



Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that an **ORDINARY MEETING** of Wentworth Shire Council will be held in the **WENTWORTH SHIRE COUNCIL CHAMBERS, 61 DARLING STREET, WENTWORTH**, commencing at **5:00PM**.

*The meeting is being livestreamed and/or recorded for on-demand viewing via Council's website. Attendance at the meeting is to be taken as consent by a person to their image and/or voice being webcast.*

*All speakers should refrain from making any defamatory comments or releasing personal information about another individual without their consent. Council accepts no liability for any damage that may result from defamatory comments made by persons attending meetings – all liability will rest with the individual who made the comments.*

*The meeting must not be recorded by others without prior written consent of the Council in accordance with the Council's code of meeting practice.*

*Councillors & staff are obligated to declare Conflicts of Interest as required under the Local Government Act 1993 and Councils adopted Code of Conduct.*

*Councillors are reminded of their Oath of Office whereby they have declared and affirmed that they will undertake the duties of the Office of Councillor in the best interests of the people of Wentworth Shire and the Wentworth Shire Council and that they will faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the Local Government Act 1993 or any other Act to the best of their ability and judgment.*

**KEN ROSS**  
**GENERAL MANAGER**

# **ORDINARY MEETING**

## **AGENDA**

### **16 APRIL 2025**

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**1 OPENING OF MEETING**

THE MAYOR REQUESTS THAT THE GENERAL MANAGER MAKES ANNOUNCEMENTS REGARDING THE LIVE-STREAMING OF THE MEETING.

**2 PRAYER OR ACKNOWLEDGEMENT OF COUNTRY**

We acknowledge the traditional owners of the land on which we live and work, and pay our respects to their elders past, present, and emerging.

**3 APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE**

**4 DISCLOSURES OF INTERESTS**

**5 CONFIRMATION OF MINUTES**

**Recommendation**

That the Minutes of the Ordinary Meeting held 19 March 2025 be confirmed as circulated.





# Wentworth

## SHIRE COUNCIL

### ORDINARY MEETING MINUTES

**19 MARCH 2025**

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## 1 OPENING OF MEETING

The Mayor opened the meeting with a prayer at 5:01PM

## 2 PRAYER OR ACKNOWLEDGEMENT OF COUNTRY

### PRESENT:

**COUNCILLORS:** Councillor Daniel Linklater  
Councillor Jon Armstrong  
Councillor Peter Crisp  
Councillor Greg Evans  
Councillor Susan Nichols  
Councillor Jo Rodda  
Councillor Jody Starick  
Councillor Michael Weeding

**STAFF:** Ken Ross (General Manager)  
George Kenende (Acting Director Health and Planning)  
Geoff Gunn (Director Roads and Engineering)  
Simon Rule (Director Finance and Policy)  
Gayle Marsden (Executive Assistant to General Manager)  
Ebony Carter (Business Support Officer)

## 3 APOLOGIES AND LEAVE OF ABSENCE

### Council Resolution

That Council notes the apology from Cr Elstone.

**Moved Cr. Rodda, Seconded Cr. Weeding**

**CARRIED UNANIMOUSLY**

## 4 DISCLOSURES OF INTERESTS

Councillor Nichols advised that she has a significant pecuniary interest in Item 9.15, Item 9.16 and Item 9.17 as she has a relative who is an NDIS client.

Councillor Evans advised that he had a less than significant pecuniary interest in Item 9.5 as he is a relative of the applicant.

### Council Resolution

That the Ordinary Council meeting be adjourned for the purpose of conducting a Public Forum. The meeting was adjourned at 5:05pm.

**Moved Cr. Crisp, Seconded Cr. Weeding**

**CARRIED UNANIMOUSLY**

Troy Bennett spoke in favour of Item 9.4

Jamie Simmons spoke against Item 9.15

Travis O'Donnell spoke against Item 9.16 and Item 9.17

Sue Matulich spoke against Item 9.15

**Council Resolution**

That Council reconvenes into open session.

**Moved Cr. Crisp, Seconded Cr. Rodda**

**CARRIED UNANIMOUSLY**

## 5 CONFIRMATION OF MINUTES

**Recommendation**

That the Minutes of the Ordinary Meeting held 12 February 2025 be confirmed as circulated.

**Council Resolution**

That the Minutes of the Ordinary Meeting held 12 February 2025 be confirmed as circulated.

**Moved Cr. Weeding, Seconded Cr.**

**CARRIED UNANIMOUSLY**

## 6 OUTSTANDING MATTERS FROM PREVIOUS MEETINGS

Nil

7 Mayoral and Councillor Reports

**7.1 MAYORAL REPORT**

File Number: RPT/25/117

**Recommendation**

That Council receives and notes the information contained in the Mayoral report

**Council Resolution**

That Council receives and notes the information contained in the Mayoral report

**Moved Cr. Linklater, Seconded Cr. Starick**

**CARRIED UNANIMOUSLY**

## 8 REPORTS FROM COMMITTEES

### 8.1 AUDIT, RISK AND IMPROVEMENT COMMITTEE

File Number: RPT/25/135

Responsible Officer: Simon Rule - Director Corporate Services

Responsible Division: Finance and Policy

Reporting Officer: Simon Rule - Director Corporate Services

Objective: 4.0 Wentworth Shire is supported by strong and ethical civic leadership with all activities conducted in an open, transparent and inclusive manner

Strategy: 4.2 A strong, responsible and representative government

#### Summary

A meeting of the Audit, Risk and Improvement Committee was held on 14 February 2025 and the draft Minutes for the meeting have been separately circulated for the information of Councillors.

The Committee considered the following items of business:

- Audit Office of NSW Update
- Internal Audit Extreme & High Risk Recommendations Update
- Internal Audit Quarterly Update
- Quarterly Operational Plan Progress Report
- Quarterly Budget Review – 2nd Quarter 2024-2025
- Quarterly Risk Report
- Quarterly Fraud Report
- Quarterly report on Legislative Updates
- Child Safe Standards Implementation Update
- Quarterly Work Health & Safety Update
- Draft Business Continuity Plan
- Fraud Risk Assessment Update
- Fibre Optic Symphonic Orchestra Presentation

#### Officer Recommendation

That Council:

- a) Receives and notes the draft minutes of the Audit, Risk and Improvement Committee Meeting held on 14 February 2025

- b) Endorses the Business Continuity Manual 2025

**Council Resolution**

That Council:

- a) Receives and notes the draft minutes of the Audit, Risk and Improvement Committee Meeting held on 14 February 2025
- b) Endorses the Business Continuity Manual 2025

**Moved Cr. Rodda, Seconded Cr. Armstrong**

**CARRIED UNANIMOUSLY**

*At 05:23 pm Councillor Susan Nichols left the Council Chambers.*

Item 9.15, 9.16 and 9.17 will be tabled prior to Item 9.1

*At 06:10 pm Councillor Susan Nichols returned to Council Chambers at the conclusion of the deliberation of the three items above.*

**Council Resolution**

That Standing Orders be suspended for the purpose of members of the gallery exiting the building.

**Moved Cr. Crisp, Seconded Cr. Armstrong**

**CARRIED UNANIMOUSLY**

**Council Resolution**

That Standing Orders be resumed.

**Moved Cr. Crisp, Seconded Cr. Armstrong**

**CARRIED UNANIMOUSLY**



## 9 REPORTS TO COUNCIL

### 9.1 GENERAL MANAGERS REPORT

File Number: RPT/25/115

Responsible Officer: Ken Ross - General Manager  
Responsible Division: Office of the General Manager  
Reporting Officer: Ebony Carter - Business Support Officer

Objective: 4.0 Wentworth Shire is supported by strong and ethical civic leadership with all activities conducted in an open, transparent and inclusive manner

Strategy: 4.2 A strong, responsible and representative government

#### **Summary**

The General Manager's report details information pertaining to meetings attended and general information which are of public interest, and which have not been reported elsewhere in this agenda. Items of note in this report are:

1. OLG Circulars

Circulars 25-02 to 25-04

2. Meetings

As listed.

3. Upcoming meetings or events

As listed.

4. Other items of note

The Wentworth Visitor Centre was officially opened by The Hon. Ron Hoenig, Minister for Local Government on 12 March 2025.

#### **Recommendation**

That Council receive and note the information contained within the report from the General Manager.

#### **Council Resolution**

That Council receive and note the information contained within the report from the General Manager.

**Moved Cr. Rodda, Seconded Cr. Nichols**

**CARRIED UNANIMOUSLY**

## 9.2 ALGA 2025 FEDERAL ELECTION CAMPAIGN

File Number:	RPT/25/144
Responsible Officer:	Ken Ross - General Manager
Responsible Division:	Office of the General Manager
Reporting Officer:	Gayle Marsden - Executive Assistant
Objective:	4.0 Wentworth Shire is supported by strong and ethical civic leadership with all activities conducted in an open, transparent and inclusive manner
Strategy:	4.2 A strong, responsible and representative government

### **Summary**

The next Federal Election must be held by 17 May 2025. Working in conjunction with its member state and territory associations, the Australian Local Government Association (ALGA) has developed a framework and resources for a national advocacy campaign that will run in the lead up to this election.

Based around the tagline of “Put Our Communities First”, the goal is to secure additional federal funding that will support every council to play a bigger role delivering local solutions to national priorities.

All Australian councils have been asked to participate in this campaign to ensure a coordinated approach that will deliver the best possible outcomes.

### **Recommendation**

That Council:

- a) Supports the national federal election funding priorities identified by the Australian Local Government Association (ALGA); and
- b) Supports and participates in the Put Our Communities First federal election campaign; and
- c) Writes to the local federal member(s) of Parliament, all known election candidates in local federal electorates and the President of the Australian Local Government Association expressing support for ALGA’s federal election funding priorities.

### **Council Resolution**

That Council:

- a) Supports the national federal election funding priorities identified by the Australian Local Government Association (ALGA)
- b) Supports and participates in the Put Our Communities First federal election campaign
- c) Writes to the local federal member(s) of Parliament, all known election candidates in local federal electorates and the President of the Australian Local Government

Association expressing support for ALGA's federal election funding priorities.

**Moved Cr. Armstrong, Seconded Cr. Rodda**

**CARRIED UNANIMOUSLY**

**9.3 CHRISTMAS LEAVE ARRANGEMENTS**

File Number: RPT/25/108

Responsible Officer: Ken Ross - General Manager  
 Responsible Division: Office of the General Manager  
 Reporting Officer: Glen Norris - Manager Human Resources

Objective: 4.0 Wentworth Shire is supported by strong and ethical civic leadership with all activities conducted in an open, transparent and inclusive manner

Strategy: 4.3 An effective and efficient organisation

**Summary**

This report sets out the proposed staffing arrangements for Council offices/areas closing over the Christmas and New Year period. From representation through the Staff consultative committee this report is brought before council earlier than previous years due to staff needing the extra time to adequately plan for Christmas and New Year period. The proposal before Council requires staff to be absent from the office for a period of 7 workdays of which 3 are public holidays and the remaining 4 days can be taken out of each staff members outstanding leave balances.

**Recommendation**

That Council approves the Christmas and New Year holiday arrangements as below:

<b>Council Area</b>	
Main Administration Office, Midway Service Centre, Council Libraries and Workshop	<ul style="list-style-type: none"> <li>• Closed from close of business Wednesday 24 December 2025.</li> <li>• Re-open Monday 5 January 2026 – normal operating hours.</li> </ul>
Visitor Information Centre	<ul style="list-style-type: none"> <li>• Closed Thursday 25 December and Friday 26 December 2025.</li> <li>• Normal operating hours from Saturday 27 December to Tuesday 30 December 2025.</li> <li>• Open Wednesday 31 December 2025 - 8.30am to 1.30pm.</li> <li>• Closed Thursday 1 January 2026.</li> <li>• Normal operating hours from Friday 2 January 2026.</li> </ul>
Council Landfill sites	<ul style="list-style-type: none"> <li>• Closed Thursday 25 December 2025, Friday 26 December 2025 and Thursday 1 January 2026.</li> <li>• Normal operating hours between public holidays.</li> </ul>

<p>Depot Store</p>	<ul style="list-style-type: none"> <li>• Closed Thursday 25 December 2025, Friday 26 December 2025 and Thursday 1 January 2026.</li> <li>• Normal operating hours between public holidays.</li> </ul>
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**Council Resolution**

That Council approves the Christmas and New Year holiday arrangements as below:

<b>Council Area</b>	
<p>Main Administration Office, Midway Service Centre, Council Libraries and Workshop</p>	<ul style="list-style-type: none"> <li>• Closed from close of business Wednesday 24 December 2025.</li> <li>• Re-open Monday 5 January 2026 – normal operating hours.</li> </ul>
<p>Visitor Information Centre</p>	<ul style="list-style-type: none"> <li>• Closed Thursday 25 December and Friday 26 December 2025.</li> <li>• Normal operating hours from Saturday 27 December to Tuesday 30 December 2025.</li> <li>• Open Wednesday 31 December 2025 - 8.30am to 1.30pm.</li> <li>• Closed Thursday 1 January 2026.</li> <li>• Normal operating hours from Friday 2 January 2026.</li> </ul>
<p>Council Landfill sites</p>	<ul style="list-style-type: none"> <li>• Closed Thursday 25 December 2025, Friday 26 December 2025 and Thursday 1 January 2026.</li> <li>• Normal operating hours between public holidays.</li> </ul>
<p>Depot Store</p>	<ul style="list-style-type: none"> <li>• Closed Thursday 25 December 2025, Friday 26 December 2025 and Thursday 1 January 2026.</li> <li>• Normal operating hours between public holidays.</li> </ul>

**Moved Cr. Rodda, Seconded Cr. Evans**

**CARRIED UNANIMOUSLY**

**9.4 REQUEST FOR EVENT SPONSORSHIP - 2025 SUNRAYSLIA SAFARI RALLY**

File Number: RPT/25/125

Responsible Officer: Ken Ross - General Manager  
Responsible Division: Office of the General Manager  
Reporting Officer: Lexi Stockman - Manager Tourism and Promotion

Objective: 1.0 Wentworth Shire is a vibrant, growing and thriving Region  
Strategy: 1.2 Promote the Wentworth Region as a desirable visitor and tourism destination

**Summary**

Council is in receipt of a request to provide financial sponsorship and provision of the Wentworth Showgrounds (including in kind support of daily cleaning of toilets, showers and emptying of rubbish bins) for the 2025 Sunraysia Safari Rally from Monday 8 September until Monday 15 September, with the event to be held from Wednesday 10 September until Saturday 13 September. The request also highlights a potential waiver of any proposed access and camping fees at the Wentworth Showgrounds for participants.

Council approved financial sponsorship of \$20,000 and in-kind support for the event in 2024. Council did not approve 'free camping' at the Showgrounds for the event in 2024.

**Recommendation**

That Council provides financial sponsorship of \$20,000 and in-kind support, including free camping, towards the 2025 Sunraysia Safari Rally event.

This recommendation has been made in line with the Event Funding Policy and Event Funding Guidelines which will be introduced before the commencement of the 25/26 budget.

**Council Resolution**

That Council provides financial sponsorship of \$20,000 and in-kind support, including free camping, towards the 2025 Sunraysia Safari Rally event.

This recommendation has been made in line with the Event Funding Policy and Event Funding Guidelines which will be introduced before the commencement of the 25/26 budget.

**Moved Cr. Armstrong, Seconded Cr. Weeding**

**CARRIED**

***For the Motion :*** ***Clr.s Armstrong, Crisp, Evans, Linklater, Nichols, Starick and Weeding.***

***Against the Motion:*** ***Clr. Rodda.***

**9.5 REQUEST FOR EVENT SPONSORSHIP - WENTWORTH/MILDURA COUNTRY MUSIC FESTIVAL 2025**

File Number: RPT/25/126

Responsible Officer: Ken Ross - General Manager  
Responsible Division: Office of the General Manager  
Reporting Officer: Lexi Stockman - Manager Tourism and Promotion

Objective: 1.0 Wentworth Shire is a vibrant, growing and thriving Region  
Strategy: 1.2 Promote the Wentworth Region as a desirable visitor and tourism destination

**Summary**

Council is in receipt of a request to provide financial sponsorship and in-kind support for the Wentworth/Mildura Country Music Festival, to be held on the Wentworth Wharf grassed area on Saturday 13 September and Sunday 14 September 2025.

The promotor for this event is Joy Evans from Joystar Promotions.

*At 06:22 pm Councillor Greg Evans left the Council Chambers.*

**Recommendation**

That Council provides financial sponsorship of \$8,000 and in-kind support towards the 2025 Wentworth/Mildura Country Music Festival.

This recommendation has been made in line with the Event Funding Policy and Event Funding Guidelines which will be introduced before the commencement of the 25/26 budget.

**Council Resolution**

That Council provides financial sponsorship of \$8,000 and in-kind support towards the 2025 Wentworth/Mildura Country Music Festival.

This recommendation has been made in line with the Event Funding Policy and Event Funding Guidelines which will be introduced before the commencement of the 25/26 budget.

**Moved Cr. Nichols, Seconded Cr. Crisp**

**CARRIED UNANIMOUSLY**

*At 06:22 pm Councillor Greg Evans returned to Council Chambers.*

**9.6 REQUEST FOR EVENT SPONSORSHIP - 2025 POONCARIE DESERT DASH**

File Number: RPT/25/128

Responsible Officer: Ken Ross - General Manager  
Responsible Division: Office of the General Manager  
Reporting Officer: Lexi Stockman - Manager Tourism and Promotion

Objective: 1.0 Wentworth Shire is a vibrant, growing and thriving Region  
Strategy: 1.2 Promote the Wentworth Region as a desirable visitor and tourism destination

**Summary**

Council is in receipt of a request to provide financial sponsorship for the 2025 Pooncarie Desert Dash, to be held from Friday 4 April to Sunday 6 April 2025. Council has approved financial support for this event in previous years.

**Recommendation**

That Council provides financial sponsorship of \$20,000 towards the 2025 Pooncarie Desert Dash event.

This recommendation has been made in line with the Event Funding Policy and Event Funding Guidelines which will be introduced before the commencement of the 25/26 budget.

**Council Resolution**

That Council provides financial sponsorship of \$20,000 towards the 2025 Pooncarie Desert Dash event.

This recommendation has been made in line with the Event Funding Policy and Event Funding Guidelines which will be introduced before the commencement of the 25/26 budget.

**Moved Cr. Starick, Seconded Cr. Nichols**

**CARRIED UNANIMOUSLY**



**9.7 JUNCTION JUNK EVENT 2025**

File Number: RPT/25/160

Responsible Officer: Ken Ross - General Manager  
Responsible Division: Office of the General Manager  
Reporting Officer: Lexi Stockman - Manager Tourism and Promotion

Objective: 1.0 Wentworth Shire is a vibrant, growing and thriving Region  
Strategy: 1.2 Promote the Wentworth Region as a desirable visitor and tourism destination

**Summary**

Junction Junk is an annual event hosted by Wentworth Shire Council and held on Easter Sunday every year. Wentworth Shire Council's insurance company no longer supports having a 'once-off event public liability policy' which was previously offered by Local Community Insurance Services, who were a division of Council's insurers JLT Risk Solutions Pty Ltd. Without insurance, Council is liable for any incidents that may occur during the Junction Junk event.

**Recommendation**

That Council considers the risks involved in continuing to host the Junction Junk event and makes a decision on the future of the event based on the information provided within the report.

That Council considers the risks involved in continuing to host the Junction Junk event and investigates if a community group can take it over.

**Moved Cr. Rodda Seconded Cr. Crisp**

**Amendment**

That Council considers the risks involved in continuing to host the Junction Junk event and investigates if a community group can take it over. A community group needs to agree to take over the event by 2 April 2025 to allow time for advertising.

**Moved Cr. Rodda Seconded Cr. Weeding**

**CARRIED UNANIMOUSLY**

**Council Resolution**

That Council considers the risks involved in continuing to host the Junction Junk event and investigates if a community group can take it over. A community group needs to agree to take over the event by 2 April 2025 to allow time for advertising.

**Moved Cr. Rodda, Seconded Cr. Weeding**

**CARRIED UNANIMOUSLY**

**9.8 MONTHLY FINANCE REPORT - FEBRUARY 2025**

File Number: RPT/25/136

Responsible Officer: Simon Rule - Director Corporate Services

Responsible Division: Finance and Policy

Reporting Officer: Vanessa Lock - Finance Officer

Objective: 4.0 Wentworth is a caring , supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

**Summary**

Rates and Charges collections for the month of February 2025 were \$1,241,236.34. After allowing for pensioner subsidies, the total levies collected are now 74.51%. For comparison purposes 77.43% of the levy had been collected at the end of February 2025. Council currently has \$50,467,509.66 in cash and investments.

**Recommendation**

That Council receives and notes the Monthly Finance Report for February 2025.

**Council Resolution**

That Council receives and notes the Monthly Finance Report for February 2025.

**Moved Cr. Armstrong, Seconded Cr. Rodda**

**CARRIED UNANIMOUSLY**

**9.9 MONTHLY INVESTMENT REPORT - FEBRUARY 2025**

File Number: RPT/25/148

Responsible Officer: Simon Rule - Director Corporate Services

Responsible Division: Finance and Policy

Reporting Officer: Bryce Watson - Accountant

Objective: 4.0 Wentworth Shire is supported by strong and ethical civic leadership with all activities conducted in an open, transparent and inclusive manner

Strategy: 4.5 Adopt practices of prudent asset, financial and human resource management across Council to ensure long-term sustainability and efficiency

**Summary**

As of 28 February 2025, Council had \$47 million invested in term deposits and \$3,467,509.66 in other cash investments. Council received \$307,880.28 from its investments for the month of February 2025.

In February 2025 Council investments averaged a rate of return of 4.87% and it currently has \$7,250,347.52 of internal restrictions and \$42,892,599.48 of external restrictions.

**Recommendation**

That Council receives and notes the monthly investment report.

**Council Resolution**

That Council receives and notes the monthly investment report.

**Moved Cr. Evans, Seconded Cr. Armstrong**

**CARRIED UNANIMOUSLY**

**9.10 REQUEST FOR FINANCIAL ASSISTANCE WENTWORTH PIONEER HOMES.**

File Number: RPT/25/138

Responsible Officer: Simon Rule - Director Corporate Services

Responsible Division: Finance and Policy

Reporting Officer: Simon Rule - Director Corporate Services

Objective: 4.0 Wentworth Shire is supported by strong and ethical civic leadership with all activities conducted in an open, transparent and inclusive manner

Strategy: 4.2 A strong, responsible and representative government

**Summary**

In 2024 Council signed a Memorandum of Understanding (MOU) with Wentworth Pioneer Homes Committee in relation to the development and management of Tunkin Homes located on the corner of Armstrong Avenue & William Street Wentworth.

The Committee has engaged the services of Cadell Consulting to prepare a Development Application for the development of 11 new units and the eventual demolition of the two existing residential buildings at the Tunkin Homes site.

Cadell Consulting Services on behalf of the Committee has requested that Council consider providing financial assistance to the Committee by covering the cost of the \$4,734.75 application fee.

The fee consists of an applications fee of \$3,503.75 and a plan first fee (which is transferred to the State Government) of \$1,231.00. The Committee have paid the fee and are requesting Council consider a reimbursement.

**Recommendation**

That Council having considered the content of the report determine whether to approve the request for financial assistance.

**Council Resolution**

That Council having considered the content of the report determine to approve the request for financial assistance in the sum of \$4,734.75.

**Moved Cr. Armstrong, Seconded Cr. Nichols**

**CARRIED UNANIMOUSLY**

**9.11 DRAFT WENTWORTH SHIRE ECONOMIC DEVELOPMENT STRATEGY 2025-2035**

File Number: RPT/25/129

Responsible Officer: Simon Rule - Director Corporate Services

Responsible Division: Finance and Policy

Reporting Officer: Simon Rule - Director Corporate Services

Objective: 1.0 Wentworth Shire is a vibrant, growing and thriving Region  
Strategy: 1.1 Promote the Shire as an ideal location for investment and the establishment of innovative, sustainable and diversified industries

**Summary**

In alignment with Council's Community Strategic Plan, the Draft Economic Development Strategy has been developed following extensive stakeholder engagement, economic analysis and community consultation. The strategy identifies key priorities and initiatives to drive economic resilience and innovation over the next 10 years.

Development of the strategy involved consultation with key stakeholders, including local businesses, industry bodies, educational institutions and community organisations. Feedback gathered through workshops, surveys and forums has informed the strategy's priorities and initiatives.

The Draft Economic Development Strategy provides a clear roadmap for sustainable economic growth and resilience. It reflects the community's aspirations and positions the Region for future prosperity.

**Recommendation**

That Council endorse the Draft Wentworth Shire Council Economic Development Strategy to be placed on 28 day public consultation.

**Council Resolution**

That Council endorse the Draft Wentworth Shire Council Economic Development Strategy to be placed on 28 day public consultation.

**Moved Cr. Rodda, Seconded Cr. Crisp**

**CARRIED UNANIMOUSLY**

**9.12 DRAFT BURONGA GOL GOL SPORTING MASTERPLAN PUBLIC CONSULTATION FEEDBACK.**

File Number: RPT/25/131

Responsible Officer: Simon Rule - Director Corporate Services

Responsible Division: Finance and Policy

Reporting Officer: Simon Rule - Director Corporate Services

Objective: 1.0 Wentworth Shire is a vibrant, growing and thriving Region  
Strategy: 1.1 Promote the Shire as an ideal location for investment and the establishment of innovative, sustainable and diversified industries

**Summary**

At the Ordinary Council meeting held on 18 December 2024, Council endorsed the draft Buronga Gol Gol Sporting Master Plan for public consultation. Due to the time of the year the public consultation period was extended beyond the traditional 28 days to allow as many people as possible to comment.

A total of 39 submissions were received, highlighting various concerns and suggestions. The key themes emerging from the feedback are included in the attached stakeholder engagement report.

The Draft Plan will be amended to reflect the feedback received and will be presented to Council for approval at the April Council meeting.

**Recommendation**

That Council:

- a) Notes the stakeholder engagement report
- b) Endorses the recommended updates to the Draft Buronga Gol Gol Sporting Master Plan

**Council Resolution**

That Council:

- a) Notes the stakeholder engagement report
- b) Endorses the recommended updates to the Draft Buronga Gol Gol Sporting Master Plan

**Moved Cr. Armstrong, Seconded Cr. Rodda**

**CARRIED UNANIMOUSLY**

**9.13 TRANSFER OF CROWN ROAD - MELALEUCA STREET, BURONGA**

File Number: RPT/25/127

Responsible Officer: George Kenende - Acting Director Health & Planning

Responsible Division: Health and Planning

Reporting Officer: Allan Graham - Property Officer

Objective: 3.0 Wentworth Shire is a community that works to enhance and protect its physical and natural environment

Strategy: 3.2 Ensure that community assets and public infrastructure are well maintained

**Summary**

Council has received a number of development proposals in the vicinity of Melaleuca Street, Buronga which have disclosed that Melaleuca Street as being a Crown Road owned by the State of New South Wales, notwithstanding that this road has been traditionally maintained by Wentworth Shire Council as part of the broader Buronga local road network for many years.

To rectify this anomaly, it is proposed that Council officers make application to the NSW Department of Planning, Housing and Infrastructure (Crown Lands) to transfer Melaleuca Street (from the intersection of the Surt Highway to Corbett Avenue), in its entirety, into Wentworth Shire Council's authority.

**Recommendation**

That Council makes application to the NSW Department of Planning, Housing and Infrastructure (Crown Lands) to transfer Melaleuca Street, Buronga to Council's ownership and control.

**Council Resolution**

That Council makes application to the NSW Department of Planning, Housing and Infrastructure (Crown Lands) to transfer Melaleuca Street, Buronga to Council's ownership and control.

**Moved Cr. Nichols, Seconded Cr. Weeding**

**CARRIED UNANIMOUSLY**

**9.14 DRAFT WENTWORTH SHIRE COUNCIL COMMUNITY PARTICIPATION PLAN FOR ADOPTION**

File Number:	RPT/25/161
Responsible Officer:	George Kenende - Acting Director Health & Planning
Responsible Division:	Health and Planning
Reporting Officer:	George Kenende - Acting Director Health & Planning
Objective:	4.0 Wentworth Shire is supported by strong and ethical civic leadership with all activities conducted in an open, transparent and inclusive manner
Strategy:	4.1 Consistently engage and consult the whole community to ensure that feedback is captured and considered as part of decision-making and advocating processes

**Summary**

Community participation is an overarching term covering how Council engage the community in our work under the Environmental Planning and Assessment Act 1979 (EP&A Act), including plan making and making decisions on proposed development. The level and extent of community participation will vary depending on the scope of the proposal under consideration and the potential impact of the decision.

Council recognises community participation throughout the planning system delivers better planning results for the people of the Wentworth Shire. To ensure community participation is conducted appropriately, Council in its capacity as a planning authority is required to prepare a Community Participation Plan (CPP).

A draft Community Participation Plan was presented to Council at the 18 December 2024 ordinary Council meeting to endorse it for community consultation. The draft plan was publicly exhibited and is now being presented to Council for adoption.

**Recommendation**

That Council adopt the draft Community Participation Plan and repeal the existing Community Participation Plan.

**Council Resolution**

That Council adopt the draft Community Participation Plan and repeal the existing Community Participation Plan.

**Moved Cr. Armstrong, Seconded Cr. Crisp**

**CARRIED UNANIMOUSLY**



**9.15 DA2024/156 PERMANENT GROUP HOME 20 WENDY COURT LOT 17 DP 1288183 BURONGA**

File Number:	RPT/25/145
Responsible Officer:	George Kenende - Acting Director Health & Planning
Responsible Division:	Health and Planning
Reporting Officer:	Georgie Martin - Cadet Planner
Objective:	3.0 Wentworth Shire is a community that works to enhance and protect its physical and natural environment
Strategy:	3.1 Ensure our planning decisions and controls enable the community to benefit from development

**Summary**

A development application (DA2024/156) was received by Council on 21 November 2024, for a permanent group home to be situated upon 20 Wendy Court – Lot 17, DP 1288183.

Under the *Wentworth Local Environmental Plan (WLEP) 2011* and the *State Environmental Planning Policy (Housing) 2021*, this development is permitted with consent within the RU5 – Village zoning.

The application seeks development approval for the construction of a permanent group home which will be used for the accommodation of people with a disability under the NDIS Scheme. The building will consist of three bedrooms for people with disability and one bedroom for overnight assistance, with each bedroom having an ensuite. Other features of the permanent group home include an open plan kitchen, dining and living area, and an alfresco area. A single disabled car park has been provided within the garage.

The application was publicly notified for 14 days as per the Council Community Participation Plan. During the public notification six (6) submissions (five (5) unique submissions) were received by Council objecting to the proposed development.

The *State Environmental Planning Policy (Housing) 2021* states that a consent authority must not refuse consent to the development for the purposes of a group home unless the consent authority has made an assessment of the community need for the group home.

As per Council delegations, any development applications with three (3) or more objections cannot be determined under delegated authority and must be determined by Council.

The development application was initially presented to Council at the 12 February 2025 ordinary Council meeting, where the matter was deferred for presentation to the March 2025 Council meeting.

**Recommendation**

That Council:

1. Approve subject to conditions DA2024/156 for a permanent group home to be located at 20 Wendy Court – Lot 17, DP 1288183, Buronga.
2. Call a division in accordance with S375A of the Local Government Act 1993 (NSW)

**Council Resolution**

That Council:

1. Approve subject to conditions DA2024/156 for a permanent group home to be located

at 20 Wendy Court – Lot 17, DP 1288183, Buronga.

2. Call a division in accordance with S375A of the Local Government Act 1993 (NSW)

Reason - Assessment of demand for a group home has been investigated by Councillors. Councillors assessment indicates that there is no further demand for Group Homes in Wentworth Shire Council other than for the Group Homes that have already been approved.

**Moved Cr. Crisp, Seconded Cr. Armstrong**

**LOST BY UNANIMOUS VOTE AGAINST THE RECOMMENDATION**

*In accordance with Section 375A of the Local Government Act the Mayor called for a division.*

*For the Motion :*                      *Nil.*

*Against the Motion:*              *Clr.s Armstrong, Crisp, Evans, Linklater, Rodda, Starick and Weeding.*

**9.16 DA2024/158 PERMANENT GROUP HOME 42 MIDWAY DRIVE LOT 3 DP 1288183 BURONGA**

File Number:	RPT/25/146
Responsible Officer:	George Kenende - Acting Director Health & Planning
Responsible Division:	Health and Planning
Reporting Officer:	Georgie Martin - Cadet Planner
Objective:	3.0 Wentworth Shire is a community that works to enhance and protect its physical and natural environment
Strategy:	3.1 Ensure our planning decisions and controls enable the community to benefit from development

**Summary**

A development application (DA2024/158) was received by Council on 29 November 2024, for a permanent group home to be situated upon 42 Midway Drive – Lot 3, DP 1288183.

Under the *Wentworth Local Environmental Plan (WLEP) 2011* and the *State Environmental Planning Policy (Housing) 2021*, this development is permitted with consent within the RU5 – Village zoning.

The application seeks development approval for the construction of a permanent group home which will be used for the accommodation of people with a disability under the NDIS Scheme. The building will consist of three bedrooms for people with disability and one bedroom for an overnight assistance, with each bedroom having an ensuite. Other features of the permanent group home include an open plan kitchen, dining and living area, and an alfresco area. A single disabled car park has been provided within the garage.

The application was publicly notified for 14 days as per the Council Community Participation Plan. During the public notification thirteen submissions were received by Council objecting to the proposed development.

The *State Environmental Planning Policy (Housing) 2021* states that a consent authority must not refuse consent to the development for the purposes of a group home unless the consent authority has made an assessment of the community need for the group home.

As per Council delegations, any development applications with three (3) or more objections cannot be determined under delegated authority and must be determined by Council.

**Recommendation**

That Council:

1. Approve subject to conditions DA2024/158 for a permanent group home to be located at 42 Midway Drive – Lot 3, DP 1288183, Buronga.
2. Call a division in accordance with S375A of the Local Government Act 1993 (NSW)

**Council Resolution**

That Council:

1. Approve subject to conditions DA2024/158 for a permanent group home to be located at 42 Midway Drive – Lot 3, DP 1288183, Buronga.
2. Call a division in accordance with S375A of the Local Government Act 1993 (NSW)

Reason - Assessment of demand for a group home has been investigated by Councillors. Councillors assessment indicates that there is no further demand for Group Homes in Wentworth Shire Council other than for the Group Homes that have already been approved.

**Moved Cr. Rodda, Seconded Cr. Crisp**

**LOST BY UNANIMOUS VOTE AGAINST THE RECOMMENDATION**

***In accordance with Section 375A of the Local Government Act the Mayor called for a division.***

***For the Motion :***                      ***Nil.***

***Against the Motion:***              ***Clr.s Armstrong, Crisp, Evans, Linklater, Rodda, Starick and Weeding.***

**9.17 DA2024/159 PERMANENT GROUP HOME 40 MIDWAY DRIVE LOT 4 DP 1288183 BURONGA**

File Number:	RPT/25/147
Responsible Officer:	George Kenende - Acting Director Health & Planning
Responsible Division:	Health and Planning
Reporting Officer:	Georgie Martin - Cadet Planner
Objective:	3.0 Wentworth Shire is a community that works to enhance and protect its physical and natural environment
Strategy:	3.1 Ensure our planning decisions and controls enable the community to benefit from development

**Summary**

A development application (DA2024/159) was received by Council on 29 November 2024, for a permanent group home to be situated upon 40 Midway Drive – Lot 4, DP 1288183.

Under the *Wentworth Local Environmental Plan (WLEP) 2011* and the *State Environmental Planning Policy (Housing) 2021*, this development is permitted with consent within the RU5 – Village zoning.

The application seeks development approval for the construction of a permanent group home which will be used for the accommodation of people with a disability under the NDIS Scheme. The building will consist of three bedrooms for people with disability and one bedroom for an overnight assistance, with each bedroom having an ensuite. Other features of the permanent group home include an open plan kitchen, dining and living area, and an alfresco area. A single disabled car park has been provided within the garage.

The application was publicly notified for 14 days as per the Council Community Participation Plan. During the public notification thirteen submissions were received by Council objecting to the proposed development.

The *State Environmental Planning Policy (Housing) 2021* states that a consent authority must not refuse consent to the development for the purposes of a group home unless the consent authority has made an assessment of the community need for the group home.

As per Council delegations, any development applications with three (3) or more objections cannot be determined under delegated authority and must be determined by Council.

**Recommendation**

That Council:

1. Approve subject to conditions DA2024/159 for a permanent group home to be located at 40 Midway Drive – Lot 4, DP 1288183, Buronga.
2. Call a division in accordance with S375A of the Local Government Act 1993 (NSW)

**Council Resolution**

That Council:

1. Approve subject to conditions DA2024/159 for a permanent group home to be located at 40 Midway Drive – Lot 4, DP 1288183, Buronga.
2. Call a division in accordance with S375A of the Local Government Act 1993 (NSW)

Reason - Assessment of demand for a group home has been investigated by Councillors. Councillors assessment indicates that there is no further demand for Group Homes in Wentworth Shire Council other than for the Group Homes that have already been approved.

**Moved Cr. Weeding, Seconded Cr. Armstrong**

**LOST BY UNANIMOUS VOTE AGAINST THE RECOMMENDATION**

*In accordance with Section 375A of the Local Government Act the Mayor called for a division.*

***For the Motion :***                      ***Nil.***

***Against the Motion:***                ***Clr.s Armstrong, Crisp, Evans, Linklater, Rodda, Starick and Weeding.***

### **Foreshadowed Motion**

#### **Council Resolution**

That Council conduct a detailed assessment of the community need for NDIS Group Homes in our region using a specialist not involved with any current or future developments.

**Moved Cr. Armstrong, Seconded Cr. Weeding**

**CARRIED UNANIMOUSLY**

#### **Council Resolution**

That Standing Orders be suspended for the purpose of members of the Gallery exiting the meeting.

**Moved Cr. Crisp, Seconded Cr. Armstrong**

**CARRIED UNANIMOUSLY**

**9.18 FOGO & RECYCLING INTRODUCTION**

File Number: RPT/25/162

Responsible Officer: Geoff Gunn - Director Roads and Engineering  
Responsible Division: Roads and Engineering  
Reporting Officer: Samantha Wall - Projects Administration  
Simon Rule - Director Corporate Services

Objective: 3.0 Wentworth Shire is a community that works to enhance and protect its physical and natural environment

Strategy: 3.3 Minimise the impact on the natural environment

**Summary**

The NSW State Government have now mandated the implementation of a kerbside Food Organics & Garden Organics (FOGO) service by 2030 for all NSW Councils.

Council has previously applied for and was successful in receiving a \$149,000 EPA NSW Grant aimed at educating the community on a 3 bin system rollout, which was recently the subject of a presentation to Councillors by RAMJO (Riverina & Murray Joint Organisation) in December of last year

As part of Councils overall approach to effective waste management, the consideration of implementing a kerbside recycling service although not mandatory has the potential to provide significant financial gains & also address an increasing expectation from a large part of Wentworth Shire Council community for the introduction of this service.

The potential introduction of a recycling service together with the mandated FOGO service will significantly reduce the amount of kerbside waste to the Buronga Landfill and provide overall cost efficiencies by allowing a fortnightly pickup of the current general waste bin.

With the upcoming expiry date of June 2026 for the current kerbside contract this provides the ideal opportunity for Council to negotiate the best possible value for money kerbside service with the potential of additional collection & disposal service for general, FOGO and recycling. Given the current service provider has long been established in the Sunraysia/Wentworth Shire area, it will be extremely difficult for another contractor to set up in the area to just service the Wentworth Shire area and be competitive against the current contractor.

**Recommendation**

That Council:

- a) Approves the introduction of Food Organics & Garden Organics (FOGO) and Recycling kerbside waste collection services in conjunction with general kerbside waste collection as part of a new kerbside contract to commence in July 2026 following the expiry of the current contract end June 2026
- b) as per Section 55(3)(i) of the *Local Government Act 1993* (NSW) that Council enter into direct negotiations with Council's existing contractor with the intention of entering into a contract for waste collection services as a satisfactory result would not be achieved by inviting tenders as other tenderers are likely to be uncompetitive and there is a likelihood of an unavailability of other reliable tenders.
- c) Approves a community education process to be facilitated by the Riverina & Murray Joint Organisation for a three bin system rollout

**Council Resolution**

That Council:

- a) Approves the introduction of Food Organics & Garden Organics (FOGO) and Recycling kerbside waste collection services in conjunction with general kerbside waste collection as part of a new kerbside contract to commence in July 2026 following the expiry of the current contract end June 2026
- b) as per Section 55(3)(i) of the *Local Government Act 1993* (NSW) that Council enter into direct negotiations with Council's existing contractor with the intention of entering into a contract for waste collection services as a satisfactory result would not be achieved by inviting tenders as other tenderers are likely to be uncompetitive and there is a likelihood of an unavailability of other reliable tenders.
- c) Approves a community education process to be facilitated by the Riverina & Murray Joint Organisation for a three bin system rollout

**Moved Cr. Crisp, Seconded Cr. Armstrong**

**CARRIED UNANIMOUSLY**



**9.19 PROJECT & WORKS UPDATE - MARCH 2025**

File Number: RPT/25/134

Responsible Officer: Geoff Gunn - Director Roads and Engineering

Responsible Division: Roads and Engineering

Reporting Officer: Jamie-Lee Kelly - Administration Officer

Objective: 3.0 Wentworth Shire is a community that works to enhance and protect its physical and natural environment

Strategy: 3.2 Ensure that community assets and public infrastructure are well maintained

**Summary**

This report provides a summary of the projects and major works undertaken by the Roads and Engineering Department which have been completed during the months of February 2025 and the planned activities for March 2025.

**Recommendation**

That Council receives and notes the major works undertaken in February 2025 and the scheduled works for the following month.

**Council Resolution**

That Council receives and notes the major works undertaken in February 2025 and the scheduled works for the following month.

**Moved Cr. Rodda, Seconded Cr. Armstrong**

**CARRIED UNANIMOUSLY**

**10 NOTICES OF MOTIONS / QUESTIONS WITH NOTICE****10.1 PALINYEWAH SCHOOL BUS ROUTE**

File Number: RPT/25/143

**Motion**

That Council write to TFNSW to request that the Palinyewah school bus route be extended to run all the way up to Top Hut Road in order to support the vital need of the community in allowing local children to safely access education at Palinyewah.

