Ordinary Meeting

BUSINESS PAPER

Tuesday, 10 November 2026 at 7:00 PM



Griffith City Council Chambers
Phone: 1300 176 077
Web: www.griffith.nsw.gov.au Email: admin@griffith.nsw.gov.au

COUNCILLORS

Councillor Doug Curran (Mayor)	dcurran@griffith.com.au
Councillor Shari Blumer	sblumer@griffith.com.au
Councillor Mark Dal Bon	mdalbon@griffith.com.au
Councillor Jenny Ellis	jellis@griffith.com.au
Councillor Scott Groat	sgroat@griffith.com.au
Councillor Anne Napoli	anapoli@griffith.com.au
Councillor Tony O'Grady	togrady@griffith.com.au
Councillor Christine Stead (Deputy Mayor)	cstead@griffith.com.au
Councillor Laurie Testoni	ltestoni@griffith.com.au

MEMBERS OF THE PUBLIC CAN ADDRESS COUNCIL IN THE FOLLOWING WAYS

Addressing the Council at a Public Forum

Members of the public may address the Council on matters listed in the Council Meeting Agenda at the Public Forum held prior to the Council Meeting, provided proper notice is given. Visit Council's website for more information. To apply to address Council on Business Paper matters, please complete an online Request to Speak at a Public Forum before 12:00 noon on the day of the meeting. Public Forums will commence at 6:30 pm prior to the Council Meeting as required.

Notice of Motion via Councillor

You are able to lobby a Councillor to raise a Notice of Motion to have a matter considered by the Council at a future meeting.

Petition

A petition can be presented to the Council through a Councillor. If you would like to present a petition to an Ordinary Meeting of Council, please contact one of the Councillors to arrange.

Customer Request Management system

The Customer Request Management system (CRM) manages the processing of customer requests. Customer requests can be then easily responded to, allocated to responsible officers and checked. The system will automatically escalate requests that have not been actioned. To log a request, please contact Council's Customer Service Team on 1300 176 077.

Direct correspondence to the General Manager

You may write directly to the General Manager about your issue or concern via letter or email. You may contact the General Manager at admin@griffith.nsw.gov.au or mail correspondence to: The General Manager, PO Box 485 Griffith NSW 2680.

For more information on public participation refer to *Council's Agency Information Guide.*

Councillors' obligations under the Oath or Affirmation of Office are as follows:

Oath

I [*name of Councillor*] swear that I will undertake the duties of the office of Councillor in the best interests of the people of Griffith and the Griffith City Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

Affirmation

I [*name of Councillor*] solemnly and sincerely declare and affirm that I will undertake the duties of the office of Councillor in the best interests of the people of Griffith and the Griffith City Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

Councillors' obligations under the Code of Conduct in relation to conflicts of interest include:

What is a pecuniary interest?

A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3 of the Code of Conduct.

Disclosure of pecuniary interests at meetings

A Councillor who has a pecuniary interest in any matter with which Council is concerned, and who is present at a meeting of Council at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.

The Councillor must not be present at, or in sight of, the meeting of Council:

(a) at any time during which the matter is being considered or discussed by Council, or

(b) at any time during which the Council is voting on any question in relation to the matter.

What is a non-pecuniary conflict of interest?

Non-pecuniary interests are private or personal interests a Council official has that do not amount to a pecuniary interest as defined in clause 4.1 of the Code of Conduct. A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.

Managing non-pecuniary conflicts of interest

Where Councillors have a non-pecuniary conflict of interest in a matter they must disclose the relevant private interest they have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest.

Click here to lodge an online Conflict of Interest Form.

How Councillors manage a non-pecuniary conflict of interest will depend on whether or not it is significant.

A non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest, but it involves:

(a) a relationship between a Councillor and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative or another person from the Councillor's extended family that the Councillor has a close personal relationship with, or another person living in the same household.

(b) other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.

(c) an affiliation between the Councillor and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a Councillor's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.

(d) membership, as the Council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of Council and the organisation are potentially in conflict in relation to the particular matter.

(e) a financial interest (other than an interest of a type referred to in clause 4.6 of the Code of Conduct) that is not a pecuniary interest for the purposes of clause 4.1 of the Code of Conduct.

(f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.

If the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a Council meeting, Councillors must manage the conflict of interest as if a Councillor had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29 of the Code of Conduct. That is, a Councillor who has a significant non-pecuniary interest in a matter under consideration at a Council meeting must disclose the nature of the interest to the meeting as soon as practicable. The Councillor must not be present at, or in sight of, the meeting of Council:

(a) at any time during which the matter is being considered or discussed by Council, or

(b) at any time during which the Council is voting on any question in relation to the matter.

If Councillors determine that they have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest they must explain in writing why they consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.

Councillors should refer to Council's Code of Conduct policy for further information in relation to managing conflicts of interest at Council Meetings.

Opening Affirmations

Option 1

Let us meet in this Council Chamber in a spirit of fellowship and goodwill to represent all the members of our community in its cultural and religious diversity.
To be honest and objective in all our deliberations.
To respect the views of the residents, the rights of all Councillors to express their opinions without fear or favour and to make decisions for the common good of our community.

Option 2

Almighty God

We ask that you guide us in our decision making.
Protect us and the community we serve.
Direct our deliberations for the progress of this City and the true welfare of its people.

Option 3

I ask those gathered to join us now for a few moments of silence as we reflect on our roles in this Chamber. Please use this opportunity for reflection, prayer or thought, to focus on our shared intention to work respectfully together for the well-being of our whole community.

Acknowledgment of Country

Griffith City Council acknowledges the Wiradjuri people as the traditional owners and custodians of the land and waters, and their deep knowledge embedded within the Aboriginal community.

Council further pays respect to the local Wiradjuri Elders, past, present and those emerging, for whom we acknowledge have responsibilities for the continuation of cultural, spiritual and educational practices of the local Wiradjuri people.

AGENDA

ORDINARY MEETING OF GRIFFITH CITY COUNCIL
TO BE HELD IN GRIFFITH CITY COUNCIL CHAMBERS ON
TUESDAY, 10 NOVEMBER 2026 AT 7:00 PM

MEETING NOTICE

Notice is hereby given that an Ordinary Meeting of Council will be held in the Griffith City Council Chambers on **Tuesday, 10 November 2026.**

In accordance with Griffith City Council's Code of Meeting Practice and as permitted under the Local Government Act 1993, this meeting will be livestreamed via Facebook and a person's image and / or voice may be broadcast.

A recording of the livestream will be published on Council's website for at least 12 months after the meeting or for the balance of the Council term, whichever is the longer period.

Attendance at a Council meeting is to be taken as consent by a person to their image and / or voice being livestreamed.

All speakers should refrain from making any defamatory comments or releasing any personal information about another individual without their consent.

Council accepts no liability for any damage that may result from defamatory comments made by persons attending meetings – all liability will rest with the individual who made the comments.

No other recording by a video camera, still camera or any other electronic device capable of webcasting or recording is permitted without the prior approval of Council.

The agenda for the meeting is:

1 Council Acknowledgments

2 Apologies and Applications for a Leave of Absence or Attendance by Audio-visual Link by Councillors

3 Confirmation of Minutes

4 Business Arising

5 Declarations of Interest

6 Presentations

7 Mayoral Minutes

8 General Manager's Report

CL01 p21 DA170/2026 - Detached Dual Occupancy Development and Associated Torrens Title Subdivision with a Clause 4.6 Variation in excess of 10% to the minimum Lot Size.

CL02	p35	Classification of Land - Lake Wyangan Housing Project - Registered Plan of Acquisition - Lots 3, 8, 9, 10, 11 & 15 DP 1321005 and Registered Plan of Subdivision Lot 1 DP 1311549 as Operational Land
CL03	p50	Appointment of Councillor Representative – Australia Day Awards Community Selection Panel
CL04	p62	Adoption of FL-CP-201 Procurement Policy
CL05	p78	Review of Council Committee Structure and Effectiveness

9 Information Reports

CL06	p96	Local Government NSW Water Management Conference

10 Adoption of Committee Minutes

p119	Minutes of the Audit, Risk and Improvement Committee Meeting held on 29 October 2026

11 Business with Notice – Rescission Motions

12 Business with Notice – Other Motions

13 Outstanding Action Report

p122	Outstanding Action Report

14 Matters to be dealt with by Closed Council

CC01 Tender No. 22-25/26 - Authoring and Implementing a FOGO Community Education Plan

- commercial information of a confidential nature that would, if disclosed:
  (i) prejudice the commercial position of the person who supplied it, or
  (ii) confer a commercial advantage on a competitor of the council, or
  (iii) reveal a trade secret 10A(2) (d)

Scott Grant

GENERAL MANAGER

DRAFT
MINUTES

ORDINARY MEETING OF GRIFFITH CITY COUNCIL HELD IN GRIFFITH CITY COUNCIL CHAMBERS ON TUESDAY, 27 OCTOBER 2026 COMMENCING AT 7:00 PM

PRESENT

The Mayor, Doug Curran in the Chair (Via Zoom); Councillors, Laurie Testoni, Christine Stead, Mark Dal Bon, Shari Blumer, Scott Groat, Jenny Ellis, Anne Napoli and Tony O'Grady

STAFF

General Manager, Scott Grant, Director Business, Cultural, Financial Services, Matthew Hansen, Director Economic & Organisational Development, Shireen Donaldson, Director Utilities, Graham Gordon, Director Infrastructure & Operations, Phil King, Acting Director Sustainable Development, Carel Potgieter and Minute Takers, Jessica Bertacco & Melanie Hebrok

MEDIA

Nil

1 COUNCIL ACKNOWLEDGEMENTS

The Meeting opened with Councillor Mark Dal Bon reading the Opening Affirmation and the Acknowledgement of Country.

2 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE OR ATTENDANCE BY AUDIO-VISUAL LINK BY COUNCILLORS

26/296

RESOLVED on the motion of Councillors Laurie Testoni and Shari Blumer that the Mayor, Councillor Doug Curran be approved to attend the meeting by Audio-Visual.

For	Against
Mayor, Councillor Doug Curran	Councillor Christine Stead
Councillor Laurie Testoni	Councillor Scott Groat
Councillor Mark Dal Bon	Councillor Anne Napoli
Councillor Shari Blumer	Councillor Tony O'Grady
Councillor Jenny Ellis	

The division was declared PASSED by 5 votes to 4.

3 CONFIRMATION OF MINUTES

26/297

RESOLVED on the motion of Councillors Christine Stead and Tony O'Grady that the

minutes of the Ordinary Meeting of Council held in Griffith City Council Chambers on 13 October 2026, having first been circulated amongst all members of Council, be confirmed.

A division was not called.

4 BUSINESS ARISING

Nil

5 DECLARATIONS OF INTEREST

Pecuniary Interests

Councillors making a pecuniary interest declaration are required to leave the meeting during consideration of the matter and not return until the matter is resolved.

There were no pecuniary interests declared.

Significant Non-Pecuniary Interests

Councillors making a significant non-pecuniary interest declaration are required to leave the meeting during consideration of the matter and not return until the matter is resolved.

There were no significant non-pecuniary interests declared.

Less Than Significant Non-Pecuniary Interests

Councillors making a less than significant non-pecuniary interest declaration may stay in the meeting and participate in the debate and vote on the matter.

Councillor Christine Stead
Minutes of the Local Traffic Forum Meeting held on 13 October 2026
Reason - Mentions Show Ground Trust.

6 PRESENTATIONS

Nil

7 MAYORAL MINUTES

Nil

8 GENERAL MANAGER'S REPORT

CL01 ELECTION OF DEPUTY MAYOR - OCTOBER 2026

26/298

RESOLVED on the motion of Councillors Jenny Ellis and Scott Groat that Council:

(a) Resolve to elect the Deputy Mayor for a period of one year.

(b) Determine the format of the election for the office of Deputy Mayor by Open Voting (show of hands).

For	Against
Mayor, Councillor Doug Curran	
Councillor Laurie Testoni	
Councillor Christine Stead	
Councillor Mark Dal Bon	
Councillor Shari Blumer	
Councillor Scott Groat	
Councillor Jenny Ellis	
Councillor Anne Napoli	
Councillor Tony O'Grady	

The division was declared PASSED by 9 votes to 0.

Mr Grant advised that two nominations were received from Councillors Christine Stead and Shari Blumer. Following a Show of Hands, Christine Stead was declared Deputy Mayor for the following one year period.

CL02 GRIFFITH BESS - PROPOSED VOLUNTARY PLANNING AGREEMENT AND COMMUNITY BENEFIT PACKAGE

26/299

RESOLVED on the motion of Councillors Tony O'Grady and Shari Blumer that Council:

(a) Note the status of the Griffith BESS proposal as State Significant Development, with development assessment and determination resting with the NSW Government;

(b) Note the outcome of negotiations with Eku Energy and the proposed $3.75 million base-value community benefit package, including $2.575 million proposed to be administered by Council under a VPA;

(c) Endorse the Letter of Offer dated 4 September 2026 and the draft Voluntary Planning Agreement (VPA) between Griffith City Council and Griffith BESS Project Co Pty Ltd, and direct the general manager to proceed to place the VPA on public exhibition in accordance with the Environmental Planning and Assessment Act 1979 and associated regulations;

(d) Authorise the General Manager to undertake the statutory public exhibition of the draft VPA and associated explanatory material for a period of 28 days;

(e) Authorise the General Manager, following completion of the public exhibition period, to finalise and execute the VPA under delegation, subject to completion of all statutory requirements, satisfactory legal review, and there being no material submissions or substantive amendments requiring further consideration by Council as determined by the General Manager;

(f) Require that any material submissions received during the public exhibition period, or any proposed substantive changes to the VPA arising from that process, be referred back to Council for consideration prior to execution; and

(g) Note that consideration and endorsement of the VPA does not constitute development consent or a determination by Council on the merits of the SSD application.

For	Against
Mayor, Councillor Doug Curran	Councillor Mark Dal Bon
Councillor Laurie Testoni	

Councillor Christine Stead
Councillor Shari Blumer
Councillor Scott Groat
Councillor Jenny Ellis
Councillor Anne Napoli
Councillor Tony O'Grady

The division was declared PASSED by 8 votes to 1.

CL03 GRIFFITH JOCKEY CLUB - REQUEST FOR COUNCIL SUPPORT

26/300

RESOLVED on the motion of Councillors Shari Blumer and Christine Stead that Council note the request received from Griffith Jockey Club regarding financial support and the cost of water associated with maintaining the turf track at Dalton Park.

For	Against
Mayor, Councillor Doug Curran	
Councillor Laurie Testoni	
Councillor Christine Stead	
Councillor Mark Dal Bon	
Councillor Shari Blumer	
Councillor Scott Groat	
Councillor Jenny Ellis	
Councillor Anne Napoli	
Councillor Tony O'Grady	

The division was declared PASSED by 9 votes to 0.

26/301

RESOLVED on the motion of Councillors Shari Blumer and Christine Stead that Council approve (retrospectively) sponsorship of $2,500 to Griffith Jockey Club in support of its race day/event activities.

For	Against
Councillor Laurie Testoni	Mayor, Councillor Doug Curran
Councillor Christine Stead	
Councillor Mark Dal Bon	
Councillor Shari Blumer	
Councillor Scott Groat	
Councillor Jenny Ellis	
Councillor Anne Napoli	
Councillor Tony O'Grady	

The division was declared PASSED by 8 votes to 1.

26/302

RESOLVED on the motion of Councillors Shari Blumer and Christine Stead that Council approve financial support for the following fees currently payable by Griffith Jockey Club:

- Dalton Park Booking Fee – Invoice 8537 – $1,206.00; and
- Annual Lease Fee – Invoice 62685 – $742.00.
- Being a total waiver of $1,948.00.

For	Against
Mayor, Councillor Doug Curran	
Councillor Laurie Testoni	

Councillor Christine Stead
Councillor Mark Dal Bon
Councillor Shari Blumer
Councillor Scott Groat
Councillor Jenny Ellis
Councillor Anne Napoli
Councillor Tony O'Grady

The division was declared PASSED by 9 votes to 0.

26/303

RESOLVED on the motion of Councillors Shari Blumer and Christine Stead that Council provide financial relief of approximately $6,766 in respect of water charges incurred by Griffith Jockey Club over the preceding 12-month period, with the final amount to be confirmed by Council officers against actual consumption and applicable charges.

For	Against
Mayor, Councillor Doug Curran	Councillor Mark Dal Bon
Councillor Laurie Testoni	Councillor Tony O'Grady
Councillor Christine Stead	
Councillor Shari Blumer	
Councillor Scott Groat	
Councillor Jenny Ellis	
Councillor Anne Napoli	

The division was declared PASSED by 7 votes to 2.

26/304

RESOLVED on the motion of Councillors Shari Blumer and Christine Stead that Council:

(a) Note that the financial assistance approved is a one-off arrangement and does not establish an ongoing entitlement, subsidy or precedent in relation to water charges, lease fees, booking fees, sponsorship or other Council charges; and

(b) Note that any proposed longer-term amendment to the water charging arrangements or the existing licence agreement between Council and Griffith Jockey Club will be the subject of separate consideration by Council.

For	Against
Mayor, Councillor Doug Curran	
Councillor Laurie Testoni	
Councillor Christine Stead	
Councillor Mark Dal Bon	
Councillor Shari Blumer	
Councillor Scott Groat	
Councillor Jenny Ellis	
Councillor Anne Napoli	
Councillor Tony O'Grady	

The division was declared PASSED by 9 votes to 0.

CL04 PROPOSED COUNCIL MEETING SCHEDULE FOR 2027

Councillors Shari Blumer and Christine Stead moved the **MOTION** that Council adopt the proposed Council Meeting Schedule for 2027 as attached to the report (Attachment (a)).

Councillors Tony O'Grady and Christine Stead moved the **AMENDMENT** that the meeting date Thursday 28 January 2027 be removed from the proposed Council Meeting Schedule for 2027.

The **AMENDMEN**T was **PUT** and **LOST**.

For	Against
Councillor Christine Stead	Mayor, Councillor Doug Curran
Councillor Tony O'Grady	Councillor Laurie Testoni
	Councillor Mark Dal Bon
	Councillor Shari Blumer
	Councillor Scott Groat
	Councillor Jenny Ellis
	Councillor Anne Napoli

The division was declared LOST by 2 votes to 7.

26/305

RESOLVED on the motion of Councillors Shari Blumer and Christine Stead that Council adopt the proposed Council Meeting Schedule for 2027 as attached to the report (Attachment (a)).

For	Against
Mayor, Councillor Doug Curran	
Councillor Laurie Testoni	
Councillor Christine Stead	
Councillor Mark Dal Bon	
Councillor Shari Blumer	
Councillor Scott Groat	
Councillor Jenny Ellis	
Councillor Anne Napoli	
Councillor Tony O'Grady	

The division was declared PASSED by 9 votes to 0.

CL05 MODEL CODE OF CONDUCT COMPLAINTS STATISTICS 2025-26

26/306

RESOLVED on the motion of Councillors Christine Stead and Shari Blumer that the report be noted by Council.

For	Against
Mayor, Councillor Doug Curran	
Councillor Laurie Testoni	
Councillor Christine Stead	
Councillor Mark Dal Bon	
Councillor Shari Blumer	
Councillor Scott Groat	
Councillor Jenny Ellis	
Councillor Anne Napoli	
Councillor Tony O'Grady	

The division was declared PASSED by 9 votes to 0.

CL06 SMALL BUSINESS FINANCIAL ASSISTANCE GRANT 2026

26/307

RESOLVED on the motion of Councillors Christine Stead and Jenny Ellis that Council approve the Small Business Financial Assistance grants submitted by 15 local businesses listed in the report.

For	Against
Mayor, Councillor Doug Curran	
Councillor Laurie Testoni	
Councillor Christine Stead	
Councillor Mark Dal Bon	
Councillor Shari Blumer	
Councillor Scott Groat	
Councillor Jenny Ellis	
Councillor Anne Napoli	
Councillor Tony O'Grady	

The division was declared PASSED by 9 votes to 0.

CL07 ANNUAL FINANCIAL STATEMENTS - STATEMENTS UNDER SECTION 413(2)(C) OF THE LOCAL GOVERNMENT ACT, 1993

26/308

RESOLVED on the motion of Councillors Shari Blumer and Christine Stead that:

(a) In accordance with Section 413 of the Local Government Act, 1993, Council forward to the Auditor the Financial Statements for the year ending 30 June 2026.

(b) Council delegate authority to the following people to sign the Statement by Councillors and Management for the General Purpose Financial Statements and the Special Purpose Financial Statements:

i. Councillor Doug Curran in his capacity as Mayor or nominee;
ii. Councillor Christine Stead in their capacity as the Deputy Mayor or nominee;
iii. The General Manager, Scott Grant; and
iv. Council's Responsible Accounting Officer, Matthew Hansen.

For	Against
Mayor, Councillor Doug Curran	
Councillor Laurie Testoni	
Councillor Christine Stead	
Councillor Mark Dal Bon	
Councillor Shari Blumer	
Councillor Scott Groat	
Councillor Jenny Ellis	
Councillor Anne Napoli	
Councillor Tony O'Grady	

The division was declared PASSED by 9 votes to 0.

CL08 FINANCIAL ASSISTANCE GRANTS METHODOLOGY REVIEW - OUTCOME

26/309

RESOLVED on the motion of Councillors Tony O'Grady and Anne Napoli that Council:

(a) Note the outcome of the NSW Local Government Grants Commission's review of the

methodology used to allocate Financial Assistance Grants, being that the draft revised methodology will not be implemented, and the existing methodology will continue to apply.

(b) Note that Council's submission was lodged on 7 October 2026 under the delegation granted by Council on 22 September 2026, and that this report completes the reporting requirement of that resolution.

(c) Authorise the General Manager to write to the Commission confirming Council's support for the data governance and integrity work the Commission has asked the Office of Local Government to undertake and offering Council's assistance with that work.

(d) Authorise the Mayor to write to the Chair of the NSW Local Government Grants Commission requesting, in relation to Griffith City Council:

i. Council's assessed General Purpose entitlement under the existing methodology for 2026-27, before the application of the cap and collar;
ii. The value of the adjustment made by the cap and collar in arriving at the allocation actually paid; and
iii. That this information be provided to Council annually with its allocation advice.

For	Against
Mayor, Councillor Doug Curran	
Councillor Laurie Testoni	
Councillor Christine Stead	
Councillor Mark Dal Bon	
Councillor Shari Blumer	
Councillor Scott Groat	
Councillor Jenny Ellis	
Councillor Anne Napoli	
Councillor Tony O'Grady	

The division was declared PASSED by 9 votes to 0.

CL09 UPDATE - ACTIVE GRANT PROGRAMS

26/310

RESOLVED on the motion of Councillors Laurie Testoni and Christine Stead that Council note this report.

For	Against
Mayor, Councillor Doug Curran	
Councillor Laurie Testoni	
Councillor Christine Stead	
Councillor Mark Dal Bon	
Councillor Shari Blumer	
Councillor Scott Groat	
Councillor Jenny Ellis	
Councillor Anne Napoli	
Councillor Tony O'Grady	

The division was declared PASSED by 9 votes to 0.

9 INFORMATION REPORTS

CL10 MAJOR PROJECTS UPDATE

26/311

RESOLVED on the motion of Councillors Shari Blumer and Christine Stead that Council note the contents of the report regarding the status of the following major projects:

- Lake Wyangan Residential Housing Infrastructure Enabling Project – Stage 1
- Community Energy Upgrades – Griffith Net Zero Facilities Upgrade Program
- Griffith CBD Enhancement Project

For	Against
Mayor, Councillor Doug Curran	
Councillor Laurie Testoni	
Councillor Christine Stead	
Councillor Mark Dal Bon	
Councillor Shari Blumer	
Councillor Scott Groat	
Councillor Jenny Ellis	
Councillor Anne Napoli	
Councillor Tony O'Grady	

The division was declared PASSED by 9 votes to 0.

CC02 was moved into open Council due to being incorrectly published in Closed Council Section.

CC02 TFNSW RESURFACING BANNA AVENUE

26/312

RESOLVED on the motion of Councillors Mark Dal Bon and Scott Groat that Council allocate $1.5m from the reseals budget to resurfacing Banna Avenue in conjunction with TfNSW.

For	Against
Mayor, Councillor Doug Curran	
Councillor Laurie Testoni	
Councillor Christine Stead	
Councillor Mark Dal Bon	
Councillor Shari Blumer	
Councillor Scott Groat	
Councillor Jenny Ellis	
Councillor Anne Napoli	
Councillor Tony O'Grady	

The division was declared PASSED by 9 votes to 0.

10 ADOPTION OF COMMITTEE MINUTES

MINUTES OF THE FLOODPLAIN MANAGEMENT COMMITTEE MEETING HELD ON 8 OCTOBER 2026

26/313

RESOLVED on the motion of Councillors Scott Groat and Laurie Testoni that the recommendations as detailed in the Minutes of the Floodplain Management Committee meeting held on 8 October 2026 be adopted.

For	Against
Mayor, Councillor Doug Curran	
Councillor Laurie Testoni	
Councillor Christine Stead	
Councillor Mark Dal Bon	
Councillor Shari Blumer	
Councillor Scott Groat	
Councillor Jenny Ellis	
Councillor Anne Napoli	
Councillor Tony O'Grady	

The division was declared PASSED by 9 votes to 0.

MINUTES OF THE LOCAL TRAFFIC FORUM MEETING HELD ON 13 OCTOBER 2026

At this point of the meeting Councillor Stead provided a Conflict of Interest to the General Manager in relation to the Local Traffic Forum Minutes.

26/314

RESOLVED on the motion of Councillors Anne Napoli and Tony O'Grady that the recommendations as detailed in the Minutes of the Local Traffic Forum meeting held on 13 October 2026 be adopted.

For	Against
Mayor, Councillor Doug Curran	
Councillor Laurie Testoni	
Councillor Christine Stead	
Councillor Mark Dal Bon	
Councillor Shari Blumer	
Councillor Scott Groat	
Councillor Jenny Ellis	
Councillor Anne Napoli	
Councillor Tony O'Grady	

The division was declared PASSED by 9 votes to 0.

11 BUSINESS WITH NOTICE – RESCISSION MOTIONS

Nil

12 BUSINESS WITH NOTICE – OTHER MOTIONS

NOTICE OF MOTION - COUNCILLOR SHARI BLUMER

26/315

RESOLVED on the motion of Councillors Laurie Testoni and Shari Blumer that Council:

(a) Undertake a desktop review of previous reports, budget bids, grant applications, options, initiatives and data collected about Lake Wyangan and its catchment to date.

(b) Develop a project (or projects) to improve the water quality and environment health of Lake Wyangan, and ensure the survival of the water body as a place of natural habitat and community amenity, including consideration of a filtration project/s within the Lake

surrounds, as well as an extraction project/s.

(c) Undertake a high-level costing of the resources needed to implement the proposed project/s for the purpose of a budget bid, including consideration of the organisational structure and human resources required.

(d) Establish potential partners that could be part of a project advisory group to deliver the project/s, for example. Murrumbidgee Irrigation, Griffith Local Aboriginal Land Council and Local Land Services.

For	Against
Mayor, Councillor Doug Curran	Councillor Scott Groat
Councillor Laurie Testoni	
Councillor Christine Stead	
Councillor Mark Dal Bon	
Councillor Shari Blumer	
Councillor Jenny Ellis	
Councillor Anne Napoli	
Councillor Tony O'Grady	

The division was declared PASSED by 8 votes to 1.

NOTICE OF MOTION - COUNCILLOR SHARI BLUMER

26/316

RESOLVED on the motion of Councillors Shari Blumer and Jenny Ellis that Council:

(a) Sign up to become a Carp Action Alliance Partner.

(b) Work with the Carp Action Alliance and the Lake Wyangan and Catchment Management Committee to organise a community carp day sometime in the next 12 months, depending on the most appropriate time of year.

For	Against
Mayor, Councillor Doug Curran	
Councillor Laurie Testoni	
Councillor Christine Stead	
Councillor Mark Dal Bon	
Councillor Shari Blumer	
Councillor Scott Groat	
Councillor Jenny Ellis	
Councillor Anne Napoli	
Councillor Tony O'Grady	

The division was declared PASSED by 9 votes to 0.

13 OUTSTANDING ACTION REPORT

26/317

RESOLVED on the motion of Councillors Christine Stead and Tony O'Grady that the report be noted.

For	Against
Mayor, Councillor Doug Curran	
Councillor Laurie Testoni	

Councillor Christine Stead
Councillor Mark Dal Bon
Councillor Shari Blumer
Councillor Scott Groat
Councillor Jenny Ellis
Councillor Anne Napoli
Councillor Tony O'Grady

The division was declared PASSED by 9 votes to 0.

14 MATTERS TO BE DEALT WITH BY CLOSED COUNCIL

In accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2021, in the opinion of the General Manager, the following business is of a kind as referred to in Section 10A(2) of the Act, and should be dealt with in a part of the meeting closed to the media and public.

Set out below is Section 10A(2) of the Local Government Act 1993 in relation to matters which can be dealt with in the closed part of a meeting.

The matters and information are the following:

(a) personnel matters concerning particular individuals (other than Councillors)

(b) the personal hardship of any resident or ratepayer

(c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business

(d) commercial information of a confidential nature that would, if disclosed:

- **(i) prejudice the commercial position of the person who supplied it, or**
- **(ii) confer a commercial advantage on a competitor of the Council, or**
- **(iii) reveal a trade secret**

(e) information that would, if disclosed, prejudice the maintenance of law

(f) matters affecting the security of the Council, Councillors, Council staff or Council property

(g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege

(h) information concerning the nature and location of a place or an item of Aboriginal significance on Community land.

