering of premises for identification |
| Order 9 | Fence, empty, fill or cover up a waterhole |
| Order 10 | Remove, stack or cover articles or matter, to erect fences or plant trees |
| Order 11 | To do or to refrain from doing things to prevent environmental damage, to repair environmental damage or to prevent further harm |
| Order 12 | Take necessary steps to control the flow of surface water |
| Order 15 | Not to conduct or to cease conducting an activity on premises |
| Order 16 | To cease the use of premises or evacuate |
| Order 17 | To leave or to not enter premises |
| Order 18 | Management for the keeping of birds and animals |
| Order 19 | To use or not use a tennis court as specified |
| Order 20 | Sanitation for food premises |
| Order 21 | Keep land in a safe / healthy condition |
| Order 22 | Appropriate storage, treatment and disposal of waste |
| Order 22A | To remove or dispose of waste |
| Order 23 | To connect premises to Council's water supply |
| Order 24 | To connect to a sewerage system |

| | |
|---|---|
| Order 25 | Cease use of a human waste treatment device |
| Order 27 | To remove or prevent the placement of an object in a public place, or prevent any object or matter from being deposited |
| Order 28 | To take steps necessary to prevent or repair damage to a public place |
| Order 29 | To alter or repair or structure or undertake work on, over or under a public place |
| Order 30 | To comply with an approval |

| ***Environmental Planning and Assessment Act 1979*** | |
|---|---|
| Order 1 | Cease use of premises for purpose specified |
| Order 2 | Stop building or subdivision work |
| Order 3 | To demolish or remove a building |
| Order 4 | To stop demolishing, or not to demolish, a building |
| Order 5 | To repair or make structural alterations to a building |
| Order 6 | To alter, remove or demolish an advertising structure |
| Order 7 | Erect or install structures to protect persons on or in a public space |
| Order 8 | Evacuate premises or to cease conducting an activity on a premises |
| Order 9 | Exclusion order to leave premises or not enter premises |
| Order 10 | To restore premises to condition they were before unlawful works occurred |
| Order 11 | Bring unlawful development into compliance with approval and/or standards |
| Order 12 | To repair or remove a building in a public place |
| Order 13 | To complete authorized works under a planning approval |
| Order 14 | To do or refrain from doing any act to remove or restrain a breach of Division 5.2 or a breach of a consent for State significant development |

| ***Swimming Pools Act 1992*** | |
|---|---|
| Section 23 | To bring a pool into compliance |

| ***Protection of the Environment Operations Act 1997*** | |
|---|---|
| Section 91 | Clean Up notice |
| Section 96 | Prevention notice |
| Section 135 | Smoke abatement notice |
| Section 144 | Cease use of premises as a waste facility |
| Section 264 | Noise control notice |
| Section 276 | Noise abatement direction |

| ***Public Health Act 2010*** | |
|---|---|
| Section 33 | Direct a regulated system to be maintained |
| Section 42 | Improvement notice |
| Section 44 | Direct Improvement notice to be complied with |
| Section 45 | Prohibition Order |

| ***Food Act 2003*** | |
|---|---|
| Section 45 | Notification of seizure of goods |
| Section 58 | Improvement notice |
| Section 60 | Prohibition order |

| ~~***Noxious Weeds Act 1993***~~ ***Biosecurity Act 2015 – see separate Policy*** | |
|---|---|
| ~~Section 18~~ | ~~Control noxious weeds on land~~ |
| ~~Section 18A~~ | ~~Notice of proposed weed control~~ |
| ~~Section 20~~ | ~~Notice of works to be carried out subject to non-accordance with weed control notice~~ |
| ~~Section 45~~ | ~~Notice of entry~~ |

| ~~***Impounding Act 1993***~~ ***Public Spaces (Unattended Property) Act 2021*** | |
|---|---|
| Section 18 | Take possession of unattended animals (unless stock) |
| Section 19 | Take possession of unattended stock animals in emergencies |
| Section 20 | Take possession of an unattended dog |
| Section 22 | Destroy animals taken into possession in certain circumstances |
| Section ~~15/16~~ 25 | ~~Impound motor vehicle, animal or other article~~ Take possession of an item (including motor vehicles) |
| Section 20 | Sale or disposal of impounded items |
| Section 31 | Destroy items worth less than a certain amount |

| ***Companion Animals Act 1993*** | |
|---|---|
| Section 10B | Notice requiring registration of animal |
| Section 18 | Notice of seizure of an attacking or biting dog |
| Section 21 | Nuisance order – Dog |
| Section 31 | Nuisance order – Cat |
| Section 34 | Declaration of dangerous dog |
| Section 58A | Declaration of a restricted breed of dog |

| ***Roads Act 1993*** | |
|---|---|
| Clause 91 | Direction to provide support for public road |
| Clause 93 | Direction to fill excavation |
| Clause 95 | Direction to remove windblown sand, soil or other matter |
| Clause 96 | Direction to provide fence/floodgates, or make repairs to fence |
| Clause 97 | Direction to locate new/replacement services in conduits for utility services |
| Clause 98 | Alter works or structure location on or over a public road |
| Clause 99 | Repair or maintain water supply work on or over a public road |
| Clause 100 | Repair or replace bridge or level crossing |
| Clause 101 | Restore a public road to its previous condition |

**Process for Notices and Orders**

The process for issuing Notices and Orders varies in line with the Act under which it is issued. The regiment entails the issue of a Notice, Order or Direction either verbally or in writing by one of Council's duly Authorised Officers. Notices, Orders and Directions referenced within this document are formal legal directions which can be followed up with monetary penalties as well as court action if they are not complied with. The terms Direction, Notice and Order are interchangeable within this policy, and will depend upon the legislation under which they are issued.

**NOTE – A "Notice of Intention to issue an Order" does not have the same meaning as a "Notice" under this policy.**

**Content of a Notice or Order**
In all cases Council's Officers aim to compile clear and concise directions in Notices and Orders, in an unambiguous manner. The terms of the Order will be given and may be specified against benchmarks, standards or sections of legislation where appropriate. Contents of Notices and Orders will vary dependent upon the actual issue at hand.

All Notices and Orders will state a clear timeframe for compliance. In the event of a verbal Order, hand delivered Order, or an Emergency order, the timeframe commences immediately from the time at which it is given. In the case of posted Orders, the timeframe commences from the fourth working day after the Order is posted.

Orders will be served on either a person (individual) or a corporation, but not a business name.

**Extensions of Time**
Where a person or corporation cannot comply with the timeframe specified in the notice or Order, they may request an extension of time in writing. Details on this process are included within each Notice/Order issued by Council. Each request for a time extension will be assessed on its individual merit.

**Representations Against an Order**
In some cases the recipient of an Order has the opportunity to make representations against the issue of the Order, or the terms of the Order. Where this is applicable, the Order will state the correct pathway for such representations to be made.

Most Orders allow for the recipient to appeal to a Court of competent jurisdiction against the issued Order.

The following Orders do not allow for appeal to a Court:
- A "Notice of Intention to issue an Order" under the Local Government Act or the Environmental Planning and Assessment Act.
- A "Clean Up Notice" issued under the Protection of the Environment Operations Act.
- A "Registration Notice" issued under the Companion Animals Act.
- An "Improvement Notice", or "Prohibition Order" issued under the Food Act.

**Compliance with an Order**
Where the terms of an Order are complied with within the timeframes specified, the recipient will receive notification from Council that the Order has been satisfied and thus revoked. Where the terms of an Order have not been satisfied, Council may give effect to the Order by taking further action. This can include Council entering the land to have works completed by a contractor, or, commencement of proceedings in either the Local Court or Land and Environment Court of NSW. All Court actions taken for non-accordance with an Order will be undertaken within the timeframes specified by relevant legislation.

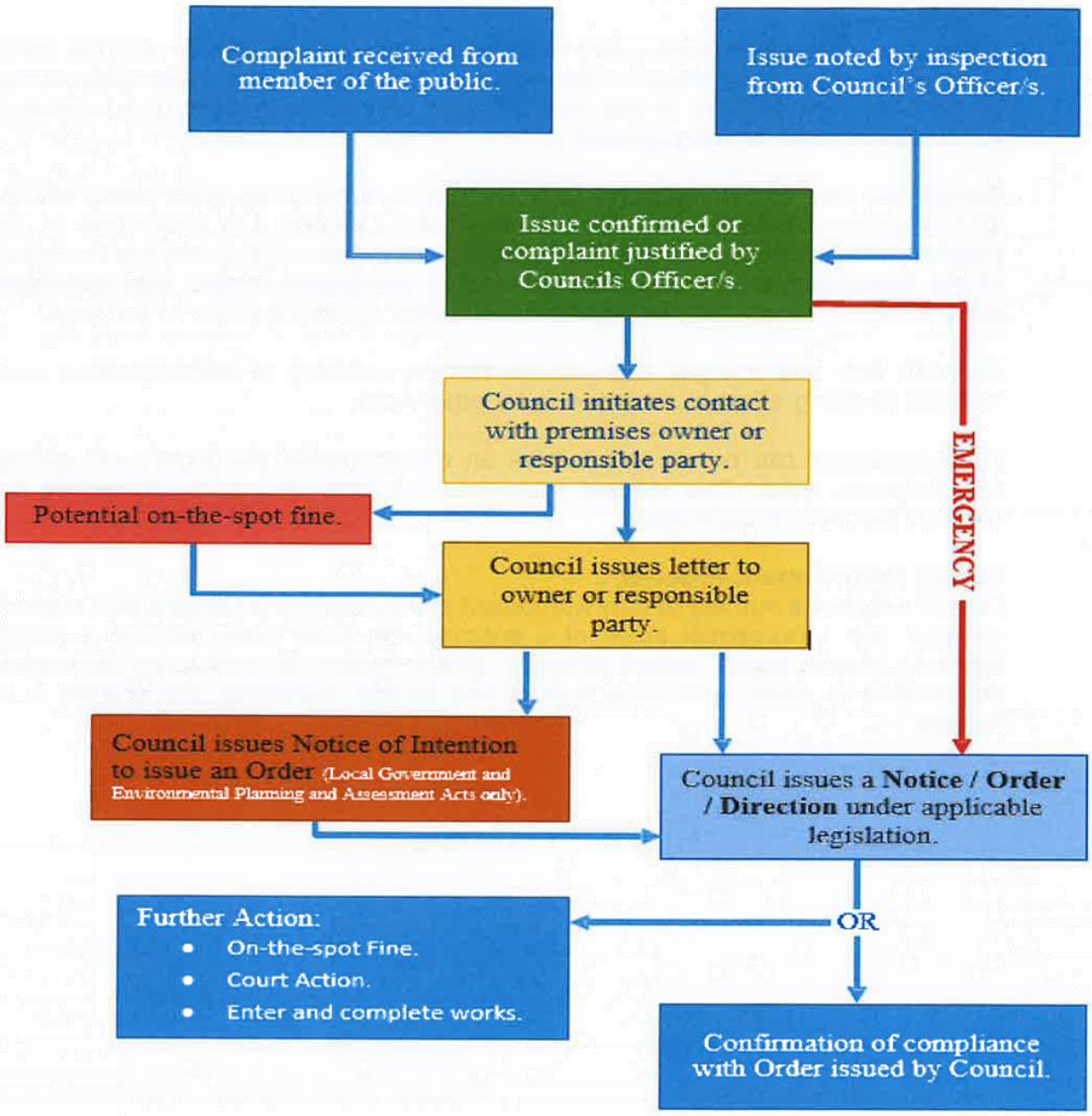
**Cost Recovery**
Where Council engages contractors to carry out the works to comply with the terms of an order, the cost of these works will be on forwarded to the responsible person or company for payment. In the case of works on private property the landowner will be responsible for the payment.

Council can also recover reasonable costs to give effect to an order under section 10.2 Environmental Planning & Assessment Act; section 104 Protection of the Environment Operations Act and section 26 Noxious Weeds Act. Under the Protection of the Environment Operations Act, the cost compliance notice and associated administrative fee can also be registered as a debt against the title of the land.

Council's fees and charges also provide for the recovery of administrative costs involved in giving effect to an order under other Acts.

Representations can be made to waive an administrative fee where exceptional circumstances exist. This request must be in writing and accompanied by the relevant fee (where applicable).

**Orders Enforcement Process**
Council employs a number of duly Authorised ~~and~~ Enforcement Officers who are able to enter non - residential areas of a premises (in most cases without a search warrant), inspect issues, collect evidence, give directions for work to be undertaken or activities to cease, and issue Notices and Orders. Generally, the process is as follows:




**Policy Index**

The Orders under this policy have been grouped into five (5) basic parts for ease in interpreting which Orders are applicable to broader issues. These five (5) parts are as follows:

| | | |
|---|---|---|
| | PART 1 – Environment and Amenity | tba |
| | PART 2 – Health and Safety | tba |
| | PART 3 – Compliance with Approvals | tba |
| | PART 4 – Building Fire Safety | tba |
| | PART 5 – Animals | tba |

**NOTE – While each part makes specific reference to certain Orders, these Orders can apply across multiple parts. The group has been undertaken as a means to give a best likely fit under broader circumstances only.**

**Council's enforcement processes are not detailed as part of this policy.**

~~Each part is split into two (2) sections, the first of which details the various Orders applicable under various legislation, and the second of which gives~~

The following sections provide the general and/or specific assessment criteria Council's Officers use when determining if an Order should be issued.

## Local Orders Policy - PART 1 – Environment and Amenity

**ASSESSMENT CRITERIA**
Tenterfield is comprised of a wide variety of environments, scenic landscapes and unique villages that make up the Shire, including rural landscapes, agricultural uses, commercial shopping areas, residential village zones, bushland and National parks.

Council may take action ~~in an~~ with the aim to remedy issues raised by lodgement of complaints or through Council's officers noting potentially serious matters onsite. Council will account for the following criteria when deciding if an Order should be issued for an environment or amenity related issue:

**Environment**
- There are, or there is the potential to have, detrimental effects to the natural environment including waterways, lands or air
- There is, or there is the potential for, water pollution
- There is movement of stormwater off a site into adjoining lands
- There is cut and fill, and the potential for contaminated soils, or fill which does not meet required standards
- There is land degradation or pollution emissions (including odour or noise) that is interfering with the natural environment
- Noxious weeds are present
- There ~~is~~ are unacceptable levels of smoke emissions from a residential premises

**Amenity**
- There is evidence of an adverse impact on the amenity of a local area. This may relate to the individual localities and/or villages and/or rural settings, or the Shire as a whole
- Objects, materials and/or structures located either in a public place, or within view of a public place, are causing a visual amenity issue and detracting from the amenity of the locale
- Objects, materials and/or structures located either in a public place or within a road reserve are causing a hazard or nuisance
- Noise emissions are inappropriate for the locale
- There is, or there is the potential for, an annoyance or threat to the safety of users of a public place
- Materials or structures pose a risk to pedestrians or vehicular traffic

Where an activity is being undertaken in/on a public place, Council will consider the issue of an Order where activities are not in line with our **Local Approvals Policy**, as well as any activity being undertaken without approval, or an activity being undertaken outside of the conditions of an approval. Furthermore, should the activity (whether approved or not) cause an annoyance or danger to the public, Council may consider the issuing of an Order.

## Local Orders Policy - PART 1 – Environment and Amenity

Advertising signage must be undertaken in accordance with Council's **Development Control Plan**.

In assessing the issuing of an Order for **smoke emission matters**, Council will consider if any residential woodsmoke constitutes an offence under the *Protection of the Environment Operations Act 1997*, if the fuel heater has been installed by an accredited installer, complies with relevant Australian Standards, is an approved system, if the system has been installed so as to minimise the impact of smoke on the locale and is in accordance with the relevant state guidelines.

In assessing the issuing of an Order for **noise emission matters**, Council will consider if any emissions constitute an offence under the *Protection of the Environment Operations Act 1997.* Council recommends the following approach to handle noise matters in the first instance:

(a) Aim to solve the problem in a cordial manner with the person/s causing the noise, as often people do not realise they are causing a noise annoyance

~~Where noise emissions continue, you can contact a Community Justice Centre to arrange meditation with the person causing the noise emissions. These are Government Funded centres who can settle differences and neighbourhood disputes without parties having to enter into legal processes~~

(b) Where noise emissions continue, you can investigate a range of steps explained at https://www.legalaid.nsw.gov.au/my-problem-is-about/my-neighbour/noise , including making an application to the Local Court for a noise abatement order.

~~(c) Where a party will not enter into mediation, or the noise continues after mediation,~~ You can contact Council for investigation and Council's Officers will then advise on the best course of action.

**NOTE – Private individuals can approach the Local Court to seek a Noise Abatement at any time. Where the Court is satisfied, it will issue the abatement to cease the noise emissions. This process can be undertaken independently of Council.**

**Stormwater** must be controlled wholly within the premises from which it originates. Buildings and other developed hardstand areas play a major role in contributing to the concentration of stormwater flows, and it is therefore the owner's responsibility to control stormwater within any given lands. In assessing whether an Order should be issued for stormwater matters Council will consider:

- if lack of controls are contributing to an increase of surface flows to other properties
- if there are defective stormwater controls including pipework, drains, guttering and downpipes
- if there is the obstruction of a natural watercourse
- if discharge is directed to an adjoining property

**Water pollution** is directly referenced through State Legislation. Council will consider the issue of an Order for anything that changes, or has the potential to change the physical, biological or chemical composition of a waterway.

**Local Orders Policy – PART 2 – Health and Safety**

**ASSESSMENT CRITERIA**

Tenterfield Shire Council has been vested with responsibility for a number of regulatory provisions related to public health and safety.

Council may take action ~~in an~~ with the aim to remedy issues raised by lodgement of complaints or through Council's officers noting potentially serious matters onsite. Council will account for the following criteria when deciding if an Order should be issued for a health or safety related issue:

**Health and Safety**

- Land or premises are not considered to be in a healthy or safe condition
- Land or premises are in a condition that affects the healthy amenity or safety of the surrounding areas
- There is a life threatening hazard or a serious threat to public health or public safety
- Health of persons is likely to be detrimentally affected
- There is a past history of non-compliance
- There is an obstruction of a public space or public service that may cause a hindrance or annoyance
- There is an obstruction of a public space or public service that may cause a hazard
- Conditions are being presented that are a danger to, or are injurious to adequate health
- Relevant codes and/or standards are not being adhered to

In the case of public safety from **buildings and/or temporary structures**, Council will consider compliance with the *National Construction Code* conditions of Development Consents issued, if approvals have not been obtained, as well as egress, fire safety and signage issues when considering the issue of an Order.

When considering the issues of an Order for **unsightly or unhealthy premises**, Council will assess the potential for fire hazards, as well as the ability for conditions to harbour pests or vermin. Furthermore, Council will consider the impact of a premises on the visual amenity of a locale.

In determining the potential for the issue of an Order for **dumped rubbished and abandoned vehicles**, Council will consider if the object/s are causing an encroachment or obstruction of a public place, a danger or annoyance to the public, or has the potential to cause an environment or amenity issue.

In determining issues for **food businesses or mobile food premises**, Council will consider compliance with the *Food Act 2003* and associated standards/codes.

**Overgrown vegetation** on premises will be assessed against:

- The type of vegetation (native vegetation and horticultural plantings generally are not considered to constitute overgrown vegetation)
- The proximity of vegetation to a habitable building or high risk premises (such as a school, hospital, childcare centre, etc.)
- If the volume of vegetation may present conditions suitable for the harbourage of vermin or pests (including snakes, rates, mice, etc)
- If the vegetation is of a type that will render the land unsafe or unhealthy
- If the vegetation presents any type of fire risk

In assessing the issue of an Order for **onsite septic systems and connection to sewer**, Council will consider if there is a viable connection to sewer point within 75 metres from the premises, if the existing system presents a risk to the health of persons or the environment, if the existing system is operating properly, if there is an existing approval to operate the system, and if the conditions of any approval to operate are being adhered to.

