



BUSINESS PAPER

Ordinary Council Meeting

19 August 2025

ETHICAL DECISION MAKING & CONFLICT OF INTEREST

A Guiding Checklist for Councillors, Officers & Community Committees

ETHICAL DECISION MAKING

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and Code of Conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of Interest?
- Could your possible conflict of interest lead to private gain or loss at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

CONFLICT OF INTEREST

A Conflict of Interest is a clash between private interests and public duty. There are two types of conflict: Pecuniary – regulated by the Local Government Act and Department of Local Government and, Non-pecuniary – regulated by Codes of Conduct, ICAC, Ombudsman, Department of Local Government (advice only).

THE TEST FOR CONFLICT OF INTEREST

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of "corruption" – using public office for private gain.
- Important to consider public perceptions of whether you have a conflict of interest.

IDENTIFYING PROBLEMS

- 1 Do I have private interest affected by a matter in which I am officially involved?
- 2 Is my official role one of influence or perceived influence over the matter?
- 3 Do my private interests conflict with my official role?

Whilst seeking advice is generally useful, the ultimate decision rests with the person concerned.

AGENCY ADVICE

Officers of the following agencies are available during office hours to discuss the obligations placed on Councillors, officers and community committee members by various pieces of legislation, regulation and codes.

Contact	Phone	Email
Narrandera Shire Council	02 6959 5510	council@narrandera.nsw.gov.au
Department of Local Government	02 4428 4100	olg@olg.nsw.gov.au
ICAC	02 8281 5999	icac@icac.nsw.gov.au
Toll free	1800 463 909	
NSW Ombudsman	02 8286 1000	nswombo@ombo.nsw.gov.au
Toll Free	1800 451 524	

COMMUNITY STRATEGIC PLAN THEMES

1. Our Leadership

- 1.1. Model bold and transparent leadership.
- 1.2. Engage diverse voices to plan for the future.
- 1.3. Demonstrate good governance
- 1.4. Deliver efficient and responsive civic services.

2. Our Community

- 2.1. Champion respect and wellbeing so everyone feels safe.
- 2.2. Promote active and healthy living.
- 2.3. Strengthen social connections, cultural identity and inclusion.
- 2.4. Deliver accessible and quality health and community services.

3. Our Environment

- 3.1. Protect and enhance our natural environment, biodiversity and waterways.
- 3.2. Plan and develop a functional built environment.
- 3.3. Manage water and waste wisely for long-term sustainability.
- 3.4. Build resilience to climate change, natural shocks and disasters.

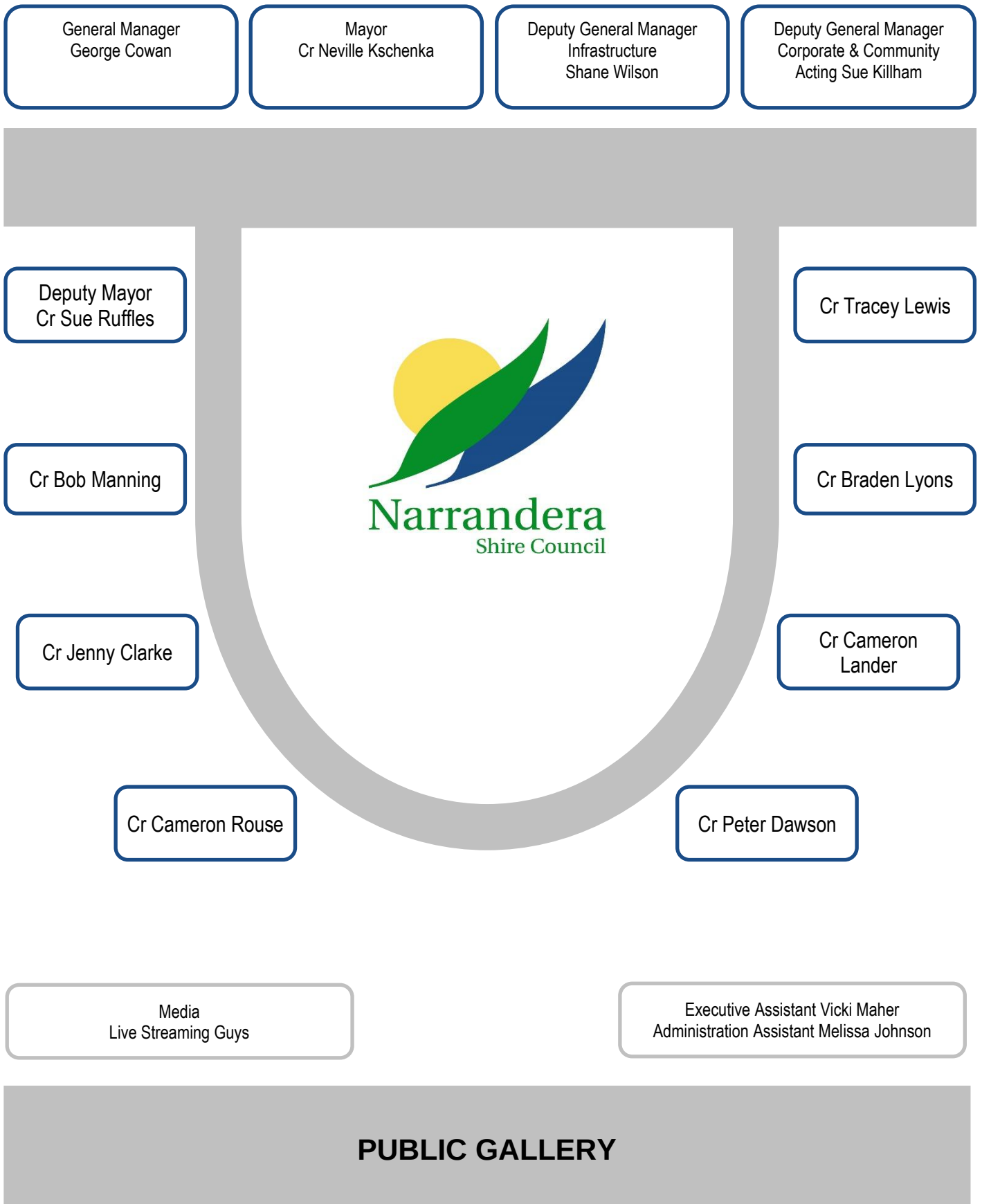
4. Our Economy

- 4.1. Enhance Narrandera Shire's appeal as a great place to live, learn, work and invest.
- 4.2. Grow tourism by showcasing Narrandera Shire's attractions, events and experiences.
- 4.3. Support local businesses and industry to enable innovation and economic expansion.
- 4.4. Attract strategic investment and partnerships to create local jobs and business opportunities.

5. Our Infrastructure

- 5.1. Improve our road network and transport infrastructure to ensure safety and connectivity.
- 5.2. Provide reliable waste, water, sewerage and stormwater infrastructure.
- 5.3. Improve public and community transport options to enhance access to regional centres.
- 5.4. Improve our internet and telecommunications infrastructure. Have a Council that provides leadership through actions and effective communication.

Council Chambers Seating Plan



**Notice is hereby given that the Ordinary Meeting of the Narrandera
Shire Council will be held in the Council Chambers on:
Tuesday 19 August 2025 at 2pm**

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- 1 OPENING OF MEETING**
- 2 ACKNOWLEDGEMENT OF COUNTRY**
- 3 APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE**

RECOMMENDATION

That apologies from Cr Cameron Rouse be received and accepted.

- 4 APPLICATIONS FOR ATTENDANCE BY AUDIO-VISUAL LINK**
- 5 DISCLOSURES OF INTERESTS**
- 6 CONFIRMATION OF MINUTES**

Ordinary Council Meeting - 15 July 2025

MINUTES

Ordinary Council Meeting

15 July 2025

**MINUTES OF THE ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS
ON TUESDAY, 15 JULY 2025 AT 2PM**

1 OPENING OF MEETING

The Mayor declared the meeting opened at **2pm** and welcomed Councillors, Council Officers, media, and those following via livestreaming. Advice was provided of Council's Work, Health and Safety (WHS) Evacuation Plan and locations of amenities.

Present

Mayor Cr Neville Kschenka OAM, Deputy Mayor Cr Sue Ruffles, Cr Bob Manning, Cr Jenny Clarke OAM, Cr Cameron Rouse, Cr Peter Dawson, Cr Cameron Lander, Cr Braden Lyons, Cr Tracey Lewis

In Attendance

George Cowan (General Manager), Shane Wilson (Deputy General Manager Infrastructure), Stacie Mohr (Acting Deputy General Manager Corporate Community), Vicki Maher (Executive Assistant), Melissa Johnson (Minute Taker).

2 ACKNOWLEDGEMENT OF COUNTRY

The Mayor read the following Acknowledgement of Country.

I would like to acknowledge the Wiradjuri people who are the Traditional Custodians of the Land. I would also like to pay respect to their people both past and present and extend that respect to other Aboriginal Australians who are present.

3 APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

Nil

4 APPLICATIONS FOR ATTENDANCE BY AUDIO-VISUAL LINK

No requests to join via audio-visual link in **July**.

5 DISCLOSURES OF INTEREST

The Mayor reminded Councillors and Council Officers of their obligation under Council's Code of Conduct to disclose and manage any conflicts of interest they may have in matters being considered at the meeting, and invited Councillors and Council Officers to disclose any such interests:

Nil

6 CONFIRMATION OF MINUTES

RESOLUTION 25/127

Moved: Deputy Mayor Cr Sue Ruffles

Seconded: Cr Peter Dawson

That the minutes of the Ordinary Council Meeting held on 17 June 2025 be confirmed.

CARRIED

7 MAYORAL MINUTES

7.1 MAYOR REPORT - JUNE AND JULY 2025

RESOLUTION 25/128

Moved: Mayor Cr Neville Kschenka

Seconded: Cr Tracey Lewis

That Council:

1. Receives and notes the Mayor Report for June and July 2025.

CARRIED

7.2 MAYOR MINUTE - COST SHIFTING ONTO LOCAL GOVERNMENT

RESOLUTION 25/129

Moved: Cr Jenny Clarke OAM

Seconded: Deputy Mayor Cr Sue Ruffles

That Council:

1. Notes the findings of the LGNSW Cost Shifting Report for the 2023-24 financial year; and
2. Places a copy of the Cost Shifting Report on Council's website so our communities can access it; and
3. Writes to the Premier, the NSW Treasurer and the NSW Minister for Local Government seeking that they urgently address these costs through a combination of regulatory reform and appropriate funding.

CARRIED

8 NOTICES OF MOTION AND QUESTIONS WITH NOTICE

8.1 NOTICE OF MOTION - CR MANNING - ABORIGINAL LAND CLAIMS / FUTURE HOUSING

RESOLUTION 25/130

Moved: Cr Bob Manning

Seconded: Cr Jenny Clarke OAM

That Council:

1. Meets with local Indigenous / Aboriginal Elders with a view to meeting with the relevant NSW State Minister to release vacant land around Narrandera from

Aboriginal Land Claims.

WITHDRAWN

After discussion and with concurrence from the seconder, Cr Manning withdrew the motion.

9 REPORTS OF COUNCILLORS

Nil

10 REPORTS OF COMMITTEES

10.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE - MINUTES - 10 JUNE 2025

RESOLUTION 25/131

Moved: Cr Jenny Clarke OAM

Seconded: Cr Cameron Lander

That Council:

1. Receives and notes the Minutes of the Local Emergency Management Committee held on Tuesday 10 June 2025.
2. Endorses the Committee's recommendation:
 - a. To continue with the merger arrangements of Leeton and Narrandera Local Emergency Management Committee.

CARRIED

10.2 GRONG GRONG COMMUNITY ADVISORY COMMITTEE - MINUTES - 26 MAY 2025

RESOLUTION 25/132

Moved: Cr Tracey Lewis

Seconded: Cr Bob Manning

That Council:

1. Receives and notes the Minutes of the Grong Grong Community Advisory Committee held on Monday 26 May 2025.

CARRIED

10.3 KOALA REGENERATION ADVISORY COMMITTEE - MINUTES - 10 JUNE 2025

RESOLUTION 25/133

Moved: Cr Jenny Clarke OAM

Seconded: Cr Braden Lyons

That Council:

1. Receives and notes the Minutes of the Koala Regeneration Advisory Committee held on Tuesday 10 June 2025.
2. Acknowledge the lifelong contribution to the environment and in particular the Koala colony in Narrandera made by Lindsay Hayes who had recently passed.

CARRIED

10.4 RAILWAY STATION FACILITY ADVISORY COMMITTEE - MINUTES - 29 MAY 2025

RESOLUTION 25/134

Moved: Cr Bob Manning

Seconded: Deputy Mayor Cr Sue Ruffles

That Council:

1. Receives and notes the Minutes of the Railway Station Facility Advisory Committee held on Thursday 29 May 2025.

CARRIED

11 REPORTS OF THE GENERAL MANAGER

11.1 RISK APPETITE STATEMENTS

RESOLUTION 25/135

Moved: Cr Cameron Lander

Seconded: Cr Cameron Rouse

That Council:

1. Endorses the recommendation to amend Council's Risk Appetite Statements.
2. Adopts the revised Risk Appetite Statements.
3. Endorses presentation of the adopted Risk Appetite Statements to ARIC for review.

CARRIED

11.2 POLICY REVIEW - POL048 ACQUISITION AND DISPOSAL OF COUNCIL LAND

RESOLUTION 25/136

Moved: Cr Tracey Lewis

Seconded: Cr Bob Manning

That Council:

1. Endorses the revised POL048 Acquisition and Disposal of Council Land Policy as presented for the purpose of public exhibition seeking community comment for a period of 28 days.
2. Subject to the Policy being further amended to include appropriate clauses to describe expected outcomes in terms of the nature of proposed development and agreed time frames – to prevent land banking.
3. Deems the revised POL048 Acquisition and Disposal of Council Land Policy as adopted should no submissions be received from the community at the conclusion of the exhibition period.

CARRIED

12 REPORTS OF THE DEPUTY GENERAL MANAGER CORPORATE AND COMMUNITY SERVICES

12.1 MONTHLY FINANCIAL PERFORMANCE REPORT - JUNE 2025

RESOLUTION 25/137

Moved: Cr Tracey Lewis

Seconded: Cr Jenny Clarke OAM

That Council:

1. Receives and notes the Monthly Financial Performance Report for the month of June 2025, as detailed in this report.

CARRIED

12.2 MONTHLY STATEMENT OF INVESTMENTS - JUNE 2025

RESOLUTION 25/138

Moved: Deputy Mayor Cr Sue Ruffles

Seconded: Cr Cameron Rouse

That Council:

1. Receives and notes the Statement of Investments as at 30 June 2025

CARRIED

13 REPORTS OF THE DEPUTY GENERAL MANAGER INFRASTRUCTURE SERVICES

13.1 POLICY REVIEW - POL174 BACKFLOW PREVENTION POLICY

RESOLUTION 25/139

Moved: Cr Tracey Lewis

Seconded: Cr Jenny Clarke OAM

That Council:

1. Endorses the draft POL174 Backflow Prevention Policy as presented for the purpose of public exhibition seeking community comment for a period of 28 days.
2. Deems POL174 Backflow Prevention Policy as adopted should no submissions be received from the community at the conclusion of the exhibition period.

CARRIED

13.2 DEVELOPMENT & ENVIRONMENT SERVICES ACTIVITIES - JUNE 2025

RESOLUTION 25/140

Moved: Cr Tracey Lewis

Seconded: Cr Peter Dawson

That Council:

1. Receives and notes the Development Services Activities Report for June 2025.

CARRIED

14 CONFIDENTIAL MATTERS

Nil

15 REPORT OF CONFIDENTIAL RESOLUTIONS

In accordance with clauses 14.22 and 14.23 of Council's Code of Meeting Practice, resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the Chairperson as soon as practicable. Such resolutions must be recorded in the publicly available minutes of the meeting.

16 CONCLUSION OF MEETING

The Meeting closed at 2.50pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 19 August 2025.

.....
GENERAL MANAGER

.....
CHAIRPERSON

7 MAYORAL MINUTES

7.1 MAYOR REPORT - JULY AND AUGUST 2025

Document ID: 813767

Author: Mayor

Theme: 5 - Our Leadership

Attachments: Nil

RECOMMENDATION

That Council:

1. Receives and notes the Mayor Report for July and August 2025.

BACKGROUND

Since submitting my last Mayor's Report that was presented to the Ordinary Council meeting of 15 July 2025, I attended the following on behalf of our Council:

Meetings with General Manager: Attended regular Monday, and unscheduled, meetings with the General Manager (GM) George Cowan to discuss various matters. The Deputy Mayor, Cr Sue Ruffles, is also invited to attend the Monday prior to Ordinary Council meetings.

