



## Ordinary Meeting

# BUSINESS PAPER

**Tuesday, 10 September 2024 at 7:00  
PM**

Griffith City Council Chambers  
Phone: 1300 176 077

Web: [www.griffith.nsw.gov.au](http://www.griffith.nsw.gov.au) Email: [admin@griffith.nsw.gov.au](mailto:admin@griffith.nsw.gov.au)



## COUNCILLORS

Doug Curran (Mayor)  
Anne Napoli (Deputy Mayor)  
Glen Andreatza  
Shari Blumer  
Simon Croce  
Jenny Ellis  
Manjit Singh Lally  
Melissa Marin  
Christine Stead  
Christopher Sutton  
Laurie Testoni  
Dino Zappacosta

[dcurran@griffith.com.au](mailto:dcurran@griffith.com.au)  
[anapoli@griffith.com.au](mailto:anapoli@griffith.com.au)  
[gandreatza@griffith.com.au](mailto:gandreatza@griffith.com.au)  
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## MEMBERS OF THE PUBLIC CAN ADDRESS COUNCIL IN THE FOLLOWING WAYS

Council generally meets every second and fourth Tuesday of the month at 7.00 pm in the Council Chambers.

### Addressing the Council on Business Paper matters

Members of the public are welcome to attend Council Meetings and address the Council on agenda items provided proper notice is given. Visit Council's website for more information. To apply to address Council on Business Paper matters, please complete an online [Public Address to Council Declaration Form](#) before 12:00 noon on the day of the meeting.

### Notice of Motion via Councillor

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

### Petition

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

### Customer Request Management system

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

### Direct correspondence to the General Manager

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

For more information on public participation refer to [Council's Agency Information Guide](#).

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

### **Oath**

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

### **Affirmation**

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

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

### [What is a pecuniary interest?](#)

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

### [Disclosure of pecuniary interests at meetings](#)

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

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

- (a) at any time during which the matter is being considered or discussed by Council, or
- (b) at any time during which the Council is voting on any question in relation to the matter.

### [What is a non-pecuniary conflict of interest?](#)

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

### [Managing non-pecuniary conflicts of interest](#)

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

[Click here to lodge an online Conflict of Interest Form.](#)

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

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

- (a) a relationship between a Councillor and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative or another person from the Councillor's extended family that the Councillor has a close personal relationship with, or another person living in the same household.
- (b) other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.
- (c) an affiliation between the Councillor and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a Councillor's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.
- (d) membership, as the Council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of Council and the organisation are potentially in conflict in relation to the particular matter.
- (e) a financial interest (other than an interest of a type referred to in clause 4.6 of the Code of Conduct) that is not a pecuniary interest for the purposes of clause 4.1 of the Code of Conduct.
- (f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.

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

- (a) at any time during which the matter is being considered or discussed by Council, or
- (b) at any time during which the Council is voting on any question in relation to the matter.

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

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



## **Opening Affirmations**

### Option 1

Let us meet in this Council Chamber in a spirit of fellowship and goodwill to represent all the members of our community in its cultural and religious diversity.

To be honest and objective in all our deliberations.

To respect the views of the residents, the rights of all Councillors to express their opinions without fear or favour and to make decisions for the common good of our community.

### Option 2

Almighty God

We ask that you guide us in our decision making.

Protect us and the community we serve.

Direct our deliberations for the progress of this City and the true welfare of its people.

### Option 3

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

## **Acknowledgment of Country**

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

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

# REPORT AUTHORS AND AREAS OF RESPONSIBILITY

## Senior Management Team

General Manager  
Director Economic & Organisational Development  
Acting Director Business, Cultural & Financial Services  
Director Infrastructure and Operations  
Director Sustainable Development  
Director Utilities

Brett Stonestreet  
Shireen Donaldson  
Max Turner  
Phil King  
Joe Rizzo  
Graham Gordon

## Economic & Organisational Development

Governance Manager/Public Officer and Right to Information Officer  
HR & Risk Manager  
Acting Workforce Planning Manager  
IT Manager  
Tourism Manager  
Information Manager  
Information Management Administrator  
Community Development Coordinator

Leanne Austin  
Vacant  
Annie Featherstone  
Mike Gaze  
Mirella Guidolin  
Joanne Savage  
Jeanette Franco  
Melissa Canzian

## Business, Cultural & Financial Services

Finance Manager  
Asset Management Coordinator  
Library Manager  
Griffith Pioneer Park Museum Manager  
Griffith Regional Theatre and Art Gallery Manager  
Griffith Regional Aquatic Centre Manager  
Griffith Regional Sports Centre Manager

Vanessa Edwards  
Andrew Keith  
Chris Robson  
Jenny O'Donnell  
Margaret Andreazza  
Craig Tilston  
Ché Jenkins

## Infrastructure & Operations

Works Manager - Maintenance  
Works Manager - Construction  
Parks & Gardens Manager  
Fleet & Depot Manager

Manjit Chugha  
Shree Shrestha  
Peter Craig  
Steve Croxon

## Sustainable Development

Planning & Environment Manager  
Acting Development Assessment Coordinator  
Senior Development Assessment Planner  
Urban Strategic Design & Major Projects Manager  
Project Planner  
Animal Control and Parking Compliance Coordinator  
Environment & Public Health Coordinator  
Corporate Property Officer & Native Title Coordinator  
Building Certification Coordinator  
Airport Facility Coordinator

Carel Potgieter  
Kerry Rourke  
Patterson Ngwira  
Peter Badenhorst  
Jason Bertacco  
Karin Penninga  
Vanessa Johns  
Amanda Vardanega  
Royce Johns  
Graham Slingsby

## Utilities

Engineering Design & Approvals Manager  
Waste Operations Manager  
Water & Wastewater Manager

Jason Carrozza  
John Roser  
Durgananda Chaudhary

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**ORDINARY MEETING OF GRIFFITH CITY COUNCIL  
TO BE HELD IN GRIFFITH CITY COUNCIL CHAMBERS ON  
TUESDAY, 10 SEPTEMBER 2024 AT 7:00 PM**

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**MEETING NOTICE**

Notice is hereby given that an Ordinary Meeting of Council will be held in the Griffith City Council Chambers on **Tuesday, 10 September 2024**.

In accordance with Griffith City Council's Code of Meeting Practice and as permitted under the Local Government Act 1993, this meeting is being live streamed and recorded by Council staff for minute taking and webcasting purposes.

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

Those that are participating in this meeting are advised that your image and what you say will be broadcast live to the public and will also be recorded. You should avoid making statements that might defame or offend and note that Council will not be responsible for your actions and comments.

Members of the public may address Council in relation to the items listed in this Agenda by contacting Council on 1300 176 077 by 12.00 pm on the day of the meeting.

The agenda for the meeting is:

- 1 Council Acknowledgments
- 2 Apologies and Applications for a Leave of Absence or Attendance by Audio-visual Link by Councillors
- 3 Confirmation of Minutes
- 4 Business Arising
- 5 Declarations of Interest
- 6 Presentations
  - p17 Presentation of Certificate of Service
- 7 Mayoral Minutes
- 8 General Manager's Report
- CL01 p18 Annual Financial Statements - Statements Under Section 413(2)(C) of the Local Government Act, 1993
- CL02 p21 Licence Agreement - Griffith Community FM Association Inc.

- CL03 p26 Quick Turn Around Grant Application Soroptimist International Griffith- Day of the Girl Child "Enable Power" Workshop for Local High School's
- CL04 p29 Quick Turn Around Grant Griffith Veterans Golf Association Auspiced by NSW Veterans Golf Association
- CL05 p32 Quick Turn Around Grant Headspace HYPE event (Centacare South West)
- CL06 p35 Proposed Council Meeting and Workshop Dates 2025
- CL07 p38 Setting of Fees & Charges - Hire of Hanwood Kiosk & Use of Lights
- CL08 p44 2024 National Local Roads, Transport and Infrastructure Congress

9 Information Reports

- CL09 p48 Disclosures by Councillors and Designated Persons Returns - September 2024
- CL10 p50 Griffith Pioneer Park Museum Action Day 2024
- CL11 p52 2024 NSW Local Roads Congress Report

10 Adoption of Committee Minutes

- p63 Minutes of the Audit, Risk and Improvement Committee Meeting held on 21 August 2024
- p68 Minutes of the Scenic Hill User Group Meeting held on 26 August 2024

11 Business with Notice – Rescission Motions

12 Business with Notice – Other Motions

13 Outstanding Action Report

- p76 Outstanding Action Report

14 Matters to be dealt with by Closed Council

**Brett Stonestreet**

**GENERAL MANAGER**

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**ORDINARY MEETING OF GRIFFITH CITY COUNCIL  
HELD IN GRIFFITH CITY COUNCIL CHAMBERS ON  
TUESDAY, 27 AUGUST 2024 COMMENCING AT 7:00 PM**

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**PRESENT**

The Mayor, Doug Curran in the Chair; Councillors, Shari Blumer, Simon Croce, Jenny Ellis (ZOOM), Manjit Singh Lally, Melissa Marin, Anne Napoli, Christine Stead, Laurie Testoni and Dino Zappacosta

**STAFF**

General Manager, Brett Stonestreet, Director Economic & Organisational Development, Shireen Donaldson, Director Utilities, Graham Gordon, Director Infrastructure & Operations, Phil King, Director Sustainable Development, Joe Rizzo and Minute Taker, Joanne Bollen

**MEDIA**

Cai Holroyd, The Area News

**1 COUNCIL ACKNOWLEDGEMENTS**

The Meeting opened with Councillor Melissa Marin reading the Opening Affirmation and the Acknowledgement of Country.

A Minute Silence was held in respect of the passing of Mr Neal Cranston.

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

24/226

**RESOLVED** on the motion of Councillors Christine Stead and Anne Napoli that apologies be received from Councillors Glen Andrezza, Chris Sutton and Acting Director Business, Cultural, Financial Services, Max Turner and a leave of absence granted and an application to attend by audio-visual link from Councillor Jenny Ellis be granted.

For

Councillor Doug Curran  
Councillor Shari Blumer  
Councillor Simon Croce  
Councillor Jenny Ellis  
Councillor Manjit Singh Lally  
Councillor Melissa Marin  
Councillor Anne Napoli  
Councillor Christine Stead  
Councillor Laurie Testoni

Against



Councillor Dino Zappacosta

**The division was declared PASSED by 10 votes to 0.**

### **3 CONFIRMATION OF MINUTES**

24/227

**RESOLVED** on the motion of Councillors Laurie Testoni and Christine Stead that the minutes of the Ordinary Meeting of Council held in Griffith City Council Chambers on 13 August 2024, having first been circulated amongst all members of Council, be confirmed.

For

Councillor Doug Curran  
Councillor Shari Blumer  
Councillor Simon Croce  
Councillor Jenny Ellis  
Councillor Manjit Singh Lally  
Councillor Melissa Marin  
Councillor Anne Napoli  
Councillor Christine Stead  
Councillor Laurie Testoni  
Councillor Dino Zappacosta

Against

**The division was declared PASSED by 10 votes to 0.**

### **4 BUSINESS ARISING**

Nil

### **5 DECLARATIONS OF INTEREST**

#### **Pecuniary Interests**

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

Councillor Christine Stead  
CL01 DA 177/2023 – Residential Flat Development Consisting of Three Buildings with a Total of 58 Units with Ground Level Parking for 84 Cars, 5 Motorcycles and 6 Bicycles  
Reason – I am employed by Multiquip Pty Ltd.

Councillor Anne Napoli  
Minutes of the Floodplain Management Committee  
Reason – I own a property facing McCormack Road, Yoogali.

#### **Significant Non-Pecuniary Interests**

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

Councillor Laurie Testoni  
CL03 Drinking Water Management System (DWMS) Reports  
Reason – The business I work for trades in potable water.

## **Less Than Significant Non-Pecuniary Interests**

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

Councillor Dino Zappacosta  
Minutes of the Floodplain Management Committee  
Reason – I own several businesses in Hanwood.

## **6 PRESENTATIONS**

Nil

## **7 MAYORAL MINUTES**

### **MM01 GRIFFITH WORKER AND HOUSING SHORTAGE TASKFORCE**

24/228

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

- (a) Council adopt the Griffith Worker and Housing Shortage Taskforce draft “Report on Strategies to Increase Housing Supply August 2024” (Refer Attachment a) and to place the draft document on public exhibition seeking community submissions.
- (b) The draft document be exhibited for a minimum period of 42 days and that all submissions received be reported to Council for consideration.
- (c) The draft document be distributed to participants at the Community Forum held 12 June 2024 inviting submissions/comment.

For

Councillor Doug Curran  
Councillor Shari Blumer  
Councillor Simon Croce  
Councillor Jenny Ellis  
Councillor Manjit Singh Lally  
Councillor Melissa Marin  
Councillor Anne Napoli  
Councillor Christine Stead  
Councillor Laurie Testoni  
Councillor Dino Zappacosta

Against

**The division was declared PASSED by 10 votes to 0.**

## **8 GENERAL MANAGER’S REPORT**

*Councillor Christine Stead left the meeting having declared a Pecuniary Conflict of Interest, the time being 7:08pm.*

### **CL01 DA 177/2023 - RESIDENTIAL FLAT DEVELOPMENT CONSISTING OF THREE BUILDINGS WITH A TOTAL OF 58 UNITS WITH GROUND LEVEL PARKING FOR 84 CARS, 5 MOTORCYCLES AND 6 BICYCLES**

24/229

**RESOLVED** on the motion of Councillors Anne Napoli and Dino Zappacosta that the meeting suspend standing orders to allow the applicant to address Council.

For	Against
Councillor Doug Curran	
Councillor Shari Blumer	
Councillor Simon Croce	
Councillor Jenny Ellis	
Councillor Manjit Singh Lally	
Councillor Melissa Marin	
Councillor Anne Napoli	
Councillor Christine Stead	
Councillor Laurie Testoni	
Councillor Dino Zappacosta	

**The division was declared PASSED by 10 votes to 0.**

24/230

**RESOLVED** on the motion of Councillors Anne Napoli and Melissa Marin that the meeting resume standing orders.

For	Against
Councillor Doug Curran	
Councillor Shari Blumer	
Councillor Simon Croce	
Councillor Jenny Ellis	
Councillor Manjit Singh Lally	
Councillor Melissa Marin	
Councillor Anne Napoli	
Councillor Christine Stead	
Councillor Laurie Testoni	
Councillor Dino Zappacosta	

**The division was declared PASSED by 10 votes to 0.**

24/231

**RESOLVED** on the motion of Councillors Anne Napoli and Shari Blumer that:

- (a) Council, as the consent authority pursuant to Section 4.16(1)(a) of the Environmental Planning & Assessment Act 1979, grant consent to Development Application DA 177/2023 for a fifty-eight (58) residential unit development at No. 14-16 Coolah Street Griffith (Lot 2055 DP 704353), subject to conditions, including those set out in Attachment 'A' of this report; and
- (b) Development Application 177/2023 be delegated to the Director of Sustainable Development for the preparation and issue of the Notice of Determination.

In accordance with the Local Government Action (section 375A - Recording of voting on planning matters) Council must record the Councillor's vote in relation to the matter.

For	Against
Councillor Doug Curran	
Councillor Shari Blumer	
Councillor Simon Croce	
Councillor Jenny Ellis	
Councillor Manjit Singh Lally	
Councillor Melissa Marin	

Councillor Anne Napoli  
Councillor Laurie Testoni  
Councillor Dino Zappacosta

**The division was declared PASSED by 9 votes to 0.**

*Councillor Christine Stead returned to the meeting, the time being 7:15pm.*

**CL02 ADOPTION OF ANTI-DISCRIMINATION & EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY**

24/232

**RESOLVED** on the motion of Councillors Shari Blumer and Melissa Marin that Council adopt the Anti-Discrimination and Equal Employment Opportunity (EEO) policy as attached incorporating further amendments.

For

Councillor Doug Curran  
Councillor Shari Blumer  
Councillor Simon Croce  
Councillor Jenny Ellis  
Councillor Manjit Singh Lally  
Councillor Melissa Marin  
Councillor Anne Napoli  
Councillor Christine Stead  
Councillor Laurie Testoni  
Councillor Dino Zappacosta

Against

**The division was declared PASSED by 10 votes to 0.**

**9 INFORMATION REPORTS**

*Councillor Laurie Testoni left the meeting having declared a Significant Non-Pecuniary Conflict of Interest, the time being 7:16pm.*

**CL03 DRINKING WATER MANAGEMENT SYSTEM (DWMS) REPORTS**

24/233

**RESOLVED** on the motion of Councillors Christine Stead and Simon Croce that the report be noted by Council.

For

Councillor Doug Curran  
Councillor Shari Blumer  
Councillor Simon Croce  
Councillor Jenny Ellis  
Councillor Manjit Singh Lally  
Councillor Melissa Marin  
Councillor Anne Napoli  
Councillor Christine Stead  
Councillor Dino Zappacosta

Against

**The division was declared PASSED by 9 votes to 0.**

*Councillor Laurie Testoni returned to the meeting, the time being 7:16pm.*

**CL04 IMPACT REPORT ON GRIFFITH CITY COUNCIL - REGIONAL EXPRESS PTY LTD (REX AIRLINES) VOLUNTARY ADMINISTRATION**

24/234

**RESOLVED** on the motion of Councillors Christine Stead and Simon Croce that the report be noted by Council.

For

Councillor Doug Curran  
Councillor Shari Blumer  
Councillor Simon Croce  
Councillor Jenny Ellis  
Councillor Manjit Singh Lally  
Councillor Melissa Marin  
Councillor Anne Napoli  
Councillor Christine Stead  
Councillor Laurie Testoni  
Councillor Dino Zappacosta

Against

**The division was declared PASSED by 10 votes to 0.**

**10 ADOPTION OF COMMITTEE MINUTES**

*Councillor Anne Napoli left the meeting having declared a Pecuniary Conflict of Interest, the time being 7:22pm.*

**MINUTES OF THE FLOODPLAIN MANAGEMENT COMMITTEE MEETING HELD ON 8 AUGUST 2024**

24/235

**RESOLVED** on the motion of Councillors Dino Zappacosta and Laurie Testoni that the recommendations as detailed in the Minutes of the Floodplain Management Committee meeting held on 8 August 2024 be adopted.