Where systems do not meet the terms of Council's On-site Sewerage Management Policy, or the terms of relevant codes and/or Australian Standards, Council may consider issuing an Order to bring a system into compliance.

Council will require connection to sewer where it is available within 75 metres from a premises.

When considering the issue of an Order for a private swimming pool or spa, Council will consider if there is a current certificate of compliance for the swimming pool, the pool requires a child resistant barrier, fencing, signage, or other requirements under relevant standards and codes. Furthermore, Council will consider any deficiencies in existing infrastructure to meet relevant Australian Standards,

**NOTE – Legislation regarding swimming pools (both indoor and outdoor) does not apply to pools situated on Crown Lands or those occupied by a public authority. Australian Standard 1926 can be referenced for requirements of swimming pool safety.**

In considering the issue of an Order for a **commercial swimming pool or spa**, Council will consider the frequency and results of water quality testing, record keeping for testing, general cleanliness, the availability of on-site water quality testing equipment and the accuracy of such equipment and record keeping.

In considering the issue of an Order for **unclean and untidy premises**, Council will consider the following:

- accumulation of any rubbish
- presence of bed-bugs, bird roosts or other pests or vermin on the premises
- waste not being appropriately stored or removed from the premises
- existence of broken glass
- presence of accumulated building materials, abandoned materials, organic materials or vegetation
- breeding grounds for mosquitoes, rates, pigeons, snakes or any other perceived pest

**Unhealthy buildings** can present significant hazards to the occupier of a premises, as well as visitors and any adjoining premises or lands. In considering the issue of an Order for unhealthy buildings, Council will consider the following:

- fire damage
- potential for structural deficiencies or collapse of building
- defective ceilings, floors, stairs, walls, frames or finishing materials
- awning safety overhanging a public place
- dampness in walls and other internal cavities of a building
- lack of a healthy water supply
- lack of basic amenities including (but not limited to) kitchen, toilet, laundry and provision of hot and cold water
- safety features (such as balustrades) have deteriorated to present a hazard to persons and no longer meet the requirements of the Building Code of Australia (BCA), and/or no longer meet the requirements of relevant codes and/or standards
- broken windows, and/or lack of openable windows
- plumbing installations (waste disposal) that do not meet relevant codes or standards, or that present a hazard to human health or the environment

## Local Orders Policy – PART 3 – Compliance with Approvals

**ASSESSMENT CRITERIA**

Tenterfield Shire Council is the consent authority for a range of development related matters. Council is also the Appropriate Regulatory Authority (ARA) for a range of building and development planning matters, including implementation of codes, standards and statutory regulations.

Council may take regulatory action to remedy development related matters where works are not in accordance with relevant regulations/codes/standards, where development has occurred without required consents or approval, where development has been undertaken in non-accordance with an issued consent, and where development has been carried out in areas that prohibit that type of development. Any of these situations may cause Council to issue an Order. Council will account for the following criteria when deciding if an Order should be issued for a compliance with an approval related issue:

**Impact**

- Actual or potential detrimental effect to the natural or built environment is perceived
- There is an actual or potential health or safety risk to residents or the amenity of the locale
- The stability of a structure is likely to become a danger to persons or adjoining structures
- The stability of a structure is presenting a danger to persons or adjoining structures
- There are inadequate measures in place to protect the health and safety of persons
- There is an adverse impact on the environment and/or public health

**Unlawful Activity**

- Work is or has been carried out without required development consent, construction certificate, complying development certificate, approval, permission or licence
- Work is or has been carried out not in accordance with an issued development consent, construction certificate, complying development certificate, approval, permission or licence
- Work is or has been carried out in contrary to a planning instrument, including but not limited to the Local Environmental Plans (LEP)
- Work has been or is being carried out in non-accordance with a required code or standard
- Work is or has been carried out in contrary to a statutory provision regulating a particular activity

Demolition works can either be directed to cease, be undertaken by Council through the issuing of an Order, or buildings be reinstated as they were prior to demolition.

Council will consider the following in determining the potential too issue an Order to undertake demolition works:

- Development consent was required for building works but not obtained, and the development has been undertaken in a zone in which that development is prohibited
- Works have been undertaken and a structure constructed which does not meet relevant standards, regulations and/or codes including but not limited to the Building Code of Australia
- Works have been undertaken without approval or development consent which are not exempt development, and are not sympathetic to the surrounding locale including but not limited to heritage areas and rural settings
- Structure/s are unsightly and/or structurally inadequate
- Council has tried to work through attaining possible approvals with the owner for works that have not attained development consent to no avail

Or to cease undertaking demolition works:

- Works are not being carried out by a competent person
- Development consent was required for demolition works but not obtained
- The item is within a heritage conservation area, or is a listed heritage item
- Demolition methods are inappropriate and/or there is the possibility of impacts upon adjoining lands, buildings or structures
- Materials and matter such as dust, lead-based paint, asbestos or other building refuse are not being contained or disposed of in an appropriate manner

For unauthorised use where a structure has been completed and/or used without development consent or not in accordance with the conditions of a consent, Council will consider if the development is capable of attaining development consent, if the land use is permissible within the zone, if the development or structure is capable of supporting the proposed use, in determining the issue of an Order.

**NOTE – Building works that are unauthorised may be assessed by Council on a case by case basis to determine if the issue of a building certificate is an option as opposed to demolition. Furthermore, development consent will be required to regularise use where it can be considered.**

Where non-compliance with an approval or consent is noted, Council will consider the following criteria in determining the issue of an Order:

- If the works are inconsistent with an issued consent, certificate or approval and/or standard
- If the work presents a non-compliance with regulation or a statutory standard, code or Council policy
- The degree of non-compliance such as an inconsequential technical breach

In determining the applicability of the issue of an Order for identification of premises, Council will consider if there is duplication or inconsistency in street numbering, or difficulties in correctly identifying or locating a property, premises or business.

## Local Orders Policy – PART 4 – Building Fire Safety

**ASSESSMENT CRITERIA**

Tenterfield Shire possesses extremely strong heritage characteristics, which include a number of historic buildings spanning back over 150 years. This gives rise to a number of difficulties when applying current fire safety requirements for commercial premises. As a number of historic buildings are used as hotels, bed and breakfasts, shops and commercial purposes, there is a risk to the public and persons with respect to fire safety requirements that needs to be mitigated throughout the Shire.

Building Fire Safety programs aim to address any fire safety issues to protect the safety and lives of people who use the building, and protect any surrounding buildings in the even of a fire.

Fire safety measures are included in development application proposals and consents for new structures and buildings, however, may not be adequately addressed for existing and historical buildings.

**NOTE – Any building that is not a single residential premises is required to have fire safety measures assessed annually, and have a formal *Annual Fire Safety Statement* presented to Council, the NSW Fire brigade, and displayed in a prominent position in the building. Building owners and occupiers should be aware of their obligations regarding fire safety measures.**

In determining whether to issue an Order for a building fire safety issue, Council will consider:

- If the building is not a single residential premises, or is of a class of building that requires essential fire safety measures
- If the building has inadequate fire safety measures in accordance with the requirements of the Building Code of Australia
- If Council has addressed the implementation of essential fire safety measures via the issue of an Order, and these have not been addressed by the appropriate person, leading to a high risk to persons or surrounding buildings/structures

**NOTE – If a Fire Safety Order is not complied with within the specified timeframe, Council may issue a separate Order for the cessation of use of the building to ensure the protection of persons and human life.**

**Local Orders Policy – PART 5 - Animals**

**ASSESSMENT CRITERIA**

Companion animals are a great asset to people, providing health, wellbeing, social and mental benefits. However, where not appropriately managed, companion animals can have an implact on neighbourhoods and residents, the health and safety of people, as well as the environment. Furthermore, animal wellbeing can be affected through neglect and lack of care.

In determining the potential issue of an Order for animal related matters, Council will consider the following:

**Amenity**

- Animals are not contained within a property on a habitual or recurring basis
- Animals have attacked or presented a nuisance or hazard to persons
- Animals are leading to the presence of pets including ticks, fleas, vermin, mosquitoes or otherwise
- Animals are dangerous or have displayed aggression
- Keeping of animals is creating unsanitary and/or unhealthy conditions for people or for the animals
- There is persistent uncontrolled animal noise that unreasonably interferes with the amenity of the surrounding area
- The mix and number of animals is inappropriate for the location
- Animals are being kept in non-accordance with Council's **Local Orders for the Keeping of Animals in Urban Areas of Tenterfield Shire** policy

**Environment**

- Animals are presenting detrimental effects to the environment
- Animals, or the keeping of animals, is presenting degradation of ecosystems
- Keeping of animals is presenting potential water pollution issues through runoff, or runoff is affecting neighbouring properties
- There is predation on local and/or native fauna from animals

**Wellbeing**

- Conditions for the keeping of an animal is poor and/or neglectful
- Animals display a lack of training and/or anxiety
- Accommodation for the keeping of animals is poor and/or neglectful
- Owners are neglecting to provide daily care

**NOTE – Council will not enter a private property to seize an animal for the purposes of attending to neglect or cruelty. In these instances, residents should contact the RSPCA for action to be taken.**

Council has a comprehensive policy **"Local Orders for the Keeping of Animals in Urban Areas of Tenterfield Shire"** that deals with specific criteria for the keeping of animals in urban areas (including residential areas) within the Shire. Council will make reference to the details of the **"Local Orders for the Keeping of Animals in Urban Areas of Tenterfield Shire"** policy in determining the issue of an Order under this policy.

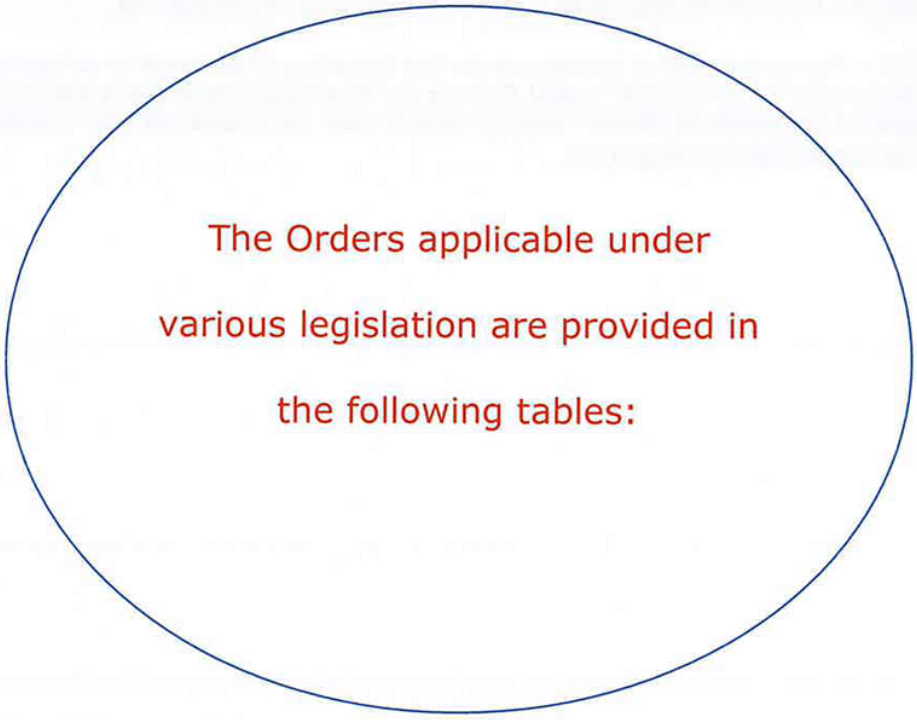
Council is not the appropriate regulatory authority for issues arising from apartment, shared housing or townhouse/strata development, where disputes between

neighbours are apparent. In these cases the development's management should be contacted to resolve companion animal issues.

This part generally does not apply to rural lands or agricultural lands (land zoned RU1) under the Tenterfield Local Environment Plan 2013. This does not, however, preclude Council from issuing an Order in exceptional circumstances.

**NOTE – For prescriptive measures on the keeping of animals in urban areas, please refer to Council's "Local Orders for the Keeping of Animals in Urban Areas of Tenterfield Shire" policy, which can be found on our website at www.tenterfield.nsw.gov.au**

End note – Where there is inconsistency between any part of this local policy and any Act or Regulations, the inconsistent parts of this policy shall be void and the relevant statutory provisions shall prevail.


The Orders applicable under
various legislation are provided in
the following tables:

## *Local Government Act 1993*

| ORDER | TO DO WHAT? | IN WHAT CIRCUMSTANCES? | TO WHOM? |
|---|---|---|---|
| | **Orders requiring or prohibiting the doing of things to or on premises** | | |
| **Order 1** | To demolish or remove a building | Building is erected in a catchment district and causes or is likely to cause pollution of the water supply | Owner of building |
| **Order 3** | To repair or make structural alterations to a building | Building is erected in a catchment district and causes or is likely to cause pollution of the water supply | Owner of building |
| **Order 5** | To take such action as is necessary to bring into compliance with relevant standards or requirements set or made by or under this Act<br>(a) a camping ground, caravan park or manufactured home estate<br>(b) a moveable dwelling or manufactured home<br>(c) (Repealed)<br>(d) a place of shared accommodation<br>(e) a hairdressers shop or beauty salon<br>(f) a mortuary<br>(g) a water meter on premises<br>(h) a water supply or sewerage system on premises, but only in relation to any work that is not plumbing and drainage work within the meaning of the *Plumbing and Drainage Act 2011* | Failure to comply with relevant standards or requirements set or made by or under this Act or the *Local Government Act 1993* | Owner, occupier or manager or, in the case of a water meter, water supply or sewerage system in respect of which a defect occurs in work due to faulty workmanship of, or defective material supplied by, a licensed contractor (being the holder of a licence in force under the *Home Building Act 1989* authorising the holder to contract to do the work) within 12 months after the work is carried out or the material is supplied, the licensed contractor |
| **Order 7** | To fence land | Public health, safety or convenience renders it necessary or expedient to do so and there is no adequate fence between the land and a public place | Owner or occupier of the land |
| **Order 8** | To identify a premises with such numbers or other identification in such a manner as is specified in the order | Premises have a frontage to or entrance from a road and there are no markings that can readily be seen and understood from the road | Owner or occupier of the land |
| **Order 9** | To fence, empty, fill in or cover up a waterhole in the manner specified in the order | Hole or waterhole is or may become dangerous to life | Owner or occupier of the land |

| ORDER | TO DO WHAT? | IN WHAT CIRCUMSTANCES? | TO WHOM? |
|---|---|---|---|
| **Order 10** | To remove or stack articles or matter, to cover articles or matter, to erect fences or screens or to plant trees | Land is in the immediate vicinity of a public place and is used for the storage of articles or matter so as to create or be likely to create unsightly conditions | Owner or occupier of the land |
| **Order 11** | To do or to refrain from doing such things as are specified in the order to prevent environmental damage, to repair environmental damage or to prevent further environmental damage | Work carried out on land has caused or is likely to cause environmental damage, being damage to the physical environment that is caused by -<br>(a) drainage, or<br>(b) drainage works, or<br>(c) obstructing a natural watercourse other than by a work constructed or used under a water management work approval granted under the *Water Management Act 2000* | Owner or occupier of the land |
| **Order 12** | To do such things as are necessary to control the flow of surface water across land | Other land, or a building on the land or other land, is being damaged or is likely to be damaged | Owner or occupier of the land |
| | **Orders requiring that premises be used or not used in specified ways** | | |
| **Order 15** | Not to conduct, or to cease conducting, an activity on the premises (whether or not the activity is approved under this Act) | ~~The approval has not been complied with~~<br>The activity constitutes or is likely to constitute -<br>(a) a life threatening hazard, or<br>(b) a threat to public health or public safety<br>and is not regulated or controlled under any other Act by a public authority | Any person apparently engaged in promoting, conducting or carrying out the activity |
| **Order 16** | To cease the use of premises or to evacuate premises | A person to whom an Order No 15 is given has failed to comply with the order | The person to whom Order No 15 is given |
| **Order 17** | To leave or to not enter a premises | A person to whom an Order No 15 is given has failed to comply with the order | Any person |
| **Order 18** | Not to keep birds or animals on premises, other than of such kinds, in such numbers or in such manner as specified in the order | Birds or animals kept on the premises are -<br>(a) in the case of any premises (whether or not in a catchment district) – of an inappropriate kind or number or are kept inappropriately, or<br>(b) in the case of premises in a catchment district – birds or animals (being birds or animals that are suffering from a disease which is communicable to man or to other birds or animals) or pigs | Owner of the premises |
| **Order 19** | To use or not to use a tennis court as specified | Actual or likely annoyance or threat to the safety of neighbours or users of a public place | Occupier of the land |

| ORDER | TO DO WHAT? | IN WHAT CIRCUMSTANCES? | TO WHOM? |
|---|---|---|---|
| | **Orders requiring the preservation of healthy conditions** | | |
| **Order 20** | To do such things as specified in the order to put the premises, vehicles or articles used for the manufacture, preparation, storage, sale, transportation or other handling or use of or in relation to food into a clean or sanitary condition | The premises, vehicle or article is not in a clean or sanitary condition | Owner or occupier of premises or the operator of vehicle or article |
| **Order 21** | To do or refrain from doing such things as are specified in the order to ensure that land, or premises, are placed or kept in a safe or healthy condition | The land or the premises are not in a safe or healthy condition | Owner or occupier of land or premises |
| **Order 22** | To store, treat, process, collect, remove, dispose of or destroy waste which is on land or premises in the manner specified in the order provided that it is not inconsistent with the regulations made under the *Protection of the Environment Operations Act 1997* | Waste is present or generated on the land or premises and is not being dealt with satisfactorily, and is not regulated or controlled by, or subject to, a licence or notice under the *Protection of the Environment Operations Act 1997* | Owner or occupier of land or premises, owner of or person responsible for the waste or for any receptacle or container in which the waste is contained |
| **Order 22A** | To remove or dispose of waste that is on any residential premises or to refrain from keeping waste on those premises | The waste is, in the opinion of an environmental health officer, causing or is likely to cause a threat to public health or the health of any individual | Owner or occupier of the premises |
| **Order 23** | To connect premises to Council's water supply by a specified date | The premises are situated within 225 metres of a water pipe of the council | Owner or occupier of land |
| **Order 24** | To connect the premises to a sewerage system by a specified date | The premises are within 75 metres of a sewer of the council | Owner or occupier of the premises |
| **Order 25** | Not to use or permit the use of a human waste storage facility on premises after a specified date | It is necessary for the purpose of protecting public health | Owner or occupier of the premises |
| | **Orders requiring the protection or repair of public places** | | |
| **Order 27** | To remove an object or matter from a public place or prevent any object or matter being deposited there | The object or matter -<br>(a) is causing or is likely to cause an obstruction or encroachment of or on the public place and the obstruction of encroachment is not authorised by or under any Act, or<br>(b) is causing or is likely to cause danger, annoyance or inconvenience to the public | Person causing obstruction or encroachment or owner or occupier of land from which the object or matter emanates or is likely to emanate |

| ORDER | TO DO WHAT? | IN WHAT CIRCUMSTANCES? | TO WHOM? |
|---|---|---|---|
| **Order 28** | To take whatever steps are necessary to prevent damage to a public place and to repair damage to a public place | There is actual or likely damage -<br>(a) by excavation or removal of material from or adjacent to the public place, or<br>(b) by a work or structure, or<br>(c) by surface drainage or irrigation | (a) person responsible for the excavation or the removal of the material<br>(b) owner or person entitled to the benefit of the work or structure<br>(c) owner or occupier of land from which surface drainage flows or from which spray emanates |
| **Order 29** | To alter or repair a work or structure on, over or under a public place | It is in the public interest to do so | Owner of the work or structure |
| | **Orders requiring compliance with approval** | | |
| **Order 30** | To comply with an approval | The approval is not being complied with | Person entitled to act on the approval or a person acting otherwise than in compliance with an approval |

