



# NAMBUCCA VALLEY COUNCIL

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## ORDINARY COUNCIL MEETING AGENDA ITEMS 20 AUGUST 2025

Council has adopted the following Vision and Mission Statements to describe its philosophy and to provide a focus for the program areas detailed in its Delivery Program.

### Our Vision

The Nambucca Valley is a vibrant, sustainable, inclusive and connected community that values and respects the Gumbaynggirr culture, it's environment and lifestyle, whilst creating opportunities for a safe and meaningful future for all.

### Our Values in Delivery

- **Professionalism:**  
Show drive and motivation, innovation, risk awareness, an awareness of strengths and weaknesses and a commitment to learning.
- **Accountability:**  
Take responsibility for own actions, act in line with legislation and policy and be open and honest.
- **Community Focus:**  
Commit to delivering customer and community focused services in line with strategic objectives.
- **Team work:**  
Be a respectful, inclusive and reliable team member, collaborate with others and value diversity.
- **Safety:**  
Strive towards a safety focused workplace culture to ensure the wellbeing of staff, their families and the community.
- **Value for Money:**  
Achieve results through efficient use of resources and a commitment to quality outcomes.
- **Leadership (Managers):**  
Engage and motivate staff, develop capability and potential in others and champion positive change.

## **Council Meetings: Overview and Proceedings**

Council meetings are held monthly on the **third Wednesday** of each month commencing at **5.30 pm**. Meetings are held in the Council Chamber at Council's Administration Centre—44 Princess Street, Macksville (unless otherwise advertised).

### **How can a Member of the Public speak at a Council Meeting?**

Public Forums are held each month at 5.30pm on the Tuesday (same week) the day prior to the council meeting, except where Council meetings are held off-site.

#### *1 Addressing Council with regard to an item on the meeting agenda:*

Members of the public are welcome to attend meetings and address the Council. Registration to speak may be made by application on Council's website <https://nambucca.nsw.gov.au/addresscouncil> before 11.00 am on the day of the Public Forum. Public addresses are limited to five (5) minutes per person with a limit of two people speaking for and two speaking against an item.

#### *2 Public forum address regarding matters not on the meeting agenda:*

Nambucca Valley Council believes that the opportunity for any person to address the Council in relation to any matter which concerns them is an important demonstration of local democracy and our values. Accordingly Council allows members of the public to address it on matters not listed in the agenda provided the request is received before publication of the agenda (registration to speak may be made by application on Council's website <https://nambucca.nsw.gov.au/addresscouncil> before 11.00 am on the day of the Public Forum) and the subject of the address is disclosed and recorded on the agenda.

In relation to regulatory or enforcement matters it needs to be understood that the Council has certain legal obligations which will generally prevent the Council from providing an immediate response to any concerns or grievances which may be raised in the public forum. In particular the Council has to provide procedural fairness and consider all relevant information.

Generally this cannot be done with matters which have come direct to Council via the public forum. So the fact that the Council may not immediately agree to the representations and seek a report instead should not be taken to indicate disagreement or disinterest.

Where the subject matter concerns an on-going complaint which has been the subject of previous investigation by Council staff and/or external bodies such as the NSW Ombudsman, the General Manager in consultation with the Mayor will decide on whether or not the person will be allowed to speak in the public forum.

Speakers should address issues and refrain from making personal attacks or derogatory remarks. You must treat others with respect at all times.

## **Council Meeting Audio Recordings**

Council audio records all Council Meetings and the recordings are posted on the website once the Minutes are released. Please note that the audio files could be quite large and may take a while to download.

### **Meeting Agenda**

These are available Council's website: [www.nambucca.nsw.gov.au](http://www.nambucca.nsw.gov.au)

### **For Councillors**

If you would like to submit a Notice of Motion or Question with Notice for an upcoming Council meeting, please use the link [Councillor Notice of Motion/Questions with Notice](#)



# NAMBUCCA VALLEY COUNCIL

## ORDINARY COUNCIL MEETING - 20 AUGUST 2025

### Acknowledgement of Country *(Mayor)*

I would like to acknowledge the Gumbaynggirr people who are the Traditional Custodians of this Land. I would also like to pay respect to the elders both past and present and extend that respect to any Aboriginal People present.

### Council Meeting Audio Recordings *(Mayor)*

This meeting is being webcast and those in attendance should refrain from making any defamatory statements. The Mayor and Councillors are being video recorded.

## AGENDA

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13.2	Tender - T2025-042 Provision of Water Meter Reading Services  <i>It is recommended that the Council resolve into closed session with the press and public excluded to allow consideration of this item, as provided for under Section 10A(2) (c) of the Local Government Act, 1993, on the grounds that the report contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.</i>	
13.3	Tender - T2025-008 Cleaning of Council Amenities and Buildings  <i>It is recommended that the Council resolve into closed session with the press and public excluded to allow consideration of this item, as provided for under Section 10A(2) (c) of the Local Government Act, 1993, on the grounds that the report contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.</i>	
13.4	Budget Variations  <i>It is recommended that the Council resolve into closed session with the press and public excluded to allow consideration of this item, as provided for under Section 10A(2) (f) of the Local Government Act, 1993, on the grounds that the report contains matters affecting the security of the Council, Councillors, Council staff or Council property.</i>	
a	Questions raised by Councillors at 8 above	
i	MOTION TO CLOSE THE MEETING	
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14	MEETING CLOSED TO THE PUBLIC	
15	REVERT TO OPEN MEETING FOR DECISIONS IN RELATION TO ITEMS DISCUSSED IN CLOSED MEETING.	

Statement of ethical obligations:

The Mayor and Councillors are reminded of their Oath/Affirmation of office made under Section 233A of the *Local Government Act 1993* and their obligations under Council's Code of Conduct to disclose and appropriately manage conflicts of interest.

# NAMBUCCA VALLEY COUNCIL



## DISCLOSURE OF INTEREST AT MEETINGS

Name of Meeting: \_\_\_\_\_  
Meeting Date: \_\_\_\_\_  
Item/Report Number: \_\_\_\_\_  
Item/Report Title: \_\_\_\_\_

I \_\_\_\_\_ declare the following interest:  
(name)

☐

**Pecuniary** – must leave chamber, take no part in discussion and voting.

☐

**Non Pecuniary – Significant Conflict** – Recommended that Councillor/Member leaves chamber, takes no part in discussion or voting.

☐

**Non-Pecuniary – Less Significant Conflict** – Councillor/Member may choose to remain in Chamber and participate in discussion and voting.

For the reason that \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Council's Email Address – [council@nambucca.nsw.gov.au](mailto:council@nambucca.nsw.gov.au)

(Instructions and definitions are provided on the next page).

## Definitions

(Local Government Act and Code of Conduct)

**Pecuniary** – An interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated.

*(Local Government Act, 1993 section 442 and 443)*

A Councillor or other member of a Council Committee who is present at a meeting and has a pecuniary interest in any matter which is being considered must disclose the nature of that interest to the meeting as soon as practicable.

The Council or other member must not take part in the consideration or discussion on the matter and must not vote on any question relating to that matter. *(Section 451).*

**Non-pecuniary** – A private or personal interest the council official has that does not amount to a pecuniary interest as defined in the Act (for example; a friendship, membership of an association, society or trade union or involvement or interest in an activity and may include an interest of a financial nature).

If you have declared a non-pecuniary conflict of interest you have a broad range of options for managing the conflict. The option you choose will depend on an assessment of the circumstances of the matter, the nature of your interest and the significance of the issue being dealt with. You must deal with a non-pecuniary conflict of interest in at least one of these ways.

- It may be appropriate that no action is taken where the potential for conflict is minimal. However, council officials should consider providing an explanation of why they consider a conflict does not exist.
- Limit involvement if practical (for example, participate in discussion but not in decision making or visa-versa). Care needs to be taken when exercising this option.
- Remove the source of the conflict (for example, relinquishing or divesting the personal interest that creates the conflict or reallocating the conflicting duties to another officer).
- Have no involvement by absenting yourself from and not taking part in any debate or voting on the issue as if the provisions in section 451(2) of the Act apply (particularly if you have a significant non-pecuniary conflict of interest).

## NAMBUCCA VALLEY COUNCIL

# Ordinary Council Meeting

## MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 16 JULY 2025

The following document is the minutes of the Ordinary Council meeting held **16 JULY 2025**. These minutes are subject to confirmation as to their accuracy at the next meeting to be held on Wednesday **20 AUGUST 2025** and therefore subject to change. Please refer to the minutes of **20 AUGUST 2025** for confirmation.

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### PRESENT

Cr Gary Lee (Mayor)  
Cr Martin Ballangarry OAM  
Cr David Jones  
Cr Ljubov Simson  
Cr Troy Vance

Cr James Angel  
Cr Susan Jenvey  
Cr Tamara McWilliam  
Cr Jane Smith

### ALSO PRESENT

Bede Spannagle (General Manager)  
David Moloney (Director Engineering Services)  
Evan Webb (Chief Financial Officer)

Kristian Enevoldson (Acting Director Corporate Services)  
Daniel Walsh (Manager Development Environment)  
Suzanne Sullivan (Minute Secretary)

### APOLOGIES

Nil

### ACKNOWLEDGMENT OF COUNTRY

I would like to acknowledge the Gumbaynggirr people who are the Traditional Custodians of this Land. I would also like to pay respect to the elders both past and present and extend that respect to any Aboriginal People present.

### COUNCIL MEETING AUDIO RECORDINGS

This meeting is being webcast and those in attendance should refrain from making any defamatory statements. The Mayor and Councillors are being video recorded.

### PRAYER

Pastor Sydney Coatzee from the Nambucca Christian Life Church offered a prayer on behalf of the Nambucca Minister's Association.

### DISCLOSURE OF INTEREST

Nil

## Ordinary Council Meeting

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 16 JULY 2025

### CONFIRMATION OF MINUTES - ORDINARY COUNCIL MEETING

**SUBJECT: CONFIRMATION OF MINUTES - ORDINARY COUNCIL MEETING 18 JUNE 2025**

181/25 **RESOLVED:** (McWilliam/Jenvey)

That the minutes of the Ordinary Council Meeting of 18 June 2025 be confirmed.

**SUBJECT: CONFIRMATION OF MINUTES - SPECIAL MEETING OF COUNCIL 25 JUNE 2025**

182/25 **RESOLVED:** (Jones/Smith)

That the minutes of the Special Meeting of Council of 25 June 2025 be confirmed.

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### ASKING OF QUESTIONS WITH NOTICE

There were no questions with notice.

### QUESTIONS FOR CLOSED MEETING WHERE DUE NOTICE HAS BEEN RECEIVED

There were no questions for Closed Meeting where due notice has been received.

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### MAYORAL MINUTES - LATE

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ITEM L.1	SF3420	160725	Mayoral Minute - Cost Shifting onto Local Government
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MOTION: (Lee/Angel)

That Council:

- 1 Note the findings of the LGNSW Cost Shifting report for the 2023/2024 financial year
- 2 Writes to the local Member for Oxley, Michael Kemp MP and the NSW Minister for Local Government seeking that they address these costs through a combination of regulatory reform and appropriate funding.

AMENDMENT: (Jenvey/Jones)

That Council defer this item and that a report is received back from staff.

Upon being put to the meeting, the amendment was carried. The amendment becomes the motion.

183/25 **RESOLVED:** (Jenvey/Jones)

**That Council defer this item and that a report is received back from staff.**

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## Ordinary Council Meeting

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 16 JULY 2025

### GENERAL MANAGER REPORTS

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ITEM 9.1 SF959 160725 Outstanding Actions and Reports

184/25 **RESOLVED:** (McWilliam/Ballangarry)

**That Council notes the list of outstanding actions and reports.**

Councillor Ljubov Simson left the meeting after the commencement of this item, the time being 5:56 PM.  
Councillor Ljubov Simson returned to the meeting before the conclusion of this item, the time being 6:01 PM.

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### DIRECTOR CORPORATE SERVICES REPORTS

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ITEM 10.1 SF45 160725 2025 LGNSW Annual Conference Voting Delegates

**RESOLVED:** (Jones/Smith)

**That Council temporarily suspend the meeting, to allow for conference delegate voting, the time being 6:05PM.**

The meeting then resumed following the completion of conference delegate voting, the time being 6:11PM.

185/25 **RESOLVED:** (Jenvey/Angel)

**That Council:**

- 1 Nominates the Mayor, Councillor Simson and Councillor Angel as Councillor voting delegates for the 2025 LGNSW Annual Conference.**
- 2 Nominate Councillor Jenvey as an additional delegate to attend the 2025 LGNSW Annual Conference.**

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ITEM 10.2 SF1031 160725 Draft revised Councillor Induction and Professional Development Policy G13

186/25 **RESOLVED:** (Smith/Simson)

**That Council approves the Councillor Induction and Professional Development Policy G13 subject to the below change;**

- Includes Initial Professional Development program meeting to select initial training options to be completed in the first 3 months.**
-

## Ordinary Council Meeting

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 16 JULY 2025

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ITEM 10.3 SF3528 160725 Investment Report for June 2025

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187/25 **RESOLVED:** (Jones/Angel)

**That Council:**

- 1 Notes the Chief Financial Officer's report on Investments for June 2025.**
  - 2 Adopts the certification of the Responsible Accounting Officer for June 2025.**
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ITEM 10.4 SF963 160725 Nominations to Council Section 355 Committees of Management

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188/25 **RESOLVED:** (McWilliam/Smith)

**That Council:**

- 1 Approves the new nomination to the Macksville Park and Sport Section 355 Committee of Management as per the table in the Discussion section in the report.**
  - 2 Provides the successful nominees with a copy of the Terms of Reference, Code of Conduct for Delegates, Section 355 Committee Guidelines and Volunteer Safety Handbook.**
  - 3 Acknowledge the resignation of Nambucca Community & Arts Centre Committee Member Carol McKee and her 13 years of service to Nambucca Valley Council.**
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ITEM 10.5 SF3409 160725 Minutes of the Disability Access and Inclusion Committee 24 June 2025 Meeting

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189/25 **RESOLVED:** (Simson/McWilliam)

**That Council:**

- 1 Notes the minutes of the Disability Access and Inclusion Committee meeting held 29 April 2025.**
  - 2 Endorse the new members to the Committee as per the table in the Discussion section in the report.**
-

## Ordinary Council Meeting

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 16 JULY 2025

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ITEM 10.6 SF3586 160725 Minutes Duguula Bindarray-Garri Nambucca Valley Council  
Aboriginal Advisory Committee

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190/25 **RESOLVEDS:** (Smith/McWilliam)

**That Council:**

- 1 Note the minutes of the 1 July 2025 Duguula Bindarray-Garri Nambucca Valley Council Aboriginal Advisory Committee meeting.**
- 2 Undertake a Reflect level Reconciliation Action Plan (RAP) and approve Community Development Officer to arrange Advisory Committee and Community Workshops for the RAP**

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ITEM 10.7 SF281 160725 Nambucca Valley Youth Council Terms of Reference and  
Councillor Delegate

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191/25 **RESOLVED:** (Smith/McWilliam)

**That Council:**

- 1 Approve Nambucca Valley Youth Council as an Advisory Committee of Nambucca Valley Council.**
- 2 Endorse the Nambucca Valley Youth Council Terms of Reference.**
- 3 Elect Councillor Smith as Delegate to the Nambucca Valley Youth Council.**

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ITEM 10.8 SF1031 160725 Draft revised Library Management Children and Young Persons  
Policy G15

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192/25 **RESOLVED:** (Jenvey/Smith)

**That Council place the draft Library Management Children and Young Persons Policy G15 on public exhibition for 28 days.**

## Ordinary Council Meeting

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 16 JULY 2025

### MANAGER DEVELOPMENT AND ENVIRONMENT REPORTS

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ITEM 11.1 SF1031 160725 Draft Local Approvals and Orders Policies

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193/25 **RESOLVED:** (Angel/Smith)

**That Council:**

- 1 Exhibit the draft Local Approvals Policy and draft Local Orders Policy contained within attachments 1 and 2 in accordance with section 160 of the Local Government Act 1993.
  - 2 At the completion of the exhibition period, consider any submissions received prior to seeking the Departmental Chief Executive's consent for the inclusion of the parts of the draft Local Approvals Policy which specify that a person would be exempt from the necessity to obtain a particular approval from Council (s162 Local Government Act 1993).
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ITEM 11.2 SF3422 160725 Tree Permit Requirements

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194/25 **RESOLVED:** (Jones/Jenvey)

**That:**

- 1 Council notes the information contained within the report.
  - 2 Staff report back to Council in 2 months and the report further deal with funding options for street tree planting.
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ITEM 11.3 SF95 160725 Proposed Restricted Parking Areas

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195/25 **RESOLVED:** (McWilliam/Smith)

**That Council defers this item and holds a workshop prior to the August Council meeting and report back to the September meeting.**

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ITEM 11.4 SF3410 160725 Undetermined Development Applications greater than 12 months, where submissions have been received, or where an application to vary development standards under Clause 4.6 of the Nambucca LEP 2010 was approved under staff delegation

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196/25 **RESOLVED:** (Jenvey/Simson)

**That Council:**

- 1 Notes the information on undetermined development applications greater than 12 months, or where submissions have been received to 8 July 2025, and development applications determined from 9 May – 8 July 2025 where an application to vary development standards under Clause 4.6 of the Nambucca LEP 2010 was approved under delegation.

## Ordinary Council Meeting

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 16 JULY 2025

- 2 Call in DA 2025/122 86 Jellico Street, Macksville for determination, including an onsite inspection.
- 3 Call in DA 2025/083 1 Bellevue Drive, North Macksville for determination.

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

For the Motion:	Councillors Angel, Ballangarry, Jenvey, Jones, Lee, McWilliam, Simson, Smith and Vance
	Total (9)
Against the Motion:	Nil
	Total (0)

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ITEM 11.5 SF3410 160725 May 2025 - Approved Construction Certificates, Approved Complying Developments, Development Applications Received and Complying Developments Received

197/25 **RESOLVED:** (Jones/Angel)

**That Council notes the approved Construction Certificates, approved Complying Development Certificates, Development Applications received and Complying Development Applications received for May 2025.**

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ITEM 11.6 SF1148 160725 Council's Rangers' Report and Penalties Issued for May 2025

198/25 **RESOLVED:** (McWilliam/Angel)

**That Council notes the Rangers' impounding statistics and penalties issued for May 2025.**

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## DIRECTOR ENGINEERING SERVICES REPORTS

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ITEM 12.1 SF90 160725 Minutes of the Nambucca Valley Traffic Committee meeting 17 June 2025

199/25 **RESOLVED:** (McWilliam/Smith)

**That Council:**

- 1 Approves permanent 2-hour parking restriction along High Street Bowraville, both sides of the road, between Belmore Street and the southern end of the medium island, other than where the 15-minute parking currently exists.
- 2 a) Endorse the Drag-Ens Hot Rod Club Temporary Road Closure application of Bowra Street and Mann Street, Nambucca Heads, from the Ridge Street Intersection to West Street Intersection between 8.00am to 1.00pm on Saturday 4 October 2025, noting the following being received by Council:

## Ordinary Council Meeting

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 16 JULY 2025

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- Certificate of Currency for Public Liability Insurance;
- Traffic Management Plan confirming Accredited Traffic Controllers will be on site; and
- Police approval for the road closures.

b) Approve signs and devices necessary to affect the road closure.

c) Note the endorsement is based on the additional requirement of the Drag-Ens Hot Rod club to mitigate the risk of both pedestrian and vehicle movement on Mann Street for access residences by:

- The provision of six volunteers in high visibility clothing to guide vehicles (if necessary) to and from their residence(s) to ensure pedestrian safety is maintained, and
- Advice to the residents impacted by the road closures along Mann Street of the true extent of the road closure on their residence(s), being up to six hours

3 Install a NO STOPPING ZONE at the Bank Street turning head, Nambucca Heads.

4 Install a BUS ZONE fronting the existing shelter at 71 Marshall Way, Nambucca Heads.

5 In twelve months' time review the effectiveness of the bus zone at 71 Marshall Way, Nambucca Heads.

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ITEM 12.2 SF1575 160725 Strategic Asset Management Plan, Transport Asset Management Plan & Bridges Asset Management Plan

200/25 **RESOLVED:** (McWilliam/Jenvey)

That Council:

- 1 Places the draft Strategic Asset Management Plan, Transport Asset Management Plan and Bridges Asset Management Plan documents on public exhibition for a period of 28 days to invite community and stakeholder feedback.
  - 2 Receives a further report following the exhibition period, which will include all submissions received and the final versions of the documents for adoption.
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ITEM 12.3 SF2768 160725 Review of Public Lighting - Roads and Spaces Policy ES 02

201/25 **RESOLVED:** (Jones/McWilliam)

That Council:

- 1 Adopts the reviewed and renamed ES 02 Public Lighting – Roads and Spaces Policy
  - 2 Notes Procedure - ES 02 Public Lighting – Roads and Spaces
-

## Ordinary Council Meeting

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 16 JULY 2025

### COUNCIL IN CLOSED MEETING (CLOSED TO THE PUBLIC)

202/25 **RESOLVED:** (Jones/Jenvey)

- 1 That Council consider any written representations from the public as to why the Meeting should not be Closed to the public.
- 2 That Council move into Closed Meeting to discuss the matters for the reason(s) listed below.

*Reason reports are in Closed Meeting:*

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### GENERAL MANAGER REPORTS

*For Confidential Business Paper in Closed Meeting*

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ITEM 13.1	SF3420	160725	Matters Regarding Realised or Potential Losses
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*It is recommended that the Council resolve into closed session with the press and public excluded to allow consideration of this item, as provided for under Section 10A(2) (g) of the Local Government Act, 1993, on the grounds that the report contains advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.*

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### CLOSED MEETING

The Ordinary Council Meeting's Meeting **IN CLOSED MEETING** commenced at 7:33PM.

### RESUME IN OPEN MEETING

203/25 **RESOLVED:** (Jones/Simson)

That Ordinary Council Meeting resume in Open Meeting. The Ordinary Council Meeting resumed **IN OPEN MEETING** at 7:36PM.

### FROM COUNCIL IN CLOSED MEETING

The General Manager then read the Confidential resolutions.

### GENERAL MANAGER REPORTS

*For Confidential Business Paper in Closed Meeting*

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ITEM 13.1	SF3420	160725	Matters Regarding Realised or Potential Losses
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204/25 **RESOLVED:** (McWilliam/Jones)

That Council notes the information concerning incidents where there is a realised or potential loss of funds and/or reputation.

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**NAMBUCCA VALLEY COUNCIL**

## **Ordinary Council Meeting**

**MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 16 JULY 2025**

### **CLOSURE**

There being no further business the Mayor then closed the meeting the time being 7:37PM.

Confirmed and signed by the Mayor on **20 AUGUST 2025**

**Cr James Angel  
DEPUTY MAYOR  
(CHAIRPERSON)**



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**NOTICE OF MOTION**

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**ITEM 5.1      SF3422          200825      NOTICE OF MOTION - THAT COUNCIL DEVELOPS A LEASE AND LICENCE POLICY**

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**AUTHOR/ENQUIRIES:** Jane Smith, Councillor

**SUMMARY:**

That Council develops a Lease and Licence Policy.

**RECOMMENDATION:**

**That Council develops a Lease and Licence Policy to establish a consistent, transparent, and equitable framework.**

**OPTIONS:**

- 1 Do nothing/business as usual
- 2 Proposed recommendation
- 3 Alternative option

**GENERAL MANAGER COMMENTS:**

This Notice of Motion is unnecessary as staff have already started drafting a lease/licence policy which will come to Council for approval.