For

Councillor Doug Curran  
Councillor Shari Blumer  
Councillor Simon Croce  
Councillor Jenny Ellis  
Councillor Manjit Singh Lally  
Councillor Melissa Marin  
Councillor Christine Stead  
Councillor Laurie Testoni  
Councillor Dino Zappacosta

Against

**The division was declared PASSED by 9 votes to 0.**

*Councillor Anne Napoli returned to the meeting, the time being 7:26pm.*

**MINUTES OF THE TRAFFIC COMMITTEE MEETING HELD ON 13 AUGUST 2024**

24/236

**RESOLVED** on the motion of Councillors Anne Napoli and Laurie Testoni that the recommendations as detailed in the Minutes of the Traffic Committee meeting held on 13 August 2024 be adopted.



For	Against
Councillor Doug Curran	
Councillor Shari Blumer	
Councillor Simon Croce	
Councillor Jenny Ellis	
Councillor Manjit Singh Lally	
Councillor Melissa Marin	
Councillor Anne Napoli	
Councillor Christine Stead	
Councillor Laurie Testoni	
Councillor Dino Zappacosta	

The division was declared **PASSED** by 10 votes to 0.

### **MINUTES OF THE LAKE WYANGAN & CATCHMENT MANAGEMENT COMMITTEE MEETING HELD ON 15 AUGUST 2024**

24/237

**RESOLVED** on the motion of Councillors Christine Stead and Manjit Singh Lally that the recommendations as detailed in the Minutes of the Lake Wyangan & Catchment Management Committee meeting held on 15 August 2024 be adopted.

For	Against
Councillor Doug Curran	
Councillor Shari Blumer	
Councillor Simon Croce	
Councillor Jenny Ellis	
Councillor Manjit Singh Lally	
Councillor Melissa Marin	
Councillor Anne Napoli	
Councillor Christine Stead	
Councillor Laurie Testoni	
Councillor Dino Zappacosta	

The division was declared **PASSED** by 10 votes to 0.

### **11 BUSINESS WITH NOTICE – RESCISSION MOTIONS**

Nil

### **12 BUSINESS WITH NOTICE – OTHER MOTIONS**

Nil

### **13 OUTSTANDING ACTION REPORT**

24/238

**RESOLVED** on the motion of Councillors Manjit Singh Lally and Melissa Marin that the report be noted.

For	Against
Councillor Doug Curran	
Councillor Shari Blumer	
Councillor Simon Croce	
Councillor Jenny Ellis	
Councillor Manjit Singh Lally	

Councillor Melissa Marin  
Councillor Anne Napoli  
Councillor Christine Stead  
Councillor Laurie Testoni  
Councillor Dino Zappacosta

**The division was declared PASSED by 10 votes to 0.**

**14 MATTERS TO BE DEALT WITH BY CLOSED COUNCIL**

Nil

There being no further business the meeting terminated at 7:36pm.

Confirmed: .....

CHAIRPERSON

**TITLE**            **Presentation of Certificate of Service**

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**SUMMARY**

A Local Government NSW Certificate of Service is to be presented to retiring Councillor Simon Croce who has served 20 years as an elected member. Councillor Croce was elected to Council on 27 March 2004.

**RECOMMENDATION**

**Standing Orders be suspended to allow the presentation of the LG NSW Certificate of Service to Councillor Simon Croce.**

**Resumption of Standing Orders.**

<b>CLAUSE</b>	<b>CL01</b>
<b>TITLE</b>	<b>Annual Financial Statements - Statements Under Section 413(2)(C) of the Local Government Act, 1993</b>
<b>FROM</b>	<b>Vanessa Edwards, Finance Manager</b>
<b>TRIM REF</b>	<b>24/99227</b>

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### **SUMMARY**

Certain documentation is required to be signed by nominated Councillors and Management in completing the Annual Financial Statements for Council. Section 413 of the Local Government Act, 1993, requires two Councillors, the General Manager and the Responsible Accounting Officer to sign statements declaring that the Financial Statements were prepared in accordance with the Local Government Act, Local Government Regulations, Accounting Standards, Local Government Code of Accounting Practice, Financial Reporting and the Local Government Asset Accounting Manual for the period between 1 July 2023 to 30 June 2024. This requirement is a procedural one to enable the completion of the final set of audited accounts and no adverse issues have been raised in regards to the manner in which the Financial Statements have been prepared.

Council staff prepare the accounts in the prescribed manner and will need to submit them for finalisation of the auditing process prior to lodgement with the Office of Local Government. A Council report will be prepared at the completion of the audit process on the results of the 2023-24 financial year.

The Section 413 Statements need to be signed and sent to the Auditor prior to the Audit of the Financial Statements.

### **RECOMMENDATION**

- (a) In accordance with Section 413 of the Local Government Act, 1993, Council forward to the Auditor the Financial Statements for the year ending 30 June, 2024.**
- (b) Council delegate authority to the following people to sign the Statement by Councillors and Management for the General Purpose Financial Statements and the Special Purpose Financial Statements:**
  - (i) Councillor Doug Curran in his capacity as Mayor or nominee;**
  - (ii) Councillor Anne Napoli in her capacity as the Deputy Mayor or nominee;**
  - (iii) The General Manager, Brett Stonestreet; and**
  - (iv) Council's Responsible Accounting Officer, Max Turner.**

### **REPORT**

In accordance with Section 413 of the Local Government Act, 1993, Council must prepare financial statements for each year and must refer them for audit as soon as practicable after the end of that year.

A Council Financial Statements must include:

- (a) A general purpose financial statement; and
- (b) any special schedules prescribed by the regulations; and
- (c) a statement in approved form by council as to its opinion on the general purpose financial statements and any such special schedules.

The financial statements must be prepared in accordance with the Local Government Act, 1993, the regulation and the requirements of:

- (a) The publications issued by the Australian Accounting Standards Board, as in force for the time being, subject to the regulations; and
- (b) such other standards as may be prescribed by the regulations.

The provisions of Section 413(1) of the Local Government act, 1993, requires Council, and not the General Manager, to refer the statements to Council's auditor.

A formal resolution of Council is required to sign the appropriate statements, as tabled.

### **OPTIONS**

#### OPTION 1

As per the Recommendation.

### **POLICY IMPLICATIONS**

Not Applicable

### **FINANCIAL IMPLICATIONS**

Not Applicable

### **LEGAL/STATUTORY IMPLICATIONS**

The provisions of Section 413(1) of the Local Government act, 1993, requires Council, and not the General Manager, to refer the statements to Council's Auditor.

### **ENVIRONMENTAL IMPLICATIONS**

Not Applicable

### **COMMUNITY IMPLICATIONS**

Not Applicable

### **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan item 3.2 – Ensure Council's financial sustainability through effective financial management that is transparent and accountable.



**CONSULTATION**

Senior Management Team

Director - Business, Cultural & Financial

**ATTACHMENTS**

Nil

<b>CLAUSE</b>	<b>CL02</b>
<b>TITLE</b>	<b>Licence Agreement - Griffith Community FM Association Inc.</b>
<b>FROM</b>	<b>Amanda Vardanega, Corporate Property Officer &amp; Native Title Coordinator</b>
<b>TRIM REF</b>	<b>24/95646</b>

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### **SUMMARY**

This matter was originally presented at the Meeting of 25 June 2024 and subsequently laid on the table, pending the receipt of financials from the Community FM Association. This Report seeks to raise the matter and resolve the Licence renewal. Financials have now been received and are attached for Councillor consideration.

The licence agreement with the Griffith Community FM Association Inc. over part Lot 7303 DP 1153581, 2-6 Groongal Avenue Griffith (Jubilee Oval clubhouse) is now due for renewal, with the current lease expiring as at 30 June 2024.

The land is a Crown Reserve, being Reserve 1010108, with Council being appointed Trustee to manage the Reserve on behalf of the Crown.

Griffith Community FM Association Inc. have advised Council that they wish to continue the lease of the clubhouse for a new term as indicated in the email received on 22 April 2024 from Jay Reynolds, President of the Community FM Association.

Council proposed to renew the licence agreement for ten (10) years.

### **RECOMMENDATION**

- (a) The report be raised from the table.**
- (b) Council approve the renewal of the licence agreement for that part of Lot 7303 DP 1153581, 2 - 6 Groongal Avenue, Griffith (Jubilee Oval clubhouse) Crown Reserve 1010108, for a new term of Ten (10) years commencing 1 July 2024.**
- (c) The licence agreement continue as follows:**
  - i) peppercorn rental of \$1 per annum be charged for the occupation of the clubhouse;**
  - ii) rates, water, electricity charges, general repairs and maintenance and all costs associated with the occupation of the clubhouse to be the responsibility of and payable by the Griffith Community FM Association Inc.**
  - iii) any major capital works to the clubhouse and surrounds to be approved by Council and payable by the Griffith Community FM Association Inc.**
- (c) Griffith Community FM Association to pay all applicable costs and charges associated with the preparation of the licence agreement together with Council's Administration fee, as per Council's adopted Revenue Policy.**
- (d) Council authorise the Mayor and General Manager to execute the licence agreement on behalf of Council under the Common Seal.**

## **REPORT**

The Griffith Community FM Association Inc. have been in occupation of the clubhouse at Jubilee Oval since 2004. The current licence agreement term will expire as at 30 June 2024.

Griffith Community FM Association have indicated that they wish to continue the lease of the clubhouse and are seeking Council's approval to enter into a new lease term. It is proposed to renew the lease for a term of ten (10) years.

The land is a Crown Reserve, being Reserve 1010108, with Council being appointed Trustee to manage the Reserve on behalf of the Crown. The Reserve purpose is public recreation and community purposes.

History of the clubhouse:

In 1983 the Griffith Rugby Union Club paid \$10,000 for the building to the former owner, being the Griffith Women's Bowling Club.

In 2004, the Griffith Rugby Union Club indicated their desire to relinquish their ownership of the building, with the Griffith Community FM Association thereafter taking up occupation. The arrangement at the time was Council paid to the Griffith Rugby Union Club \$10,000 from unrestricted reserves for the clubhouse and the Griffith Community FM Association paid to Council \$10,000, which is held in trust by Council over the term of the licence agreement.

When and if ever the Griffith Community FM Association relinquish the agreement, the \$10,000 will accordingly be refunded to the Association. Council would deduct from this amount any repairs required to be undertaken at the clubhouse. Any improvements that have been made to the clubhouse by the Griffith Community FM Association Inc. would remain as part of the building on relinquishment of the agreement.

Any new occupant of the clubhouse would thereafter be required to pay a holding deposit of \$10,000 to Council.

It is recommended that Council continue to rebate the annual rental, with the rental of \$1 when and if asked for payment.

## **OPTIONS**

OPTION 1

As per the recommendation.

OPTION 2

Council may determine to charge an annual rental for Crown Reserves for non-profit organisations to be consistent with the adopted Revenue Policy. Currently this amount is \$651.00 per annum as per Council's 2023/2024 Revenue Policy.

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Council holds \$10,000 in trust for the Griffith Community FM Association Inc. for occupation of the Jubilee Oval clubhouse. In the event that the Association relinquishes their agreement

in the future and no other organisation is interested in leasing the premises or paying the bond, Council would reimburse the \$10,000 held in trust.

Griffith Community FM Association Inc. is responsible for all utility costs, Council rates and charges and all maintenance and improvements to the clubhouse.

Council's administration fee in relation to the preparation of the licence agreement will also be payable.

### **LEGAL/STATUTORY IMPLICATIONS**

Not Applicable

### **ENVIRONMENTAL IMPLICATIONS**

There is considered no environmental issues with entering into a licence agreement for this reserve.

### **COMMUNITY IMPLICATIONS**

The community would expect Council to support the Griffith Community FM Association as they provide an important service to the multi-cultural community of Griffith and surrounding communities in the provision of radio services.

### **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan item 4.2 Encourage an inclusive community that celebrates social and cultural diversity.

### **CONSULTATION**

Senior Management Team

### **ATTACHMENTS**

- |     |   |    |
|-----|---|----|
| (a) | Letter from Griffith Community FM Association - Request new lease with GCC - Received 22 April 2024 <a href="#">↓</a> | 24 |
| (b) | Location Map - 2-6 Groongal Avenue Griffith - Jubilee Oval clubhouse <a href="#">↓</a>                                | 25 |
| (c) | 2MIA Profit and Loss Statement - Lease Renewal - Groongal Avenue, Griffith (confidential)                             |    |

**Griffith City Community FM Association Inc.**

**PO Box 2122**

**Griffith NSW 2680**

**A.B.N. 98 163 035 995**



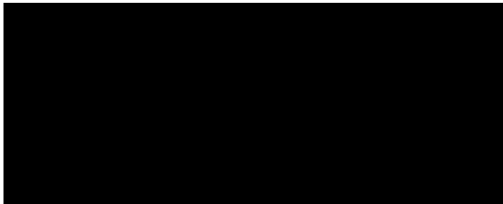
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To whom this may concern,

Please be advised that Griffith City Community FM Association Incorporated is formally announcing our intention to continue our lease with all current agreements with Griffith City Council pertaining to the said lease at 2 – 6 Groongal Avenue Griffith NSW 2680.

We thank you for your continued support of your local community radio station.

Your sincerely



Jay Reynolds – PRESIDENT

Griffith City Community FM Association Inc

[radio@2miafm.org.au](mailto:radio@2miafm.org.au)



CL02 Attachment (b) Location Map - 2-6 Groongal Avenue Griffith - Jubilee Oval clubhouse

Created on 12/06/2024 2:44 PM



Griffith City Council  
 PO Box 402  
 1 Benemurrah Street  
 GRIFFITH NSW 2680  
 Telephone: 1300 374 077  
 Email: [admin@griffith.nsw.gov.au](mailto:admin@griffith.nsw.gov.au)

**Disclaimer:** This map is intended for general information purposes only. Griffith City Council does not guarantee its accuracy, completeness or suitability for any particular purpose. Users must exercise their own skill and care in using this map and carefully evaluate the accuracy, currency, completeness and relevance of the map before relying on it. The map is not a substitute for independent professional advice and, to the extent permitted by law, Griffith City Council is not liable for any loss or damages arising out of any inaccuracy, error or omission contained in the map.



Projection: GDA2020 / MGA zone 55

Date: 12/06/2024

Drawn By: Amanda Vardanega

Map Scale: 1:1687 at A4

<b>CLAUSE</b>	<b>CL03</b>
<b>TITLE</b>	<b>Quick Turn Around Grant Application Soroptimist International Griffith-Day of the Girl Child "Enable Power" Workshop for Local High School's</b>
<b>FROM</b>	<b>Melissa Canzian, Community Development Coordinator</b>
<b>TRIM REF</b>	<b>24/97262</b>

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### **SUMMARY**

An application for a Quick Turn Around Grant has been submitted from Soroptimist International (SI) (Griffith) for the community project United Nations (UN) International Day of the Girl Child: "Enable Empower" Workshop.

### **RECOMMENDATION**

**Council approve the application for a Quick Turn Around Grant of \$2,150 to Soroptimist International (Griffith) for the United Nations International Day of the Girl Child: "Enable Power" Workshop.**

### **REPORT**

The Community Grant Program supports applications from organisations that address the needs of the community as outlined in Council's Strategic Plan 'Guiding Griffith 2040'. The program aims to support new initiatives, activities and projects that increase community capacity to address unmet needs, improve well-being and harmony, and reduce isolation of disadvantaged groups and improve social wellbeing.

In 2023, as part of the UN International Day of the Girl Child, SI (Griffith) engaged with students at Wade High School, Griffith High School and Western Riverina Community School with a focus on the value of education. The feedback highlighted the value of the initiative and identified challenges and barriers faced by girls in education, school and within their community. Following the SI (Griffith) engagement, several of the girls from Griffith High School participated in the "Her Ways 2680" project working party, contributing to safety initiatives for the community especially women, girls and gender diverse people. This included the opening of the Don Best Park Community Gathering Space which is being championed by SI (Griffith).

Building on this positive response, the Programme Team propose to continue with school engagement and expand the initiative in 2024. Expanding the program will cover several SI visions, including offering girls the tools to achieve their individual and collective potential, realising their aspirations and having an equal voice in creating strong and peaceful communities.

The proposal has the following goals:

- **Build Capacity and Resilience:** Equip girls with essential life-long skills and abilities for personal and collective growth;
- **Foster Leadership and Teamwork:** Promote collaboration within and across the schools through project work;
- **Enhance Reconciliation and Social Inclusion:** Engage a diverse group of girls from various social and cultural backgrounds;

- Target Disadvantaged and At-Risk Groups: Provide opportunities for girls who may not have access to similar developmental workshops.

The initial response from the high schools to continue engaging with SI (Griffith) though the UN International Day of the Girl Child has been positive, with staff identifying potential attendees for the workshop.

The workshop will impart valuable long-term skills and benefits beyond a one-time activity, culminating with tangible outcomes of a community project. The workshop will also serve as an introduction to SI (Griffith), SI Youth Forum online and strengthen future community involvement. It will also allow SI Griffith members an opportunity to engage with future leaders and develop trust with the girls by providing guidance, leadership and mentoring through the community project. We are hoping that this will lead to ongoing mentorship/lighthouse opportunities.

Quick Turnaround Grants are for requests that arise during the year outside of the normal Community Grants timeframe subject to available funding and applications meeting Eligibility Criteria (Refer to 3.5 Terms and Conditions and 3.6 Eligibility Criteria in FS-CP-601). Applications are capped at \$2,500. Eligible applications will be considered as per the Eligibility Criteria, available Council grant funding and endorsed by a report to Council.

The event will be taking place in October 2024. This falls outside of the Community Grant rounds-hence the reason for this application of a Quick Turn Around Grant.

## **OPTIONS**

### OPTION 1

As per the Recommendation.

### OPTION 2

Council decline the Quick Turn Around Grant Application.

### OPTION 3

Council supports an amended amount of funding for the grant.

## **POLICY IMPLICATIONS**

Community Grant Program applications are governed by Community Grant Program Policy FS-CP-601.

## **FINANCIAL IMPLICATIONS**

The 2024/2025 amount of funding available in Council's Community Organisation Assistance budget is \$44,084. Currently \$2,500 has already been subscribed through Individual Achievement Grants. Community Grants Round 1 2024/2025 have not yet opened. Three Quick Turnaround Grants are currently presented to Council.

Due to the Council Election in September 2024, there will be one round of the Community Grants Program during 2024/25 to be scheduled in March 2025. One round will allow the new Council to review the Community Grants Policy prior to applications opening.