## *Environmental Planning and Assessment Act 1979*

| ORDER | TO DO WHAT? | IN WHAT CIRCUMSTANCES? | TO WHOM? |
|---|---|---|---|
| **Order 1** | **Stop Use Order**<br>Cease using a premises for the purpose specified in the order | Premises are being used –<br>• for a prohibited purpose, or<br>• for a purpose for which a planning approval is required but has not been obtained, or<br>• in contravention of a planning approval<br>Building is being used –<br>• inconsistently with its classification under this Act or the *Local Government Act 1993*, and<br>• in a manner that constitutes or is likely to constitute a life threatening hazard or a threat to public health or public safety, and<br>• in a manner that is not regulated or controlled under any other Act by a public authority<br>Premises are being used for an activity (that would or would be likely to require planning approval) that –<br>• constitutes or is likely to constitute a life threatening hazard or a threat to public health or public safety, and<br>• is not regulated or controlled under any other Act by a public authority | ~~Owner of the premises, or the person by whom the premises are being used for the purpose specified in the order~~<br>Owner of premises or building<br>The person using the premise or building |
| **Order 2** | **Stop Work Order**<br>To stop building work or subdivision work carried out in contravention of this Act | Building work or subdivision work is carried out –<br>• in contravention of this Act, or<br>• in a manner that would affect the support of adjoining premises | Owner of the land<br>Any person apparently engaged in the work |
| **Order 3** | **Demolish Works Order**<br>To demolish or remove a building | A building –<br>• requiring approval under the *Local Government Act 1993* is erected without approval<br>• requiring a planning approval is erected without approval<br>• is or is likely to become a danger to the public, or<br>• is so dilapidated that it is prejudicial to persons or property in the neighbourhood, or<br>• is erected in contravention of this Act | Owner of building or, if the building is situated wholly or partly in a public place, the person who erected the building |
| **Order 4** | **Stop Demolition Order**<br>To stop demolishing, or not demolish, a building | Demolition requiring a planning approval is being carried out, or would be carried out, without approval or in contravention of an approval | The owner of the premises<br>The person carrying out the demolition or likely to carry out the demolition |
| **Order 5** | **Repair Order**<br>To repair or make structural alterations to a building | The building is or is likely to become a danger to the public or is so dilapidated that it is prejudicial to the occupants, persons or property in the neighbourhood | Owner of the building |

| ORDER | TO DO WHAT? | IN WHAT CIRCUMSTANCES? | TO WHOM? |
|---|---|---|---|
| **Order 6** | **Remove Advertising Order**<br>To alter, remove or demolish an advertising structure | The advertisement is –<br>• unsightly, objectionable or injurious to the amenity of any natural landscape, foreshore, public reserve or public place at or near where the advertisement is displayed, or<br>• displayed contrary to a provision made by or under this Act, or<br>• associated with a structure erected contrary to a provision made by or under this Act | The owner of premises displaying the advertisement or on which the associated structure is erected<br><br>The person responsible for the display of the advertisement and erection of the associated structure |
| **Order 7** | **Public Safety Order**<br>To erect or install on or around a building such structures or appliances as are necessary to protect persons or property on or in a public place | A building –<br>• is about to be erected, or<br>• is situated in the immediate vicinity of a public place and is dangerous to persons or property on or in the public place, or<br>• is about to be demolished, or<br>Works are –<br>• about to be carried out, or<br>• about to be demolished | Owner or occupier of the land |
| **Order 8** | **Evacuate Premises Order**<br>Evacuate premises or to cease conducting an activity on premises | A person who has failed to comply with a Stop Use Order issued because the use constitutes or is likely to constitute a life threatening hazard or a threat to public health or public safety | The person to whom the Stop Use Order was given |
| **Order 9** | **Exclusion Order**<br>To leave premises or not to enter premises | A person who has failed to comply with a Stop Use Order issued because the use constitutes or is likely to constitute a life threatening hazard or a threat to public health or public safety | Any person |
| **Order 10** | **Restore Works Order**<br>To restore premises to the condition in which they were before unlawful building or other works occurred | An unauthorised building has been the subject of a Demolish Works Order or unauthorised works have been carried out | The owner of the premises<br><br>Any person entitled to act on a planning approval or acting in contravention of a planning approval<br><br>In relation to work unlawfully carried out that was the deposit of material in a public place, the person responsible for unlawfully depositing material in a public place |
| **Order 11** | **Compliance Order**<br>To comply with a planning approval for the carrying out of works<br><br>To do whatever is necessary so that any building or part of a building that has been unlawfully erected complies with relevant development standards<br><br>To carry out works associated with subdivision | A planning approval has not been complied with<br><br>Building has been unlawfully erected and does not comply with relevant development standards<br><br>Authorised subdivision works, or works agreed to by the applicant, have not been carried out | The owner of the premises<br><br>Any person entitled to act on a planning approval, or acting in contravention of a planning approval<br><br>The owner of the premises<br><br>The person required to carry out the works |

| ORDER | TO DO WHAT? | IN WHAT CIRCUMSTANCES? | TO WHOM? |
|---|---|---|---|
| **Order 12** | **Repair or Remove Works Order**<br>To repair or remove a building in a public place | The building is unlawfully situated wholly or partly in a public place | Owner or occupier of the building or the person who erected the building |
| **Order 13** | **Complete Works Order**<br>To complete authorized works under a planning approval within a specified time | The authorized works have commenced, but have not been completed, before the planning approval would (but for the commencement of the works) have lapsed | The owner of the relevant land |
| **Order 14** | **Remedy or Restrain Breach Order**<br>To do or refrain from doing any act to remedy or restrain a breach of Division 5.2 (or an approval under that Division) or a breach of a consent for State significant development | The breach has occurred, is occurring or is likely to occur | The person who caused, is causing or is likely to cause the breach, or the person entitled to act on the approval or consent |

## *Swimming Pools Act 1992*

| ORDER | TO DO WHAT? | IN WHAT CIRCUMSTANCES? | TO WHOM? |
|---|---|---|---|
| **Sec. 23** | Direction issued to take, in such reasonable time as specified within the direction, such measures as specified to ensure that swimming pool or premises comply | Conditions that make a swimming pool unsafe | Owner of the premises |

## *Protection of the Environment Operations Act 1997*

| ORDER | TO DO WHAT? | IN WHAT CIRCUMSTANCES? | TO WHOM? |
|---|---|---|---|
| **Sec. 91** | Direction to take Clean Up action (Clean Up notice) | Where Council reasonably suspects that a pollution incident has occurred or is likely to occur | Occupier of premises, or person suspected of causing, or having caused a pollution incident |
| **Sec. 96** | Direction to take Preventive action (Prevention notice) | An activity is carried out in an environmentally unsatisfactory manner if:<br>(a) it is carried ~~on~~ out in contravention of, this Act, the regulations or a condition attached to an environmental protection licence, or an exemption given under this Act, or<br>(b) it causes, or is likely to cause, a pollution incident, or<br>(c) is not carried ~~on~~ out by such practicable means as may be necessary to prevent, control or minimise pollution, the emission of noise or the generation of waste, or<br>(d) is not carried out in accordance with good environmental practice | Occupier of the premises, or person carrying on the activity |
| **Sec. 135B** | Smoke Abatement notice | Excessive smoke (as defined) is being, or has at any time within the past 7 days been, emitted from a chimney on or in residential premises | Occupier of the premises |
| **Sec. 144** | Direction to cease using the premises as a waste facility | Where Council reasonably suspects that the premises is being used for storage, treatment, processing, sorting or disposal of waste without approval | Owner of the premises |
| **Sec. 264** | Noise Control notices relating to premises | Where the emission of noise, when measured at any specified point, is in excess of a specified level | Occupier of any premises, or the person who carries on or proposes to carry on an activity, or who uses or operates or proposes to use or operate an article at any premises |
| **Sec. 276** | Noise Abatement direction to cease making or contributing to the making of offensive noise | When offensive noise is being ~~emitted~~ emitted from any premises, or has been at any point in the past ~~7~~ 10 days | Occupier of premises, or any person ~~to be~~ suspected of making or contributing to the making of noise |

## *Public Health Act 2010*

| ORDER | TO DO WHAT? | IN WHAT CIRCUMSTANCES? | TO WHOM? |
|---|---|---|---|
| **Sec. 33** | Direct that a regulated system be maintained | When investigating an instance or occurrence of Legionnaires disease | Occupier of the premises |
| **Sec. 42** | Improvement Notice | Non complying premises or procedures – An improvement notice can be issued where a regulated system or a public swimming pool or spa pool or premises at which a person carries out skin penetration procedures if the officer believes, on reasonable grounds, that:<br>(a) The premises, or a regulated system, public swimming pool or spa pool at those premises, does not comply with an enforceable requirement, or<br>(b) A regulated system, public swimming pool or spa pool at the premises is not being maintained or operated in accordance with an enforceable requirement | Occupier of the premises |
| **Sec. 44** | Take action referred to in an Improvement Notice to enter the premises and do the work | The occupier of a premises fails to comply with an Improvement Notice | Occupier of a premises where there is a regulated system |
| **Sec. 45** | Prohibition Order | a) that any of the circumstances in which an improvement notice may be issued exist and that:<br>(i) the occupier has not complied with an improvement notice within the time required under the notice, and<br>(ii) the issue of the prohibition order is necessary to prevent or mitigate a serious risk to public health, or<br>b) that any of the circumstances in which an improvement notice may be issued exist and that the issue of the order (without first issuing an improvement notice) is urgently necessary to prevent or mitigate a serious risk to public health | Occupier of the premises |

## *Food Act 2003*

| ORDER | TO DO WHAT? | IN WHAT CIRCUMSTANCES? | TO WHOM? |
|---|---|---|---|
| **Sec. 45** | Notification of seizure | Upon seizure of an item under the *Food Act 2003* | Person from whom the item was seized |
| **Sec. 58** | Improvement Notice | (a) A premises used by a food business in connection with the handling of food intended for sale or any equipment or food transport vehicle is in an unclean or insanitary condition or is otherwise unfit for the purpose for which it is designed or intended to be used, or<br>(b) A premises used by a food business in connection with the handling of food intended for sale or any equipment or food transport vehicle does not comply with a provision of the Food Safety Standards with which the food business is required to comply, or<br>(c) In relation to any premises used in connection with the handling of food for sale or any food transport | Proprietor of the business/ owner of the vehicle |
| **Sec. 60** | Prohibition Order | Where circumstances that result in the issue of an Improvement Notice exist, and the proprietor of the food business has not complied with the Improvement Notice within the specified time period, and there is a serious danger to public health | Proprietor of the business/ owner of the vehicle |

## ~~Impounding Act 1993~~ Public Spaces (Unattended Property) Act 2021

| ORDER | TO DO WHAT? | IN WHAT CIRCUMSTANCES? | TO WHOM? |
|---|---|---|---|
| ~~Sec. 16~~ | ~~Motor vehicle may be impounded~~ | ~~Motor vehicle which is abandoned or unattended may be impounded. Council gives notice of impoundment unless removed within a specified timeframe~~ | ~~Owner of vehicle and/or person/s who claim interest~~ |
| ~~Sec. 20~~ | ~~Items impounded may be sold or disposed of~~ | ~~Animals that are abandoned, unattended or trespassing, or articles abandoned or unattended may be impounded. Council gives notice that the item has been impounded and will be sold or otherwise disposed of if not claimed within a stated period~~ | ~~Owner of vehicle and/or person/s who claim interest~~ |
| **Sec. 28** | Take possession of an item (including motor vehicle) or give written notice directing a responsible person to move it | If an item (including motor vehicle) which an authorised officer believes is abandoned or unattended, they may take possession of it to impound or direct a responsible person in writing to:<br>(a) move the item to another place in the same general area so that the item does not—<br>(i) obstruct access to or within a public place, or<br>(ii) pose a risk to persons, animals or the environment, or<br>(iii) interfere with public amenity, or<br>(c) (b) return the item to the owner of the item<br>(d) | Owner of item/vehicle and/or person/s who claim interest |
| **Sec. 31** | Items worth less than a certain amount may be destroyed | When an authorised officer takes possession of an abandoned or unattended item less than a certain amount and all reasonable steps have been taken to identify the owner, Council gives notice that the item has been impounded and will be destroyed if the owner does not apply for its return within a specified period of time | Owner of vehicle and/or person/s who claim interest |
| **Sec. 32** | Property (including animals) taken possession of may be sold or otherwise disposed of if not claimed | When an authorised officer takes possession of abandoned or unattended property (including animals), Council gives notice that it may be sold, rehomed or recycled as appropriate, if the owner does not apply for its return within a specified period of time | Owner of vehicle and/or person/s who claim interest |

## *Companion Animals Act 1993*

| ORDER | TO DO WHAT? | IN WHAT CIRCUMSTANCES? | TO WHOM? |
|---|---|---|---|
| **Sec. 10B** | Notice requiring companion animal to be registered | If a companion animal that is required to be registered is not registered, the Council of the area in which the animal is ordinarily kept may give the owner of the animal a notice, in the approved form, requiring the owner to register the animal within 14 days after the date the notice is given | Owner of the dog or cat |
| **Sec. 18** | Seizure of animals (Dogs) | An authorised officer of Council, before leaving the property where a dog on property is secured or seized, and the property is believed to be occupied by the dog's owner, must prepare a notice setting out why the dog has been secured or seized, and the method by which the dog has been secured, or the place to which it has been taken | Occupier of the premises |
| **Sec. 31** | Nuisance Order (Cats) | Where a cat persistently makes a noise or the noise continues to such a degree or extent that it unreasonably interferes with the peace, comfort or convenience of any person in any other premise or where a cat repeatedly damages anything outside the property on which it is ordinarily kept | Owner of the cat |
| **Sec. 32** | Nuisance Order (Dogs) | Where a dog is habitually at large, persistently barks or makes a noise that continues to such a degree or extent that it unreasonably interferes with the peace, comfort or convenience of any person in another premise; repeatedly defecates outside the property; repeatedly chases or runs at any person or vehicle; endangers the health of any person and / or repeatedly causes substantial damage to anything outside the property on which it is kept | Owner of the dog |
| **Sec. 34** | Declaration of a dangerous or menacing dog | ~~Where it displays unreasonable aggression or is a dog kept for hunting purposes. Owners may also voluntarily declare their pet as a dangerous dog~~ An authorised officer of Council may declare a dog to be dangerous or menacing even if the dog is ordinarily kept in another council's area. Their declaration may be based on their own initiative, or if the dog has been declared so under law of another State or Territory or on the written application of a police officer or another person. The declaration has effect throughout the State | Owner of the dog |
| **Sec. 58A** | Declaration of a restricted breed of dog | Where it is of the opinion of Council's authorised officer that a dog is of a breed or kind of dog referred to in section 55 (1) (a)–(d1), or is a cross-breed of any such breed or kind of dog. If a notice of intention to declare a dog to be a restricted dog is given under section 58A to the owner of the dog, the authorised officer who gave the notice (or any other authorised officer of the council) may, after the period of 28 days following the giving of the notice, declare the dog to be a restricted dog. It does not matter if the dog is ordinarily kept in another council's area | Owner of the dog |

## *Roads Act 1993*

| ORDER | TO DO WHAT? | IN WHAT CIRCUMSTANCES? | TO WHOM? |
|---|---|---|---|
| **Sec. 91** | Landowner to provide support for a public road as part of their duty of care | The duty of care in relation to support for land as referred to in section 177 of the Conveyancing Act 1919 applies in relation to land on which a public road is situated and land adjoining that land as if the land on which the public road is situated were private land and the appropriate roads authority were the owner of that land | Owner of the land |
| **Sec. 93** | Fill in an excavation | The excavation threatens the stability of the public road | Owner of any land adjoining a public road |
| **Sec. 95** | Remove windblown sand, soil or other matter | When sand, soil or other matter has been washed or blown onto a public road and action is needed to remove an obstruction and/or prevent recurrence | Owner of the land |
| **Sec. 96** | Alter a fence, provide floodgates in any such fence, or make repairs to a fence | To prevent any obstruction to the free flow of surface drainage from a public road, or to the free flow of a watercourse that crosses a public road | Occupier of any land in the vicinity of a public road |
| **Sec. 97** | Direction to locate any new or replacement services in conduits used for the carriage of utility services across the road, and to pay proportion of the costs, prescribed by the regulations, incurred by the roads authority in connection with the construction of the conduit | Where placement of utility services are required and the public road contains conduits for the carriage of utility services across the road | Any person who is entitled to place utility services in, on or over the road |
| **Sec.98** | Alter the work or structure or the location of work or structure | When the roads authority requires the alteration of work located in, on or over public roads | A public authority that is an occupier of land, or the occupier of land |
| **Sec. 99** | Direction to repair or maintain any water supply work or drainage work | Where maintenance or repairs are required to certain water supply and drainage works that are situated in, on or over a public road, and are controlled by that body | Irrigation corporation, a private irrigation board, a private drainage board or a private water trust |
| **Sec. 100** | Direction to repair or replace the bridge or level crossing (or, in the case of an overbridge, the road under the bridge) | Where a public road passes over, under or across a private railway by means of a bridge or level crossing and the bridge or level crossing (and, in the case of an overbridge, the road under the bridge) is in an unsatisfactory state of repair | Occupier of the railway |
| **Sec. 101** | Direction to restore a public road to its previous condition | Where excavation etc. has resulted in damage to the public road, or damage is a result of a leakage from, or breaking or bursting of, any object or work placed in, on or over the road | Any person by whom a public road is dug up; a person responsible for placing the object or work, or has the care or control of the object or work, or whose act or omission caused the leakage, breaking or bursting |

**LOCAL ORDERS PRINCIPLES**

| PRINCIPLE | ACTION |
|---|---|
| **Proportionality** | • Where the level of risk is High, and previous enforcement options have been exhausted, then action will be escalated to an Order or Notice under relevant legislation being served |
| **Consistency** | • Ensuring that similar issues are dealt with in the same way<br>• Acting fairly and impartially, without bias or unlawful discrimination |
| **Transparency** | • Ensuring that what we do and why we do it is easily understood, i.e. being open about the way we go about doing things<br>• Ensuring reasons for decisions are given to relevant parties, particularly when there is a departure from this policy<br>• Public disclosure is an integral part of both specific and general deterrence. The disclosure of information relating to Council's compliance and enforcement activities is undertaken in accordance with the requirements of the GIPA Act and Regulation<br>• Continuing to improve community awareness of compliance and enforcement matters through Council's media avenues |
| **Customer Service** | • Working with the business or individual to achieve compliance with the law by being approachable, courteous and efficient |
| **Prioritising** | • ~~Making sure~~ Ensuring that resources are targeted primarily on ~~those who~~ the unlawful activities that ~~give rise to~~ pose the most serious risk |
| **Timely Response** | • Ensuring Council's responses and decision making in respect of reports alleging unlawful activity is timely |
| **Accountability** | • Acting in the best interests of public health, safety and the environment<br>• Only officers with the appropriate appointment or delegations are authorised to approve an enforcement action. They are required to comply with this policy, Council's code of conduct and disclosing pecuniary interests<br>• Acting on any complaints or concerns about the conduct of compliance and enforcement officers in accordance with Council's Complaints and Unreasonable Conduct Policy<br>• Council may seek legal advice prior to proceeding with more serious enforcement actions, such as prosecution |

## ACCOUNTABILITY, ROLES AND RESPONSIBILITY

**Elected Council**
Councillors are elected representatives and comprise the governing body of Council. This governing body has the role of directing and controlling the affairs of the Council in accordance with the Local Government Act.