(i) alleged contraventions of any code of conduct requirements applicable under section 440 of the Local Government Act 1993.

26/318

RESOLVED on the motion of Councillors Christine Stead and Tony O'Grady that:

(a) Council resolve to go into closed Council to consider business identified.

(b) Pursuant to section 10A(1)-(3) of the Local Government Act 1993, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provision of section [10A(2)] as outlined above.

(c) The correspondence and reports relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the Local Government

Act 1993.

Council resolved that members of the press and public be excluded from the meeting during consideration of the items listed below, and that discussion of the report in open Council would be contrary to the public interest.

CC01 SALE OF LAND FOR UNPAID RATES - OUTCOMES

Reason: Personal Hardship 10A(2)(b)

Council closed its meeting at 8:33 pm. The public and media left the Chamber. Livestream was disconnected.

REVERSION TO OPEN COUNCIL

26/319

RESOLVED on the motion of Councillors Christine Stead and Tony O'Grady that Open Council be resumed.

Open Council resumed at 8:35 pm.

Livestream was reconnected.

Upon resuming open Council the General Manager reported that the following resolution had been made in Closed Council:

MATTERS DEALT WITH IN CLOSED COUNCIL

CC01 SALE OF LAND FOR UNPAID RATES - OUTCOMES

26/320

RESOLVED on the motion of Councillors Jenny Ellis and Laurie Testoni that the report be noted by Council.

For	Against
Mayor, Councillor Doug Curran	
Councillor Laurie Testoni	
Councillor Christine Stead	
Councillor Mark Dal Bon	
Councillor Shari Blumer	
Councillor Scott Groat	
Councillor Jenny Ellis	
Councillor Anne Napoli	
Councillor Tony O'Grady	

The division was declared PASSED by 9 votes to 0.

There being no further business the meeting terminated at 8:38 pm.

Confirmed: .....

CHAIRPERSON

CLAUSE	**CL01**
PROPOSAL	**DA170/2026 - DETACHED DUAL OCCUPANCY DEVELOPMENT AND ASSOCIATED TORRENS TITLE SUBDIVISION WITH A CLAUSE 4.6 VARIATION IN EXCESS OF 10% TO THE MINIMUM LOT SIZE.**
PROPERTY	15 Turner Street – Lot 8 Section 152 DP 758476
LOCATION	Griffith
ZONING	R1 – General Residential
APPLICABLE PLANNING INSTRUMENT	Griffith Local Environmental Plan, 2014
EXISTING DEVELOPMENT	Dwelling House and ancillary buildings
APPLICANT	Kelly McNicol – SKM Planning Pty Ltd
OWNER	Belluna Holdings Pty Ltd
DIRECTORS OF COMPANY (IF APPLICABLE)	Frank Franco & Francesca Franco
APPLICATION DATE	20 August 2026
REASON FOR REFERRAL	Clause 4.6 Variation to Minimum Lot Size >10%
FROM	**Joe Rizzo, Director Sustainable Development**
TRIM REF	**26/128828**

SUMMARY

- The application has been referred to the Ordinary Meeting of Council on the basis of a variation to the minimum lot size development standard under Clause 4.6 of the Griffith Local Environmental Plan, 2014, for the subdivision of a dual occupancy development, which is 400m^2 per lot.

- It is proposed to construct a new two-bedroom dwelling as a detached dual occupancy adjacent to an existing dwelling on the land and then subdivide the property into two parcels once construction has reached a mandatory stage inspection.

- The application was notified under the Griffith Community Participation Plan and a submission was received with an objection to the application; staff have responded with mediation in relation to the issue raised.

- It is recommended that the application be approved based on the details contained in report.

Type of Development

Local Development

Main Issues

Minimum Lot size require for each lot in a Torrens Title Subdivision of a dual occupancy development is not achieved and the application seeks a variation of approximately 12% of the 400m^2 development standard, where a variation of 10% is within staff delegation.

RECOMMENDATION

(a) Council pursuant to the provisions of Clause 4.6 of Griffith Local Environmental Plan 2014 and in accordance with the delegation from the Secretary of the Department of Planning, Industry and Environment:

i. Approve the variation to the minimum lot size requirements set down in Clause 4.1A(4) of Griffith Local Environmental Plan 2014; and

ii. Provide details of the variation as part of the quarterly review to the Department of Planning, Industry & Environment.

(b) Council as the consent authority pursuant to Section 4.16 of the Environmental Planning and Assessment Act, 1979, grant development consent to Development Application 170/2026 (1) for a detached dual occupancy and two Lot Torrens Title Subdivision over Lot 8 Section 152 DP 758476 – No. 15 Turner Street Griffith, in accordance with conditions provided in Attachment A.

(c) The application be delegated to the Director Sustainable Development for the issue of the Notice of Determination.

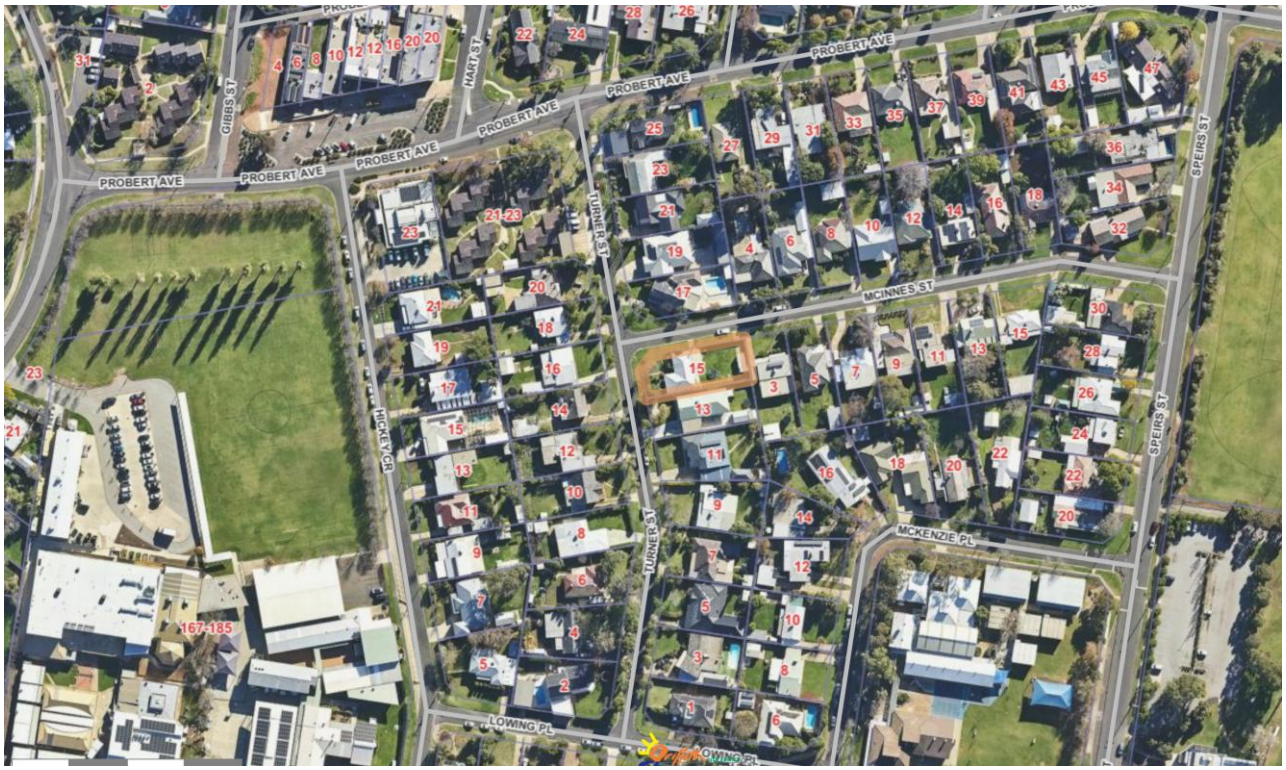
In accordance with the Local Government Act (section 375A - Recording of voting on planning matters) Council must record the Councillors' votes in relation to this matter.

SITE DESCRIPTION

The site is located on south-eastern side of intersection of Turner Street and McInnes Street, where the property has an area of 816.58m^2 and contains a single storey dwelling house as illustrated on the site aerial photo and the following site photos.

The locality comprises generally older style dwellings with some redevelopment of new dwellings. Other dual occupancy development is located in the vicinity of the site and the property is within the East Griffith Precinct under the Residential Development Control Plan. Probert Street and the shops are located to the north, Marion College & oval is to the west and the 'Exies' sporting club and fields are to the east of the site.

LOCATION MAP



BACKGROUND

Site History

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 there have been no recent applications over this property.

Timeline of Events Pertaining to the Development Application

- 20 August 2026 – application lodged into Council's system
- 22 August 2026 – Development Assessment Panel meeting – referred to internal sections for assessment – contract Planner, Development Engineer, Address Information,
- 4 September 2026 - notification of application to nearby landowners in accordance with Council's Community Participation Plan – closed 18 September 2026
- 06 October 2026 - Submission received and provided to applicant for comment – response received 8 October 2026
- 22 October 2026 – on site meeting held relating to submission issue
- 28 October 2026 – application assessment completed.

PROPOSAL IN DETAIL

The application was lodged to create a detached dual occupancy development with a DCP variation along with a two (2) lot subdivision, with a Clause 4.6 exception to the minimum lot

size development standard under Clause 4.1A of the Griffith Local Environmental Plan, 2014.

The detached dual occupancy has two (2) bedrooms, a small study, single car garage fronting McInnes Street, adjacent to the existing dwelling house.

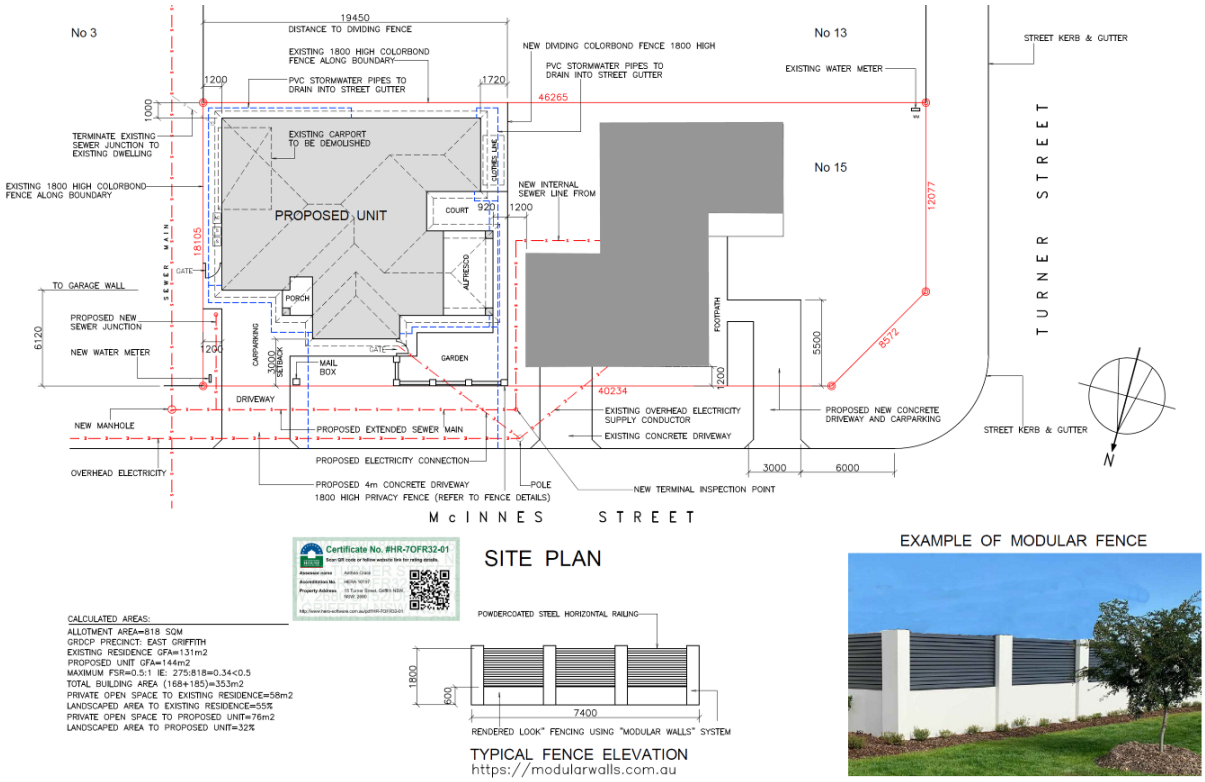


*Figure 1 - extract from Frank Tabotta Site Plan (provided in **Attachment B** to this report)*

As illustrated on the above plan, a front fence is proposed for the private open space area courtyard for the new dwelling. A driveway is provided from McInnes Street.

The DCP variation noted in the application documents relates to the secondary street setback provision of Section 5.4(g) in the Residential DCP, of 3.5 metres, reducing to 3 metres. The applicant provides the following in the variation statement:

That is a variation of 0.5 m, or 14.3% of the 3.5 m control. The variation is minor. The variation applies only to a 5.5m length of the living area which is articulated from the dwelling facade. The balance of the front elevation of the dwelling is set back 4.5 m or greater from the primary frontage. The garage is setback 6.12m.

The application also includes Torrens Title subdivision, where the provisions of Clause 4.1A provides each lot is to be a minimum of 400m^2 development standard and proposed Lot 2 containing the proposed dwelling has an area of 352m^2, 12% below the LEP development standard.

A copy of the application notification plans are provided as **Attachment B** to this report and a copy of the detailed Statement of Environmental Effects; including Appendix A – Clause 4.6 exception statement and Appendix B – DCP variation statement; is provided as **Attachment C** to this report.

ASSESSMENT UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979

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 proposal, however the full assessment report is provided as **Attachment F** to this report.

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

Griffith Local Environmental Plan 2014

(a) Permissibility

The proposed development is for Dual Occupancy - Construct new dwelling house & 2 Lot Subdivision and this falls under the definition of *detached dual occupancy* and *subdivision* in the Dictionary of Griffith Local Environmental Plan 2014, which is defined as:

dual occupancy *means a dual occupancy (attached) or a dual occupancy (detached).*

dual occupancy (detached) *means 2 detached dwellings on one lot of land, but does not*

dwelling *means a room or suite of rooms occupied or used or so constructed or adapted as to be capable of being occupied or used as a separate domicile.*

The Environmental Planning & Assessment Act provides the following in relation to the definition of *subdivision*:

6.2 Meaning of "subdivision" of land

(1) For the purposes of this Act, ***subdivision*** *of land means the division of land into 2 or more parts that, after the division, would be obviously adapted for separate occupation, use or disposition. The division may (but need not) be effected—*

(a) by conveyance, transfer or partition, or

(b) by any agreement, dealing, plan or instrument rendering different parts of the land available for separate occupation, use or disposition.

(2) Without limiting subsection (1), ***subdivision*** *of land includes the procuring of the registration in the office of the Registrar-General of—*

(a) a plan of subdivision within the meaning of section 195 of the Conveyancing Act 1919, or

(b) a strata plan or a strata plan of subdivision within the meaning of the Strata Schemes Development Act 2015.



Figure 1 - zone overlay - R1 General Residential

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

(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 zone objectives.

(c) Principal Development Standards & other LEP Provisions

Clause	Clause Requirement & Assessment Comment
2.6 Subdivision	Subdivision permitted with consent
4.1 Minimum Lot Size	*Not Applicable*
4.1A Exceptions to minimum lot size for certain residential development	*Applicable* *The objective of this clause is to encourage housing diversity without adversely impacting on residential amenity.* *(4) Development consent may be granted to a single development application for the erection of multi dwelling housing or a dual occupancy on land to which this clause applies and the subdivision of that land into 2 or more lots if—* *(a) as a result of the subdivision, only one dwelling (being a dwelling house, a semi-detached dwelling or an attached dwelling) is located on each lot resulting from the subdivision, and* *(b) the size of each lot resulting from the subdivision is equal to or greater than—* *(i) for a semi-detached dwelling or an attached dwelling—300 square metres, or* *(ii) for a dwelling house—400 square metres.* **Assessment Comment**: This application proposed the construction of a detached dwelling to create the dual occupancy development and thus the development standard under this clause is 400m^2 as per (4)(b)(ii) above.
4.6 Exceptions to development standards	*Applicable* *The objectives of this clause are as follows—* *(a) to provide an appropriate degree of flexibility in applying certain development standards to particular development,* *(b) to achieve better outcomes for and from development by allowing flexibility in particular circumstances.* *(2) Development consent may, subject to this clause, be granted for development even though the development would contravene a development standard imposed by this or any other environmental planning instrument. However, this clause does not apply to a development*

Clause	Clause Requirement & Assessment Comment
	standard that is expressly excluded from the operation of this clause. *(3) Development consent must not be granted to development that contravenes a development standard unless the consent authority is satisfied the applicant has demonstrated that—* *(a) compliance with the development standard is unreasonable or unnecessary in the circumstances, and* *(b) there are sufficient environmental planning grounds to justify the contravention of the development standard.* **Assessment Comment**: The applicant has submitted a Clause 4.6 exception to the development standard, and in this instance the variation is approximately 12% to create a Torrens Title lot of 352m^2. This application's variation percentage is outside the officer delegation of 10% and therefore the application is to be reported to Council for their consideration. The exception is discussed further after this table.
5.10 Heritage Conservation	*Not Applicable* - the site is not mapped as containing a heritage item or item of Aboriginal significance or archaeological heritage.
7.1 Earthworks	*Applicable* - building construction is not likely to result in more than 600mm of excavation though there may be some deeper excavation relating to the provision of sewage services and a manhole.
7.3 Terrestrial Biodiversity	*Not Applicable* – no land mapped as terrestrial biodiversity within close proximity to the site
7.10 Essential Services	*Applicable* *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,*

Clause	Clause Requirement & Assessment Comment
	(e) suitable vehicular access. Assessment Comment: The site benefits connection to both reticulated water and sewer provision and connection can be made to the proposed building. A new manhole is proposed to be installed in the McInnes Street road reserve forward of No 3 McInnes Street. The resultant location is likely to be within the driveway which serves the adjacent dwelling. A new driveway is provided to the detached dwelling and in relation to stormwater, this will need on-site detention provision prior to dispersal to the network. Each street frontage has upright kerb and gutter. Electricity is to be made available to the new dwelling and a power pole is located in the McInnes Street road reserve, as illustrated on the following Essential Energy network map. The subdivision will require the issue of a Notice of Arrangement from Essential Energy prior to release of the Subdivision Certificate.

Clause 4.6 Exception to a Development Standard Assessment:

As provided above, the application includes an exception to the minimum lot size development standard pertaining to the subdivision of the development under Torrens Title (see **Attachment C** to this report for detail). The Griffith LEP development standard in this instance is found in Clause 4.1A where each lot is to have a minimum size of 400m^2, as noted in the above table.

Clause 4.6(3) provides:

Development consent must not be granted to development that contravenes a development standard unless the consent authority is satisfied the applicant has demonstrated that—

(a) compliance with the development standard is unreasonable or unnecessary in the circumstances, and

(b) there are sufficient environmental planning grounds to justify the contravention of the development standard.

The applicant in the submitted Clause 4.6 exception request provides the following in relation to legal outcomes relied upon for assessment of these requests by both Councils and the Land and Environment Court:

***The first limb – compliance unreasonable or unnecessary**. The principal authority remains Wehbe v Pittwater Council [2007] NSWLEC 827, in which Preston CJ identified (at [42]–[48]) five ways in which an applicant may demonstrate that compliance with a development standard is unreasonable or unnecessary:*

- *the objectives of the development standard are achieved notwithstanding non-compliance with the standard (the first and most commonly invoked method);*
- *the underlying objective or purpose of the standard is not relevant to the development;*

- *the underlying objective or purpose would be defeated or thwarted if compliance was required;*
- *the development standard has been virtually abandoned or destroyed by the council's own decisions in granting consents departing from the standard;*
- *the zoning of the particular land is unreasonable or inappropriate, so that the standard applying to that zoning is also unreasonable or unnecessary as it applies to the land.*

In Initial Action Pty Ltd v Woollahra Municipal Council [2018] NSWLEC 118, Preston CJ confirmed that these five methods remain applicable to requests made under clause 4.6, and that an applicant need only establish one of them. This request relies on the first Wehbe method: the objectives of clause 4.1A are achieved notwithstanding the numerical non-compliance of proposed Lot 2.

***The second limb – sufficient environmental planning grounds**. In Initial Action (at [23]–[25]) Preston CJ held that "environmental planning grounds" are grounds that relate to the subject matter, scope and purpose of the Environmental Planning and Assessment Act 1979, including the objects in section 1.3 of the Act; that the grounds must be "sufficient" to justify the contravention of the development standard, the focus being on the aspect or element of the development that contravenes the standard rather than on the merits of the development as a whole; and that clause 4.6 does not require the applicant to demonstrate that the non-compliant development delivers a better outcome than a compliant development. In Four2Five Pty Ltd v Ashfield Council [2015] NSWLEC 90 (upheld on appeal: [2015] NSWCA 248), the Court held that the environmental planning grounds advanced must be particular to the circumstances of the proposed development on its site, rather than grounds that could apply to any similar development anywhere, and that consistency with the objectives of the standard — while central to the first limb — will not, of itself, constitute sufficient environmental planning grounds for the second. In Baron Corporation Pty Ltd v Council of the City of Sydney [2019] NSWLEC 61, the Court emphasised that the environmental planning grounds relied upon must justify the contravention of the development standard itself, and whether the grounds advanced are "sufficient" falls to be assessed against the nature and extent of the particular contravention sought."*

The applicant demonstrates that this application encourages housing diversity without adversely impacting residential amenity regardless of the lot size non-compliance because this application achieves both the aims of the Griffith LEP and those of the R1 General Residential zone.

The lot size development standard would not be an issue for this dual occupancy development if it were proposed to be subdivided under either Strata Title or Community Title legislation as provided by Clause 4.1 of the Griffith LEP as there is no minimum lot size for those forms of subdivision. However, as the application has been lodged under Clause 4.1A of the Griffith LEP and Torrens Title subdivision is the chosen form of title, the minimum lot size pertaining to dual occupancy subdivision comes in to consideration.

The development standard variance is 12%, with the resultant deficiency of 48m^2 below the 400m^2 development standard in this instance. Complying with that lot size may provide additional open space surrounding the proposed dwelling but compliance with the lot size does not achieve any additional objectives of the Griffith LEP. The development provides much needed housing in the township and complies therefore with the Griffith Housing Strategy.

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
Biodiversity and Conservation 2021	Yes	A BAM letter was provided to Council with the application. The site is less than 2500m2 and there are no biodiversity assets within close proximity to the site.
Planning Systems 2021	No	No requirement under this SEPP for referral to Essential Energy. While there are exposed power lines in the road reserve, they are more than 5m to the new dwelling.
Resilience and Hazards 2021	Yes	The site has had a dwelling located upon it for many years and the site is not known to have been contaminated by any past land use.
Building Sustainability 2022 (i.e. BASIX)	Yes	Both a BASIX certificate and a NatHers Certificate have been submitted with the application

The proposal is not inconsistent with the provisions of the relevant State Environmental Planning Policies.

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

The Griffith Residential Development Control Plan DCP 2020 applies to this application for both the dual occupancy including parking, and the subdivision aspects of the proposal.

Generally the proposal complies with the development plan provisions however there is one variation only which relates to the setback to McInnes Street for the front wall of the dwelling – it is proposed to be 3 metres rather than 3.5 metres and the applicant has provided a variation to this provision under Section 5.4 of the DCP.

Section 5.4 of the DCP states:

5.4 Dual Occupancies

Griffith has many suitable large lots which are appropriate for dual occupancies. Clause 4.1A of GLEP 2014 permits exceptions to minimum lot sizes for the subdivision of dual occupancies.

Objectives: To increase the density of suitable Precincts and add infill housing stock. To promote dual occupancies on corner lots.

Setbacks

g) Dual occupancies on corner lots must have the following setbacks (refer to Figure 31).

i. Front setbacks to primary roads - 3.5 m

ii. Secondary setback to secondary road – 2 m

The applicant's variation to McInnes Street for the front setback of the dwelling is not for the whole width of the new building but only for a component of it which is approximately 7.5

metres wide. The applicant has provided reasonable justification for the variation (see attached DCP variation request) and it is considered to be acceptable in the circumstances of this case.

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

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

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

Notification Description	Required	Submission Period
Publication in Council Catchup and on Facebook	no	
Letters to Neighbours	yes	4 – 18 September 2026

Following the closure of the notification period, Council received one (1) submission and the public participation process has been completed. The submission is provided as **Attachment D** and the Applicant's response to that submission is provided as **Attachment E**.

The submission received did not object to the proposed dual occupancy or two-lot subdivision per se. Rather, the concern raised relates to the proposed installation of a sewer manhole to service the development, specifically where the works would affect the portion of the submitter's driveway located within the road reserve. A site meeting was held on Thursday 22 October with the applicant, the submitter, Council's Planning and Environment Manager and an engineering representative to discuss the concerns raised and identify an appropriate means of addressing the matter. The discussion primarily related to the apportionment of costs and the timing and coordination of the works affecting the driveway within the road reserve.

While these matters have not yet been finalised between the parties, the matters raised in the submission relate to works proposed within the public road reserve and are therefore capable of being separately considered through the approval process under section 138 of the Roads Act 1993. The outstanding matters concerning the timing, coordination, cost and reinstatement of the driveway do not prevent determination of the development application. Any works within the public road reserve cannot commence until the relevant approval under section 138 has been obtained. The section 138 approval process is separate from the development application process and may occur following the granting of development consent. Accordingly, it is not considered necessary for the detailed arrangements concerning the road reserve works to be finalised between the parties prior to determination of the development application.

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 environmental are avoided.

On the basis that the proposed development is 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.

OPTIONS

OPTION 1

As per the report Recommendation.

OPTION 2

Refusal to grant consent to the application.

OPTION 3

Any other resolution of Council.

POLICY IMPLICATIONS

This proposal does not include any policy variations, and there are no adverse policy implications for Council.

FINANCIAL IMPLICATIONS AND RISK

There are no adverse financial implications for Council through adopting the recommendation. If the application were to be refused, the applicant or owner has the lawful ability to pursue an appeal through the Land & Environment Court.

Moderate Low Risk: Minor financial loss > $10,000 to $1 million.

COMPLIANCE / LEGAL / STATUTORY IMPLICATIONS AND RISK

There are no reasonably anticipated legal or statutory implications for Council through adopting the recommendation.

Minor Low Risk: Policy or regulatory breach has no impact.

ENVIRONMENTAL IMPLICATIONS AND RISK

There are no reasonably anticipated adverse environmental implications through supporting the proposal.

Minor Low Risk: Minimal environmental impact handled internally.

REPUTATION / COMMUNITY IMPLICATIONS AND RISK

There are not considered to be any adverse impacts for the wider community in supporting this application. The proposal generally complies with Council's Development Control Plan and Housing Strategy.

Minor Low Risk: Limited adverse public/staff reaction and/or negative publicity.

SERVICE DELIVERY IMPLICATIONS AND RISK

Minor Low Risk: Nil impact to service delivery.

WHS / HR IMPLICATIONS AND RISK

Minor Low Risk: No injuries/Nil impact to service delivery.

LINK TO STRATEGIC PLAN

This item links to Council's Strategic Plan item 7.1 Encourage strategic planning, balanced growth and sustainable design.

CONSULTATION

Senior Management Team, Director Sustainable Development, Planning & Environment Manager, Development Engineer, Building Certification Coordinator, Applicant and Community through the Community Participation Plan.

ATTACHMENTS

(a) Attachment A - DA 170/2026 - Draft Conditions (under separate cover)

(b) Attachment B - DA 170/2026 - Notification Plans (under separate cover)

(c) Attachment C - DA 170/2026 - Relevant Application Documents include Clause 4.6 Variation to Development Standard (under separate cover)

(d) Attachment D - DA 170/2026 - Submission (under separate cover)

(e) Attachment E - DA 170/2026 - Submission Response from Applicant (under separate cover)

(f) Attachment F - DA 170/2026 - Development Assessment Report (under separate cover)

CLAUSE **CL02**

TITLE **Classification of Land - Lake Wyangan Housing Project - Registered Plan of Acquisition - Lots 3, 8, 9, 10, 11 & 15 DP 1321005 and Registered Plan of Subdivision Lot 1 DP 1311549 as Operational Land**

FROM **Joe Rizzo, Director Sustainable Development**

TRIM REF **26/132642**

SUMMARY

Council has recently acquired or is in the process of acquiring a number of parcels of privately owned land for drainage purposes associated with the Lake Wyangan Project Upgrade Works.

Under section 31 of the Local Government Act 1993, Council may resolve, either before acquiring land or within three (3) months after acquisition, to classify the land as operational land. Where land is not classified within the applicable period, it is taken to be classified as community land.

This report seeks Council's approval to classify the identified drainage parcels as Operational Land under section 31 of the Local Government Act 1993.

RECOMMENDATION

(a) Council endorses the proposal to classify Lots 3, 8, 9, 10, 11 & 15 DP 1321005 and Lot 1 DP 1311549 identified in this report, acquired or being acquired for drainage purposes associated with the Lake Wyangan Project Upgrade Works, as Operational Land pursuant to section 31 of the Local Government Act 1993.

(b) Council gives public notice of the proposal to classify the identified land as Operational Land, allowing 28 days to receive submissions.