**Council Resolution**

That Council write to TFNSW to request that the Palinyewah, Pomona and Annabranah school bus routes be extended to run all the way up to Top Hut Road in order to support the vital need of the community in allowing local children to safely access education at Palinyewah.

**Moved Cr. Armstrong, Seconded Cr. Rodda****CARRIED UNANIMOUSLY**

## 11 CONFIDENTIAL BUSINESS – ADJOURNMENT INTO CLOSED SESSION

Despite the right of members of the public to attend meetings of a council, the council may choose to close to the public, parts of the meeting that involve the discussion or receipt of certain matters as prescribed under section 10A(2) of the Local Government Act.

With the exception of matters concerning particular individuals (other than councillors) (10A(2)(a)), matters involving the personal hardship of a resident or ratepayer (10A(2)(b)) or matters that would disclose a trade secret (10A(2)(d)(iii)), council must be satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

The Act requires council to close the meeting for only so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security being protected. (section 10B(1)(a))

Section 10A(4) of the Act provides that a council may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Section 10B(4) of the Act stipulates that for the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:-

- (a) a person may misinterpret or misunderstand the discussion, or
- (b) the discussion of the matter may -
  - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
  - (ii) cause a loss of confidence in the council or committee.

### **Recommendation**

That Council adjourns into Closed Session, the recording of the meeting be suspended, and members of the press and public be excluded from the Closed Session, and that access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld unless declassified by separate resolution.

This action is taken in accordance with Section 10A(2) of the Local Government Act, 1993 as the items listed come within the following provisions:-:

#### **12.1 Darling Street Concrete Footpath Upgrade - PT2425/09. (RPT/25/113)**

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business. On balance, the public interest in preserving the confidentiality of information about the tender outweighs the public interest in maintaining openness and transparency in council decision-making because disclosure of this information would reveal pricing and confidential information submitted via the tender process which if disclosed would prevent council from achieving its 'value for money' objectives.

#### **12.2 Pooncarie Road, River Road & Alcheringa Drive - Supply Road Base Material. (RPT/25/114)**

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (c) information that would, if disclosed, confer a commercial

advantage on a person with whom the Council is conducting (or proposes to conduct) business. On balance, the public interest in preserving the confidentiality of information about the tender outweighs the public interest in maintaining openness and transparency in council decision-making because disclosure of this information would reveal pricing and confidential information submitted via the tender process which if disclosed would prevent council from achieving its 'value for money' objectives.

**12.3 Plant Replacement - Approval on Tenders for Replacement of Plant 326 - Diesel Engine Light Tip Truck - VR2425/326. (RPT/25/118)**

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business. On balance, the public interest in preserving the confidentiality of information about the tender outweighs the public interest in maintaining openness and transparency in council decision-making because disclosure of this information would reveal pricing and confidential information submitted via the tender process which if disclosed would prevent council from achieving its 'value for money' objectives.

**12.4 Plant Replacement - Approval on Tenders for Replacement of Plant 662 - Ford Ranger - VR2425/662. (RPT/25/119)**

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business. On balance, the public interest in preserving the confidentiality of information about the tender outweighs the public interest in maintaining openness and transparency in council decision-making because disclosure of this information would reveal pricing and confidential information submitted via the tender process which if disclosed would prevent council from achieving its 'value for money' objectives.

**12.5 Plant Replacement - Approval on Tenders for Replacement of Plant 666 - Ford Ranger - VR2425/666. (RPT/25/120)**

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business. On balance, the public interest in preserving the confidentiality of information about the tender outweighs the public interest in maintaining openness and transparency in council decision-making because disclosure of this information would reveal pricing and confidential information submitted via the tender process which if disclosed would prevent council from achieving its 'value for money' objectives.

**12.6 Plant Replacement - Approval on Tenders for Replacement of Plant 673 - Holden Space Cab - VR2425/673. (RPT/25/121)**

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business. On balance, the public interest in preserving the confidentiality of information about the tender outweighs the public interest in maintaining openness and transparency in council decision-making because disclosure of this information would reveal pricing and confidential information submitted via the tender process which if disclosed would prevent council from achieving its 'value for money' objectives.

**12.7 Plant Replacement - Approval on Tenders for Replacement of Plant 674 - Ford Ranger - VR2425/674. (RPT/25/122)**

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business. On balance, the public interest in preserving the confidentiality of information

about the tender outweighs the public interest in maintaining openness and transparency in council decision-making because disclosure of this information would reveal pricing and confidential information submitted via the tender process which if disclosed would prevent council from achieving its 'value for money' objectives.

#### **12.8 Anabranth Mail Road Resheeting Works - PT2425/05. (RPT/25/123)**

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business. On balance, the public interest in preserving the confidentiality of information about the tender outweighs the public interest in maintaining openness and transparency in council decision-making because disclosure of this information would reveal pricing and confidential information submitted via the tender process which if disclosed would prevent council from achieving its 'value for money' objectives.

#### **12.9 Wamberra Road Resheeting Works - PT2425/10. (RPT/25/124)**

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business. On balance, the public interest in preserving the confidentiality of information about the tender outweighs the public interest in maintaining openness and transparency in council decision-making because disclosure of this information would reveal pricing and confidential information submitted via the tender process which if disclosed would prevent council from achieving its 'value for money' objectives.

#### **Council Resolution**

That Council adjourns into Closed Session, the recording of the meeting be suspended, and members of the press and public be excluded from the Closed Session, and that access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld unless declassified by separate resolution.

**Moved Cr. Crisp, Seconded Cr. Weeding**

**CARRIED UNANIMOUSLY**

## 12 OPEN COUNCIL - REPORT FROM CLOSED COUNCIL

### 12.1 DARLING STREET CONCRETE FOOTPATH UPGRADE - PT2425/09

File Number: RPT/25/113

Responsible Officer: Geoff Gunn - Director Roads and Engineering

Responsible Division: Roads and Engineering

Reporting Officer: Samantha Wall - Projects Administration

Jarrold Roberts - Manager Works

Objective: 3.0 Wentworth Shire is a community that works to enhance and protect its physical and natural environment

Strategy: 3.2 Ensure that community assets and public infrastructure are well maintained

#### **REASON FOR CONFIDENTIALITY**

*This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business. On balance, the public interest in preserving the confidentiality of information about the tender outweighs the public interest in maintaining openness and transparency in council decision-making because disclosure of this information would reveal pricing and confidential information submitted via the tender process which if disclosed would prevent council from achieving its 'value for money' objectives.*

That Council in accordance with the provisions of the Local Government (General) Regulation 2005, Section 178(1)(a) accepted the tender from Oliver Concreting Pty Ltd to carry out the removal of existing paving and replace with decorative pebblecrete paving in Darling Street Wentworth for Contract PT2425/09 in the amount of \$399,231.80 inc GST and authorised the Mayor and General Manager to sign the contract documentation and affix the council seal.

**12.2 POONCARIE ROAD, RIVER ROAD & ALCHERINGA DRIVE - SUPPLY ROAD  
BASE MATERIAL**

File Number: RPT/25/114

Responsible Officer: Geoff Gunn - Director Roads and Engineering

Responsible Division: Roads and Engineering

Reporting Officer: Samantha Wall - Projects Administration

Jarrold Roberts - Manager Works

Objective: 3.0 Wentworth Shire is a community that works to enhance and protect its physical and natural environment

Strategy: 3.2 Ensure that community assets and public infrastructure are well maintained

**REASON FOR CONFIDENTIALITY**

*This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business. On balance, the public interest in preserving the confidentiality of information about the tender outweighs the public interest in maintaining openness and transparency in council decision-making because disclosure of this information would reveal pricing and confidential information submitted via the tender process which if disclosed would prevent council from achieving its 'value for money' objectives.*

That Council in accordance with the provisions of the Local Government (General) Regulation 2005, Section 178(1)(a) accepted the tender from KW Earthmoving & Concreting Pty Ltd to carry out the supply of road base material for Contract PT2425/08 in the amount of \$600,692.40 inc GST and authorised the Mayor and General Manager to sign the contract documentation and affix the council seal.

**12.3 PLANT REPLACEMENT - APPROVAL ON TENDERS FOR REPLACEMENT OF PLANT 326 - DIESEL ENGINE LIGHT TIP TRUCK - VR2425/326**

File Number: RPT/25/118

Responsible Officer: Geoff Gunn - Director Roads and Engineering

Responsible Division: Roads and Engineering

Reporting Officer: Samantha Wall - Projects Administration

Objective: 3.0 Wentworth Shire is a community that works to enhance and protect its physical and natural environment

Strategy: 3.4 Use and manage our resources wisely

**REASON FOR CONFIDENTIALITY**

*This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business. On balance, the public interest in preserving the confidentiality of information about the tender outweighs the public interest in maintaining openness and transparency in council decision-making because disclosure of this information would reveal pricing and confidential information submitted via the tender process which if disclosed would prevent council from achieving its 'value for money' objectives.*

That Council accepts the tender from Johnsons Truck & Coach Services Pty Ltd for the supply & delivery of one Hino 617 Tipper for the sum of \$98,000.00 inc GST as specified.



**12.4 PLANT REPLACEMENT - APPROVAL ON TENDERS FOR REPLACEMENT OF PLANT 662 - FORD RANGER - VR2425/662**

File Number: RPT/25/119

Responsible Officer: Geoff Gunn - Director Roads and Engineering

Responsible Division: Roads and Engineering

Reporting Officer: Samantha Wall - Projects Administration

Objective: 3.0 Wentworth Shire is a community that works to enhance and protect its physical and natural environment

Strategy: 3.4 Use and manage our resources wisely

**REASON FOR CONFIDENTIALITY**

*This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business. On balance, the public interest in preserving the confidentiality of information about the tender outweighs the public interest in maintaining openness and transparency in council decision-making because disclosure of this information would reveal pricing and confidential information submitted via the tender process which if disclosed would prevent council from achieving its 'value for money' objectives.*

That Council accepted the tender from Davison Motor Group for the supply & delivery of one Ford XL Ranger for the sum of \$73,305.40 inc GST as specified and accepted the trade price of \$19,000.00 inc GST for the Council owned Ford Ranger, plant item 662 with a total changeover price of \$54,305.40 inc GST.

**12.5 PLANT REPLACEMENT - APPROVAL ON TENDERS FOR REPLACEMENT OF PLANT 666 - FORD RANGER - VR2425/666**

File Number: RPT/25/120

Responsible Officer: Geoff Gunn - Director Roads and Engineering

Responsible Division: Roads and Engineering

Reporting Officer: Samantha Wall - Projects Administration

Objective: 3.0 Wentworth Shire is a community that works to enhance and protect its physical and natural environment

Strategy: 3.4 Use and manage our resources wisely

**REASON FOR CONFIDENTIALITY**

*This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business. On balance, the public interest in preserving the confidentiality of information about the tender outweighs the public interest in maintaining openness and transparency in council decision-making because disclosure of this information would reveal pricing and confidential information submitted via the tender process which if disclosed would prevent council from achieving its 'value for money' objectives.*

That Council accepted the tender from Davison Motor Group for the supply & delivery of one Ford XL Ranger for the sum of \$66,526.41 inc GST as specified and accepted the trade price of \$16,000.00 inc GST for the Council owned Ford Ranger, plant item 666 with a total changeover price of \$50,526.41 inc GST.

**12.6 PLANT REPLACEMENT - APPROVAL ON TENDERS FOR REPLACEMENT OF PLANT 673 - HOLDEN SPACE CAB - VR2425/673**

File Number: RPT/25/121

Responsible Officer: Geoff Gunn - Director Roads and Engineering

Responsible Division: Roads and Engineering

Reporting Officer: Samantha Wall - Projects Administration

Objective: 3.0 Wentworth Shire is a community that works to enhance and protect its physical and natural environment

Strategy: 3.4 Use and manage our resources wisely

**REASON FOR CONFIDENTIALITY**

*This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business. On balance, the public interest in preserving the confidentiality of information about the tender outweighs the public interest in maintaining openness and transparency in council decision-making because disclosure of this information would reveal pricing and confidential information submitted via the tender process which if disclosed would prevent council from achieving its 'value for money' objectives.*

That Council accepted the tender from Davison Motor Group for the supply & delivery of one Ford XL Ranger for the sum of \$74,158.40 inc GST as specified and accepted the trade price of \$17,000.00 inc GST for the Council owned Holden Space Cab, plant item 673 with a total changeover price of \$57,158.40 inc GST.

**12.7 PLANT REPLACEMENT - APPROVAL ON TENDERS FOR REPLACEMENT OF PLANT 674 - FORD RANGER - VR2425/674**

File Number: RPT/25/122

Responsible Officer: Geoff Gunn - Director Roads and Engineering

Responsible Division: Roads and Engineering

Reporting Officer: Samantha Wall - Projects Administration

Objective: 3.0 Wentworth Shire is a community that works to enhance and protect its physical and natural environment

Strategy: 3.4 Use and manage our resources wisely

**REASON FOR CONFIDENTIALITY**

*This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business. On balance, the public interest in preserving the confidentiality of information about the tender outweighs the public interest in maintaining openness and transparency in council decision-making because disclosure of this information would reveal pricing and confidential information submitted via the tender process which if disclosed would prevent council from achieving its 'value for money' objectives.*

That Council accepted the tender from Davison Motor Group for the supply & delivery of one Ford XL Ranger for the sum of \$74,158.40 inc GST as specified and accepted the trade price of \$17,000.00 inc GST for the Council owned Holden Space Cab, plant item 673 with a total changeover price of \$57,158.40 inc GST.

**12.8 ANABRANCH MAIL ROAD RESHEETING WORKS - PT2425/05**

File Number: RPT/25/123

Responsible Officer: Geoff Gunn - Director Roads and Engineering

Responsible Division: Roads and Engineering

Reporting Officer: Samantha Wall - Projects Administration  
Jarrod Roberts - Manager Works

Objective: 3.0 Wentworth Shire is a community that works to enhance and protect its physical and natural environment

Strategy: 3.2 Ensure that community assets and public infrastructure are well maintained

**REASON FOR CONFIDENTIALITY**

*This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business. On balance, the public interest in preserving the confidentiality of information about the tender outweighs the public interest in maintaining openness and transparency in council decision-making because disclosure of this information would reveal pricing and confidential information submitted via the tender process which if disclosed would prevent council from achieving its 'value for money' objectives.*

That Council in accordance with the provisions of the Local Government (General) Regulation 2005, Section 178(1)(a) accepted the tender from Bott Earthmoving to carry out the Anabranh Mail Road Resheeting Works as specified in Contract PT2425/05 in the amount of \$277,800.00 inc GST and authorised the Mayor and General Manager to sign the contract documentation and affix the council seal.

**12.9 WAMBERRA ROAD RESHEETING WORKS - PT2425/10**

File Number: RPT/25/124

Responsible Officer: Geoff Gunn - Director Roads and Engineering

Responsible Division: Roads and Engineering

Reporting Officer: Samantha Wall - Projects Administration  
Jarrod Roberts - Manager Works

Objective: 3.0 Wentworth Shire is a community that works to enhance and protect its physical and natural environment

Strategy: 3.2 Ensure that community assets and public infrastructure are well maintained

**REASON FOR CONFIDENTIALITY**

*This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business. On balance, the public interest in preserving the confidentiality of information about the tender outweighs the public interest in maintaining openness and transparency in council decision-making because disclosure of this information would reveal pricing and confidential information submitted via the tender process which if disclosed would prevent council from achieving its 'value for money' objectives.*

That Council in accordance with the provisions of the Local Government (General) Regulation 2005, Section 178(1)(a) accepted the tender from Bott Earthmoving to carry out the Wamberra Road Resheeting Works as specified in Contract PT2425/10 in the amount of \$265,854.00 inc GST and authorised the Mayor and General Manager to sign the contract documentation and affix the council seal.

**13 CONCLUSION OF THE MEETING**

The meeting closed at 7:45pm.

**NEXT MEETING**

16 April 2025

.....  
**CHAIR**

**6 OUTSTANDING MATTERS FROM PREVIOUS MEETINGS**

## 7 MAYORAL AND COUNCILLOR REPORTS

### 7.1 MAYORAL REPORT

File Number: RPT/25/179

#### Summary

The purpose of this report is to advise Council of meetings, conferences and appointments undertaken by Mayor Linklater for the period of 20 March 2025 – 16 April 2025.

#### Recommendation

That Council receives and notes the information contained in the Mayoral report

#### **Report**

The following table lists the meetings attended by Mayor Linklater for the period of 20 March 2025 – 16 April 2025.

<b>Date</b>	<b>Meeting</b>	<b>Location</b>
24 Mar 2025	2025 Industry Workshop on Skilled Migration	Midway Centre
25 Mar 2025	Lunch with Bruce Munro	Wentworth
25 Mar 2025	Australian Almond Industry Event for Indian Trade Partners	Mildura
26 Mar 2025	Trail of Lights Opening	Mildura
27 Mar 2025	Country Mayors Association Dinner Function	Sydney
28 Mar 2025	Country Mayors Association Meeting – Financial Sustainability	Sydney
31 Mar 2025	Mayoral Meeting	Wentworth
07 Apr 2025	Mayoral Meeting	Wentworth
08 Apr 2025	Meeting Commonwealth Environmental Water Holder	On site Old Wentworth Road
09 Apr 2025	Gol Gol Lake World Wetlands Day Celebration 2025 and the Grand Opening of the Flume Gate Regulator	Buronga
10 Apr 2025	Pooncarie Community Meeting	Pooncarie
10 Apr 2025	Dry Times Consultation	Pooncarie
11 Apr 2025	Dry Times Consultation	Pomona
14 Apr 2025	Mayoral Meeting	Wentworth
14 Apr 2025	Organisational Structure – Staff Survey – Budget Overview	Wentworth
15 Apr 2025	Mildura Regional Development Briefing	Mildura
16 Apr 2025	NSW Police Force Inspector Prue Burgun and relieving commander	Wentworth
16 Apr 2025	Pre-Meeting Briefing	Wentworth
16 Apr 2025	Ordinary Council Meeting	Wentworth



**Attachments**

Nil

**8    REPORTS FROM COMMITTEES**

Nil

## 9 REPORTS TO COUNCIL

### 9.1 GENERAL MANAGERS REPORT

File Number: RPT/25/178

Responsible Officer: Ken Ross - General Manager  
 Responsible Division: Office of the General Manager  
 Reporting Officer: Ebony Carter - Business Support Officer

Objective: 4.0 Wentworth Shire is supported by strong and ethical civic leadership with all activities conducted in an open, transparent and inclusive manner

Strategy: 4.2 A strong, responsible and representative government

#### Summary

The General Manager’s report details information pertaining to meetings attended and general information which are of public interest, and which have not been reported elsewhere in this agenda. Items of note in this report are:

1. OLG Circulars
2. Meetings  
As listed.
3. Upcoming meetings or events  
As listed.
4. Other items of note

#### Recommendation

That Council receive and note the information contained within the report from the General Manager.

#### Detailed Report

##### 1. Circulars

Nil

##### 2. Meetings

Following is a list of meetings or events attended by the General Manager for the period of 20 March 2025 – 16 April 2025

Date	Meeting	Location
21 Mar 2025	Gol Gol Pre School CSP Community Consultation	Midway
24 Mar 2025	Industry Workshop on Skilled Migration	Midway
25 Mar 2025	Lunch with Bruce Munro	Wentworth
26 Mar 2025	Trail of Lights Official Opening	Mildura
31 Mar 2025	Mayoral Meeting	Wentworth
09 Apr 2025	Wentworth Preschool and Long Daycare Committee Meeting	Wentworth
10 Apr 2025	Pooncarie Community Meeting	Pooncarie

10 Apr 2025	Dry Times Consultation	Pooncarie
11 Apr 2025	General Managers Riverina & Murray Joint Organisation meeting	Online
11 Apr 2025	Dry Times Consultation	Pomona
14 Apr 2025	Mayoral Meeting	Wentworth
14 Apr 2025	Organisation Structure – Staff Survey – Budget Overview	Wentworth
15 Apr 2025	Tristate Economic Zone Working Group Meeting	Online
15 Apr 2025	Mildura Regional Development Briefing	Mildura
16 Apr 2025	NSW Police Force Inspector Prue Burgun and Relieving Commander	Wentworth
16 Apr 2025	Pre-Meeting Briefing	Wentworth
16 Apr 2025	Ordinary Council Meeting	Wentworth

### 3. Events

Following is a list of events, conferences, or committee meetings, including out of region meetings where the Shire has been requested to attend in an official capacity from 17 April 2025 – 15 May 2025.

Date	Meeting	Proposed Attendees	Location
19 Apr 2025	25 <sup>th</sup> Biennial Easter Vineland Rally	Mayor	Buronga
25 Apr 2025	Anzac Day Services	Councillors	Various
28 Apr 2025	Dinner Cross Border Commissioners – MRCC - WSC	Mayor & General Manager	Mildura
28 Apr 2025	Trail of Lights – Cross Border Commissioners – MRCC – WSC	Mayor & General Manager	Mildura
29 Apr 2025	Carramar Drive Sporting Complex User Group Meeting	Mayor Linklater, Cr Rodda & Cr Armstrong	Gol Gol
01 May 2025	Official Opening Pooncarie's Sculpture, Kuthunya (Yabby)	Councillors & General Manager	Pooncarie
04 May 2025	Gol Gol School Country Fair	Cr Armstrong	Gol Gol
05 May 2025	Wentworth Regional Tourism Inc Meeting	Cr Rodda	Coomealla
06 May 2025	Sturt Highway Taskforce Meeting	Mayor & General Manager	Online
8-9 May 2025	Country Mayors Meeting	Mayor & General Manager	Sydney
9 May 2025	Audit Risk & Improvement Committee	Cr Starick	Wentworth
13 May 2025	MDA Region 4 Meeting	Mayor, Cr Elstone, Cr Evans & Cr Nichols	Online

13 May 2025	Australian Inland Botanic Gardens	Cr Rodda & Cr Starick	Mildura
14 May 2025	LEMC Meeting	General Manager	Wentworth
14 May 2025	Pre-Meeting Briefing	Councillors & Senior Staff	Wentworth
14 May 2025	Ordinary Council Meeting	Councillors & Senior Staff	Wentworth

**4. Other Items of Note**

**Attachments**

Nil

**9.2 MURRAY DARLING ASSOCIATION CONFERENCE**

File Number: RPT/25/173

Responsible Officer: Ken Ross - General Manager  
Responsible Division: Office of the General Manager  
Reporting Officer: Ebony Carter - Business Support Officer

Objective: 3.0 Wentworth Shire is a community that works to enhance and protect its physical and natural environment

Strategy: 3.3 Minimise the impact on the natural environment

**Summary**

The Annual Murray Darling Association's National Conference and Annual General Meeting is being held from the 29 September to the 02 October 2025 in Griffith NSW. The focus of this year's national conference is 'Collaboration in Our Basin, Our Communities, and Our Environment'. Traditionally Council nominates representatives to attend the Murray Darling Association Conference.

**Recommendation**

That Council nominates representatives to attend the Murray Darling Association National Conference and Annual General Meeting from 29 September to 02 October 2025 in Griffith NSW.

**Detailed Report****Purpose**

The purpose of this report is to consider nominating representatives to attend the Murray Darling Association National Conference and Annual General Meeting. Councils Representatives for the Murray Darling Association are Mayor Linklater, Councillor Nichols, Councillor Evans and Councillor Elstone.

**Report Detail**

The Murray Darling Association's 81<sup>st</sup> National Conference and Annual General Meeting is being held from 29 September to 02 October 2025 in Griffith NSW. The Conference features panel sessions and keynote speakers including industry heads, State and Federal Government Ministers and representatives as well as scientists and educators presenting on topical issues affecting the Murray-Darling Basin water resources and communities whilst also giving an opportunity to network with the various agencies and departments attending.

**Costing**

Traditionally Council nominates representatives to attend the Murray Darling Association Conference and Annual General Meeting. The Cost of Conference attendance is \$790.00 per person for the full conference pack which includes a Welcome Reception, Study Tour, Gala Dinner and two day conference. Travel and accommodation will be approximately \$1500 per person.

**Conclusion**

It is recommended that Council nominates representatives to attend the Murray Darling Association National Conference and Annual General Meeting being held from the 29 September to the 02 October 2025 in Griffith NSW.

**Attachments**

1. MDA Draft Conference Program [↓](#)

# 2025 National Conference



PROUDLY SUPPORTED BY



# Summary of Events

## 29 September 2025

TIME	PERSPECTIVE	LOCATION
6:00pm - 7:30pm	Civic Reception	Be welcomed and network at the Yoogali Club. Situated in the food bowl of Australia, join us and escape the hustle and bustle of Griffith and enjoy the ambience of one of Griffith's earliest licenced clubs, hosting live acts, events and functions.


## 30 September 2025

TIME	PERSPECTIVE	LOCATION
8:00am - 5:30pm	Study Tour	Departing from the Yoogali Club, explore critical water infrastructure, management and treatment, and delve into the importance of water for community and industry.

## 1 October 2025

TIME	PERSPECTIVE	LOCATION
8:00am - 9:00am	Registrations Open	Yoogali Club
9:00am - 9:20am	Acknowledgment of Country, Welcome to Griffith Welcome to Conference	
9:20am - 3:00pm	Conference Speakers Day 1	Industry, Education, Irrigation, Government perspectives exploring Water Quality, Water/Resource Management, Water Security and the Changing Climate

## 1 October 2025

TIME	MDA ANNUAL GENERAL MEETING	MDA MEMBERS ONLY
3:30pm - 4:30pm	Delegates will consider a range of motion to set the agenda of the Murray Darling Association for the years ahead.	 <b>SCAN ME</b> To download the 2025 AGM Papers

**QR CODE  
PENDING**



# Summary of Events

## 1 October 2025

TIME	GALA DINNER
6:30pm - 9:30pm	Celebrate and socialise at the Piccolo Family Farm, situated in the heart of Griffith. Enjoy the ambience and view of Griffith and it's surrounds while you network over local wines and drinks. Dine with the MDA and enjoy an incredible, seasonally prepared 3-course meal.

## 2 October 2025

TIME	PERSPECTIVE	LOCATION
9:00am - 1:00pm	Conference Speakers Day 2	Industry, Government, Governance, Education, and Advocacy perspectives exploring our Basin, our Communities, our Environment.

# This is your Opportunity

Located in the South-west of NSW, Griffith is an agriculturally rich region heavily reliant on irrigation from the Murrumbidgee River. Griffith's prosperity and sustainability are directly linked to the water availability managed by the Murray-Darling Basin Authority.

A lively, cosmopolitan city, Griffith is a hub to the surrounding farming districts! With great local food producers, Wineries, Breweries, Distilleries and passionate chefs it is little wonder Griffith has become the newest destination for foodies! Griffith will delight you from start to finish. One short stay will not be enough!

The MDA's 81st National Conference & AGM is your opportunity to be part of the solution – to join the conversation, to inform future policy, and to engage with the innovators, scientists, educators, and leaders of our time.

Join us in Griffith, where local, technical, and political leaders will come together to tackle our Basin, our Communities, our Environment in the Murray-Darling Basin and forge a future for councils, catchments, and communities.



Join the conversation,  
inform future policy

**REGISTER NOW**

# Invited Guest Speakers

**1-2 OCT 2025**

## SPEAKERS

**The Hon. Tanya Plibersek MP**

Federal Minister for the Environment and Water

**Hon. Rose Jackson MLC**

NSW State Minister for Water

**Hon. Gayle Tierney**

VIC State Minister for Water

**Hon. Susan Close MP**

SA State Minister for Water

**Ann Leahy MP**

QLD State Minister for Water

**Dr. Alex Held**

CSIRO - AquaWatch Mission Lead

**Andrew McConville**

Murray-Darling Basin Authority - CEO

**Hon. Troy Grant**

Inspector-General of Water Compliance

**Dr. Simon Banks**

Commonwealth Environmental Water Holder

**Prof. Mike Stewardson**

One Basin CRC - CEO

**Senator Perin Davey**

Federal Shadow Minister for Water

**Steph Cooke MP**

NSW State Shadow Minister for Water

**Tim McCurdy**

VIC State Shadow Minister for Water

**Hon. Nicola Centofanti MLC**

SA State Shadow Minister for Water

**Nikki Boyd**

QLD State Shadow Minister for Water

**National Irrigators Council**

Irrigator's perspective

**Rice Industry Perspective**

Industry perspective

## Who will Attend?

Every year, Mayors, Councillors, Chief Executive Officers, General Managers, Executive staff, including key Commonwealth and State departmental staff, and up-and-coming local leaders from all over the Murray-Darling Basin attend the Murray Darling Association's National Conference.

Speakers of the highest calibre also actively participate in this significant event. Previous speakers have included Commonwealth and State Ministers, peak industry representative body leaders, university and CSIRO academics, the Productivity Commissioner, and the Inspector-General of Water Compliance.

Naturally, this event attracts state and national media coverage and is an excellent opportunity to engage with Local, State, and Federal Governments and agencies to inform and influence the decisions that impact your industry.



**BECOME A SPONSOR**  
OF THE 2025 NATIONAL CONFERENCE



**SPONSORSHIP**

**9.3 2025 AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION CONFERENCE**

File Number:	RPT/25/175
Responsible Officer:	Ken Ross - General Manager
Responsible Division:	Office of the General Manager
Reporting Officer:	Ebony Carter - Business Support Officer
Objective:	4.0 Wentworth Shire is supported by strong and ethical civic leadership with all activities conducted in an open, transparent and inclusive manner
Strategy:	4.2 A strong, responsible and representative government

**Summary**

The 2025 Australian Local Government Women's Association (ALGWA) Conference is being held from Thursday to Saturday the 1-3 May 2025 in Griffith. The Annual Women's Conference is an opportunity to come together and engage in learning and networking that will foster personal and professional development.

**Recommendation**

That Council receive and note the content of the report and consider nominating representatives to attend the ALGWA conference from Thursday to Saturday the 1-3 May 2025.

**Detailed Report****Purpose**

The purpose of this report is for Council to consider if they wish to send attendees to the 2025 ALGWA Conference.

**Background**

ALGWA is dedicated to empowering women in Local Government whilst playing a crucial role in fostering dynamic leadership and ensuring women remain informed, connected and inspired. The NSW Annual Conference is designed to provide training and support for councillors and staff, giving them an opportunity to learn and grown from guest speakers and from each other.

**Cost**

Tickets to the ALGWA Conference are \$1100.00 for the full conference including the Gala Dinner or \$900 to attend just the conference. Additional to the registration, travel would be a in a Council vehicle at a cost of approximately \$400.

**Attachments**

1. 2025 ALGWA Conference Program [↓](#)



ALGWA NSW 2025 CONFERENCE

# TASTE THE INSPIRATION

Thursday 1 May – Saturday 3 May 2025

Ex-Servicemen's Club, Griffith NSW

## CONFERENCE PROGRAM



Griffith's Water Tank Mural 2024  
Credit: Vince Bucello





## INTRODUCTION

The Australian Local Government Women's Association (ALGWA) is the premier organisation supporting and representing women in local government. ALGWA was formed to promote women's participation in local government, both as elected officials and employees. The organisation provides support, networking opportunities, and advocacy for women across Australia and initiatives include leadership programs, mentoring, and efforts to address issues like bullying and harassment in the workplace.

The 2025 ALGWA NSW Annual Conference aims to provide comprehensive training and support for councillors and local government staff. This event offers attendees the chance to gain valuable insights from guest speakers, participate in professional development, and network with peers from across New South Wales. Griffith City Council is honoured to host this significant event, continuing its commitment to fostering excellence and inclusivity in local government.

The conference theme, "Taste the Inspiration," is designed to motivate and empower our delegates, encouraging them to embrace new ideas and approaches to their roles as councillors. This conference offers a unique opportunity for new and returning councillors to reset and develop new ideas and perspectives. By fostering creativity, delegates will be motivated to think outside the box and develop innovative solutions to the challenges faced by local government.





### Thursday 1 May

Registrations Open @ Griffith Regional Theatre 4.00 pm

Welcome Function at Griffith Regional Theatre 5.00 pm

Performance by: **Puka Pukan Dance Group**

The Griffith Pukapukan community have been in Griffith over 25 years. Their dance group consist out of 12 dancers and 10 drummers. Their performance will take you on a journey across the 15 islands of the Cook Islands.

Welcome by Cr Mayor Doug Curran  
Welcome to Country

Guest Speaker: **Emma Norbiato - Calabria Wines**

Emma Norbiato is an accomplished figure in the Australian wine industry, known for her expertise in winemaking. Emma's work emphasizes sustainable practices and producing award-winning wines.

Music by Belle Madden

Free Evening 7.00 pm



## Friday 2 May

Registrations at Griffith Ex-Servicemen's Club Function Room	8:00 am
<b>MC Welcome - Alicia McKay</b>	8.30 am
<b>Welcome to Country - To Be Announced</b>	
<b>ALGWA President Welcome - Penny Pedersen</b>	
<b>ILG NSW President Phyllis Miller - Insights in Local Government</b>	9.00 am
<b>Alicia McKay - Guest Speaker &amp; MC</b>	9.15 am
Alicia McKay is a vibrant policy analyst and management consultant turned author, speaker, and trainer. Specialising in strategic planning and organisational change, she has worked with over 100 councils and agencies across Australia and New Zealand. Founder of the Not An MBA program, Alicia blends expertise with a no-nonsense approach to leadership.	
Morning Tea	11.00 am
<b>PANELLISTS INTRODUCTION &amp; KEY MESSAGE TO DELEGATES:</b>	11.30 am
<b>Zara Lowien - National Irrigation Council (NIC)</b>	
Zara lead NIC through the negotiations and input into the Australian's Government' Water Amendment (Restoring our Rivers) Bill 2023 and was appointed CEO in early 2024.	
<b>Helen Dalton - Member for Murray</b>	
Helen Dalton is Griffith's Local Member for Murray. Known for her commitment to rural communities, Helen champions issues like water rights, agricultural sustainability, and local infrastructure.	
<b>The Hon Sussan Ley MP - Member for Farrah</b>	
The Hon. Sussan Ley is an experienced Australian politician, currently serving as Minister for the Environment and Water. She has a strong focus on sustainable environmental practices and regional development.	
<b>Panel Discussion - Water Challenges</b>	12.00 pm
Lunch	12.30 pm



## Friday 2 May, continued

### PANELLISTS INTRODUCTION & KEY MESSAGE TO DELEGATES

1:00 pm

#### **The Hon. Minister Rose Jackson**

Minister for Water, Minister for Housing, Minister for Homelessness, Minister for Mental Health, Minister for Youth, and Minister for the North Coast

#### **Carolyn Doherty - Argyle Housing**

Argyle Housing is a not-for-profit organisation providing affordable housing and support services to people in need across New South Wales and the ACT.

#### **Serena Hardwick - Business NSW**

The Housing Now initiative by Business NSW focuses on addressing housing affordability and availability across New South Wales. It collaborates with industry, government, and communities to meet growing demand.

### **Panel Discussion - Housing Challenges**

1.15 pm

Bus departs to De Bortoli Wines

2.00 pm

### **Tour at De Bortoli Winery Gardens - "Why is Water so important"**

2.15 pm

Message delivered by Margot & Melissa De Bortoli

Networking, Antipasto and Drinks

3.30 pm

Bus Return to Griffith

5.00 pm

Free evening to Explore Griffith

### **VOTING TIMETABLE**

8:15 am: Office Bearer Nomination Open

9:00 am: Officer Bearer Nomination Close

10:30 am: Office bearer voting Open

12:30 pm: Office bearer voting closes





### Saturday 3 May

<b>Morning Activity: Banna Murals Walk/CBD Activation</b>	7:00 am
A vibrant walking tour showcasing Griffith’s unique murals and public art. Delegates will experience the creativity of the Her Way Program, which aimed to make public spaces around transport hubs feel safer for everyone, especially women, girls and gender diverse people. Starting point in Kooyoo Street Mall , Griffith.	
Morning Tea @ Griffith Ex-Servicemen’s Club	10:00 am
<b>Emma Broomfield – Councillor Wellbeing Session</b>	10:30 am
Emma had a vision to provide a niche consultancy with a focus on working with the local government sector. Since then, she has established a reputation for a down-to-earth, community-centred approach and has had the privilege of working across over 40 local government areas in NSW.	
<b>Shirine Nehme (TEDx Griffith)</b>	11:30 pm
Shirine Nehme, a passionate Griffith local, advocates for rural Australia through her involvement in the Griffith Youth Advisory Group and public speaking. She won the 2025 Australia Day Award for Young Citizen.	
<i>2026 ALGWA NSW Conference Update from <b>Blacktown City Council</b></i>	12:30 pm
Bidding Host 2027	12:45 pm
Lunch	1:15 pm
ALGWA Hotspots	2:00 pm
ALGWA NSW General Meeting – Returning Officer to announce election of Executive team – followed by Afternoon Tea	3:00 pm
Meet in Exies Foyer for bus transfer	6:00 pm
Gala Dinner at Piccolo Family Farm <i>Announcement: The 2027 Conference Host Council</i>	6:30 pm
Bus departs for transfer back	10:30 pm

**VOTING TIMETABLE**

8:15 am: Executive Team Nomination Open

10:30 am: Executive Team Nomination Close

11:30 am: Executive Team Voting Open

1:45 pm: Executive Team Voting closes

#### 9.4 DRAFT EVENT FUNDING POLICY 2025

File Number: RPT/25/186

Responsible Officer: Ken Ross - General Manager  
Responsible Division: Office of the General Manager  
Reporting Officer: Lexi Stockman - Manager Tourism and Promotion

Objective: 1.0 Wentworth Shire is a vibrant, growing and thriving Region  
Strategy: 1.2 Promote the Wentworth Region as a desirable visitor and tourism destination

#### **Summary**

The draft Event Funding Policy was developed after it was identified that there is currently no formal structure as to how event sponsorship money is distributed. The Event Funding Policy was developed in line with the *Wentworth Region Tourism & Events Strategy 2024-2029*. This strategy outlined the need to continue to leverage on the success of existing events, as well as creating the capacity and space for new events to be welcomed and encouraged within the region.

The Event Funding Policy was developed to ensure that Wentworth Shire Council establishes a structure which provides a fair and equitable approval to community groups and organisations who wish to access and utilise funding to support local events, both existing and new.

The Event Funding Policy should be considered alongside the newly developed Event Planning Guide and Event Funding Program Guidelines. The Event Planning Guide assists event organisers by outlining the importance of several factors when running an event. It assists them in making important decisions in relation to the overall success of the event, including important factors such as budget and event space. The Event Funding Program Guidelines should be read before an application is submitted. The purpose of the Event Funding *Program* Guidelines is to outline the application process and what is required to successfully apply for the funding, as well as the acquittal process.

The host of documents that are outlined above create a new process in which event organisers will be required to follow, in order to access event funding from Council. It creates a fair and equitable process which allows Council to understand how the funding is being utilised, how the local community is being included, what economic impact the event may have within the region and if the event was deemed successful.

The draft Event Funding Policy was endorsed by Council for community consultation for 28 days at the Council meeting held on 12 February 2025. Feedback was received by one community member which has been taken into consideration and addressed within this report.

#### **Recommendation**

That Council adopts the Event Funding Policy including the Event Planning Guide and Event Funding Program Guidelines.

#### **Detailed Report**

##### Purpose

The purpose of this report is for Council to consider the submissions made and adopt the draft Event Funding Policy, to be introduced at the start of the 25/26 financial year.

### Background

After the *Wentworth Region Tourism & Events Strategy 2024-2029* was endorsed by Council in late 2024, the need to create a more formal process to accessing event funding was recognised.

The current procedure for applying for event funding for local community events is by formal letter to the Office of the General Manager. This is usually for events requiring more than \$5000 in funding. For events requiring less than \$5000, the Financial Assistance Program application process is followed. This application process can be accessed by any groups and organisations seeking financial assistance for donations, contributions and grants.

The events sponsorship budget is included within the Tourism & Promotion budget and currently stands \$90,000 per financial year. This is adjusted as needed on a year-to-year basis.

At the February Council meeting, held on 12 February 2025, Council endorsed the draft Event Funding Policy for community consultation for 28 days. Feedback with various submissions was received by one local community member. The submissions and comments in relation to each submission are included below in the report detail.

### Report Detail

The following submissions have been made by a local community member, as feedback to the draft Event Funding Policy. Comments have been made in relation to each submission.

**Submission 1:** Palinyewah to be added to list of towns

**Comment:** Palinyewah has been added to the list of towns.

**Submission 2:** To review the requirement of \$20 million public liability insurance, as most councils have reduced the amount to \$10 million.

**Comment:** It is Council's appropriate due diligence to ensure Council's interests are protected. By ensuring that the event organisers have a higher public liability insurance limit, more of the risk is transferred from Council to the event organiser. The \$20 million limit ensures greater coverage in the event of an extreme incident. The requirement for \$20 million public liability insurance remains.

**Submission 3:** Events which rely on Council funding to break even or events that are projected to run at a loss without Council funding should be reconsidered as a requirement.

**Comment:** The Event Funding Policy has been put in place to assist organisations to host events, rather than entirely fund the event. Event organisers should aim to utilise the funding as support rather than as the sole source of funding for the event. Event organisers should explore other funding avenues to ensure their event does not break even or run at a loss, with the aim of eventually becoming financially independent. This requirement remains within the Event Funding Policy.

**Submission 4:** In reference to '*Events which happen on a regular basis including sporting events, arts & cultural events, special events or gatherings*' the questions was asked – what is the process to support existing annual events and please provide details of the types of events excluded under this condition?

**Comment:** The Event Funding Policy will need to be followed by all existing annual events who apply for funding from Council. No events are excluded under this condition. For further context, a 'regular basis' in this policy refers to events that are run more than twice a year. This requirement remains within the Event Funding Policy.

**Submission 5:** To include an industry expert aside from Council staff on the assessment panel for event applications.

**Comment:** For all recommendations made to Council, by Council staff, throughout the various departments within Wentworth Shire Council, industry experts from any field are not invited to provide an opinion on the distribution and allocation of Council's budget. The internal review panel will be suitably selected from within Council staffing, based on their qualifications and knowledge. The consideration of any conflicts of interest will be taken into account, which is why the internal review panel may change in line with each specific application. The recommendation from the internal review panel is then included in a report to Council, with the decision ultimately up to Council to decide. The requirement to have an industry expert, aside from Council staff on the assessment panel, has not been included within the Event Funding Policy.