Media Interviews: Over the past reporting period, I had media interviews with Prime7 News and WIN News covering recent topics of interest, as well as our local Community Radio, 91.1 Spirit FM monthly segment.

JULY 2025

Monday 7: After accepting an invitation from the NAIDOC committee, I officially opened the 2025 NAIDOC Week celebrations that were held in the Marie Bashir Park.

During the Opening Ceremony, there were new recipients' name plates placed on the Aboriginal Honour Wall by the recipients or their family members. These recognised Wiradjuri war veterans, community and sports achievers, and "The Hill" families.

Cr Braden Lyons was also in attendance giving the NAIDOC theme speech and speaking on the "Next Generation: Strength, Vision & Legacy," and what it means to us in Narrandera.

This was a festive event which included a Smoking Ceremony by Uncle Mick, Cultural Dance Performance by Yara-Marang Dance Group, the Welcome To and Acknowledgement of Country, and a Minute's Silence in honour of those who have gone before us: Elders, warriors, leaders and community members who paved the way.

A morning tea was enjoyed at the conclusion of the ceremony and the kids enjoyed an activity area with painting and crafts.

Tuesday 15: I chaired the July Ordinary Council meeting, and the unconfirmed Minutes of that meeting are submitted for Council's endorsement.

Wednesday 16: Together with GM George Cowan, I joined our regular segment on the local Community Radio, 91.1 Spirit FM, where the GM and I advise listeners on outcomes of agenda items from the Council meeting, as well as providing any updates on current projects. This informative segment is standardly held at 8:30am on Wednesday following the monthly Council meeting.

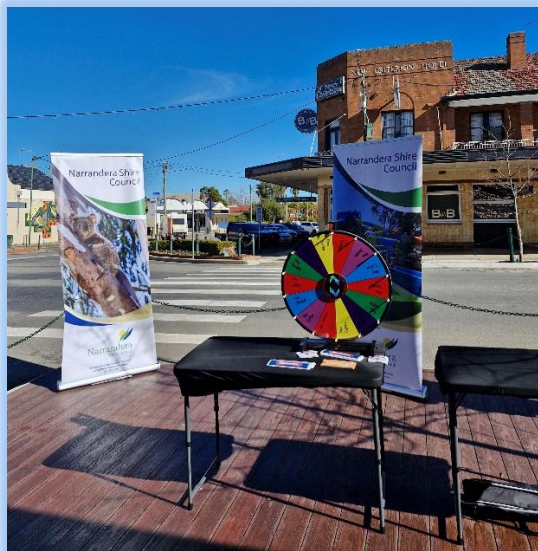
Tuesday 22: Together with GM George Cowan, I met with a community member where several matters were discussed.

Wednesday 30: GM George Cowan and I joined a meeting at the Narrandera Health Services for discussion with Murrumbidgee Local Health District (MLHD) Board Chair Adrian Lindner, Chief Executive Jill Ludford, and Executive Director Service Delivery Emma Field. These regular meetings provide an opportunity for the MLHD leadership team to meet with and hear directly from frontline staff, patients, LHACS and Council about the incredible work happening across our communities, as well as the challenges that may be experienced. Narrandera Hospital now has a full complement of Visiting Medical Officers, which is a good outcome for all concerned.

AUGUST 2025

Monday 4: I had the privilege of joining Deputy Mayor Cr Sue Ruffles and staff at the Local Government Week 2025 - Meet Your Council Street Stall. Held in East Street on Coles supermarket corner, the event showcased Council and “what we do”.

Community members and visitors can now see more about Council events, projects and general information by viewing the digital information boards. The boards were recently installed in Narrandera in East Street pedestrian crossing area, at the Destination Discovery Hub, and in Barellan’s main street.



Community Information event for Local Government Week, set up on the recently redeveloped safety blister at Coles corner.

Monday 4: Deputy Mayor Cr Ruffles and I met with Mark Anderson of LGNSW Management Solutions to review all applications for the General Manager position.

Tuesday 5: As part of Local Government Week, I co-chaired a special Youth Mock/Simulated Council meeting with Deputy Mayor Cr Ruffles. An invitation was

extended to all students at Narrandera High School to attend and take part in this event. GM George Cowan was also in attendance.

Roles of a Councillor and Council staff were explained, and students took the opportunity to suggest what Council could consider providing in the future to support the youth of Narrandera.



Mayor Charing the Youth Mock/Simulated Council meeting for Local Government Week.

I extend my gratitude and thanks to those Councillors who have attended various meetings throughout the past month, either on my behalf, or as elected committee members.

Until next time, Mayor Kschenka

8 NOTICES OF MOTION AND QUESTIONS WITH NOTICE

8.1 CR MANNING - NARRANDERA TOWN BYPASS

Document ID: 819811

Author: Cr Bob Manning

Theme: 3 - Our Economy

Attachments: Nil

I, Councillor Bob Manning, hereby submit the following Notice of Motion to the Narrandera Shire Council's Ordinary Meeting of Council be held on 19 August 2025.

MOTION

That Council:

1. Makes representation to the Minister of Transport for NSW to plan a transport corridor linking the Newell Highway to the Irrigation Way around the north of Narrandera to the south of Narrandera to the Sturt & Newell highways at Gillenbah.

BACKGROUND

Planning for the future due to the increasing freight movement to satisfy the increasing population growth.

DETAILS

The need is now to avoid the difficulties which will occur with residential expansion if we do not set aside corridor now.

STRATEGY

- Plan now for industry expansion and transport versus town needs.
- Highway crossroads important feature.

FINANCIAL

- No significant financial cost at this early stage.

Estimated Cost

- Not available.

Note by General Manager

1. This proposal has not been included in any planning process undertaken by Council, nor has it been considered by the community or the landowners that might be affected.

9 REPORTS OF COUNCILLORS

9.1 CR LANDER - 2025 ALGA NATIONAL GENERAL ASSEMBLY

Document ID: 800372

Author: Councillor

Authoriser: General Manager

Theme: Our Leadership

Attachments: 1. NGA 2025 Listening Report (under separate cover) 

RECOMMENDATION

That Council:

1. Notes the report from Cr Lander's attendance at the 2025 Australian Local Government Association National General Assembly and Regional Forum.

BACKGROUND

The Australian Local Government Association (ALGA) held the 2025 National General Assembly (NGA), and Regional Forum, in Canberra from 24-27 June 2025.

ALGA's mission is to champion and strengthen Australian councils by representing the agreed position of ALGA members to the National Government.

The NGA is the premier national gathering of local governments, and provides councils with the opportunity to come together, share ideas, debate motions, and most importantly unite and further build on the relationship between local government and the Australian Government.

Resolutions debated and passed at the NGA will be communicated to relevant Australian Government Ministers by the ALGA Board and any Ministerial responses will be published on their website. 273 motions were listed for debate.

Participating councils can also use resolutions to inform their policies and priorities, as well as their own advocacy to the Federal Government and Federal MPs.

The 2025 NGA theme was "National Priorities need Local Solutions".

Speakers who presented during the forum and assembly and included:

- Brendan Moon AM ASM, Coordinator-General, National Emergency Management Agency – The Changing Role of Regional Disaster Resilience
- Bernard Salt AM, Executive Director of the Demographics Group – State of the Regions
- Kenn Beer, Principal Engineer, Safe System Solutions – Building a Stronger and Safer Network: The Future of Road Infrastructure
- Professor Jenny May, Commissioner National Rural Health – Better Mental Health in Regional Communities
- The Hon. Kristy McBain MP, Minister for Regional Development, Local Government, Territories and Emergency Management
- Her Excellency, the Honourable Ms Sam Mostyn AC Governor-General

- Mark Bouris AM and Dr Merriden Varrall, Geopolitics Australia Lead KPMG – Australia and the New Geoeconomic Landscape
- Kieran Power, Nation Partners; Lord Mayor Anna Reynolds; Lord Mayor Kon Vatskalis and Amanda Pugh, Lockyer Valley Council – Adapting Together

There was also a range of concurrent listening sessions on emergency management: capability and capacity; safer roads; housing and community infrastructure; and local government jobs and skills (report attached) along with an interactive panel session with federal government ministers.

Representatives from councils located in the Federal Electorate of Farrer also took the opportunity to meet with their local member and Leader of the Opposition, the Hon. Sussan Ley.

MAIN ISSUES/CONCERNS

Of the many issues discussed, the following were of particular interest to Narrandera Shire Council:

- The need for Australia to increase its primary production by at least 25 per cent but preferably 45 per cent prior to peak population of 10.8 billion being reached and how this runs somewhat contrary to the Federal's government's water, food and fuel security policies or lack of.
- The need to improve the financial sustainability of councils mainly through an increase to the Financial Assistance Grant (FAG) and other grant programs; backing out costs shifted to councils by State and Federal governments; and changes to accounting standards especially on the treatment of fixed assets.
- The need to improve the management of roads and infrastructure in general, especially Commonwealth funding arrangements along with improvements in road safety through better road design and policies especially around speed limits on rural/regional roads.
- Emergency management especially in terms of the need for State and Federal governments to improve the timeliness and continuity of assistance post events and to facilitate solutions at a local level rather than prescribing them.
- The ongoing need for housing especially for people from a lower socio-economic base and essential workers.
- The lack of a skilled workforce for a range of jobs in the private and government sectors including local government and options such as targeted immigration in the short-term and training programs in the long-term.
- The increase in community services being supported or delivered by councils especially essential services such as child care, health care and aged care.

The main focus of discussions with the Hon. Sussan Ley was the:

- Potential for the Commonwealth to influence the model applied by States to the distribution of the FAG particularly the weighting for regional, rural and remote communities.
- Shortage of essential services in rural and remote communities especially health, child and aged care services that are mainly impacted by a lack of infrastructure and/or skilled workers.

- Water security for regional and rural industries that are under constant stress through water buy backs and similar strategies being pursued by the Commonwealth and little focus on water security through infrastructure projects such as Lake Coolah.

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES

Theme

5 - Our Leadership

Strategy

5.1 - Have a Council that provides leadership through actions and effective communication.

Action

5.1.2 - Support ethical, transparent and accountable corporate governance.

How will we know when we get there?

A Council that supports ethical, transparent and corporate governance

10 REPORTS OF COMMITTEES**10.1 AUDIT, RISK AND IMPROVEMENT COMMITTEE - MINUTES - 30 JULY 2025****Document ID: 818306****Author: Customer Service Coordinator****Authoriser: Acting Deputy General Manager Corporate & Community Services****Attachments: 1. Audit, Risk and Improvement Committee Minutes - 30 July 2025****RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Audit, Risk and Improvement Committee held on Wednesday 30 July 2025.

**MINUTES OF NARRANDERA SHIRE COUNCIL
AUDIT, RISK AND IMPROVEMENT COMMITTEE
HELD AT THE COUNCIL CHAMBERS
ON WEDNESDAY, 30 JULY 2025 AT 1:00 PM**

1 PRESENT

Chairperson John Batchelor, Members Stewart Todd (T), Gayle Murphy, Observers GM George Cowan, GEM Craig Taylor, ADGMCC Sue Killham, RSC Amanda Collins, CFO Bec Best, CCFO Zac Mahon, Josh Porker of RSD Audits (T), Cranos Mayo of RSD Audits (T), Paul Quealey of Lambourne Partners (T), Cr Bob Manning, Minute Taker Mel Gilmour

2 APOLOGIES

COMMITTEE RESOLUTION

Moved: Mrs Gayle Murphy

Seconded: Mr Stewart Todd

That the apology from Cr Cameron Lander be received and accepted.

CARRIED

3 DECLARATIONS OF PECUNIARY INTEREST

NIL

4 BUSINESS ARISING FROM PREVIOUS MINUTES

MOTION

COMMITTEE RESOLUTION

Moved: Mrs Gayle Murphy

Seconded: Mr Stewart Todd

That the Audit, Risk and Improvement Committee:

1. Requests that the actions from previous meeting Minutes be compiled into a list and a Report to be provided to the committee.

CARRIED

5 CONFIRMATION OF PREVIOUS MEETING MINUTES**COMMITTEE RESOLUTION**

Moved: Mrs Gayle Murphy

Seconded: Mr Stewart Todd

That the minutes of the Audit, Risk and Improvement Committee held on 4 June 2025 be confirmed.

CARRIED

6 REPORTS**6.3 PRESENTATION OF EXTERNAL AUDIT INTERIM MANAGEMENT LETTER****COMMITTEE RESOLUTION**

Moved: Mrs Gayle Murphy

Seconded: Mr Stewart Todd

That the Audit, Risk and Improvement Committee:

1. Acknowledge the Interim Management Letter dated 19 June 2025 for the 2024-25 audit for the year ending 30 June 2025; and
2. Support the managerial comments provided for each issue identified; and
3. Place each issue within the Audit and Recommendations Register for monitoring purposes.

CARRIED

1:30pm – Observer Cr Bob Manning left the meeting

Cranos Moyo of RSD Audits, Bec Best and Zac Mahon left the meeting at 1:40pm

6.7 AMENDMENT TO THE 8 OCTOBER 2025 MEETING DATE**COMMITTEE RESOLUTION**

Moved: Mrs Gayle Murphy

Seconded: Mr Stewart Todd

That the Audit, Risk and Improvement Committee:

1. Amend the meeting date to Tuesday 7 October 2025 commencing at 9:30am in the Chambers and via Teams.

CARRIED

6.2 OUTCOME OF ASSURANCE MAPPING PROJECT

COMMITTEE RESOLUTION

Moved: Mrs Gayle Murphy

Seconded: Mr Stewart Todd

That the Audit, Risk and Improvement Committee:

1. Note the presentation from Paul Quealey on the assurance mapping project.
2. Review the Assurance Map.
3. Place each Improvement Action from the Assurance Map in Audit Risk Register for monitoring.

CARRIED

Paul Quealey of Lambourne Partners left the meeting 2:05pm

6.1 GENERAL MANAGER'S REPORT

COMMITTEE RESOLUTION

Moved: Mrs Gayle Murphy

Seconded: Mr Stewart Todd

That the Audit, Risk and Improvement Committee:

1. Receive and note the report by the General Manager.
2. Request the GM enquire with the OLG to determine if the ARIC Committee can have access to Council Confidential Reports.

CARRIED

ADGMCC Sue Killham left the meeting at 2:17pm

GM George Cowan left the meeting 2:25pm

Josh Porker of RSD Audits left the meeting at 2:35pm

6.6 MONITORING OF AUDIT RECOMMENDATIONS AND ACTIONS

COMMITTEE RESOLUTION

Moved: Mrs Gayle Murphy

Seconded: Mr Stewart Todd

That the Audit, Risk and Improvement Committee:

1. Review and support the comments against each line item in the attached Audit Recommendations and Actions document; and
2. Where the line item has been completed, or no further action is required that the line item be removed from viewing within the document but retained within the document dataset for future reference.

CARRIED

6.4 RISK APPETITE STATEMENTS

COMMITTEE RESOLUTION

Moved: Mr Stewart Todd

Seconded: Mrs Gayle Murphy

That the Audit Risk and Improvement Committee:

1. Note the changes to Council's Risk Appetite Statements as adopted by Council.

CARRIED

6.5 PRESENTATION ON PULSE ENTERPRISE RISK MANAGEMENT SYSTEM

RECOMMENDATION

That the Audit, Risk and Improvement Committee:

1. Receives and notes the report from the Risk and Safety Coordinator.

Agreed that the presentation be moved to the September 2025 meeting due to insufficient time to consider the contents adequately.

Other Matters

The Committee was advised by the General Manger that Council's Chief Finance Officer, Bec Best, was finishing with Council on 31st July 2025.

The Committee wished to place on record its appreciation to Bec for her work in providing detailed financial reports and sound advice to the Committee during her time with Council, the Committee wished her well for the future.

7 NEXT MEETING

Wednesday 3 September 2025 – Extra Ordinary Meeting

8 MEETING CLOSE

Meeting Closed at 3:00pm

The minutes of this meeting were approved by the Chairperson (magiQ #819229) and will be presented to the next meeting for confirmation.

10.2 TRAFFIC COMMITTEE - MINUTES - 30 JULY 2025**Document ID:** 818425**Author:** Traffic Airport Engineer**Authoriser:** Deputy General Manager Infrastructure**Attachments:** 1. Traffic Committee Minutes - 30 July 2025 [↓](#) 
2. East Street Mid-Block Raised Pedestrian Crossing Works [↓](#) **RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Traffic Committee held on Wednesday 30 July 2025.
2. Resolves recommendations 6.1, 6.2, 6.3 and 6.5 endorsed by the Traffic Committee as detailed below.