## **COMMUNITY IMPLICATIONS**

The spirit of the Community Grant Program is to support organisations/groups/individuals whose applications address the priorities as articulated in Council's Community Strategic Plan. The purpose of the Program is to:

- Provide seed funding for new initiatives which will benefit the community;
- Facilitate Cultural and Arts events/activities/services;
- Assist fund research into local service requirements;
- provide financial assistance to enhance social wellbeing; and
- Provide assistance to elite sports persons, artists, musicians, students selected to represent NSW or Australia at significant events.

The Community Grant Program Policy (FS-CP-601) brings available Council funds in line with best practice and ensures that grants awarded are done so transparently and are strategic in nature.

## **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan items:

2.1 Develop and maintain partnerships with community, government and non-government agencies to benefit our community.

4.2 Encourage an inclusive community that celebrates social and cultural diversity.

## **CONSULTATION**

Senior Management Team

## **ATTACHMENTS**

- (a) Completed Assessment Matrix Soroptimist International (under separate cover) (confidential)
- (b) Budget/Estimated Costs (under separate cover) (confidential)
- (c) Quote for workshop (under separate cover) (confidential)
- (d) Financial Statement SI (under separate cover) (confidential)
- (e) Public Liability Insurance (under separate cover) (confidential)



<b>CLAUSE</b>	<b>CL04</b>
<b>TITLE</b>	<b>Quick Turn Around Grant Griffith Veterans Golf Association Auspiced by NSW Veterans Golf Association</b>
<b>FROM</b>	<b>Melissa Canzian, Community Development Coordinator</b>
<b>TRIM REF</b>	<b>24/97347</b>

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### **SUMMARY**

A Quick Turn Around Grant was received from Griffith Veterans Golf Association auspiced by NSW Veterans Golf Association.

### **RECOMMENDATION**

**Council approves the application for the Quick Turnaround Grant from Griffith Veterans Golf Association auspiced by NSW Veterans Golf Association, for the amount of \$500.**

### **REPORT**

The Community Grant Program supports applications from organisations that address the needs of the community as outlined in Council's Strategic Plan 'Guiding Griffith 2040'. The program aims to support new initiatives, activities and projects that increase community capacity to address unmet needs, improve well-being and harmony, and reduce isolation of disadvantaged groups and improve social wellbeing.

The Griffith Veterans Week of Golf Tournament brings around 150 visiting veteran golfers to Griffith, in addition to the 30 – 40 local veterans who will play in a week long golf tournament. The tournament provides healthy physical exercise, mental stimulation, community capacity building and social inclusion and wellbeing for senior persons who often cannot find an interest that imparts these important benefits in a single activity. In addition, the tournament provides a significant economic benefit to Griffith. The visitors stay a week in our city, spending money on accommodation, visiting our shopping precinct and restaurants, purchasing fuel, food and other services, visiting our wineries and other tourist attractions including the Griffith Pioneer Park Museum.

Quick Turn Around Grants are for requests that arise during the year outside of the normal Community Grants timeframe subject to available funding and applications meeting Eligibility Criteria (Refer to 3.5 Terms and Conditions and 3.6 Eligibility Criteria in FS-CP-601). Applications are capped at \$2,500. Eligible applications will be considered as per the Eligibility Criteria, available Council grant funding and endorsed by a report to Council.

The event will be taking place from 28 October to 1 November 2024. This falls outside of the Community Grant rounds, hence the reason for this application of a Quick Turn Around Grant.

### **OPTIONS**

#### **OPTION 1**

As per the Recommendation.

## OPTION 2

Council decline the Quick Turn Around Grant Application.

## OPTION 3

Council supports an amended amount of funding for the grant.

## **POLICY IMPLICATIONS**

Community Grant Program applications are governed by Community Grant Program Policy FS-CP-601.

## **FINANCIAL IMPLICATIONS**

The 2024/2025 amount of funding available in Council's Community Organisation Assistance budget is \$44,084. Currently \$2,500 has already been subscribed through Individual Achievement Grants. Community Grants Round 1 2024/2025 have not yet opened. Three Quick Turnaround Grants are currently presented to Council.

Due to the Council Election in September 2024, there will be one round of the Community Grants Program during 2024/25 to be scheduled in March 2025. One round will allow the new Council to review the Community Grants Policy prior to applications opening.

## **COMMUNITY IMPLICATIONS**

The spirit of the Community Grant Program is to support organisations/groups/individuals whose applications address the priorities as articulated in Council's Community Strategic Plan. The purpose of the Program is to:

- Provide seed funding for new initiatives which will benefit the community
- Facilitate Cultural and Arts events/activities/services
- Assist fund research into local service requirements
- provide financial assistance to enhance social wellbeing
- Provide assistance to elite sports persons, artists, musicians, students selected to represent NSW or Australia at significant events.

The Community Grant Program Policy (FS-CP-601) brings available Council funds in line with best practice and ensures that grants awarded are done so transparently and are strategic in nature.

## **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan items:

2.1 Develop and maintain partnerships with community, government and non-government agencies to benefit our community. 4.2 Encourage an inclusive community that celebrates social and cultural diversity.

5.6 Promote Griffith as a desirable visitor destination.

## **CONSULTATION**

Senior Management Team

## **ATTACHMENTS**

- (a) Veterans Golf Assessment Matrix (under separate cover) (confidential)
- (b) Public Liability Insurance NSW Veterans Golf Association (under separate cover) (confidential)
- (c) Financial Statements NSW Veterans Golf Association (under separate cover) (confidential)

<b>CLAUSE</b>	<b>CL05</b>
<b>TITLE</b>	<b>Quick Turn Around Grant Headspace HYPE event (Centacare South West)</b>
<b>FROM</b>	<b>Melissa Canzian, Community Development Coordinator</b>
<b>TRIM REF</b>	<b>24/101819</b>

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### **SUMMARY**

An application for a Quick Turn Around Grant has been submitted from Headspace Griffith (Centacare South West) for the community project HYPE - Helping Young People Evolve.

### **RECOMMENDATION**

**Council approves the application for a Quick Turn Around Grant of \$2,500 to the Headspace Griffith 'HYPE' youth and family event.**

### **REPORT**

The Community Grant Program supports applications from organisations that address the needs of the community as outlined in Council's Strategic Plan 'Guiding Griffith 2040'. The program aims to support new initiatives, activities and projects that increase community capacity to address unmet needs, improve well-being and harmony, and reduce isolation of disadvantaged groups and improve social wellbeing.

The primary objectives of HYPE are:

- To promote wellbeing through community engagement and social cohesion by providing a free, family-friendly event accessible to all.
- To support local artists, musicians, and businesses by offering them a platform to showcase their talents and wellbeing resources.
- To enhance cultural appreciation and understanding through diverse programming and activities.

HYPE is designed to bring together individuals and families from Griffith for an afternoon of education, entertainment, and connection. The event will feature education talks and workshops surrounding topics of mental health, drug & alcohol, housing and family supports as well as a free BBQ, resource fair, family-friendly activities, and cultural performances. Our goal is to create an enriching experience that strengthens community bonds and celebrates the diverse talents and cultures within our area.

HYPE is expected to attract approximately 500 attendees from Griffith and neighbouring areas. Our target audience includes, youth & families as well as local businesses. We aim to engage people of all ages and backgrounds, ensuring a diverse and inclusive environment.

The event will be taking place on 26 September 2024. This falls outside of the Community Grant rounds, hence the reason for this application of a Quick Turn Around Grant.



## **OPTIONS**

### OPTION 1

As per the Recommendation.

### OPTION 2

Council decline the Quick Turn Around Grant Application.

### OPTION 3

Council supports an amended amount of funding for the grant.

## **POLICY IMPLICATIONS**

Community Grant Program applications are governed by Community Grant Program Policy FS-CP-601.

## **FINANCIAL IMPLICATIONS**

The 2024/2025 amount of funding available in Council's Community Organisation Assistance budget is \$44,084. Currently \$2,500 has already been subscribed through Individual Achievement Grants. Community Grants Round 1 2024/2025 have not yet opened. Three Quick Turnaround Grants are currently presented to Council.

Due to the Council Election in September 2024, there will be one round of the Community Grants Program during 2024/25 to be scheduled in March 2025. One round will allow the new Council to review the Community Grants Policy prior to applications opening.

## **COMMUNITY IMPLICATIONS**

The spirit of the Community Grant Program is to support organisations/groups/individuals whose applications address the priorities as articulated in Council's Community Strategic Plan. The purpose of the Program is to:

- Provide seed funding for new initiatives which will benefit the community
- Facilitate Cultural and Arts events/activities/services
- Assist fund research into local service requirements
- provide financial assistance to enhance social wellbeing
- Provide assistance to elite sports persons, artists, musicians, students selected to represent NSW or Australia at significant events.

The Community Grant Program Policy (FS-CP-601) brings available Council funds in line with best practice and ensures that grants awarded are done so transparently and are strategic in nature.

## **LINK TO STRATEGIC PLAN**

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

## **CONSULTATION**

Senior Management Team

## **ATTACHMENTS**

- (a) Assessment Matrix (confidential)
- (b) Financial Statements Centacare (confidential)
- (c) Quote for entertainment HYPE (confidential)
- (d) Quote AV hire (confidential)
- (e) Public Liability insurance (confidential)
- (f) Quote pricing dance group (confidential)

**CLAUSE**      **CL06**

**TITLE**        **Proposed Council Meeting and Workshop Dates 2025**

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

**TRIM REF**    **24/91080**

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### **SUMMARY**

The proposed Council Meeting and Council Workshop Schedule for 2025 is attached to this report for endorsement of Council.

### **RECOMMENDATION**

**Council adopt the proposed Council Meeting and Workshop Schedule for 2025 as attached.**

### **REPORT**

Section 365 of the Local Government Act 1993 states that Council is required to meet at least 10 times each year, each time in a different month. Accordingly, Ordinary Meetings of Griffith City Council are currently held on the second and fourth Tuesday of every month, with Council Workshops being held on the third Tuesday of every month. Meetings are to be held at 7:00pm in the Council Chambers.

The proposed Council Meeting and Workshop Schedule has been drafted for the coming calendar year for the endorsement of Council.

This report proposes that no Ordinary Meeting of Council be held on 14 January 2025 (due to the Christmas/New Year holiday period) which is consistent with previous years.

The December 2025 Workshop is proposed for the first Tuesday of the month instead of the third Tuesday due to its proximity to the Christmas holiday period.

The second Council Meeting date in December would fall close to Christmas Day and is therefore proposed to be cancelled.

### **OPTIONS**

#### **OPTION 1**

As per the Recommendation.

#### **OPTION 2**

Council could choose to amend the proposed Council Meeting and Workshop Schedule for 2025.

### **POLICY IMPLICATIONS**

The Code of Meeting Practice states:

### **“PART 3 – BEFORE THE MEETING**

#### Timing of ordinary council meetings

3.2 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.”

### **FINANCIAL IMPLICATIONS**

There are no additional budget requirements in relation to this report.

### **LEGAL/STATUTORY IMPLICATIONS**

Under s.9 of the Local Government Act 1993, Council must give notice to the public of the times and places of its meetings. The adopted Schedule of Council Meetings will be advertised on Council's website.

Under s.365 of the Local Government Act 1993, Council is required to meet at least 10 times each year, each time in a different month.

### **ENVIRONMENTAL IMPLICATIONS**

Not Applicable

### **COMMUNITY IMPLICATIONS**

Not Applicable

### **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan item 1.1 Provide clear, accessible, relevant information.

### **CONSULTATION**

Senior Management Team

### **ATTACHMENTS**

(a) Council Meetings and Workshops Calendar 2025 [↓](#)

37

Council Meetings & Workshops 2025													
Council Meeting				Workshop				Public Holidays					
JANUARY							FEBRUARY						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28		
MARCH							APRIL						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													
MAY							JUNE						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						
JULY							AUGUST						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	31
SEPTEMBER							OCTOBER						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		
NOVEMBER							DECEMBER						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

<b>CLAUSE</b>	<b>CL07</b>
<b>TITLE</b>	<b>Setting of Fees &amp; Charges - Hire of Hanwood Kiosk &amp; Use of Lights</b>
<b>FROM</b>	<b>Phil King, Director Infrastructure and Operations</b>
<b>TRIM REF</b>	<b>24/101167</b>

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### **SUMMARY**

At the Ordinary Meeting of Council held 9 July 2024, Council resolved to set the fees and charges for the hire of the new Hanwood Kiosk and Use of Lights. Submissions were sought from the public and one submission was received.

This report recommends the proposed fees and charges for the use of the kiosk and new lighting system. The user fees will be published in Council's Revenue Policy and the bookings for the facility will be completed by using Council's online booking system.

### **RECOMMENDATION**

- (a) Council adopts a user booking fee per day of \$175 for the hire of the Hanwood Kiosk. If booking extends to 2 days or more the daily booking fee will be halved.**
- (b) Council adopts a user bond of \$282 per booking of the Hanwood Kiosk. The bond is refundable on the basis that the facility is clean & undamaged after the event.**
- (c) Council adopts a fee of \$15 per hour for the lights on Main Soccer Ground at Hanwood Oval.**
- (d) Council adopts a fee of \$7.50 per hour for the lights on No.1 and No.2 Training Field at Hanwood Oval (also known as the Graham McGann Oval).**
- (e) The fees listed (a) to (d) above be included in the Revenue Policy for 2024/25.**

### **REPORT**

One submission was received (see Attachment (a)) from Hanwood Football Club (HFC).

A reply was provided to respond to the submission and clarify the questions raised (see Attachment (b)).

The submission from HFC requests that the daily booking fee for the Hanwood kiosk is set at \$120 rather than the proposed \$175. This was proposed to account for occasions when only two (2) matches might be hosted by HFC as a minimum. The submission indicated that \$175 would be a reasonable fee when five (5) matches are hosted by HFC as a maximum.

The submission sought clarity of the application of the half rate applied to 2 days or more. This clarity was provided by email to HFC and explained that a 2-day booking would be \$175 (2 x \$87.50 = \$175). The idea behind this proposal was to allow for an additional day for setup prior to match day. The original proposal meets the expectation of HFC as expressed in the submission point 1.

The submission requests in point 2 that the bond could be paid at the commencement of the season. Arrangements will be made such that HFC, and other sporting organisations that use the Hanwood Kiosk, will only need to pay the bond once per season/financial year.

The submission sought clarification for the use of the change rooms, point 3. The change rooms are available free of charge and will have no fee associated with them. The change rooms will be checked after use and there may be some consequence if there is mess required to be cleaned by Council staff. These consequences could be the application of cleaning fees, or disqualification from use depending on what the issue might be. Any proposed consequence would be provided via a warning in writing prior to being implemented.

The submission accepts and agrees with the proposed fees for use of lights, although a request was made for the minimum light period to be every 30mins. The new system being installed at Hanwood would allow the hourly fee to be charged by much smaller increments of time for whatever booking is applied to the ground. For example, the lights could be activated in 5-minute increments, although this is yet to be determined exactly what the increments will be. It is proposed that the lights would be linked automatically to the booking of the oval.

## **OPTIONS**

### OPTION 1

As per the Recommendation.

### OPTION 2

Any other resolution of Council.

## **POLICY IMPLICATIONS**

Council's Revenue Policy will be updated in accordance with the resolution as adopted by Council for the Hanwood Oval Kiosk and Lights.

Council will also update the online booking system.

## **FINANCIAL IMPLICATIONS**

Council will have ongoing expenses relating to the maintenance and usage of the new amenities building. The kiosk creates the potential for income to be raised and by charging a fee, Council creates an opportunity to offset some of the expenses associated with the facility. These include electricity, water, gas as well as labour and administrative costs. The toilets and change rooms will be made available to use for free but these will require some labour and expenses from time to time. As stated above the change rooms will be locked unless they have been booked and a pin code will be issued allowing access.

As the facility is used and by monitoring over time Council will be able to establish if the proposed fees are excessive or not enough to cover the expenses of the facility.

## **LEGAL/STATUTORY IMPLICATIONS**

Not Applicable

## **ENVIRONMENTAL IMPLICATIONS**

Not Applicable

## **COMMUNITY IMPLICATIONS**

The new Hanwood Kiosk will be the best amenities and change room provided by Council anywhere in our Local Government Area. This facility ought to be made available to multiple users from all sports to maximise the investment made to upgrade the facility. The implementation of the booking system and associated fees will allow equal opportunity for users to access the facility.

While much effort has been made to continue consultation specifically with Hanwood Football Club during the construction, the facility is owned by Council and could host school sports, cricket, or touch football.

## **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan item 3.2 Ensure Council's financial sustainability through effective financial management that is transparent and accountable.

4.7 Provide a range of sporting and recreational facilities.

## **CONSULTATION**

Senior Management Team

The proposed fees and charges were placed on public exhibition for 28 days.

## **ATTACHMENTS**

- |     |  |    |
|-----|--|----|
| (a) | Submission - Setting of Fees & Charges - Hire of Hanwood Kiosk & Use of Lights - Hanwood Football Club <a href="#">↓</a> | 41 |
| (b) | Response to Submission <a href="#">↓</a>   | 43 |





8<sup>th</sup> August 2024.

**ATT: General Manager**  
Griffith City Council  
PO Box 485  
Griffith NSW 2680.

Dear Sir,

**RE: Hanwood Kiosk & Use of Lights.**

## HANWOOD FOOTBALL CLUB

ABN 78267497234

Non GST Registered Organisation

PO Box 102 Hanwood NSW 2680



In relation to the Public Notification of the Hanwood Kiosk and Use of Lights at the facility. Our situation as a user is unique as we will be using the site weekly for a period of up to 9 months with matches at the ground taking in a period of up to 6 months of the year. In other scenarios, facilities can be used on a spontaneous basis either by schools for carnivals or other sports for one off events. Our situation can be looked at slightly different with some surety around our usage and the number of participants in our club totalling up to 500 children and adults making use of the upgraded oval.

