



TAMWORTH REGIONAL COUNCIL

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a **Meeting of Tamworth Regional Council** will be held in the **Council Chambers, Lands Building, Nemingha Room, 25-27 Fitzroy Street, Tamworth**, commencing at **6.30pm**.

ORDINARY COUNCIL AGENDA

8 APRIL 2025

PAUL BENNETT
GENERAL MANAGER

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Council

Meeting Date: 2nd and 4th Tuesday of the month commencing at 6:30pm.

Matters determined by Ordinary meetings will include all those non-delegable functions identified in Section 377 of the Local Government Act as follows:

- *“the appointment of a general manager*
- *the making of a rate*
- *a determination under section 549 as to the levying of a rate*
- *the making of a charge*
- *the fixing of a fee*
- *the borrowing of money*
- *the voting of money for expenditure on its works, services or operations*
- *the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment)*
- *the acceptance of tenders which are required under this Act to be invited by the council*
- *the adoption of an operational plan under section 405*
- *the adoption of a financial statement included in an annual financial report*
- *a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6*
- *the fixing of an amount or rate for the carrying out by the council of work on private land*
- *the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work*
- *the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the [Environmental Planning and Assessment Act 1979](#)*
- *the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194*
- *a decision under section 356 to contribute money or otherwise grant financial assistance to persons*
- *the making of an application, or the giving of a notice, to the Governor or Minister*
- *this power of delegation*
- *any function under this or any other Act that is expressly required to be exercised by resolution of the council.”*

Other matters and functions determined by Ordinary Council Meetings will include:

- *Notices of Motion*
- *Notices of Motion of Rescission*
- *Council Elections, Polls, Constitutional Referendums and Public Hearings/Inquiries*
- *Ministerial Committees and Inquiries*
- *Mayor and Councillors Annual Fees*
- *Payment of Expenses and Provision of Facilities to Mayor and Councillors*
- *Local Government Remuneration Tribunal*
- *Local Government Boundaries*
- *NSW Ombudsman*
- *Administrative Decisions Tribunal*
- *Delegation of Functions by the Minister*
- *Delegation of Functions to General Manager and Principal Committees*
- *Organisation Structure*
- *Code of Conduct*
- *Code of Meeting Practice*
- *Honesty and Disclosure of Interests*
- *Access to Information*
- *Protection of Privacy*
- *Enforcement Functions (statutory breaches/prosecutions/recovery of rates)*
- *Dispute Resolution*
- *Council Land and Property Development*
- *Annual Financial Reports, Auditors Reports, Annual Reports and Statement of the Environment Reports*
- *Performance of the General Manager*
- *Equal Employment Opportunity*
- *Powers of Entry*
- *Liability and Insurance*
- *Membership of Organisations*

Membership:	All Councillors
Quorum:	Five members
Chairperson:	The Mayor
Deputy Chairperson:	The Deputy Mayor

Community Consultation Policy

The first 30 minutes of Open Council Meetings is available for members of the Public to address the Council Meeting or submit questions either verbally or in writing, on matters INCLUDED in the Business Paper for the Meeting.

Members of the public will be permitted a maximum of three 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 or Committee 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, in person or online prior to 4:30pm the day prior to the Meeting to address the Council Meeting. Persons not registered to speak will not be able to address Council at the Meeting.

Council will only permit three speakers in support and three speakers in opposition to a recommendation contained in the Business Paper. If there are more than three 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 the order and may be expelled.

Disclosure of Political Donations or Gifts

If you have made a relevant planning application to Council which is listed for determination on the Council Business Paper you must disclose any political donation or gift made to any councillor or employee of the Council within the period commencing two years before the application is made and ending when the application is determined (Section 147(4) Environmental Planning and Assessment Act 1979).

If you have made a relevant public submission to Council in relation to a relevant planning application which is listed for determination on the Council Business Paper you must disclose any political donation or gifts made to any councillor or employee of the Council by you as the person making the submission or any associate within the period commencing two years before the submission is made and ending when the application is determined (Section 147(5) Environmental Planning and Assessment Act 1979).

AGENDA

- 1 APOLOGIES AND LEAVE OF ABSENCE**
- 2 COMMUNITY CONSULTATION**
- 3 MINUTES OF PREVIOUS MEETING SUBMITTED FOR APPROVAL**

RECOMMENDATION

That the Minutes of the Ordinary Meeting held on Tuesday, 25 March 2025, copies of which were circulated, be taken as read and confirmed as a correct record of the proceedings of the Meeting.

4 DISCLOSURE OF INTEREST

Pecuniary Interest

Non Pecuniary Conflict of Interest

Political Donations

5 MAYORAL MINUTE

Nil

6 NOTICE OF MOTION

6.1 NOTICE OF MOTION – CR RYAN BROOKE - ENDORSE PRIORITIES TO BE SENT TO CANDIDATES FOR NEW ENGLAND IN THE MAY 2025 AUSTRALIAN FEDERAL ELECTION

MOTION

That Council endorse the following list of priorities and advocate for support from each candidate running in the May 2025, Australian Federal election for the seat of New England, as follows:

- (i) commit to securing Tamworth, Kootingal and Moonbi's water supply via financial contributions to water infrastructure projects, such as the proposed Tamworth Industrial Water Recycling Plant;*
- (ii) create incentives that will enable an increase in the construction of affordable housing throughout the Tamworth Region;*
- (iii) a commitment to support the creation, both in principle and via financial contributions, of a Performing Arts Centre in Tamworth;*
- (iv) a commitment to support the expansion, both in principle and via financial contributions, of the Australian Equine and Livestock Events Centre (AELEC); and*
- (v) an acceleration and significant increase to road funding to construct identified*

road network projects and upgrades around the Tamworth Region.

Notice is given that I intend to move the above Motion at the Meeting of the Council to be held on 8 April 2025.