**BACKGROUND:**

For efficiency, the policy may exclude specific arrangements, including:

- Seasonal or short-term hire
- Community facilities managed by Council staff or Section 355 Committees
- Licences related to exploration, land access, and monitoring under the Mining Act 1992 (NSW)
- Consents for road use under the Roads Act 1993 (NSW)

**DISCUSSION:**

A Lease and Licence Policy will provide Nambucca Valley Council (NVC) with a framework to support a consistent, transparent, and fair approach to the leasing or licensing of Council-owned or managed land and buildings.

The policy would ideally outline the process by which Council:

- Determines whether a property is to be leased or licensed and for what purposes.
- Assess whether organisations are eligible for rental subsidies. A matrix or criteria for determining the level of rental subsidy for leases and licences would promote consistency and transparency.
- Ensures the community derives maximum benefit.
- Promotes equal opportunity by specifying how Council markets and selects tenants, whether through real estate agents, public advertisements, or tender processes.
- Clarifies the level of authority required for approvals, including when leases or licences must be referred to the governing body versus when they may be approved by the General Manager.

As Council continues to assess its current and future Plans of Management (POM), the adoption of a Lease and Licence Policy will be a valuable tool to ensure that Council assets are used for community benefit and align with the financial interests of ratepayers.

The Office of Local Government (OLG) provides a good summary of leases and licences under the Local Government Act 1993, including relevant practice notes, available at:

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**ITEM 5.1 NOTICE OF MOTION - THAT COUNCIL DEVELOPS A LEASE AND LICENCE POLICY**

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<https://www.olg.nsw.gov.au/councils/leases-licences-other-estates/>

Examples of policies from other councils of similar size and category include Bellingen Shire Council, Lithgow City Council, and Kiama Municipal Council. See Attached.

**Community Strategic Plan**

1.5 Provide and advocate for targeted programs, services, and projects to support those most in need throughout our community.

4.2 Support businesses to grow, including in industrial, commercial and rural areas as well as town centres, and through specialised sector clusters.

5.2 Engage, work and advocate with partners, including other levels of government, service providers, businesses, community, and others, to enhance our local area and quality of life.

5.3 Keeping our community at the centre of service delivery whilst remaining effective and efficient and delivering transparent governance and financial sustainability.

**Delivery Program Action**

1.5.3 Engage with and support community groups providing services for young people

1.5.5 Engage and support additional key target groups in the Valley including seniors, women, veterans and LGBTIQ+ community to understand matters impacting them

4.2.3 Develop communication channels to strengthen and support local businesses

5.1.7 Develop and implement new and diverse methods to communicate Councils decisions and actions to the community

5.3.27 Ensure all Council Policies are reviewed at least once within the term of Council

**FINANCIAL IMPLICATIONS:****Direct and indirect impact on current and future budgets**

As this is an extension of the 'disposal and acquisition of land policy', I'm unsure if budget is required, as staff resources are required. If its required, my preference would for the General Manager to allocate as per the Code of Meeting Practice "prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council"

**ATTACHMENTS:**

**1** 42810/2025 - Attachment1 -CrSmith NOM -



DRAFT\_Lease\_and\_Licence\_Policy\_including\_rental\_rebate\_-Kiama Council

**2** 42811/2025 - Attachment 2 - CrSmith NOM -Policy-10-20-Leasing-and-Licensing-Policy-Lithgow Council



**3** 42812/2025 - Attachment 3 -CrSmith -property-leases-and-licenses-policy-Bellingen Shire Council



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**NOTICE OF MOTION**

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**ITEM 5.2    SF3422        200825        NOTICE OF MOTION - REQUEST FOR A REPORT ON  
EXISTING AND/OR POTENTIAL IMPROVEMENTS TO REPORTING AND POLICY**

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**AUTHOR/ENQUIRIES:** Jane Smith, Councillor

**SUMMARY:**

Request for a report on existing and/or potential improvements to reporting and policy.

**RECOMMENDATION:**

**That Council provides a report outlining existing controls and/or proposed improvements that will allow for:**

- 1        The Governing Body to clearly identify, during the annual budget process and quarterly budget reviews, whether funding requests align with the Community Strategic Plan, Delivery Program, and/or other Council-adopted strategies or plans.**
- 2        Provision of sufficient and structured information for projects requiring budgetary resources, prior to budget being requested and allocated, to ensure informed decision-making.**

**OPTIONS:**

- 1        Do nothing/business as usual**
- 2        Proposed recommendation**
- 3        Alternative option**

**GENERAL MANAGER COMMENTS:**

In accordance with the principles of Integrated Planning and Reporting, The Delivery Program is the point where the community's strategic goals are systematically translated into actions. Council's 2025-2029 Delivery Program contain 5 key themes and 21 5-year strategies. Whilst the projects in the Delivery Program align to these themes and strategies, this integration could be made clearer in the various documents.

GM Recommendation:

That Council implement the following process improvements:

- 1        When developing the draft budget, modify the way budgetary information is presented in workshops and other forums to include strategic and operational alignment.**
- 2        Include information on strategic and operational alignment of proposed projects in both the original budget and quarterly budget review reports.**

**DISCUSSION:**

During the Annual Budget process and subsequent Quarterly Budget Reviews (QBR), it was difficult to ascertain the origins of certain projects and determine whether they aligned with the Community Strategic Plan (CSP), Delivery Program (DP), Plans of Management (POM), or other adopted strategies.

The Governing Body has a responsibility to ensure, as far as possible, that the council acts in accordance with the principles of local government and with the council's plans, programs, strategies, and policies.

Within our role as councillors, we are responsible in developing the policy framework for the council's regulatory functions. Each time we approve or allocate budget to a project, we should be ensuring it has a clear strategic purpose and that ratepayers' money is spent in the best interests of the entire Valley. While the Integrated Project & Reporting (IP&R) Framework is intended to guide the identification and prioritisation of projects across the Valley, in practice, there are instances where funding is being directed to projects lacking strategic justification or alignment. This practice risks undermining the integrity of

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**ITEM 5.2 NOTICE OF MOTION - REQUEST FOR A REPORT ON EXISTING AND/OR POTENTIAL IMPROVEMENTS TO REPORTING AND POLICY**

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Council's long-term planning objectives and may expose Council to reputational, financial, or operational risks.

There are numerous options for strengthening the alignment of budget allocations with strategic objectives. This could include the development or refinement of policies and assessment criteria to ensure that all proposed projects, whether arising internally or from the community, are evaluated within a structured framework. These improved processes will promote transparency, accountability, and consistency.

**Community Strategic Plan**

5.3 Keeping our community at the centre of service delivery whilst remaining effective and efficient and delivering transparent governance and financial sustainability.

**Delivery Program Action**

5.3.27 Ensure all Council Policies are reviewed at least once within the term of Council.

5.3.6 Develop annual Budget and Review Long Term Financial Plan

5.3.7 Facilitate quarterly Budget Reviews

5.1.7 Develop and implement new and diverse methods to communicate Councils decisions and actions to the community

**FINANCIAL IMPLICATIONS:****Direct and indirect impact on current and future budgets**

I'm unsure if a budget is required, staff resources are required. If its required, my preference would for the General Manager to allocate as per the Code of Meeting Practice "prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council".

**ATTACHMENTS:**

There are no attachments for this report.

**GENERAL MANAGER'S REPORT****ITEM 9.1 SF959 200825 OUTSTANDING ACTIONS AND REPORTS**

**AUTHOR/ENQUIRIES:** Bede Spannagle, General Manager; David Moloney, Director Engineering Services; Daniel Walsh, Manager Development and Environment; Evan Webb, Chief Financial Officer; John Gilroy, Manager Human Resources; Kristian Enevoldson, Acting Director Corporate Services

**SUMMARY:**

The following table is a report on all outstanding resolutions and questions from Councillors (except development consents, development control plans & local environmental plans). Matters noted or received, together with resolutions adopting rates, fees and charges are not listed. Where matters have been actioned, they are indicated with strikethrough and then removed from the report to the following meeting. Please note that the status is updated one week before the Council meeting.

**RECOMMENDATION:**

**That Council notes the list of outstanding actions and reports.**

	FILE NUMBER	COUNCIL MEETING DATE	ACTION BY
<b>MAY 2023</b>			
<b>1</b>	SF2524	25/05/23	<b>DES/DCS</b>
<b>RESOLUTION: Lease of Lots 1 and 2 in DP 866932 Reserve 85113 - Nambucca Heads RSL Club Ltd Carpark</b> Council as Crown Land Manager execute the 21-year lease to Nambucca Heads RSL Club Limited over Lots 1 and 2 in DP 866932 Reserve 85113 under Council seal.			
<b>STATUS:</b> 31/05/23 Followed up with NHRSL Club who will revert with decision on acceptance of lease by 2/6/23. 07/06/23 Meeting with RSL representatives to be held 07/06/23. 20/06/23 Councillors updated at meeting 15/06/23 - NHRSL Club advised of Council's position. No response to hand at this stage. 04/07/23 NHRSL Club has responded requesting a further meeting with Nambucca Valley Council. 19/07/23 A meeting took place on 11 July 2023 with the RSL to organise a meeting between the RSL Board and Council. 09/08/23 Lease not yet executed. Awaiting completion of Council's stormwater remediation project to be commenced imminently. 23/08/23 The General Manager met with the RSL on 18 August 2023 and the lease will be discussed at their Board Meeting 30 August 2023. The stormwater is 50% completed. 06/09/23 NHRSLCL have advised they will suspend signing the lease due to new issue presented during the stormwater rectification project – being a sinkhole and large cavity requiring remediation. Council's Project Manager is liaising with RSL's Stakeholder Liaison from C2Hills Consultancy and seeking involvement from NSW Public Works. 20/09/23 Manager Projects is waiting on formal response from NSW Public Works confirming their contribution to works required. 04/10/23 Manager Projects has advised that NSW Public Works have undertaken their first review of Council's submission for funding. PWA have said that they will cover: - The full length of stormwater pipe replacement except for the first 12m - The asphalt concreting of the 2.4m (excavator width) on the full 60m long trench - The concrete carpark for 3 car parking bays out of 7. This is pending the final review by PWA which could be in 2 weeks. 17/10/23 The Club have advised they do not wish to proceed with execution of the new licence until the current carpark works being done by Council are completed or at least have progressed significantly. Council has had verbal commitment from NSW PWA (Public Works) to provide partial, but significant funding to the rectification works, however an executed funding deed has not yet been received. Once written confirmation has been received, Council will proceed to engage the contractors to undertake the identified works – including the sink hole cavities presented once the stormwater project commenced. This step will enable focus back to progressing the execution of the new licence agreement. 02/11/23 Meeting on-site with NHRSL CEO and Project Manager; AMED & Manager Projects to walk through issues identified with sink holes, cavities and current rectification works. Need has been identified that there is a much larger problem in the sub-surface which needs full investigation prior to any re-surfacing. Engineers to undertake proper and full investigation, project to rectify to be scoped; responsibilities of works to be clearly delineated; funding for project to be sought. Report to be brought back to Council on status once fully understood. 22/11/23 DoPE Crown Lands have advised they are completing independent Native Title Advice to be supplied to			

**ITEM 9.1 OUTSTANDING ACTIONS AND REPORTS**

Council, however require 2 additional purposes to be added to the reserve purposes being Access, and Tourist Services. These will need to be gazetted and will provide approval for the existence of access to the boardwalk and boat ramp, and for the kiosk and café. The progressing of the new lease will be subject to the outcome of the exploration works with the stormwater rectification project works, then confirming our negotiated position with the RSL Club.

05/12/23-05/02/24 No further action. Awaiting completion of works at premises (estimated to be completed by the end of this financial year given the funding parameters set by TfNSW who have funded a large portion of the required works), and native title advice from DoPE Crown Lands.

20/02/24 Dept Crown Lands have advised they have reviewed and will no longer require Council to add the 2 previously identified purposes to the Reserve, and accordingly will no longer be undertaking a Native Title Assessment. Council may continue with the leasing process which remains subject to completion of the civil works being done to remediate the stormwater infrastructure.

04/03/24 Stormwater works project to recommence late April 2024, to be completed by 30 June 2024.

12/03/24 Project Engineer advised Surveyors will stake boundaries end of March. This will assist with discussion and planning moving forward.

02/04/24 No further update.

12/04/24 Meeting with Project Engineer & Property Officer and RSL Club representatives to be arranged in coming days to update plan for physical stormwater works being completed by Council seeking the Club's intent to contribute to remainder of resurfacing works required.

16/04/24 Meeting with RSL scheduled for 23/4/24.

08/05/24 Meeting held with RSL representatives 01/05/24. Project Engineer provided budget for works to complete sub surface drainage and resurface works. Club asked for co-contribution of \$169,000 maximum (together with TfNSW funding) to complete full resurface works. This would be best opportunity for cost efficiency, and leave only the landscaping to complete works. Club Representatives agreed in principal, with further information to be supplied for review by Board. Should board agree to co-contribute, Agreement to be drafted and signed by both parties which will include commitment to enter into new lease.

22/05/24 Draft Deed of Agreement drafted and forwarded to RSL Club for review and response.

04/06/24 Deed of agreement signed by NVC & NH RSL. Amendments to draft lease now required to allow for these works.

18/06/24 No further update.

02/07/24 RSL Club invoiced for their co-contribution to works as per Deed of Agreement; works commenced 2 July 2024.

17/07/24 Current works progressing with an expected completion date at the end of July.

07/08/24 Pavement completed, line marking still to be done.

21/08/24-20/08/24 No further update.

03/09/24 Line marking contractor engaged to undertake work, awaiting surveying resources to be available to spot the car park.

08/10/24-22/10/24 No further update.

19/11/24 Met with contractor on 14/11/24 to discuss their remediation plan. Lease discussions to recommence once the remediation works are attended to.

11/12/24-19/02/25 The contractor has a management plan in place for the peak summer period with a review in early February.

07/03/25 Surface repairs were scheduled for week commencing 10 March, these works have been postponed due to severe weather conditions

08/04/25 Linemarking has been completed. The defects liability period has started.

09/05/25 Wheel stops to be installed.

10/06/25 Awaiting delivery of wheel stops and resources to become available from teams working on emergency works associated with the recent flooding event.

08/07/25 Rectification works have commenced.

12/08/25 Meeting held on the 5 August site visit to look at works completed.

**DECEMBER 2023**

<b>2</b>	SF3190	14/12/23	DCS
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**RESOLUTION: Subdivision - Lots 9 & 10 DP884342 Warrell Creek**

1 Approves the registration of the subdivision plan for Lots 9 and 10 DP 884342, Warrell Creek as submitted.

2 Approves the preparation of the newly created proposed Lot 2 DP 657578 to market for sale, noting any negotiated sale to be brought back to Council for formal approval.

**STATUS:**

10/01/24-05/02/24 Registration of subdivision underway as per Council resolution.

20/02/24-08/10/24 No change, registration process underway at NSW Land Registry Service.

22/10/24 Subdivision now registered. Newly created lot to be prepared for sale.

19/11/24 GIS to be updated then EOI to go to local Agents to attend to sale process on behalf of Council.

11/12/24-15/01/25 No further update.

05/02/25 Panel formed to review and appoint Real Estate sales EOI.

19/02/25-08/04/25 Property Officer has resigned, currently on hold.

**ITEM 9.1 OUTSTANDING ACTIONS AND REPORTS**

09/05/25 Property and Governance Officer appointed. Real estate agents to be followed up for contracts to sell. Sale pending approval of Land Disposal Policy. 10/06/25 EOI closing 19 June 2025. 08/07/25-12/08/25 Preparing Contract for Sale with Solicitor and Real Estate organising marketing material.			
APRIL 2024			
3	SF3477	11/04/24	MDE
<b>RESOLUTION: Valla Urban Growth Area Amendment</b> 2 If the Minister determines that the matter should proceed, Council staff undertake community consultation in accordance with the gateway determination. 3 Following community consultation, Council staff report the planning proposal back to Council for consideration of any submissions received and a final decision as to whether Council will proceed to make the amended plan.			
<b>STATUS:</b> 17/04/24 Awaiting final maps for planning proposal before forwarding to Minister. 09/05/24 Final maps received and will be sent to Minister. 22/05/24 Planning proposal drafted and sent to the Minister for gateway determination. 05/06/24-19/06/24 No further update. 02/07/24 Request for further information received from Minister with option to withdraw until information obtained. 17/07/24 Planning proposal being amended. 07/08/24 No further update. 21/08/24-03/09/24 Planning proposal still to be amended and will be resubmitted once complete as the previous one was refused. 08/10/24 Planning proposal amended and re-submitted to Minister for gateway determination. 22/10/24 Planning proposal returned to Council. Staff to meet with Department of Planning staff to try to resolve the issues raised. 19/11/24 Staff have met with the Department of Planning. Amended planning proposal to be resubmitted. 11/12/24 Amended planning proposal being reviewed by Department of Planning staff. 15/01/25 Amended planning proposal deemed satisfactory and re-submitted to the Department of Planning for gateway determination. 05/02/25-07/03/25 No further update. 08/04/25 Gateway determination received. Amendments are required to be made with regards to flooding and acoustic investigations prior to public exhibition. Quotes are being sought from consultants to undertake this work. 09/05/25-10/06/25 Consultants undertaking necessary work. 08/07/25 Acoustic and flood information received. Public exhibition to commence in July. 12/08/25 Acoustic matters to be clarified to satisfy Department of Planning prior to commencing exhibition.			
JULY 2024			
4	SF382	25/07/24	DES
<b>RESOLUTION: Endorsement of a new Master Plan for Crown Reserve 65963 and Surrounding Community Lands.</b> That Council: 1 Endorses the preparation of a master plan for the core visitor precinct at Scotts Head, and surrounding community lands in consultation with Reflections Holidays, National Parks and Wildlife Service, Nambucca Valley Council and the community. 2 Endorses opportunities for funding (in full or part) a master plan under the Nambucca Valley Coastal Management Program and in partnership with Reflections Holiday Parks. 3 Notes the master plan will directly inform future work needed to update the Scotts Reserve and Adin Street Reserve statutory management plans.			
<b>STATUS:</b> 07/08/24 Consultation meeting to be scheduled with Reflections Holiday Parks, NPWS and Scotts Head community representatives/stakeholders. 21/08/24-08/10/24 No further update. Remembrance wall to be included in the discussions around the new Master Plan. 22/10/24 No further update. 19/11/24 Budget bid to be raised for the development of the Master Plan. 11/12/24 Meeting held on 03/12/24 with Crown Lands, Reflections and Scotts Head Community Group representatives regarding the proposed Master Plan and discussed co-contributions. 15/01/25 Emails sent to Crown Lands and Reflections seeking a contribution to the Master Plan. 05/02/25 Council met with Reflections representatives to discuss Master Plan process and Reflections involvement. A budget bid has been put in for the 2025/26 budget. 18/02/25-07/03/25 No further update. 08/04/25 GM and DES met with the CEO of Reflections on 26/03/25 to discuss the Master Plan, their involvement and potential contributions. 09/05/25-08/07/25 No further update. 12/08/25 Planning has begun to engage a community engagement provider.			



**ITEM 9.1 OUTSTANDING ACTIONS AND REPORTS**

<b>AUGUST 2024</b>			
<b>5</b>	SF3114	29/08/24	DES
<b>RESOLUTION: Review of the Bowraville Theatre Project</b> That Council: 1 Works with the Bowraville Arts Council to explore options to move the project forward including designs and approvals on the existing proposal or a reduced project scope and a financial analysis of the options. 2 Create a project group including Councillors and Arts Community representation to report back to Council. 3 Lobby State and Federal governments for additional funding to support the construction of the Bowraville Theatre Project.			
<b>STATUS:</b> 03/09/24 No further update. 08/10/24 Proposal submitted to funding body to de-scope the current project and deliver on some key facility upgrades. For example, disability access upgrades and some electrical upgrades. It will take 6-8 weeks for the assessment to be undertaken by the funding body and communicated back to Council. 22/10/24 Contract Project Manager engaged to progress project to construction stage ready for if the scope change to the funding body is approved. 05/11/24 Preparation of Scope of Works, Cost Estimate, Schedule and Grant Application for CC2 in the process of been generated as part of the activities for CC1. Boundary survey booked. Boundary locations / corners to be marked out prior to any construction works commencing. RFQ to drafted and reviewed for wheelchair lift and Access ramp. 19/11/24 CC has been lodged for disability access and awaiting assessment. 11/12/24 Issue of CC pending with works all quoted for disability access and stage access. 15/01/25 Purchase order for lift has been processed and deposit paid. Lift is compliant with CC guidelines. Waiting on structural drawings from consultant for issue of CC1. 05/02/25 CC1 has been issued. Contractors to be appointed for access and electrical work. Lift contractor engaged, with materials ordered and being delivered. 18/02/25 Disabled access contractor has been engaged. 07/03/25 Installation of lift has been delayed one week until week commencing 17 March 2025 due to bad weather. 08/04/25 Construction of disabled access ramps for the Historical Theatre ongoing. Wheel Chair Lift installation complete and operational. Installation of fence and CCTV being progressed. Electrical upgrades and upfront engineering scoping for CC2 ongoing. 09/05/25 Works ongoing. Inspection by funding body on 4 June 2025. 10/06/25 Inspection on the 4 June was cancelled, Electrical works and lighting upgrades works being substantially complete. Access ramp 80% installed and restricted access to the underneath building complete. 08/07/25 Council has received an extension of time until end of August to complete this project. Council staff are in the process of collating all the outstanding requirements of the Job as well as looking at any additional works than can be completed by the new deadline to see if additional funds can be spent to close out the grant. 12/08/25 Extension of time given to 30 September 2025.			
<b>SEPTEMBER 2024</b>			
<b>6</b>	SF3422	12/09/2024	DES
<b>RESOLUTION: Notice of Motion – Council Motor Vehicle Leaseback Policy</b> That Council: 1 Refers future reviews of the Motor Vehicle Leaseback Policy to the Audit Risk and Improvement Committee for consideration prior to adoption. 2 When priorities permit and in consultation with staff ARIC compare the financial and administrative efficiency of the current leaseback arrangements with the option of providing pool vehicles offset with an additional salary component for affected staff.			
<b>STATUS:</b> 08/10/24 We have reached out to a couple of Councils that provide allowances for vehicles to understand their policy and process in determining providing allowances for leaseback vehicles. 22/10/24 No further update. 19/11/24 Policies and process received from two councils. 11/12/24-15/01/25 No further update. 05/02/25-19/02/25 A review of the policy is underway. 07/03/25 Report to be presented to Executive Leadership Team 26 March 2025. 08/04/25 No further update. 09/05/25 Still being reviewed. 10/06/25-10/06/25 No further update. 08/07/25 GM to review draft. 12/08/25 Draft policy to be reviewed by ELT on 27 August and then referred to ARIC.			
<b>NOVEMBER 2024</b>			
<b>7</b>	SF3422	14/11/2024	DES
<b>RESOLUTION: Notice of Motion – Feasibility Study and Funding to Construct a Sea Wall at the Southern Side of the Nambucca River</b>			