6.1 East Street Mid Block Pedestrian Crossing**RECOMMENDATION**

That Council receives and notes the following comments from the Traffic Committee:

1. The East Street mid-block crossing (Bolton St – Twynam St) is considered satisfactory in relation to width and approach signage noting that additional duplicated pedestrian crossing signage (R3-1) “walking legs” and remarking of “piano keys” is a requirement and will be scheduled as part of routine maintenance.
2. That the concept design to narrow the East Street mid-block pedestrian crossing via kerb extensions to 7.0m (2 x 3.5m lanes) be approved in principle subject to funding for this project being sought in a future Council capital works program.

6.2 Preliminary Notification of Special Event - Barellan Good Old Days**RECOMMENDATION**

That Council receives and notes the preliminary information in relation to the Barellan Good Old Days to be held Friday 3 October 2025.

1. That a further report be circulated to Traffic Committee members for final comment once event organisers have submitted their event application, risk assessments and insurances.
2. That event organisers submit their event documents by 29 August 2025 to enable a report to be prepared and circulated to Traffic Committee members.

6.3 Preliminary Notification of Special Event - Narrandera Business Group Spring Fair**RECOMMENDATION**

1. That Council receive and note the preliminary information in relation to the Narrandera Business Group Spring Fair to be held Saturday 1 November 2025.
2. That a further summary report be circulated to Traffic Committee members for final comment once event organisers have submitted their event application, risk assessments and insurances.
3. That event organisers submit their event documents by 19 September 2025 to enable a report to be prepared and circulated to Traffic Committee members.

6.5 Yapunyah Street Barellan - Parking**RECOMMENDATION**

1. That the Traffic Committee concur with a proposal to install three (3) 'No Truck Parking 8.00pm to 6.00am' signs on the three entry points to the Yapunyah Street Barellan on/off street parking area.

Traffic Minutes

30 July 2025

**MINUTES OF NARRANDERA SHIRE COUNCIL
TRAFFIC
HELD AT THE COUNCIL CHAMBERS INTERVIEW ROOM
ON WEDNESDAY, 30 JULY 2025 AT 1.30PM**

1 PRESENT

Chairperson Shane Wilson, Transport for NSW Representative – Tom Walker, NSW Police Representative – Sgt Adam Cooper Observers – Cr Bob Manning, Minute Taker Andrew Pearson

2 APOLOGIES

Member for Cootamundra Representative – Morna Knight

3 DECLARATIONS OF PECUNIARY INTEREST

NIL

4 BUSINESS ARISING FROM PREVIOUS MINUTES

NIL

5 CONFIRMATION OF PREVIOUS MEETING MINUTES**RECOMMENDATION**

That the minutes of the Traffic Committee held on 19 August 2024 be confirmed.

ENDORSED BY THE TRAFFIC COMMITTEE

6 REPORTS**6.1 EAST STREET MID BLOCK PEDESTRIAN CROSSING****RECOMMENDATION**

That Council receives and notes the following comments from the Traffic Committee:

1. The East Street mid-block crossing (Bolton St–Twynam St) is considered satisfactory in relation to width and approach signage noting that additional duplicated pedestrian crossing signage (R3-1) “walking legs” and remarking of “piano keys” is a requirement and will be scheduled as part of routine maintenance.
2. That the concept design to narrow the East Street mid-block pedestrian crossing via kerb extensions to 7.0m (2 x 3.5m lanes) be approved in principle subject to funding for this project being sought in a future Council capital works program.

ENDORSED BY THE TRAFFIC COMMITTEE

Attachments

- 1 East Street Mid Block Raised Pedestrian Crossing Proposal

Traffic Minutes

30 July 2025

The chairperson outlined current conditions and minor improvements planned along with previous Council concepts to improve the aesthetics of East Street in this area. With the current proposal (refer attachment) it is proposed to narrow the existing mid block crossing East Street (Bolton St – Twynam St) via kerb extensions to 7.0m (2 x 3.5m lanes). Revised approach signage to be in accordance with AS 1742.10 (2024). During the discussion it was noted that no changes are proposed to existing parking, stopping or other regulatory devices. The Traffic Committee gave in principal support to this proposal.

6.2 PRELIMINARY NOTIFICATION OF SPECIAL EVENT - BARELLAN GOOD OLD DAYS

RECOMMENDATION

That Council receive and note the preliminary information in relation to the Barellan Good Old Days to be held Friday 3 October 2025.

1. That a further report be circulated to Traffic Committee members for final comment once event organisers have submitted their event application, risk assessments and insurances.
2. That event organisers submit their event documents by 29 August 2025 to enable a report to be prepared and circulated to Traffic Committee members.

ENDORSED BY THE TRAFFIC COMMITTEE

Preliminary notification was conveyed to the Traffic Committee in regard to the planned Barellan Good Old Days parade to be held Friday 3 October 2025.

The rolling parade will start and finish at the Barellan Showgrounds and includes the following roads:

- Barellan Showground Road
- Barellan Golf Course Road
- Kolkilbertoo Road
- Main Road 84 – Burley Griffin Way (TfNSW)
- Sandy Creek Road

The Traffic Committee were of the opinion that once the parade is clear of Barellan Golf Course Road and Kolkilbertoo roads heavy vehicles could be detoured via these roads as the parade continues along Main Road 84. Once the parade has moved off Main Road 84 and onto Sandy Creek Road heavy vehicles would then resume travel along Main Road 84. The TfNSW representative advised that they were supportive of the event and requested that final event documentation be submitted to them (TfNSW) no later than thirty days prior to the event.

6.3 PRELIMINARY NOTIFICATION OF SPECIAL EVENT - NARRANDERA BUSINESS GROUP SPRING FAIR

RECOMMENDATION

That Council receives and notes the preliminary information in relation to the Narrandera Business Group Spring Fair to be held Saturday 1 November 2025.

1. That a further summary report be circulated to Traffic Committee members for final comment once event organisers have submitted their event application, risk assessments and insurances.
2. That event organisers submit their event documents by 19 September 2025 to enable a report to be prepared and circulated to Traffic Committee members.

ENDORSED BY THE TRAFFIC COMMITTEE

Preliminary notification was conveyed to the Traffic Committee about the Narrandera Business Group Spring Fair to be held Saturday 1 November 2025.

This will be the third year of the event under the Narrandera Business Group auspices. Similar events have been held within the affected blocks of East Street previously namely the Easter Rod Run and Anzac Day events.

The Spring Fair is proposed to be held on Saturday 1 November 2025 between the hours of 12.00 noon and 10.00pm in East Street, Narrandera (King Street to Twynam Street).

The Traffic Committee was supportive of the planned event and requested final event documentation be submitted no later than thirty days prior to the event.

6.4 GENERAL BUSINESS

RECOMMENDATION

1. That this item is received and the information noted.

ENDORSED BY THE TRAFFIC COMMITTEE

6.4.1 Special Events

A summary of known special events early in 2026 was conveyed to the Traffic Committee for information. With TfNSW changes to the Traffic Committee structure which will be known as Local Traffic Forum. from 1 August 2025, Councils will have the authority to approve special events on their road network. Events on or impacting State Roads (Barellan Good Old Days) as an example will still need to be referred to the Local Traffic Forum.

6.4.2 Speed Zone Review Procedures

The TfNSW updated the Traffic Committee on current TfNSW speed zone review requests received by Councils or the community. In summary the following procedures apply:

- Refer requests to TfNSW Traffic Committee representative who will refer to the TfNSW Centre for Road Safety. Speed zone review requests are now focussed on high risk roads identified through a risk based speed zone approach within NSW. Requests received are reviewed by a panel within TfNSW.

Traffic Minutes

30 July 2025

- During discussion it was pointed out that many within the community are of the understanding that Council has the authority to review and approve speed zone, reviews which is incorrect. TfNSW is the only road authority that has the delegation to review, approve speed zone changes.

6.5 YAPUNYAH STREET BARELLAN - PARKING

RECOMMENDATION

1. That the Traffic Committee concurs with a proposal to install three (3) 'No Truck Parking 8.00pm to 6.00am' signs on the three entry points to the Yapunyah Street Barellan on/off street parking area.
2. That Council's Compliance Officer undertakes random routine patrols of the area to gauge the effectiveness of this signage.

ENDORSED BY THE TRAFFIC COMMITTEE

The Traffic Committee was advised that Council has received complaints about trucks (Semi trailer and B Doubles) parking overnight in the on/off street parking area between the Barellan Hotel and Boree Street which is not permitted as per Australian Road Rules.

The Traffic Committee concurred with a Council proposal to install three (3) 'No Truck Parking 8.00pm to 6.00pm' signs (black text and border on white background) at the three entry points to the Yapunyah Street Barellan on/off street parking area.

7 GENERAL BUSINESS

NIL

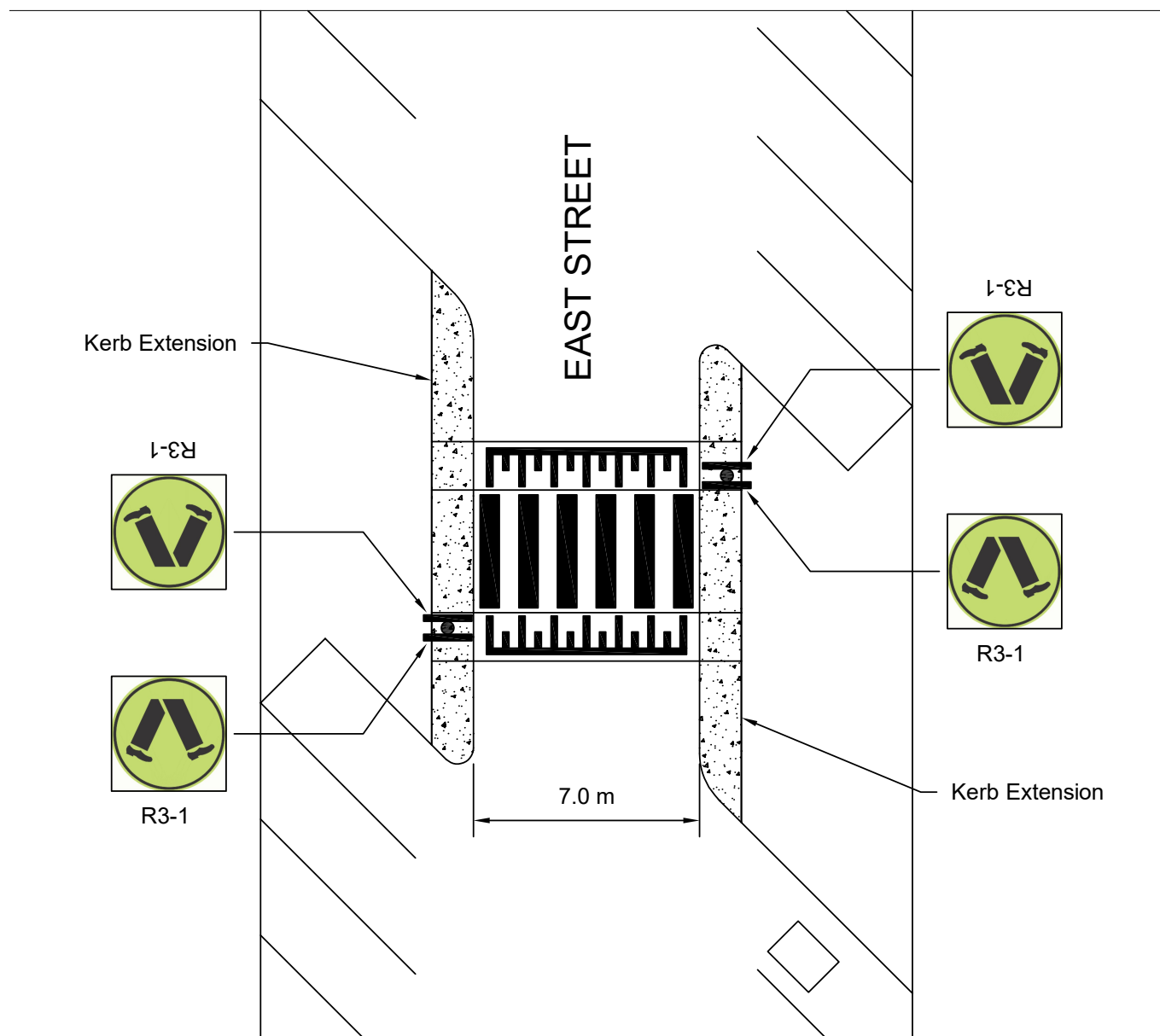
8 NEXT MEETING

TBC

9 MEETING CLOSE

Meeting Closed at 2.30pm

The minutes of this meeting were approved by the Chairperson (magiQ # 818276) and will be presented to the next meeting for confirmation



East Street - Twynam Street to Bolton Street
Proposed Kerb Extensions to Existing
Raised (Wombat) Pedestrian Crossing

10.3 GRONG GRONG COMMUNITY ADVISORY COMMITTEE - MINUTES - 28 JULY 2025

Document ID: 818765

Author: Library Services Coordinator

Authoriser: Acting Deputy General Manager Corporate & Community Services

Attachments: 1. Grong Grong Community Advisory Committee Minutes - 28 July 2025

RECOMMENDATION

That Council:

1. Receives and notes the Minutes of the Grong Grong Community Advisory Committee held on Monday 28 July 2025.



MINUTES

Grong Grong Community Committee Meeting

28 July 2025

**MINUTES OF NARRANDERA SHIRE COUNCIL
GRONG GRONG COMMUNITY COMMITTEE MEETING
HELD AT THE GRONG GRONG COMMEMORATION HALL
ON MONDAY, 28 JULY 2025 AT 6:00 PM**

1 PRESENT

Chairperson Reiner Meier, Members Jean Batchelor, Alisha Davies, Adam Ferguson, M Adam Conway, Cr Peter Dawson, Minute Taker Lyndall Ireland, Observer CDM Sue Killham

2 APOLOGIES

COMMITTEE RESOLUTION

Moved: Member Adam Ferguson

Seconded: Member Adam Conway

That apologies from Members Kerryn Cassidy, Ms Gemma Purcell, Brett Wilson and Kellie Wilson be received and accepted.

CARRIED

3 DECLARATIONS OF PECUNIARY INTEREST

NIL

4 BUSINESS ARISING FROM PREVIOUS MINUTES

NIL

5 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: Member Alisha Davies

Seconded: Mrs Jean Batchelor

That the minutes of the Grong Grong Community Committee Meeting held on 26 May 2025 be confirmed.

CARRIED

6 REPORTS

6.1 REVENUE AND EXPENDITURE BUDGET 2025-26

COMMITTEE RESOLUTION

Moved: Mrs Jean Batchelor

Seconded: Member Adam Ferguson

That Committee:

Acknowledges the 2025-26 Budget Report as of July 2025

CARRIED

6.2 REVIEW OF THE EXISTING TERMS OF REFERENCE AND FUTURE DIRECTION OF THE COMMITTEE

COMMITTEE RESOLUTION

Moved: Member Adam Conway

Seconded: Member Alisha Davies

That the Committee:

1. Considers the existing Terms of Reference and makes recommendations to Council where changes are considered necessary; and
2. Suggested changes to be brought to next meeting for discussion.

CARRIED

6.3 MANAGER OF ASSETS AND PROJECTS UPDATE

COMMITTEE RESOLUTION

Moved: Mrs Jean Batchelor

Seconded: Member Adam Ferguson

That the Committee:

1. Note the Grong Grong Hall maintenance and improvement works program by the Projects and Assets Manager.

CARRIED

7 GENERAL BUSINESS

- The Committee noted that there is no working safety lighting at the entrance to the Hall. CDM to discuss with PAM.
- All keys to be brought to next meeting and key register updated.
- CDM to identify and locate keys for mens toilet and dispensers.

- Discussion on outside options for increased funding for the Hall.
- LSC provided Committee with update on bookable project.

8 NEXT MEETING

Monday October 27 6pm

Grong Grong Hall

9 MEETING CLOSE

Meeting Closed at 7:15pm

The minutes of this meeting were approved by the Chairperson (magiQ #819284) and will be presented to the next meeting for confirmation.

10.4 AUSTRALIA DAY PLANNING ADVISORY COMMITTEE - MINUTES - 7 AUGUST 2025**Document ID:** 819319**Author:** Events & Visitor Services Team Leader**Authoriser:** General Manager**Attachments:** 1. Australia Day Planning Advisory Committee - Minutes [↓](#) 
2. Australia Day Awards Nomination Form [↓](#) **RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Australia Day Planning Advisory Committee held on Thursday 7 August 2025.
2. Adopts the amended Australia Day Awards Nomination form.