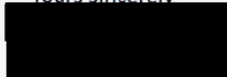
With this in mind we have now had the opportunity to review the proposed charges and respond with the following comments for your review:

- 1. Daily Hiring Fees** - We ask that the daily fee be at \$120 per day rather than \$175 per day. The challenge we have is that whilst we have match days for essentially a six month period of the year the amount of games being played on any given weekend can vary from a maximum of (5) matches on a weekend to as little as (2) depending on the draw. With a full suite of games it is quite justifiable for the daily rate however in the event of only 2 games it would be a challenge to re-coup the costs based on our current sales levels on a (2) game round. Also in relation to this, once the full draw is released for our matches, generally March of each year, we can simultaneously lock in our kiosk usage dates. Can we please clarify that our initial rate (first day) be at full cost and all the subsequent days be at 50% as outlined in the document released. Generally as now exists, we would stock the canteen on the afternoon prior to a game day. We would still like the opportunity to do this if possible without having to pay a full days rate?
- 2. Bond** – We request that we pay an initial bond at the commencement of our season and this is held by council for the duration of the year rather than paying a bond for each canteen use. Should there be a requirement for this bond to be used by council (which would be unlikely) we would top it up accordingly.
- 3. Change Rooms** – We would appreciate clarification that the usage of the change rooms is not connected with the use of the kiosk facilities? What are the arrangements for us to utilise them on a training night as players do shower after training on occasions.
- 4. Lights** – We believe that your proposed charges are fair for the usage of the main field and the Graham McGann Oval. Our only request is that we ask that the time of use be reduced from 1 hour to 30 minutes. We believe this is sensible to reduce energy consumption and not have the lights on for any longer than is needed on any given night. Obviously the rate would be adjusted to \$7.50 per 30 mins for the main oval and \$3.75 per 30 mins on the Graham McGann Oval.

We appreciate Councils Assistance in this amenities upgrade and look forward to working amicably in the future to maximise what will be a modern facility moving forward. We can also announce that we have been given notification that we have made the second round of consideration for an upgrade of the existing lights on the main oval along with new lighting for the Graham McGann Oval. The estimated costing of this is in the region of \$300,000 which will only enhance the Hanwood Oval further. We are absorbing the costs of this application and are not seeking any contribution from council for this grant.

Should you have any questions in relation to the above please do not hesitate to contact us to discuss at any time.

Yours Sincerely

A black rectangular redaction box covering the signature of Anthony Agresta.

Anthony Agresta  
**Secretary for and on behalf of  
Hanwood Football Club**

**Joanne Bollen**

---

**Subject:** FW: Submission to Proposed Fees and Charges - Hanwood Kiosk & Use of Lights

-----Original Message-----

From: Phil King

Sent: Friday, 16 August 2024 5:44 PM

To: [president@hanwoodfc.com.au](mailto:president@hanwoodfc.com.au); [secretaryhanwood@gmail.com](mailto:secretaryhanwood@gmail.com)

Subject: Submission to Proposed Fees and Charges - Hanwood Kiosk & Use of Lights

Hi Anthony,

Thanks for the submission regarding the Hanwood Kiosk and Use of lights.  
This submission will be considered by Council and the fees determined as a resolution.  
Please see below to provide some clarity to the proposed fees:

1. Daily Hiring Fee

The 50% discount for consecutive hire is proposed to allow for set up or clean up.

For example the proposed one day fee is \$175.

If the facility is hired for two days, rather than the fee being \$350 (2x175), the fee would be halved and two days booking is \$175 (2x87.50).

If the facility is hired for three days, rather than the fee being \$525 (3x175), the fee would be halved and three days booking is \$262.50 (3x87.50)

Access will only be available for the days the kiosk is booked.

2. It is possible that the bond is transferred from one booking to the next rather than having it reimbursed and paid, although I will need to confirm that this is administratively possible

3. The change rooms are available free of charge and will have no fee associated with them. The changes room will be checked after use and there may be some consequence if there is mess required to be cleaned by Council staff. These consequences could be cleaning fees, or disqualification from use depending on what the issue might be. Any proposed consequence would be provided via a warning in writing prior to being implemented.

4. It is understood that the new system being installed at Hanwood would allow the hourly fee could be charged pro rata by much smaller increments of time for whatever booking is applied to the ground. The lights might be able to be activated in 5min increments, although this is yet to be determined exactly what the increments will be.

Regards

Phil King

**CLAUSE**      **CL08**

**TITLE**        **2024 National Local Roads, Transport and Infrastructure Congress**

**FROM**        **Phil King, Director Infrastructure and Operations**

**TRIM REF**    **24/101560**

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### **SUMMARY**

This report seeks Council approval to nominate delegate(s) to attend the 2024 Australian National Local Roads, Transport & Infrastructure Congress in Margaret River, WA from 3 to 4 December 2024.

### **RECOMMENDATION**

**Council note the report.**

### **REPORT**

The Australian National Local Roads, Transport and Infrastructure Congress is an opportunity to engage with the Government on how its policies will impact on the provision and maintenance of local roads as well as the broader infrastructure and transport agenda. The Congress will feature national and international speakers along with Government and Opposition representatives.

At both the 2022 and 2023 congress the Gratten Institute presented papers relating to National Project Funding and the now seminal *“Pothole and Pitfalls: How to fix Local Roads”*. In the past there have been presentations on waste and recycling, disaster mitigation, renewable energy, active transport, and using artificial intelligence to improve local liveability.

It is important for Griffith to be represented at this major conference as Council needs to keep abreast of policy announcements and available grant opportunities. Council has been successful with several funding opportunities for a number of large scale road projects over the past 6 years.

This Congress has directly influenced national road funding including the Roads to Recovery Program (R2R) and also promoting the introduction of the National Heavy Vehicle Law.

### **OPTIONS**

#### **OPTION 1**

Council note the report.

#### **OPTION 2**

- (a) Two Councillors (Cr ..... and .....) and the General Manager (or his delegate) attend the 2024 National Local Roads, Transport & Infrastructure Congress in Margaret River, WA from 3 to 4 December 2024.

- (b) Expenses for attendance at the 2024 National Local Roads, Transport & Infrastructure Congress be paid in accordance with Council policy.

### **POLICY IMPLICATIONS**

Councillors Payment of Expenses and Provision of Facilities' Policy (GC-CP-407).

### **FINANCIAL IMPLICATIONS**

Early bird registration fee is \$925.00 before 15 November 2024 and includes all Congress sessions, welcome reception, Congress dinner and other meals as per the Congress program.

Travel, accommodation and other expenses will be as per Council policy, noting accommodation will be required on 3 December 2024. Due to the significant cost, it is recommended that Council do not attend on this occasion.

### **LEGAL/STATUTORY IMPLICATIONS**

Not Applicable

### **ENVIRONMENTAL IMPLICATIONS**

Not Applicable

### **COMMUNITY IMPLICATIONS**

Not Applicable

### **LINK TO STRATEGIC PLAN**

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

This item links to Council's Strategic Plan item 6.2 Maintain and develop an effective transport network (airport, public roads, pathways, pedestrian accesses and transport corridors) for Griffith and villages.

### **CONSULTATION**

Senior Management Team

### **ATTACHMENTS**

- (a) 2024 National Local Roads, Transport and Infrastructure Congress [↓](#) 46





Home: <https://alga.com.au/> Events: <https://alga.com.au/events/> 2024 National Local Roads, Transport And Infrastructure Congress

2024 National Local Roads, Transport and Infrastructure Congress

**2024**

**NATIONAL LOCAL ROADS, TRANSPORT & INFRASTRUCTURE CONGRESS**

Margaret River | 3 - 4 December 2024

[RoadsCongress.com.au](https://RoadsCongress.com.au)

DATE	03/12/2024 - 04/12/2024
WHERE	Margaret River HEART, Margaret River, Western Australia

Register  
<https://conferenceco.eventsair.com/roads->

congress-2024)

SHARE PRINT

**Save the Date:**

The 2024 National Local Roads, Transport and Infrastructure Congress will be held at the [Margaret River LEART](https://www.margaretriverleisure.com.au/) (<https://www.margaretriverleisure.com.au/>) in Margaret River, Western Australia from 3-4 December.

Early bid registrations are now open!

**More details coming soon**

**Australian Local Government Association**

8 Gellie Court  
Deakin, ACT 2600  
(02) 6122 9400

(<http://www.margaretriverleisure.com.au/>)

Buy council mailing list (<https://alga.com.au/product/council-mailing-list/>)

Contact ALGA (<https://alga.com.au/contact-us/>)

ALGA Board login (</intranet/login/>)

(<https://www.alga.com.au/>)  
local government association

ALGA acknowledges the Traditional Custodians of the lands on which we work, the Ngurnawal and Ngambri Peoples, and pays respect to their Elders past and present. As a federated body, ALGA's member associations are based and work across the country, and ALGA acknowledges Australian First Nations Peoples as the Traditional Owners and Custodians of the lands and waters on which we all work and live.

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<b>CLAUSE</b>	<b>CL09</b>
<b>TITLE</b>	<b>Disclosures by Councillors and Designated Persons Returns - September 2024</b>
<b>FROM</b>	<b>Melanie Hebrok, Senior Governance Officer</b>
<b>TRIM REF</b>	<b>24/98246</b>

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### **SUMMARY**

The Disclosures by Councillors and Designated Persons Returns for the recently appointed Engineering Design & Approvals Manager and Project Planner are to be tabled at the meeting.

### **RECOMMENDATION**

**The Disclosures by Councillors and Designated Persons Returns for the Engineering Design & Approvals Manager and Project Planner be noted.**

### **REPORT**

The Disclosures by Councillors and Designated Persons Returns for the recently appointed Engineering Design & Approvals Manager and Project Planner are to be tabled at the meeting.

### **OPTIONS**

Councillors and designated persons are to comply with the requirements of the Model Code of Conduct in relation to disclosures of interest.

### **POLICY IMPLICATIONS**

Council's Code of Conduct Policy Part 4 Conflict of Interests.

### **FINANCIAL IMPLICATIONS**

Not Applicable

### **LEGAL/STATUTORY IMPLICATIONS**

The Model Code of Conduct for Local Councils in NSW - Disclosure of interests in written returns states:

4.21 A councillor or designated person must make and lodge with the general manager a return in the form set out in Schedule 2 to this Code, disclosing the councillor's or designated person's interests as specified in Schedule 1 to this Code within 3 months after:

- (a) becoming a councillor or designated person, and
- (b) 30 June of each year, and



- (c) the councillor or designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).
- 4.22 A person need not make and lodge a return under clause 4.21, paragraphs (a) and (b) if:
  - (a) they made and lodged a return under that clause in the preceding three (3) months, or
  - (b) they have ceased to be a councillor or designated person in the preceding three (3) months.
- 4.23 A person must not make and lodge a return that the person knows or ought reasonably to know is false or misleading in a material particular.
- 4.24 The general manager must keep a register of returns required to be made and lodged with the general manager.
- 4.25 Returns required to be lodged with the general manager under clause 4.21(a) and (b) must be tabled at the first meeting of the council after the last day the return is required to be lodged.
- 4.26 Returns required to be lodged with the general manager under clause 4.21(c) must be tabled at the next council meeting after the return is lodged.
- 4.27 Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

### **ENVIRONMENTAL IMPLICATIONS**

Not Applicable

### **COMMUNITY IMPLICATIONS**

Not Applicable

### **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan item 3.1 Undertake Council activities within a clear framework of strategic planning, policies, procedures and service standards.

### **CONSULTATION**

Senior Management Team

### **ATTACHMENTS**

Nil

**CLAUSE**      **CL10**

**TITLE**        **Griffith Pioneer Park Museum Action Day 2024**

**FROM**        **Jenny O'Donnell, Griffith Pioneer Park Museum Manager**

**TRIM REF**    **24/102057**

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### **SUMMARY**

The purpose of this report is to address Council's request for an update on Griffith Pioneer Park Museum's Action Day, held 29 March 2024.

Despite the unusually warm weather due to Easter falling in March, the event attracted nearly 3,000 attendees.

This family fun-filled day significantly boosts the Museum's visibility, reminding the local community of the incredible legacy built over 60 years of volunteer work in preserving and showcasing the history of our town.

### **RECOMMENDATION**

**The report be noted by Council.**

### **REPORT**

The dedication of the small staff team and volunteers in coordinating and running Action Day is truly rewarding, especially when an outpouring of positive feedback is received from the local community.

The format of the day worked well and the same structure is planned for the following year.

With volunteer numbers higher than in previous years (approximately 300 including the dancers), their assistance was a key factor in making the day such a success. The more volunteers on board, the more activities can be offered, enhancing the visitor experience - which in turn serves as the best promotion for future visits.

Dumossa Inn became a favourite destination, particularly with musical maestro's delighting the pub's customers whilst they enjoyed a cold drink. The Italian Museum was activated as well as Taylor Bros Store with both receiving plenty of visitors throughout the day. The addition of market stalls lends to the festive atmosphere. The historic cars and the later classic and custom cars drew a lot of attention, as many visitors seized the chance to pose for photos beside them. Both older and younger attendees admired the collectible vintage pedal toy cars on exhibit along with our regular face painting and train rides.

Hundreds of children enthusiastically filled out the Activity Sheet, having fun by pulling the steam whistle, watching sheep shearing, seeing the blacksmith, weaving or proggy mat making and visiting the old post office just to name a few.

The local community visitation is high on open day as they take this opportunity to attend the Museum when there is an engaging program. The local community have always supported

Action Day at the Museum, and numbers have increased over the last few years. This was one of the most well-attended events in Griffith during the Easter weekend.

Statistically, the Museum has maintained expenditure levels for the past 3 years below \$20k, again through the support of volunteer assistance rather than paying contract workers and wages.

### **OPTIONS**

OPTION 1

As per the Recommendation.

### **POLICY IMPLICATIONS**

Not Applicable

### **FINANCIAL IMPLICATIONS**

The income received from the day was \$43,872 with expenses totalling \$15,668. Therefore the profit was \$28,204.

With the increase in visitation the profit margin increased by approximately 78.4% from 2023 to 2024.

### **LEGAL/STATUTORY IMPLICATIONS**

Not Applicable

### **ENVIRONMENTAL IMPLICATIONS**

Not Applicable

### **COMMUNITY IMPLICATIONS**

The strong attendance from families and the dedicated support from volunteers highlight the deep value and significance the museum holds within our community. This collective engagement not only reflects the museum's role in preserving and celebrating our shared heritage but also underscores its importance as a vibrant community hub where people of all ages come together to learn, connect and contribute.

### **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan item 4.4 Provide a range of cultural facilities, programs and events.

### **CONSULTATION**

Senior Management Team

### **ATTACHMENTS**

Nil

<b>CLAUSE</b>	<b>CL11</b>
<b>TITLE</b>	<b>2024 NSW Local Roads Congress Report</b>
<b>FROM</b>	<b>Phil King, Director Infrastructure and Operations</b>
<b>TRIM REF</b>	<b>24/101961</b>

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### **SUMMARY**

This report was prepared by the Director of Infrastructure and Operations, Mr Phil King.

The 2024 NSW Local Roads Congress was held in NSW Parliament House in Sydney on Monday, 3 June 2024. Council was represented by Councillor Glen Andreazza and the Director of Infrastructure and Operations, Mr Phil King.

The Local Roads Congress is offered by the Roads and Transport Directorate, a joint initiative between the Institute of Public Works Engineering Australasia (IPWEA) NSW and Local Government NSW (LGNSW) to optimise roads and transport outcomes. The Directorate acts as a focus for research activities, provides technical advice to assist member councils and makes submissions on behalf of its members.

This congress offered an opportunity for Councillor Andreazza to speak directly with NSW politicians during both the lunch break and the gathering after the conference. He was able to directly question the politicians on key policy and implementation that impacted the Kidman Way and links from Griffith to the rest of NSW.

### **RECOMMENDATION**

**The report be noted by Council.**

### **REPORT**

The theme for the congress was "Planning for the Future"

The Welcome to Country was presented by Uncle Allen Madden of the Gadigal People from the Eora Nation. The MC for the event was Rob Carlton who provided very interesting commentary and food for thought throughout the day. The IPWEA welcome was provided by Will Barton and Councillor Darriea Turley, President of LGNSW, provided a welcome to all councillors at the congress. Councillor Turley highlighted the commitment from the Federal Government to the additional R2R funding that has been recently announced and also look at the possibility for fixing country roads to be recontinued. Roads are a lever for our economy, they will always be critical for our communities.

**Mal Lanyon APM, Acting CEO - NSW Reconstruction Authority** gave a presentation on "Future Disaster Recovery". He spoke about the five key functions that the NSW Reconstruction Authority defined in the Act and highlighted that the cost of natural disasters has gone up 1300%. He went on to speak about the following points:

- Reducing Risk (mitigation and adaptation) - planning for the future;
- Local Preparedness - prepare well so that community can be protected;
- Community centred recovery - working with the community when we do recovery;

- Reconstruction - is for the long term, it will take years. In Lismore there will be the resilient homes scheme (these are buy backs). Resilient lands project is opening up land that people can build their homes that are not at risk of flood. These are new programs of work; and
- Disaster funding - emergency works for roads, as well as Category B & Category C. Significant work between TfNSW and with Reconstruction Authority to assess the applications and allow Council EPAS and DRFA is under review to streamline and improve this process.

Mal went on to discuss the *State Disaster Mitigation Plan - Feb 2024*. This is the governing principal strategy and is supported by Localised Disaster Adaptation Plans.

The NSW Recovery Plan has been released and sets out the strategic arrangement for disaster recovery for NSW. He explained that disaster funding is the biggest challenge and that the department is reviewing systems and process, working towards a more centralised approach, advocating for NSW to influence the DRFA funding arrangements. It is important to accelerate cash flow via new progress payment approaches and funding agreements for reconstruction works and at the same time attempt to managing commercial risk.

There were lots of questions from councils about overlapping disaster events, payments that are outstanding and building back better and also the ability for DFRA guidelines to cover water infrastructure as it is considered to not always meet the guidelines.

The next speaker was the **Hon John Graham MLC - Minister for Roads**. The Minister spoke about "Planning for the Future" as a wonderful theme for this congress as there is a housing crisis in our state. Sydney risks becoming a city with no grandchildren, and the cost of housing is driving families further out of Sydney. This results in more time on the roads. There will be thousands of homes around transport hubs. Underlying this process is roads. The roads are necessary for the housing challenge. The Rozelle interchange has been a challenge and is now running much more smoothly than when it was first built. He spoke of a change of focus and a change to priorities. The NSW Government needs to invest in high impact local roads that join communities and the jobs that support them.

Multiple road projects are still going to be delivered, although the NSW Government has put a stop to roads that don't have the required traffic or data. Disaster recovery and disaster resilience are a key focus and the government is worried about future damage, and how NSW will deal with these pressures in future years. Billions of dollars of damage has occurred on Council's roads. The government is working on enabling advance funding, and working better with the Commonwealth to make these processes simpler. Road safety is going to bring data and power to help councils get the speed limits right.