**ITEM 9.1 OUTSTANDING ACTIONS AND REPORTS**

<p>That Council writes to the NSW Minister for Transport The Hon Jo Haylen and Member for Oxley Michael Kemp MP to:</p> <p>1 Fund a feasibility study whether a Southern Sea Wall will stop sand build up and create access to Nambucca River</p> <p>2 Fund a feasibility study into navigational dredging the Nambucca River, to allow access to Maritime Rescue</p> <p>3 Staff report on NSW coastal dredging strategy and the maritime infrastructure plan to see if Nambucca Valley Council is eligible as a key investment location or a priority regional location</p> <p>4 Staff report on the feasibility for a marine rescue service with ocean access at other possible beaches like Shelley Beach or Scotts Head</p> <p>5 Staff report on costs of monitoring of marine sediments in the Nambucca River Mouth with high resolution aerial photography be part of the Nambucca River, Creeks, Estuaries and Coastline Management Committee remit</p> <p>6 Staff report on what action mid coast council take when the Manning River closes from sand shoaling at Old Bar.</p>			
<p><b>STATUS:</b></p> <p>13/01/25 Letter sent.</p> <p>05/02/25 No further update.</p> <p>19/02/25 Environmental Project Officer to investigate Items 3-6.</p> <p>07/03/25 No further update.</p> <p>27/03/25 Mayor met with relevant minister and raised the dredging matter</p> <p>09/05/25 Report being developed.</p> <p>10/06/25-08/07/25 No further update.</p> <p>12/08/25 Report still being developed with resources currently on flood recovery activities.</p>			
8	SF3508	14/11/2024	MDE
<p><b>RESOLUTION: Amendment to the Nambucca Local Environmental Plan 2010 - Horticulture</b></p> <p>5 Establish a 'Nambucca Valley Farming' Fact Sheet to promote a greater understanding of existing government and regulatory bodies, and the roles they play in managing agriculture in the Nambucca Valley. Not only will this notify farmers of how they can be assisted on establishing or growing their business, but it will also improve the community understanding around existing controls and how they are enforced.</p>			
<p><b>STATUS:</b></p> <p>19/11/24 The planning proposal has been sent to the Planning Minister for final determination.</p> <p>11/12/24 Written requests made of relevant authorities and awaiting responses. Fact sheet still to be prepared.</p> <p>15/01/25 Awaiting determination from Minister if LEP amendment to require consent for horticulture in rural zones will be made prior to preparing the fact sheet. The determination is needed to inform the fact sheet of regulatory requirements. A determination is expected before the end of January.</p> <p>05/02/25 The Minister has decided not to make the requested amendment to the LEP due to insufficient evidence base to support the amendment and inadequate consideration given to submissions received. A meeting will be arranged with the Department of Planning and Department of Primary Industries to discuss reasons for refusal, with a view to resubmit the planning proposal.</p> <p>19/02/25 Difficulties in arranging meeting with Department of Planning as they are not willing to meet with Councillors to discuss reasons for decision.</p> <p>05/03/25 The Department of Planning have advised they will not be meeting with Councillors to discuss their reasons for refusal or explain what they expect to see in an amended planning proposal. They have advised that before meeting with Council staff they will provide clarification on their reasons and what they expect in an amended planning proposal in writing. Council is currently waiting for this written document.</p> <p>08/04/25 Council received the letter from the Department which didn't provide adequate clarification of what is expected in an amended planning proposal. Staff met with the Department on 4/4/25 to gain further insight as to what is expected. Unfortunately, this was not forthcoming. A report will be presented to the May 2025 Council meeting with options.</p> <p>09/05/25 Following the Council workshop, staff will prepare an amended planning proposal in consultation with relevant state agencies and industry stakeholders. Once the draft planning proposal has been prepared it will be reported to Council for consideration.</p> <p>10/06/25-12/08/25 No further update.</p>			
<b>FEBRUARY 2025</b>			
9	SF251	27/02/2025	GM
<p><b>RESOLUTION: Proposed Frequency and Timing of Future Council Meetings</b></p> <p>That Council:</p> <p>4 Amends the Code of Meeting Practice to reflect the changes adopted.</p> <p>5 Provide a report to review the Code of Meeting Practice to be presented at the next Council meeting.</p>			
<p><b>STATUS:</b></p> <p>11/03/25 08/04/25 Defer the review of the Code of Meeting Practice until OLG provides the revised Model Code of Meeting Practice.</p> <p>09/05/25 Mayor and GM sought advice from LGNSW and advised on current process and when new Code of Meeting Practice will be released.</p> <p>10/06/25 No further update.</p> <p>08/07/25 Report being prepared for August meeting.</p> <p>12/08/25 Refer to report included in agenda.</p>			

**ITEM 9.1 OUTSTANDING ACTIONS AND REPORTS**

MARCH 2025			
10	SF3422	19/03/2025	GM/MDE
<b>RESOLUTION: Notice of Motion – Explore All Funding Options for Nambucca Valley Water Quality Monitoring Program</b> That Council: 1 Explore alternate funding and partnership options for the Nambucca Valley Water Quality Monitoring Program. a Report on all available and upcoming grant opportunities to fund the Nambucca Valley Water Quality Monitoring Program b Lobby the NSW Environmental Protection Agency to work to implement, partner or fund the Nambucca Valley Water Quality Monitoring Program 2 Writes to the State Member for Oxley Mr Michael Kemp MP and the Federal Member for Cowper Mr Pat Conaghan MP requesting the assistance in the advocacy and funding for Nambucca Valley Water Quality Monitoring Program. 3 Write to the Minister for Water and the Environment requesting assurances that greater resources be allocated to State agencies responsible for monitoring legislative compliance within the Nambucca Valley.			
<b>STATUS:</b> 08/04/25 Resolutions not yet actioned. 09/05/25 The EPA have advised Council that they have obtained funding to undertake a 12 month water quality monitoring program. Once sample sites have been finalised the program will commence. 10/06/25 No further update. It is considered appropriate to await finalisation of sampling program extent with EPA before undertaking further actions. This is expected within the coming weeks. 08/07/25 Still awaiting finalisation of program extent before commencement. 12/08/25 The EPA have commenced the first round of a 12 month program by undertaking sampling at 10 sites within the Nambucca Valley. Results will be forwarded to Council once received by the EPA. Three more rounds will be completed this financial year. Attached are letters from the Water and Environment Ministers in response to Councils previous request for assurances regarding resources. It is considered appropriate to participate in this sampling program provided by the EPA and review results before searching for additional assistance.			
11	SF3422	19/03/2025	GM
<b>RESOLUTION: Notice of Motion - Improvements for Nambucca Heads CBD</b> That Council: 1 Notes the receipt of the petition. 2 Provides a report on the current state of the Nambucca CBD including: a Current cleaning schedule for the roads and footpaths. b Maintenance schedule for the gardens and small green areas. c List of upcoming programmed works within the CBD precinct in the next 12 months. d List of available an upcoming grant for master plans, beautification, infrastructure, or place making. e Extend one side for of Bowra St to a 2hr Parking Limit. 3 Writes a letter to the Member for Oxley Michael Kemp requesting his assistance to request an increase the presence of NSW police foot patrols in the Nambucca CBD and district. 4 Prepares a bid for the 2025/26 Budget to produce the Nambucca Main Street CBD Master Plan. 5 Establishes a Community Reference Group (CRG) for the Nambucca CBD project to ensure community consultation from the beginning of the project.			
<b>STATUS:</b> 08/04/25 Started preparing a report on the current state of the Nambucca CBD. \$100k proposed in the 2025/26 Budget for the Nambucca Main Street CBD Master Plan. 09/05/25 A report is being prepared for June 2025 meeting. 10/06/25 Item 2 – report is in June agenda. Item 3 – letter sent 11/06/25. 08/07/25 Awaiting Manager Economic Development Tourism to commence. 12/08/25 No further update.			
APRIL 2025			
12	SF265	16/04/2025	DCS
<b>RESOLUTION: Land Disposal Policy and Review of Land Acquisition Policy</b> That Council: 1 Defer the motion 2 Report back on the feasibility of combining the policies 3 Conduct a Councillor workshop			
<b>STATUS:</b> 09/05/25 Councillor workshop to be held in June 2025. 10/06/25 Councillor workshop to be held 17 June 2025. Information from workshop to be included in policy to be presented to 16 July 2025 Council meeting. 08/07/25 Councillor workshop to be held 15 July 2025. Information from workshop to be included in policy to be presented to August 2025 Council meeting for adoption. 12/08/25 Refer to report included in agenda.			
JUNE 2025			

**ITEM 9.1 OUTSTANDING ACTIONS AND REPORTS**

<b>13</b>	SF3422	18/06/2025	DES
<b>RESOLUTION: Notice of Motion – Coronation Park Drainage</b> That Council provides a report for drainage solutions for Coronation Park.			
<b>STATUS:</b> 08/07/25 No update. 12/08/25 Coronation Park has been added to the Priority Projects list that is being presented to Council on 20 August 2025.			
<b>14</b>	SF3424	18/06/2025	DES
<b>RESOLUTION: Public Forum</b> That a report be brought to Council outlining the design, approval and consultation for Gordon Park.			
<b>STATUS:</b> 08/07/25 Report to be brought to August meeting. 12/08/25 Report delayed due to responsible Officer being on unplanned leave.			
<b>15</b>	SF3424	18/06/2025	DCS
<b>RESOLUTION: Public Forum</b> That a report be presented from staff on the implementation of Council's community engagement strategy and how the community engage with it.			
<b>STATUS:</b> 08/07/25-12/08/25 Report pending appointment of Communications and Engagement Officer.			
<b>JULY 2025</b>			
<b>16</b>	SF3420	16/07/2025	GM
<b>RESOLUTION: Mayoral Minute – Cost Shifting onto Local Government</b> That Council defer this item and that a report is received back from staff.			
<b>STATUS:</b> 12/08/25 Refer to report included in agenda.			
<b>17</b>	SF3586	16/07/2025	DCS
<b>RESOLUTION: Minutes Duguula Bindarray-Garri Nambucca Valley Council Aboriginal Advisory Committee</b> That Council: 1 <del>Note the minutes of the 1 July 2025 Duguula Bindarray Garri Nambucca Valley Council Aboriginal Advisory Committee meeting.</del> 2 Undertake a Reflect level Reconciliation Action Plan (RAP) and approve Community Development Officer to arrange Advisory Committee and Community Workshops for the RAP.			
<b>STATUS:</b> 12/08/25 Application to be submitted to Reconciliation Australia.			
<b>18</b>	SF3422	16/07/2025	MDE
<b>RESOLUTION: Tree Permit Requirements</b> That: 1 Council notes the information contained within the report. 2 Staff report back to Council in 2 months and the report further deal with funding options for street tree planting.			
<b>STATUS:</b> 12/08/25 Report to be provided to September meeting.			
<b>19</b>	SF95	16/07/2025	MDE
<b>RESOLUTION: Proposed Restricted Parking Areas</b> That Council defers this item and holds a workshop prior to the August Council meeting and report back to the September meeting.			
<b>STATUS:</b> 12/08/25 Report to be provided to September meeting.			

**ATTACHMENTS:**

- 1  65693/2023 - Council letter to Minister
- 2  15406/2024 - Water Minister Response Letter
- 3  15407/2024 - Environment Minister response Letter

**GENERAL MANAGER'S REPORT****ITEM 9.2    SF1856            200825        COST SHIFTING ONTO LOCAL GOVERNMENT****AUTHOR/ENQUIRIES:** Bede Spannagle, General Manager**SUMMARY:**

Council resolved at its meeting of 16 July 2025 that the Mayoral Minute on Cost Shifting onto Local Government be deferred and a report be brought back to Council, as per below. The discussion also suggested local financial data be provided which has been included in the new letter.

183/25 RESOLVED:        (Jenvey/Jones)

*That Council defer this item and that a report is received back from staff.*

**RECOMMENDATION:**

**That Council endorses the letter regarding cost shifting be sent to the listed government representatives – NSW Premier, NSW Treasurer and the Minister for Local Government.**

**OPTIONS:**

- 1        Do nothing/business as usual
- 2        Proposed recommendation
- 3        Alternative option

**DISCUSSION:**

Attached to the report is the proposed letter addressed to the NSW Premier, the NSW Treasurer and the Minister for Local Government addressing Nambucca Valley Council's cost shifting expenses. The table below shows Council's cost shifting expenses for the 2023/24 financial year.

<b>Cost Shifting 2023/2024</b>	
Emergency Services Levy	\$ 649,784
Pension Rebate	\$ 388,000
Public Library Operations (less State Govt Grant)	\$ 1,132,000
Rural Fire Service Operations	\$ 300,000
Rural Fire Service Depreciation (Red Fleet)	\$ 180,000
Companion Animals	\$ 170,000
Noxious Weeds	\$ 226,000
Government Owned Property Rating Exemptions	\$ 350,000
Non-Government Owned Property Rating Exemptions	\$ 182,000
Community Housing	\$ 16,000
Waste Levy	\$ 1,296,000
Audit Fees	\$ 22,000
Election Costs	\$ 175,000
Additional Committee Governance	\$ 20,000
<b>Total Cost Shifting</b>	<b>\$ 5,106,784</b>

With approximately 10,000 rateable properties, this equates to roughly \$510, per rateable property.

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**ITEM 9.2 COST SHIFTING ONTO LOCAL GOVERNMENT**

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**CONSULTATION:**

Chief Financial Officer  
Rates Officer

**SUSTAINABILITY ASSESSMENT:****Economic**

The continued cost shifting from the State Government to Local Government is jeopardising Council's ongoing financial sustainability.

**Risk Analysis**

Nil.

**Delivery Program Action**

2.2 - Provide and advocate for essential supporting infrastructure and services that cater for current needs and future growth

**FINANCIAL IMPLICATIONS:**

Nil.

**ATTACHMENTS:**

1  43610/2025 - Cost shifting letter - Deputy Mayor Cr James Angel - August 2025

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**GENERAL MANAGER'S REPORT**

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**ITEM 9.3    SF3654        200825        REQUEST FOR SPONSORSHIP - DRAG-ENS VALLA BEACH  
HOT ROD RUN - GOLD SPONSORSHIP**

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**AUTHOR/ENQUIRIES:** Bede Spannagle, General Manager

**SUMMARY:**

Council has received a request from the DRAG-ENS Hot Rod Club Inc. to support the event held in the Nambucca Valley under a selected Sponsorship Package.

The proposal sits outside the guidelines of the Community Grants Program, so requires a separate Council resolution.

The 47<sup>th</sup> Annual "Valla Beach Hot Rod Run" will be held over the long weekend in October 2025, and the event will see around 350 specialist cars and 2,000 visitors to the Nambucca Valley for the popular event. The economic benefit generated for the area is in excess of \$2 million.

**RECOMMENDATION:**

**That Council approves a Gold Sponsorship package of \$7,000 for the 2025 Valla Beach Hot Rod Run.**

**OPTIONS:**

- 1 Do nothing/business as usual
- 2 Proposed recommendation
- 3 Alternative option - Council can resolve to choose a different sponsorship package, for a higher or lower contribution amount, with the advertising/exposure benefits to Council listed in the attached letter.

**DISCUSSION:**

Council received a letter from the DRAG-ENS Hot Rod Club Inc. outlining Sponsorship Packages to support the popular Valla Beach Hot Rod Run, held in the Nambucca Valley over the long-weekend in October 2025.

This year will see the staging of the 47<sup>th</sup> annual event, and the Valley will play host to over 2,000 visitors and over 350 specialist cars during the event. The economic boost to the Nambucca Valley is extensive and the boost to tourism and supporting businesses is well-known.

There are several packages that Council could choose to take up for the event. Given the significance of this event, its longevity in the Nambucca Valley and the significant economic benefit the event generates, it is deemed appropriate that Council deals with this request outside of the Community Grants program. The letter from the DRAG-ENS Hot Rod Club is an attachment to this report.

The Gold Sponsor package is \$7,000 and will provide Council with the following for the contribution/grant:

- Logo and/or name placement on event promotional and memorabilia materials (flyers, posters, social media and event T shirts, etc.).
- Banner placement at the event entrance to Main Street, Nambucca, for the 5 days or so, preceding the Saturday show and shine.
- Opportunity to have Council ranger cars, visually accompany the parade into the main street of Nambucca on the Saturday morning of the show and shine.
- Recognition in pre-event and post-event press releases.
- 2-3 Hot Rods parked out the front of Council chambers for a day. Inviting local media involvement for story and photo opportunities as a further promotion for the event support of Council.
- An award presented to Council you at our presentation night, for your acknowledged support of the Run.

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**ITEM 9.3 REQUEST FOR SPONSORSHIP - DRAG-ENS VALLA BEACH HOT ROD RUN - GOLD SPONSORSHIP**

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- Option to set up a booth at the event to showcase Council's support of the event and other Council achievements.
- Open to discuss other ways we can work together to support the Council and its local communities.

This event attracts people and vehicles from the Nambucca Valley and further afield, from areas all over NSW and interstate. Visitor numbers have steadily increased since the commencement of this event in 1977 and costs have increased accordingly. Partnering with the DRAG-ENS via a Sponsorship Package, will highlight Council's support of "tried and true" events that continue to bring people to our Valley, and inject much needed funds into local businesses, and boost the Valley's presence across both broad media and social media platforms.

**CONSULTATION:**

General Manager  
Acting Director Corporate Services  
Chief Financial Officer  
Grants and Contributions Officer

**SUSTAINABILITY ASSESSMENT:****Environment**

There is no impact on the environment.

**Social**

The benefit that makes the gold level sponsorship particularly attractive, is the ability for Council's Ranger vehicles to be a part of the parade. This is a unique opportunity to put a positive image out with regard to our Rangers in a light hearted way. Being able to showcase our Rangers will help dispel the view that Council (and its Rangers) are simply revenue raisers, and add a human element to their service.

**Economic**

The economic activity generated by the event is in excess of \$2 million and is the single largest event held in the Valley.

**Risk Analysis**

Nil.

**Delivery Program Action**

1.4 - Promote and facilitate a range of activities that encourage greater social connection and resilience to change within our communities

4.3 - Manage the impacts of tourism hot-spots whilst leveraging the benefits of a healthy year round, balanced visitor economy

**FINANCIAL IMPLICATIONS:****Direct and indirect impact on current and future budgets**

Fits within Council's existing budget.

**Working funds – justification for urgency and cumulative impact**

Nil will be within existing budgets.

**Service level changes and resourcing/staff implications**

There is no impact on service level changes or resourcing/staff implications.

**ATTACHMENTS:**

1  37315/2025 - DRAG-ENS Hot Rod Club Inc. Sponsorship Package Letter

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**DIRECTOR CORPORATE SERVICES REPORT**

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**ITEM 10.1 SF35 200825 DELEGATIONS TO MAYOR, DEPUTY MAYOR AND  
GENERAL MANAGER**

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**AUTHOR/ENQUIRIES:** Kristian Enevoldson, Acting Director Corporate Services

**SUMMARY:**

Under Section 380 of the *Local Government Act 1993* (the Act), councils must review their delegations within 12 months of a local government election.

Attached as appendices are the proposed delegations to the Mayor, Deputy Mayor and General Manager for review and approval by Council. The General Manager can delegate any of the functions of the General Manager, other than the power of this delegation.

The Delegations have not been changed from the current delegations.

**RECOMMENDATION:**

**That Council approves the delegations to the Mayor, Deputy Mayor and General Manager as per the attached appendices to this report.**

**OPTIONS:**

- 1 Per recommendation.
- 2 Amend delegations (without conflicting with legislation).

**DISCUSSION:**

**General Manager Delegation**

S377 of the Act states what cannot be delegated to the General Manager:

**377 General power of the council to delegate**

- (1) A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council under this or any other Act, other than the following—
  - (a) the appointment of a general manager,
  - (b) the making of a rate,
  - (c) a determination under section 549 as to the levying of a rate,
  - (d) the making of a charge,
  - (e) the fixing of a fee,
  - (f) the borrowing of money,
  - (g) the voting of money for expenditure on its works, services or operations,
  - (h) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),
  - (i) the acceptance of tenders to provide services currently provided by members of staff of the council,
  - (j) the adoption of an operational plan under section 405,
  - (k) the adoption of a financial statement included in an annual financial report,
  - (l) a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,
  - (m) the fixing of an amount or rate for the carrying out by the council of work on private land,
  - (n) the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work,
  - (o) the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the *Environmental Planning and Assessment Act 1979*,



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**ITEM 10.1 DELEGATIONS TO MAYOR, DEPUTY MAYOR AND GENERAL MANAGER**


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- (p) the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194,
- (q) a decision under section 356 to contribute money or otherwise grant financial assistance to persons,
- (r) a decision under section 234 to grant leave of absence to the holder of a civic office,
- (s) the making of an application, or the giving of a notice, to the Governor or Minister,
- (t) this power of delegation,
- (u) any function under this or any other Act that is expressly required to be exercised by resolution of the council.

(1A) Despite subsection (1), a council may delegate its functions relating to the granting of financial assistance if—

- (a) the financial assistance is part of a specified program, and
- (b) the program is included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and
- (c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and
- (d) the program applies uniformly to all persons within the council's area or to a significant proportion of all the persons within the council's area.

(2) A council may, by resolution, sub-delegate to the general manager or any other person or body (not including another employee of the council) any function delegated to the council by the Departmental Chief Executive except as provided by the instrument of delegation to the council.

Delegations from Council to the General Manager are made on an exception basis. This means that all functions are delegated to the General Manager from Council unless expressly excluded or limited by legislation or Council resolution. Exclusions are tabled in the attached Delegation.

Attachment 1 to this report provides a list of the General Manager.

### **Mayor Delegations**

Section 226 of the Local Government Act 1993 outlines the role of the Mayor:

#### **s226 Role of mayor**

*The role of the mayor is as follows —*

- (a) to be the leader of the council and a leader in the local community,*
- (b) to advance community cohesion and promote civic awareness,*
- (c) to be the principal member and spokesperson of the governing body, including representing the views of the council as to its local priorities,*
- (d) to exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council,*
- (e) to preside at meetings of the council,*
- (f) to ensure that meetings of the council are conducted efficiently, effectively and in accordance with this Act,*
- (g) to ensure the timely development and adoption of the strategic plans, programs and policies of the council,*
- (h) to promote the effective and consistent implementation of the strategic plans, programs and policies of the council,*
- (i) to promote partnerships between the council and key stakeholders,*
- (j) to advise, consult with and provide strategic direction to the general manager in relation to the implementation of the strategic plans and policies of the council,*
- (k) in conjunction with the general manager, to ensure adequate opportunities and mechanisms for engagement between the council and the local community,*
- (l) to carry out the civic and ceremonial functions of the mayoral office,*
- (m) to represent the council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level,*
- (n) in consultation with the councillors, to lead performance appraisals of the general manager,*
- (o) to exercise any other functions of the council that the council determines."*

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**ITEM 10.1 DELEGATIONS TO MAYOR, DEPUTY MAYOR AND GENERAL MANAGER**

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The Mayor has been provided with certain delegations in order to exercise other functions of Council as previously determined by Council resolution.

In accordance with section 231(3) of the Act, *the deputy mayor may exercise any function of the mayor at the request of the mayor or if the mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of mayor.*

Attachment 2 to this report provides a list of the Mayor and Deputy Mayor delegations.

**CONSULTATION:**

Nil.

**SUSTAINABILITY ASSESSMENT:**

Not applicable.

**Risk**

There is a risk Council may breach various acts and regulations if there are no delegations given to the Mayor, Deputy Mayor or General Manager.

**FINANCIAL IMPLICATIONS:****Direct and indirect impact on current and future budgets**

Nil impacts on budgets.


**Working funds – justification for urgency and cumulative impact**

Nil impacts on working funds.

**Service level changes and resourcing/staff implications**

There could be service level changes if no delegations provided.

**ATTACHMENTS:**

- 1  43851/2025 - GM Draft Delegation
- 2  44360/2025 - Draft Delegation Mayor and Deputy Mayor

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**DIRECTOR CORPORATE SERVICES REPORT**

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**ITEM 10.2 SF271 200825 CODE OF MEETING PRACTICE REVIEW**

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**AUTHOR/ENQUIRIES:** Kristian Enevoldson, Acting Director Corporate Services

**SUMMARY:**

The Model Code of Meeting Practice (COMP) comprises of mandatory and non-mandatory provisions. NSW Councils must adopt a Code of Meeting Practice that incorporates the mandatory provisions of the Model Code of Meeting Practice no later than 12 months after each ordinary council elections. Councils are required to consult with their communities prior to adopting a code of meeting practice.

**RECOMMENDATION:**

**That Council:**

- 1 Endorses the draft revised Code of Meeting Practice to go on public exhibition for 28 days commencing 21 August 2025, with submissions received up to 18 September 2025.**
- 2 Considers any submissions received at the October 2025 council meeting.**
- 3 Adopts the revised Code of Meeting Practice at the end of the submission period should no submissions be received.**

**OPTIONS:**

- 1 Adopt the recommendation.
- 2 Amend the draft revised Code of Meeting Practice (without conflicting with the Model Code of Meeting Practice).