### Conclusion

In conclusion, the Event Funding Policy and supporting documentation remain the same, aside from adding Palinyewah to the list of towns. It is recommended that the Event Funding Policy be adopted by Council, ready to be officially rolled out at the beginning of the 25/26 financial year. Adopting the new policy and overall application process will create a fair and equitable process which can be utilised by all event organisers who wish to access funding to allow them to host an event within the Wentworth region.

### Attachments

1. Working Document - Event Funding Policy [↓](#)
2. Working Document - WSC Event Planning Guide - Event Funding Policy [↓](#)
3. Working Document - WSC Event Funding Program Guidelines - Event Funding Policy Application Guidelines [↓](#)



## EVENT FUNDING POLICY

<b>POLICY NUMBER &amp; TITLE:</b>	<b>GOVXXX</b>	<b>EVENT FUNDING POLICY</b>
<b>DOCUMENT ID:</b>	DOC/24/13819	
<b>VERSION:</b>	1.0	
<b>ADOPTED MEETING DATE:</b>	Click or tap to enter a date.	
<b>REVIEW DUE:</b>	Four yearly or following change of legislation or incident	
<b>VERSION AMENDMENTS:</b>	Nil	

<b>RESPONSIBLE DEPARTMENT:</b>	General Manager
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## EVENT FUNDING POLICY

### POLICY OBJECTIVE

This policy establishes the guidelines and framework for event funding within the Wentworth Shire region to achieve the tourism, event and community goals as identified in the Wentworth Region Tourism & Events Strategy 2024-2029, Council’s Community Strategic Plan 2022-2032 and annual Operational Plan.

### 1. POLICY STATEMENT

Wentworth Shire Council recognises and is committed to funding and supporting community events within the region that align with Council’s Tourism and Events Strategy and recognises the positive impact events have on both the economy and the community.

This policy operates in the context of and should be read in conjunction with the Wentworth Region Tourism & Events Strategy 2024-2029 and Event Planning Guide.

The intent of this policy is to ensure that Wentworth Shire Council establishes a structure which provides a fair and equitable approval to community groups, organisations and individuals who wish to access and utilise funding to support local events.

Council will ensure that funding processes reflect the strategic objectives outlined in the Operational Plan and are delivered in a fair and transparent manner to foster civic engagement, strengthen a sense of community and promote Wentworth Shire Council within and external to our region.

The following vision, mission and goals, as identified in the Wentworth Region Tourism & Events Strategy, provide direction for major and minor events as well as providing financial support for local community groups, organisations and individuals.

#### Vision

To be the meeting point where people and place come together. We envision a destination that celebrates its rich history, diverse culture and stunning landscapes, inviting visitors to immerse themselves in authentic encounters and create lasting memories.

#### Mission

To drive economic gains for the region by expanding the visitor economy. Through our tourism and events activities, we engage with every visitor who considers the Wentworth region, with the intent to create a valued long-term relationship to generate high customer advocacy and drive growth.

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## EVENT FUNDING POLICY

### Goals

- **Increase visitation** – provide more reasons for day-tripper and overnight visitors to choose the Wentworth region.
- **Increase visitor spend within the region** – enable a greater level of spend through increased engagement by aligning customer needs with region offerings.
- **Enhance industry collaboration** – improve partnership opportunities and ability to leverage resources through a shared vision, strategy and common working model.
- **Improve customer advocacy** – ensure more visitors leave with positive sentiment towards the Wentworth region, telling others of their experience to drive greater volume of visitation.

### 2. POLICY COVERAGE

This policy applies to all community groups, organisations and individuals seeking funding towards organising an event within the Wentworth Shire region.

### 3. STRATEGIC PLAN LINK

Objective: 1. Wentworth Shire is a vibrant, growing and thriving region  
 Strategy: 1.2 Promote the Wentworth region as a desirable visitor and tourism destination

### 4. DEFINITIONS AND ABBREVIATIONS

Term/Word	Definition
<b>Assessment Criteria</b>	The specified principles or standards against which applications are judged and used to assess the merits of proposals
<b>Assessment Process</b>	The steps that must be followed by individuals and organisations to be considered for funding. It includes the forms, written documentation and the eligibility criteria to be satisfied.
<b>Acquittal</b>	A statement and confirmation that the funding has been spent on the activity in accordance with the Funding Agreement, schedule and conditions
<b>Community Groups/Organisation/Individual</b>	Not for profit organisations, groups and individuals eligible to apply for event funding under this policy
<b>Economic Impact</b>	New expenditure to the Wentworth Shire region calculated as a product of the following: <ul style="list-style-type: none"> <li>• number of visitors who will travel to the region specifically for the event</li> <li>• average length of stay</li> <li>• average daily expenditure for the visitors</li> </ul>
<b>Event</b>	A planned public gathering of people in an open space, building or temporary structure where people gather for an activity, celebration or other occasion. Sporting, cultural or other gatherings of people that occur on a regular basis are not considered events under this policy.
<b>Funding</b>	A sum of money or form of subsidy that Council provides to an individual or organisation under a formalised agreement

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## EVENT FUNDING POLICY

<b>Funding Agreement</b>	A formal, legally binding contract between the funding recipient and Council, used to monitor the implementation of the funded activity through to completion.
<b>Funding – In-kind</b>	An offering of cash or in-kind contribution given without any anticipated commercial return
<b>Minor Event</b>	Maximum \$5000/minimum \$2000 (including in kind support)– 500 to 1000+ people – participation from within/external to the region, create sense of community, encourage participation by the community
<b>Major Event</b>	Maximum \$30,000/minimum \$5000 (including in kind support) – overnight visitation, positive economic impact, encourage community participation
<b>Validated Evidence</b>	Valid, verifiable and authentic information that substantiates the event organisers assertion in relation to the event and includes examples such as: <ul style="list-style-type: none"> <li>• Surveys</li> <li>• Registration lists</li> <li>• Ticket sales reports</li> <li>• Head counts</li> <li>• Gate sales</li> <li>• Attendance records</li> <li>• Information from accommodation providers</li> </ul>

### 5. POLICY CONTENT

#### 5.1 Funding Streams

Council is committed to supporting events through two funding streams; minor and major events, which provide economic benefit to the region and create a positive impact on the community. Applications for event funding for both major and minor events can be applied for and accessed all year round.

All funding is subject to eligibility, assessment of criteria and Council approval. (Table 1).

Fund	Description	Funding Amount	Application Opening Dates	Assessment Criteria
<b>Major Events</b>	Event must drive overnight visitation, provide positive economic impact, showcase the region, encourage community pride and follow sustainability guidelines.	To a maximum of \$30,000 and to a minimum of \$5,000. Including in-kind Council support.	Open all year round.	<ul style="list-style-type: none"> <li>• Potential economic and tourism impact to the region</li> <li>• Community impact and benefits</li> <li>• Overall event offerings</li> <li>• Sustainability</li> <li>• Event preparation including capability</li> </ul>

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## EVENT FUNDING POLICY

<b>Minor Events</b>	Event must attract around 500-1000+ people from either within or outside the region, create a sense of community by bringing people together and encourage participation from local community members.	To a maximum of \$5,000 and to a minimum of \$2,000. Including in-kind Council support.	Open all year round.	<b>All minor event applications should refer to the Financial Assistance Program (Donations Contributions Grants) application process.</b>
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### 5.2 Event Funding Eligibility Criteria

The following requirements must be met to be eligible for funding:

- The event must be based within the Wentworth Shire
- The event can be an existing event or a new or one-off event
- A certificate of currency for public liability of up to \$20 million relevant to and for the duration of the event must be held and submitted with the application
- Provide documentation and evidence required to meet the funding evaluation criteria
- Be a public event that is inclusive and accessible to everyone
- Organisations can only apply for a maximum of two events per each financial year

Documentation as outlined in the *Event Funding Program Guidelines* must be provided with the application for determination of eligibility.

The following are not eligible to apply for the funding:

- Organisations with outstanding debts to Council, or who have not provided acquittal documentation from previous event
- Events which rely on Council funding to break even or events that are projected to run at a loss without Council funding
- Political events or events with a political purpose
- Religious events
- Events that exclude or may offend parts of the community
- Organisations who have not previously complied with Council conditions or have the required permits
- Private events that are not accessible to the wider community
- Fundraising activities where the funds raised are not intended to stay within the local community
- Education events including events organised by schools or universities
- Capital works projects, maintenance, or the purchase of capital equipment
- Insurance and fees associated with risk and governance such as public liability insurance, event insurance or fees payable to a governing body
- Expos, fetes, and circuses
- Events which are attended by a niche or small cohort of the intended community

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## EVENT FUNDING POLICY

- Events which happen on a regular basis including sporting events, arts & cultural events, special interest events or other gatherings.

### 5.3 Event Funding Allocation

Council will decide on an appropriate allocation of funding towards major and minor events at the approval of the yearly budget.

If the amount of money requested within the eligible applications exceeds the money allocated in the budget, each event will receive funding based on the events being allocated an appropriate amount deemed suitable by the application review panel. This amount may be equal to or less than the requested funding amount. Alternatively, if an application is received and the budget is exhausted within that financial year, it may be suggested to reapply for the funding in the following financial year.

Event funding can be accessed at any time throughout the year however applications will begin to be assessed for the following financial year, from the 1<sup>st</sup> of July each year.

### 5.4 Advertisement of Funding Opportunity

Funding opportunities will be advertised through a transparent process which includes but is not limited to; the Council website, print media, What's On publication and social media.

Council reserves the right to run an Expression of Interest (EOI) process to attract specific events, opportunities, or event organisers to fulfil the objective of running immersive events outlined in the Wentworth Region Tourism & Events Strategy 2024-2029.

### 5.5 Application Process

Event funding for major events can be applied for via the application form available on the Council website. Applicants are required to complete the application form along with providing the listed supporting documentation as listed on the application form.

Event funding for minor events can be applied for following the Financial Assistance Program application process, also available on the Council website.

Organisations or individuals who have previously utilised Council funding for their events, must provide an acquittal report from their last event funded, with their application documentation. The acquittal report will be taken into consideration for future funding requests and an assessment will be made based on validation of outcomes and attendance data from the previous event.

### 5.6 Assessment Process

An assessment panel consisting of at least three Council staff will assess applications against the eligibility and evaluation criteria. The panel may seek additional information and evidence, conduct interviews with applicants and undertake research on the organisation or individual applying for funding, to gain additional information on the likely impact of the event.

The assessment panel reserves the right to allocate all or part of the funding requested.

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## EVENT FUNDING POLICY

Council reserves the right to defer or delay funding based on specific circumstances that may impact the delivery of the funding.

### 5.7 Canvassing

The applicant must not approach or request any other person to approach, any Councillor, member of Council’s staff or consultant engaged by Council to solicit support for it’s proposal or otherwise seek to influence the outcome of the evaluation process.

### 5.8 Approval and Notification Process

For applications requesting over \$5,000 including Council in-kind support, the following will apply:

- Application assessment will take place by the review panel consisting of three Council staff members. All recommendations will be presented to Council for approval at the next available Council meeting.
- Please allow at least 2 months for the application to be processed and presented to Council.
- Following Council approval, applicants will be notified of the outcome in writing. Applicants may receive feedback from Council staff.

For applications requesting under \$5,000 including in-kind Council support, the approval process for the Financial Assistance Program will be followed.

### 5.9 Funding Agreement Process

Successful applicants will be required to sign a Funding Agreement outlining the conditions of the funding including responsibilities, obligations and identified outcomes required. Council reserves the right to request a progress report in the lead up to the event.

### 5.10 Acquittal and Evaluation Process

Successful applicants must submit an acquittal report upon the completion of their event with the due date specified in the funding agreement. The acquittal report must include an evaluation of the event, any evidence to support the outcomes to the extent it is possible, a detailed budget including copies of receipts showing expenditure in accordance with the approved purpose of the funding.

Major funded events will be required to provide validated evidence in the evaluation and acquittal report on how the event contributed to increased visitation to the region as described at Table 1, 5.1.

The acquittal report will be taken into consideration for future event funding applications.

Should the acquittal report not be received by the specified due date or by the date advised in a written request for submission, lack additional information, or remain unsatisfactory, future applications may be impacted.

### 5.11 Variation Process

Any variation to the agreement and original event proposal, may be requested in writing, if required. If the variation is accepted, this will be confirmed in writing by Council. This variation will form part of the funding agreement.

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## EVENT FUNDING POLICY

### 6. RELATED DOCUMENTS AND LEGISLATION

- Wentworth Region Tourism & Events Strategy 2024-2029
- Wentworth Shire Council Event Planning Guide
- Wentworth Shire Event Funding Program Guidelines
- Wentworth Shire Council Event Funding Application
- Wentworth Shire Council Community Strategic Plan 2022-2032
- Wentworth Shire Council Operational Plan 2024/2025

### 7. ATTACHMENTS

### 8. DOCUMENT APPROVAL

This Council Policy is the latest version of the official policy of the Wentworth Shire Council, as adopted by Council on [Click or tap to enter a date..](#) All previous versions of this policy are null and void. This policy may be amended or revoked by Council at any time.

Signed: \_\_\_\_\_  
**General Manager Wentworth Shire Council**

[Click or tap to enter a date.](#)  
**Date**

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# Event Planning Guide



# INTERPRETER SERVICES



**MAHALAGA | FILIPINO**

Kung kailangan mo ng tulong sa pagbabasa at pag-unawa sa dokumentong ito, ang mga kawani ng customer service ng Wentworth Shire Council ay masaya na tumulong sa pag-aayos ng isang libreng serbisyo ng interpretasyon. Upang ayusin ang isang interpreter, mangyaring makipag-ugnayan sa Council sa 03 5027 5027, o bisitahin ang isang Council Office na nakalista sa ibaba.



**IMPORTANT | FRANÇAIS**

Si vous avez besoin d'aide pour lire et comprendre ce document, le personnel du service client du Wentworth Shire Council se fera un plaisir de vous aider à organiser un service d'interprétation gratuit. Pour organiser un interprète, veuillez contacter le Conseil au 03 5027 5027 ou visitez un bureau du Conseil indiqué ci-dessous.



**ΣΗΜΑΝΤΙΚΟ | ΕΛΛΗΝΙΚΟ**

Εάν χρειάζεστε βοήθεια για την ανάγνωση και την κατανόηση αυτού του εγγράφου, το προσωπικό εξυπηρέτησης πελατών του Wentworth Shire Council είναι πρόθυμο να σας βοηθήσει στη διευθέτηση μιας δωρεάν υπηρεσίας διερμηνείας. Για να κανονίσετε έναν διερμηνέα, επικοινωνήστε με το Δήμο στο 03 5027 5027 ή επισκεφθείτε ένα Γραφείο του Συμβουλίου που αναφέρεται παρακάτω.



**IMPORTANTE | ITALIANO**

Se hai bisogno di assistenza per leggere e comprendere questo documento, il personale del servizio clienti del Wentworth Shire Council sarà lieto di assisterti nell'organizzazione di un servizio interpretativo gratuito. Per organizzare un interprete, contattare il Comune allo 03 5027 5027 o visitare uno degli uffici del Comune elencati di seguito.



**PENTING | MELAYU**

Jika anda memerlukan bantuan membaca dan memahami dokumen ini, kakitangan perkhidmatan pelanggan Wentworth Shire Council berbesar hati untuk membantu dalam pengaturan perkhidmatan tafsiran percuma. Untuk mengatur jurubahasa, sila hubungi Majlis di 03 5027 5027, atau lawati Pejabat Majlis yang disenaraikan di bawah.



**重要 | 普通话(简体中文)**

如果您在阅读和理解本文件时需要帮助,温特沃思郡议会的客户服务人员很乐意协助安排免费口译服务。如需安排口译员,请致电 03 5027 5027 联系议会,或前往下列议会办公室。



**ਮਹੱਤਵਪੂਰਨ | ਅੰਗਰੇਜ਼ੀ**

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਦਸਤਾਵੇਜ਼ ਨੂੰ ਪੜ੍ਹਨ ਅਤੇ ਸਮਝਣ ਵਾੱਚ ਸਹਾਇਤਾ ਦੀ ਲੋੜ ਹੈ, ਤਾਂ ਵੈਨਟਵਰਥ ਸ਼ਾਇਰ ਕਾਉਂਸਲਿ ਦੇ ਗਾਹਕ ਸੇਵਾ ਸਟਾਫ ਇੱਕ ਮੁਫ਼ਤ ਵੀਆਖਿਆ ਸੇਵਾ ਦੇ ਪੁਰਬੰਧ ਵਾੱਚ ਸਹਾਇਤਾ ਕਰਨ ਲਈ ਖੁਸ਼ ਹਨ। ਦੁਭਾਸ਼ੀਏ ਦਾ ਇੰਤਜ਼ਾਮ ਕਰਨ ਲਈ, ਕਰਿਪਾ ਕਰਕੇ 03 5027 5027 'ਤੇ ਕਾਉਂਸਲਿ ਨਾਲ ਸੰਪਰਕ ਕਰੋ, ਜਾਂ ਹੇਠਾਂ ਸੂਚੀਬੱਧ ਕਮਿ ਕਾਉਂਸਲਿ ਦਫ਼ਤਰ 'ਤੇ ਜਾਓ।



**สำคัญ | แบบไทย**

หากคุณต้องการความช่วยเหลือในการอ่านและทำความเข้าใจเอกสารนี้ เจ้าหน้าที่บริการลูกค้าของ Wentworth Shire Council ยินดีให้ความช่วยเหลือในการจัดการบริการล่ามฟรี หากต้องการจัดเตรียมล่าม โปรดติดต่อสภาที่ 03 5027 5027 หรือไปที่สำนักงานสภาตามรายการด้านล่าง



**ÖNEMLİ | TÜRKÇE**

Bu belgeyi okuma ve anlama konusunda yardıma ihtiyacınız varsa, Wentworth Shire Belediyesi'nin müşteri hizmetleri personeli, ücretsiz tercümanlık hizmetinin ayarlanmasında yardımcı olmaktan mutluluk duyacaktır. Bir tercüman ayarlamak için lütfen 03 5027 5027 numaralı telefondan Belediye ile iletişime geçin veya aşağıda listelenen bir Belediye Ofisini ziyaret edin.



**QUAN TRỌNG | TIẾNG VIỆT**

Nếu bạn cần trợ giúp để đọc và hiểu tài liệu này, nhân viên dịch vụ khách hàng của Hội đồng Wentworth Shire sẵn lòng hỗ trợ sắp xếp dịch vụ thông dịch miễn phí. Để sắp xếp một thông dịch viên, vui lòng liên hệ với Hội đồng theo số 03 5027 5027 hoặc đến Văn phòng Hội đồng được liệt kê bên dưới.

**IMPORTANT | ENGLISH**

If you require assistance reading and understanding this document, customer service staff of Wentworth Shire Council are happy to assist in the arrangement of a free interpretive service.

To arrange an interpreter, please contact Council on 03 5027 5027, or visit a Council Office listed below.

COUNCIL OFFICES



**Midway Community Centre**  
2 Midway Drive, Burgess NSW 2720



**Wentworth Visitor Centre (Main Administration Office)**  
61 Dudley Street, Wentworth NSW 2610



We acknowledge the traditional owners of the land on which we live and work, and pay our respects to their elders past, present, and emerging.



The Kiilalaana group (Shantelle Thompson dancers) portraying the connection of the land and water through dance at Namatjira Water Tank Commissioning event, Dareton.



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Images in this document were sourced from Council's Image Library unless otherwise stated. Cover image: The Smoke Show 2023.

This document was compiled by Wentworth Shire Council. Copies of this guide can be viewed online at [wentworth.nsw.gov.au](http://wentworth.nsw.gov.au)

Disclaimer: The information provided in this Public Event Planning Guide has been compiled for your assistance. Wentworth Shire Council does not guarantee the accuracy or completeness of any information contained in this document. This guide is not a substitute for independent professional advice and it is strongly recommended that event organisers obtain appropriate professional advice relevant to their particular circumstances. Council does not accept any liability for any loss, damage or other injury resulting from its use and reserves the right to make changes, modifications, additions and corrections to the document at any time without notice.

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PS Melbourne's 100<sup>th</sup> Birthday Celebration (2012) - Murray-Darling Confluence

# Introduction

## Purpose of this guide

Wentworth Shire Council have provided this guide to help you effectively plan and coordinate your event in partnership with the Wentworth Shire Council.

There are a number of checklists, request forms, requirements and planning tools that will assist you in your event organisation.

The objectives of the guide are to;

- Provide guidance for the appropriate location and management of events.
- Provide forms that are required to legally run you event, including development applications and traffic management and road closures.
- To ensure consistent planning and assessment take place for all Shire events.
- To co-ordinate with departments within Council in a clear and concise manner.

## What is a public event?

A public event is any public gathering to which people are invited and encouraged to attend, that involves some form of activity where people may be enticed to purchase or obtain for free, goods and or services. Such gatherings might include entertainment, involve the participation of other parties i.e. stallholders, facilitators of an activity or similar.

### Planning a Public Event

Planning an event is about more than advertising and getting people to attend.

Organisations holding an event have a significant level of responsibility and obligation to the public as much as the participants for their health and safety.

It is also necessary to ensure that appropriate procedures and accurate records are kept of all actions so that in the event of an incident we are in a better position to prove that we did all that was reasonably possible to ensure everyone's safety.

The following process has been developed to ensure that Council and the Event Organiser not only keep good records but also achieve the objective of conducting a safe and successful event for all concerned.

Given all the information and processes involved in the planning and conducting an event, the first questions that should be asked are:

- What is the event aiming to achieve?
- Do I have the infrastructure and personnel available to make this event a success?
- Is there another, simpler alternative that may provide the same outcome?
- What approvals may be required?

Under the provisions of the *Local Government Act 1993*, approval may be required for all or part of the event, even if the event is a "one off."

Depending on the impacts upon traffic and parking a traffic management plan may also have to be submitted to Council. Public liability insurance is a must and a risk management plan may also need to be considered.

On-site safety at the event is paramount – your public expects to be able to enjoy your event in safe and secure surrounds - and your committee members need to identify potential hazards during the planning, on site at your event and work to implement solutions.

## Council locations & venue hire

### Booking a Council Venue

Venues owned by Council are made available to the community and private organisations. This is however subject to availability.

Bookings of Council operated venues can be done by contacting Council on (03) 5027 5027 or via website

[www.wentworth.nsw.gov.au](http://www.wentworth.nsw.gov.au)

**Those hiring any of these facilities should be aware of four basic guidelines for hire:**

1. Serving of liquor in all venues is subject to Council and Police approval
2. Smoking is prohibited in all venues
3. No furnishings or other chattels to be removed without prior Council approval
4. All utilities to be turned off and building securely locked on departure



Midway Function Centre

### Who Owns the Event?

There are 4 potential levels of Ownership for an event, these being:

**1. Events initiated and managed by and only involving Council.**

This means Council holds complete responsibility for the event.

**2. Council is a participant and not the main organiser.**

This means Council is only responsible for its own participation in the event and the community group organising the event is responsible for everything else.

**3. Council is the venue owner.**

Council is responsible to ensure the venue is safe and suitable for the purpose and set terms of condition of use.

**4. Council is the main organiser of an event and other organisations take part.**

Council holds the overall responsibility of the event and has the authority to determine terms and conditions of participation.

If your event fits into any of the 4 levels of Ownership listed above, the event organising committee please submit an Initial Booking Form to Wentworth Shire Council.

## Event planning

Whether you want to run a music event or a business workshop, there are some common event goals and objectives that apply to events across industries.

Here are a few examples to help get your wheels turning as you consider how to define your own goals and objectives:

Goal	Objective
<b>Sell tickets. Pretty straightforward!</b>	<p>Set a target number of tickets that you hope to sell.</p> <p>Be realistic, but don't make it too easy to achieve.</p> <p>Use ticket sale data from past events to come up with a feasible number.</p>
<b>Increase awareness of your brand/ business.</b>	<p>There are lots of ways to measure awareness.</p> <p>One is to keep track of how often people share or mention your event on social media.</p> <p>Keep tabs on posts from the event by searching posts at your event location or by encouraging attendees to use a hashtag for your event.</p> <p>Aim for a certain number of attendee posts at your next event.</p>
<b>Increase registration.</b>	<p>Did 20 people register for your last event? This time, aim to get at least 30 people registered.</p>
<b>Increase registration among previous attendees and/or new attendees.</b>	<p>Sometimes, your goal is to bring people back to your events; other times, the idea is to attract a new audience.</p> <p>Decide on your ideal ratio of old-to-new attendees and set this as your objective.</p>

## Event timings

Careful consideration of your event's timing is essential to maximize its chances of success. Choosing the right time can influence attendance, logistics, and the overall impact of your event.

Start by identifying when your target audience is most likely to attend. For example, school holidays, weekends, weekdays, or business hours may suit different demographics. Timing your event during tourism shoulder seasons can also offer economic benefits, as accommodation and other resources are more readily available.

Consider how much lead time you will need for planning and promoting the event, ensuring you allow enough time for any applications and permits to be processed and approved. Additionally, research other events taking place during the same period. Avoiding competition with major events can serve to provide more attention and accommodation for your event, but grouping with other smaller complementary events that aren't competing with you for attendees can create mutual benefits.

Scheduled events can be found on the "What's On Wentworth & Surrounds" & "What's On Mildura" webpages.

## Location of event

Choosing the right venue is a vital decision that will shape many aspects of your event. Several factors should be considered to ensure the venue meets your needs. The venue should align with the event's theme and be in an area that is easily accessible, with reasonable travel times for attendees. It's important to confirm the venue has sufficient capacity to accommodate your expected audience comfortably. Assess the venue's layout, including sightlines and seating options, to ensure it meets the requirements of your event.

Evaluate transport options to ensure sufficient public transport and parking are available for attendees. Review the venue's accessibility features, such as wheelchair access, toilets, power supply, emergency plans, exits, and shelter provisions for inclement weather. Confirm that the venue is available on your preferred date and aligns with your budget. Also, consider the facilities and services provided, such as catering, audio-visual support, and equipment availability.

Council offers a variety of venues and facilities available for hire.

To explore your options, visit [www.wentworth.nsw.gov.au/community/public-venues](http://www.wentworth.nsw.gov.au/community/public-venues)



# Event Management & Proposal

## The application process

To help with the event planning process Council has prepared general forms, information sections and explanations to make the process more manageable.

There are many steps to the process, steps which are outlined in the Event Planning Checklist.

Before event organisers approach Local Government for approval to conduct a special event, they should be aware of the costs that they face and have a budget in place for the event.

Traffic management costs apply for many events; from the largest celebration in the Sydney CBD to a small community street party.

### This Pack includes:

- **Event Planning Checklist** is a quick reference for community groups to consider when planning an event.
- **Your Event – Things to Consider** provides a guideline to matters that the Event Organiser should think about and address during the event planning process.
- **Wentworth Shire Council Initial Venue Booking Form**
- **Venues, Lodgement & Declaration Form**
- **Temporary Event Food Provider Application Form**

To start the process for lodging a temporary event you are required to complete the Wentworth Shire Councils **Initial Venue Booking Form** which can be found on our website:

[www.wentworth.nsw.gov.au/community/public-venues](http://www.wentworth.nsw.gov.au/community/public-venues) and submit to [council@wentworth.nsw.gov.au](mailto:council@wentworth.nsw.gov.au) for a customer service representative to get in touch within 3 working days to progress your request.

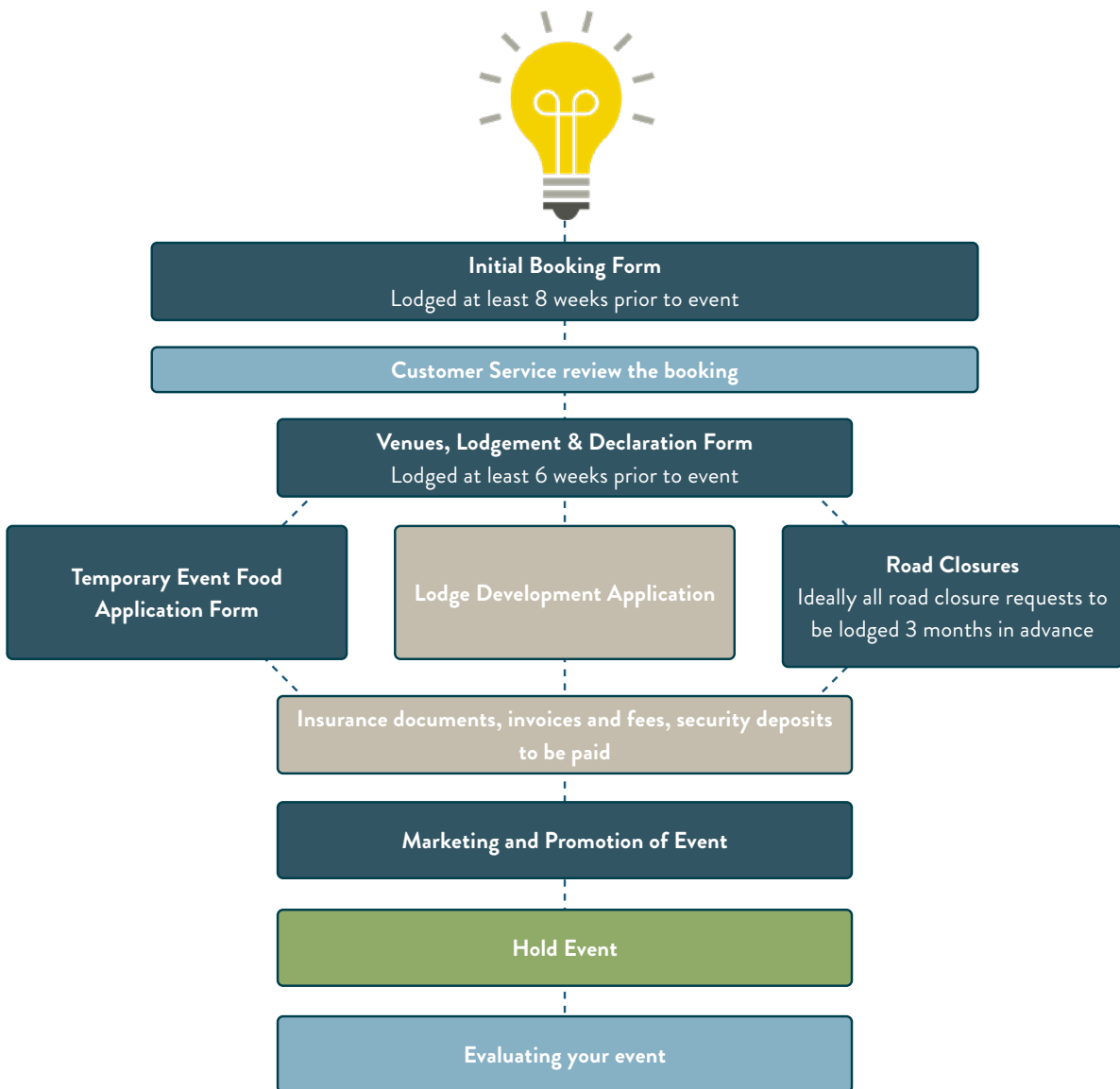
The Venues, Lodgement & Declaration Form will be required to be filled out once the initial booking has been processed. This form is to obtain further information about your event and is used to determine if there are road closures, special licencing or development applications to be processed.

It is to be completed and submitted to Council at the commencement of organising your event - 6 weeks prior for a small event and 6 months prior for a large event.

If you plan to trade at an event within the Wentworth LGA as a food stall vendor, you are required to be registered with Council and obtain the necessary approvals complete the [Temporary Event Food Provider Application Form](#) which, if required, will be sent out from our customer service team.

All food businesses, whether you are running a restaurant or a cake stall, must comply with the [Food Safety Standards](#). NSW Food Authority has developed [temporary event guidelines](#) to make food businesses aware of their legal requirements and to suggest ways to assure food safety at the event.

When booking a venue for your event make sure you take into account lighting, toilets, traffic management and parking, electricity and power supply, waste and ease of access. Consideration of these factors may determine which venues are suitable to host the event.



## Fees & charges

An initial event application fee will be payable when lodging the event application. This fee is non-refundable if the event is canceled or not approved.

During the approval process other fees and bonds may be set along with conditions determined by the nature, scale and time of the event.

Fees and bond conditions can only be determined after the application is assessed. Other fees may apply, subject to the conditions of venue hire and the number of days the venue is used.

### Some examples of the requirements that fees & charges cover:

- Park hire
- Key bonds
- Damage deposit bond
- Road occupancy
- Food outlet inspection/s;
- Use of Council's power, lighting and water; and
- Site fee

### View the latest fees & charges

For a list of current fees and charges, visit:

[www.wentworth.nsw.gov.au](http://www.wentworth.nsw.gov.au)



Curlwaa Memorial Hall



## Check list of documents required

There are a large number of documents that are required to support your application, not all of them will be relevant to your event and Council will advise you of what they require in due course.

- Initial Venue Booking Form
- Venues, Lodgement & Declaration Form Development Application - Temporary structure/food stall or vans
- Mechanical Ride Operator Work-Cover Certificate, Engineers Certificate, Current Public Liability Cover for supplier
- Food Safety Registration for all food outlets at event
- Event Public Liability Cover - \$20 Million Event Organiser/ Committee Contact Details
- Detailed site plan
- Traffic Management Plan Event Risk Assessment Waste Management
- Letter of Police and Emergency Notification Emergency Evacuation Plan
- Accessibility Plan
- Fireworks Permit – There are designated locations for fireworks and time restrictions
- Letter from charity if fundraising

Coordinating an event often requires the participation of many stakeholders. Given the complexity of event organisation, it is vital that you maintain good records of the planning, implementation and evaluation process.

### Suggested documents to be kept include:

- Decision-making processes – minutes of meetings, confirmation emails, notes made at meetings
- Permits/approvals – any licences, approvals, consents, etc. you receive to conduct your event
- Any plans/formal documentation such as:
  - Transport management plan
  - Emergency response plan
  - Event site plan
  - Risk management plan
  - Emergency response plan/ Evacuation plan
  - Waste management plan and
  - Marketing and communications plan
- Event program
- Event running sheets
- Production schedules
- Building/owner consent from landowner/venue manager
- Key communications and notes about outcomes
- Contracts – any agreements made with suppliers, authorities, performers, staff, volunteers etc
- Marketing and communications
- Public Liability Cover; and
- Notification of fireworks displays



*Note: If you are planning to operate drones for commercial purposes, aerial footage permits are required.*

*For more information see [www.casa.gov.au/aircraft/landing-page/flying-drones-australia](http://www.casa.gov.au/aircraft/landing-page/flying-drones-australia)*

*It is advisable to keep your documentation for a period of time after your event in case of any legal actions taken against the organiser(s) or other requests for information.*

## Event management proposal & plan

An Event Management Plan is a document that comprehensively describes all the issues that have been addressed in planning the event.

**The key purposes of an event plan are to:**

- Allow everyone involved to be very clear on what is being proposed and to get them all moving in the one direction;
- Have complete documentation of the event that can provide authorities with the necessary information so that the event can be approved with the required licences and permits; and
- Ensure future committee members and event managers know how things were done previously.

An event plan needs to address a range of considerations such as transport management, community safety and security, electrical and gas safety, environmental management and sustainability, amenities, temporary structures, service of food or liquor, amusement operator requirements and signage/advertising.

Depending upon the scale of your event, Council's event application form (and associated documentation) may fulfil the role of an Event Management Plan for your circumstances.



Wentworth Twilight Christmas Markets, Darling Street, Wentworth

## Event site plan

A map or plan of the event site or venue is a necessary communication tool for the event organiser. A site plan provides an overview of your event, clearly shows where it will be staged, displays the entrances and exits, and facilities.

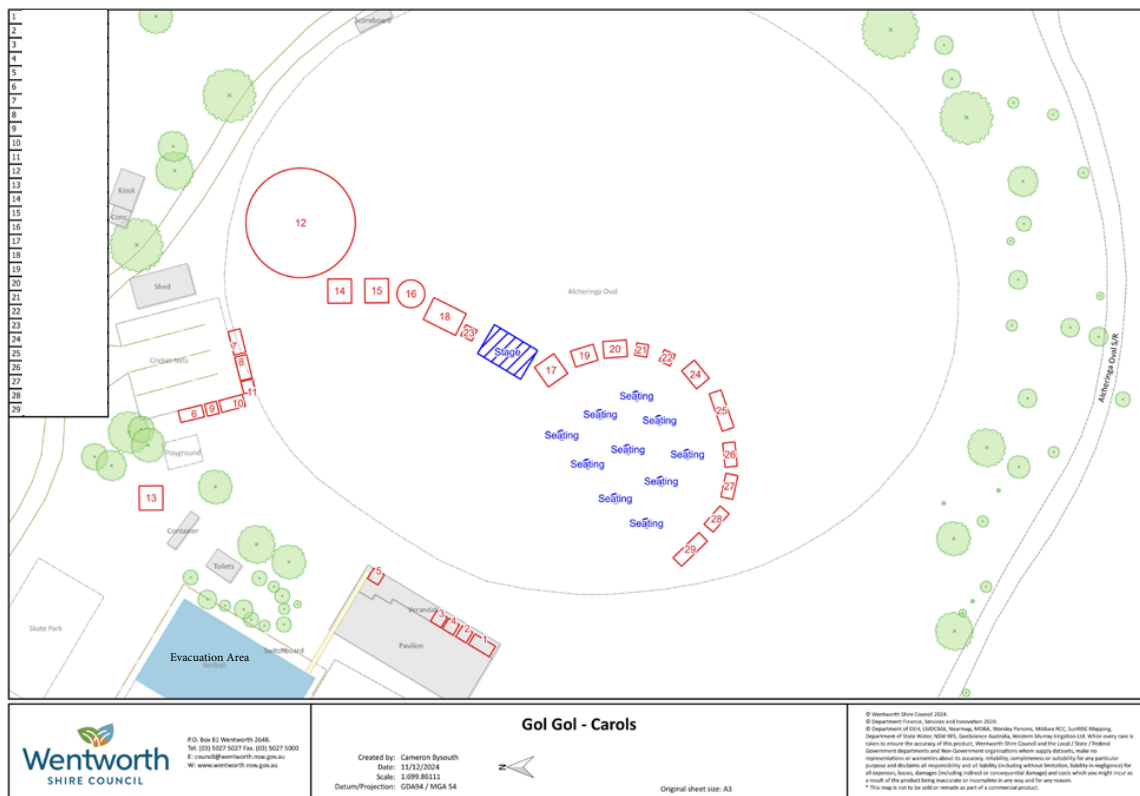
For smaller events a simple grid map is sufficient. For a larger festival an aerial photograph with the features identified on it could be used.

### Site plans are required when:

- Applying to government agencies and other regulatory authorities for special licences and approvals needed to stage your event
- Identifying potential risks
- Providing information for emergency services e.g. location of potential hazards, emergency vehicle access
- Communicating location points to staff, volunteers, sub-contractors and key stakeholders; and
- Applying for a Development Application Temporary Use of Land to stage your event

Council may have available aerial images of the designated venues.

For larger scale events, you may consider developing a number of smaller site plans for specific planning procedures.



## Event bump in

Prior to the bump in day, ensure all parties involved in the event (staff, volunteers, vendors, entertainers, etc) are aware of your expectations from them at your event. Ensure they all have relevant information, including directions on how to get to the site, site maps, contact information, key timings, and any equipment they are required to bring. It is recommended that all this information be compiled and distributed several days prior to the event to allow time for any queries from relevant personnel. A meeting should be planned with staff and volunteers prior to the event to ensure everyone understands their responsibilities from bump in to bump out.

Coordinating bump in (set up) well from the beginning will ease stress throughout. By referencing the site maps and emergency managements plans you created earlier, everyone is aware of where they need to be and at what time. Vendors and entertainers may want to change their set up after arriving on site, but its important to assess whether their suggestions are reasonable. Hold your ground and refer to the event documents made when working through discussions, ensuring you are prioritising safety for all staff and attendees.

For any AV/IT equipment being provided, especially communications tools and emergency backup systems, ensure they have been tested and approved to avoid any technical issues throughout the event. It is much easier to replace a piece of equipment or implement a contingency prior to the event then at the beginning of it.

Ensure clear, visible signage is displayed throughout the event site for attendees, staff, and suppliers. Signage includes but is not limited to, toilets, bus stops, parking, First Aid, food & drink stations, etc. At least 30 minutes prior to the event starting, the event organiser and key staff should conduct a walkthrough of the event site. This allows enough time for you to identify and resolve any potential hazards before attendees arrive. Should you find any hazards that were not apparent during planning, make a note for the debrief to include in future risk assessments.

## Event bump out

If a meeting was held or documents were distributed prior to the event to staff and volunteers prior to the event, then they should all be aware of the bump out (pack down) process of the event once concluded. For the attendee's safety, no vendors or entertainment should start packing until the event is over, attendees have vacated the area, and check with the event organiser. Whilst it is understandable for vendors to want to pack up early, attendee's safety must be the top priority.

Once the event has concluded, ensure all advertising and wayfinding signage is removed. A helpful tip to ensure no signage is missed, is to record the locations of the signs being used.

Regardless of the location of the site, whether public or privately owned, ensure you leave the venue in the same condition as you arrived. Staff and volunteers should be provided with adequate cleaning resources and stallholders advised to clean their designated area. Note, should the venue be found dirty or damaged, additional fees may be incurred.



# Community & Marketing

## Community consultation

Who you will need to speak to will depend on the nature of your event. Community consultation is very important to establish a direct line of contact with those who will be most affected by the event such as:

- Local Residents
- Businesses
- Motorists
- School and Education Groups
- Churches and Places of Worship
- Industry Bodies
- Hotels & Motels
- Tourism Operators
- Approval Bodies
- Local Council
- State & Federal Governments
- People you would like to attend your event
- Suppliers
- Potential and Current Sponsors
- Media
- Emergency Services; and
- Police



The Smoke Show, Wentworth Showgrounds

## Marketing & promotion

There are many sustainable marketing and promotion methods available to help reduce the use of resources and to minimise waste. These should be considered at each stage of event planning.