SUPPORTING INFORMATION

Tamworth Regional Council, like every Local Government in the Country, often finds itself relying on the support of our member of Federal Parliament to advocate and seek funding to address projects, issues and areas of growth identified within the local government area.

The entirety of the Tamworth Region is not only part of the long-established core of the New England electorate, but a regional centre for the entire New England North West Region of Northern NSW. Furthermore, Tamworth City is the largest population centre within the New England Electorate. All of this makes gaining the support of residents of the Tamworth Region integral for any candidate wishing to represent New England in the next Federal Parliament.

Therefore, I'm suggesting Council endorse the above list of priorities for our Local Government Area, and write to all candidates nominating for the seat of New England to request a written commitment that if they or the political party they represent, form Government by majority or in a coalition that they will deliver on these priorities for Tamworth Region.

(a) Policy Implications

These 5 suggested priority areas align with various already endorsed plans, strategies and business cases by Council. Such as:

- Tamworth Regional Housing Strategy;
- Tamworth Integrated Transport Plan;
- Tamworth Region Creative Communities Plan; and
- Blueprint 100.

(b) Financial Implications

While writing to each candidate for New England in the upcoming Federal Election will only incur minimal internal operational costs, the potential commitment to support these priorities by a successful candidate could result in significant future contributions by the Federal Government.

(c) Legal Implications

Nil

(d) Community Consultation

These 5 priority areas align with various already endorsed plans, strategies and business cases by Council, many of which have gone through their own rounds of community consultation, and all of which align with Blueprint 100.

(e) Delivery Program Objective/Strategy

Focus Area 1 - Our Water Security

Focus Area 2 - A Liveable Built Environment

Focus Area 5 - Connect Our Region and its Citizens

Focus Area 8 - A Strong and Vibrant Identity

Cr Ryan Brooke

2 April 2025

OPEN COUNCIL REPORTS

7 ENVIRONMENT AND PLANNING

Nil

8 INFRASTRUCTURE AND SERVICES

8.1 2025 COUNTRY CAPITOL CUP FEE WAIVER REQUEST - TAMWORTH GYMNASTICS CLUB

DIRECTORATE: REGIONAL SERVICES
AUTHOR: Paul Kelly, Manager - Sports and Recreation

RECOMMENDATION

That in relation to the report “2025 Country Capital Cup Fee Waiver Request - Tamworth Gymnastics Club”, Council subsidises the fees associated with the use of the Tamworth Regional Entertainment and Conference Centre by the amount disclosed in this report.

SUMMARY

The Tamworth Gymnastic Club are hosting the Country Capital Cup in June 2025, attracting more than 1,170 competitors from all over Australia.

Given the substantial economic benefit to the community and the opportunity to showcase the Tamworth Regional Entertainment and Conference Centre (TRECC), and Tamworth's ability to host large sporting events, Tamworth Regional Council (Council) is asked to support the event by financially contributing toward the associated hire fees.

COMMENTARY

The Tamworth Gymnastic Club (TGC) hosts an annual gymnastics competition in Tamworth titled the Country Capital Cup. This competition has been hosted in Tamworth since 2014, and is considered the largest invitational gymnastics competition of its kind in Australia. TGC has selected the TRECC as the location for the 2025 Country Capital Cup to facilitate the size and significance of the event. The hire fees for this event have been calculated using Council's adopted 2024/2025 fees and charges totalling \$23,211.00.

TGC has advised this event will host more than 1,170 competitors coming from all over Australia from 5 to 8 June, 2025. As a result, this event is estimated to have a total impact of \$1,557,512.00 on the Tamworth economy. Due to the significance of this event, TGC has requested Council support the event by financially contributing toward the hire fees of holding

the event at the TRECC. Financial assistance will minimise the costs incurred by TGC to host the event and the associated cost to players to participate.

On receipt of this request, Council's technical staff first apply Council's adopted Sport Event Subsidisation Policy (SESP). The SESP ensures Council applies a consistent and transparent framework to requests for Council fee subsidy/waivers when a major event is hosted in the region. Importantly, the SESP allows Council to manage the finite resources specifically allocated to support hosting sporting events in the region in an equitable manner.

A condition of the SESP is 'a [local] sport or associated body is only eligible for a total of \$12,000 [in subsidy] per year'. As a result of the significant economic injection into the local economy, and aligning with the SESP, it is recommended that Council support the event by waiving \$12,000.00 of the associated fees.

(a) Policy Implications

Nil

(b) Financial Implications

The Sports and Recreation division has an annual budget allocation for events subsidised under the SESP. The fees associated with this event will be covered by this budget allocation. The total remaining in this budget is detailed in Table 1.

2024/25 Budget	\$50,829
Budget Remaining as of 26/03/2025	\$23,856
Budget remaining if event approved	\$11,856

Table 1. SESP Budget

(c) Legal Implications

Nil

(d) Community Consultation

Nil

(e) Delivery Program Objective/Strategy

Focus Area 2 – A Liveable Built Environment

8.2 TAMWORTH REGIONAL LOCAL TRAFFIC COMMITTEE MEETING - 5 MARCH 2025

DIRECTORATE: REGIONAL SERVICES

AUTHOR: Graeme McKenzie, Manager - Strategy, Assets and Design
Steven Marshall, Strategy, Assets and Design Engineer

5 ANNEXURES ATTACHED
1 ENCLOSURES ENCLOSED

RECOMMENDATION

That in relation to the report “Tamworth Regional Local Traffic Committee Meeting - 5 March 2025”, Council:

- (i) approves the proposed traffic impacts and road closures as a result of the ANZAC Day Marches in Tamworth, Barraba, Manilla, Attunga, Somerton, Kootingal, Bendemeer and Nundle;*
- (ii) approves the closure of Brisbane Street, East Tamworth between Upper Street and Napier Street, from 4.00am to 6.30am on 25 April 2025, for the purpose of holding the Tamworth ANZAC Day Dawn Service;*
- (iii) approves the closure of Gipps Street, West Tamworth between Denison Street and Belmore Street, from 6.00am to 10.00am on 25 April 2025, for the purpose of holding a Memorial Service;*
- (iv) approves the installation of ‘15min’ parking zone signage on George Street, Moonbi as per the attached signage plan; and*
- (v) approves relocation of the NO STOPPING (r5-400) sign 9m further south on Brisbane Street, East Tamworth.*

SUMMARY

The purpose of this report is to advise Council of the five recommendations made by the Tamworth Regional Local Traffic Committee (the Committee) at the Meeting held on 5 March 2025.