As councillors are members of the Council's governing body, they are required to perform civic duties and fulfil a leadership role for the community.

Decision making relating to the investigation of reports alleging unlawful activity and taking enforcement action is the responsibility of appropriately authorised council staff or the council itself. Individual councillors do not have the right to direct council staff in their day-to-day activities. Councillors can help individuals who raise concerns with them by satisfying themselves that their council's policies are being carried out correctly, however they cannot ignore or alter a policy in order to satisfy the demands of special groups.

**Leadership and Management**
~~The Chief Executive, Chief Corporate Officer, Open Spaces Regulatory & Utilities Manager, Planning & Development Services Manager, Regulatory provision and maintenance of procedures/protocols that support the Council's Policies.~~

- General Manager
- Leadership Executive Management Team
- Manager Planning & Regulation
- Open Space, Regulatory & Utilities Supervisor

are responsible for the development, approval and maintenance of procedures that support Council's policies.

**Council Staff**
Will provide administration support.

Compliance and enforcement officers should:

- attend all relevant training provided by Council
- familiarise themselves with all relevant council policies and council expectations of their role
- abide by council's Code of Conduct
- apply the principles of good administrative conduct and decision-making discussed in these guidelines
- apply principles of good communication, customer service and complaint handling
- make accurate records of their investigations, inspections and decisions

**Shared Enforcement Responsibilities**
Some reports will raise matters involving shared regulatory responsibilities between council and other authorities including the Environment Protection Authority, the NSW Department of Primary Industries (DPIRD), the NSW Police Force, the Office of Liquor, Gaming and Racing, NSW Fair Trading, NSW Food Authority and Crown Lands.

**POLICY DEFINITIONS**

| Definition | Meaning |
|---|---|
| **Building Code of Australia (BCA)** | The BCA contains technical provisions for the design and construction of buildings and other structures. |
| **Council** | Tenterfield Shire Council |
| **Enforcement** | • action taken against parties in response to evidence of unlawful activity<br>• processes preceding such action: responding to allegations of breaches, inspecting, assessing and investigating potential unlawful activity<br>• processes prior to making a decision not to enforce the law in particular circumstances, despite evidence or allegations of non-compliance |
| **Local environmental plans (LEPs)** | LEPs are the main planning tool for shaping the future of communities and ensuring local development is done appropriately |
| **Order** | An enforcement notice, order or direction given by Council that requires the recipient to take action within a specified time period. Orders are issued to rectify a situation that has public health, safety, environmental, amenity implications or to remediate unauthorised activities |
| **Regulation** | Any function under an Act, Regulation or other statutory instrument which empowers local government to create, impose, enforce or administer rules that control the actions of others |
| **Unlawful Activity** | Any activity or work that has been or is being carried out contrary to the terms or conditions of a development consent, approval, permission or licence:<br>• Contrary to the *Tenterfield Shire Local Environmental Plan 2013* as amended, that regulates the activities or work that can be carried out on particular land;<br>• Contrary to a legislative or policy provision regulating a particular activity or work;<br>• Without a development consent, approval, permission or licence; and includes unauthorised works and uses; and<br>• Contrary to the laws of New South Wales in which Council is the regulatory authority. |

**VERSION CONTROL & CHANGE HISTORY**

| Previous Versions | Date of Adoption by Council | Resolution # | Author/Editor | Summary of Changes |
|---|---|---|---|---|
| V1.0 | 25/03/15 | 70/15 | Council | Adoption of Original Policy |
| V2.0 | 23/08/17 | 168/17 | Council | Review/Amended Policy |
| V3.0 | 25/03/20 | 253/20 | Council | Review/Amended Policy |
| V4.0 | 21/12/22 | 248/22 | Council | Re adopted Policy |
| V5.0 | Tba | Tba | Assigned Officer | Major review and amendment |

| **POLICY NAME** | **Busking Policy** |
|---|---|
| Date Adopted | Council Meeting Date |
| Resolution Number | XXX/25 |
| Policy Custodian | Director or General Manager |
| Policy Development Officer | Administration Assistant |
| Review Date | (3 years from resolution date) |
| Relevant Legislation | *Local Government Act ~~1994~~ 1993*<br>*Public Health Act 2010*<br>*Protection of the Environment Operations Act 1997* |
| Related Documents | Tenterfield Shire Council:<br>• Busking Policy and Permit Application Form<br>• Community Strategic Plan 2025-2036<br>• Fees and Charges - current year<br>• Footpath Activities Policy<br>• Local Approvals Policy |

## POLICY OBJECTIVES

This policy has been developed:

- To encourage busking in the Tenterfield Shire
- To identify locations suitable for different busking types
- To minimise complaints, criticism, accidents and other problems associated with buskers operating in the Tenterfield Shire

## POLICY SCOPE

To define the requirement for any person or group seeking to busk in accordance with both legislation and this policy.

## POLICY STATEMENT

This policy provides a framework that supports performers and mitigates any risks which could arise from busking.

This policy provides the conditions under which busking is permitted in the Tenterfield Local Government Area on community land controlled by Tenterfield Shire Council.

This policy supports Tenterfield Shire Council's Community ~~Strategy Plan 2017-2027~~ Strategic Plan 2025-2036, through Council's vision: ~~community goals~~.

~~These goals are:~~

- ~~Encouraging Tenterfield Shire to become a vibrant, welcoming and safe community;~~
- ~~Supporting a wide range of recreation and leisure opportunities;~~
- ~~Providing a welcoming, friendly and inclusive where diverse backgrounds are respected and celebrated; and~~
- ~~To have the community learn and grow together and adopt an involvement in community and a creative environment.~~

- To recognise and actively develop our cultural strengths and unique heritage
- To encourage a quality community lifestyle which supports health and social well-being, promotes family life and lifestyle choices
- To promote opportunities to particular in sport and recreation and equal access to all services and facilities
- To encourage all people to participate in the economic and social life of the community, with a supportive attitude towards equal life chances and equal opportunity for access to Shire resources

**Approval Process**
To obtain approval, buskers must apply to ~~from~~ Tenterfield Shire Council by completing a Busking Permit Application Form and Agreement. Application Forms are available on Council's website.

Pursuant to Sections 113 (1) and 113 (5) of the Local Government Act 1993 Tenterfield Shire Council is required to keep a record or register of any person or persons approved to busk in the Shire of Tenterfield Local Government Area. The information contained in this register is to be made available for public inspection upon request.

Busking permits are valid for 12 months and the fee is displayed in Council's current Fees and Charges (available on Council's website). Buskers under 18 years of age require consent from a parent/guardian.

**Performance Conditions**
In relation to busking in all public areas of the Shire, the following conditions apply:

1. Buskers **not** part of a festival, event or carnival must register with Council to busk in Tenterfield Shire. Registration to busk will be for a set time period.

2. Registering to busk with the Council allows the individual or group to be covered by the Council's **public liability insurance** when they busk, as often as they want during the set time period.

3. Registration with Council to busk is not transferable to another busker.

4. Buskers must not interfere with pedestrian flow or cause obstruction. There must be a minimum of 1.4 metre corridor on the footpath for pedestrian flow. This distance may be varied on a case by case basis.

5. No equipment is to be placed within 600mm of the kerbside.

6. Buskers may receive voluntary donations from the audience but may not solicit funds.

7. Buskers must provide a duty of care and keep the site in use clean and ensure that their use of the site does not pose a threat to public safety and amenity.

8. Where amplified sound equipment is used, it must **not** be powered by mains power or generators. Only battery power from sealed (gel) or dry cell batteries may be used unless an application under the Local Approvals Policy has been obtained.

9. The use of amplified sound equipment by groups of 3 or more is permitted only in the parks.

10. Buskers may not offer goods and services for sale apart from those consisting of the busker's own work.

11. Authorised officers of the Tenterfield Shire Council or the NSW Police Force may at any time request a busker to cease busking if the officer is of the opinion that the performance is causing public nuisance, offense or is likely to cause harm to the public or property. The busker must immediately comply with such a request.

12. Buskers must also comply with directions issued by Ambulance, SES, Fire and Rescue and any other Emergency Services personnel.

13. Buskers may not perform near retail outlets without permission of the shop or property owners, whilst the businesses are open.

14. Buskers must be aware that when performing in the vicinity of food outlets and serving areas, they must not use animals or materials that may leave a residue on tables, chairs or eating utensils (e.g. bubbles)

**Use of Dangerous Materials and Implements**

Tenterfield Shire Council recognises that buskers may use materials and implements that may be viewed as dangerous. Tenterfield Shire Council acknowledges that, in the hands of skilled and experienced buskers, the use of dangerous materials and implements is visually exciting and popular with the viewing public.

In relation to the use of dangerous materials and implements in busking the following extra conditions apply:

1. Buskers not part of a festival, event or carnival using dangerous materials and implements must register with Council and apply for a permit to busk using dangerous materials and implements in the Shire. Page 3 of 6 Section: Planning & Regulation Version 4.0

2. Buskers not part of a festival, event or carnival using dangerous materials and implements must supply Council with a copy of their minimum $20,000,000 public liability insurance when registering with Council.

3. Busking using dangerous materials and implements is permitted only in the areas listed on the permit.

4. The busker must, at all times ensure the health and safety of the audience watching the performance.

5. The busker must ensure that public property is not damaged before, during or after the performance.

6. The busker must, at all times define the performance space by establishing a physical boundary of at least 2 metres between themself ~~herself/himself~~ and the audience utilising either a roped or chained off area, portable traffic barriers or fence.

7. The busker must have a first aid kit with them that is accessible throughout the performance.

8. If using flammable liquids, the busker must have a fire blanket with them that is accessible throughout the performance.

9. If using flammable liquids, fuels are limited to kerosene, firewater or scented lamp oils (e.g. citronella) only. No other fuels will be permitted.

10. Storage and transport of any flammable liquids permitted will be in accordance with Section 7 of the Australian Dangerous Goods Code, that is:
    - Portable plastic containers of no greater than a 5 litre capacity
    - Containers must be conspicuously marked with the words 'HIGHLY FLAMMABLE', in capital letters on both sides of container and 'Class 3 Flammable liquids'
    - The name of the liquid must be clearly marked on the container
11. When using flammable liquids a busker must use a bucket as a drip tray for flares or torches, or preferably use a pre-soaking method for the flares or torches. Tenterfield Shire Council will not tolerate drip stains on ground surfaces that are not immediately removed, or able to be removed by the busker after the act has been completed.

12. If using dangerous materials or implements in a performance the busker must hold the appropriate licence or certificate e.g. Chain saw operator's certificate, pyrotechnics certificate.

13. Council reserves the right to withdraw a permit for Busking using dangerous materials and implements based on Council's risk assessment and continual review of hazard identification.
14. Council reserves the right not to issue a permit for Busking using dangerous materials and implements base on Councils risk assessment process.

**Fees**
This policy is in accordance with Council's adopted fees and charges.

**Public Liability**

Festivals, events or carnivals organised by a third party not part of Tenterfield Shire Council mut have **Public Liability Insurance** to cover all festival, event or carnival activities. Buskers that are part of such a festival, event or carnival should be covered under that festival, event or carnival's public liability insurance. It is the responsibility of the individual to make themselves aware of their legal liability and/or insurance obligations with the festival, event or carnival organiser.

Buskers who are not part of a festival, event or carnival can be covered by Tenterfield Shire Council's public liability insurance if they have registered with Council using the aforementioned Application Form.

**HOWEVER**, buskers that use dangerous materials and implements must have their own minimum $20,000,000 public liability insurance as they will not be covered by Tenterfield Shire Council's public liability insurance.

## POLICY PRINCIPLES

~~Tenterfield Shire Council recognises that:~~

| PRINCIPLE | ACTION |
|---|---|
| **Accountability and Accessibility** | Ensuring that Busking ~~should~~ does not interfere with pedestrian traffic, the conduct of business, or contribute to a lack of safety |
| **Consistency** | Ensuring that buskers, businesses and residents are treated fairly and impartially, without bias or unlawful discrimination |
| **Cultural Value** | Recognising that Buskers make an important contribution to the cultural life of the Shire |
| **Tourism Goals** | Recognising that Buskers provide entertainment and experience for tourists and residents of the Shire |

## ACCOUNTABILITY, ROLES AND RESPONSIBILITY

Council is responsible for regulating and managing local approvals for busking, with council staff providing administration support and accepting applications.

~~Chief Executive~~

~~Chief Corporate Officer~~

~~Manager Open spaces Regulatory & Utilities~~

~~Manager Planning & Development Services~~

~~Manager Asset & Program Planning~~

- General Manager
- Leadership Executive Management Team
- Manager Planning & Regulation
- Manager Open Space, Regulatory & Utilities

are responsible for the development, approval and maintenance of procedures that support Council's policies.

Authorised Council Officers may use their discretion to direct a busker to cease busking under certain circumstances.

NSW Police, Ambulance, SES, Fire and Rescue and any other Emergency Services personnel may also issue directions for a busker to cease busking.

**POLICY DEFINITIONS**

| Definition | Meaning |
|---|---|
| **Busker** | An entertainer who provides performances for the public such as playing a musical instrument, dancing, singing, clowning, juggling, reading fortunes including tarot cards and palm readers or doing other acts of a similar nature in public places<br>**Note –** Artists selling previously produced work, masseurs or masseuses, vendors of any kind and solicitors of money for any purpose are not considered to be buskers |
| **Soliciting of funds** | The act of asking, begging or requesting money or goods from members of the public |
| **Offering for sale** | The display or demonstration of items, particularly multiples of items, with an implication that they are available for sale or otherwise in exchange for money |
| **Dangerous materials or implements** | Materials and implements that pose or perceive to pose a risk, hazard or uncertain outcomes for people<br>• *Dangerous materials* include flammable materials and chemicals, fire, fireworks, explosives, smoke, flares, heated elements, or anything giving off a level of heat or toxicity<br>• *Dangerous implements* include knives, spears, swords, spikes, and sharp implements of any kind |
| **Offensive acts** | Any act by way of direct or implied sexual or discriminatory nature of inappropriate language, content or behaviour that causes a person in the audience to feel resentful, upset, or annoyed |
| **Performance** | Musical, dramatic or other entertainment substantially involving musical, theatrical or circus performance skills |

**VERSION CONTROL & CHANGE HISTORY**

| Previous Versions | Date of Adoption by Council | Resolution # | Author/Editor | Summary of Changes |
|---|---|---|---|---|
| V1.0 | 23/07/14 | 253/14 | Council | Adoption of Original Policy |
| V2.0 | 23/08/17 | 168/17 | Council | Review/Amended |
| V3.0 | 27/11/20 | 253/20 | Council | Review/Amended |
| V4.0 | 21/12/22 | 248/22 | Council | Re-adoption of Policy |
| V5.0 | TBA | TBA | Administration | Major Review and Amendment |

| | | |
|---|---|---|
| **POLICY NAME** | **Local Approvals Policy** | |
| Date Adopted | Council Meeting Date | |
| Resolution Number | XXX/25 | |
| Policy Custodian | Director of Infrastructure Services | |
| Policy Development Officer | Assigned Officer | |
| Review Date | (3 years from resolution date) | |
| Relevant Legislation | *Crown Lands Management Act 2016*<br>*Crown Lands Management Regulation 2018*<br>*Environmental Planning and Assessment Act 1979*<br>*Food Act 2003 (NSW)*<br>*Local Government Act 1993*<br>*- Section 68 Part A, B, C, D, E & F*<br>*Local Government (General) Regulation ~~2005~~ 2021*<br>*National Parks and Wildlife Act 1974*<br>*Protection of the Environment Operations Act 1997*<br>*Roads Act 1993*<br>*Road Transport (Vehicle Registration) Act 1997* | |
| Related Documents | NSW Code of Practice – Plumbing and Drainage<br>Tenterfield Shire Council:<br>• Aerated Wastewater Treatment Systems Policy<br>• Compliance and Enforcement Policy<br>• ~~Enforcement of Unlawful Activities – 1.051~~<br>• Fund Raising Stalls Policy<br>• Liquid Trade Waste Regulation<br>• School of Arts – Use for Weddings and Other Activities<br>• On-site Sewage Management Policy<br>• Water Service Connections Policy | |

**POLICY OBJECTIVES**

This policy aims to:

- Outline the activities that require additional Council approval separate to Development Applications (as per Section 68 of the *Local Government Act 1993)*
- Provide a framework for dealing with applications for approvals within the Tenterfield Shire Council Area
- To outline common and consistent requirements for approvals relevant to the policy
- To further make Council's policy requirements for approvals readily accessible to the community

**POLICY SCOPE**

This policy has been drafted in line with Part 3, Chapter 7 and Section 68 Parts A, B, C, D, E, F of the *Local Government Act 1993* (the Act). This policy does:

- Outline approval processes that require assessment and issuing under either the *Local Government Act 1993* and/or the *Roads Act 1993*
- Apply to activities and works within the Tenterfield Shire Council area

This policy does not:

- Detail approvals required under the *Environment Planning and Assessment Act 1979*
- Include works overlying lands designated as National Parks, which are subject to processes administered by the National Parks and Wildlife Services NSW
- Make reference to, or supersede, specific approvals or exemptions noted in any Development Control Plan (under the ***Tenterfield Local Environmental Plan 2013***) pertaining to approvals required under the *Environmental Planning and Assessment Act 1979*
- Make reference to, or supersede, specific approvals or the requirements of any other legislation

**Note:** In the event development requires approvals under the *Local Government Act 1993* and the *Environmental Planning and Assessment Act 1979*, all relevant approvals may be handled at the development application/assessment stage at the applicants request.

**POLICY STATEMENT**

This Local Approvals Policy is divided into three (3) separate parts:

| | |
|---|---|
| **Part 1 CRITERIA** | The specific criteria that will need to be taken into consideration when determining if an approval should be issued to an activity or development |
| **Part 2 EXEMPTIONS** | Circumstances under which an activity or development will be exempt from the need to obtain approvals |
| **Part 3 OTHER MATTERS** | Information outlining other matters relevant to Application and Approval to Operate processes |

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**PART 1 - CRITERIA**

**1.1 Criteria to be applied in determining approvals:**

This part aims to provide criteria applied by Council in determination of an application, and whether approval or refusal to an application should be issued for activities under:

- Section 68 of the *Local Government Act 1993*
- Sections 125, 138 or 139A of the *Roads Act 1993*

In determining an application, the Council:

- will not approve an application if the activity or carrying out of the activity cannot comply with requirements of relevant legislation
- will account for criteria specified in other local Council policy to which the application relates
- will take into consideration the principles of Ecologically Sustainable Development for the activity or carrying out of the proposed activity
- will seek to ~~effect the applicants approval~~ approve the applicant's request to the extent that it is compatible with the greater public interest
- will uphold protection of the environment
- will uphold protection of public health, safety and convenience
- will account for any heritage items and/or items of cultural significance that may be affected by the proposal

The *Local Government (General) Regulation* and the *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation* stipulate a number of criteria that must be considered by Council is assessment of an application.