MINUTES

Australia Day Planning Committee

7 August 2025

Australia Day Planning Committee Minutes

7 August 2025

**MINUTES OF NARRANDERA SHIRE COUNCIL
AUSTRALIA DAY PLANNING COMMITTEE
HELD AT THE NDDH
ON THURSDAY, 7 AUGUST 2025 AT 8.30AM**

1 PRESENT

Deputy Mayor Cr Sue Ruffles, Mrs Beryl Brain, Member Glenn Wright, Mr Graeme Davies, Mrs Helen McDermott, Ms Narelle Payne, Minute Taker Brenda Hartmire

2 APOLOGIES

COMMITTEE RESOLUTION

Moved: Ms Narelle Payne

Seconded: Member Glenn Wright

That apologies from Cr Braden Lyons, Mrs Gemma Bensch and Mr Glenn Bartley be received and accepted.

CARRIED

3 DECLARATIONS OF PECUNIARY INTEREST

NONE

4 BUSINESS ARISING FROM PREVIOUS MINUTES

5 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: Mrs Helen McDermott

Seconded: Ms Narelle Payne

That the minutes of the Australia Day Planning Committee held on 6 February 2025 be confirmed.

CARRIED

Australia Day Planning Committee Minutes

7 August 2025

6 REPORTS

6.1 ELECTION OF A CHAIRPERSON FOR AUSTRALIA DAY PLANNING ADVISORY COMMITTEE

COMMITTEE RESOLUTION

Moved: Ms Narelle Payne

Seconded: Mrs Helen McDermott

That the Committee:

1. Elect a chairperson to be in office from 7 August 2025.
2. Narelle Payne nominated Beryl Brain for the position of Chair. The nomination was seconded by Helen McDermott.
Beryl accepted the nomination and was elected unanimously by the Committee.

CARRIED

Brenda Hartmire chaired the meeting for the purpose of the election of Chairperson.

Beryl Brain Chaired the remainder of the meeting.

6.2 TERMS OF REFERENCE

COMMITTEE RESOLUTION

Moved: Ms Narelle Payne

Seconded: Member Glenn Wright

That the committee:

1. Receives and acknowledges the Australia Day Planning Advisory Committee Terms of Reference

CARRIED

6.3 CODE OF CONDUCT FOR COMMITTEES

COMMITTEE RESOLUTION

Moved: Ms Narelle Payne

Seconded: Mr Graeme Davies

That the Committee:

1. Receives and acknowledge the Code of Conduct.

CARRIED

Australia Day Planning Committee Minutes

7 August 2025

6.4 COMMITTEE INDUCTION

COMMITTEE RESOLUTION

Moved: Member Glenn Wright

Seconded: Ms Narelle Payne

That the Committee:

1. Acknowledge the requirement for volunteers to be included on Councils volunteer register and undertake the compulsory online volunteer training.

CARRIED

6.5 SETTING FUTURE MEETING DATES

COMMITTEE RESOLUTION

Moved: Ms Narelle Payne

Seconded: Mr Graeme Davies

That the Committee:

1. Discuss and set dates for future meetings.
2. Meeting dates for 2025 were set as follows:
 - Thursday 16 October
 - Thursday 13 November

CARRIED

Australia Day Planning Committee Minutes

7 August 2025

6.6 REVIEW OF AUSTRALIA DAY NOMINATION FORM & OPENING OF NOMINATIONS

COMMITTEE RESOLUTION

Moved: Ms Narelle Payne

Seconded: Mrs Helen McDermott

That the Committee:

1. Review the Australia Day Nomination form and select a date for opening of nominations
2. Support the following amendments to the Application from;
 - Addition of a maximum of 500 words in section Reason for Nominating
 - Add more detail to category description for Environmental Award
 - Add wording to the Award Categories on page 4.
 - Remove the lines from page 2 & 3 to make it easier for typing.
 - Remove the line "Recipients of these awards must be a Narrandera Shire resident".
3. Nomination will open on Wednesday 20 August 2025 and close on Friday 7 November 2025

CARRIED

CLOSING DATE FOR NOMINATIONS

November 7 2025 at 1pm

ADDITION TO THE REASON FOR NOMINATION

Addition of a maximum word limit of 500 words and specify a maximum two additional items to be submitted.

REMOVE THE LINES

Remove the lines off page 2 and 3 so it makes it easier to type on the nominations form.

ADD A MORE DETAILED CATEGORY DESCRIPTION FOR ENVIRONMENTAL AWARD

Addition of the description from Australia Day Council environmental awards to explain the award more fully.

ADDITION

Addition on page 4 of Australia Day Nomination form to the Award Categories for Citizen of the Year and Young Citizen of the Year immediately proceeding the word "community" – 'Narrandera Shire' and the addition of the phrase in the Disability Advocate of the Year description at the end of the sentence 'to the Narrandera Shire Community'.

REMOVE THE LINE

Recipients of these awards must be Narrandera Shire residents.

Australia Day Planning Committee Minutes

7 August 2025

6.7 AUSTRALIA DAY COUNCIL GRANT

COMMITTEE RESOLUTION

Moved: Ms Narelle Payne

Seconded: Member Glenn Wright

That the Committee:

1. Supports Council applying for the Australia Day Council, Australia Day grant.

CARRIED

7 GENERAL BUSINESS

LOCAL AMBASSADOR

Suggestions to be put forward next meeting.

8 NEXT MEETING

Thursday 16 October 2025 8.30am Narrandera Destination and Discovery Hub

9 MEETING CLOSE

Meeting Closed at 9.35am

The minutes of this meeting were approved by the Chairperson (magiQ #819308) and will be presented to the next meeting for confirmation.



Australia Day Awards 2026 Nomination Form

NOMINATIONS CLOSE November 7 2025, 1pm

Full Name of Person/ Group Being Nominated: _____
(Nominees must be Australian Citizens)

Address: _____

Phone: _____

Email: _____

Nominated Category (✓ one of the below):

- ☐ **Citizen of the Year**
- ☐ **Senior Citizen of the Year**
- ☐ **Young Citizen of the Year (aged 16-24)**
- ☐ **Organisation of the Year**
- ☐ **Environmental Australia Day Award – Individual or Organisation**
- ☐ **Disability Advocate of the Year – Individual or Organisation**

Please let us know your reasons for nominating this person or organisation:

150 to 500 words (please make sure that the panel will have enough information about the reasons for the nomination to be able to make an informed decision)

Please attach the above and up to two additional items (such as photographs, media articles and/or supporting references) if required.

In completing this nomination, please attempt to address the following:

- ☐ *The contributions or achievements for which the nomination is made*
- ☐ *The length of time over which the contribution is made (see award descriptions)*
- ☐ *The benefit to the community*
- ☐ *Whether the nominee has worked or contributed alone, is part of a team, and whether they have shown any leadership or other outstanding qualities (include names of organisations or committees)*
- ☐ *Whether the nominee has had to overcome difficulties*
- ☐ *Whether the nominee's contribution is as an employee, a volunteer, or both*
- ☐ *Where length of time is requested approximate years of service is sufficient*





Please list two referees

Name **Name.....**

Signature..... **Signature.....**

Phone..... **Phone.....**

How did you hear about the Narrandera Shire Australia Day awards?

- | | | |
|---|--|---|
| ☐ Council Newsletter | ☐ Media Release | ☐ Social Media |
| ☐ Council Website | ☐ Radio | ☐ Narrandera Argus |
| ☐ Other _____ | | |

Name of Person/ Organisation Submitting Nomination:

Relationship to nominee _____

Address _____

Phone _____ Mobile _____

Email _____

Signature _____ Date _____

☐ I as the Nominator, confirm that I am neither a Councillor of the Narrandera Shire or a Member of the Narrandera Australia Day Planning Committee and that the information submitted in this nomination is true and accurate with respect to the nominee, their contribution and benefit to the community.

NOMINEE SIGNATURE

I confirm that I, _____ agree to be nominated and I or my representative, will be available to attend the Australia Day Ceremony on January 26th 9am at Narrandera and confirm that the information submitted in this nomination is true.
(If the nominee is under 18 years a parent or guardian is to sign)

Signature _____ Date _____

**Nominations should be marked “Confidential” and addressed C/- Australia Day Planning Committee, Narrandera Shire Council 141 East Street, NARRANDERA NSW 2700 or email council@narrandera.nsw.gov.au
Enquires to Narrandera Shire Council, phone 02 6959 5510.**

**No nominations will be accepted after the closing date:
November 7 2025, 1pm**



Narrandera Shire Australia Day Award Category Guidelines

Award Categories

- **Citizen of the Year**

Criteria: For notable service to the Narrandera Shire community over a number of years

- **Young Citizen of the Year (aged between 16 and 24 on 26 January 2026)**

Criteria: For notable service to the Narrandera Shire community during the preceding year

- **Senior Citizen of the Year**

Criteria: For notable service to the Narrandera Shire community over a number of years
(A nomination for this category will not prevent consideration for the Citizen of the Year nomination)

- **Organisation of the Year**

Criteria: For outstanding service/achievement by an organisation (business, group, club or committee) to the community of the Narrandera Shire in the preceding year

- **Environmental Australia Day Award – Individual or Organisation of the Year**

Criteria: For outstanding service/achievement for environmental contribution within Narrandera Shire. The Australia Day Environmental Award recognizes individuals or groups who have made significant contributions to environmental conservation, innovation, or leadership within their community. This award typically highlights efforts that benefit the local government area and can include projects or programs related to environmental conservation, reforestation, habitat restoration, or invasive species removal.

- **Disability Advocate of the Year – Individual or Organisation**

Criteria: For outstanding service/achievement recognising a significant contribution to the disability sector or the promotion of inclusivity and/or accessibility to the Narrandera Shire Community.

Applications may be rejected if it is deemed that the information provided is inadequate, irrelevant or in direct contrast to the spirit of the Australia Day Awards.

Nominations will be forwarded to the Australia Day Planning Committee consisting of a panel of various representatives widely selected from the community who will assess the suitability and merits of each of the applications and make recommendations to Council on suggested recipients.

Council will then make the final decision on award recipients based on the information provided by the selection panel.

Award recipients are to be kept confidential until the presentation of the Narrandera Shire Australia Day Awards. All accepted nominees shall be invited to attend the official presentation function.

The information in this nomination form is being collected for the sole purpose of Council considering the nominee for a 2026 Narrandera Shire Australia Day Award and will be accessed by members of the selection panel. Council officers will require the information to progress any matters relating to the awards and will be included in the award citations. The award citations will be provided to media, may be published in newspapers and also on Council's website and may be provided in response to inquiries from the Australia Day Council or other individuals or organisations.

The nomination forms and supporting information for unsuccessful nominees will be held within Council's Records Management System.

10.5 PARKSIDE COTTAGE MUSEUM S355 COMMITTEE - MINUTES - 4 AUGUST 2025**Document ID: 819424****Author: Library Services Coordinator****Authoriser: Acting Deputy General Manager Corporate & Community Services****Attachments: 1. Parkside Cottage Museum S355 Committee Minutes - 4 August 2025****RECOMMENDATION**

That Council:

1. Receives and notes the Minutes of the Parkside Cottage Museum S355 Committee held on Monday 4 August 2025.



MINUTES

Parkside Cottage Museum Committee

4 August 2025

**MINUTES OF NARRANDERA SHIRE COUNCIL
PARKSIDE COTTAGE MUSEUM COMMITTEE
HELD AT THE PARKSIDE COTTAGE MUSEUM
ON MONDAY, 4 AUGUST 2025 AT 12:30 PM**

1 PRESENT

Chair Steve Wicker, Member Nerelle Daly, Member Barbara Bryon, Member Brigitte Stanton, Member Kaye Hall, Cr Peter Dawson, Observers: Sue Killham, Lyndall Ireland, Janine Gilchrist, Graham Terlich and Gary Angel

2 APOLOGIES

COMMITTEE RESOLUTION

Moved: Ms Barbara Bryon

Seconded: Mrs Brigitte Stanton

That apologies from Member Josie Middleton, Advisor Kim Biggs and volunteer Gay Shute be received and accepted.

CARRIED

3 DECLARATIONS OF PECUNIARY INTEREST

NIL

4 BUSINESS ARISING FROM PREVIOUS MINUTES

5 CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE RESOLUTION

Moved: Member Kaye Hall

Seconded: Mrs Nerelle Daly

That the minutes of the Parkside Cottage Museum Committee held on 26 May 2025 be confirmed.

CARRIED

6 REPORTS

6.1 REVENUE AND EXPENDITURE BUDGET 2025-26

COMMITTEE RESOLUTION

Moved: Ms Barbara Bryon

Seconded: Mrs Brigitte Stanton

That Committee:

Acknowledges the 2025-26 Budget Report as of July 2025

CARRIED

6.2 MANAGER OF PROJECTS AND ASSETS

COMMITTEE RESOLUTION

Moved: Member Kaye Hall

Seconded: Ms Barbara Bryon

That Committee:

1. Note the Parkside Museum maintenance and improvement works programmed by the Projects and Assets Manager.

CARRIED

7 GENERAL BUSINESS

- Macarthur Cloak to be taken to Sydney by CDM for appraisal – Box has been purchased to transport the Cloak. Once it has been appraised it will be returned to the Museum for safe keeping until funding opportunities make it possible for any required work on preserving the Cloak to be done.
- Councillors Visit – The Councillors will be visiting the Museum in conjunction with their next meeting on 19th August. No special requirements for this visit.
- Door bell recordings – Steve has been working on a project to place a recorded interview onto a programable door bell for visitors to press and listen to. It is suggested that this could be done in various spots throughout the museum. Interesting stories or interviews could be recorded and used on these door bells. A cost and number of door bells to be investigated and trialled.
- Working With Children Checks (WWCC) – Volunteers were advised that these could be obtained free of charge for Volunteers and if anyone already has one that is current that they should forward a copy to Sue/Lyndall to pass on to HR.
- Map / Plan Cabinet – Committee advised that the cabinet was in transit and should arrive any day.
- Volunteer training – Barbara and Kaye have completed the training. Other members yet to complete. Narelle asked if it could be completed as a group, possibly at the

library. It was suggested that this could potentially happen after the next volunteers meeting at the library on Monday 11th August.

8 NEXT MEETING

3 NOV 12.30PM

9 MEETING CLOSE

Meeting Closed at 12.30pm.

The minutes of this meeting were approved by the Chairperson (magiQ #819203) and will be presented to the next meeting for confirmation.

11 REPORTS OF THE GENERAL MANAGER**11.1 ESTABLISHMENT OF A PANEL OF CONDUCT REVIEWERS****Document ID:** 815625**Author:** General Manager**Authoriser:** General Manager**Theme:** Policy**Attachments:** Nil**RECOMMENDATION**

That Council:

1. Authorises the General Manager to call for expressions of interest for the establishment of a panel of conduct reviewers.

PURPOSE

The purpose of this report is to advise Council that the current panel of conduct reviewers has completed its four-year term and to seek endorsement for the issue of expressions (EOI) of interest for a replacement panel.

SUMMARY

Under the terms of the procedures for the Administration of the Model Code of Conduct, Council is required to establish and maintain a panel of suitably qualified independent reviewers to consider and report on Code of Conduct complaints that are serious in nature.

The term of the existing panel has expired and, consistent with past practice, Council should now call for expressions of interest from suitably qualified persons/firms to establish a fresh panel.

BACKGROUND

Section 440 of the Local Government Act requires that all Councils adopt a Code of Conduct which is to be administered in accordance with the procedures issued by the Office of Local Government (OLG).

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES**Theme**

Policy

Strategy

- 1.3. Demonstrate good governance

Activity

- 1.3.2. Develop and embed a robust governance and integrity framework.

ISSUES AND IMPLICATIONS**Policy**

- Model Code of Conduct

Financial

- There are no financial implications from this report however the future use of a Code of Conduct reviewer often comes at considerable cost.

Legal / Statutory

- Local Government Act section 440.

Community Engagement / Communication

- EOI will be issued calling for submissions.

RISKS

There are minimal risks associated with this report.

OPTIONS

1. Council has no option but to establish a panel.

CONCLUSION

That expressions of interest be called for expressions of interest from suitably qualified persons to allow Council to establish a panel.

11.2 POLICY REVIEW - POL036 POLICY MAKING**Document ID:** 815841**Author:** Executive Assistant**Authoriser:** General Manager**Theme:** Policy**Attachments:** 1. UNDER REVIEW POL036 Policy Making Policy  **RECOMMENDATION**

That Council:

1. Adopts revised POL036 Policy Making Policy as presented.

PURPOSE

The purpose of this report is to present draft policy POL036 Policy Making to Council for adoption.