COMMENTARY

The minutes from the Committee Meeting held on 5 March 2025, are **ENCLOSED**, refer **ENCLOSURE 1**.

16/2025 – ANZAC Day Marches – Tamworth, Barraba, Manilla, Attunga, Somerton, Kootingal, Bendemeer and Nundle.

Council has received event notifications from the various groups that are responsible for organising various ANZAC Day services and marches around the Tamworth LGA.

The following is a summary of each events detail:

- 1. Tamworth CBD
 - **Event Dates:**
 - 25 April 2025
 - **March Route:**

- participants to form up on Marius Street (between Brisbane Street and Bourke Street) at 9.30am, except school children, who will be required to form up on Bourke Street;
- at 10am, the participants will step off and turn left onto Bourke Street before going left on to Peel Street. The march will then proceed along Peel Street towards Fitzroy Street;
- at Fitzroy Street, the school children will turn right and head towards the No. 1 Oval to disperse, and the main march will turn left towards the Tamworth War Memorial Town Hall.
- **Roads Affected:**
 - Marius Street (from Brisbane Street to Bourke Street)
 - Bourke Street (from Marius Street to Peel Street)
 - Peel Street (from Bourke Street to Fitzroy Street)
 - Fitzroy Street (Townhall to Kable Avenue)
 - Kable Avenue (at intersection with Fitzroy Street)
 - Brisbane Street (from Marius Street to Kable Avenue)
 - Smith Place (including the Town Hall Carpark)
- **Road Closure Details:**
 - road closures from 9.00am to 11.30am
- **Detour Details:**
 - Light Vehicles Detour
 - Via Darling Street, Carthage Street and Brisbane Street
 - Heavy Vehicles Detour
 - Via Jewry Street, Dampier Street, Gunnedah Road (Oxley Highway), Bridge Street, Ebsworth Street, Goonoo Goonoo Road, Scott Road (New England Highway) and Murray Street.
- 2. Barraba
- **Event Dates:**
 - 25 April 2025
- **March Route:**
 - Queen Street from Alice Street to the Memorial Clock (intersection between Queen Street and Maude Street)
- **Roads Affected:**
 - Queen Street (from Savoy Street to Alice Street)
 - Maude Street (Fitzroy Street to Cherry Lane)
- **Road Closure Details:**

- Road closures from 5.30am to 12.30pm
- **Detour Details:**
 - Via Henry Street and Fitzroy Street
- 3. Manilla
- **Event Dates:**
 - 25 April 2025
- **March Route:**
 - from Court Street to the Town Hall on Manilla Street
- **Roads Affected:**
 - Court Street (from Rowan Street to Manilla Street)
 - Manilla Street (from Court Street to Market Street)
- **Road Closure Details:**
 - Road closures from 05.00am to 12.00pm
- 4. Attunga
- **Event Dates:**
 - 25 April 2025
- **March Route:**
 - from Attunga Public School, Attunga Street to the Memorial Hall, Cross Street
- **Roads Affected:**
 - Attunga Street (from Manilla Road to Cross Street)
 - Cross Street (from Attunga Street to 50m South)
- **Road Closure Details:**
 - Road closures from 2.30pm to 5.00pm
- 5. Somerton
- **Event Dates:**
 - 25 April 2025
- **March Route:**
 - from Somerton Public School, Milkmaid Street to the Memorial Hall, Scotland Street
- **Roads Affected:**
 - Milkmaid Street (adjacent Somerton Public School frontage)
 - Scotland Street (from Milkmaid Street to Joshua Street)
- **Road Closure Details:**
 - Road closures from 6.00am to 10.00am

6. Kootingal

- **Event Dates:**
 - 25 April 2025
- **March Route:**
 - from Kootingal Public School, Denman Avenue to Memory Park, Denman Avenue.
- **Roads Affected:**
 - Denman Avenue (from Kootingal Public School to and including the Gate Street intersection)
- **Road Closure Details:**
 - Road closures from 6.00am to 9.00am

7. Bendemeer

- **Event Dates:**
 - 25 April 2025
- **March Route:**
 - Memorial Drive from Havannah Street to Memorial Park
- **Roads Affected:**
 - Memorial Drive from Havannah Street to Memorial Park
- **Road Closure Details:**
 - Road closures from 10.15am to 12.30pm
- **Other:**
 - The Bendemeer Dawn Service (5.30am at Memorial Park) will not require a road closure.

8. Nundle

- **Event Dates:**
 - 25 April 2025
- **March Route:**
 - from Nundle Town Hall, Jenkins Street to the Council office, Innes Street.
- **Roads Affected:**
 - Jenkins Street (from Nundle Town Hall to Innes Street).
 - Innes Street (from Gill Street to and including the Jenkins Street intersection).
 - Oakenville Street (at Jenkins Street intersection)
- **Road Closure Details:**
 - Road closures from 10.30am to 12.30pm

- Oakenville Street (only from 11am until marchers have moved on).

The proposed Traffic Guidance Schemes for each event can be found **ATTACHED**, refer **ANNEXURE 1**.

The schemes are the same as previous years with only the date updated.