### Council recommends event organisers and staff:

- Avoid paper waste by minimising the use of printed material. Alternative methods should be considered such as social networking sites, email, websites or an advertisement in the local newspaper
- If printing is necessary, recycled paper and double sided options should be used
- Encourage the use of electronic communication such as email, projectors or electronic signage
- Reuse signage and banners where possible, for example, place dates and times in a way that can be removed or changed
- Promote sustainability requirements to the public; and
- Highlight the important outcomes of sustainable event management at all stages of event planning and implementation

Posters and banners are not permitted on Council property without prior written permission. The installation of banners and posters is also not permitted on Roads and Maritime Services property such as bridges and fencing.

One of the key elements is a Marketing Schedule which can be used to assist you with the events promotion and marketing, giving you a timeline for advertising and promotional materials to be produced.

Once approved, your event can be listed in the Experience Wentworth [Whats On](#) which is distributed monthly and can be featured on the Council social media channels.

Social media can also help convey messages to the public about traffic, transport and health and safety at the event and is a sustainable option.



## Making your event accessible

There are many ways to make your event accessible, with one of the first steps being to select and accessible venue. By considering access for all at the start of your event, you are ensuring that you can identify any issues that may make it difficult for people with a disability to attend.

Once you have identified any issues with your chosen venue, it is time to include in your event plan, how you will manage these issues.

- Will you need to hire a ramp for the curb or guttering?
- Can someone with low vision read your signage or do you need to create large print signs?
- Are your planned pathways clear and wide?
- Have you got clearly marked disability parking?
- Are the toilets accessible for all?
- Will there be staff on site to assist attendees with shelter and information about the event?

These are some of the many things to consider that, if not identified early, can cause your event to go from good to bad very quickly.

Promote your events accessibility, as this can be a powerful marketing tool and an attractive prospect to potential sponsors.

For more information about accessibility check out the great resources at:

[www.australiandisabilitynetwork.org.au](http://www.australiandisabilitynetwork.org.au)

### Things to consider to make your event accessible include:

- Wheelchair access;
- Hearing loops or Auslan (sign language) interpreters for people with a hearing impairment;
- Public or private transport to and from your event;
- Special parking areas for people with a disability and families with strollers;
- Accessible facilities such as toilets and food and drink counters;
- Special viewing areas;
- Regular resting spots along entrance and exit paths; and
- Information in large print and/or Braille for people with a visual impairment.



If you're providing event information on a website, consider designing it so it can be read by people with a visual impairment.

When planning an event, it is a legal requirement to consider the access needs of people with a disability.

With more than 16 per cent of the NSW population living with some form of disability, making your event more accessible can bring substantial commercial benefits.



# Traffic Management & Road Safety

## Traffic management plan

Traffic Management is a critical part of most events.

If you are planning an event that involves a road closure, management of traffic and/or pedestrians on Council property you must submit a Traffic Management Plan. The traffic management plan is reviewed by our Road Safety Officer (RSO) and taken to a Local Traffic Committee meeting with representatives from various stakeholders including NSW Roads and Maritime, NSW Police, Wentworth Shire Council and Transport for NSW.

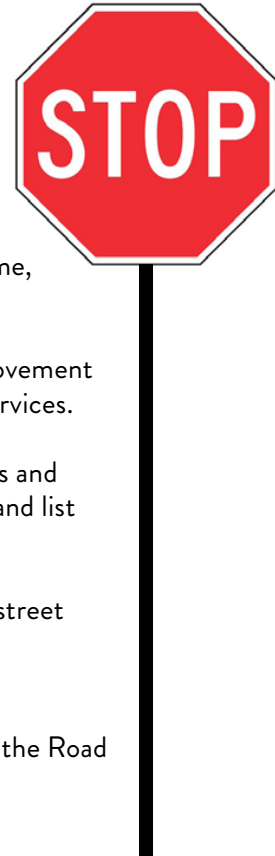
The traffic management plan will be reviewed to assess the impact on the movement and safety of pedestrians, cyclists, motorcyclists, vehicles and emergency services.

Your plan should contain what roads/paths you wish to close/utilise, the dates and time periods of the closure, show access and egress for emergency vehicles and list the safety officer/s responsible for the plan.

It should also include details on alternative traffic movement, impact on on-street parking and contingency plans if needed.

Depending on the size and scale of the event, some road closure and traffic management plans need to be submitted 3 months in advance to fall in with the Road Safety Meetings.

For more information visit: [www.transport.nsw.gov.au](http://www.transport.nsw.gov.au)



## Road closures

If your event requires closure of any public road you will need to submit a road occupancy application form which can be obtained from Council's customer service officers or Road Safety Officer.

**As part of road closure applications you will need to notify the following:**

- Residents and businesses
- Police
- Ambulance
- Fire & Rescue
- NSW bus companies; and
- Taxi companies



Council can place a notice in the local newspaper providing details of the road closure.

*Note: a fee may apply.*

## Parking

It is important that you provide enough parking to accommodate the anticipated number of attendees, as well as people working at the event.

You may be able to use existing parking facilities at the event location, or set up a special area for parking with permission from property owners.

If you are setting up a special parking area, you must engage trained traffic marshals to ensure the smooth flow of traffic in and out of the event.

**When planning where to locate parking areas, ensure you:**

- Provide easily accessible parking spaces that are close to the event for people with a disability or other special access needs
- Indicate parking areas and vehicle entrances and exits on your site plan
- Allow access for emergency vehicles; and
- Include the location of parking in all your communications before the event.
- Consider busing attendees if parking is a distance from event.



# Health & Sustainability

## Food service & food handling

All food businesses must comply with the *Food Act 2003*, *Food Regulation 2015* and the Australia New Zealand Food Standards Code.

Where food is to be prepared and/or sold, temporary food stalls must be constructed and operated in accordance with the NSW Food Authority's [Guidelines for Food Businesses at Temporary Events](#) dated February 2021 and any subsequent revision approved by the NSW Food Authority.

All mobile food vending vehicles must be constructed and operated in accordance with the NSW Food Authority's [Guidelines for Mobile Food Vending Vehicles](#) dated February 2021 and any subsequent revision approved by the NSW Food Authority.

Further information is available on the NSW Food Authority's website, [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)

Food vendors who plan to trade at an event within the Wentworth Shire are required to be registered with Council and obtain the necessary approvals. To register a temporary food stall with Council, please visit the [Temporary Events](#) section of the Council website.

All food businesses shall ensure that there is a sufficient supply of electricity for food handling activities, hot/cold food holding and heating water. In addition, food businesses shall provide their own facilities capable of delivering a supply of warm and hot running potable water (i.e. safe for human consumption) required for the preparation of safe and suitable food.

A Food Safety supervisor must be appointed to every stall and/or mobile food vending vehicle processing and selling food that is ready-to-eat, potentially hazardous (that is, needs temperature control) and NOT sold and served in the supplier's original package.

Stallholders and vendors must ensure that all equipment including, but not limited to, gas appliances and cylinders, are compliant with current standards.

A fire extinguisher and fire blanket shall be supplied in any vehicle or stall where cooking or heating processes occur.



## Liquor & alcohol regulations

If you are planning to supply or sell alcohol at your event you will need a Liquor Licence or may need a BYO Licence if patrons are bringing their own alcohol for consumption at your event.

Wentworth Shire Council has Alcohol Free Zones within the Council area and applications for these to be lifted for special events can be made to Council at least 6 weeks prior to the event.

For a detailed map of the zones, visit: [www.wentworth.nsw.gov.au](http://www.wentworth.nsw.gov.au)

To find out what type of liquor licence your event requires visit the [Liquor & Gaming NSW](http://www.liquorandgaming.nsw.gov.au) website: [www.liquorandgaming.nsw.gov.au](http://www.liquorandgaming.nsw.gov.au)

In most cases your licence will require that all servers hold a [NSW Responsible Service of Alcohol](#) (RSA) certificate. There may also be requirements for security depending on the nature of the event.



## Toilet facilities

It is essential to have sufficient toilet facilities at your event for the number of expected attendees. If there are not enough permanent toilet facilities at the site you may need to provide portable toilets.

A reputable supplier can advise you on the number and placement of toilets, and arrangements for cleaning and emptying during the event. A visit by a supplier to the site before the event would help them to advise you.

At least one toilet should be accessible for people with disabilities.

The Australian Emergency Manual recommends the following as a guide:

Toilet facilities - no alcohol provided					
	Female		Male		
Patrons	WCs	Hand Basins	WCs	Urinals	Hand Basins
<500	6	2	1	2	2
<1000	9	4	2	4	4
<2000	12	6	4	8	6
<3000	18	10	6	15	10
<5000	30	17	8	25	17

Where Council’s public amenities are used during the event, a cleaning fee/bond may be required as part of the approval process.



Toilet facilities - alcohol provided					
	Female		Male		
Patrons	WCs	Hand Basins	WCs	Urinals	Hand Basins
<500	13	2	3	8	2
<1000	16	4	5	10	4
<2000	18	7	9	15	7
<3000	22	14	10	20	14
<5000	40	20	12	30	20

The above figures may be reduced for shorter duration events as follows:	
Duration of event	Quantity required
8 hours plus	100%
6-8 hours	80%
4-6 hours	75%
Less than 4 hours	70%



## Waste & rubbish management

Whether your event is a major festival or just a small community event, provision must be made for the appropriate collection and disposal of waste and recycling material, both during and after your event. Even small events can generate large amounts of waste and it is your responsibility as the event organiser to leave your site or venue in a clean and tidy condition.

Public litter bins only cater to the normal patronage of a site and should not be used for waste disposal by event organisers.

If an event is to be held where litter bins exist, it is recommended event bins are hired to accommodate the additional waste and recycling that is produced.

Council encourages events to recycle and reduce waste as much as possible. Consider:

- What type and quantity of waste bins you need and where you will put them? (Do you need additional receptacles for set up/pack up times?)
- How often will they be emptied and how will they be accessed – event organisers need to move bins to a roadside where they can be emptied.
- How will you manage other litter? Can you recruit volunteers to clean up during and after the event? If so will you give them protective gear and training?
- Can you separate recycling at your event for bottles (plastic and glass), cans and clean paper/ cardboard that enables the public to separate their recyclables to divert waste from landfill; and
- Include clear and consistent signage to assist with the separation of waste.

Council can provide, at a cost, event waste bins, however for larger events, it may be necessary to utilise a contractor to meet the volume and emptying schedules required.

These additional bins can be requested on the Venues, Lodgement & Declaration Form.

The NSW Environmental Protection Agency has developed useful resources to help you plan and implement an effective waste management and recycling program at your event: [www.epa.nsw.gov.au](http://www.epa.nsw.gov.au)



## Noise & disruption

Events can create noise levels much higher than normal. Music, amplifiers, refrigerators, generators and crowds all contribute. It is important to monitor the level of noise produced by the event to minimise disruption to local residents and businesses.

It is illegal for offensive noise to emanate from a public place, so it is important to carefully consider the impact that noise will have on the surrounding environment and consult with the venue/ landowner and Council about managing noise at your event, especially as some venues have maximum noise levels.

Also, if using a public address system or sound amplifying device on Council managed and owned public land, you may need approval from Council.

It takes only one or two complaints from a member of the public for an event to risk being fined for breaching noise guidelines, so it is worth your time to consider:

- Times of use
- Position of speakers
- Direction of speakers
- Sound checks
- Noise monitoring—who will do this and how (Qualified sound/audio Technicians may be required depending on the nature of the event)
- Ability to adjust noise levels if noise complaints, or a request from authorities, is received
- Appointing a person responsible for adjusting the volume if noise monitoring indicates noise limits are being exceeded.

If your staff or volunteers will be working in noisy areas you may also need to provide them with hearing protection.

Events have the potential to create a noise nuisance. If your event is generating offensive noise, regulatory action may be taken under the *Protection of the Environment Operations Act 1997*.





## Sustainability

We encourage all events held in the Wentworth Shire Council area to be organised and conducted in a sustainable manner; that is, be planned and managed in a way that takes into account environmental, economic, social and cultural considerations when making decisions.

This means taking into consideration the following:

- Waste minimisation and resource recovery
- Energy conservation
- Water conservation
- Biodiversity conservation
- Greenhouse gas abatement
- Transport and accessibility
- Corporate responsibility
- Local community
- Value for money; and
- Safe work practices

Sustainability is addressed throughout this document.

Overall, event organisers and staff must ensure that there is minimal damage to the natural environment (that is, air, water, noise and surrounding land environments) according to the *Protection of the Environment Operations Act 1997*.

### **Sustainable transport options for accessing the event include:**

- Encouraging the public to walk
- Encouraging the public to ride a bike
- Bus hire
- Using public transport; and
- Car pooling

In conducting the event, you should take all reasonable and practical measures to ensure it is sustainable and has minimal environmental impacts.

These include:

- Preventing the release of any material that may cause environmental harm to land, water or waterways via the stormwater system;
- Ensuring that liquid spills are cleaned up immediately using sawdust and other absorbent materials and bagged and disposed of accordingly; and
- Preventing the release of materials into the air such as dust, fumes or smoke”

# Safety & Security

## Crowd management

In planning your event you will need to consider the likelihood of security issues and make the decision as to whether you need to enlist a registered security provider.

If your event is to be licensed to sell alcohol you may well be required to have security as a condition of your liquor licence.

You should also consider the storage and transport of money, cash handling & protection procedures and areas where public access is restricted.

Different types of events require different types and combinations of security for the safety of the public. Even an event with small numbers of people can be crowded; it all depends on the capacity of the venue where the event is being held and the type of event being planned.

Ensure that the security staff are experienced in crowd control and are adequately briefed by the event organisers. Also ensure that the security staff remain onsite until after the conclusion of the event to ensure an order dispersion of attendees.

## First aid

The provision of first aid is one of the most important aspects of any event. First aid sites must be appropriately equipped and easily accessible to event attendees and workers alike.

The number of first aid sites required depends on the size and nature of the event.

If an event is being held on water you will also need to have qualified water safety personnel present. For small events you should ensure you have an adequate first aid kit and staff or volunteers with current first aid qualifications. For medium to large scale events you should consider having St. Johns, SES or NSW Ambulance Services onsite.

First aid providers often need as much as 6 months notice for large scale events, so ensure you make contact with them as soon as possible once the event has been confirmed.

If there is a medical emergency it is important to think about how you will deal with any medical emergencies in advance, in particular access for emergency vehicles to the venue.

Consider the following:

- Location of nearest medical centre, hospital and doctor
- Do you have a list of key medical contacts with names and phone numbers on hand?
- How long will it take for medical assistance to reach your venue?
- Do you have qualified staff or volunteers and appropriate equipment on hand?
- Who will be responsible for coordinating assistance in a medical emergency?

## Incident reports

During your event, and as part of your risk management plan, an incident/hazard reporting system should be in place to ensure that all incidents are recorded for further investigation or to be discussed at the post event debrief.

An incident or hazard may include an injury to an employee or to a patron, damage to property or a near miss incident that may have required use of equipment not on site such as a ladder to remove a cable.

If the incident occurred at a Council facility, a report must be forwarded to Council as soon as possible. Council may be able to assist with an example of a Incident Report form.

## Contingency plans

A contingency plan is formulated after you have conducted a risk assessment and written your risk and emergency management plans if applicable.

It is necessary to undertake contingency planning to cover any situations that may arise. What will you do if something does not go to plan, how will you manage the situation with minimal disruption to the event.

Several things to consider include:

- Severe weather (shelter, evacuation, public safety, damage to equipment)
- Cancelling/postponing the event & communication to stakeholders
- No Shows
- Power or essential services failure
- Equipment failure
- Medical or other emergency

By preparing for possible disruptions you are taking steps to minimise the effects these occurrences will have on the event, attendees, performers and staff/volunteers.

## Weather

As the event organiser, you should consider how the various weather conditions may affect your event and its attendees.

Be prepared for the impact/s and how they should be managed should any of the following occur: extreme heat, high winds, heavy rain/hail and extreme cold.

In some cases of extreme weather, the only option is to postpone or cancel the event to best ensure the safety of all on site.

Before this occurs you should establish the following early in the event planning process:

- What are the cancellation conditions (set temperature, heavy rain in the leadup to the event, damaging winds)
- Who is responsible for making the decision?
- How early do you make the decision/
- How will people be advised? (Staff, volunteers, performers & attendees)
- Contingency plans if the event is still going ahead in another location.

If you are running the event to make a profit you may want to consider insurance that will protect you against loss in the case of cancellation.

It is also advisable to monitor the weather forecast in the lead up to the event so you can plan in advance.

## Cash handling & storage

Whether you are running a large or small scale event, cash handling and storage needs to be considered.

Any staff handling large sums of money at your event must be trained in correct procedures, with more information available from SafeWork NSW at [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au)

### Have you covered:

- Processes for the collection of money at your event – are you collecting money at a gate and do you need to install fencing?
- Security issues associated with storage and transfer of money
- How regularly you need to transfer money to a secure location during the event
- Where you can securely store money at your event

## Signage

Signage at events and festivals is extremely important. Signs which may be required include:

- First Aid & Emergency Assembly Points
- No Smoking
- Security/Police
- Entrances and Exits
- Toilets
- Parking
- Information
- Lost and Found
- Bag Check points
- Sponsors and advertising materials

When placing signs, be sure to check whether there are any restrictions on the placement of signage and that all signage is identified on the event site plan.

## Fire safety & fireworks

When planning an event you must also consider fire hazards in the planning process.

### Sources of fire risks include:

- Food Vendors using LPG or naked flames
- AV equipment
- Fireworks and pyrotechnic displays Surrounding grass and bushland
- Smoking on site
- Generators and other power sources
- Faulty wiring - test and tag may be required by the venue.

To proactively manage these risks, event organisers and staff should conduct pre-event safety inspections to identify and control any potential risks. Fire extinguishers and water supplies should be made available in high risk areas.

If you are having fireworks or pyrotechnics at your event you will need to ensure that they are managed by a registered operator and that you have the appropriate permit approved in advance. There are many bodies that are involved in fireworks permits such as Fire + Rescue NSW, NSW RFS and NRAR.

Consult with the relevant emergency services to understand permit requirements for all activities that may involve fires, particularly during fire danger periods. For detailed information about the operation of fireworks and the permits required, visit: [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au)

*Note: Fireworks displays are **NOT PERMITTED** during a total fire ban. Visit the NSW Fire Service website [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au) for up-to-date fire bans in your local area.*

## Safety briefing

It is important to hold a briefing session for everybody involved with the event to go through the program and run sheet, emergency management procedures and contingency plan.

Ensure that everyone is fully briefed on their role, and their duties and responsibilities in the event that something goes wrong.

Make sure all equipment has been tested and that any issues have been reported prior to the commencement of the event.

Just prior to your event opening to the public it is important to hold a briefing session for everybody involved with the event to go through the program schedule and run sheet. In addition, ensure that everyone is aware of their role, the correct reporting procedures and what to do in the case of an emergency.

This is also a good time to go over your contingency plan so others are aware of what to do should something not go to plan.

## Emergency management & response plan

All events should have a written Emergency Management & Response Plan (EMRP), this is to ensure that in the event of an emergency the person responsible is clearly identified.

That persons contact details should be given to all those who may be involved in responding to an emergency. The contents of your EMRP will depend on the nature of your event and should include:

- A chain of command identifying who is responsible for decision-making
- Description of roles played by those involved with the emergency response
- Evacuation procedures
- Crowd management plan
- Site plan identifying location of emergency response area/s
- Access for emergency vehicles; and
- Evacuation assembly area/s

Once the plan has been developed, it should be provided to all event organisers, key stakeholders, police and emergency service personnel including:

- Emergency services
- Council
- Any other organisations working with you to stage the event e.g. transport providers
- Staff/volunteers/contractors; and
- Suppliers who will be present at the event

## Risk management

Risk management is one of the most vital parts of event management and a risk management plan is required for all events, in order to ensure the safety of all participants.

As the event organiser you have the responsibility to ensure your event is managed safely and without risk to all involved. As such, you are required to identify and manage the risks associated with your event.

A Risk Management Assessment is required under the *Civil Liability Act 2002* and the *Work Health and Safety Act 2011* (you may also need to check the WorkSafe NSW Risk Management Manual).

Event organisers have a duty of care to provide a safe workplace for workers to ensure that other persons are not put at risk.

Event organisers may be personally liable for injuries sustained if inadequate safety control measures were in place and potential hazards were not managed appropriately.

### Proper risk management includes:

- Protecting the event owner and partners
- Protecting the reputation of the event
- Complying with insurance requirements
- Minimizing civil claims and law suits

### Some examples of typical hazards include:

- Holes in the ground or in footpaths
- Marquee pegs in thoroughfares
- Electrical leads in walkways
- Damaged or untested/untagged electrical equipment
- Overcrowding in car parks, or mixing vehicle and pedestrian traffic
- Emergencies, fire, medical or bomb threat
- Uneven stage floor or performance space
- No hand washing facilities at food handling
- Stalls or petting zoos
- Alcohol-affected behaviour; and
- Gas appliances

Risk covers many different areas of an event, not just risk of injury and illness to persons.

### Other types of hazards and risks that may arise depending on the nature of the event include:

- Handling money
- Crowd control
- Extreme weather
- Fireworks; and
- Preparing and handling food



There is also an Australian Standard for risk management (AS/NZS ISO 31000:2009).

For more details visit [www.standards.com.au](http://www.standards.com.au) or call Standards Australia on (02) 9237 6000.

Safework NSW is the state workplace health and safety regulator and offers advice on improving health and safety.

For more information relating to risk management visit [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au) or call 13 10 50.

Council may also be able to assist with a risk management template for your event and will require a copy of your plan in order to progress your booking.



# Staff, Volunteers & Performers

## Volunteers

Volunteers can provide invaluable assistance when coordinating and running an event. There are many community groups in the region who you can approach for an expression of interest to volunteer at your event.

A list of community groups can be found at:

[www.wentworth.nsw.gov.au/community/community-groups](http://www.wentworth.nsw.gov.au/community/community-groups)

When recruiting volunteers it is important to ensure they can be matched with roles that match their appropriate skill set.

### **Some of the roles that are required at events include:**

- Site setup
- Car parking
- Publicity and promotions
- Administration
- Assisting patrons
- Crowd control
- Checking of facilities
- Bin placement, rotation, auditing and clean up
- Computer & administration skills
- Data collection from patrons
- Welcome team

When rostering volunteers for the event it is important to consider the event and what the needs will be throughout the setup, event day and bump out. Volunteers will also need to have rostered breaks and protection from the elements if required.

Communication with staff and volunteers is also vital for the successful running of the event, so you need to ensure that there are ways to be in instant contact such as UHF radios, telephones or speakers.

A reference, police check or other checks may be required, depending on the role that is assigned to a volunteer (eg. Working With Children Check). However, volunteers should always be asked permission before carrying out such checks.

While volunteers can provide invaluable help, you need to be aware of your rights and responsibilities in relation to volunteers, such as:

- Appropriate orientation and training should be conducted to ensure volunteers are able to do their assigned job effectively;
- Professional advice should be sought about the type of insurance required to cover volunteers; and
- Volunteers are entitled to the same Work Health and Safety conditions that are provided to paid employees.

For more detailed information about volunteer insurance and the rights and responsibilities of organisations and volunteers visit [www.volunteering.com.au](http://www.volunteering.com.au) or call the NSW Centre for Volunteering on (02) 9261 3600.

The National standards for Volunteer Involvement website has a large amount of information and resources and can be found at: [www.volunteeringaustralia.org/resources](http://www.volunteeringaustralia.org/resources)

## Key contacts

As part of your event manual you should have a list of all key contacts for the event along with their primary and secondary phone contacts.

Having a list of key contacts ensures that you are not scrambling to find contact details when you really need them and ensures that all staff, volunteers and contractors know who to call if needed.

### Key Contacts should include:

- Event Organiser
- Site Supervisor
- Safety Officer
- Publicity Officer
- Volunteer Coordinator
- Performer/speakers
- First Aid Officer
- Contractors Suppliers
- Security Personnel Caterers
- Venue Manager
- Local Council Contacts
- Key Medical Personnel

## Performers & copyright

Performers, speakers and talent are big parts of most events, providing entertainment and information to the attendees of the event.

Whether you are looking to engage big name artists or a local busker, you need to book in advance to ensure you are not missing out on the artist your event wants.

Most music is protected by copyright and you may be required to obtain a copyright licence at least 72 hours prior to the event if you are having live or prerecorded music on site. Failure to obtain a licence may result in the event organiser infringing copyright laws.

If you are having live music you may only require a licence from the Australia Performing Rights Association (APRA).

Pre-recorded music is covered by two types of copyright, APRA and/or the Phonogenic Performance Company of Australia.

For more information about APRA's event licences visit [www.apraamcos.com.au](http://www.apraamcos.com.au)

For more details about PPCA's licences visit [www.pcca.com.au/music-licensing](http://www.pcca.com.au/music-licensing) or call (02) 8569 1100.

Copyright also applies to the use of images, including photos and logos being used for promotional purposes. Before printing and using logos and images in print, social or other media forms, make sure you have sought permission from the parties who own the copyright to use the images.

For more information regarding Copyright, visit the Australian Copyright Council: [www.copyright.org.au](http://www.copyright.org.au)

### **Other key considerations include:**

- Ensuring that the performers have the necessary insurance to cover their activities while at your event;
- Ensuring that your event has all the necessary insurance to cover the performers while they are at your event;
- Ensuring the health and safety of performers at your event; and
- Ensuring there is a written contract with all performers at your event.  
Check with a legal adviser about the contents of a performer's contract.

## Shifts & breaks

When rostering staff, volunteers and performers it is vital to ensure you comply with the Amusements, Events and Recreation Award to ensure that shifts and breaks are rostered as required.

When working a continuous shift of 5 hours or more, staff and volunteers are to be allocated a 30 minute (unpaid) meal break, except where circumstances out of the control of the event organiser make it impracticable.

It is important to have backup volunteers and staff to cover the inevitable 'no-shows' or unforeseen circumstances that may arise on the day. These contact details should be listed in the key contacts list or kept with the volunteer coordinator.

Contracted performers will most likely provide you with a breakdown of their performance schedule so you can arrange other acts to gap fill whilst they take their breaks.

# Legalities

## Introduction

There are many aspects of an event that must be dealt with early on in the planning stage, including ensuring that you have covered all legal issues that may arise.

Your event must have public liability insurance before it can proceed and may also require formal contracts with various stakeholders including but not limited to:

- The venue
- Entertainment and Performers
- Suppliers
- Sponsors
- Key Speakers; and
- Security

For smaller events a formal contract may not be required but a letter of agreement, arranging all the details, should be sent out via the invested parties to ensure that everyone knows what is expected of them before, during and after the event.

## Insurances

Running a public event includes ensuring the safety of the organisers, volunteers, staff and general public. You should consider seeking legal advice to ensure that the level of Public Liability Insurance will be adequate to cover the event.

Public Liability Insurance indemnifies the group organising the event against any legal liability for personal injury and/or property damage claims that may be made by third parties, as a result of negligence occurring in connection with the groups activities. It is important to ensure that all volunteers are covered by your insurance policy.

There are various insurance companies that offer a community group insurance scheme with cover available for most community events, celebrations and festivals.

If other organisations are participating in the event, it is important to ensure they also have appropriate public liability insurance. You will also need copies of Public Liability Insurance for all contractors, food vendors or other suppliers who will be involved with your event.

The public liability cover must be submitted with any application and should indemnify council from any loss as a result of the event.

There may be other insurances that you could require including:

- Volunteers Insurance;
- Workers' Compensation
- Motor Vehicle Insurance
- Property and Equipment
- Professional Indemnity; and
- Personal/accident income protection

## Work Health & Safety

When organising an event you have a duty of care to ensure that staff, volunteers and contractors have a safe working environment.

There are many ways of promoting safety in a workplace, and one of the best methods is to conduct a risk assessment. A risk assessment will identify:

- Potential hazards associated with the site, role and work required
- Steps to successfully complete the task
- Identify controls to eliminate /minimise the hazards; and
- Identify the people responsible for the ensuring the controls are in place.

When completing a risk assessment, work to identify ALL possible hazards for contractors and performers, as well as employed staff and volunteers.

**Some things to consider when doing a risk assessment include:**

- Handling hazardous materials
- Working with electricity or gas
- Operating machinery or equipment
- Sun protection
- Water and adequate breaks; and
- Training to safely carried out the assigned tasks

It is important to have a chain of command and management practices in place to ensure that people onsite have the skills and equipment to complete their job safely.

For more information visit Safe Work NSW: [www.safework.nsw.gov.au/advice-and-resources](http://www.safework.nsw.gov.au/advice-and-resources)



## Waivers & disclaimers

Some personnel at your event will not have their own public liability insurance and as such it is important to develop a risk waiver form that can be distributed to these personnel.

This waiver should state that the event organiser is indemnified from any liability and that by participating in the event, the persons agree to do so at their own risk. However, this cannot exclude negligence for any harm that may be suffered while working at the event.

Note: You should seek legal advice when developing waiver documents.

## Terms & conditions of hire

For those who are hiring Council facilities, there are some basic guidelines to go along with our terms and conditions of hire:

- Serving of liquor in all venues is subject to Council and Police approval
- Smoking is PROHIBITED in all venues
- No furnishings or other chattels to be removed without prior Council approval
- All utilities to be turned off and building securely locked on departure

For a full list of terms and conditions of hire please contact our customer service team.

When you complete your Venues, Lodgement & Declaration form with Council you will be required to read and sign to say you agree with the terms and conditions of temporary agreement.

# Sponsorship & Funding

## Sourcing sponsorship

Working out who to approach for sponsorship can be an arduous task. Sponsors should be a good fit for your event and it is best to consider who can provide the resources or services you are seeking.

If done correctly, sponsorship can be a major income source for your event.

To make the most of the opportunities you should first assess:

- Who is the target market/audience?
- Which areas of your event would most appeal to sponsors?
- What are the benefits to the sponsor?

You should have a sponsorship proposal written early in the event planning process to include the following points:

- Introduction and background to your event
- Expected attendance at the event
- Benefits of being a sponsor
- Marketing Plan
- Sponsorship Budget
- Event timeline; and
- Samples or 'teaser' promotional materials

You should also consider approaching the local media outlets for sponsorship, often they can supply advertising space or airtime in return for publicity at the event.

## Funding opportunities

Local, State and Federal Governments have many funding and grant opportunities which are available to new and existing events throughout NSW. Grant applications can be a lengthy process but can be well worth the effort when successful.

**Some grant sources include:**

- Wentworth Shire Council (Donations, Contributions & Grants)
- Destination NSW
- Business NSW
- Meet in NSW
- Regional Art NSW
- NSW Business Chamber
- Service NSW

## Sponsorship advertising

If someone is going to sponsor your event, they want to see what they are getting in return. You need to be able to show how you are going to promote their business throughout the event, with many of your advertising choices coming down to your event budget. However there are many cost effective ways to get your message out to the public without breaking the bank such as local news publications, social media, radio, Visitor Information Centers and shop fronts.

You don't want to promise your sponsor prime time TV advertising when you can only provide them with a poster space in the foyer.



# Event Finalisation

## Attendee evaluation

What better way to work out if your event was a success than to ask the attendees, but be prepared for the negative feedback that may come aswell.

By preparing a survey for attendees to complete before they leave the event means that their feelings and thoughts are fresh in their mind and you are able to get valuable insight into where improvements can be made for future events.

### Possible questions to include:

- What did they like about the event?
- What can be improved
- Age & Gender
- Home town
- Parking availability and ease
- Nights staying in region
- Was the catering appropriate?
- How did they hear about the event?
- Did the event provide good value for money? and
- Who were the major sponsors for the event?

By asking these questions you can measure the economic benefit to the town, especially if your event has attracted overnight visitors. It is particularly important to gather this data if you are seeking to gain funding in the future.

## Event assesment

Once the feedback from attendees has been received, it's time to send a evaluation sheet to the key stakeholders for the event, seeking feedback from suppliers, performers, venue managers, caterers, security staff as well as those directly involved with the event such as volunteers, staff and the organising committee.

When seeking feedback from stakeholders, make sure the questions are tailored to suit such as:

- Were there any hazards that were not identified in the risk assessment?
- How effective was the site layout?
- Was their any customer complaints?
- Was the communication on the day and in the lead up to the event effective?
- Did you have any issues with security?
- Any other issues or feedback?

Compile the data received from the attendees and stakeholders evaluations ready for review at the debrief.

## Debriefing

As soon as possible after your event has finished you should arrange to have a post-event debrief with staff, volunteers, sponsors and key stakeholders.

Circulate an agenda which covers key areas for discussion such as achievements, challenges and feedback received from the evaluations.

As a group you can reflect on the feedback against the events initial goals as set out in your event proposal.

- Did you attract the crowds you were hoping for?
- Did your event stick to the budget?
- Was there any major security or hazard issues the needed to be dealt with?

Look at the negative feedback as an opportunity to improve for future events and achieve higher customer satisfaction at your next event.

## Return of keys & bond

If you have used Council facilities for your event you may be required to return items such as keys, power access cords or furniture.

Upon booking your venue Council staff will make you aware of what is to be returned and the process to be followed. Once the venue has been signed off by Council staff the bond paid (if any) will be returned to you as per standard Council practice.

## References & key contacts

- Division of Local Government, NSW Department of Premier and Cabinet, Developing a Council
- Community Events Policy - A Toolkit for NSW Councils, 2011, Nowra
- Liverpool City Council
- Mildura Rural City Council
- NSW Government Event Starter Guide
- Wentworth Shire Council Staff

# Event Planning Checklist

✓	Considerations	Comment
	<p><b>Event Coordinator</b> Who is controlling the event, who are they representing (organisation) and in what capacity? (This determines who has responsibility)</p>	
	<p><b>Approval/endorsement for event</b> If it is a Council run event, ensure approval/endorsement is obtained and date recorded. The Preliminary Approval Form must be completed and signed before going ahead.</p>	
	<p><b>Type of Event</b> Describe the event: ie a show, parade, exhibition, is it participatory or spectator? If participatory, what are the activities involved (games, reading, exercise, etc)?</p>	
	<p><b>Demographics</b> Who are you expecting to attend (families, young, old, animals)? Who are the active participants; are they volunteers, contractors, other organisations, etc?</p>	
	<p><b>Size of event</b> Number of people expected to participate (work on the day) and number attending.</p>	
	<p><b>Finances</b> Have you considered the cost involved in running the event? Is there a budget or do you need to request funding? If the latter, ensure you do this at the earliest opportunity to avoid delays</p>	
	<p><b>Location</b> Indoor, outdoor, hall, on the road, reserve (consider the boundary and be specific with parameters). Is it suitable for proposed activities? Is it available? Is booking required?</p>	
	<p><b>Dignitaries</b> Are you inviting official guests? Who?</p>	
	<p><b>Approval</b> Is a Land Use Application required to be submitted, do you need endorsement, RTA? If so has it been obtained? (include date)</p>	



## Event Planning Checklist (continued)

✓	Considerations	Comment
	<p><b>Resources</b> Determine what is required; budget, staff, plant/ equipment, pre-event work, road closure barriers, crowd control, warning signs, stage, marquee, table, chairs, PA system, lights, etc?</p>	
	<p><b>Collection of Money</b> Where money is to be charged or collected at the event, ensure you have the appropriate security at the collection point, counting location, transporting and securing the funds.</p>	
	<p><b>Access</b> Consider suitability of venue; entry/exit points for people (disabled access) and traffic, parking, speed limit? Consider taxi/car drop off area</p>	
	<p><b>Services/Facilities</b> Do you require portable toilets, kitchen facilities, waste collection, disabled access, equipment storage, transport, etc. Is key access required?</p>	
	<p><b>Equipment Hire</b> You may be asked to sign an agreement/ contract when hiring. Be sure you read the conditions as you may be taking on liability that you are not supposed to. Seek legal advice if necessary.</p>	
	<p><b>Catering</b> Is it a professional service or prepared in-house? Are food handling procedures being followed?</p>	
	<p><b>Beverages</b> Is alcohol being served? Ensure Responsible Service of Alcohol certificates are available.</p>	
	<p><b>Stall Holders</b> Type and number of stalls, suitable for event, weather and venue</p>	
	<p><b>Food Vendors</b> What are they serving, what services do they need (electricity/water), are they complying with industry requirements (Food Handling, etc)?</p>	
	<p><b>Waivers/ Disclaimers</b> Are waivers / disclaimers required?</p>	
	<p><b>Temporary Structures</b> Who is setting them up? Are they qualified and are they complying with industry standards?</p>	

## Event Planning Checklist (continued)

✓	Considerations	Comment
	<p><b>Amusement Devices</b> Make sure you obtain the necessary information and grant approval for the operation of the device. Remember to ensure a disclaimer is used (i.e.: on the back of the tickets, for example). Public liability &amp; Working With Children documentation.</p>	
	<p><b>Contingency Planning</b> Do you have a “Plan B” in case there are problems with venue, food, equipment, weather, etc?</p>	
	<p><b>Electrical Equipment</b> Ensure these are tag &amp; tested for safe use.</p>	
	<p><b>Contingency Planning</b> Do you have a “Plan B” in case there are problems with venue, food, equipment, weather, etc?</p>	
	<p><b>Emergency</b> Have you prepared a phone list and made it available to all personnel at the event? Do you have an emergency procedure listing the designated emergency coordinator? Do you have a First Aid Kit onsite or St John Ambulance present? Police notification?</p>	
	<p><b>Security</b> Are security guards required at the event (youth party/concert or large event)?</p>	
	<p><b>Marketing</b> Are you preparing any advertisements, flyers, etc? Be sure to use the correct logos and check the content of the promotional material for accuracy of information.</p>	
	<p><b>VIP Labels and Placetags</b> Are these required? Do you need to reserve seats?</p>	
	<p><b>Volunteers</b> Do you require volunteers for the event? Have you prepared a “Volunteer Register”.</p>	
	<p><b>Event evaluation</b> Thank you’s, surveys/ feedback, etc</p>	





**Wentworth Shire Council**

61 Darling Street, Wentworth NSW 2648

P: 03 5027 5027 | E: [council@wentworth.nsw.gov.au](mailto:council@wentworth.nsw.gov.au)

[wentworth.nsw.gov.au](http://wentworth.nsw.gov.au)



# Event Funding Program Guidelines

# INTERPRETER SERVICES



**MAHALAGA | FILIPINO**

Kung kailangan mo ng tulong sa pagbabasa at pag-unawa sa dokumentong ito, ang mga kawani ng customer service ng Wentworth Shire Council ay masaya na tumulong sa pag-aayos ng isang libreng serbisyo ng interpretasyon. Upang ayusin ang isang interpreter, mangyaring makipag-ugnayan sa Council sa 03 5027 5027, o bisitahin ang isang Council Office na nakalista sa ibaba.



**重要 | 普通话 (简体中文)**

如果您在阅读和理解本文件时需要帮助, 温特沃思郡议会的客户服务人员很乐意协助安排免费口译服务。如需安排口译员, 请致电 03 5027 5027 联系议会, 或前往下列议会办公室。



**IMPORTANT | FRANÇAIS**

Si vous avez besoin d'aide pour lire et comprendre ce document, le personnel du service client du Wentworth Shire Council se fera un plaisir de vous aider à organiser un service d'interprétation gratuit. Pour organiser un interprète, veuillez contacter le Conseil au 03 5027 5027 ou visitez un bureau du Conseil indiqué ci-dessous.



**ਮਹੱਤਵਪੂਰਨ | ਅੰਗਰੇਜ਼ੀ**

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਦਸਤਾਵੇਜ਼ ਨੂੰ ਪੜ੍ਹਨ ਅਤੇ ਸਮਝਣ ਵਾੱਚ ਸਹਾਇਤਾ ਦੀ ਲੋੜ ਹੈ, ਤਾਂ ਵੈਨਟਵਰਥ ਸ਼ਾਇਰ ਕਾਉਂਸਲਿ ਦੇ ਗਾਹਕ ਸੇਵਾ ਸਟਾਫ ਇੱਕ ਮੁਫਤ ਵੀਆਖਿਆ ਸੇਵਾ ਦੇ ਪ੍ਰਬੰਧ ਵੱਚ ਸਹਾਇਤਾ ਕਰਨ ਲਈ ਖੁਸ਼ ਹਨ। ਦੁਭਾਸ਼ੀਏ ਦਾ ਇੰਤਜ਼ਾਮ ਕਰਨ ਲਈ, ਕਰਿਪਾ ਕਰਕੇ 03 5027 5027 'ਤੇ ਕਾਉਂਸਲਿ ਨਾਲ ਸੰਪਰਕ ਕਰੋ, ਜਾਂ ਹੇਠਾਂ ਸੂਚੀਬੱਧ ਕਸਿ ਕਾਉਂਸਲਿ ਦਫਤਰ 'ਤੇ ਜਾਓ।



ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਦਸਤਾਵੇਜ਼ ਨੂੰ ਪੜ੍ਹਨ ਅਤੇ ਸਮਝਣ ਵਾੱਚ ਸਹਾਇਤਾ ਦੀ ਲੋੜ ਹੈ, ਤਾਂ ਵੈਨਟਵਰਥ ਸ਼ਾਇਰ ਕਾਉਂਸਲਿ ਦੇ ਗਾਹਕ ਸੇਵਾ ਸਟਾਫ ਇੱਕ ਮੁਫਤ ਵੀਆਖਿਆ ਸੇਵਾ ਦੇ ਪ੍ਰਬੰਧ ਵੱਚ ਸਹਾਇਤਾ ਕਰਨ ਲਈ ਖੁਸ਼ ਹਨ। ਦੁਭਾਸ਼ੀਏ ਦਾ ਇੰਤਜ਼ਾਮ ਕਰਨ ਲਈ, ਕਰਿਪਾ ਕਰਕੇ 03 5027 5027 'ਤੇ ਕਾਉਂਸਲਿ ਨਾਲ ਸੰਪਰਕ ਕਰੋ, ਜਾਂ ਹੇਠਾਂ ਸੂਚੀਬੱਧ ਕਸਿ ਕਾਉਂਸਲਿ ਦਫਤਰ 'ਤੇ ਜਾਓ।



**ΣΗΜΑΝΤΙΚΟ | ΕΛΛΗΝΙΚΟ**

Εάν χρειάζεστε βοήθεια για την ανάγνωση και την κατανόηση αυτού του εγγράφου, το προσωπικό εξυπηρέτησης πελατών του Wentworth Shire Council είναι πρόθυμο να σας βοηθήσει στη διευθέτηση μιας δωρεάν υπηρεσίας διερμηνείας. Για να κανονίσετε έναν διερμηνέα, επικοινωνήστε με το Δήμο στο 03 5027 5027 ή επισκεφθείτε ένα Γραφείο του Συμβουλίου που αναφέρεται παρακάτω.