**BACKGROUND:**

The Model Meeting Code is prescribed under the Local Government Act 1993 (the Act) and the Local Government (General) Regulation 2021 (the Regulation). Section 360 of the Act provides that:

- The regulations may prescribe a model code of meeting practice for the conduct of meetings of councils and committees of councils of which all the members are councillors.
- The Model Meeting Code may contain both mandatory and non-mandatory provisions.
- A council must, not later than 12 months after an ordinary election of councillors, adopt a code of meeting practice that incorporates the mandatory provisions of the model meeting code prescribed by the regulations. The adopted code may also incorporate the non-mandatory provisions and other provisions.
- A meeting code adopted or amended by the council must not contain provisions that are inconsistent with the mandatory provisions.
- A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by it. The current version of the Model Meeting Code was prescribed in 2021.

The OLG is currently drafting a new COMP. This was supposed to have been completed in the first half of 2025, however it is still being developed at the time of this report, hence the current Model Code is still in force.

**DISCUSSION:**

Council, at its ordinary meeting held 27 February 2025, resolved the following with respect to item 10.2 *Proposed Frequency and Timing of Future Council Meetings*;

*That Council:*

- 1 Meets once per month at 5:30pm on the third Wednesday of the month*
- 2 Hosts a public forum the day prior to a Council Meeting at 5:30pm.*

**ITEM 10.2 CODE OF MEETING PRACTICE REVIEW**

- 3 *Holds a briefing session (if required), at 4.30pm on the day prior to the Council meeting.*
- 4 *Amends the Code of Meeting Practice to reflect the changes adopted.*
- 5 *Provide a report to review the Code of Meeting Practice to be presented at the next Council meeting*

Points 1,2 and 4 are incorporated into the new draft COMP. There have been some other modifications to the COMP. All changes are explained in Attachment 1 to this report, and summarised below:

- Moving from 2 meetings per month (on the last Thursday and the Thursday 2 weeks prior) to 1 meeting per month on the last Wednesday of the month
- Notices of Motion – change of deadline from Tuesday to Monday of the week before the council meeting due to meeting change from Thursday to Wednesday
- Public forum changed to the day before the Council meeting
- Items raised in the public forum need to be in the business paper
- Notice of Motion to rescind a decision on a development application must be made the day after of the council meeting.

The draft revised COMP is attached. Deletions are indicated with ~~strike through~~ and insertions with **green text**. The red sections represent the non-mandatory parts of the Model Code.

**CONSULTATION:**

General Manager

Councillors

Document to go on public exhibition for 28 days

**SUSTAINABILITY ASSESSMENT:**

Nil.

**Risk Analysis**

Identified	Risk Likelihood (H,M,L)	Impact of risk (H,M,L)	Strategy to manage risk	Residual Risk
Council must adopt new COMP within 12 months of the LG elections	L	L		

**Delivery Program Action**

5.3 - Keeping our community at the centre of service delivery whilst remaining effective and efficient and delivering transparent governance and financial sustainability

**FINANCIAL IMPLICATIONS:****Direct and indirect impact on current and future budgets**

N/A

**Working funds – justification for urgency and cumulative impact**

N/A



**Impacts on 10 Year Long Term Financial Plan**

N/A

**Service level changes and resourcing/staff implications**

Going from two to one meeting per month is more administratively efficient.

**ATTACHMENTS:**

- 1  43616/2025 - COMP Summary of Changes
- 2  43618/2025 - Draft Revised Code of Meeting Practice

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**DIRECTOR CORPORATE SERVICES REPORT**

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**ITEM 10.3 SF3497 200825 DRAFT MODERN SLAVERY PREVENTION POLICY CS 39**

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**AUTHOR/ENQUIRIES:** Kristian Enevoldson, Acting Director Corporate Services**SUMMARY:**

Section 438ZE of the *Local Government Act 1993* prescribes that 'A council must take reasonable steps to ensure that goods and services procured by and for the council are not the product of modern slavery within the meaning of the *NSW Modern Slavery Act 2018*'

**RECOMMENDATION:****That Council:**

- 1 Endorses the draft Modern Slavery Prevention Policy CS 39.**
- 2 Places the draft Policy on public exhibition for 28 days and consider any submissions received.**
- 3 Adopts the draft Policy at the conclusion of the exhibition period if no submissions are received.**

**OPTIONS:**

- 1 Proposed recommendation
- 2 Alternative option – amendment to Policy

**DISCUSSION:**

Council is committed to ensuring:

- its operations and supply chains do not cause, involve, or contribute to modern slavery; and
- its suppliers, relevant stakeholders, and others with whom we do business respect and share our commitment regarding minimising the risk of modern slavery.

In addition to the Policy, a Modern Slavery Risk Management Plan (MSRMP) will be developed in order to operationalise the commitments made in the Modern Slavery Prevention Policy. This Plan will assign responsibility for implementing aspects of the Policy across relevant business units or functions, with particular attention to those whose actions and decisions are most likely to increase or decrease modern slavery risks.

In August 2024, Local Government Procurement presented their report to NVC – '*Targeted Modern Slavery Risk Assessment and Supplier Risk Management - Outcomes Report*' - which will provide the basis for the new MSRMP. This Plan will be developed in the first quarter of 2025/26 and will represent the practical outworking of the Policy. In addition, the revised Procurement Procedures Manual requires that: '*Modern slavery contract clauses to be inserted in all 'Request for Quotation' and 'Request for Tender' documentation*'.

Per the Policies and Procedures Framework Policy No. G01 the draft Modern Slavery Prevention Policy was endorsed by MANEX group (27 May 2025), and referred to the 16 July 2025 Audit Risk and Improvement Committee, at which it was endorsed.

**CONSULTATION:**

MANEX

Audit Risk and Improvement Committee

**ITEM 10.3 DRAFT MODERN SLAVERY PREVENTION POLICY CS 39****SUSTAINABILITY ASSESSMENT:****Environment**

Anti-slavery policies encourage companies to audit and clean up their supply chains, which often leads to more sustainable sourcing and production practices

**Social**

A Modern Slavery Prevention Policy upholds Council's recognition of the importance of human dignity and labour rights, especially for marginalised groups.

**Economic**

Ethical labour practices often lead to better working conditions, which can improve worker morale, productivity, and innovation. Victims of modern slavery often suffer from severe physical and mental health issues, which place a burden on public health systems. Prevention can reduce these impacts

**Risk Analysis**

Identified	Risk Likelihood (H,M,L)	Impact of risk (H,M,L)	Strategy to manage risk	Residual Risk
Failure to act effectively on modern slavery issues after publicising a policy could damage Council's reputation.	M	H	A MSRMP will be developed in order to operationalise the commitments made in the Modern Slavery Prevention Policy	L
Failure to comply with the Modern Slavery Act 2018 (NSW)) could lead to legal consequences.	M	M	Adopt the Modern Slavery Prevention Policy and implement the MSRMP	L

**Delivery Program Action**

1.2 - Recognise, advocate for and work to facilitate holistic approaches to crime and community safety

**FINANCIAL IMPLICATIONS:**

Nil.

**ATTACHMENTS:**

1  27198/2025 - Draft Modern Slavery Prevention Policy

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**DIRECTOR CORPORATE SERVICES REPORT**

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**ITEM 10.4 SF3492 200825 AUDIT RISK AND IMPROVEMENT COMMITTEE 16 JULY  
2025 MEETING MINUTES**

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**AUTHOR/ENQUIRIES:** Kristian Enevoldson, Acting Director Corporate Services

**SUMMARY:**

The Minutes of the Audit, Risk and Improvement Committee (ARIC) Meeting held 16 July 2025 are shown below for Council's endorsement. Discussion around the items presented to ARIC have been included in the minutes attached.

Several reports on the agenda were unable to be covered in the allotted meeting time and will carry over to the October 2025 ARIC meeting.

**RECOMMENDATION:**

**That Council notes the Minutes from the Audit, Risk and Improvement Committee Meeting held 16 July 2025.**

**OPTIONS:**

For information only.

**DISCUSSION:**

Items covered at the 16 July 2025 ARIC Meeting included:

1. Progress update on Internal Audit Findings – the committee noted the internal audit review undertaken by Forsyths for Cyber Security and Data Protection which had 15 findings being 2 high risk items (risk training and ICT strategies), 10 medium risk items and 3 low risk items. The review investigated Council's compliance with the Essential Eight which are a set of cyber security mitigation strategies developed by the Australian Cyber Security Centre and compliance against the OLG's Cyber Security Guidelines – Local Government issued in January 2025, and investigated incident response processes and data protection process. Cyber security is a continually evolving risk and is imposing increasing demand on Council's ICT resources. Overall conclusion by the internal auditor is that there have been significant improvements in cyber security and data protection processes and there is a strong desire by the senior management group to do risk mitigation in these areas.
2. 2025 External Audit Interim Management Letter – The Transport Assets (Roads, Bridges etc.) Comprehensive Revaluation which was undertaken internally by Council's Finance and Engineering teams was successfully completed in a timely and accurate manner. One new item with a moderate risk related to payroll was identified and has subsequently been addressed through updated procedures.
3. Work Health and Safety Report 2025 for the period 22/03/2025 to 24/06/2025 – the committee has requested higher level reporting on a more strategic level for future meetings. Council's Lost Time Injury Frequency Rate (the number of lost time injuries divided by the total hours worked then multiplying by one million to get a more manageable figure) for the period was zero compared to the industry benchmark of 13.2.
4. The progress of the review of the Fraud Risk Register was noted. This register informs the higher-level Enterprise Risk Management register.
5. Enterprise Risk Management Update – committee has requested that Valla Urban Growth Area and Climate Risk be added to the register.
6. Business Continuity Plan (BCP) review progress update – Marsh McLennan who are a leading provider of risk and advisory solutions across various industries undertook BCP review workshops with Council managers in July 2025 and will soon be holding BCP review workshops with functional managers. This initiative is co-funded by Council's insurer, Statewide Mutual. These workshops will include Business Impact Analysis and development of Directorate Sub Plans. This work will help identify which Council services and assets are critical or essential to maintaining operations during disruption events and will seek to establish the Minimum Business Continuity Objective, Maximum Tolerable Period of Disruption, and Recovery Time Objective for each critical function and will

**ITEM 10.4 AUDIT RISK AND IMPROVEMENT COMMITTEE 16 JULY 2025 MEETING MINUTES**

- identify dependencies, resources and communication needs to support effective recovery planning. The outcomes of those workshops will be presented to the October 2025 ARIC meeting.
7. Draft Modern Slavery Prevention Policy – endorsed by ARIC to be referred to the 20 August 2025 Council meeting. The policy reinforces Council's commitment to ensuring that its operations and supply chains do not cause, involve, or contribute to modern slavery; and its suppliers, relevant stakeholders, and others with whom we do business respect and share our commitment regarding minimising the risk of modern slavery.
  8. Information Technology 2025 Penetration Testing Results – Penetration testing is an authorised cyber-attack on a computer system to check how well it is protected against malicious attacks. The report discussed the findings from penetration testing conducted in May 2025 which disclosed several critical and high-risk findings. These findings have either been resolved or currently have testing/further investigation underway to resolve them. A higher-level report will be presented to the October 2025 ARIC meeting.
  9. 2024/2025 Service Review Progress Update – this was a report of the findings by Morrison Low of their review of Council's Public Halls, Sporting Grounds, Parks and Gardens, and Environmental Protection Services. This report along with management responses and an action plan will be provided to the October 2025 ARIC meeting and the October 2025 Council meeting.
  10. Progress update on Audit Risk and Improvement Committee 4-year work plan 2024 to 2027 was provided to the committee. The committee had a query on the insurance link with risk management reporting – the Continuous Improvement Pathway self audits provided by Statewide Mutual are a process that provides such a link as does setting Council's risk appetite (via the risk management framework) which will influence the excess levels Council is willing to accept in its insurance coverage.
  11. Draft Revised Procurement of Goods and Services Policy G12 – ARIC endorsed for referral to Council and the policy is included in the 20 August 2025 Council meeting. The main changes to the policy are:
    - A firm statement on staff responsibilities on incurring/approving expenditure, including the practice of splitting purchase orders.
    - The proposed changes to the purchasing threshold limits to align more with real expenditure.
    - Local preference is defined in one document instead of three along with the scoring rationale.
  12. Key Performance Indicators for Audit Risk and Improvement Committee, Audit Risk Improvement Committee assessment of Head of Internal Audit and Internal Audit Function, Draft Procurement Procedures Manual CS 06, and Integrated Planning and Reporting compliance reports have been carried over to the October 2025 ARIC meeting due to insufficient time to cover these items at the July 2025 ARIC meeting.

**CONSULTATION:**

ARIC members.

**SUSTAINABILITY ASSESSMENT:**

Not Applicable.

**Risk Analysis**

Implementation of the internal and external audit recommendations as identified within the report will substantially reduce Council's risk profile.

Identified	Risk Likelihood (H,M,L)	Impact of risk (H,M,L)	Strategy to manage risk	Residual Risk
Items listed in external and internal audit findings.	Moderate	High	ARIC to monitor appropriate action taken in agreed timeframes to address the risks.	Moderate

**Delivery Program Action**

5.3 - Keeping our community at the centre of service delivery whilst remaining effective and efficient and delivering transparent governance and financial sustainability



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**ITEM 10.4 AUDIT RISK AND IMPROVEMENT COMMITTEE 16 JULY 2025 MEETING MINUTES**

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**FINANCIAL IMPLICATIONS:**

**Direct and indirect impact on current and future budgets**

The cost of internal and external audits has been budgeted for in 2025/26.

**Working funds – justification for urgency and cumulative impact**

As above.


**Impacts on 10 Year Long Term Financial Plan**

Nil.

**Service level changes and resourcing/staff implications**

No change from current levels.

**ATTACHMENTS:**

1  37713/2025 - 16 July 2025 Audit Risk and Improvement Committee Meeting Minutes

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**DIRECTOR CORPORATE SERVICES REPORT**

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**ITEM 10.5 SF265 200825 LAND DISPOSAL AND ACQUISITION POLICY**

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**AUTHOR/ENQUIRIES:** Kristian Enevoldson, Acting Director Corporate Services

**SUMMARY:**

Whilst Council has a Land Acquisition Policy, there is no current policy to guide the disposal of land. A new policy - Land Disposal and Acquisition Policy – has been developed to guide both the disposal and acquisition of land. The new Policy will provide a framework for a transparent process and ensure Council acts in accordance with relevant legislation and in the best interests of the community.

**RECOMMENDATION:**

**That Council:**

- 1 Endorses the new draft Land Disposal and Acquisition Policy to be placed on public exhibition for 28 days.**
- 2 Adopts the Policy at the end of the exhibition period if no submissions are received.**
- 3 Rescinds the current Land Acquisition Policy G46 once the new Policy is adopted.**

**OPTIONS:**

- 1 Do nothing/business as usual
- 2 Adopt proposed recommendation
- 3 Amend the Draft Policy as presented

**DISCUSSION:**

A report “Land Disposal Policy and Review of Land Acquisition Policy” was presented at the 16 April 2025 Council meeting. This report should be referred to for further information. The following was resolved:

*That Council:*

- 1) *Defer the motion*
- 2) *Report back on the feasibility of combining the policies*
- 3) *Conduct a workshop*

The advantage of combining land disposal and acquisition into a single policy is that it provides a holistic guideline in relation to Council's approach to land disposal and acquisition. One disadvantage would be that in order to change an aspect of either the methodology in relation to disposal or acquisition, the combined policy would need to be amended rather than the individual policies. Some councils have individual policies and some have a combined policy as is proposed here. Council staff are comfortable with either approach. The new draft policy was discussed with councillors at a workshop on 15 July 2025.

**CONSULTATION:**

MANEX

Councillors

Policy to be placed in public exhibition

**SUSTAINABILITY ASSESSMENT:**

**Environment**

N/A

**Social**

The sale of acquisition of land may have social impacts, for example the disposal of land held for recreational purposes.

**ITEM 10.5 LAND DISPOSAL AND ACQUISITION POLICY****Economic**

Disposal of land surplus to requirements can stimulate the local economy in terms of both commercial and residential development.

**Risk Analysis**

Identified	Risk Likelihood (H,M,L)	Impact of risk (H,M,L)	Strategy to manage risk	Residual Risk
Sale or disposal of land without resolution of Council	L	M	Both Policy and legislation require resolution of Council	L

**Delivery Program Action**

2.3 - Maintain and improve community facilities and infrastructure that provide a basis for our connectedness and well-being

5.3 - Keeping our community at the centre of service delivery whilst remaining effective and efficient and delivering transparent governance and financial sustainability

**FINANCIAL IMPLICATIONS:**

Sale of acquisition of land may have a number of financial implications including the identification of funding source for purchased and on-going costs. Conversely the sale of land can provide funding for strategic purposes.

**Direct and indirect impact on current and future budgets**

N/A.

**Working funds – justification for urgency and cumulative impact**

N/A.

**Impacts on 10 Year Long Term Financial Plan**

The sale of land can provide funding for future strategic purposes.

**Service level changes and resourcing/staff implications**

N/A.

**ATTACHMENTS:**

1  43543/2025 - Draft Land Disposal and Acquisition Policy

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**DIRECTOR CORPORATE SERVICES REPORT**

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**ITEM 10.6 SF1120 200825 GRANT STATUS REPORT**

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**AUTHOR/ENQUIRIES:** Evan Webb, Chief Financial Officer

**SUMMARY:**

This report provides an overview of the status of Council's grant funded projects and programs.

**RECOMMENDATION:**

**That Council notes the Grants Status Report.**

**OPTIONS:**

For information only.

**DISCUSSION:**

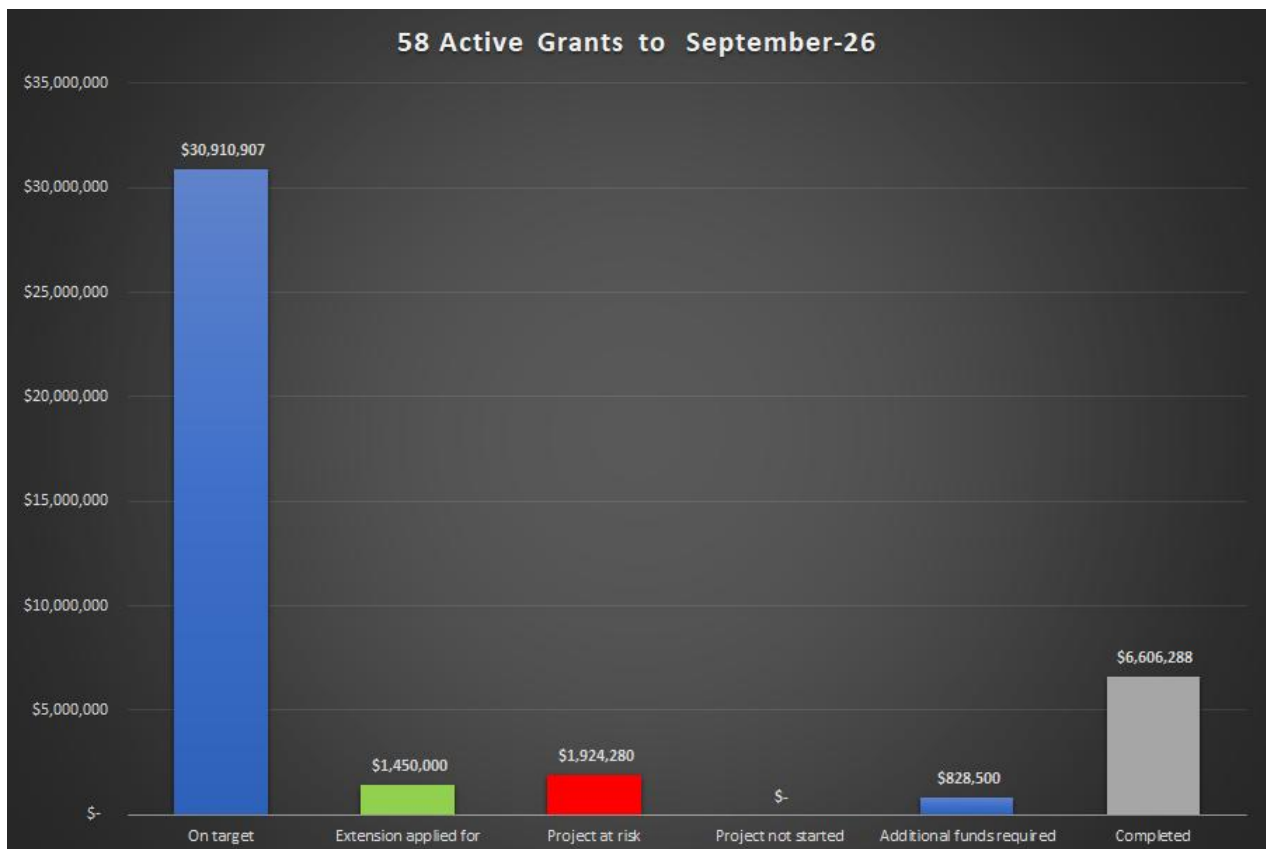
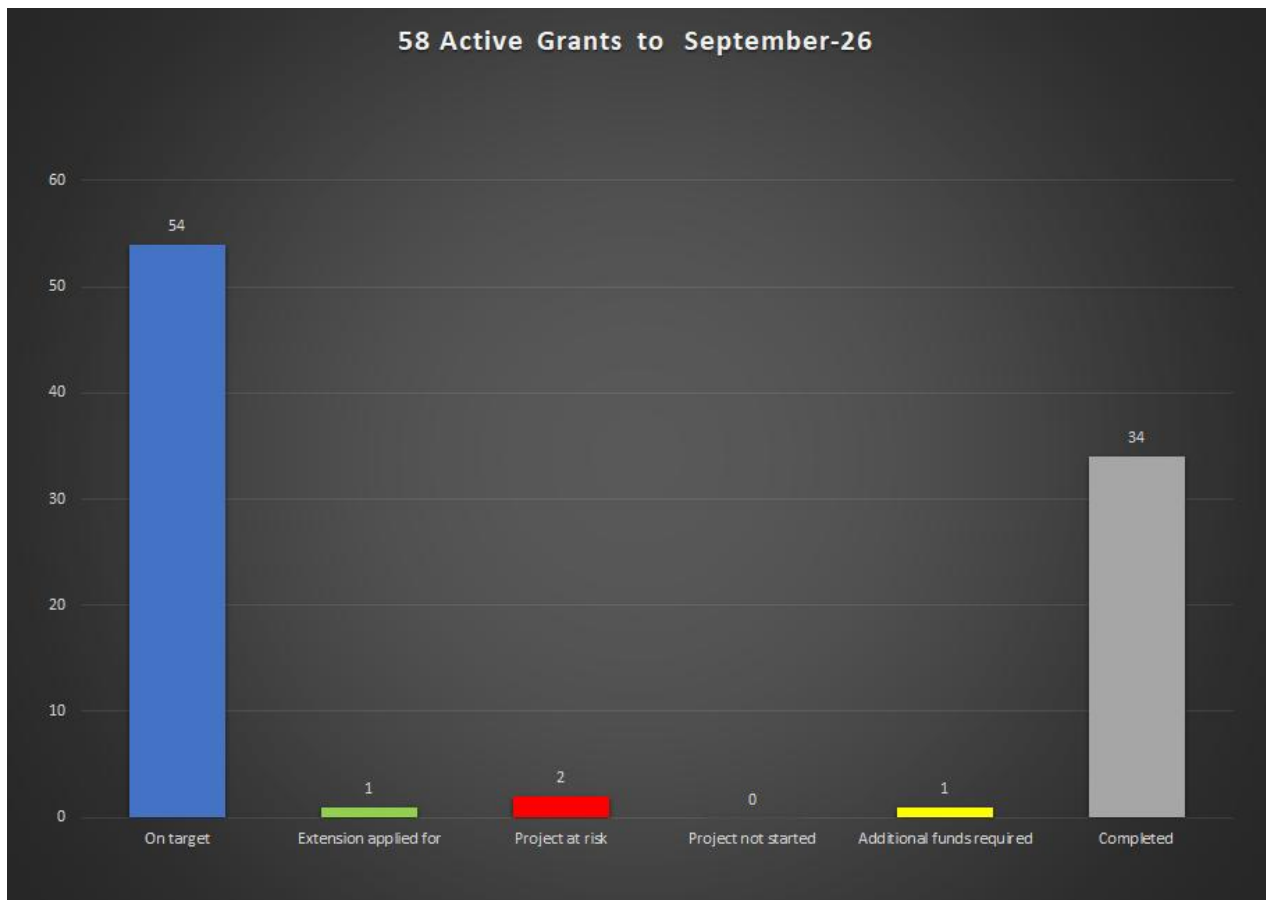
Councillors have requested a quarterly update to Council meetings on active grants that Council is currently working on to deliver projects throughout the community. The list of active grants (attached) shows Council that there are currently 56 grant funded projects that are active with a completion date up to 30 September 2026.

