



Ordinary Meeting

Tuesday, 11 August 2026

ATTACHMENTS UNDER SEPARATE COVER

CL01 DA 88/2026 - Car Park and Associated New Driveway for an Existing Dental Practice

CL04 Endorsement of Financial Assistance Policy for Public Exhibition & Adoption of Community Grant and Event Sponsorship Guidelines

CL07 Policies for revocation

Minutes of the Roads, Parks & Pathways Enhancement Committee Meeting held on 23 July 2026



ATTACHMENTS UNDER SEPARATE COVER

Page

CL01	DA 88/2026 - Car Park and Associated New Driveway for an Existing Dental Practice	
(a)	Attachment A - DA 88/2026 - Draft Conditions of Consent	3
(b)	Attachment B - DA 88/2026 - DA Documents -12 Koorungal Avenue, Griffith	14
(c)	Attachment C - DA 88/2026 - Submissions.....	36
(d)	Attachment D - DA 88/2026 - Response to submissions	42
(e)	Attachment E - DA88/2026 - Development Assessment Report	47
CL04	Endorsement of Financial Assistance Policy for Public Exhibition & Adoption of Community Grant and Event Sponsorship Guidelines	
(a)	Draft Financial Assistance Policy.....	64
(b)	Draft Guidelines - Community Grants Program	72
(c)	Draft Guidelines - Event Sponsorship & Promotion	79
(d)	Draft Guidelines - Small Business Financial Assistance Program.....	84
(e)	Draft Guidelines - Community Organisation Rate Subsidy Guidelines	88
CL07	Policies for revocation	
(a)	(FS-CP-301) Cheques Not To Be Post Dated - Public Policy - BCF Directorate.....	90
(b)	(FS-CP-501) Council Services - All Users to be Charged - Public Policy - BCF Directorate	91
(c)	(FS-CP-602) Government Subsidies - Public Policy - BCF Directorate.....	93
(d)	(FS-CP-605) Incoming Grants & Sponsorship - Public Policy - BCF Directorate.....	94
(e)	(CS-CP-602) Completion and Processing of Petty Cash Reimbursements (Facilities) - Public Policy - Business Cultural and Financial Services	97
(f)	(FS-CP-307) Fuel Card Policy - Correct Usage of Council Fuel Cards - Public Policy - BCF Directorate	100
(g)	(FS-CP-702) Loans for Community Organisations & Sporting Bodies - Public Policy - BCF Directorate	104
	Minutes of the Roads, Parks & Pathways Enhancement Committee Meeting held on 23 July 2026	
(a)	CBD Enhancement Project Update	108

Attachment A – Draft Conditions of Consent

Administrative Conditions

The development must be carried out in accordance with the following conditions of consent.

1. Approved Development

Development consent has been granted for It is proposed to construct a new vehicle access and hard stand car parking area for ancillary use by an existing dental clinic at Lot 9 DP 815420; 12 Koorungal Avenue GRIFFITH.

It is advised that the proposed development has been assessed in regards to the provision of the Griffith Local Environmental Plan 2014 and is considered to be an ancillary car park and driveway for the existing dental practice.

The development must be implemented in accordance with Development Application No. 88/2026(1) accepted by Council on 13 May 2026 and the below mentioned plans and/or documents, except where amended in red on the attached plans or modified by the conditions of this consent.

Drawing / Plan	Date Accepted by Council	Prepared or Drawn By
Site Plan – Ref 250049	28 May 2026	Xeros Piccolo

Document	Date Accepted by Council	Prepared or Drawn By
Statement of Environmental Effects	13 May 2026	Mia Plan

If there is any inconsistency between the approved plans and documents referred to above, the conditions shall prevail.

2. Construction Approval (Civil Works)

Prior to construction of the approved development, it is necessary to obtain a Construction Approval (Civil Works). This approval can only be issued by Council. An Application for Construction Approval (Civil Works) form, complete with detailed plans and specifications, shall be submitted to Council for the Construction Approval (Civil Works).

3. Lapsing of Consent

In accordance with Section 4.53 of the Environmental Planning and Assessment Act, 1979 this consent is valid for a period of five (5) years from the date of consent.

Note 1: Development consent for the purpose of the erection of a building or the subdivision of land or the carrying out of a work does not lapse if building, engineering or construction work relating to the development is lawfully and physically commenced on the land to which the consent applies before the date on which the consent would otherwise lapse.

Note 2: Development consent for the purpose of the use of the land, building or work the subject of the consent does not lapse if it is actually commenced the date on which the consent would otherwise lapse.

4. Damage to Council property

If any damage is occasioned to Council property during construction and associated works, the cost of repairs will be recoverable. It is therefore requested that any damage which is obvious before works commence be immediately notified to Council to avoid later conflict.

5. Existing Services

The applicant must check that the proposed works do not affect any Council, electricity, telecommunications, gas or other services. Any required alterations to services will be at the developer's expense.

6. Tree Preservation

The applicant is advised that the land is subject to Council's Tree Policy and the requirements of that policy are to be strictly adhered to. Should the applicant/owner require advice in this regard they are to contact Council's Parks and Gardens Department.

7. Provision of Services

The applicant is to be responsible for all amplification, extension and adequate provision for connection to services at their own expense. The work is to be in accordance with Council's Engineering Guidelines – Subdivisions and Development Standards and relevant authorities' specifications.

8. Aboriginal Heritage

No Aboriginal objects may be harmed without an approval from Heritage NSW under the National Parks and Wildlife Act 1974.

If any Aboriginal object is discovered and/or harmed in, or under the land, while undertaking the proposed development activities, the proponent must:

- (a) Not further harm the object(s).
- (b) Immediately cease all work at the particular location.
- (c) Secure the area so as to avoid further harm to the Aboriginal object(s).
- (d) Notify the NSW Environment Line as soon as practical by calling 131 555 or emailing: info@environment.nsw.gov.au, providing any details of the Aboriginal object and its location.
- (e) Not recommence any work at the particular location unless authorised in writing by Heritage NSW.

If harm to Aboriginal objects cannot be avoided, an application for an Aboriginal Heritage Impact Permit must be prepared and submitted to heritage NSW before work may continue.

In the event that skeletal remains are unexpectedly encountered during the activity, work must stop immediately, the area secured to prevent unauthorised access and NSW Police and the Department contacted of Planning, Industry and Environment

9. Other Cultural Heritage

Should any cultural artefacts, archaeological relics or any object having interest due to its age or association with the past be located during the course of works, all works are to cease immediately and notification shall be provided to the Office of Environment and Heritage in accordance with the *National Parks and Wildlife Act 1974*. Work shall not recommence in the area until this is authorised by the Office of Environment and Heritage.

Note. Depending on the significance of the object uncovered, an archaeological assessment and excavation permit under the Heritage Act 1977 may be required before further the work can continue.

10. Disability Discrimination Act

The applicant/owner is advised that this approval does not guarantee compliance with the provisions of the *Disability Discrimination Act 1992* and the applicant should therefore consider their liability under the Act. In this regard, the applicant is advised that compliance with the requirements of the National Construction Code of Australia and *Australian Standard 1428.1 - Design for Access and Mobility* does not necessarily satisfy the objectives of the *Disability Discrimination Act 1992*. The applicant/owner is requested to give consideration to providing access and facilities for people with disabilities in accordance with *Australian Standard 1428* Parts 1, 2, 3 and 4 - Design for Access and Mobility, which may be necessary to satisfy the objectives of the *Disability Discrimination Act 1992*.

11. Access for People with a Disability

The *Disability (Access to Premises – Building) Standards 2010* (Access Code) applies to this building. Plans detailing compliance with the Access Code must accompany the application for a Construction Approval (Civil Works).

Note: The granting of development consent and any associated plans does not imply compliance with the Access Code.

Prior to issue of a Construction Approval (Civil Works)

Prior to commencing Civil Works you will need a Construction Approval (Civil Works) issued by Council. Before this approval can be issued, compliance with the following conditions is to be demonstrated.

12. Onsite detention

Stormwater detention is to be created onsite for all events up to and including the 1% AEP event. The maximum developed discharge is to be 65 litres per second per hectare for the proposed development as approved by this Development Application. Design and details in accordance with *Council's Engineering Guidelines – Subdivision and Development Standards*, *Council's Onsite Detention Policy (CS-CP-404)* and *Council's Stormwater Drainage & Disposal Policy (CS-CP-310)* are to be submitted to Council for approval **prior to the issue of a Construction Approval (Civil Works)**.

A qualified Civil Engineer with experience in Hydraulic Analysis shall design and certify the Onsite Detention System, which shall be maintained for the life of the project. The consultant is to sign off all drawings and calculations and provide details of Professional Indemnity Insurance.

13. Stormwater Drainage

All stormwater runoff shall be directed to the street via the on-site detention system for disposal. Stormwater runoff shall not be permitted to flow over property boundaries onto the adjoining properties unless legally created easements in accordance with Section 88B of

the Conveyancing Act are created. Detailed design drawings and hydraulic calculations for the proposed drainage system are to comply with Council's Engineering Guidelines – Subdivision and Development Standards and Council's Stormwater Drainage & Disposal Policy (CS-CP-310) and are to be submitted to Council for approval **prior to the issue of a Construction Approval (Civil Works)**.

14. Landscape Plan

Prior to the issue of the Construction Approval (Civil Works) a detailed landscaping plan shall be designed for the proposed development. An electronic copy is to be submitted to and approved by Council or the Principal Certifier.

- (a) The landscaping plan shall be drawn to scale (minimum 1:200) by a suitably qualified person and include: Identification of all trees to be retained, removed or transplanted
- (b) The location of all existing and proposed tree and shrub species
- (c) Height and spread of selected species at maturity
- (d) Elevation of landscaped areas
- (e) Irrigation measures
- (f) The nature strip and the footpath areas of the development are to be incorporated into the overall landscaped area of the development.

Landscaping to be provided within the site and along the boundary with the adjoining road reserve is to be designed and maintained to provide safe sight distance for pedestrians and motorists entering and exiting the site.

The purpose of the landscaping shall be to screen and soften the visual impact of the proposed development on the streetscape. The nature strip and the footpath areas of the development are to be incorporated into the overall landscaped area of the development.

15. S138 Roads Act

Prior to the issue of a Construction Approval (Civil Works), a Section 138 Roads Act application, including payment of fees, shall be lodged with Griffith City Council, as the Roads Authority for any works required within a public road. These works may include but are not limited to:

- a) Vehicular crossings (including kerb reinstatement of redundant vehicular crossings)
- b) Road opening for utilities and stormwater (including stormwater connection to Council Infrastructure).
- c) Road Occupancy or road closures

All works shall be carried out with the Roads Act approval, the development consent including the stamped plans and Griffith City Council specifications.

Note 1: Approvals may also be required from the Transport for NSW for classified roads.

Note 2: The application is to be made prior to the issue of the Construction Approval (Civil Works) but does not have to be approved by the Roads Authority prior to the issue of that certificate.

16. Concrete median

The existing concrete median located on Koorinal Avenue is to be extended a minimum five (5) metres past the proposed accessway to the subject allotment. The median is to be

designed to restrict right turning movements into the development from Koorringal Avenue and right turn movements out of the site onto Koorringal Avenue. Detailed engineering design drawings for the median shall be submitted to Council for approval and reporting to Griffith's Local Traffic Forum for concurrence **prior to the issue of a Construction Approval (Civil Works)**. Designs are to be in accordance with *Council's Engineering Guidelines - Subdivisions and Development Standards* and *Austroads Guide to Road Design* as amended by the technical directions issued by the Transport for NSW.

17. Centre Median Lighting

Lighting provision is to be made for the installation of street lighting to illuminate the entire length of the centre median along Koorringal Avenue in accordance with Austroads Guide to Road Design, Australian Standard 1158 and any prescribed requirement of Essential Energy. Detailed design drawings are to be submitted to Council for approval, **prior to the issue of a Construction Approval for Civil Works**. Lighting drawings are to be prepared by a suitably qualified lighting designer/consultant.

Prior to the Commencement of Civil Works

The following conditions need to be met prior to the commencement of Civil Works. The necessary documentation and information must be provided to Griffith City Council, as applicable.

18. Section 68 Application

Prior to the commencement of works stormwater drainage system, a Section 68 application in accordance with the Local Government Act 1993 is to be obtained through Council by submitting an application via the NSW Planning Portal and linking it to the Development Application or Construction Approval (Civil Works) application. The application is to include design drawings and details that comply with Council's Engineering Guidelines - Subdivisions and Development Standards. works are to be completed at the expense of the applicant.

19. Protection of adjoining areas

A temporary hoarding or temporary construction site fence must be erected between the work site and adjoining lands before the works begin and must be kept in place until after the completion of the works if the works:

- (a) could cause a danger, obstruction or inconvenience to pedestrian or vehicular traffic, or
- (b) could cause damage to adjoining lands by falling objects, or
- (c) involve the enclosure of a public place or part of a public place.

20. Notification of Commencement

Prior to commencing work the person having the benefit of the consent has:

- (a) given at least 2 days notice to the council, and the principal certifier if not the council, of the person's intention to commence the erection of the building, and
- (b) if not carrying out the work as an owner-builder, has:
 - i appointed a principal contractor for the building work who must be the holder of a contractor licence if any residential building work is involved, and
 - ii notified the principal certifying authority of any such appointment, and

- iii unless that person is the principal contractor, notified the principal contractor of any critical stage inspections and other inspections that are to be carried out in respect of the building work.

21. Signs on site

A sign must be erected in a prominent position on any site on which building work or demolition work is being carried out:

- (a) showing the name, address and telephone number of the principal certifier for the work, and
- (b) showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
- (c) stating that unauthorised entry to the work site is prohibited.

Any such sign is to be maintained while the building work, or demolition work is being carried out, but must be removed when the work has been completed.

Note: This does not apply in relation to building work or demolition work that is carried out inside an existing building that does not affect the external walls of the building.

22. Traffic Control Plan (TCP)

A traffic control plan is to be submitted to Council satisfying the provisions of Australian Standard 1742.3, for acceptance **prior to the commencement of work within Council's road reserve**. Strict compliance to the traffic control plan is to be maintained throughout the duration of the construction work.

23. Sedimentation and Erosion Controls

Effective dust, noise, sedimentation and erosion controls are to be implemented prior to the commencement of site works. This is to include (as a minimum):

- (a) the installation of a sediment fence with returned ends across the low side of the works.

The control measures are to be installed **prior to the commencement of site works** and maintained during works in order to ensure that site materials do not leave the site and/or enter the stormwater system and to maintain public safety/amenity.

24. Construction Management Plan (CMP)

Prior to the commencement of work, a Construction Management Plan is to be prepared by a suitably qualified professional detailing the proposed traffic control and traffic management arrangements during the construction of the development. The Construction Management Plan is to be submitted to Council for approval and is to address, but not be limited to, the following:

- a. the management of traffic during construction;
- b. the management of loading and unloading of construction materials on site;
- c. material stockpiling/storage;
- d. identify parking for construction worker vehicles;
- e. dust mitigation measures; and
- f. complaint management and contingency measures.

The construction management measures specified in the approved Construction Management Plan shall be implemented for duration of construction.

During Construction

The following conditions of consent must be complied with at all times during the demolition, excavation and construction of the development.

25. No obstruction of public way

The public walkway must not be obstructed by any materials, vehicles, refuse, skips or the like, without prior approval of Council.

26. Maintenance of site

All materials and equipment must be stored wholly within the work site unless an approval to store them elsewhere is held.

Waste materials (including excavation, demolition and construction waste materials) must be managed on the site and then disposed of at a waste management facility.

Copies of receipts stating the following must be provided to the consent authority on request:

- (a) the place to which waste materials were transported,
- (b) the name of the contractor transporting the materials,
- (c) the quantity of materials transported off-site and recycled or disposed of.

Any run-off and erosion control measures required must be maintained within their operating capacity until the completion of the works to prevent debris escaping from the site into drainage systems, waterways, adjoining properties and roads.

During construction:

- (a) all vehicles entering or leaving the site must have their loads covered, and
- (b) all vehicles, before leaving the site, must be cleaned of dirt, sand and other materials, to avoid tracking these materials onto public roads.

At the completion of the works, the work site must be left clear of waste and debris.

28. Toilet Facilities

Adequate toilet facilities are to be provided on the site throughout the demolition/construction phase of the development. Such toilet facilities are to be provided, at the ratio of one (1) toilet for every twenty (20) persons (or part thereof) employed/working on the site. Each toilet provided must be a standard flushing toilet and must be connected to a public sewer, or an accredited sewage management facility approved by council. If connection to either a public sewer or an accredited sewage management facility is not practicable, it shall be connected to some other sewage management facility approved by council. Toilet facilities must be provided and functioning **prior to the commencement of work**. In this clause:

accredited sewage management facility means a sewage management facility to which Part 2 of the Local Government (General) Regulation 2005 applies, being a sewage

management facility that is installed or constructed to a design or plan the subject of a certificate of accreditation referred to in clause 41 of the Regulation.

public sewer has the same meaning as it has in the Local Government (General) Regulation 2005.

sewage management facility has the same meaning as it has in the Local Government (General) Regulation 2005.

29. SafeWork NSW

The developer is required to comply with any and all requirements of the SafeWork NSW.

30. Required documentation

For the duration of any work on site, the builder must maintain a copy of the specification, stamped approved plans, copy of Development Consent (Notice of Determination) and Construction Approval (Civil Works) on site.

31. Access location

The driveway access to the lot is to be located a minimum of one (1) metre away from all services (e.g.: stormwater pits, electricity poles, service pits, etc.), and a minimum of one (1) metre away from neighbouring property boundaries.

32. Hours of Work

The principal certifier must ensure that building work, demolition or vegetation removal is only carried out between:

7.00am to 6.00pm on Monday to Saturday.

The principal certifier must ensure building work, demolition or vegetation removal is not carried out on Sundays and public holidays, except where there is an emergency.

Unless otherwise approved within a construction site management plan, construction vehicles, machinery, goods or materials must not be delivered to the site outside the approved hours of site works.

Note: Any variation to the hours of work requires Council's approval.

Prior to the issue of the Use of the Development

Prior to the use of the car park compliance with the following conditions is to be demonstrated..

33. Off-street Parking

Prior to the Use of the Development, five (5) parking spaces each of dimensions 2.6 metres x 5.5 metres in accordance with Council's *Development Control Plan No. 20 Off-street Parking Policy*, including one (1) car parking space in accordance with *Australian Standard 2890.6:2009* for disabled persons are to be provided on site to serve the development. Spaces adjacent to walls or other obstructions, which may affect door openings or vehicle manoeuvring, are to be widened by an additional 300mm on the side of the obstruction(s).

NOTE: This consent does not guarantee compliance with the *Disability Discrimination Act, 1992* and the developer should investigate their liability under the Act. The applicant's attention is drawn to the Australian Standard AS 2890.6:2009 in respect of acceptable standards of design and requirements.

34. Linemarking

Delineation of parking bays and directional lines are to be implemented in accordance with the approved plans and Australian Standard 2890.1:2004. Parking bay delineation and directional lines are to be installed **prior to the Use of the Development**.

35. Installation of Landscaping

The approved landscaping areas shall be installed to the satisfaction of Council **prior to the Use of the Development**. The maintenance of the landscaping areas within Council's road reserve shall be the responsibility of the person with the benefit of the development consent and to the satisfaction of Council.

36. S138 Roads Act Approval

Prior to the Use of the Development, the Principle Certifying Authority shall ensure that all works associated with a S138 Roads Act approval have been inspected and signed off by Griffith City Council for each of the new road crossings.

37. Section 68 Final Certificate of Completion

Prior to the Use of the Development, a Section 68 Final Compliance Certificate is to be issued by Council at the completion of the works on Council's stormwater drainage system.

38. Concrete median

The existing concrete median located on Koorringal Avenue is to be extended a minimum five (5) metres past the proposed accessway to the subject allotment. The median is to be constructed to restrict right turning movements into the development from Koorringal Avenue and right turn movements out of the site onto Koorringal Avenue. All works associated with the construction of the concrete median are to be completed **prior to the use of the Development**. Works are to be completed in accordance with the approved design, *Council's Engineering Guidelines - Subdivisions and Development Standards*, and *Austroads Guide to Road Design* as amended by the technical directions issued by the Transport for NSW

39. Centre Median Lighting

Prior to the Use of the Development, the installation of street lighting along Koorringal Avenue to illuminate the entire centre median is to be completed in accordance with *Austroads Guide to Road Design*, Australian Standard 1158 and any prescribed requirement of Essential Energy. Written approval is to be submitted to Council from Essential Energy to ensure that all works have been completed to their satisfaction.

40. Regulatory Signs

Prior to the Use of the Development, a No Right Turn (R2-6n(R)) sign is to be installed on the newly constructed centre median extension on Koorringal Avenue facing drivers

exiting the accessway subject to the development. In addition, an R2-3(L) Keep Left sign is to be installed on the south western end of the newly constructed centre median on Koorringal Avenue. All signs shall be erected at the applicant's expense. The location of the proposed signage shall be approved by Council prior to installation.

41. Lease Agreement for on-street parking

A license agreement shall be entered into between the applicant and Griffith City Council for the use of Council's road reserve area proposed for the maneuvering of vehicles **prior to the Use of the Development**. The applicant shall be required to pay all legal and ongoing fees associated with the license agreement.

On-Going Requirements

The following conditions or requirements must be complied with at all times, throughout the use and operation of the development.

42. Outdoor Advertising & Signage

No advertising matter or signage is to be erected, painted or displayed without the prior consent of Council unless it is "Exempt Development". Council's road reserve and nature strip is to be clear of all advertising material at all times.

43. Outdoor lighting

Any outdoor display and/or security lighting is to be so located or shielded so that no additional light is cast on adjoining land or that it will distract traffic.

44. Access maintenance

The property owner remains responsible for the upkeep and maintenance of the accessway and associated facilities for the lifetime of the proposed development.

Attachment X – Advisory Notes

The following information is provided for your assistance to ensure compliance with the *Environmental Planning & Assessment Act 1979*, *Environmental Planning & Assessment Regulation 2021*, or other relevant legislation and Council's policies. This information does not form part of the conditions of development consent pursuant to Section 4.16 of the Act.

(1) Before You Dig

If excavating, it is recommended you go to Before You Dig Australia at www.byda.com.au and lodge a free enquiry that helps keep people safe and protect underground infrastructure.