The Government also highlighted that our communities need vibrancy to get the main streets activated for people. The government is offering grants to temporarily close streets for communities and festivals, and also committed to funding pilot programs to see what works for communities.

**The Hon Natalie Ward MLC - Shadow Minister for Transport and Roads** provided the response from the Opposition. The Shadow Minister acknowledged the current work being done by the government at the moment and also acknowledged that "Planning for the Future" is an excellent theme for the congress. There has been generational investment in NSW roads over the past decade. Over the next 5 years there will be a new motorway opened each year, a new bridge on Heathcote and many others. It is critical that the investment on roads does not stop. It was highlighted that NSW is in uncertain times in the infrastructure industry. What is clear is that Sydney will continue to grow and that the Government cannot simply just turn the tap on and off for the delivery of large projects. There has been savage cuts from the Albanese government and it is slowing down the infrastructure future in NSW. The community needs certainty. If governments take their eyes off the road, our commuters will be on the road for much longer and we have a commitment

to our commuters to help them get to where they are going safely. All the current projects were commenced during the previous liberal coalition. The government must layout a vision and a timeline. There needs to be strategy to getting to commencement on the next tranche of projects.

**The Hon Jenny Aitchison MP - Minister for Regional Transport and Roads** provided the next update from the government. It was highlighted that strategic integrated local transport plans are currently being produced by TfNSW and will provide proper integration for delivery of movement around place. These plans should provide and anticipate the transport services required for new schools, hospitals and other community needs. The starting point on road maintenance should be set at the right place. Again, it was highlighted that all levels of government need to work together to make the tri-part agreements for disaster recovery. When considering disaster recovery, it's important to understand what is a business as usual task verses the damage that needs to be repaired. This will take time. Local governments are expected to go through the consultation process to ensure that roads are represented properly in all of their community documents.

**David Layzell MP - Shadow Minister for Regional Transport and Roads** spoke next and suggested that the role of local government engineers moving into the future has been changing over the way the projects have delivered. There are critical roles of stakeholder engagement and project delivery. People want the detail and want to know how a project is going to be delivered. Programmes like fixing timber bridges can change our communities and are wonderful opportunities to get infrastructure upgrades completed. When governments keep moving where the money has gone, this will make it hard for any government to create a suitable budget.

All of the politicians that spoke were then invited to the stage and participate in a Question and Answer Session. Generally, the main topics asked came from rural and regional councils and were focused on the issues of road safety and disaster recovery. It was important for Griffith to be represented at this Q&A and many of the issues raised resonated with both Councillor Andreazza and Mr King.

**Peter Shields - Chief Engineer City of Sydney** spoke on the topic of the street as shared spaces. He articulated that our communities needs have evolved - what was once a service space has become a space for much more, vehicles, transport, parking, walking, utilities, flooding, waste, lights. People want more out of their streets; events, inclusion, gardens, cycleways, dining, plazas, furniture.

He spoke about:

- Strategic Lead Streets - access strategy, cycling strategy, walking strategy, resilience strategy - cover off the various needs of your community. The National Service level standards should apply to our streets. Local Streets, Access Roads, High volume options for both, as well as recognising significant spaces;
- Community Service Levels - secondary road attributes, movement, context, place, criticality, road surface type, priority customers. Actions need to have resourcing committed, and plans for works and which year they are going to be done. The actual streets themselves will need to have good codes - main streets, urban renewal, local areas, heritage e.g., Pyrmont/ultimo, local areas, industrial. Each code can have the required standard, including standard drawings;
- Delivering the Mission - distinguish between the service manager and the asset manager. Define service requirements, and also define asset performance. Consider having service agreements in place;
- Planning the Street - Creating a destination, space allocation, heritage, fine grain, waste collection;
- Cultural Overlay - many different ways to load culture into your street;
- Tactics & Considerations - put the physical furniture in the right places; and
- Disruptors - mobility as a service, autonomous vehicles, personal mobility devices, high speed rail - new stations e.g., Metro.



**Scott Greenow - Transport for NSW - Acting Executive Director Freight Branch** spoke next. Scott highlighted that the freight industry is only as efficient and productive as all its parts allow; Government policy, Market design and Regulation all affect the movement of goods. TfNSW is delivering:

- Adapting to change - heavy vehicle access policy to realise safety, environmental and economic benefits. Innovative vehicles, streamlined access, telematics and data, strong partners;
- TfNSW transition to net zero – and implementing the towards net zero policy;
- Data, AI and technology shaping TfNSW future. Data & information is critical for decision making. Pathway to a national automated access system, automated decision making leading to reduce administrative cost and burden, increased visibility and knowledge of road assets, data driven infrastructure planning and approach, risk based decision making. Data and AI to inform decision making - analytics are critical to solving problems and driving innovation; and
- Future of freight is now happening - farm gate access for HPV's, Vehicles require a telematics device, new tools to assist road managers, freight pass interactive tool, Draft pavement impact comparison calculator, supporting councils through data collection and access advice. There are options being considered for a levy that is applied per tonne of payload.

The next speaker was **Joshua Devitt - Chief Engineer - Asset AI** he provided a background, highlighting that the local road network has an \$87billion replacement value in NSW. There is a risk of outdated data and an estimated maintenance shortfall across the state of \$680M annually. Asset AI was developed with the consideration of seamless integration, processing solution, data collection, normalised systems, and enrichment of AI data sharing. The system identifies and classifies road defects using visual and non-visual data and AI maximising network coverage and data value. Accelerometer and gyroscope Compass IoT, Camera Feed are all tools used to collect the defects on the road network. Data normalisation is important so that across the state the data is treated the same way. The plan is to complement the IPWEA Road Inspection Manual, which is a risk based approach to road inspection. The primary benefit for Council is a near real time coverage of a majority of the local road network. Griffith City and Canterbury Bankstown are the original pilot councils and now there are a number of councils joining the trial

**Dr Austin Morris, Director Infrastructure Lockhart Shire** spoke about the Shire's Electric Vehicle journey. It started with "dipping the toe in the water" by purchasing an EV mower. Dr Morris spoke of the comparison of EV vs Hybrid EV vs plug in Hybrid, hydrogen fuel cell, and ICE (Internal Combustion Engines). There has been a shift in perception in the community from the very first electrical vehicles being very underwhelming to the current batch of vehicles almost reaching "EV's are cool" status. They have included autonomous driving, and also the vehicle app will tell you if there are chargers available as you are travelling. Austin spoke of the comparison on the TV show "Fight for Planet A" between an EV and ICE. This was a drag race with a Tesla Model S v's HSV owners president 476g/km vs 153g/km. Finally, a comparison was shown between the overall costs of an EV when compared to an ICE showing that there is a potential for almost \$20,000 saving over three years including operational and purchase costs. This was based on a reduced purchase price, lower operational price and that Lockhart Council also installed destination charges.

The final presentation was from **Warren Sharpe** who asked the congress **What Future State are you creating?** He encouraged full participation in the TfNSW integrated transport plans. He also suggested that every council must focus on their people. He challenged all leaders to help others to be successful, give people a sense of leadership over their patch. Engineers are the highest skill shortage in local government in Australia and councils report losing skilled labour year in year out. He told the congress that the community won't care what you know until they know that you care. He also spoke of consideration of adaptive work arrangements. Warren gave a summary of the Local and Regional Roads Risk Policy,

Civil Liabilities Act 2002, limited council decisions on resources. He went on to discuss road safety, worker & first responder safety - local people die on local roads, pro-active maintenance, repaving and respecting saves lives and serious trauma. Local roads have high numbers of roadside hazards. He provided the example of extending a culvert by one pipe length, both travelling public and the road worker should have clearance to work & drive. Vegetation will creep onto the road, and trees will grow in the drain, a simple cyclic spray can address these issues.

Warren also spoke about disaster resilience and climate change - what are we going to do? Shift funding from post disaster to pre disaster. Canberra JO - \$320m damage, Central west \$450m damage. Pro-active maintenance saves lives, what you do every day will matter most when it counts. When the flood exceeds the structure, do you still want the structure to be there at the end of the flood. Pipe culverts can block, and a new structure will be required. Network management of local & regional roads - Resealing the sealed roads, treat the cause of failures as well as the symptom, keep the asset management plan simple, align action and risk management to road hierarchy. Proactive grading maintenance and cyclic resealing all contributes to maintenance of the road. Budget cyclic need every year for reseals and resheets, major maintenance (increased for actual cost + growth).

In Conclusion Warren suggested:

- Renewals should be considered first then upgrades;
- Roadside hazards should be identified and corrected;
- Identify critical alternate routes as part of a resilience plan;
- Set up the roads for a future state - push a game plan;
- Start to think about having a roads fund - think about per km rate;
- Develop road safety assessment of major routes using an AusRap; and
- Support the development of cadet engineers and on-going support.

Will you leave positive change for the future?

The final task for the congress was to edit and work on the communique together. This is included as Attachment (a).

## **OPTIONS**

As per the Recommendation.

## **POLICY IMPLICATIONS**

Not Applicable

## **FINANCIAL IMPLICATIONS**

Attendance to this conference was funded through Councillors' Conference Budget and the staff training Budget.

## **LEGAL/STATUTORY IMPLICATIONS**

Not Applicable

## **ENVIRONMENTAL IMPLICATIONS**

Not Applicable



## **COMMUNITY IMPLICATIONS**

Not Applicable

## **LINK TO STRATEGIC PLAN**

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

This item links to Council's Strategic Plan item 6.2 Maintain and develop an effective transport network (airport, public roads, pathways, pedestrian accesses and transport corridors) for Griffith and villages.

## **CONSULTATION**

Senior Management Team

## **ATTACHMENTS**

(a) 2024 NSW Local Roads Congress Communiqué [↓](#)

58



Over 120 delegates, encompassing council executive staff, mayors, and elected officials gathered with State Government Ministers at NSW Parliament House on 3rd June 2024 to attend the 2024 Local Roads Congress. The discussions and presentations from the Congress inform the advocacy focus of the Roads & Transport Directorate over the next 12 months which is outlined in this communiqué.



**2024 LOCAL ROADS CONGRESS COMMUNIQUÉ**  
*PLANNING FOR THE FUTURE*

The NSW Roads and Transport Directorate (RTD), a joint initiative between Local Government NSW (LGNSW) and the NSW Division of the Institute of Public Works Engineering Australasia (IPWEA NSW and ACT), is pleased to present the 2024 Local Roads Congress Communiqué. Reflecting on past challenges and current trends, we reaffirm our commitment to a sustainable, resilient, and prosperous future for New South Wales (NSW) through strategic and integrated road infrastructure planning.

This year's Congress theme; 'Planning for the Future', recognises that there are a number of emerging trends which will have a significant impact on the NSW local road network, and it is imperative to start planning for, or in some cases take immediate action to address these trends. To meet future challenges to the local road network, including an increased frequency of natural disasters, technological advancements, and changing community needs, the current approach to managing the local road network must evolve.

Integrating AI into road maintenance activities can provide significant efficiency gains, as well as helping councils shift to a proactive approach to dealing with road defects, and ultimately reducing overall risk to road users. Consideration of streets as shared spaces helps accommodate the demand for multiple, competing, use cases for the road corridor. Effectively planning for these use cases leads to better utilisation of the space and promotes overall community well-being. The increased uptake of electric vehicles necessitates a forward-looking approach to infrastructure planning, both from a road user perspective, as well as potential efficiency and revenue gains for council operations.

The predicted increase to heavy vehicle movements associated with road freight, as well as the changing nature and distribution patterns of the future freight task, require consideration to ensure economic efficiency is maintained while ensuring the local road network is fit to accommodate these increased movements. A concerted approach to road safety, underpinned by innovative technologies and community-focused strategies, will help address the unacceptably high rate of fatalities and trauma on local roads and move closer towards zero deaths or serious injuries. Integrated network planning is a critical process to ensure that the competing demands on the use of the local road network are considered from a holistic perspective and that the potential efficiency gains from network improvements can be maximised.

However, the current government funding models, which tend to be reactive and segmented, present challenges to the achieving these objectives. They do not consistently offer the necessary support for crucial infrastructure development and retention of a skilled workforce within Local Government. This situation highlights the need for transformative funding strategies which enable councils to adopt a more strategic and sustainable approach. Such a model would better align with the long-term functional needs of the local road network, reducing future costs and improving service delivery across all levels of Government.



### NSW Local Government

The Congress supports a commitment from NSW Local Government to:

- i) Develop and implement integrated network plans for the local road network incorporating: critical infrastructure and resilience plans, local transport network plans, asset and risk management plans, community strategic plans, delivery programs and operational plans, road safety plans, and freight strategic plans.
- ii) Consider the adoption of AI technology solutions, as a means of improving the efficiency of road maintenance activities and reducing overall risk to road users.
- iii) Develop implementation strategies to support the roll out of zero emission vehicle technology over the short-medium term, including required support infrastructure and explore the adoption of such technology within council fleet vehicles.
- iv) Develop and implement comprehensive workforce development plans to effectively address the current and anticipated skills shortages within professional engineering and skilled infrastructure disciplines.
- v) Continue providing data to the RTD's Road Asset Benchmarking Survey, including additional data on aging steel and concrete structures, to develop a comprehensive understanding of the state of local road assets, and to support the ongoing advocacy of IPWEA NSW & ACT.
- vi) Harmonise standards and specifications to align to industry best practice, building off work being done by organisations such as the RTD, Aus-Spec and Austroads

### NSW Government

The Congress calls on the NSW Government to:

- i) Continue supporting maintenance and improvement of the road network via the Fixing Country Bridges, Regional Emergency Road Repair Fund, Road Block Grant, Regional and Local Roads Repair Programs.
- ii) Review the Fixing Local Roads Program with an annual allocation aligned to the Roads to Recovery distribution formula to provide greater certainty and allow improved short-medium term infrastructure planning by NSW Local Government.
- iii) Provide a long-term commitment to a funding program designed to improve freight outcomes by addressing first and last-mile challenges on the local and regional road network.
- iv) Facilitate a review by the Office of Local Government of the linkages between council long term financial plans and asset management plans, and develop new guidelines to support greater alignment between these





- plans to ensure that the ongoing maintenance costs of assets are funded to meet an acceptable level of service.
- v) Work with Local Government to develop a program to improve maintenance activities, safety, and resilience across the entire state road network. With a particular focus on: critical access routes, key freight routes, high risk natural disasters sites and locations with a poor road safety record.
  - vi) Provide direct financial assistance to local governments to enable upgrading of vehicle fleets to zero emission models. As well as providing support for the development of the supporting charging infrastructure for use by all road users.
  - vii) Develop robust capacity-building programs and training sessions for Local Government staff engaged in asset management, including support to: develop asset management plans, undertake iRAP safety assessments, implement the Automated Access Assessment Program (AAAP), increase awareness of the changes to PBS and zero emission vehicles standards.
  - viii) Work with and support local government in the adoption of AI technology, including providing funding to encourage the uptake of such solutions.
  - ix) Utilise the work done on road reclassification to date to inform the development of the future road reclassification framework.
  - x) Consider a methodology for funding betterment over and above natural disaster recovery funding, to increase the resilience of the network and reduce the risk associated with future natural disasters.

### **Australian and NSW Government**

The Congress calls on the Australian and NSW Governments to work together with NSW Local Governments to address the following:

- i) A more sustainable long-term funding model for Local Government with a higher level of base funding support and reduced reliance on individual competitive grants.
- ii) Develop a proactive long-term strategy to address the skills shortage in professional engineers and other infrastructure workers, including support for skilled migration and the development of local capacity.
- iii) Sustainable and streamlined natural disaster funding arrangements, including Disaster Recovery Funding Arrangements, for all NSW councils, which includes consistent reporting and assessment processes, increased flexibility to build back better and more efficient approval processes (maximum of 6 months) that enable timely recovery work post-disaster.
- iv) Ensure improved arrangements are put in place for the provision and ongoing care of local road assets servicing large-scale economic generators, including zero emission energy projects, as well as forestry and mining projects, to reduce the cost shift to Local Government.



**2024 LOCAL ROADS CONGRESS COMMUNIQUÉ**  
*PLANNING FOR THE FUTURE*

**Australian Government**

The Congress calls on the Australian Government to:

- i) Increase the annual Roads to Recovery Program allocations to align with the construction cost index and the growth in the road asset base, ensuring funding levels are maintained in real terms.
- ii) Revise the Roads to Recovery funding conditions to include the development of local road safety and resilience plans, as well as the integration of natural disaster adaptation strategies into council transport, asset management, long-term financial plans, delivery programs, and annual budgets.
- iii) Ensure the program guidelines for the new Safer Local Roads and Infrastructure Program include allocated funds for the upgrading and replacement of bridges on the local road network.
- iv) Work with national professional bodies such as IPWEA Australasia and Engineers Australia, as well as the university sector, to increase the capacity and skills of public works personnel, with a specific focus on integrated network planning, asset management, and road safety strategic plans.
- v) Support collaboration between local councils, universities, and specialist research organisations into innovative technologies and practices to improve the management of local road assets. Provide appropriate guidelines and training programs to put this research into practice.
- vi) Proactively engage with NSW Local Government and the Roads and Transport Directorate in implementing the National Service Level Standards on local roads, with particular consideration of the competing demands of lower order roads as shared spaces.

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**AUDIT, RISK AND IMPROVEMENT COMMITTEE  
HELD IN THE MURRAY ROOM, GRIFFITH ON  
WEDNESDAY, 21 AUGUST 2024 COMMENCING AT 5:00 PM**

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**PRESENT**

Stuart Heffer (Chair) (Community Representative), George Youssef (Community Representative via Zoom), Helen Brill (Community Representative), Dorian Radue (Community Representative), Stephen Prowse (National Audits Group) and Nicky Rajani (NSW Audit Office via Zoom)

Quorum = 3

**STAFF**

General Manager, Brett Stonestreet, Acting Director Business, Cultural & Financial Services, Max Turner, Director Economic & Organisational Development, Shireen Donaldson, Governance Manager, Internal Audit Coordinator & Minute Taker, Leanne Austin

**1 APOLOGIES**

No apologies were received.

**2 CONFIRMATION OF MINUTES**

**RECOMMENDED** on the motion of George Youssef and Dorian Radue that the minutes of the previous meeting held on 1 May 2024, having first been circulated amongst all members, be confirmed.

**3 BUSINESS ARISING**

Nil.