There is a total of \$32,835,187 in approved grant funding with many projects funded over multiple years. Of the total 90 grant funded projects the graph below shows that:

- 54 projects are on target to be completed by the within the grant timeframes with a \$ value of \$30,910,907.
- 1 Project is under review for a request of additional funds. Black Spot Program – Scotts Head Rd for the amount of \$828,500.
- 1 Project is currently under review for an extension of time. Black Spot Program – Scotts Head Rd \$1,450,000.
- 2 projects have been listed as Project at Risk, Scotts Head Rd and River St Macksville Upgrade with a total value of \$1,924,280.
  - Toilets and Landscaping Upgrades at River Street Macksville \$474,060. The project has a delivery date of 31 December 2025. There has not been a Native Title search completed and the design for the project is incomplete. This project is at risk.
  - Black Spot Program – Scotts Head Rd. \$1,450,000. A request for additional funds \$828,500 and extension of time 5 months to carry out additional scope of works is currently with the funding body. Should the additional funds not be granted the project will be delivered to align with the existing budget. If the extension of time is not granted, current deadline is 30 October 2025, then the project is at risk of not being completed and potentially the funds being returned.
- 34 grants have been finalised and acquitted since the first Council report in November of 2024 with a \$ value of \$6,606,288.

Below are graphs showing the current status of all grants due for completion to 30 September 2026.

**ITEM 10.6 GRANT STATUS REPORT**



**ITEM 10.6 GRANT STATUS REPORT**

It should be noted that there are additional grants that have a completion date out as far as 2027, however many of these projects are still in the planning phase and will be reported to Council at a later period.

**Natural Disaster Grants**

Natural Disaster grants have been separated out due to the fact that Council has a dedicated Natural Disasters Team managing all of these projects. Council to date has a total of 30 projects approved totalling \$90,418,963 in grant funding. These projects are commencing and further information will be reported to Council when information is available.

**CONSULTATION:**

Various Staff

**SUSTAINABILITY ASSESSMENT:****Environment**

Many of the grant funded projects support Council's continued environmental and sustainability works

**Social**

Grant funded Community Infrastructure projects, including upgrade of amenities, parks and playgrounds, will have a positive social impact, both in the short and long-term.

**Economic**

Improved transport infrastructure and recreational infrastructure will have positive impacts on local businesses and tourism.

**Risk Analysis**

Identified	Risk Likelihood (H,M,L)	Impact of risk (H,M,L)	Strategy to manage risk	Residual Risk
Financial – Grants funded – projects exceeding approved budgets.	M	H	Regular reporting to Executive Leadership Team and Council.  Ensuring hold points on grant funded projects are established and communicated.	L
Grant works not completed by scheduled date leading to potential Loss of grant funding	M	H	Regular meetings with staff advising progress of each project.  Resources being concentrated on these projects.  Contractors being engaged with timeframes in contracts.  Reports to Council issues that require direction from Council	L

**Delivery Program Action**

1.5 - Provide and advocate for targeted programs, services and projects to support those most in need throughout our community

2.3 - Maintain and improve community facilities and infrastructure that provide a basis for our connectedness and well-being

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**ITEM 10.6 GRANT STATUS REPORT**

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**FINANCIAL IMPLICATIONS:****Direct and indirect impact on current and future budgets**

As per report.



**Impacts on 10 Year Long Term Financial Plan**

Monitored by internal project managers and finance staff.

**Service level changes and resourcing/staff implications**

There is ongoing impact on service levels, resourcing and staff due to volume of grant funding, and ongoing natural disaster recovery works.

**ATTACHMENTS:**

- 1  43560/2025 - Grant Status Report to August 2025 Council Meeting
- 2  43533/2025 - Natural Disasters Grant Report to August 2025 Council Meeting

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**DIRECTOR CORPORATE SERVICES REPORT**

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**ITEM 10.7 SF3528 200825 INVESTMENT REPORT FOR JULY 2025**

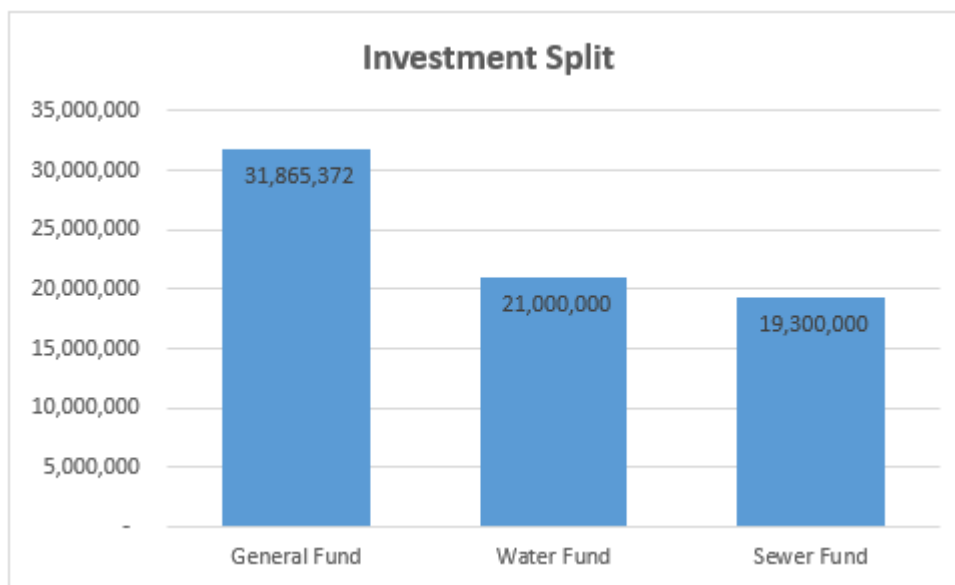
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**AUTHOR/ENQUIRIES:** Evan Webb, Chief Financial Officer

**SUMMARY:**

The purpose of this report is to provide a statement of Council's investments held for the period July 2025.

Council's investments as at 31 July 2025 of \$72,165,372 are split up as below:



The following investment report is in accordance with the *Local Government Act 1993* (as amended), the *Local Government (General) Regulation 2021* and Council's Investment Policy and Strategy.

**RECOMMENDATION:**

That Council:

- 1 Notes the Chief Financial Officer's report on Investments for July 2025.
- 2 Adopts the certification of the Responsible Accounting Officer for July 2025.

**OPTIONS:**

This report is for information only.

**DISCUSSION:**

Section 212(1) of the *Local Government (General) Regulation 2021* requires that a written report be presented each month at an Ordinary Meeting of the Council detailing all money that Council has invested under Section 625 of the *Local Government Act 1993*.



**ITEM 10.7 INVESTMENT REPORT FOR JULY 2025**

For the period July 2025, the investments held by Council is shown below:

	Last Month	Current Month
TCorp	\$3,318,114	\$3,359,223
Floating Rate Notes	\$1,006,678	\$1,006,604
Fixed Bonds	\$4,000,180	\$3,999,545
Term Deposits	\$65,800,000	\$63,800,000
<b>Total</b>	<b>\$74,124,972</b>	<b>\$72,165,372</b>

**Portfolio Performance**

Council's total portfolio performance returned +0.42% in July, outperforming the benchmark AusBond Bank Bill index of +0.30%. On an annualised basis, the portfolio returned +5.11p.a., outperforming the benchmark of +3.60%p.a. The Reserve bank of Australia official cash rate remained at 3.85%.

Council's term deposits portfolio yielded 4.55% p.a. for the month of July, down 18 basis points from June.

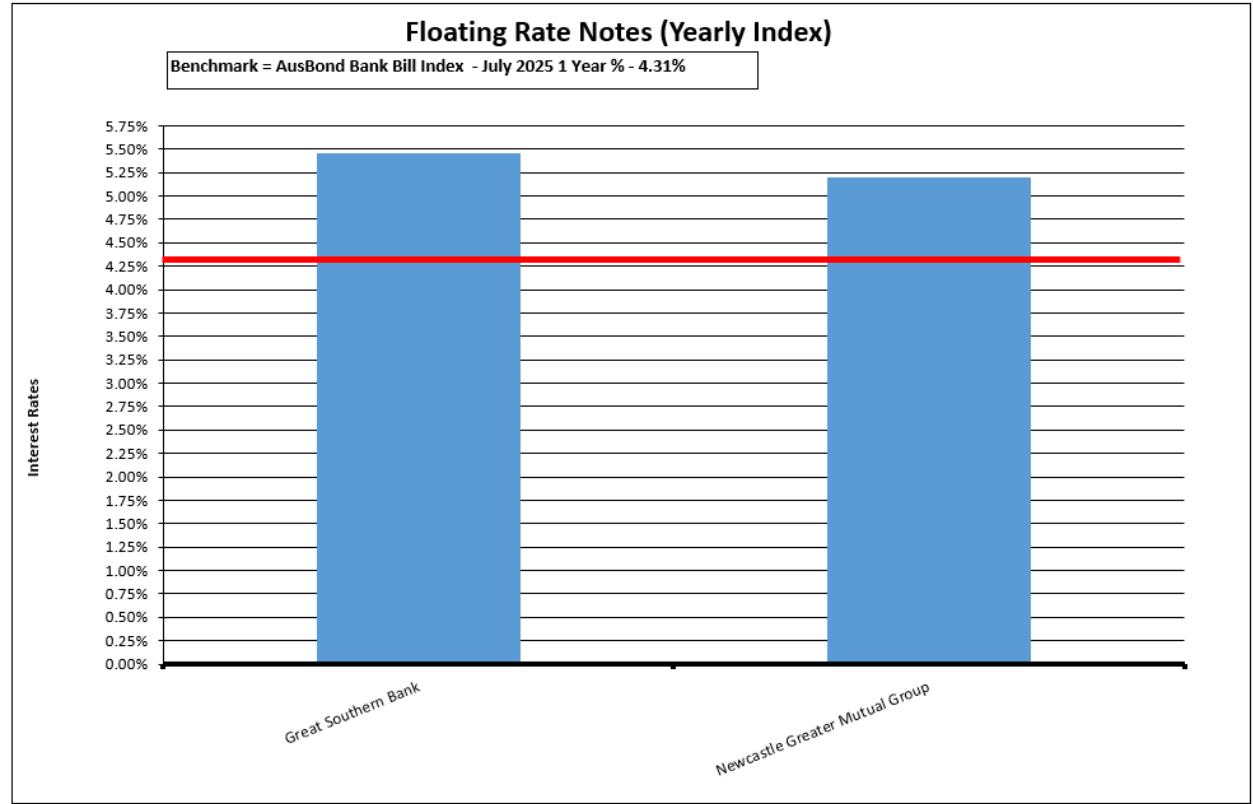
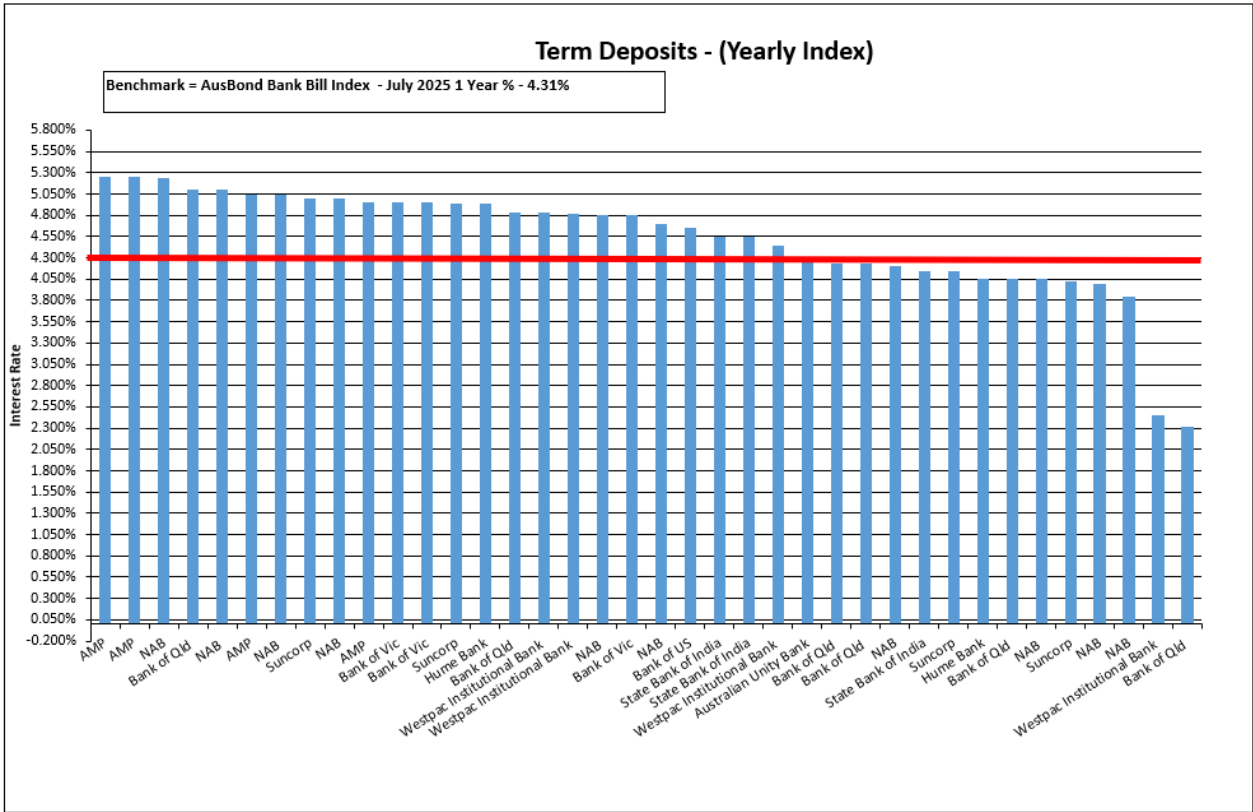
Council's Floating Rate Notes (FRN) portfolio is reported at current valuation being the "Capital Value", which can be different to the "Face Value" being the initial purchase value. FRN's are market driven and can change from month to month depending on market fluctuations. Council's FRN portfolio yielded 5.92% p.a. for the month of July.

Council invests in NSW TCorp Long Term Growth fund which invests in domestic and international shares. Council will continue to monitor the TCorp Long Term Growth fund which fluctuates from month to month, however returned a positive return for the month of July of +1.24%. Funds held with TCorp are looked at with a long-term view.

Council has invested in Senior Fixed Bonds. Council holds 2 sub-optimal Senior Fixed Bonds returning 1.2% p.a. and 1.5% p.a., however the advice provided by Arlo Advisory is to hold to maturity as the penalty rates would be high. The bonds have a maturity of December 2025 and December 2026.

Maturing investments are being monitored closely and being reinvested to optimise their returns in line with Council's Investment Policy. The following charts indicate Council's performance against the 1-year Actual AusBond Bank Bill Index.

ITEM 10.7 INVESTMENT REPORT FOR JULY 2025



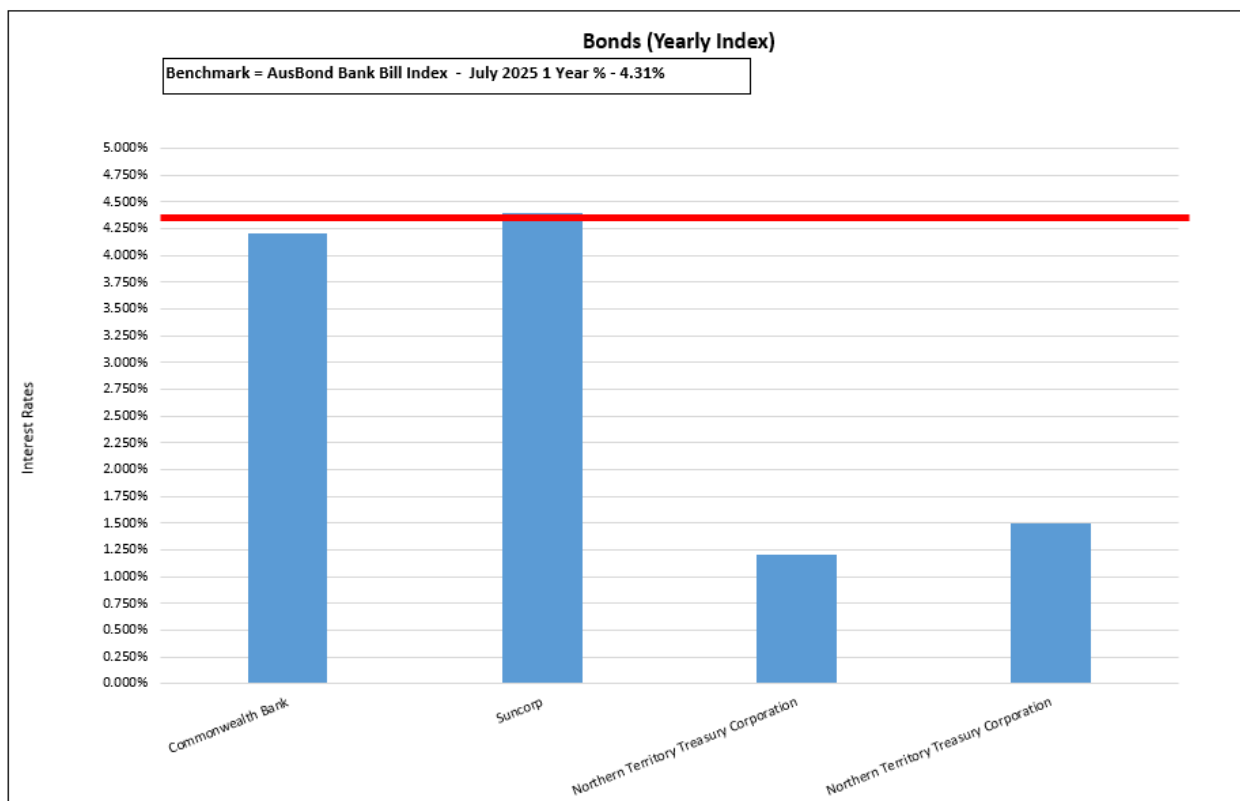
**ITEM 10.7 INVESTMENT REPORT FOR JULY 2025****Councils Investment Policy**

Table 1 shows the percentage held by Council (holdings) and the additional amount that Council could hold (capacity) for each term to maturity allocation in accordance with limits established by Council's Policy.

**Table 1: Maturity – Term Limits****Maturity Compliance** as at 31/07/2025

Compliant	Term	Invested (\$)	Invested (%)	Min Limit (%)	Max Limit (%)	Available (\$)
✓	0 - 90 days	13,499,545.00	18.71	3.00	100.00	58,665,826.92
✓	91 - 365 days	29,500,000.00	40.88	0.00	100.00	42,665,371.92
✓	1 - 2 years	17,806,604.00	24.68	0.00	70.00	32,709,156.34
✓	2 - 5 years	8,000,000.00	11.09	0.00	50.00	28,082,685.96
✓	5 - 10 years	3,359,222.92	4.66	0.00	25.00	14,682,120.06
<b>TOTALS</b>		<b>72,165,371.92</b>	<b>100.00</b>			

**ITEM 10.7 INVESTMENT REPORT FOR JULY 2025****Table 2: Credit Rating Limits**  
**Credit Quality Compliance** as at 31/07/2025**Long Term Investments**

Compliant	Rating	Invested (\$)	Invested (%)	Limit (%)	Available (\$)
✓	AA	33,299,545.00	46.14	100.00	38,865,826.92
✓	A	8,500,000.00	11.78	60.00	34,799,223.15
✓	BBB	27,006,604.00	37.42	45.00	5,467,813.36
✓	Unrated	3,359,222.92	4.66	5.00	249,045.68
<b>TOTALS</b>		<b>72,165,371.92</b>	<b>100.00</b>		

**Certification by Responsible Accounting Officer**

I, Evan Webb, hereby certify that all investments 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.

**CONSULTATION:**

Arlo Advisory

**Risk Analysis**

Quote from *Arlo Advisory July 2025 report page 2:*

Global equity markets continue to set all-time highs in July. Despite the ongoing uncertainty surrounding the tariff wars, inflation appears to be trending lower, unemployment remains low, and with interest rates expected to ease further, this is providing support to global growth.

In the deposit market, over July, across the curve (short and long-end), the average deposit rates offered by the domestic major banks remained relatively flat compared to the previous month (June) after the RBA unexpectedly kept official interest rates unchanged. The market continues to price in additional rate cuts over the next few months and if delivered, this should see the deposit curve drop further.

With additional rate cuts and a global economic downturn priced in over the next 6-12 months, investors should consider diversifying and taking an 'insurance policy' against a potentially lower rate environment by investing across 1-5 year fixed deposits and locking in rates close to or above 4% p.a. (small allocation only).

**Delivery Program Action**

5.3 - Keeping our community at the centre of service delivery whilst remaining effective and efficient and delivering transparent governance and financial sustainability

**FINANCIAL IMPLICATIONS:****Direct and indirect impact on current and future budgets**

Councils forecasted budgeted interest revenue for 2025/2026 is \$3,301,715. As council's investments continue to outperform the benchmark, council would expect to meet the budgeted forecast. Interest accrued on investments for the month of July was \$248,221.

**Working funds – justification for urgency and cumulative impact**

As above.



**Impacts on 10 Year Long Term Financial Plan**

Nil.

**Service level changes and resourcing/staff implications**

There are no changes or implications stemming from this report

**ATTACHMENTS:**

- 1  43453/2025 - Investment Report July 2025
- 2  43451/2025 - Arlo Advisory Report July 2025

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**DIRECTOR CORPORATE SERVICES REPORT**

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**ITEM 10.8 SF1031 200825 DRAFT REVISED PROCUREMENT OF GOODS AND SERVICES POLICY G 12**

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**AUTHOR/ENQUIRIES:** Georgina Riddington, Contracts and Procurement Officer

**SUMMARY:**

The objective of the Procurement of Goods and Services Policy (the Policy) is to establish the administrative framework required for the implementation of Council's procurement arrangements ensuring all purchasing activities meet Council's legal and statutory obligations.

The changes to the Policy are listed in the discussion section with deletions noted as ~~struck through~~ text and additions as **red font** text on the attached draft revised Procurement of Goods and Services Policy.

**RECOMMENDATION:**

**That Council:**

- 1 Adopts the reviewed Procurement of Goods and Services Policy G 12.**
- 2 Rescinds the Buy Local Procurement Policy CS 27.**

**OPTIONS:**

- 1 Proposed recommendation
- 2 Alternative option – amendment to policy

**DISCUSSION:**

Although the Policy was overdue for review, it did enable the full review of both this policy in conjunction with the Procurement Procedures Manual. The main changes to the policy are summarised below but also explained on the attachment 'Proposed Major Changes to Goods & Services Policy No.12'.