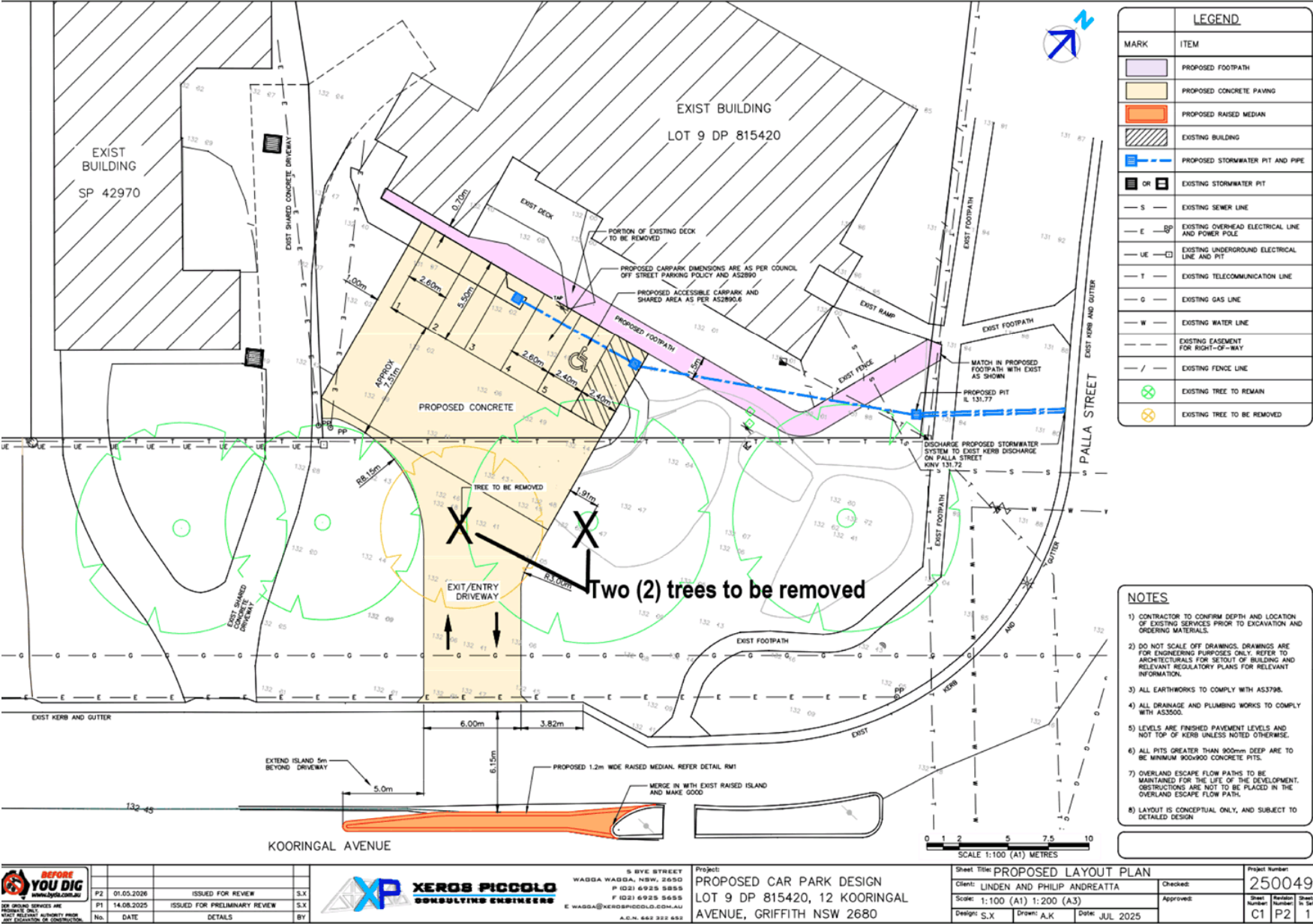
(2) Essential Energy

- a) Any existing encumbrances in favour of Essential Energy (or its predecessors) noted on the title of the above property should be complied with;
- b) Essential Energy's records indicate there is electricity infrastructure located within the property. Any activities within this location must be undertaken in accordance with the latest industry guideline currently known as ISSC 20 Guideline for the Management of Activities within Electricity Easements and Close to Infrastructure. Approval may be required from Essential Energy should activities within the property encroach on the electricity infrastructure. <https://energy.nsw.gov.au/sites/default/files/2018-09/ISSC-20-Electricity-Easements.pdf>
- c) Prior to carrying out any works, a "Dial Before You Dig" enquiry should be undertaken in accordance with the requirements of *Part 5E (Protection of Underground Electricity Power Lines)* of the *Electricity Supply Act 1995* (NSW).
- d) Given there is electricity infrastructure in the area, it is the responsibility of the person/s completing any works around powerlines to understand their safety responsibilities. SafeWork NSW (www.safework.nsw.gov.au) has publications that provide guidance when working close to electricity infrastructure. These include the Code of Practice – Work near Overhead Power Lines and Code of Practice – Work near Underground Assets.

Attachment X – Other Council Approvals and Consents**Section 68 Local Government Act 1993 Approvals**

This consent includes the following approvals under Section 4.12 of the *Environmental Planning and Assessment Act 1979* and Section 68 of the *Local Government Act 1993*.

nil





Statement of Environmental Effects

Proposed Car Park for Existing Health Services Facility

Lot 9 DP 815420

12 Koorungal Avenue, Griffith

Title: Statement of Environmental Effects, Proposed Car Park for Existing Health Services Facility, Lot 9
DP 815420, 12 Koorungal Avenue, Griffith NSW

Prepared by:
Linden Favero
MiaPlan
PO Box 1025
GRIFFITH NSW 2680

E: linden@miaplan.com.au
P: 0438 422 768
ABN: 60 268 251 698

Copyright © MiaPlan. The information contained in this document is subject to copyright under the provisions of the Copyright Act 1968 and may not be reproduced in any form without the written consent of Linden Favero of MiaPlan.

Disclaimer: The information contained in this document is based on knowledge and understanding at the time of writing in May 2026, and has been prepared in good faith on behalf of the client. MiaPlan takes no responsibility, and will accept no liability, for the accuracy, currency, reliability or correctness of any information included in the document (including material provided by third parties).

Contents

Contents.....	3
1. Summary	4
2. Strategic Context	5
2.1 Site Location & Description	5
2.2 Background.....	7
3. Proposed Development.....	9
3.1 Development Details	9
4. Statutory Framework	11
4.1 Environmental Planning and Assessment Act 1979 (EP&A Act)	11
4.3 Griffith Local Environmental Plan 2014.....	12
4.3 State Environmental Planning Policies (SEPP's).....	15
4.5 Development Control Plans (DCP)	16
Impact Assessment.....	20
Conclusion.....	21

1. Summary

This Statement of Environmental Effects has been prepared to accompany a development application for the construction of a proposed car park to service an existing health services facility on Lot 9 DP 815420, 12 Koorungal Avenue, Griffith, on behalf of the landowners P & M Andreatta.

The subject site is zoned *R1 General Residential* and is within the health precinct. The subject site is used as an existing health services facility (dentist clinic). The locality is comprised of a mixture of uses including residential and commercial properties.

An assessment of the potential impacts of the proposed development is covered in this Statement of Environmental Effects and concludes that the subject site is suitable for the proposed car park. The proposal is considered to achieve the relevant provisions of the *Environmental Planning and Assessment Act 1979*.

This Statement of Environmental Effects has been made with reference to the following documents:

Document	Prepared by
Detail survey	PHL Surveyors
Proposed car park design	Xeros Piccolo Consulting

Need & Justification

The subject site is an existing health services facility (dentist clinic) and has been used as such for many decades, however the clinic has no formalised onsite parking for staff or patients. Due to changes to the form of the streets surrounding the site, such as the construction of a round-about and no stopping zones, and the issuing of fines for parking on the road reserve, the landowners have taken the initiative to construct a formalised parking area at the site. The subject site is within the health precinct of which is identified as having insufficient vehicle parking and inadequate pedestrian access. An analysis of the site has been undertaken, and given the opportunities and constraints on site, a design for suitable onsite parking has been proposed of which this application seeks consent for. The landowners are investing in this development to improve parking at their premises and the overall locality, and Council should be supportive of this proposal.

2. Strategic Context

2.1 Site Location & Description

The subject site is a corner allotment located on Koorungal Avenue and Palla Street. The property is legally known as Lot 9 DP 815420, street address 12 Koorungal Avenue. The subject lot has a site area of 1459m² and contains a building used as a residence and dental clinic. Vehicle access to the site is presently from a shared accessway with 10a & 10b Koorungal Avenue, which connects to the existing shed and carport at the premises. An established Right of Carriageway exists over the driveway. The site is located within the Hospital Precinct as specified by the GRDCP, and the future Health Precinct. The GRDCP describes the existing character of the Hospital Precinct as *containing the Griffith Base Hospital, the St. Vincent's Private Community Hospital and a number of medical centres and facilities. Residential accommodation in the Precinct is mainly single dwellings with some dual occupancies and multi dwelling housing. Lot sizes average 900m² with 20m frontages. Only a few blocks in the Precinct are undeveloped. The road network has moderate to heavy traffic due to residents accessing the hospitals, schools and church.*



Figure 1: Aerial image of the site & locality.

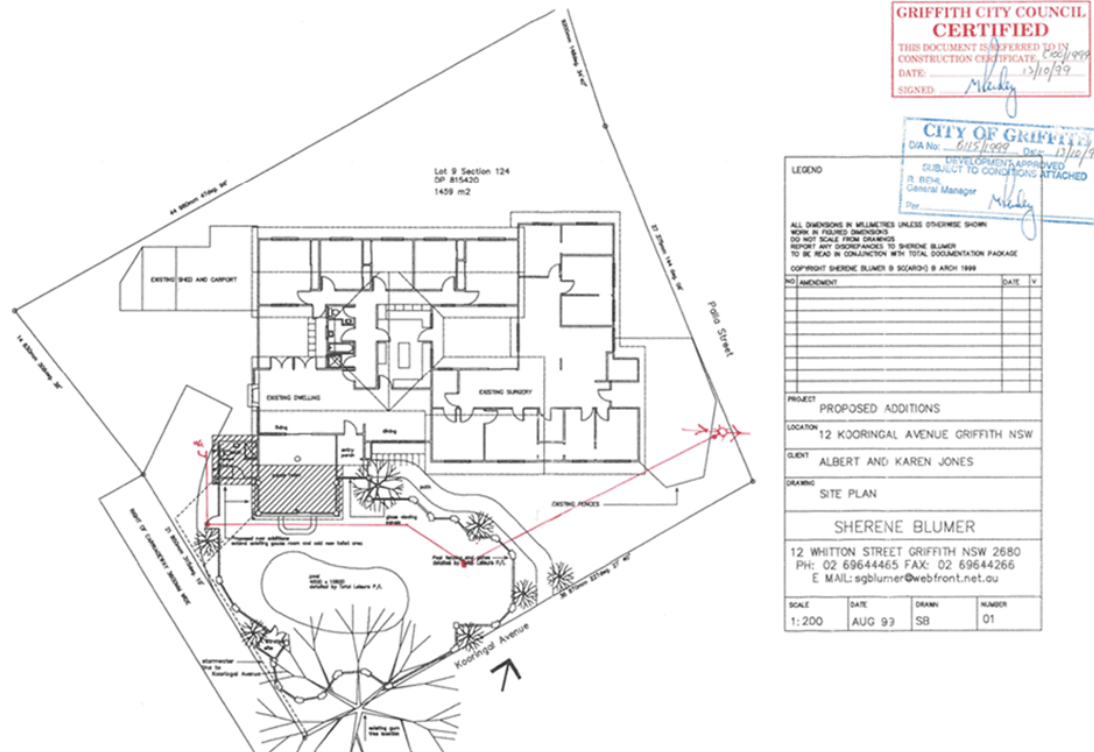


Figure 2: Previous approvals from 1999.

2.2 Background

The subject property was originally established as a doctor's clinic with attached residence in approximately the 1960's. The premises was established without needing to provide formalised onsite parking for the clinic component. The premises operated as a doctors clinic until the mid 2000's and has been since used as a dental clinic. For many years, staff and patients have utilised informal parking onsite, the road reserve and on street parking. However, street parking has been significantly reduced in the area in recent years from the construction of the Palla Street/Koorungal Avenue/Binya Street roundabout, and the associated parking restrictions surrounding this site. In recent years, Council has issued fines to vehicles parking informally at the site and overlapping the road reserve. To improve parking for staff and patients at the clinic, the landowners have removed the swimming pool from the site (CDC 542/2024 approved in June 2024) and propose to construct a formalised car park on site.



Figure 3: View of the site from Koorungal Avenue.

2.3 Pre lodgement discussions

Pre lodgement discussions were held with Council's Development Engineers in August 2024. A Summary of the advice follows:

- The accessway from Koorungal would have to be widened to accommodate two-way simultaneous movement of the largest vehicle proposed to access the site.
- The accessway between the road and property boundary is to be perpendicular to Koorungal Avenue.
- The carparking spaces would have to comply with relevant standards with regards to width/lengths.
- Vehicles would only be allowed to enter and leave in a forward direction.
- Turning diagrams showing vehicle access and manoeuvring through the carpark will be required.
- A centre median on Koorungal Avenue extending west from the existing centre median across the frontage of 10 and 12 Koorungal would be required. This is to restrict the use of the proposed carpark to left turn in/left turn out.

- The No Stopping zone on Koorungal would need to be extended on the development side from the roundabout to the accessway of 8 Koorungal.
- Pre lodgement discussions have been had with the Parks and Gardens Manager who has indicated that the gum tree removal would be supported.

An initial design was developed utilising the existing shared access as entry, and a new exit point. This design required some reversing onto the property at 10 Koorungal Avenue, as well as driveway construction overlapping a minor portion of 10 Koorungal Avenue. The landowners of the subject property approached the owner of 10a & 10b Koorungal Avenue in writing and in person, however were not able to come to an agreement on the proposal, and as such have not been able to obtain their consent for the initial design. The design has since been reconfigured to widen the proposed exit driveway to a combined entry and exit driveway, which has removed any works from the adjoining properties at 10 Koorungal Avenue.

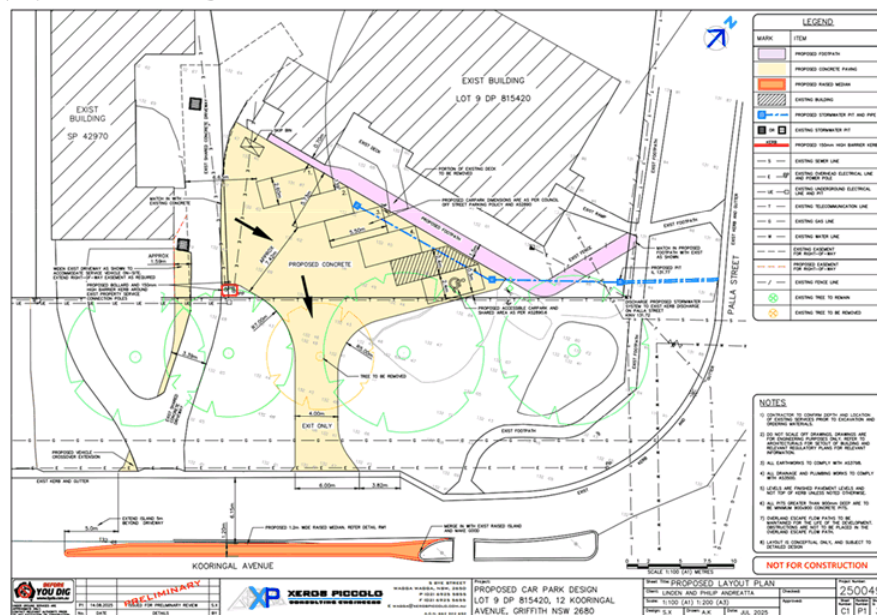


Figure 4: The initial design which included a small portion of 10 Koorungal Avenue.

Griffith Health Precinct Master Plan

The Griffith Health Precinct Master Plan was developed to guide future development, drive investment, and to support health services, amongst other health related purposes. The subject site is identified as Zone B an opportunity zone, for use as potential health / allied health consulting development of 2-3 stories. The premises is presently utilized as single-story health consulting rooms (dentistry). The masterplan identifies that access and parking is an existing area of concern in the precinct. The existing use is considered consistent with the future intentions for the opportunity zone and the proposed car parking is an initiative of the landowners to address access and parking concerns.

3. Proposed Development

3.1 Development Details

The proposal is to construct a formalised car park on site to cater for staff and patients of the dental clinic. Given the constraints of the site and limited available area, 5 onsite spaces have been designed. The proposal includes the following specifics:

- Partial removal of an existing deck attached to the building.
- Construction of a 6m wide combined entry and exit driveway to Koorungal Avenue.
- Construction of 4 vehicle spaces for standard vehicles and one accessible carspace (compliant with AS2890.6).
- Internal pedestrian footpath connecting to the entrance of the dental clinic.
- Removal of two large gum trees from the road reserve of Koorungal Avenue. The trees are numbered 2 and 3 on the detail survey and have a spread of 10-15m, and height of 25m.
- Stormwater system to cater for the carpark, including onsite detention, pits and piping to Palla Street.
- Extension of the existing raised median island in Koorungal Avenue.
- It is requested that an exemption to a requirement for a lease agreement from Griffith City Council for the portion of the manoeuvring area which encroaches the road reserve is waived. This is due to the private investment to improve the parking situation at the site, and the encroaching area to be a small part of the manoeuvring area and not the parking spaces.

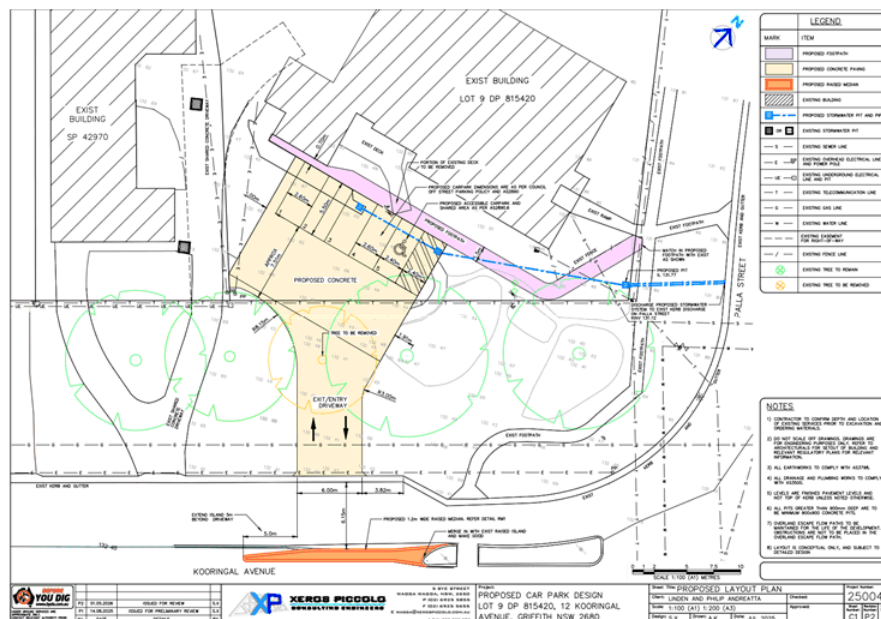


Figure 5: The proposed revised design.

Access & Traffic

Koorungal Avenue is a sub-arterial road with traffic counts indicating over 4000 vehicle movements a day. The proposed carpark is proposed to provide improved parking to cater for vehicles accessing the dental clinic and won't increase traffic to the site. Vehicles accessing the site are mostly standard passenger vehicles. Council's engineers have indicated that the garbage truck access is unsatisfactory at the initial design. The reasons specified include: *multiple on-site turns may be too onerous for the driver therefore the easier option to reverse from the site may be taken notwithstanding all vehicles need to enter and leave in a forward direction. This could be addressed by a traffic management plan that shows the truck collecting garbage outside of hours and therefore using the empty parking bays to turn in one movement. However, the greatest issue is the overhead electrical service line to the property which would be impacted by a front loading garbage truck. An alternative location for garbage collection should be sought.*

The landowner has advised that the tenant will utilise bins on wheels for kerbside collection. The waste requirements of the premises are unlikely to exceed the capacity for commercial bins of 660L to 1100L capacity which can be placed manually for kerbside collection. The proposed revised design has not included turning path diagrams as the design caters for only light vehicles accessing the site, and given that the layout complies with Council's parking guidelines.

4. Statutory Framework

This section provides an assessment of the proposal against the relevant planning legislation as prescribed in Section 4.15 of the Environmental Planning and Assessment Act 1979.

4.1 Environmental Planning and Assessment Act 1979 (EP&A Act)

Section 1.3 – Objects of the Act

- (a) to promote the social and economic welfare of the community and a better environment by the proper management, development and conservation of the State's natural and other resources,*
- (b) to facilitate ecologically sustainable development by integrating relevant economic, environmental and social considerations in decision-making about environmental planning and assessment,*
- (c) to promote the orderly and economic use and development of land,*
- (d) to promote the delivery and maintenance of affordable housing,*
- (e) to protect the environment, including the conservation of threatened and other species of native animals and plants, ecological communities and their habitats,*
- (f) to promote the sustainable management of built and cultural heritage (including Aboriginal cultural heritage),*
- (g) to promote good design and amenity of the built environment,*
- (h) to promote the proper construction and maintenance of buildings, including the protection of the health and safety of their occupants,*
- (i) to promote the sharing of the responsibility for environmental planning and assessment between the different levels of government in the State,*
- (j) to provide increased opportunity for community participation in environmental planning and assessment.*

Commentary: The proposal is not contrary to the objectives of the EP&A Act, the proposal is considered to be orderly and economic use and development of land.

4.2 Roads Act 1993

The Roads Act 1993 (Roads Act) provides a framework for the management of roads in NSW. It provides for the classification of roads and the declaration of the TfNSW and other public authorities for both classified and unclassified roads. The Roads Act confers functions on TfNSW and other roads authorities and allows distribution of such functions between RMS and other roads authorities. The Roads Act sets out procedures for the opening and closing of public roads and regulates the carrying out of various activities on public roads. It is noted that a S138 application will be required post-consent for the construction of the new access to Koorringal Avenue.

4.3 Griffith Local Environmental Plan 2014

A thorough review of the GLEP 2014 has been undertaken. An assessment of the proposal for compliance with the requirements of the relevant parts of the LEP has been provided below.

Land use zoning

The subject land is zoned R1 General Residential under the provisions of the GLEP2014.



Figure 6: Zoning layer from NSW Planning Portal Spatial Viewer.

Objectives of zone

- To provide for the housing needs of the community.
- To provide for a variety of housing types and densities.
- To enable other land uses that provide facilities or services to meet the day to day needs of residents.
- To facilitate development of social and community infrastructure to meet the needs of future residents.
- To allow people to carry out a reasonable range of activities from their homes, if such activities do not adversely affect the living environment of neighbours.

Comment: The proposal consistent with the zone objectives, particularly: *To enable other land uses that provide facilities or services to meet the day to day needs of residents.* The proposal is for the construction of a carpark to be used ancillary to an existing health services facility, of which provides services to members of the community.

Clause 1.2 – Aims of the Plan

(1) This Plan aims to make local environmental planning provisions for land in Griffith in accordance with the relevant standard environmental planning instrument under section 3.20 of the Act.

(2) The particular aims of this Plan are as follows—

- (a) to prevent unnecessary urban sprawl by promoting business, industrial, rural and residential uses within and adjacent to existing precincts related to those uses,*
- (b) to minimise land use conflict in general by creating areas of transition between different and potentially conflicting land uses,*
- (c) to provide a variety of development options to meet the needs of the community with regard to housing, employment and services,*
- (d) to manage and protect areas of environmental significance,*
- (e) to recognise the historical development of the area and to preserve heritage items associated with it.*

Comment: The proposal is not contradictory to the aims of the GLEP2014.

Part 5 Miscellaneous provisions

Clause 5.10 Heritage Conservation

(1) Objectives The objectives of this clause are as follows—

- (a) to conserve the environmental heritage of Griffith,*
- (b) to conserve the heritage significance of heritage items and heritage conservation areas, including associated fabric, settings and views,*
- (c) to conserve archaeological sites,*
- (d) to conserve Aboriginal objects and Aboriginal places of heritage significance.*

Comment: The site is not listed as a heritage item, in a conservation area, nor is it near an item of significance.

Clause 5.21 Flood planning

(1) 1) The objectives of this clause are as follows—

- (a) to minimise the flood risk to life and property associated with the use of land,*
- (b) to allow development on land that is compatible with the flood function and behaviour on the land, taking into account projected changes as a result of climate change,*
- (c) to avoid adverse or cumulative impacts on flood behaviour and the environment,*
- (d) to enable the safe occupation and efficient evacuation of people in the event of a flood.*
- (2) Development consent must not be granted to development on land the consent authority considers to be within the flood planning area unless the consent authority is satisfied the development—*
 - (a) is compatible with the flood function and behaviour on the land, and*
 - (b) will not adversely affect flood behaviour in a way that results in detrimental increases in the potential flood affectation of other development or properties, and*
 - (c) will not adversely affect the safe occupation and efficient evacuation of people or exceed the capacity of existing evacuation routes for the surrounding area in the event of a flood, and*
 - (d) incorporates appropriate measures to manage risk to life in the event of a flood, and*
 - (e) will not adversely affect the environment or cause avoidable erosion, siltation, destruction of riparian vegetation or a reduction in the stability of river banks or watercourses.*
- (3) In deciding whether to grant development consent on land to which this clause applies, the consent authority must consider the following matters—*

- (a) the impact of the development on projected changes to flood behaviour as a result of climate change,*
- (b) the intended design and scale of buildings resulting from the development,*
- (c) whether the development incorporates measures to minimise the risk to life and ensure the safe evacuation of people in the event of a flood,*
- (d) the potential to modify, relocate or remove buildings resulting from development if the surrounding area is impacted by flooding or coastal erosion.*

Comment: The site and locality is subject to the Griffith CBD Overland Flow Flood Study. The site is not considered flood prone for the 1 in 100 year ARI flood event.