**4 DECLARATIONS OF INTEREST**

**Pecuniary Interests**

There were no pecuniary interests declared.

**Significant Non-Pecuniary Interests**

There were no significant non-pecuniary interests declared.

**Less Than Significant Non-Pecuniary Interests**

There were no significant non-pecuniary interests declared.



## **5 ITEMS OF BUSINESS**

### **CL01 STRATEGIC INTERNAL AUDIT PLAN, ANNUAL PLAN AND CORE REQUIREMENTS CHECKLIST**

The Committee discussed the Strategic Internal Audit Plan, Annual Plan and core requirements of the Risk Management and Internal Audit Guidelines.

Mrs Austin advised draft KPIs for the Annual Plan will be presented to the Committee for consideration at the next Committee meeting.

Mr Prowse outlined the robust process undertaken for the development of the four year plan and annual plan including consultation with senior management and consideration of risk factors to determine those areas that were high priority. Some of the requirements of the Local Government Act, Regulation and Guidelines have been covered off as part of this process, in particular, requirements under Section 428 of the Local Government Act 1993.

Mr Prowse stated that many of the Section 428 requirements will also be addressed in the preparation of the scope and engagement letter for each audit, ensuring compliance requirements of the Guidelines are addressed through that process. The process for compliance and reporting requirements will continue to evolve however a good framework is currently in place.

Mr Stonestreet advised the Committee that the new Council will review Council's current Committee structure. As the Audit, Risk and Improvement Committee is a statutory Committee, it will continue to operate however Council will review Committee appointments in line with the Council term.

Mr Stonestreet flagged that Council has limited resources and he will seek to work with Senior Management and staff to implement the Guidelines and internal audit recommendations.

**RECOMMENDED** on the motion of Stuart Heffer and George Youssef that the information be noted.

### **CL02 DRAFT AGENDA FORWARD PLAN**

The Committee reviewed the draft Agenda Forward Plan. Mr Prowse advised that Property Management (Leases & Licences) could be undertaken in May 2025 along with the Accounts Payable review as this is not a complex review.

Mr Prowse advised the first two audits were quite significant and a number of recommendations have come out of these. In future if required, the auditors may discuss some of the identified low risk areas with Senior Management prior to finalisation of the internal audit reports to address minor issues.

Mr Heffer suggested the Draft Agenda Forward Plan be included as a standing agenda item rolling forward and reviewed as a whole annually.

### **CL03 INTERNAL AUDIT REPORT - RISK MANAGEMENT AUDIT 2024**

Mr Prowse provided an overview of the Risk Management Audit.

The overall risk rating was moderate and likely with the controls surrounding Council's Enterprise Risk Management activities being deemed partially effective based on the control effectiveness criteria outlined in the report. Much of the discussion on site was around work,

health and safety with a lot of work being done in this area and more broadly risk management. Mr Prowse advised that there are some good elements in place however the overall framework needs to be improved.

Mrs Donaldson responded that Council's Senior WHS & Risk Coordinator has prioritised work, health and safety improvements and will utilise the recommendations in the report to implement improvements to Council's risk management functions.

Ms Radue congratulated the auditors on the presentation of the report advising it was clear and well presented. Ms Radue enquired as to the reason for the 30 June 2025 Action Date regarding the Business Continuity Plan (BCP) recommendation. Mrs Donaldson responded that this was the completion date due to scheduling of the BCP testing exercise and requirement for a number of critical function owners to complete their review.

Ms Radue asked who would be responsible for developing Council's risk appetite statement and processes. Mr Prowse responded that it's important that Council's identified risks are compared against the risk appetite statement and that Council's Risk Management Framework requires more work to comply with the Guidelines.

**RECOMMENDED** on the motion of Dorian Radue and George Youssef that the Committee endorse the Risk Management Framework report, recommendations and action plan as attached to the report.

#### **CL04 INTERNAL AUDIT REPORT - CYBER SECURITY / INFORMATION TECHNOLOGY CONTROLS AUDIT 2024**

Mr Prowse provided an overview of the Cyber Security and Information Technology Controls audit. The overall risk rating was moderate and likely with the controls surrounding Council's Cyber Security and Information Technology Control activities being partially effective based on the control effectiveness criteria outlined in the report.

Mr Prowse advised Council has quite a lot of sound controls in place. There are a number of recommendations in the report due to the complexity and overall risks associated with this audit area. Mr Prowse advised there is some flexibility in terms of Council taking a pragmatic approach to how it addresses the recommendations commensurate to the size, scale and risk of the organisation. Mr Heffer agreed that Council should identify and implement those recommendations that are achievable.

**RECOMMENDED** on the motion of George Youssef and Dorian Radue that the Committee endorse the Cyber Security and IT Controls audit report, recommendations and action plan as attached to the report.

#### **CL05 DRAFT ENGAGEMENT LETTER - ASSET MANAGEMENT AUDIT**

Mr Prowse presented the draft engagement letter for the Asset Management Audit. Mr Stonestreet questioned if the estimated cost is within Council's allocated budget for internal audit.

Mr Turner advised he would work with the Governance Manager/Internal Audit Coordinator to review the budget and look at potentially rolling over unused internal audit funds from the 2023/24 budget. Mr Prowse clarified that the Asset Management audit is a complex audit requiring more hours than the following planned audits.

**RECOMMENDED** on the motion of Stuart Heffer and George Youssef that subject to unexpended funds being brought forward from the 2023/24 budget, the engagement letter

be approved to enable the Asset Management audit to proceed.

Mrs Radue stated that it is important that the Asset Management audit be undertaken.

Mr Turner and Mrs Austin are to review the budget prior to the next meeting once estimated fees have been provided. An update on costs of upcoming audits will be provided at the next meeting to ensure sufficient funds are available in the allocated budget to complete the audits outlined in the Annual Plan.

#### **CL06 UPDATE FROM NSW AUDIT OFFICE & INTERIM MANAGEMENT LETTER**

Nicky Rajani from the NSW Audit Office presented the Interim Management Letter. There were five findings raised, one of which was high risk, the other four were medium risk.

Mr Rajani advised the findings in relation to information technology general controls were consistent with the findings of the internal audit.

Mr Rajani highlighted issues identified in relation to the Griffin Green Housing Project regarding recording of transactions. Mr Turner explained that Council has prepared an accounting position paper on how it proposes to account for the project. This was a complex project spanning over four years involving grant funding and a number of third party partnerships. Council also contributed over \$4M in civil infrastructure as part of the project. The accounting paper will detail the prior year impact on that year's financial result and materiality of this. Council is awaiting the outcome of the external audit review.

Mr Rajani explained that once the Audit Office is satisfied with management's accounting assessment including the materiality aspect, this item should be completed and closed off.

Mr Stonestreet stated that this project was unique in terms of the funding, transfers and ownership of assets from State Government to Council as well as remediation of a contaminated mound on the site requiring additional funding. There was an extensive timeline for construction of the project before the assets could be moved off Council's books.

Mr Turner drew attention to Item 2 of the Interim Management Letter and advised Council is investigating an additional resource to assist in meeting the requirements. Mr Turner advised Council has worked with Council's accounting software provider Civica to run a CSV file to provide a full transaction listing to the Audit Office. Mr Stonestreet asked Mr Rajani what format have other Councils provided this information? Mr Rajani took this on notice.

Mr Rajani stated he is working with Council regarding timelines for completion of the external audit. Mr Rajani raised the issue of Council not recognising Rural Fire Service (RFS) assets in its Annual Financial Statements and receiving a qualified audit as a result. Mr Rajani advised the Audit Office are working with the RFS to obtain information regarding the quantum of assets. The Audit Office may take a materiality view of those numbers resulting in no qualification audit being issued.

Mr Turner advised Council does not record RFS assets other than RFS buildings. Mr Stonestreet stated that the RFS assets are not controlled by local government and that this issue would be considered by Parliament in the near future. Council will comply with the result of the parliamentary decision.

Mr Youssef enquired what impact a qualified audit would have on Council and possible funding opportunities. Mr Rajani advised that this was discussed in one of the previous ARIC meetings where Mr Stonestreet had asserted that there were no implications on funding resulting from a qualified audit. Mr Stonestreet confirmed this.

Mr Stonestreet informed the Committee that he and Mr Turner had met with representatives of the NSW Audit Office in July to discuss the pre-audit requirements and the quantum of the increase of the audit fees. Mr Stonestreet stated the Council has been impacted by a 40% increase in external audit fees now that the work is being undertaken by the NSW Audit Office and expressed his concern about Council's ability to maintain financial sustainability in light of rising costs. Mr Stonestreet advised these concerns have been raised by peak industry bodies and brought to the Auditor General's attention on his recent visit the Griffith.

Mr Rajani advised that the quality of the financial statements have an impact on the preparation of the external audit. The Audit Office does have a different methodology and requirements and are subject to reviews. Mr Turner advised the audit information required has increased dramatically from previous years and the ability to provide what has been requested is limited by Council's resources.

**RECOMMENDED** on the motion of George Youssef and Dorian Radue that the information be noted.

#### **CL07 ADOPTION OF DELIVERY PROGRAM, OPERATIONAL PLAN AND LONG TERM FINANCIAL PLAN 2024/25 AND REVIEW OF THE COMMUNITY STRATEGIC PLAN**

**RECOMMENDED** on the motion of George Youssef and Stuart Heffer that the information be noted.

#### **CL08 THIRD QUARTER PERFORMANCE REPORT AND 30 JUNE 2024 PROGRESS REPORT**

**RECOMMENDED** on the motion of Stuart Heffer and Dorian Radue that the information be noted.

#### **CL09 INVESTMENTS REPORT AS AT 30 JUNE 2024**

Mr Turner provided an overview of Council's investments as outlined in the report.

**RECOMMENDED** on the motion of George Youssef and Stuart Heffer that the information be noted.

### **6 GENERAL BUSINESS**

Mr Youssef highlighted the importance of maintaining confidentiality in relation to the information provided in the Agenda, particularly the Interim Management Letter.

Mrs Austin is to update some of the dates on the Core Requirements Checklist and Agenda Forward Plan.

### **7 NEXT MEETING**

The next meeting of the Audit, Risk and Improvement Committee is to be advised as this is dependent on the readiness of the draft Annual Financial Statements.

There being no further business the meeting terminated at 6:35 pm.

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**SCENIC HILL USER GROUP  
HELD IN THE COUNCIL CHAMBERS, GRIFFITH ON  
MONDAY, 26 AUGUST 2024 COMMENCING AT 5:30 PM**

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**PRESENT**

Councillor Jenny Ellis (Chair) via Zoom, Councillor Christine Stead, Helen Vowles (Community Representative), David Heffer (Community Representative), Matthew Pasin (Community Representative), Sally Bamblett (Community Representative), Rodney Savage (Community Representative)

Quorum = 3

**STAFF**

Director Sustainable Development, Joe Rizzo, Director Economic and Organisational Development, Shireen Donaldson, Director Infrastructure and Operations, Phil King, Tourism Manager, Mirella Guidolin, Visitor Information Centre Coordinator, Vicki McRae and Minute Taker, Leanne Austin

**1 APOLOGIES**

Apologies were received from Matthew Hockings (Community Representative) and Denis Couch (Community Representative).

**2 CONFIRMATION OF MINUTES**

**RECOMMENDED** on the motion of Sally Bamblett and Councillor Christine Stead that the minutes of the previous meeting held on 22 July 2024, having first been circulated amongst all members, be confirmed.

**3 BUSINESS ARISING**

Nil.

**4 DECLARATIONS OF INTEREST**

**Pecuniary Interests**

There were no pecuniary interests declared.

**Significant Non-Pecuniary Interests**

There were no significant non-pecuniary interests declared.

## **Less Than Significant Non-Pecuniary Interests**

There were no significant non-pecuniary interests declared.

## **5 ITEMS OF BUSINESS**

### **CL01 SCENIC HILL FIRE TRAILS IN NEED OF GRADING**

Ms Bamblett enquired about the naming of the fire trails on the Trailforks website. This issue had been raised previously as some of the names on the website were inappropriate.

Mr King advised the Trailforks website does utilise the fire trail numbers in most cases and noted that some of the names on the website have been changed. Changes to the naming of various trails would need to be done at a grass roots level with actual users of the website.

Ms Bamblett stated that reference is made to Trailforks in the Scenic Hill Management Plan so it is important that trail names are appropriate.

Mr Heffer advised that the website is mainly used by cyclists. Mr Heffer offered to contact a member of the cyclist group regarding naming of the trails.

Mr King advised Council will continue to work with the Rural Fire Service to address issues with regards to maintenance of the fire trails.

**RECOMMENDED** on the motion of Councillor Christine Stead and Rodney Savage that the information be received and passed on to the Rural Fire Service association so that funding can be applied for.

### **CL02 CRITICALLY ENDANGERED SPECIES GRIFFITH LGA**

Ms Bamblett provided an overview of the report she had provided for the Committee. The report outlined the critically endangered species in the Scenic Hill area with both the regent honeyeater and swift parrot listed as priority species within the Threatened Species Action Plan. The information presented may assist with future funding applications and should be considered in conjunction with the cat containment plan.

Councillor Ellis enquired if a representative from Council's Compliance team had been invited to address the Committee.

Mrs Donaldson suggested a copy of the cat containment report be provided to Council's Animal Control and Parking Compliance Coordinator and that an invitation be extended to present to the next meeting.

Councillor Ellis suggested that a subcommittee be formed to look at cat containment strategies. Ms Bamblett advised she had been in touch with the Queanbeyan Landcare group who assisted that Council to implement a cat containment plan and it would be worthwhile investigating the policies and programs they have implemented.

**RECOMMENDED** on the motion of Sally Bamblett and Councillor Christine Stead that the report be noted.

### **CL03 AGENDA ITEM PROVIDED BY HELEN VOWLES**

Ms Vowles stated that she was disappointed that little or no action has been taken by Council to address issues raised by the Committee and whilst she appreciates that Council has budgetary limitations, Council has an obligation to maintain Scenic Hill to meet acceptable levels and community expectations.



Mrs Donaldson explained that Council is limited by its current budget allocation of \$6,000 however the budget process for 2025/26 will commence in the next few months. If the Committee was to determine an area of priority this could be looked at during the budget deliberation process.

Mr King advised that Council staff undertake specific weed control under a separate budgetary line item to address noxious weeds identified.

Councillor Ellis stated that during the next Council term, the Committee may continue to push issues forward and there are opportunities to apply for grant funding such as the Crown Reserves Improvement Fund.

Mrs Vowles enquired what action is Council planning to take in relation to the management plan?

Mrs Donaldson advised that the Committee could identify priority projects that need to be planned and ready to apply for funding when it becomes available.

Mrs Donaldson stated that Scenic Hill is not allocated to a particular directorate or department within Council as it goes across multiple areas. There are limited resources currently.

Mr King advised the caretaker at Dalton Park is utilising the current budget allocation for minor maintenance matters on Scenic Hill however if further resourcing is required, Council would need to determine what areas require prioritisation and funds possibly moved from other projects or operational areas.

Councillor Ellis provided the Committee with a number of criteria relating to the Crown Reserves Improvement Fund.

Ms Guidolin presented photos to the Committee regarding signage at Scenic Hill in the Hermit's Cave area. The signage was installed in 2013 and now requires replacing.

Mrs Donaldson advised Council staff investigated the current signage project and suggests Council obtain costings for new signage. Council could seek funding for this project if the Committee was to identify this as a budget bid for 2025/26.

Mr Rizzo stated the Urban Design team could obtain quotes for new fit for purpose signage.

Mrs Donaldson stated that QR codes could be utilised on the signage to bring up maps and or accompanying narrative.

Mr Savage stated that Council also needs to consider ongoing budget allocation for maintenance of any projects including signage.

Councillor Stead stated that the State Government may have emergency grant funding opportunities available.

Councillor Ellis advised the Committee this is the last meeting of this current term of Council. The new Council will review the Committee structure and if the Scenic Hill User Group is re-established in the next term, the first priority would be to look at a budget bid and apply for grant funding.

Ms Vowles suggested increased Police presence in the area may deter hoons and illegal dumping practices.

**RECOMMENDED** on the motion of Councillor Stead and Helen Vowles that Council



investigate upgrading signage at the Hermit's Cave area to replace the existing signage. Urban design team are to consult with Tourism staff. Costings and quotes are to be reported to Council for deliberation in the 2025/26 budget process.

Mrs Donaldson advised she would raise the management plan progress with Senior Management at an operational level.

**SMT Comment: As referred to above, the annual allocation to this reserve is \$6,000. Should Council wish to increase the service level, or implement any actions from the adopted Scenic Hill (Zone 3) - Natural Areas Plan of Management, then it will be a matter for the elected Council to identify the source of funding.**

## **6 OUTSTANDING ACTION REPORT**

Councillor Ellis advised she is liaising with Stephen Young from the Griffith Local Aboriginal Lands Council and will continue to work with him in relation to the rPPP Grant.

Ms Vowles enquired if any progress had been made on the shared platform. Mrs Donaldson advised IT staff were looking into this and will communicate with Ms Vowles to determine who will be maintaining the site, who would have access, what format is required and security of data.

Councillor Ellis advised Council already has a CRM system in place to log issues and Committee actions are recorded on the Action Report for follow up by staff.

Mr King advised the shared platform would not be monitored live by operational staff.

## **7 GENERAL BUSINESS**

Nil

## **8 NEXT MEETING**

Councillor Ellis thanked Committee members for their contribution and input over the current Council term. This being the last Committee meeting for the term, members are invited to apply for new Committee positions following establishment of the new Committee structure.

There being no further business the meeting terminated at 7:04 pm.















**TITLE** Outstanding Action Report

**TRIM REF** 24/102205

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**RECOMMENDATION**

The report be noted.