SUMMARY

Revisions to this draft policy are administrative and do not alter the policy's intent. The policy was recently endorsed by the Executive Leadership Team (ELT). The revised policy was further presented to the 15 July 2025 Councillor Workshop for information.

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES**Theme**

Policy

Strategy

N/A

Activity

N/A

ISSUES AND IMPLICATIONS**Policy**

- POL036 Policy Making

Financial

- N/A

Legal / Statutory

- Local Government Act

Community Engagement / Communication

- This matter is being presented in the ordinary business paper for discussion.

RISKS

- Policy being out of date.

OPTIONS

The options available for Council are to either:

1. Adopts the amendments to POL036 Policy Making policy as presented; or
2. Not adopt the proposed amendments to the Policy Making Policy.

CONCLUSION

That Council adopts the draft policy POL036 Policy Making as presented.



Policy Making Policy 202^Y

POL036



NARRANDERA SHIRE COUNCIL

Chambers: 141 East Street Narrandera NSW 2700
Email: council@narrandera.nsw.gov.au

Phone: 02 6959 5510
Fax: 02 6959 1884



Policy No: POL036
Policy Title: Policy Making Policy
Section Responsible: Executive Services
Minute/Ref No: xxxxxxxx
Doc ID: 8373

1. INTENT

The purpose of this policy is to provide guidelines for development of all Narrandera Shire Council (NSC) policies.

2. SCOPE

Applicable to all policies developed on behalf of ~~Narrandera Shire Council~~ NSC.

3. OBJECTIVE

To develop and standardise procedures for the preparation of Policies and Practices in accordance with the NSW Local Government Act 1993.

4. POLICY STATEMENT

1. To allow public consultation in relation to the adoption of policies that affect the public in their dealings with Council.
2. To adopt Council practices that standardise internal procedures.

5. PROVISIONS**5.1 EXTERNAL POLICIES**

1. Council shall resolve to prepare a policy, or staff shall prepare a draft policy or review an existing policy with significant edits.
2. The draft or revised policy shall be submitted to Council for consideration in accordance with the External Policy Development & Review Process.
3. If a policy is considered to be of significance that requires community consultation, Council shall:
 - o resolve to place the draft policy on public exhibition to allow public consultation.
 - o further resolve to deem the policy as adopted should no submissions be received from the community at the conclusion of the exhibition period.

4. If a policy requires public consultation, an appropriate notice entitled “Draft Policy” shall be ~~placed in the local newspaper~~ advertised for a minimum of 21 days in Council’s monthly newsletter and on Council’s website.
5. In the event of submissions from the public, a report will be prepared with consideration to submission content and submitted for Council’s consideration as soon as possible after the closing period.
6. External policies will be uploaded to Council’s website.

5.2 INTERNAL POLICIES

1. Internal policies create a standard method for dealing with matters associated with Council business.
2. Public notice is not required for policies relating to internal administrative procedures.
3. Depending on the nature of the practice, internal policies **may** **must** be approved by the **Executive Leadership Team (ELT)**, the General Manager, or the Council.
4. **The ELT shall resolve to prepare a policy, or staff shall prepare a Draft Policy or review of an existing policy with significant edits.**
5. **The Draft Policy shall be submitted to ELT for consideration in accordance with the Internal Policy Development & Review Process.**
6. **If the policy is considered to be of significance that requires staff consultation, the ELT shall:**
 - **resolve to submit the Draft Policy to the Consultative Committee and/or the Health & Safety Committee and be placed on internal exhibition to allow staff consultation.**
 - **further resolve to deem the Draft Policy as adopted should no submissions be received from staff at the conclusion of the exhibition period.**
7. **If a policy requires staff consultation, an appropriate notice entitled “Draft Policy” shall be placed in Council’s internal Communique and advertised for a minimum period of 21 days.**
8. **In the event of submissions from staff, a report will be prepared with consideration to submission content and submitted for ELT’s consideration as soon as possible after the closing period.**

5.3 LOCAL POLICIES CONCERNING APPROVALS AND ORDERS

Local policies concerning approvals and orders shall be prepared, exhibited, and adopted as per Part 3 Adoption of Local Policies Concerning Approvals and Orders of the Local Government Act 1993.

5.4 REVOKING A LOCAL POLICY (APPROVALS AND ORDERS)

In accordance with Part 3 Section 165(4) of the NSW Local Government Act 1993, a local policy (other than a local policy adopted since the last general election) is automatically

revoked at the expiry of twelve (12) months after the declaration of the poll for that election.

Public notice to be given on local Policies that are revoked other than those local policies which are revoked through Section 165(4) of the Local Government Act.

5.5 POLICY REGISTER

When Council resolves to adopt a new policy or alter an existing policy, a copy of the policy will be distributed to the relevant Council Officers, together with the registration of the policy in the Council's Policy Register.

6. DEFINITIONS

- **NSC:** Narrandera Shire Council
- **ELT:** Executive Leadership Team

7. ROLES AND RESPONSIBILITIES

7.1 GENERAL MANAGER

- The General Manager is authorised, pursuant to Section 377 of the Local Government Act 1993, to allow a matter that does not conform with a policy to proceed, if the General Manager is of the opinion that the variation from the Policy is of a minor nature. Significant variations from the Policy should be referred to Council for determination.

8. RELATED LEGISLATION

- Local Government Act 1993
- Any other Act or Regulation as stated within individual policies.

9. RELATED POLICIES AND DOCUMENTS

- REGISTER – Policy Documents (MagiQ #506092)
- **PROCEDURE Policy Development & Review Process – Internal (#532499)**
- **PROCEDURE Policy Development & Review Process – External (#532497)**
- **WORK INSTRUCTION - Create or Review Council Policies (#684043)**
- **WORK INSTRUCTION - Finalise Policies (#680150)**

10. VARIATION

Council reserves the right to review, vary or revoke this policy in accordance with legislation, regulation and award changes, where applicable. Council may also make changes to this policy and the relevant procedures from time-to-time to improve the effectiveness of its operation.

11. PREVIOUS VERSIONS

Reference to a superseded policy number and/or name is also considered a reference to the new policy number. This policy was previously named:

- ES140 Policy Making Policy
- S5040 Policy Making Policy

POLICY HISTORY

Responsible Officer	General Manager		
Approved by	General Manager		
Approval Date	xxxxxxx		
GM Signature (Authorised staff to insert signature)			
Next Review	01 July 2029		
Version Number	Endorsed by ELT	Endorsed by Council	Date signed by GM
1 Adopted	-	-	18/10/2005
2 Reviewed	-	17/02/2009	21/04/2009
3 Reviewed	12/04/2021	-	22/06/2021
4 Reviewed	23/05/2024	23/05/2024	12/06/2024
5 Reviewed	03/07/2025	DD/MM/YYYY	DD/MM/YYYY

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12. Acknowledgement of Training Received

I hereby acknowledge that I have received, read, and understood a copy of Council's Policy Making Policy.	
Employee Name	
Position Title	
Signature	
Date	

11.3 POLICY REVIEW - POL042 AUSTRALIA DAY POLICY**Document ID:** 816775**Author:** Events & Visitor Services Team Leader**Authoriser:** General Manager**Theme:** Policy**Attachments:** 1. UNDER REVIEW POL042 Australia Day Policy 202Y [↓](#) **RECOMMENDATION:**

That Council:

1. Endorses the revised POL042 Australia Day Policy as presented for the purpose of public exhibition seeking community comment for a period of 28 days.
2. Deems POL042 Australia Day Policy as adopted should no submissions be received from the community at the conclusion of the exhibition period.

PURPOSE

The purpose of this report is to provide the updated POL042 Australian Day Policy to Council.

SUMMARY

Revisions to this draft policy are administrative and do not alter the policy's intent. The policy was recently endorsed by the Executive Leadership Team (ELT) before being presented to the 15 July 2025 Councillor Workshop for information.

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES**Theme**

Policy

Strategy

N/A

Activity

N/A

ISSUES AND IMPLICATIONS**Policy**

- POL042 Australia Day Policy

Financial

- N/A

Legal / Statutory

- Policies to be reviewed within the first year of the new Council term.

Community Engagement / Communication

- N/A

RISKS

- Policy being out of date.

OPTIONS

The options available for Council are to either:

1. Adopt the amendments to POL042 Australia Day Policy as presented; or
2. Not adopt the proposed amendments to the Australia Day Policy.

CONCLUSION

That Councillors receive the revised POL042 Australian Day Policy as presented.



Australia Day Policy 202⁵

POL042



NARRANDERA SHIRE COUNCIL

Chambers: 141 East Street Narrandera NSW 2700
Email: council@narrandera.nsw.gov.au

Phone: 02 6959 5510
Fax: 02 6959 1884



Policy No: POL042
Policy Title: Australia Day Policy
Section Responsible: Economic Development
Minute No/Ref: 2Y/XXX
Doc ID: 8361

1. INTENT

Narrandera Shire undertakes to celebrate Australia Day through an array of activities throughout the day with the foremost activity being the official function and presentation of the Australia Day awards. This policy addresses elements of the official proceedings.

2. SCOPE

This policy applies to the Narrandera Shire Council Australia Day Awards program and hosting of the annual Australia Day official ceremony.

3. OBJECTIVE

To provide a set of procedures and standards to follow with regard to the hosting of the annual Australia Day official ceremony and the promotion and selection of suitable award recipients.

4. POLICY STATEMENT

Australia Day, January 26, is a significant day of celebration in the nation and is observed as a public holiday in all states and territories.

On Australia Day we come together as a nation to celebrate what's great about Australia and being Australian. It is the day to reflect on what we have achieved and what we can be proud of in our great nation.

Australia Day Celebrations are underpinned by values such as inclusiveness, celebration of citizenship, equality, tolerance and fairness.

PROVISIONS

4.1 AWARDS

It should be noted that all awards except the Longstanding Citizen to the Shire are for excellence in the preceding year only.

4.1.1 Citizen of the Year

Criteria: For notable service to the community over a number of years.

4.1.2 Young Citizen of the Year (aged between 16 and 24)

Criteria: For notable service to the community during the preceding year.

4.1.3 Senior Citizen of the Year

Criteria: For notable service to the community over a number of years.

A nomination for this category will not prevent consideration for the Citizen of the Year nomination.

4.1.4 Organisation of the Year

Criteria: For outstanding service/achievement by an organisation (business, group, club or committee) to the community of the Narrandera Shire in the preceding year.

4.1.5 Environmental Australia Day Award – Individual or Organisation of the Year

Criteria: For outstanding service/achievement for environmental initiatives for individual or organisation within Narrandera Shire.

4.1.6 Disability Advocate of the Year – Individual or Organisation

Criteria: For outstanding service/achievement recognising a significant contribution to the disability sector or the promotion of inclusivity and/or accessibility.

4.2 NOMINATIONS

Suitable nominations to be sought for award categories through advertising and canvassing of relevant service groups and community organisations which should commence no later than August each year.

Award nominations are to be sought in accordance with the Australia Award Category Guidelines.

~~Recipients of these awards~~ Award nominees can be Narrandera Shire residents and not necessarily Australian residents.

Relevant and easily understood selection criteria and guidelines shall be developed in line with current requirements to ensure that applications are of an acceptable standard.

~~Applications~~ Nominations may be rejected if it is deemed that the information provided is inadequate, irrelevant or in direct contrast to the spirit of the Australia Day Awards.

Should no nominations be received for a particular category then that award will lapse for that year.

4.3 ELIGIBILITY

This policy shall apply to residents of Narrandera Shire or persons, who at the discretion of Council, are considered to have an affinity with a community of the Narrandera Shire Council through commercial, recreation, education or social activities.

4.4 SELECTION OF RECIPIENTS

Nominations will be forwarded to the Australia Day Planning Committee consisting of a panel of various representatives widely selected from the community who will assess the suitability and merits of each of the applications and make recommendations to Council on suggested recipients.

Council will make the final decision at the November Ordinary meeting of Council based on the information provided by the ~~selection panel~~ Australia Day Planning Committee.

Award winners are to be kept confidential until the presentation on Australia Day. All accepted nominees shall be invited to attend the official function with unsuccessful recipients receiving a token gift on behalf of the Shire.

4.5 ACTIVITIES

4.5.1 Venue

Narrandera will be the principal venue in the Shire for the Australia Day celebrations, with Council supporting the communities of Barellan and Grong Grong in any activities that they have planned for the day.

4.5.2 Australia Day Ambassador Program

Council will participate each year in the Australia Day Ambassador Program and seek agreement via that program for the chosen Ambassador to include a visit to the townships of Barellan and Grong Grong (in alternate years) in support of their activities.

4.5.3 Naturalisation Ceremony

Where possible any persons awaiting naturalisation have this undertaken as part of the Australia Day official program.

4.6 EVALUATION

A review ~~of the effectiveness of this policy~~ will be conducted after Australia Day each year to ensure that expectations are being met with regard to the success of the program and the practicality of procedures.

5. DEFINITIONS

Australia Day means a national public holiday in Australia, commemorating the founding on 26 January 1788 of the colony of New South Wales.

6. ROLES AND RESPONSIBILITIES

6.1 AUSTRALIA DAY PLANNING ADVISORY COMMITTEE

- Australia Day celebrations and activities will be organised by the Australia Day Planning Advisory Committee in conjunction with relevant Council staff. A budget is provided to meet expenses, which shall increase each year with the Consumer Price Index (CPI).

7. RELATED LEGISLATION

- Public Holidays Act 2010 No 115

8. RELATED POLICIES AND DOCUMENTS

- National Australia Day Council Australia Day Ambassador Program

9. VARIATION

Council reserves the right to review, vary or revoke this policy in accordance with legislation, regulation and award changes, where applicable. Council may also make changes to this policy and the relevant procedures from time-to-time to improve the effectiveness of its operation.

10. PREVIOUS VERSIONS

Reference to a superseded policy number and/or name is also considered a reference to the new policy number. This policy was previously named:

- ES20 Australia Day Policy

POLICY HISTORY

Responsible Officer	Economic Development Manager		
Approved by	General Manager		
Approval Date	DD Month 202Y		
GM Signature (Authorised staff to insert signature)			
Next Review	DD Month 202Y (↑ + 2-4 years)		
Version Number	Endorsed by ELT	Endorsed by Council	Date signed by GM
1 Adopted	16/06/2014	19/08/2014	14/10/2014
2 Reviewed	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY

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11. Acknowledgement of Training Received (if required)

I hereby acknowledge that I have received, read and understood a copy of Council's POL042 Policy.	
Employee Name	
Position Title	
Signature	
Date	

11.4 POLICY REVIEW - POL018 WEBSITE, POL047 MEDIA & PUBLIC RELATIONS, POL056 SOCIAL MEDIA POLICIES**Document ID:** 819640**Author:** Communications Officer**Authoriser:** General Manager**Theme:** Policy

Attachments:

1. UNDER REVIEW POL018 Website Policy (under separate cover) 
2. UNDER REVIEW POL047 Media and Public Relations Policy (under separate cover) 
3. UNDER REVIEW POL056 Social Media Policy (under separate cover) 

RECOMMENDATION

That Council:

1. Approves the revisions to POL018 Website Policy, POL047 Media and Public Relations, and POL056 Social Media Policy.
2. Adopts the revised policies as presented.

PURPOSE

The purpose of this report is to present POL018 Website Policy, POL047 Media and Public Relations and POL056 Social Media Policy, which were recently reviewed and endorsed by the Executive Leadership Team.

SUMMARY

These three policies were last reviewed in June 2021. The revisions to these policies are minimal and do not alter the policies' intent.

AMENDMENTS

POL056 Social Media Policy:

- Section 5.9 General Enquiries After hours emergency procedure was added.
- Attachment 1: Current Social Media Platforms - Youth Council Facebook and Youth Council Instagram platforms were added.

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES**Theme**

Policy

Strategy

N/A

Action

N/A

ISSUES AND IMPLICATIONS

Policy

- POL018 Website Policy
- POL047 Media and Public Relations Policy
- POL056 Social Media Policy

Financial

- N/A

Legal / Statutory

- N/A

Community Engagement / Communication

- This matter is being presented in the ordinary business paper for discussion.

RISKS

Policies being out of date.

OPTIONS

The options available for Council are to either:

1. Endorse the proposed amendments to the presented policies; or
2. Not endorse the proposed amendments to the presented policies and require identified changes.

CONCLUSION

The recommendation will be that Council receives the minor changes and adopts POL018 Website Policy, POL047 Media and Public Relations Policy and POL056 Social Media Policy.