To enable this part of the policy to be interpreted with ease, parts of legislative criteria and considerations have been paraphrased. Reference to relevant Regulations should be made directly where specific details are required. Due to the size and scope for regulations and activities requiring approvals, criteria has only been stated for activities more commonly undertaken in the Tenterfield Shire Council area.

**1.2 Part A Criteria - Structures**

In assessing applications for installations of manufactured homes, movable dwellings or associated structures (including the operation of a caravan park or camping and primitive camping grounds), Council will evaluate the application in accordance with the Act, and the *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation* ~~*2005*~~ *2021*, and the following criteria:

- Supporting plans and documents clearly demonstrate an intention to comply with the requirements of the regulation
- Where such an intention is not demonstrated, an assessment will be made of whether it is feasible for the applicant to comply and hence whether it is appropriate to issue a conditional approval or hold the application pending the supply of the necessary information

This includes, but is not limited to, the following assessments:

Primitive Camping Grounds

- Limit of two (2) per hectare
- Clear designation of grounds and sites to be occupied
- No placement of caravans, annexures or campervans within 6 metres of one another, or any other tent
- No placement of tents within 3 metres of any other tent
- Adequate provision of toilet, refuse disposal and water supply
- Record keeping for users/group registers and fee payments
- Evidence of relevant Public Liability Insurances
- Firefighting facilities
- Provision that structures are not to be left unoccupied for longer than twenty-four (24) hours

Caravan Parks

- Land and site requirements, including site identification are suitable
- Setbacks, separation distances and road frontages are suitable
- Road access, surfaces, speed limits, lighting and parking facilities are suitable
- Adequate potable water supply (mains or appropriate alternative) is provided for users
- Adequate sewerage disposal (mains or appropriate alternative) is provided for short-term sites, in addition to a soil waste dump point and sullage disposal point
- Adequate stormwater drainage for the site
- Electricity provision to dwelling sites
- Adequate provision of shower and toilet facilities
- Adequate provision of laundry facilities
- Adequate garbage facilities
- Record keeping for users/group registers and fee payments
- Firefighting facilities
- Provision of vehicle wash-down facilities

~~**Other Council policy related to this policy:**~~

~~Council policy which contain standards related to the implementation of this policy include:~~

- ~~Aerated Wastewater Treatment Systems – 3.011~~
- ~~Fund Raising Stalls – 1.060~~
- ~~Enforcement of Unlawful Activities – 1.051~~
- ~~School of Arts – Use for Weddings and Other Activities – 1.195~~
- ~~On-site Sewage Management – 3.150~~
- ~~Water – Service Connections – 2.231~~

~~All Council policies can be accessed via **www.tenterfield.nsw.gov.au** or obtained/viewed at Council's main office front counter.~~

**1.3 Part B Criteria – Water Supply, Sewerage and Stormwater Drainage**

In assessing applications for water supply, sewerage and stormwater drainage, Council will evaluate the application in accordance with the Act, and the *Local Government (General) Regulation ~~2005~~ 2021*, and the following criteria:

- the protection and promotion of public health
- the protection of the environment
- the safety of its employees
- the safeguarding of its assets
- any other matter that it considers to be relevant in the circumstances

This includes, but is not limited to, the following assessments:

Stormwater and Sewage Drainage – Connections to Mains

- Carried out by person authorised by Council or under control of a Council Officer
- Due notice to be given to Council of intention to start works
- The activity approved and any building work carried out in association with the activity complies with the *Plumbing and Drainage Act 2011*, the National Construction Code, and the NSW Code of Practice – Plumbing and Drainage
- Not cover works until such time as Council inspects and certifies works

Install Water Meter

- Premises are to be connected by an independent service pipe
- Chemical dispensing units are not permitted to be installed
- Installations to be of a Council provided meter, or, of a size and type approved by Council
- Ensure accessibility by Council to the installation at any time

Stormwater Drainage

- The activity approved and any building work carried out in association with the activity complies with the *Plumbing and Drainage Act 2011*, the National Construction Code, and the NSW Code of Practice – Plumbing and Drainage

Sewage Drainage

- Ensure there are no joint sewage services
- The activity approved and any building work carried out in association with the activity complies with the *Plumbing and Drainage Act 2011*, the National Construction Code, and the NSW Code of Practice – Plumbing and Drainage

**1.4 Part C Criteria - Management of Waste**

In assessing applications for management of wastes (including the operation of an onsite sewage management facility), Council will evaluate the application in accordance with the Act, and the *Local Government (General) Regulation ~~2005~~ 2021*, and the following criteria:

- the protection and promotion of public health
- the protection of the environment
- the safety of its employees
- the safeguarding of its assets
- any other matter that it considers to be relevant in the circumstances

This includes, but is not limited to, the following assessments:

Onsite Sewage Management Facility

- Be of a kind which has a certificate of accreditation issued by the Department of NSW Health
- Prevent the spread of disease by micro-organisms
- Prevent the spread of foul odours
- Prevent the contamination of waters (both surface and ground water)
- Prevent the degradation of vegetation and soils
- Discourage vermin and insects
- Ensure persons do not come into contact with sewage or effluent
- Re-use of resources (including nutrients, organic matter and water)
- Minimisation of adverse impacts to the amenity of land, including adjoining lands
- Operate in accordance with relevant guidelines and standards
- Approval and operation in accordance with Councils **Onsite Sewage Management Policy** and **Aerated Wastewater Treatment Systems Policy**

Note – Approvals are valid for a maximum of five (5) years, or less where expiry is directly noted on an approval due to location specific risks.

Liquid Trade Waste

- Details noted in Council's **Liquid Trade Waste Regulation**

Waste Storage in a Public Place

- Requirements or guidelines relating to the location, size and visibility of building waste storage containers that are notified to the council from time to time by the Roads and Traffic Authority

Construction Waste

- Every effort must be made to contain construction waste within the building site, and consideration otherwise will only be given where this is not possible.

**1.5 Part D Criteria - Community Land**

In assessing applications for activities on Community Land, Council will evaluate the application in accordance with the Act, and the *Local Government (General) Regulation ~~2005~~ 2021*, and the following criteria:

- the protection and promotion of public health
- the protection of the environment
- the safety of its employees
- protection of public health, safety and convenience
- any items of cultural and heritage significance which might be affected
- the safeguarding of its assets
- any other matter that it considers to be relevant in the circumstances

This includes, but is not limited to, the following assessments:

Commercial Recreation Activities

- Recreation and tourism uses are permitted only in or locations considered acceptable to the type and scale of use
- All requirements of Work Health & Safety Act must be met which includes assessment of risks related to the use / activity
- Evidence of public liability insurance specifically indemnifying and listing the Tenterfield Shire Council on the policy as and interested party is required. The policy must be held in the name of the applicant, and a copy included with the application to Council for the proposed activity.

Ceremonies

- For wedding, naming or christening ceremonies and only for the ceremony not the reception
- The area to be used must remain accessible by the public. It is not to be roped off
- Vehicles must be parked in parking areas, vehicles will not be permitted in parks / reserves unless prior arrangement and approval has been obtained
- No amplification of any kind is to be used including loud hailers and / or megaphones without prior approval
- The site is to be kept clean and tidy; the use of confetti, rice, flower petals or the like is not permitted
- Applicants are required to complete an **'Application for an Event at a Council Park, Oval or Reserve'** form that assumes liability should any damages, acts or incidents occur as a result of the ceremony

**1.6 Part E Criteria - Public Roads**

In assessing applications for activities on (or Over) Public Roads, Council will evaluate the application in accordance with the Act, and the *Local Government (General) Regulation* ~~*2005*~~ *2021*, and the following criteria:

- the provisions of the *Roads Act 1993*
- any standards and policy of public authorities applying to use of the road

This includes, but is not limited to, the following assessments:

Use of Cranes

- Must be located within the boundaries of the property otherwise a Roads Act approval will be required
- Must ensure the safety of the public and the protection of property
- The effect that the enclosure of the portion of the road over which the goods will be lifted will have on pedestrian movements in the vicinity of the proposed 2.7 Part E Criteria (Public Roads) Section: Buildings & Amenities Version V3.0 Page 21 of 25 enclosure, and whether adequate provision has been made for pedestrian access to nearby premises
- The effect that the enclosure of the portion of the road over which the goods will be lifted will have on vehicular parking in the vicinity of the proposed enclosure
- The period during which it is proposed to keep the public place enclosed
- Footway surfaces must be maintained in a safe condition

Note – approvals are issued only for a nominated timeframe. Where works do not occur in that timeframe, a new application will be required.

Use of Footpaths by Shops
Refer to **Footpath Activities Policy**

**1.7 Part F Criteria - Other Activities**

In assessing applications for activities specified by the regulations, Council will evaluate the application in accordance with the Act, and the *Local Government (General) Regulation ~~2005~~ 2021*, and the following criteria:

- the provisions of the *Roads Act 1993*
- relevant standards, guidelines and regulations
- protection of the environment
- protection of public health, safety and convenience
- any items of cultural and heritage significance which might be affected

This includes, but is not limited to, the following assessments:

Market, Festival or Community Event in Public Places

- Temporary Food Premises to comply with requirements/guidelines issued by the NSW Food Authority, organisers responsible to provide instructions on food handling
- Full clean up arrangements are the responsibility of organisers
- Relevant permits (WorkCover, Police, RMS) if applicable
- Temporary structures (some may require Development Consent) to be structurally sound and capable of handling loads imposed on them, comply with WorkCover NSW requirements and incorporate essential fire safety provisions in the event of an emergency
- Adequate provision of toilet facilities
- Disabled access arrangements
- Impacts on traffic/roads
- Ensure noise emissions comply with relevant legislation
- Health and Safety requirements must be met including assessment of risks related to the event
- Must be undertaken by public authority, institution, organisation of the Council, charity, Schools or not-for-profit organisations
- Event to run for no more than 48 hours

Solid Fuel Heaters

- Installation and maintenance of heaters must be undertaken in accordance with requirements of AS4013, AS2918 and the Building Code of Australia section 3.7.3
- Operation in accordance with guidelines from the NSW EPA
- Compliance with Air Pollution requirements of the *Protection of the Environment Operations Act 1997*
- Matters stated on Council's **'Application to Install a Domestic Solid Fuel Burning Device'** form
- Council is to be informed of all new installations to satisfy an exemption from approval to operate on an ongoing basis

Street Stalls

With regards to s139 of the *Roads Act 1993*

- When considering whether to grant, extend or transfer a street vending consent, or other consent under this Division permitting the use of a structure in, on or over a public road not in a built-up area, for the purpose of selling any article or service, the roads authority must comply with guidelines relating to street vending jointly issued by Roads and Maritime Services and the Department of Local Government
- Only operated by not-for-profit community groups or charity
- A minimum 1.8 metre unobstructed section of footpath with a minimum distance of 600mm from the kerb is to be maintained at all times. In some instances this distance may be reduced where the applicant can demonstrate that there is an accessible path of travel and that there will be no increased impact on pedestrian access when the street furniture is in place
- Preference is given to placement of items directly against the shop front
- Evidence of public liability insurance specifically indemnifying and listing Tenterfield Shire Council on the policy as an interested party is required. The policy must be held in the name of the applicant
- Stalls involved in selling of food must comply with requirements/guidelines issued the NSW Food Authority, organisers responsible to provide instructions on food handling
- Name of organisation displayed on stall only, and no other advertising evident
- Must be located in Council's pre-determined locations

## PART 2 - EXEMPTIONS

**2.1 Basis for exemptions:**

The main basis for including exemptions in the policy are:

- The structure is of a minor or common nature and experience shows it causes no problems
- Where building works were not the subject of building control under Part 11 of the LG Act 1919

Where exemptions are not provided for by either this policy or by the Regulations or, where exemption criteria cannot be met, approval issued by Tenterfield Shire Council is required.

Should any doubt exist as to whether an activity is exempt or requires approval, consultation must be arranged with Council Officers prior to work or an activity commencing.

| |
|---|
| **2.2 Exemption conditions:**<br>Where a person is exempt from the need to obtain an approval due to the particulars of this policy, the exemption is subject to the condition that the activity comply with the standards referred to in clauses 31, 44, 51, 68 and 73 of the *Local Government (General) Regulation ~~2005~~ 2021*.<br><br>All exemptions under the policy are bound to this condition. |
| **2.3 Exemptions provided by regulations or the policy:**<br>The tables in this section detail if the regulations or the policy offer an exemption to activities specified in the Act. |

| | |
|---|---|
| ~~**ACTIVITY**~~ | ~~**Column 1** – Outlines the activity for which approval is required under Section 68 of the *Local Government (General) Regulation 2005 2021*~~ |
| ~~**Regulations**~~ | ~~**Column 2** – Specifies if exemptions are provided for by the Regulations~~ |
| ~~**Policy**~~ | ~~**Column 3** – Specifies if exemptions are provided for by the Policy~~ |

~~**Note – when consulting the below table, ensure reference is also made to Section 2.4 of the policy to ensure that exemptions comply with any conditions that may be applicable.**~~

| ~~**ACTIVITY**~~ | ~~**EXEMPTION**~~ | |
|---|---|---|
| | ~~**Regulations**~~ | ~~**Policy**~~ |
| ~~Part A – Structures~~ | | |
| ~~1. Install a manufactured home, movable dwelling or associated structure on land~~ | ~~Yes~~ | ~~No~~ |
| ~~Part B – Water Supply, Sewerage and Stormwater – Drainage Work~~ | | |
| ~~1. Carry out water supply work~~ | ~~Yes~~ | ~~Yes~~ |
| ~~2. Draw water from a Council water supply or a standpipe or sell water so drawn~~ | ~~Yes~~ | ~~Yes~~ |
| ~~3. Install, alter, disconnect or remove a meter connected to a service pipe~~ | ~~No~~ | ~~No~~ |
| ~~4. Carry out sewerage work~~ | ~~No~~ | ~~Yes~~ |
| ~~5. Carry out stormwater drainage work~~ | ~~No~~ | ~~Yes~~ |
| ~~6. Connect a private drain or sewer with a public drain or sewer under the control of a Council or with a drain which connects with such a public drain or sewer~~ | ~~No~~ | ~~No~~ |
| ~~Part C – Management of Waste~~ | | |

| | | |
|---|---|---|
| 1. For fee or reward, transport waste over or under a public place | Yes | Yes |
| 2. Place waste in a public place | Yes | Yes |
| 3. Place waste storage container in a public place | No | Yes |
| 4. Dispose of waste into a sewer of Council | Yes | No |
| 5. Install, construct or alter a waste treatment device or a human waste storage facility or a drain connected to any such device or facility | Yes | No |
| 6. Operate a sewage management facility (in accordance with Section 68A of the Act) | Yes | No |
| PART D – Community Land | | |
| 1. Engage in a trade or business | No | No |
| 2. Direct or procure a theatrical, musical or other entertainment for the public | No | No |
| 3. Construct a temporary enclosure for the purpose of entertainment | No | No |
| 4. For fee or reward, play a music instrument or sing | No | Yes |
| 5. Set up, operate or use a loudspeaker or sound amplifying device | Yes | Yes |
| 6. Deliver a public address or hold a religious service or public meeting | No | No |

| **ACTIVITY** | **EXEMPTION** | |
|---|---|---|
| | **Regulations** | **Policy** |
| Part E – Public Roads | | |
| 1. Swing or hoist goods across or over any part of a public road by means of a lift, hoist, or tackle projecting over the footway | No | No |
| 2. Expose, or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road | No | No |
| Part F – Other Activities | | |
| 1. Operate a public car park | Yes | Yes |
| 2. Operate a caravan park or camping ground | No | No |
| 3. Operate a manufactured home estate | No | No |
| 4. Install a domestic oil or solid fuel heating appliance, other than a portable appliance | Yes | No |
| 5. Install or operate amusement devices | No | No |
| 6. (Repealed) | | |

| | | |
|---|---|---|
| ~~7. Use a standing vehicle or any article for the purpose of selling any article in a public place~~ | ~~No~~ | ~~No~~ |
| ~~8. (Repealed)~~ | | |
| ~~9. (Repealed)~~ | | |
| ~~10. Carry out an activity prescribed by the regulations or an activity of a class or description prescribed by the regulations~~ | ~~No~~ | ~~No~~ |

| **PART A EXEMPTIONS** | |
|---|---|
| **Part A Exemptions – Structures** | |
| **2.4 – Install a manufactured home, movable dwelling or associated structure on land** | |
| Exemptions provided by the regulations: | |
| **Activity** | **Regulation** |
| Installation of relocatable home, caravan, tent or annexe and campervan on a "dwelling site" or "camp site" within an approved caravan park or camping ground | Clause 74 of the *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation ~~2005~~ 2021* |
| Installation of not more than 2 caravans, campervans or tents on any land, so long as they are not occupied for more than 2 days at a time and are not occupied for more than 60 days (in total) in any period of 12 months | Clause 77(a) of the *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation ~~2005~~ 2021* |
| Installation of not more than one caravan or campervan on land occupied by the owner of the caravan or campervan in connection with that owner's dwelling-house, so long as it is used for habitation only by the owner or by members of the owner's household and is maintained in a safe and healthy condition | Clause 77(b) of the *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation ~~2005~~ 2021* |
| Installation of a caravan or campervan on pastoral or agricultural land, so long as it is merely occupied seasonally by persons employed in pastoral or agricultural operations on the land | Clause 77© of the *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation ~~2005~~ 2021* |
| Installation of a caravan, campervan or tent on a Crown reserves or on land that is reserved or dedicated under the ~~Forestry Act 1916~~ *National Parks and Wildlife Act 1974* | Clause 78 of the *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation ~~2005~~ 2021* |

Exemptions provided by the policy:
No exemptions are provided for this activity under the policy.

Note that under the ~~*Crown Lands Regulation 2006*~~, *Crown Lands Management Act 2016* and *Crown Lands Management Regulation 2018,* and *Section 632 of the Local Government Act 1993* Council, as Crown land manager, determines the use of land, including enforcing 'no camping' zone.
~~Camping is not permitted on public land.~~

| **2.5 Part B Exemptions – Water Supply, Sewerage and Stormwater Drainage Works** | |
|---|---|
| **2.5.1 – Carry out water supply work** | |
| Exemptions provided by the regulations:<br>No exemptions are provided by the regulations for this activity.<br><br>Exemptions provided by the policy: | |
| **Activity** | **Regulation** |
| Carry out water supply work | Water supply work may be carried out, wholly within a property boundary on the private side of a water meter, if the work is permitted by, and undertaken in accordance with the NSW Code of Practice – Plumbing and Drainage |

| **2.5.2 – Draw down from a Council water supply or a standpipe or sell water so drawn** | |
|---|---|
| Exemptions provided by the regulations: | |
| **Activity** | **Regulation** |
| A Council employee acting in the course of his or her employment may draw water from a water supply system or standpipe without the prior approval of Council | Clause 24 of the *Local Government (General) Regulation ~~2005~~ 2021* |
| Exemptions provided by the policy: | |
| **Activity** | **Conditions** |
| Draw down from a Council water supply or a standpipe or sell water so drawn | Water may be drawn from Council's water supply if undertaken in accordance with Council Policy **Water Service Connections** ~~2.231~~, and the water is passed through an independent service pipe and meter connected to that system |

**2.5.3 – Install, alter, disconnect or remove a meter connected to a service pipe**

Exemptions provided by the regulations:
No exemptions are provided by the regulations for this activity, and approval is required by Council.