**ATTACHMENTS**

(a) Outstanding Action Report - Council Meeting [↓](#)

77

**OUTSTANDING ACTION REPORT**

Council Meeting Date	MEETING ITEM	Action Officer	CRM No.	Minute No.	Council Resolution	Additional Information
27 August 2024	<b>MM01 GRIFFITH WORKER AND HOUSING SHORTAGE TASKFORCE</b>	SGO	149788	24/228	<p><b>RESOLVED</b> on the motion of Councillors Shari Blumer and Christine Stead that:</p> <ul style="list-style-type: none"> <li>(a) Council adopt the Griffith Worker and Housing Shortage Taskforce draft “Report on Strategies to Increase Housing Supply August 2024” (Refer Attachment a) and to place the draft document on public exhibition seeking community submissions.</li> <li>(b) The draft document be exhibited for a minimum period of 42 days and that all submissions received be reported to Council for consideration.</li> <li>(c) The draft document be distributed to participants at the Community Forum held 12 June 2024 inviting submissions/comment.</li> </ul>	<b>29/08/2024:</b> On public exhibition until 10/10/2024.
13 August 2024	<b>CL02 ENDORSEMENT FOR PUBLIC EXHIBITION - AMENDED GRIFFITH RESIDENTIAL DEVELOPMENT CONTROL PLAN</b>	SDAP	149193	24/212	<p><b>RESOLVED</b> on the motion of Councillors Glen Andrezza and Christine Stead that:</p> <ul style="list-style-type: none"> <li>(a) Council endorse the public exhibition of the amended Griffith Residential Development Control Plan at Attachments 1-3 for a period of 42 days.</li> <li>(b) Council will hold a development industry forum to discuss the amended draft DCP during the public exhibition period.</li> <li>(c) Following the review of all submissions received during the public exhibition period, the amended Griffith Residential</li> </ul>	<b>19/08/2024:</b> On public exhibition. Development Industry Forum scheduled for 29 August 2024.



**OUTSTANDING ACTION REPORT**

					Development Control Plan is reported back to an Ordinary Meeting.	
13 August 2024	<b>CL03 RENEWAL - LICENCE AGREEMENT - FOR THE OCCUPATION OF ROAD RESERVE ADJOINING LOT 2 DP 553309, 82-88 BANNA AVENUE, GRIFFITH WITH PAESE NOSTRO PTY LTD AS TRUSTEE FOR SAN PAULO TRUST &amp; LOU NOMINEES PTY LTD AS TRUSTEE FOR AQUILA TRUST</b>	CPO	149202	24/213	<b>RESOLVED</b> on the motion of Councillors Christine Stead and Laurie Testoni that: (a) Council renew the licence agreement with Paese Nostro Pty Ltd as Trustee of San Paulo Trust and Lou Nominees Pty Ltd as Trustee for Aquila Trust, for a term of 5 years commencing on 1 July 2024. (b) Paese Nostro Pty Ltd as Trustee of San Paulo Trust and Lou Nominees Pty Ltd as Trustee for Aquila Trust pay all applicable costs and charges associated with the preparation of the licence agreement together with Council's Administration Fee, as per Council's adopted Revenue Policy for 2024/2025. (c) The licence fee be charged in accordance with Council's adopted Revenue Policy, currently \$500 pa for 2024/2025 financial year, in addition to rates and charges. (d) Council authorise the Mayor and General Manager to execute the licence agreement on behalf of Council.	<b>02/09/2024:</b> With Council's solicitors for preparation of draft licence agreement.
13 August 2024	<b>CL04 LICENCE AGREEMENT - GRIFFITH COMMUNITY FM ASSOCIATION INC.</b>	CPO / PAMGM	149204	N/A	The Mayor advised this report would remain on the table to allow it to be presented to a future Council Workshop.	<b>19/08/2024:</b> To be discussed at Council Workshop 20/08/2024. <b>29/08/2024:</b> Report to Council 10/09/2024.
13 August 2024	<b>CL06 NAMING THE ROUNDABOUT AT THE INTERSECTION OF</b>	DIO	149211	24/215	<b>RESOLVED</b> on the motion of Councillors Simon Croce and Chris Sutton that:	<b>15/08/2024:</b> On public exhibition until 12 September 2024.

**OUTSTANDING ACTION REPORT**

	<b>KIDMAN WAY AND THORNE ROAD</b>				<ul style="list-style-type: none"> <li>(a) Council propose to name the roundabout at the intersection of The Kidman Way and Thorne Road the “Khalsa Chowk”.</li> <li>(b) Council place the naming proposal on public exhibition for 28 days.</li> <li>(c) If no public submissions received, the name be formally adopted and appropriate new signage be developed for Council’s review and implementation,</li> <li>(d) If any public submissions are received, then a further report be provided to Council for determination.</li> </ul>	
13 August 2024	<b>MINUTES OF THE PIONEER PARK MUSEUM COMMITTEE MEETING HELD 15 JULY 2024</b>	PPM	149124/2024	24/217	Councillor Blumer asked that the request for a report on Pioneer Park’s Action Day including attendance, income, expenditure and Council staff costs be provided. This item will be added to the Outstanding Action Report.	<p><b>13/08/2024:</b> Report was requested at the Ordinary Meeting of Council held 11 June 2024.</p> <p><b>29/08/2024:</b> Report to Council 10/09/2024.</p>
23 July 2024	<b>CL04 REVIEW OF LOCAL POLICY (CS-CP-310) STORM WATER DRAINAGE &amp; DISPOSAL</b>	SGO	148282/2024	24/200	<p><b>RESOLVED</b> on the motion of Councillors Shari Blumer and Dino Zappacosta that:</p> <ul style="list-style-type: none"> <li>(a) Council endorse the draft Review of Local Policy (CS-CP-310) Storm Water Drainage &amp; Disposal as attached;</li> <li>(b) The draft Review of Local Policy (CS-CP-310) Storm Water Drainage &amp; Disposal be placed on public exhibition for 28 days allowing 42 days for submissions to be received from the date of advertising;</li> </ul>	<p><b>07/08/2024:</b> On Exhibition. Comments or submissions will be received up to 4pm, 4 September 2024.</p>

**OUTSTANDING ACTION REPORT**

					(c) Following the public exhibition period, a further report be presented to Council to adopt Review of Local Policy (CS-CP-310) Storm Water Drainage & Disposal or to consider submissions received.	
23 July 2024	<b>CL05 ENDORSEMENT OF COUNCIL'S SOLAR ENERGY FARMS AND BATTERY ENERGY SOLAR SYSTEMS POLICY</b>	DSD	148284/2024	24/203	<b>RESOLVED</b> on the motion of Councillors Dino Zappacosta and Christine Stead that: (a) Council note the submissions received. (b) Council endorse the Solar Energy Farms and Battery Energy Storage Systems Policy as exhibited with no amendments. (c) Council review the Solar Energy Farms and Battery Energy Storage Systems Policy within three (3) months of the new Council term.	<b>08/08/2024:</b> Noted.
23 July 2024	<b>CL06 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2024</b>	PA	148286/2024	24/204	<b>RESOLVED</b> on the motion of Councillors Simon Croce and Chris Sutton that: (a) The Mayor, two Councillors, and the General Manager (or his delegate) attend the 2024 Local Government NSW Annual Conference to be held at the Tamworth Regional Entertainment and Conference Centre, Tamworth from Sunday 17 to Tuesday 19 November 2024. (b) Expenses for attendance at the 2024 Local Government NSW Annual Conference be paid in accordance with Council policy.	<b>08/08/2024:</b> Four representatives registered for conference and accommodation booked. Further report to Council to confirm Councillors and voting members required following election.

**OUTSTANDING ACTION REPORT**

					<p>(c) Council determine any motion(s) for inclusion in the Conference business paper such that they can be lodged with LGNSW by the deadline being Thursday 15 August 2024. These draft motions are to be submitted to the General Manager by Friday 26 July 2024 to enable them to be reported to Council and endorsed.</p> <p>(d) Council confirm three voting delegates at the LGNSW Conference, to be decided in the new Council term.</p>	
9 July 2024	<b>CL03 SETTING OF FEES AND CHARGES - HIRE OF</b>	GO	147857	24/181	<p><b>RESOLVED</b> on the motion of Councillors Jenny Ellis and Melissa Marin that:</p> <p>(a) Council adopts a user booking fee per day of \$175 the hire of the Hanwood Kiosk. If booking extends to 2 days or more the booking fee will be halved.</p> <p>(b) Council adopts a user bond of \$282 per booking of the Hanwood Kiosk. The bond is refundable on the basis that the facility is clean &amp; undamaged after the event.</p> <p>(c) Council adopts a fee of \$15 per hour for the lights on Main Soccer Ground at Hanwood Oval.</p> <p>(d) Council adopts a fee of \$7.50 per hour for the lights on No.1 and No.2 Training Field at Hanwood Oval (also known as the Graham McGann Oval).</p> <p>(e) Council exhibit the proposed amendment to the Revenue</p>	<p><b>12/07/2024:</b> On public exhibition until 09/08/2024.</p> <p><b>12/08/2024:</b> Submission received. Report to go back to Council Meeting 10 September 2024.</p>

**OUTSTANDING ACTION REPORT**

					<p>Policy as referred to in a) to d) above for a period of 28 days, seeking community submissions. Should no submissions be received, the new fees be included in the Revenue Policy for 2024/25.</p> <p>(f) Should community submission(s) be received, a report be submitted to Council for consideration.</p>	
9 July 2024	<b>CC02 TENDER NO. 15-23/24: SUPPLY AND DELIVERY OF CLEANING SERVICES TO COUNCIL PROPERTIES AND AMENITIES</b>	PO	147863	24/192	<p><b>RESOLVED</b> on the motion of Councillors Dino Zappacosta and Christine Stead that:</p> <p>(a) Council, in accordance with Section 178(1) (b) of the Local Government Regulation 2021, reject all tenders for the Supply and Delivery of Cleaning Services to Council Properties and Amenities Contract Number 15–23/24 due to budgetary constraints and Council’s obligations to achieve a \$1m per annum in operational savings.</p> <p>(b) Council, in accordance with Section 178(4) (a) of the Local Government Regulation 2021, does not need to call fresh tenders for the Supply and Delivery of Cleaning Services to Council Properties and Amenities Contract Number 15–23/24 as there is a suitably qualified and experienced company available to negotiate with.</p> <p>(c) Council, in accordance with Section 178(3) (e) of the Local Government Regulation 2021,</p>	<b>05/08/2024:</b> Council staff actioning. Meeting held with preferred contractor. Reviewing cleaning schedule.

**OUTSTANDING ACTION REPORT**

					<p>enter into negotiations with S &amp; K Panarello Pty Ltd trading as Presto Cleaning, of Griffith NSW.</p> <p>(d) At the completion of negotiations, a further report to be presented to Council.</p>	
28 May 2024	<b>NOTICE OF MOTION RECEIVED FROM COUNCILLOR JENNY ELLIS, AND THE MAYOR, DOUG CURRAN</b>	DSD DIO	146293	24/157	<p><b>RESOLVED</b> on the motion of Councillors Jenny Ellis and Glen Andrezza that:</p> <p>(a) Council commit to exploring the feasibility of including animal or bird enclosures in future master planning of the Lake Wyangan Parklands.</p> <p>(b) Council look for grant opportunities for the development of such enclosures as well as future budget allocations.</p> <p>(c) Council explore partnerships with community organisations or businesses (including but not limited to Altina Wildlife Park) for this future endeavour.</p> <p>(d) Future master planning for the park area includes plantings and areas that might attract local wildlife.</p> <p>(e) Council explore the feasibility of using existing deer enclosure fencing for an off-leash dog park.</p>	<p><b>03/06/2024:</b> The following SMT Comment was included in the Business Paper in relation to the Notice of Motion as resolved by Council.</p> <p><i>“Council has adopted a master plan for improvements to the western recreational foreshore area of Lake Wyangan North. An amount of \$2,030,000 has been budgeted by Council and Stage 1 is scheduled for completion by June 2025. An extract of the priority actions from the plan is attached to this report. Should Council support the Notice of Motion as printed, Stage 2 of the master plan could be modified to include the above recommendations. Further, Council’s resolution would be referred to the Lake Wyangan and Catchment Committee for consideration as to the timing and planning of the next phase (stage 2) of the master plan for Lake Wyangan”.</i></p> <p>This matter will be included on the Agenda for the next Lake Wyangan and Catchment Management Committee meeting.</p>

**OUTSTANDING ACTION REPORT**

						<p><b>05/08/2024:</b> Lake Wyangan and Catchment Management Committee meeting to be held 15/08/2024.</p> <p><b>15/08/2024:</b> NOM endorsed by Committee at Lake Wyangan and Catchment Management Committee meeting held 15/8/2024.</p> <p><b>02/09/2024:</b> This resolution now in the hands of the Lake Wyangan &amp; Catchment Management Committee for consideration and report to Council.</p>
26 March 2024	<b>CL02 COMMUNITY GARDENS LARGE SCALE EVENT MASTERPLAN</b>	USD	144180	24/075	<p><b>RESOLVED</b> on the motion of Councillors Shari Blumer and Glen Andreaazza that:</p> <p>(a) Council adopts the Community Gardens Large Scale Event Masterplan as exhibited.</p> <p>(b) Council finalise the estimated costing and implement permanent power supply to service food vans adjacent to Willandra Avenue, relocation of existing backstage storage container to be permanently located behind Stuart McWilliam Stage subject to existing budget allocation of \$50,000.</p> <p>(c) Council finalise a staged design of fencing for the Community Gardens site.</p>	<p><b>12/4/2024:</b> Manager of Urban Design to arrange meeting with relevant staff to discuss fencing.</p> <p><b>06/05/2024:</b> Meeting held on site to discuss fencing on Thursday, 2 May 2024. Costing of fencing being prepared.</p> <p><b>20/05/2024:</b> Draft Costing will be presented to Council at a meeting in June.</p> <p><b>04/06/2024:</b> Draft Costing will be presented to Council at a meeting in July.</p> <p><b>15/07/2024:</b> Draft Costing will be presented to Council meeting 10 September 2024.</p> <p><b>05/08/2024:</b> Meeting held with contractor to obtain quotes for shade sails over stage area.</p> <p><b>19/08/2024:</b> No quote received as yet.</p> <p><b>02/09/2024:</b> Initial quote received. Requires further clarification.</p>



**OUTSTANDING ACTION REPORT**

<p>26 March 2024</p>	<p><b>MINUTES OF THE NEW CEMETERY MASTERPLAN COMMITTEE MEETING HELD ON 7 MARCH 2024</b></p>	<p>DIO</p>		<p>24/084</p>	<p><b>RESOLVED</b> on the motion of Councillors Simon Croce and Christine Stead that the recommendations as detailed in the Minutes of the New Cemetery Masterplan Committee meeting held on 7 March 2024 be adopted, including the SMT Comment as printed below:  <b>SMT Comment:</b>                  Should Council support the above recommendation it is proposed that Council should adopt the following in lieu of the recommendation above.                  (a) Council invite Griffith Regional Funerals to submit a Development Application for assessment with respect to the installation and operation of a cremation service to be located at Lot 4 DP775986 Wakaden St, Griffith and that the owner of the property sign the Development Application.                  (b) Council appoint an external planner to assess the development application with the determination remaining with Griffith City Council. The assessment report of the development application to be determined by a meeting of Council.                  (c) In the event that Griffith City Council approved the development application that a deed of agreement be drafted between Griffith City Council and Griffith Regional Funeral Services detailing the lease and</p>	<p><b>15/04/2024:</b> Funeral Directors have been advised.  <b>17/06/2024:</b> DA has been lodged.  <b>1/07/2024:</b> Council's legal representatives have been requested to draft a Deed of Agreement.  <b>02/09/2024:</b> Council staff met with Council's legal representatives the week commencing 26 August 2024. DA's have been submitted and Council's planning staff have requested additional information.</p>
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**OUTSTANDING ACTION REPORT**

					<p>conditions of use of the cremator. The documentation is to include reference to the owner of the property and their concurrence to the installation and use of the cremator. Further, that the owner concurs to the circumstances that the cremator may be removed from the property. Legal costs to prepare the above documentation are the responsibility of Griffith Regional Funeral Services.</p> <p>(d) Subject to a, b and c above being completed, that Council proceed to acquire and install the cremator.</p> <p>(e) Funding to be drawn from the long term financial plan 2025/26 approximately \$400,000 installed.</p> <p>(f) The fees applicable to the lease of the cremator as detailed in confidential attachment A as previously reported to Council and the Committee will be included in Council's revenue policy and are subject to annual review.</p>	
12 March 2024	<b>NOTICE OF MOTION - UPGRADE TO ORIGINAL BAGTOWN'S FIRST BLACKSMITH STORE SITE</b>	DI&O DSD	143524	24/066	<b>RESOLVED</b> on the motion of Councillors Dino Zappacosta and Simon Croce that Council upgrade the original Bagtown's first Blacksmith Store site at the Intersection of Old Wilbriggie (sic) Road and Research Station Road.	<p><b>18/03/2024:</b> Councillors and SMT inspecting site 19/03/2024 to discuss scope.</p> <p><b>02/04/2024:</b> Site inspection completed. Project scope to be referred to Council Workshop on 21 May 2024.</p> <p><b>03/06/2024:</b> Scope of works were determined at Council Workshop.</p> <p>1. Survey site;</p>

**OUTSTANDING ACTION REPORT**

						<ol style="list-style-type: none"> <li>2. Install gravel surface in a safe location to provide access to site;</li> <li>3. Remove vegetation that surrounds identified tree; and</li> <li>4. Install sign with narrative depicting historical significance of site.</li> </ol> <p>Plan of Scope of works to be discussed at Council Workshop in October 2024.</p>
23 January 2024	<b>CC01 ENERGY PURCHASE AGREEMENT - HUNTER JOINT ORGANISATIONS OF COUNCILS</b>	PO	141541	24/022	<p><b>RESOLVED</b> on the motion of Councillors Simon Croce and Christine Stead that:</p> <p>(a) Council agree to accept the proposal from Hunter Joint Organisation to tender for the purchase of power for Council's large sites and unmetered streetlighting.</p> <p>(b) A further report be submitted for Council for consideration following the completion of stage one (1) of the procurement process as referred to in this report to determine;</p> <ol style="list-style-type: none"> <li>i. The percentage of energy from renewable sources.</li> <li>ii. The delegation of authority to the General Manager to accept or decline a contract with the preferred tenderer as determined by the Power Purchasing Agreement Steering Committee.</li> </ol>	<p><b>05/02/2024:</b> HJO have been advised. Further report to follow.</p> <p><b>18/03/2024:</b> Report presented to Council 26/03/2024.</p> <p><b>02/04/2024:</b> HJO advised of Council's resolution.</p> <p><b>20/05/2024:</b> Hunter JO to provide final electricity tender figures to Council.</p> <p><b>05/08/2024:</b> Round 3 pricing will be invited week commencing 5 August 2024.</p> <p><b>19/08/2024:</b> Round 3 pricing received and document executed under Delegation of Authority, as per Council resolution. Report to Council for information on 12 November 2024.</p>
14 November 2023	<b>CL02 THARBOGANG TENNIS CLUB DEMOLITION</b>	CPO	139227	23/260	<p><b>RESOLVED</b> on the motion of Councillors Shari Blumer and Melissa Marin that:</p>	<p><b>04/12/2023:</b> Council has included in the current budget 2023/24 approximately \$6,500 to part fund</p>

**OUTSTANDING ACTION REPORT**

					<p>(a) Council to seek Crown Reserve Improvement Fund funding and if successful in receiving the grant monies then the demolition of the Tharbogang Tennis Club and other infrastructure situated on the Public Reserve can proceed.</p> <p>(b) Council confirm its intention to demolish the Tharbogang Tennis Club facility and Council to then re-engage with the Tharbogang Community to advise of the available funds and Council's decision to demolish the disused Tennis Club building.</p>	<p>the demolition of the building. Application has been made for further funding to complete the project. Grant funding body to advise outcome in approximately May 2024. Community meeting to be held February 2024.</p> <p><b>04/03/2024:</b> Tharbogang Public School has been contacted seeking confirmation of suitable date for meeting.</p> <p><b>06/05/2024:</b> Two dates (22 May and 30 May 2024 5:30pm – 6:30pm) as options for meeting have been submitted to the school. Awaiting a response.</p> <p><b>20/05/2024:</b> Date of meeting confirmed for 19 June 2024.</p> <p><b>01/07/2024:</b> Meeting to be rescheduled and will be held at the Tharbogang Primary School. Tharbogang community will be informed of the meeting through the local store, post office box letter drop to residents and social media.</p> <p><b>05/08/2024:</b> Community meeting to be held 8 August 2024.</p> <p><b>19/08/2024:</b> Meeting held. Further meeting to be held at Tharbogang Park on 28 August 2024 at 5pm.</p> <p><b>02/09/2024:</b> Meeting held 28 August 2024. Dilapidated infrastructure will be demolished as per Council resolution.</p>
12 July 2022	<b>NOTICE OF MOTION – COUNCILLOR TESTONI – YENDA MASTERPLAN</b>	GM	119905	22/167	<b>RESOLVED</b> on the motion of Councillors Laurie Testoni and Glen Andreazza that:	<b>01/08/2022:</b> This matter will be scheduled for discussion at Council Workshop 16 August 2022.