Part 7 Additional local provisions

Clause 7.1 – Earthworks

- (1) The objective of this clause is to ensure that earthworks for which development consent is required will not have a detrimental impact on environmental functions and processes, neighbouring uses, cultural or heritage items or features of the surrounding land.*
- (2) Development consent is required for earthworks unless—*
 - (a) the earthworks are exempt development under this Plan or another applicable environmental planning instrument, or*
 - (b) the earthworks are ancillary to development that is permitted without consent under this Plan or to development for which development consent has been given.*
- (3) In deciding whether to grant development consent for earthworks (or for development involving ancillary earthworks), the consent authority must consider the following matters—*
 - (a) the likely disruption of, or any detrimental effect on, drainage patterns and soil stability in the locality of the development,*
 - (b) the effect of the development on the likely future use or redevelopment of the land,*
 - (c) the quality of the fill or the soil to be excavated, or both,*
 - (d) the effect of the development on the existing and likely amenity of adjoining properties,*
 - (e) the source of any fill material and the destination of any excavated material,*
 - (f) the likelihood of disturbing relics,*
 - (g) the proximity to, and potential for adverse impacts on, any waterway, drinking water catchment or environmentally sensitive area,*
 - (h) any appropriate measures proposed to avoid, minimise or mitigate the impacts of the development.*

Comment: There are no earthworks which require consent, only works for installation of infrastructure.

Clause 7.3 – Terrestrial Biodiversity

- (1) The objective of this clause is to maintain terrestrial biodiversity by—*
 - (a) protecting native fauna and flora, and*
 - (b) protecting the ecological processes necessary for their continued existence, and*
 - (c) encouraging the conservation and recovery of native fauna and flora and their habitats.*
- (2) This clause applies to land identified as “Biodiversity” on the Terrestrial Biodiversity Map.*

Comment: The site is not identified as having significance as per the terrestrial biodiversity map. The large established gum trees on the road reserve are not identified as biodiversity significant.

Clause 7.10 – Essential Services

Development consent must not be granted to development unless the consent authority is satisfied that any of the following services that are essential for the development are available or that adequate arrangements have been made to make them available when required—

- (a) the supply of water,*
- (b) the supply of electricity,*
- (c) the disposal and management of sewage,*
- (d) stormwater drainage or on-site conservation,*
- (e) suitable vehicular access.*

Comment:

- a. the supply of water:* Potable water is available to the site presently and will not be affected by this proposal.
- b. the supply of electricity:* Electricity is available to the site and will not be altered by this proposal.
- c. the disposal and management of sewage:* No changes to existing arrangements and the development is sited clear of any mains.
- d. stormwater drainage or on-site conservation:* Onsite detention, pits and pipes will be designed to cater for the increase in hard surfaces onsite.
- e. suitable vehicular access:* A new accessway for combined entry and exit is proposed to Koorinal Avenue.

4.3 State Environmental Planning Policies (SEPP's)

State Environmental Planning Policy (Transport & Infrastructure) 2021

This proposed development is not considered to be listed in Schedule 3 of SEPP (Infrastructure) 2007. A referral of this application to Transport of NSW (TfNSW) is not considered to be required. The proposed development is not considered to warrant preparation of either a Traffic Impact Study or a Traffic Impact Statement.

4.5 Development Control Plans (DCP)

4.5.1 Griffith Residential Development Control Plan 2020

The *Griffith Residential Development Control Plan 2020* applies to this proposal. An assessment of the proposed development and the objectives, aims and design requirements of the GRDCP2020 follows.

2.2 Aims and Objectives

- a) To provide appropriate development control principles for the development of Griffith.*
- b) To encourage, facilitate and promote affordable housing in accordance with the Griffith Housing Strategy 2019.*
- c) Ensure high standards of residential development within Griffith.*
- d) Provide for a diversity of housing opportunities and residential lifestyle choices.*
- e) Encourage new residential development that is sympathetic to the existing streetscape and neighbourhood character of a particular locality.*

Future Character: Several employment generating uses are located in the precinct which would benefit from an increase in housing density. A higher FSR has been allocated to the Precinct to promote higher densities. Existing lots with single dwellings should be promoted to be used for higher density residential development and medical and associated uses. Adequate parking needs to be accommodated in medical services, while parking reductions are appropriate for residential uses. Seniors housing should also be promoted to be located in the Precinct to benefit.

Comment: The proposal complies with the future intentions of the precinct by providing parking to an existing medical service. The proposal has been assessed for compliance with Appendix 1 – Griffith Parking Code.

Subject	Control	Comment	Complies?
Table 1 Calculation of Required Parking	<i>3 spaces per surgery, consultation room or treatment room + 1 space per staff doctor + 1 space per staff member on duty at any one time.</i>	The premises is an established health service facility and the spaces proposed to be provided is the maximum to fit the site without significantly altering the appearance of the site from the street, and is suitable for the needs of the dental clinic operating from the premises.	N/a
2.1 Reduction of Required Parking	<i>A reduction of the required number of parking spaces may be permitted in order to comply with the desired design standards suggested in this DCP, to improve accessibility to parking spaces, and to enhance maneuverability of vehicles.</i>	The parking design is an initiative of the landowners to improve onsite parking for an existing dental clinic. The proposal has been designed to provide the maximum number of spaces on site which can be accommodated on site.	Yes
3.2 Minimum Standards for All Other Developments	<i>All vehicles can enter and leave the site in a forward direction.</i>	The design allows this.	Yes
	<i>Access to or from a site shall be located where it causes the least interference to vehicular and pedestrian traffic on a public road, to the discretion of the Council.</i>	The proposed access and exit point is deemed to be a safe and suitable location.	Yes
	<i>The number of access points from a site to any one street frontage shall be limited to 1 entrance and 1 exit (or 1 combined entrance/access).</i>	The proposal is for 1 combined entrance and exit.	Yes
	<i>Driveway exits need to be located and constructed so that there is adequate intersection sight distance to traffic on the frontage road and sight distance to pedestrians on the frontage road footpath.</i>	The proposal has considered this and complies with this requirement.	Yes

3.2.2 Parking Area Design, Dimensions and Driveway/Aisle Widths	<i>A) The parking areas of all developments must adhere to the requirements of Australian Standard 2890 (as amended) (AS 2890). All parking spaces must have minimum dimensions of 2.6 m x 5.5 m; All parking areas with 90 degree parking must have minimum aisle width of 6.2 m.</i>	The parking area has been designed to comply with the requirements of Australian Standard 2890 and 2890.6. All spaces are 2.6m x 5.5m, with an aisle width is 7.5m.	Yes
3.2.3 Vehicle Stacking (Tandem Parking)	<i>The provision of tandem parking, that is parking of a vehicle directly behind another vehicle.</i>	Tandem parking is not proposed.	N/a
3.2.4 Maneuverability	<i>The minimum turning path for vehicles shall be that adopted by the AS2890.</i>	The turning path has been designed to accommodate this.	Yes
	<i>For all commercial, retail and industrial developments less than 500m² a turning circle will be required to accommodate a Small Rigid Truck for access to the loading bay/service area or largest vehicle expected to access the site.</i>	As discussed prior in this SEE, the car park has been designed to cater for standard passenger vehicles for the parking of patients of the dental clinic. Due to the nature of the proposal, small rigid trucks are not required to access the site.	Yes
3.2.5 Parking For People with Disabilities	<i>All parking for people with disabilities must be provided according to NCC and Australian Standards 2890.6:2009.</i>	One accessible space with a clearance zone has been proposed.	Yes
3.2.6 Loading Bays and Service Areas	<i>All service vehicles should be able to enter and leave the site in a forward direction and therefore, adequate manoeuvring space is required on-site.</i>	The design has provided adequate maneuvering space to enable vehicles to enter and leave the site in a forward direction.	Yes
3.2.7	<i>Bus and coach parking may be required by the</i>	Not required for this type of landuse.	N/a

Bus And Coach Parking	<i>Council.</i>		
3.2.8 Bicycle And Motorcycle Parking	<i>Parking must be provided for bicycles and motorcycles for all new developments of a non-residential nature with in excess of 10 parking spaces on the site.</i>	Not required for this type of landuse	N/a
4.1 Gradients	<i>All car parking spaces shall have a maximum longitudinal gradient of 10% and a maximum cross-fall of 5%.</i>	Complies.	Yes
4.2 Materials And Standards for Construction	<i>All areas used for standing and manoeuvring of vehicles shall be designed according to Council's Engineering Guidelines Subdivision & Development Standards, December 2008.</i>	Noted.	Yes
4.3 Landscaping And Vegetation	<i>At least 10% of parking lots are required to be landscaped, and where possible be screened from roads and public areas by landscaping, to Council's satisfaction.</i>	Significant landscaping exists at the site and will be retained where possible.	Yes
4.4 Lighting And Signage	<i>All parking areas for developments comprising night time operation or occupation shall be illuminated.</i>	Noted.	Yes

Impact Assessment

This section provides an assessment of the potential impact arising from the proposal. The impact assessment is based on the matters for consideration listed in Section 4.15 of the EP&A Act.

Compatibility

The proposed development of a ancillary car park to an existing health services facility is considered to be compatible within the locality.

Access & Traffic

The proposed construction of a compliant ancillary car park to an existing health services facility is considered to improve parking and traffic conditions at the site and surrounding locality. It will improve safety and accessibility for those parking at the site.

Cultural heritage

An AHIMS search has been conducted and no Aboriginal heritage items are located at or within a 50-metre radius of the site. However, should any artefacts be found during construction, works will cease and the correct protocols followed to notify the DPE and the Local Aboriginal Land Council.

Environmentally sensitive land

After a review of the maps associated with the Griffith Local Environmental Plan 2014, the subject site is not identified on the groundwater vulnerability, riparian lands, watercourses, wetlands or terrestrial biodiversity maps.

Suitability of the Site

The subject site is considered suitable for this development for the following reasons:

- The proposal is not contradictory to the planning framework, including the EP&A Act 1979, and the relevant state environmental planning policies.
- The development has demonstrated the ability to achieve compliance with majority of Council planning policies and strategies.
- This proposal is considered to achieve majority of the aims, objectives and the purpose of the *Griffith Residential Development Control Plan 2020*.
- The site is suitably zoned and the proposal encourages the zone objectives of R1 zone.
- The site is not constrained by any hazards such as bushfire, heritage, flooding or biodiversity significance.
- The proposal is unlikely to have an unreasonable impact on the environment.

Conclusion

This development application seeks consent under Part 4 of the EP&A Act and has been assessed against the provisions of Section 4.15 of the same Act. As demonstrated by the detailed assessed of the proposed development in this SEE, the proposal satisfies the intent and requirements of the relevant legislation including the EP&A Act, SEPPs, GLEP2014, DCPs and Council's Policies. The proposal is compatible with the locality and existing established land uses.

Griffith City Council
1 Benerembah St
GRIFFITH NSW 2680

31 May 2026

Attention: Development Assessment Team

Objection to Development Application: DA 88/2026
Property Address: 12 Koorungal Ave Griffith NSW 2680

Dear Sir/Madam,

I am writing as the owner of 10A Koorungal Ave Griffith NSW, which directly adjoins the proposed development site. I received your notification letter regarding DA:88/2026 and wish to formally lodge my objection to the proposal in its current form.

My objections relate specifically to the design and placement of the proposed car park, based on the following grounds:

1. After-Hours Public Use and Traffic Generation.

The proposed car park introduces high-frequency vehicle movements directly adjacent to my boundary. I am deeply concerned that this area will become a magnet for after-hours public parking. Late-night use will generate unacceptable levels of noise, tyre friction, slamming doors, and headlamp glare. This also poses the risk of late-night gatherings in the carpark of unknown individuals. These factors will severely disrupt the peace, comfort, and sleep quality of my tenant during sensitive night hours.

2. Loss of Privacy and Amenity

The proximity of the parking spaces to my boundary line directly compromises the privacy of my tenant's home and outdoor living areas. Drivers and passengers using the car park will have a direct line of sight into their private property. The constant presence of stationary and idling vehicles will destroy the quiet enjoyment of their domestic space.

3. Use of my Existing Driveway

The proposed car park introduces possible use of my driveway by people not living in either residence, this instance has already occurred on multiple occasions. Please see the attached photo. Usage of this driveway by any persons besides those living at 10A or 10B Koorungal Ave Griffith could cause wear and tear and accidental damage to not only the driveway but to our properties. Drivers may also restrict my tenants access to and from their lodgings during business and after hours.

Requested Conditions of Consent

If Council is minded to approve this development, I request that the following strict conditions are imposed to mitigate these impacts:

- Operating Hours: Install physical barriers or gates to lock the car park outside of standard business hours.
- Acoustic and Visual Screening: Require the developer to install a high (1.8m) solid acoustic boundary fence.
- Mature Landscaping: Mandate a deep planting buffer zone with mature evergreen trees to block lines of sight and filter light spill.
- Lighting Constraints: Ensure all car park lighting is baffled, directed downwards, and compliant with AS/NZS 4282 (Control of the obtrusive effects of outdoor lighting).

Thank you for considering my submission. I request to be notified in writing of any updates, amended plans, or when this matter is scheduled for a Council assessment meeting.

Yours faithfully,

Marco Guglielmino
Property Owner





Griffith City Council
PO Box 485
GRIFFITH NSW 2680

Dear Sir/Madam

Griffith City Council
02 JUN 2026
RECEIVED BY
INFORMATION MANAGEMENT



Development Application No 88/2026 (1) proposed development on Lot 9 DP 815420 12 Koorungal Avenue GRIFFITH – Applicant – Mr PG Andreatta

ORIGINAL DESIGN

I am the current owner of 10B Koorungal Avenue Griffith NSW (Part of SP42970) and wish to advise that I **strongly object** to the initial design of the above proposed development as shown at point 2.3 (figure 4) and I have **not** given my written consent for the following reasons:

1. The proposal includes widening the existing shared driveway by extending it over my boundary encroaching on my property by 1.5M. This would also mean removal of my existing established privacy hedge.
2. My house wall is directly exposed to the driveway which was acceptable as the shared driveway was to be used for the adjoining property for private use. Now that it is for a commercial car park there will be increased vehicle use and I may need to extend my boundary fence for privacy and protection, from my existing brick fence to the front of my property. The proposed widening which is on my property will prevent me from doing this.
3. Widening the existing driveway allows vehicles to drive over the existing storm water pit which it was not designed for as it is on my property.
4. The plan shows a Skip Bin which will need collection by a heavy vehicle driving over the existing shared driveway and extra traffic causing additional wear and tear that it was not originally built for.
5. The car parked in spot 1 on the plan needs to reverse towards my brick boundary fence a distance of 6.6m which someone will ultimately run into.
6. The entire proposed development directly interfere's with my property, privacy and safety. It is a short cut method using an existing shared private driveway. It should be designed with its own commercial entry and exit driveways having no effect on the existing private residence's.
7. The extension of the Koorungal Avenue centre island to 5m from the left side of our shared driveway will prevent me from making a right hand turn onto my driveway. This is dangerous, very inconvenient and not acceptable.

REVISED DESIGN

This plan will be mostly acceptable as it eliminates most of the points listed above and as long as:

1. The shortened extension of the centre island remains at 5M from the left side of their new entry/exit driveway (point 3.1 figure 5) which will allow me to make right turns onto my driveway.

2. The privacy aspect due to the continuous daily traffic to and from the car park remains and needs to be addressed.
3. For written consent I will require the developer to install at **their own cost** a 1.8m high colourbond fence along the right hand side of our shared driveway and to show this on the plan as part of the design.

Julie Battocchio



31/5/2026



The General Manager
Griffith City Council
1 Benerembah St
GRIFFITH NSW 2680

21 June 2026

Dear Sir/Madam,

Response for MiaPlan dated 19 June 2026 - Development Application: DA 88/2026
Property Address: 12 Koorringal Ave Griffith NSW 2680

Thank you for your response to our objection regarding the above Development Application.

However, our concerns remain.

- Although the building has historically been used as a health service, the land behind the premises has not. It was previously (for many decades) **fenced and a mature garden** was in place. The change to bare land has occurred only within the last year, following the removal of the screening.
- The long-established right of carriageway was created for the private use of the residents of 10A, 10B and 12 Koorringal Avenue. It was **not intended for use by business customers or members of the public**.
- If a sealed car park is established, it will create high-frequency vehicle movements, making the area accessible to all types of vehicles and will encourage customers and other drivers to use the carriageway for a more convenient entry and exit point, due to the extension of the median strip.
- We also remain concerned that the loss of privacy and amenity would be more than momentary. A sealed car park will encourage loitering and after-hours parking, by persons associated with the nearby hostel accommodation, which would adversely affect our tenant. An example of this is Griffith Regional Aquatic Leisure Centre carpark.

The requested conditions for physical barriers, acoustic and visual screening, and mature landscaping are indeed reasonable. These measures would help protect our tenant's safety, preserve privacy and amenity, and reduce the risk of damage to our property, especially the driveway associated with the private carriageway and vehicles reversing over the carpark boundary onto our driveway.

In light of the above, we respectfully request that Council reconsider the proposed car park and, should the application proceed, impose appropriate conditions as suggested above to protect our tenant and private property interests.

If there are any queries, please contact me on [REDACTED]

Yours faithfully,

Marco Guglielmino

Property Owner [REDACTED]



The General Manager
Griffith City Council
1 Benerambah Street
GRIFFITH NSW 2680

13 June 2026

Dear Sir/Madam

**Development Application No. 88/2026 proposed carpark development on Lot 9 DP 815420,
No. 12 Koorungal Avenue GRIFFITH**

Please see following a response to the submissions raised objecting to the formalised car parking area at 12 Koorungal Avenue, prepared on behalf of the landowners Mr Phill & Mrs Mary Andreatta. We thank Griffith City Council staff for allowing us to opportunity to provide further clarity in regards to this proposal and to address the concerns which have been raised. In this response we wish to clarify that this proposal is for five formalised parking spaces on private property via a new combined vehicle entry/exit, for this existing health service facility which has operated for many decades from the site. The purpose of this Development Application is to address previous inadequate and inappropriate parking at the site and over the road reserve, of which Council has in the past issued parking infringement notices to clients and tradespeople accessing the dental clinic. The landowners should be supported in this initiative to provide improved parking at the property, which ultimately will benefit the overall locality. It is noted that a long-established right of carriageway which benefits both properties at 10a, 10b & 12 Koorungal Avenue exists (attached). A summary of the concerns, and our response is provided below.

Overview of concerns, submission 1:

1. After hours public use and traffic generation

Smile On Griffith Dentist hours of operation are 9am – 5pm Monday to Friday. Use outside of these hours by persons other than staff or patients of the clinic would be unlikely; it would also be trespassing on private property which would be a matter for police. The use of the carpark would not introduce “high frequency vehicle movements”; it would remain the same as present. The proposed new accessway would remove the need for patients to utilise the existing shared driveway, of which has an existing and long-established right of carriageway benefitting both properties at 10a, 10b & 12

1

Koorungal Avenue. We note that the image of the parked white vehicle provided in the objection is owned by a staff member of the dental clinic (visiting regional manager).

2. Loss of privacy & amenity

It is unlikely that patients who drive to the dental clinic and park in the car parking area would be in that vicinity for more than a few moments while moving between their vehicle and the clinic entrance on Palla Avenue.

Overview of concerns, submission 2:

Submission 2, has obviously not reviewed the proposed plan, and have referred to the initial, superseded design. Due to a lack of cooperation from the new landowners of 10a & 10b Koorungal Avenue in regards to the use of the shared driveway, the initial design was redesigned to avoid using the exiting shared driveway, as clearly outlined the Statement of Environmental Effects, and to maintain a harmonious relationship with adjoining landowners. All matters raised in this submission are invalid as they are referring to the previous design.

Requested conditions of consent:

- **Physical barriers:** We consider this request unnecessary and unreasonable.
- **Acoustic and visual screening:** We consider this request unnecessary and unreasonable.
- **Mature landscaping:** This request is impossible given sight constraints and existing sealed areas, and is unreasonable.
- **Lighting constraints:** This is reasonable; any lighting installed will not be directed towards neighbouring properties.
- **The centre island length:** This was indicated on the plans as it was specified as a requirement by Council.

We trust that this information is useful and clarifies the concerns regarding this proposal. If you have any enquiries, please contact me on [REDACTED]

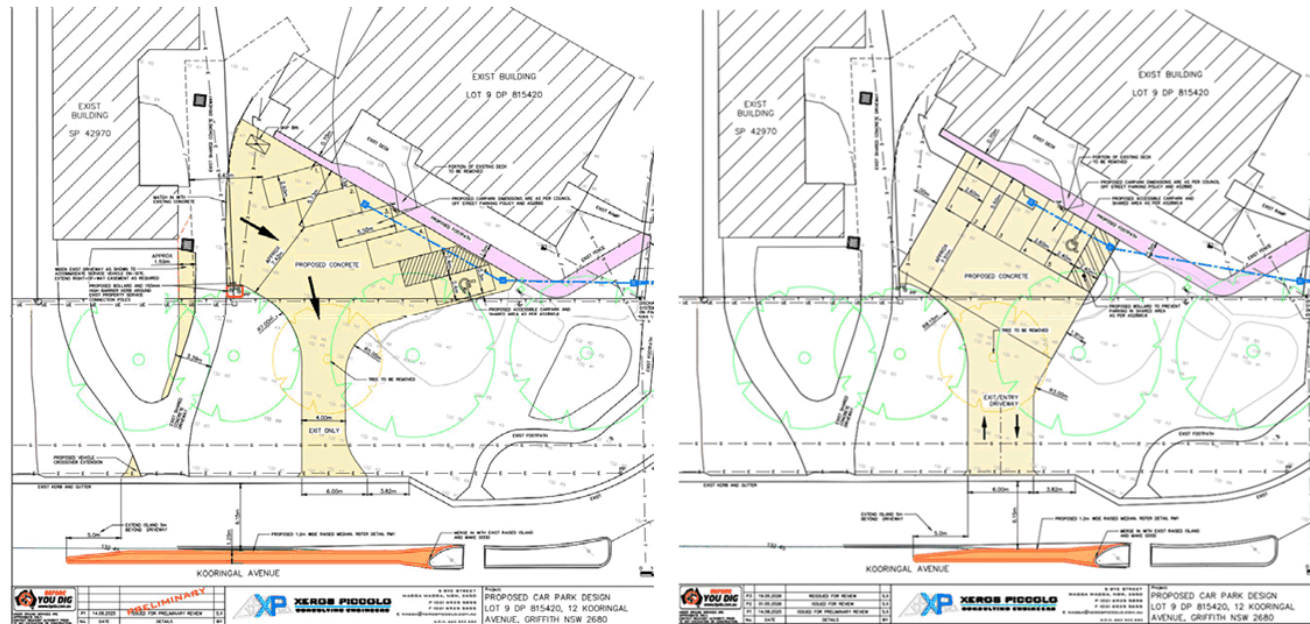
Kind Regards,

[REDACTED]

Linden Favero
MiaPlan

Attached:

- *Side by side comparison of the first and second (proposed) design.*
- *Right of Carriage way*



The initial design is to the left, which was shown to the adjoining landowners regarding the proposal and use of the shared access. This design has been superseded by the design to the right. This is the revised design which is seeking consent in this development application. The existing shared driveway is no longer is to be utilised for the carpark; a new combined entry/exit is proposed as shown.

[illegible]

This negative is a photograph made as a permanent record of a document in the custody of the Registrar General this day. 8th January 1993

'CHECKLIST' SURVEYOR'S REFERENCE: R.P. 6123 Plan Drawing only to appear in this space

FORM 2 WARNING: CREASING OR FOLDING WILL LEAD TO REJECTION Sheet No. 2 of 2 Sheets

STRATA PLAN 42970

SCHEDULE OF UNIT ENTITLEMENT

LOT	UNIT ENTITLEMENT
1	10
2	10
TOTAL	20

NOTE:
 THE STRATUM OF EACH LOT (INCLUDING ITS COURTYARD WHERE NOT COVERED BY AN ADJOINING UNIT) IS LIMITED IN HEIGHT TO 5 METRES ABOVE AND 2 METRES BELOW THE UPPER SURFACE OF FLOOR OF THE RESPECTIVE UNIT AND INCLUDES ALL BRICKWORK WITHIN SUCH STRATUM AND INCLUDES ALL OVERHANGING ROOFING BUT DOES NOT INCLUDE THE COMMON BRICK WALL BETWEEN THE UNITS.