**ສຳຄັນ | ແບບໄທ**

หากคุณต้องการความช่วยเหลือในการอ่านและทำความเข้าใจเอกสารนี้ เจ้าหน้าที่บริการลูกค้าของ Wentworth Shire Council ยินดีให้ความช่วยเหลือในการจัดการบริการล่ามฟรี หากต้องการจัดเตรียมล่าม โปรดติดต่อสภาที่ 03 5027 5027 หรือไปที่สำนักงานสภาตามรายการด้านล่าง



**IMPORTANTE | ITALIANO**

Se hai bisogno di assistenza per leggere e comprendere questo documento, il personale del servizio clienti del Wentworth Shire Council sarà lieto di assisterti nell'organizzazione di un servizio interpretativo gratuito. Per organizzare un interprete, contattare il Comune allo 03 5027 5027 o visitare uno degli uffici del Comune elencati di seguito.



**ÖNEMLİ | TÜRKÇE**

Bu belgeyi okuma ve anlama konusunda yardıma ihtiyacınız varsa, Wentworth Shire Belediyesi'nin müşteri hizmetleri personeli, ücretsiz tercümanlık hizmetinin ayarlanmasında yardımcı olmaktan mutluluk duyacaktır. Bir tercüman ayarlamak için lütfen 03 5027 5027 numaralı telefondan Belediye ile iletişime geçin veya aşağıda listelenen bir Belediye Ofisini ziyaret edin.



**PENTING | MELAYU**

Jika anda memerlukan bantuan membaca dan memahami dokumen ini, kakitangan perkhidmatan pelanggan Wentworth Shire Council berbesar hati untuk membantu dalam pengaturan perkhidmatan tafsiran percuma. Untuk mengatur jurubahasa, sila hubungi Majlis di 03 5027 5027, atau lawati Pejabat Majlis yang disenaraikan di bawah.



**QUAN TRỌNG | TIẾNG VIỆT**

Nếu bạn cần trợ giúp để đọc và hiểu tài liệu này, nhân viên dịch vụ khách hàng của Hội đồng Wentworth Shire sẵn lòng hỗ trợ sắp xếp dịch vụ thông dịch miễn phí. Để sắp xếp một thông dịch viên, vui lòng liên hệ với Hội đồng theo số 03 5027 5027 hoặc đến Văn phòng Hội đồng được liệt kê bên dưới.

**IMPORTANT | ENGLISH**  
If you require assistance reading and understanding this document, customer service staff of Wentworth Shire Council are happy to assist in the arrangement of a free interpretive service.  
  
To arrange an interpreter, please contact Council on 03 5027 5027, or visit a Council Office listed below.

COUNCIL OFFICES



**Midway Community Centre**  
2 Midway Drive, Burgess NSW 2720



**Wentworth Visitor Centre (Main Administration Office)**  
61 Dudley Street, Wentworth NSW 2610





We acknowledge the traditional owners of the land on which we live and work, and pay our respects to their elders past, present, and emerging.



The Kiilalaana group (Shantelle Thompson dancers) portraying the connection of the land and water through dance at Namatjira Water Tank Commissioning event, Dareton.



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Images in this document were sourced from Council's Image Library unless otherwise stated. Cover image: Wentworth Winedown, Australian Inland Botanic Gardens, Mourquong.

This document was compiled by Wentworth Shire Council. Copies of this guide can be viewed online at [wentworth.nsw.gov.au](http://wentworth.nsw.gov.au)

Disclaimer: The information provided in this Event Funding Program Guidelines has been compiled for your assistance. Wentworth Shire Council does not guarantee the accuracy or completeness of any information contained in this document. This guide is not a substitute for independent professional advice and it is strongly recommended that event organisers obtain appropriate professional advice relevant to their particular circumstances. Council does not accept any liability for any loss, damage or other injury resulting from its use and reserves the right to make changes, modifications, additions and corrections to the document at any time without notice.

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## Introduction

Wentworth Shire Council recognises the importance of local events, both major and minor, and the positive impact they have on the local economy.

The Events Funding Program offers grant funding to local organisations, groups and individuals who are planning a new event to introduce into the region or are wanting to access funding to contribute towards a future event, which has been previously run in the past.

These guidelines are designed to achieve the outcomes identified in the *Wentworth Region Tourism & Events Strategy 2024-2029* and the *Wentworth Shire Council Events Funding Policy*.

The program offers funding for both major and minor events. Please ensure these guidelines are read and understood before starting an application.

For more information or to discuss the application, please contact us on 03 5027 5027 or email [events@wentworth.nsw.gov.au](mailto:events@wentworth.nsw.gov.au).

## What is the purpose of the Event Funding Program?

**The purpose of the program is to support events that:**

- Attract new visitors to the region and encourage repeat visitation
- Enhance the vibrancy and diversity of the local communities
- Establish a new visitor experience
- Actively promote the region
- Contribute to the livability and wellbeing of the region
- Strive for continuous improvement on the events calendar

## Who can apply for the funding?

**The following requirements must be met to be eligible for funding:**

- The event must be based within the Wentworth Shire region.
- The event can be an existing event or a new or once-off event.
- The event must support increased visitor numbers to the region and encourage community activity and participation.
- Provide a certificate of currency for public liability of up to \$20 million for the duration of the event.
- Provide the documentation required to meeting the evaluation criteria.
- Be a public event that is inclusive and accessible to everyone.
- Organisations can only apply for a maximum of two events per each financial year.

**The following are not eligible to apply for the funding:**

- Events which are a duplicate of another existing local event.
- Organisations with outstanding debts to Council, or who have not provided acquittal documentation from previous events.
- Events which rely on Council funding to break even or events that are projected to run at a loss without Council funding.
- Political events or events with a political purpose.
- Religious events.
- Events that exclude or may offend parts of the community.
- Organisations who have not previously complied with Council conditions or have the required permits.
- Private events that are not accessible to the wider community.
- Fundraising activities where the funds raised are not intended to stay within the local community.
- Education events including events organised by schools or universities.
- Capital works projects, maintenance or the purchase of capital equipment.
- Insurance and fees associated with risk and governance such as public liability insurance, event insurance or fees payable to a governing body.
- Expos, fetes and circuses.
- Events which are attended by a niche or small cohort of the intended community.
- Events which happen on a regular basis including sporting events, arts & cultural events, special interest events or other gatherings.

## How will the funding be allocated?

Council will decide on an appropriate allocation of funding towards major and minor events at the approval of the yearly budget.

If the amount of money requested within the eligible applications exceeds the money allocated in the budget, each event will receive funding based on the events being allocated an appropriate amount deemed suitable by the application review panel. This amount may be equal to or less than the requested funding amount.

Event funding can be accessed at any time throughout the year however applications will begin to be assessed for the following financial year, from the 1st of July each year.

## What funding is available?

There are two different categories: major events and minor events.

Fund	Description	Funding Amount	Application Opening Dates	Assessment Criteria
<b>Major Events</b>	Event must drive overnight visitation, provide positive economic impact, showcase the region, encourage community pride and follow sustainability guidelines.	To a maximum of \$30,000 and to a minimum of \$5,000. Including in-kind Council support.	Open all year round.	<ul style="list-style-type: none"> <li>• Potential economic and tourism impact to the region</li> <li>• Community impact and benefits</li> <li>• Overall event offerings</li> <li>• Sustainability</li> <li>• Event preparation including capability</li> </ul>
<b>Minor Events</b>	Event must attract around 500-1000+ people from either within or outside the region, create a sense of community by bringing people together and encourage participate from local community members.	To a maximum of \$5,000 and a minimum of \$1,000. Including or excluding in-kind Council support.	Open all year round.	<ul style="list-style-type: none"> <li>• Community participation and engagement</li> <li>• Positive event experience</li> <li>• Overall event offerings</li> <li>• Sustainability</li> <li>• Event preparation including capability</li> </ul>

## How do I apply?

### 1. Submit an application form

The first step is to fill out an application form which is available on the Wentworth Shire Council website. This form is for both major or minor events.

To apply, you will need to answer a series of questions relating to your event, as well as include a budget. The budget can be outlined within your own documentation, or a sample budget template is also available on the website.

Once complete, application forms are to be submitted to [events@wentworth.nsw.gov.au](mailto:events@wentworth.nsw.gov.au) for review.

All applications must be submitted with public liability of up to \$20 million.

Other documentation that can be submitted includes a marketing plan, event management plan, business plan and any other supporting documentation that might assist in securing the funding.

### 2. Wait to hear back

Once your application has been received, you will hear back via email as to how the application is progressing.

If the application is requesting over \$5,000 and all the necessary information has been obtained, then the application will be assessed by an internal review panel, then progressed for Council approval. Applications will be approved within two months of the submission date.

If the application is under \$5,000 and all the necessary information has been obtained, it will be assessed by an internal review panel for approval. Applications will be approved within 28 days of the submission date.

The funding application will be assessed against the criteria outlined in these guidelines and will determine the amount of funding your event will receive.

## Acquittal Process

Successful applicants must commit to submitting an acquittal report after the event is complete, by the due date specified on the Funding Agreement. The acquittal report will include a series of questions relating to the overall evaluation of the event and detailed budget including evidence of expenditure through receipts or other methods of payment.

## Conditions

- If you haven't applied for this funding before, it is recommended that you speak with the Manager Tourism & Promotion before applying.
- Any in-kind support from Council must be requested in detail in the application form. In-kind support could be services such as bin delivery, venue hire fees etc.
- Write your application in as much detail as possible to avoid extra delays in retrieving further information.
- To receive the funding, successful applicants must enter into a Funding Agreement with Council and adhere to all conditions outlined in the agreement. The Funding Agreement will specify what the funding can and can't be used for and will outline what the expected outcomes of the funding are.
- Successful applicants will be required to undertake a post-event evaluation along with the acquittal report. The due date of this will be specified in the Funding Agreement.
- Successful applicants are also required to acknowledge Council's support. The Funding Agreement will outline how Council can be appropriately acknowledged through the inclusion of an approved logo on appropriate materials such as event collateral, signage, media releases etc.

## Frequently Asked Questions

### **What should I keep in mind when applying for this funding?**

- Seek additional funding through other avenues, Council will not fund the entire event.
- Consider the location of the event and ensure you have the correct permits and booking.
- Make your event as accessible as possible to open it up to all attendees.

### **Can I assume my event will be funded if it has been funded by Council before?**

- Council will ensure the assessment process is fair and equitable. Recurring annual funding is not guaranteed. Your application will be assessed in line with the evaluation criteria.

### **How many times can I apply?**

- Each applicant may only apply for funding once within a year.

### **How long does it take to receive my funding once my event is approved?**

- Payments will be made within 30 days from which the invoice is received and is subject to no outstanding documentation, including acquittals from previous events. This is shown in the Funding Agreement.



**Wentworth Shire Council**

61 Darling Street, Wentworth NSW 2648

P: 03 5027 5027 | E: [council@wentworth.nsw.gov.au](mailto:council@wentworth.nsw.gov.au)

[wentworth.nsw.gov.au](http://wentworth.nsw.gov.au)



**9.5 REQUEST FOR SPONSORSHIP WENTWORTH DISTRICT RACING CLUB**

File Number: RPT/25/180

Responsible Officer: Ken Ross - General Manager  
Responsible Division: Office of the General Manager  
Reporting Officer: Ebony Carter - Business Support Officer

Objective: 1.0 Wentworth Shire is a vibrant, growing and thriving Region  
Strategy: 1.2 Promote the Wentworth Region as a desirable visitor and tourism destination

**Summary**

Council is in receipt of a request for financial sponsorship in the amount of \$15,000.00 for the Wentworth District Racing Club who will be hosting their annual Wentworth Cup Race Day on Tuesday 4 November 2025 at the Wentworth Showgrounds.

**Recommendation**

That Council provides \$15,000 incl GST in sponsorship to the Wentworth District Racing Club in support of the 2025 Wentworth Cup Race Day.

**Detailed Report****Purpose**

The purpose of this report is to inform council of a request for financial sponsorship for the annual Wentworth Cup Race Day held on Tuesday 4 November 2025 at the Wentworth Showgrounds.

**Background**

The Wentworth District Racing Club has been hosting the Wentworth Cup Race Day for many years attracting participants and visitors from near and far. The Wentworth District Racing Club is a not-for-profit organisation led by a committee of 11 dedicated volunteers. Within the attached request it highlights the benefit of the event for not only the businesses within the community but the community itself.

**Report Detail**

Council has received a request from the Wentworth District Racing Club for financial sponsorship in support of the 2025 Wentworth Cup Race Day. A copy of the request is attached for reference.

If the financial sponsorship request is approved Wentworth Shire Council will receive recognition through various channels including TV advertising, website, social media, posters, race books and trackside signage on the day of the event. In addition to the above recognition one of the five races will also be named in Wentworth Shire Council's honor and will be listed on the racing NSW Website.

It should also be noted that Wentworth District Racing Club pay a licence fee of \$3705.00 per year as a user of the Wentworth Show Grounds.

**Conclusion**

Council is in receipt of a request to provide financial sponsorship to the Wentworth District Racing Club who will be hosting their annual Wentworth Cup Race Day being held on Tuesday 4 November 2025 at the Wentworth Showgrounds.

It is recommended that council provides \$15,000 incl GST to the Wentworth District Racing club in support of the 2025 Wentworth Race Cup Day.

**Attachments**

1. Sponsorship request Wentworth District Racing Club (under separate cover) [⇒](#)

**9.6 REQUEST FOR SPONSORSHIP JAPAN CRICKET TRIP**

File Number: RPT/25/183

Responsible Officer: Ken Ross - General Manager  
 Responsible Division: Office of the General Manager  
 Reporting Officer: Ebony Carter - Business Support Officer

Objective: 4.0 Wentworth Shire is supported by strong and ethical civic leadership with all activities conducted in an open, transparent and inclusive manner

Strategy: 4.2 A strong, responsible and representative government

**Summary**

Council is in receipt of a request for financial sponsorship for Abby Collihole who has been given the opportunity to travel to Japan in May to play cricket.

**Recommendation**

That Council considers financial sponsorship for Abby Collihole towards her upcoming Japan trip in an amount to be determined.

**Detailed Report**

*Purpose*

The purpose of this report is to inform council of a request for financial sponsorship by Abby Collihole for her upcoming trip to Japan to play cricket.

*Background*

Abby is currently a year 12 student and school captain at Coomealla High School and has been giving the opportunity to travel to Japan to play cricket within two different tournaments whilst there. These two tournaments are made up as a trial for the u16 and u19 Japan National Cricket Team.

Having played cricket for the past 10 years Abby has previously travelled to Malaysia last year whilst also travelling to many parts of Australia to play.

*Report Detail*

Council has received a requested to provide financial sponsorship to Abby Collihole towards her upcoming trip to Japan to play cricket, a copy of the request is attached for reference.

If sponsorship is approved council will be tagged within social media posts relating to the upcoming trip to Japan.

*Conclusion*

Council is in receipt of a request to provide financial sponsorship to Abby Collihole to who has been given the opportunity to travel to Japan in May to play cricket within two difference tournaments.

It is recommended that council consider granting Abby Collihole financial sponsorship towards her upcoming Japan trip.

**Attachments**

1. Abby Collihole - Japan cricket trip [↓](#)

Abby Collihole

To whom this may concern,

My name is Abby Collihole and I'm currently a school captain and year 12 student at Coomealla High School. This upcoming May I've been given the opportunity to go over to Japan to play cricket. As you may know, I had the opportunity to go to Malaysia last year and the experience was so amazing that when I got this opportunity to head to Japan I couldn't say no. I've been playing cricket for about 10 years now and I've had the privilege to travel to many parts of Australia to play cricket. This opportunity in Japan consists of playing two different tournaments, which are made as a trial for the u16 and u19 Japan National Cricket Team. I have been invited over there as a player in leadership to help the u16 girls play as well as participate in both tournaments. This opportunity is something I do not want to miss out on so I'm reaching out to you in regards to seeking sponsorship for my trip to Japan. Anything is greatly appreciated, and in doing so in return you will be featured in tags on my social media as a thank you for your contribution and support in achieving this goal. Please feel free to email me or call me if you have any extra questions. Thank you for taking time out of your day to read this letter and i hope to hear from you soon!

Kind Regards,  
Abby Collihole

**9.7 REQUEST FOR SPONSORSHIP NORTHERN MALLEE LEADERS**

File Number: RPT/25/177

Responsible Officer: Ken Ross - General Manager  
Responsible Division: Office of the General Manager  
Reporting Officer: Ebony Carter - Business Support Officer

Objective: 4.0 Wentworth Shire is supported by strong and ethical civic leadership with all activities conducted in an open, transparent and inclusive manner

Strategy: 4.2 A strong, responsible and representative government

**Summary**

Council is in receipt of a request to provide financial sponsorship to Northern Mallee Leaders to support them in their vision to rebuild the Northern Mallee Leaders program including their website, whilst also simultaneously building an online learning platform which will be designed as a central hub for leadership, volunteering, events and regional connections.

**Recommendation**

That Council considers providing an appropriate sum of financial sponsorship to Northern Mallee Leaders

**Detailed Report****Purpose**

The purpose of this report is to inform council of a request for financial sponsorship from Northern Mallee Leaders to support them in their vision for rebuilding the Northern Mallee Leaders program for 2025 and into the future.

**Background**

Northern Mallee Leaders are a key provider in leadership programs, products and services. Previously Northern Mallee Leaders has provided a 10-month program aimed at developing our region's future leaders into capable, confident, knowledgeable and connected leaders for businesses and industry sectors. The vision for Northern Mallee Leaders in 2025 and into the future has taken a different approach with rebuilding the program structure into shorter more impactful leadership courses which will span across a new learning platform.

As part of the vision for 2025 Northern Mallee Leaders has created thirty-two new video learning Modules across six leadership development topic modules which are supported with interactive exercise and studies, facts and resources.

**Report Detail**

Council is in receipt of a request to provide financial sponsorship to Northern Mallee Leaders to Support them in their vision to rebuild the Northern Mallee Leaders program into shorter more impactful leadership courses which will span across a new learning platform, these short courses will also run alongside their 10-month program which is aimed at developing our region's future leaders.

Northern Mallee Leaders who were previously funded by Victorian State Funding are looking for additional sponsorship in these key areas as outlined in the attached.

- Website & Leadership LMS - \$10 000.00 incl GST needed to complete development
- Video and photography for the website - \$5,000.00 incl GST
- Vision of the Region event – Sponsorship available and various levels and attendance (\$2000 for a table of ten)

Conclusion

Council is in receipt of a request to provide financial sponsorship to Northern Mallee Leaders to support them in their vision to rebuild the Northern Mallee Leaders program and their website, whilst also simultaneously building an online learning platform which will be designed as a central hub for leadership, volunteering, events and regional connections.

It has been recommended that council considers providing an agreed appropriate sum of financial sponsorship to Northern Mallee Leaders.

**Attachments**

1. Northern Mallee Leaders Request for Sponsorship [↓](#)

**From:** [Kelly Wandel](#)  
**To:** [Ken Ross](#); [Glen Norris](#); [Cr Daniel Linklater](#); [Wentworth Shire Council](#)  
**Cc:** [mpmooney@bigpond.com](mailto:mpmooney@bigpond.com); [Executive Assistant General Manager](#)  
**Subject:** Thank You & Request for Support – Northern Mallee Leaders  
**Date:** Thursday, 6 March 2025 11:55:54 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)

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Dear Ken, Daniel, Peter, and Glen

We want to extend our sincere thanks to you and the team for taking the time to meet with us last week. We truly appreciate the opportunity to share our vision for 2025 and the future of the Northern Mallee Leaders (NML) program.

As discussed, our biggest investment this year is our website and learning platform, designed to be a central hub for leadership, volunteering, events, and regional connections. This project will provide ongoing value to the community, ensuring accessible leadership development for years to come.

We worked closely with Dr Stephan Duns to create 32 video learning video modules in 2025 across 6 Leadership development topic modules which are supported with interactive exercise and studies/facts/resources connected to the lessons.

While we don't want to give everything away just yet, we hope this glimpse into our content will spark your interest in supporting this initiative. Your investment would also grant you access to this valuable learning material.

#### **MODULE 1: INTRODUCTION**

- Overview of leadership: leading self, others, and systems.
- Leadership theories & perspectives:
  - Eco-leadership, transformational leadership, adaptive leadership.
  - Leader vs. manager distinction.
- Key leadership concepts:
  - The cost of bad leadership.
  - The knowing-doing gap.
  - Horizontal vs. vertical leadership skills.
- Access to online learning resources (e.g., Coursera, Hays).
- Community leadership models (Peter Block, Kansas Leadership Centre).
- Includes intro video, articles, and a quiz.

#### **MODULE 2: LEADING SELF**

- **Identity & Development**
  - Understanding self-awareness and vulnerability.
  - Stages of adult development.
  - Exploring personal "shadow" traits.
- **Gratitude & Reflection**
  - Daily gratitude practices.
  - Body scan exercises and mindfulness.
- **Self-Care & Emotional Regulation**
  - Managing stress and emotional responses.
- **Receiving & Giving Feedback**
  - Harvard Business Review strategies for feedback.
- **Reflective Practices**



Developing habits for self-reflection.

- Includes multiple videos, book sections, quizzes, and external readings.

### **MODULE 3: LEADING OTHERS**

- **Creating Psychological Safety**
  - SCARF model (Status, Certainty, Autonomy, Relatedness, Fairness).
- **Strength-Based Leadership**
  - Moving from a deficit mindset to an appreciative inquiry approach.
- **Speaking & Coaching**
  - The power of storytelling and effective coaching techniques.
- **Courageous Conversations**
  - Handling difficult discussions with confidence.
- **Managing Change**
  - Introduction to change management models.
- **Supporting High-Performing Teams**
  - Building a strong and resilient team culture.
- **The Power of Difference**
  - Addressing unconscious bias and engaging diverse perspectives.
- Includes videos, book references, worksheets, and quizzes.

### **MODULE 4: LEADING SYSTEMS**

- **Systems Thinking & Adaptive Leadership**
  - Iceberg model of system leadership.
  - Technical vs. adaptive challenges.
- **Diagnosing Problems in Systems**
  - Tools to assess and navigate complex environments.
- Includes whitepapers, readings, and quizzes.

### **MODULE 5: EFFECTIVE INTERVENTION**

- **Strategic Leadership**
  - Approaches to developing strong strategies.
  - Key readings on business strategy and leadership models.
- **Active Experimentation**
  - Learning through action and adaptive problem-solving.
- **Purpose to Action**
  - Using the "Chaordic Path" for balancing chaos and order in leadership.
- **Business Acumen & Ethics**
  - Commercial decision-making, influencing systems, and ethical leadership.
- Includes videos, whitepapers, and strategic leadership readings.

### **MODULE 6: THE JOURNEY OF TRANSITION**

- **Navigating Change & Transition**
  - The Bridges Transition Model.
  - Differentiating between change and transition.
- **Managing Personal and Organizational Transitions**
  - Practical strategies for embracing change.
- **Next Steps in Leadership**
  - Advanced leadership programs and coaching pathways.
- Includes transition models, book recommendations, and final video.

Secured Support & Funding Needs

We are grateful to have MRCC supporting us with \$15,000 in sponsorship. However, to bring our vision to life, we still require additional funding in key areas:

- Website & Leadership LMS – \$10,000 needed to complete development which will support your staff and the entire region of the Northern Mallee.
- Video & Photography for the Website – \$5,000 (we would love to include Wentworth Council in this content).
- Vision of the Region Event – Sponsorship available and various levels and attendance (\$2,000 for a table of 10).

#### Future Leadership Offerings

Our goal for 2025 is to keep the NML brand alive while rebuilding our program structure with shorter, impactful leadership courses, including:

- Healthy Community Forum in mid-May 2025
- AICD Leadership Course (2026) – A significant opportunity for professional development, which may align with your PD budget.
- 3-Day "Leadership Fundamentals" Course (2026) – A new, intensive program with 3 days F2F with Stephan and some online modules.
- 10-Day "Community Connections" Course (2026) – Designed for deep engagement and local impact hearing from 50 industry and community leaders and how they get things done.
- Full 10-Month Leadership Program (2028) – Our long-term vision is to bring back the flagship program in a sustainable way.
- Volunteering Resource Connections and Opportunities (ongoing for alumni to keep volunteering and giving back to our community groups of the Northern Mallee)

As discussed, we are now no longer restricted geographically by Victorian State funding, and we have secured three years of operational support through philanthropic contributions and the Regional Leadership Collective. This gives us a foundation to keep the lights on, but we still need local investment to ensure the success and accessibility of these initiatives.

We would love to discuss how Wentworth Council could be part of this journey. Your support would play a crucial role in strengthening leadership development and community engagement in the region.

Please let me know any question you may have.

Looking forward to your thoughts.

Best regards,

Kelly and Mike

**Kelly Wandel** *(she/her)*

**General Manager**

Northern Mallee Leaders Inc

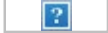
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W [www.nml.org.au](http://www.nml.org.au)





*Northern Mallee Leaders Inc. acknowledges the Traditional Owners and Custodians of the land throughout the Northern Mallee and pay our respect to them, their continuing cultures and their Elders past, present and emerging. We acknowledge all Aboriginal and Torres Strait Islander people and pay respect to the knowledge, cultures and continued history of all Aboriginal and Torres Strait Islander Nations.*

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**9.8 MONTHLY FINANCE REPORT - MARCH 2025**

File Number: RPT/25/182

Responsible Officer: Simon Rule - Director Corporate Services

Responsible Division: Corporate Services

Reporting Officer: Vanessa Lock - Finance Officer

Objective: 4.0 Wentworth is a caring , supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

Summary

Rates and Charges collections for the month of March 2025 were \$492,941.84. After allowing for pensioner subsidies, the total levies collected are now 74.27%. For comparison purposes 77.41% of the levy had been collected at the end of March 2024. Council currently has \$49,576,594.45 in cash and investments.

Recommendation

That Council receives and notes the Monthly Finance Report for March 2025.

Detailed Report

The purpose of this report is to indicate to Council the position in relation to the rate of collections and the balance of cash books.

Reconciliation and Balance of Funds held as at 31 March 2025

The reconciliation has been carried out between the Cash Book of each fund and the Bank Pass Sheet as at 31 March 2025.

	Combined Bank Account	
Cash Balance as at 1 March 2025	\$	1,748,866.51
Add: Receipts for the Period Ending 31 March 2025 Rates, Debtors, Miscellaneous	\$	6,158,336.95
Less: Payments for the Period Ending 31 March 2025 Cash Book entries for this Month	\$	6,049,252.16
Cash Balance of Operating A/C as at 31 March 2025	\$	1,857,951.30
Trust Fund Balance	\$	1,718,643.15
Total Investments as at 31 March 2025	\$	46,000,000.00
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$</b>	<b>49,576,594.45</b>

Collection of Rates and Charges

Rates and Charges collections for the month of March 2025 were \$ 492,941.84. After allowing for pensioner subsidies, the total levies collected are now 74.71%. A summary of the Rates and Charges situation as at 31 March 2025 is as follows:

Note: For comparison purposes 77.41% of the levy had been collected at the end of March 2024.

LEVIES	RATES & CHARGES	
Balance Outstanding at 30 June 2024 - Rates / Water	673,790.42	
Rates and Charges Levied 22 July 2024	11,066,559.48	\$ 11,740,349.90
+ Additional Water Charges	1,615,015.08	
+ Supplementary Rates and Charges	97,694.14	
+ Additional Charges	68,245.99	
- Credit Adjustments	8,994.12	
- Abandonments	278.85	\$ 13,512,032.14
<b>DEDUCTIONS</b>		
- Payments	9,878,895.05	
- Less Refunds of Payments	16,076.43	\$ 9,862,818.62
		\$ 3,649,213.52
- Pensioner Subsidy		
Government Subsidy	94,957.45	
Council Subsidy	77,692.46	\$ 172,649.91
<b>RATES/WATER CHARGES OUTSTANDING 31 MARCH 2025</b>		<b>\$ 3,476,563.61</b>

Rates/Water write offs and adjustments

The following rates or charges have been written off or adjusted under the delegated authority of the General Manager for the month of March 2025.

Account	Date	Amount	Comment
<b>Water</b>			
1584-106	28/03/2025	\$ 114.54	Credit adjustment - Incorrect water meter reading entered
1072-9902	28/03/2025	\$ 1,267.78	Credit adjustment - Incorrect water meter reading entered

Council Loans Report

Name	Institution	Purpose	Interest Rate	Loan Amount	Amount Outstanding	Due Date
Loan 201	National Australia Bank	Buronga Landfill	4.55% Fixed	\$ 920,000.00	\$ -	30/01/2025
Loan 202	ANZ Bank	Civic Centre	3.47% Fixed	\$ 850,000.00	\$ 496,311.15	21/10/2026
Loan 203	National Australia Bank	Midway Centre	3.586% Fixed	\$ 1,900,000.00	\$ 1,189,721.09	1/06/2033
Loan 204	Bendigo Bank	Buronga Landfill	5.29% Fixed	\$ 1,500,000.00	\$ 1,089,149.68	12/05/2037
CFWC310604	T-Corp	Trentham Cliffs Sewer	1.82% Fixed	\$ 750,000.00	\$ 502,609.37	4/06/2031
CFWC310624	T-Corp	Burong/Gol Gol Stormwater	1.79% Fixed	\$ 1,250,000.00	\$ 837,840.61	24/06/2031
Loan 205	National Australia Bank	Willowbend Caravan Park	2.2% Fixed	\$ 1,500,000.00	\$ 1,045,554.09	25/01/2027
Loan 206	Bendigo Bank	Buronga Landfill #3	1.85% Fixed	\$ 900,000.00	\$ 485,401.34	25/09/2028
Loan 207	National Australia Bank	Willowbend Caravan Park	1.933% Fixed	\$ 1,500,000.00	\$ 1,078,305.81	31/03/2028
Loan 207	National Australia Bank	Civic Centre	1.933% Fixed	\$ 1,500,000.00	\$ 1,500,000.00	31/03/2028
CFWC440209	T-Corp	Civic Centre	5.45% Fixed	\$ 4,000,000.00	\$ 3,885,579.01	9/02/2044
CFWC440523	T-Corp	Stormwater	5.73% Fixed	\$ 2,000,000.00	\$ 1,972,346.80	23/05/2044
CFWC440822	T-Corp	Buronga Landfill	5.48% Fixed	\$ 12,000,000.00	\$ 11,831,243.83	22/08/2044
				<b>TOTAL</b>	<b>\$ 25,914,062.78</b>	

**Overtime and Travelling**

Month	Mar	Pay Periods	19 & 20			
<b>Overtime from 29 February 2025 to 28 March 2025</b>						
<b>Overtime</b>						
	<b>Time and a Half</b>		<b>Double Time</b>		<b>Total</b>	<b>2024/25 Accumulative Total</b>
<b>Department</b>	<b>Hours</b>	<b>Amount</b>	<b>Hours</b>	<b>Amount</b>		
Animal Services	9.50	482.24	15.00	\$ 1,017.64	\$ 1,499.88	\$ 20,626.43
Accountant	4.50	352.17			\$ 352.17	
Assets					\$ -	\$ 2,478.23
Building Maintenance	1.50	103.32	1.00	\$ 91.85	\$ 195.17	\$ 1,292.83
Civil	19.00	1,175.38	44.50	\$ 3,534.52	\$ 4,709.90	\$ 9,229.20
Finance	2.00	168.56			\$ 168.56	\$ 3,874.02
GM's Office	5.00	399.41	2.00	\$ 213.03	\$ 612.44	\$ 4,060.23
Indoor Engineers					\$ -	\$ 3,529.08
IT Support	4.00	290.93	2.00	\$ 193.96	\$ 484.89	\$ 8,396.89
Landfill Transfer Stations	2.00	93.50	15.00	\$ 1,179.49	\$ 1,272.99	\$ 21,137.42
Library	3.50	225.57			\$ 225.57	\$ 9,113.01
Parks & Gardens	14.00	793.27	22.00	\$ 1,704.88	\$ 2,498.15	\$ 14,191.31
Private Works					\$ -	\$ 5,971.00
Roads - Council	420.50	20,357.28	287.50	\$ 18,397.62	\$ 38,754.90	\$ 294,809.67
Roads - RMS	17.00	774.52	32.00	\$ 1,954.92	\$ 2,729.44	\$ 18,621.24
Subdivision Officer					\$ -	\$ 486.31
Tourism & Promotion	7.50	429.41	18.00	\$ 1,390.77	\$ 1,820.18	\$ 10,779.20
Water & Waste Water	57.50	3,172.53	75.50	\$ 5,686.68	\$ 8,859.21	\$ 94,616.54
Workshop	4.50	278.55			\$ 278.55	\$ 4,832.24
Workshop/Mechanics	1.00	53.61			\$ 53.61	\$ 1,018.86
<b>Total</b>	<b>573.00</b>	<b>29,150.25</b>	<b>514.50</b>	<b>35,365.36</b>	<b>\$ 64,515.61</b>	<b>\$ 530,791.96</b>
<b>Travel Allowance</b>						
<b>Department</b>	<b>Kms</b>	<b>Amount</b>				
Water & Waste Water	516.7	506.37				
<b>Total</b>	<b>516.7</b>	<b>506.37</b>				
<b>Grand Total</b>		<b>\$ 65,021.98</b>				

Note: Overtime costs for the Roads Department during this period is associated with ongoing works on the externally funded 24.5 Km Arumpo Road construction project.

Overtime for the Water & Waste Water team relates to significant number of after hours call outs received associated with wide spread water main breaks and sewer blockages across the Buronga and Wentworth areas.

Overtime for the Civil Works crews relate primarily to support works provided for the Wentworth Air show and fly in held on the weekend of 15 March 2025.

Overtime for Parks and Gardens staff relate to after hours repair for irrigation systems and some minor catch up works for sporting ground preparations.

**Conclusion**

The report indicates to Council that its finances are in a favourable position.

**Attachments**

Nil



**9.9 MONTHLY INVESTMENT REPORT - MARCH 2025**

File Number: RPT/25/199

Responsible Officer: Simon Rule - Director Corporate Services

Responsible Division: Corporate Services

Reporting Officer: Bryce Watson - Accountant

Objective: 4.0 Wentworth Shire is supported by strong and ethical civic leadership with all activities conducted in an open, transparent and inclusive manner

Strategy: 4.5 Adopt practices of prudent asset, financial and human resource management across Council to ensure long-term sustainability and efficiency

**Summary**

As of 31 March 2025, Council had \$46 million invested in term deposits and \$3,576,594.45 in other cash investments. Council received \$173,001.59 from its investments for the month of March 2025.

In March 2025 Council investments averaged a rate of return of 4.74% and it currently has \$7,263,983.15 of internal restrictions and \$41,593,942.34 of external restrictions.

**Recommendation**

That Council receives and notes the monthly investment report.

**Detailed Report****Purpose**

The purpose of this report is to update Council on the current status of its investments as required by the *Local Government Act 1993* (NSW) and the associated regulation.

**Matters under consideration.**

As of March 2025, Council had \$49,576,594.45 invested with Nine (9) financial institutions and One (1) Treasury Corporation. This is a decrease of \$890,915.25 from the previous month.

The investment of surplus funds remains in line with Council's Investment Policy. This ensures sufficient working capital is retained and restrictions are supported by cash and investments that are easily converted into cash.

**Interest Received from Cash Investments in March 2025**

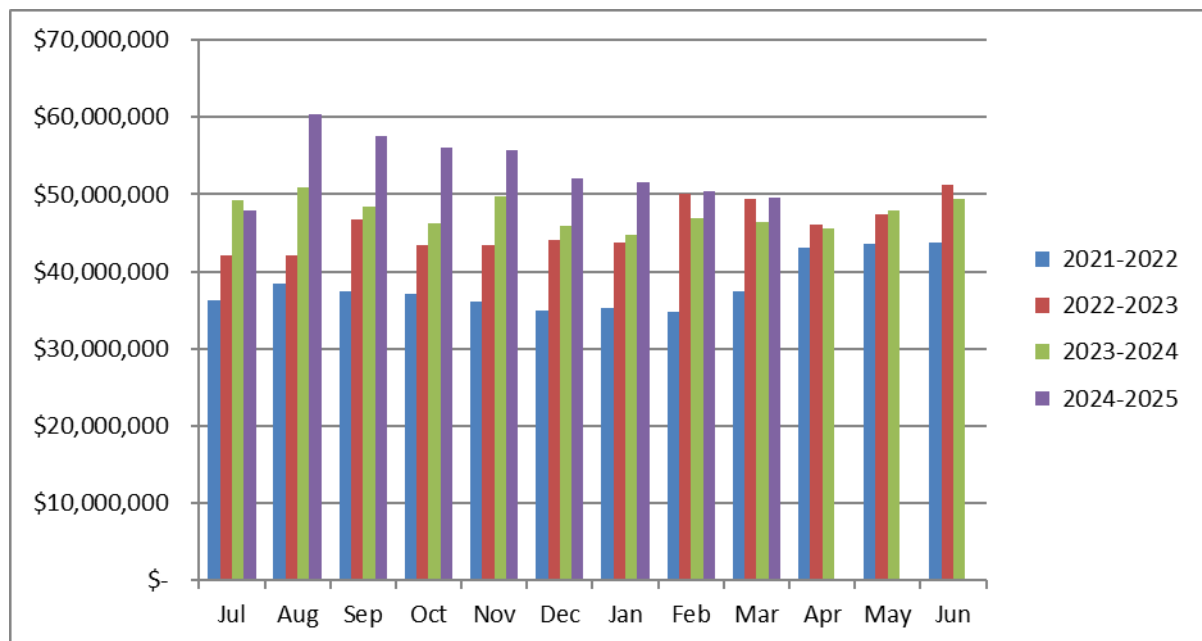
Eight (8) deposits matured or provided interest in March earning Council \$173,001.59 in interest. The budget for March was \$166,667. Year to date Council has received \$1,793,749.03 in interest based on cash accounting compared to the budget to March of \$1,500,000. Expired investments are now shown in the attached report along with a summary of accrued interest. The budget for the financial year was set at \$2,000,000.

*\*Note the difference in interest received between this report and the Yield Hub report is from Council's at-call cash accounts which are paid monthly.*

Restrictions

<b>Internal Restrictions</b>		
- Employee Entitlements	\$2,300,921.00	
- Doubtful Debts	\$24,669.00	
- Future Development Reserve	\$576,217.20	
- Trust Account	\$1,862,175.95	
- Capital Projects	\$1,000,000.00	
- Plant Replacement Reserve	\$1,500,000.00	\$7,263,983.15
<b>External Restrictions</b>		
- Water Fund	\$11,441,835.20	
- Sewer Fund	\$6,457,369.00	
- T-Corp Loan Balance	\$2,260,172.00	
- Developer Contributions Reserve	\$1,085,000.00	
- Landfill Expansion Loan	\$8,745,750.51	
- Unexpended Grants	\$10,802,408.31	
- Crown Reserves Reserve	\$208,296.22	
- Prepayments Cemeteries	\$593,111.10	\$41,593,942.34
<b>Day to Day Liquidity</b>		\$718,668.96
<b>Total Funds Available</b>		<b>\$49,576,594.45</b>

Total Funds Invested



Summary – Unexpended Grants as at 31 March 2025

<b>Grant</b>	<b>Amount</b>	<b>Expiry</b>
Supporting Volunteers Grant	\$84,704.40	31/07/2025
Resources for Regions Round 9	\$2,012,980.84	30/06/2025
OLG Flood Recovery Grants	\$607,695.46	30/06/2026
Planning Cadet Grant	\$15,880.00	No Set Date
RFS M & R Grant	\$57,410.72	30/06/2025
Shade Sail & Fitness Grant	\$15,874.55	31/12/2024
Crown Reserve Improvement Fund Astronomy Park	\$656,000.21	30/06/2026
Roads to Recovery	\$148,951.78	30/06/2025
Main Roads Block Grant	\$471,358.11	30/06/2025
Regional Emergency Road Repair Program	\$6,729,716.64	31/10/2027
Drought Resilience Funding	\$86,540.00	30/11/2025
<b>Total</b>	<b>\$10,802,408.31</b>	

Conclusion

The Director Corporate Services has certified that all investments have been made in accordance with the *Local Government Act 1993* (NSW), Local Government (General) Regulations 2021 and Council’s Investment Policy. Council is investing its funds prudently to optimise returns and reduce exposure to risk in accordance with legislation and its own investment policy.