12 REPORTS OF THE DEPUTY GENERAL MANAGER CORPORATE AND COMMUNITY SERVICES

12.1 MONTHLY STATEMENT OF INVESTMENTS - JULY 2025

Document ID: 818465

Author: Chief Financial Officer

Authoriser: Acting Deputy General Manager Corporate & Community Services

Theme: Statutory and Compulsory Reporting – Financial / Audit

Attachments: Nil

RECOMMENDATION

That Council:

1. Receives and notes the Statement of Investments as at 31 July 2025

PURPOSE

The purpose of this report is to provide details to Council of its investment portfolio as at 31 July 2025, and confirm that Council's Responsible Accounting Officer has certified that the investments listed have been made in accordance with the *Local Government Act 1993* ("the Act"), the *Local Government (General) Regulation 2021* ("the Regulation") and Council's Investment Policy.

SUMMARY

In accordance with clause 212 of the Regulation, the Responsible Accounting Officer must provide Council with a monthly written report setting out details of Council's investments under section 625 of the Act. The report must also include certification that Council's investments have been made in accordance with the Act, the Regulation, and Council's adopted Investment Policy.

Table 1 summarises the value of Council's investments. As illustrated, Council's investments totalled \$29.138M as at 31 July 2025. Actual interest income to 31 July 2025 is \$102795.91 which compares favourably with the cumulative budgeted amount of \$53330

Table 1 Summary of Council's investments as at 31 July 2025

Fund	Balance
General	20,793,035.07
Water	5,579,526.09
Sewerage	2,707,680.78
Trust	58,755.19
Total	29,138,997.13

BACKGROUND

Council's Chief Financial Officer monitors the organisation's cash flow daily, with surplus funds being invested in accordance with Council's Investments Policy, as well the statutory requirements outlined in the Act and the Regulation.

Subject to those constraints, Council's objective when investing funds is to obtain the most favourable rate of interest, whilst taking into consideration the risks and security associated with the investment, as well as ensuring that Council's liquidity requirements are also being met.

Council seeks independent advice for investments and consults with its investment advisor (Arlo Advisory Pty Ltd) in managing the portfolio to ensure that returns are maximised, considering diversification and risk. A complete analysis of the performance is addressed in the Monthly Investment Review Report, appended at *Attachment 1*, prepared by the investment advisor.

Included in this report are the following items that highlight Council's investment portfolio performance for the month and an update on the investment environment:

- Council's investment for the month
- Application of Investment Funds
- Investment Portfolio Performance
- Investment Commentary
- Responsible Officer Certification

Council Term Deposits					
Borrower	Value	%	Yield	Rating	Maturity
National Australia Bank (On call)	1,380,830.46	4.75%	0.60%	A-1+	31 Jul 2025
National Australia Bank	1,000,000.00	3.44%	4.70%	A-1+	14 Aug 2025
National Australia Bank	1,000,000.00	3.44%	5.00%	A-1+	19 Nov 2025
National Australia Bank	1,000,000.00	3.44%	5.10%	A-1+	26 Nov 2025
National Australia Bank	1,000,000.00	3.44%	5.05%	A-1+	4 Dec 2025
National Australia Bank	1,000,000.00	3.44%	5.00%	A-1+	19 Dec 2025
Commonwealth Bank	1,000,000.00	3.44%	4.75%	A-1+	1 Oct 2025
Suncorp	1,000,000.00	3.44%	5.13%	A-1+	22 Sep 2025
Suncorp	1,000,000.00	3.44%	5.00%	A-1+	20 Oct 2025
Suncorp	1,000,000.00	3.44%	4.96%	A-1+	20 Jan 2026
Suncorp	500,000.00	1.72%	4.70%	A-1+	29 Dec 2025
Bendigo Bank	1,000,000.00	3.44%	4.09%	A-2	16 Mar 2026
Bendigo Bank	1,000,000.00	3.44%	4.09%	A-2	2 Apr 2026
IMB	1,000,000.00	3.44%	4.75%	A-2	22 Jul 2025
Australian Unity	1,000,000.00	3.44%	4.25%	A-2	5 Jun 2026
Australian Unity	1,000,000.00	3.44%	4.25%	A-2	15 Jun 2026
Bank of Us	1,000,000.00	3.44%	4.10%	A-2	26 Jun 2026
Bank of Vic	1,000,000.00	3.44%	4.35%	A-2	14 Apr 2026
Bank of Vic	1,000,000.00	3.44%	4.40%	BBB+	14 Apr 2027
Bank of Vic	1,000,000.00	3.44%	4.10%	BBB+	3 May 2027
Bank of Queensland	1,000,000.00	3.44%	4.19%	A-2	9 Feb 2026
Westpac Bank	1,000,000.00	3.44%	4.83%	A-1+	28 Aug 2025
Westpac Bank	1,000,000.00	3.44%	4.94%	A-1+	2 Sep 2025
Westpac Bank	1,000,000.00	3.44%	5.10%	A-1+	25 Nov 2025
Westpac Bank	1,000,000.00	3.44%	4.89%	A-1+	9 Jan 2026
Westpac Bank	1,000,000.00	3.44%	4.70%	A-1+	27 Feb 2026
Westpac Bank	1,000,000.00	3.44%	4.63%	A-1+	3 Mar 2026
Westpac Bank	1,000,000.00	3.44%	4.38%	A-1+	19 May 2026
Westpac Bank	1,000,000.00	3.44%	4.15%	A-1+	12 Jun 2026
Westpac Bank	200,000.00	0.69%	4.05%	AA-	1 Jul 2026
Total Council Funds	29,080,830.46	99%			

This report concludes with the Responsible Officer's Certification.

Application of Restricted Funds		
Allocation	Description	\$'000
External Restrictions	Water Supply	\$ 5,579
	Sewer Supply	\$ 2,707
	Developer Contributions	\$ 559
	Unexpended Grants	\$ 4,784
	Stormwater	\$ 41
	Crown Lands	\$ 423
Internally Restricted	Discretion of Council	\$ 14,864
Unrestricted	Allocated to current budget	\$ 181
Total		\$ 29,138

Investment Portfolio Performance

Actual interest received for the month totalled \$102,795.91 which compares favourably with the budget for the period of \$53,333 – outperforming budget for the month by \$49,462.91.

Council's outperformance to budget for July is mainly due to better than budgeted returns of Council investment portfolio as well as a higher than anticipated investment portfolio balance.

Council's Cash and At-Call accounts are utilised for daily cash flow management and need to be available to meet operating and contractual payments as they fall due.

For the month of July, the portfolio (excluding cash) provided a solid return of +0.40% (actual) or +4.77% p.a (annualised), outperforming the benchmark AusBond Bill Index return of +0.010% (actual) or +1.17% p.a (annualised).

As at the end of July 2025, Council's deposit portfolio was yielding 4.60% p.a (down 6bp from the previous month), with a weighted average duration of around 212 days (~7 months). Arlo Advisory has recommended incrementally increases this duration up to a minimum nine months this calendar year, to optimise returns in the long run.

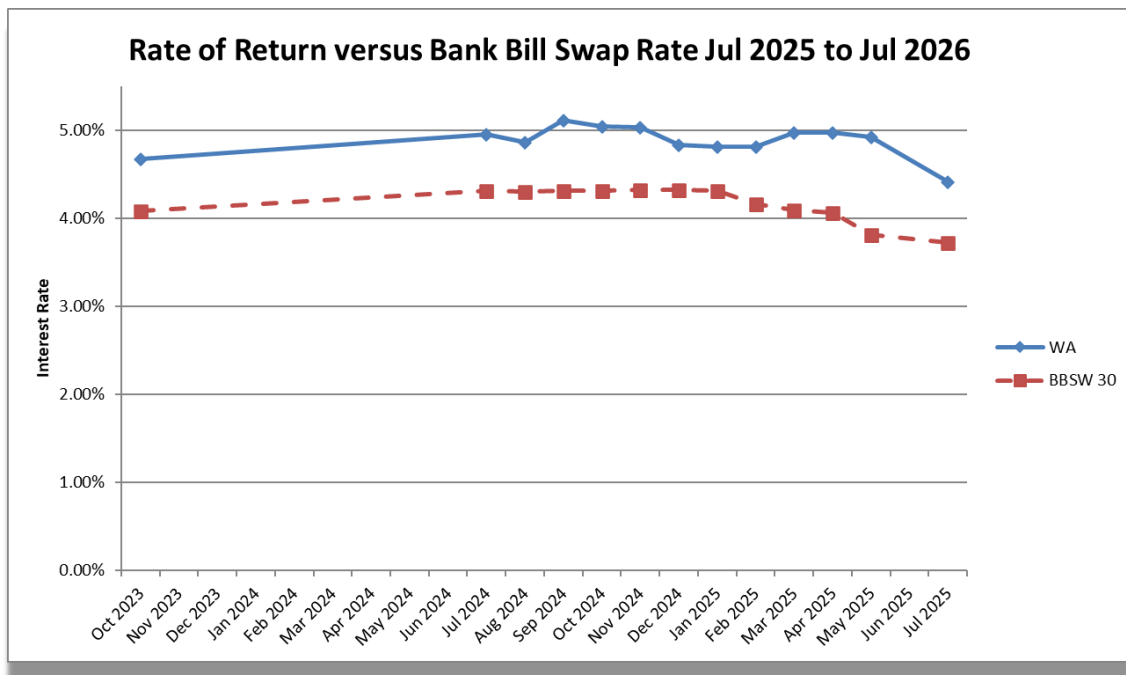
Council's performance (excluding cash) for the month ending July 2025 is summarised as follows:

Performance (Actual)	1 month	3 months	6 months	FYTD	1 year
Official Cash Rate	0.32%	0.96%	1.95%	0.32%	4.16%
AusBond Bank Bill Index	0.30%	0.97%	2.02%	0.30%	4.31%
Council's Portfolio [^]	0.40%	1.19%	2.41%	0.40%	5.00%
Outperformance	0.10%	0.23%	0.39%	0.10%	0.68%

[^]Total portfolio performance excludes Council's cash account holdings. Quoted returns longer than 3 months are indicative as we do not have historical positions of the portfolio.

Performance (Annualised)	1 month	3 months	6 months	FYTD	1 year
Official Cash Rate	3.85%	3.85%	3.97%	3.85%	4.16%
AusBond Bank Bill Index	3.60%	3.89%	4.11%	3.60%	4.31%
Council's Portfolio [^]	4.77%	4.82%	4.91%	4.77%	5.00%
Outperformance	1.17%	0.94%	0.80%	1.17%	0.68%

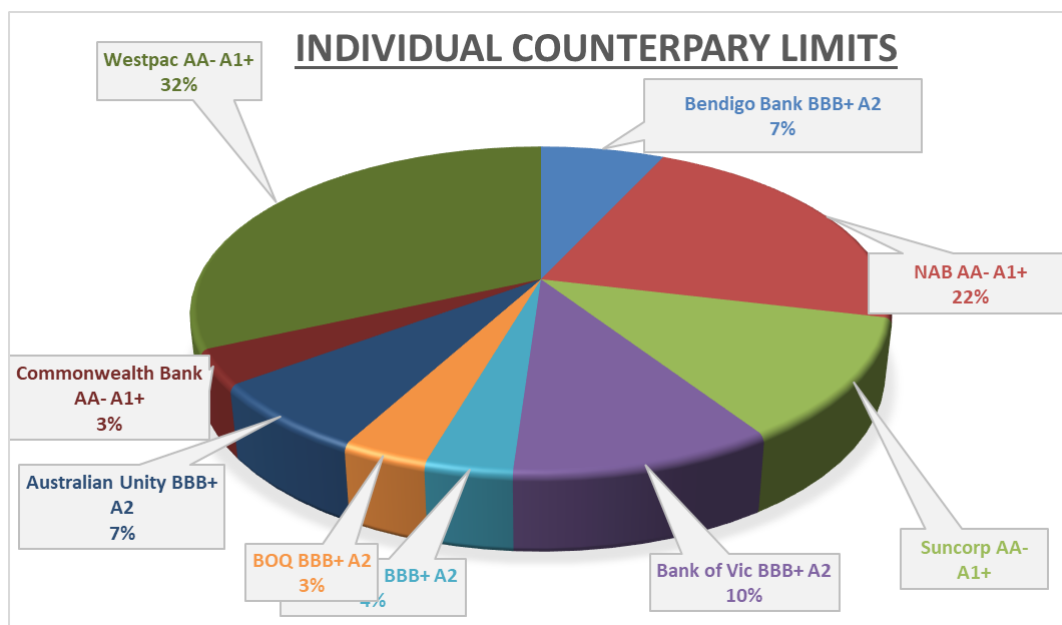
[^]Total portfolio performance excludes Council's cash account holdings. Quoted returns longer than 3 months are indicative as we do not have historical positions of the portfolio.



Investment Commentary

Council's investment portfolio is well diversified in complying assets across the entire credit spectrum. It is also well diversified from a rating perspective. Credit quality is diversified and is predominately invested amongst the investment grade Authorised Deposit-taking Institutions (ADI's) (being BBB+ or higher).

All investments are with the defined Policy limits, as outlined in the Rating Allocation chart below:



Investment Portfolio Balance

Council's investment portfolio balance decreased over the past month by \$1.758M from \$30.838M to \$29.080M. This decrease is due to not reinvesting a term deposit for cash flow purposes over the new financial year.

RESPONSIBLE ACCOUNTING OFFICER (RAO) CERTIFICATION

- a. I hereby certify that the investments listed above have been made in accordance with section 625 of the *Local Government Act 1993*, clause 212 of the *Local Government (General) Regulation 2021* and Council's Investment Policy.
- b. Council's Investment Policy was reviewed and adopted on 15 March 2024.

12.2 MONTHLY FINANCIAL PERFORMANCE REPORT - JULY 2025**Document ID: 818467****Author: Chief Financial Officer****Authoriser: Acting Deputy General Manager Corporate & Community Services****Theme: Statutory and Compulsory Reporting – Financial / Audit****Attachments: Nil****RECOMMENDATION**

That Council:

1. Receives and notes the Monthly Financial Performance Report for the month of July 2025, as detailed in this report.

PURPOSE

The purpose of this report is to provide Council with an overview of the organisation's financial position and performance for the month of July 2025.

SUMMARY**Consolidated Operating Statement**

All figures shown in the below table are shown as they appear in Council's management accounting system. Income is shown as negative (-), and expenses are shown as positive (+) numbers. Any amendments to Council's budget that may be required in response to significant variances are done so via the Quarterly Budget Review ("QBR") process.

Table 1 Consolidated Income Statement – July 2025

Consolidated Income Statement July	Original Budget \$'000	Actual YTD \$'000	Variance YTD \$'000	Actual vs Budget %
Income from continuing operations				
Rates and annual charges	12,107	12,018	89	99%
User charges and fees	3,053	292	2,761	10%
Other revenues	1,190	107	1,083	9%
Grants and contributions - operating	9,436	12	9,424	0%
Grants and contributions - capital	16,842	7	16,835	0%
Interest and investment revenue	947	103	844	11%
Other income	242	-	242	0%
Net gain from the disposal of assets	92	-	92	0%
Total income from continuing operations	43,909	12,539	31,370	
Expenses from continuing operations				
Employee benefits and on-costs	10,035	897	9,138	9%
Materials and services	7,162	977	6,185	14%
Borrowing costs	181	-	181	0%
Depreciation and amortisation	6,803	-	6,803	0%
Impairment of receivables	6	4	2	67%
Other expenses	454	1	453	0%
Total expenses from continuing operations	24,641	1,879	22,762	
Operating result from continuing operations	19,268	10,660	8,608	
Operating result before capital grants & cont.	2,426	10,653	(8,227)	

Financial Performance by Fund

The following tables summarise Council's financial performance for the reporting period by Fund.