L INDICATES RIGHT ANGLE OR 90°
 * INDICATES PROLONGATION OF OUTER FACE OF BRICK WALL
 ⊙ DENOTES GARDEN AREA
 ϕ MEASUREMENT TO CENTRE OF BRICK WALL

Reduction Ratio 1: 150 Lengths are in metres

SURVEYOR'S REFERENCE R.P. 6123

This
 reco
 Regi:

10 20 30 40 50 60 70 80 90 100 110 120 130 140



Development Assessment Report

(For development other than single dwellings or dual occupancy)

PART A: GENERAL ADMINISTRATION

DA No:	88/2026(1)
Property Information:	Lot 9 DP 815420 12 Koorungal Avenue GRIFFITH
Proposed Development:	It is proposed to construct a new vehicle access and hard stand car parking area for ancillary use by an existing dental clinic
Type of Development:	Local
Lodgement Date:	13 May 2026

Statutory Timeframe:	40 days days
Value of Development:	\$82,500.00
Applicant's Details:	Mr P G Andreatta PO Box 447 GRIFFITH NSW 2680
Land Owner's Details:	Mr P & Mrs M Andreatta PO Box 447 GRIFFITH NSW 2680
Report Author/s:	Kerry Rourke – Contract Planner

PART B: EXECUTIVE SUMMARY

- An application has been made to Council to construct a concrete carpark within 12 Koorungal Avenue Griffith, with a driveway crossing onto that road reserve, and a concrete extension to the centre median on Koorungal Ave to restriction right turn movements into the site from Koorungal – the resulting vehicular movements being left in and left out movements only. See Attachment B for submitted application documentation.
- The application was notified to directly to adjoining and adjacent landowners and via Council's media (Council Catch Up & Facebook page) from 22nd May through to 5th June 2026 inclusive.
- Two (2) submissions were originally received and when revised plans were received and the submitters were provided with an opportunity to provide a revised submission or withdraw their submission if their concerns had been addressed. One (1) additional submission was received from an original submitter (see Attachment C for submissions). The applicant provided a response to the submissions received on 13 June 2026 (see Attachment D for response to submissions).
- The principle issues raised in the submissions relate to removal of vegetation, use of the car park out of business hours by persons not associated with the dental practice, lack of boundary fencing and thus visual and acoustic privacy issues.
- Assessment of the application has been undertaken and the recommendation to Council is for approval – see Attachment A for draft conditions of consent.

PART C: PROPOSAL

The development application has been made for a driveway into the site for a car park from Koorungal Avenue, providing five (5) on-site parking spaces, including an accessible space. The car park is designed with a small manoeuvring area projection into the road reserve outside of the property boundary, as illustrated on the application plan provided above.

The driveway allows simultaneous ingress and egress movements and sufficient manoeuvring is provided to allow all vehicles to exit in a forward direction.

As part of the proposal, the concrete centre median barrier in Koorringal Avenue approaching the intersection of Palla Street is to be extended to prohibit right turn movements from Koorringal Ave into the site and similarly right turn movements for exiting traffic. All vehicles will be required to turn into the site or exit the site with a left turn movement only.

Two large gum trees within the road reserve are proposed to be removed to facilitate the construction works under this application.

Further, the application includes a request that:

an exemption to a requirement for a lease agreement from Griffith City Council for the portion of the manoeuvring area which encroaches the road reserve is waived. This is due to the private investment to improve the parking situation at the site, and the encroaching area to be a small part of the manoeuvring area and not the parking spaces.

PART D: SITE DESCRIPTION AND LOCALITY

The subject property is located on the corner of Palla Street and Koorringal Street and is Lot 9 DP 815420 – 12 Koorringal Avenue, with an area of 1,459m². The property has been used as a dental practice since approximately July 2009.

The original dwelling was constructed around 1955 and it also incorporated a medical practice / professional consulting room, which continued on the land until October 2008. The surgery was then occupied as a dental clinic since approximately August 2009 under the existing professional consulting room consent. The land at that time was Lot 1 Section 124 Town of Griffith (DP 758476 in the Parish of Jondaryan).

The subject site both benefits from and is burdened by a right of carriageway which was imposed on the lot and adjoining property under SA36/90 (formerly Lot 10 DP 815420 registered in 1991).

The adjoining property which benefits from the abovementioned right of carriageway contains two units, constructed under DA 1/92 after the abovementioned subdivision registration and was subsequently registered as a strata plan under SP 42970 (December 1992).



Figure 1 - Site Location - 2026 Metromap Image

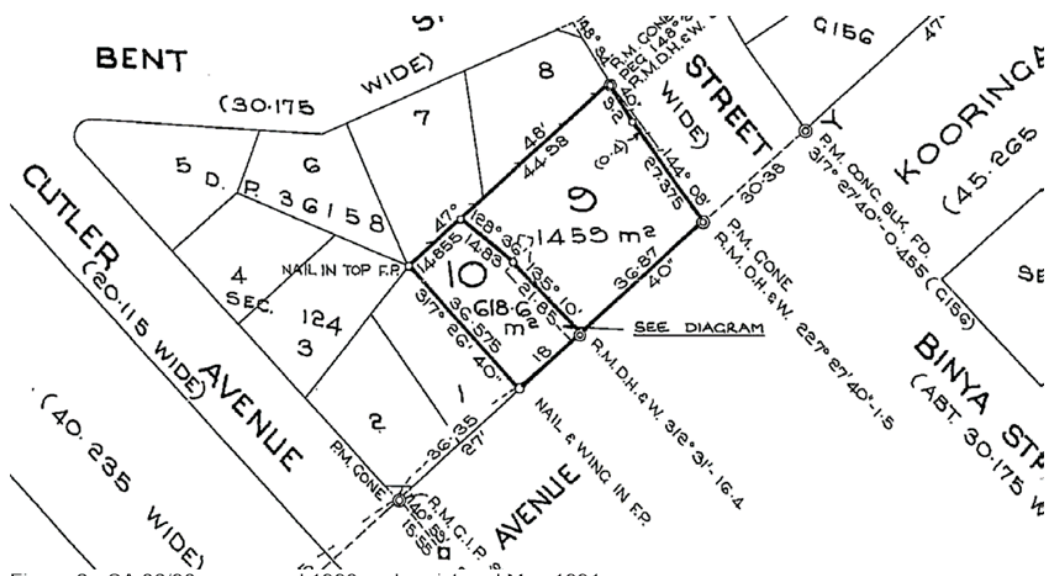


Figure 2 - SA 36/90 - approved 1990 and registered May 1991

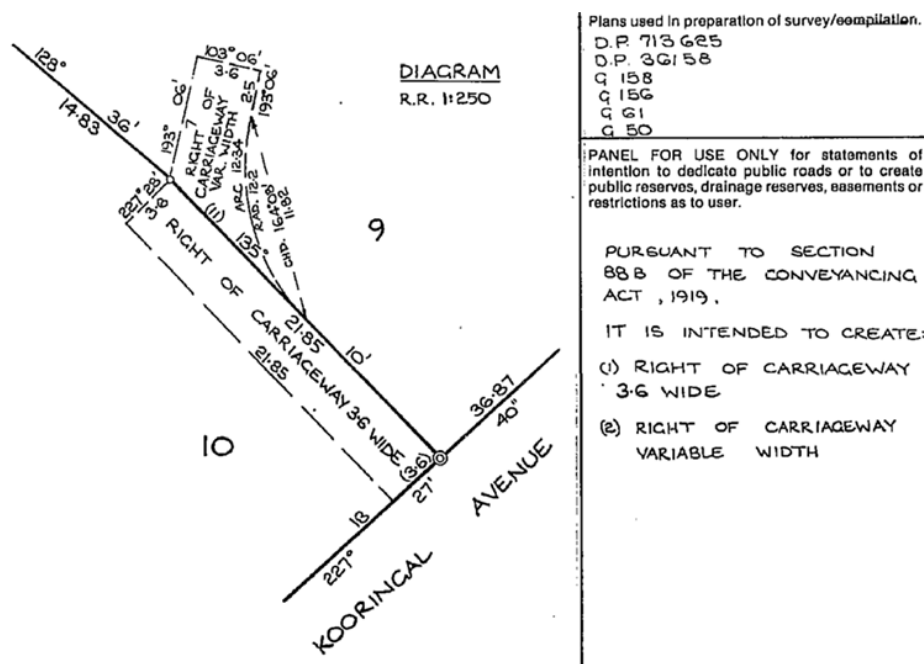


Figure 3 - Right of Carriageway extract from registration of DP 815420

1. Identity of Easement first referred to in the abovementioned plan.	Right of Carriageway 3.6 wide.
SCHEDULE OF LOTS AFFECTED	
<u>Lots Burdened</u> (Servient Tenement)	<u>Lots Benefited</u> (Dominant Tenement)
10	9
2. Identity of Easement secondly referred to in the abovementioned plan.	Right of Carriageway variable width.
SCHEDULE OF LOTS AFFECTED	
<u>Lots Burdened</u> (Servient Tenement)	<u>Lots Benefited</u> (Dominant Tenement)
9	10

Figure 4 - Extract of Section 88B easement under DP 815420

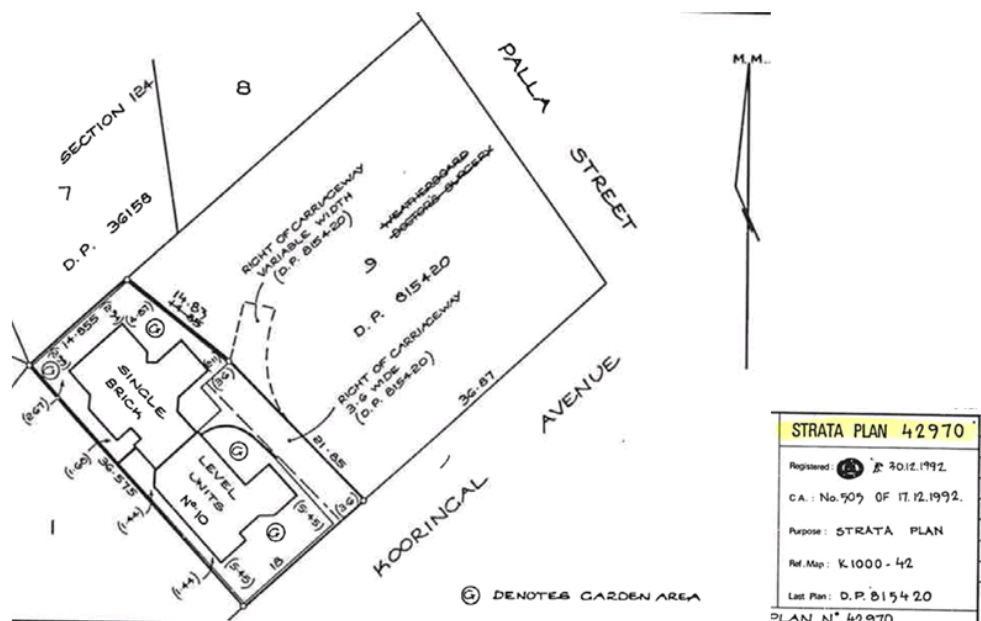


Figure 5 - Strata Subdivision Registration December 1992 after construction of the dual occupancy on 10 Koorringal Ave

PART E: BACKGROUND INFORMATION AND HISTORY OF THE SITE

Pre-Lodgement

Prior to the application being lodged with Griffith City Council, the proponent for the development had pre-lodgement discussions with Council Officers. Email correspondence was received from Mia Plan in relation to the driveway design in August & October 2025 where Council officers provided the following information:

I have had brief look at the location of a carpark and can provide the following:

- A design showing the proposed layout is required to be submitted for assessment
- There is an existing access to the western side of 12 Koorringal via a right of carriageway burdening 10 Koorringal.
- The accessway from Koorringal would have to be widened to accommodate two-way simultaneous movement of the largest vehicle proposed to access the site. The accessway between the road and property boundary is to be perpendicular to Koorringal Avenue
- The carparking spaces would have to comply with relevant standards with regards to width/lengths etc
- Vehicles would only be allowed to enter and leave in a forward direction
- Turning diagrams showing vehicle access and manoeuvring through the carpark will be required
- A centre media on Koorringal Avenue extending west from the existing centre median across the frontage of 10 and 12 Koorringal would be required. This is to restrict the use of the proposed carpark to left turn in/left turn out.
- The No Stopping zone on Koorringal would need to be extended on the development side from the roundabout to the accessway of 8 Koorringal
- Concurrence from the owner of the impacted properties would need to be achieved

And FYI, we conducted traffic counts on Koorringal Avenue at this very location in October 2021 with an average daily count of approximately 4792 vehicles per day using that road.

Development Assessment Panel

The matter was considered at the Development Assessment Panel meeting on 14 May 2026 and the following matters were raised during the preliminary assessment of the application which are potential issues or where further information from the applicant is required:

- Issue

License for use of road reserve for manoeuvring

- Additional Information

Clearly identify and label all trees proposed to be removed on the submitted site plan, including their locations.

The additional information letter was provided to the applicant via the NSW Planning Portal on 28 May 2026 and amended plans subsequently received that day, illustrating two trees to be removed in the road reserve.

Development History of Site

The development history of the subject site has been established following research of Council's electronic data management system and research of Council's physical archives. Based on the information available the following can be established:

BA 78/55 – Dwelling and professional rooms – 24 June 1955
BA30/65 – Additional surgery – 13 March 1965
BA 68/66 – Consulting rooms – (Nothing in the file)
BA 96/72 – Alterations (file room at Drs Surgery) – 20 June 1972
BA 182/74 – Additions to existing carport – 20 August 1974
BA 181/83 – Extensions (ensuite, walk in wardrobe)
SA 36/90 – Two lot subdivision – Approved 9 October 1990 creating Lots 9 & 10 DP 815420
B67/1999 – Inground swimming pool – Approved 6 October 1999
B115/1999 – Construction gauzed room and bathroom – Approved 17 August 2001
DA253/2009 – new advertising sign – Approved – 9 October 2009
CDC 542/2024 – removal of the swimming pool – approved 12 June 2024.

10 Koorringal Ave

BA101/92 – Dual Occ – 29 Feb 1992
DA1/92 – Dual Occ – 3 Feb 1992
SA 26/92 – Strata Subdivision of Lot 10 DP 815420 – 14 December 1997

The site has been used as a dental surgery for many years, file correspondence indicates that it has been used as such since approximately mid-2009.

The DA approved for the subdivision – SA36/90 included condition for the construction of a car park for three (3) spaces at the rear of the site, utilising the proposed right of carriage to access those parking spaces at the rear of the site. There is no available information however as to

whether those spaces were constructed, though there is a notation on the development consent that the condition was deleted.

PART F: STATUTORY REFERRALS

The following statutory referrals were considered as part of the assessment of the application:

AGENCY	LEGISLATION	APPLIES
DPI	Fisheries Management Act 1994	No
	Mines Subsidence Compensation Act 1961	
	Mining Act 1992	
	Petroleum (Onshore) Act 1991	
EE&S	National Parks, & Wildlife Act 1974	No
	Protection of the Environment Operations Act 1997	
	Water Management Act 2000	
NSW Heritage	Heritage Act 1977	No
Transport for NSW	Roads Act 1993	No
RFS	SEPP Infrastructure – Division 17 Roads and Traffic	
	Rural Fires Act 1997	No
Transport NSW	SEPP Infrastructure – Division 15 Railways	No

Submissions received in response to the abovementioned referrals are addressed in Part G: Matters for Consideration, s4.15(1)(d) – any Submissions Made in Accordance with the Act or Regulation.

PART G: SECTION 4.15 EVALUATION

In determining a development application, a consent authority is to take into consideration Section 4.15 of the Environmental Planning and Assessment Act 1979. The following matters are of relevance to the development the subject of the development application.

SECTION 4.15(1)(a)(i) any environmental planning instrument.

Griffith Local Environmental Plan 2014

(a) Permissibility

The proposed development is for It is proposed to construct a new vehicle access and hard stand car parking area for ancillary use by an existing dental clinic. Technically, car parks as defined in the Griffith Local Environmental Plan, 2014 are prohibited development in the R1 General residential zone. Under the LEP, car parking is defined as:

car park means a building or place primarily used for the purpose of parking motor vehicles, including any manoeuvring space and access thereto, whether operated for gain or not.

In this particular instance, the car park proposed in this application is ancillary to the existing development on the land and is not a sole land use. The NSW Department of Planning, Industry Environment releases planning circulars and while no longer current, How to characterise Development PS 21-008 provided that:

An ancillary use is a use that is subordinate or subservient to the dominant purpose. The concept is important when a development involves multiple components on the same land. To put it simply:

- if a component serves the dominant purpose, it is ancillary to that dominant purpose;*

- if a component serves its own purpose, it is not a component of the dominant purpose but an independent use on the same land. It is a dominant use in its own right and not an ancillary use. In*

such circumstances, the development could be described as a mixed use development. Each principal use in a mixed use development must be permitted with consent on the land.

The subject land is zoned R1 General Residential and under Part 2 Land Use Table of Griffith Local Environmental Plan 2014 a *health consulting room* is development that can only be permitted with the consent of Council. On this basis the proposed development is considered permissible.

The car spaces are as provided above, are ancillary and subservient to the dominant land uses on this site.

(b) Aims and Objectives

The proposed development has been considered with regard to the aims of Griffith Local Environmental Plan 2014 as set down in Part 1, clause 1.2(2) which states:

- (a) to prevent unnecessary urban sprawl by promoting business, industrial, rural and residential uses within and adjacent to existing precincts related to those uses,*
- (b) to minimise land use conflict in general by creating areas of transition between different and potentially conflicting land uses,*
- (c) to provide a variety of development options to meet the needs of the community with regard to housing, employment and services,*
- (d) to manage and protect areas of environmental significance,*
- (e) to recognise the historical development of the area and to preserve heritage items associated with it.*

The objectives for Zone R1 General Residential set down in the Land Use Table are as follows:

- *To provide for the housing needs of the community.*
- *To provide for a variety of housing types and densities.*
- *To enable other land uses that provide facilities or services to meet the day to day needs of residents.*
- *To facilitate development of social and community infrastructure to meet the needs of future residents.*
- *To allow people to carry out a reasonable range of activities from their homes, if such activities do not adversely affect the living environment of neighbours.*

The proposal is not inconsistent with the objectives of the zone.

(c) Principal Development Standards & other LEP Provisions

Clause	Clause Requirement & Assessment Comment
5.10 Heritage Conservation	<i>Not Applicable</i> Assessment Comment: The site is not mapped under the Griffith LEP as being an item of environmental heritage.
5.21 Flood Planning	<i>Not Applicable</i> Assessment Comment: The site is not mapped as containing flood prone land under Council's flood study.
7.1 Earthworks	<i>Applicable</i>

Clause	Clause Requirement & Assessment Comment
	Assessment Comment: earthworks are ancillary to the proposed development.
7.10 Essential Services	<i>Applicable</i> Assessment Comment: Stormwater will need to be connected to Council's street drainage system.

State Environmental Planning Policies

The following is a list of State Environmental Planning Policies that apply to the Griffith City Council area. The table also identifies the applicability of the policy with respect to the subject development proposal. Where a policy has been identified as being applicable, further assessment is provided:

SEPP TITLE	APPLIES	Comment / Assessment
Exempt and Complying Codes 2008	No	
Biodiversity and Conservation 2021	No	While 2 trees are being removed they are not locally endemic species and do not contain specific habitat for threatened species which may be found within 5km of the development site.
Housing 2021	No	
Industry and Employment 2021	No	
Planning Systems 2021	No	
Primary Production	No	
Resilience and Hazards 2021	No	The proposal does not constitute a sensitive land use on known or likely contaminated land. The property has been used for many years for the dental surgery and it is within a developed urban area.
Resources and Energy 2021	No	
Transport and Infrastructure 2021	No	
Building Sustainability 2022 (i.e. BASIX)	No	

SECTION 4.15(1)(a)(ii) any draft environmental planning instrument.

There are no draft EPI's which apply to the proposal.

SECTION 4.15(1)(a)(iii) any development control plan.

The following is a list of development control plans that apply to the Griffith City Council area. The table also identifies the applicability of the policy with respect to the subject development proposal. Where a policy has been identified as being applicable, further assessment is provided.

DCP No.	DCP TITLE	APPLIES
DCP No. 1	Non-Urban Development	No
DCP No. 3	Industrial Development	No
DCP No. 11	Urban Subdivision	No
DCP No. 19	Mixed Development	No

DCP No.	DCP TITLE	APPLIES
DCP No. 20	Off Street Parking Policy	No
DCP 2020	Residential Development Control Plan	Yes

In this instance, it is considered that the Residential Development Control Plan, as the later document and expressly applicable to development in residential zones, is the relevant document for the assessment of car parking.

The schedule in the DCP provides the following ratio for health consulting rooms:

3 spaces per surgery, consultation room or treatment room + 1 space per staff doctor + 1 space per staff member on duty at any one time.

The applicant has provided that this provisions is not required to be complied with for this proposal given the age of the underlying consent for the health consulting rooms. Thus they've proposed that the assessment be essentially merit based and the five (5) spaces proposed assists in the development providing some parking on site to alleviate parking issues around the site.

SECTION 4.15(1)(a)(iiia) any planning agreement.

There are no planning agreements relative to this property

SECTION 4.15(1)(a) (iv) the regulations.

Section 4.15(1)(a)(iv) requires Council to take into consideration the provisions of clauses 61-64 of the Environmental Planning and Assessment Regulation 2021.

Clause 61(1)(b) of the Environmental Planning & Assessment Regulation 2021 requires the consent authority to consider the provisions of Australian Standard AS 2601-1991: The demolition of Structures. Where demolition is proposed, it is recommended that a condition of consent be imposed which sets out the requirements for demolition to be carried out in accordance with a construction/demolition management plan and this will be required to be submitted prior to the issue of a Construction Certificate.

Clauses 62 and 64 of the Environmental Planning and Assessment Regulation 2021 require that Council take into consideration to fire safety provisions. Where applicable, it is recommended that a condition of consent be imposed that requires the installation of a smoke alarm, if one is not already present, in the building as without a smoke alarm the measures in the building are considered inadequate to protect persons using the building or to facilitate their egress from the building in the event of fire.

SECTION 4.15(1)(b) the likely impacts of the development.

In taking into consideration section 4.15(1)(b) of the Environmental Planning and Assessment Act 1979 Council must evaluate the likely impacts of the development on both the natural and built environments, and the social and economic impacts in the locality.

a) Impact on Built Environment

In terms of assessing and evaluating the impact on the built environment, the following matters have been taken into consideration:

- This new driveway will have little impact on the built environment and it is contained the constraints of the subject land boundaries, with a small portion of the manoeuvring area to be within the road reserve, adjacent to the driveway.

b) Impact on Natural Environment

In terms of assessing and evaluating the impact on the natural environment, the following matters have been taken into consideration:

- Two trees in the road reserve are to be removed and these are planted non-endemic Eucalypt specimens that are very large. Council's Parks and Gardens Manager has indicated they can be removed and that it will be difficult to replace them due to the overhead lines in the area.



c) Social Impact in the Locality

In addressing the potential social impacts that the development may have, the locality has been identified as follows:

- Submissions have been received from raising concern with the driveway onto Koorringal Street, particularly in relation to the right of carriageway which benefits the lot, i.e. 12 Koorringal. The right of carriageway was created when the lot was subdivided with the original purpose of providing parking to the rear of the lots for patients, however, it appears the parking area was deleted from the application at a later date, despite the registration of the right of carriageway.
- That right of carriageway is not impacted by this application and still allows residents of the subject property to park at the rear of the site.

d) Economic Impact in the Locality

In addressing the potential social impacts that the development may have, the locality has been identified as follows:

- There are no unreasonable economic impacts arising from this proposal for the construction of a parking area associated with the dental clinic.

e) Cumulative Effects

The likely impacts on the built and natural environments, and the social and economic impacts of the development in the locality, cannot be looked at in isolation and in this regard the cumulative effects have also been considered.

SECTION 4.15(1)(c) the suitability of the site.

The subject site is zoned R1 General Residential and the permissibility of the development under Griffith Local Environmental Plan 2014 provides a broad indication that the site is suitable for the proposed development.

Based on the assessment under this and other sections within this report it is considered that the site is suitable for the proposed development.

SECTION 4.15 (1) (d) any submissions made in accordance with the Act or the Regulation

The provisions of the Environmental Planning and Assessment Act 1979 the Environmental Planning and Assessment Regulation 2021 and Community Participation Plan set down consultation, concurrence and advertising requirements for specific types of development applications and taking into consideration any submissions received in response to the notification process.

In addition to the statutory referral process identified in Part F of this report, the notification of the development included the following:

Notification Description	Required	Submission Period
Publication in Council Catchup and on Facebook	yes	22 May 2026 – 5 June 2026
Letters to Neighbours	yes	22 May 2026 – 5 June 2026
		Further, submitters were given a week after advising that a response had been received to their submissions to determine whether the additional information changed their submissions or they sought to withdraw them.