- Firm statement on staff responsibilities on incurring/approving expenditure, including the practice of splitting purchase orders.
- The proposed changes to the purchasing threshold limits to align more with real expenditure.
- Local preference is defined in one document instead of three along with the scoring rationale.

As local procurement is addressed in the Policy, is it recommended that the Buy Local Procurement Policy (CS 27) be rescinded.

**CONSULTATION:**

Internal consultation with staff  
Endorsed by ARIC

**SUSTAINABILITY ASSESSMENT:**

**Environment**

An objective of the policy is to facilitate the procurement of goods and services in the timeliest, cost effective and environmentally sustainable manner.

**Social**

Council's objectives through sustainable purchasing are to deliver Council's commitments in relation to ecologically sustainable development (ESD) and other environmental and social objectives and play a leadership role in advancing long-term social and environmental sustainability.

**ITEM 10.8 DRAFT REVISED PROCUREMENT OF GOODS AND SERVICES POLICY G 12****Economic**

Council acknowledges that it has an important role to play in the local economy and is committed to assisting local industry engage in business with Council. The objective of local preference is to create a framework that ensures Council gives due consideration to the actual and potential benefits to the local economy of sourcing goods and services locally where possible, whilst maintaining a value for money approach at all times.

**Risk Analysis**

Identified	Risk Likelihood (H,M,L)	Impact of risk (H,M,L)	Strategy to manage risk	Residual Risk
Staff understanding of the policy is inconsistent across Council	H	H	Education to all purchasing staff.  Management aware of their responsibilities in approving purchases.  Continue reports to ELT regarding incorrect purchasing.	L





**Delivery Program Action**

4.5 - Encourage localised spending by the Nambucca Valley community that supports local businesses and the community more broadly

**FINANCIAL IMPLICATIONS:**

Nil.

**ATTACHMENTS:**

- 1  27179/2025 - Proposed Major Changes to Goods and Services Policy No.12
- 2  27180/2025 - G 12 - POLICY - Procurement of Goods and Services Policy Marked Up
- 3  35082/2019 - CS 27 - POLICY - Buy Local Procurement
- 4  43383/2025 - Draft Procurement of Goods and Services Policy No. G 12 (new format)

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**DIRECTOR CORPORATE SERVICES REPORT**

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**ITEM 10.9 SF3619 200825 UPDATE TO MACKSVILLE PRESCHOOL LEASE**

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**AUTHOR/ENQUIRIES:** Rochelle McMurray, Property and Governance Officer

**SUMMARY:**

Council resolved at its Ordinary Council meeting 27 February 2025 to write to Crown Lands to request that it appoint Council as the Crown Land Manager of Lot: 280 DP1041844 which sits on Community Land. This appointment has been approved by the Crown Land Minister. Council now is asked to endorse the new lease for the pre-school, so it can be sent for Ministers approval.

**RECOMMENDATION:**

**That:**

- 1 Council endorses the draft lease with the Macksville Pre-School Childcare Centre Ltd to be placed on public exhibition for 28 days.**
- 2 If no submissions are received during the exhibition period delegation be given to the General Manager to seek Crown Land Minister approval and execute the lease.**

**OPTIONS:**

- 1 Do nothing/business as usual
- 2 Proposed recommendation
- 3 No alternative

**BACKGROUND:**

At the 27 February 2025 meeting Council resolved:

*That Council:*

- 1 Endorses the letter of support sent to the Pre-School on 12 February 2025.*
- 2 Requests Crown Lands appoint Council as the Crown Land Manager for the Pre-School site in Park St, Macksville.*
- 3 Offer the Pre-School governance support in the form of a Board Director to assist the Pre-School Board.*
- 4 Subject to an acceptance of point 3 above, nominate the General Manager as Council's representative as a Director on the Macksville Pre-School Board.*

Council staff have completed the necessary Native Title Assessment and sought advice from Crown Lands to create a new lease for 20 years. Both parties are in agreement with the terms of the new lease.

**DISCUSSION:**

The Macksville Pre-School Childcare Centre (Pre-School) is a critical service for Nambucca Valley families with young children. The Pre-School facility services over 70 families and employs 13 staff.

Council has worked with the committee to have a new lease drawn up to ensure continued tenure of the community facility.

The lease will need Crown Land Ministers approval which requires a Council resolution and display on public exhibition for 28 days as per Section 47 of the *Local Government Act 1993*. This report formalises this requirement.

**CONSULTATION:**

Acting Director Corporate Services  
General Manager

**ITEM 10.9 UPDATE TO MACKSVILLE PRESCHOOL LEASE**

Preschool Committee  
Crown Lands

**SUSTAINABILITY ASSESSMENT:****Social**

Macksville Community Preschool is a local significant community service of long standing

**Economic**

Council is contributing in a variety of ways to ensure the community facility remains in the local area

**Risk Analysis**

Identified	Risk Likelihood (H,M,L)	Impact of risk (H,M,L)	Strategy to manage risk	Residual Risk
Not entering into a lease - reputational risk and potential effect on the delivery of pre-school services	M	L	Enter into a lease with Macksville preschool to ensure the continuation of the service	N/A

**Delivery Program Action**

1.5 - Provide and advocate for targeted programs, services and projects to support those most in need throughout our community

2.2 - Provide and advocate for essential supporting infrastructure and services that cater for current needs and future growth

4.5 - Encourage localised spending by the Nambucca Valley community that supports local businesses and the community more broadly

5.2 - Engage, work and advocate with partners, including other levels of government, service providers, businesses, community and others, to enhance our local area and quality of life

**FINANCIAL IMPLICATIONS:****Direct and indirect impact on current and future budgets**

No income, or expense in relation to the Macksville pre-school has been budgeted.

**Working funds – justification for urgency and cumulative impact**

Nil.

**Impacts on 10 Year Long Term Financial Plan**

It is proposed that the rent realised from the lease of the premises be placed in a restricted asset for the future maintenance and repair of the preschool buildings and grounds.

**Service level changes and resourcing/staff implications**

No extra resourcing implications.

**ATTACHMENTS:**

1  25437/2025 - DRAFT - Crown Lease - Macksville Pre-school Childcare Centre Ltd 2025-2030



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**DIRECTOR CORPORATE SERVICES REPORT**

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**ITEM 10.10 SF1031                      200825                      DRAFT REVISED DONATIONS (CHARITABLE AND OTHER)  
POLICY G14**

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**AUTHOR/ENQUIRIES:** Teresa Boorer, Grants and Contributions Officer

**SUMMARY:**

The Donations (Charitable and Other) Policy G14 was due for review November 2024. The objective of the policy is to ensure money provided by Council to community organisations is allocated in the most effective manner, by providing clear guidelines ensuring consistent, equitable and transparent processes for Section 356 donations. The changes to the policy are listed in the discussion section with changes noted as track changes in the attached draft revised Donations (Charitable and Other) Policy.

**RECOMMENDATION:**

**That Council endorses the draft revised Donations (Charitable and Other) Policy G14 which has increased the “capped” donation amount to \$1,000 and increased annual donations to local schools of \$150, and an increased annual donation to Legacy of \$250.**

**OPTIONS:**

- 1 Do nothing/business as usual
- 2 Proposed recommendation
- 3 Alternative option – increase “capped” donation to \$750 allowing for more approvals during the financial year, and the advertised Annual Donations Program, and less rejections due to limited funds available.
- 4 Alternative option – no changes to Policy as currently adopted.

**DISCUSSION:**

Although the policy was overdue for review, the reason for review at this time has come about due to an increase in the 2025/2026 donations budget – to \$40,000 – and comments by Councillors that the adopted capped donation amount of \$500 was too little given cost escalations across the board.

The suggestion was to increase the capped donation to \$1,000, and this is the capped figure that the revised DRAFT policy reflects.

However, it is worth noting that given the 2024/2025 Donations Program saw 37 applications received for donations – up to \$500 - and only one (1) was not approved, if this was \$1,000 there would be very little funding available for other “one-off” or special requests for the full financial year, and the increased annual donation to \$150 for each operating school in the Valley, would leave very little budget available.

Council may have to potentially alter the Policy to stricter guidelines for donation approval, and refuse those applications received based on these changes, or make individual decisions if the applications outweigh the available donations funding in any given financial year.

To date, Council has already processed a donation of \$2,720.10 for 100% of rates and charges for the Nambucca Valley Youthie for 2025/2026 – approved in January 2025, so this is a special separately approved donation from the annual Section 356 Donation Program for 2025/2026.

The capped donation of \$500 has been in place since its adoption in August 2017, and this is the same as the \$100 annual donation to local schools.

The Revised Policy proposes an increase in the capped amount to \$1,000 for Section 356 donations, an increase to \$150 for the annual donation to Council's thirteen (13) operating schools to be used for presentation days or other uses as deemed fit by the recipient school, and an increase to \$250 for the annual donation to Legacy. These changes reflect the increased budget of \$40,000 for donations for the 2025/2026 year.

## ITEM 10.10 DRAFT REVISED DONATIONS (CHARITABLE AND OTHER) POLICY G14

The donations that an annual provision is provided for, as listed in the Policy, at the increased amount, would result in a reduction in the operating budget for donations during 2025/2026 of \$2,700.00:

### NAMBUCCA VALLEY COUNCIL – DONATIONS POLICY

5.12 → Council will make an annual provision for:

¶

5.12.1 Award presentations for each of the thirteen (13) operating primary and secondary schools in the Local Government Area of \$150 to each school. Those schools are:

¶

Bowraville Central School  
Eungai Public School  
Frank Partridge VC Public School  
Macksville High School  
Macksville Public School  
Medlow Public School  
Nambucca Heads High School  
Nambucca Heads Public School  
Nambucca Valley Christian Community School  
Scotts Head Public School  
St Mary's Primary School  
St Patrick's Primary School  
Tallowood Steiner School

¶

5.12.2 An annual donation of \$500 to the Talarm Hall Committee of Management to cover out of pocket expenses for the volunteers and the Hall Committee in maintaining the Welsh Pioneer Park.

¶

5.12.3 An annual donation of \$250 to Legacy for the annual appeal.

There are two (2) alternative options noted to increase the capped donation amount to only \$750, or to leave the Policy as is.

### **CONSULTATION:**

MANEX

General Manager

Acting Director Corporate Services

Chief Financial Officer

Grants and Contributions Officer

### **SUSTAINABILITY ASSESSMENT:**

#### **Environment**

It is not considered that the draft policy will result in any adverse environmental impacts.

#### **Social**

It is considered that the draft policy will result in positive social outcomes.

#### **Economic**

Council acknowledges that it has an important role to play in the local economy and is committed to assisting local community organisations to carry out community engagement activities and events for the benefit of all residents, and visitors, to our Valley.

#### **Risk Analysis**

Nil

### **Delivery Program Action**

1.5 - Provide and advocate for targeted programs, services and projects to support those most in need throughout our community

5.3 - Keeping our community at the centre of service delivery whilst remaining effective and efficient and delivering transparent governance and financial sustainability

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**ITEM 10.10 DRAFT REVISED DONATIONS (CHARITABLE AND OTHER) POLICY G14**

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**FINANCIAL IMPLICATIONS:****Direct and indirect impact on current and future budgets**

An increase in the capped donation amount could affect the availability of funds to all applicants applying for a donation in 2025/2026 given the budget allocation of \$40,000. A capped donation amount of up to \$750 could ensure all applications could be approved.

**Working funds – justification for urgency and cumulative impact**

Policy requires revision due to increase in annual donations budget in 2025/2026, and annual donations to schools generally provided in August of each year.

**Impacts on 10 Year Long Term Financial Plan**

Budget for 2025/2026 approved at \$40,000.

**Service level changes and resourcing/staff implications**

No impacts expected on service levels or staff.

**ATTACHMENTS:**

1  38322/2025 - DRAFT - Review of Policy G 14 - Donations (Charitable and Other) - July 2025

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**DIRECTOR CORPORATE SERVICES REPORT**

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**ITEM 10.11 SF3638      200825      REQUEST FOR SECTION 356 DONATIONS - THREE (3)  
REQUESTS - NAMBUCCA VALLEY RAMS, NAMBUCCA VALLEY ARTS COUNCIL AND  
NAMBUCCA MACKSVILLE EVENING VIEW CLUB**

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**AUTHOR/ENQUIRIES:** Teresa Boorer, Grants and Contributions Officer

**SUMMARY:**

Council has received three (3) separate requests for Section 356 donations in this Financial Year to date. The donation requests are from:

1. **Nambucca Valley Rams** to assist with the cost of new jerseys to bring attention to, and remember, the large number of missing persons, but most importantly 16 year-old Colleen Walker-Craig who disappeared from Bowraville in September 1990. The Nambucca Valley Rams are hoping, by highlighting Colleen on their jerseys, at the state Koori Knockout, some new information may come to light to assist her family to bring her home.

2. **Nambucca Valley Arts Council** to assist with the staging of the Biennial Art Show to be held at the Nambucca Community and Arts Centre in Ridge Street, Nambucca Heads in September 2025. The request is for a donation to assist with prizes and event staging for the biennial event

3. **Nambucca Macksville Evening VIEW Club** for reimbursement of the hire fees for the Macksville Senior Citizens Centre

**RECOMMENDATION:**

That Council approves the following Section 356 donation requests:

- 1      **Nambucca Valley Rams for \$500.00**
- 2      **Nambucca Valley Arts Council for \$500.00**
- 3      **Nambucca Macksville Evening VIEW Club for \$175.00.**

**OPTIONS:**

- 1      Do nothing/business as usual
- 2      Proposed recommendation
- 3      Alternative option - Council can resolve to donate a different amount to assist the applicants.

**DISCUSSION:**

Council received a letter of request from Nambucca Valley Rams on 21 July 2025, requesting a donation towards the cost of jerseys for the Koori Knockout to be held over the October Long Weekend in 2025.

The Nambucca Valley Rams want to not only honour Colleen, but educate the public on missing persons, provide support to affected families, and promote community engagement.

The letter of request from the Rams is an attachment to this report, and a letter from Colleen's Mum, Muriel Walker-Craig, acknowledging the request, providing consent, and giving additional information of Colleen's disappearance in September 1990 is also attached.

The Rams have liaised with Colleen's family to ensure their support in their endeavours to highlight the need to keep missing persons at the front of our minds, and to understand the feelings experienced by families who never get to bring their loved ones home.

Council received a letter of request from Nambucca Valley Arts Council Inc on 7 July 2025, requesting a donation to stage the Biennial Art Show in September 2025 at Nambucca Heads.

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**ITEM 10.11 REQUEST FOR SECTION 356 DONATIONS - THREE (3) REQUESTS - NAMBUCCA VALLEY RAMS, NAMBUCCA VALLEY ARTS COUNCIL AND NAMBUCCA MACKSVILLE EVENING VIEW CLUB**

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This art show attracts artists from the Nambucca Valley and further afield, from areas all over NSW and interstate. Exhibition numbers often reach up to 400 paintings.

The exhibition is an important event for promoting the arts in the Nambucca Valley and attracts many visitors to our area.

If Council chooses to donate, there would be a mention on promotional and published material of the support.

Council received a letter of request from Nambucca Macksville Evening VIEW Club on 25 June 2025 when they were organising the venue hire for the annual Spring Fair on 6 September 2025.

The Spring Fair is an annual event and the major fundraiser for the VIEW Club. Council has in previous years reimbursed the cost of hire fees for the venue hire. The VIEW Club is again requesting this donation.

The letter of request is an attachment to this report. The hire fees are \$175.00.

**CONSULTATION:**

General Manager  
Acting Director Corporate Services  
Chief Financial Officer  
Grants and Contributions Officer

**SUSTAINABILITY ASSESSMENT:****Environment**

There is no impact on the environment

**Social**

Council's donation will assist all three (3) organisations to promote the Nambucca Valley, and their respective causes and events, on the dates specified in the report.

**Economic**

There are no economic issues.

**Risk Analysis**

Nil.

**Delivery Program Action**

5.3 - Keeping our community at the centre of service delivery whilst remaining effective and efficient and delivering transparent governance and financial sustainability

**FINANCIAL IMPLICATIONS:****Direct and indirect impact on current and future budgets**

Council's 2025/2026 general donations budget on account number 3100.405.622 has had only the one donation approved for the year. This donation was approved by Council in January 2025, to cover 100% of rates and charges for the 2025/2026 Financial Year for Nambucca Valley Youth Services Inc. At the time of preparing this report these three (3) donations requests have been the only ones received. A current extract from Council's 2025/2026 budget is an attachment to this report.

If the three (3) donations are approved, as recommended in this report, there will be an available balance of \$37,266.90 until 30 June 2026.

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**ITEM 10.11 REQUEST FOR SECTION 356 DONATIONS - THREE (3) REQUESTS - NAMBUCCA VALLEY RAMS, NAMBUCCA VALLEY ARTS COUNCIL AND NAMBUCCA MACKSVILLE EVENING VIEW CLUB**

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The Donations Program for the 2025/2026 year will potentially open to general community applications early in 2026, and donations to the local schools will be paid out in August/September 2025.

**Working funds – justification for urgency and cumulative impact**

Nil as budgeted.





**Impacts on 10 Year Long Term Financial Plan**

No impact.

**Service level changes and resourcing/staff implications**

There is no impact on service level changes or resourcing/staff implications.

**ATTACHMENTS:**

- 1**  40851/2025 - VIEW Club request for Council to reimburse hire fees for 6-09-2025 - Annual Spring Fair
- 2**  41670/2025 - Sponsorship Request - Additional Details & Pricing - Nambucca Valley Rams - October Long Weekend 2025
- 3**  44130/2025 - Nambucca Valley Arts Council Art Show Sponsorship Letter - 7 July 2025
- 4**  44142/2025 - Donations 2025-2026 - Extract as at 12 August 2025

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**DIRECTOR CORPORATE SERVICES REPORT**

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**ITEM 10.12 SF3654 200825 GUIDELINES FOR COUNCIL'S COMMUNITY GRANTS PROGRAM**

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**AUTHOR/ENQUIRIES:** Jocelyn Box, Community Development Officer

**SUMMARY:**

Council's new Community Grants Program was approved in the Delivery Program on 25 June 2025. Council is presented with the Guidelines for the funding program for approval.

**RECOMMENDATION:**

**That Council approves the Community Grants Program Guidelines 2025/26.**

**OPTIONS:**

- 1 Proposed recommendation.
- 2 Amend content of guidelines.

**BACKGROUND:**

The Community Grants Program was designed to encourage community-led and implemented initiatives that help to achieve the community's priorities and aspirations as outlined within the Community Strategic Plan 2025-2035 (CSP). It is recognised that community groups and organisations can play a role in achieving the outcomes of the CSP, they can have better expertise in certain areas, and community-led solutions often have better community buy-in and benefit.

The Community Grants Program is deliverable 1.4.5 in Council's Delivery Program 2025-2029 under the strategy to "Promote and facilitate a range of activities that encourage greater social connection and resilience to change within our communities".

The Delivery Program and its supporting 2025/26 budget of \$50,000 was approved in Council resolution 180/25 of the 25 June 2025 Extraordinary Council Meeting.

**DISCUSSION:**

The Community Grants Program will be delivered to the community in 2 rounds of \$25,000 each round over the 2025/26 financial year.

The Grant's program objectives are:

- To support projects that are community designed and led, and which address local needs.
- To achieve outcomes that align with Council's CSP.
- To build community wellbeing and inclusion.
- To celebrate art, culture, and community.
- To strengthen community partnerships and networks.
- To increase local economic activity and visitation.
- Positive social impact.

Not-for-profits and community groups can apply for up to \$5,000 to carry out projects that address issues in Council's CSP.

Applicants must be operating in the Nambucca Valley LGA and the project must be in the Nambucca Valley LGA. The successful applicants will have 12 months to deliver their projects.

The attached Guidelines further outline eligibility criteria, the application process, timeframes for each round of funding, and the assessment process. The assessment panel recommendations for funding will be brought to Council for approval.

## ITEM 10.12 GUIDELINES FOR COUNCIL'S COMMUNITY GRANTS PROGRAM

The Community Development Officer will hold Grant Information Sessions in Macksville, Nambucca Heads and Bowraville to give potential applicants a chance to ask questions and better understand the program.

### **CONSULTATION:**

Director of Corporate Services

Chief Financial Officer

Grants and Contributions Officer

Manager Economic Development Tourism.

Other Councils who have implemented this program, including Bellingen Shire, Kempsey Shire, and Port Macquarie-Hastings Council.

### **SUSTAINABILITY ASSESSMENT:**

#### **Environment**

Projects that address environmental issues raised in the CSP could be eligible for funding and have added benefits of building community connection, partnerships, and resilience.

#### **Social**

The grant program is heavily geared towards outcomes of social benefit and enables community to find solutions and lead the change.

#### **Economic**

Proposed projects may have added economic benefit.

#### **Risk Analysis**

Identified	Risk Likelihood (H,M,L)	Impact of risk (H,M,L)	Strategy to manage risk	Residual Risk
Over subscription to program	M	L	Program is in Delivery Program for 4 years, allowing for applicants to reapply	L
Under subscription to program	L	L	Education on grants helps improve community group confidence and skills to apply	L

#### **Delivery Program Action**

1.4 - Promote and facilitate a range of activities that encourage greater social connection and resilience to change within our communities

### **FINANCIAL IMPLICATIONS:**

#### **Direct and indirect impact on current and future budgets**

\$50,000 has been allocated in the 2025/26 budget. Each round will include evaluation of the effectiveness of projects and overall program to enable Council to make informed decisions about future budgets and funding.

#### **Working funds – justification for urgency and cumulative impact**

Nil.

#### **Impacts on 10 Year Long Term Financial Plan**

Recurrent expense included in LTFP.

#### **Service level changes and resourcing/staff implications**

Community Development Officer is managing the Community Grants Program.

### **ATTACHMENTS:**

1  40423/2025 - Community Grants Program 25-26 Guidelines



**DIRECTOR CORPORATE SERVICES REPORT****ITEM 10.13 SF963 200825 NOMINATIONS TO COUNCIL SECTION 355 COMMITTEES OF MANAGEMENT****AUTHOR/ENQUIRIES:** Jocelyn Box, Community Development Officer**SUMMARY:**

Council has twenty-four (24) Section 355 Committees of Management (CoM). The Committees have a long history within Council with many long term and new volunteers who manage Council facilities on behalf of Nambucca Valley Council. It is recommended that the below nominations be endorsed for the Nambucca Community & Arts Centre Section 355 Committees of Management.

**RECOMMENDATION:****That Council:**

- 1 Approves the nominations to the Nambucca Community & Arts Centre Section 355 Committee of Management as per the table in the Discussion section of the report.**
- 2 Notes the resignation of Nambucca Community & Arts Centre committee members in below table.**

**OPTIONS:**

- 1 Do nothing/business as usual
- 2 Proposed recommendation

**DISCUSSION:**

The Nambucca Community & Arts Centre has had a change of Committee. The new Committee will set a new Terms of Reference.

<b>Committee</b>	<b>Nominees</b>	<b>Reason for nominating</b>
Nambucca Community & Arts Centre	Michael Pilgrim	I would like to help bring more arts opportunities to Nambucca
	Mark Seagrim	Support the Arts
	Jack Hodges	To get arts activities and events happening in Nambucca.
	Ashleigh Frost	I've recently moved to Bowraville and am keen to contribute to this LGA's creative and cultural initiatives. I work as a curator with the neighbouring City of Coffs Harbour, and I'm passionate about place- based arts that reflect and strengthen community identity
	Sharyn Brady	To help out and expand repertoire and help shape direction of hall Help activate the space and make connections with the art world outside Nambucca Ideas for performing arts, community art projects, engaging all ages and abilities.
<b>Resignations</b>	<b>Member</b>	<b>Role</b>
Nambucca Community & Arts Centre	Dianne Gulson	Chairperson and Secretary

**ITEM 10.13 NOMINATIONS TO COUNCIL SECTION 355 COMMITTEES OF MANAGEMENT**

Nambucca Community & Arts Centre	Deborah Mann	Treasurer
Nambucca Community & Arts Centre	Wendy Montagne	Minutes secretary

Resigning members attended the AGM for the new committee. A lunch was provided, gifts given, and an article featured on the front page of the News of the Area to acknowledge the contribution of the volunteers.