(c) Should submissions be received as part of the notification process, a separate report be presented to Council for consideration and determination.

(d) Should no submissions be received during the public notification period, Council classify Lots 3, 8, 9, 10, 11 and 15 DP 1321005 and Lot 1 DP 1311549 as Operational Land pursuant to section 31 of the Local Government Act 1993.

REPORT

Council has recently acquired or is in the process of acquiring a number of parcels of privately owned land associated with the Lake Wyangan Project for drainage purposes.

Under section 31 of the Local Government Act 1993, before Council acquires land, or within three (3) months after it acquires land, Council may resolve that the land be classified as either community land or operational land. Where the land is not classified within this period, it is taken to have been classified as community land.

While land remains unclassified, it may not be used for any purpose other than the purpose for which it was being used immediately before acquisition, and Council may not dispose of any interest in the land.

The subject land parcels have been acquired or are in the process of being acquired for drainage purposes associated with the Lake Wyangan Project and it is proposed that the identified parcels be classified as Operational Land.

Under section 34 of the Local Government Act 1993, Council must give public notice of the proposed resolution to classify the land. The public notice must include the terms of the proposed resolution and a description of the subject land and provide a period of not less than 28 days during which submissions may be made to Council.

LOT	DP	Area(m2)	Acquisition Purpose:	Proposed Classification:
3	DP1321005	1,490m^2	Drainage	Operational Land
8	DP1321005	1,166m^2	Drainage	Operational Land
9	DP1321005	2,399m^2	Drainage	Operational Land
10	DP1321005	1,574m^2	Drainage	Operational Land
11	DP1321005	1,976m^2	Drainage	Operational Land
15	DP1321005	2,349m^2	Drainage	Operational Land
1	DP1311549	2,325m^2	Drainage	Operational Land

This report therefore seeks Council's endorsement to proceed with public notification of the proposed classification of the identified lots as Operational Land.

OPTIONS

OPTION 1

As per the Recommendation.

OPTION 2

Council may determine an alternate option.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS AND RISK

There are no further financial implications associated with the proposed classification, other than advertising costs. Land acquisition costs have already been incurred as part of the Lake Wyangan Project Upgrade Works.

Minor Low Risk: Low financial loss <$10,000

COMPLIANCE / LEGAL / STATUTORY IMPLICATIONS AND RISK

Local Government Act 1993 – Chapter 6, Part 2, Division 1 – Classification and Reclassification of Public Land

Section 25 – All public land must be classified

All public land must be classified in accordance with Part 2 of the Local Government Act 1993.

Section 26 – Classification of public land

Public land is classified as either community land or operational land.

Section 27 – How classifications are made

The classification or reclassification of public land may be made by a local environmental plan or, where applicable, by resolution of Council under sections 31, 32 or 33 of the Local Government Act 1993.

Section 31 – Classification of land acquired after 1 July 1993

Section 31 provides that, before Council acquires land or within three (3) months after acquisition, Council may resolve to classify the land as either community land or operational land.

If the land is not classified within the three-month period, it is taken to have been classified as community land.

While land remains unclassified:

the land may not be used for any purpose other than the purpose for which it was being used immediately before acquisition; and Council may not dispose of any interest in the land.

Section 31 does not apply to land acquired for the purpose of a road.

Section 34 – Public notice of classification or reclassification

Council is required to give public notice of a proposed resolution to classify or reclassify public land. The public notice is to include the terms of the proposed resolution and a description of the land, with a period of not less than 28 days provided for submissions.

Moderate Low Risk: Minor policy or regulatory breach resolved through amended practices.

ENVIRONMENTAL IMPLICATIONS AND RISK

Environmental considerations have been addressed as part of the Lake Wyangan Project. The drainage works are substantially complete, with only minor works remaining, and no additional environmental implications arise from the proposed classification of the land.

Moderate Low Risk: Minor environmental impact handled internally.

REPUTATION / COMMUNITY IMPLICATIONS AND RISK

The land was acquired for drainage purposes associated with the Lake Wyangan Project. The drainage upgrade works were undertaken to facilitate future development within the Lake Wyangan area. The ongoing use of the land for drainage purposes is an operational function of Council and therefore classification as Operational Land is considered appropriate.

Moderate Low Risk: Minor adverse public/staff reaction and/or negative publicity. Resolved with Manager or Director Comment. No impact on staff morale.

SERVICE DELIVERY IMPLICATIONS AND RISK

The Lake Wyangan drainage upgrade works were undertaken within the grant-funded project timeframe and are substantially complete, with only minor works remaining. Classification of the acquired drainage land as Operational Land will appropriately reflect its ongoing operational use and assist Council in meeting its statutory land classification requirements.

Moderate Low Risk: Short term interruption of services or operations. Limited impact to staff and service standards. Short term contractor performance affected.

WHS / HR IMPLICATIONS AND RISK

There are no additional WHS implications arising from the proposed classification. Any WHS risks associated with the ongoing inspection and maintenance of the drainage infrastructure will be managed in accordance with Council's normal operational requirements.<Enter text>

Minor Low Risk: No injuries/Nil impact to service delivery.

LINK TO STRATEGIC PLAN

This item links to Council's Strategic Plan item 6.1 Provide, renew and maintain a range of quality infrastructure, assets, services and facilities.

CONSULTATION

Senior Management Team

ATTACHMENTS

(a) Registered Land Acquisition Plan - Lake Wyangan Housing Project ⇩ 39

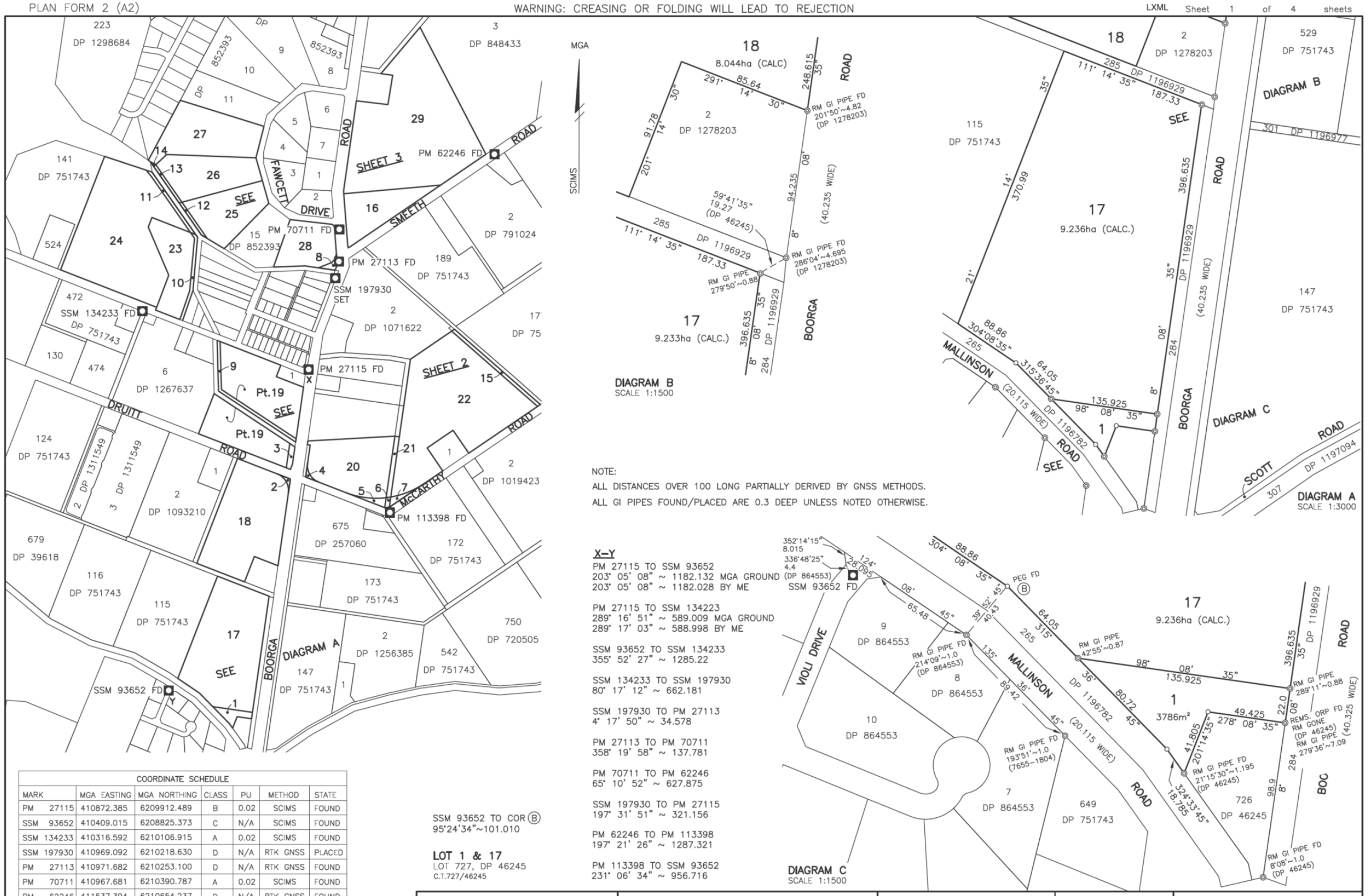
(b) Registered Plan of Subdivision - Lot 1 DP 1311549, Druitt Road, Lake Wyangan ⇩ 44

(c) PHL - Amended Administration Sheet to Registered Plan of Acquisition - Lake Wyangan Project Works ⇩ 48

CL02 Attachment (a) Registered Land Acquisition Plan - Lake Wyangan Housing Project

Req:R129460 /Doc:DP 1321005 P /Rev:21-Oct-2025 /NSW LRS /Prt:22-Oct-2025 04:01 /Seq:1 of 5
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PLAN FORM 2 (A2) WARNING: CREASING OR FOLDING WILL LEAD TO REJECTION LXML Sheet 1 of 4 sheets



X–Y
PM 27115 TO SSM 93652
203° 05' 08" ~ 1182.132 MGA GROUND
203° 05' 08" ~ 1182.028 BY ME

PM 27115 TO SSM 134223
289° 16' 51" ~ 589.009 MGA GROUND
289° 17' 03" ~ 588.998 BY ME

SSM 93652 TO SSM 134233
355° 52' 27" ~ 1285.22

SSM 134233 TO SSM 197930
80° 17' 12" ~ 662.181

SSM 197930 TO PM 27113
4° 17' 50" ~ 34.578

PM 27113 TO PM 70711
358° 19' 58" ~ 137.781

PM 70711 TO PM 62246
65° 10' 52" ~ 627.875

SSM 197930 TO PM 27115
197° 31' 51" ~ 321.156

PM 62246 TO PM 113398
197° 21' 26" ~ 1287.321

PM 113398 TO SSM 93652
231° 06' 34" ~ 956.716

SSM 93652 TO COR (B)
95°24'34"~101.010

LOT 1 & 17
LOT 727, DP 46245
C.T.727/46245

COORDINATE SCHEDULE						
MARK	MGA EASTING	MGA NORTHING	CLASS	PU	METHOD	STATE
PM 27115	410872.385	6209912.489	B	0.02	SCIMS	FOUND
SSM 93652	410409.015	6208825.373	C	N/A	SCIMS	FOUND
SSM 134233	410316.592	6210106.915	A	0.02	SCIMS	FOUND
SSM 197930	410969.092	6210218.630	D	N/A	RTK GNSS	PLACED
PM 27113	410971.682	6210253.100	D	N/A	RTK GNSS	FOUND
PM 70711	410967.681	6210390.787	A	0.02	SCIMS	FOUND
PM 62246	411537.394	6210654.237	D	N/A	RTK GNSS	FOUND
PM 113398	411153.471	6209425.933	D	N/A	RTK GNSS	FOUND
DATE OF SCIMS COORDINATES: 29/08/2025					MGA ZONE: 55	
COMBINED SCALE FACTOR 0.999677					MGA DATUM: GDA2020	

00 10 20 30 40 50 Table of mm 90 100 110 120 130 140

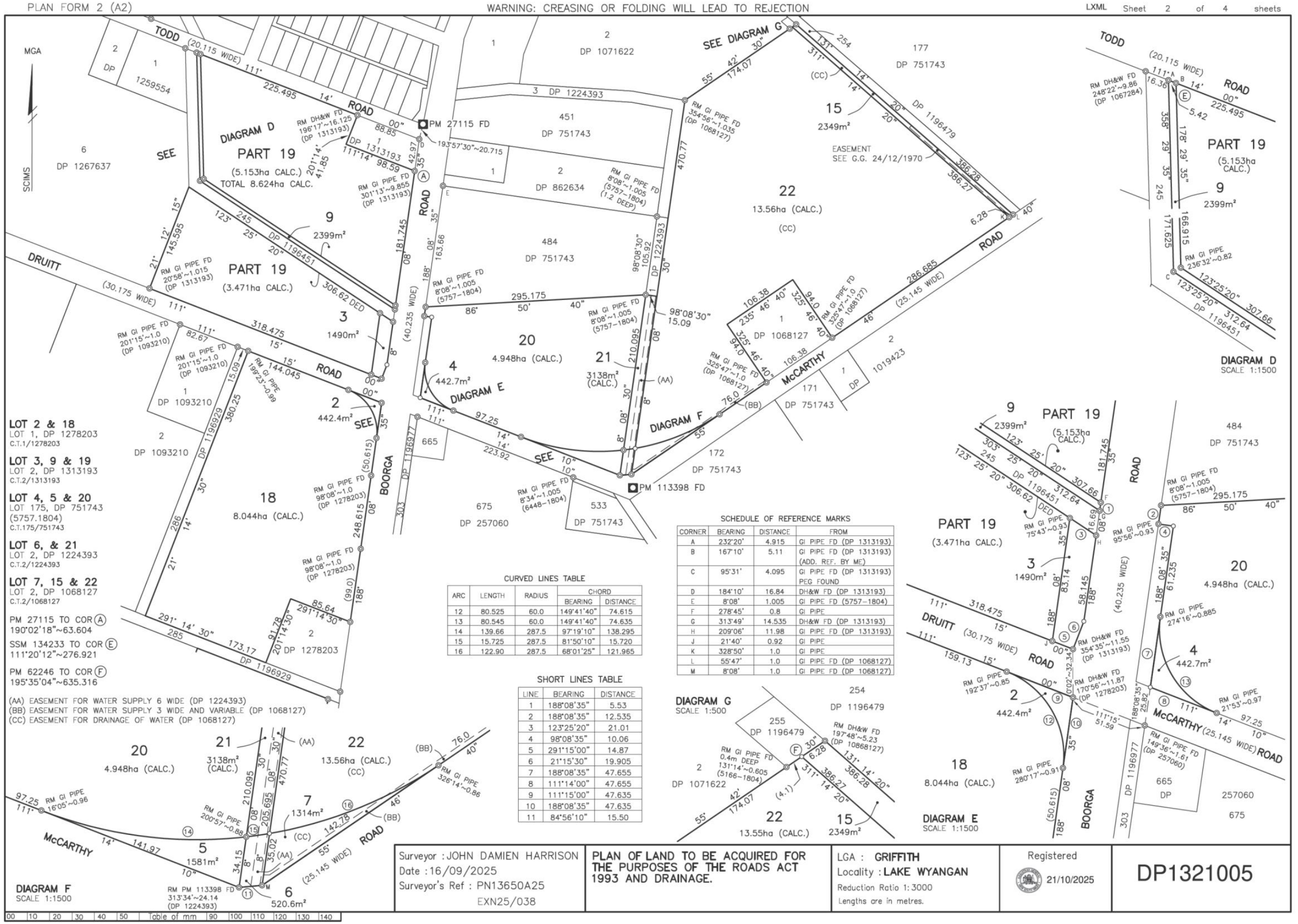
Surveyor : JOHN DAMIEN HARRISON
Date : 16/09/2025
Surveyor's Ref : PN13650A25
EXN25/038

PLAN OF LAND TO BE ACQUIRED FOR THE PURPOSES OF THE ROADS ACT 1993 AND DRAINAGE.

LGA : **GRIFFITH**
Locality : **LAKE WYANGAN**
Reduction Ratio 1:8000
Lengths are in metres.

Registered
21/10/2025

DP1321005



SCHEDULE OF REFERENCE MARKS

CORNER	BEARING	DISTANCE	FROM
A	232°20'	4.915	GI PIPE FD (DP 1313193)
B	167°10'	5.11	GI PIPE FD (DP 1313193) (ADD. REF. BY ME)
C	95°31'	4.095	GI PIPE FD (DP 1313193) PEG FOUND
D	184°10'	16.84	DH&W FD (DP 1313193)
E	8°08'	1.005	GI PIPE FD (5757–1804)
F	278°45'	0.8	GI PIPE
G	313°49'	14.535	DH&W FD (DP 1313193)
H	209°06'	11.98	GI PIPE FD (DP 1313193)
J	21°40'	0.92	GI PIPE
K	328°50'	1.0	GI PIPE
L	55°47'	1.0	GI PIPE FD (DP 1068127)
M	8°08'	1.0	GI PIPE FD (DP 1068127)

CURVED LINES TABLE

ARC	LENGTH	RADIUS	CHORD BEARING	CHORD DISTANCE
12	80.525	60.0	149°41'40"	74.615
13	80.545	60.0	149°41'40"	74.635
14	139.66	287.5	97°19'10"	138.295
15	15.725	287.5	81°50'10"	15.720
16	122.90	287.5	68°01'25"	121.965

SHORT LINES TABLE

LINE	BEARING	DISTANCE
1	188°08'35"	5.53
2	188°08'35"	12.535
3	123°25'20"	21.01
4	98°08'35"	10.06
5	291°15'00"	14.87
6	21°15'30"	19.905
7	188°08'35"	47.655
8	111°14'00"	47.655
9	111°15'00"	47.635
10	188°08'35"	47.635
11	84°56'10"	15.50

Surveyor : JOHN DAMIEN HARRISON Date : 16/09/2025 Surveyor's Ref : PN13650A25 EXN25/038	PLAN OF LAND TO BE ACQUIRED FOR THE PURPOSES OF THE ROADS ACT 1993 AND DRAINAGE.	LGA : GRIFFITH Locality : LAKE WYANGAN Reduction Ratio 1:3000 Lengths are in metres.	Registered 21/10/2025	DP1321005

CL02 Attachment (a) Registered Land Acquisition Plan - Lake Wyangan Housing Project
Reg:R129460 /Doc:DP 1321005 P /Rev:21-Oct-2025 /NSW LRS /Prt:22-Oct-2025 04:01 /Seq:2 of 5
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Req:R129460 /Doc:DP 1321005 P /Rev:21-Oct-2025 /NSW LRS /Prt:22-Oct-2025 04:01 /Seq:3 of 5
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PLAN FORM 2 (A2) WARNING: CREASING OR FOLDING WILL LEAD TO REJECTION LXML Sheet 3 of 4 sheets



(DD) EASEMENT FOR ELECTRICITY PURPOSES 10 WIDE & VARIABLE (DP 1233350)
(EE) EASEMENT FOR DRAINAGE 10 WIDE (DP 848433)
(FF) EASEMENT FOR DRAINAGE 8 WIDE (DP 848433)
(GG) EASEMENT FOR DRAINAGE 8 WIDE AND VARIABLE (DP 848433)

LOT 8, & 28
LOT 16, DP 852393
C.T.16/852393

LOT 10, & 23
LOT 691, DP 42508
C.T.691/42508

LOT 11, & 24
LOT 736, DP 704362
C.T.736/704362

LOT 12, & 25
LOT 14, DP 852393
C.T.14/852393

LOT 13, & 26
LOT 13, DP 852393
C.T.13/852393

LOT 14, & 27
LOT 12, DP 852393
C.T.12/852393

LOT 16, & 29
LOT 1, DP 848433
C.T.1/848433

SCHEDULE OF REFERENCE MARKS

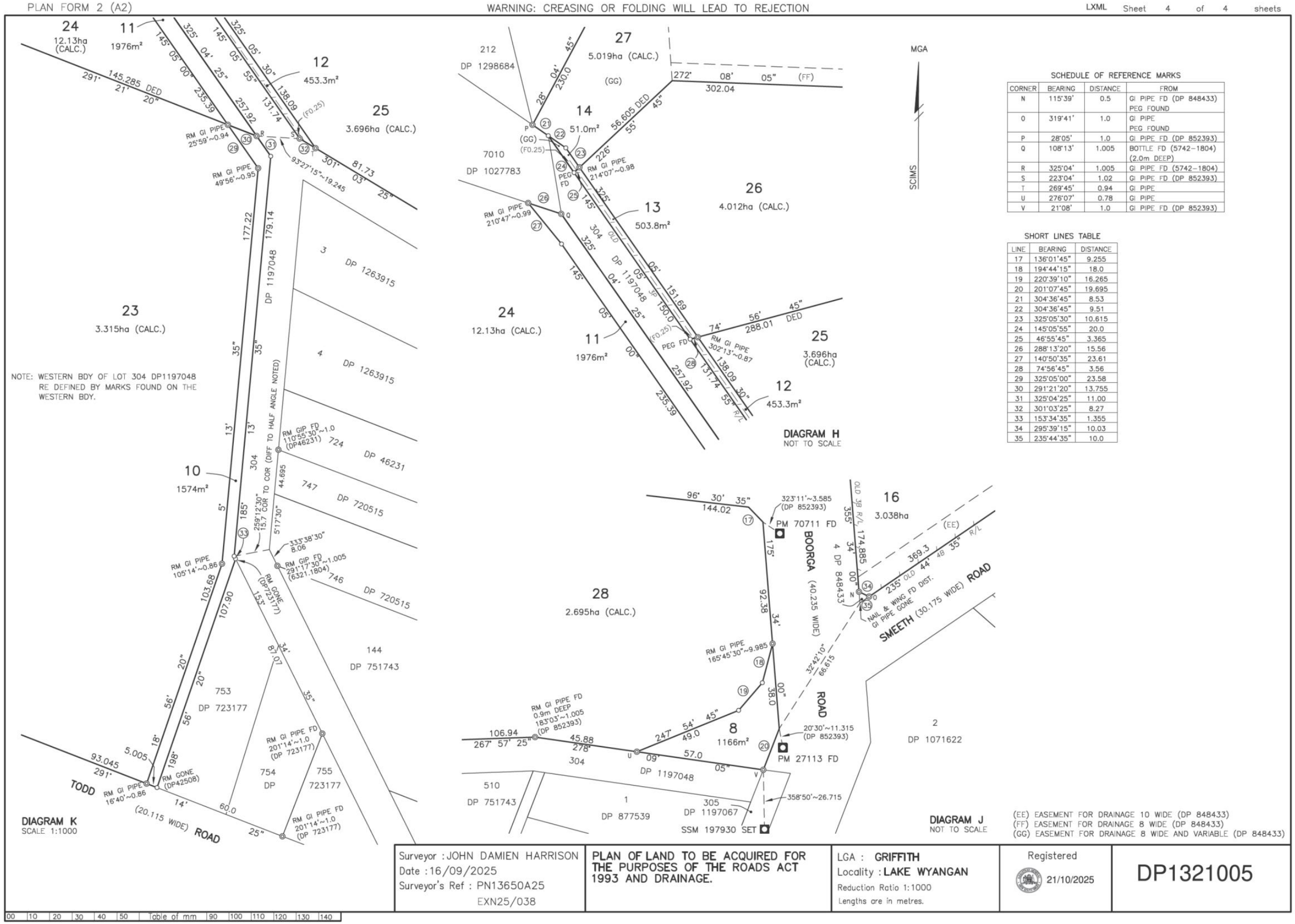
CORNER	BEARING	DISTANCE	FROM
L	91°51'	1.005	GI PIPE FD (DP 818865)
M	168°58'	8.69	GI PIPE FD (DP 848433) (ADD. REF. BY ME)

00 10 20 30 40 50 Table of mm 90 100 110 120 130 140

Surveyor : JOHN DAMIEN HARRISON Date : 16/09/2025 Surveyor's Ref : PN13650A25 EXN25/038	**PLAN OF LAND TO BE ACQUIRED FOR THE PURPOSES OF THE ROADS ACT 1993 AND DRAINAGE.**	LGA : **GRIFFITH** Locality : **LAKE WYANGAN** Reduction Ratio 1:3000 Lengths are in metres.	Registered 21/10/2025	DP1321005

Req:R129460 /Doc:DP 1321005 P /Rev:21-Oct-2025 /NSW LRS /Prt:22-Oct-2025 04:01 /Seq:4 of 5
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PLAN FORM 2 (A2) WARNING: CREASING OR FOLDING WILL LEAD TO REJECTION LXML Sheet 4 of 4 sheets



SCHEDULE OF REFERENCE MARKS

CORNER	BEARING	DISTANCE	FROM
N	115°39'	0.5	GI PIPE FD (DP 848433) PEG FOUND
O	319°41'	1.0	GI PIPE PEG FOUND
P	28°05'	1.0	GI PIPE FD (DP 852393)
Q	108°13'	1.005	BOTTLE FD (5742–1804) (2.0m DEEP)
R	325°04'	1.005	GI PIPE FD (5742–1804)
S	223°04'	1.02	GI PIPE FD (DP 852393)
T	269°45'	0.94	GI PIPE
U	276°07'	0.78	GI PIPE
V	21°08'	1.0	GI PIPE FD (DP 852393)

SHORT LINES TABLE

LINE	BEARING	DISTANCE
17	136°01'45"	9.255
18	194°44'15"	18.0
19	220°39'10"	16.265
20	201°07'45"	19.695
21	304°36'45"	8.53
22	304°36'45"	9.51
23	325°05'30"	10.615
24	145°05'55"	20.0
25	46°55'45"	3.365
26	288°13'20"	15.56
27	140°50'35"	23.61
28	74°56'45"	3.56
29	325°05'00"	23.58
30	291°21'20"	13.755
31	325°04'25"	11.00
32	301°03'25"	8.27
33	153°34'35"	1.355
34	295°39'15"	10.03
35	235°44'35"	10.0

(EE) EASEMENT FOR DRAINAGE 10 WIDE (DP 848433)
(FF) EASEMENT FOR DRAINAGE 8 WIDE (DP 848433)
(GG) EASEMENT FOR DRAINAGE 8 WIDE AND VARIABLE (DP 848433)

Surveyor : JOHN DAMIEN HARRISON Date : 16/09/2025 Surveyor's Ref : PN13650A25 EXN25/038	PLAN OF LAND TO BE ACQUIRED FOR THE PURPOSES OF THE ROADS ACT 1993 AND DRAINAGE.	LGA : **GRIFFITH** Locality : **LAKE WYANGAN** Reduction Ratio 1:1000 Lengths are in metres.	Registered 21/10/2025	DP1321005

Req:R129460 /Doc:DP 1321005 P /Rev:21-Oct-2025 /NSW LRS /Prt:22-Oct-2
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PLAN FORM 6 (2024) WARNING: Creasing or folding will lead to rejection

DEPOSITED PLAN ADMINISTRATION SHEET

Sheet 1 of 1 sheet(s)

Office Use Only

Registered: 21/10/2025

Title System: TORRENS

Office Use Only

DP1321005

PLAN OF LAND TO BE ACQUIRED FOR THE PURPOSES OF THE ROADS ACT 1993 AND DRAINAGE.

LGA: GRIFFITH

Locality: LAKE WYANGAN

Parish: WYANGAN

County: COOPER

Survey Certificate

I, JOHN D HARRISON

a surveyor registered under the *Surveying and Spatial Information Act 2002*, certify the following:

~~*(a) the land shown in this plan was surveyed in accordance with the *Surveying and Spatial Information Regulation 2024*,~~

*(b) part of the land shown in this plan, being Lots 1 - 16 and Part Lots 19 -30, was surveyed in accordance with the *Surveying and Spatial Information Regulation 2024*, and the part of the land not surveyed was compiled in accordance with the regulation, section 26(3),

~~*(c) the land shown in this plan was compiled~~

(d) the survey is accurate and complete

Datum Line: X-Y

Type: *Urban/~~*Rural~~

*Tolerance required under the SSIR 2024, s.26(3): 60mm + 400ppm

Signature: [redacted] Dated: 16/9/2025

Address: PO BOX 735 GRIFFITH NSW 2680

*Name of Firm: PHL SURVEYORS

Surveyor Identification No: SU001220

*Strike out or omit if irrelevant

Crown Lands NSW/Western Lands Office Approval

~~I, ... (Authorised Officer) in approving this plan certify that all necessary approvals in regard to the allocation of the land shown herein have been given.~~

~~Signature: .....~~

~~Date: .....~~

~~File Number: .....~~

Office:

Subdivision Certificate

~~I, ...~~

~~*Authorised Person/*General Manager/*Registered Certifier, certify that the provisions of s.6.15 of the *Environmental Planning and Assessment Act 1979* have been satisfied in relation to the proposed subdivision, new road or reserve set out herein.~~

~~Signature: .....~~

~~Registration number: .....~~

~~Consent Authority: .....~~

~~Date of endorsement: .....~~

~~Subdivision Certificate number: .....~~

~~File number: .....~~

*Strike through if inapplicable.

Plans used in the preparation of survey/compilation.