External Referrals	Date Sent	Date Received
Murrumbidgee LLS		NA
Murrumbidgee Irrigation		NA
NSW Police (LAC)		NA

As a result of the public participation process, Council received two submissions in response to the notification and referral of the development application. The details of the submissions, which Council has taken into consideration in accordance with section 4.15(1)(d) are as follows:

Issue from Submission; Applicant Response; Council Assessment Comment
Issue 1: After House Public use & traffic generation <i>Applicant Response:</i> <i>Smile On Griffith Dentist hours of operation are 9am – 5pm Monday to Friday. Use outside of these hours by persons other than staff or patients of the clinic would be unlikely; it would also be trespassing on private property which would be a matter for police. The use of the carpark would not introduce “high frequency vehicle movements”; it would remain the same as present. The</i>

proposed new accessway would remove the need for patients to utilise the existing shared driveway, of which has an existing and long-established right of carriageway benefitting both properties at 10a, 10b & 12 Koorungal Avenue. We note that the image of the parked white vehicle provided in the objection is owned by a staff member of the dental clinic (visiting regional manager).

Council's Assessment Comment: Council concurs that this facility is private property and the owners are able to post signage to the effect and if used unlawfully take their own action as it is not a public carpark.

Issue 2: loss of privacy and amenity

Applicant Response:

It is unlikely that patients who drive to the dental clinic and park in the car parking area would be in that vicinity for more than a few moments while moving between their vehicle and the clinic entrance on Palla Avenue.

Council Assessment Comment: the boundary between 10 and 12 Koorungal Avenue is unfenced, however if the two property owners seek to fence the boundary adjacent to the right of carriageway they could do that at their own cost. This is not an issue for this development application as the proposal sought does not rely on the right of carriageway for access.

Issue: Use of existing driveway servicing the units at 10 Koorungal Ave

Applicant Response: no specific response to this matter

Council Assessment Comment: The right of carriageway which was in place prior to the construction of the dual occupancy on 10 Koorungal Avenue benefits both lots, therefore persons attending both lots have the lawful ability to utilise that driveway. This application seeks to construct a separate entry from Koorungal Ave to service the dental practice alone and it is unlikely that once constructed, future patients will utilise that right of carriageway.

Issue: use of right of carriageway, privacy and numerous other matters relating to the use of the right of carriageway for access to the proposed carpark.

Applicant Response:

Submission 2, has obviously not reviewed the proposed plan, and have referred to the initial, superseded design. Due to a lack of cooperation from the new landowners of 10a & 10b Koorungal Avenue in regards to the use of the shared driveway, the initial design was redesigned to avoid using the exiting shared driveway, as clearly outlined the Statement of Environmental Effects, and to maintain a harmonious relationship with adjoining landowners. All matters raised in this submission are invalid as they are referring to the previous design.

Council's Assessment Comment: The right of carriageway is not being used for access to the proposed car park.

Issue: conditions of consent to be imposed

The submitter has asked that Council impose conditions in relation to:

- Operating hours and installation of gates or physical barriers to prevent access outside of business hours
- Acoustic and visual screening – require the developer to install 1.8m high solid acoustic boundary fence

- Mature landscaping to block sight lines and filter light spill
- Lighting constraints associated with carparking

Applicant Response:

- *Physical barriers: We consider this request unnecessary and unreasonable.*
- *Acoustic and visual screening: We consider this request unnecessary and unreasonable.*
- *Mature landscaping: This request is impossible given sight constraints and existing sealed areas, and is unreasonable.*
- *Lighting constraints: This is reasonable; any lighting installed will not be directed towards neighbouring properties.*
- *The centre island length: This was indicated on the plans as it was specified as a requirement by Council.*

Council Assessment Comment: As the proposed works are separate to the right of carriageway and largely within the property or adjacent road reserve, and the building only operates during standard business hours, it is considered unreasonable to condition acoustic barriers along the common boundary of 10 and 12 Koorringal Avenue.

Because there is a right of carriageway in place which benefits both lots, and that is not impacted by this development application per se, the property owners have the ability to negotiate to have fencing put in place on the common boundary where it does not impinge on the right of carriageway.

As the dental practice does not operate at night, car park lighting is not necessary however, a condition (No. 42) has been included which states:

Any outdoor display and/or security lighting is to be so located or shielded so that no additional light is cast on adjoining land or that it will distract traffic.

Further, a landscape condition (No 14) has been imposed to achieve an enhanced streetscape and screening where possible.

SECTION 4.15 (1) (e) the public interest

The provisions of section 4.15(1)(e) of the Environmental Planning and Assessment Act 1979 provides an overarching requirement to take into account the public interest. It is considered that the public interest is best served by the consistent application of the requirements of the relevant Commonwealth and State government legislation, environmental planning instruments, development control plan, Council policy, and by Council ensuring that any adverse effects on the surrounding area and the environment are avoided.

It considered to be consistent with the aims and objectives of Griffith Land Use Strategy: Beyond 2030; Griffith Local Environmental Plan 2014 and other relevant environmental planning instruments, development control plans or policies; and Land and Environment Court Planning Principles, it is therefore unlikely to raise any issues that are contrary to the public interest.

PART H: MONETARY CONTRIBUTIONS

Section 7.12 Contributions (Environmental Planning & Assessment Act 1979)

Section 7.12 of the Environmental Planning and Assessment Act 1979 states that if a consent authority is satisfied that development is likely to require the provision of or increase the demand for public amenities and public services within the area, it may grant the development consent

subject to a condition requiring the payment of a monetary contribution in accordance with an approved contributions plan. The proposed cost of works for this construction activity was less than \$100,000 and does not trigger contribution levy.

Section 64 Contributions (Local Government Act, 1993)

This proposal does not trigger Section 64 contributions.

PART I: INTERNAL REFERRALS

As part of the assessment process, the following internal referrals were also undertaken.

DISCIPLINE	ADVICE, COMMENTS & CONDITIONS	DATE
Building	No comments	
Engineering	See 26/68268	
Environment & Health	No comments	
Property Officer	See 26/68120 & 26/91135	
Parks & Gardens	See CM26/64093 & 26/91098	
Street/Rural No	No comments	

The comments received in response to the internal referral place have been addressed in the assessment of the application and where applicable incorporated into the recommendation.

PART J: CONCLUSION AND RECOMMENDATION

Conclusion

The development application has been analysed and evaluated with regard to the matters for consideration listed in Section 4.15 of the Environmental Planning and Assessment Act 1979. The assessment has identified that:

- The proposed development is permissible within the zone under GLEP 2014 and is consistent with the aims, objectives and special provisions of that environmental planning instrument.
- The proposed development is considered satisfactory with regard to the objectives and controls set down in the relevant development control plans.
- The proposed development is unlikely to have any unreasonable impact on the environment, and where an adverse impact has been identified appropriate conditions have been imposed to mitigate the effects.
- The subject site is suitable for the proposed development
- Where submissions were received they have been taken into consideration and where appropriate have been addressed by way of amended plans or conditions of consent.
- The proposed development does not raise any matter contrary to the public interest.

On this basis it is considered that the proposal has merit and can be supported.

Recommendation

- a) That Griffith City Council as the consent authority pursuant to section 4.16 of the Environmental Planning & Assessment Act 1979 grant consent to Development Application No: 88/2026(1) for a new driveway and hardstand parking area associated with a dental clinic at 12 Koorungal Avenue GRIFFITH subject to conditions set out in Attachment 'B'.

**ASSESSING / DELEGATED
OFFICER**

Date

Name:

Kerry Rourke

14 July 2026

Position:

Contract Planner

Signature:



**REVIEWING / DELEGATED
OFFICER**

Name:

Position:

Signature:

.....



Financial Assistance Policy CC-CP-600 (PUBLIC POLICY) replaces FS-CP-601, FS-CP-606 and XX-CP-XXX

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
Draft			

2 Policy Objective

Griffith City Council is committed to building a strong, inclusive and economically vibrant community. Council provides financial assistance in the form of grants and sponsorships to support community organisations, individuals and businesses to deliver outcomes aligned with Council's Community Strategic Plan, Griffith Destination Tourism Plan and Economic Development Strategy.

Council grants, sponsorships and donations covered under this Policy are available to individuals who reside in the Griffith Local Government Area (LGA), or to community-based groups, organisations and services that operate within the Griffith LGA.

This policy establishes the overarching framework governing three distinct funding programs:

- Community Grant Program — supporting community capacity building, cultural, arts and social wellbeing initiatives, and individual achievement.
- Sponsorship of Events— supporting events across three tiers that increase visitation to and awareness of Griffith.
- Small Business Financial Assistance Program — supporting registered Griffith LGA businesses to grow, innovate and create local employment.
- Community Organisation Rates Subsidy – Supporting not for profit community organisations providing direct sporting cultural benevolent to the community.

Each program is governed by its own Program Guidelines setting out eligibility criteria, application processes, assessment methods and acquittal requirements. This policy provides the common principles, governance framework and accountability requirements that apply across all three programs.

3 Policy Scope

This policy applies to all Council financial assistance provided under the three programs listed above, including monetary grants, in-kind support, value-in-kind provisions, and low value assets in order to run a program or event to enhance social, cultural and economic outcomes.

This policy does not prevent Council giving occasional small gifts to organisations, providing support for civic functions or one-off events.



Council may, by resolution, approve grants, sponsorships and donations outside of these programs and their guideline criteria.

4 Policy Statement

4.1 Funding Programs Summary

The following programs are administered under this policy. Full details are in the relevant Program Guidelines.

Program	Maximum funding	Frequency
Community Grants - Program — Stream 1	\$2,500	Council program
Community Grants - Quick Turnaround — Stream 2	\$2,500	On needs basis
Community Grants – MLAK and Disability Assistance	Per MLAK & residual funding upto \$2,000	On needs basis
Community Grants - Individual Achievement — Stream 3	\$500 (State) / \$750 (National)	On needs basis
Support for Vulnerable Communities	Up to \$1000	On needs basis
Event Sponsorship — Signature -Tier 1	Up to \$9,999	On needs basis
Event Sponsorship — Regional Drawcard - Tier 2	Up to \$5,000	On needs basis
Event Sponsorship — Seed -Tier 3	Up to \$5,000	On needs basis
Small Business Financial Assistance	\$500 – \$2,500	On needs basis
Community Organisation Rates Subsidy	Ordinary rates charged on land	Annually

Applications that exceed that maximum funding cap for the relevant stream will be reported to Council for consideration and adoption.

IMPORTANT

Only one funding application may be submitted per project. Use the Fund Selector tool to identify the most appropriate program before applying.



4.2 Funding Principles

All funding decisions are guided by:

Principle	Description
Strategic alignment	Supports outcomes aligned with the Community Strategic Plan, Griffith Destination Tourism Plan and Griffith Economic Development Strategy.
Transparency and fairness	Applications assessed objectively against published criteria; free from conflicts of interest.
Value for public funds	Maximises community benefit relative to funding provided; co-contribution is viewed favourably.
Capacity building	Priority given to projects building lasting community or economic capability.
Social inclusion	Programs accessible to all members of the Griffith community.
Accountability	Recipients acquit funding, demonstrate outcomes and acknowledge Council's support.
Continuous improvement	Programs regularly reviewed against community needs and feedback.

5 General Eligibility and Exclusions

5.1 Eligibility Requirements

Regardless of program, all applicants must:

- Be based in, affiliated with, or principally serving residents of the Griffith LGA
- Have no outstanding debts to Griffith City Council
- Have acquitted all previous Council funding before a new application is considered
- Submit a complete application with all required documents by the advertised closing date
- Not apply for the same project under more than one Council funding program

5.2 Exclusions

Applications will not be accepted from, or for:

- Government agencies, political parties or candidates
- Projects that duplicate existing Council services or programs



- Projects that contravene existing Council policy
- Retrospective expenditure — costs incurred before grant approval
- Ongoing operational or administrative costs (salaries, rent, utilities, insurance)
- Fundraising activities as the sole purpose
- Activities that could be perceived as politically divisive or partisan

6 Governance and Administration

6.1 Delegation of Authority

Program / Stream	Assessment	Approval under Delegation	Final Endorsement
Community Grants - Program — Stream 1	Community Development Staff Assessment Panel against eligibility criteria	General Manager	Council Adoption of Annual Budget and Quarterly Status Report
Community Grants - Quick Turnaround — Stream 2	Community Development Staff Assessment Panel against eligibility criteria	General Manager	Council Adoption of Annual Budget and Quarterly Status Report
Community Grants - Individual Achievement — Stream 3	Community Development Staff Assessment Panel / Griffith Sports Council	General Manager	Council Adoption of Annual Budget and Quarterly Status Report
Community Grants – Mlak and Disability Assistance	Community Development Staff Assessment Panel against eligibility criteria	General Manager	Council Adoption of Annual Budget and Quarterly Status Report
Support for Vulnerable Communities	Community Development Staff Assessment Panel against eligibility criteria	General Manager	Council Adoption of Annual Budget and Quarterly Status Report
Event Sponsorship — Signature -Tier 1	Tourism Staff Assessment Panel against merit-based evaluation matrix	General Manager	Council Adoption of Annual Budget and Quarterly Status Report



Event Sponsorship — Regional Drawcard - Tier 2	Tourism Staff Assessment Panel against merit-based evaluation matrix	General Manager	Council Adoption of Annual Budget and Quarterly Status Report
Event Sponsorship — Seed -Tier 3	Tourism Staff Assessment Panel against merit-based evaluation matrix	General Manager	Council Adoption of Annual Budget and Quarterly Status Report
Small Business Financial Assistance	Economic Development Staff Assessment Panel against merit-based evaluation matrix	General Manager	Council Adoption of Annual Budget and Quarterly Status Report
Community Organisation Rates Subsidy	Director Business Cultural Finance against eligibility criteria.	General Manager	Council Adoption of Annual Budget and Quarterly Status Report

6.2 Conflicts of Interest

Council staff and Councillors involved in assessing or approving applications must identify and manage actual, potential or perceived conflicts of interest in accordance with Council's Code of Conduct and Conflicts of Interest Policy.

6.3 Funding Agreements

Successful applicants will be required to enter into a funding agreement before funds are released, specifying the approved project, funding amount, performance criteria, payment schedule, use of logos and wording in promotional material and acquittal deadline.

6.4 Acquittal Requirements

All recipients must acquit their funding within the timeframe specified in their funding agreement or program guidelines, and no later than 30 days after the event/program has taken place. Acquittal must include a completed acquittal form, financial evidence of expenditure, photographic evidence of project delivery, and a brief outcomes report.

NON-COMPLIANCE

Recipients who fail to acquit will be ineligible for further Council funding until the non-compliance is resolved.

6.5 Acknowledgement of Council Support

Record No.:

Financial Assistance Policy – CC-CP-600

Page 5 of 8



All recipients must acknowledge Griffith City Council's support in all project communications — including advertising, promotional materials, social media, press releases and public addresses.

6.6 Co-Contribution

Applicants demonstrating financial or in-kind co-contribution are viewed favourably across all programs. Co-contributions may include donated materials, volunteer labour, cash contributions or external funding. Event Sponsorship applicants must demonstrate stakeholder financial involvement as part of the assessment criteria.

7 Application Management

7.1 How to Apply

Applications must be submitted using Council's online grants management system via the prescribed form for the relevant program. Incomplete applications, or applications submitted after the closing date, will not be considered.

Program-specific dates are published at griffith.nsw.gov.au.
Enquiries: admin@griffith.nsw.gov.au or (02) 6962 8100.

7.2 Assessment

All applications are assessed on their merits against published eligibility criteria. Meeting eligibility criteria does not guarantee funding — programs may be highly competitive. Unsuccessful applicants are encouraged to contact the relevant Council officer for feedback.

7.3 Reporting and Transparency

Approved grants and sponsorships are reported in Council's Annual Report. Individual program details including funding amounts and criteria are updated annually at griffith.nsw.gov.au.

8 Dispute Resolution and Complaints

Applicants who wish to query an assessment outcome should first contact the relevant program officer for feedback. Formal complaints may be submitted in writing to admin@griffith.nsw.gov.au and will be handled in accordance with Council's Complaints Management Policy.



9 Definitions

Acquittal	Formal reporting on the use of grant funds including financial statements, receipts, photographic evidence and an outcomes report.
Auspice organisation	An incorporated organisation that applies for, receives and administers funding on behalf of an unincorporated group or individual, taking legal responsibility for compliance.
Funding agreement	A formal document between Council and the recipient setting out terms, conditions, obligations and accountability requirements.
In-kind support	Non-monetary contributions such as donated goods, services, venue use or volunteer labour.
Not-for-profit (NFP)	An organisation that does not operate for the personal financial gain of its members or directors.
Seed funding	Initial financial support intended to assist a project or initiative to become established.
Value-in-kind	Council foregoing revenue (such as facility hire fees) as an alternative form of support.

10 Related Documents and Legislation

- Local Government Act 1993 (NSW) — s.356
- Griffith City Council Community Strategic Plan
- Griffith Economic Development Strategy 2025–2030
- Griffith Destination Tourism Plan
- Council's Code of Conduct and Conflicts of Interest Policy
- Council's Complaints Management Policy
- Community Grant Program Guidelines
- Event Sponsorship and Promotion Guidelines
- Small Business Financial Assistance Program Guidelines

11 Policy Administration and Review

The General Manager is authorised to make minor amendments to reflect changes in legislation, program funding, assessment criteria or Council structure without requiring a full Council resolution.



This policy will be reviewed every four years, evaluating cost effectiveness, resource sustainability, applicant feedback, strategic alignment, and transparency of the funding process.

12 Directorate

Economic & Organisational Development



Community Grant Program Guidelines

Objective

To provide a framework of procedures for the application and determination of Council's Community Grant Program under the Griffith City Council Financial Assistance Policy to facilitate support of individuals or organisations in the Griffith City Council Local Government Area.

Purpose of the Community Grant Program

The spirit of the Community Grant Program is to support organisations/groups/individuals whose applications address the priorities as articulated in Council's Community Strategic Plan.

The purpose of the Program is to:

- provide seed funding for new initiatives which will benefit the community;
- facilitate cultural and arts events/activities/services;
- assist fund research into local service requirements;
- provide financial assistance to enhance social wellbeing;
- provide assistance to elite sports persons, artists, musicians, students selected to represent NSW or Australia at significant events.

The policy brings available Council funds in line with best practice and ensures that grants awarded are done so transparently and are strategic in nature.

Funding Stream	What the Program Funds	Assessment Process
1. Community Grants Program	Small scale community engagement/ community capacity building projects that have a direct benefit to the Griffith Local Government Area. Refer to 3.5 Terms and Conditions and 3.6 Eligibility Criteria. Applications capped at \$2,500.	Eligible applications will be considered as per the Eligibility Criteria and available Council grant funding
2. Quick Turnaround Grants	Small scale community engagement /community capacity building projects that have a direct benefit to the Griffith Local Government Area that arise during the year outside of the normal Community Grants timeframe subject to available funding and applications meeting Eligibility Criteria. Refer to 3.5 Terms and Conditions and 3.6 Eligibility Criteria.	Eligible applications will be considered as per the Eligibility Criteria and available Council grant funding



	Applications capped at \$2,500.	
3. MLAK & Disability Assistance	For requests for free provision of a Master Locksmith Accessibility Key for residents of Griffith LGA. Any residual funds at financial year end to be allocated for the purpose of disability assistance. Applications capped at a) cost of individual MLAK and b) residual only for disability assistance Funded up to \$2,000 per year	Eligible applications will be considered as per the Eligibility Criteria and available Council grant funding.
4. Individual Grants	Individuals who have lived in Griffith for a minimum of 2 years and selected to represent NSW or Australia at significant events. Applications must include proof of selection to significant events and approximate budget. Individuals are only eligible to apply once per financial year. Applications capped at \$500 for State representation (NSW) at a national event, and \$750 for National representation (Australia) at an international event. Please note full amounts of funds requested may not necessarily be granted. Refer to 3.7 Eligibility Criteria.	Applicants (for other than sporting achievement) will be assessed for their suitability by Community Development Assessment Panel with final approval of Senior Management Team. Individual Sporting achievements to be approved on the recommendation of Griffith City Sports Council.
5. Support for vulnerable communities	For applications for assistance for vulnerable communities to the value of under \$1,000 per application.	Eligible applications will be considered as per the Eligibility Criteria and available Council grant funding.

Scope

These guidelines apply to requests for grant monies or in-kind support made by: not-for-profit organisations; charitable organisations; individuals and groups under auspice of any of the above bodies. **See Definitions**

References

Section 356 of the Local Government Act 1993 (as amended)



Griffith City Council Community Strategic Plan

Delegation of Function

Funding Stream 1 Community Grants – to be assessed in accordance with Eligibility Criteria (3.6) by Community Development staff Assessment Panel with final approval by the General Manager. Quarterly Status Report to Council to advise uptake.

Funding Stream 2 Quick Turnaround Grants – to be assessed in accordance with Eligibility Criteria (3.6) by Community Development staff Assessment Panel with final approval by the General Manager. Quarterly Status Report to Council to advise uptake. .

Funding Stream 3 MLAK & Disability Assistance – to be assessed in accordance with Eligibility Criteria (3.6) by Community Development staff Assessment Panel with final approval by the General Manager. Quarterly Status Report to Council to advise uptake.

Funding Stream 4 Individual Grants – to be assessed by Community Development staff Assessment Panel in accordance with the Eligibility Criteria (3.7) and approval to be given by General Manager or Griffith City Sports Council.

Funding Streams – support for vulnerable communities – to be assessed in accordance with eligibility criteria (3.6) BY Community Development staff Assessment Panel with final approval by the General Manager.

Terms and Conditions (Funding Streams 1, 2 and 3 Community Grants and Quick Turnaround Grants)

The spirit of the Community Grant Program is to efficiently support organisations or individuals whose applications address the priorities of the community as articulated in Council's Community Strategic Plan.

Council will advertise for Community Grants applications at least once in each financial year by way of notice on Council's website or any other means that Council considers appropriate.

Applicants for Streams 1, 2, & 3 must meet the Eligibility Criteria (3.6) and must submit an online application on the form(s) prescribed with the required supporting materials by the closing date advertised. Applications will not be accepted after the closing date.

Organisations, groups or individuals may only apply for assistance once in any financial year.



Projects funded by the Community Grant Program and acquittals must be completed within 12 months of the program being concluded. Evidence of acquittals of any previous Community Grant funding must be provided before further applications are approved. An Acquittal form will be available all year on Council's website. Photo evidence must support the acquittal.

Council reserves the right to award more/less funds per application or apply special conditions to the grant. Council is not responsible for under estimation or over expenditure of costs.

Assistance will not be granted for expenses or purchases incurred prior to receiving grant monies.

Applications shall be considered on their merits, taking into account the circumstances of each case, the availability of funds in Council's budget, the extent to which Council has previously provided funds, the provisions of this Policy and the relevant provisions of the Local Government Act 1993 (as amended). Not all applications may be awarded funding.

Funds provided are to be used for the approved purpose. Amendments to the purpose must be consistent with the Eligibility Criteria (3.6) and be submitted in writing with quotations and are subject to approval by Council. Council retains the right to withdraw funding or request funding to be returned if the grant terms and conditions have been breached.

Applicants must identify Griffith City Council as a sponsor on all advertising and press releases for the particular service, activity or project, in accordance with Council Policy CC-CP-701 Sponsorship and Acknowledgement of Assistance.

Applicants must agree to evaluate and formally acquit grant funds in accordance with documentation provided with the application form. Council's acquittal requirements must be completed within 12 months of funding being provided for the project/activity/service. Receipts for goods or services purchased and where possible, photographs or other evidence must be supplied.

Eligibility Criteria – Community Grants

Eligible Applications

- ✓ Applicants must be based in, affiliated with, or service clients within the Griffith City Council Local Government Area
- ✓ Applicants to be either
 - not-for-profit incorporated body registered with NSW Office of Fair Trade;
 - have Charity status with ATO
 - individuals and groups under auspice of any of the above bodies



- ✓ Applicants must provide a copy of the most recent annual report and a current liability insurance certificate of the applicant or auspice organisation
- ✓ Applicants who have previously applied through Griffith City Council's Community Grant Program must have acquitted previous grants through the Community Grant Program.
- ✓ Applications must provide a budget for the proposed project
- ✓ Applications must including quotes for expense items over \$500

What the grant is targeted to

- ✓ The project must identify with one or more of the following.
 - Community capacity building - developing and strengthening the skills, abilities, processes and resources that communities need to survive, adapt, and thrive
 - Reconciliation and/or social inclusion
 - Accessibility for people with disability
 - Capacity building of disadvantaged groups and/at risk demographics
 - Promoting environmental sustainability
 - Promoting neighbourhood/community safety
 - Community development research/pilot program/new initiative
 - Social Wellbeing - feel a sense of belonging and social inclusion in your community

Eligible projects and costs

- ✓ Projects that align with Council's adopted Community Strategic Plan

Eligible project costs may include but are not limited to:

- ✓ Refreshments for attendees.
- ✓ Entry fees and tickets
- ✓ Transport for attendees
- ✓ Consumable project supplies
- ✓ Hire of event spaces, equipment and facilities
- ✓ *Small assets associated with the successful execution of the proposed project or program*

What costs cannot be applied for

- X Applications for capital works
- X Applications which don't include insurances and financial reports



- X Applications from profit organisations including small business
- X Applications that duplicate existing projects/services/activities within Griffith LGA
- X Applications for projects or events for fundraising purposes only
- X Organisations who have not acquitted previous funding under this policy
- X Federal or State Government funded projects/programs
- X Funding of ongoing administrative or operational costs
- X Applications which solely award scholarships, grants, gifts or donations

Eligibility Criteria – Individual Achievement Applicants

The Individual Achievement Applicants Program is to enable activities, services and projects to be delivered in support of local people selected to represent NSW or Australia at significant events. Emphasis is on funding eligible applicants as a means to develop community capacity. This stream is open all year.