Committees of Management continue to be challenged by volunteer availability or capacity, clarity and consistency with processes and procedures, limited skills and efficiency methods (such as technological solutions), increasing costs of services and maintenance, and ongoing maintenance of ageing assets.

A Services Review was undertaken by Council which included most Section 355 Committees and recommendations made as to the future management of community facilities, awaiting management review.

**CONSULTATION:**

Nil.

**SUSTAINABILITY ASSESSMENT:****Environment**

Nil.

**Social**

Provision of venues and recreational facilities to support community connection, health, and wellbeing.

**Economic**

Nil.

**Risk Analysis**

Identified	Risk Likelihood (H,M,L)	Impact of risk (H,M,L)	Strategy to manage risk	Residual Risk
Injury to volunteers	M	H	Volunteers are given Volunteer Safety Handbook after approval of Council.	M
Mismanagement	L	H	Council Code of Meeting Practice and Code of Conduct must be adhered to.	M
Fraud	L	H	Code of Conduct must be adhered to.	M
Lack of volunteers	M	H	Promote the positive aspects of volunteering. Recognise need for succession planning for Committees.	L

**Delivery Program Action**

2.3 - Maintain and improve community facilities and infrastructure that provide a basis for our connectedness and well-being

5.2 - Engage, work and advocate with partners, including other levels of government, service providers, businesses, community and others, to enhance our local area and quality of life

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**ITEM 10.13 NOMINATIONS TO COUNCIL SECTION 355 COMMITTEES OF MANAGEMENT**

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**FINANCIAL IMPLICATIONS:****Direct and indirect impact on current and future budgets**

Section 355 Committees are volunteers overseeing the management of Council facilities, ostensibly to reduce cost to Council, though this cost has not been analysed. Dwindling volunteer numbers could result in Council having to dissolve a Section 355 Committee of Management and explore options for operating the community facility such as lease arrangements or directly managing the facility which would have impact on current and/or future budgets.

**Working funds – justification for urgency and cumulative impact**

Nil.



**Impacts on 10 Year Long Term Financial Plan**

Long-term financial viability of Section 355 Committees needs to be assessed.

**Service level changes and resourcing/staff implications**

Some Section 355 Committees are requiring increasing resourcing from Council staff to support management of the facility.

**ATTACHMENTS:**

- 1  43576/2025 - Nomination NCAC CoM July 2025 - Redacted
- 2  43577/2025 - NCAC Resignations July 2025 - redacted

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**DIRECTOR CORPORATE SERVICES REPORT**

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**ITEM 10.14 SF3653                      200825                      NAMBUCCA VALLEY YOUTH COUNCIL MEETING - JULY 2025**

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**AUTHOR/ENQUIRIES:** Jocelyn Box, Community Development Officer

**SUMMARY:**

Nambucca Valley Youth Council held its first official meeting as an Advisory Committee on 29 July 2025. The Youth Council have provided some advice and initial project ideas to address concerns of youth that align with Council's Community Strategic Plan goals.

**RECOMMENDATION:**

**That Council notes:**

- 1        The report of the 29 July 2025 Nambucca Valley Youth Council meeting.**
- 2        The recommendations and project proposals of the Youth Council.**

**OPTIONS:**

- 1        Do nothing/business as usual
- 2        Proposed recommendation
- 3        Alternative option

**BACKGROUND:**

Nambucca Valley Youth Council was established in April 2025 and formalised into Council in July 2025 as an Advisory Committee.

The role of the Youth Council is to provide advice and solutions to issues that matter to young people, to be a voice for young people in the Valley, and to support projects that are youth-designed and youth-led. The Youth Council is also a space where young people are supported to build and grow skills.

The Youth Council is a partnership between Council and Becoming U, Nambucca Heads High School, Macksville High School, Bowraville Central School, and ShoreTrack.

**DISCUSSION:**

The Youth Council is being mentored in to how to run the Youth Council meetings themselves and will gradually take over the setting of Agenda and taking of minutes.

The Youth Council has proposed a number of projects they believe are achievable within their first term of Council and will work further to refine those ideas, identify community partners, and be mentored in delivering outcomes.

**CONSULTATION:**

Nambucca Valley Youth Council

**SUSTAINABILITY ASSESSMENT:**

**Social**

Young people are empowered and have a voice in decision-making.  
Young people lead the solutions for issues that impact them.

**ITEM 10.14 NAMBUCCA VALLEY YOUTH COUNCIL MEETING - JULY 2025****Risk Analysis**

<b>Identified</b>	<b>Risk Likelihood (H,M,L)</b>	<b>Impact of risk (H,M,L)</b>	<b>Strategy to manage risk</b>	<b>Residual Risk</b>
Youth Council expectations are high	M	M	Set expectations of Youth Council and Council's role in activities at each point	L
Child safety and protection	L	H	All adults facilitating the Youth Council will be required to have a valid Working With Children Check and are not to be alone with young people. Measures in child safety for communication etc are all consulted and informed by schools and youth professionals	L

**Delivery Program Action**

1.3 - Promote and facilitate a range of activities that encourage greater social connection for our young people

2.2 - Provide and advocate for essential supporting infrastructure and services that cater for current needs and future growth

5.1 - Encourage and support inclusive community participation in policy and decision-making, and communicate on matters that are important to their daily lives and future


**FINANCIAL IMPLICATIONS:****Direct and indirect impact on current and future budgets**

Youth Council has an allocated budget and a Youth Week budget for this FY. Open Streets Festival is funded for 3 years. Becoming U provides financial input in travel and catering. Additional projects could be grant funded or funded by aligned community organisations.

**Service level changes and resourcing/staff implications**

Community Development Officer role for Youth Council. Does require more interaction and mentoring than other advisory committees, however is also supported in partnership with Becoming U and schools.

**ATTACHMENTS:**

1  43590/2025 - Meeting - NV Youth Council 29 July 2025

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**DIRECTOR CORPORATE SERVICES REPORT**

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**ITEM 10.15 SF3586      200825      MINUTES OF DUGUULA-BINDARRAY-GARRI ABORIGINAL  
ADVISORY COMMITTEE MEETING 5 AUGUST 2025**

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**AUTHOR/ENQUIRIES:** Jocelyn Box, Community Development Officer

**SUMMARY:**

Duguula Bindarray-Garri Nambucca Valley Council Aboriginal Advisory Committee met on 5 August 2025. There was no quorum, so meeting was a conversation only.

**RECOMMENDATION:**

**That Council notes the discussion notes of the Duguula Bindarray-Garri Aboriginal Advisory Committee meeting held on 5 August 2025.**

**OPTIONS:**

- 1 Do nothing/business as usual
- 2 Proposed recommendation

**DISCUSSION:**

Members of the Advisory Committee discussed solutions to some Council process and consultation issues that will be taken to the next meeting and any recommendations brought by a quorum.

**CONSULTATION:**

N/A.

**SUSTAINABILITY ASSESSMENT:**

**Environment**

Improved consultation with Aboriginal community will support better practices, processes and protection of Country.

**Social**

Empowering Aboriginal Community to have a voice in council decision-making, improve understanding of Aboriginal culture and community, and walk the journey of reconciliation.

**Economic**

Aboriginal issues and needs are included in decision-making.

**Risk Analysis**

Nil.

**Delivery Program Action**


1.1 - Celebrate, recognise and respect the traditional custodians of the land, the Gumbaynggirr people

5.1 - Encourage and support inclusive community participation in policy and decision-making, and communicate on matters that are important to their daily lives and future

**FINANCIAL IMPLICATIONS:**

Nil.

**ATTACHMENTS:**

- 1  43601/2025 - Discussion notes - Duguula Bindarray-Garri 2025\_08\_05

**MANAGER DEVELOPMENT AND ENVIRONMENT REPORT**

**ITEM 11.1 SF3410 200825 UNDETERMINED DEVELOPMENT APPLICATIONS GREATER THAN 12 MONTHS, WHERE SUBMISSIONS HAVE BEEN RECEIVED, OR WHERE AN APPLICATION TO VARY DEVELOPMENT STANDARDS UNDER CLAUSE 4.6 OF THE NAMBUCCA LEP 2010 WAS APPROVED UNDER STAFF DELEGATION**

**AUTHOR/ENQUIRIES:** Daniel Walsh, Manager Development and Environment

**SUMMARY:**

This report contains information in relation to development applications which have been undetermined for over 12 months, undetermined development applications which have received submissions and development applications determined where an application to vary a development standard was approved.

In accordance with Minute 848/08 from Council's meeting of 18 December 2008, should any Councillor wish to "call in" an application a motion is required specifying the reasons why it is to be "called in". If an application is not called then it will be determined under delegated authority if the delegations permit.

In the interests of transparency, all development applications determined under delegation, where an application to vary development standards under Clause 4.6 of the Nambucca Local Environmental Plan 2010 was approved, are reported to Council for information.

**RECOMMENDATION:**

**That Council notes the information on undetermined development applications greater than 12 months, or where submissions have been received to 4 August 2025, and development applications determined from 8 July 4 August 2025 where an application to vary development standards under Clause 4.6 of the Nambucca LEP 2010 was approved under delegation.**

**OPTIONS:**

In addition to the above recommendation, Council may choose to "call in" any or all of the development applications referred to in this report, or any other development application not yet determined under delegation by Council staff. Please see information in the summary above regarding how to "call in" a development application.

**DISCUSSION:**

**TABLE 1: UNDETERMINED DEVELOPMENT APPLICATIONS IN EXCESS OF 12 MONTHS OLD**

Nil

**TABLE 2: UNDETERMINED DEVELOPMENT APPLICATIONS WITH SUBMISSIONS**

DA NUMBER	DATE OF RECEIPT	PROPOSAL	ADDRESS
2025/005	4 February 2025	Demolition of existing dwelling & construction of new dwelling	8 Gregory Street, Valla Beach – Lot 4 Sec 2 DP 245317
<b>STATUS:</b> 1 submission received. Amended plans have been received and re-exhibited to surrounding owners. Assessment to be finalised.			
DA NUMBER	DATE OF RECEIPT	PROPOSAL	ADDRESS
2025/083	9 April 2025	18 Multi dwelling housing	1 Bellevue Drive, North Macksville – Lot 1 DP 205344
<b>STATUS:</b> 9 submissions received. Amended plans and documentation have been requested which address the flood and bushfire risks of the development. Matter to be reported to Council for determination once information received and assessment finalised.			
DA NUMBER	DATE OF RECEIPT	PROPOSAL	ADDRESS

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**ITEM 11.1    UNDETERMINED DEVELOPMENT APPLICATIONS GREATER THAN 12 MONTHS,  
WHERE SUBMISSIONS HAVE BEEN RECEIVED, OR WHERE AN APPLICATION TO  
VARY DEVELOPMENT STANDARDS UNDER CLAUSE 4.6 OF THE NAMBUCCA LEP  
2010 WAS APPROVED UNDER STAFF DELEGATION**

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<b>2025/122</b>	<b>17 June 2025</b>	<b>Function Centre</b>	<b>86 Jellico Street, Macksville – Lot 8 Sec M DP 9654</b>
<b>STATUS:</b> 49 submissions received. To be reported to Council for determination once assessment finalised.			

**TABLE 3: DEVELOPMENT APPLICATIONS DETERMINED UNDER DELEGATION WHERE AN  
APPLICATION TO VARY DEVELOPMENT STANDARDS UNDER CLAUSE 4.6 OF THE NLEP WAS  
APPROVED**

No development applications were determined between 8 July – 4 August 2025 where an application to vary development standards under Clause 4.6 of the NLEP was approved under staff delegation.

**CONSULTATION:**

Nil.

**SUSTAINABILITY ASSESSMENT:**

Nil.

**Delivery Program Action**

2.1 - Encourage and facilitate high quality and sustainable planning and liveability outcomes that promote diverse housing to meet current and future community needs

**FINANCIAL IMPLICATIONS:**

Nil.

**ATTACHMENTS:**

There are no attachments for this report.



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**MANAGER DEVELOPMENT AND ENVIRONMENT REPORT**

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**ITEM 11.2 SF3599 200825 FINALISE THE PROPOSED AMENDMENT TO THE NAMBUCCA LEP 2010 FOR AN ADDITIONAL PERMITTED USE AT 19 HAMERTON COURT, TEWINGA**

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**AUTHOR/ENQUIRIES:** Charles Watts, Development Assessment Officer

**Summary:**

This report outlines the results of the public exhibition of the proposed amendment to the Nambucca Local Environmental Plan 2010. The amendment will facilitate agritourism and viticulture as additional permitted uses with consent on Lot 5 DP 1077244, Rodeo Drive, Tewinga.

**NOTE: This matter requires a “Planning Decision” meaning a decision made in the exercise of a function of the council under the Environmental Planning and Assessment Act 1979 including a decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan. Under Section 375A of the Local Government Act 1993 it requires the General Manager to record the names of each Councillor supporting and opposing the decision.**

**RECOMMENDATION:**

**That Council exercises its local plan-making authority functions and amends the Nambucca Local Environmental Plan 2010 as outlined within the planning proposal contained within attachment 1.**

**OPTIONS:**

- 1 Do nothing.
- 2 Proposed recommendation.

**DISCUSSION:**

At the Council meeting on 27 February 2025 Council resolved to forward the attached planning proposal (**attachment 1**) to amend the Nambucca Local Environmental Plan 2010 to the Minister for Planning for gateway determination in accordance with section 3.34 of the *Environmental Planning and Assessment Act 1979*.

Council received a Gateway Determination on 24 April 2025 which is contained within **attachment 2**. Changes requested in the Gateway Determination were subsequently made to the planning proposal by the applicant, and the updated planning proposal has been attached (**attachment 3**).

The planning proposal was publicly exhibited from 11 June 2025 to 11 July 2025 in accordance with the Gateway Determination. One submission was received during the exhibition, which was in support of the planning proposal.

The planning proposal was referred to all public authorities listed in the Gateway Determination. NSW Rural Fire Service raised no objections to the proposed amendments to the LEP. A copy of the response from NSW RFS is contained within **attachment 4**. NSW Department of Primary Industries and Regional Development raised no objections to the proposed amendments to the LEP. A copy of the response from NSW Department of Primary Industries and Regional Development is contained within **attachment 5**. No response was received from NSW Department of Climate Change, Energy, the Environment and Water.

All provisions of the Gateway Determination have been complied with and it is recommended that Council proceed with making the amendments to the LEP.

**CONSULTATION:**

NSW Rural Fire Service  
Department of Climate Change, Energy, the Environment and Water – Flooding  
Department of Primary Industries and Regional Development – Agriculture and Biosecurity

## ITEM 11.2 FINALISE THE PROPOSED AMENDMENT TO THE NAMBUCCA LEP 2010 FOR AN ADDITIONAL PERMITTED USE AT 19 HAMERTON COURT, TEWINGA

### **SUSTAINABILITY ASSESSMENT:**

#### **Environment**

The proposed amendments will not result in any significant environmental impacts.

#### **Social**

The proposed amendments will not result in any negative social impacts.

#### **Economic**

The proposed amendments will not result in any negative economic impacts.

#### **Risk Analysis**

Identified	Risk Likelihood (H,M,L)	Impact of risk (H,M,L)	Strategy to manage risk	Risk Assessment
Nil				

#### **Delivery Program Action**

2.4 - Proactively manage competing rural activities, with a focus on preserving environmental systems and rural character

4.5 - Encourage localised spending by the Nambucca Valley community that supports local businesses and the community more broadly

### **FINANCIAL IMPLICATIONS:**

#### **Direct and indirect impact on current and future budgets**

Nil.

#### **Working funds – justification for urgency and cumulative impact**

Nil.






#### **Impacts on 10 Year Long Term Financial Plan**

Nil.

#### **Service level changes and resourcing/staff implications**

Manageable workload for Development & Environment staff to progress the planning proposal.

### **ATTACHMENTS:**

- 1  66259/2024 - Forwarded Planning Proposal
- 2  41251/2025 - Gateway Determination
- 3  29967/2025 - Post Gateway Updated Planning Proposal
- 4  41244/2025 - NSW RFS Referral
- 5  41233/2025 - Department of Primary Industries and Regional Development Response to Referral

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**DIRECTOR ENGINEERING SERVICES REPORT**

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**ITEM 12.1 SF3649 200825 PRIORITY PROJECTS - 2025/26**

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**AUTHOR/ENQUIRIES:** David Moloney, Director Engineering Services**SUMMARY:**

As part of Council's service reviews framework. Project delivery was reviewed and reported to Audit Risk and Improvement Committee (ARIC). An action out of the review was to develop a procedure for selecting projects and a priority projects list to be developed.

**RECOMMENDATION:****That Council:**

- 1 Notes the project selection process as written in the Asset Management Policy.**
- 2 Notes the Priority Projects list.**
- 3 Reports on progress on the Priority Projects list every 6 months.**

**OPTIONS:**

- 1 Do nothing/business as usual
- 2 Proposed recommendation

**DISCUSSION:**

After a Service review an action for Council was to develop a procedure to select projects and develop a priority project list.

At the Ordinary Meeting of Council on the 28 November 2024 Council adopted the revised Asset Management Policy. The Policy was reviewed to include a procedure on how projects are selected. The Asset Management Policy under section 4.3 states:

**4.3 Capital Project Selection**

Projects identified for renewal will follow the following process and considerations:

- a. Asset Condition
- b. Asset Management Plan
- c. Records of increased maintenance on an asset
- d. Hierarchy of assets

Projects for existing assets for upgrade or new assets will require a grant to supplement the cost and be selected from the following and then prioritised from:

- a. Council Resolutions
- b. IP&R
- c. Strategic Plans or
- d. Increased demand on asset

Where a service generates revenue then upgrades can be factored based on increased revenue generated from fees and charges to cover the cost of upgrade or new asset.

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**ITEM 12.1 PRIORITY PROJECTS - 2025/26**

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**Priority Projects List**

The next step was to develop a priority projects list that helps guide staff when opportunities arise for grants to apply from projects that are approved to be priorities. This is not meant to be an exhaustive list and the list is unlikely to a project on it for all grant programs. In most cases though these will be the smaller grant programs.

The Priority Projects list is designed for projects that have been through a selection process to determine the viability of a projects based on life cycle assessment.

Council staff have been developing a priority projects list over the past six 6 months to identify upgrades or new assets that are a priority to Council. These projects have been developed following the Section 4.3 of the Asset Management Policy.

Attached is a Priority Projects as identified by staff. It is expected that over time this will change as projects are delivered and other priorities are identified. The list will also be used to apply for projects when grant programs are applied for.

This list should be dynamic and have projects added and deleted as priorities change or projects are funded.

**CONSULTATION:**

Nambucca Valley Council  
Engineering Services Managers  
Executive Leadership Team

**Delivery Program Action**

1.5 - Provide and advocate for targeted programs, services and projects to support those most in need throughout our community

2.2 - Provide and advocate for essential supporting infrastructure and services that cater for current needs and future growth

5.2 - Engage, work and advocate with partners, including other levels of government, service providers, businesses, community and others, to enhance our local area and quality of life

**FINANCIAL IMPLICATIONS:****Direct and indirect impact on current and future budgets**

The Priority Project list will help guide staff in identifying projects and matching them with grants to progress Councils development and improvement needs.

**Working funds – justification for urgency and cumulative impact**

Nil.

**Impacts on 10 Year Long Term Financial Plan**

Nil.

**Service level changes and resourcing/staff implications**

Nil.

**ATTACHMENTS:**

1  35485/2025 - Council Priority Projects List 2025

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**ITEM 12.1 PRIORITY PROJECTS - 2025/26**

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**DIRECTOR ENGINEERING SERVICES REPORT**

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**ITEM 12.2   SF95                      200825                      REQUEST FOR A DISABLED PARKING BAY 36 WALLACE STREET, MACKSVILLE**

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**AUTHOR/ENQUIRIES:** Keith Williams, Manager Technical Services

**SUMMARY:**

This report responds to a request for a disabled parking bay outside Macksville Medical Centre. The proposed location aims to improve accessibility for individuals with mobility challenges accessing medical services and local businesses in the area.