4263-1804	DP 46245	DP1068127
5166-1804	DP 257060	DP 1071622
5742-1804	DP 704362	DP 1093210
5757-1804	DP 723177	DP 1224393
6422-1804	DP 818865	DP 1233350
6448-1804	DP 848433	DP 1278203
7655-1804	DP 852393	DP 1313193
DP 42508	DP 864533	DP 720515

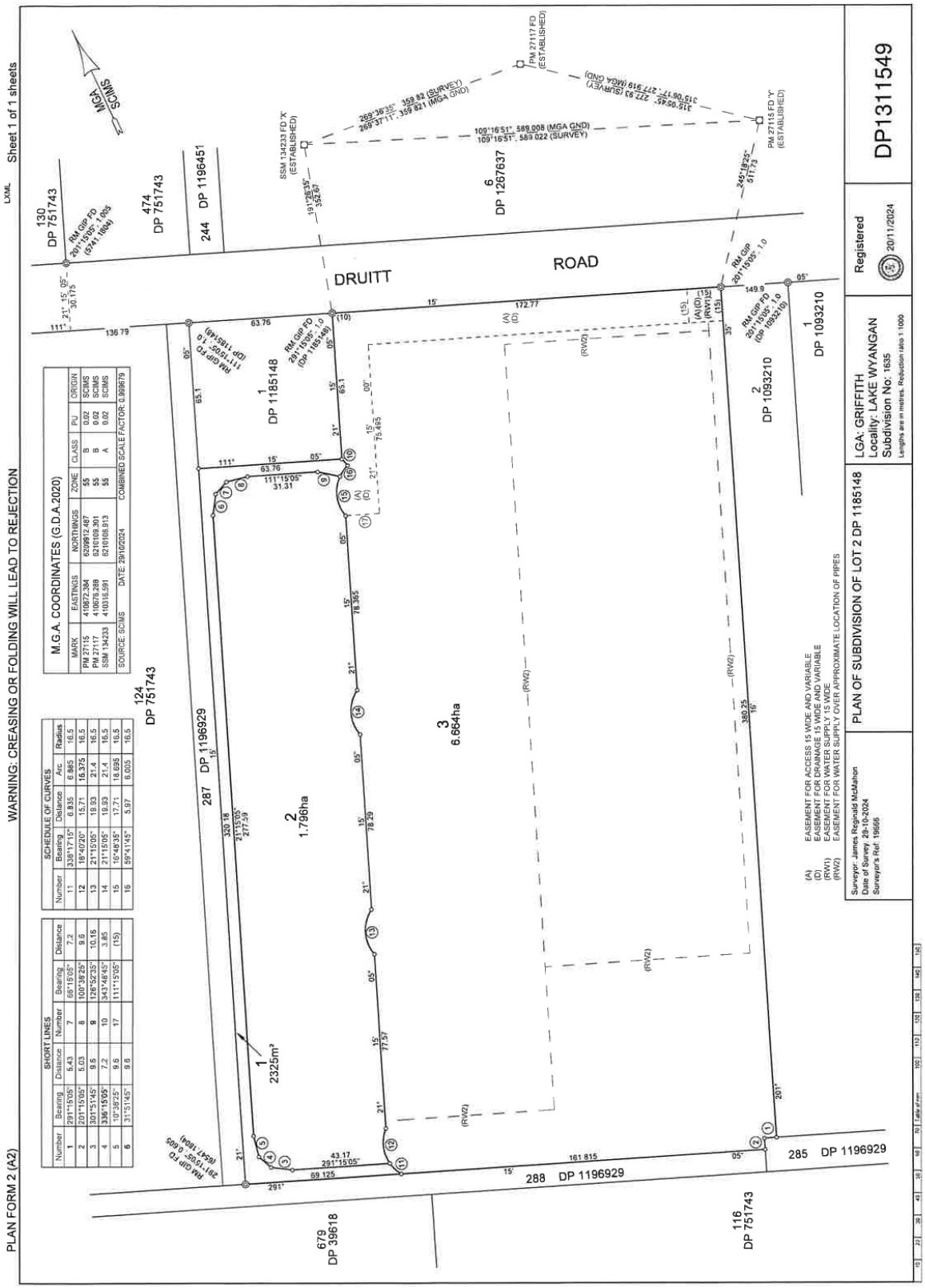
Statements of intention to dedicate public roads create public reserves and drainage reserves, acquire/resume land.

LOTS 1 TO 8 ARE REQUIRED FOR ROAD AND AFTER CONSTRUCTION WILL BE DEDICATD AS PUBLIC ROAD UNDER SECTION 10 OF THE PUBLIC ROADS ACT, 1993

LOTS 9 TO 16 ARE TO BE AQUIRED BY GRIFFITH CITY COUNCIL FOR DRAINIAGE PURPOSES

Surveyor's Reference: PN13650A25 EXN25/038

Signatures, Seals and Section 88B Statements should appear on PLAN FORM 6A



Req:R446974 /Doc:DP 1311549 P /Rev:20-Nov-2024 /NSW LRS /Prt:24-Nov-2024 13:57 /Seq:1 of 4
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Req:R446974 /Doc:DP 1311549 P /Rev:20-Nov-2024 /NSW LRS /Prt:24-Nov-2
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DEPOSITED PLAN ADMINISTRATION SHEET Sheet 1 of 3 sheet(s)

Office Use Only

Registered: 20/11/2024

Title System: TORRENS

Office Use Only

DP1311549

PLAN OF SUBDIVISION OF
LOT 2 DP 1185148

LGA: **GRIFFITH**
Locality: **LAKE WYANGAN**
Parish: **WYANGAN**
County: **COOPER**

Survey Certificate

I, **James Reginald McMahon**

of **SRD Land Consulting Pty Ltd**

a surveyor registered under the *Surveying and Spatial Information Act 2002*, certify that:

*(a) The land shown in the plan was surveyed in accordance with the *Surveying and Spatial Information Regulation 2017*, is accurate and the survey was completed on **29th October, 2024**, ~~or~~

~~*(b) The part of the land shown in the plan (*being/*excluding ** .....) was surveyed in accordance with the *Surveying and Spatial Information Regulation 2017*, the part surveyed is accurate and the survey was completed on, ... the part not surveyed was compiled in accordance with that Regulation, or~~

~~*(c) The land shown in this plan was compiled in accordance with the *Surveying and Spatial Information Regulation 2017*.~~

Datum Line: X-Y

Type: ~~*Urban/*~~Rural

The terrain is *Level-Undulating / ~~*Steep-Mountainous~~.

Signature: [redacted] Dated: 17/11/2024

Surveyor Identification No: **9096**
Surveyor registered under
the *Surveying and Spatial Information Act 2002*

*Strike out inappropriate words.

**Specify the land actually surveyed or specify any land shown in the plan that is not the subject of the survey.

~~Crown Lands NSW/Western Lands Office Approval~~

~~I, ... (Authorised Officer) in approving this plan certify that all necessary approvals in regard to the allocation of the land shown herein have been given.~~

~~Signature: .....~~

~~Date: .....~~

~~File Number: .....~~

~~Office: —~~

Subdivision Certificate

I, Carel Potgieter, as Planning & Environment Manager, being Council's Authorised Person, certify that the provisions of s.6.15 of the *Environmental Planning and Assessment Act 1979* have been satisfied in relation to the proposed subdivision, new ~~road or reserve~~ set out herein.

Signature: [redacted]

Registration number: N/A

Consent Authority: Griffith City Council

Date of endorsement: 18 November 2024

Subdivision Certificate number: 1635

File number: DA 31/2024

*Strike through if inapplicable.

Plans used in the preparation of survey/compilation.
DP 1185148

Statements of intention to dedicate public roads create public reserves and drainage reserves, acquire/resume land.

Surveyor's Reference: 19666 st0

Signatures, Seals and Section 88B Statements should appear on PLAN FORM 6A

Req:R446974 /Doc:DP 1311549 P /Rev:20-Nov-2024 /NSW LRS /Prt:24-Nov-2
© Office of the Registrar-General /Src:TRISearch /Ref:20411

PLAN FORM 6A (2019) **DEPOSITED PLAN ADMINISTRATION SHEET** Sheet 2 of 3 sheet(s)

Office Use Only

Registered: 20/11/2024

Office Use Only

DP1311549

PLAN OF SUBDIVISION OF
LOT 2 DP 1185148

This sheet is for the provision of the following information as required:

- A schedule of lots and addresses - See 60(c) *SSI Regulation 2017*
- Statements of intention to create and release affecting interests in accordance with section 88B *Conveyancing Act 1919*
- Signatures and seals- see 195D *Conveyancing Act 1919*
- Any information which cannot fit in the appropriate panel of sheet 1 of the administration sheets.

Subdivision Certificate number: 1635

Date of Endorsement: 18 November 2024

Pursuant to Section 88B of the Conveyancing Act 1919, as amended, it is intended to create:

1. Easement for Access 15 wide and variable (A)
2. Easement for Drainage 15 wide and variable (D)
3. Easement for Water Supply 15 wide (RW1)
4. Easement for Water Supply over approximate location of pipes (RW2)

[redacted]

LOT	STREET NUMBER	STREET NAME	STREET TYPE	LOCALITY
1	-	DRUITT	ROAD	LAKE WYANGAN
2	-	DRUITT	ROAD	LAKE WYANAGN
3	47	DRUITT	ROAD	LAKE WYANGAN

[redacted]

If space is insufficient use additional annexure sheet

Surveyor's Reference: 19666 st0

Req:R446974 /Doc:DP 1311549 P /Rev:20-Nov-2024 /NSW LRS /Prt:24-Nov-2
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PLAN FORM 6A (2019) **DEPOSITED PLAN ADMINISTRATION SHEET** Sheet 3 of 3 sheet(s)

Office Use Only

Registered: 20/11/2024

Office Use Only

DP1311549

PLAN OF SUBDIVISION OF
LOT 2 DP 1185148

This sheet is for the provision of the following information as required:

- A schedule of lots and addresses - See 60(c) *SSI Regulation 2017*
- Statements of intention to create and release affecting interests in accordance with section 88B *Conveyancing Act 1919*
- Signatures and seals- see 195D *Conveyancing Act 1919*
- Any information which cannot fit in the appropriate panel of sheet 1 of the administration sheets.

Subdivision Certificate number: 1635

Date of Endorsement: 18 November 2024

Signed by Michael Antonio Musitano of [redacted]

Michael Antonio Musitano

I certify that I am an eligible witness and that Michael Antonio Musitano who is personally known to me signed in my presence.

Martin Ruggeri [redacted]

Signed by Giuseppe Roy Musitano of [redacted]

Giuseppe Roy Musitano

I certify that I am an eligible witness and that Giuseppe Roy Musitano who is personally known to me signed in my presence.

Martin Ruggeri [redacted]

Signed by Nicolena Musitano of [redacted]

Nicolena Musitano

I certify that I am an eligible witness and that Nicolena Musitano who is personally known to me signed in my presence.

Martin Ruggeri
23 Noorilla Street, Griffith NSW 2680

Executed by Griffith City Council on the day of November 2024 by its authorised delegate pursuant to Section 377 of the Local Government Act 1993.

Carel Potgieter [redacted]
Planning & Environment Manager, Griffith City Council
1 Benerembah Street, Griffith NSW 2680

I certify that I am an eligible witness, and that Griffith City Council's authorised delegate signed in my presence.

Kerry Rourke [redacted]
Senior Development Assessment Planner, Griffith City Council
1 Benerembah Street, Griffith NSW 2680

If space is insufficient use additional annexure sheet

Surveyor's Reference: 19666 st0

Req:R129460 /Doc:DP 1321005 P /Rev:21-Oct-2025 /NSW LRS /Prt:22-Oct-2
© Office of the Registrar-General /Src:NSW-LRS-Connect /Ref:LRS:Conne

PLAN FORM 6 (2024) WARNING: Creasing or folding will lead to rejection

DEPOSITED PLAN ADMINISTRATION SHEET Sheet 1 of 21 sheet(s)

Office Use Only

Registered: 21/10/2025

Title System: TORRENS

Office Use Only

DP1321005

PLAN OF LAND TO BE ACQUIRED FOR THE PURPOSES OF THE ROADS ACT 1993 AND DRAINAGE.

LGA: GRIFFITH

Locality: LAKE WYANGAN

Parish: WYANGAN

County: COOPER

Survey Certificate

I, JOHN D HARRISON

a surveyor registered under the *Surveying and Spatial Information Act 2002*, certify the following:

~~*(a) the land shown in this plan was surveyed in accordance with the *Surveying and Spatial Information Regulation 2024*,~~

*(b) part of the land shown in this plan, being Lots 1 - 16 and Part Lots 19 -30, was surveyed in accordance with the *Surveying and Spatial Information Regulation 2024*, and the part of the land not surveyed was compiled in accordance with the regulation, section 26(3),

~~*(c) the land shown in this plan was compiled~~

(d) the survey is accurate and complete

Datum Line: X-Y

Type: *Urban/~~*Rural~~

*Tolerance required under the SSIR 2024, s.26(3): 60mm + 400ppm

Signature: [redacted] Dated: 12/9/2025

Address: PO BOX 735 GRIFFITH NSW 2680

*Name of Firm: PHL SURVEYORS

Surveyor Identification No: SU001220

*Strike out or omit if irrelevant

Crown Lands NSW/Western Lands Office Approval

~~I, ... (Authorised Officer) in approving this plan certify that all necessary approvals in regard to the allocation of the land shown herein have been given.~~

~~Signature: .....~~

~~Date: .....~~

~~File Number: .....~~

Office:

Subdivision Certificate

~~I, ...~~

~~*Authorised Person/*General Manager/*Registered Certifier, certify that the provisions of s.6.15 of the *Environmental Planning and Assessment Act 1979* have been satisfied in relation to the proposed subdivision, new road or reserve set out herein.~~

~~Signature: .....~~

~~Registration number: .....~~

~~Consent Authority: .....~~

~~Date of endorsement: .....~~

~~Subdivision Certificate number: .....~~

~~File number: .....~~

*Strike through if inapplicable.

Plans used in the preparation of survey/compilation.

4263-1804	DP 46245	DP1068127
5166-1804	DP 257060	DP 1071622
5742-1804	DP 704362	DP 1093210
5757-1804	DP 723177	DP 1224393
6422-1804	DP 818865	DP 1233350
6448-1804	DP 848433	DP 1278203
7655-1804	DP 852393	DP 1313193
DP 42508	DP 864533	DP 720515

Statements of intention to dedicate public roads create public reserves and drainage reserves, acquire/resume land.

~~LOTS 1 TO 8 ARE REQUIRED FOR ROAD AND AFTER~~ CONSTRUCTION WILL BE DEDICATD AS PUBLIC ROAD UNDER SECTION 10 OF THE PUBLIC ROADS ACT, 1993

LOTS 9 TO ~~16 ARE~~ TO BE AQUIRED BY GRIFFITH CITY COUNCIL ~~FOR~~ DRAINIAGE PURPOSES

PLEASE SEE SHEET 2

Surveyor's Reference: PN13650A25 EXN25/038

Signatures, Seals and Section 88B Statements should appear on PLAN FORM 6A

PLAN FORM 6A (2024)	**DEPOSITED PLAN ADMINISTRATION SHEET**	Sheet 2 of 2 sheet(s)
Office Use Only **Registered:**		Office Use Only
PLAN OF LAND TO BE ACQUIRED FOR THE PURPOSES OF THE ROADS ACT 1993 AND DRAINAGE		This sheet is for the provision of the following information as required: • A schedule of lots and addresses - See 61(1)(c) *SSI Regulation 2024* • Statements of intention to create and release affecting interests in accordance with section 88B *Conveyancing Act 1919* • Signatures and seals - see 195D *Conveyancing Act 1919* • Any information which cannot fit in the appropriate panel of sheet 1 of the administration sheets.
Subdivision Certificate number: ..... Date of Endorsement:		

LOTS 1, 2, AND 4 TO 7 ARE REQUIRED FOR ROAD AND AFTER CONSTRUCTION WILL BE DEDICATED AS PUBLIC ROAD UNDER SECTION 10 OF THE PUBLIC ROADS ACT, 1993.

LOTS 3,8, AND 9 TO 15 ARE TO BE ACQUIRED BY GRIFFITH CITY COUNCIL FOR DRAINAGE PURPOSES.

LOT 16 IS TO BE ACQUIRED BY GRIFFITH CITY COUNCIL FOR BOTH ROAD AND DRAINAGE PURPOSES.

Surveyor's Reference: PN13650A25 EXN25/038

CLAUSE **CL03**

TITLE **Appointment of Councillor Representative – Australia Day Awards Community Selection Panel**

FROM **Shireen Donaldson, Director Economic & Organisational Development**

TRIM REF **26/129779**

SUMMARY

The purpose of this report is to seek Council's nomination and appointment of one Councillor to the Australia Day Awards Community Selection Panel, in accordance with Council's adopted Australia Day Awards Policy (GOV-CP-401).

The Policy establishes the composition of the Australia Day Awards Community Selection Panel and provides for the Mayor, Deputy Mayor and one additional Councillor, as resolved by Councillors, to form part of the Panel. As the Mayor and Deputy Mayor are automatically appointed under the Policy, Council is required to nominate one additional Councillor to complete the Councillor representation on the Panel.

RECOMMENDATION

Council nominate and appoint a Councillor as the additional Councillor representative on the Australia Day Awards Community Selection Panel, in accordance with the Australia Day Awards Policy (GOV-CP-401).

REPORT

Griffith City Council's Australia Day Awards Policy (GOV-CP-401) provides the framework for the administration of Council's annual Australia Day Awards and Griffith City Sports Council Awards program, including the nomination process, eligibility and selection criteria, assessment process and composition of the relevant selection panels.

Under Section 5, *Award Winner Selection Panels*, an Australia Day Awards Community Selection Panel is established to assess nominations received for the Australia Day Awards. The Policy specifies that the Panel comprises:

- the Mayor;
- the Deputy Mayor;
- one additional Councillor as resolved by Councillors;
- one past Australia Day Awards winner, with the immediate past Citizen of the Year preferred;
- three community representatives with relevant multicultural, Aboriginal community, youth, disability access, volunteering, local arts, culture, heritage or community sector experience; and
- where nominations include specialist arts, cultural, heritage or event matters, Council may appoint or invite an additional adviser or panel member with relevant expertise.

As the Mayor and Deputy Mayor are members of the Selection Panel by virtue of their positions, an additional Councillor is required to be appointed by Council in accordance with the Policy.

The appointed Councillor will participate in the assessment of nominations received for the Australia Day Awards as a member of the Community Selection Panel.

All Panel members are required to vote anonymously in each award category using Council's Voting Form template. The Panel is responsible for the assessment and recommendation of award recipients. Where a Panel member has a conflict of interest with an entrant in a particular category, that member is excluded from voting on the whole category. Award winners are determined by the highest calculated score, with the Mayor and Deputy Mayor determining the winner in the event of a tie.

Award recipients are required to remain confidential until the Award is presented at the ceremony, and Panel members must comply with Council's Code of Conduct requirements regarding confidentiality.

The appointment of an additional Councillor will therefore ensure that the Australia Day Awards Community Selection Panel is constituted in accordance with the adopted Policy.

OPTIONS

OPTION 1

Council appoints one Councillor, other than the Mayor or Deputy Mayor, to the Australia Day Awards Community Selection Panel for a period of one year.

OPTION 2

Council appoints one Councillor, other than the Mayor or Deputy Mayor, to the Australia Day Awards Community Selection Panel for the remaining Council term.

POLICY IMPLICATIONS

The appointment is directly related to Council's Australia Day Awards Policy (GOV-CP-401) Section 5.

FINANCIAL IMPLICATIONS AND RISK

Minor Low Risk: Low financial loss <$10,000

COMPLIANCE / LEGAL / STATUTORY IMPLICATIONS AND RISK

Minor Low Risk: Policy or regulatory breach has no impact.

ENVIRONMENTAL IMPLICATIONS AND RISK

Minor Low Risk: Minimal environmental impact handled internally.

REPUTATION / COMMUNITY IMPLICATIONS AND RISK

Minor Low Risk: Limited adverse public/staff reaction and/or negative publicity.

SERVICE DELIVERY IMPLICATIONS AND RISK

Minor Low Risk: Nil impact to service delivery.

WHS / HR IMPLICATIONS AND RISK

Minor Low Risk: No injuries/Nil impact to service delivery.

LINK TO STRATEGIC PLAN

This item links to Council's Strategic Plan item 2.3 Mayor and Councillors represent the community, providing strong, proactive leadership.

CONSULTATION

Senior Management Team

ATTACHMENTS

(a) Australia Day Awards Public Policy GOV-CP-401 ⇩ 53

Australia Day Awards

GOV-CP-401

PUBLIC POLICY

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	26/03/2008	347	26/03/2008
2	11/05/2010	0142	11/05/2010
3	08/03/2011	0063	08/03/2011
4	11/11/2014	0390	11/11/2014
5	08/09/2015	15/276	22/09/2015
6	11/09/2018	18/284	12/10/2018
7	11/10/2022	22/257	11/10/2022
8	22/09/2026	26/270	22/09/2026

2 Policy Objectives

To manage and administer Griffith City Council's annual Australia Day Awards and Griffith City Sports Council Awards program.

To establish the nomination process, eligibility and selection criteria, and assessment process for Council's Australia Day Awards and Griffith City Sports Council Awards.

To establish the composition of the Australia Day Awards Community Selection Panel & Griffith City Sports Council Sports Awards.

3 Policy Statement

Griffith City Council holds an annual Australia Day Awards ceremony to honour individuals and groups who have made an outstanding contribution to the Griffith community.

The Australia Day Awards program includes a Citizenship Ceremony, Mayor's Local Hero Award, Australia Day Awards and Griffith City Sports Council Sports Awards.

Australia Day Awards can include any or all of the following categories:
Citizen of the Year;
Young Citizen of the Year;
Junior Citizen of the Year;
Environmental Citizen of the Year;
Young Environmental Citizen of the Year;
Community Project of the Year;
Arts and Cultural Contribution Award; and
Arts and Cultural Event of the Year.

Griffith City Sports Council Sports Awards can include any or all of the following categories:
Sportsperson of the Year;
Young Sportsperson of the Year;
Sports Team of the Year;
Club Person of the Year; and
Overall Sportsperson of the Year.

Nominations for all Australia Day and Sports Awards are accepted via the Griffith City Council website online nomination portal.

The Australia Day Awards Community Selection Panel will select the winner of each category in the Australia Day Awards.

The Griffith City Sports Council will select the winner of each sporting category.

The Mayor presiding at the Australia Day Awards Ceremony will select the Mayor's Local Hero Award.

Council staff are responsible for the operational planning, administration and delivery of the Australia Day ceremony and related events.

4 Selection & Eligibility Criteria

Australia Day Award categories are intended to be mutually distinct and nominations will be assessed against category-specific criteria to minimise duplication between categories.

The criteria used to assess nominations is documented below:

Award	Selection Criteria	Eligibility Criteria
Citizen of the Year	▪ The Award must be for outstanding, high calibre achievement in relation to community activities undertaken by the individual. ▪ Supporting evidence and statements must be included for consideration. ▪ Can be a previous unsuccessful Nominee.	▪ Nominee must be an Australian Citizen. ▪ Nominee must be a resident of the Griffith Local Government Area. ▪ Nominee must not have received this Award previously for the same achievement/s. ▪ Nominee must not be a current employee of Griffith City Council nominated for duties performed during paid employment.

		▪ Nominee must not be a current Councillor, or Federal or State politician. ▪ Nominee must not be a current member of the Australia Day Awards Community Selection Panel or Griffith Sports Council. ▪ Posthumous nominations will not be accepted.
Young Citizen of the Year	▪ The Award must be for outstanding high calibre achievement in relation to community activities undertaken by the individual. ▪ Consideration will be given to school activities undertaken with community involvement. ▪ Supporting evidence and statements must be included for consideration. ▪ Can be a previous unsuccessful Nominee.	▪ Nominee must be an Australian Citizen. ▪ Nominee must be a resident of the Griffith Local Government Area. ▪ Nominee must be between the ages of 18 and 25 years and as at 26 January in the year the Award is presented if the Award is run in conjunction with the Junior Citizen of the Year. ▪ If the Award is the only "Young" Award presented, the nominee must under 25 years as at 26 January in the year the Award is presented. ▪ Nominee must not have received this Award previously for the same achievement/s. ▪ Nominee must not be a current employee of Griffith City Council nominated for duties performed during paid employment. ▪ Nominee must not be a current Councillor, or Federal or State politician. ▪ Nominee must not be a current member of the Australia Day Awards

		Community Selection Panel or Griffith Sports Council. ▪ Posthumous nominations will not be accepted.
Junior Citizen of the Year	▪ The Award must be for outstanding high calibre achievement in relation to community activities undertaken by the individual. ▪ Nominee must be at or under the age of 17 as at 26 January in the year the Award is presented if the Award is run in conjunction with the Young Citizen of the Year. ▪ Consideration will be given to school activities undertaken with community involvement. ▪ Supporting evidence and statements must be included for consideration. ▪ Can be a previous unsuccessful Nominee.	▪ Nominee must be an Australian Citizen. ▪ Nominee must be a resident of the Griffith Local Government Area. ▪ Nominees must be under 17 years as at 26 January in the year the Award is presented. ▪ Nominee must not have received this Award previously. ▪ Nominee must not have received this Award previously for the same achievement/s. ▪ Nominee must not be a current employee of Griffith City Council nominated for duties performed during paid employment. ▪ Nominee must not be a current Councillor, or Federal or State politician. ▪ Nominee must not be a current member of the Australia Day Awards Community Selection Panel or Griffith Sports Council. ▪ Posthumous nominations will not be accepted.
Community Project of the Year	▪ To recognise a community project organised by four (4) or more volunteers that has delivered a significant and demonstrable benefit to the Griffith community through community service, practical assistance, fundraising for a	▪ Nominated Projects must be conducted within the Griffith Local Government Area. ▪ Nominated Projects must not have received this Award previously. ▪ Nominated Projects must not be a current project of Griffith

	community purpose, addressing a community need, or other community-focused activity. ▪ A project may include an event or activity as part of its delivery; however, the award recognises the community project and its overall community benefit, rather than the individual event itself.	City Council nominated for projects performed during paid employment. ▪ Nominated Projects must not be affiliated with a current Councillor, or Federal or State politician. ▪ Nominated projects must not be affiliated with a current member of the Australia Day Awards Community Selection Panel or Griffith Sports Council.
Environmental Citizen of the Year	▪ The Award must be for outstanding high calibre achievement in relation to environmentally related community activities undertaken by the individual.	▪ Nominee must be an Australian Citizen. ▪ Nominee must be a resident of the Griffith Local Government Area. ▪ Nominee must not have received this Award previously for the same achievement/s.
Young Environmental Citizen of the Year	▪ The Award must be for outstanding high calibre achievement in relation to environmentally related community activities undertaken by the individual.	▪ Nominee must be an Australian Citizen. ▪ Nominee must be a resident of the Griffith Local Government Area. ▪ Nominee must be under 25 years as at 26 January in the year the Award is presented. ▪ Nominee must not have received this Award previously for the same achievement/s.
Arts and Cultural Contribution Award	▪ To recognise an individual, community group or organisation that has made a significant or sustained contribution to the artistic, cultural, creative or heritage life of the Griffith Local Government Area.	▪ Nominees may include individuals, community groups, not-for-profit organisations, cultural organisations or other organisations that have made a demonstrable contribution within the Griffith Local

	▪ The contribution may include the creation, development, presentation, preservation, teaching, mentoring, promotion or support of arts, culture, creativity or heritage, and may include creating opportunities for others to participate. ▪ The award recognises the contribution made over time, rather than a single event or activity.	Government Area. Nominees must not be current employees of Griffith City Council nominated for duties performed during paid employment. Nominees must not be current Councillors, Federal or State politicians, or current members of the Australia Day Awards Community Selection Panel or Griffith Sports Council. Supporting evidence and statements must be included for consideration.
Arts and Cultural Event of the Year	▪ To recognise an outstanding arts, cultural or creative event that has enriched the artistic, cultural, creative or heritage life of the Griffith Local Government Area. ▪ An eligible event may include a performance, exhibition, concert, festival, cultural celebration, artistic presentation or other defined public event. ▪ The award recognises the event itself and its impact, rather than the ongoing contribution of the organisation or individuals who delivered it. ▪ For the purposes of this Award, an event is a defined occasion or series of occasions occurring within a specified period, rather than an ongoing program, organisation or general community activity.	▪ Nominated events must have been held within the Griffith Local Government Area or have delivered a clear and direct benefit for the Griffith community. Events may be community-led, not-for-profit, commercial or partnership-based where the nomination demonstrates a primary public benefit and meaningful community access or participation. Council-run events and events delivered by Council staff as part of paid employment should not be eligible unless Council resolves otherwise. Supporting evidence and statements must be included for consideration.

Sports Awards		
Junior Sportsperson of the Year Sportsperson of the Year Club Person of the Year Team of the Year Overall Sportsperson of the Year	▪ The Award must be for outstanding high calibre achievement in relation to sporting achievement undertaken by the individual or team.	▪ Nominees must be an Australian Citizen. ▪ Nominees must be a resident of the Griffith Local Government Area. ▪ Winners of Award categories in previous years are eligible for re-nomination in the same category.

5 Award Winner Selection Panels

Composition of the Australia Day Awards Community Selection Panel

An Australia Day Awards Community Selection Panel will be established to assess nominations received for the Australia Day Awards. Each representative will vote on each Award. The role of any selection panel or appointed representative is limited to judging, recommendations and/or ceremonial duties as determined by Council. The composition of the Selection Panel will be:

a) The Mayor.

b) The Deputy Mayor.

c) One additional Councillor as resolved by Councillors.

d) One past Australia Day Awards winner (immediate past Citizen of the Year preferred).

e) Three community representatives with relevant multicultural, Aboriginal community, youth, disability access, volunteering, local arts, culture, heritage, or community sector experience. Council may invite input from relevant Aboriginal community organisations or representatives where appropriate, including in relation to culturally significant nominations or events.

f) Where nominations include specialist arts, cultural, heritage or event matters, Council may appoint or invite one additional non-voting adviser or voting panel member with relevant expertise.