Applicants must be or have been a resident of the Griffith City Council Local Government Area for at least two (2) years.

Applications are eligible from individuals selected to represent NSW or Australia. Supporting evidence including letter(s) of support with applicant name and event details must be provided from relevant associations/ organisations and event organisers/hosts. Events/activities that are not recognised by relevant peak associations/organisations may not be considered.

Applicants must provide an approximate budget outlining costs associated with participation. Funds provided may only support the costs of accommodation, travel or event registration for the applicant. Costs of family members or accompanying adults are not covered. Applicants that require assistance of certified Carers may be considered. Fundraising or financial support from other sources (not corporate sponsorship) is encouraged.

Definitions

Auspice: An organisation that partners an individual or unincorporated group to administer the grant monies and is responsible for the project completion and acquittal.

Incorporated body: A legal process that makes a group into a single entity that has certain rights and legal protection which separates individuals (members) from the entity.



In-kind: Payments of goods or services without monetary transactions. This includes volunteer time and free use of local resources and facilities. In-kind contributions can be given a monetary value and be included as project income.

Legislation

Section 356 of the Local Government Act 1993 (as amended)

Related Documents

Community Grant Program On-line Application Form – General
Community Grant Program On-line Application Form – Individual Achievement
Community Grant Program On-line Evaluation & Acquittal Form

Directorate

Economic and Organisational Development



Event Sponsorship & Promotion Guidelines

About these Guidelines

These guidelines are for applicants seeking sponsorship for events that increase visitation to and awareness of Griffith.

About the Program

The Events Sponsorship and Promotion Guidelines provides funding for events that promote Griffith as a destination, attract visitors, stimulate economic activity and showcase the city and region. Three funding tiers reflect the scale and reach of different events, from flagship state-national events down to locally focused community events.

KEY PRINCIPLE	This program is for events that bring visitors to Griffith. If your project primarily benefits the local community without a significant visitation focus, the Community Grant Program may be more appropriate.
----------------------	---

Funding Tiers

Council's Event Sponsorship Program operates across three tiers based on event scale and reach. Applicants nominate the tier that best describes their event; Council may reassess the tier during evaluation.

Tier	Event reach	Maximum funding	Approval authority
Tier 1 Signature Events	State-wide or national audience; signature event on the Griffith Events calendar	Up to \$9,999	General Manager
Tier 2 Regional Drawcard Events	Attracts visitors from surrounding towns and the Riverina region	Up to \$5,000	General Manager
Tier 3 Seed Funding of new Events	Attracts visitors from surrounding towns and the Riverina region	Up to \$5,000	General Manager

Sponsorship applications that exceed \$10,000 are reported to Council for consideration and adoption.



Tier Descriptions

Tier 1 — Signature (up to \$9,999)

Tier 1 is for signature events with an established or demonstrable state or national profile that appear on the Griffith events calendar. These events are expected to draw significant visitor numbers from well beyond the Riverina region and generate measurable economic benefit for the local area.

Examples: Major agricultural shows, cultural festivals

Tier 2 — Regional Drawcard Events (up to \$5,000)

Tier 2 is for events that attract visitors from surrounding towns and the broader Riverina region, generating moderate economic benefit for local businesses and hospitality. These events are

- a) Established events in the LGA (must have run a minimum of 3 times within the last 5 years)
- b) Are recurring
- c) Target or attract overnight visitors from outside the LGA

Events in this tier may include established regional competitions, food and cultural events, or events with clear regional appeal.

Examples: Regional sporting competitions, food and wine events, regional arts festivals

Tier 3 — Seed Funding (up to \$5,000)

Tier 3 is for providing support for new events in the Griffith LGA. These events support community connectedness and contribute to local economic activity, and may attract visitors from immediately surrounding areas. These events are

- a) New (never run before)
- b) Within their first 3 years in Griffith LGA
- c) Returning to Griffith LGA for the first time in over 10 years

Examples: Local cultural celebrations, street festivals, community sporting events



Who Can Apply?

All applicants must be:

✓	Based in, affiliated with, or servicing clients within the Griffith LGA
✓	Insured (or auspiced by an insured body)
✓	Applying only once per financial year
✓	Able to demonstrate stakeholder financial involvement in the event

Assessment Criteria

All applications are assessed by the Tourism Staff Assessment Panel against the following criteria. Applications are evaluated against the criteria for the nominated tier.

#	Criterion	What assessors look for
1	Visitation impact	Does the event attract visitors from outside Griffith? How many, from how far, and at what tier of reach?
2	Awareness of Griffith	Does the event promote Griffith's profile as a destination at local, regional, state or national level?
3	Stakeholder co-investment	Has the organiser secured financial support from other sources — sponsors, entry fees, merchandise, food or liquor?
4	Economic benefit	What is the projected economic impact on Griffith businesses, accommodation and hospitality?
5	New or growing event	Is this a new event or one with growth potential for the nominated tier?
6	Self-sustainability potential	Can the event generate its own revenue through gate, entry fees, merchandise or food/liquor?
7	Risk management	Is the event well-managed and does it pose low risk to Council or the public?
8	Marketing	Project a positive image of Griffith

How to Apply

Before you apply

- Identify the tier that best describes your event's scale and reach
- Confirm your organisation type meets the eligibility requirements
- Prepare a full event budget showing all income sources and expenditure
- Secure evidence of stakeholder co-investment before applying
- Ensure any previous acquittal has been submitted

What to include

- Complete all elements as required in the application form



Submitting your application

Applicants may receive funding from no more than one program each financial year. The pool available for each program will be dependent upon the budget allocated within the delivery program.

1. Griffith City Council will advertise applications for funding via the City's website and any other means considered appropriate prior to the commencement of each financial year.
2. Applications must be made via the on-line application form
3. Ensure you provide all necessary supporting documentation as the assessment panel will determine suitable projects solely upon what has been provided in the application.
4. Submitting an application does not guarantee funding and the assessment panel may recommend partial or no funding. The assessment panel will assess applications against the criteria specified in these guidelines and the Financial Assistance Policy, and make a recommendation for consideration
5. In some circumstances, additional information may be required by staff via phone or email

If you are successful

Marketing Approval

The inclusion of Griffith City Council and Visit Griffith logos to appear under Sponsorship Support

Where possible the following statement should be included: "This event is proudly supported by Griffith City Council / Visit Griffith"

Under no circumstances can any logos be edited without prior consent of Griffith City Council / Tourism Team staff

Before finalising any promotional materials (digital or print), recipients must submit their event marketing plan (advertising schedule and communications strategy) to the Tourism Team for approval, and provide proofs of all materials before printing.

Acquittal

An assessment and acquittal report must be submitted to the Tourism Team within 30 days of the event's completion. Failure to submit will result in ineligibility for future funding.



The acquittal must include:

- Final financial statements for the event
- Actual attendance figures and evidence of visitor origin
- Copies of promotional materials produced
- An assessment of the event's outcomes against the program objectives and tier criteria



Small Business Financial Assistance Program Guidelines

Objective

To provide a procedure and guidelines for Council's Small Business Financial Assistance Program.

Purpose

The Small Business Financial Assistance Program (The Program) will provide financial assistance to small businesses operating within the Griffith City Council Local Government Area (LGA). This initiative is designed to support local entrepreneurs and small business owners by offering grants that can be used for business expansion, innovation and job creation.

Scope

This program applies to requests for grant monies for financial assistance for small business support made by registered Griffith LGA Businesses.

Delegation of Function

The Small Business Financial Assistance Program will be assessed in accordance with Eligibility Criteria as outlined in this policy. Applications will be evaluated by an assessment panel using a merit-based evaluation system.

Terms & Conditions

The spirit of the Small Business Financial Assistance Program is to support local small businesses whose applications contribute to economic growth and demonstrate potential to expand or strengthen Griffith's local economy. Applications must align with the Griffith Economic Development Strategy key themes and demonstrate the potential to stimulate economic activity, create or sustain local jobs and provide value for money.

Council will advertise for applications at least once (depending on level of subscription per grant round) in each financial year by way of notice on Council's website or any other means that Council considers appropriate.

Applicants must meet the Eligibility Criteria and must submit an online application on the form(s) prescribed with the required supporting materials by the closing date advertised. Applications will not be accepted after the closing date.

Businesses may only apply for assistance once in any financial year.

Projects funded by the program and acquittals must be completed within 12 months of grant funding being awarded. Evidence of acquittals of any previous Griffith City Council funding



must be provided before further applications are approved. An Acquittal form will be available on Council's website. Photo evidence must support the acquittal.

Council reserves the right to award more/less funds or apply special conditions to the grant. Council is not responsible for under estimation or over expenditure of costs.

Assistance will not be granted for expenses or purchases incurred prior to receiving grant monies.

Applications shall be considered on their merits, taking into account the circumstances of each case, the availability of funds in Council's budget, the extent to which Council has previously provided funds, the provisions of this Policy and the relevant provisions of the Local Government Act 1993 (as amended). Not all applications may be awarded funding.

Funds provided are to be used for the approved purpose. Amendments to the purpose must be consistent with the Eligibility Criteria and be submitted in writing with quotations and are subject to approval by Council. Council retains the right to withdraw funding or request funding to be returned if the grant terms and conditions have been breached.

Applicants must identify Griffith City Council as a sponsor on all advertising and press releases for the particular service, activity or project.

Applicants must agree to evaluate and formally acquit grant funds in accordance with documentation provided with the application form. Council's acquittal requirements must be completed within 12 months of funding being provided for the project/activity/service. Receipts for goods or services purchased and where possible, photographs or other evidence must be supplied.

Applicants may apply for funding between \$500 and \$2,500.

Eligibility Criteria

To be eligible, applicants must:

- Be a registered business with an active ABN
- Employ fewer than 20 full-time equivalent staff
- Primary operations based within the Griffith local government area (postcodes 2680, 2681)
- Have no outstanding debts to Griffith City Council
- Demonstrate financial viability and capacity to deliver the proposed project
- Demonstrate economic impact and job growth within Griffith
- Not have received funding from this grant program in the past 12 months or current round.



What costs can be applied for:

- Business expansion or diversification
- Technology and software upgrades
- Digital transformation (e.g. e-commerce, websites)
- Consultancy and project management fees
- Marketing and branding initiatives
- Sustainability or energy-efficiency improvements
- Training or professional development

Eligible projects may include but are not limited to;

- Appointing a consultant to prepare a business plan, marketing plan and project plan
- Internal training to upskill staff
- Competency training fees eg. paying for an employee to get their truck license
- New website design
- Pop-up shop for a new business venture
- Video social media campaign
- Pay for an electrician to install a smart meter
- Payment to planning consultant
- Appointing a consultant to undertake business efficiency audit
- Business launch event
- Initiatives that reduce waste and increase recycling

Ineligible activities

The grant will not fund:

- Retrospective costs (expenses incurred before grant approval)
- General business running expenses (rent, utilities, rates, wages, insurance etc.)
- Debt repayment or legal/solicitor fees
- Any activity over \$500 without a written quotation to support
- Projects that have been completed or have already commenced prior to the outcomes of the applicant being advised
- Fundraising activities
- Gifts and prizes

Reporting Requirements

Successful applicants must:

Record No.

Small Business Financial Assistance Program Guidelines

Page 3 of 4



- Sign a funding agreement
- Consult with the grant officer responsible prior to submitting
- Submit an acquittal report within 2 months of project completion
- Provide receipts and evidence of expenditure
- Participate in promotional activities if requested
- Griffith City Council must be acknowledged for their support by inclusion of Council's logo on printed and digital media as well as acknowledging Council's contribution in any public launches, speeches or media releases.

Definitions

Nil

Exceptions

Nil

Legislation and Related Documents

Local Government Act 1993
Griffith Community Strategy Plan
Griffith Economic Development Strategy 2025-2030
Financial Assistance Policy CC-CP-600
Small Business Financial Assistance Program Evaluation Matrix
Small Business Financial Assistance Program Acquittal Form

Directorate

Economic & Organisational Development



Community Organisation Rate Subsidy Guidelines

OPERATIONAL PROCEDURE

Community Organisation Rate Subsidy

1. Purpose

This procedure sets out how Council administers the community organisation rate subsidy. It is an operational document and is updated administratively without amending the Community Assistance Policy. It does not cover statutory rate exemptions, which are administered separately under the Statutory Rate Exemptions Register.

2. Eligibility cycle (hybrid model)

2.1 Initial application

1. An organisation applies in the approved form, providing evidence of its not-for-profit status and a description of the direct service (sporting, cultural or benevolent) it provides to the community.
2. Finance, with the relevant service area, assesses the application against the two eligibility criteria and recommends a subsidy amount.
3. Eligible organisations are entered on the Community Organisation Rate Subsidy Register (Appendix A).

2.2 Annual attestation

Before each Operational Plan is developed, every listed organisation completes a one-page declaration confirming that it: (a) remains a not-for-profit community organisation; (b) still provides the relevant service to the community; and (c) has no change to its details. Failure to attest is followed up before the register is finalised.

2.3 Periodic full re-verification

All listed organisations are fully re-verified against the criteria at least once every four years, aligned to the Delivery Program. The first re-verification on transition to this model re-tests every currently listed organisation, including any whose community-service character warrants confirmation under criterion 2.

2.4 Annual open window

A window is advertised each year for newly eligible organisations to apply, so the scheme does not become a closed cohort.

3. Accounting treatment

The subsidy is processed as financial assistance under section 356 of the Local Government Act 1993:

- general rates are levied on the organisation's assessment in the normal way;



- an equivalent donation is recorded against the assessment using the organisation's designated general ledger account (Appendix A); and
- staff process the journal so the transaction is reflected in Council's ledgers, leaving the organisation liable only for its service charges (the balance payable).

4. Operational Plan, budget and instalments

- The total value of subsidies is included in, and approved by Council through, the Operational Plan each year.
- The balance payable by each organisation (service charges) is billed on Council's standard quarterly rate instalment cycle.
- For the current year, instalment due dates are 31/08/2026, 30/11/2026, 28/02/2027, 31/05/2027.

5. Roles and responsibilities

- Finance (Rates) — maintains the register, issues and collects attestations, processes journals, bills balances and reports the annual cost.
- Relevant service area — advises on the community-service test for new or contested applications.
- General Manager / Director BCF — approves entries to, and removals from, the register.

6. Notes

- *Griffith Harness Racing Club — lease to revert to Council; currently with Cater & Blumer. Register entry to be reviewed on settlement.*
- *Where an organisation appears under more than one assessment, each property is recorded separately.*



Cheques Not to be Post Dated FS-CP-301 (PUBLIC POLICY)

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	Before 24/04/1990	-	Before 24/04/1990
2	14/01/2003	25	14/01/2003
3	11/05/2010	0142	11/05/2010
4	27/01/2015	15/005	27/01/2015
5	13/02/2018	18/046	16/06/2018
6	14/06/2022	22/151	15/07/2022

2 Policy Objective

To improve the efficiency and security of Council's operations.

3 Policy Statement

Council shall not accept post-dated cheques.

4 Definitions

None

5 Exceptions

None

6 Legislation

None

7 Related Documents

None

8 Directorate

Business Cultural and Financial Services



Council Services – All Users to be Charged FS-CP-501 (PUBLIC POLICY)

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	Before 24/04/1990	-	Before 24/04/1990
2	14/01/2003	25	14/01/2003
3	11/05/2010	0142	11/05/2010
4	27/01/2015	15/005	27/01/2015
5	13/02/2018	18/046	16/03/2018
6	14/06/2022	22/151	15/07/2022

2 Policy Objective

To determine a true and accurate cost of providing Council services by ensuring that all recipients pay the required fees and charges and that rebates and donations to charitable and non-profit organisations are considered on their merits.

3 Policy Statement

- 3.1 Council shall charge all charitable and all non-rateable organisations for all services rendered (garbage fees, building fees, excess water charges, etc.).
- 3.2 Should an application be forthcoming from the body concerned, consideration shall be given to providing a rebate or making a donation of an equivalent amount or proportion thereof.
- 3.3 Council will not consider granting a rebate, subsidy or donation to a charitable organisation unless the body has an active local committee.

4 Definitions

None

5 Exceptions

None

6 Legislation

None



7 Related Documents

None

8 Directorate

Business Cultural and Financial Services



Government Subsidies FS-CP-602 (PUBLIC POLICY)

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	Before 24/04/1990	-	Before 24/04/1990
2	14/01/2003	25	14/01/2003
3	11/05/2010	0142	11/05/2010
4	27/01/2015	15/005	27/01/2015
5	13/02/2018	18/046	16/03/2018
6	14/06/2022	22/151	15/07/2022

2 Policy Objective

To safeguard Council's limited resources by becoming involved in Government initiated services only when that authority is to meet the cost of the service.

3 Policy Statement

Council will accept delegation for the responsibility for an additional function from another level of Government only where the full cost of the service is born by that Government and a guarantee of continuity of funding is provided.

4 Definitions

None

5 Exceptions

None

6 Legislation

None

7 Related Documents

None

8 Directorate

Business Cultural and Financial Services



Incoming Grants and Sponsorship

FS-CP-605

(PUBLIC POLICY)

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	22/05/2012	0142	22/05/2012
2	27/01/2015	15/005	27/01/2015
3	13/02/2018	18/046	16/03/2018
4	14/06/2022	22/151	15/07/2022

2 Policy Objective

This policy is to assist Council to:

- Evaluate and manage offers of funding assistance to Council.
- Identify and maximise opportunities for additional revenue to align with Council's strategic goals in an open and transparent manner.
- Adopt a best practice approach in the administration of grant and sponsorship funds.
- Effectively manage the information relating to new and existing grant and sponsorship programs to comply with auditing requirements.
- Establish a framework for the preparation and coordination of grant and sponsorship applications which maximises the role of staff managing the grant functions.

3 Policy Statement

Grant and sponsorship programs are becoming increasingly competitive with a particular focus on merit based applications, as well as having stringent reporting requirements. This Policy and related documents will enable Council to take a proactive approach towards financial and information management relating to grant and sponsorship funds.

4 Policy Scope

This policy applies to the sponsorship, grants and funding of events, facilities, activities or the functions of Council where appropriate.

5 Definitions

Sponsorship

Sponsorship is defined as the provision of monetary, material or other benefit to Council. Sponsorship may or may not include direct material benefit to the sponsor.



Grants

Grants are defined as funds, generally from government sources, available to Council on complying application, for specified uses to achieve agreed aims. Rigorous accounting for spending is generally required.

6 Sponsorship Policy

Council will obtain from time to time, additional resources through sponsorship for functions or activities of Council, to provide services or facilities to the community.

In some instances sponsor partners may receive in-kind products and/or services to a lesser value than the sponsorship received, for example theatre media sponsors may receive theatre tickets as per industry practice.

By accepting any sponsorship, Council is not endorsing the sponsor, or the products, services, or activities of the sponsor or of any of its associates.

Council reserves the right to refuse any offer of sponsorship where it is not considered to be in the best interests of Council or the community.

No present or future advantage or benefit from Council other than within the written agreement is offered or implied or may be imputed by a sponsor of Council.

Council will assess offers of sponsorship in accordance with this policy and associated management procedures and criteria on a project by project basis.

All sponsorship agreements are to be completed on the appropriate sponsorship form and endorsed by Council's Senior Management Team on a project by project basis. A copy of the agreement will be retained by both parties.

The agreement will specify the contributions and expectations of the sponsor and Council. Where a sponsor receives in-kind products and/or services then these should ideally benefit the wider community. For example, a parks sponsorship arrangement which provides for recognition for donating to a new park or upgrade to an existing park including differing categories, dependent on amount of contribution donated based on gold, silver, bronze and platinum categories.

7 Grants Policy

Council will actively seek additional resources through grants or funding to provide services or facilities to the community in keeping with Council's strategic goals, community needs and other Council activities.



Council will prepare grant applications and assess grants offered in accordance with this policy and associated management procedures and criteria. Particular attention will be paid to the requirements from Council, such as to match funding or to maintain assets or services.

Where there are cost implications for Council outside the approved budget (including both direct and indirect costs that may be incurred), proposed submissions must be reported to Council for endorsement and consideration of budget variations.

The program or project for which grant assistance is sought must be aligned to Council's most current Community Strategic Plan.

If new assets are to be acquired through grant funding the life cycle cost of the asset(s) must be considered prior to acceptance.

8 Legislation

None

9 Related Documents

Guiding Griffith 2040
Grants Administration Procedures
Community Action Plan
Analysis Template (attachment to Incoming Grants & Sponsorship Policy)
Asset Management Policy (AS-CP-201)
Plaques Policy (GC-CP-306)
City Park Sponsorship (refer to Council Meeting of 27 September 2011)

10 Directorate

Business Cultural & Financial Services



Completion and Processing of Petty Cash Reimbursements (Facilities)

CS-CP-602
(PUBLIC POLICY)

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	20/06/2005 - Manex	-	20/06/2005
2	12/07/2005	264	12/07/2005
3	11/05/2010	0142	11/05/2010
4	27/01/2015	15/005	27/01/2015
5	13/02/2018	18/046	16/03/2018
6	14/06/2022	22/151	15/07/2022

2 Policy Objective

- To provide an alternative way of staff being reimbursed for small expenditures.
- To ensure that only goods and services obtained are paid for and properly classified and recorded in the financial records.
- To prevent theft and misappropriation by ensuring dockets and related documentation are attached to the petty cash claims.
- To ensure that all reimbursements of petty cash are properly accounted for and authorised by the appropriate Manager or Supervisor.

3 Policy Statement

Petty Cash Reimbursements will only be made for Council approved purchases and which are on an official Petty Cash Reimbursement Form. The reimbursements will be limited to a maximum of \$50.

3.1 The following procedures need to be followed in relation to the correct filling out of the official Council Petty Cash Reimbursement Form by all employees:

- 3.1.1 The form must have a date on it.
- 3.1.2 The form must have a description of the expenditure incurred by the employee.
- 3.1.3 A general ledger account must be included on the form.
- 3.1.4 The amount of the reimbursement must be specified in words.
- 3.1.5 The expenditure amount must be filled in as specified on the form. That is GST shown separately to the gross and net amount.
- 3.1.6 The form must be approved and dated by the employee's supervisor or manager.



- 3.1.7 The employee requesting reimbursement must specify the amount received in the space provided.
- 3.1.8 The claimant must write their name and sign and date the form in the space provided.
- 3.1.9 The officer handing the claimant the reimbursement must also sign and date the form in the space provided.
- 3.1.10 The claimant must attach all dockets verifying the expenditure to the petty cash form.

The responsible officer will not reimburse the claimant unless the form is completed in full.

Once completed the responsible officer will ensure that the petty cash form and dockets are attached to the form sent to Creditors for payment.

3.2 Risk Management and Fraud Control

- 3.2.1 Only expenditure incurred whilst on official Council business will be reimbursed by Council. The petty cash form is required to be authorised by the officer's supervisor or manager prior to reimbursement being approved.
- 3.2.2 The petty cash reimbursement sheet is to be signed by the following:
 - Claimant;
 - Supervisor or Manager; and
 - Responsible Officer (Employee handing claimant the cash).
- 3.2.2 The petty cash form must have receipts or dockets attached to it prior to being signed by the employee's supervisor.

4 Definitions

None

5 Exceptions

None. This policy applies to all Council employees.

