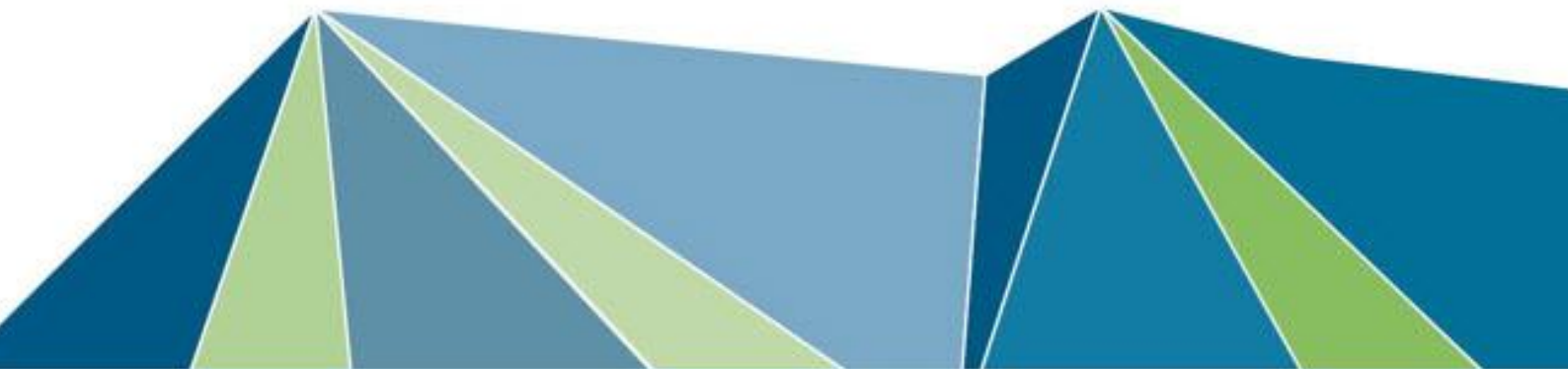


# Agenda

## ***C Ward Committee Meeting*** **13 November 2025**

A C Ward Committee Meeting will be held in the Crawford House, 10 Wardell Road, Alstonville on **13 November 2025 commencing at 5pm.**

1. Acknowledgment of Country
2. Attendance and Apologies (including updates/changes in membership)
3. Declarations of Interest
4. Presentations
5. Confirmation of Minutes – Thursday, 11 September 2025
6. Business Arising from Minutes - Thursday, 11 September 2025
7. Business With Notice
8. General Business
9. Business Without Notice
10. Council Documents on Exhibition
11. Next Meeting/Future Meeting Dates
12. Meeting Closure



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1. Acknowledgment of Country
  2. Attendance and Apologies (including updates/changes in membership)
  3. Declarations of Interest
  4. Deputations
  5. Confirmation of Minutes
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**1. Acknowledgment of Country**

In opening the meeting, the Chair will provide an Acknowledgement of Country.

We acknowledge the Nyangbul peoples of the Bundjalung nation, the traditional custodians of the land on which we meet today and pay our respects to their Elders, past and present.

**2. Attendance and Apologies (including updates/changes in membership)**

Cr Sharon Cadwallader

**3. Declarations of Interest**

Nil

**4. Presentations**

**5. Confirmation of Minutes**

A copy of the Minutes of the C Ward Committee Meeting held on Thursday 11 September 2025 were distributed with the agenda.

**RECOMMENDATION**

That the Committee confirms the Minutes of the C Ward Committee Meeting held on Thursday 11 September 2025.

**6.1 Business Arising from Minutes of 10 July 2025 - Alstonville Plateau Historical Society - Tidy Towns Signage**

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**6. Business Arising from Minutes**

**6.1 Business Arising from Minutes of 10 July 2025 - Alstonville Plateau Historical Society - Tidy Towns Signage**

The Committee would like to see the signs installed in Freeborn Park prior to the Christmas period. Cr Crollick advised she would lodge a Notice of Motion.

**Staff Comment**

Councillor Crollick raised the placement of the plaques with staff. The following response was provided:

Council staff are currently progressing on the basis that the plaques will be re-installed at Andrew Freeborn Park as a preferred location. To successfully affix the plaques to the wall at this location, a backing plate is the most likely method of installation noting the condition of the rock wall.

Council staff have met with specialist monumental mason contractors, who are currently preparing quotations for both the installation and restoration of the plaques.

**Attachment(s)**

Nil

**6.2 Business Arising from Minutes of 11 September 2025 - Wardell and District Progress Association - Boundary Creek Barrier Patches Beach**

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**6.2 Business Arising from Minutes of 11 September 2025 - Wardell and District Progress Association - Boundary Creek Barrier Patches Beach**

A request for staff to further inspect the barrier at Boundary Creek was requested.

Action: Staff to inspect the barrier at Boundary Creek, Patches Beach.

Staff Comment

Ballina Shire Council is not responsible for beach management at Boundary Creek, noting access onto the Crown managed beach at Patches remains restricted.

**Attachment(s)**

Nil

**6.3 Business Arising from Minutes of 10 July 2025 - Alstonville Historical Society - Request to Reinstate Crawford House Museum Street Sign**

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**6.3 Business Arising from Minutes of 10 July 2025 - Alstonville Historical Society - Request to Reinstate Crawford House Museum Street Sign**

The Committee would like clarification of where the sign will be located and why it cannot be installed in the previous location. Jane Gardiner also asked if the sign could be attached to the Summerland House sign in the park.