Exemptions provided by the policy:
No exemptions are provided for this activity under the policy, and approval is required by Council.

**2.5.4 – Carry out sewerage work**

Exemptions provided by the regulations:
No exemptions are provided by the regulations for this activity.

Exemptions provided by the policy:

| Activity | Conditions |
|---|---|
| Carry out sewerage work | Sewerage work may be carried out, wholly within a property boundary on the private side of a junction to sewer main, if the work is permitted by, and undertaken in accordance with the NSW Code of Practice – Plumbing and Drainage.<br>Note – this does not apply to Onsite Sewerage Management Facilities (see S1.6.5 of policy) |

**2.5.5 – Carry out stormwater drainage work**

Exemptions provided by the regulations:
No exemptions are provided by the regulations for this activity.

Exemptions provided by the policy:

| Activity | Conditions |
|---|---|
| Carry out stormwater drainage work | Stormwater drainage work may be carried out, wholly within a property boundary, if the work is permitted by, and undertaken in accordance with the NSW Code of Practice – Plumbing and Drainage<br>Any works within Council's road reserve must be approved through submission of Council's **Application to Carry Out Works Within a Road Reserve** form |

| **2.5.6 – Connect a private drain or sewer with a public drain or sewer under the control of a Council or with a drain which connects with such a public drain or sewer** | |
|---|---|
| Exemptions provided by the regulations:<br>No exemptions are provided by the regulations for this activity.<br><br>Exemptions provided by the policy: | |
| **Activity** | **Conditions** |
| Connect a private drain or sewer with a public drain or sewer under the control of a Council or with a drain which connects with such a public drain or sewer | Sewerage drainage work may be carried out if the work is permitted by, and undertaken in accordance with the NSW Code of Practice – Plumbing and Drainage.<br>Works must be approved through submission of Council's **Sewer Application** form |

| **2.6 Part C Exemptions – Management of Waste** | |
|---|---|
| **2.6.1 – For fee or reward, transport waste over or under a public place** | |
| Exemptions provided by the regulations: | |
| **Activity** | **Conditions** |
| The transporting of waste over or under a public place for fee or reward if:<br>The activity is licensed under the *Protection of the Environment Operations Act 1997*, or<br>The waste is being transported through the area of the Council and is not being collected or deposited in that area | Clause 48(a) of the *Local Government (General) Regulation ~~2005~~ 2021* |
| Exemptions provided by the policy:<br>No exemptions are provided by the policy for this activity. | |

| **2.6.2 – Place waste in a public place** | |
|---|---|
| Exemptions provided by the regulations: | |
| **Activity** | **Conditions** |
| The placing of waste in a public place, if it is done in accordance with arrangements instituted by Council | Clause 48(b) of the *Local Government (General) Regulation ~~2005~~ 2021* |
| Exemptions provided by the policy: | |
| **Activity** | **Conditions** |

| | |
|---|---|
| The placing of waste in a public place, if it is done in accordance with arrangements instituted by Council | The only arrangements instituted by Council are:<br>1. To allow residents to place mobile garbage bins on the footpath for collection by Council~~; and~~<br>2. To provide street litter bins into which the public may deposit litter that is not household waste~~; and~~<br>3. Any other specific clean-up projects or arrangements instituted or arranged by Council |

**2.6.3 – Place waste storage container in a public place**

Exemptions provided by the regulations:
No exemptions are provided by the regulations for this activity.

Exemptions provided by the policy:

| Activity | Conditions |
|---|---|
| The placing of waste storage container in a public place, if it is done in accordance with arrangements instituted by Council | The only arrangements instituted by Council are:<br>1. To allow residents to place mobile garbage bins on the footpath for collection by Council~~; and~~<br>2. To provide street litter bins into which the public may deposit litter that is not household waste~~; and~~<br>3. Any other specific clean-up projects or arrangements instituted or arranged by Council |

**2.6.4 – Dispose of waste into a sewer of the Council**

Exemptions provided by the regulations:

| Activity | Conditions |
|---|---|
| The discharge of sewage of a domestic nature into a sewer of the Council, if it is done in accordance with arrangements instituted by the Council | Clause 48 (c) of the *Local Government (General) Regulation* ~~*2005*~~ *2021* |
| The disposal of septic tank effluent into a sewer of the Council, if the premises are within a Common Effluent Drainage District declared by Council. | Clause 48 (d) of the *Local Government (General) Regulation* ~~*2005*~~ *2021* |

Exemptions provided by the policy:
No exemptions are provided by the policy for this activity.

**2.6.5 – Install, construct or alter a waste treatment device or a human waste treatment storage facility or a drain connected to any such device or facility**

Exemptions provided by the regulations:

| Activity | Conditions |
|---|---|
| The installation, construction or alteration of a waste treatment device, if that installation, construction or alteration is done: under the authority of a licence in force under the Protection of the Environment Operations Act 1997, or in a vessel used for navigation, or in a motor vehicle registered under the Road Transport (Vehicle Registration) Act 1997 that is used primary for road transport | Clause 48 (e) of the *Local Government (General) Regulation* ~~*2005*~~ *2021* |

Exemptions provided by the policy:
No exemptions are provided by the policy for this activity.

**2.6.6 – Operate a system of sewerage management (in accordance with Section 68A of the Act)**

Exemptions provided by the regulations:

| Activity | Conditions |
|---|---|
| So much of the operation of a system of sewage management as is limited to an action carried out: under the authority of a licence in force under the Protection of the Environment Operations Act 1997, or in a vessel used for navigation, or in a motor vehicle registered under the Road Transport (Vehicle Registration) Act 1997 that is used primary for road transport | Clause 48 (f) of the *Local Government (General) Regulation* ~~*2005*~~ *2021* |
| Despite the other provisions of this Regulation, a person who purchases (or otherwise acquires) land on which any sewage management facilities are installed or constructed may operate a system of sewage management without the approval required under Section 68 of the Act for the period of 3 months after the date on which the land is transferred or otherwise conveyed to the person (whether or not an approval is in force, as at that date, in relation to the operation of a system of sewage management on that land) | Clause 47 of the *Local Government (General) Regulation* ~~*2005*~~ *2021* |

| | |
|---|---|
| Further, if the person duly applies, within the period of 2 months after the date on which the land is transferred or otherwise conveyed to the person, for approval to operate the system of sewage management concerned, the person may continue to operate that system of sewage management without approval until the application is finally determined | |
| Exemptions provided by the policy:<br>No exemptions are provided by the policy for this activity. | |

| **2.7 Part D Exemptions – Community Land** |
|---|
| **2.7.1 – Engage in a trade or business** |
| Exemptions provided by the regulations:<br>No exemptions are provided by the regulations for this activity.<br><br>Exemptions provided by the policy:<br>No exemptions are provided by the policy for this activity. |
| **2.7.2 – Direct or procure a theatrical, musical or other entertainment for the public** |
| Exemptions provided by the regulations:<br>No exemptions are provided by the regulations for this activity.<br><br>Exemptions provided by the policy:<br>No exemptions are provided by the policy for this activity. |
| **2.7.3 – Construct a temporary enclosure for the purposes of entertainment** |
| Exemptions provided by the regulations:<br>No exemptions are provided by the regulations for this activity.<br><br>Exemptions provided by the policy:<br>No exemptions are provided by the policy for this activity. |
| **2.7.4 – For fee or reward, play a musical instrument or sing** |
| Exemptions provided by the regulations: |

No exemptions are provided by the regulations for this activity.

Exemptions provided by the policy:

| Activity | Conditions |
|---|---|
| Busking in a public place | Must be undertaken in accordance with Council's **Busking Policy** |

**2.7.5 – Set up, operate or use a loudspeaker or sound amplifying device**

Exemptions provided by the regulations:

| Activity | Conditions |
|---|---|
| A loudspeaker or sound amplifying device may be set up, operated or used on community land without the prior approval of the Council if it is done in accordance with a notice erected on the land by the Council or if it is done in the circumstances specified, in relation to the setting up, operation or use (as the case may be), in Part 1 of the Local Approvals Policy applying to the land | Clause 49 of the *Local Government (General) Regulation ~~2005~~ 2021* |

Exemptions provided by the policy:
No exemptions are provided by the policy for this activity. Council currently has no Notices on any public land relating to the use of loudspeakers and/or amplifying equipment.

**2.7.6 – Deliver a public address or hold a religious service or public meeting**

Exemptions provided by the regulations:
No exemptions are provided by the regulations for this activity.

Exemptions provided by the policy:
No exemptions are provided by the policy for this activity.

**2.8 Part E Exemptions – Public Roads**

**2.8.1 – Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway**

Exemptions provided by the regulations:
No exemptions are provided by the regulations for this activity.

Exemptions provided by the policy:
No exemptions are provided by the policy for this activity.

| **2.8.2 – Expose, or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road** |
|---|
| Exemptions provided by the regulations:<br>No exemptions are provided by the regulations for this activity.<br><br>Exemptions provided by the policy:<br>No exemptions are provided by the policy for this activity. Council's Local Environmental Plan (LEP), Schedule 2, notes other exemption requirements for signage. |

| **2.9 Part F Exemptions – Other Activities** | |
|---|---|
| **2.9.1 – Operate a public car park** | |
| Exemptions provided by the regulations: | |
| **Activity** | **Conditions** |
| A public car park may be operated without the prior approval of Council if approval for its erection has already been given by the Council in conjunction with another approval or development consent, and the car park complies with any applicable conditions of that approval or development consent | Clause 66 of the *Local Government (General) Regulation* ~~*2005*~~ *2021* |
| Exemptions provided by the policy:<br>No exemptions are provided by the policy for this activity. | |

| **2.9.2 – Operate a caravan park or camping ground** |
|---|
| Exemptions provided by the regulations:<br>No exemptions are provided by the regulations for this activity.<br><br>Exemptions provided by the policy:<br>No exemptions are provided by the policy for this activity. |

| **2.9.3 – Operate a manufactured home estate** |
|---|
| Exemptions provided by the regulations:<br>No exemptions are provided by the regulations for this activity. |

Exemptions provided by the policy:
No exemptions are provided by the policy for this activity.

**2.9.4 – Install a domestic oil or solid fuel heating appliance, other than a portable appliance**

Exemptions provided by the regulations:

| Activity | Conditions |
|---|---|
| A domestic oil or solid fuel heating appliance (other than a portable appliance) may be installed without the prior approval of Council if details of the appliance are included in plans and specifications for the relevant building approved under the *Environmental Planning and Assessment Act 1979* | Clause 70 of the *Local Government (General) Regulation ~~2005~~ 2021* |

Exemptions provided by the policy:
No exemptions are provided by the policy for this activity.

**2.9.5 – Install or operate amusement devices**

Exemptions provided by the regulations:
No exemptions are provided by the regulations for this activity.

Exemptions provided by the policy:
No exemptions are provided by the policy for this activity.

**Note** – Exemptions may be given on a case by case basis to Community Organisations only. Organisations must contact Council prior to assuming an exemption has been issued.

**2.9.6 – Use a standing vehicle or any article for the purpose of selling any article in a public place**

Exemptions provided by the regulations:
No exemptions are provided by the regulations for this activity.

Exemptions provided by the policy:
No exemptions are provided by the policy for this activity.

| **2.9.7 – Carry out activity prescribed by the regulations or an activity of a class or description prescribed by the regulations** |
|---|
| Exemptions provided by the regulations:<br>No exemptions are provided by the regulations for this activity.<br><br>Exemptions provided by the policy:<br>No exemptions are provided by the policy for this activity. |

| **PART 3 – OTHER MATTERS** |
|---|
| **3.1 – Carry out activity prescribed by the regulations or an activity of a class or description prescribed by the regulations** |
| **3.1 Application process**<br>Application processes are governed by the need for assessment in line with Legislative requirements, and although generally they will differ in detail and time Section: Buildings & Amenities Version V3.0 Page 23 of 25 taken according to the type of work/activity proposed, there are a few fundamental processes followed. |
| **3.2 Lodgement of an application**<br>Most applications and bookings have a specific form for the lodgement of an application. Dependent upon the nature of the proposal, fees may apply and where a fee is required, it must be paid at the time of lodgement. Council's fees are detailed in our Fees and Charges An application may be rejected within seven (7) days of receipt if it is not clear as to the nature of the approval sought, or if the application is not legible. Therefore, it is prudent that applications contain all of the information relevant to the proposal. |
| **3.3 Assessment Process**<br>• Where an application has been accepted by Council, but the proposal is of a complex nature, more information may be sought from the applicant to ensure that Council's assessment can account for relevant areas<br><br>• Where more information is required, Council will usually contact the applicant directly (by means of details provided with the application) within twenty-one (21) days of lodgement<br><br>• Applications can be amended by the applicant prior to determination, provided the variations are only minor in nature. Should a major variation be required, the applicant may be instructed to submit a new application<br><br>• Applications under the Roads Act 1993 and Local Government Act 1993 are not required to be publicly notified, and generally will not be |

**3.4 Determination**

• Once assessed by Council, a notice will be issued to the applicant noting whether the application has been approved or refused

• The period of approval is dependent upon the nature of the proposal

• Where works/activities have not commenced, or where the activity is not held in the nominated/approved time, the approval may lapse. In such cases, and depending upon circumstances, the applicant can seek to lodge a new application with Council

**3.5 Review**

• Determinations made by Council can be reviewed under Section 100 of the Act. A request to review must be made in writing within twenty-eight (28) days from the date of Council's determination

• Review of determinations is final

**3.6 Enforcement of approvals**

Where a person, persons or a commercial business is acting in contravention with an issued approval, or in non-accordance with specific Acts or Regulations, Council may take enforcement action in the interest of preserving public health and the environment.

Approvals issued under this policy may be modified, revoked or suspended by Council where:

- the approval is deemed to have been obtained by fraud, misinformation or concealment of facts
- for any matter arising after the granting of the approval, that may have caused Council to have rejected the approval had it arisen prior to the approval being issued
- for failure to comply with a condition of the approval
- for failure to comply with any requirements of legislation enforceable by Council

**3.7 Building works**

This policy does not include applications, consents and approvals for the undertaking of building works, which are subject to approvals processes under the *Environmental Planning and Assessment Act 1979*

**3.8 Approvals related to food premises**

Any applications/proposals under the provisions of this policy, and related to operations of a food premises (mobile or otherwise) must comply with the NSW Food Authority "Food Safety Standards Code", the *Food Act 2003*, and be related to a business registered with the NSW Food Authority

**LOCAL ORDERS PRINCIPLES**

| PRINCIPLE | ACTION |
|---|---|
| **Proportionality** | • Where the level of risk is High, and previous enforcement options have been exhausted, then action will be escalated to an Order or Notice under relevant legislation being served |
| **Consistency** | • Ensuring that similar issues are dealt with in the same way<br>• Acting fairly and impartially, without bias or unlawful discrimination |
| **Transparency** | • Ensuring that what we do and why we do it is easily understood, i.e. being open about the way we go about doing things<br>• Ensuring reasons for decisions are given to relevant parties, particularly when there is a departure from this policy<br>• Public disclosure is an integral part of both specific and general deterrence. The disclosure of information relating to Council's compliance and enforcement activities is undertaken in accordance with the requirements of the GIPA Act and Regulation<br>• Continuing to improve community awareness of compliance and enforcement matters through Council's media avenues |
| **Customer Service** | • Working with the business or individual to achieve compliance with the law by being approachable, courteous and efficient |
| **Prioritising** | • ~~Making sure~~ Ensuring that resources are targeted primarily on ~~those who~~ the unlawful activities that ~~give rise to~~ pose the most serious risk |
| **Timely Response** | • Ensuring Council's responses and decision making in respect of reports alleging unlawful activity is timely |
| **Accountability** | • Acting in the best interests of public health, safety and the environment<br>• Only officers with the appropriate appointment or delegations are authorised to approve an enforcement action. They are required to comply with this policy, Council's code of conduct and disclosing pecuniary interests<br>• Acting on any complaints or concerns about the conduct of compliance and enforcement officers in accordance with Council's Complaints and Unreasonable Conduct Policy<br>• Council may seek legal advice prior to proceeding with more serious enforcement actions, such as prosecution |

**Accountability**
Council is legally responsible for regulating and managing local approvals.

~~Chief Executive~~

~~Chief Corporate Officer~~

~~Manager Open spaces Regulatory & Utilities~~

~~Manager Planning & Development Services~~

~~Manager Asset & Program Planning~~

- General Manager
- Leadership Executive Management Team
- Manager Planning & Regulation
- Open Space, Regulatory & Utilities Supervisor

are responsible for the development, approval and maintenance of procedures that support Council's policies.

**Note 1** Some of these activities also require approvals to be issued under the *Roads Act 1993*

**Note 2** *In the event development requires approvals under the Local Government Act 1993 and the Environmental Planning and Assessment Act 1979, all relevant approvals may be handled at the*

**POLICY DEFINITIONS (fill in table below)**

| Definition | Meaning |
|---|---|
| **Approvals** | Permission granted by Councils for various applications; approval is required to ensure works or activities comply with laws and Local Environmental Plans and do not negatively impact on adjoining properties or the public |
| **Criteria** | Criteria are the standards, rules, or requirements used to evaluate, judge, or select something - they act as benchmarks that define the necessary characteristics, such as requirements for a job (experience, education) or project benchmarks |
| **Enforcement** | • action taken against parties in response to evidence of unlawful activity<br>• processes preceding such action: responding to allegations of breaches, inspecting, assessing and investigating potential unlawful activity<br>processes prior to making a decision not to enforce the law in particular circumstances, despite evidence or allegations of non-compliance |
| **Exemption** | Being free from an obligation or liability imposed on others |
| **Order** | An enforcement notice, order or direction given by Council that requires the recipient to take action within a specified time period. Orders are issued to rectify a situation that has public health, safety, environmental, amenity implications or to remediate unauthorised activities |

| | |
|---|---|
| **Regulation** | Any function under an Act, Regulation or other statutory instrument which empowers local government to create, impose, enforce or administer rules that control the actions of others |

**VERSION CONTROL & CHANGE HISTORY**

| Previous Versions | Date of Adoption by Council | Resolution # | Author/Editor | Summary of Changes |
|---|---|---|---|---|
| V1.0 | 23/08/17 | 168/17 | Council | Adoption of Original Policy |
| V2.0 | 25/09/19 | | Council | Amendment of Original Policy |
| V3.0 | 21/12/22 | 248/22 | Council | Re-adoption of Policy |
| V4.0 | Tba | Tba | Assigned Officer | Major review and amendment |

| | |
|---|---|
| **Department:** | **Office of the Acting General Manager** |
| **Submitted by:** | Allison Graham, Executive Assistant & Media |
| **Reference:** | **ITEM GOV68/26** |
| **Subject:** | **WORKFORCE, SAFETY, RISK, RECORDS AND COMMUNICATIONS REPORT - MAY 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 details 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 May 2026.**

## BACKGROUND

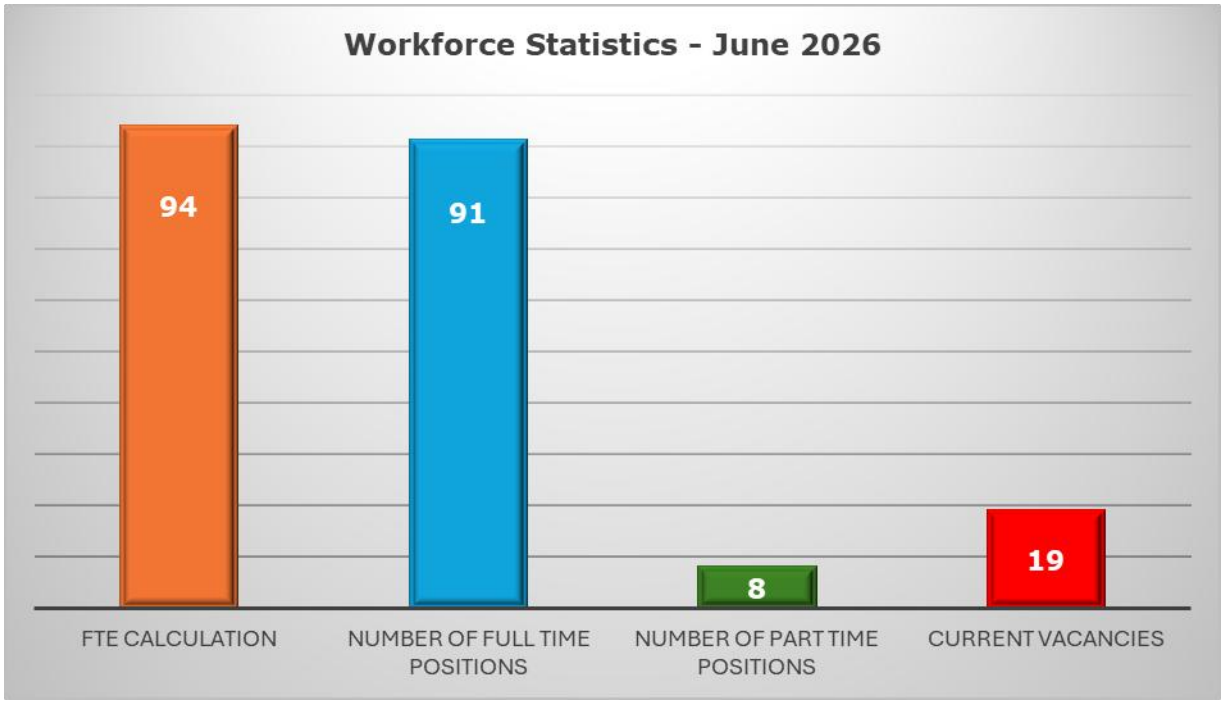
This report is to provide information on monthly functions of Workforce, Safety, Risk, Records and Communications of Council.