6 Legislation

Local Government (Financial Management) Regulation 1999, Clause 14



7 Related Documents

None

8 Directorate

Business Cultural and Financial Services



Fuel Card Policy – Correct Usage of Council Fuel Cards FS-CP-307 (PUBLIC POLICY)

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	14/06/2005 - Manex	-	14/06/2005
2	28/06/2005	249	28/06/2005
3	11/05/2010	0142	11/05/2010
4	27/01/2015	15/005	27/01/2015
5	13/02/2018	18/046	16/03/2018
6	14/06/2022	22/151	15/07/2022

2 Policy Objective

- To provide an alternative mechanism for the purchase of fuel for Council Supplied Vehicles and relevant associated parties (e.g. Rural Fire Service), when employees and associates are away from Griffith or on weekends. (Employees are required to fuel up at Council's Works Depot whenever possible).
- To ensure that only goods and services obtained are paid for, disbursements have been made to the correct party and are properly classified and recorded in the financial records.
- To ensure that all fuel dockets are forwarded onto Council's designated Finance Staff in a timely manner (Once a week or as requested).

3 Policy Statement

To ensure that all purchases made on Council's Fuel Cards are properly accounted for.

4 Scope

This policy applies to all Council employees and organisations associated with Council, that have been issued with a Council Fuel Card.

5 Procedures

Employees and associates driving a Council Supplied Vehicle, where required will be issued with a Council owned Fuel Card.

5.1 The Employees and Associates Responsibilities are as follows:

- 5.1.1 Ensure that the fuel cards are only used for Unleaded Fuel, Diesel, LPG and Lubes.



5.1.2 As a minimum employees and associates must provide the following information to the console operator after fueling the vehicle:

- The current odometer reading on the vehicle.
- The registration and/or plant number of the vehicle.

If this information is not printed on the fuel docket the driver of the vehicle is required to write the plant or registration number on the docket.

5.1.3 The fuel card dockets must be sent to Council's designated Finance Staff in a timely manner. This is preferably the next working day. However, an acceptable time will be within 5 working days of returning to work or upon request. The fuel docket should have the plant number written on it and be signed by the employee or associate using the vehicle.

Accounting Staff will then verify that all fuel dockets have been received and will then process the fuel card statement for authorisation by the Financial Services Manager.

The Finance Staff will maintain a register of all employees and associates who have been issued with Council Fuel Cards.

All employees must ensure that they adhere to the requirements of the policy. Otherwise they may forfeit the use of the Fuel Card.

5.2 Risk Management and Fraud Control

5.2.1 Employees and associates are to use the fuel card for the purchase of fuel and oils relating to Council business and for authorised private usage.

5.2.2 All employees and associates issued with a fuel card will be required to sign a document acknowledging their compliance with the fuel card policy once adopted by Council.

5.2.3 Annual reviews of the usage of the fuel card will be conducted by the Finance Manager. A report will be submitted to the Senior Management Team annually detailing any issues on the use of the fuel cards over the past 12 months.

5.2.4 Where a card is lost, stolen or damaged the holder must notify the Finance staff immediately. Steps will then be taken to rectify the situation. This may include cancelling the card and reissuing a new fuel card.

5.2.5 Inappropriate use of fuel cards will be referred to the Senior Management Team. Appropriate measures will be taken to ensure adherence to the Policy. These measures may include cancellation of the fuel card, or any other measures deemed necessary by the Senior Management Team. This could include disciplinary action.



- 5.2.6 It is the responsibility of the cardholder to return the fuel card to the Financial Services department on resignation from the Griffith City Council. Council's Finance Officer will follow up on any cards that are not returned. The cards will be cancelled where this occurs.
- 5.2.7 Other methods of payment, such as cash are only to be used in exceptional circumstances. An example of this is where there are no service stations that accept a Council operated fuel card. The employee or associate must make every effort to seek out a service station that accepts a Council operated fuel card. In the case of using cash to pay for fuel purchases, the reimbursement of the fuel payment must be authorised by the Fleet Manager.

6 Definitions

None

7 Exceptions

None

8 Legislation

Local Government (Financial Management) Regulation 1999, Clause 14

9 Related Documents

Acknowledgement and Acceptance of Conditions of Use of Fuel Card

10 Directorate

Business Cultural and Financial Services



GRIFFITH CITY COUNCIL

ACKNOWLEDGEMENT AND ACCEPTANCE OF CONDITIONS OF USE OF COUNCIL FUEL CARD

CARDHOLDER'S RESPONSIBILITIES

Cardholders' must ensure that:

1. They have read and understand policy number "Fuel Card Usage Policy". It is essential that each cardholder understands his or her responsibilities in relation to the correct use of the card.
2. Council Fuel Card is maintained in a secure manner and guarded against improper use.
3. Cards are only used for official business purposes and authorised private usage, as per Council's Unrestricted Motor Vehicle Lease Back Policy.
4. Cards are returned to the Assistant Finance Officer upon termination of employment.

Acceptance of conditions:

I acknowledge and accept the above conditions and the conditions written in the Fuel Card Usage Policy.

I have read and understand the correct procedures in the operation off the Council Fuel Card.

Signature — {

Date — {



Loans for Community Organisations & Sporting Bodies FS-CP-702 (PUBLIC POLICY)

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	17/10/1995	816	17/10/1995
2	21/03/2000	171	21/03/2000
3	14/01/2003	25	14/01/2003
4	14/03/2006	92	14/03/2006
5	11/05/2010	0142	11/05/2010
6	27/01/2015	15/005	27/01/2015
7	13/02/2018	18/046	16/03/2018
8	14/06/2022	22/151	15/07/2022

2 Policy Objective

- To encourage a degree of self-help in the provision of community and sporting facilities.
- To quantify the level of assistance and the terms and conditions under which the Council will provide advances to community organisations and sporting bodies.

3 Policy Statement

3.1 General

Council will consider and where appropriate, provide loans to community organisations and sporting bodies for capital works to meet cultural, recreational, and sporting needs in the area of the Griffith City Council that are linked to Social, Community and Cultural Plans when:

- a) the Council is satisfied that there is a need for the facility in the community,
- b) the organisation concerned is able to demonstrate that it has the financial capacity to make repayment of the loan and meet any operating costs and ongoing maintenance that may result from the works,
- c) the improvements are to be constructed on land owned by or vested in the Council, and
- d) where the improvements are to be constructed on freehold land by a non-profit community or sporting body Council may advance monies in the way of loans subject to it determining commercial interest rate or otherwise with the proviso that guarantors are to be nominated for repayment of such outstanding monies in the event of default or commercial return occurring in that organisational body's operations.



3.2 Terms and Conditions of Loan

3.2.1 The applicant must be a properly constituted committee, preferably an incorporated body.

3.2.2 The Council will advance funds up to a maximum of 75% of the estimated cost of the project. The applicant organisation is required to have on hand funds equal to a minimum of 25% of the estimated cost prior to any advance being made.

The total cost of the project is to include all documentation costs, application fees and necessary certifications. The applicant's contribution towards the cost of the project may include in-kind assistance such as voluntary labour and/or donated materials. The value of in kind contributions is to be determined by the Council.

3.2.3 The organisation is to provide documentary evidence that it has the capacity to meet the loan repayments and any operating costs and ongoing maintenance resulting from the works.

Such documentary evidence is to include audited financial statements (where these are required to be prepared) for the three year period immediately prior to the advance being made, and the annual submission of audited financial statements during the term of the loan.

3.2.4 The security required for the loan is to be determined by the Council on an individual merits basis. In determining the security required, the Council will take into consideration such matters as the status of the committee (incorporated or not), the length of its existence, the purpose of the loan, any previous loan repayment history that the organisation may produce and the eventual ownership of the facility and the land on which it is to be constructed.

3.2.5 The loan shall be repaid by equal six-monthly instalments over a maximum term of ten (10) years.

3.2.6 The loan shall be interest free; however, penalty interest at the rate applicable at the time on overdue rates may be applied on a daily basis to any instalment not met by the due date.

3.2.7 The total principal outstanding shall be due and recoverable should any instalment remain unpaid two (2) months after its due date.

3.2.8 Any facility constructed on Council owned or controlled land shall remain the property of the Griffith City Council.



- 3.2.9 Advances shall be made progressively by the Council subject to the submission of claims by the organisation with documentary evidence that the expenditure has been incurred, or by way of providing a valid tax invoice in the name of Council that details the goods or services directly related to the purpose of the loan.

3.3 Determination of Applications

When the Council is determining an application or prioritising a number of applications, preference shall be given to the following loans:

- a) for capital improvements on land owned or vested in the Griffith City Council;
- b) where the facility will be freely accessible by all sectors of the community;
- c) where the facility is satisfying a need that has been previously identified in the community;
- d) where the facility is in accordance with the social plan or a sporting or recreational strategy adopted by the Griffith City Council;
- e) where the facility is designed for multi-use purposes;
- f) where the repayment term is five (5) years or less;
- g) where the applicant is also contributing to the total cost of the project;
- h) where previous dealings between the parties have demonstrated a capacity and a propensity to honour the repayment commitment;
- i) where the applicant is an incorporated body appropriate insurance cover indemnifying the Council and reflecting the liabilities of that incorporated body has to be secured,
- j) where the applicant has prepared and submitted an appropriate management plan for the proposed facility, and/or
- k) where the capital improvements are on land under freehold title Council may advance a loan and appropriate interest arrangements to a non-profit community organisation or sporting body provided guarantors are nominated for the total repayment of all outstanding monies owing/interest payments upon default or change in operation which achieves a commercial return to that organisation or body.



3.3 Limits to Advances

3.3.1 No additional loans shall be made while ever the total amount owing to the Council for loans to sporting and community organisations exceeds \$400,000;

3.3.2 The maximum amount to be advanced for any one project is \$100,000, and

3.3.3 The maximum amount to owe by any individual organisation shall not exceed \$100,000.

Notwithstanding points 1-3 above which are to be used as guidelines, Council can review and approve each case on its merits.

3.5 Other Assistance

When the applicant is unable to meet the terms and conditions of this policy, the Council may (depending on the perceived community benefit of the project) advance loan monies at commercial or reduced commercial rates. Such a loan is to be subject to such security and other requirements as determined by Council.

4 Definitions

None

5 Exceptions

None

6 Legislation

None

7 Related Documents

None

8 Directorate

Business, Cultural and Financial Services

Sustainable Communities Funding



CBD Enhancement Project

1

- **DOCUMENT OUTLINE**

CBD Enhancement Project

- Key Components
- Progress

CBD ENHANCEMENT PROJECT



3

CBD ENHANCEMENT PROJECT

PROJECT

Griffith City Council has secured funding through the NSW Government Sustainable Development Program to deliver a range of infrastructure, landscape enhancement and public amenity projects throughout the city.

CBD ENHANCEMENT PROJECT

KEY COMPONENTS

- Construction of a new irrigation system, pump shed and pump at the Lake Wyangan Recreational Area.
- Construction of the shared pathway connecting Blumer Avenue and Jondaryan Avenue.
- Irrigation improvements.
- Tree maintenance and landscape improvements in Banna Avenue.
- Roundabout beautification.
- Beautification of the median strips from Bridge Road to Jondaryan Avenue.
- Memorial Gardens entrance improvements.
- Expansion and modification of the tree lighting within Banna Avenue.
- Power and data infrastructure upgrades.
- Replacement of street banners.

PROJECT PROGRESS

LAKE WYANGAN IRRIGATION SYSTEM, Pump Shed and Pump

Council initially called public tenders for the construction of the new irrigation system; however, all submissions exceeded the available project budget.

Following the rejection of all tenders, Council entered into negotiations with the tenderers to obtain revised pricing. This process resulted in the successful appointment of a preferred contractor.

Site establishment commenced on Monday, 20 July 2026, with practical completion anticipated by 30 November 2026.

To ensure public safety during construction, the main recreational area will be temporarily closed. The Lake Wyangan camping area will remain open for the duration of the works.

PROJECT PROGRESS

SHARED PATHWAY – Blumer Avenue to Jondaryan Avenue

Council's Engineering Department developed four design options for the proposed shared pathway connection between Blumer Avenue and Jondaryan Avenue.

The preferred design included:

- a 1.2-metre-wide concrete footpath on the northern side of Banna Avenue;
- a 2.0-metre-wide on-road bicycle lane adjacent to the kerb; and
- the conversion of existing 60-degree parking on the northern side of Banna Avenue to parallel parking, creating a safety buffer between cyclists and vehicle traffic.

The preferred option was endorsed by Transport for NSW and presented to local businesses and affected property owners as part of the public consultation process. Feedback received was overwhelmingly negative, with the proposed reduction in parking availability identified as the primary concern. The potential impact on business accessibility and customer parking was a key issue raised by stakeholders.

PROJECT PROGRESS

SHARED PATHWAY – Blumer Avenue to Jondaryan Avenue

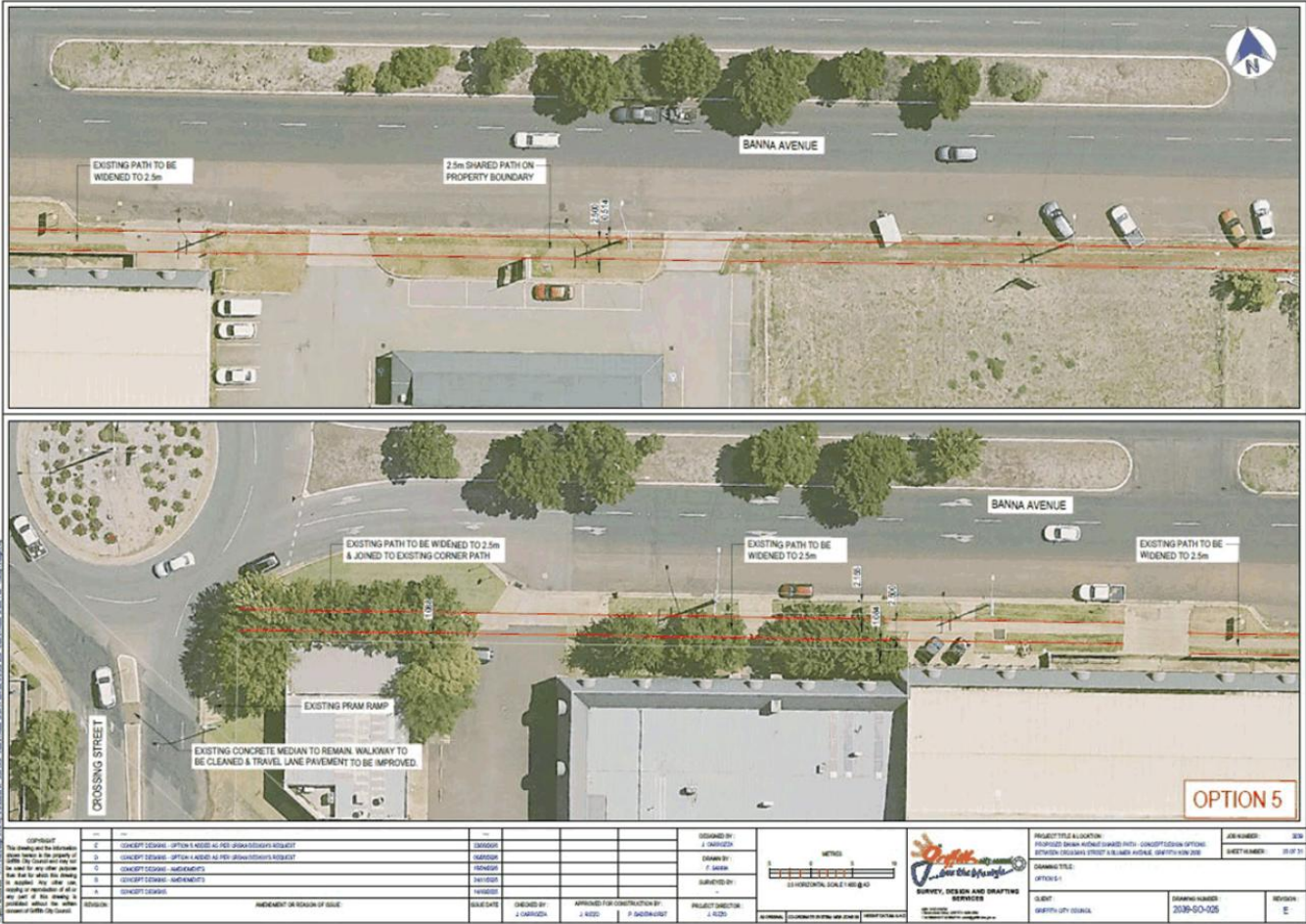
In response to the feedback received, Council convened a public meeting on 25 May 2026 with business owners and property owners along the northern side of Banna Avenue.

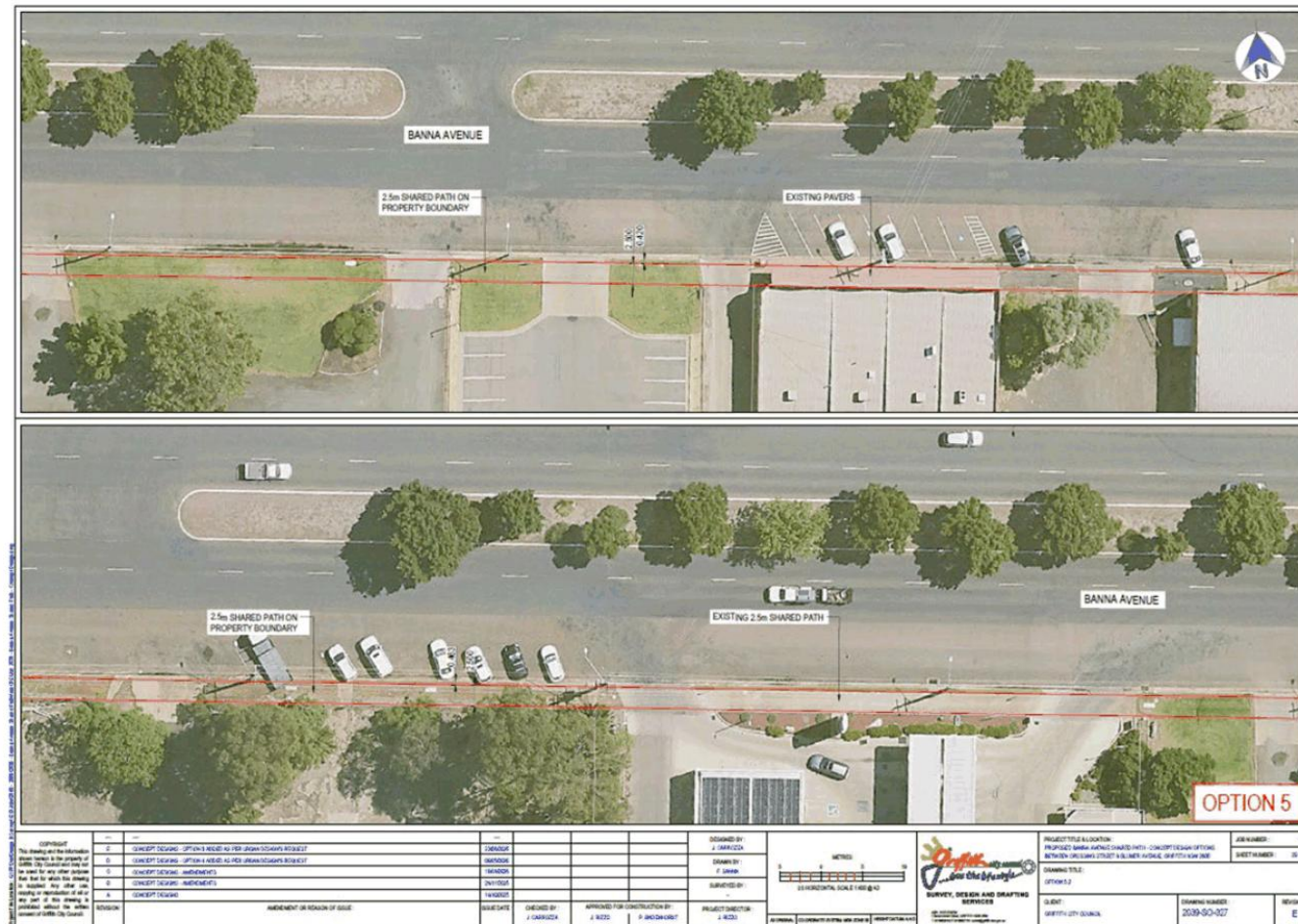
The preferred outcome identified through the consultation process was to:

- retain the existing streetscape and parking arrangements on the northern side of Banna Avenue; and
- construct a new 2.5-metre-wide off-road shared pathway within the southern nature strip.

Council subsequently developed a fifth design option reflecting the community's preferred outcome and undertook a comparative cost assessment of all five options.

The assessment confirmed that the fifth option is the most cost-effective solution, delivers the best value for money, and can be delivered within the available project budget.







PROJECT PROGRESS

ROUNABOUT AND MEDIAN STRIP

Council prepared three preliminary landscape concepts for the proposed roundabouts and median strips, which were placed on public exhibition from 4 December 2025 until the end of February 2026.

Following the community consultation process, Council engaged a Canberra-based landscape architecture firm through a competitive quotation process to develop detailed landscape designs incorporating the feedback received from the community. The lead landscape architect has strong local knowledge, having grown up in Griffith and maintaining ongoing family connections within the community.

The landscape architect prepared a detailed landscape design concept, incorporating feedback received through the community consultation process and input from Council's Parks and Gardens team. The proposed design reflects the key themes and priorities identified during consultation, while ensuring the landscape treatments are practical, sustainable, and aligned with Council's maintenance requirements.

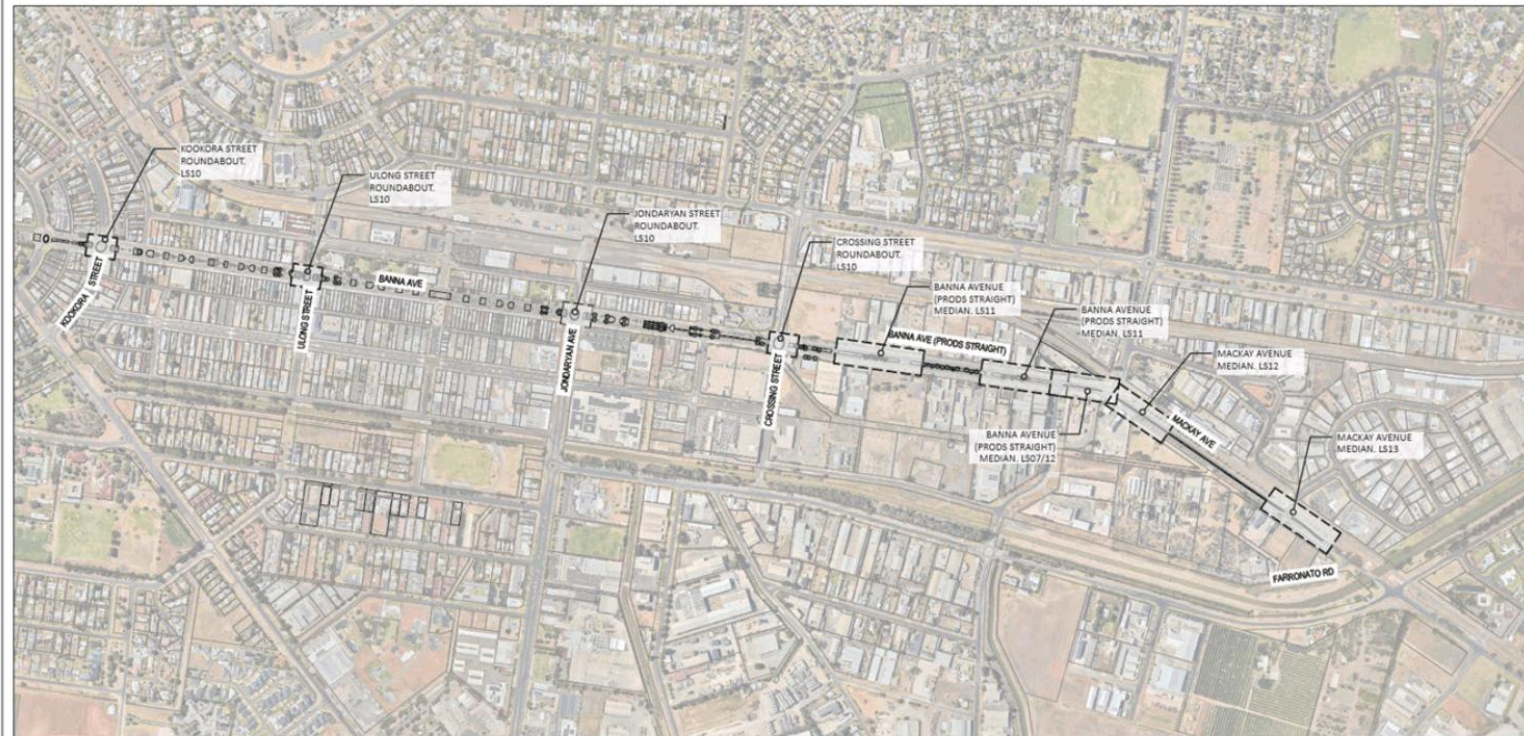
PROJECT PROGRESS

ROUNABOUT AND MEDIAN STRIP

Following a review of the estimated construction costs, it was identified that the full scope of the proposed design could not be delivered within the available project budget. The primary cost constraint was the significant traffic management requirements associated with undertaking works within Banna Avenue, which is classified as a state road.