COMMITTEE RECOMMENDATION: the Committee unanimously supports the proposed traffic impacts and road closures as a result of the ANZAC Day marches in Tamworth, Barraba, Manilla, Attunga, Somerton, Kootingal, Bendemeer and Nundle.

17/2025 – ANZAC Day – Dawn Service, Tamworth.

The Tamworth RSL are planning to hold an ANZAC Day dawn service on Brisbane Street, East Tamworth.

The event consists of the following details:

- **Event Location:**
 - East Tamworth, NSW
- **Event Dates:**
 - 25 April 2025;
- **Roads Affected:**
 - Brisbane Street (between Upper Street and Napier Street)
- **Road Closure Details:**
 - Road closures from 4.00am – 6.30am

The proposed Traffic Guidance Scheme can be found **ATTACHED**, refer **ANNEXURE 2**.

The scheme is the same as previous years with only the date updated.

COMMITTEE RECOMMENDATION: the Committee unanimously supports the closure of Brisbane Street, East Tamworth between Upper Street and Napier Street, from 4.00am to 6.30am on 25 April 2025, for the purpose of holding the Tamworth ANZAC Day Dawn Service.

18/2025 – ANZAC Day – Gipps Street Service, West Tamworth.

The Tamworth RSL are planning to hold a Memorial Service on Gipps Street, West Tamworth.

The event consists of the following details:

- **Event Location:**
 - West Tamworth, NSW
- **Event Dates:**
 - 25 April 2025
- **Roads Affected:**
 - Gipps Street (between Denison Street and Belmore Street)
- **Road Closure Details:**

- Road closures from 6.00am to 10.00am

The proposed Traffic Guidance Scheme can be found **ATTACHED**, refer **ANNEXURE 3**.

The scheme is the same as previous years with only the date updated.

COMMITTEE RECOMMENDATION: the Committee unanimously supports the closure of Gipps Street, West Tamworth between Denison Street and Belmore Street, from 6.00am to 10.00am on 25 April 2025, for the purpose of holding a Memorial Service.

20/2025 – 21 Gill Street, Moonbi Parking Zone Changes

Council has been approached by the property owner of 21 Gill Street in Moonbi regarding vehicles including trucks regularly parking across their driveway on George Street (opposite the AMPOL Service Station).



Figure 1: 21 Gill Street, Moonbi



Figure 2: Street view imagery on Google Earth showing a truck and trailer encroaching on the driveway.

Council has investigated the site and are proposing to install '1/4P' parking (R5-15) signs on either side of the driveway in accordance with the **ATTACHED** signage plan, refer **ANNEXURE 4**.

The placement of the signage is proposed to formalise the parking area on George Street whilst encourage no parking in front of the driveway. The proposed '1/4P' parking zone will encourage vehicle turnover.

COMMITTEE RECOMMENDATION: the Committee members unanimously support the installation of '15min' parking zone signage on George Street, Moonbi as per the attached signage plan.

132/2024 – Investigate parking arrangements around Brisbane and Raglan Street intersection, East Tamworth.

Tamworth Buslines requested Council investigate the parking arrangements around the Brisbane Street and Raglan Street intersection in East Tamworth. Since the installation of the concrete pedestrian refuge, buses have often been obstructed with cars parking in close proximity to the intersection.



Figure 3: Brisbane Street and Raglan Street intersection in East Tamworth.



Figure 4: Issue confronting Tamworth Bus Drivers at the Brisbane Street and Raglan Street intersection (Image from Google Street View, May 2023).

A swept path assessment has been completed at the intersection, refer **ANNEXURE 5**.

Council proposes to relocate a NO STOPPING (R5-400) sign approx. 9m further south along Brisbane Street to ensure buses have enough room to navigate the intersection and pedestrian refuge.

NSW Police will conduct random patrols to enforce the NO STOPPING areas to prevent cars parking illegally like that shown within Figure 4.

COMMITTEE RECOMMENDATION: the Committee unanimously supports the relocation of the NO STOPPING (R5-400) sign 9m further south on Brisbane Street, East Tamworth.

(a) Policy Implications

Nil

(b) Financial Implications

16/2025, 17/2025 and 18/2025 – Shall be funded by the special event traffic management budget.

20/2025 and 132/2024 - Shall be funded by the road infrastructure maintenance budget.

(c) Legal Implications

Nil

(d) Community Consultation

20/2025 and 134/2024 - Community notification with affected residents will be completed prior to implementing the change.

(e) Delivery Program Objective/Strategy

Focus Area 5 – Connect our Region and its Citizens

8.3 REDUCTION IN WATER CONSUMPTION CHARGES POLICY

DIRECTORATE: WATER AND WASTE

AUTHOR: Daniel Coe, Manager - Water and Environmental Operations

Reference: Item 12.6 to Ordinary Council 26 April 2022 - Minute No 123/22
Item 8.3 to Ordinary Council 11 February 2025 - Minute No 5/25

1 ANNEXURES ATTACHED

1 CONFIDENTIAL ENCLOSURES ENCLOSED

RECOMMENDATION

That in relation to the report “Reduction in Water Consumption Charges Policy”, Council

(i) remove the Reduction in Water Consumption Charges Policy from Council's General Policy Register; and

(ii) agree customers will be able to make a claim under the existing policy for water consumption invoices sent out as a result of the March 30 2025, automatic meter

reading. The Policy would then be withdrawn as of 1 July 2025, and no further claims could be made for meter readings made on or after 30 June 2025.

SUMMARY

At its Meeting of 11 February 2025, Council considered a report in relation to the installation of automated water meters. As part of this report, Council resolved to advertise and seek public comment of Council's intent to remove its 'Reduction in Water Consumption Charges'. This report provides Council a summary of public feedback received and associated staff recommendation.

COMMENTARY

At its Meeting of 11 February 2025, Council considered a report in relation to the installation of automated water meters. The report provided Council details regarding the installation of in excess of 23,000 water meters across all of Council's six water supplies that was completed in late 2024, with the project moving into the operational phase of water meter operation in early 2025. The report discussed the proposed communication strategy to maximise use of the developed customer water usage monitoring portal and implications to existing Council Policies with the phase in of automated water metering.