Table 2 General Fund Operating Statement – July 2025

General Fund Income Statement July	Original Budget \$'000	Actual YTD \$'000	Variance YTD \$'000	Actual vs Budget %
Income from continuing operations				
Rates and annual charges	9,261	9,210	51	99%
User charges and fees	1,534	43	1,491	3%
Other revenues	1,190	107	1,083	9%
Grants and contributions - operating	9,436	12	9,424	0%
Grants and contributions - capital	16,598	-	16,598	0%
Interest and investment revenue	711	73	638	10%
Other income	242	-	242	0%
Net gain from the disposal of assets	92	-	92	0%
Total income from continuing operations	39,064	9,445	29,619	
Expenses from continuing operations				
Employee benefits and on-costs	9,274	818	8,456	9%
Materials and services	5,183	950	4,233	18%
Borrowing costs	65	-	65	0%
Depreciation and amortisation	5,598	-	5,598	0%
Impairment of receivables	6	4	2	67%
Other expenses	454	1	453	0%
Total expenses from continuing operations	20,580	1,773	18,807	
Operating result from continuing operations	18,484	7,672	10,812	
Operating result before capital grants & cont.	1,886	7,672	(5,786)	

Table 3 Water Fund Operating Statement – July 2025

Water Fund Income Statement July	Original Budget \$'000	Actual YTD \$'000	Variance YTD \$'000	Actual vs Budget %
Income from continuing operations				
Rates and annual charges	984	978	6	99%
User charges and fees	1,328	232	1,096	17%
Other revenues	-	-	-	0%
Grants and contributions - operating	-	-	-	0%
Grants and contributions - capital	236	7	229	3%
Interest and investment revenue	211	19	192	9%
Other income	-	-	-	0%
Net gain from the disposal of assets	-	-	-	0%
Total income from continuing operations	2,759	1,236	1,523	
Expenses from continuing operations				
Employee benefits and on-costs	396	45	351	11%
Materials and services	1,275	4	1,271	0%
Borrowing costs	-	-	-	0%
Depreciation and amortisation	718	-	718	0%
Impairment of receivables	-	-	-	0%
Other expenses	-	-	-	0%
Total expenses from continuing operations	2,389	49	2,340	
Operating result from continuing operations	370	1,187	(817)	
Operating result before capital grants & cont.	134	1,180	(1,046)	

Table 4 Sewer Fund Operating Statement – July 2025

Sewer Fund Income Statement July	Original Budget \$'000	Actual YTD \$'000	Variance YTD \$'000	Actual vs Budget %
Income from continuing operations				
Rates and annual charges	1,862	1,830	32	98%
User charges and fees	191	17	174	9%
Other revenues	-	-	-	0%
Grants and contributions - operating	-	-	-	0%
Grants and contributions - capital	8	-	8	0%
Interest and investment revenue	25	11	14	44%
Other income	-	-	-	0%
Net gain from the disposal of assets	-	-	-	0%
Total income from continuing operations	2,086	1,858	228	
Expenses from continuing operations				
Employee benefits and on-costs	365	34	331	9%
Materials and services	704	23	681	3%
Borrowing costs	116	-	116	0%
Depreciation and amortisation	487	-	487	0%
Impairment of receivables	-	-	-	0%
Other expenses	-	-	-	0%
Total expenses from continuing operations	1,672	57	1,615	
Operating result from continuing operations	414	1,801	(1,387)	
Operating result before capital grants & cont.	406	1,801	(1,395)	

Investments and Borrowings

Clause 212 of the *Local Government (General) Regulation 2021* requires the Responsible Accounting Officer (Chief Financial Officer) to provide Council with a monthly written report setting out details of Council's investments under section 625 of the *Local Government Act 1993* ("the Local Government Act"). Accordingly, details of Council's investments and borrowings as at 31 July 2025 are set out in a separate report included in this Business Paper.

Capital Works

As at 31 July 2025, capital expenditure is \$349,457 against a YTD budget of \$10,655,485.89. Commitments (approved purchase orders to external suppliers) of \$1,037,816 have been raised for delivery this year.

Current expenditure against budget indicates that delivery of works is trending behind the anticipated timing, noting that delivery of works typically accelerates in the second half of the financial year. Delivery of works can be impacted by several factors, including weather conditions, availability of suppliers, and any required procurement and approval processes.

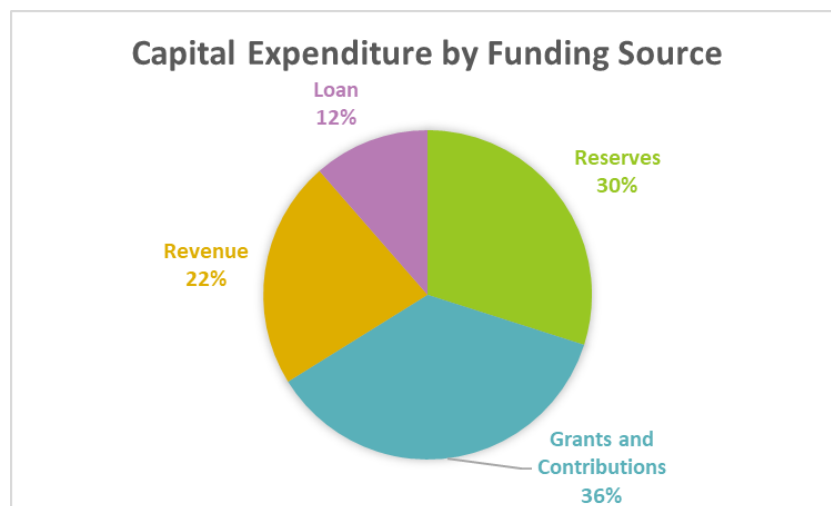
Detailed information on the delivery of Council's Capital Works Program is contained in quarterly Capital Works Reports provided to Council.

Table 5 Capital Expenditure - July 2025

Department	Original Budget	Revised Budget	Committed	YTD Actuals	Balance
	000's	000's	000's	000's	000's
Administration	147	147	74	26	146
Environment	120	120		22	- 46
Housing & Community Amenities	50	50	-	-	50
Transport & Communication	5,316	5,316	364	177	5,316
Economic Affairs	2,383	2,383	305	59	2,035
Recreation and Culture	568	568	292	29	568
Water Supply Network	1,432	1,432	3	28	1,429
Sewerage Network	625	625	-	8	624
Public Order & Safety	15	15	-	-	15
	10,655	10,655	1,038	349	10,137

Council's capital expenditure is funded via a combination of grants, contributions, restricted funds and general revenue. *Figure 1* illustrates capital expenditure for the reporting period by funding source.

Figure 1 Capital Expenditure by Funding Source



Bank Balances

The table below sets out the funds held in Council's operating account as at 31 July 2025.

Table 6 Bank Balances – July 2025

Bank Balances	Amount
Cash Book	
Opening Cash Book Balance	\$609,604
Plus Receipt	\$5,039,075
Less Payments	\$5,200,983
CURRENT CASH BOOK BALANCE	\$447,696
Statement Summary	
Opening Statement Balance	\$609,604
Plus Receipts	\$4,955,741
Less Payments	\$5,134,410
	\$430,935
Uncleared receipts/payments	\$16,761
Closing Statement Balance	0
Overdraft limit arranged with Bank 01/01/1989	\$350,000

BACKGROUND

The monthly Financial Performance Report has been prepared by Council's Responsible Accounting Officer (Chief Financial Officer) in accordance with the requirements of the:

- *Local Government Act 1993*
- *Local Government (General) Regulation 2021*
- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards.

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES

Theme

1. Our Leadership

Strategy

- 1.1. Model bold and transparent leadership.

Activity

- 1.1.1. Provide open and transparent decision-making and undertake the civic duties of Council with professionalism and integrity.

ISSUES AND IMPLICATIONS

Policy

- There are no policy implications for Council associated with this report.

Financial

- This report illustrates Council's financial position as at the end of the reporting month.

Legal / Statutory

- Section 8B of the Local Government Act mandates the principles of sound financial management that apply to local councils. Specifically, section 8B(c) provides that councils should have effective processes for performance management and reporting in place to support effective financial decision-making

Community Engagement / Communication

- There are no community engagement or communication requirements for Council associated with this report.

RISKS

As noted above, Council is required to implement appropriate processes for performance management and reporting to support informed financial decision-making. Provision of this monthly report enables Councillors to better understand the organisation's financial position and overall performance, thereby supporting informed decision-making.

CONCLUSION

Council's financial position remains sound. It is recommended that Council resolves to receive and note the Financial Performance Report for the month of July 2025.

12.3 GRONG GRONG SPORTSGROUND - OUTCOME OF CONSULTATION PHASE FOR ISSUE OF SHORT-TERM LICENCE

Document ID: 819333

Author: Governance and Engagement Manager

Authoriser: Acting Deputy General Manager Corporate & Community Services

Theme: Our Leadership

Attachments: 1. Proposed Grong Grong Sportsground Short-term Licence (under separate cover) 

RECOMMENDATION

That Council:

1. Notes the responses received during the consultation phase to issue a short-term licence for the Grong Grong Sportsground (Reserve 559010) to the Grong Grong Horse Sports Incorporated; and
2. Supports the proposal by resolving to enter into an initial 12-month short-term licence for use of the Grong Grong Sportsground (Reserve 559010) with the Grong Grong Horse Sports Incorporated for the purpose of Equine Events and Dog Agility Events; and
3. Resolves to renew the short-term licence agreement for four consecutive additional 12-month option periods (maximum term of five years); and
4. Agrees to pay the annual licence fee of \$669.90 (incl GST) for 2025-26 from the Contributions to Local Organisations Expenditure account.
5. Provides delegated authority to the Mayor and the General Manager to sign the initial short-term licence agreement and the future four option periods.

PURPOSE

The purpose of this report is to inform Council of the outcome of the community consultation phase for the issue of a short-term licence for the Grong Grong Sportsground to the Grong Grong Horse Sports Incorporated for a period of 12 months.

SUMMARY

Council considered a written request to issue a short-term licence for the Grong Grong Sportsground at its 15 April 2025 meeting with the following recommendation adopted:

12.5 GRONG GRONG SPORTSGROUND - REQUEST FROM GRONG GRONG HORSE SPORTS INCORPORATED FOR EXCLUSIVE SHORT-TERM LICENCE

RESOLUTION 25/065

Moved: Cr Jenny Clarke OAM

Seconded: Cr Bob Manning

That Council:

1. Receives and notes the correspondence from Grong Grong Horse Sports Incorporated, appended at *Attachment 1*, requesting an exclusive short-term licence for Reserve 559010 being the Grong Grong Sportsground.
2. Endorses consultation with relevant stakeholders, as detailed in this report, in relation to Grong Grong Horse Sport Incorporated's request.
3. Pursuant to section 2.20 of the *Crown Land Management Act 2016* and clause 31(3) of the *Crown Land Management Regulation 2018*, grants Grong Grong Horse Sports Incorporated an exclusive short-term licence for part of Reserve 559010 being the Grong Grong Sportsgrounds, subject to no adverse submissions being received in

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15 April 2025

the stakeholder consultation process.

CARRIED

BACKGROUND

Following the adoption of the recommendation, the proposal was advertised for four weeks concluding 25 July 2025 in accordance with the requirements of the *Crown Land Management Act 2016* with the following outcomes:

Consultation details	Response
Correspondence and a fact sheet issued to 12 adjoining property owners	No responses received
Correspondence and a fact sheet issued to the NSW Aboriginal Land Council as an interested stakeholder	1 x Non-objection Advised that the proposed short-term licence is not likely to impact the condition of the land, and the licence is in accordance with the reserve purpose
Correspondence and a fact sheet issued to the Narrandera Local Aboriginal Land Council as an interested stakeholder	No response received
Correspondence and a fact sheet issued to both the Dangar and Griffith Offices of Crown Land NSW	1 x Non-objection Advised that Crown Land NSW consent is not required because the proposed 12-month short-term licence is in accordance with the proposed purpose
Signage was installed at the access points to the Grong Grong Sportsground advising of the	1 x Supporting submission 1 submission supporting the proposal was

proposal Fact sheets were also placed at the Grong Grong General Store and the Grong Grong Hotel as part of the community consultation Promotion by Council using its website and social media platforms was used for the exhibition period concluding Friday 25 July 2025	received with the following comment: <i>'Fully support the idea to go ahead. Can't wait to get started and get something going!'</i>
--	--

Crown Land NSW establishes the minimum licence fee to be levied each financial year with the 2025-26 fee being \$669.90 (including GST). Given that this is the initial short-term licence, it is proposed that as a gesture of goodwill the amount of \$669.90 be payable by Council from the Contributions to Local Organisations Expenditure account which currently has an available balance of \$1,607.

Because the short-term licence for the current 2025-26 financial year is for a maximum of 12 months, the recommendation to Council will be to resolve to enter into four future short-time licences to reduce the administrative requirement to advertise the proposal each year. The issuing of future licence renewals will be dependent upon any breaches or non-compliance with the licence agreement for the preceding licenced periods.

The proposed short-term licence been based on the NSW Crown Lands template is included within this report as **Attachment 1**.

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES

Theme

2. Our Community

Strategy

2.2. Promote active and healthy living.

Activity

2.2.1. Provide sport, recreation and play space facilities that promote active and healthy living.

ISSUES AND IMPLICATIONS

Policy

- Nil

Financial

- Council to pay the initial short-term annual licence fee of \$669.90 (including GST) from the Contributions to Local Organisations Expenditure account

Legal / Statutory

- *Local Government Act 1993*
- *Crown Land Management Act 2016*
- *Crown Land Management Regulation 2018*

Community Engagement / Communication

- The four week community consultation phase concluded Friday 25 July 2025

RISKS

There are no perceived risks given that Council has undertaken due diligence during the consultation phase, with key stakeholders not objecting to the proposal and a submission received supporting the issue of a short-term licence.

OPTIONS

The options available to Council are:

1. Enter into a single short-term licence agreement with the Grong Grong Horse Sports Incorporated for Reserve 559010 being the Grong Grong Sportsground for the purpose of Equine Events and Dog Agility Events; or
2. Enter into a maximum of five short-term licence agreements (renewed annually) with the Grong Grong Horse Sports Incorporated for Reserve 559010 being the Grong Grong Sportsground for the purpose of Equine Events and Dog Agility Events; or
3. Not support a short-term licence agreement with the Grong Grong Horse Sports Incorporated for Reserve 559010 being the Grong Grong Sportsground.

CONCLUSION

Grong Grong Horse Sports Incorporated appears to be an energetic group committed to using an underutilised facility within the village of Grong Grong.

The recommendation will be for Council to enter into a maximum of five short-term licence agreements (renewed annually) with Grong Grong Horse Sports Incorporated for Reserve 559010 being the Grong Grong Sportsground for the purpose of Equine Events and Dog Agility Events.

12.4 DELIVERY PROGRAM 2022-26 END-OF-REPORTING YEAR PROGRESS REPORT - 30 JUNE 2025**Document ID: 819397****Author: Governance and Engagement Manager****Authoriser: Acting Deputy General Manager Corporate & Community Services****Theme: Our Leadership****Attachments: 1. Delivery Program 2022-26 End-of-Year Progress Report - 30 June 2025 (under separate cover) ****RECOMMENDATION**

That Council:

1. Receives and notes the Delivery Program 2022-26 End-of-Reporting Year Progress Report at 30 June 2025, appended as **Attachment 1**, and
2. Publishes the report to the community via Council's website.

PURPOSE

The purpose of this report is to provide Council with a progress report on the implementation of the organisation's four-year Delivery Program for the six-month period from 1 January 2025 to 30 June 2025 inclusive.

SUMMARY

The Delivery Program 2022-26 End-of-Reporting Year Progress Report at 30 June 2025, appended at **Attachment 1**, summarises Council's progress in achieving the various actions, projects and programs outlined in the Delivery Program over the six-month period from 1 January 2025 to 30 June 2025 inclusive.

Council has committed to delivering 59 actions during the life of this plan which concluded 30 June 2025. These actions focus on achieving the Narrandera Shire community's vision as outlined in the Community Strategic Plan.

Each of the 59 actions contained in the Delivery Program have been assigned to a member of Council's Executive and Management team for completion. The responsible officer is then responsible for monitoring the successful delivery of the action and providing progress reports using this reporting process.

BACKGROUND

The Integrated Planning and Reporting framework contained in the *Local Government Act* 1993 requires Council to develop and adopt a suite of strategic documents that include the 10-year Community Strategic Plan, four-year Delivery Program and the annual Operational Plan. Council's General Manager must ensure that regular progress reports are provided to Council detailing the organisation's progress towards implementing the Delivery Program and Operational Plan.

Status Report

As at 30 June 2025, 20 actions (34%) of the 59 actions are complete, with a further 13 actions (22%) having a continuing commitment to the delivery of outcomes, and 26 actions (44%) are progressing. No actions have been deferred or are yet to commence.