To address these budget constraints, Council requested a staged approach to the delivery of the landscape works. The areas proposed for completion during Stage 2 are identified by dashed red lines on the attached drawings.

The revised staged design maintains the key project objectives by providing comprehensive landscaping treatments to all roundabouts and the turning bays within the median strips, while reducing the extent of landscaping in lower-priority areas to achieve the required cost efficiencies. This approach ensures the project delivers the greatest community benefit while remaining within the available funding allocation.



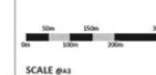
PRELIMINARY



SPACELAB
urban planning and design
LANDSCAPE ARCHITECT

GRIFFITH CBD UPGRADE
GRIFFITH NSW
PROJECT

CONCEPT PLAN - OVERALL
DRAWING TITLE



DRAWING No L500
REV A
DATE 03.07.2025
PROJECT No J26-01342
DRAWN BY TR

14

SIMPLE MEDIAN PLANTING



GEOMETRIC PATTERNS



LAYERED STRAPPY PLANTING



TEXTURED PLANTING



SIMPLE MASS PLANTING



BRIGHT COLOURED PLANTING



PRELIMINARY

 CLIENT	 LANDSCAPE ARCHITECT	GRIFFITH CBD UPGRADE GRIFFITH NSW PROJECT	PRECEDENT IMAGERY DRAWING TITLE	DRAWING No L501 REV A DATE 03.07.2025 PROJECT No J26-01342 DRAWN BY TR
--	---	--	---	---



LOW PLANTING



SIMPLE ALTERNATIVE PALETTE



CORTEN STEEL EDGING MATCHING
ENTRY SIGNAGE



FREE FORM GEOMETRIC SHAPES



DENSE MASS PLANTING

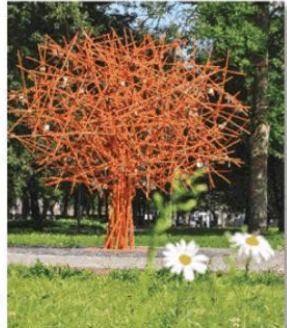
PRELIMINARY

 CLIENT	 LANDSCAPE ARCHITECT	GRIFFITH CBD UPGRADE GRIFFITH NSW PROJECT	PRECEDENT IMAGERY DRAWING TITLE		DRAWING No L502 REV A DATE 03.07.2025 PROJECT No J26-01342 DRAWN BY TR
--	---	--	---	--	---

LOCAL ABORIGINAL ARTWORKS



ABSTRACT REPRESENTATIONS WITH BRIGHT COLOURS



LARGER LIGHTER STRUCTURE



CORTEN MATERIALITY



ROADSIDE SCULPTURE VISIBLE FROM LARGE DISTANCE



PRELIMINARY

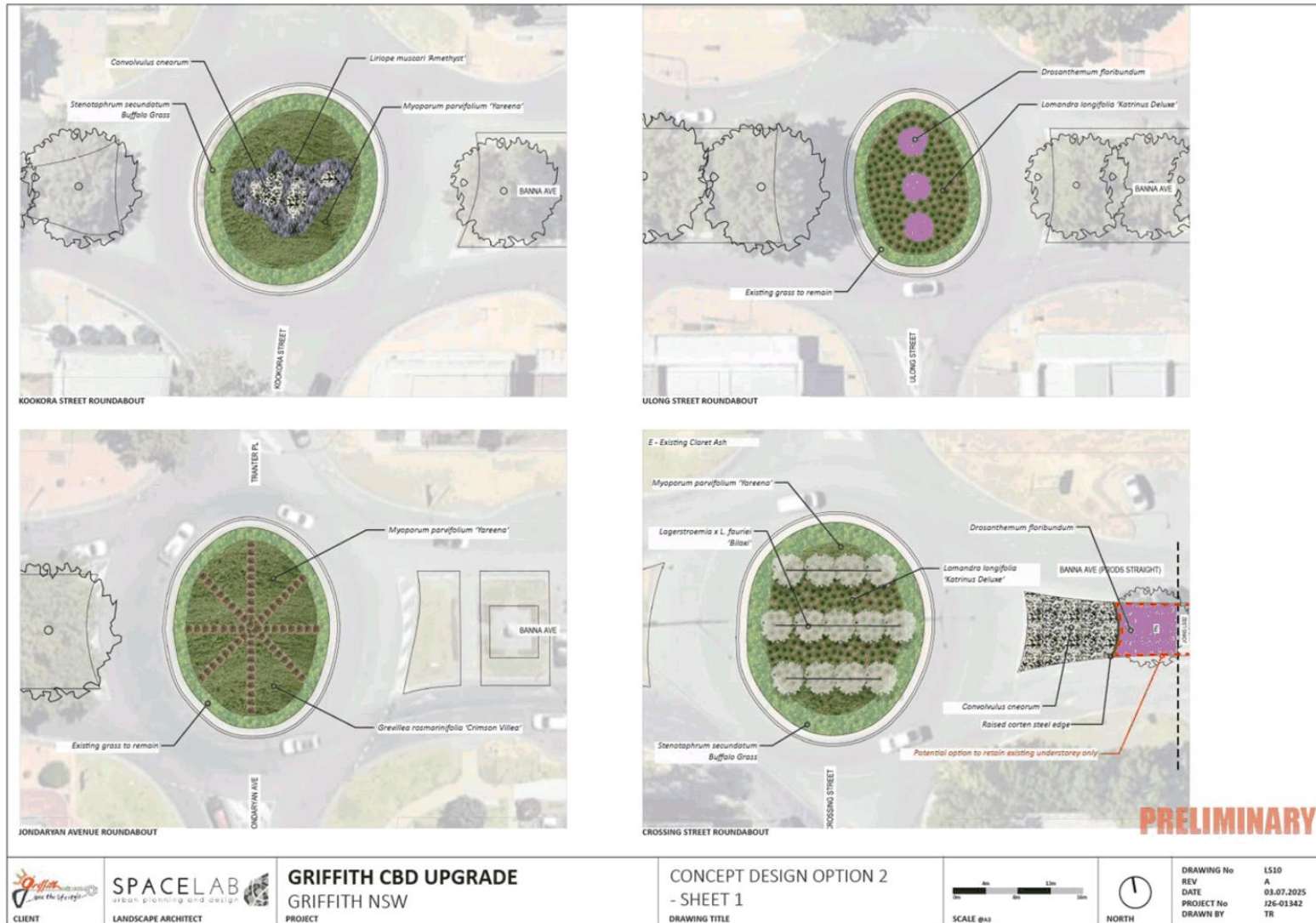
 CLIENT	 LANDSCAPE ARCHITECT	GRIFFITH CBD UPGRADE GRIFFITH NSW PROJECT	PRECEDENT IMAGERY DRAWING TITLE	DRAWING No L503 REV A DATE 03.07.2025 PROJECT No J26-01342 DRAWN BY TR
--	---	--	--	---

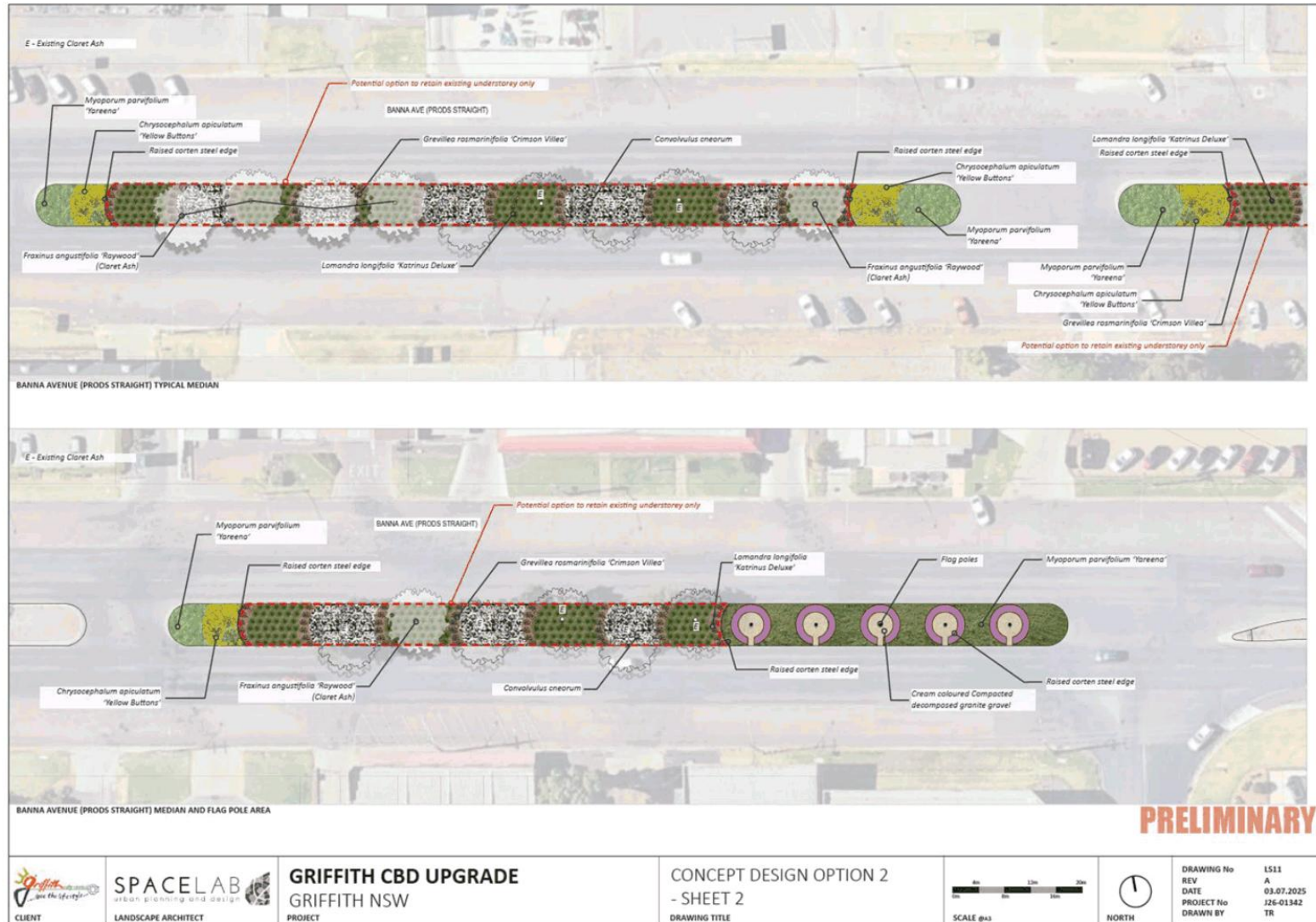
PLANT SPECIES			
CODE	SPECIES	MATURE SIZE (HxW)	BEST PLANTING TIME
TREES			
1	<i>Fraxinus angustifolia</i> 'Raywood' (Claret Ash)	12 x 7	April- September
2	<i>Lagerstroemia x L. Jaurie</i> 'Biloxi' (Biloxi Crepe Myrtle)	7 x 5	July- September
SHRUBS			
3	<i>Grevillea rosmarinifolia</i> 'Crimson Villes'	0.8 x 0.8	April- October
4	<i>Lomandra longifolia</i> 'Katrinus Deluxe' (Katrinus Deluxe Mat Rush)	0.7 x 0.7	March- November
5	<i>Lomandra longifolia</i> 'Shore' (Shore Mat Rush)	0.5 x 0.5	August- November
6	<i>Liriope muscari</i> 'Amethyst' (Amethyst Lily Turf)	0.5 x 0.5	April-May, September-November
GROUNDCOVERS			
7	<i>Convolvulus aneorum</i> (Silver Bush)	0.6 x 0.9	September- March
8	<i>Dracopis floricolum</i> (Dew Flower)	0.2 x 1	September- February
9	<i>Mysorum parvifolium</i> 'Harems' (Creeping Boobialla)	0.2 x 1.5	March- November
10	<i>Chrysanthemum apiculatum</i> 'Yellow Buttons'	0.4 x 0.5	September- November, March- May
GRASS			
-	<i>Stenotaphrum secundatum</i> (Buffalo Grass)	0.3 x -	September- November

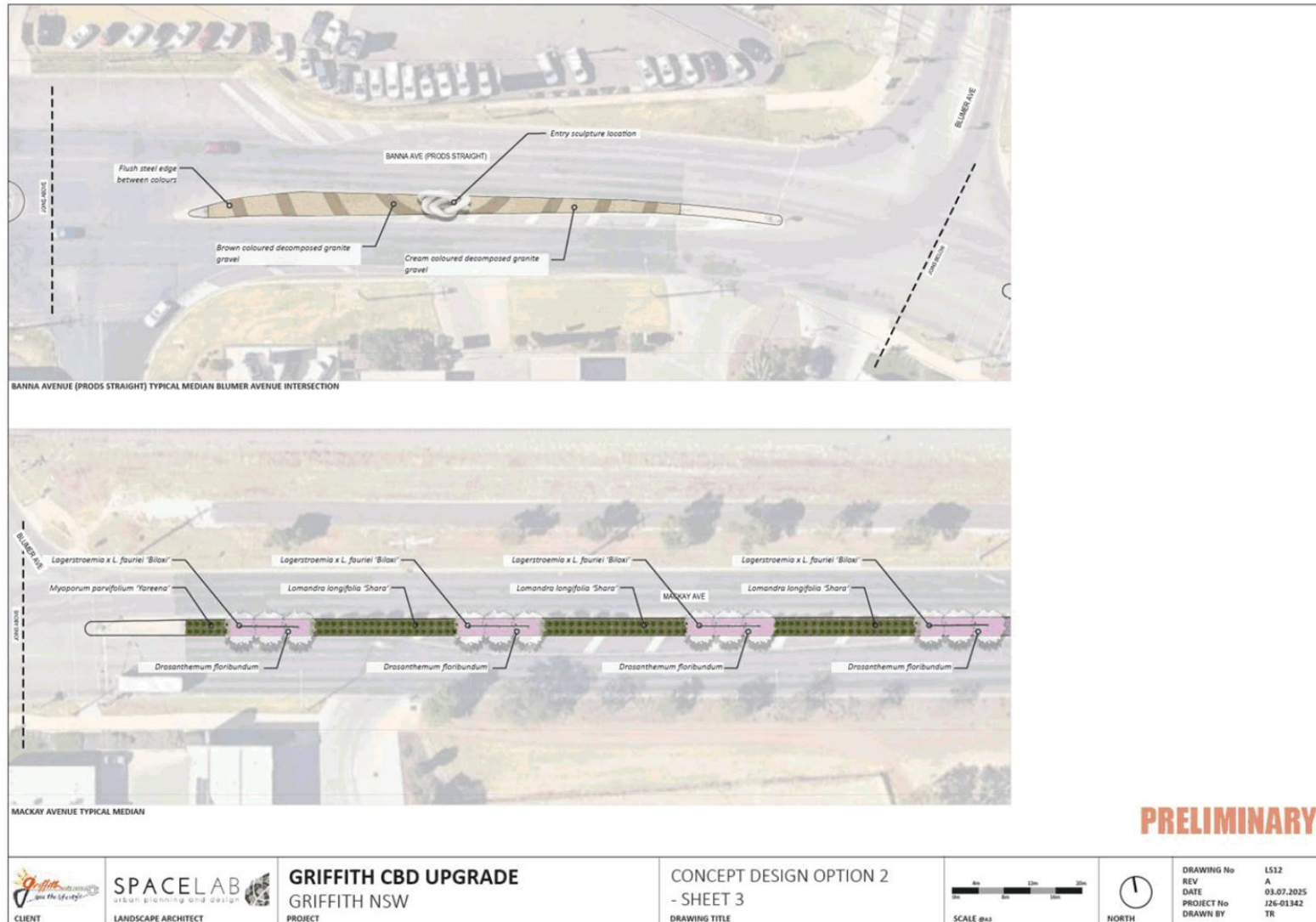
SECTION

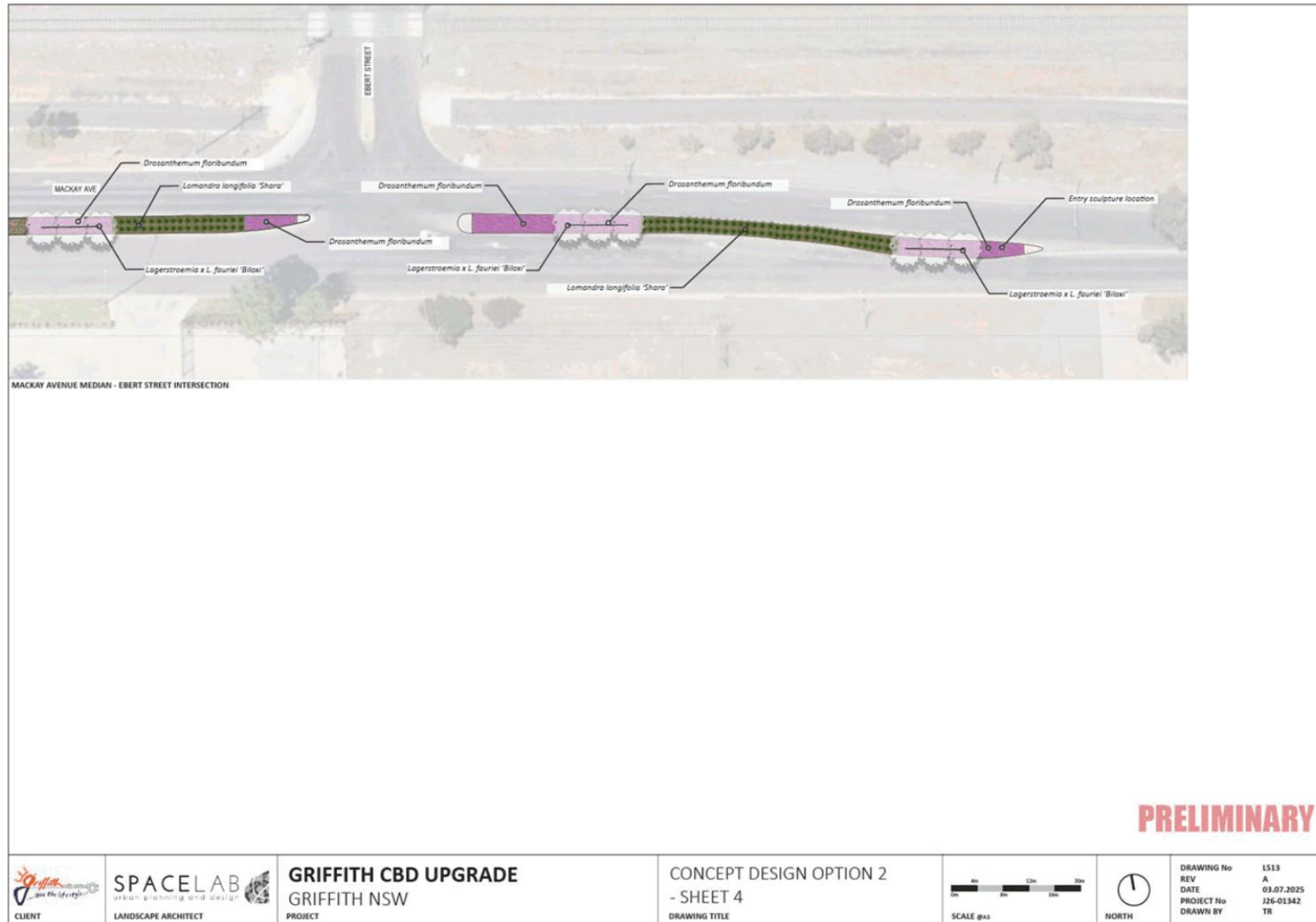
PRELIMINARY

 CLIENT	 LANDSCAPE ARCHITECT	GRIFFITH CBD UPGRADE GRIFFITH NSW PROJECT	CONCEPT DESIGN OPTION 2 - PLANT SCHEDULE & SECTION DRAWING TITLE		DRAWING No REV DATE PROJECT No DRAWN BY	LS04 A 03.07.2025 J26-01342 TR









PROJECT PROGRESS

ROUNABOUT AND MEDIAN STRIP

The next stage of the landscaping project will involve:

- seeking endorsement of the preferred concept from the Roads, Parks and Pathways Enhancement Committee; and
- undertaking a final round of community consultation;
- completing the detailed landscape design documentation.

Given the value of the project, construction works will be procured through a public tender process in accordance with Council's procurement requirements.

Subject to the procurement timeframe, construction is planned to commence in early autumn, which provides the most suitable climatic conditions for landscape works and supports the successful establishment of new planting.

PROJECT PROGRESS

MEMORIAL GARDENDS IMPROVEMENTS

Community consultation identified limited support for the originally proposed shelter over the Lion Tiles area. However, strong support was received for providing shade protection for performers and patrons attending events at Memorial Park, particularly from the western afternoon sun.

In response to the community feedback, Council invited quotations from three experienced suppliers for the design and construction of shade sails adjacent to the existing stage.

A key design consideration for the project is the proximity of overhead powerlines along the northern boundary of the park. The preferred supplier submitted the most competitive quotation and has demonstrated extensive experience in designing and delivering shade structures within complex site environments.

Council is confident that the final design will address all relevant engineering, safety, and regulatory requirements while providing an improved amenity outcome for community events at Memorial Park.

PROJECT PROGRESS

MEMORIAL GARDENDS IMPROVEMENTS



25

PROJECT PROGRESS

TREE LIGHTING – BANNA AVENUE

The extension of the existing fairy lighting to an additional ten trees, along with maintenance of the current lighting installation, received strong community support through the public consultation process.

Council is currently engaging with the contractor responsible for the original installation to undertake the required maintenance works and deliver the proposed expansion of the lighting network.

PROJECT PROGRESS

POWER AND DATA INFRASTRUCTURE UPGRADES

Community consultation identified strong support for improving lighting, power, and event infrastructure within the Banna Avenue precinct.

The proposed works include:

- upgrading two existing electrical distribution boxes;
- installing eleven new power and lighting poles;
- improving the power supply capacity to support major community events, including the Griffith Citrus Festival;
- installing new communications conduits and pits; and
- providing capacity for future expansion of Council's fibre optic communications network.

These upgrades will significantly improve the reliability and functionality of event infrastructure while providing additional capacity to support future technological requirements throughout the precinct.

PROJECT PROGRESS

POWER AND DATA INFRASTRUCTURE UPGRADES

Council has appointed an electrical engineering consultant through a competitive procurement process to prepare the detailed design documentation required for tender. The consultant's scope includes:

- preparing the detailed electrical design;
- determining the total power requirements for all project components;
- assessing the adequacy of the existing electricity supply; and
- where required, liaising with Essential Energy on Council's behalf to coordinate any necessary network upgrades.

Preliminary investigations indicate that the existing electricity supply is likely to be adequate; however, this will be confirmed as part of the detailed design process.

Given the value of the project, construction works will be procured through a public tender process in accordance with Council's procurement requirements.

PROJECT PROGRESS

NEXT STEPS

The next phase of the program will focus on:

- completion of construction works at Lake Wyangan;
- finalisation of the preferred shared pathway design and seeking endorsement from Transport for NSW;
- completion of design development, including final community consultation and preparation of detailed landscape design documentation;
- seeking committee endorsement for the revised scope of works for the Memorial Park shade structure, which proposes the installation of shade sails adjacent to the stage to provide protection for performers and patrons, followed by the appointment of a design and construct contractor; and
- commencing public tender processes for applicable projects in accordance with Council's procurement requirements.

PROJECT PROGRESS

CONCLUSION

Council has successfully activated the Sustainable Development Program within the timeframe required under the Funding Deed and continues to make substantial progress across all project components.

The Lake Wyangan irrigation system and pump shed project has progressed to the construction phase, while several other projects are currently advancing through detailed design. The remaining projects have completed comprehensive community consultation and concept development, providing a strong foundation for the next stages of delivery.

QUESTIONS

31