**Staff Comment**

Facilities are usually known by their street addresses as well as their name, and the most useful directional assistance to motorists is to ensure street name signs are provided. Wardell Road and other street name plates in the vicinity of the Museum have been recently upgraded with the introduction of the mini-roundabout arrangement at Wardell Road and Daley Street.

A “Museum” sign directly opposite Crawford House Museum clarifies and highlights the location for motorists travelling from all directions, rather than from just Daley Street. The “Crawford House Museum” sign within the property is obscured by a large tree and is mostly in shade, and a prominent sign opposite the property improves legibility for motorists unfamiliar with the Museum’s location.

**Attachment(s)**

Nil

**6.4 Business Arising from Minutes of 11 September 2025 - Wollongbar Hall - Request for Mowing**

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**6.4 Business Arising from Minutes of 11 September 2025 - Wollongbar Hall - Request for Mowing**

Marilyn Perkins advised that the Childcare staff are parking on the grassy area near the hall and the area is not being mown.

Cr Cadwallader asked if Council staff could contact the Childcare centre and advise them what day mowing takes place so they can park their cars elsewhere.

Action: Staff to contact the childcare centre and advise of the mowing schedule.

**Staff Comment**

Council's Manager Open Spaces advises that the Council's urban mowing schedules are typically undertaken on a two week cycle. Given the significant volume of mowing throughout the Shire, in addition to environmental and operational influences outside of Council control, staff are unable to contact individual organisations with regard to the mowing of specific locations.

**Attachment(s)**

Nil

**6.5 Business Arising from Minutes of 11 September 2025 - Wollongbar Hall - Repairs**

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**6.5 Business Arising from Minutes of 11 September 2025 - Wollongbar Hall - Repairs**

Marilyn Perkins asked about the repairs for the Wollongbar Hall and when they would be undertaken.

Cr Cadwallader suggested a meeting be organised with Council Staff to discuss.

Action: A request for Staff to contact the Hall members and arrange a meeting to discuss the schedule for repairs to be undertaken.

**Staff Comment**

Wollongbar Hall is scheduled for upgrade works in the financial year 2027/28. The hall committee is responsible for ongoing maintenance of the hall, Council will look to assist by carrying out internal painting work, dependent on budget in the financial year 2025/26.

**Attachment(s)**

Nil



**6.6 Business Arising from Minutes of 11 September 2025 - Crawford House Maintenance**

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**6.6 Business Arising from Minutes of 11 September 2025 - Crawford House Maintenance**

Jane Gardiner asked if Council could provide a timeline of when repairs to Crawford House would take place, especially the repair of the leaking windows.

Cr Cadwallader suggested a meeting be arranged with Council staff to discuss.

Action: Council staff to contact Jane Gardiner and organise a meeting to discuss repairs and timing (not to clash with museum events).

**Staff Comment**

The damaged window frame replacement is scheduled to commence on 28 October 2025. Long term painting plan to be implemented and roof replacement scheduled for the financial year 2026/27.

**Attachment(s)**

Nil

**6.7 Business Arising from Minutes of 10 July 2025 - Alstonville Community  
Preschool - Wollongbar Community**

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**6.7 Business Arising from Minutes of 10 July 2025 - Alstonville Community  
Preschool - Wollongbar Community**

Marilyn Perkins advised that there was still an area that required attention and would provide an email with photos.

When the information is received, a customer request will be created and staff will inspect the area and advise if any further action can be taken.

**Staff Comment**

A Customer Request was created CRM 155500/2025.

Staff advise that although the identified trees are growing through the fence and are currently a nuisance, there is no immediate hazard. Some maintenance works are planned to be carried out at the adjacent Wollongbar Community Hall in Quarter four of the Financial Year 2025/26 and tree clearance will be scheduled at the same time.

**Attachment(s)**

Nil

7. General Business

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7. **General Business**

Nil Items

8. Business With Notice

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**8. Business With Notice**

Nil Items

9. Business Without Notice

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**9. Business Without Notice**

Nil Items

## **10.1 Council Documents on Exhibition**

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### **10. Council Documents on Exhibition**

#### **10.1 Council Documents on Exhibition**

##### **Documents on Exhibition**

Documents on public exhibition and Council Notices can be found on our website, a summary is provided below with more information at the following link: [Your Say Ballina](#)

- Proposed Special Rate Variation (SRV) – submissions close 14 November
- 2026/27 Festivals and Events Funding – applications close 7 November
- 2026 Australia Day Awards – nominations close 7 November
- Draft Local Strategic Planning Statement – submissions close 5 November
- Flat Rock Tent Park Fees and Charges 2026/27 – submissions close 28 November
- Planning Proposal - Conservation and other zones – submissions close 12 December
- Spoonbill Reserve, Skennars Head Master Planning - submissions close 17 November
- Proposed Licence of Community Land - Alstonville & District Cricket Club Inc - submissions close 13 November
- Development Control Plan (DCP) – General Amendments - submissions close 8 November
- General Amendments Planning Proposal - PP-2025-1660 – submissions close 5 November
- Draft Local Strategic Planning Statement – submissions close 5 November
- Dual Occupancy in Zone 7(c) Planning Proposal - submissions close 5 November
- Community Land Plan of Management Revision – submissions close 19 November

##### **Policies**

- Monuments on Public Land Policy – submissions close 28 November
- Donations - Rates and Charges Policy – submissions close 29 November
- Concealed Water Leaks - Financial Assistance Policy – submissions close 29 November

## **10.1 Council Documents on Exhibition**

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### **Attachment(s)**

Nil

- 11 Next Meeting / Future Meeting Dates
  - 12 Meeting Closure
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**11. Next Meeting / Future Meeting Dates**

Next meeting is scheduled for Thursday 12 March at 5.00pm.

**12. Meeting Closure**