**RECOMMENDATION:**

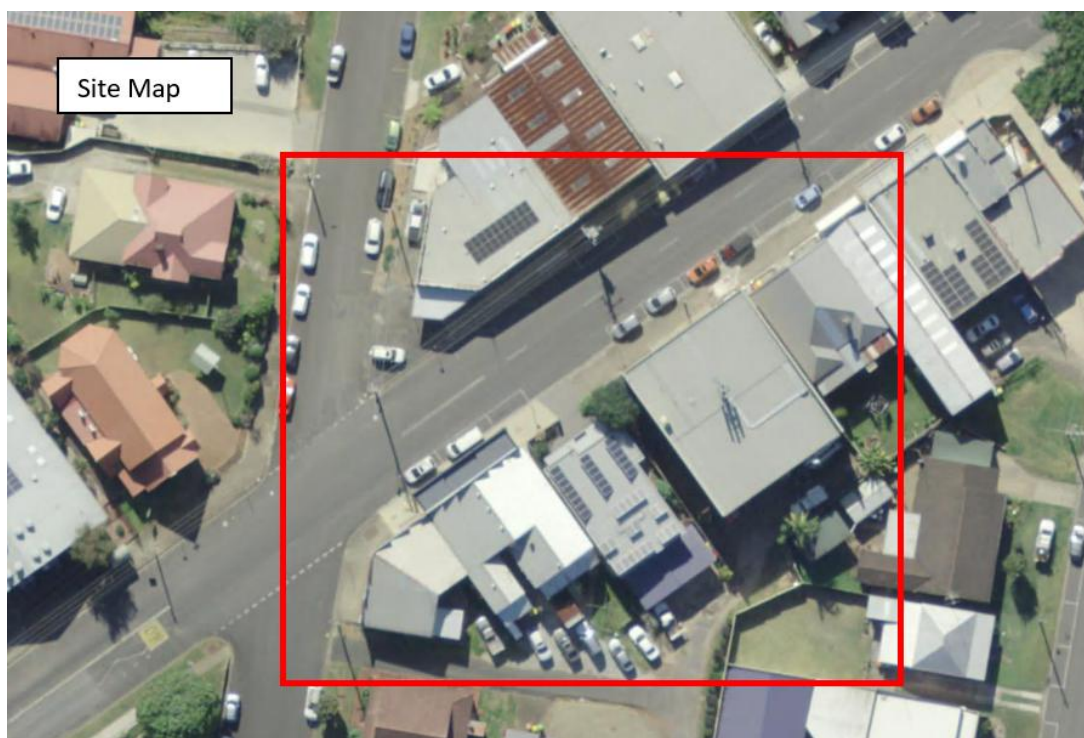
**That Council advises Macksville Medical Centre to further investigate and exhaust on site options for a Disabled Parking Bay at their premises 36 Wallace Street prior to considering on street options that will result in the loss of 1 hour time limited parking bays.**

**OPTIONS:**

- 1 Do nothing/business as usual
- 2 Proposed recommendation
- 3 Seek approval from the Local Traffic Committee to install a disabled parking bay at one of the 3 alternative options (select one)

**DISCUSSION:**

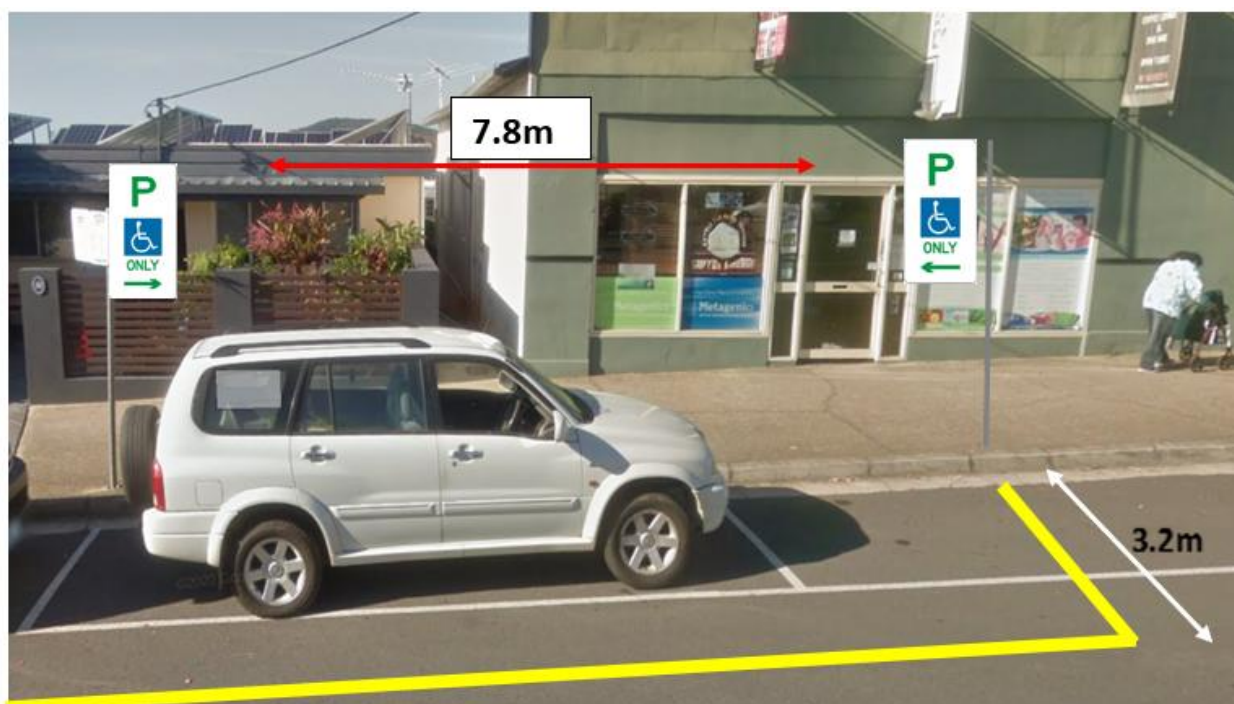
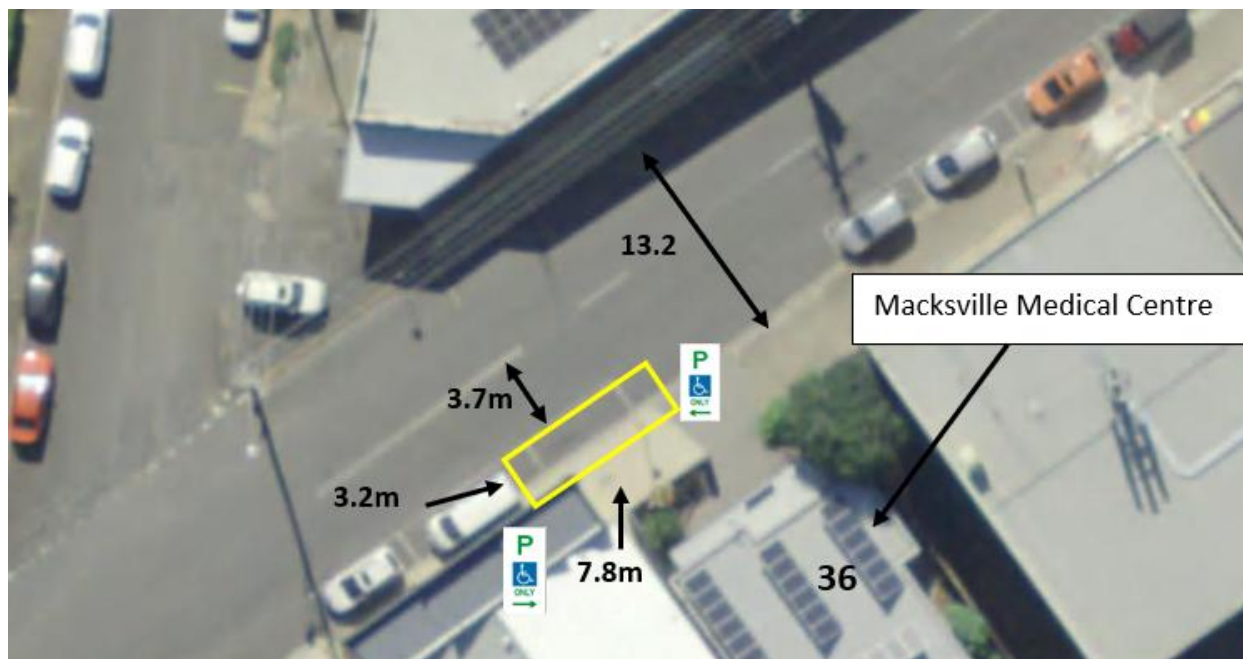
Macksville Medical Centre has requested Council install a disabled Parking Bay on Wallace Street Macksville, in the vicinity of their premises at 36 Wallace Street. The practise advises the parking bay is crucial for improving access to nearby essential services like the Macksville Medical Centre, Lavery Pathology and nearby local cafes and retail outlets, ultimately enhancing inclusivity for those with mobility challenges. After considered investigation three options will be presented for consideration.





## ITEM 12.2 REQUEST FOR A DISABLED PARKING BAY 36 WALLACE STREET, MACKSVILLE

**Option 1** – Extend the existing parking bay at the frontage of 36 and 38 Wallace Street and install the disabled parking bay and requisite ramp.



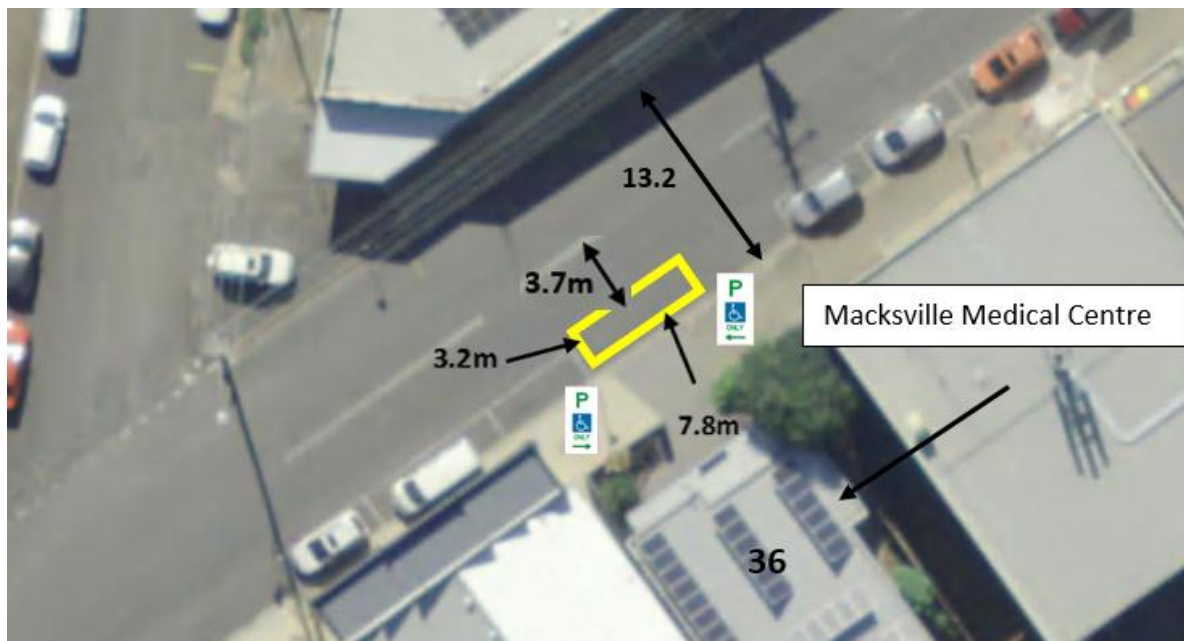
### Pros

- Immediate access to Medical Centre
- Replaces one single parking space

### Cons

- Adjacent café has raised concerns about this location given existing limited parking availability for their customers, they are however supportive of the proposal in another nearby location.

**Option 2** - Install the disabled parking bay directly in front of the Macksville Medical Centre, where a No Parking Zone currently exists.

**ITEM 12.2 REQUEST FOR A DISABLED PARKING BAY 36 WALLACE STREET, MACKSVILLE****Pros**

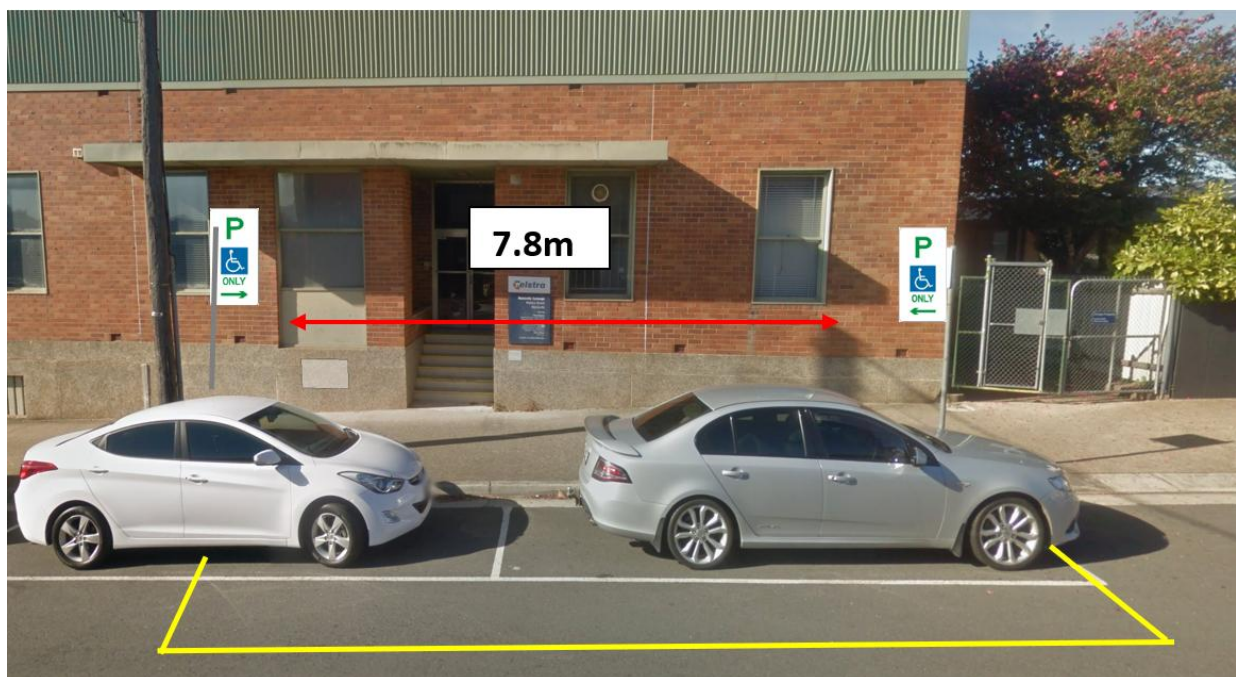
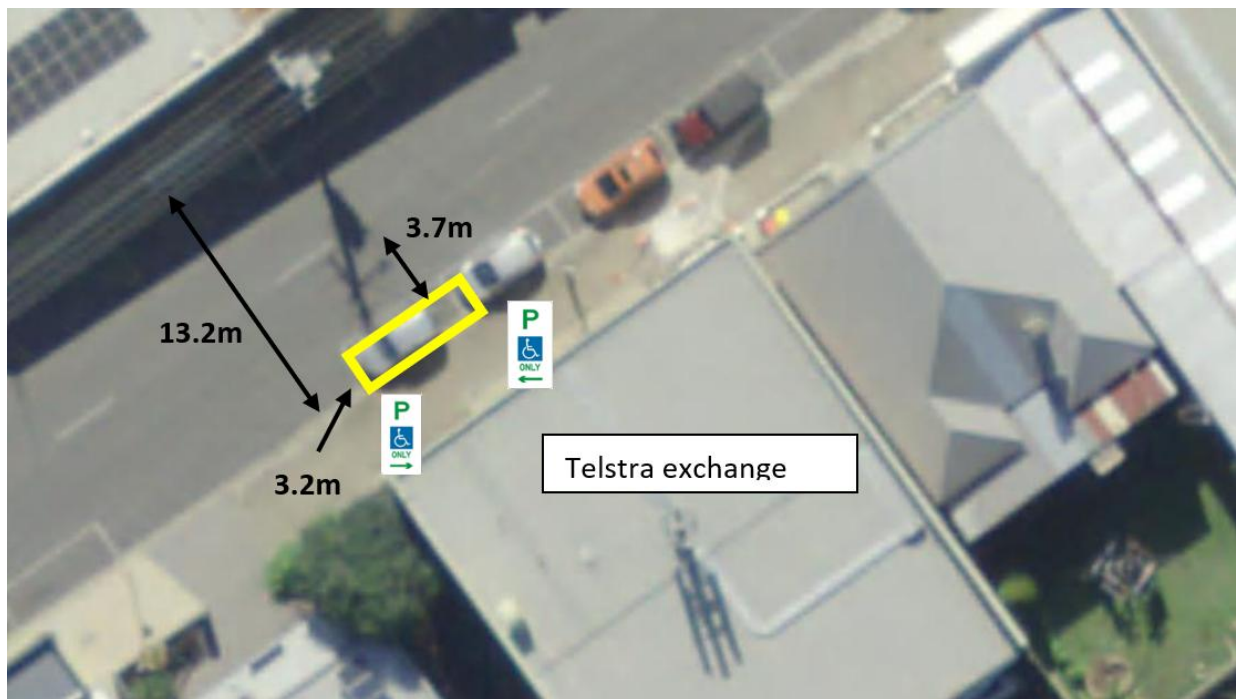
- Immediate access to Medical Centre

**Cons**

- Medical Centre request a Disabled Parking Bay; however, they also want to retain no parking zone to allow ambulance access and patients to be dropped off and conveniently picked up.

**Option 3** – Delete two existing parking bays in front of 34 Wallace Street, adjacent the Telstra Exchange and install a disabled parking bay.



**ITEM 12.2 REQUEST FOR A DISABLED PARKING BAY 36 WALLACE STREET, MACKSVILLE****Pros**

- Near Medical Centre

**Cons**

- Occupies two existing parking bays, where parking is already difficult to find
- All remaining parking spaces will need to be readjusted

**Option 4** – Medical centre make adjustments on site and utilise the existing courtyard for parking

**ITEM 12.2 REQUEST FOR A DISABLED PARKING BAY 36 WALLACE STREET, MACKSVILLE****Pros**

- Immediately parked at the medical centre doors and only available for medical centre visitors

**Cons**

- Potential conflict between pedestrian and motorists
- Existing bench will need to be relocated and bollards installed to protect the building and awning post
- Access/Egress may be blocked by vehicles parked in the adjacent No Parking Zone  
Note: Vehicles can only stay parked for 2 minutes in the No Parking Zone and driver must remain within 3m of the vehicle, therefore can be easily moved.

Staff have witnessed this parking arrangement already occurs, however the rear of the vehicle extends out into the footpath, relocating the bench will allow drivers more room to park closer to the building.



Compliant disabled, or accessible parking bays are 2.4 m longer and 1.2m wider than traditional parking bays, they often need to replace two traditional on street parking bays if others cannot be adjusted, with their wider footprint they extend further into the road carriageway and leaving less room for through traffic.

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**ITEM 12.2 REQUEST FOR A DISABLED PARKING BAY 36 WALLACE STREET, MACKSVILLE**

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The closest disabled parking bay to the medical centre is 110m away on the other side of Wallace Street adjacent to the intersection with Princess Street.

Ultimately Council will need to consider the benefits of an additional disabled parking bay, weighed up against the loss of one or even two traditional parking bays, noting parking availability is already tight and further vehicles displaying a disabled permit can already park for much longer periods within traditional parking bays.

A further consideration is whether the medical centre should be responsible for the provision of a disabled parking bay within their site, topography and building constraints will make this difficult to achieve. There is staff parking at the rear but at a lower floor level. Vehicles occasionally enter the property from the front to drop off passengers, however the rear of the vehicle blocks the footpath given limited space available

The practice will need to be aware provision of an additional disabled bay on Wallace Street would not be reserved for patients of the medical centre and could be occupied for extended periods by patrons of other businesses.

**Similar Request**

Council has received a similar request from Lifetime connect, who have commenced wellness activities at the Senior Citizens Building, at 11 Kent Street Nambucca Heads. They have requested a drop off zone across the full frontage of the property, the area is currently restricted to 1-hour parking and provides parking overflow for the Nambucca Heads CBD.

Staff will carry consultation with the businesses in the vicinity of Kent Street to gauge their opinion of the request, initial advice to Lifetime connect was

*"After reviewing the matter, we must advise that the current parking arrangements cannot be altered. These spaces are essential to supporting the broader needs of the Central Business District (CBD), including short-term access for businesses, services, and the general public"..... And*

*"While we acknowledge that the premises in question provides important services to individuals who are aging or living with disabilities, we believe any required changes to improve access should be addressed within the site itself".*

Council occasionally receives requests for altered parking arrangements when either a resident or more often a business moves into a premises where existing parking restrictions do not suit the needs of the new tenant. Usually the request will have a negative impact on parking availability for nearby businesses that rely on constant parking turnover for their customers.

Council has the option to take an approach of a) assessing each request on their merits or b) one of advising business owners:

1. That their business needs consider selecting a building where the existing parking arrangements already align with their operational needs;
2. Council will not make adjustments to accommodate parking requests where current arrangements may not suit business requirements; and
3. Specific parking needs to improve access should be addressed within the site itself.

**CONSULTATION:**

Manager Technical Services  
Road Safety Officer



**ITEM 12.2 REQUEST FOR A DISABLED PARKING BAY 36 WALLACE STREET, MACKSVILLE**

Local Business Owners

**SUSTAINABILITY ASSESSMENT:****Environment**

No Impact.

**Social**

The installation of disabled parking bay on Wallace Street will significantly improve accessibility for individuals with mobility challenges, particularly those accessing Macksville Medical Centre and nearby businesses. This initiative promotes social inclusion, supports equitable access to essential services and demonstrates Councils commitment to responding to community needs and enhancing public infrastructure for all residents.

**Economic**

The installation of a disabled parking bay may have modest but positive economic implications. By improving access to medical services and nearby businesses, the initiative can encourage greater patronage from individuals with mobility challenges, including elderly residents and carers. The increased accessibility may lead to higher foot traffic and spending at local businesses in the vicinity.

**Risk Analysis**

Identified	Risk Likelihood (H,M,L)	Impact of risk (H,M,L)	Strategy to manage risk	Residual Risk
Businesses may complain about the loss of 1 or even 2 1-hour parking bays.	M	L	Council staff will monitor the effectiveness of the install.	M

**Delivery Program Action**

1.5 - Provide and advocate for targeted programs, services and projects to support those most in need throughout our community

**FINANCIAL IMPLICATIONS:****Direct and indirect impact on current and future budgets**

Approximately \$3,500 for signs, line marking and pram ramp

**Working funds – justification for urgency and cumulative impact**

Nil.





**Impacts on 10 Year Long Term Financial Plan**

Nil.

**Service level changes and resourcing/staff implications**

Approximately 20 hours of staff time.

**ATTACHMENTS:**

- 1  40386/2025 - Disabled parking 36 Wallace Option1\_2\_3.docx
- 2  40793/2025 - 20250709 Parking allocations- letter to council
- 3  40900/2025 - Response from The Elk on 38
- 4  40876/2025 - Reponse from Macksville Medical Centre

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**DIRECTOR ENGINEERING SERVICES REPORT**

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**ITEM 12.3   SF2278                      200825                      MINUTES OF THE CLEAN ENERGY COMMITTEE MEETING -  
15 JULY 2025**

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**AUTHOR/ENQUIRIES:**   Keegan Noble, Environmental Project Officer

**SUMMARY:**

The Clean Energy Committee held its ordinary meeting on Tuesday 15 July 2025. The minutes of the meeting are shown in **Attachment 1** for Council's consideration.

**RECOMMENDATION:**

**That Council notes the Minutes of the Clean Energy Committee meeting held Tuesday 15 July 2025.**

**OPTIONS:**

For information only.

**DISCUSSION:**

The minutes of the Clean Energy Committee meeting held on 15 July 2025 are contained within Attachment 1.

**CONSULTATION:**

Nil.

**SUSTAINABILITY ASSESSMENT:**

Nil.

**Risk Analysis**

Nil.


**Delivery Program Action**

- 3.1 Enhance waterways, the river and natural areas to protect and restore local biodiversity and water quality
- 3.2 Encourage our community to live more sustainably whilst minimising our local carbon emissions
- 3.3 Manage the impacts of a changing climate on our local area while ensuring that our communities are resilient to natural disasters

**FINANCIAL IMPLICATIONS:**

Nil.

**ATTACHMENTS:**

- 1  40147/2025 - Minutes - Clean Energy Committee Meeting 15 July 2025

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**DIRECTOR ENGINEERING SERVICES REPORT**

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**ITEM 12.4 SF3490 200825 MINUTES OF THE NAMBUCCA VALLEY CATCHMENTS AND COASTLINE MANAGEMENT COMMITTEE MEETING - 17 JULY 2025**

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**AUTHOR/ENQUIRIES:** Keegan Noble, Environmental Project Officer

**SUMMARY:**

The minutes of the Nambucca Valley Catchments and Coastline Management Committee meeting held Thursday 17 July 2025 are attached for Council's consideration.

**RECOMMENDATION:**

**That Council:**

- 1 Notes the Minutes of the Nambucca Valley Catchments and Coastline Management Committee meeting held Thursday 17 July 2025.**
- 2 Notes the resolutions of the Nambucca Valley Catchments and Coastline Management Committee including:**
  - a) That Council advertise an Expression of Interest for nominations for a flood affected member as an advisor to the Nambucca Valley Catchments and Coastline Management Committee with considerations for members across the whole Nambucca Valley**
  - b) That the Committee supports the Mayor's intention to put forward a Mayoral Minute requesting Council's support for a motion to the LGNSW conference for:**
    - 1. Navigational Dredging program for New South Wales rivers**
    - 2. Preparedness funding for river projects**
    - 3. Catchment protection works funding**
    - 4. Estuarine health funding**
    - 5. Reduce red tape for approvals to undertake river and estuarine works.**

**OPTIONS:**

- 1 Do nothing/business as usual**
- 2 Proposed recommendation**
- 3 Alternate – approve some of the resolutions of the Committee.**

**DISCUSSION:**

The minutes of the Nambucca Valley Catchments and Coastline Management Committee meeting held on 17 July 2025 are contained within **Attachment 1**.

**CONSULTATION:**

Nambucca Valley Catchments and Coastline Management Committee members.

**SUSTAINABILITY ASSESSMENT:** Nil

**Risk Analysis:** Nil

**Delivery Program Action**

- 3.1 Enhance waterways, the river and natural areas to protect and restore local biodiversity and water quality**
- 3.3 Manage the impacts of a changing climate on our local area while ensuring that our communities are resilient to natural disasters**

**FINANCIAL IMPLICATIONS:** Nil

**ATTACHMENTS:**

- 1 37578/2025 - Minutes - Nambucca Valley Catchments and Coastline Management Committee - 17 July 2025**