As detailed in the report, in 2014, Council introduced a 'Reduction in Water Consumption Charges' Policy. The Policy aimed to ensure a consistent approach when considering water billing adjustments for customers due to internal property leaks or unexplained water increases for a property.

The Policy is **ATTACHED**, refer **ANNEXURE 1**. Key aspects of the Policy are summarised below:

- the Policy allows water bill reductions for properties that have an unexplained water increase or internal leak repaired. The Policy requires the following to be met:
 - property uses less than four kilolitres of water per day;
 - there has been at least three years of water consumption at the property;
 - evidence of a leak is provided, or property owner provides evidence of internal leak investigation;
 - property owner must claim within 90 days of being issued a water bill; and
 - the Policy limits adjustments to once every five years per property regardless of ownership.

If the criteria detailed above are met, then Council may reduce the water consumption charges for the disputed period as follows:

- the charge levied would be withdrawn and replaced with the average annual daily consumption for similar periods in the preceding three years (regardless of ownership of the property), multiplied by the number of days during the period in question, multiplied by the appropriate charge.

Because Council applies a three-tier water charging system, when a significant increase in consumption occurs it may push consumption charges, within the disputed period and for subsequent periods, in the same financial year into a higher tier. If the claim for a reduction in water charges is approved, then subsequent charges may also have to be amended based on the reduced consumption in the disputed period.

Current issues with the Policy include:

- administration is time consuming to review, calculate charges, adjust bills etc;
- the majority of adjustments tend to be summer or peak water usage periods indicating that adjustments may be occurring for actual water used by customers;
- does not encourage residents to be responsible for their water use – noting previous manual reading system did not allow customers early warning of potential leaks or high-water use; and
- lost revenue based on water bill adjustments is significant. On average adjustments are in the order of \$100,000 per year.

On commencement of the automated water meter project, Council was advised that a benefit of the project would be that customers would be alerted to potential water leaks at their property and/or high daily water consumption. The developed MyTRCwater customer portal allows customers to access their property's water usage and allow monitoring and to receive associated warnings. Warnings of a potential leak/high consumption can be automatically sent by the portal to the customer via email and mobile SMS. Staff can also communicate to the customer by these means if the customer is registered in the portal.

The portal provides customers alerts for potential water leaks when water continuously flows through a water meter for a period of more than 48 hours i.e. the water flow rate never returns to zero during this time.

The warning/alert within the MyTRCwater portal are initially established by Council and can be adjusted by the customer to suit their particular needs. For residential customers and small commercial customers i.e. using less than four kilolitres of water per day, it is proposed that the default warning/alert levels that customers will receive for notification of potential water leak and associated escalation process will be as follows:

- a warning level message of a potential water leak of up to eight litres per hour will be an automated message created by the MyTRCwater portal system and sent to a customer. This requires the customer to have a MyTRCwater account;
- an alert level message of a potential leak of up to 25 litres per hour will be an automated message created by the MyTRCwater portal system and sent to a customer. This requires the customer to have a MyTRCwater account; and
- for all potential water leaks greater than 25 litres per hour, Council staff will send correspondence, by letter, to the property owner advising of a potential water leak within one week.

The MyTRCwater portal also provides a daily high water consumption warning and alert. The default settings will be as follows:

- high daily consumption warning of 2,000 litres per day; and
- high daily consumption alert of 3,000 litres per day.

It should be noted properties/individual water meters can have alert levels tailored to their water use. This is particularly applicable and will be required to be applied to large commercial water users.

To encourage customers to utilise the system, maximise the return on investment made by Council in automated water meters and to offset the costs of water reductions and

associated administration costs, Council agreed to place on public exhibition its intention to remove the 'Reduction in Water Consumption Charges' Policy.

The public exhibition period regarding Council's intent to remove the 'Reduction in Water Consumption Charges' Policy was open from 12 February 2025 to 17 March 2025, and involved the following:

- a media release was prepared following Council's meeting of 11 February 2025. This attracted media coverage from local media including ABC New England North West and Northern Daily Leader;
- a public notice was listed in the Northern Daily Leader, Barraba Community News and Manilla Express;
- a webpage was created on Council's Have Your Say Portal which received nine submissions of feedback and 380 page views; and
- details of the Have Your Say Page was posted in local Facebook Groups including Kootingal, Bendemeer, Manilla, Barraba, Somerton and Hanging Rock/Nundle.

From the nine submissions received, three were in support of removing the Policy and six did not agree with removing the Policy.

Submissions supporting the removal of the policy acknowledged the importance of saving water within the Tamworth Local Government Area. They did, however, note that Council should undertake education campaigns to encourage use of Council's My TRC water portal.

In respect to improving awareness of the MyTRC water portal, as detailed in the report to Council on 11 February 2025, with the completion of the automated water meter implementation, it is planned to commence an intensive community engagement program to maximise use of the developed MyTRC water customer portal. An intensive engagement plan commenced in late March 2025 and is expected to run for three months. This engagement program would include:

- print media advertising;
- radio advertising, staff interviews;
- social media;
- TV and cinema advertising;
- bus shelter poster advertising; and
- promotion of positive customer experiences i.e. customers that have been made aware of leaks etc.

Planned ongoing community engagement will include the following:

- promotion of the MyTRC water portal through Council sustainability events;
- update of water meter project page to represent ongoing meter system operation. For example, new videos are to be created for 'how to read your water meter', 'how to investigate your property for a water leak', 'how to utilise the MyTRC Water Portal'; and
- direct communications with customers regarding potential water leaks on their property. Alignment with this correspondence to any potential rebates offered by Council for example evaporative cooler maintenance. It should be noted over 800 letters have been sent to properties with potential water leaks of greater than 25 litres per hours since the Council Meeting of 11 February 2025.