Community Selection Panel Practices

All members of the Selection Panel are required to anonymously vote in each Award category utilising Council's Voting Form template (Council Reference CM: 15/47093).

The Selection Panel is responsible for assessment and recommendation of award recipients only.

A conflict of interest with one entrant in a particular category shall eliminate that member of the selection panel from voting on that whole category.

The nominee achieving the highest calculated score shall be the winner of the Award category. In the event of a tie, the Mayor and Deputy Mayor will determine the winner.

Composition of Griffith City Sports Council Awards Selection Panel

Selection Panel members for all Sports Awards will be determined by the Executive of the Griffith City Sports Council.

Confidentiality

Winners from each Award category (including of Sporting Awards) must be kept confidential until the Award is presented at the ceremony. All persons must adhere to Council's Code of Conduct regarding confidentiality.

6 Submission of Nominations

Submission of Nominations

Nominations are typically called for in mid-October with a closing date to be nominated.
All nominations for all Awards (Australia Day and Sports Awards) must be lodged via the Griffith City Council online nomination portal by the advertised closing date. Advertising of the online nomination portal is to be made known in The Area News and on Council's website.

All sections of the nomination form are to be completed for the nomination to be eligible. Information detailing the achievements and work of the nominee must be submitted with the nomination form.

No late nominations will be accepted.

A list of all eligible nominees will be published on the Council's website and social media channels in January.

Name and contact details of nominators will be kept confidential.

Ineligible Nominations

Nominations that are not received via the online nomination portal with appropriate supporting information will not be considered.

7 Breaches of the Policy

All breaches of this policy should be reported to the General Manager in writing. Breaches of this policy will be investigated and dealt with by the General Manager and may involve referral to Council's Code of Conduct.

8 Related Documents

Policy: GOV-CP-404 – Code of Conduct

Policy: GOV-CP-321 – Media Policy

15/47093
- Voting Matrix
- Awards Administration Checklist
- Voting Guidelines
- Voting Form

9 Directorate

Economic and Organisational Development

CLAUSE **CL04**

TITLE **Adoption of FL-CP-201 Procurement Policy**

FROM **Matthew Hansen, Director Business, Cultural & Financial Services**

TRIM REF **26/130139**

SUMMARY

At its meeting of 22 September 2026 Council endorsed the draft Procurement Policy (FL-CP-201) for public exhibition for 28 days, and resolved that where submissions were received they would be reported to Council with any recommended amendments prior to adoption.

The draft Policy was exhibited from 23 September 2026 to 22 October 2026, one submission was received. No other submissions were received.

The submission did not oppose the draft Policy. It described the draft as setting "the right direction" and sought two substantive amendments, directed at how the value of a contract is counted for the purpose of the tendering threshold, and at the level of detail in which procurement expenditure is reported and published. The submitter also requested a further consultation period.

The submission is well founded in its description of the exhibited draft. It is recommended that the Policy be adopted with amendments to clauses 3.2 and 3.5 that give effect to the substance of the submission, and that the matters not incorporated be progressed through *Better Planning, Smarter Procurement* and reported to Council.

RECOMMENDATION

(a) Note the submission received during the public exhibition of the draft Procurement Policy (FL-CP-201), and the responses to each point raised as set out in this report;

(b) Adopt the Procurement Policy (FL-CP-201) at Attachment (a), incorporating the amendments made following public exhibition as shown at Attachment (b);

(c) Note that the matters raised in the submission that are not incorporated into the Policy will be progressed through the *Better Planning, Smarter Procurement* program and reported to Council.

REPORT

Background

Council's Procurement Policy (Revision 5), adopted on 15 July 2022, consists in substance of a single sentence directing staff to a Procurement Manual made and amended by the Management Executive. Definitions, Exceptions and Legislation are each recorded as "None".

Following the release of the Office of Local Government's Procurement Guidelines for NSW Local Government in July 2026, a full rewrite was prepared. The draft was considered by Council's Audit, Risk and Improvement Committee on 27 August 2026, which endorsed it for reporting to Council, and was endorsed by Council for public exhibition on 22 September 2026.

Submissions received

One submission was received during the exhibition period. No other submissions were received.

Submission and response

The matters raised in the submission, and the officer response to each, are set out below.

SUBMISSION	RESPONSE
Clause 3.2 applies the $250,000 threshold to "total estimated contract value including cumulative expenditure with a supplier for similar goods and services", but "estimated contract value", "cumulative" and "similar" are undefined.	**Accepted**. The submission accurately describes the exhibited draft, which restates the statutory threshold without defining its terms. A new paragraph has been added to clause 3.2.
Define estimated contract value as the full expected term, including renewals, options and associated licences, support and modules.	**Accepted**. Clause 3.2 now provides that the estimated value of a contract is to be assessed over the whole anticipated term of the arrangement, including every option, extension and renewal available under it and the recurrent costs associated with it.
Re-test each renewal against the threshold, cumulatively, before it is exercised.	**Accepted**. Clause 3.2 now requires that a renewal, extension or variation be re-assessed against the threshold, on a cumulative basis, before it is exercised. Clause 3.2 also now states that Council will not structure or divide an arrangement in a way that has the effect of avoiding a tendering or quotation requirement.
Aggregate spend with each supplier over a rolling five years, with "similar goods and services" defined by procurement category.	**Accepted in principle; not included in the Policy**. Determining what constitutes similar goods and services requires a procurement category taxonomy and the application of judgement to individual arrangements. A fixed rule in the Policy could not be adjusted without a further resolution of Council. Clause 3.2 now refers the aggregation method and the definition of similar goods and services to the Procurement Manual, consistent with clause 3.4 under which Council sets the standard and the General Manager determines the method.
Include provision for systems that are intended to be maintained foreseeably indefinitely.	**Accepted in principle**; to be addressed in the Procurement Manual through a defined maximum assessment horizon for arrangements with no fixed end date.
Clause 3.1(b) requires recurring contracts to be "tested in the market" but sets no frequency or trigger.	**Addressed**. The requirement at clause 3.2 to re-assess cumulatively before a renewal or extension is exercised provides the trigger. The frequency of market testing is an operational matter to be set in the Procurement Manual.

SUBMISSION	RESPONSE
The annual report under clause 3.5 gives only aggregates, and the contracts register covers only contracts of $150,000 or more. Even the scale of procurement is unclear.	**Noted**. The Annual Procurement Performance Report required by clause 3.5 is a report to Council and is therefore considered at an open meeting and published with the business papers. Clause 3.5 has been amended to state this expressly, so that the position does not need to be inferred.
Publish spend with each supplier (name and ABN) above $10,000, with five-year cumulative and year-on-year totals.	**Not accepted at this time.** The threshold proposed corresponds to the Commonwealth reporting requirement, which applies to Commonwealth entities and requires publication of contract notices at the point of award, supported by a central reporting platform. Council's publication obligation arises under the GIPA Act at $150,000. Aggregate expenditure by supplier with five-year cumulative and year-on-year totals goes beyond the Commonwealth model and depends on supplier-level and category-level data that Council does not presently hold in a form capable of reliable publication. Committing in the Policy to a report Council cannot presently produce would create a compliance exposure and would undermine the accountability clause 3.5 is intended to establish. Contract-level publication below the GIPA threshold will be developed through *Better Planning, Smarter Procurement*, having regard to the Commonwealth approach, and an achievable threshold, scope and timeframe reported to Council.
Publish spend by category (including ICT and software) and by major project.	**Not accepted at this time**, for the reasons above. Category coding and data quality are deliverables of *Better Planning, Smarter Procurement*.
Report suppliers whose cumulative spend exceeds the threshold without an open tender, with the reasons.	**Accepted**. A new item has been added to the minimum content list at clause 3.5 requiring the Annual Procurement Performance Report to include cumulative expenditure with any supplier that has exceeded the statutory tendering threshold without an open tender process, and the reasons.
Report every renewal, extension and section 55(3) exemption, with supplier and value.	**Accepted**. Clause 3.5 already required reporting of the use of any exemption from tendering and the reasons relied on. A new item has been added requiring reporting of renewals and extensions exercised during the period, with the supplier and the value.
Provide another review period or forum at which to consult.	**Not recommended**. A further exhibition period is ordinarily warranted where Council proposes to adopt a policy materially different from the one exhibited. The amendments recommended are additions made in direct response to the submission; they narrow no obligation and reduce no transparency. The Policy will be published on Council's website and, under clause 3.6, is to be reviewed and reported to Council within the first 12 months of each term of Council or earlier on material change, at which point further comment can be made.

Amendments recommended following exhibition

The amendments are shown as tracked changes at Attachment (b) and are summarised below. No provision of the exhibited draft has been deleted or narrowed.

Clause	Amendment
3.2	New paragraph providing for whole-of-term valuation including options, extensions and renewals; cumulative re-assessment before a renewal, extension or variation is exercised; an express statement that Council will not structure or divide an arrangement so as to avoid a tendering or quotation requirement; and referral of the aggregation method and the definition of similar goods and services to the Procurement Manual.
3.5	New item in the minimum content list of the Annual Procurement Performance Report: cumulative expenditure with any supplier that has exceeded the statutory tendering threshold without an open tender process, and the reasons.
3.5	New item in the minimum content list: renewals and extensions exercised during the period, with the supplier and the value.
3.5	New paragraph confirming that the Annual Procurement Performance Report is to be considered at an open meeting of Council and published with the business papers for that meeting.

Relationship to broader procurement reform

The Policy is the first deliverable of *Better Planning, Smarter Procurement,* a broader reform of Council's procurement function. The matters raised in the submission that are not incorporated into the Policy — supplier-level and category-level publication, the aggregation methodology, and the treatment of arrangements with no fixed end date — fall within the scope of that program and will be reported to Council.

OPTIONS

OPTION 1

The Recommendation as written.

OPTION 2

Adopt the Policy with other amendments as determined by Council.

OPTION 3

Resolve to exhibit the amended Policy for a further period before adoption, noting that this would delay adoption of a Policy required to support Council's response to matters raised by the Audit Office of New South Wales

POLICY IMPLICATIONS

On adoption, the Policy replaces Procurement Policy FL-CP-201 Revision 5, adopted 15 July 2022. The Procurement Manual will be rewritten to give effect to the Policy, including the aggregation method and the definition of similar goods and services referred to it by clause 3.2.

FINANCIAL IMPLICATIONS AND RISK

There are no direct financial costs arising from the adoption of the Policy. The systems and capability required to give full effect to clause 3.5, including any future publication of supplier or category level expenditure, are being scoped through Better Planning, Smarter Procurement and will be reported separately where a budget allocation is required

Minor Low Risk: Low financial loss <$10,000

COMPLIANCE / LEGAL / STATUTORY IMPLICATIONS AND RISK

The amendments to clause 3.2 respond to a recognised compliance risk. Treating a renewable arrangement as a series of sub-threshold decisions is a means by which the tendering requirements of section 55 of the *Local Government Act 1993* can be avoided, and the Procurement Guidelines for NSW Local Government caution against order and invoice splitting. The amendments also support Council's response to matters raised by the Audit Office of New South Wales concerning tendering and procurement processes.

The amendments to clause 3.5 increase the transparency of Council's procurement reporting without creating an obligation Council is not presently able to meet.

Minor Low Risk: Policy or regulatory breach has no impact.

ENVIRONMENTAL IMPLICATIONS AND RISK

Minor Low Risk: Minimal environmental impact handled internally.

REPUTATION / COMMUNITY IMPLICATIONS AND RISK

The submission was made by a member of the community and sought greater transparency in Council's procurement. The recommended amendments accept the substance of the first limb of the submission in full and part of the second, and the report sets out openly the reasons for not adopting the balance at this time. Adopting the Policy with these amendments demonstrates that the exhibition process influenced the final instrument.

Minor Low Risk: Limited adverse public/staff reaction and/or negative publicity.

SERVICE DELIVERY IMPLICATIONS AND RISK

The amendments apply to the valuation and reporting of procurement rather than to the conduct of individual purchases, and do not alter approval pathways or timeframes for business units.

Minor Low Risk: Nil impact to service delivery.

WHS / HR IMPLICATIONS AND RISK

Minor Low Risk: No injuries/Nil impact to service delivery.

LINK TO STRATEGIC PLAN

This item links to Council's Strategic Plan item 3.1 Undertake Council activities within a clear framework of risk management, strategic planning, policies, procedures and service standards to enhance accountability, resilience and informed decision making.

CONSULTATION

Public Exhibition

Senior Management Team

Audit Risk and Improvement Committee

ATTACHMENTS

(a) FL-CP-201 Procurement Policy - POST-EXHIBITION AMENDMENTS (Tracked) ⇩ 68

(b) Submission 77

Procurement Policy FL-CP-201

(PUBLIC POLICY)

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	22/07/2008	0299	22/07/2008
2	11/05/2010	0142	11/05/2010
3	27/01/2015	15/005	27/01/2015
4	13/02/2018	18/046	16/03/2018
5	14/06/2022	22/151	15/07/2022
6	dd/mm/yyyy	xx/xxxx	dd/mm/yyyy

2 Policy Objective

Council spends a substantial share of its annual budget acquiring the goods, materials, services and works needed to deliver the outcomes set out in the Community Strategic Plan. How that money is spent is a matter of legitimate interest to the community and of strategic importance to Council.

The objective of this Policy is to:

- set the values, principles and strategic direction that the elected Council requires to be applied to all procurement undertaken by or on behalf of Griffith City Council
- confirm Council's commitment to procurement that is lawful, ethical, transparent, competitive and demonstrably delivers value for money and broader public value for the Griffith community
- require compliance with the *Local Government Act 1993*, the *Local Government (General) Regulation 2021*, the Procurement Guidelines for NSW Local Government issued by the Office of Local Government, and Council's Code of Conduct
- adopt the plan, source, manage approach as the framework for Council's procurement activity
- clearly distinguish the strategic direction and oversight role of the elected Council from the operational responsibility of the General Manager and staff, and
- establish clear accountability to Council for procurement performance through regular and meaningful reporting.

3 Policy Statement

This Policy applies to all procurement of goods, materials, services and works by or on behalf of Council, regardless of value, funding source or procurement method, and to all phases of the procurement lifecycle from identification of need through to contract completion, disposal or repurposing.

It binds all councillors, staff, contractors, consultants, volunteers and any other person or body procuring on Council's behalf.

This Policy sets direction. It does not prescribe operational procedure. Detailed procedures, quotation thresholds below the statutory tendering threshold, evaluation methodologies, delegations, forms, systems and templates are the responsibility of the General Manager and are set out in Council's Procurement Manual, which must give effect to this Policy.

3.1 Principles

Council adopts the principles of best-practice procurement set out in the Procurement Guidelines for NSW Local Government as the values that govern every Council procurement, irrespective of value, complexity or risk. Council has added a sixth principle, proportionality, to make clear its expectation that process effort is to match the significance of the procurement.

(a) Value for money. Procurement decisions are to be based on the best total outcome for the community across the whole life of the goods, services or works — not simply the lowest price. Financial and non-financial factors, including fitness for purpose, quality, supplier capability and performance history, total cost of ownership, timeliness, risk, and alignment with Council's strategic objectives, are to be assessed and documented.

(b) Fair and open competition. All suppliers are to be treated, and be seen to be treated, fairly and equally, with access to the same information at the same time. Competitive processes are Council's default position. Long-term and recurring contracts are to be reviewed and tested in the market so that new entrants, including local and small suppliers, have a genuine opportunity to compete. Splitting orders or invoices to avoid tendering or quotation requirements is prohibited.

(c) Probity and transparency. Council requires complete honesty and integrity in every procurement, demonstrable to external scrutiny. Conflicts of interest, whether pecuniary or non-pecuniary, must be declared, recorded in Council's register of interests, and managed in favour of the public interest. Confidential and commercially sensitive information must be protected. Decisions and the reasons for them must be fully documented and defensible. Contracts must be disclosed on Council's contracts register as required by law. Suspected corrupt conduct, fraud or serious wrongdoing must be reported.

(d) Innovation. Council encourages staff to seek better outcomes through early market engagement, market analysis, collaboration with other councils and joint organisations, aggregation of purchasing power, and consideration of alternative proposals where the

associated risks are properly managed. Innovation is not to be pursued at the expense of the other principles.

(e) Economic development, social outcomes and sustainability. Council expects its spending to generate public value beyond the transaction itself. Where supplier options are available, procurement is to support the Griffith local and regional economy, small and medium enterprises, Aboriginal businesses, social enterprises and Australian Disability Enterprises, and is to have regard to environmental sustainability, circular economy outcomes and Council's emissions and waste commitments. Council will take reasonable steps to ensure that the goods, materials and services it procures are not the product of modern slavery. Where these objectives are in tension with value for money or open competition, the tension is to be identified, weighed and documented — not resolved silently.

(f) Proportionality. The rigour, documentation, risk treatment and probity measures applied to a procurement are to be proportionate to its value, complexity, risk and sensitivity. Low-value, low-risk purchases are to be simple and efficient; high-value, high-risk or high-profile procurements warrant structured planning, formal risk management and, where justified, independent probity oversight.

3.2 Compliance with legislation, guidelines and the Code of Conduct

Council requires that all procurement comply with:

- sections 55 and 55A of the *Local Government Act 1993* and Part 7 of the *Local Government (General) Regulation 2021*, including the requirement to invite tenders for contracts at or above the prescribed threshold (currently $250,000 including GST, assessed on the total estimated contract value including cumulative expenditure with a supplier for similar goods and services)
- the **Procurement Guidelines for NSW Local Government** issued by the Office of Local Government, which Council adopts as the minimum framework for its procurement activity
- Council's **Code of Conduct** and the associated Procedures, and Council's Statement of Business Ethics
- the *Modern Slavery Act 2018*, *Government Information (Public Access) Act 2009*, *Public Interest Disclosures Act 2022*, *State Records Act 1998* and *Independent Commission Against Corruption Act 1988*, and
- Council's adopted policies, delegations and the Procurement Manual.

For the purpose of applying the threshold, the estimated value of a contract is to be assessed over the whole anticipated term of the arrangement, including every option, extension and renewal available under it and the recurrent costs associated with it. A renewal, extension or variation must be re-assessed against the threshold, on a

cumulative basis, before it is exercised. Council will not structure or divide an arrangement in a way that has the effect of avoiding a tendering or quotation requirement. The method for aggregating expenditure, and for determining what constitutes similar goods and services, is to be set out in the Procurement Manual.

Procurements valued below the statutory tendering threshold are exempt from the legislated tendering requirements but remain fully subject to this Policy, its principles, and Council's Procurement Manual.

3.3 The plan, source, manage framework

Council adopts the plan, source, manage approach as the framework for all procurement. Council requires that:

Plan — procurement begins with a documented and justified need, confirmed funding, clear specifications, an assessment of risk, consideration of whole-of-life cost and disposal, understanding of community and stakeholder expectations, and analysis of the market. Council will not approach the market without the intention, capacity and funding to proceed.

Source — the market is approached in a way that is open, fair and appropriate to the value and risk of the procurement; suppliers are assessed against criteria settled before submissions are received; due diligence is undertaken; recommendations and awards are made within delegation and fully documented; unsuccessful proponents are offered a debrief; and awarded contracts are disclosed as required by law.

Manage — contracts are actively managed, not simply signed. Council expects contract management plans proportionate to risk, monitoring of supplier performance and contract obligations, disciplined control and approval of variations, deliberate decisions on renewal or extension, and post-contract review so that lessons inform future procurement. Council regards weak contract management as a material risk to value for money.

Risk management and record keeping apply at every phase, proportionate to the value, complexity and risk of the procurement.

3.4 Strategic direction and operational delivery — separation of roles

Procurement is largely an operational function. The elected Council sets the strategic direction, the values and the standards, and holds the organisation to account for performance. The General Manager is responsible for how procurement is carried out. Council considers this separation essential to the integrity of its procurement and to the protection of councillors and staff alike.

Who	Responsibility
Council (the governing body)	• adopts, and reviews, this Policy and sets the strategic direction, values and standards for procurement • adopts the budget, Delivery Program and Operational Plan that authorise procurement expenditure • determines those tenders and contracts that it has not delegated, and any decision to accept a tender for services currently provided by Council staff, which cannot be delegated under section 377(1)(i) of the *Local Government Act 1993* • reviews all delegations within the first 12 months of each term of Council • receives and considers the reporting required under clause 3.5, and • oversees procurement risk, control and audit through the Audit, Risk and Improvement Committee.
Councillors (individually)	• must comply with the Code of Conduct, including the requirements for disclosing and managing pecuniary and non-pecuniary conflicts of interest • must not direct or seek to influence staff in the conduct of a procurement, participate in the evaluation of quotations or tenders, or advocate for or against any supplier • must not communicate with actual or prospective tenderers about a live procurement, and must refer any approach from a supplier to the General Manager, and • may raise concerns about procurement conduct or performance with the General Manager, or with the Mayor where the concern relates to the General Manager.
General Manager	• is responsible for all operational aspects of procurement and for ensuring that procurement gives effect to this Policy • makes, maintains and keeps current the Procurement Manual, procedures, thresholds below the statutory tendering threshold, and supporting systems and templates • maintains sub-delegations, segregation of duties and financial controls so that no single officer controls a procurement end to end • ensures staff involved in procurement are appropriately skilled, trained and supported • ensures procurement records are made, kept and protected in accordance with the *State Records Act 1998*, and that the contracts register is maintained, and • provides the reporting required under clause 3.5 and reports promptly to Council on any significant procurement risk or integrity issue.

Who	Responsibility
Staff and others procuring for Council	• must comply with this Policy, the Procurement Manual, the Code of Conduct and their delegations, and • are individually accountable for the probity of the procurement activity in which they are involved.
Audit, Risk and Improvement Committee	• reviews procurement as part of its oversight of compliance, risk management, fraud and corruption control, financial management and governance, and • ensures procurement is included in the internal audit work plan on a risk-based cycle.

3.5 Accountability and reporting to Council

Council cannot exercise meaningful oversight without information. Council requires the General Manager to provide the following reporting.

Annual Procurement Performance Report. At least once each year, a report to Council covering, at a minimum:

- total procurement expenditure for the period, and the number and value of contracts awarded by procurement method (open tender, prequalification scheme or panel, quotation, and direct or sole-source engagement)
- the use of any exemption from tendering, and the reasons relied on
- cumulative expenditure with any supplier that has exceeded the statutory tendering threshold without an open tender process, and the reasons
- renewals and extensions exercised during the period, with the supplier and the value
- performance against the principles in clause 3.1, including expenditure with local and regional suppliers, Aboriginal businesses, social enterprises, Australian Disability Enterprises and small and medium enterprises
- sustainability and social procurement outcomes achieved
- the reasonable steps taken to address modern slavery risk
- contract variations that materially exceeded the approved contract value, and the reasons
- significant supplier performance issues, disputes or contract terminations
- any identified breach of this Policy or the Procurement Manual, and the action taken, and
- the status of internal and external audit recommendations relating to procurement.

The Annual Procurement Performance Report is to be considered at an open meeting of Council and published with the business papers for that meeting.

Statutory reporting. The statements required by sections 428(4)(c) and 428(4)(d) of the *Local Government Act 1993* concerning modern slavery are to be included in Council's Annual Report and submitted to the Office of the Anti-slavery Commissioner.

Tenders reserved to Council. Where a tender is to be determined by Council, the report to Council is to include the evaluation process followed, how value for money and the principles in clause 3.1 were assessed, the risks identified, and the reasons for the recommendation.

Exception reporting. The General Manager is to report promptly to Council, and to the relevant integrity agency where required by law, any matter involving suspected fraud, corrupt conduct, serious probity failure or significant reputational risk arising from procurement.

Council will have regard to procurement performance information when adopting each Delivery Program and Operational Plan.

3.6 Review of this Policy

This Policy is to be reviewed and reported to Council within the first 12 months of each term of Council, and earlier if there is a material change to legislation, to the Procurement Guidelines for NSW Local Government, or to Council's strategic direction.

3.7 Exemptions

Section 55(3) of the *Local Government Act 1993* exempts certain contracts from the requirement to invite tenders. Council authorises reliance on those exemptions, subject to the following.

- Reliance on an exemption must be justified, approved within delegation and documented before the commitment is made, in accordance with the Procurement Manual.
- Where an exemption requires a resolution of Council stating the reasons for the decision, that resolution must be obtained before the contract is entered into.
- An exemption from tendering is not an exemption from this Policy. The principles in clause 3.1, the record-keeping requirements, the Code of Conduct and Council's disclosure obligations continue to apply in full.
- Use of exemptions is to be reported to Council under clause 3.5.

4 Definitions

Contract — any binding arrangement under which Council acquires goods, materials, services or works, however described, including purchase orders.

Council — Griffith City Council. Where this Policy refers to a decision or function of "Council (the governing body)", it means the elected councillors acting by resolution.

Guidelines — the Procurement Guidelines for NSW Local Government issued by the Office of Local Government.

Probity — complete honesty and integrity in a process or action that can be confirmed and evidenced to observers.

Procurement — the whole-of-life process of planning for, sourcing and managing the acquisition of goods, materials, services and works, from identification of need through to contract completion and disposal or repurposing.

Procurement Manual — the operational procedures made and maintained by the General Manager that give effect to this Policy.

Value for money — the best total outcome for the community, assessed across financial and non-financial factors over the whole life of the goods, services or works, and not simply the lowest price.

5 Exceptions

This Policy does not apply to:

- the employment of Council staff
- the making of grants, donations, sponsorships and community financial assistance, which are governed by Council's separate policies
- statutory payments, rates, levies, taxes and payments to other levels of government
- the acquisition, sale or lease of land and buildings, which is governed by separate legislation and Council policy, and
- contributions to joint organisations and inter-council arrangements that are not procurement of goods, materials, services or works.

No other exception applies. Urgent and emergency procurement is permitted only in accordance with the Procurement Manual and clause 3.7 of this Policy, and must be documented and reported.

6 Legislation

- *Local Government Act 1993* (in particular Chapter 3, and sections 8A, 8B, 55, 55A, 232, 377, 380, 428 and 438ZE)
- *Local Government (General) Regulation 2021* (in particular Part 7)
- *Modern Slavery Act 2018*
- *Government Information (Public Access) Act 2009*
- *Public Interest Disclosures Act 2022*
- *State Records Act 1998* and *State Records Regulation 2024*
- *Independent Commission Against Corruption Act 1988*
- *Public Works and Procurement Act 1912*
- *Work Health and Safety Act 2011*

7 Related Documents

- Procurement Guidelines for NSW Local Government (Office of Local Government)
- Model Code of Conduct for Local Councils in NSW and the associated Procedures
- GCC Code of Conduct
- GCC Procurement Manual
- GCC Statement of Business Ethics
- GCC Local Preference Purchasing Policy
- GCC Fraud and Corruption Prevention Policy
- GCC Risk Management Policy and Framework
- GCC Public Interest Disclosures Policy
- GCC Records Management Policy
- GCC Community Strategic Plan, Delivery Program and Operational Plan
- NSW Anti-slavery Commissioner – Guidance on Reasonable Steps
- ICAC guidance on corruption prevention in procurement

8 Directorate

Business, Cultural and Financial Services

Anonymous User just submitted the survey Provide feedback on: Draft Procurement Policy with the responses below.

Name

[redacted]

Residential address

[redacted]

Email

[redacted]

Withhold the following personal information from the Business Paper

Name
Residential Address
Email Address

Please provide your feedback

To: The General Manager, Griffith City Council, PO Box 485, Griffith NSW 2680 From: Redacted Resident 1 Benerembah st, Griffith NSW 2680 Re: Submission on draft Procurement Policy FL-CP-201 I request that my name and address be withheld from the published business paper I ask Council not to adopt the draft in its current form, and to make the amendments below & provide another review period or forum at which to consult and bring further probity to the process. 1. Define how contract value is counted Clause 3.2 applies the $250,000 tender threshold to "total estimated contract value including cumulative expenditure with a supplier for similar goods and services". But "estimated contract value", "cumulative" and "similar" are undefined, and nothing says renewals or extension options count. eg. A $90,000-a-year licence renewed for five years is $450,000 of spend, yet can be treated as five sub-threshold decisions. Clause 3.1(b) says recurring contracts are to be "tested in the market", but sets no frequency or trigger. Amend to: * define estimated contract value as the full expected term, including renewals, options and associated licences, support and modules; * re-test each renewal against the threshold, cumulatively, before it is exercised; and * aggregate spend with each supplier over a rolling five years, with "similar goods and services" defined by procurement category Furthermore include provision for systems that are considered/intended to be maintained foreseeably indefinitely 2. Publish spending by supplier The annual report (3.5) gives only aggregates, and the contracts register covers only contracts of $150,000 or more. Even the scale of procurement is unclear. Amend 3.5 so the annual report includes, and Council publishes: 1. spend with each supplier (name and ABN) above $[10,000], with Five-year cumulative totals; Year on Year 2. spend by category (including ICT and software) and by major project; 3. suppliers whose cumulative spend exceeds the threshold without an open tender, with the reasons; and 4. every renewal, extension and s55(3) exemption, with supplier and value. In conclusion amendments to the draft sets the right direction. With these amendments, Council and the community would be able to check that it is being followed.

CLAUSE **CL05**

TITLE **Review of Council Committee Structure and Effectiveness**

FROM **Scott Grant, General Manager**

TRIM REF **26/132933**

SUMMARY

This report presents, a mid-term review of Council's committee structure, assessing individual committee effectiveness, governance arrangements, strategic focus, resource commitments and opportunities for improvement.