**Attachments**

1. Yeild Hub - Monthly Investment Report [↓](#)

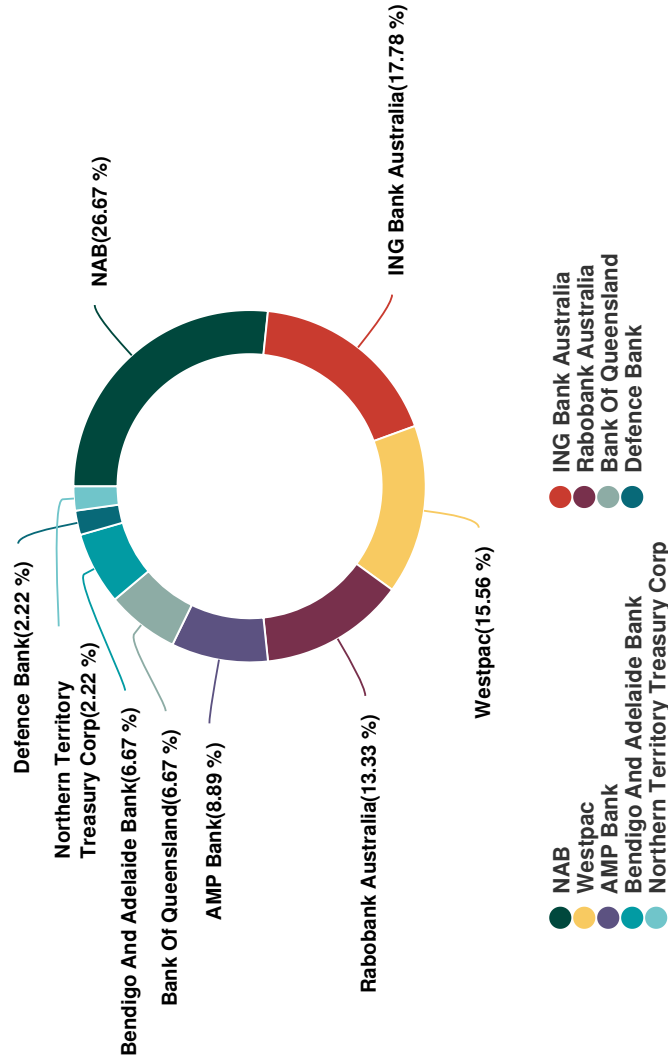


31 March 2025  
Wentworth Shire Council - Monthly Report

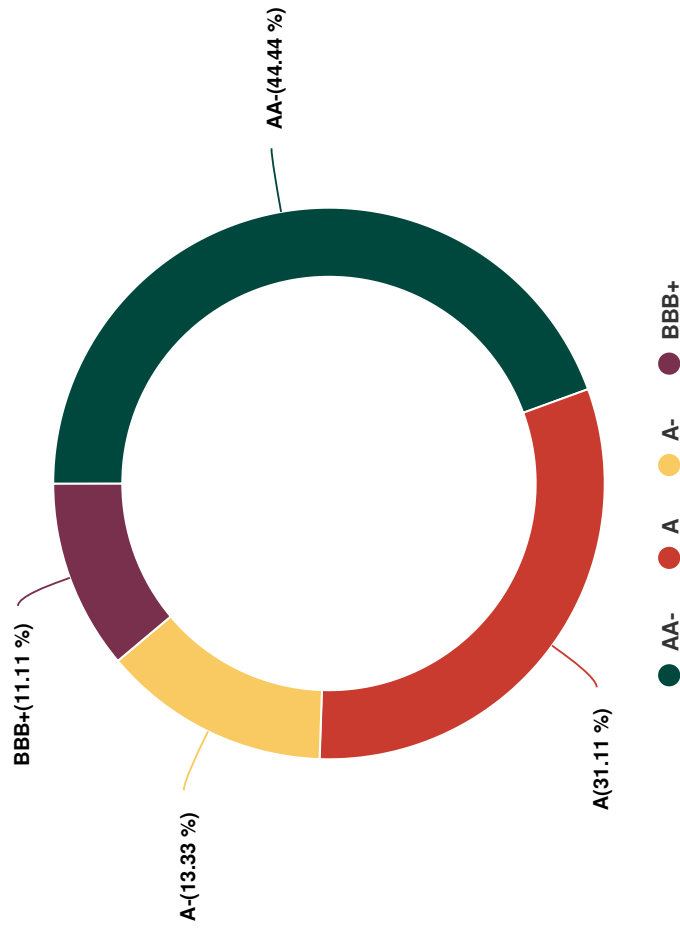
## Summary

Total Cost	\$45,000,000.00
Total Portfolio Value	\$46,013,547.40
Weighted Average Term	127
Weighted Average Yield	4.90 %
90 day BBSW	4.13 %
Unrealised Capital Gain/Loss	\$0
Total Monthly Accrued Interest	\$176,179.74
Total Interest Received this month	\$156,779.19
Total Interest Received this FY	\$1,658,694.85
Total Interest Expected this FY	\$2,503,797.56
Interest Payments this month	6
Matured Investments this month	6
Total Funds Matured this month	\$6,000,000.00
Investments this month	5
Total Funds Invested this month	\$5,000,000.00
Compliant Portfolio	Yes

### Counterparty



### Long Term Credit Rating





Report Date: 31 March 2025

Wentworth Shire Council - Monthly Report

Investment Type	ADI/Security Name	Amount	Settlement Date	Maturity Date	Term in Days	Yield	Short Term Rating	Long Term Rating
Term Deposit	ING Bank Australia	\$1,000,000	02/04/2024	02/04/2025	365	5.0 %	A-1	A
Term Deposit	ING Bank Australia	\$2,000,000	04/04/2024	04/04/2025	365	5.0 %	A-1	A
Term Deposit	AMP Bank	\$1,000,000	07/01/2025	08/04/2025	91	5.05 %	A-2	BBB+
Term Deposit	NAB	\$1,000,000	10/02/2025	11/04/2025	60	4.45 %	A-1+	AA-
Term Deposit	NAB	\$1,000,000	19/02/2025	22/04/2025	62	4.300 %	A-1+	AA-
Term Deposit	Westpac	\$1,000,000	28/03/2025	28/04/2025	31	3.79 %	A-1+	AA-
Term Deposit	AMP Bank	\$1,000,000	29/01/2025	30/04/2025	91	5.0 %	A-2	BBB+
Term Deposit	NAB	\$1,000,000	03/12/2024	06/05/2025	154	5.07 %	A-1+	AA-
Term Deposit	Bank Of Queensland	\$1,000,000	11/03/2025	09/05/2025	59	4.35 %	A-2	A-
Term Deposit	Westpac	\$1,000,000	10/03/2025	11/05/2025	62	4.700 %	A-1+	AA-
Term Deposit	Westpac	\$1,000,000	12/02/2025	12/05/2025	89	4.700 %	A-1+	AA-
Term Deposit	Westpac	\$1,000,000	12/02/2025	12/05/2025	89	4.700 %	A-1+	AA-
Term Deposit	NAB	\$2,000,000	01/07/2024	14/05/2025	317	5.37 %	A-1+	AA-
Term Deposit	Rabobank Australia	\$1,000,000	24/05/2024	23/05/2025	364	5.33 %	NR	A
Term Deposit	Rabobank Australia	\$1,000,000	27/08/2024	26/05/2025	272	4.95 %	NR	A
Term Deposit	Rabobank Australia	\$1,000,000	27/08/2024	26/05/2025	272	4.95 %	NR	A
Term Deposit	ING Bank Australia	\$1,000,000	27/05/2024	27/05/2025	365	5.27 %	A-1	A
Term Deposit	Rabobank Australia	\$1,000,000	04/09/2024	03/06/2025	272	5.0 %	NR	A
Term Deposit	Bendigo And Adelaide Bank	\$1,000,000	06/12/2024	06/06/2025	182	5.05 %	A-2	A-
Term Deposit	NAB	\$1,000,000	11/03/2025	10/06/2025	91	4.67 %	A-1+	AA-
Term Deposit	Rabobank Australia	\$2,000,000	01/07/2024	25/06/2025	359	5.43 %	NR	A
Term Deposit	NAB	\$1,000,000	27/06/2024	26/06/2025	364	5.47 %	A-1+	AA-
Term Deposit	AMP Bank	\$1,000,000	07/01/2025	07/07/2025	181	5.100 %	A-2	BBB+
Term Deposit	Bank Of Queensland	\$1,000,000	28/01/2025	28/07/2025	181	4.85 %	A-2	A-
Term Deposit	Westpac	\$1,000,000	26/08/2024	28/07/2025	336	4.76 %	A-1+	AA-
Term Deposit	Westpac	\$1,000,000	26/08/2024	28/07/2025	336	4.76 %	A-1+	AA-
Term Deposit	NAB	\$1,000,000	07/01/2025	05/08/2025	210	4.85 %	A-1+	AA-

Report Date: 31 March 2025

Wentworth Shire Council - Monthly Report

Investment Type	ADI/Security Name	Amount	Settlement Date	Maturity Date	Term in Days	Yield	Short Term Rating	Long Term Rating
Term Deposit	ING Bank Australia	\$1,000,000	27/08/2024	27/08/2025	365	4.91 %	A-1	A
Term Deposit	ING Bank Australia	\$1,000,000	27/08/2024	27/08/2025	365	4.91 %	A-1	A
Term Deposit	NAB	\$1,000,000	28/08/2024	28/08/2025	365	4.97 %	A-1+	AA-
Term Deposit	NAB	\$1,000,000	03/09/2024	03/09/2025	365	4.95 %	A-1+	AA-
Term Deposit	NAB	\$1,000,000	03/09/2024	03/09/2025	365	4.95 %	A-1+	AA-
Term Deposit	NAB	\$1,000,000	07/01/2025	25/09/2025	261	4.85 %	A-1+	AA-
Term Deposit	AMP Bank	\$1,000,000	07/01/2025	03/10/2025	269	5.05 %	A-2	BBB+
Term Deposit	Bendigo And Adelaide Bank	\$1,000,000	20/11/2024	20/11/2025	365	5.05 %	A-2	A-
Term Deposit	ING Bank Australia	\$1,000,000	21/11/2024	21/11/2025	365	5.15 %	A-1	A
Term Deposit	Westpac	\$1,000,000	27/11/2024	27/11/2025	365	5.09 %	A-1+	AA-
Term Deposit	Defence Bank	\$1,000,000	07/01/2025	03/12/2025	330	4.95 %	A-2	BBB+
Term Deposit	ING Bank Australia	\$1,000,000	04/01/2024	05/01/2026	732	5.14 %	A-1	A
Term Deposit	Bendigo And Adelaide Bank	\$1,000,000	27/03/2025	27/03/2026	365	4.48 %	A-2	A-
Term Deposit	Bank Of Queensland	\$1,000,000	04/12/2023	03/12/2026	1,095	5.25 %	A-2	A-
Term Deposit	Northern Territory Treasury Corp	\$1,000,000	16/09/2021	15/12/2026	1,916	1.35 %	NR	NR
		<b>\$45,000,000</b>						



Report Date: 31 March 2025

Wentworth Shire Council - Monthly Report

Transaction Date	Contract Number	ADI/Security Name	Type	Amount	Credit/Debit	Long Term Rating	Designation	Comments	Maturity Date
28/03/2025	082368	Westpac	Interest	\$2,907.40	Debit	AA-	Unclassified		28/03/2025
27/03/2025	082367	Westpac	Interest	\$2,907.40	Debit	AA-	Unclassified		27/03/2025
19/03/2025	070786	ING Bank Australia	Interest	\$51,300	Debit	A	Unclassified		19/03/2025
11/03/2025	070992	Westpac	Interest	\$50,300	Debit	AA-	Unclassified		11/03/2025
11/03/2025	079151	Beyond Bank Australia	Interest	\$24,931.51	Debit	BBB	Unclassified		11/03/2025
11/03/2025	079152	Bank Of Queensland	Interest	\$24,432.88	Debit	BBB+	Unclassified		11/03/2025
<b>Total</b>				<b>\$156,779.19</b>					



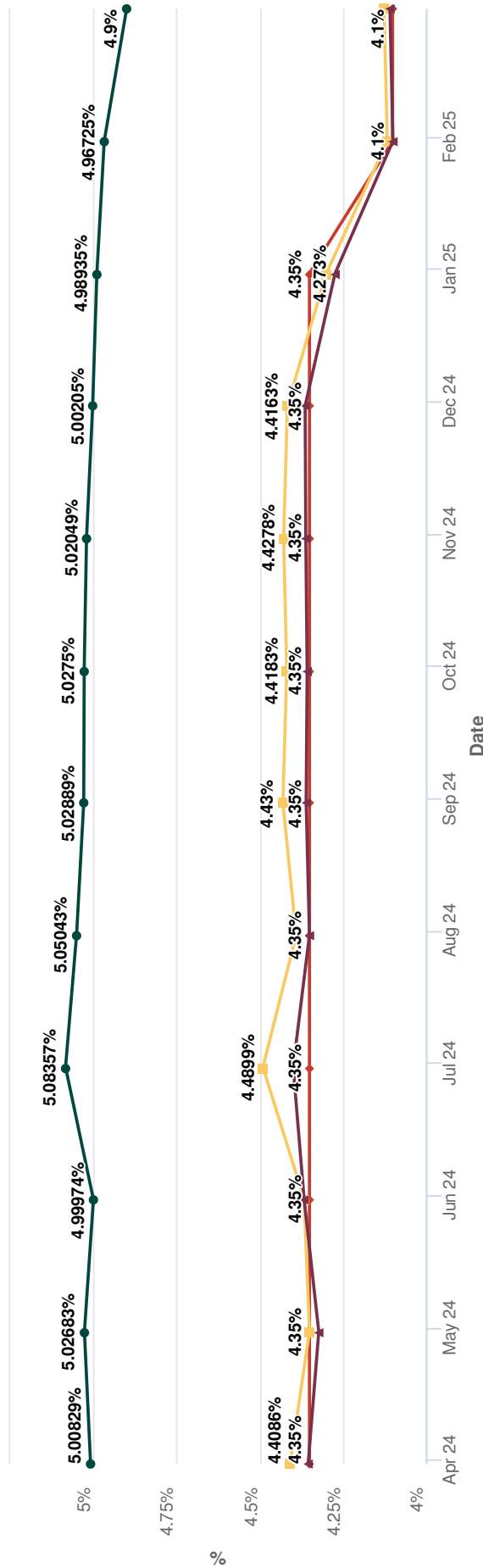
Wentworth Shire Council - Monthly Report

Report Date: 31 March 2025

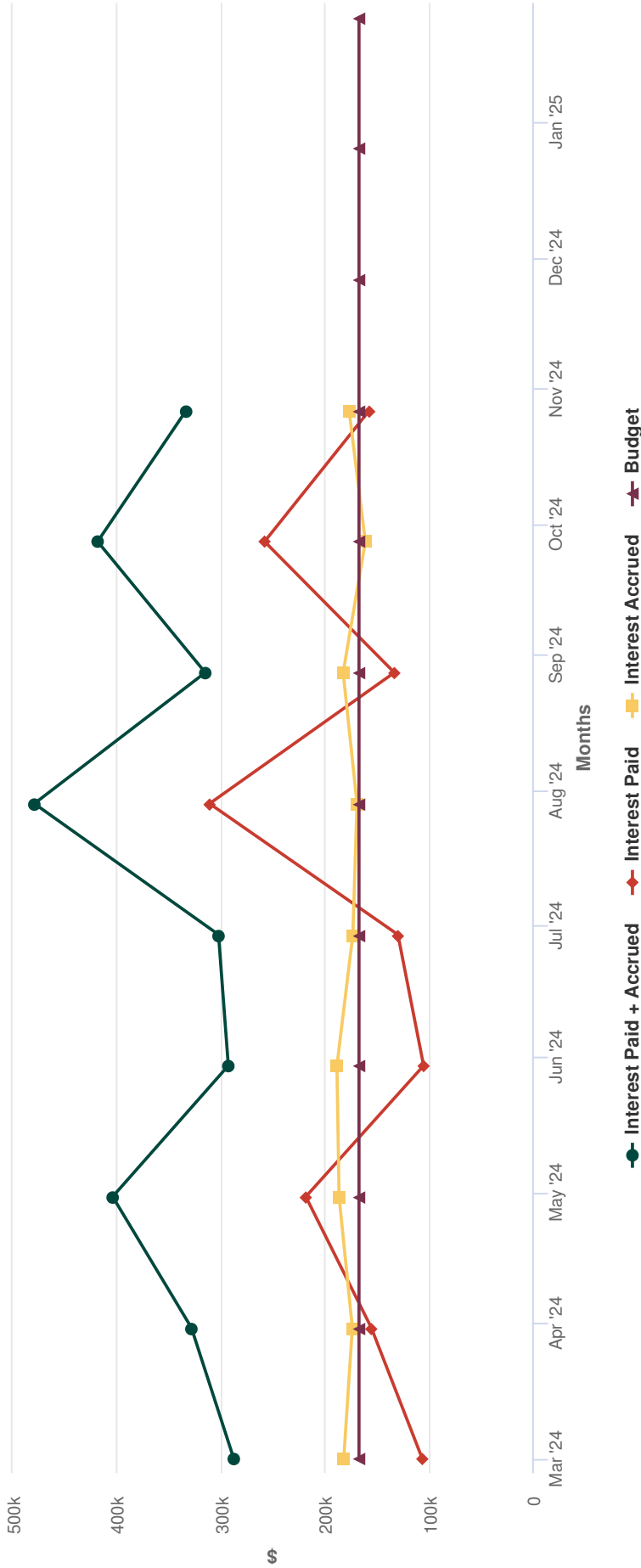
Account vs RBA Cash vs 3m BBSW vs Bloomberg AusBond Bank Bill Index

Term	Account	RBA Cash	3m BBSW	Outperformance	AusBond Bank Bill	Outperformance
1m	4.89%	4.10%	4.12%	0.78%	4.11%	0.79%
3m	4.96%	4.18%	4.23%	0.73%	4.16%	0.80%
6m	4.99%	4.28%	4.33%	0.66%	4.27%	0.71%
12m	5.01%	4.32%	4.36%	0.65%	4.32%	0.69%

Month End Performance



Budget Versus Actual Interest Earned



**9.10 PAYMENT OF EXPENSES AND PROVISION OF FACILITIES POLICY FOR ADOPTION**

File Number:	RPT/25/164
Responsible Officer:	Simon Rule - Director Corporate Services
Responsible Division:	Finance and Policy
Reporting Officer:	Mardi Cleggett - Governance Officer
Objective:	4.0 Wentworth Shire is supported by strong and ethical civic leadership with all activities conducted in an open, transparent and inclusive manner
Strategy:	4.2 A strong, responsible and representative government

**Summary**

In accordance with section 252(1) of the *Local Government Act* (1993) (the Act), within the first 12 months of each term of a council, the council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to Councillors in relation to discharging the functions of civic office.

At the 12 February 2025 Council meeting, the updated draft of the Policy was endorsed by Council for public exhibition for 28 days. No feedback or comments were received from the public during this time and no changes have been made to the Policy following the exhibition period.

**Recommendation**

That Council adopts the Payment of Expenses and Provision of Facilities Policy.

**Detailed Report****Purpose**

The purpose of this report is to ensure Council meets its legislative obligations with regards section 252(1) of the *Local Government Act* (1993) (the Act), by placing on public exhibition and then adopting, the Payment of Expenses and Provision of Facilities Policy within 12 months of each term of a Council.

**Background**

The Payment of Expenses and Provision of Facilities Policy was last adopted by Council on 16 March 2022 and was reviewed in December 2024 with no major amendments required.

The draft policy was based on the guidelines provided by the Office of Local Government and tailored to Council's requirements.

**Report Detail**

The draft Payment of Expenses and Provision of Expenses Policy was placed on public exhibition for 28 days and no feedback or comments were received. Therefore, no changes have been made to the Policy.

**Conclusion**

It is recommended that the Payment of Expenses and Provision of Facilities Policy be adopted by Council.

**Attachments**

1. Working Document - Council Policy - Expenses and Provision of Facilities Policy [↓](#)







**COUNCIL POLICY**

<b>POLICY NUMBER &amp; TITLE:</b>	<b>GOV010</b>	<b>PAYMENT OF EXPENSES AND PROVISION OF FACILITIES POLICY</b>
<b>WORD DOCUMENT ID:</b>	DOC/24/29723	
<b>VERSION:</b>	1.0	
<b>ADOPTED MEETING DATE:</b>	Click or tap to enter a date.	
<b>REVIEW DUE:</b>	Four yearly or following change of legislation or incident	
<b>VERSION AMENDMENTS:</b>	Nil	

<b>RESPONSIBLE DEPARTMENT:</b>	General Manager
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**PAYMENT OF EXPENSES AND PROVISION OF FACILITIES POLICY**

**POLICY OBJECTIVE**

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties.

It ensures accountability and transparency and seeks to align Councillor and Mayoral expenses and facilities with community expectations. Councillors and the Mayor must not obtain private or political benefit from any expense or facility provided under this policy.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2021* (the Regulation) and complies with the Office of Local Government’s Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

The policy sets out the maximum amounts council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

The main expenses and facilities are summarised in the table at item 10. All monetary amounts are exclusive of GST.

Additional costs incurred by a Councillor in excess of any agreed limit is considered a personal expense that is the responsibility of the Councillor.

Expenses and facilities provided by this policy are in addition to fees paid to Councillors (the minimum and maximum fees Council may pay each Councillor are set by the Local Government Remuneration Tribunal as per section 214 of the Act and reviewed annually. Council must adopt its annual fees within this set range).

Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this policy.

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## COUNCIL POLICY

### 1. POLICY STATEMENT

The intent of this policy is to:

- ensure there is accountability and transparency in the reimbursement of expenses incurred, or to be incurred by Councillors
- enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties
- enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties
- ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors;
- ensure facilities and expenses provided to Councillors meet community expectations;
- support a diversity of representation; and
- fulfil the Council's statutory responsibilities

### 2. POLICY COVERAGE

Unless otherwise stated, this policy is applicable to all Councillors of Wentworth Shire Council.

### 3. STRATEGIC PLAN LINK

Objective: 4.0 Wentworth Shire is supported by strong and ethical civic leadership with all activities conducted in an open, transparent and inclusive manner.

Strategy: 4.2 A strong, responsible and representative government.

### 4. DEFINITIONS AND ABBREVIATIONS

Term/Word	Definition
<b>Accompanying Person</b>	Spouse, partner or de-facto or other person who has a close personal relationship with or provides carer support to a Councillor
<b>The Act</b>	<i>Local Government Act 1993</i>
<b>Appropriate refreshments</b>	Food and beverages, excluding alcohol, provided by Council to support Councillors undertaking official business
<b>Clause</b>	Unless otherwise stated, a reference to a clause is a reference to a clause in this policy
<b>Code of Conduct</b>	The Code of Conduct adopted by Council or the Model Code of Conduct if none is adopted
<b>Councillor</b>	Elected Council representatives, including the Mayor
<b>Facilities</b>	Equipment and services provided by Council to Councillors to enable them to perform their civic functions with relative ease and at a standard appropriate to their professional role as Councillors
<b>Functions of Civic Office/civic functions</b>	Functions that Councillors are required to undertake to fulfil their legislative role and responsibilities for the Council that

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## COUNCIL POLICY

	should result in a direct benefit for the Council and/or the local government area
<b>General Manager</b>	The General Manager of Council and includes their delegate or authorised representative
<b>Incidental Personal Use</b>	Use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
<b>Mayor</b>	The elected Mayor or the Deputy Mayor acting in the position of Mayor in the Mayor's absence
<b>Long distance intrastate travel</b>	Travel to other parts of NSW of more than three (3) hours duration by private vehicle
<b>Official Business</b>	Functions that the Mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for Council, or result in a direct benefit for Council and/or for the local government area, and includes: <ul style="list-style-type: none"> <li>meetings of Council and committees of the whole;</li> <li>meetings of committees facilitated by Council;</li> <li>civic receptions hosted or sponsored by Council; and</li> </ul> meetings, functions, workshops and other events to which attendance by a Councillor has been requested or approved by Council.
<b>Professional Development</b>	Seminar, conference, training course or other development opportunity relevant to the role of a Councillor or the Mayor
<b>The Regulation</b>	Local Government (General) Regulation 2021 (NSW)
<b>Year</b>	The financial year, that is the 12 month period commencing on 1 July each year

## 5. POLICY CONTENT

It is the policy of Council that Councillors are recompensed for legitimate and reasonable expenses and can access agreed resources through an equitable, accessible, transparent and accountable process, subject to Office of Local Government (OLG) Guidelines, and any relevant legislative requirements.

### 5.1 General Conduct

Councillors must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out their functions under the Act or any other Act. This is a requirement under section 439 of the Act and reinforced in the Model Code of Conduct made under section 440.

Council's Code of Conduct Policy provides that Council resources must be used ethically, effectively, efficiently and carefully. Council property including intellectual property, official services and facilities must not be misused by any person or body for private benefit or gain. Councillors must also avoid any action or situation that could create the appearance that Council resources are being used inappropriately.

Council commits to the following principles:

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## COUNCIL POLICY

- **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions.
- **Reasonable expenses:** providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor.
- **Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor.
- **Equity:** there must be equitable access to expenses and facilities for all Councillors.
- **Appropriate use of resources:** providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations.
- **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to Councillors.

### 5.2 Private or Political benefit

Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

Private use of Council equipment and facilities by Councillors may occur from time to time. For example, telephoning home to advise that a Council meeting will run later than expected.

Such incidental private use does not require a compensatory payment back to Council.

Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse Council.

Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:

- production of election material;
- use of Council resources and equipment for campaigning;
- use of official council letterhead, publications, websites or services for political benefit; and
- fundraising activities of political parties or individuals, including political fundraising events.

### 5.3 General Expenses

All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.

Expenses not explicitly addressed in this policy will not be paid or reimbursed.

### 5.4 Specific Expenses

#### 5.4.1 General travel arrangements and expenses

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## COUNCIL POLICY

All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.

Each Councillor may be reimbursed for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes reimbursement:

- for public transport fares
- for the use of a private vehicle or hire car
- for parking costs for Council and other meetings
- for tolls
- by Cab charge card or equivalent
- for documented ride-share programs, such as Uber, where tax invoices can be issued.

Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.

Councillors seeking to be reimbursed for use of a private vehicle if no Council vehicle is available for use, must keep a log book recording the date, distance and purpose of travel being claimed. Claims for travel must be in accordance with this policy.

### 5.4.2 Interstate, overseas and long-distance intrastate travel expenses

Given Council's location near an interstate border, travel within the Sunraysia area of Victoria will be considered as general travel. Arrangements and expenses for this travel will be governed by general travel provisions.

Council will scrutinise the value and need for Councillors to undertake overseas travel. Councils should avoid interstate, overseas and long-distance intrastate trips unless direct and tangible benefits can be established for Council and the local community. This includes travel to cities where diplomatic ties exist.

Councillors seeking approval for any interstate and long-distance intrastate travel must submit a case to, and obtain the approval of, a full Council meeting prior to travel.

Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full Council meeting prior to travel. The case should include:

- objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the Councillor's civic duties;
- who is to take part in the travel;
- duration and itinerary of travel; and
- a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.

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All bookings for air travel will be made by Council through the Office of the General Manager, after receiving approval.

For interstate and long-distance intrastate journeys by air of less than three hours, the class of air travel booked will be economy class including, where available, the use of a flexible fare class. The most economical fare will be chosen, or the next available fare if no economy fares are available.

For interstate journeys by air of more than three hours, the class of air travel may be premium economy or economy dependent on availability.

For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.

Retrospective approval for overseas travel is not permitted.

Councillors *will not* accrue points from any 'Frequent Flyer' equivalent or similar loyalty program while on Council related business. Frequent flyer accrual is considered a private benefit.

After returning from overseas, interstate or long-distance intrastate travel, Councillors must provide an information report as soon as practicable to be presented to an Ordinary Council meeting on the aspects of the trip relevant to Council business and/or the community. If two or more Councillors attend the same event, only one report is required to be submitted.

### 5.4.3 Travel expenses not paid by Council

Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

### 5.5 Accommodation and Meals

In circumstances where it would introduce undue risk for a Councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the General Manager. This includes where a meeting finishes later than 11pm or starts earlier than 7.00am and the Councillor lives more than 50 kilometres from the meeting location.

Council will reimburse costs for accommodation and meals while Councillors are undertaking prior approved travel or professional development outside the Sunraysia region.

The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the General Manager, being mindful of the previous clause.

Councillors will not be reimbursed for the purchase of alcoholic beverages.

### 5.6 Refreshments for Council related meetings

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Appropriate refreshments will be available for Council meetings, Council committee meetings, Councillor briefings, approved meetings and engagements, and official Council functions as approved by the General Manager.

As an indicative guide for the standard of refreshments to be provided at Council related meetings, the General Manager must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

### 5.7 Professional Development

Council will set aside funds annually in its budget to facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies.

In the first year of a new Council term, Council will provide a comprehensive induction program for all Councillors which considers any guidelines issued by the OLG. The cost of the induction program will be in addition to the ongoing professional development funding.

Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.

Approval for professional development activities is subject to a prior written request to the General Manager outlining the:

- details of the proposed professional development;
- relevance to council priorities and business; and
- relevance to the exercise of the Councillor's civic duties.

In assessing a Councillor request for a professional development activity, the General Manager must consider the factors set out in the above clause, as well as the cost of the professional development in relation to the Councillor's remaining budget.

### 5.8 Conferences and Seminars

Council is committed to ensuring its Councillors are up to date with contemporary issues facing Council and the community, and local government in NSW.

Council will set aside funds annually in its budget to facilitate Councillor attendance at conferences and seminars. This allocation is for all Councillors. The General Manager will ensure that access to expenses relating to conferences and seminars is distributed equitably.

Approval to attend a conference or seminar is subject to a written request to the General Manager. In assessing a Councillor request, the General Manager must consider factors including the:

- relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties
- cost of the conference or seminar in relation to the total remaining budget.

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Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the General Manager. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to normal travel expense provisions.

Council will provide a Council vehicle (where available) for travel to conferences, seminars and meetings where no air travel is undertaken.

The Office of the General Manager will arrange for registration, accommodation and travel relating to attendance at any conference, seminar or professional development opportunity.

### 5.9 Spouse, Partner and Accompanying Person Expenses – within the Local Government area

Council will meet the reasonable costs of spouses and partners or an accompanying person for attendance at official Council functions that are of a formal and ceremonial nature within the local government area. Such functions would be those that a Councillor's spouse, partner or accompanying person could be reasonably expected to attend.

### 5.10 Spouse, Partner and Accompanying Person Expenses – Local Government Conferences

Council will meet limited expenses of spouses, partners or accompanying persons associated with attendance at the Local Government New South Wales Association's annual conference. These expenses are to be limited to the costs of registration and the official conference dinner. Travel expenses, accommodation and sundry expenses for spouses, partners or accompanying persons are not included and are the responsibility of the individual Councillor.

If a service is shared between a Councillor and a spouse/partner/accompanying person the expense associated with the service will be reimbursed as long as the expenses did not increase due to the attendance of the spouse/partner/accompanying person.

### 5.11 Information and Communication Technology (ICT) Expenses

Council will provide Councillors with a device and pay for data and internet costs associated with these devices.

Councillors may seek reimbursement for costs applications on their communications device and services used by Councillors directly related to their duties as a Councillor.

## 6. Special Requirement Expenses

Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible, including provision for sight or hearing-impaired Councillors and those with other impairments.

Transportation provisions outlined in this policy will also assist Councillors who may be unable to drive a vehicle.

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In addition to the provisions above, the General Manager may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with an impairment to perform their civic duties.

Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses at the discretion of the General Manager for attendance at official business, plus reasonable travel from the principal place of residence.

Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.

In the event of caring for an adult person, Councillors will need to provide suitable evidence to the General Manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

### 6.1 Home Office Expenses

Each Councillor may be reimbursed for costs associated with the maintenance of a home office, such as minor items of consumable stationery and printer ink cartridges.

### 6.2 Insurances

Councillors while on Council related business shall receive the benefit of insurance cover for:

- Personal Accident (including sickness and journey/travel)
- Public Liability
- Professional Indemnity
- Council and Officers Liability

In accordance with Section 382 of the Act, Council is insured against public liability, professional indemnity and Councillors and Officers claims. Councillors are included as a named insured on this Policy.

Insurance protection is only provided if a claim arises out of or in connection with the Councillor's performance of his or her civic duties, or exercise of his or her functions as a Councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.

Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.

### 6.3 Legal Assistance

Council may, if requested, indemnify or reimburse the reasonable legal expenses of:

- a Councillor defending an action arising from the performance in good faith of a function under the Act provided that the outcome of the legal proceedings is favourable to the Councillor.

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- a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor.
- a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.
- In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the General Manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.
- Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.
- Council will not meet the legal costs:
  - of legal proceedings initiated by a Councillor under any circumstances;
  - of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation; or
  - for legal proceedings that do not involve a Councillor performing their role as a Councillor.

Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

### 7. General Facilities for All Councillors

Councillors may book meeting rooms for official business in a specified Council building at no cost. Rooms may be booked through the General Manager's office.

The provision of facilities will be of a standard deemed by the General Manager as appropriate for the purpose.

#### 7.1 Stationary

Each Councillor may be reimbursed for costs associated with minor items of consumable stationery. Council will supply Councillors with a business card if requested.

#### 7.2 Administrative Support

Council will provide administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by staff as arranged by the General Manager or their delegate.

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## COUNCIL POLICY

Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

### 7.3 Additional Facilities for the Mayor

Council will provide to the Mayor a maintained vehicle to a similar standard of other Council vehicles, with a fuel card. The vehicle will be supplied for use on business, professional development and attendance at the mayor's office.

The Mayoral allowance will be reduced to cover the cost of any private travel.

A parking space at Council's offices will be reserved for the Mayor's Council-issued vehicle for use on official business, professional development and attendance at the Mayor's office.

Council will provide the Mayor with a furnished office incorporating a computer configured to Council's standard operating environment, telephone and meeting space.

In performing their civic duties, the Mayor will be assisted by staff providing administrative and secretarial support, as determined by the General Manager.

Council staff assisting the Mayor are expected to work on official business only, and not for matters of personal or political interest, including campaigning.

#### Corporate Credit Card

The Mayor can choose to be provided with a corporate credit card to be used on official Council related business only.

If the corporate credit card is selected, the Mayor will be required to comply with Council Policy and procedures concerning the management of corporate credit cards.

## 8. Approval Process

Expenses should only be incurred by Councillors in accordance with the provisions of this policy.

Approval for incurring expenses, or for the reimbursement of such expenses should be obtained before the expense is incurred where possible.

Approval up to a reasonable limit for the following may be sought after the expense is incurred:

- Local travel relating to the conduct of official business
- Carer costs

Final approval for payments made under this policy will be granted by the General Manager or their delegate.

A claim for reimbursement of expenses must be lodged within three (3) months of the expense being incurred. Claims made after this time may not be approved.

Council staff are empowered to question or refuse a request for payment from a Councillor when it does not comply with this policy.

Title: GOV010 PAYMENT OF EXPENSES AND PROVISION OF FACILITIES POLICY	V5.0	Version date: 12/02/2025
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## COUNCIL POLICY

### 8.1 Direct Payment

Council may approve and directly pay expenses. Request for direct payment must be submitted to the General Manager for assessment against this policy, with sufficient information and time to allow for the claim to be assessed and processed.

### 8.2 Reimbursement

All claims for reimbursement of expenses incurred must be made on the Expense Claim form, supported by appropriate receipts and/or tax invoices and submitted to the Director Corporate Services.

If a claim is approved, Council will make payment directly or reimburse the Councillor through accounts payable.

If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

### 8.3 Reimbursement to Council

If Council has incurred an expense on behalf of a Councillor that exceeds reasonable incidental private use or is not provided within this policy:

- Council will invoice the Councillor for the expense
- The Councillor will reimburse Council for that expense within 14 days of the invoice date

If the Councillor cannot reimburse Council within 14 days of the invoice date, they are to submit a written explanation to the General Manager. The General Manager may elect to deduct the amount from the Councillors allowance.

## 9. Other Matters

### 9.1 Disputes

If a Councillor disputes a determination under this policy, the Councillor should discuss the matter with the General Manager.

If the Councillor and the General Manager cannot resolve the dispute, the Councillor may submit a notice of motion to a Council meeting seeking to have the dispute resolved.

### 9.2 Return or retention of facilities

All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.

Should a Councillor wish to keep any equipment allocated by Council, then this policy enables the Councillor to make application to the General Manager to purchase any such equipment. The General Manager will determine an agreed fair market price or written down value for the equipment.

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## COUNCIL POLICY

The prices for all equipment purchased by Councillors under this provision will be recorded in Council's annual report.

### 9.3 Publication

This policy will be published on Council's website.

### 9.4 Reporting

Council will report on the provision of expenses and facilities Councillors as required in the Act and Regulations.

### 9.5 Auditing

The operation of this policy, including claims made under the policy, will be included in Council's audit program and an audit undertaken at least every two years.

### 9.6 Breaches

Suspected breaches of this policy are to be reported to the General Manager.

Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

## 10. Expense/Facility Cost Table

Expense or facility	Cost
General travel expenses	Actual Cost
Interstate, overseas and long-distance intrastate travel expenses	Actual Cost
Accommodation and meals	As per the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, adjusted annually
Professional development, Conferences and Seminar	Actual Cost
ICT expenses	Actual Cost
Carer expenses	Actual Cost
Home office expenses	Actual Cost
Council vehicle and fuel card	Provided to the mayor
Reserved parking space at Council offices	Provided to the mayor
Furnished office	Provided to the mayor

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**COUNCIL POLICY**

General Managers Office staff supporting Mayor and Councillors	Provided to the mayor and councillors
Use of private motor vehicle	Actual per km allowance

**11. RELATED DOCUMENTS AND LEGISLATION**

*Local Government Act 1993 (NSW)*

*Local Government (General) Regulation 2021 (NSW)*

*Office of Local Government Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW (October 2009)*

Council Policies

- GOV003 – Fraud Control Policy
- GOV004 – Public Interest Disclosure Policy
- GOV005 – Procurement Policy
- GOV009 – Delegations Policy
- GOV020 – Code of Conduct Policy
- GOV022 – Legislative Compliance Policy
- GOV024 – Credit Card Policy

Council Documents

- Procurement Manual
- Legislative Compliance Framework
- Governance Framework
- Fraud Control Plan
- Delegations Framework

**12. ATTACHMENTS**

- Code of Conduct
- Expense Claim Form

**13. DOCUMENT APPROVAL**

This Council Policy is the latest version of the official policy of the Wentworth Shire Council, as adopted by Council on [Click or tap to enter a date..](#) All previous versions of this policy are null and void. This policy may be amended or revoked by Council at any time.

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**9.11 ARTIFICIAL INTELLIGENCE (AI) POLICY**

File Number:	RPT/25/166
Responsible Officer:	Simon Rule - Director Corporate Services
Responsible Division:	Finance and Policy
Reporting Officer:	Deborah Zorzi - Governance Officer
Objective:	4.0 Wentworth Shire is supported by strong and ethical civic leadership with all activities conducted in an open, transparent and inclusive manner
Strategy:	4.2 A strong, responsible and representative government

**Summary**

Artificial intelligence (AI) is rapidly transforming the way organisations operate. AI-powered systems are being used to generate content, automate tasks, make decisions, drive robotics and improve efficiency in a wide range of industries.

Council can best manage the risks associated with the use of AI by developing an AI policy (and associated procedures as required) that establishes principles and controls to ensure Council uses AI in a responsible and ethical manner. Council has considered Australia's *AI Ethics Principles* in the development of this policy and will apply those principles in our use of AI enabled systems.

The implementation of an AI policy does not mean that Council will be prioritising the development of AI initiatives or solutions merely for the sake of having AI technology. An AI policy will position Council to identify and mitigate the risks posed by the adoption and use of AI technology and also educate its staff, particularly given the proliferation of AI Generative tools such as ChatGPT and CoPilot, and the fact that AI is becoming increasingly a 'built-in feature' of software systems/programs used by Council.

**Recommendation**

That Council endorses the draft *Artificial Intelligence (AI) Policy* in draft form to be placed on public exhibition for a period of 28 days.

**Detailed Report****Purpose**

The purpose of this report is to present a new policy to Council, the *Artificial Intelligence (AI) Policy*, that provides guidance and a set of principles to govern the use of AI by Council.

**Background**

Artificial intelligence (AI) is rapidly transforming the way organisations operate. AI-powered systems are being used to generate content, automate tasks, make decisions, drive robotics and improve efficiency in a wide range of industries.

The development and adoption of AI tools – software and applications that employ AI to generate or assist in generating content, solutions or decision -making processes – is proceeding at an exponential rate. Organisations and Federal, State and local governments are all employing AI tools, with varying levels of take-up including basic employment of generative AI tools to assist with report preparation to development of in-house engineered systems that enable AI-powered chatbots on an agency's website to interact with users.

Failure to consider the judicious use of AI will potentially place Council at a disadvantage both as a supplier of services to the community and as an employer. However, Council will first need to address the ethical, operational and legal issues/risks.

Late last year the General Manager emailed all Councillors and staff providing guidelines on the use of Generative AI tools and encouraged all Councillors and staff to read and understand *Australia's AI Ethics Principles*. That email was an organisational directive issued whilst a Council policy was developed and adopted.

Report Detail

AI presents an opportunity if the associated risks are appropriately managed. It can provide significant benefits to governments - to both staff and the users of their services including cost savings, enhanced customer experience, and increased engagement of staff by reducing unrewarding administrative tasks.

Whilst Regulation to date is being addressed through existing rules and regulations such as privacy, anti-discrimination, consumer and competition rules, the Australian and NSW Governments (NSW Digital) have developed (and mandated for some public authorities) *AI Ethics Principles* to guide adoption of this technology.

The Australian *AI Ethics Principles* at a glance are:

- Human, societal and environmental wellbeing
- Human-centred values
- Fairness
- Privacy protection and security
- Reliability and safety
- Transparency and explainability
- Contestability
- Accountability

Council has now developed an AI policy (and will develop associated procedures as required) that establishes our principles and controls to ensure Council uses AI in a responsible and ethical manner, underpinned by the *AI Ethics Principles*.

The AI Policy commits to:

- use AI lawfully, ethically and in accordance with human rights
- apply the Ethics Principles when implementing new technology comprising or incorporating AI, creating new AI systems, or using AI in decision making
- being transparent about Council's use of AI
- allowing individuals to challenge the use of an AI system or the outcome from the AI system.

It is proposed to review this policy no later than one (1) year following its adoption to ensure our policy addresses the evolving technology, its use and regulation.

Conclusion

The reporting officer recommends that Council endorses the *Artificial Intelligence (AI) Policy* in draft form. The draft Policy will then be placed on public exhibition for a period of 28 days.

Attachments

1. Working Document - Council Policy - Artificial Intelligence (AI) Policy GOV028 [↓](#)



## COUNCIL POLICY

<b>POLICY NUMBER &amp; TITLE:</b>	<b>GOV028</b>	<b>ARTIFICIAL INTELLIGENCE (AI) POLICY</b>
<b>WORD DOCUMENT ID:</b>	DOC/25/2852	
<b>VERSION:</b>	1.0	
<b>ADOPTED MEETING DATE:</b>	Click or tap to enter a date.	
<b>REVIEW DUE:</b>	Four yearly or following change of legislation or incident	
<b>VERSION AMENDMENTS:</b>	Nil	
<b>RESPONSIBLE DEPARTMENT:</b>	Corporate Services	

## ARTIFICIAL INTELLIGENCE (AI) POLICY

### POLICY OBJECTIVE

This Policy provides guidance and a set of principles to govern the use of Artificial Intelligence (AI) by Wentworth Shire Council, including Councillors, staff and contractors.

### 1. POLICY STATEMENT

AI technology presents an opportunity for Wentworth Shire Council (Council) to enhance its service delivery to the Wentworth community. Whilst AI can create efficiencies which improve service outcomes, Council recognises that it must adopt an ethical AI framework to prevent outcomes that negatively affect individuals, communities, groups, or the environment.