## 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).

Our Governance No. 68 Cont…




**Recruitment**

Positions recruited for and in progression of the recruitment process.

- Store Person (12 Months Term Contract) – final stages
- Fleet Coordinator – Finalised, commencement in June
- Leading Hand (Roads – Sealed) – To be re-advertised
- Plant Operator (Tenterfield) – final stages
- Plant Operator (Water Cart) Tenterfield – final stages
- Plant Operator (Northern) – To be re-advertised
- Senior Services Operator (Tenterfield) – in review
- Services Operator (Tenterfield) – in review
- Community Compliance Officer (Ranger)
- Lands Management Officer
- Casual Administration & Customer Service Officer(s)
- Manager Infrastructure & Delivery

**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
- Psychosocial Hazard & Risk Training
- Risk Assessment Training
- Fundamental Risk Management Training
- Code of Conduct & Dignity and Respect Training
- Working Near Overhead Powerlines – Delivery in June

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 and First Aid (Remote).

Our Governance No. 68 Cont…

Government incentives and initiatives are being investigated for future learning and development programs and are ongoing.

**Health & Wellbeing**

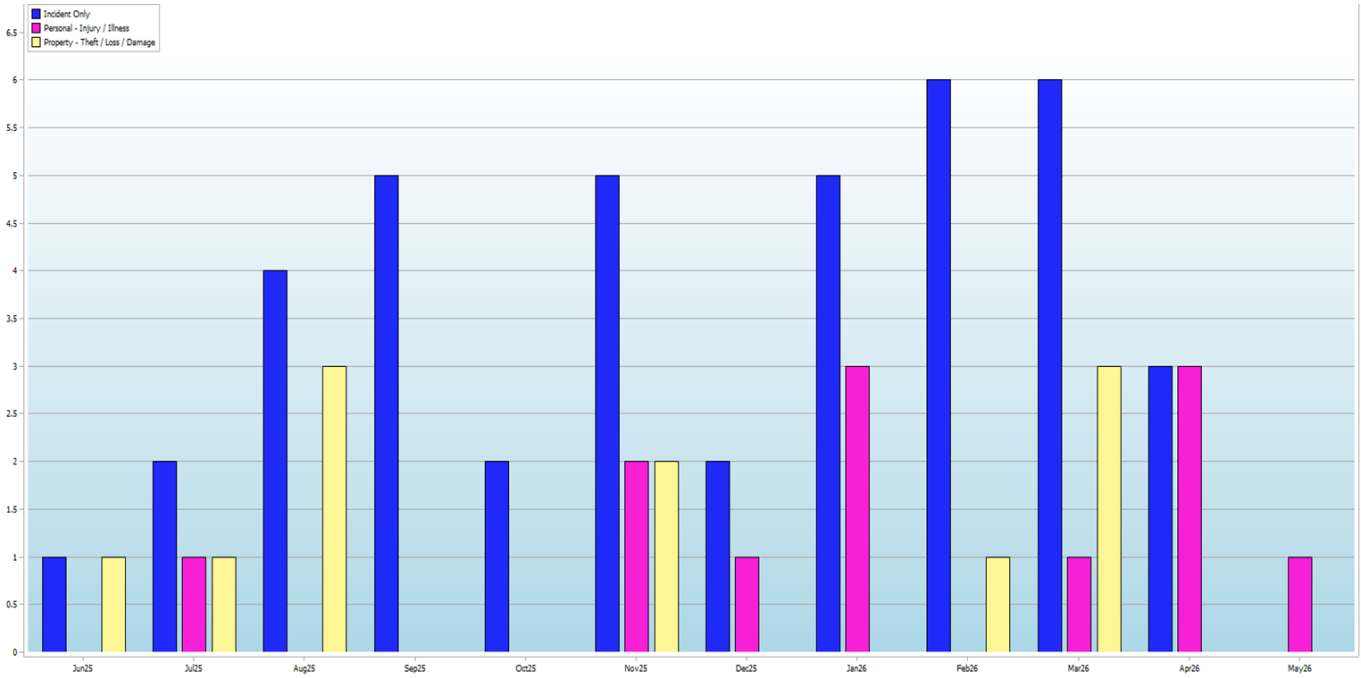
Psychological health and safety in the workplace must be managed. Council has a legal responsibility to ensure healthy and safe workplaces. This includes, so far as is reasonably practicable, preventing or removing workplace factors to psychological safety, and where it is not possible to do so, reducing 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.

Audiometric testing for staff is being arranged for June delivery, in line with workplace health and safety regulation requirements. Other health and wellbeing initiatives are being investigated such as skin checks and health monitoring.

**Workplace Health & Safety**

**Reported Incident Statistics – June 2025 through to May 2026**




**Risk Management**

**Risk Workshops**

Risk Management Workshops have been provided to management and leaders where the main topics of focus have been identified as the highest risk to Council, and these included the following prioritised risk strategies:

1. Keeping the safety of our people paramount

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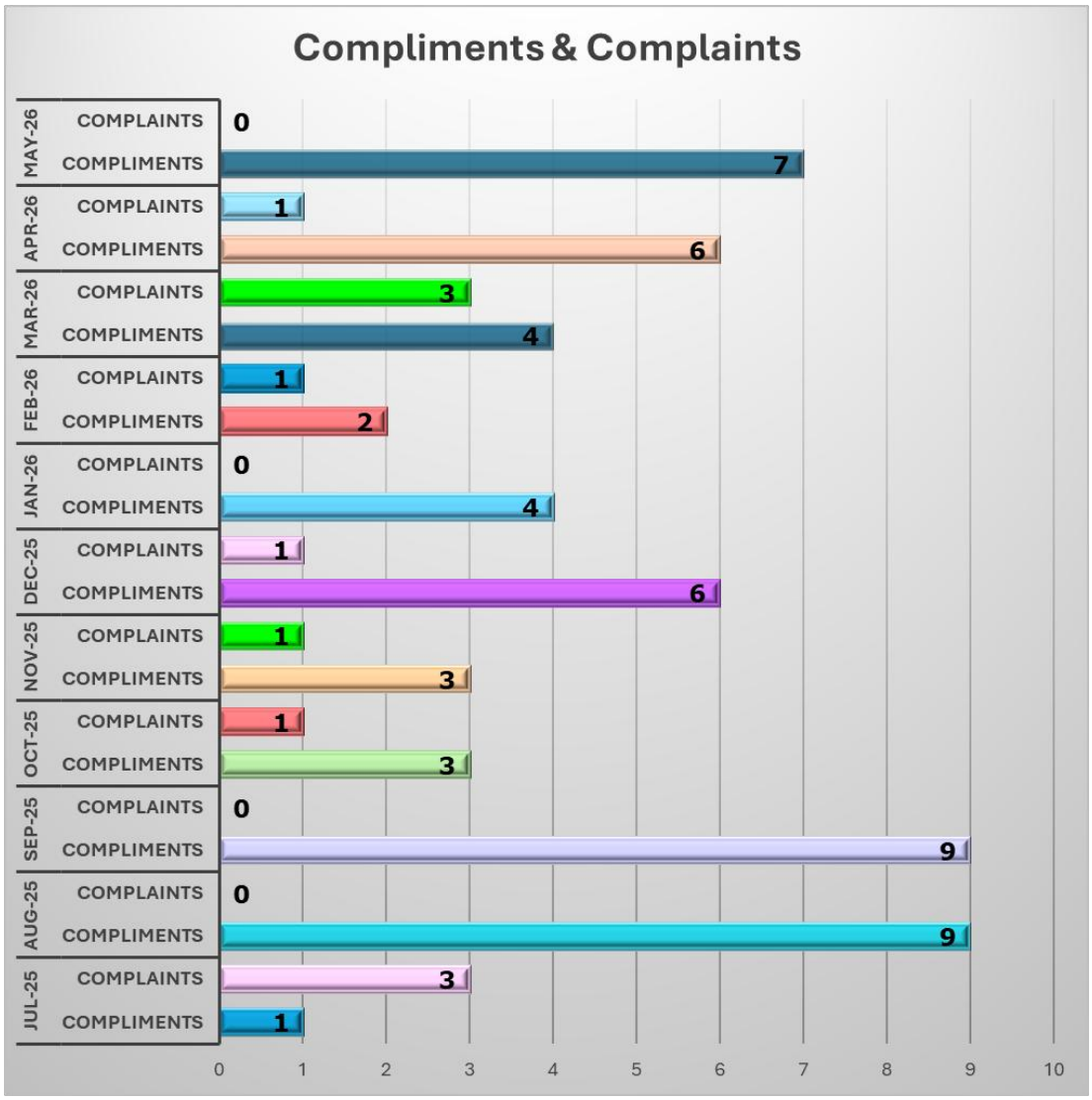
2. Ensuring water supply, sewer system and waste services
3. Achieving and maintaining a capable workforce
4. Using business systems that are fit for purpose
5. Maintain sufficient financial resources
6. Retaining effective emergency systems
7. Preventing critical asset failure
8. Avoiding compliance failure

This will form the beginning of the next iteration of strategic and operational development as we move through the risk maturity growth. Our next steps include further workshops, risk register development, task assessments and training.

**Claims for Compensation**

Claims for compensation are continuing to rise, even though we have the support of our insurers, and defenses under the legislation, this has an ongoing impact on time and resources.

**Compliments and Complaints Statistics**



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## Communications

| PRINT & DIGITAL | | |
|---|---|---|
| **Website Posts:**<br>*Number of news items posted* | 8 | |
| **Information Screens:**<br>*Number of items posted on screens in foyer* | 21 | |
| **Media Releases:**<br>*Press release for broad communications & formal announcements* | 3 | |
| **Public Notices:**<br>*e.g. Road works or closures, important local information* | 3 | |
| **Newsletter:**<br>*Your Local News* | Issue 204, April – May 2026<br>*ANZAC day service and road closures, green waste notice, new toilets at youth precinct, senior's week photos, pool season wrap up, robotics club at the library, thank you note to Autumn Festival Committee and event supporters, 4 community event listings* | |
| SOCIAL MEDIA | | |
| **Facebook Activity** | **Total Views: 101,595** | |
| **Content Posted:** | 27 Posts, 38 Stories | |
| **Category** | **Top Posts** | **Details** |
| Public Notice – Road Works | 1. Rouse Street North (causeway works and road closure notice) | Date: 13 May 2026<br>Views: 11,700<br>Reactions: 12<br>Shares/Saves: 19 |
| Infrastructure Update | 2. "Five new bridges for the Shire" (announcement of works completed) | Date: 18 May 2026<br>Views: 10,700<br>Reactions: 73<br>Shares/Saves: 5<br>Click through to link: 13 |
| Public Notice | 3. Planned Power Outage Notification for 28 May (Essential Energy works) | Date: 26 May 2026<br>Views: 9.000<br>Reactions: 2<br>Shares: 16<br>Click through to link: 68 |
| Tourism Feature | 4. Tenterfield featured in *Secret Sydney* article as a destination hotspot | Date: 14 May 2026<br>Views: 5,300<br>Reactions: 26<br>Shares: 11<br>Click through to link: 75 |

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**COUNCIL IMPLICATIONS:**

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

   Nil.

2. **Policy and Regulation**

   - *Local Government Act 1993*

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

   Nil.

4. **Asset Management (AMS)**

   Nil.

5. **Workforce (WMS)**

   Nil.

6. **Legal and Risk Management**

   Nil.

7. **Performance Measures**

   Nil.

8. **Project Management**
   Nil.

**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 Acting General Manager |
| Attachments: | There are no attachments for this report. |

| | |
|---|---|
| **Department:** | **Office of the General Manager** |
| **Submitted by:** | Karlie Svenson, Executive Assistant (Corporate and Infrastructure) |
| **Reference:** | **ITEM GOV69/26** |
| **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 May 2026. With exception of the Waste Services section data that will now be reported quarterly.

**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**
**May Report**

**Council Buildings**

- Ongoing maintenance is being carried out on Council Properties to ensure schedules remain up to date
- Ten FM Repairs to the toilet – was replaced in May
- Graffiti and Vandalism has been cleaned up on Council Buildings during May
- Asbestos Scope of work & Property List is currently being developed - ongoing
- Insurance claims on damage to Rotary Park is being completed – quote has been received and work is ongoing
- Investigating options for Heritage fencing at Memorial Hall
- Termites being found in the Memorial Hall – termites are currently active and no works are able to commence - ongoing

Our Governance No. 69 Cont…

- Band Hall works have been awarded and builders have commenced work, with Painter to commence once building work has been completed
- Water leaking has been investigated at container café at the Youth Precent in May and waiting for a quote to be received for budget
- Pest Inspection and Spray RFT have been drafted - ongoing
- Council Cleaning Tender has been awarded and contract has been signed.
- Chubb Fire Control has been completing upgrades to Council buildings emergency lighting – this is ongoing with community buildings and halls being assessed and upgraded
- Repairs completed to Urbenville Medical Centre in April with additional work being arranged - ongoing
- Review and update Draft Asset Management Plans for Open Spaces & Regulatory Services and for Property & Building Services – ongoing

**Swimming Pool Complex**

Management plan

Council is preparing to program preventative maintenance of the swimming pool and will primarily by carried out in the winter season.

Council will:

- Have the Pool in a state of readiness and fit for purpose to hand over to the successful contractor
- Provide the initial filling of the pool
- Complete works as listed in the Contract Management Plan

Council is responsible for replacement and improvement to Council equipment and structural repair work to Council equipment.

Works being planned during the off season:

- Purchase new pool blankets and butler
- Service of all equipment in the plant room
- Grandstand repairs and painting
- Painting of the pool – quotes will need to be supplied
- Maintenance to the pool buildings

**Maintenance and Improvements** – Seasonal report will be included prior to new season starting 2026/2027

Our Governance No. 69 Cont…

**WATER AND SEWER**
**May Report**

Tenterfield – Water and Sewer

Sewer chokes: 7
Sewer Pump station Blockage:1
Sewer Repairs to mains :2
New Sewer Connection: NIL

Water Main Breaks: NIL
Service line breaks:4
Service line leaks :2
New Water Connection: NIL
New Water Meter Installed: 1
New Meter stops Installed: 4

Treated water flow for the month = 25,598 KL/25.6ML
**Dam level below spillway = 850mm 75% capacity as of the 10th June 2026**

Urbenville Water and Sewer

Mains flushing: 2
Sewer Pump station M&R: 1
Sewer main jetting - ~2 km
Sewer chokes: 1

**WASTE** - Shall now be reported Quarterly with 3-month data. Data will be in June report.

**WEEDS MANAGEMENT**

The Weeds Officer position is currently vacant.

**TRANSPORT INFRUSTRUCTURE**
**May Report**

**Upcoming Grading of Roads**

Northern Grader Crew

- Wylie Ck Rd,
- Faggs (plus resheet)
- Paterson's (graded to be resheeted in places)
- Vinegar Hill Rd

Western Grader Crew

- Silent Grove Rd
- Binghi Rd

Our Governance No. 69 Cont…

Eastern Grader Crew

- Lower Rocky River
- Long Gully Rd
- Leslie Ck Rd
- Cyril Smith Cct
- Bushy Drive
- Ogilvie Drive

Central Grader Crew

- Bluff Ck Rd
- Landers Lane
- Bungulla Reserve Rd
- Barney Downs Rd
- Smith's Lane – all roads in the Central area subject to staff availability.

**Road Network**

Gravel Roads Graded

- Rocky River Rd
- Long Gully Rd (WIP)
- Chauvel Rd
- Mole River Rd (WIP)
- Back Ck Rd
- Springs Rd
- Potters Rd
- Gibraltar Stn Rd
- Bluff River Rd (WIP)
- Paterson's Rd
- Rivertree Rd
- Wallaroo Range Rd
- Red Ridge Rd
- Petrie St West

**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
- Rivertree Rd
- Torrington Rd

Our Governance No. 69 Cont…

- Timbarra Rd
- Paddy's Flat Rd North
- Urbenville Rd – crack patching
- Mt Lindesay – crack patching at Legume

**Heavy Patching (Not Capitalised)**

- Mt Lindesay Rd & Killarney Rd – isolated pavement repairs

**Drainage Cleanout**

All roads graded and others as necessary, depending on available resources.
Tenterfield streets

**Heavy Patching (Capitalised)**

As part of reseal prep:
- Mt Lindesay Rd

*Sections of road resealed include*:

- Tenterfield Town Streets: Clive St, East St, High St and Scott St
- Tenterfield Rural Area: Bellevue Rd, Black Swamp Rd and Boundary Rd
- Jennings Village: most streets on the eastern side of the highway, including Brushabers Rd
- Legume Village: Tooloom St & Flagstone Rd
- Liston Village: Clarence St and Stanthorpe St
- Boonoo Boonoo Area 51 Landfill entrance sealed
- Torrington Rd at Torrington

Eastern Area:
- Chauvel Rd – reconstruction and sealing, Clarence River Rd & Plains Stn Rd

Northern Area:
- Paddy's Flat Rd North

Regional Roads:

- Bruxner Way from Yellow Gully to Boundary
- Mt Lindesay Rd Maryland River Area

Urbenville Village Streets will be Council's focus next financial year for reseals

**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

- Back Ck Rd
- Bluff River Rd

Our Governance No. 69 Cont…

**LIVESTOCK SALE YARD**
**May Report**

| | May 2026 | May 2026 | May 2025 data | May 2025 data |
|---|---|---|---|---|
| Prime Sale | 1068 Head | $ 1,087,527.73 | 815 Head | $941,394.66 |
| Private Weigh | 522 Head | $499,890.00 | 197 Head | $279,504.75 |
| Feature Sales | NIL | NIL | 1700 Head | $1,861,847.80 |
| Total May | 1,590 Head | $ 1,587,462.73 | 2712 Head | $3,082,747.21 |
| **Financial Year to Date** | **22,857 Head** | **$28,430,256.59** | | |

**PARKS, GARDENS AND OPEN SPACE**
**May Report**

- Tree Assessment report completed
- 54 replacement Pin Oak trees ordered, to be planted.