While committees provide valuable Councillor, community and stakeholder engagement, the review identifies opportunities to strengthen their strategic contribution and effectiveness.

The report is intended to facilitate Council discussion and direction on the future committee structure, including potential changes to purpose, membership and operations.

RECOMMENDATION

Council:

(a) Note the review of Council's current committee structure and effectiveness as outlined in this report;

(b) Consider the observations and opportunities identified in relation to committee purpose, effectiveness, strategic focus, governance, resourcing and future structure;

(c) Provide feedback and direction regarding the future operation and structure of Council committees, including any opportunities to retain, refocus, consolidate or otherwise amend existing arrangements;

(d) Endorse the revised Terms of Reference (TOR) as outlined in attachment (a);

(e) Endorse the revised committee structure and composition as outlined in attachment (b);

(f) Endorse a comprehensive refresh of membership and representation across Council's advisory committees and subcommittees, including Chairs, Councillor representatives, Council officers and community representatives, consistent with the revised committee structure and Terms of Reference;

(g) Invite fresh nominations for community representative positions on the refreshed committees, with existing members encouraged to renominate alongside new applicants.

(h) Request the General Manager to coordinate the nomination and appointment process, including communication with existing members, and present proposed appointments to Council for formal consideration.

(i) Receive a further report detailing proposed committee membership, Chairs and representation for formal consideration and appointment by Council.

REPORT

Background and Purpose of the Review

Council currently supports a broad committee structure covering community engagement, statutory and governance functions, Council facilities, infrastructure, accessibility, traffic, environmental management, emergency management and a number of location or project-specific matters.

The current structure includes committees with very different purposes, legislative foundations, membership arrangements and stages of maturity.

The mid-point of the Council term provides an appropriate opportunity to review whether the existing structure remains effective and aligned with Council's priorities. It also coincides with consideration by the Mayor of refreshing Committee Chairs and Councillor representation to provide fresh perspectives and broader learning, leadership and portfolio development opportunities for Councillors.

The review has therefore considered more than whether individual committees are active. It has considered whether Council has the right committee architecture, whether each committee has a sufficiently clear purpose, whether discussion occurs at the appropriate strategic level, whether expectations align with available authority and resources, and whether the value generated is proportionate to the resources committed to supporting the committee system.

Review Approach

Each committee was considered against a common set of criteria: current status; attendance and participation; meeting effectiveness; outcomes achieved; value to Council; continuing relevance; duplication or overlap; issues and weaknesses; future opportunities; emerging priorities; and an indicative future direction. The assessment is qualitative and is intended to support discussion rather than operate as a formal performance scorecard.

Statutory and purpose-specific bodies require different treatment from discretionary advisory committees. A committee that meets only as required may be entirely fit for purpose, while a statutory committee may need to continue notwithstanding opportunities to improve its operating arrangements. The review therefore focuses on fitness for purpose rather than activity alone.

Key Findings

1. Purpose, Mandate and Authority

Council's advisory committees provide advice, community input and recommendations but do not have independent decision-making authority, operational budgets or responsibility for directing Council staff.

Recommendations requiring changes to Council policy, additional expenditure, allocation of unbudgeted resources or decisions beyond existing delegations must be referred to Council for approval. Matters within approved budgets, policies and staff delegations may be progressed administratively.

Clearer understanding of these boundaries would help manage expectations and improve committee effectiveness.

2. Strategic versus Operational Focus

The review identified opportunities for committees to focus more on strategic priorities, emerging issues and future opportunities, rather than detailed operational matters.

Committees add greatest value by identifying **what** Council should achieve and **why**, while Council officers determine **how** approved outcomes are delivered within available resources, policies and statutory obligations.

For example, committees should consider long-term priorities for parks, roads and community facilities, rather than individual maintenance requests, works scheduling or operational decisions. Similarly, committees can identify opportunities to improve services or facilities without directing staff on implementation.

A clearer distinction between strategic advice and operational responsibility would improve committee effectiveness, manage expectations and support more productive discussions.

3. Organisational Resource Commitment

Council commits considerable organisational resources to its committee structure. In addition to Councillor and community member time, senior staff and specialist officers attend meetings, sometimes with multiple Council officers represented on a single committee.

Governance staff coordinate meeting schedules, prepare and distribute agendas, record minutes, manage correspondence and support follow-up actions.

Committee effectiveness should therefore be assessed against the strategic and community value delivered, particularly where meetings generate substantial operational work, duplicate existing processes or place unnecessary demands on organisational resources.

4. Expectations, Resources and Delivery

The review identified a gap between committee aspirations and the funding or organisational resources available to deliver them, particularly for infrastructure, environmental and service initiatives.

Committees are responsible for identifying opportunities and making recommendations.

Council officers assess feasibility, costs, resources and delivery options. Council considers recommendations requiring policy decisions, additional funding or approval beyond existing delegations. Council officers then implement approved initiatives through funded work programs.

This clearer allocation of responsibilities would manage expectations, strengthen accountability and ensure recommendations have a realistic pathway to delivery.

5. Committee Lifecycle and Structure

The review also indicates that not every committee necessarily requires the same permanent structure. Some functions are statutory or ongoing. Others are linked to a specific project, masterplan or implementation program and may be better suited to a time-limited project or reference group model. In other cases, a committee may remain relevant but require a revised scope, less frequent meetings or consolidation with a related committee.

A lifecycle approach would allow Council to establish committees for a clear purpose, periodically review their continuing need and conclude or transition them once the original

purpose has been achieved or changed. This would help ensure that the committee structure evolves with Council's priorities rather than becoming permanent by default.

6. Mid-Term Councillor Participation and Development

The mid-point of the Council term provides an opportunity to refresh committee Chairs and Councillor representation, broadening portfolio experience, introducing fresh perspectives and supporting leadership development. Any rotation should focus on strengthening the committee system and Councillor development, rather than individual performance.

7. Committee Membership and Community Representation

The proposed changes to committee structure, Terms of Reference and Councillor representation provide an appropriate opportunity to refresh community membership across Council's advisory committees. It is proposed that community positions[1] on the refreshed committees be opened for nominations, with existing members encouraged to renominate alongside new applicants. This approach recognises the valuable contribution of current members while facilitating a 'refresh'.

The refresh is not a reflection on individual performance or past contributions. Rather, it is intended to ensure committee membership remains aligned with Council's revised priorities, provides opportunities for broader participation and supports the effective operation of committees for the remainder of the Council term.

8. Committee Effectiveness Assessment

The following table summarises the principal observations from the review. The proposed directions are presented as matters for review by Council.

Committee	Review observation	Key opportunity / issue	Potential direction
Community Opinion Group (COG)	Active. Important community engagement mechanism, although community attendance and tangible outcomes have been limited.	Refresh content and format; use the forum more deliberately to communicate major projects, priorities and financial implications.	Retain with minor improvements.
GM Recruitment Committee	Dormant except when required.	Stand-up a committee only when needed.	Retain as required.
Audit, Risk & Improvement Committee (Statutory)	Fulfils statutory requirements and provides useful external expertise. Meetings can be lengthy and compliance / management actions require resourcing.	Review meeting efficiency and Terms of Reference where appropriate; recognise increasing compliance workload.	Retain with minor operational improvements ** Review Annual Plan/ Strategic plan with a view to reduce the number of audits performed per year – reduce overload on staff*

[1] *Noted exceptions are Traffic Forum , Audit and Risk committee,and the Local Emergency management committee, where predominantly subject matter experts are inplace with ongoing matters to resolve*

Committee	Review observation	Key opportunity / issue	Potential direction
Scenic Hill Committee	Strong attendance and community interest. Discussion spans short-term and strategic issues; expectations can exceed available budgets / resources.	Sharpen purpose and move towards defined project and strategic matters, including the masterplan work.	Discontinue Stakeholder engagement to be Project based (as Masterplan concludes, no further engagement)
Pioneer Park Museum Committee	Passionate community involvement; meetings can revisit the same issues.	Reset the strategic purpose.	Discontinue
Griffith Health Facilities Limited	Purpose-specific governance arrangement.	Continue in accordance with the obligations and purpose of the entity.	Retain.
Disability Inclusion & Access Committee	Important level of community engagement with strategic planning activity and steady progress, although delivery is constrained by available resources.	Maintain focus on strategic accessibility outcomes and realistic delivery pathways.	Retain.
Local Traffic Forum (Statutory)	Required forum with participation from relevant agencies. Current purpose and accountability arrangements are influenced by statutory requirements.	Ensure scope, agenda and decision pathways remain clear as statutory arrangements evolve.	Retain.
Roads, Parks & Pathways Enhancement Committee (RPPEC)	Strong community interest & engagement, with a broad agenda covering short-term and project matters. Significant resources support the committee.	Tighten agenda and scope and increase strategic focus, including opportunities for broader place/CBD planning discussions where appropriate.	Retain and refocus. Project based.
Saleyards Committee	Strong sector interest, however, meetings can become highly operational, and outcomes have been limited. A major saleyards roof project is now funded and emerging.	Review purpose, reduce operational discussion, consider less frequent meetings (stakeholder engagement style) regarding project matters.	Discontinue Stakeholder engagement to be Project based

Committee	Review observation	Key opportunity / issue	Potential direction
Airport Committee	Some useful insights have been generated, including progression of masterplan work, but discussion can become repetitive and operational.	Use masterplan outcomes to define future project work and funding priorities. Meetings not required while strategic matters are pending.	Discontinue Stakeholder engagement to be Project based (as Masterplan concludes, no further engagement).
Cemetery Masterplan Committee	Purpose is substantially linked to development of the new cemetery / masterplan.	Consider whether a separate committee remains necessary or whether future work can be incorporated into another committee (broaden scope / rename).	Refocus around strategic and project work. Project based to review Masterplan then discontinue.
Lake Wyangan and Catchment Management Committee	The underlying water-quality issue remains critically important, but the committee has limited practical pathways and resources to resolve it, contributing to frustration. Little is being achieved.	Reset scope around matters the committee can realistically influence; consider technologies and options for structured review rather than repetitive discussion.	Reset purpose and meeting model. Refocus on strategic and project work.
Landfill (FOGO) Committee	FOGO implementation provides a clear current purpose, but broader landfill discussion can quickly become operational and resource intensive.	Narrow scope to the FOGO implementation program and clarify the committee's advisory / project role.	Consider refocus / rename as a FOGO project committee.
Floodplain Management Committee (Statutory)	Statutory purpose remains important, but the current operating environment has been affected by conflict, contested information and governance concerns.	Comprehensive reset required to meeting approach and expectations, while maintaining statutory requirements.	Retain statutory function with operating reset.
Local Emergency Management Committee (Statutory)	Appropriate specialists and agencies, with good cooperation and awareness. Operates within State-led emergency protocols.	Maintain current arrangements and statutory / emergency-management focus.	Retain.

9. Potential Governance Framework

Council's existing committee Terms of Reference are generally fit for purpose, with scope for minor improvements to consistency and accountability.

A targeted review could clarify committee responsibilities, decision-making boundaries and the requirement for meeting agendas to be approved by the General Manager, in consultation with the Chair, before circulation.

A consistent framework would not remove the individual character or specialist purpose of each committee. Its purpose would be to create common expectations about how committees operate and how their advice connects to Council's formal decision-making and operational processes.

10. Matters for Council Consideration and Reflection

Community consultation and stakeholder engagement needs to remain central to Council's decision-making processes. Where appropriate, stakeholder advisory groups will provide a more focused and practical mechanism for identifying operational issues, service gaps and opportunities for improvement, with matters requiring Council consideration referred through established reporting processes.

For more significant strategic, policy or community matters, Council will strengthen the use of Notices of Motion (NOMs), providing Councillors with a clear and accountable pathway to raise issues, initiate discussion and seek formal Council direction.

Together, these arrangements will maintain meaningful community participation while establishing a clearer distinction between operational feedback, strategic advice and formal Council decision-making.

Furthermore, the review was intended to support a strategic discussion to determine a detailed future structure and approach to committees.

The following questions are proposed to guide that consideration:

1. Purpose and strategic focus Are Council's existing committees focused on the issues and strategic priorities that matter most to Griffith now and over the remainder of the Council term?
2. Effectiveness and value Is the value generated by the current committee structure proportionate to the Councillor, community and organisational resources invested in supporting it?
3. Future committee structure Should any existing committees be retained unchanged, refocused, consolidated, converted to project/reference groups or discontinued?
4. Emerging opportunities Are there strategic issues, opportunities or community priorities that are not adequately represented within the existing committee structure?

5. Strategic versus operational roles

How can Council better position committees to identify priorities, opportunities and desired outcomes while maintaining a clear distinction between the advisory role of committees and the operational responsibilities of Council officers?

6. Councillor participation and development

Would refreshing Committee Chairs, Councillor, Council Officer and community representation at the mid-point of the Council term provide broader experience, fresh perspectives and leadership development opportunities?

Next Steps

Following SMT discussion and consideration by Council in a Workshop, officers have prepared this report setting out a proposed future committee structure for formal determination.

OPTIONS

Option 1 – Note the Review and Provide Direction (Recommended)

Council endorses the revised committee structure and Terms of Reference, together with a coordinated refresh of Councillor, officer and community representation.

Community positions on retained or reconstituted advisory committees will be opened for nominations, with existing members encouraged to reapply. Proposed appointments will be reported to Council for determination.

Attachments (a) and (b) provide the recommended approach.

Option 2 – Determine Specific Committee Changes at this Meeting

Council may resolve specific changes to individual committees. This may be appropriate for straightforward matters, although broader structural changes would benefit from consideration of the committee system as a whole and any consequential changes to Terms of Reference or membership.

Option 3 – Retain the Current Structure Without Further Review

Council may determine that the current structure should continue unchanged. This would retain existing arrangements but would not address the governance, strategic focus, resourcing and role-clarity opportunities identified through the review.

POLICY IMPLICATIONS

The review may result in amendments to committee Terms of Reference or the development of a standard governance framework for Council advisory committees. Any proposed changes need to be resolved by Council. Statutory committees and forums will continue to operate in accordance with their applicable requirements.

FINANCIAL IMPLICATIONS AND RISK

There is no direct new expenditure proposed by this report. Council does, however, commit significant existing resources to the committee system through Councillor participation, senior and specialist staff attendance, Governance support, meeting administration, correspondence and follow-up actions.

Any future restructuring may provide opportunities to better target those resources. Conversely, any proposal to expand committee activity should be considered in the context of available staff capacity and adopted budgets.

COMPLIANCE / LEGAL / STATUTORY IMPLICATIONS AND RISK

Some committees and forums within the current structure have statutory, regulatory or entity-specific requirements. Any future changes to those bodies will need to preserve applicable legal and governance obligations.

The review does not propose that statutory requirements be displaced; rather, it distinguishes mandatory functions from discretionary advisory arrangements and considers opportunities to improve operating effectiveness within those constraints.

ENVIRONMENTAL IMPLICATIONS AND RISK

No direct environmental impacts arise from this report. Several committees consider environmental matters, including Lake Wyangan and Catchment Management, Waste/FOGO and Floodplain Management.

Any future changes should ensure that appropriate specialist, community and stakeholder input into these matters is maintained.

REPUTATION / COMMUNITY IMPLICATIONS AND RISK

Council committees provide an established mechanism for community members and stakeholders to contribute knowledge, experience and perspectives to Council.

Council recognises the valuable contribution of existing committee members and the importance of maintaining meaningful community participation.

Refreshing committee membership may create uncertainty or concern among existing representatives. This will be managed through clear communication, recognition of past contributions and an open nomination process that welcomes both existing and new applicants.

The proposed changes are intended to strengthen community representation, committee effectiveness and alignment with Council's strategic priorities.

SERVICE DELIVERY IMPLICATIONS AND RISK

Minor Low Risk: Nil impact to service delivery.

WHS / HR IMPLICATIONS AND RISK

Minor Low Risk: No injuries/Nil impact to service delivery.

LINK TO STRATEGIC PLAN

An effective committee structure supports good governance, community engagement, informed decision-making and alignment of organisational effort with Council priorities.

Refocusing committees toward strategic issues and future opportunities would also strengthen their contribution to Council's broader planning and priority-setting processes.

This item links to Council's Strategic Plan item 3.1 Undertake Council activities within a clear framework of risk management, strategic planning, policies, procedures and service standards to enhance accountability, resilience and informed decision making.

CONSULTATION

The review has been informed by the current committee structure and an internal qualitative assessment of committee status, participation, meeting effectiveness, outcomes, value, relevance, issues and potential future direction.

It is important to note that community and stakeholder engagement will remain central to Council's decision-making. Stakeholder advisory groups will provide a practical forum for identifying operational issues and improvement opportunities, while strengthened use of Notices of Motion (NOMs) will enable Councillors to raise significant strategic and policy matters for formal consideration.

Together, these mechanisms will maintain community input while providing clearer pathways for operational and strategic issues to be addressed.

ATTACHMENTS

(a) DRAFT Terms of Reference as at November 2026 88

(b) Proposed Committee Structure 94

Name of Committee

Terms of Reference

(TOR-xxx)

1. Establishment and Guidelines

1.1 The xxxxx Committee is established by Council resolution as a committee of Council under section 355 of the Local Government Act 1993.

1.2 The xxxxxxxxxxxxxx Committee, and its members, are bound by practices as established in Council policies including:

GC-CP-402 – Council Committees
GC-CP-404 – Code of Conduct
GC-CP-413 – Code of Meeting Practice
COMM-CP-401 - Media Policy
COMM-PO-401 - Social Media Policy
GOV-CP-316 – Child Safe Policy
Child Safe Code of Conduct
GOV-CP-602 - Privacy Policy and Privacy Management Plan

Each Committee member will be required to sign an acknowledgment form indicating their acceptance of the above policies which are available on Council's Committee Induction webpage.

2. Authority to Act

2.1 The Committee does not have authority to implement actions in areas over which management has responsibility. The Committee does not have any management functions and is therefore independent of management.

2.2 The Committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council. Recommendations of the Committee must be referred to Council (via Committee Minutes) for consideration and have no effect unless and until adopted by resolution of Council.

2.3 The Committee does not have any authority to commit or expend any Council funds that are not contained within an adopted budget or subsequent variation to that budget via resolution of Council.

2.4 Any recommendation for expenditure other than within an adopted budget must be endorsed by Council through adoption of Committee minutes and cannot be acted upon until the adoption of Committee Minutes at the next Ordinary Meeting of Council.

3. Purpose & Scope

xxx

4. Alignment to Community Strategic Plan

xxx

5. Frequency of Meetings

5.1 Meetings will be held quarterly at dates and times as determined.

The Committee may also call a special meeting in extraordinary circumstances where a majority of members believes this to be necessary.

5.2 Meetings will normally be held at either the Council Administration Building at 1 Benerembah Street, Griffith, or at another accessible venue.

6. Membership and Quorum

The membership of the Committee will be:

1 Mayor
x Councillors xxxxxxxxxxxxxxxxxxxxxxxxxx
x Community Representatives

6.1 Membership shall be appointed by resolution of Council.

6.2 The Mayor, by virtue of holding the office of Mayor, is appointed as a member to all Committees established by Council.

6.3 Minimum number for quorum will be 3.

6.4 Number of Voting Members will be xx (including the Mayor if in attendance).

6.5 For a decision to be made at a meeting, a quorum of members must be present. Where a quorum is not present, the meeting may proceed for information purposes only and discussion recorded as a Report of the Meeting (in lieu of Minutes of the Meeting).

6.6 Council may, by resolution, remove and replace any Committee member at any time. A community representative may be recommended for removal where they:

(a) fail to attend three consecutive meetings without reasonable apology;

(b) fail to comply with Council's Code of Conduct, Child Safe Code of Conduct, Privacy Policy/Management Plan or other applicable Council policies;

(c) engage in conduct that brings the Committee or Council into disrepute.

(d) fail to declare or appropriately manage a conflict of interest;

(e) engage in conduct that disrupts the effective operation of the Committee;

(f) engage in behaviour that is abusive, threatening, intimidating, discriminatory, harassing or otherwise inappropriate;

(g) improperly use, disclose or distribute confidential information obtained through their membership of the Committee;

(h) purport to act or speak on behalf of the Committee or Council without authority;

(i) bring the Committee or Council into disrepute; or

(j) no longer possess the skills, qualifications, membership of an organisation, or other eligibility criteria required for appointment to the Committee.

7. Voting

7.1 For the vote to be carried, a majority (more than half) of the voting members present is required.

7.2 In the event of a tied vote, the Chairperson shall exercise a casting vote in addition to their deliberative vote.

7.3 The Mayor will have a voting right at any meeting the Mayor attends.

7.4 Council staff do not have the authority to move or second motions nor vote on issues.

8. Chairperson

8.1 Councillor appointed Chairperson is xxxxxxxxxxxxxxxxxxxxx

8.2 Duties of the Chairperson:

8.2.1 Ensure preparation of agenda before the meeting.

8.2.2 Chair meetings in accordance with Council's Code of Meeting Practice and agreed Terms of Reference. Ensure agenda items are discussed, decisions are made and recorded, as appropriate.

8.2.3 Approve draft meeting minutes.

8.2.4 Represent the Committee as spokesperson.

Note that media enquiries relating to Committee matters should be managed in accordance with Council's Media Policy and in consultation with Council's Communications and Integrated Planning team.

8.2.6 The Chairperson may cancel scheduled meetings if there are no scheduled Agenda items for consideration.

9. Directorate and Staff Support

9.1 The Responsible Directorate is: xxx.

9.2 The Director xxx will determine staff support to the Committee.

9.3 Duties of the Director:

9.3.1 Be the nominated contact officer for the Committee.

9.3.2 Be the main conduit between the Committee and Council.

9.3.3 Be the custodian of information required for the Committee.

9.3.4 Coordinate meetings.

9.3.5 Provide and or collect reports for inclusion in the Agenda.

9.3.6 Approve items for inclusion in Agenda.

9.3.7 Monitor and follow-up Action Report.

10. Committee Secretary/Admin Support

10.1 Griffith City Council Governance staff will provide administrative support to the Committee for the purpose of preparing Agendas, Minutes and Action Reports.

10.2 Duties of the Committee Secretary:

10.2.1 Schedule Committee meetings.

10.2.2 Prepare and distribute agendas and supporting documentation at least three days prior to the meeting.

10.2.3 Attend meetings, prepare and distribute minutes.

10.2.4 Minutes of Committees are to record agreed recommendations, directions and actions arising from the meeting.
Note: The minutes of meetings will ***not*** record general dialogue and discussion

10.2.5 Publish agendas and minutes to the Council website unless they contain confidential information or personal information that should not be publicly disclosed.

10.2.6 Update Action Report and distribute to responsible officer for action.

10.2.7 Maintain Committee records in accordance with Council's records management requirements.

11. Committee Members

11.1 Responsibilities of Committee members are to:

11.1.1 Attend meetings and be punctual.

11.1.2 Send an apology if unable to attend a meeting. (Councillor to contact Councillor Alternate)

11.1.3 Read Agendas in advance and undertake necessary research.

11.1.4 Raise issues and concerns, and report on initiatives and issues which may be relevant to or of interest to other members.

11.1.5 Participate in discussions and decision making.

11.1.6 Follow through actions minuted and subsequently adopted by Council.

11.1.7 Familiarise themselves with and follow practices as contained in the governing Council policies. Refer to Council policies – Sections 1.2, 16.

11.1.8 Declare and appropriately manage any actual, potential or reasonably perceived conflicts of interest in accordance with Council's Code of Conduct.

11.1.9 Only use Council and Committee information for Council purposes and for the purposes for which it was collected. Members are required to maintain the integrity and security of confidential information for which they are responsible.

11.1.10 Requests for information or action on behalf of the Committee must be made through the Chairperson or nominated Council officer. Individual Committee members are not authorised to direct Council staff.

12. Attendance at Meetings

Attendance at meetings may be by audio visual means (such as Zoom).

13. Other Attendees

Committee meetings are not open to the public unless otherwise determined by the Committee or Council. Non-members may attend only by invitation of the Chairperson or Committee.

It is preferred that if a member of the public/agency representative wish to attend a meeting that they address the Committee in relation to the item and leave the meeting before any vote is taken on the matter.

14. Term of Office

The Committee is established for the period **[insert commencement date] to [insert end date/project completion milestone]**, unless dissolved earlier by resolution of Council.

Where the Committee has been established to oversee or support a specific project, program or initiative, the Committee will cease upon completion of that project, program or initiative, unless Council resolves otherwise.

Notwithstanding the Committee term, the appointment of Committee members will continue for a period of up to three months following a general election of Councillors, or until Council determines the Committee's membership for the new Council term, whichever occurs first.

Any extension or amendment to the Committee's term must be approved by resolution of Council.

15. Reporting Framework

The Committee will report its recommendations to Griffith City Council via minutes presented to Ordinary Council Meetings.

16. Media Contact

The Chairperson of a Council Committee is the primary spokesperson on matters that have been discussed by a Committee. Priority should be given to the Chairperson to comment on Council decisions, projects and initiatives associated to the relevant Committee unless the Mayor elects to do so.

Contact with the media should be done in the first instance (where possible) by Media Release. All Chairpersons should notify Council's Communications team of any contact with the media that relates to Council matters.

Committee members may not speak to the media on behalf of the Committee or Council without approval in advance from Council's Communications team.

When communicating with the media, Council Committee members are not to use or disclose information gained during the ordinary course of business of Council in a way that may:

(a) cause significant damage or distress to a person;
(b) damage to the interests of Council or a person; or
(c) confer an unfair commercial or financial advantage on a person or business when dealing with the media; and
(d) disclose any confidential information discussed during a confidential session of a council or committee meeting or any other confidential forum (such as, but not limited to, Workshops or briefing sessions).

17. Expenses of Committee Members

Council will not generally authorise payment or provide remuneration to Committee members.

18. Insurance

Committee members are covered by Council's public liability and professional indemnity insurance policies, subject to the terms, conditions and exclusions of those policies.

19. Recording of Meetings

Meetings may be recorded by audio or audio-visual means for administrative and minute-taking purposes. Recordings will be managed in accordance with Council's Privacy Policy, Records Management requirements and applicable legislation. Unauthorised recording by Committee members or attendees is not permitted.

20. Child Safe Requirements

Members must comply with Council's Child Safe Policy and Child Safe Code of Conduct and, where required by legislation or Council policy, hold and maintain a valid Working With Children Check.

21. Review of Terms of Reference

The Terms of Reference for the Committee will be adopted for the duration of the Council Term or specified Committee term. Any amendment to the Terms of Reference as accepted by the Committee shall be forwarded to Council for consideration but cannot be applied until adopted by Council.

Adopted: Council Meeting xxx Minute No: xxx

CSP Theme	Committee	Councillor Chair	Councillors (additional to Chair)	Alternates	Community Members	Staff	Meeting Frequency & Time	Focus Areas	Quorum
Leadership	Community Opinion Group (COG)	Mayor	All	N/A	Open invition circulated to all Public	SMT and other staff as required	Quarterly (as required) 7pm	Community Reference Group to consider Items as raised by the community	N/A
	GM Recruitment Committee	Mayor			N/A	Governance Manager, Workforce Planning Manager	As required	Recruitment of new GM	N/A
	Audit, Risk & Improvement Committee (Statutory)	Stuart Heffer (Independent Chair)	(Observer) *Cr Stead		Dorian Radue, Helen Brill, George Youssef Members appointed as per OLG Risk Management and Internal Audit Guidelines	General Manager, Director E & OD, Director BCF, Governance Manager, Senior WHS & Risk Coordinator	Quarterly 5pm	Internal Audit, Risk	2
Love the Lifestyle	Griffith Health Facilities Limited	General Manager	*Cr Napoli		N/A	General Manager Director BCF	AGM	Griffith Private Community Hospital	3
	Disability Inclusion & Access Committee					Director E & OD, Urban Strategic Design & Major Projects Manager, Project Planner, Community Development Coordinator, Community Development Officer	Quarterly 4pm	Disability & Access	3
Growing Our City	Local Traffic Forum (Statutory)	*Cr Napoli	*Cr Dal Bon		Council, Rep of Local Member, Transport NSW, Police As prescribed by the guidelines	Development & Traffic Coordinator, Director I&O	Monthly 10:30am	Traffic	3
	Roads, Parks & Pathways Enhancement Committee		*Cr Dal Bon			Director I & O, Parks & Gardens Manager	Quarterly 4pm	PAMP, Dog Park, City Entrances, Roundabouts, Multicultural enhancement	3
	New Cemetery Masterplan Committee		*Cr Dal Bon			Director Infrastructure & Operations, Parks & Gardens Manager	Quarterly 5pm	New Cemetery	3
Valuing Our Environment	Lake Wyangan and Catchment Management Committee			*Cr Dal Bon		General Manager, Director SD, Urban Strategic Design & Major Projects Manager, Environmental Health Coordinator	Quarterly 5pm	Lake Wyangan water quality and amenities	3
	FOGO Committee		*Cr Dal Bon			Waste Operations Manager, Director Utilities	Quarterly 5pm	Landfill, FOGO Rollout	3
	Floodplain Management Committee (Statutory)					General Manager, Director Utilities, Water & Wastewater Manager	Quarterly 2pm	Floodplain Management	3
	Local Emergency Management Committee	Staff only			Stakeholders as required including State Government stakeholders, Emergency services As prescribed by the guidelines	Director I&O, Works Manager - Maintenance, Director Utilities, Airport Co-ordinator	Quarterly 12:30pm	LEMC	N/A

** Nominations by Councillors as received by the General Manager ahead of producing the report - requires further clarification and needs to be resolved by Council to take effect*

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CLAUSE **CL06**

TITLE **Local Government NSW Water Management Conference**

FROM **Shari Blumer, Councillor**

TRIM REF **26/132246**

SUMMARY

The 2026 Local Government NSW (LGNSW) Water Management Conference was held in Ballina NSW this year on 2-4 September 2026 and was attended by myself, Councillor Scott Groat and Graham Gordon as Director of Utilities.