Submissions opposing the removal of the Policy had varying reasons and are summarised as follows:

Summarised Submission Comments	Council Staff Response
<p>People should be vigilant in checking for water leaks and usage. It can however be hard to trace where the leak emanates, plus tenants are not incentivised to monitor. If this policy is passed it will lead to an increase in dissatisfaction with TRC, I am a senior and find the new meters confusing. I have no idea how to read them and found the online information no help. Water usage/leak workshops should be held across the region before any policy change. This may also achieve TRC s objective.</p>	<p>Council is working on further community engagement including videos that will assist residents to read water meters, utilise the developed customer portal and investigate properties for potential leaks.</p> <p>An intensive three-month community consultation program has commenced with ongoing engagement to be delivered through Council's water sustainability program.</p>
<p>The reliance on technology such as apps, and the internet, disadvantages those that have limited internet access, and very limited internet skills - particularly the elderly. With natural disasters, even in other parts of the state, people can lose internet access, and power, for days at a time. But, I guess, like all the other things council has sought public opinion on, you'll do what you want anyway.</p>	<p>Council is working on further community engagement including videos that will assist residents to read water meters, utilise the developed customer portal and investigate properties for potential leaks.</p> <p>All of Council's potable water meters are located within mobile phone coverage areas. The access to water portal information would not be deemed as an immediate operational priority in the event of communications being not available through a natural disaster or similar.</p>
<p>I don't spend all day on a device connected to the internet. My phone is for My use, not TRC use besides TRC doesn't take the least bit of notice of what ratepayers think or want!</p>	<p>Once a resident is registered in the MyTRC water portal they can log in to the portal as often as they wish to monitor their water usage. The portal is design to automatically alert residents of a potential water leak by SMS should this occur.</p>
<p>Water is a God given resource and you are already illegally charging people for it, so I don't agree to Council now just creating another way of making people pay more. Disgusting suggestion in this current financial environment whereby everyone is doing it tough.</p>	<p>Comment noted.</p>
<p>The water portal relies on people being able to access it and a vast portion of the region cannot due to age, technology literacy, real estate roadblocks etc. Forcing more costs onto the rate payers is not the way to</p>	<p>All of Council's potable water meters are located within mobile phone coverage areas.</p> <p>Council administration staff have been trained to assist with registering residents</p>

manage water safety. To me, this comes off as council saying deal with it, we don't care which is not the way to go.	<p>within the MyTRC water portal. Residents can be instructed by 'shadowing' through the registration process or if permission is provided by the property owner administration staff can complete the registration.</p> <p>Removal of Council's Leak Reduction Policy will encourage residents to maintain their own property assets. The development of the MyTRC water portal allows residents to early notification of any potential water leak or asset maintenance issue.</p>
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Full details of all submissions received is **ENCLOSED**, refer **CONFIDENTIAL ENCLOSURE 1**.

It is considered a number of the non-supportive comments can be addressed or improved with greater community awareness and of the developed MyTRC water portal. This should be achieved by the planned intensive and ongoing community engagement program regarding the benefits and use of the MyTRC water portal. Given this and the benefits described above for removing the Policy, it is recommended that Council removes the Reduction in Water Consumption Charges Policy effective 1 July 2025.

(a) Policy Implications

Should Council agree with the recommendation, the 'Reduction in Water Consumption Charges' Policy would be removed from Council's General Policy register from 1 July 2025.

Further if the decision is made to remove the Policy then customers would be able to make a claim under the existing Policy for water consumption invoices sent out as a result of the 30 March 2025, automatic meter reading. The Policy would be withdrawn as of 1 July 2025, meaning no further claims could be made under the policy for meter readings made on 30 June 2025, or after.

(b) Financial Implications

Should Council proceed with the recommendation of removing the Policy, water revenue savings in the order of \$100,000 annum are expected. The administration costs associated with implementing the Policy would be transitioned to proactive notification of potential property leaks and administration of Council's MyTRC water portal.

(c) Legal Implications

Nil

(d) Community Consultation

As detailed in the body of the report. All people who have requested feedback from their submissions will be provided a response.

Should Council agree to remove the Policy and agree that no further claims will be considered after the 30 June 2025, then Council's website will be adjusted to reflect these dates.

(e) **Delivery Program Objective/Strategy**

Focus Area 1 – Our Water Security

9 GOVERNANCE, STRATEGY AND FINANCE

9.1 PLACE MANAGEMENT UPDATE - SECTION 355 COMMITTEE MINUTES

DIRECTORATE: LIVEABLE COMMUNITIES

AUTHOR: Kay Burnes, Team Leader - Place Management
Jodie Archer, Place Manager

1 ANNEXURES ATTACHED

RECOMMENDATION

That in relation to the report “Place Management Update - Section 355 Committee Minutes”, Council:

(i) receive and note the Minutes of the following Committees:

<i>Attunga Public Hall and Youth Hall Committee AGM</i>	<i>6 August 2024</i>
<i>Attunga Public Hall and Youth Hall Committee</i>	<i>4 February 2025</i>
<i>Manilla Matters Committee AGM</i>	<i>12 September 2024</i>
<i>Moore Creek Hall and Reserve Committee</i>	<i>10 October 2024</i>
<i>Moore Creek Hall and Reserve Committee AGM</i>	<i>24 October 2024</i>
<i>Piallamore Recreation Reserve Committee</i>	<i>19 June 2024</i>
<i>Piallamore Recreation Reserve Committee AGM</i>	<i>6 August 2024</i>
<i>Piallamore Recreation Reserve Committee</i>	<i>6 August 2024</i>
<i>Tamworth Regional Film and Sound Archive Committee</i>	<i>10 December 2024</i>
<i>Weabonga Hall and Recreation Reserve Local Committee AGM</i>	<i>7 July 2024</i>
<i>Weabonga Hall and Recreation Reserve Local Committee</i>	<i>7 July 2024;</i>