To ensure that AI is used ethically and in accordance with human rights, Council will apply Australia’s *AI Ethics Principles* (the Principles) to maintain public trust and confidence that Council’s use of AI is safe, secure and reliable.

### 2. POLICY COVERAGE

This policy applies to all Councillors, Council staff and contractors engaged by Council. Adherence to this policy is mandatory across all Council operations involving AI.

### 3. STRATEGIC PLAN LINK

Objective: 4.0 Wentworth Shire is supported by strong and ethical civic leadership with all activities conducted in an open, transparent and inclusive manner

Strategy: 4.2 A strong, responsible, representative government

### 4. DEFINITIONS AND ABBREVIATIONS

Term/Word	Definition
<b>Artificial Intelligence (AI)</b>	AI is the ability of a computer system to perform tasks that would normally require human intelligence, such as learning, reasoning, and making decisions. AI encompasses various specialised domains that focus on different tasks. Examples include Machine Learning, which enables computers to learn from data; Natural Language Processing for understanding and generating human language; and Generative AI.
<b>Artificial Intelligence Tools (AI Tools)</b>	Software and applications that employ AI to generate or assist in generating content, solutions or decision-making processes.
<b>Generative AI (Gen AI)</b>	Gen AI is a wide-ranging term that refers to any form of AI capable of generating new content, including text, images, video, audio, or code.

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**COUNCIL POLICY**

	Easily accessible examples of Gen AI include ChatGPT (OpenAI), BardAI (Google), MidJourney, and CoPilot (Microsoft). These tools (AI Tools) allow individuals to input text and receive AI-generated content. They offer functionalities such as summarising lengthy articles, providing concise answers to questions, or generating code snippets for described functions.
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**5. POLICY CONTENT**

This policy outlines the principles and requirements for the safe and responsible use of AI.

**5.1 AI should be Deployed Responsibly**

Council should only use AI platforms in low-risk situations and take the appropriate risk mitigation strategies described in this policy. Some examples of low-risk use include using tools to brainstorm ideas or options, or to do initial drafting of content, emails and reports.

Council must ensure that all uses of AI platforms comply with Council’s Use of Communication Devices Policy, Information Security Policy, and Privacy Management Policy.

Cases which pose an unacceptable risk to Council include but are not limited to:

- those requiring the input of any amount of Council data considered to be sensitive or confidential information;
- where services will be directly delivered by AI, or decisions made by AI; and
- where coding outputs will be used in government systems.

**5.2 Accountability and Human Centred Decision Making**

Council engages in a broad range of activities and delivers many services for the community. AI tools must never be the final decision-maker on Council activities or services. Accountability and transparency are Council values and as such, those who use AI to produce content are responsible for that content and must be able to explain and justify their advice and decisions.

Any responses or outcomes provided by AI tools must be critically analysed for appropriateness and accuracy before being used, as they can provide incorrect answers in a confident way.

In so doing, Council should consider whether responses or outcomes generated by AI are factually accurate, meet community expectations, or are coloured by known biases in the training data.

Council should also consider intellectual property rights of third parties as well as broader privacy and copyright issues when using these tools.

**5.3 Transparency**

It should be clear when generative AI tools are being used by Council to inform activities. Council will include a notation where applicable in briefings or official communications indicating if generative AI was used to generate any of the information.

Following critical analysis of that content as required above and where the decision is made to directly incorporate substantial AI generated content into a report, briefing or official communication, consideration should be given to creating a working document capturing that content and the date it was generated for record keeping purposes. That document should be

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### COUNCIL POLICY

created in accordance with Council’s Records and Information Management Policy and to support transparency around decision-making.

Official communications remain subject to Council’s Media Policy even when produced by AI tools.

#### 5.4 Privacy Protection and Security

All data entered into AI tools is stored externally to Council beyond our ability to control access or privacy.

Inputs into AI tools should not include or reveal any classified information, or personal information held by Council. All activities and inputs in relation to the use of information with AI tools should be considered a disclosure of that information and must comply with Council’s Privacy Policy, relevant legislation, and the Information Privacy Principles.

Council restricts the entry of information into public AI tools that:

- is not already public
- is personal information, entry of which contravenes Councils Privacy Policy.
- Is confidential information.

Users must also not enter information that would allow AI platforms to extrapolate classified or sensitive information based on the aggregation of content you have entered over time. Additionally, users should avoid sharing any information that could be used for identity theft, fraud, or hacking attempts.

Where available, Council should disable any settings or permissions which save data or use history.

Council’s IT department retains the right to block access to known problem AI tools at any time and without notice.

#### 5.5 Implementing new technology comprising or incorporating AI

When considering implementing new technology (either by acquisition or internal development) or approving freeware applications for use that comprises or incorporates AI, Council will conduct an AI impact assessment against the:

- AI Ethics Principles;
- Council’s Privacy Management Policy; and
- Information Security Policy

as part of the Information and Communications Technology governance processes. The IT Team will consult with Council staff with relevant subject matter expertise as necessitated by the specifics of how the technology will be applied.

#### 5.6 Creating an AI system

Should Council consider engineering an AI system, Council will maintain a standard which applies relevant *AI Ethics Principles* to the AI system throughout the AI Lifecycle.

Council will also publish a register of its AI systems that have the potential to impact a person, community, group, or environment. A person will be able to challenge the use of an AI system,

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or the outcome from the AI system, by submitting a complaint in accordance with Council’s Complaint Management Policy.

#### 6. ROLES AND RESPONSIBILITIES

The Director Corporate Services is responsible for ensuring this policy is implemented, progress is monitored and regular review of the policy and its implementation is undertaken in consultation with the Manager Technology Services.

The policy will be reviewed by the Governance Team in consultation with the IT Team no later than 1 year after its adoption to ensure that it appropriately addresses the evolving technology, its use and regulation.

All Councillors, staff and contractors engaged by Council are responsible for understanding and applying this policy.

#### 7. RELATED DOCUMENTS AND LEGISLATION

*Privacy & Personal Information Protection Act 1998 (NSW)*  
*Health Records & Information Privacy Act 2002 (NSW)*

GOV002 – Use of Communication Devices Policy  
GOV007 – Privacy Policy  
WF539 – Information Security Policy

*AI Ethics Principles – Australian Department of Industry, Science and Resources*

#### 8. ATTACHMENTS

#### 9. DOCUMENT APPROVAL

This Council Policy is the latest version of the official policy of the Wentworth Shire Council, as adopted by Council on [Click or tap to enter a date.](#) All previous versions of this policy are null and void. This policy may be amended or revoked by Council at any time.

Signed: \_\_\_\_\_  
**General Manager Wentworth Shire Council**

[Click or tap to enter a date.](#)  
**Date**

Title: GOV028	ARTIFICIAL INTELLIGENCE (AI) POLICY	V1.0	Version date:
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**9.12 DRAFT COMMUNITY STRATEGIC PLAN**

File Number: RPT/25/167

Responsible Officer: Simon Rule - Director Corporate Services  
 Responsible Division: Finance and Policy  
 Reporting Officer: Simon Rule - Director Corporate Services

Objective: 4.0 Wentworth Shire is supported by strong and ethical civic leadership with all activities conducted in an open, transparent and inclusive manner

Strategy: 4.2 A strong, responsible and representative government

**Summary**

In accordance with statutory requirements Council is required to have a Community Strategic Plan that has been developed and endorsed by Council.

The Community Strategic Plan is a document that identifies the main priorities and aspirations for the future of the Wentworth Shire region and covers a period of at least 10 years from when the plan is endorsed.

The draft Community Strategic Plan must be placed on public exhibition for a period of at least 28 days and submissions received by the public must be considered by the Council prior to adopting the final version of the plan.

**Recommendation**

That Council endorses the draft Community Strategic Plan to be placed on public exhibition period for a period of 28 Days

**Detailed Report**

*Purpose*

The purpose of this report is to seek the endorsement of Council to place the draft Community Strategic Plan on public exhibition to enable further community consultation to occur.

*Background*

In accordance with statutory requirements Council is required to have a Community Strategic Plan that has been developed and endorsed by Council.

The Community Strategic Plan is a document that identifies the main priorities and aspirations for the future of the Wentworth Shire region and covers a period of at least 10 years from when the plan is endorsed.

The draft Community Strategic Plan must be placed on public exhibition for a period of at least 28 days and submissions received by the public must be considered by the Council prior to adopting the final version of the plan.

*Matters under consideration*

Following an ordinary election of Councillors, Council must review the Community Strategic Plan before 30 June following the election. The statutory requirement is for the draft plan to be placed on public exhibition for a period of at least 28 days.

While the Community Strategic Plan is on public consultation Council Officers will continue to draft the Resource Strategy, Delivery Program, Operational Plan and Disability Inclusion Action Plan.



Consultation that has been undertaken to inform the draft Community Strategic Plan include:

### **Community Survey**

An online survey was placed on Council's website for a eight week period from 26 November 2024 to 24 January 2025. The survey asked respondents to rank Council's performance and service delivery, how they feel about living in the Wentworth Shire, and the opportunities, threats, strengths and weakness for the community and where they would like to see the community in ten years' time. There were 43 respondents.

### **Community Consultation Sessions**

A series of 8 consultation sessions were held between November 2024 and March 2025 in the following locations:

- Wentworth
- Gol Gol/Buronga
- Curlwaa
- Dareton
- Anabranah
- Pooncarie
- Pomona
- Ellerslie

A total of 87 residents attended the sessions which provided an opportunity to discuss the future of the Wentworth Shire and the actions required to achieve this future. Attendees were asked to identify what they felt were the top priorities going forward.

### **Targeted Consultation**

Workshops and/or focused meetings were held with the following organisations:

- Bendigo Community Bank Board
- Buronga Senior Citizens
- Coomealla Memorial Sporting Club Board
- Dareton Senior Citizens
- Gol Gol Public School
- Murray House
- Wentworth Pre-school
- Wentworth Public School
- Wentworth Regional Tourism Inc
- Wentworth Senior Citizens

In addition to the above, Council has received six (6) individual submissions from residents and ratepayers.

A session will be held with Councillors in April, providing them the opportunity to review the process that had been undertaken so far, the feedback received, and to provide them with an opportunity to have input into the development of the plan.

Legal, strategic, financial or policy implications

It is a requirement of the *Local Government Act 1993* (NSW) for Council to review its Community Strategic Plan following the ordinary election of Councillors.

Conclusion

The draft Community Strategic Plan is required to be placed on public exhibition for a period of at least 28 days to enable continuing community consultation and to assist in the preparation of the four year Delivery Program.

Attachments

1. Draft Community Strategic Plan [↓](#)

# Community Strategic Plan 2026-2036



# INTERPRETER SERVICES



**MAHALAGA | FILIPINO**

Kung kailangan mo ng tulong sa pagbabasa at pag-unawa sa dokumentong ito, ang mga kawani ng customer service ng Wentworth Shire Council ay masaya na tumulong sa pag-aayos ng isang libreng serbisyo ng interpretasyon. Upang ayusin ang isang interpreter, mangyaring makipag-ugnayan sa Council sa 03 5027 5027, o bisitahin ang isang Council Office na nakalista sa ibaba.



**IMPORTANT | FRANÇAIS**

Si vous avez besoin d'aide pour lire et comprendre ce document, le personnel du service client du Wentworth Shire Council se fera un plaisir de vous aider à organiser un service d'interprétation gratuit. Pour organiser un interprète, veuillez contacter le Conseil au 03 5027 5027 ou visitez un bureau du Conseil indiqué ci-dessous.



**ΣΗΜΑΝΤΙΚΟ | ΕΛΛΗΝΙΚΟ**

Εάν χρειάζεστε βοήθεια για την ανάγνωση και την κατανόηση αυτού του εγγράφου, το προσωπικό εξυπηρέτησης πελατών του Wentworth Shire Council είναι πρόθυμο να σας βοηθήσει στη διευθέτηση μιας δωρεάν υπηρεσίας διερμηνείας. Για να κανονίσετε έναν διερμηνέα, επικοινωνήστε με το Δήμο στο 03 5027 5027 ή επισκεφθείτε ένα Γραφείο του Συμβουλίου που αναφέρεται παρακάτω.



**IMPORTANTE | ITALIANO**

Se hai bisogno di assistenza per leggere e comprendere questo documento, il personale del servizio clienti del Wentworth Shire Council sarà lieto di assisterti nell'organizzazione di un servizio interpretativo gratuito. Per organizzare un interprete, contattare il Comune allo 03 5027 5027 o visitare uno degli uffici del Comune elencati di seguito.



**PENTING | MELAYU**

Jika anda memerlukan bantuan membaca dan memahami dokumen ini, kakitangan perkhidmatan pelanggan Wentworth Shire Council berbesar hati untuk membantu dalam pengaturan perkhidmatan tafsiran percuma. Untuk mengatur jurubahasa, sila hubungi Majlis di 03 5027 5027, atau lawati Pejabat Majlis yang disenaraikan di bawah.



**重要 | 普通话(简体中文)**

如果您在阅读和理解本文件时需要帮助,温特沃思郡议会的客户服务人员很乐意协助安排免费口译服务。如需安排口译员,请致电 03 5027 5027 联系议会,或前往下列议会办公室。



**महत्त्वपूर्ण | अंगरेजी**

जेकर उहाँनूँ ईस दसतावेस उँ पढ़न अउे समझ वॉचि सगईजा दी लेइ है, उँ वैनटवरथ साइर काउंसिलि दे गारक सेवा सटाद ईक मुद्द वॉआषआ सेवा दे पुरबष वॉचि सगईजा करन लई पुस गन। दुआमीए दा ईउंसुम करन लई, करिपा करके 03 5027 5027 'उे काउंसिलि नाल संपरक करे, जं गेठं सुचीषष वसि काउंसिलि दइदर 'उे जाई।



**สำคัญ | แบบไทย**

หากคุณต้องการความช่วยเหลือในการอ่านและทำความเข้าใจเอกสารนี้ เจ้าหน้าที่บริการลูกค้าของ Wentworth Shire Council ยินดีให้ความช่วยเหลือในการจัดการบริการล่ามฟรี หากต้องการจัดเตรียมล่าม โปรดติดต่อสภาที่ 03 5027 5027 หรือไปที่สำนักงานสภาตามรายการด้านล่าง



**ÖNEMLİ | TÜRKÇE**

Bu belgeyi okuma ve anlama konusunda yardıma ihtiyacınız varsa, Wentworth Shire Belediyesi'nin müşteri hizmetleri personeli, ücretsiz tercümanlık hizmetinin ayarlanmasında yardımcı olmaktan mutluluk duyacaktır. Bir tercüman ayarlamak için lütfen 03 5027 5027 numaralı telefondan Belediye ile iletişime geçin veya aşağıda listelenen bir Belediye Ofisini ziyaret edin.



**QUAN TRỌNG | TIẾNG VIỆT**

Nếu bạn cần trợ giúp để đọc và hiểu tài liệu này, nhân viên dịch vụ khách hàng của Hội đồng Wentworth Shire sẵn lòng hỗ trợ sắp xếp dịch vụ thông dịch miễn phí. Để sắp xếp một thông dịch viên, vui lòng liên hệ với Hội đồng theo số 03 5027 5027 hoặc đến Văn phòng Hội đồng được liệt kê bên dưới.

**IMPORTANT | ENGLISH**

If you require assistance reading and understanding this document, customer service staff of Wentworth Shire Council are happy to assist in the arrangement of a free interpretive service.

To arrange an interpreter, please contact Council on 03 5027 5027, or visit a Council Office listed below.

COUNCIL OFFICES



**Midway Community Centre**  
2 Midway Drive, Burgess, NSW 2720



**Wentworth Visitor Centre (Main Administration Office)**  
61 Dudley Street, Wentworth, NSW 2610





*We acknowledge the traditional owners of the land on which we live and work, and pay our respects to their elders past, present, and emerging.*

# Our Objectives



Wentworth Shire is a vibrant, growing and thriving region

**ECONOMIC**



Wentworth Shire is a great place to live

**SOCIAL**



Wentworth Shire is a community that works to enhance and protect its physical and natural environment

**ENVIRONMENTAL**



Wentworth Shire is supported by strong and ethical civil leadership with all activities conducted in an open, transparent and inclusive manner

**CIVIC LEADERSHIP**



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**Our Values:** Honest & Integrity | Accountability & Transparency | Respect | Quality & Commitment



## Shire and Tourism Profile

Wentworth is the region's oldest town, located at the junction of Australia's two largest rivers, where the Darling ends and joins the Murray. Its location made Wentworth an important port in the paddle steamer era. Once the busiest inland port in NSW, it was considered as the site for the Australian capital.

In 1829 exploration parties headed out west of Sydney towards the then unknown Murray and Darling rivers in an endeavour to discover an inland sea. Although no inland sea was found, Captain Charles Sturt, entered the headwaters of a wide river which he named the Darling. On his return to Sydney a Government conceived expedition then sent Sturt to trace the Murrumbidgee River. It was during this expedition that he entered a mighty river which he named the Murray. In 1830, while navigating the Murray, he came across a river junction which he was convinced was the Darling.

Joseph Hawdon and Charles Bonney drove cattle overland from New South Wales to Adelaide along the Murray and arrived at the Darling/Murray junction in 1838. Other overlanders followed the route, which became known as the Sydney/Adelaide 'highway', and the river junction spot became an established camp site known as Hawdon's Ford. The actual junction at the time was called "The Rinty". The settlement was later referred to as the "Darling Junction".

A number of squatters established reign over the land along the Darling and Murray Rivers, expanding their holdings westwards from the Murrumbidgee area and north eastwards from South Australia. In the mid 1840's the settlement was known as "McLeod's Crossing", named for the first white residents of the settlement.

With the arrival of the river steamers in 1853, the small European settlement found itself to be ideally situated as an administrative and commercial centre for the untapped wealth of the vast Outback. For many years Sydney was the only port in New South Wales to handle more cargo than Wentworth. The steamers brought a new sophistication to the rugged river towns. They carried the hopes and dreams of fragile communities for over three quarters of a century.

In 1857, Surveyor General Barney considered it time to establish a proper township. The town site was approved in 1859 and was named after the New South Wales explorer and politician William Charles Wentworth, on June 21, 1859. The area was proclaimed a municipality on January 23, 1879, and is the region's oldest settlement.

Throughout the prosperous river trade days Wentworth Shire suffered extremes in fortune and despair. The area suffered floods, droughts, rabbit plagues and overstocking which in turn caused erosion and land degeneration. Nonetheless, the settlements continued to thrive and grow at a reasonably rapid pace and by 1929 a series of locks and weirs, to assist navigation and pumping, had been completed on the Murray River.

In the early 1900's the first irrigation settlement in New South Wales was commenced at Curlwaa, seven kilometres east of Wentworth. Irrigation breathed new life into the district which led to pastoral properties being divided into smaller allotments (now referred to as "blocks").

An improved system of road networks, state-wide rail links and motorised transport reduced the need for riverboats as a source of transportation, communication and trade, thus forcing an end to the riverboat era.

Wentworth continues to be an important centre for the surrounding landholders. It is a town steeped in history and as a tourist area of great diversity. Wentworth has much to offer including; the Junction of the Murray and Darling Rivers, Locks and Weirs, Paddle steamers and Houseboats, Water sports, Historic Buildings, The Old Wentworth Gaol, Pioneer Museum, Aboriginal Culture and Galleries, Wineries, Perry Sandhills. The Wentworth Shire boasts the Australian Inland Botanical Gardens, Mungo National Park and the Willandra Lakes World Heritage Area, unique scenery and native wildlife as key tourist attractions.

Wentworth is considered the gateway to Outback NSW and is situated on the junction of the Murray and Darling Rivers in South-Western New South Wales.

Mildura, situated on the Victorian side of the Murray, is the nearest commercial centre of any size. Wentworth Shire is a region of great diversity and it offers you the opportunity to experience an introduction to Outback Australia.

The area can be an arid and harsh landscape or a landscape that is soft and serene in solitude. It is a land of rivers, creeks and lagoons; miles and miles of saltbush, acacia, casuarina and Mallee, wide flat plains, drifting desert sands, red roads and cobalt blue skies.

Remarkably for tens of thousands of years prior to Sturt naming the Darling river, the traditional owners who lived along it had called the river Baaka, hence their name Barkindji people, meaning 'Kinship to the river'.

In recent years, 'Baaka' the traditional name for the river has been more widely used by the broader community, giving back cultural recognition and respect to the First Nations

people. The rivers and water are vital to Aboriginal culture, spirituality, mythical identity and wellbeing. For this reason, the Barkindji Native Title Group Aboriginal Corporation (BNTGAC) are leading the way for the Baaka to be formally recognised as a dual name for the Darling River.

### The Canoe Tree

The magnificent canoe tree located in the Greater Murray Darling Junction Reserve makes for a grand entrance to Junction Island. These trees are remarkable examples of Aboriginal expertise and are the embodiment of the rich Aboriginal Cultural Heritage along the river.

To make a canoe, they would first make an outline of the shape required with cutting stones. Once the shape was decided, they would cut deeply into the tree to the heartwood (or xylem), prying the bark off in one piece with sticks or rocks. Some were made watertight by the addition of clay and grass in any leaky areas.



## The Sights and Experiences of Wentworth Shire



### Wentworth Visitor Information Centre

A world where history, culture and nature collide. Explore the audio-visual displays, shop local products and gather local information.



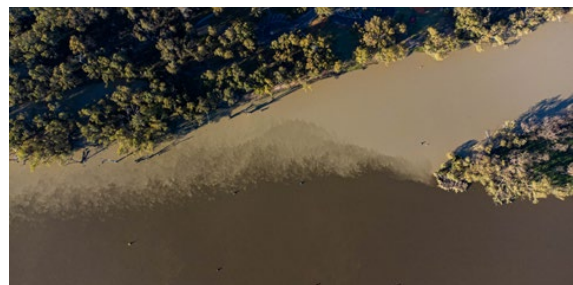
### Junction Park Viewing Tower

The Confluence of the Darling and Murray Rivers can be best viewed from the observation tower.



### Old Wentworth Gaol

Built in 1879-1881, the small single storey brick gaol with bluestone trim was designed by colonial architect, James Barnett.



### Junction Island Walk

Stand at the point of Junction island where the Murray and Darling Rivers meet. Walk between the rivers through a natural reserve.



### Old Wentworth Wharf

The Old Wharf on the Darling and the Captain John Egge Memorial. A short walk from the main street on the river front, once the scene of a busy river trade.



### Australian Inland Botanic Gardens

Be amazed at the array of Australian and exotic flora on display at the 50 hectare site. Explore the stunning gardens, soak up the solitude or join a tractor train tour.





**Perry Sandhills**

A natural wonder of Wentworth. Explore the drifting sands of this ice-age formation, home to mega fauna fossils and second world war RAAF practice range. Enjoy a quiet stroll over the hills or go wild with the endless fun to be had up and down the dunes.



**Pooncarie**

Visit the historic town of Pooncarie, once a thriving port town laden with wool plying the Darling downstream for South Australia.



**Mungo National Park**

Visit Mungo National Park with around 40,000 years of living culture. Mungo National Park is situated within the Willandra Lakes World Heritage Area; it is an area of international significance for its cultural, archaeological, and natural landscape features.



**Fotherby Park**

Visit the Fergie Monument – a standing legacy to the wonderful tractor that saved Wentworth and surround during the 1956 floods.

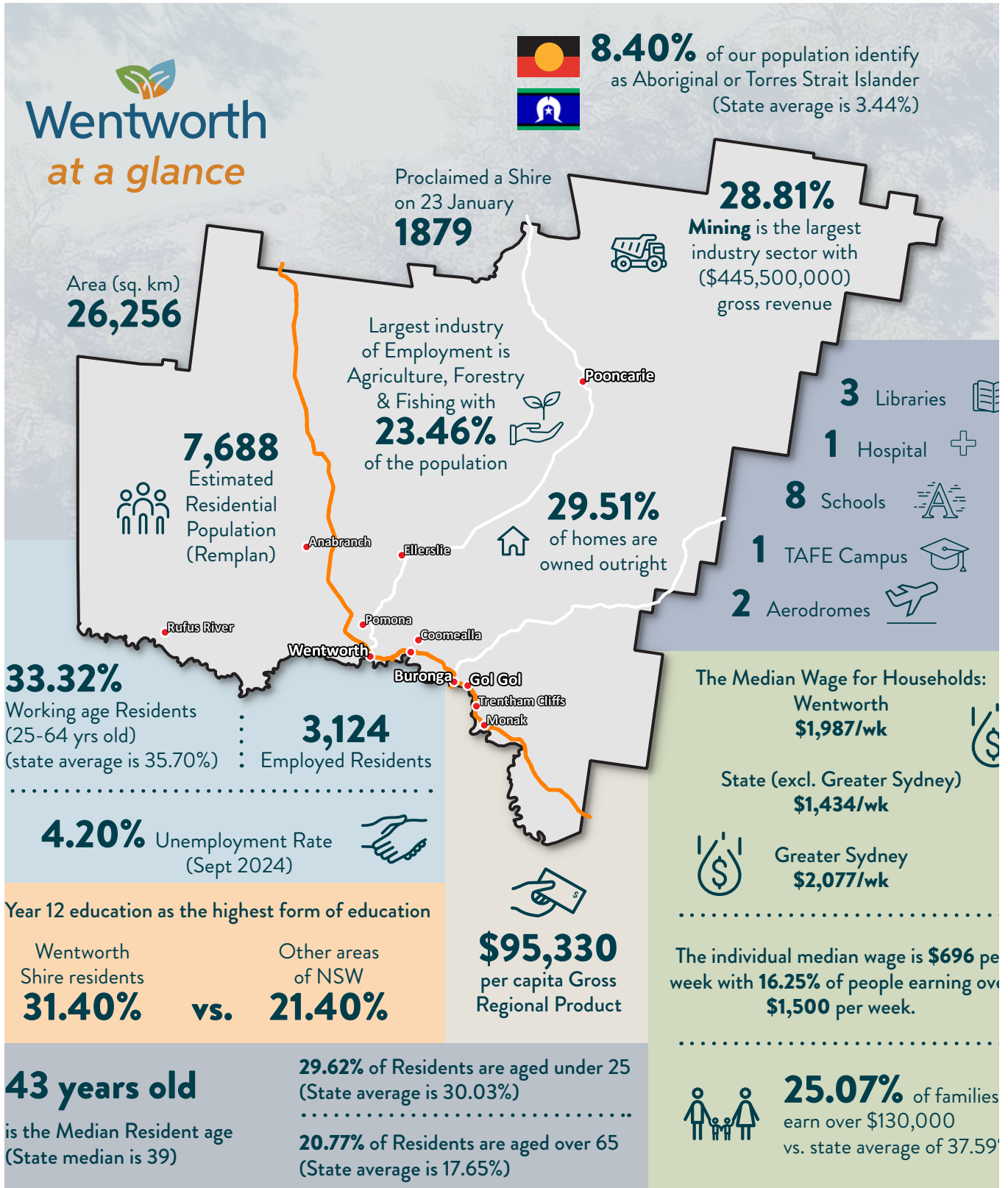


**PS Ruby** Wentworth's flagship.



**Wentworth Rotary Pioneer Museum**

Learn about the history of Wentworth and surrounds through interactive displays.



662km of sealed road



**422km**  
ADELAIDE

**583km**  
MELBOURNE

**1,044km**  
SYDNEY

1,360km of unsealed road

## Purpose of the Community Strategic Plan (CSP)

As part of the Integrated Planning and Reporting (IP&R) Framework NSW, Wentworth Shire Council is required to develop a Community Strategic Plan (CSP). The purpose of the CSP is to outline the future vision and aspirations of the community to assist with long term planning, prioritisation and decision making.

This document is a forward-looking aspirational Plan, and while it recognises the rich and significant history of the region, it also explores new approaches to ensuring the community can move towards its aspirational vision through innovation, technology and strategic thinking.

Developing a CSP which reflects the vision of the whole community is a challenging task. As with any community, there are differing opinions and perspectives about where Council should use its limited resources to best meet the needs of the community.

In order to overcome this challenge, Council is committed to gaining as full an understanding as possible about the key issues and opportunities the region is facing in the future. This includes drawing on existing strategies and plans, staff knowledge, additional research, and most importantly – feedback received from the community.

Bearing in mind the purpose of the CSP is to outline and deliver on the vision and aspirations for the community, consultation feedback plays an essential role in guiding this objective. It is the input from the community which has shaped this document, and a successful CSP will see the fruition of an ongoing consultation process realising the desires and aspirations of the community into the future.

The CSP is also a reference point for decision making, so at any stage, elected

representatives, members of the community and council staff can look to the CSP to help support or review decisions being made on specific issues, and ensure these decisions align with the community vision.

As with any long-term plan, the CSP will be reviewed regularly to ensure that the direction it offers remains congruent with community needs which may change over time. Ultimately, this is the document which should ensure that the community is listened to and provided for in years to come.

The Community Strategic Plan is not able to be wholly implemented in one term of Council. The themes and directions outlined in the plan will inform Council's Delivery Program. The Delivery Program represents what the Council expects to achieve during the term of election for the Council, typically four years. The annual Operational Plan identifies the individual activities and projects that will be completed within the next financial year of the Delivery Program, which in turn drives the Council budget.

A long-term vision will not be achieved without formal identification and allocation of resources. The Resource Strategy outlines Council's capacity to manage assets and deliver services over the next ten years. It determines Council's capacity to manage its finances effectively, to sustain its workforce and manage the overall costs of community assets. The strategy is prepared under the following guiding principles:

- Our community is our responsibility;
- We strive for innovation and continuous improvement;
- We are informed and make decisions based on data and community involvement;



- We are resilient; and
- We facilitate smart local choices to be made at a local level.

It is important to track how we are progressing in delivering our Community Strategic Plan. Council will report back to the community at regular intervals on what has been achieved and how it is progressing. These reports include:

- **Regular Operational Plan Review** – Every three months Council will report on the progress that has been achieved in implementing the Actions identified in that year’s Operational Plan.
- **Annual Report** – This is a report to the community every year on the progress in implementing the Operational Plan and Delivery Program.

- **State of our Shire Report** – This is a report to the community that focuses on how effective council has been in delivering social, environmental, economic and civic leadership objectives over the term of the previous council. It reports against the high-level strategies and priorities of the CSP and has a community focus, rather than a council one.

*“Balancing competing needs and principles is the most pressing challenge for all local government”*



Official opening of the Wentworth Visitor Centre. Left to right: Helen Dalton MP, The Hon. Ron Hoenig, Minister for Local Government and Mayor of Wentworth Shire Council, Cr Daniel Linklater (March 2025).



# Strategy at a glance

Our Economy | Our Community | Our Environment | Our Leadership



Strategy 1  
**Our Economy**

Wentworth Shire is a vibrant, growing and thriving region



Strategy 2  
**Our Community**

Wentworth Shire is a great place to live



**You told us you wanted:**

- To make our riverfront a feature.
- To bring tourist dollars to the towns, local community and businesses.
- To promote natural attractions within the Shire.
- To support mining and renewable

Objective	Council's role
1 Create a supportive Environment for business to invest and grow	Provide/ Advocate
2 Promote the Wentworth Region as a desirable visitor and tourism destination	Provide/ Collaborate
3 High quality connectivity across the region	Advocate

**Desired Outcomes**

**Economic Growth and Opportunity**

- A key desired outcome is the development of a robust and diverse economy that supports local businesses, attracts investment, and creates employment opportunities.

**Arts, Culture and Tourism Development**

- A vibrant region thrives on a strong cultural and creative sector that promotes increased investment in tourism infrastructure, and marketing to showcase regional attractions leading to increased visitations.

**Infrastructure and Connectivity**

- For the region to grow and thrive, it must have modern infrastructure and connectivity including reliable and efficient transportation networks and enhanced digital infrastructure to support businesses and residents.

**You told us you wanted:**

- More facilities to accommodate our aging population.
- Access to housing
- Animal control
- Increased traffic and pedestrian safety

Objective	Council's role
1 Continue to create opportunities for inclusion where all people feel welcome and participate in community life	Provide/ Collaborate
2 The community has access to services and initiatives that contribute to well being across all stages of life.	Collaborate/ Advocate
3 To have a safe community	Provide/ Collaborate
4 To have a strong sense of place	Provide

**Desired Outcomes**

**Safe and inclusive Community**

- A great place to live is one where residents feel safe, welcomed and valued.

**Quality Housing and Liveability**

- Ensuring that residents have access to safe, affordable and high quality housing.

**Health and Well-being**

- A thriving community supports the physical and mental well-being of its residents.

**Education and lifelong learning**

- A great place to live provides residents with access to quality education and lifelong learning opportunities.

**Vibrant Community Life and recreation**

- A great place to live offers a variety of recreational, cultural and social opportunities.

Strategy 3

## Our Environment



Wentworth Shire is a community that works to enhance and protect its physical and natural environment

Strategy 4

## Our Leadership



Wentworth Shire is supported by strong and ethical civil leadership with all activities conducted in an open, transparent and inclusive manner

**You told us you wanted:**

- Stronger effort to protect our natural environment and waterways
- A better waste management system that incorporates recycling and green waste bins
- Better water pressure and quality

**You told us you wanted:**

- Better communication and engagement with the community.
- Broader community consultation
- Transparency, honesty, integrity in the Council and its staff

Objective	Council's role
1 An urban environment that maintains and enhances our sense of identity and place.	Provide
2 Our public assets are well maintained and able to meet the growing population demands.	Provide
3 Minimise the impact on our natural environment.	Provide/ Advocate
4 Use and manage our resources wisely.	Provide/ Collaborate
5 Infrastructure meets the needs of our growing Shire.	Provide/ Advocate

Objective	Council's role
1 A well engaged and informed community.	Provide
2 We value our civic leadership whose stewardship and decision making benefits present and future generations.	Provide/ Collaborate/ Advocate
3 Provide a governance framework that is transparent and builds trust in local leadership.	Provide
4 Manage public resources responsibly and efficiently for the benefit of the community	Provide/ Collaborate/ Advocate

**Desired Outcomes**

**Sustainable Land Use and Development**

- Ensuring responsible urban planning and land use is essential for balancing growth and environmental protection.

**Waste Management**

- Effective waste management reduction strategies are essential for a clean and healthy environment.

**Water Resource Management**

- Preserving and managing water resources is essential for environmental sustainability and public health.

**Infrastructure Resilience and Maintenance**

- A key outcome is ensuring that essential infrastructure is well maintained, resilient and capable of serving the community effectively.

**Desired Outcomes**

**Ethical leadership, integrity & transparent governance**

- The community must be lead by ethical leaders ensuring that all civic activities are conducted openly and with accountability.

**Inclusive decision making and community participation**

- Ensuring that all voices are heard and valued is critical for fostering an engaged & inclusive community.

**Effective and responsible leadership**

- Leadership should be proactive, adaptive & responsive to the evolving needs of the community

**Collaboration and partnerships**

- Building strong relationships between government businesses and community organisations enhance civic leadership.

**Innovation and future planning**

- Strategic foresight ensures that public resources are managed effectively for current and future generations.





'Beautiful, unique landscapes and attractions'

'Fabulous river right on our doorstep'

'Rural towns such as Pooncarie and Wentworth to draw in tourism dollars'

'Friendly'

## What you love about Wentworth Shire

'Close proximity to large shopping areas'

'Quiet country living'

'Safe'

'Great primary schools'

'Accessibility within the community (footpaths)'

'Lovely community'

'Peaceful atmosphere'

# The Plan

This Plan is the overarching strategy to guide Council. All other strategies, plans and policies developed by Council seek to support the implementation of this Plan.

These are aligned to this Plan to ensure that what Council does within its area of control is always moving towards the aspirations the community has articulated.

Specifically, the plan aims to:

- Inform Council’s priority setting and decision making;
- Set our principles and values that will guide our community;
- Inform the decision making of other agencies and organisations including State and Federal Governments;
- Inform stakeholders of the community’s long-term vision for the Shire; and
- Guide local and regional planning documents and initiatives.

## Integrated Planning and Reporting

In line with the Local Government Integrated Planning and Reporting (IP&R) Framework each NSW Council is required, by legislation, to prepare a range of plans and integrate them to obtain the maximum leverage from their efforts to plan for the future.

The IP&R Framework includes the Community Strategic Plan, Resourcing Strategy, Delivery Program, Operational Plan and the Annual Report.

The aim of the IP&R Framework is to ensure each Council takes a long term, strategic approach to its activities and that these represents the needs of the community.

The relationship between community input and Council’s plan is outlined in the following diagram of the IP&R Framework.



## Aligning our plan with other initiatives

Whilst our CSP depicts our community's aspirations for the future, the requirement of Federal and State governments will also influence Council priorities. By aligning our long-term planning with the priorities of the State Government and other relevant agencies, we build stronger partnerships, achieve greater coordination of decision making and ensure efficient use of available resources.

The following strategic plans provide further information about the planning context for Wentworth Shire Council's CSP:

### Far West Regional Plan 2036

The Far West Regional Plan is a 20-year strategic blueprint for the future of the region. The NSW Government's vision for the Far West is to create communities that can adapt to change, supported by a diverse economy, the right infrastructure and an exceptional natural environment. To achieve this vision, the NSW Government has set the following regionally focused goals:

- A diverse economy with efficient transport and infrastructure networks
- Exceptional semi-arid rangelands traversed by the Barwon-Darling River
- Strong and connected communities.

The 2036 Plan provides an overarching framework to guide subsequent and more detailed land use plans, development proposals and infrastructure funding decisions. It includes Local Government Narratives setting out priorities for each council within the region to guide further investigation and implementation. The Far West Regional Plan 2036 is under review to reset priorities and extend the plan's reach to 2041.

### Western Murray Regional Economic Development Strategy (REDS) – 2023 Update (supporting the 20-year Economic Vision for Regional NSW)

Supporting the 20-year Economic Vision for Regional NSW, the Western Murray REDS sets out a place-based vision and framework for economic development for the region. The RED identifies the regions' endowments, industry specialisations and key vulnerabilities and opportunities, and outlines economic development strategies and actions to leverage these strengths. The RED was updated in 2023 to set out 4 key strategies:

- Drive growth in high-value agriculture and value adding in agricultural product manufacturing
- Recognise the role of the visitor economy in developing a more resilient and diverse economy
- Grow the mining and construction industries to capitalise on the region's renewable energy generation, storage and transmission opportunities
- Leverage cross border and training accessibility to diversify and grow key industries.

### NSW Water Strategy & Western Regional Water Strategy (complementing the 20-Year Economic Vision for Regional NSW and the State Infrastructure Strategy)

The NSW Water Strategy is a holistic plan for improving the security, reliability, quality and resilience of our water resources and is underpinned by regional and metropolitan water strategies. The NSW Water Strategy guides the strategic, state-level actions that need to be taken. The Regional Water Strategies prioritise how those state-wide actions, as well as other region specific, place-based solutions, are to be staged and implemented in each region.

The Western Regional Water Strategy identifies the critical strategic challenges that need to be tackled over the coming decades as well as the priorities and actions that will set this region up to respond to those challenges:

- Declining water security for towns and small communities
- Insecure water supplies affect the viability of businesses
- Addressing barriers to Aboriginal people's water rights
- Declining health of natural systems
- Reduced connectivity impacts critical needs
- Poor water quality.

Three regional priorities are set out in the strategy to ensure the Western region is well-placed to meet future challenges, and associated actions to address those priorities:

- Improving water security for towns. Industries and communities
- Improving the resilience of natural systems
- Improving connectivity across the northern Basin.

### NSW Future Transport Strategy

NSW Government's current Future Transport Strategy resets NSW Transport's vision for safe, healthy, sustainable, accessible and integrated passenger and freight journeys in NSW. The Strategy includes ideas to revitalise cities, connect regional communities, encourage thriving local neighbourhoods, and build on the state's economic success, aiming to deliver on 3 high-level outcomes:

- Connecting their customers' whole lives
- Successful places for communities where the liveability, amenity and economic success of communities and places are enhanced by transport
- Enabling economic activity whereby the transport system powers NSW's future \$1.4 trillion economy and enable economic activity across the state.

Transport offers their strategy to all stakeholders to consider their needs including government partners, industry stakeholder, customers and communities and their own people, to help deliver coordinated collaborative outcomes.



**Visitor Economy Strategy 2030 & 2030 Review; Riverina Murray Destination Management Plan 2020 – 2030; & Murray Region Destination Management Plan 2023**

The NSW Visitor Economy Strategy 2030 Review notes that by investing in a sustainable and resilient visitor economy, NSW should not just aim for numbers – it is about shaping the future of the state as a premier global destination and visitor economy powerhouse. The Strategy Review builds on strategies and actions to increase an annual visitor expenditure target from \$65 billion to \$91 billion by 2035 and addresses a number of priorities to reach that goal including that the NSW visitor economy should be elevated to a whole-of-government approach. Investment in future-ready visitor economy infrastructure is identified referencing the importance of upgrades to roads, rail, and digital connectivity to support NSW's visitor economy and drive it forward into the future. This gives consideration to integrating the visitor economy infrastructure priorities into the State Infrastructure Strategy.

Destination Riverina Murray is one of 7 Destination Networks (DNs) in regional NSW. Its principal role is to represent and coordinate the growth and development of the Riverina Murray visitor economy. Its Destination Management Plan sets out 5 strategic objectives and an associated plans of action for the region from 2022 to 2030, reflecting current market trends and local priorities, and aligning with the State Government's NSW Visitor Economy Strategy 2030:

- Road to Recovery
- Build the Brand
- Showcase our Strength
- Focus on World Class Events
- Facilitate Growth

The Murray Region Destination Plan provides a tourism strategy for the region based on collaboration between the Murray River communities and a cross-border partnership with NSW and Victorian stakeholders. In developing the plan the Murray Regional Tourism Board partnered with Destination Riverina Murray to align strategic initiatives across two complementary Plans for the region, in addition to alignment with the broader NSW Visitor Economy Strategy 2030 and their 5 strategic objectives above.

#### NSW Digital Strategy (supported by various other NSW digital strategies)

The NSW Digital Strategy is underpinned by 5 missions for digital transformation across the NSW Government, each dedicated to delivering accessible, inclusive, secure and integrated digital services that every person in NSW will be able to access and benefit from:

- Make digital services accessible, inclusive and connected for everyone in NSW
- Use digital to improve service delivery, support the local economy and drive productivity
- Underpin trust in government through reliable, stable digital services and sustainable Digital Infrastructure
- Keep NSW safe and resilient during emergencies online and in-person
- Uplift digital capability in the public sector workforce.