This year's theme, 'Local Water, Shared Responsibility', reflected on the idea that while water is managed at the local level by Local Water Utilities (LWU's), its stewardship is a collective effort, shared across communities, industries, and all levels of government. The conference helped recognise that sustainable water management depends on collaboration, informed decision making, and a mutual commitment to protecting this vital resource for current and future generations.

RECOMMENDATION

Council note the report.

REPORT

The LGNSW Water Management Conference is an annual event for Local Government and provided a forum for discussion on urban water supply and sewerage as well as addressing the broader water management issues.

This year it was co-hosted by Ballina Shire Council and attracted delegates from NSW and interstate including Councillors and General Managers, water managers and professionals, policy makers from government agencies and key industry stakeholders.

Day 1 – Opened with a bus tour to the Nightcap Water Treatment Plant, followed by an afternoon conference session with addresses from LGNSW (Mayor Claire Pontin), the Minister for Water (The Hon Rose Jackson MLC), the host council (Cr Sharon Cadwallader, Ballina Shire Council) and Rous County Council (Cr Robert Mustow).

Following this was a Local Water Utility Forum on shared agency oversight featuring representatives from Department of Climate Change, Energy, the Environment and Water (DCCEEW), Environment Protection Authority (EPA), NSW Health and the NSW Water Directorate. Then day closed with a welcome reception.

- Water Directorate – Local Water Utility Forum, presented by Brendan Guiney (Executive Officer) and Jenna Hazelwood (Senior Policy Advisor). The Water Directorate represents 87 of 89 NSW councils providing water/sewerage services (98% of regional NSW), managing 380 water supply schemes and 300 sewerage schemes serving 1.9 million people, with $32 billion in assets.
- Key advocacy themes raised: escalating infrastructure delivery costs (doubled in five years); the Safe and Secure Water Program (SSWP) fully committed with no new capital funding available; a confirmed $5 billion infrastructure backlog (540 priority risks, ~$4.83

billion 2022 real dollars) per the Department of Planning & Environment – Water (19 January 2024); increasing section 60 approval delays ("stop the clock"); and escalating operational costs outpacing customers' capacity to pay.
- The Water Directorate called for renewed capital grant funding, a Community Service Obligation (CSO) model, outcomes-focused (rather than prescriptive) regulation, and incentives for inter-council collaboration.

Day 2 – Covered the DCCEEW Local Water Utility Reform Program update as a response to the Productivity and Equality Commission report, Rous/Ballina bulk water supply security, drought resilience and rainfall-independent supplies.

Then the forum broke out into 3 streams of presenters:

Stream 1 - Utilities in Action
Stream 2 - Innovation and
Stream 3 - Risk/compliance

The afternoon had site visits to Ballina and Lennox Head wastewater treatment plants and Emigrant Creek Dam, ending with a conference dinner.

Day 3 – Featured the Member for Cootamundra and NSW Shadow Minister for Water, Steph Cooke MP's address on sustainable LWU funding models.

The Shadow Minister for Water, Steph Cooke, put forward a plan to address the growing backlog of regional water infrastructure projects across the state.

MS Cooke proposed investing $5 billion in water infrastructure over 10 years to address water insecurity and support future housing growth in the regions through a first-of-its-kind fund.

The Royalties for Regional Water Fund (RRWF) would replace the previous Safe and Secure Water Program, with mining royalties going towards the design and construction of regional water projects. The fund would be enabled by new legislation, which, if passed, would require successive Governments to continue investing in the sector so that no community is left behind.

It would be the largest-ever 10-year investment in regional water in the state's history. MS Cooke consulted extensively with local councils and water utilities in developing the plan and said substantial investment is essential to ensure communities have the critical infrastructure needed to support growth and long-term prosperity "Regional NSW simply cannot build new homes, attract skilled professionals, and grow its economy without reliable water infrastructure," MS Cooke said.

Building upon the previous NSW Safe and Secure Water Program, the RRWF has been developed to replace ageing infrastructure, support regional housing development and industrial growth, invest in training in water infrastructure management, and respond quickly to emergencies.

In my presentation I gave an update on Basin Plan Review, where it's up to, where it is heading and possible opportunities and challenges for local government in NSW over the next six to nine months, and how the impacts of decisions made in this time will ricochet over the next ten or so and even fifty years.

I conveyed the following information about the Murray-Darling Basin to the delegates:

What is the Basin

- The Murray-Darling Basin underpins regional economies, water security and the wellbeing of around 170 LGAs across four States contributing app. $25-30 Billion annually to Australia's Food and Fibre Production.
- The Basin, home to around two million people, is impacted by water policy, with water availability, cost and security directly determining employment, investor confidence and long-term viability of entire towns and communities.
- NSW holds 60% of the Basin, decisions made in NSW have major impacts on the ability to deliver water to Victoria and South Australia, particularly Northern NSW.

Basin Plan Review – what has happened so far in terms of the Basin Plan

- The Commonwealth Minister responsible for water adopted the Basin Plan on 22 November 2012. On 29 November 2012 it received bipartisan support in Parliament.

- The Water Amendment (Restoring Our Rivers) Act 2023 commenced on the 7 December 2023. The Act made changes to the Water Act 2007 and Basin Plan 2012.

- The major impact of this was the removal of the "Socio-economic Test": Previous requirements that water recovery must have "neutral or positive" socio-economic impacts—which previously severely limited water buybacks—was replaced with a more flexible approach that allows for Voluntary Water Purchases.

- Expansion of Water Recovery Methods: The framework authorises "more options, more time, and more funding" to meet the 450 GL target by 31 December 2027.

- Three Key Programs:
  - Resilient Rivers Program: Focuses on infrastructure upgrades, rule changes, and land/water partnerships.

  - Voluntary Water Purchase Program: Active purchasing of water entitlements from willing sellers in the southern connected Basin.

  - Sustainable Communities Program: Provides funding for communities to transition, focusing on economic diversification and resilience to mitigate impacts.

Basin Plan – What we Heard Report

- The Basin Plan Review generated strong engagement from councils across Australia. While individual communities face different challenges, several common themes emerged
- Local governments consistently called for greater recognition of the cumulative social and economic impacts of water recovery. Councils argued that water policy affects far more than agriculture. It influences jobs, population retention, local businesses, community services, council finances and long-term regional resilience.
- Councils also questioned the need for further water recovery when opportunities remain to achieve environmental outcomes through infrastructure investment, river operations, environmental works and complementary measures.
- Water quality and town water security were major concerns, particularly for councils responsible for delivering drinking water services. Many highlighted increasing challenges associated with algal blooms, climate variability, declining water quality and rising treatment costs.
- The MDBA CEO Andrew McConville has noted that they have never seen such strong representation and engagement from Local Government before.

- Around 70 LGA and Joint Organisations and Alliances submitted into the Review, when questioned about the weight of those submissions, compared to the 1000 template submissions from conservation groups, it was noted that the Western Alliance of Councils which represented almost half of the land and people in Western NSW, would be weighted accordingly.
- These perspectives, from opposite ends of the Basin, demonstrate a common theme: councils are not arguing against environmental outcomes. They are calling for balanced policy, transparent decision-making and genuine recognition of community impacts.
- In Griffith, Council reinforced that community self-determination must be a central part of Basin Plan 2.0 and that local communities should help shape the vision for the next decade, rather than having reform imposed upon them. As discussed during our National Conference, local government wants to be a partner in designing workable solutions, not simply a recipient of policy decisions.

What needs to Change in the next iteration of the Basin Plan

Key Recommendations

The Murray Darling Association calls on the Australian Government to:

Recommendation 1

Establish Community-Led Basin Governance

Create formal mechanisms that provide Basin communities and local government with a permanent role in Basin policy development, implementation and review.

This should include structured representation within governance and advisory processes and stronger requirements for community participation in decision making.

Recommendation 2

Embed Integrated Catchment Management in Basin Reform

Recognise integrated catchment management as a foundational principle of future Basin governance.

Water policy should be aligned with catchment health, land management, invasive species management, water quality, floodplain management, environmental outcomes and community resilience to improve long-term Basin water security.

Recommendation 3

Make Water Security a Core Objective of the Basin Plan

Future Basin reforms should explicitly support water security for communities, industries, agriculture, local water utilities and the environment.

Water security should be considered alongside environmental objectives and recognised as fundamental to population sustainability, regional investment and community wellbeing.

Recommendation 4

Reject Further Water Buybacks

Commit to alternative approaches that deliver environmental outcomes without further Commonwealth water buybacks.

Future investment should prioritise efficiency measures, infrastructure upgrades, innovation, environmental works and measures, and locally supported solutions.

Recommendation 5

Invest in Water Quality and Invasive Species Management

Develop a coordinated Basin-wide approach to carp and invasive species management, supported by Commonwealth leadership and investment.

This should include implementation of complementary carp control measures, improved water quality outcomes and stronger collaboration between governments, industry and communities.

Recommendation 6

Plan for Population Growth and Future Water Demand

Require future regional and metropolitan growth planning to be supported by long-term water security assessments and diversified supply strategies.

Population growth and economic development must be aligned with sustainable water availability and resource capacity.

It was an enjoyable conference and the important topics addressed were very informative and presented well. Attachment (a) is a copy of the program outlining the topics and keynote speakers for the conference.

The Murray Darling Association believes that the next phase of Basin reform should be guided by three simple principles:

1. Healthy Catchments - Integrated catchment management that supports environmental health, water quality and sustainable water use.

2. Secure Water - Water security for communities, industries, agriculture and the environment.

3. Strong Communities - Community-led decision making, local government participation and policies that support thriving Basin towns and regions.

It was an enjoyable conference, and the important topics addressed were very informative and presented well. Attachment (a) is a copy of the program outlining the topics and keynote speakers for the conference.

OPTIONS

Council note the report.

POLICY IMPLICATIONS

Not Applicable

FINANCIAL IMPLICATIONS AND RISK

This was funded through Councillors' Conference budget and Water & Sewerage Management budget.

Minor Low Risk: Low financial loss <$10,000

COMPLIANCE / LEGAL / STATUTORY IMPLICATIONS AND RISK

Not Applicable

Minor Low Risk: Policy or regulatory breach has no impact.

ENVIRONMENTAL IMPLICATIONS AND RISK

Minor Low Risk: Minimal environmental impact handled internally.

REPUTATION / COMMUNITY IMPLICATIONS AND RISK

Minor Low Risk: Limited adverse public/staff reaction and/or negative publicity.

SERVICE DELIVERY IMPLICATIONS AND RISK

Minor Low Risk: Nil impact to service delivery.

WHS / HR IMPLICATIONS AND RISK

Minor Low Risk: No injuries/Nil impact to service delivery.

LINK TO STRATEGIC PLAN

This item links to Council's Strategic Plan item 2.1 Develop and maintain partnerships with community, government and non-government agencies to benefit our community.

CONSULTATION

Senior Management Team

ATTACHMENTS

(a) LGNSW Water Management Conference 2026 - Program ⇩ 102

LOCAL GOVERNMENT NSW

#LGNSWWATER2026

LGNSW WATER MANAGEMENT CONFERENCE

Ballina RSL, Ballina

2-4 September 2026

Government Partner

NSW GOVERNMENT

Destination Co-host

ballina shire council

Supporting Partner

ROUS





Welcome from The Mayor

On behalf of Ballina Shire Council and ROUS, it is my pleasure to welcome you to the 2026 LGNSW Water Management Conference in beautiful Ballina.

We are delighted to host delegates from across New South Wales who share a commitment to responsible, innovative and sustainable water management. Water is one of our most valuable resources, and the way we plan for, protect and manage it is critical to the future of our communities, our environment and our economy.

Ballina is proud to be part of the Northern Rivers region, where water plays a defining role in shaping our landscape and our way of life. From our rivers and wetlands to our coastline and catchments, the health and resilience of our water systems are central to the wellbeing of our community.

This connection makes Ballina a fitting place to discuss the challenges and opportunities in water management today. Across the region, councils and water authorities are working together on innovative solutions - from recycled water initiatives and smart monitoring to long-term water security planning.

The collaboration and knowledge-sharing at this conference are vital to helping local government continue to lead in this space. I encourage you to take full advantage of the program, connect with colleagues and explore ideas shaping the future of water management across our state.

While you're here, I also hope you can experience the natural beauty, warm hospitality and relaxed lifestyle that make Ballina such a special place to visit.

Welcome to Ballina, and I wish you a productive and inspiring conference.

Cr Sharon Cadwallader
Ballina Shire Council





President's Message

I am delighted to welcome you to the 2026 LGNSW Water Management Conference in Ballina. I want to sincerely thank Ballina Shire Council along with Rous County Council for generously hosting this important event.

This year's theme, **Local Water, Shared Responsibility**, reflects a simple but powerful truth. While Local Water Utilities (LWUs) manage water services on behalf of their communities, securing our water future requires a shared commitment. Councils, governments, industry and communities all play a critical role.

Climate extremes, ageing infrastructure, increasing demand, emerging water quality risks and evolving community expectations are reshaping the water management landscape. At the same time, rural, regional and remote NSW faces growing pressure to deliver the infrastructure needed to support population growth, new housing, economic development and resilient communities.

With the Safe and Secure Water Program now fully allocated and due to conclude in 2028, continued investment is critical to ensuring communities across rural, regional and remote NSW have access to safe, secure and reliable water services now and into the future. Access to a safe water supply is a basic human right. One we shouldn't have to fight for but we are.

While LGNSW will continue to highlight the need for secure funding for water supplies, this conference is an opportunity to move beyond challenges and focus on solutions.

Over the next three days, you will hear from leading experts and explore critical issues including sustainable funding for LWUs, planning for drought resilience in NSW, updates on the Murray-Darling Basin Plan and more.

Most importantly, this conference is a chance to strengthen the partnerships and shared understanding that will help shape a more secure water future for NSW communities.

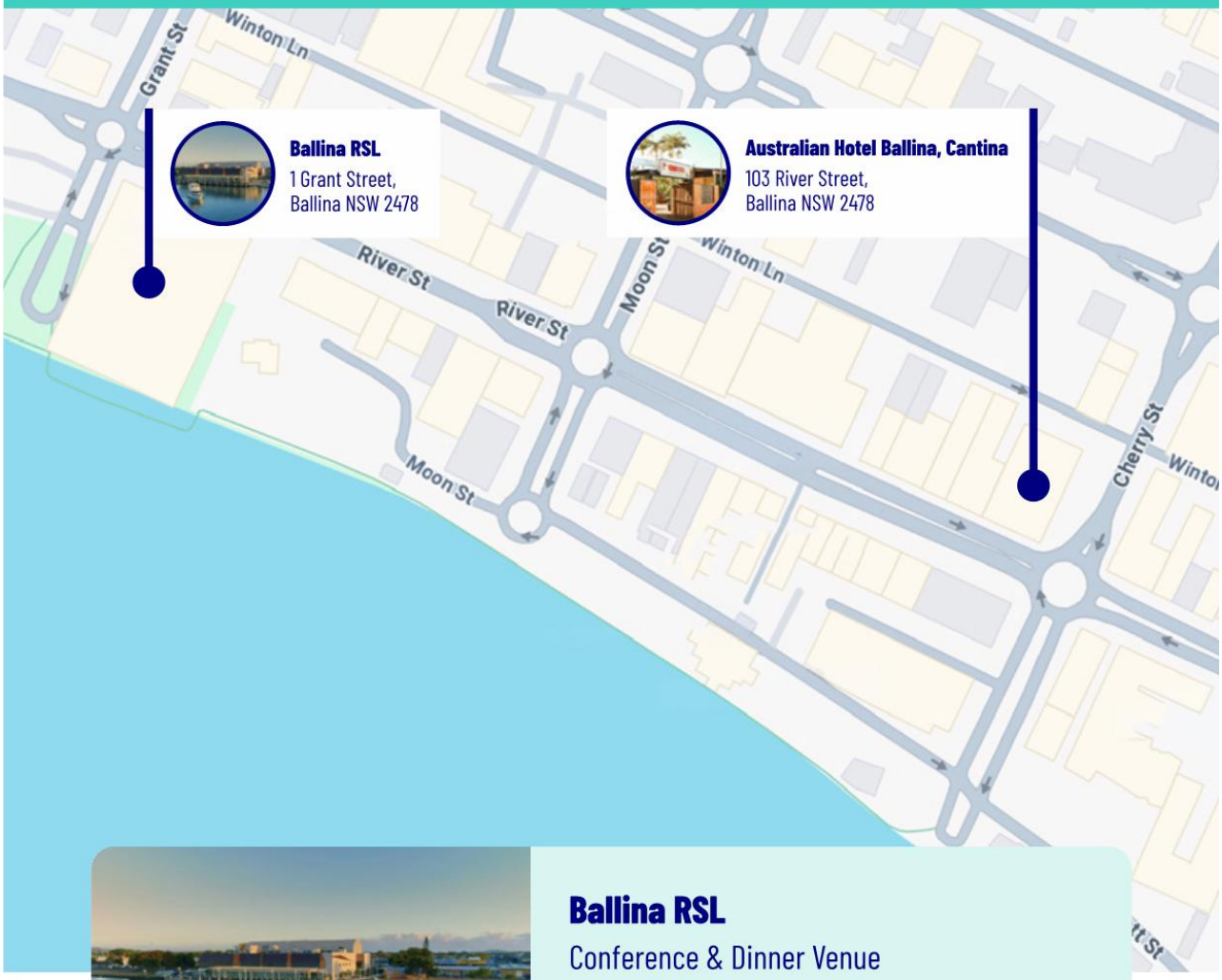
I hope you leave Ballina informed, inspired and equipped with practical ideas, valuable insights and lasting connections to support sustainable water management in your community.



Mayor Darcy Byrne
Local Government NSW

Conference Locations

Map and Venue Information



Ballina RSL

Conference & Dinner Venue

1 Grant Street, Ballina NSW 2478



Australian Hotel Ballina, Cantina

Welcome Reception

103 River Street, Ballina NSW 2478

Event Program

2-4 September 2026

#LGNSWWATER2026



DAY 1 | WEDNESDAY 2 SEPTEMBER 2026	
9.15am - 12.30pm	**Optional Tour to Nightcap Water Treatment Plant** 9.00am - Meet at Ballina RSL main entrance
2.00pm - 2.30pm	**Registration & Trade Exhibition Open** Location: Ballina RSL - Anzac Room *Afternoon Tea served on arrival*
2.30pm - 5.00pm	**Conference** Location: Ballina RSL - Auditorium
	Welcome to Country, Aunty Sandra Bolt, Nyangbal Elder
	Setting the Scene, Sean Murphy, Conference MC
	LGNSW Address, Mayor Claire Pontin, Director LGNSW
	Minister for Water Address, The Hon Rose Jackson MLC, Minister for Water
	Address from Host Council, Cr Sharon Cadwallader, Mayor, Ballina Shire Council
	Address from Supporting Council, Cr Robert Mustow, Chair, Rous County Council
	Shared Oversight: Roles and Responsibilities Across NSW Agencies **Rachel Watson,** Director, LWU Policy & Regulation, NSW Department of Climate Change, Energy, the Environment and Water (DCCEEW) **Stephen Beaman,** Executive Director, Regulatory Operations, NSW Environment Protection Authority **Cindy Houston,** Senior Project Officer, NSW Health Water Unit Effective oversight of LWUs relies on strong coordination across multiple NSW Government agencies. This panel will explore how DCCEEW, the EPA, NSW Health work together to regulate and support LWU operations. The discussion will clarify agency roles and responsibilities across drinking water quality, public health, environmental compliance and local government oversight, and highlight how agencies collaborate in practice and provide guidance to LWUs.
	Water Directorate - Local Water Utility Forum **Brendan Guiney,** Executive Officer, Water Directorate This forum brings together local water utilities and key partners to share updates, emerging priorities and practical insights from across the sector. Participants will discuss current challenges and opportunities, identify areas for collaboration, and explore how collective action can strengthen service delivery, resilience and long-term stewardship of local water resources.
5.30pm - 7.30pm	**Welcome Reception** Location: Australian Hotel Ballina, 103 River St, Ballina NSW 2478 **Entertainment - Frank Swaby**

DAY 2 | THURSDAY 3 SEPTEMBER 2026	
8.00am – 9.00am	**Registration & Trade Exhibition Open** Location: Ballina RSL – Anzac Room *Arrival tea and coffee*
9.00am – 10.40am	**Conference** Location: Ballina RSL – Auditorium
	Welcome, Sean Murphy, Conference MC
	Responding to the NSW Productivity and Equality Commission: An Update from the LWU Reform Program **Rachel Watson,** Director, LWU Policy & Regulation Co-presenting with **Glen Colley,** Manager Local Water Utility Reform NSW Department of Climate Change, Energy, the Environment and Water (DCCEEW) The Department of Climate Change, Energy, the Environment and Water's Local Water Utility Reform Program will provide an update on the implementation of the NSW Government's response to the recommendations of the NSW Productivity and Equality Commission's Review of Funding Models for Local Water Utilities, including on progressing the recommended local water utility investment framework and associated regulatory improvements and, for Western NSW, assisting many of the State's smallest and remote LWUs to better understand and improve their strategic planning, and exploring reform approaches that achieve expenditure efficiencies, reduce risks, and deliver better water supply and wastewater services.
	Ballina Shire Council/ Rous County Council: Water Security and Bulk Water Supply in the Northern Rivers **Phil Rudd,** General Manager, Rous County Council **Scott Turner,** Manager Water & Wastewater, Ballina Shire Council **Vaughan Macdonald,** General Manager from Richmond Valley Council Rous County Council are the bulk water supplier for Ballina, Byron, Lismore and parts of Richmond Valley Council. In a fast-growing region the County Council model brings a different perspective and set of challenges for all stakeholders to consider when planning for and delivering water to our communities.
	Planning for Drought Resilience in NSW: The role of rainfall independent water supplies **Professor Stuart Khan,** Head of School, Civil Engineering, University of Sydney The cyclical nature of droughts and floods across many regions of NSW is complex and difficult to predict with precision and certainty. However, retrospective observances provide assurances that droughts will return, and some will be both intense and extensive. There are many lessons we can and must learn from our experiences over recent decades. One is the important role that rainfall independent water supplies can play in mitigating the impacts of drought, at least to urban communities. A second lesson is that effective planning, and even construction, of rainfall independent supplies must be initiated well before the onset of severe drought. This means communities must be planning for drought, even when dams are full and water supplies appear plentiful. This presentation will explore insights to these lessons, gleaned from communities across NSW and more broadly. It will be helpful for local government water supply planners and engineers, to enable informed planning discussions with Council staff, State Government, community members, and other stakeholders.
	Distinguished Sponsor Address, Glenn Fernandes, Director, Engineering & Advisory, NSW Public Works
10.40am – 11.15am	**Morning Tea** Location: Trade Exhibition Area, Ballina RSL – Anzac Room *Partnered by NSW Public Works*
11.15am – 11.45am	**Local Government Urban Water Strategy in an Age of Complexity and Uncertainty** **Russell Beatty,** Principal Water Resources Engineer & Economist Co-presenting with **Dr Stephanie Kermode,** Principal Water Resources Modelling and Strategy HARC Local water utilities operate within complex and constantly changing environments, requiring ongoing investment and strategic decision-making across water supply and wastewater systems. This session will explore how utilities can streamline their planning while responding to evolving regulatory requirements, structural changes and increasing uncertainty.

11.45am-11.50am	**Distinguished Sponsor Address,** Lee-Anne Sylva, Regional Leader – Newcastle, GHD		
11.50am	**Stream 1 – Local Water Utilities in Action** Room: Auditorium Becahunterh2o	**Stream 2 - Innovating Every Drop** Room: Anchorage	**Stream 3 – Navigating Water Risk and Compliance** Room: Spinnakers
12.00pm	**Overview and Introduction** **Josh Plummer,** Business Director - Partnerships & Project Management, Becahunterh2o	**Overview and Introduction** **Anthony Luu,** Senior Policy Officer, LGNSW	**Overview and Introduction** **Sean Murphy,** Conference MC
12.05pm – 12.25pm	**Wes Trotter,** Director Utilities, Kempsey Shire Council Co-presenting with **Cr Kinne Ring,** Mayor, Kempsey Shire Councils **Collaborating at scale: Delivering complex water and wastewater infrastructure in regional NSW** Kempsey Shire Council is delivering a once-in-a-generation investment in water and sewer infrastructure, supported by a dedicated Program Management Office with Beca Hunter H2O. The partnership is driving five major projects, including three new water treatment plants - Willawarrin, Steuart McIntyre Dam and Crescent Head, Stuarts Point Sewerage Scheme, and Central Kempsey Wastewater Treatment Plant.	**Kirralee Donovan,** Water Sustainability Lead, Rous County Council **Combining behavioural science and digital metering for household water efficiency** Residential use accounts for more than 75% of demand across the Rous water supply footprint in northern NSW, making it a key area for achieving reductions. Using behaviour change methodology and applying psychology principles to household use, Rous County Council's Ripple Effect Program aims to identify effective tools and incentives, establish baseline consumption, and quantify sustained water savings. The intent is to drive meaningful, lasting reductions through strong engagement, testing initiatives, and integrating co design and social diffusion to amplify change.	**Anumitra Mirti,** Practice Leader – Sustainability - Water, Stantec Australia Co-presenting with **Nelson McLeod,** Civil Engineer, Stantec Australia **Navigating through the Mandatory Regulatory Requirements for NSW Water Utilities** Australian Federal and State regulatory reforms are reshaping how water utilities plan, design and manage assets, with new obligations for climate resilience, emissions reporting, risk-based decisions and whole of life accountability. Utilities must navigate evolving requirements such as climate related financial disclosures, strengthened EPA powers and state level decarbonisation targets. This interactive workshop outlines key reforms and practical adaptation pathways for NSW water utilities, addressing implementation challenges and demonstrating strategies to embed climate readiness, carbon management and long-term resilience into asset planning and delivery.