(ii) appoint the following executive members and members to the Attunga Public Hall and Youth Hall Committee as an outcome of the Committee’s Annual General Meeting held on 6 August 2024:

<i>Chairperson</i>	<i>Lorraine Abra</i>
<i>Deputy Chairperson</i>	<i>Margaret Markwick</i>
<i>Secretary</i>	<i>Ian Regan</i>
<i>Treasurer</i>	<i>Lavinia Todd</i>
<i>Booking Officer</i>	<i>Daron Johnson and Margaret Markwick</i>
<i>Members: Warren Brinkley, Noel Hollis, Daron Johnson, Margaret Markwick,</i>	

Robyn Mowbray, Ian Regan, Lavinnia Todd, Jackie Blanch and Ken Blanch;

- (iii) appoint Haley Ferguson as a committee member of the Attunga Public Hall and Youth Hall Committee as an outcome of its General Meeting held on 4 February 2025;*
- (iv) appoint the following executive members and members to the Manilla Matters Committee as an outcome of the Committee's Annual General Meeting held on 12 September 2024:*

Chairperson

Kate Phelps

Secretary

Tamara Phelps

Treasurer

David Ridgewell

Members: Greg Phelps, Frank McNamara, Gwen Taylor, Peter Steele, Jim Maxwell;

- (v) appoint Grant Green and Teresa Green as committee members of the Moore Creek Hall and Reserve Committee as an outcome of its General Meeting held on 10 October 2024;*
- (vi) appoint the following executive members and members to the Moore Creek Hall and Reserve Committee as an outcome of the Committee's Annual General Meeting held on 24 October 2024:*

Chairperson

Emma Rust

Deputy Chairperson

Teresa Green

Secretary/Treasurer

Megan Jameson

Booking Officer

Emma Rust

Members: Grant Green, Andree Fulwood, Ian Wilson, Douglas Barry, Sonia Bennis, Judy Shorten.

Cricket Club Representatives: Colin Williamson, Adam Forwood, Jamie Burke, Michael Forwood, Brad Nichols.

Rural Fire Service Representatives: Benjamin Young, Tom Fulwood, Matt Dickinson, Nick Willey and David Clark;

- (vii) appoint Jack Domis as a committee member of the Piallamore Recreation Reserve Committee as an outcome of its Ordinary Meeting held on 19 June 2024;*
- (viii) appoint the following executive members and members to the Piallamore Recreation Reserve Committee as an outcome of the Committee's Annual General Meeting held on 6 August 2024:*

Chairperson

Mark Stass

Deputy Chairperson

Robert Hutt

Secretary/Treasurer

Jo-Anna Heenan

Booking Officer

Mark Stass

Members: Richard Cheetham, Wendy Cheetham, Colin McCormack, Sue Stass, Robert Hutt, Barry Moss, Stuart Garland, Megan Kahn, Allan Moss, Nicolette Moss, David Heenan, Kate Garland, Francene Hutt, Bob Abra, Tony McClelland;

- (ix) appoint Martin Kahn as a committee member of the Piallamore Recreation Reserve Committee as an outcome of its Ordinary Meeting held on 6 August 2024;*
- (x) appoint Dave Locklee as a committee member of the Tamworth Regional Film and Sound Archive Committee as an outcome of its Ordinary Meeting held on 10 December 2024;*
- (xi) accept the resignation of Robyn Byrnes from the Tamworth Regional Film and Sound Archive Committee as an outcome of its General Meeting held on 10 December 2024;*
- (xii) appoint the following executive members and members to the Weabonga Hall and Recreation Reserve Local Committee as an outcome of the Committee's Annual General Meeting held on 7 July 2024:*
 - Chairperson* *Mia Jenkins*
 - Secretary* *Shane Thompson*
 - Treasurer* *Sara Rumble*
 - Booking Officers* *Garry Mahoney and Ian (Bert) Robertson*
 - Members: Howard Webster, Paul Rumble, David Jones, Evon Yule, Dennis Chenoweth, Ian (Bert) Robertson, Alison Pitt, David Pitt, Garry Mahoney, Billy Mann, Simon Abrahams, Marilyn Max, Peter Max, Caleb Edmonds, Brayden Rumble, Kayla Ferily and Ruth White;*
- (xiii) appoint Troy Cooper, Serato Cooper, Cai Leigh Rumble and Kayla Ferily as committee members of the Weabonga Hall and Recreation Reserve Local Committee as an outcome of its Ordinary Meeting held 7 July 2024; and*
- (xiv) be provided with a revised model of more manageable governance procedures for the Council's volunteer committees.*

SUMMARY

Tamworth Regional Council's Section 355 Committees each have delegated functions which may include the management of a facility, the coordination of an event or an advisory function to submit recommendations and advice to Council in regard to a specific community facility.

It is considered appropriate to await receipt of a reasonable number of meeting minutes requiring Council resolution prior to collating this report. Ordinary meeting minutes that do not require a Council resolution will be provided to Councillors for information before being uploaded to the Council's S355 webpages in due course.

COMMENTARY

The timely presentation of Section 355 Committee meeting minutes has proven to be a challenging process for our committees. The administrative requirements under the Local Government Act are onerous for members of the community and often mean that Secretary and Treasurer reports are submitted several months after the committee meeting is held. While training is provided to those holding relevant committee positions, and staff assistance is always available, work and family commitments mean that these volunteers often struggle to find the time to complete their legislative responsibilities.

While the current procedure is required for legislative compliance, Council officers are developing a revised committee model with more manageable governance procedures for the Council's volunteer committees. This will improve the experience for community volunteers and reduce what is viewed by the community as unnecessary 'red tape'.

Council has received 11 sets of Section 355 Committee meeting minutes for adoption. The Meeting Minutes are **ATTACHED**, refer **ANNEXURE 1**.