Table 1 Action Status by Department

Department	Action Status				Total
	Not Yet Commenced	Ongoing Commitment	Progressing	Completed	
Corporate and Community Services	0	4	7	3	14
Executive Services	0	6	11	6	23
Infrastructure Services	0	10	9	3	22
Total	0	20	27	12	59

Key Achievements

Actions achieved in the reporting period include:

- Contractors replaced existing public CCTV cameras and are completing installation of the final new cameras as part of the grant funded project. Narrandera Police have had access to both live and recorded footage from the public cameras since September 2024.
- The Narrandera-Leeton Community Transport service provided: 2,152 trips to CHSP clients aged 65 years and over (or 50 years and over for Aboriginal and Torres Strait Islander persons); 3,321 trips made available to transport disadvantaged persons including taxi vouchers; 26 Department of Veteran Affairs trips; 534 trips through brokerage arrangements; 687 trips for non-emergency health related trips; and 32 trips to NDIS participants. Total kilometres travelled within the past six months was a staggering 104,219 kilometres.
- Council continued to collaborate with the Narrandera Koala Regeneration Committee to support its ongoing work to protect and grow the region's koala population, with transect markers placed to assist with the 2025 Annual Koala Count and for general information.
- Key environmentally sensitive areas under the control of Council such as Crown Land reserves are managed with awareness and sensitivity. Council continued to manage environmentally sensitive areas with a focus on protection, education, and sustainable access. A key initiative was the upgrade of the Bundidgerry Walking Track along the northern boundary of Lake Talbot, designed to divert pedestrian traffic away from ecologically sensitive zones, helping to minimise disturbance and degradation of native habitats.
- A substantial upgrade of the infants and toddlers play area at Marie Bashir Park was completed. The upgrade features unique, age-specific play equipment, directly reflecting community feedback gathered during the Marie Bashir Park Playground Masterplan consultation process. A new playground was installed at the Narrandera Water Tower precinct, improving access to recreational facilities for residents living north of the railway line.
- Council continued to support the Narrandera Business Group (NBG) and, during this reporting period, a successful grant application secured NSW Government grant funding for the NBG's Spring Fair event for the next three years.
- A funding application was submitted under the National Water Grid Fund to progress the proposed Narrandera Water Treatment Plant project. If the application is

successful, the treatment plant concept design would be completed by mid-2027 calendar year.

- For the reporting year, 75 stray animal reports were received and investigated; 45 dogs and 57 cats were impounded. There was a total of 30 animal registrations, and 63 impounded animals rehomed in the twelve-month period.
- For the reporting year, 53 development applications were determined with a value of \$10,660,920. The determination average was 11.8 days.

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES

Theme

1. Our Leadership

Strategy

- 1.3. Demonstrate good governance

Activity

- 1.3.2. Develop and embed a robust governance and integrity framework.

ISSUES AND IMPLICATIONS

Policy

- There are no policy implications for Council associated with this report.

Financial

- There are no financial implications for Council associated with this report.

Legal / Statutory

- The Delivery Program forms part of Council's IP&R framework, which Council is required to develop and adopt under Section 404 of the *Local Government Act 1993*. Section 404 of the Act requires the General Manager to provide regular reports at least every six months to Council on the progress of actions within the Delivery Program.

Community Engagement / Communication

- This report and attachment will be presented to Council in the ordinary section of the business paper and following adoption, the Delivery Program progress report will be published via Council's website.

RISKS

Provision of this End-of-Year Progress Report as presented ensures Council complies with its statutory obligations in relation to IP&R under the Act.

OPTIONS

1. The options available to Council are: Adopt the Delivery Program 2022-26 six-monthly update at 30 June 2025 as presented; or
2. Require identified amendments before publishing the report to the community.

CONCLUSION

It is recommended that Council support and adopt the attached document titled Delivery Program 2022-26 End-of-Year Report at 30 June 2025 as presented and publish the report to the community via Council's website.

12.5 DISABILITY INCLUSION ACTION PLAN 2022-26 END-OF-REPORTING YEAR PROGRESS REPORT - 30 JUNE 2025**Document ID: 819416****Author: Governance and Engagement Manager****Authoriser: Acting Deputy General Manager Corporate & Community Services****Theme: Our Leadership****Attachments: 1. Disability Inclusion Action Plan 2022-26 End-of-Year Progress Report - 30 June 2025 (under separate cover) ****RECOMMENDATION**

That Council:

1. Receives and notes the Disability Inclusion Action Plan 2022-26 End-of-Reporting Year Progress Report at 30 June 2025, appended as **Attachment 1**, and
2. Publishes the report to the community via Council's website.

PURPOSE

The purpose of this report is to provide Council with a progress report on implementation of the organisation's four-year Disability Inclusion Action Plan, for the six-month period from 1 January 2025 to 30 June 2025 inclusive.

SUMMARY

This plan was developed in consultation with the community to demonstrate Council's commitment to improve access, inclusion, and the quality of life for people living with disabilities.

BACKGROUND

The Disability Inclusion Action Plan (DIAP) 2022-26 End-of-Year Progress Report at 30 June 2025, appended at **Attachment 1**, summarises Council's progress in achieving the various actions, projects and programs outlined in the DIAP over the six-month period from 1 January 2025 to 30 June 2025 inclusive.

Council committed to delivering 12 actions during the life of the plan which concluded 30 June 2025. These actions were focussed on achieving the Narrandera Shire community's vision as outlined in the Community Strategic Plan.

Each of the 12 actions contained in the DIAP have been assigned to a member of Council's Executive and Management team for completion. The responsible officer is responsible for monitoring the successful delivery of the action and providing progress reports using this reporting process.

Status Report

As of 30 June 2025, four (33%) of the 12 actions scheduled for delivery in 2024-25 have been completed, with a further 8 actions (67%) actions having an ongoing commitment or are progressing. No actions have been deferred or are yet to commence.

Table 1 Action Status by Department

Department	Action Status				Total
	Not Yet Commenced	Ongoing Commitment	Progressing	Completed	
Corporate and Community Services	0	2	1	1	4
Executive Services	0	0	4	3	7
Infrastructure Services	0	1	0	0	1
Total	0	3	5	4	12

Key Achievements

Actions achieved in the reporting period include:

- The refreshed Narrandera Shire Council Disability Inclusion Action Plan 2025-29 was adopted by Council in June 2025 and provides the road map for improved services and access for the community.
- Following the September 2024 Council election, the Terms of Reference for all Committees were reviewed prior to expressions of interest for membership sought. All committees commit to ensuring access to Council facilities and that they are maintained within the constraints of the buildings involved.
- The Communications Officer is currently looking to include alternative captions on social media posts and to review the Council style guide to ensure digital inclusion, diversity and accessibility for all members of the community.
- Council continues to seek opportunities to promote disability access to commercial property owners and retailers.
- Council has an ongoing commitment to assist disability employment organisations by placing clients in meaningful employment. The Human Resources Manager welcomes discussions with disability providers on employment opportunities as the need arises.
- Current emerging issues include access to transport for residents of aged care facilities, access to mental health services and access to medical services. It is worth noting that Council will continue to advocate to officials for the need to provide accessible transport to residents of local aged care facilities.
- Council is assisting the Narrandera Medical Centre in the retention and attraction of GPs through a recently adopted assistance policy and by making a residence available to a doctor where possible to do so. Council, through grant funding, will be providing mental health workshops throughout 2025 to the youth of the community.

RELEVANCE TO COMMUNITY STRATEGIC PLAN AND OTHER STRATEGIES / MASTERPLANS / STUDIES

Theme

1. Our Leadership

Strategy

1.3. Demonstrate good governance

Activity

1.3.2. Develop and embed a robust governance and integrity framework.

ISSUES AND IMPLICATIONS**Policy**

- There are no policy implications for Council associated with this report.

Financial

- There are no financial implications for Council associated with this report.

Legal / Statutory

- *Local Government Act 1993*
- Council is required to develop and adopt a Disability Inclusion Action Plan under the *Disability Inclusion Act 2014*. The DIAP must outline the individual actions, programs, projects and services Council will undertake to improve access and inclusion for people with disability in the local community.

Community Engagement / Communication

- This report and attachment will be presented to Council in the ordinary section of the business paper and following adoption, the Disability Inclusion Action Plan progress report will be published via Council's website.

RISKS

Provision of this report reflects sector better-practice and ensures Council is actively monitoring the organisation's progress in implementing the endorsed DIAP.

OPTIONS

1. The options available to Council are: Adopt the Disability Inclusion Action Plan 2022-26 six-monthly update at 30 June 2025 as presented; or
2. Require identified amendments before publishing the report to the community.

CONCLUSION

It is recommended that Council support and adopt the attached document titled Disability Inclusion Action Plan 2022-26 End-of-Year Report at 30 June 2025 as presented and publish the report to the community via Council's website.

13 REPORTS OF THE DEPUTY GENERAL MANAGER INFRASTRUCTURE SERVICES

13.1 DEVELOPMENT & ENVIRONMENT SERVICES ACTIVITIES - JULY 2025

Document ID: 819405

Author: Administration Assistant

Authoriser: Deputy General Manager Infrastructure

Theme: Our Environment

Attachments: Nil

RECOMMENDATION

That Council:

1. Receives and notes the Development Services Activities Report for July 2025.

PURPOSE

The purpose of this report is to inform Council of Development Applications and other development services provided during July 2025.

BACKGROUND

Development & Complying Development Applications

A summary of Development and Complying Development Applications processed during the reporting month/s detailed in the following table:

Stage Reached	July
Lodged	3
Stop-the-Clock / Under Referral / Awaiting Information	0
Determined	3

The value of Development and Complying Development Applications approved by Council during the reporting month is detailed in the following tables:

Development Type	2025-2026			
	JULY		Year to Date	
	Number	Value \$	Number	Value \$
Residential	3	\$ 501,000	3	\$ 501,000
Industrial			0	\$ -
Commercial			0	\$ -
Rural Residential			0	\$ -
Subdivisions			0	\$ -

Other			0	\$ -
TOTAL	3	\$ 501,000	3	\$ 501,000

Under the provisions of section 4.59 of the Environmental Planning and Assessment Act Narrandera Shire Council determined the following development applications, applications for modification of development consents and complying development certificate applications during the reporting month.

No	Type	Address	Development Type	Determination	STC / RFI Days	ACTIVE Business Days
CDC 001-25-26	CDC	63 Ferrier St NARRANDERA	Dwelling	Conditionally Approved	-	1
CDC 002-25-26	CDC	69 Twynam St NARRANDERA	Awning	Conditionally Approved	-	1
DA 044-24-25	L	49 Hankinson St NARRANDERA	Shed (residential) and ancillary works	Conditionally Approved	4	13

Type explanation

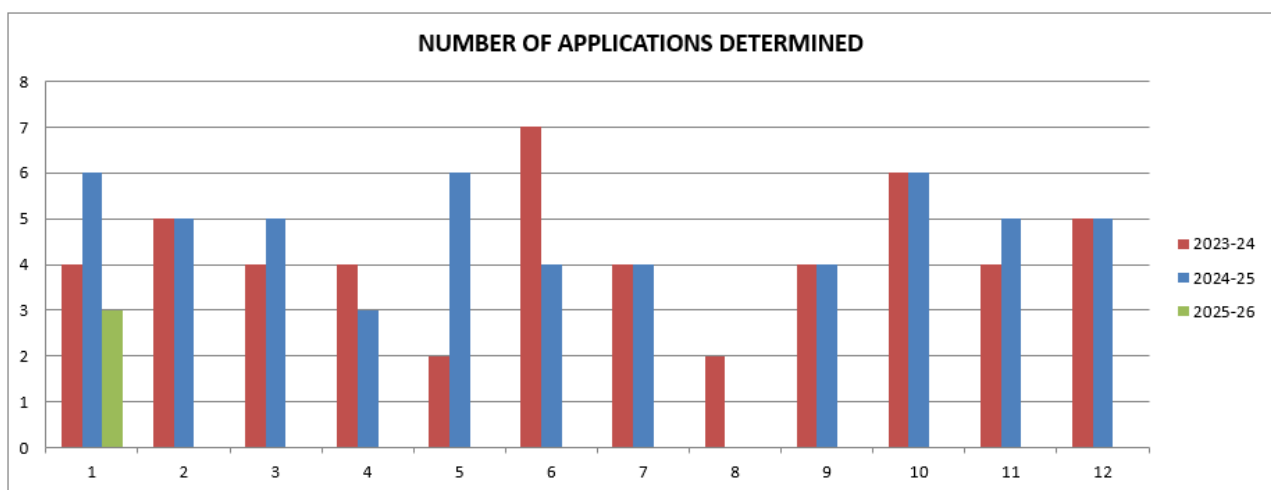
Complying (CDC)	Fast track approval process without the need for a full development application if specific criteria are met.
Local (L) Delegated authority	Merit based assessment where development consent is required. Target determination time of 40 business days.
Council (L/C)	Local development determined by Council at an ordinary meeting.
Integrated (I)	Merit based assessment where approval from other authorities, such as TfNSW, RFS, DPI, is required in addition to development consent. The referral process extends the target determination time to 60 business days.
Modification (M)	Revision of previously approved application. No target determination time.
Stop the Clock (STC)	Calculation of active days stops while additional information required to complete the assessment is obtained from the applicant.
Request for further information (RFI)	Request for further information.

Comparison determination times

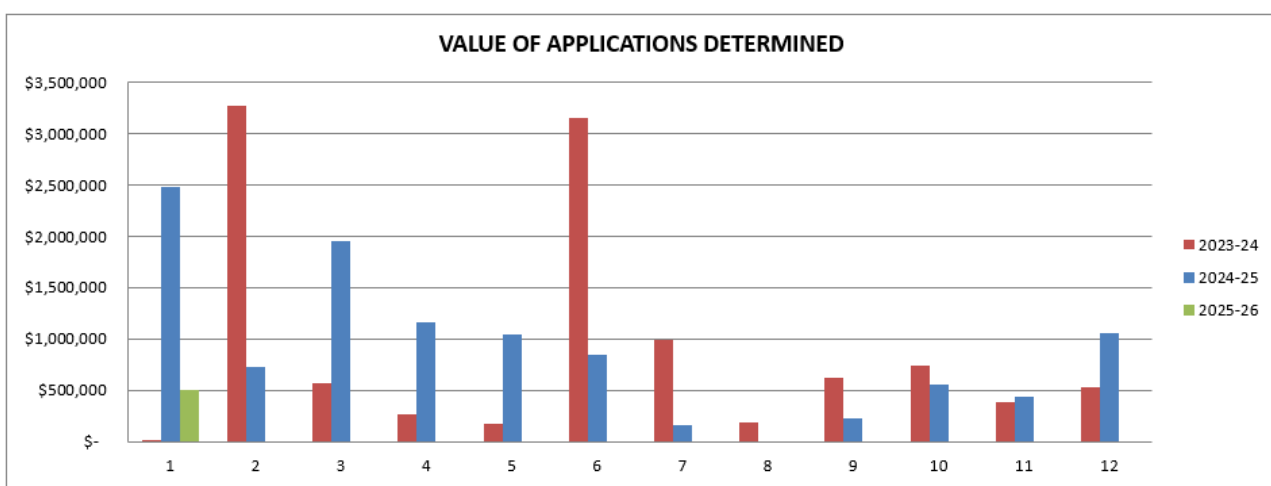
2020-21	Narrandera Shire Council average	30 days
2021-22	Narrandera Shire Council average	25 days
2022-23	Narrandera Shire Council average	18.6 days
2023-24	Narrandera Shire Council average	12.9 days
2024-25	Narrandera Shire Council average	11.8 days
2025-26	Narrandera Shire Council average YTD	5 days*

*due to 2 out of 3 applications being CDCs not requiring notification.

This graph details the comparative number of Development and Complying Development Applications determined by month over the past three years.



This graph details the comparative value of Development and Complying Development Applications determined by month over the past three years.



Certificates Issued

A summary of other development services activities undertaken during the reporting month is detailed in the following table:

Certificate Type	
Construction Certificates	3
Building Certificates	-
Subdivision Certificates	-
Occupation Certificates	1
Section 10.7 Certificates	15
Swimming Pool Compliance Certificates	2
S68 Approvals	-

Construction Activities

A summary of Critical Stage building inspections undertaken during the reporting month is detailed in the following tables:

Building Surveyor Inspections	
Critical Stage Inspections	18

Compliance Activities

A summary of compliance services activities undertaken during the reporting month is detailed in the following tables:

Companion Animal Activity – Dogs	
Impounded	13
Returned	4
Rehomed	13

Companion Animal Activity – Cats	
Impounded	6
Returned	2
Rehomed	13

Compliance Activity	
Call outs	15
Infringement warnings/fines issued	2
Menacing/Dangerous dog incidents	2

14 CONFIDENTIAL MATTERS**RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the *Local Government Act 1993*:

14.1 Narrandera Stormwater Basin - Land Transfer and Replacement

This matter is considered to be confidential under Section 10A(2) - c of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

15 REPORT OF CONFIDENTIAL RESOLUTIONS

16 CONCLUSION OF MEETING