12.25pm – 12.45pm	**Graham Attenborough,** Director Infrastructure Services, Eurobodalla Shire Council **Constructing the Eurobodalla Southern Storage for Resilience - the Challenges and Lessons Learnt** Planning, designing and constructing a 3,000 ML off-stream storage to secure the supply of water for Eurobodalla Shire's community through to 2070 presented various challenges, from financial and regulatory through to technical and resourcing. This presentation is about exploring these challenges and identifying how they were overcome and what lessons could be learnt and applied to any once in a generation project.	**Jason Ip,** Manager Operations, Riverina Water County Council **AI-Assisted Strategy: Developing strategic water supply options to address PFAS Impacts at Tarcutta** This presentation explores the integration of AI in developing sustainable water supply strategies for Tarcutta, where PFAS contamination poses a significant challenge. We examine how AI tools assisted in defining the core problem, articulating complex analysis processes, and establishing robust assessment criteria. Attendees will gain insights into the practical learnings and efficiencies gained by using AI to navigate high-stakes environmental planning.	**George Sarandrea,** Senior Cybersecurity Consultant, GHD **Cyber Spend, No Return: Why Councils Keep Paying and Risk Keeps Growing** The NSW Auditor General has made it clear: many councils are spending on cybersecurity without reducing risk. This session focuses on what actually works for water utilities by strengthening cyber governance, improving cyber supply chain practices, and targeting investment to deliver pragmatic benefits and operational resilience. Using audit findings as a starting point, the presentation sets out real-world case studies and practical steps councils can implement to improve cybersecurity maturity without complexity or waste.
12.45pm – 1.05pm	**Robert Scott,** Director Infrastructure & Engineering Services, MidCoast Council **Sleepwalking into a Water Crisis - Balancing Risk, Revenue and Water Security in the Shadow of the Audit Office Findings** Local Water Utilities service almost two million people across regional New South Wales. However, recent NSW Audit Office findings highlight growing concerns about the financial sustainability of many utilities, with operating losses and significant infrastructure investment required to maintain service levels. This presentation explores the structural challenges facing regional water utilities, including dispersed populations, high infrastructure costs and affordability pressures, and asks whether the sector risks "sleepwalking into a water crisis" without stronger long-term planning and investment.	**Rasika Gunawardana,** Process Engineer, NSW Public Works **Circularity in Water Treatment Design** NSW Public Works received funding from DCCEEW to investigate embedding circular economy principles into water treatment infrastructure. Revisiting concept designs for plants in Jindabyne, Condobolin and Nyngan, the team has assessed recycled material opportunities and market readiness across NSW while developing a practical Circular Design Guide. Delivered in partnership with specialist consultants, the project integrates best-practice circularity assessment and stakeholder engagement to improve lifecycle outcomes and support more sustainable water treatment design and construction.	**Nicole Reid,** Water Compliance Coordinator, Orange City Council Co-presenting with **Jessie Parish,** Project Officer – Water, Central NSW Joint Organisation **Regional Collaboration – Drinking Water Management Systems Audit Readiness Reviews** CNSWJO Water Utilities Alliance undertook a program of drinking water management system readiness reviews across eight member councils. An external consultant performed the readiness reviews, providing comprehensive reports for each council and a regional report highlighting recommendations for shared opportunities. A working group has collectively addressed opportunities for improvement, provided support and generated opportunities for sharing of resources. This collaborative approach is strengthening regional capability and enabling continuous improvement across all member councils.
1.05pm – 2.05pm	**Lunch** Location: Trade Exhibition Area, Ballina RSL – Anzac Room *Partnered by GHD*		
2.05pm – 2.10pm	**Bus Transfers** Delegates Depart for Site Visits		

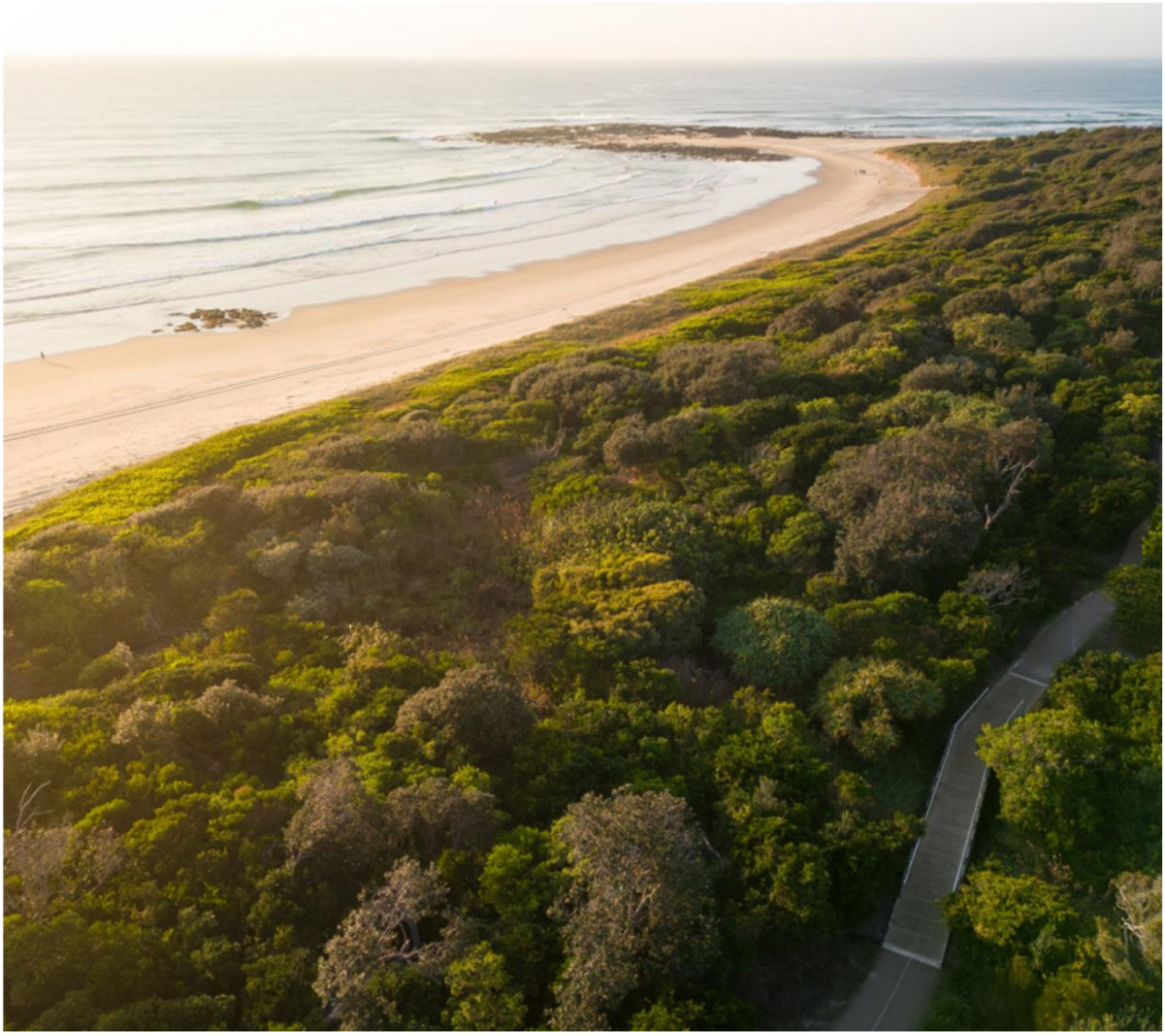
2.10pm – 5.15pm	**Site Visit 1: Ballina Wastewater Treatment Plant** Ballina Wastewater Treatment Plant treats 7-10 megalitres of wastewater a day, with solar expansion and advanced membrane, UV and chemical treatment system upgrades enhancing efficiency, sustainability and resilience.  **Site Visit 2: Lennox Head Wastewater Treatment Plant** One of Ballina Shire's four wastewater treatment plants, the Lennox Head Wastewater Treatment Plant processes 5.5-6 megalitres a day and creates recycled water for local reuse.  **Site Visit 3: Emigrant Creek Dam Water Treatment Plant** The Emigrant Creek Water Treatment Plant was built to treat water from neighbouring Emigrant Creek Dam and utilises membrane filtration technology together with advanced ozone and activated carbon treatment. 
5.15pm	**Site visits return to Ballina RSL Club**
6.30pm – 10.30pm	**Conference Dinner** Location: Ballina RSL Club - Auditorium 1 Grant St, Ballina NSW 2478 Networking Drinks from 6.30pm, Dinner commences at 7.00pm *Partnered by Water Directorate* **Dinner Speaker:** Joel Taylor, two-time World Champion paraplegic surfer and resilience advocate **Entertainment:** Ben Jam



DAY 3 | FRIDAY 4 SEPTEMBER 2026	
8.15am	**Registration & Trade Exhibition Open** Location: Ballina RSL – Anzac Room *Arrival tea and coffee*
9.00am – 10.45am	**Conference** Location: Ballina RSL – Auditorium
	Overview of the day, Sean Murphy, Conference MC
	NSW Shadow Minister's Address, Steph Cooke MP, Shadow Minister for Water and Crown Land
	Promoting sustainable funding of local water utilities **Matthew Edgerton,** Economist, Frontier Economics The Productivity and Equality Commission has recommended that the NSW Government establish a new local water utility (LWU) funding model, to transparently fund the gap between LWUs' costs of delivering minimum service levels and the revenue that can be recovered from user charges. This model is yet to be confirmed, but there are "no regrets" measures LWUs can pursue to ensure they are well placed to engage with such a model, to promote sustainable funding of their services.
	From Operator to Leaders - Building Capability in the Water Sector **Christine Rieksen,** Senior Project Officer Skills and Training, DCCEEW **Lili Elbanna,** Senior Grants Officer, Office of Local Government **Ethan Trees,** Senior Treatment Plant Operator, Ballina Shire Council This panel explores how workforce development initiatives can support stronger supervision, mentoring, training pathways and career progression across the water sector. Discussion will include lessons from the Supervisor Uplift Program, workforce planning insights from the 2026 Workplace Composition survey and approaches to developing future capability within regional water utilities. **Facilitated by Brendan Guiney,** Executive Officer, Water Directorate
	Distinguished Sponsor Address, Nuno Moreira, Principal Civic Engineer, Stantec
10.45am – 11.20am	**Morning Tea** Location: Trade Exhibition Area, Ballina RSL – Anzac Room *Partnered by Stantec*
11.20am – 1.15pm	**Past, present, and future, of preventing the transmission of waterborne disease** **Dr Dan Deere,** Principal Advisor, Water Quality Risk, WaterNSW This presentation will provide conference delegates with insights into the major events that have shaped our understanding of waterborne disease transmission. You will hear how and why endemic and epidemic diseases have arisen, and our attempts to conquer them. The events leading to the introduction of the most recent health-based targets approach to pathogen control will be described. The jargon terms will be explained and demystified with reference to relatable concepts.
	Murray-Darling Basin Plan **Cr Shari Blumer,** President, Murray Darling Association 2026 marks the statutory ten-year review by the Murray-Darling Basin Authority of the Murray Darling Basin Plan – dubbed by some as Murray-Darling Basin Plan 2.0. The Murray Darling Association has repeatedly heard first-hand about the need to broaden the scope of the Murray Darling Basin Plan, to include community and socio-economic considerations and provide for better water quality. The presentation will discuss why the lens of the Murray-Darling Basin Plan must be refocused, and the critical role that local government should play in implementing the Murray Darling Basin Plan 2.0

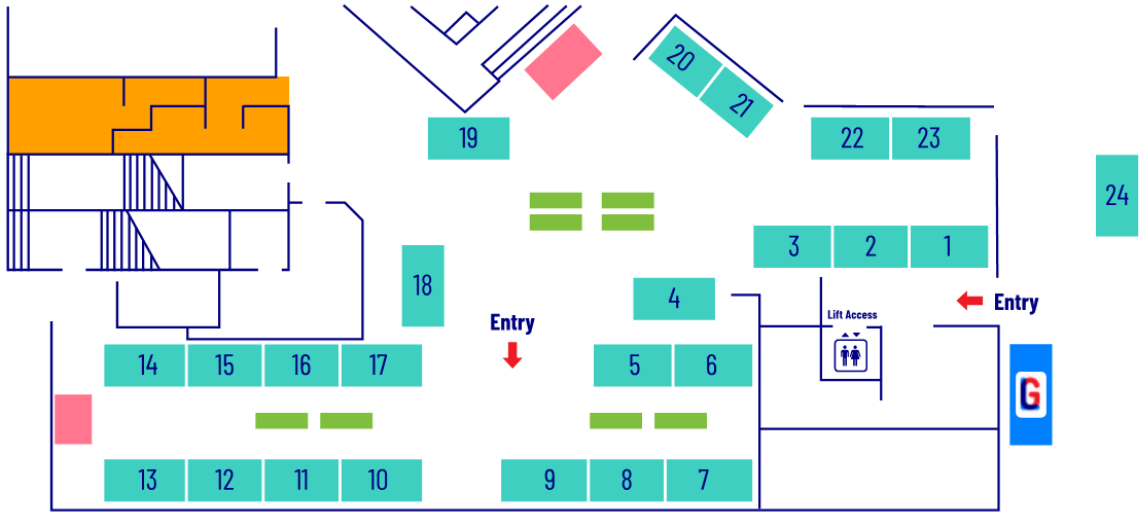
	Managing Pathogen Risks and Demonstrating Safe Drinking Water **Sandy Leask,** Senior Policy Advisor – Water Unit, NSW Health **Josh Tickell,** Manager Technical Advisory and Training, DCCEEW **Dr Dan Deere,** Principal Advisor, Water Quality Risk, WaterNSW This panel session will involve NSW Health, DCCEEW and a water sector professional discussing how catchment risks, treatment processes and operational controls are used to determine safe drinking water. It will describe how the microbial health-based targets in the Australian Drinking Water Guidelines (ADWG) have been incorporated into current NSW regulations and guidance, and how LWUs can assess the performance of their supply systems.
	Host Council 2027 Showcase
	Closing remarks, Sean Murphy, Conference MC
1.15pm	**Lunch** Location: Trade Exhibition Area, Ballina RSL – Anzac Room
2.30pm	**Conference concludes**

**Program subject to change*



Trade Exhibitors & Venue Map

Ballina RSL - Anzac Room & Craft Bar



Company	Booth No.	Company	Booth No.
360 Engineering	23	Nowchem Watercare	22
AEC Group	16	NRAR	21
Aquatec	4	NSW Public Works	8 & 9
Austral International	7	Onterris	3
Automation Group	14	Pipe Management Australia	5
Beca Hunter H2O	N/A	Prominent Fluid Controls Pty Ltd	13
Control Components	6	SAFEgroup Automation Pty Ltd	12
DCCEEW	24	SciDev Limited	2
GHD	N/A	Stantec	10
GTS Group & Ghost Technologies	20	Taggle	17
Hydrographic Technologies	11	TDM Pipeline Solutions	19
Interflow Pty Ltd	1	TRILITY	18
Lutra	15	Water Directorate	N/A

Conference Partners

A special thank you to our event partners

360 Engineering | Trade Display Exhibitor

360 Engineering are the experts in automation and electrical solutions for the water and wastewater industry. We offer a complete end-to-end solution for SCADA, controls, cybersecurity and telemetry systems from design & development, to implementation, support and data analytics. 360 Engineering have the knowledge and expertise to deliver quality solutions to improve operational, business and system performance.

AEC Group | Trade Display Exhibitor

Formed in regional Queensland over 30 years ago, AEC now provides advisory services to local and state government, industry groups and not for profits including water and sewer pricing, infrastructure charges, business cases and business planning. With our engineering partners, we develop strategies and funding models for growth and new development.

Aquatec | Trade Display Exhibitor

Aquatec is Australasia's leading advisor and innovator in water, wastewater and odour control solutions. Driven by innovation, we solve tomorrow's challenges today. Our vision is to become the global leader in design and construction of pump stations, pressure sewer, maintenance holes and odour control systems.

Aqua Analytics | Coffee Cart Partner

Aqua Analytics is the industry leader in water loss management and network optimisation across Australia and New Zealand. Our skilled field teams, advanced technology and globally recognised water-loss expertise help utilities reduce non-revenue water, extend asset life and optimise network performance. ISO 9001, 14001 and 45001 certified.

Austral International | Trade Display Exhibitor

Austral International is a trusted Australian manufacturer of innovative safety access covers and portable lifting gantries for the water industry. Working with Water Authorities, Councils, Engineers and System Builders, we deliver high-quality solutions that improve safety, reliability and operational performance across Australia and international markets. Discover how Austral International can support your next project at www.australint.com.au

Automation Group | Trade Display Exhibitor

Automation Group supplies industry-leading technology for critical water infrastructure, offering advice, training, and support to empower teams. Our core focus includes Smart Sewer Level, IIoT, RTU/PLCs, IP Radio, SCADA, Telecommunications, and Data Logging. We are renowned for delivering long-term best value alongside exceptional pre- and post-sales support.

Beca Hunter H20 | Topic Stream Partner

Driven by curiosity and collaboration, Beca HunterH20 delivers impactful water and wastewater projects nationwide - building resilience for communities large and small. Personally invested in positive outcomes - we're committed to making a real difference for people and the environment, from project development through to delivery and beyond.

Control Components | Trade Display Exhibitor

Control Components is a provider of high-quality process control and analytical instrumentation including Australian made visual level indicators. Specialising in municipal and industrial water and wastewater sectors, the company delivers leading-edge technologies including online optical water quality analysers, total suspended solids and DO sensors, specialised flow meters ensuring reliable process efficiency.

DCCEEW | Government Partner

The Department of Climate Change, Energy, the Environment and Water works to ensure a strategic approach to water management across all of NSW, and support sustainable environments, economies and societies. Together with other regulators, we oversee and support local water utilities in the delivery of water supply and sewerage services.

GHD | Distinguished Partner

GHD is a leading professional services company. We believe water is a shared responsibility. Through our strong regional presence and global network, we combine local knowledge with trusted relationships to help clients address water challenges and opportunities. We deliver innovative solutions that support water security, resilience and affordability for communities and future generations.

GTS Group & gHost Technologies | Trade Display Exhibitor

With over a decade of success in delivering Operational and Asset Performance Management solutions, both on-premises and SaaS, GTS Group is Australia's leading real-time data management company. We specialise in the Water, Environmental, Energy, and Renewable Energy sectors, leveraging our Australian-engineered gHost Technology subscription products to deliver high-performance, scalable solutions.

Hydrographic Technologies | Trade Display Exhibitor

Hydrographic Technologies are importers of premium water-loss instrumentation from world-leading manufacturers. A passionate team partners with councils on a water-loss reduction journey. We are agents for i20 Water (pressure and flow dataloggers) and Gutermann leak detection equipment and provide DMA, PRV and pressure transient monitoring for PRV maintenance scheduling, network condition analysis and developing targeted water-loss strategies.

Interflow Pty Ltd | Trade Display Exhibitor

Since its inception in 1936, Interflow has carved out its place as a leader in pipeline infrastructure solutions in Australia and New Zealand. Specialising in the water, wastewater, stormwater and culvert sectors, Interflow's services span across planning, design, construction and maintenance, with a focus on trenchless technology.

Lutra | Trade Display Exhibitor

Lutra 's purpose is to protect water, the environment and people's health by delivering smarter solutions. We do this by providing water and wastewater process engineering services and innovative software; like Lutra ID, our end-to-end data management platform. Lutra work across Australia and New Zealand on projects of all sizes.

Natural Resources Access Regulator | Trade Display Exhibitor

NRAR is NSW's independent water regulator, using intelligence-led enforcement to improve compliance and rebuild public confidence in water management. We investigate water law breaches and issue penalties and directions if water users break the law while also providing education and guidance to encourage voluntary compliance. Our aim is for the environment, communities, and industries to all receive their fair share of water.

Nowchem Watercare | Trade Display Exhibitor

Nowchem is a family-owned business based on the NSW South Coast and has over 49 years of experience supplying water treatment chemicals across NSW. We've supported councils and large organisations with reliable solutions for turning wastewater into clean water. Our water division plays a key role in our mission of creating cleaner living through safe, sustainable, and effective water management products.

NSW Public Works | Distinguished Partner

NSW Public Works has specialist teams with expertise in the lifecycle management of civil infrastructure, including water and wastewater, dams, rivers and stormwater projects. We assist NSW local water utilities to plan and deliver appropriate, cost-effective and sustainable infrastructure that meets community needs and protects public health and the environment.

Onterris | Trade Display Exhibitor

Onterris provides traditional and innovative treatment technologies to groundwater, surface water, wastewater and leachate. With decades of experience across biological treatment, complex fuel products and emerging contaminants, including per- and polyfluoroalkyl substances (PFAS). Our approach delivers treatment results that meet project objectives while staying focused on cost, operability and sustainability.

Pipe Management Australia | Trade Display Exhibitor

Pipe Management Australia provides trusted utilities management services across Australia's east coast, helping councils, utilities, infrastructure projects, private organisations and communities maintain stormwater and sewer networks. Delivering 360 degrees of excellence in asset maintenance, PMA provides safe and innovative solutions, including inspection, cleaning, location and rehabilitation services.

Prominent Fluid Controls Pty Ltd | Trade Display Exhibitor

Since 1976, ProMinent Australia has delivered innovative chemical feed, dosing and water treatment solutions nationwide. Celebrating 50 years, we proudly support municipal water, wastewater, mining, food and beverage, and manufacturing industries with reliable equipment, expertise and service. Backed by global technology and local experience, we remain a trusted partner today.

SAFEgroup Automation Pty Ltd | Trade Display Exhibitor

SAFEgroup Automation (SGA) is committed to being a long-term, trusted innovation partner, focused on building lasting relationships that support our clients' strategic goals. We tailor our support to each business, offering everything from end-to-end service agreements to specialised technical expertise, helping bridge capability gaps, solve complex challenges, and achieve sustainable success.

SciDev Limited | Trade Display Exhibitor

SciDev delivers innovative water solutions that help clients reuse water, improve efficiency, and reduce environmental impact. We design, build, and operate advanced treatment systems using proprietary technologies to solve complex challenges, from PFAS remediation to wastewater treatment and recycling. We serve Data Centres, Mining, Infrastructure, Water, Government, and Defence sectors.

Stantec | Distinguished Partner

Stantec is a global leader in engineering, and environmental consulting. The diverse perspectives of our partners and interested parties drive us to think beyond what's previously been done on critical issues like climate change, digital transformation, and future-proofing our cities and infrastructure. We innovate at the intersection of community, creativity, and client relationships to advance communities everywhere, so that together we can redefine what's possible.

Taggle | Trade Display Exhibitor

Taggle is the leading ecosystem for Digital Water Metering and Digital Water Management in Australia, with over 75 Council and Water Utility customers and over 400,000 digital meters deployed. Taggle and Telstra have partnered to deliver smart water solutions for Australian communities. Saving water for a sustainable future.

TDM Pipeline Solutions | Trade Display Exhibitor

TDM Pipeline Solutions specialises in commercial, industrial and network services, supporting civil contractors, local councils and water authorities. Backed by industry experience, we deliver the capability and consistency required for large-scale projects, providing reliable pipeline inspection, cleaning and rehabilitation solutions across New South Wales and Victoria.

TRILITY | Trade Display Exhibitor

TRILITY is an Australian company committed to being a 'partner of choice' for the delivery of water, wastewater, and environmental services. Our services include asset finance, project design and construction, operations and maintenance, modular solutions, training as a Registered Training Organisation (RTO: 46056), data analytics, water quality consultancy, relief operations, and critical spare parts.

Water Directorate | Dinner Partner

NSW Water Directorate represents 90 local government-owned water utilities, providing an independent source of advice to councils on water and sewerage operations and technical issues. Regional NSW councils own and operate 350 water supply schemes and 300 sewerage systems serving 1.85 million people in communities in regional NSW.





Local Government NSW

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ONE VOICE
FOR COUNCILS

MINUTES

AUDIT, RISK AND IMPROVEMENT COMMITTEE
HELD IN THE MURRAY ROOM ON
THURSDAY, 29 OCTOBER 2026 COMMENCING AT 5:00 PM

PRESENT

Helen Brill (Community Representative), Dorian Radue (Community Representative), George Youssef (Community Representative - Zoom), Christine Stead (Councillor (non-voting))

Quorum = 3

National Audits Group, Stephen Prowse (Zoom), NSW Audit Office, Brad Medina (Zoom)

STAFF

General Manager, Scott Grant, Director Business, Cultural, Financial Services, Matthew Hansen and Governance Manager / Internal Audit Coordinator & Minute Secretary, Leanne Austin

Ms Dorian Radue assumed the Chair in the absence of the Chair, Stuart Heffer.

1 APOLOGIES

Apologies were received from Stuart Heffer (Chair) and Director Economic & Organisational Development, Shireen Donaldson.

2 CONFIRMATION OF MINUTES

RECOMMENDED on the motion of George Youssef and Helen Brill that the minutes of the previous meeting held on 27 August 2026, having first been circulated amongst all members, be confirmed.

3 BUSINESS ARISING

Nil.

4 DECLARATIONS OF INTEREST

Pecuniary Interests

Members making a pecuniary interest declaration are required to leave the meeting during consideration of the matter and not return until the matter is resolved.

There were no pecuniary interests declared.

Significant Non-Pecuniary Interests

Members making a significant non-pecuniary interest declaration are required to leave the meeting during consideration of the matter and not return until the matter is resolved.

There were no significant non-pecuniary interests declared.

Less Than Significant Non-Pecuniary Interests

Members making a less than significant non-pecuniary interest declaration may stay in the meeting and participate in the debate and vote on the matter.

There were no less than significant non-pecuniary interests declared.

5 ITEMS OF BUSINESS

CL01 DRAFT ANNUAL FINANCIAL STATEMENTS

Mr Hansen provided an overview of the Annual Financial Statements process advising that due to time constraints, the Annual Financial Statements had been presented to Council on 27 October 2026.

Mr Medina provided a summary of the audit process, report on the conduct of the audit and engagement closing report, advising that the statements had been lodged by the due date of 31 October.

The Final Management Letter will be presented to the Committee at the next meeting.

The Committee thanked Council staff and the NSW Audit Office for the work involved in preparing the annual financial statements.

RECOMMENDED on the motion of George Youssef and Dorian Radue that the Committee:

(a) Receive and note the draft 2025/26 Annual Financial Statements.

(b) Note the key results, including the General Fund result before capital grants and the position of unrestricted cash.

(c) Note the risks and outstanding matters identified in this report.

(d) Provide comment on the draft statements and the matters raised, for consideration by management before the statements are certified.

(e) Note that the final Management Letter will be presented to a future meeting of the Committee.

CL02 INTERNAL AUDIT REPORT - DEVELOPER CONTRIBUTIONS

Mr Prowse provided an overview of the Developer Contributions Review conducted recently. No significant issues were identified with the audit identifying six recommendations for corrective action.

RECOMMENDED on the motion of Helen Brill and Dorian Radue that the Committee endorse the recommendations and management responses as provided in the internal audit

report for Developer Contributions.

CL03 ANNUAL ATTESTATION 2026

RECOMMENDED on the motion of George Youssef and Helen Brill that the Committee note the Annual Attestation which will form part of Council's Annual Report.

CL04 ANNUAL ASSESSMENT 2026

Committee members, who have not yet done so, are to complete the self-assessment questionnaire. The annual assessment will be presented to the next Committee meeting for consideration.

CL05 AGENDA FORWARD PLAN

The Committee noted the Agenda Forward Plan.

CL06 MEETING WITHOUT THE GENERAL MANAGER - AS PER GUIDELINES

Due to the Chair being an apology for this meeting, this item has been rescheduled to the November meeting.

Mr Grant left the meeting at 6:28 pm.

CL07 INFORMATION REPORT - PENSIONER CONCESSION SUBSIDY CLAIMS - EXTERNAL AUDITOR'S REPORT

The report was noted.

CL08 INFORMATION REPORT - UPDATE ON COUNCIL'S AI FRAMEWORK

The report was noted.

6 GENERAL BUSINESS

Nil.

Mr Grant returned to the meeting at 6:31 pm.

7 NEXT MEETING

The next meeting of the Audit, Risk and Improvement Committee is to be held on Thursday, 26 November 2026 at 5:00 pm.

There being no further business the meeting terminated at 6:32 pm.

Griffith City Council OUTSTANDING ACTION REPORT

TITLE **Outstanding Action Report**

TRIM REF **25/150150**

RECOMMENDATION

The report be noted.

ATTACHMENTS

(a) Outstanding Action Report 123

OUTSTANDING ACTION REPORT

Council Meeting Date	MEETING ITEM	Action Officer	CRM No.	Minute No.	Council Resolution	Additional Information
22 Sep 2026	**CL02 ENDORSEMENT OF AMENDED FROST CONTROL FAN (CS-CP-309) - LOCAL POLICY**	GO	178525	26/265	RESOLVED on the motion of Councillors Tony O'Grady and Christine Stead that: (a) Council endorse the amended Frost Control Fan Policy (CS-CP-309) as attached to the report, for public exhibition for a period of 42 days. (b) If submissions are received during the exhibition period, a further report to be prepared for Council. If no submissions are received, the amended Frost Control Fan Policy (CSCP-309) Policy be considered as adopted by Council as at the date of conclusion of the advertised exhibition period.	**12/10/2026:** On exhibition until 5 November 2026.
25 Aug 2026	**CL01 VENDING VEHICLE POLICY (CS-CP-306) TRADING FEES AND CHARGES**	DSD	177491	26/230	**RESOLVED** on the motion of Councillors Jenny Ellis and Doug Curran that: (a) Council adopt the Trading Fees & Charges as detailed in Table 1, 2 & 3 of the report with a 50% reduction for a 12 month trial period. (b) The Trading Fees & Charges as detailed in Table 1, 2 & 3 of this report with a 50% reduction for a 12 month trial period to be included in Council's Revenue Policy for the 2027/28 financial year. (c) Council endorse the revised Vending Vehicles Local Policy, as attached to the report, for public exhibition for 42 days. If	**08/09/2026:** On public exhibition until 4pm, 9 October 2026. **19/10/2026:** Submissions received. Report back to Council 24 November 2026.

OUTSTANDING ACTION REPORT

					submissions are received, a further report be prepared for Council. If no submissions are received, the Vending Vehicles Local Policy be considered as adopted by Council as at the date of the conclusion of the advertised exhibition period.	
8 April 2025	**NOTICE OF MOTION - COUNCILLOR JENNY ELLIS**	DBCF FM MA	158565	25/095	**RESOLVED** on the motion of Councillors Jenny Ellis and Tony O'Grady that Council allocate sufficient funds from the cash reserves set aside for the Regional Art Gallery project (currently at $109K) based on quotes received for the following items and report back to Council: (a) Signage for the front of the Gallery - to be designed, manufactured, and installed.(Approximately $5K) (b) New hanging track system - to enhance the display and functionality of exhibition spaces. (Approximately $10K) (c) Repainting of the walls and ceiling of the whole gallery - To refreshen and cover water damaged ceilings (National average: $60-$100/ sqm; Gallery is 422sqm therefore up to $42K).	**2/03/2026:** Gyprock repairs and painting complete – October 2025. New hanging system installed – February 2026. New sign is being designed and costed. Will require development consent. Scheduled for installation in mid-2026. **20/07/2026:** Refer to Question on Notice Report. **7/10/2026:** Development Application is under preparation. Procurement plan has been prepared. Installation not likely until early to mid 2027.

OUTSTANDING ACTION REPORT

COMPLETION BY OTHER AGENCIES PENDING

Council Meeting Date	MEETING ITEM	Action Officer	CRM No.	Minute No.	Council Resolution	Additional Information
24 February 2026	**CL01 GRIFFITH URBAN CROWN LAND AFFORDABLE HOUSING ACTIVATION - MASTERPLAN AND BUSINESS CASE**	DBCF/ GM	170792	26/040	**RESOLVED** on the motion of Councillors Tony O'Grady and Shari Blumer that: (a) Council endorse the Griffith Urban Crown Land Affordable Housing Activation - Masterplan and Business Case. (b) The General Manager and Mayor be authorised to approach State and Federal bodies and other relevant stakeholders and government agencies to progress this process further. (c) A report be brought back to Council providing updates in due course.	**11/03/2026:** The General Manager has reached out to the Minister for Housing The Hon Rose Jackson MP. The Minister's office advises that we should contact the Aboriginal Housing Authority (AHO) in the first instance. Contact has been made, as yet no commitment to meet. **14/09/2026:** Meeting planned for 15 September 2026 with Executive Director of Crown Lands and additional meeting with Minister Jackson scheduled on 16 September 2026. **19/10/2026:** Crown Lands investigating options to open up funding to enable the project to move forward. **02/11/2026:** Crown Lands considering revised method for land valuation, expect to hear update by 31/12/2026.