Notable outcomes, achievements and items included in the minutes are:

- **Piallamore Recreation Reserve Committee** - Contracts have been signed on the public amenity renewal project and manufacture of the structure has commenced. The committee's Petty Cash reconciliation for 2023, has been completed. Council officers will work with the committee to ensure that the local RFS is remunerated for its services to the committee, noting that in accordance with the committee's delegated function all income raised from S355 activities must be expended on the committee's delegated site.
- **Tamworth Regional Film and Sound Archive Committee** – Council officers have assisted the committee with an external funding submission for glass display cabinets. Upon request Council provided relevant volunteer policies and procedures and at such time worked through the documents with the committee, follow-up contact has been made with the committee to ensure clarity.
- **Weabonga Hall and Recreation Reserve Committee** – Council officers are liaising with the committee on its kitchenette project. The committee has previously requested an upgrade to the public amenities at the site, a preliminary investigation into the project has been undertaken and an estimated cost was provided. Council is continuing to investigate site options and possible funding opportunities for the amenities project. Council is following up with the committee the reference to boundary fence alignment. Council will assist the committee with possible funding opportunities to purchase a defibrillator. Council officers have advised the committee in regards to its options for a fire extinguisher. Council has supplied the committee with a first aid kit. It has been noted with the committee that the Heritage Signs proposal is outside its delegated authority, Council officers are liaising with the committee around possible avenues to complete the community project.
- **The MyTRC Volunteer Connect.**

The MyTRC Volunteer Program continues to grow, with nine new volunteers successfully onboarded across various community initiatives. Two volunteers have joined the Tamworth Central Library and Gallery, three at Paws for Life, two at Marsupial Park, and two for the Aged Care Volunteer Visitors Scheme. This expansion strengthens local support services and enhances community engagement across key areas.

The Tamworth Country Music Volunteer Program thrived, with 55 volunteers from Australia and abroad enhancing festival spirit. Volunteers supported key areas, strengthened community ties, and benefited from the new free camping for volunteers initiative. Their dedication fostered inclusivity, cultural exchange, and a vibrant atmosphere, ensuring a bright future for the program.

(a) Policy Implications

It is a policy decision of Council to maintain Section 355 committees and practices having regard to Council's community governance structure and Section 355 of the *Local Government Act 1993*.

(b) Financial Implications

Section 355 Committee and Place Management activities and budgets are maintained under the Liveable Communities Directorate budget.

(c) Legal Implications

Section 355 of the *Local Government Act 1993*, enables the Council to appoint a committee, to exercise a function on its behalf by way of a committee of Council. This is used in conjunction with Section 377 of the *Local Government Act 1993*, to formally delegate a function to the appointed committee.

(d) Community Consultation

Nil

(e) Delivery Program Objective/Strategy

Focus Area 9 – Open and Collaborative Leadership

10 COMMUNITY SERVICES

Nil

11 REPORTS TO BE CONSIDERED IN CLOSED COUNCIL

RECOMMENDATION

That the confidential reports as listed be considered in a Meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993.

11.1 MANILLA FISH HATCHERY - LEASE OF LAND

DIRECTORATE: WATER AND WASTE

AUTHOR: Daniel Coe, Manager - Water and Environmental Operations

The Council will determine this matter in part of the Meeting closed to the public pursuant to Section 10A(2) (d)i of the Local Government Act 1993 on the grounds that the matter and information is commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

SUMMARY

The purpose of this report is to advise Council of a request to lease the above property by the Manilla Fishing Club and Hatchery Incorporated for the purposes of continuing activities associated with the Club and seek Council's authorisation to negotiate and enter into a lease agreement for part of the Manilla Wastewater Treatment Plant.

11.2 TENDER T053/2025 - MANILLA WATER MAIN RENEWAL

DIRECTORATE: WATER AND WASTE

AUTHOR: Daniel Coe, Manager - Water and Environmental Operations

1 CONFIDENTIAL ENCLOSURES ENCLOSED

The Council will determine this matter in part of the Meeting closed to the public pursuant to Section 10A(2) (d)i of the Local Government Act 1993 on the grounds that the matter and information is commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

SUMMARY

Council undertakes an ongoing water main renewal program to ensure continuing water supply service for customers. Water mains are identified for replacement due to a number of reasons, including asset age and failure history, as identified through Council's water asset management system and/or hydraulic capacity upgrades required to cater for growth areas. All of Council's watermain construction is undertaken in accordance with Council's Engineering Standards to ensure high quality water assets are provided to cater for customers.

A number of water mains within Manilla have been identified as requiring replacement due to the existing water mains, installed in the 1930's, reaching the end of useful asset life. These mains have had a history of water main failures and are causing regular customer dirty water complaints due to the pipe materials not having cement lining as an internal pipe coating.

Since the commissioning of the new Manilla Water Treatment Plant (WTP) in 2022, Council staff have undertaken water main cleaning and routine water main flushing in an attempt to minimise customer dirty water impacts and complaints whilst replacement water main designs were being undertaken.

Based on the age and condition assessment of water mains within Manilla, it is expected that water main renewals in Manilla will be required into the foreseeable future and will form part of Council's ongoing water main renewal program. Council engineers have completed designs for in excess of 1500 metres of water main replacement within Manilla to be undertaken over the next two to three years. The initial water main replacement will be 770 metres of water main located in Progress Lane. This section of water main has been identified as the highest priority water main for replacement. The construction cost estimate for this scope of work is within Council's annual allocated budget for water main renewal and the scope of the project aims to minimise impacts to water customers and traffic impacts during construction work.

This planned Progress Lane water main replacement project was recently tendered to allow for construction to occur in during mid-2025. The purpose of this report is to recommend the preferred Tender for the project. The report discusses the background of the works, the merits of tenders received and recommends a preferred Tender.