#### NSW Waste and Sustainable Materials Strategy 2041 (supporting the further range of NSW government strategies and roadmaps guiding climate, energy and sustainability programs including Net Zero Plan Stage 1:2020-2030)

NSW is transitioning to a circular economy over the next 20 years meaning we will minimise what we throw away and use and reuse our resources efficiently, making them as productive as possible. The NSW Waste and Sustainable Materials Strategy acknowledges that there needs to be services and infrastructure in place to deal with our waste safely, to ensure it doesn't become a problem for future generations, and a need to work with consumers, industries and other governments to make the circular economy a reality.

The strategy outlines the actions to be taken in the first phase of the strategy to 2027 to deliver on long-term objectives. Some of the key reforms include:

- Phasing out problematic single-use plastic items
- Financial incentives for manufacturers and producers to design out problematic plastics
- Having government agencies prefer recycled content
- Mandating the separation of food and garden organics from households and selected businesses
- Incentivising biogas generation from waste materials.

NSW Government funding under the strategy will support local government actions including in part the rollout of new organics collection services; local government collaboration; the installation of landfill gas capture infrastructure; litter prevention programs and illegal dumping.

This strategy incorporates targets agreed to by Federal environment ministers and the Australian Local Government Association under the National Waste Policy Action Plan. In addition, the Strategy sets targets to commit to the goal of net zero emissions from organic waste by 2030 as laid out in the NSW Net Zero Plan Stage 1:2020-2030.

Additional strategies and supporting plans developed by various NSW government agencies also inform our CSP, including other NSW climate and environmental strategies and frameworks. These are designed to help achieve the NSW Premier's Priorities: a strong economy; highest quality education; well-connected communities with quality local environments; putting customers at the centre of everything we do; and breaking the cycle of disadvantage.

Links to those plans can be found at: <https://www.nsw.gov.au/nsw-government/engage-us/waratah-research-network/priorities-and-collaboration>

Additional strategies and policies at a Federal level inform both NSW strategies and policies and our own CSP. These include various Strategies and Plans from the Australian Government:

- Department of Climate Change, Energy, the Environment and Water (DCCEEW) such as the Murray-Darling Basin Plan; Net Zero
- The Treasury such as the National Housing Accord
- Department of Social Services (DSS) such as Australia's Disability Strategy 2021-2031 (2024 update); The National Agreement on Closing the Gap
- Department of Infrastructure, Transport, Regional Development, Communications and the Arts such as the Regional investment Framework. This underpins the Regional Development Australia's Networks (with Wentworth LGA a part of the Murray RDA Network) where local leaders work across government, business and community groups with the shared goal to improve their local region; and regional funding programs (such as Building Better Regions Fund & the Growing Regions Program).

## Engagement Activities

Community consultation is integral to the preparation of the Community Strategic Plan. This has been done to effectively identify the issues and opportunities in the community from a broad perspective and to assist in forming a vision and strategic objectives for the community.

The specific intents of the community consultation process were to:

- Ascertain and understand community and stakeholder views and opinions to inform the Plan;
- Identify issues and obtain community input on ways to resolve them;
- Assist in developing a vision for the community;
- Communicate and inform the community and stakeholders of the process and key messages of the Plan;
- Obtain feedback and input throughout the Plan preparation process; and
- Encourage public ownership of the final Plan.

Council aimed to provide numerous opportunities for the community and key stakeholders to provide formal and informal comment and feedback to assist with the continued preparation of the Plan. The consultation process allows the community and relevant stakeholders to identify various pertinent issues as being important for the future development, growth and sustainability of the Shire.

The specific consultation activities undertaken were:

### Engagement Strategy

In December 2024 Council reviewed and revised its Community Engagement Strategy.

Through its Community Engagement Strategy, Wentworth Shire Council works hard to establish opportunities for valuable two-way communication with the community.

### Community Survey

An online survey was placed on Council's website for an eight-week period from 26 November 2024 to 24 January 2025. The survey asked respondents to rank Council's performance and service delivery, how they feel about living in the Wentworth Shire, and the opportunities, threats, strengths and weaknesses for the community and where they would like to see the community in ten years' time. There were 43 respondents.

### Community Consultation Sessions

A series of 8 consultation sessions were held between November 2024 and March 2025 in the following locations:

- Anabranch
- Buronga / Gol Gol
- Curlwaa
- Dareton
- Ellerslie
- Pomona
- Pooncarie
- Wentworth

A total of 87 residents attended the sessions which provided an opportunity to discuss the future of the Wentworth Shire and the actions required to achieve this future. Attendees were asked to identify what they felt were the top priorities going forward.

### Targeted Consultation

Workshops and/or focused meetings were held with the following organisations:

- Bendigo Community Bank Board
- Coomealla Memorial Sporting Club Board
- Dareton Senior Citizens
- Dareton Community Action Team
- Gol Gol Public School
- Gol Gol Senior Citizens
- Murray House
- Wentworth Regional Tourism Inc
- Wentworth Public School
- Wentworth Senior Citizens
- Buronga Gol Gol Senior Citizens
- Wentworth Preschool

In addition to the above, Council has also received correspondence from 6 individuals

Feedback was collated and sorted into a series of themes which have been the source of the future directions outlined in this Community Strategic Plan.

### Where are we now?

Determining where we are now allows us to more clearly identify what we, as a community, value about Wentworth and what issues we might face in the future. It helps in monitoring progress towards the community vision and provides a foundation for community discussion.

### Where do we want to be?

Understanding where we want to be in the future is vital in developing the Community Strategic Plan. It helps us to communicate a shared vision and a set of outcomes statements that describe the hopes and aspirations of our community and also provides the basis for our road map for the future.

### How will we get there and who can help us get there?

Delivering on a long-term community vision takes a thorough, thoughtful and coordinated approach. In exploring ‘how will we get there’ we looked in detail at what actually needs to be done and who might be able assist.

### How are we tracking?

With so many contributors to developing and delivering on this Community Strategic Plan it is crucial that we have a clear and effective way to measure and track its implementation. What are the key indicators we need to monitor and report against to measure progress.

The vision and commitment to the community objectives outlined in the CSP have been developed fundamentally from community feedback and engagement.

Although this is a long-term strategic plan, the state of change currently being experienced in Wentworth Shire in terms of population growth and development calls for ongoing and meaningful dialogue between the community and Council.

This CSP will be reviewed again at the start of the next Council term in 2028. This is an opportunity for Council and the community to build on the engagement which has taken place and shaped this plan.

This is also a chance to explore community-lead engagement, and how Council can support the community Vision articulated in this Plan.

The community is invited to continue providing ideas and feedback as Council works towards delivering the Vision set out in this Plan, and to keep Council accountable to the commitments it has made to the community.

### Social Justice Principles

The Community Strategic Plan has been developed in accordance with the NSW Government's social justice strategy, which is based on the following interrelated principles:

**Equity:** There should be fairness in decision making, prioritising and allocation of resources, particularly for those in need.

Everyone should have a fair opportunity to participate in the future of the community. The planning process should take particular care to involve and protect the interests of people in vulnerable circumstances.

**Access:** Everyone should have fair access to services, resources and opportunities to improve their quality of life.

**Participation:** Everyone should have the maximum opportunity to genuinely participate in decisions which affect their lives.

**Rights:** Equal rights should be established and promoted, with opportunities provided for people from diverse linguistic, cultural and religious backgrounds to participate in community life.

It is important that all communities have access to programs and services that support wellbeing, and have the opportunity to participate in the future of their region.

Participation helps build social cohesion and connectedness, and reduces isolation.

Many issues facing our community are beyond the direct control of Council, however, Council plays a lead role in advocating to government agencies and non-government organisations to address social wellbeing issues affecting the community's quality of life.

### Principles of good governance

Good governance is having the best possible processes for Wentworth Council's decision making:

- Accountability is a fundamental requirement of good governance. Local government has an obligation to report, explain and be answerable for the consequences of decisions it has made on behalf of the community it represents.
- People should be able to follow and understand the decision-making process. This means that they will be able to clearly see how and what decision was made – what information, advice and consultation council considered, and which legislative requirements (when relevant) council followed.
- Local government should always try to serve the needs of the entire community while balancing competing interests in a timely, appropriate and responsive manner.
- A community's wellbeing results from all of its members feeling their interests have been considered by council in the decision-making process. This means that all groups, particularly the most vulnerable, should have opportunities to participate in the process.
- Local government should implement decisions and follow processes that make best use of the available people, resources and time to ensure the best possible results for their community.

Anyone affected by or interested in a decision should have the opportunity to participate in the process for making that decision.

This can happen in several ways – community members may be provided with information, asked for their opinion, given the opportunity to make recommendations or, in some cases, be part of the actual decision-making process





# Our Values

## At Wentworth Shire Council we value:

### Honesty & Integrity

- ▶ We deliver on commitments.
- ▶ We act ethically.

### Quality & Commitment

- ▶ We do our best to provide the highest standard of goods and services to our community.
- ▶ We are responsive to the needs of our community and always look for ways to better serve our community.
- ▶ We are dedicated to fulfilling the Shire's vision and goals.

### Respect

- ▶ We act professionally towards our community and our colleagues.

### Accountability & Transparency

- ▶ We take responsibility for our actions.
- ▶ We communicate openly and respectfully with our community.



## Council’s role and services

Council has a number of key roles in working towards a sustainable future for the Shire with a healthy and resilient community, as a leader, advocate, custodian, facilitator, educator, regulator and service provider.

In order to help the community achieve its aspirations, Council will play the following roles:

- **Provide** services and infrastructure to the community
- **Collaborate** with other levels of government, agencies and community groups on projects and issues
- **Support** other organisations and groups to achieve outcomes by providing resources or bringing stakeholders together
- **Advocate** to decision makers on behalf of our community to raise issues and opportunities and inform other levels of government of local and regional priorities.

Council is committed to achieving our current vision as well as contributing to the ability of future generations to meet their needs.

To do this, Council applies a Quadruple Bottom Line (QBL) approach that combines social, environmental, economic and governance considerations.

The Community Strategic Plan also uses a QBL approach so that our objectives and supporting strategies deliver outcomes in a balanced and holistic way.

Many parts of our vision cannot be placed under only one area, as they are interrelated and it is important to remember that an action in one area creates impact across each of the others.

Recognising interrelationships encourages us to come together to work towards shared goals and can also highlight otherwise unanticipated consequences of our actions.



## Achieving the vision for 2036

The consultation and engagement activities undertaken to inform the Wentworth Shire: Our Future in Focus - Community Strategic Plan 2026-2036 resulted in the formation of the following concise and ambitious vision for the region:

**Wentworth Shire will work together to create a thriving, attractive and welcoming community.**

### Quadruple Bottom Line

The quadruple bottom line underpins the Community Strategic Plan, helping to categorise the priorities that have been identified by the community.

Our strategies link directly to the quadruple bottom line, which are as follows:



Wentworth Shire is a vibrant, growing and thriving region

**OUR ECONOMY**



Wentworth Shire is a great place to live

**OUR COMMUNITY**



Wentworth Shire is a community that works to enhance and protect its physical and natural environment

**OUR ENVIRONMENT**



Wentworth Shire is supported by strong and ethical civil leadership with all activities conducted in an open, transparent and inclusive manner

**OUR LEADERSHIP**

# Community Strategic Plan

Our Economy | Our Community | Our Environment | Our Leadership





Strategy 1

# Our Economy



*Wentworth Shire is a vibrant, growing and thriving region*

In order to have a strong, sustainable economy it is important that existing core businesses and industries are enabled and encouraged to grow and prosper and that businesses are attracted to the region.

Further economic development can be achieved by seeking out opportunities to increase tourism and innovation, which will in turn provide more local employment, urban renewal and economic growth.

The visitor economy is a significant economic contributor for the Wentworth Region with a number of local tourist attractions and events.

The community is concerned that more needs to be done to promote the benefits of the

region and to clearly define a clear point of difference in order to continue to attract tourists and visitors.

In terms of economic development, Council has both a direct and indirect role. Council provides employment for many residents as an employer of choice. Indirectly, Council can assist development by providing infrastructure and advocating on behalf of the business community.

Wentworth Shire is a growing region with an expanding sense of opportunity and there is a desire to capitalise on those possibilities for the benefit of all.

Objective	Council's role	Responsibility
1 Create a supportive Environment for business to invest and grow	Provide/ Advocate	Wentworth Shire Council, State Government and registered training providers
2 Promote the Wentworth Region as a desirable visitor and tourism destination	Provide/ Collaborate	Wentworth Shire Council, Murray Regional Tourism, Destination NSW Riverina-Murray
3 High quality connectivity across the region	Advocate	Federal Government, State Government and Telco providers

#### What the community can do

- Start a small business
- Shop locally to support our economy
- Create opportunities for traineeships, work experience and apprenticeships
- Promote our Shire as a tourism and business destination
- Upskill yourself
- Be a local tourist
- Work with Council to make this a great place to invest, work and live

#### What Council can do

- Communicate opportunities
- Land use and development control planning
- Support for major events
- Advocate for funding for economic infrastructure
- Tourism, promotion and visitor facilities
- Economic Development
- Support local businesses by shopping local where possible

#### Links to various plans

- Far West Regional Plan 2036
- Western Murray Regional Economic Development Strategy
- NSW Future Transport Strategy
- Visitor Economy Strategy & Destination Management Plans
- Regional Investment Framework
- NSW Digital Strategy

### Other potential partners

- Business and Industry
- Developers
- State and Federal Government
- Department of Planning
- Department of Environment and Heritage
- Event organisers
- Far West Joint Organisation of Councils
- Regional Development Australia – Far West
- TAFE & Local Schools
- Destination NSW – Far West
- Murray Regional Tourism
- Mildura Regional Development

### Desired Outcome

#### Economic Growth and Opportunity

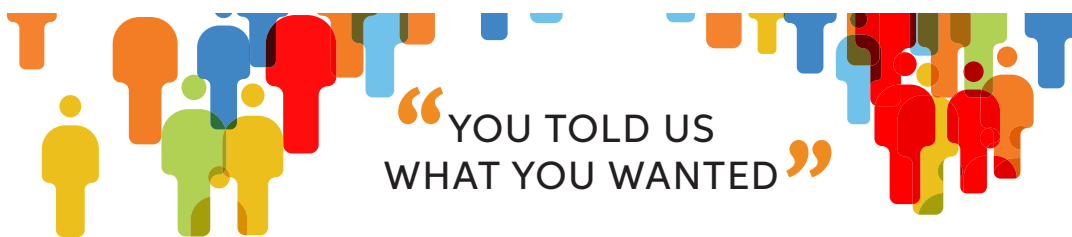
- A key desired outcome is the development of a robust and diverse economy that supports local businesses, attracts investment, and creates employment opportunities.

#### Arts, Culture and Tourism Development

- A vibrant region thrives on a strong cultural and creative sector that promotes increased investment in tourism infrastructure, and marketing to showcase regional attractions leading to increased visitations.

#### Infrastructure and Connectivity

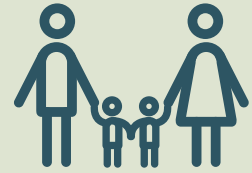
- For the region to grow and thrive, it must have modern infrastructure and connectivity including reliable and efficient transportation networks and enhanced digital infrastructure to support businesses and residents.



- Bigger and more developed with additional services.
- Major employment opportunities for businesses.
- Build other infrastructure and services to attract visitors to enhance the tourist experience.
- Larger population, more tourists.
- Continuing to grow the region
- We need money spent here and not in Victoria.
- Make our riverfront a feature.
- Support mining and renewable
- Promote the natural attractions within the Shire.
- Attracting young families to the area
- The vision must be for economic change to the community.
- Bring tourist dollars to the town and the local community and business.

Strategy 2

# Our Community



*Wentworth Shire is a great place to live*

We have a unique community with a strong desire to have an input into the future of the region.

While there are many common features and pastimes which people enjoy, there are also many differing needs and priorities across a variety of demographics and segments of the community.

It is essential that all people, where ever they live, have access to services which enable them to feel included, to do what they love and to participate in cultural, sporting and social activities.

It is through these interactions that we are able to maintain a strong sense of community.

The community expect to live in a safe and healthy community that offers equitable access to health and specialist services and supports the needs of the aged, disabled and disadvantaged.

We all need to provide opportunities for people to contribute to their community to build our sense of place and connection.

The challenge for Council is how we adapt to the changing requirements of our evolving community while advocating for the provision of essential social services in an equitable and affordable manner.



Objective	Council's role	Responsibility
1 Continue to create opportunities for inclusion where all people feel welcome and participate in community life	Provide/ Collaborate	Wentworth Shire Council
2 The community has access to services and initiatives that contribute to well being across all stages of life.	Collaborate/ Advocate	Wentworth Shire Council, Federal Government, State Government and NGO's
3 To have a safe community	Provide/ Collaborate	Wentworth Shire Council, NSW Police, Transport for NSW
4 To have a strong sense of place	Provide	Wentworth Shire Council

**What the community can do**

- Attend, or live stream a Council meeting
- Use local facilities and services
- Participate in a community, sporting or cultural group
- Participate in local health lifestyle activities
- Be a responsible pet owner
- Volunteer
- Have a good work/life balance
- Show mutual respect and acceptance of others
- Report illegal and anti-social behaviour
- Become a mentor to a young person

**What Council can do**

- Parks and open spaces opportunities
- Public amenities
- Road Safety initiatives
- Library Services
- Advocate for better health services
- Advocate for better educational opportunities
- Promote the availability of services and how to access them
- Partner with local police and other agencies to develop strategies to reduce crime and improve community safety

**Links to various plans**

- Far West Regional Plan 2036
- Western Murray Regional Economic Development Strategy
- NSW Future Transport Strategy
- NSW Digital Strategy
- NSW Disability Inclusion Plan

### Other potential partners

- State and Federal Government
- Far West Local Health District
- Local sporting and community groups
- Health Care providers
- TAFE and Local Schools
- Tourism operators
- Department of Education
- Department of Primary Industries – Crown Land
- Destination NSW – Far West
- Murray Regional Tourism
- Far West Joint Organisation of Councils
- NSW Police
- Businesses and Industry

### Desired Outcome

#### Safe and inclusive Community

- A great place to live is one where residents feel safe, welcomed and valued.

#### Quality Housing and Liveability

- Ensuring that residents have access to safe, affordable and high quality housing.

#### Health and Well-being

- A thriving community supports the physical and mental well-being of its residents.

#### Education and lifelong learning

- A great place to live provides residents with access to quality education and lifelong learning opportunities.

#### Vibrant Community Life and recreation

- A great place to live offers a variety of recreational, cultural and social opportunities.



- Animal control
- Better access to services and facilities.
- Stronger police presence.
- More facilities to accommodate our aging population.
- Childcare facilities for families.
- Another school in Buronga or Gol Gol to accommodate growth in the area.
- Access to housing
- Public signage
- Public amenity
- An enhanced events calendar so residents have more to do.
- Increased traffic and pedestrian safety

Strategy 3

# Our Environment



*Wentworth Shire is a community that works to enhance and protect its physical and natural environment.*

The distinctive landscape and environment across the region is a key part of our lifestyle.

It is important that measures and programs are in place to help our community adapt to ensure that future generations can enjoy the environment in which we live.

Council plays an important role in adopting sustainable practices itself and promoting them in the community. The community has expressed a desire to live more sustainably through improved resource management.

As a community there is a concern with the effect that the Region's growing population is having on the existing amenity of the Shire. Council's strategic planning will focus on protecting the community from the effects of development and the need for infrastructure that reflects our current population profile and anticipated demographic changes.

Our infrastructure makes daily life possible, and it is essential that our infrastructure is maintained in a way which enables us to function in an effective and efficient manner as a community.

Objective	Council's role	Responsibility
1 An urban environment that maintains and enhances our sense of identity and place.	Provide	Wentworth Shire Council
2 Our public assets are well maintained and able to meet the growing population demands.	Provide	Wentworth Shire Council
3 Minimise the impact on our natural environment.	Provide/ Advocate	Wentworth Shire Council, Federal Government and State Government
4 Use and manage our resources wisely.	Provide/ Collaborate	Wentworth Shire Council
5 Infrastructure meets the needs of our growing Shire.	Provide/ Advocate	Wentworth Shire Council, developers, renewable and critical mineral companies

#### What the community can do

- Report safety and maintenance issues to Council
- Obey load limits on roads and bridges
- Drive to the conditions of the road and obey speed limits
- Take responsibility for drive ways and verge mowing
- Dispose of waste responsibly and minimise waste going to landfill
- Use water thoughtfully
- Report illegal dumping, polluting, littering
- Avoid excessive packaging
- Preserve trees and grow plants in your garden
- Install energy efficient fixtures and appliances at your home
- Consider alternative energy sources

#### What Council can do

- Flood levee banks
- Footpaths and cycleway networks
- Kerb and guttering
- Public facilities and Council buildings
- Water and sewerage network
- Stormwater network
- Street lighting and signage
- Keep streets clean
- Road network
- Environmental planning
- Noxious weeds control
- Waste management
- Sporting Facilities
- Community Facilities
- Swimming Pools
- Regulation and enforcement

#### Links to various plans

- Far West Regional Plan 2036
- NSW Future Transport Strategy
- NSW Water Strategy & Western Regional Water Strategy
- NSW Digital Strategy
- NSW Waste and Sustainable Materials Strategy 2041

### Other potential partners

- Businesses and Industry
- Far West Local Land Services
- Department of Environment and Heritage
- Land owners
- Department of Planning
- Department Primary Industries - Water
- Water NSW
- Transport for NSW
- Department of Infrastructure

### Desired Outcome

#### Sustainable Land Use and Development

- Ensuring responsible urban planning and land use is essential for balancing growth and environmental protection.

#### Waste Management

- Effective waste management reduction strategies are essential for a clean and healthy environment.

#### Water Resource Management

- Preserving and managing water resources is essential for environmental sustainability and public health.

#### Infrastructure Resilience and Maintenance

- A key outcome is ensuring that essential infrastructure is well maintained, resilient and capable of serving the community effectively.



- Better planning for infrastructure to support growth
- Better water pressure and quality
- An environmentally sustainable Shire
- More green spaces included in new developments
- A better waste management system that incorporates recycling and green waste bins
- Better maintenance of Council assets and infrastructure
- Stronger effort to protect our natural environment and waterways



Strategy 4

# Our Leadership



*Wentworth Shire is supported by strong and ethical civic leadership with all activities conducted in an open, transparent and inclusive manner.*

The community will benefit from a strong Council which delivers tangible outcomes, advocates and builds successful partnerships, with the leadership, culture, people and capabilities to meet community expectations.

It is important that opportunities are available for people to have a say in decision making, and that access to local representation is made possible.

The community have expressed the need for timely, improved and transparent communications and community engagement from Council in decisions that impact everyone and the need for Council to be responsive to community needs.

The Local Government Act provides guiding principles for Council in terms of its functions, decision-making and community participation, as well as principles for sound financial management and integrated planning and reporting.

Council is required to ensure that it:

- Is accountable and makes sound decisions;
- Meets its statutory obligations;
- Is sustainable as an organisation;
- Provides effective and efficient services; and
- Consults, involves and is accountable to the community



Objective	Council's role	Responsibility
1 A well engaged and informed community.	Provide	Wentworth Shire Council
2 We value our civic leadership whose stewardship and decision making benefits present and future generations.	Provide/ Collaborate/ Advocate	Wentworth Shire Council
3 Provide a governance framework that is transparent and builds trust in local leadership.	Provide	Wentworth Shire Council
4 Manage public resources responsibly and efficiently for the benefit of the community	Provide/ Collaborate/ Advocate	Wentworth Shire Council

**What the community can do**

- Stand for election to Council
- Regularly visit Council's website and read/listen to local media to keep up-to-date with Council activities
- Connect with Council on social media
- Get involved with community engagement programs run by Council
- Provide feedback to Council regarding services and customer service
- Volunteer and take part in community groups
- Exercise your right to vote
- Get involved – take an interest in civic affairs
- Attend a Council meeting
- Respect our Shire's resources and assets

**What Council can do**

- Civic services and representation
- Community engagement
- Customer services
- Governance
- Integrated strategic planning
- Focus on reducing red tape and simplifying process
- Value and consider feedback
- Support community groups and organisations
- Provide open and clear lines of communication with the community
- Be an organisation people want to work for
- Ensure local needs are reflected in state and regional plans

**Links to various plans**

- Far West Regional Plan 2036
- Western Murray Regional Economic Development Strategy
- NSW Future Transport Strategy
- Visitor Economy Strategy & Destination Management Plans
- Regional Investment Framework
- NSW Digital Strategy
- NSW Disability Inclusion Plan
- NSW Water Strategy & Western Regional Water Strategy
- NSW Waste and Sustainable Materials Strategy 2041

### Other potential partners

- Businesses
- Event organisers
- Community Groups and Organisations
- Office of Local Government
- State and Federal Government
- Far West Joint Organisation
- Local Government NSW
- Department of Premier and Cabinet
- Neighbouring Councils
- Barkindji Native Title Group
- Dareton Lands Council
- Indigenous Community and groups

### Desired Outcome

#### **Ethical leadership, integrity and transparent governance**

- The community must be led by ethical leaders ensuring that all civic activities are conducted openly and with accountability.

#### **Inclusive decision making and community participation**

- Ensuring that all voices are heard and valued is critical for fostering an engaged and inclusive community.

#### **Effective and responsible leadership**

- Leadership should be proactive, adaptive and responsive to the evolving needs of the community.

#### **Collaboration and partnerships**

- Building strong relationships between government, businesses and community organisations enhances civic leadership.

#### **Innovation and future planning**

- Strategic foresight ensures that public resources are managed effectively for current and future generations.



- A council that's in tune with the needs of the community
- Better communication and engagement with the community.
- A more diverse council to reflect the current Shire demographics
- Good decision-making by all who are in charge of our future
- Transparency, honesty, integrity in the Council and its staff
- Broader community consultation
- Proactive councillors, those who can make a vision reality, and be willing to influence change
- Inform the community and get community input
- A council that looks after all its constituents in a similar manner
- Advocate for the community
- Staff who are capable and passionate about the area



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**9.13 ROAD SAFETY QUARTERLY REPORT**

File Number:	RPT/25/215
Responsible Officer:	Geoff Gunn - Director Roads and Engineering
Responsible Division:	Roads and Engineering
Reporting Officer:	Barnaby Bates - Council Community Officer Road Safety
Objective:	1.0 Wentworth Shire is a vibrant, growing and thriving Region
Strategy:	1.2 Promote the Wentworth Region as a desirable visitor and tourism destination

**Summary**

This report is to provide Council with an update of the Road Safety Officer's activities from January 2025 to March 2025.

**Recommendation**

That Council receives and notes the Road Safety Quarterly Report for January 2025 to March 2025.

**Detailed Report****Purpose**

The purpose of this report is to provide Council with an update of the Road Safety Officer's quarterly activities for January 2025 to March 2025.

**Report Detail**

- The Road Safety Officer attended the regular Local Traffic Committee and Liquor Accord meetings and joined WSIG and Darling Murray Murrumbidgee Rural Services Network meetings
- Final planning and preparation for the Heavy Vehicles and Harvest Forum was completed and the event held successfully at SuniTafe campus on 23 January 2025, attended by over seventy people.
- School observations were carried out Ellerslie, Buronga and Gol Gol, focusing on pedestrian routes and road crossings.
- On-going processing and actions related to community requests, from vegetation clearance of line-of-sight obstructions to pedestrian crossings and speeding vehicles. Including an observation at Ellerslie to monitor vehicle speeds past the school and through the village.
- Establishing relations with CHAC in support of the Child Car Seat and Restraints workshop and free safety checks session to be held in the first week of April, and to be hosted by CHAC. Further project preparation and implementation for a similar workshop and safety check session to be held at Midway the following week.
- Community consultation letter issued to residents adjacent to proposed Hendy Road Bus Stop, opposite IGA Buronga, with follow-up to community requested consideration of plan revisions to accommodate the existing bus stop on the service road and to keep service road access open near the proposed bus stop site.
- Plan B follow-up with participating venues to gauge target audience involvement and to evaluate project format for feedback to TfNSW.
- Regular meetings with TfNSW via Teams, providing monthly reports, project discussions and planning for proposed Road Safety Action Plan 2025-26, requests

for assistance with repairs and infrastructure upgrade at site of Hendy Road Buronga Shell service centre truck accident, and requests for formal go-ahead of the HPAА installation in Dareton, along with the withdrawal of the Road Safety in the Workplace project.

- The submission to TfNSW of six draft projects for 2025-26 via the RSOS portal – Light vehicles & safe towing, The Road Ahead (for older adults), Child Restraints, Heavy Vehicles & Freight, Plan B Win a Swag, Ad hoc Community Events & Workshops – addressing a wide variety of local road safety issues from speed to fatigue, young drivers, pedestrians, public and community transport, mobility scooters, distractions and licensing, overseas drivers, employers.
- Revisions made to Light Vehicles and Safe Towing workshop, now scheduled for 31 May 2025 and to include practical demonstration by subject matter professional.
- On-going responses to customer requests for proposed public events – supported by application process assistance, referrals to Police and remedial action where suitable.
- On-going updates and maintenance of the Road Safety section on the Wentworth Shire Council's website with supporting posts placed on our Facebook page.

### Conclusion

The remaining road safety projects for 2024-25 are progressing well. Proposed projects for delivery in 2025-26 will reflect the identified local road safety issues and community concerns.

### Attachments

Nil

**9.14 PROJECT & WORKS UPDATE - APRIL 2025**

File Number: RPT/25/187

Responsible Officer: Geoff Gunn - Director Roads and Engineering  
 Responsible Division: Roads and Engineering  
 Reporting Officer: Megan Jackson - Roads & Engineering Administration Officer

Objective: 3.0 Wentworth Shire is a community that works to enhance and protect its physical and natural environment  
 Strategy: 3.2 Ensure that community assets and public infrastructure are well maintained

**Summary**

This report provides a summary of the projects and major works undertaken by the Roads and Engineering Department which have been completed during the months of March 2025 and the planned activities for April 2025.

**Recommendation**

That Council receives and notes the major works undertaken in March 2025 and the scheduled works for the following month.

**Detailed Report**

Refer below for updates of the works completed in March 2025, and the planned activities for April 2025.

**Projects and Works Completed in March 2025 and Scheduled for April 2025.**

**Roads**

**Maintenance Grading**

- Graders are currently undertaking works on the Karpa Kora and Wilkurra Roads. Due to insufficient rainfall, it is making conditions difficult to provide a quality finish.

**Arumpo Road 24.5km Upgrade**

- Base earthworks are fully complete.
- Three contractor trucks, and three Council truck and super dogs are currently carting gravel and placing on the road. It is anticipated they will be completed early April.
- The bitumen sealing contractor is secured is expected to be completed by the 11<sup>th</sup> of April.
- Installation of guideposts and road signage will be completed after the bitumen seal has been installed.

**TfNSW Road Maintenance**

- Heavy patching has commenced with works on the Silver City and Sturt Highways and is expected to be completed by the Easter weekend. The total value of these works is approximately \$315,000.00.
- Reseals on both the Sturt and Silver City Highways are scheduled to commence 7<sup>th</sup> of April and anticipated to be completed by the end of the month. The total value of these works is approximately \$1,450,000.00.



<p><b>Roads</b> <i>(continued)</i></p>	<p style="text-align: center;"><b><u>Anabranh Mail Road and Wamberra Road Formation/Drainage Works</u></b></p> <ul style="list-style-type: none"> <li>• The contractor completed all works required on the Anabranh Mail Road. Council are extremely happy with the quality of completed works which will greatly improve road safety and significantly reduce road closure times following heavy rain events.</li> <li>• Works are scheduled to commence works on the 9km section of the Wamberra Road the first week of April</li> <li>• This project is 100% funded to the total of \$637,980 by a combination of the TfNSW Roads to Recovery and Regional Emergency Road Repair Funds (RERRF).</li> </ul> <p style="text-align: center;"><b><u>Anabranh Mail Road and Wamberra Road Resheeting Works</u></b></p> <ul style="list-style-type: none"> <li>• Contract documentation is in the process of being signed by both parties so that works can officially commence.</li> <li>• As the awarded tender is well under budget, Council are investigating the option the have the gravel material pugged which will greatly improve the quality of the material.</li> </ul> <p style="text-align: center;"><b><u>Alcheringa Drive, Pooncarie Road &amp; River Road - Stabilisation Works</u></b></p> <ul style="list-style-type: none"> <li>• Engineering design had been completed on all three projects.</li> <li>• Test core sampling has been completed to confirm the extent of existing sub base material before works commence.</li> <li>• The projects are funded by the TfNSW RERRF program.</li> <li>• The three projects will be run concurrently and anticipated to commence in May 2025 and be completed by end of June 2025.</li> </ul> <p style="text-align: center;"><b><u>Courtbowl Upgrades</u></b></p> <ul style="list-style-type: none"> <li>• Request for quote documents are currently being prepared so that works can be completed prior to the end of the financial year.</li> </ul>
<p><b>Parks and Gardens</b></p>	<p style="text-align: center;"><b><u>George Gordon Oval</u></b></p> <ul style="list-style-type: none"> <li>• The football oval alignment has been altered to a new improved layout.</li> <li>• The old treated pine posts and rails have been removed with new aluminum seats supplied by Council, installed by the user group to suit the new layout.</li> <li>• Maintenance and repairs to the irrigation system have been constantly required during these upgrade works.</li> </ul> <p style="text-align: center;"><b><u>General maintenance</u></b></p> <ul style="list-style-type: none"> <li>• With the influx of visitors over the Easter long weekend, the team are busy completing snipping, mowing, weeding and hedging in all public spaces to be well presented.</li> </ul>
<p><b>Water and Sewer</b></p>	<p style="text-align: center;"><b><u>Wentworth Effluent Disposal System (EDS) – Fire Repairs</u></b></p> <ul style="list-style-type: none"> <li>• Pipework and other mechanical repairs have occurred.</li> <li>• Electrical repairs currently underway.</li> <li>• Expected to be operational in early April.</li> </ul> <p style="text-align: center;"><b><u>Buronga EDS Smart Metering</u></b></p> <ul style="list-style-type: none"> <li>• Quotes from installation contractors to be awarded in early April, with installation scheduled to commence after Easter.</li> <li>• Metering to be operation by end of May.</li> </ul> <p style="text-align: center;"><b><u>Buronga Pump Station No. 1 – Urgent Pump Repairs</u></b></p> <ul style="list-style-type: none"> <li>• The main Buronga sewer pump station has continued to operate during March.</li> <li>• Site visits by three potential contractors have occurred, with quotes requested.</li> </ul>

**Water and Sewer**  
(continued)

- Scheduling to commence this work in May.
- Gol Gol Buronga Reticulation Modelling**
- Quotes received from three consultants.
- Award of work expected in mid April.
- Models for the various systems are expected to be developed by end of July.
- Scenario modelling results expected by end September.
- Safe and Secure Water Program (4 activities) – Development**
- 1. **Wentworth Water Treatment Plant**
- 2. **Gol Gol Water Treatment Plant**
- 3. **Wentworth Raw Water Pump Station**
- 4. **Dareton Raw Water Pump Station**
- Site Meeting and workshop held with various Option Studies specialists (Structural / Civil / Process / Electrical / Mechanical).
- Options refined for each activity.
- Various requests for information provided to consultant.
- Draft documents due in early May.
- Wentworth Raw Water Pipeline - Development**
- Horizontal Boring Company advised that the geotechnical conditions under Tuckers Creek can be suitably dealt with.
- Preparation of a design and construct contract underway to go to market in late April.
- Sewer Rehabilitation Program**
- Various documentation review prior to works on-site.
- Clean and view commenced on 31 March. 10 kilometers of sewer to be condition assessed over the next three weeks.
- Condition assessment to be reviewed in late April, with sewer relining to occur in May.
- District Bulk Metering**
- Bulk flow meter pit walls installed at Buronga Booster Pump Station and Wentworth Water Treatment Plant in March.
- Bulk flowmeters to be installed in late April when system demands have reduced.
- Midway and Dareton Reservoir bulk metering to be re-issued to tender in April.
- Wentworth Raw Water Pump Station – Pump Replacement**
- Pump able to operate manually.
- Non-return valve on the discharge pipework needing to be replaced prior to automatic operation.
- Gol Gol Water Treatment Plant Lagoon Clean**
- Lagoon is now full and can become operational to enable other lagoon to be cleaned in readiness prior to next summer.
- Complete.

**Projects**

- Darling Street Wentworth Footpaths**
- The tender has been awarded, with contract documents in the process of being officially signed so that works can commence.
- A public consultation session has been held in the main street to advise business owners of the upcoming works and prepare for possible interruptions during the project.
- The contractor has confirmed a start date of the 5<sup>th</sup> of May.

**Projects**  
(continued)

**Pooncarie Camp Kitchen**

- Pooncarie Camp Kitchen awarded to building contractor.
- Materials ordered.
- Construction to commence after Gymkhana event in late May.

**Wentworth Camp Kitchen**

- Wentworth Camp Kitchen awarded to building contractor.
- Materials ordered.
- Construction to commence in early May.

**Wentworth Rowing Club Upgrade**

- Quotation documentation for the remaining internal toilet upgrades issued to various contractors to quote.

**Buronga Riverfront Toilet Block**

- Rising Man installed.
- Raw and filtered water installed.
- Electricity connection installed.
- Additional concrete slab for ramp and stairs constructed, tactile markers and stairs nosing added.
- Sewer wet well delivery delayed until late April.

**Pooncarie Toilet Block**

- Stairs and ramp safety measures to be completed.
- Modifications needed to laundry cupboards to reduce vandalism.
- Laundry payment system paperwork complete and hopefully operational prior to Easter.

**Dareton to Namatjira Shared way**

- Vandal proof cages installed.
- Project completed.

**Buronga to Midway Shared way**

- Service proving and foundations excavated.
- Solar lights & poles installed.
- One light still to be installed, on-hold due to neighboring resident complaint.
- Shared way construction contract to be documented to go to tender in April.

**Open Spaces – Dawn Ave Drainage Basin**

- Survey of the whole basin area completed.
- Consultant engaged to determine basin depths and volume in consideration of a drainage pump station to transfer to Pink Lake basin.
- Fencing installation on-hold pending basin design review.

**Wentworth Kerb Upgrades**

- Design and quotation documentation complete.
- Consultation with community required in relation to potential tree impacts.

**Wentworth Riverfront Mooring Rectification**

- Rubber fenders delivered to Mildura Contractor
- Fenders to be installed by 11 April 2025.

**Wentworth Caravan Park**

- Management of outstanding contract defects and other minor items.

**Buronga Pump Track 2**

- Projects**
- Design of Pump Track undertaken.
  - On-site works to commence in April
  - Road and carpark materials and construction awarded.

**Attachments**

1. Arumpo Road [↓](#)
2. Arumpo Road + TFNSW Heavy Patching [↓](#)
3. TFNSW Heavy Patching [↓](#)
4. Wentworth EDS Repair & Pooncarie TB Tacticle Markers [↓](#)
5. Flow Meters Buronga Booster & WWTP [↓](#)
6. Rising Main Installation BRFTB [↓](#)
7. Gol Gol Footpath Solar Lights [↓](#)
8. New Buronga Pump Track Design [↓](#)
9. Sewer Rehab [↓](#)



































No.	Date	Y	Scale
No.	Date	SCALE	By

**3D perspectives**  
**Buronga Pump Track**  
 Project address: Torowitua Parkland, Caravan Park Road Buronga, NSW  
 Client: Wentworth Shire Council  
 Design: Name-Address-Contact  
 Author: Name-Address-Contact  
 Date: 20/08/2024  
 Project No: 32-0056  
**Construction Approval**  
 SCALE 1:200  
**DD\_07**  
 OF 2

14/10/2024 | 14/10/2024 | 14/10/2024 | 14/10/2024  
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**10 NOTICES OF MOTIONS / QUESTIONS WITH NOTICE**

Nil

## 11 CONFIDENTIAL BUSINESS – ADJOURNMENT INTO CLOSED SESSION

Despite the right of members of the public to attend meetings of a council, the council may choose to close to the public, parts of the meeting that involve the discussion or receipt of certain matters as prescribed under section 10A(2) of the Local Government Act.

With the exception of matters concerning particular individuals (other than councillors) (10A(2)(a)), matters involving the personal hardship of a resident or ratepayer (10A(2)(b)) or matters that would disclose a trade secret (10A(2)(d)(iii)), council must be satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

The Act requires council to close the meeting for only so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security being protected. (section 10B(1)(a))

Section 10A(4) of the Act provides that a council may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Section 10B(4) of the Act stipulates that for the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:-

- (a) a person may misinterpret or misunderstand the discussion, or
- (b) the discussion of the matter may -
  - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
  - (ii) cause a loss of confidence in the council or committee.

### **Recommendation**

That Council adjourns into Closed Session, the recording of the meeting be suspended, and members of the press and public be excluded from the Closed Session, and that access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld unless declassified by separate resolution.

This action is taken in accordance with Section 10A(2) of the Local Government Act, 1993 as the items listed come within the following provisions:-:

#### **12.1 Plant Purchase - Approval of Tenders for purchase of a Landfill Compactor. (RPT/25/165)**

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business. On balance, the public interest in preserving the confidentiality of information about the tender outweighs the public interest in maintaining openness and transparency in council decision-making because disclosure of this information would reveal pricing and confidential information submitted via the tender process which if disclosed would prevent council from achieving its 'value for money' objectives.

## 12 OPEN COUNCIL - REPORT FROM CLOSED COUNCIL

### 12.1 PLANT PURCHASE - APPROVAL OF TENDERS FOR PURCHASE OF A LANDFILL COMPACTOR

File Number: RPT/25/165

Responsible Officer: Geoff Gunn - Director Roads and Engineering  
Responsible Division: Roads and Engineering  
Reporting Officer: Samantha Wall - Projects Administration

Objective: 3.0 Wentworth is a community that works to enhance and protect its physical and natural assets  
Strategy: 3.2 Plan for and develop the right assets and infrastructure

#### **REASON FOR CONFIDENTIALITY**

*This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business. On balance, the public interest in preserving the confidentiality of information about the tender outweighs the public interest in maintaining openness and transparency in council decision-making because disclosure of this information would reveal pricing and confidential information submitted via the tender process which if disclosed would prevent council from achieving its 'value for money' objectives.*

**13 CONCLUSION OF THE MEETING**

**NEXT MEETING**

21 May 2025