**RANGER**
**May Report**
The ranger position is currently vacant. No data to report.

**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 Acting General Manager** |
| **Submitted by:** | Allison Graham, Executive Assistant & Media |
| **Reference:** | **ITEM GOV70/26** |
| **Subject:** | **COUNCILLOR WORKS/SERVICE REQUESTS - MAY 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 May 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. 70 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. 70 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.

**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 Acting General Manager | | |
| Attachments: | **1** | 2026 As at May_Councillor Works_Services Requests | 4 Pages |

Councillor Work/Service Request Report

As at May 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 | 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.<br><br>02/02/2026: Director Infrastructure Services (on behalf of Open Space, Regulatory & Utilities Supervisor ) - Ongoing |
| **Cattle grid - Rocky River Station, request for either repair or removal as potential for danger to traffic** | Cr Turner | 06/09/2025 | Works Manager | 15/05/2026: Works Department - Secondary letter sent to property owner for Rocky River Station, they have contacted Council advising they will proceed with repairs on grid, then when completed call Council for inspection. |
| **Status enquiry for Road Reserve Dedication, widening of Snake Creek Road, Sandy Hill** | Cr Turner | 09/10/2025 | Lands Management Officer | 08/04/2026: Lands Management Officer - due to workload backlog, yet to be scheduled<br><br>26/05/2026: On hold at this time due to resignation of Lands Management Officer |
| **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<br>23/03/2026 | Manager Planning and Development<br>Director Corporate Services | 20/03/2026: Director Corporate Services - further legal advice has now been sought to identify the level of liability to Council.<br><br>14/05/2026: Manager Planning and Development – still awaiting further legal advice. |

Councillor Work/Service Request Report — As at May 2026

| | | | | |
|---|---|---|---|---|
| **Concerns that applicant have expanded beyond the limits of their original Development Application** | | | | 11/06/26: Followed up with legal advisors still awaiting further advice. |
| **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) | 15/06/2026: Barking Diaries returned by some neighboring residents, letters issued to properties of recorded nuisance barking occurrences, Ranger has met with owner at one property with continuing monitoring to occur of animal welfare.<br>Matter is ongoing at this time due to resignation of Community Compliance Officer (Ranger) |
| **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<br>30/04/2026 | 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.<br><br>13/04/2026: Director Infrastructure Services – Investigation ongoing<br><br>14/05/2026: Investigations on disabilities ramps in Rouse Street are ongoing, findings to be reviewed by Council<br><br>11/06/2026: Meeting held with Tenterfield Chamber of Tourism, Industry and Business (TCTIB) with discussion of businesses making the ramps more visible and further anchoring to lessen movement with foot |

Councillor Work/Service Request Report

As at May 2026

| | | | | |
|---|---|---|---|---|
| | | | | traffic. The Chamber of commerce is preparing a letter to be sent to all business with a ramp, regarding the businesses obligations in relation to the ramps. |
| **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.<br><br>07/05/2026: Works Manager – The installation of signage will require Transport for NSW (TfNSW) approval, the process for this will be completed through Council's Local Traffic Forum in June. |
| **Request on behalf of the Liston Progress Association for Council to consider improvement to Ruby creek section of Amosfield Road** | Cr Bonner | 24/04/2026 | Works Manager | 03/05/2026: Works Manager – inspection of the road has been requested.<br>11/06/2026: Maintenance Works Coordinator – Area has been inspected scheduling of works to occur |
| **Condition of driveway crossing on Council verge – Molesworth Street** | Cr Murphy | 25/04/2026 | Works Manager | 13/05/2026: Works Manager – Letter to be issued to owner of property advising the current condition of the driveway presenting as a hazard, requesting the property owner to upgrade access to comply in accordance with the *Roads Act 1993*.<br>27/05/2026: Works Manager – property owner has completed the repairs. |
| **Community request for the repair and maintenance of Tent Hill Road** | Cr Murphy | 04/05/2026 | Works Manager | 14/05/2026: Works Manager – Last grade completed July 2024 as per Road Asset Management Plan, has been inspected and placed onto Western Grader program. |

Councillor Work/Service Request Report

As at May 2026

| | | | | |
|---|---|---|---|---|
| **Sinkhole located on Clarence Way, entrance to Urbenville Forestry Park** | Cr Bonner | 07/05/2026 | Works Manager | 08/05/2026: Maintenance Works Coordinator - Maintenance and repairs work completed |
| **Enquiry on processing time for Development Application (DA)** | Cr Murphy | 21/05/2026 | Manager Planning and Development | 25/05/2026: Manager Planning and Development – At the time of the DA lodgement and payment there were already a number of DA's ahead to this one, there has been an overall increase in DA lodgements meaning processing times have been pushed out for the small sized team. Applicant has been advised of this information with advice the DA consent shall be forthcoming in the next week and a strong suggestion for the Construction Certificate to be lodged to allow it to be assessed at the same time. |
| **Highway signage correction required; AGED HOSTEL AHEAD PLEASE LIMIT USE OF EXHAUST BREAKES to BRAKES** | Cr Bonner | 21/05/2026 | Manager Works | 02/06/2026: Manager Works – discussions have occurred with TfNSW on replacement signage, who also will execute the replacement. |

| | |
|---|---|
| **Department:** | **Office of the Acting General Manager** |
| **Submitted by:** | Allison Graham, Executive Assistant & Media |
| **Reference:** | **ITEM RES5/26** |
| **Subject:** | **COUNCIL RESOLUTION REGISTER - MAY 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 May 2026.**

**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 Acting General Manager |
| Attachments: | **1** Actions Register - May 2026 16 Pages |

## OUTSTANDING ACTIONS REPORT

**Printed:** Thursday, 11 June 2026 9:38:05 AM
**Division:**
**Committee:** Council
**Officer:**
**Date From:** 26/04/2023
**Date To:** 27/05/2026

| 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 | **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 | Duwenhogger-Lange, Milan | **MT LINDESAY ROAD – BOUNDARY ROAD LAND ACQUISITION** | 30/11/2026 |

## OUTSTANDING ACTIONS REPORT

**Printed:** Thursday, 11 June 2026 9:38:05 AM
**Division:**
**Committee:** Council
**Officer:**
**Date From:** 26/04/2023
**Date To:** 27/05/2026

| Meeting | Date | Officer | Title | Target |
|---|---|---|---|---|
| 65/23 | **Resolved** that Council:<br><br>(1) Agree to commence investigation of Mt Lindesay Road for the purpose of detailed design of a future roundabout at Boundary Road intersection, and<br><br>(2) Agree to the acquisition of land adjacent to Mt Lindesay Road for the purpose of future roundabout construction, and<br><br>(3) Authorise the Chief Executive to execute any documents for the acquisition and to authorise payment of any compensation with the landowners.<br><br>(Kim Rhodes/Tim Bonner)<br><br>**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.

| 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:<br><br>(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<br><br>(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.<br><br>(Peter Petty/Kim Rhodes)<br><br>**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:<br><br>(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**

**Printed:** Thursday, 11 June 2026 9:38:05 AM
**Division:**
**Committee:** Council
**Officer:**
**Date From:** 26/04/2023
**Date To:** 27/05/2026

| 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:** Thursday, 11 June 2026 9:38:05 AM
**Division:**
**Committee:** Council
**Officer:**
**Date From:** 26/04/2023
**Date To:** 27/05/2026

| 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 | 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 .**

**OUTSTANDING ACTIONS REPORT**

**Printed:** Thursday, 11 June 2026 9:38:05 AM
**Division:**
**Committee:** Council
**Officer:**
**Date From:** 26/04/2023
**Date To:** 27/05/2026

| Meeting | Date | Officer | Title | Target |
|---|---|---|---|---|

**(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.
Many thanks Hein.

| Meeting | Date | Officer | Title | Target |
|---|---|---|---|---|
| Council 26/03/2025 | 26/03/2025 | Francisco, Matthew | **RENAMING HERDING YARD CREEK ROAD, LISTON** | 11/04/2025 |

14/25 **Resolved**

**That Council:**

**Appeals the rejection received from the Geographical Names Board for Council's application to change Herding Yard Creek Road to Seven Mile Lane, with supporting compelling documentation.**

(Tom Peters/Tim Bonner)

**Motion Carried**

**Notes**

**10 Apr 2025 4:53pm Graham, Allison**

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|---|---|---|---|---|
| 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.<br>Matthew Francisco advised 10 April 2025; One local residents objection has been found. | | | | |

| 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 | 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**

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**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 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 |
| **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.**

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3. **Therefore, makes an amount of $30,000 available to TCTIB from 1 November 2025 – for purposes of funding $20,000 for an administrative assistant and $10,000 to be put away (saved) for the Events Program for 2026, and for this amount to be funded from Council's original budgetary provision of $80,000 for the operations of SOATI, as Council will be making $50,000 of this funding provision available to SOATI, leaving $30,000 for TCTIB to further assist with the delivery of a face-to-face tourism component out of the foyer of the School of Arts, an events program in 2026, and the employment of an administrative assistant.**

4. **Further, makes a budgetary provision to TCIB for a budgetary amount of $99,500 for the 2026/27 financial year (to make up the additional amount necessary for Content Asset Development during this financial year), and thereafter for an annual budget amount of $92,000, and for the new three-year Funding Agreement between Council and TCTIB to make provision for these amounts to be annually increased with CPI.**

5. **Amends the current Funding Agreement between Council and TCTIB by way of an addendum to reflect the additional amount of $30,000 for the 2025/26 financial year mentioned in paragraph three (3) above, and the conditions associated with the expenditure of this amount.**

6. **Enters into a new three-year Funding Agreement between Council and TCTIB as from 1 July 2026, and for this Agreement to reflect the intent of paragraph four (4) above.**

(Peter Murphy/Tim Bonner)

**Motion Carried**

**Notes**

**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 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.**

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| | | | | |

(Greg Sauer/Peter Petty)

**Motion Carried**

**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 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**

**09 Jun 2026 11:45am Paynter, James**
Reminder email to HR

**15 May 2026 2:10pm Paynter, James**
Reminder email to HR

**19 Apr 2026 10:04am Paynter, James**
Email to HR 28/03/2026 to commence recruitment.

**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 | 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.**

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

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|---|---|---|---|---|
| | 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.<br><br>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.<br><br>(Peter Petty/Greg Sauer)<br><br>**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 | Vassallo, Janet | UPDATED BUSINESS CONTINUITY PLAN (BCP) | 15/04/2026 |
| 62/26 | **Resolved**<br><br>That Council:<br><br>Adopts the updated Business Continuity Plan (BCP), which establishes Council's framework for maintaining essential services during significant disruption events.<br><br>(Kim Rhodes/Tom Peters)<br><br>**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 | Walton, Jane | CCTV NETWORK DESIGN AND SPECIFICATIONS | 22/07/2026 |
| 57/26 | **Resolved**<br><br>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.<br><br>2. That Council identifies the following locations at its preferential areas for CCTV coverage:<br><br>• Council Administration Office Building, | | | |

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|---|---|---|---|---|

- **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**

**Notes**

**14 May 2026 1:33pm Walton, Jane - Target Date Revision**
Target date changed by Walton, Jane from 22 April 2026 to 24 June 2026 - Trial policy to be drafted and hardware for second trial site pending.

**14 May 2026 1:29pm Walton, Jane**
CCTV - Trial policy and hardware for second site pending. Expected to be presented at June 26 meeting.

**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 | 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**

**29 Apr 2026 3:21pm Graham, Allison**
Meeting with Director, NSW Drought Coordinator Local Land Services, to occur with Mayor and Acting General Manager, 5 May 2026 to discuss drought conditions in the Northern Tablelands

**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 | Francisco, Matthew | **MT LINDESAY ROAD PRIVATE WATER LINE** | 30/06/2027 |

58/26 **Resolved**

**That Council:**

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| Meeting | Date | Officer | Title | Target |
|---|---|---|---|---|

**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 22/04/2026 | 22/04/2026 | Francisco, Matthew | **WATER RESTRICTIONS FOR THE AREA SUPPLIED BY TENTERFIELD DAM** | 13/05/2026 |

85/26 **Resolved**

**That Council:**

1. **Imposes Level 1 Water Restrictions on the area supplied by Tenterfield Dam from 22 April 2026, in response to high water usage and declining dam water levels.**

2. **Publishes the proposed changes to the trigger levels for Water Restrictions for 28 Days and receives feedback from the community in relation to the proposed changes to the trigger levels.**

(Peter Murphy/Tom Peters)

**Motion Carried**

**Notes**

**01 May 2026 4:48pm Graham, Allison - Email**
Director Infrastructure Services has taken actions required to Trigger Level 1 Water Restrictions on supply from Tenterfield Dam as of 22 April 2026.,Published the proposed changes to the trigger levels for Water Restrictions for 28 Days and is seeking submissions from the community in relation to the proposed changes to the trigger levels.,

| Meeting | Date | Officer | Title | Target |
|---|---|---|---|---|
| Council 22/04/2026 | 22/04/2026 | Cooper, Mark | **NAAS STREET - BARKING DOG COMPLAINTS, PROPERTY CONDITION AND PETITION** | 13/05/2026 |

84/26 **Resolved**

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| | | | | |

**That Council:**

1. **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.**

2. **Advise all those who signed the petition be advised of the actions undertaken by Council.**

(Peter Murphy/Greg Sauer)

**Motion Carried**

**Notes**

**01 May 2026 4:39pm Graham, Allison - Email**
Dear Mark, Please implement this resolution in relation to Point 2 " Advise all those who signed the petition be advised of the actions undertaken by Council"

| Meeting | Date | Officer | Title | Target |
|---|---|---|---|---|
| Council 22/04/2026 | 22/04/2026 | Francisco, Matthew | **MT LINDESAY ROAD PRIVATE WATER LINE** | 13/05/2026 |

83/26

**Resolved**

**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:**

(a) **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.**

(b) **Advises residents of the exemption from Development Applications for rural sheds up to 200 square metres on working farms, subject to legislation.**

(c) **Council reaffirms the decision to disconnect the private waterline and to not take ownership of the private waterline.**

(Peter Murphy/Gregory Purcell)

**Motion Carried**

**Notes**

**01 May 2026 4:54pm Graham, Allison - Email**
Dear Matthew, please implement the Council Resolution, relating to the waive of water service disconnection fee for 2025/26 and 2026/27 financial years for the users of the Mount Lindesay Road Private Water Main.,Also please correspond to the users of the Mount Lindesay Road Private Water Line and advising of Council resolution being the following:,That Council:,(a) 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.,,(b) Advises residents of the exemption from Development Applications for rural sheds up to 200

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| square metres on working farms, subject to legislation.,,(c) not take ownership of the private waterline., | | | Council reaffirms the decision to disconnect the private waterline and to | |

| Meeting | Date | Officer | Title | Target |
|---|---|---|---|---|
| Council 27/05/2026 | 27/05/2026 | Francisco, Matthew | **BUSINESS EMAIL COMPROMISE (BEC)** | 17/06/2026 |

135/2

**Resolved**
**That Council:**

1. **Notes the confidential briefing on the matter.**
2. **Authorises the Acting General Manager and Staff to carry out actions as detailed in the report.**

(Peter Petty/Kim Rhodes)

**Motion Carried**

**Notes**
**04 Jun 2026 1:00pm Graham, Allison - Email**
Matthew, please implement this Council resolution for yourself, as Acting General Maner and Staff to carry out actions as details in the report.

| Meeting | Date | Officer | Title | Target |
|---|---|---|---|---|
| Council 27/05/2026 | 27/05/2026 | Sisson, Lee | **UPDATE DISABILITY INCLUSION ACTION PLAN** | 17/06/2026 |

109/2

**Resolved**

**That Council:**

**Endorse the updating of the Disability Inclusion Action Plan to operate for the period from 2023 to 2027.**

(Tim Bonner/Roger Turner)

**Motion Carried**

**Notes**
**04 Jun 2026 12:46pm Graham, Allison - Email**
Lee, Please implement this Council resolution, with the update to the document and placement in relevant locations for reference.

| Meeting | Date | Officer | Title | Target |
|---|---|---|---|---|
| Council 27/05/2026 | 27/05/2026 | Alley, Liz | **TENTERFIELD PRE-SCHOOL LEASE RENEWAL** | 17/06/2026 |

134/2

**Resolved**

**That Council:**

1. **Resolve to pursue unpaid rent to the end of the previous lease 22 April 2024.**
2. **Enter a new lease with Tenterfield Pre School**

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|---|---|---|---|---|

(Owen Bancroft/Roger Turner)

**Motion Carried**

**Notes**

**04 Jun 2026 4:16pm Alley, Liz - Email**
Signed by the Tenterfield Pre-School representatives. Needs to be sent to Crown Lands for their signature 4/6/26.

**04 Jun 2026 12:50pm Graham, Allison - Email**
Liz, Please implement this Council resolution

**04 Jun 2026 12:50pm Graham, Allison - Reallocation**
Action reassigned to Alley, Liz by Graham, Allison - Milan Duwanhogger-Lange no longer works for this organisation

| Meeting | Date | Officer | Title | Target |
|---|---|---|---|---|
| Council 27/05/2026 | 27/05/2026 | Francisco, Matthew | **MT LINDESAY ROAD PRIVATE WATER LINE** | 17/06/2026 |

115/2 **Resolved**

**That Council:**

1. **Notes this report summarising the resolutions from the past March 2026 and April 2026 Ordinary Council Meeting minutes.**
2. **Should catastrophic damage/significant failure to the Private Water Line occur, that the line be turned off permanently.**
3. **Requests the Acting General Manager to present to the June Ordinary Council Meeting a report on alternative options if any.**

(Kim Rhodes/Peter Murphy)

**Motion Carried**

**Notes**

**04 Jun 2026 1:03pm Graham, Allison - Email**
Matthew, Please note the Council resolution in relation to should a failure occur on the water line and also to present report to Council in June of alternative options, if any.

| Meeting | Date | Officer | Title | Target |
|---|---|---|---|---|
| Council 27/05/2026 | 27/05/2026 | Alley, Liz | **TENTERFIELD CHILD CARE CENTRE FINANCES** | 10/06/2026 |

133/2 **Resolved**

**That Council:**

1. **Engage a licenced valuer with expertise in valuing Child Care Centres to inspect the premises and determine a fair rental rate, with a report to be prepared and brought back to Council for final consideration.**
2. **Remove the lease-to-buy option from any future lease.**
3. **Require full financial details of income and expenditure, redacted of personal information to support consideration of requested reduction of rent. (noting that financial reports of not for profit organisations are required to be presented upon request).**

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| | | | | (Peter Petty/Tim Bonner) |

**Motion Carried**

**Notes**

**04 Jun 2026 12:49pm Graham, Allison - Email**
Liz, Please implement this Council resolution

**04 Jun 2026 12:48pm Graham, Allison - Reallocation**
Action reassigned to Alley, Liz by Graham, Allison - Milan Duwnahogger-Lange no loger works for the organisation