**OUTSTANDING ACTION REPORT**

					<p>(a) Council undertake a master planning exercise for the village of Yenda. Factors such as future residential sub divisions, lifestyle blocks and rural residential to be considered along with future amenities for the village, such as sporting infrastructure to be considered. With a number of major projects nearing completion the time is right to focus on what opportunities are there for our region with growth and development. Yenda has a lot of potential for growth and by investigating strategies for the future it would benefit the growth on not only the village but that of the ever expanding Griffith City limits. It would be important for community engagement and with the next Community Opinion Group meeting to be held in Yenda it is a great opportunity for Griffith City Council to engage with community.</p> <p>(b) Council schedule a Councillor Workshop to refine the scope of the Master Plan.</p> <p>(c) Staff prepare the scoping document and report to Council for consideration of source of budget resources, time line, amendment and adoption of scoping document.</p>	<p><b>05/09/2022:</b> Council to submit an application to NSW Department of Planning and Environment for grant funding under Regional Housing Strategic Planning Fund Round 1 to complete a Yenda Masterplan. Application close 30 September 2022.</p> <p><b>04/10/2022:</b> Grant application submitted.</p> <p><b>03/01/2023:</b> NSW Government advised the Grant application successful on 30 November 2022. Expressions of Interests invited to coordinate and undertake the Yenda Masterplan.</p> <p><b>13/02/2023:</b> Tender awarded to CBRE.</p> <p><b>01/05/2023:</b> Site inspection and survey completed. Landowner, MI and staff consultation completed. Draft Masterplan presentation to 20 June Council Workshop.</p> <p><b>17/07/2023:</b> Draft Masterplan to go to Council in September/October 2023.</p> <p><b>03/10/2023:</b> Draft Masterplan to go to Council 14 November 2023.</p> <p><b>06/11/2023:</b> Draft Masterplan to go to Council Meeting in December 2023.</p> <p><b>04/12/2023:</b> Draft Masterplan to go to Council Meeting in February 2024.</p> <p><b>15/01/2024:</b> Report to March 2024 Council Meeting.</p>
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**OUTSTANDING ACTION REPORT**

						<p><b>18/03/2024:</b> Council Meeting for 14 May 2024.</p> <p><b>06/05/2024:</b> Consultant engineers will be invited to address Councillors at Council Workshop on 18 June 2024 regarding engineering challenges with respect to management of drainage.</p> <p><b>01/07/2024:</b> Meeting being arranged with property owner of Stage 1 of the Masterplan.</p> <p><b>05/08/2024:</b> Property owners will be contacted again seeking meeting.</p> <p><b>19/08/2024:</b> Further attempts to contact owners continuing.</p>
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**OUTSTANDING ACTION REPORT**  
**OUTSTANDING ACTION REPORT – COMPLETION BY OTHER AGENCIES PENDING**

Council Meeting Date	MEETING ITEM	Action Officer	CRM No.	Minute No.	Council Resolution	Additional Information
28 May 2024	<b>MINUTES OF THE LAKE WYANGAN &amp; CATCHMENT MANAGEMENT COMMITTEE MEETING HELD ON 15 MAY 2024</b>  <b>DRAFT PLAN OF MANAGEMENT – LAKE WYANGAN</b>	CPO	146292 /2024	24/156	<b>RECOMMENDED</b> on the motion of Tom Mackerras and Frank Battistel that: (a) Council refer the Draft Plan of Management for Lake Wyangan, incorporating Jack Carson Wildlife Reserve (Crown Reserve 159017) and North Lake Wyangan (Crown Reserve 1002998) to the Minister administering the Crown Land Management Act 2016 for approval. (b) Upon approval of the Minister administering the Crown Land Management Act 2016 Council amends the Draft Plan of Management Lake Wyangan if required, and place it on public exhibition as per Section 38 of the Local Government Act 1993. (c) Native Title advice has been approved. (d) A report be presented to Council to adopt the final Plan of Management for Lake Wyangan on completion of the exhibition period, to consider all submissions.	<b>28/05/2024:</b> Draft PoM emailed to Councillors. <b>03/06/2024:</b> Sent to Minister for approval to be exhibited.
28 May 2024	<b>CL02 DRAFT PLAN OF MANAGEMENT - SOUTH-WEST GRIFFITH PRECINCT PARKS</b>	CPO	146289 /2024	24/154	<b>RESOLVED</b> on the motion of Councillors Christine Stead and Shari Blumer that: (a) Council refers the draft Plan of Management for South-West Griffith Precinct Parks to the Minister administering the	<b>03/06/2024:</b> Sent to Minister for approval to be exhibited.



**OUTSTANDING ACTION REPORT**  
**OUTSTANDING ACTION REPORT – COMPLETION BY OTHER AGENCIES PENDING**

					<p>Crown Land Management Act 2016 for approval. Property details being Crown Reserves Griffith Regional Sports Centre (66750), Beilby Park (74741), Kooragee Park (77295), Willow Park, Venetian Park, I.O.O F Park and City Park (Prt R.81439), Yarrabee Park (90788) and Perre Park (90942) together with Council owned land Borland Leckie Park, Yawarra Three Ways Park, Burley Griffin Community Gardens, Public Reserve Park, Locklea Park, Cappello Close and Lanza Grove Public Reserve</p> <p>(b) Upon approval from the Minister administering the Crown Land Management Act 2016 Council amends the draft Plan of Management for South-West Griffith Precinct Parks if required, and places it on public exhibition as per Section 38 of the Local Government Act 1993.</p> <p>(c) Native Title advice has been provided.</p> <p>(d) A report be presented to Council to adopt the final Plan of Management for South-West Griffith Precinct Parks on completion of the public exhibition period, to consider all submissions.</p>	
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**OUTSTANDING ACTION REPORT**  
**OUTSTANDING ACTION REPORT – COMPLETION BY OTHER AGENCIES PENDING**

28 May 2024	<b>CL01 DRAFT PLAN OF MANAGEMENT - GRIFFITH CBD PRECINCT</b>	CPO	146288	24/153	<p><b>RESOLVED</b> on the motion of Councillors Shari Blumer and Melissa Marin that:</p> <p>(a) Council refer the Draft Plan of Management for the Griffith CBD Precinct Crown Reserves to the Minister administering the Crown Land Management Act 2016 for approval. Property details being R.74539 – Lot 1 Sec 43 DP758476 (Visitor's Centre and Carpark and Old Bowling Club) R.83521 – Lot 1 DP 87811 (Carpark Visitor's Centre) R.61588 – Lots 2 &amp; 4 Sec 8 DP 758476 and Lot 7 Sec 9 DP 758476 (CWA Park and Memorial Park) R.159000 – Lots 2 &amp; 8 Sec 9 DP 758476 (Griffith Library) R.85064 – Lots 19 &amp; 20 Sec 7 DP 758476 and Lot 1 DP 1272062 (Banna Park) R.82722 – Lots 1, 8-9 Sec 15 DP 758476 (Couchman Carpark) R.1003025 – Lot 1 DP 1035387(Aquatic Centre).</p> <p>(b) Upon approval of the Minister administering the Crown Land Management Act 2016 Council amends the Draft Plan of Management for the Griffith CBD Precinct Crown Reserves if required, and place it on public exhibition as per Section 38 of the Local Government Act 1993.</p>	<b>03/06/2024:</b> Sent to Minister for approval to be exhibited.
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**OUTSTANDING ACTION REPORT**  
**OUTSTANDING ACTION REPORT – COMPLETION BY OTHER AGENCIES PENDING**

					<p>(c) Native Title advice has been provided.</p> <p>(d) A report be presented to Council to adopt the final Plan of Management for the Griffith CBD Precinct Crown Reserves on completion of the exhibition period, to consider all submissions.</p>	
23 April 2024	<b>CL03 DRAFT PLAN OF MANAGEMENT - MISCELLANEOUS CROWN RESERVES</b>	CPO	144994	24/115	<p><b>RESOLVED</b> on the motion of Councillors Christine Stead and Laurie Testoni that:</p> <p>(a) Council refer the Draft Plan of Management for the Miscellaneous Crown Reserves, Kart Club - Reserve 64662 (Lot 96 DP 756035), Wumbulgal Recreation Reserve – Reserve 64911 (Lot 106 DP 751679), Rankins Springs Camping Area – Reserve 65432 (lot 7003 DP 1001194) and Dave Wallace Range – Reserve 1003005 (Lot 2 DP 48802) to the Minister administering the Crown Land Management Act 2016 for approval.</p> <p>(b) Upon approval from the Minister administering the Crown Land Management Act 2016 Council amends the Draft Plan of Management for Miscellaneous Crown Reserves if required, and place it on public exhibition as per Section 38 of the Local Government Act 1993.</p>	<b>20/05/2024:</b> Awaiting approval from Minister.

**OUTSTANDING ACTION REPORT**  
**OUTSTANDING ACTION REPORT – COMPLETION BY OTHER AGENCIES PENDING**

					<ul style="list-style-type: none"> <li>(c) Native Title advice has been provided.</li> <li>(d) A report be presented to Council to adopt the final Plan of Management for the Miscellaneous Crown Reserves on completion of the exhibition period, to consider all submissions.</li> </ul>	
23 April 2024	<b>CL05 DRAFT PLAN OF MANAGEMENT - BAGTOWN CEMETERY</b>	CPO	144997	24/117	<p><b>RESOLVED</b> on the motion of Councillors Dino Zappacosta and Laurie Testoni that:</p> <ul style="list-style-type: none"> <li>(a) Council refer the Draft Plan of Management for the Bagtown Historic Cemetery - Crown Reserve 52849 (Part Lot 731 DP 751709) to the Minister administering the Crown Land Management Act 2016 for approval.</li> <li>(b) Upon approval of the Minister administering the Crown Land Management Act 2016 Council amends the Draft Plan of Management for the Bagtown Historic Cemetery and place it on public exhibition as per Section 38 of the Local Government Act 1993.</li> <li>(c) Native Title advice has been provided.</li> <li>(d) A report be presented to Council to adopt the final Plan of Management for Bagtown Historic Cemetery on completion of the exhibition period, to consider all submissions.</li> </ul>	<b>06/05/2024:</b> Awaiting approval from Minister.

**OUTSTANDING ACTION REPORT**  
**OUTSTANDING ACTION REPORT – COMPLETION BY OTHER AGENCIES PENDING**

<p>12 December 2023</p>	<p><b>CL04                  COMPULSORY                  ACQUISITION -                  AFFECTING LOT 27                  DP751709 -                  BEAUMONT ROAD,                  HANWOOD -                  HANWOOD LEVY</b></p>	<p>CPO</p>	<p>140274</p>	<p>23/303</p>	<p><b>RESOLVED</b> on the motion of Councillors Glen Andreazza and Melissa Marin that:</p> <ul style="list-style-type: none"> <li>(a) Council approves the acquisition of Crown Land, shown as Lot 1 DP 1296073 in Plan of Acquisition affecting Lot 27 DP 751709 under the provisions of the Land Acquisition (Just Terms Compensation) Act 1991 for the purposes of the Local Government Act 1993 Section 186.</li> <li>(b) Council make application to the Minister and/or Governor of the Local Government Act 1993 for approval to acquire Lot 1 DP 1296073 as shown in plan of acquisition affecting Lot 27 DP 751709 by compulsory acquisition process under Section 187 of the Local Government Act 1993.</li> <li>(c) Council continues to negotiate with Department of Planning &amp; Environment to acquire the land by agreement, or as determined by the Valuer General as defined in Section 55 of the Land Acquisition (Just Terms Compensation) Act 1991.</li> <li>(d) Following receipt of the Governor's approval, Council give effect to the acquisition by publication of an Acquisition Notice in the NSW</li> </ul>	<p><b>15/01/2024:</b> Application preparation in progress.  <b>03/06/2024:</b> Application submitted.</p>
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**OUTSTANDING ACTION REPORT**  
**OUTSTANDING ACTION REPORT – COMPLETION BY OTHER AGENCIES PENDING**

					<p>Government Gazette and such other publication as may be required by law.</p> <p>(e) Upon acquisition of the land, Council resolves to classify the acquired land as operational land pursuant to Section 31 of the Local Government Act 1993.</p> <p>(f) Council pay compensation to all interest holders entitled to compensation by virtue of the compulsory acquisition on the terms set out in the Land Acquisition (Just Terms Compensation) Act 1991.</p> <p>(g) Council delegate authority to the General Manager to execute the documents on behalf of Council under the Common Seal if required.</p>	
12 December 2023	<b>CL05 COMPULSORY ACQUISITION - AFFECTING LOT 7322 DP1164483, MALLEE STREET, HANWOOD - WATER DRAINAGE WORKS</b>	CPO	140275	23/304	<p><b>RESOLVED</b> on the motion of Councillors Glen Andreazza and Melissa Marin that:</p> <p>(a) Council approves the acquisition of Crown Land, shown as Lot 1 DP 1295951 in Plan of Acquisition affecting Lot 7322 DP 1164483 under the provisions of the Land Acquisition (Just Terms Compensation) Act 1991 for the purposes of the Local Government Act 1993 Section 186.</p> <p>(b) Council make application to the Minister and/or Governor of the Local Government Act 1993 for approval to acquire</p>	<p><b>15/01/2024:</b> Application preparation in progress.  <b>03/06/2024:</b> Application submitted.</p>



**OUTSTANDING ACTION REPORT**  
**OUTSTANDING ACTION REPORT – COMPLETION BY OTHER AGENCIES PENDING**

					<p>Lot 1 DP 1295951 as shown in plan of acquisition affecting Lot 7322 DP 1164483 by compulsory acquisition process under Section 187 of the Local Government Act 1993.</p> <p>(c) Council continues to negotiate with Department of Planning &amp; Environment to acquire the land by agreement, or as determined by the Valuer General as defined in Section 55 of the Land Acquisition (Just Terms Compensation) Act 1991.</p> <p>(d) Following receipt of the Governor’s approval, Council give effect to the acquisition by publication of an Acquisition Notice in the NSW Government Gazette and such other publication as may be required by law.</p> <p>(e) Upon acquisition of the land, Council resolves to classify the acquired land as operational land pursuant to Section 31 of the Local Government Act 1993.</p> <p>(f) Council pay compensation to all interest holders entitled to compensation by virtue of the compulsory acquisition on the terms set out in the Land Acquisition (Just Terms Compensation) Act 1991.</p> <p>(g) Council delegate authority to the General Manager to</p>	
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**OUTSTANDING ACTION REPORT**  
**OUTSTANDING ACTION REPORT – COMPLETION BY OTHER AGENCIES PENDING**

					execute the documents on behalf of Council under the Common Seal if required.	
14 February 2023	<b>CL03 PCYC PROPOSAL TO ERECT AND FITOUT AN INTEGRATED GYMNASICS AND COVERED OUTDOOR MULTI-SPORTS COMPETITION FACILITY - OLYMPIC STREET, GRIFFITH</b>	GM	128874	22/034	<p><b>RESOLVED</b> on the motion of Councillors Jenny Ellis and Simon Croce that:</p> <p>(a) Council endorse in principle the lease of (Part Lot 1 DP1272062. Crown Reserve 85064, 3 Olympic Street, Griffith) to PCYC NSW for a period of 20 years.</p> <p>(b) The annual lease fee be in accordance with Council's adopted Revenue Policy (Schedule of Fees and Charges) as at the date of execution of the Lease. 2022/23 annual lease fee to Not for Profit Organisations is \$607.</p> <p>(c) PCYC pay all applicable costs and charges associated with the preparation of the lease agreement (this would include the survey plan preparation for leasing and registration fees if required). Also, an Administration Fee of \$481 (page 13 Revenue Policy) will be applicable.</p> <p>(d) Council communicate the above terms to PCYC NSW and subject to their agreement, Council advertise the proposed lease for a period of 28 days seeking public submissions.</p>	<p><b>06/03/2023:</b> Letter written to PCYC advising terms of proposed lease. Letter of response received accepting terms. Proposed lease to be prepared by Council and publicly exhibited.</p> <p><b>4/07/2023:</b> Council staff have obtained a quote for subdivision from PHL. Once the Survey Plan has been finalised a Two (2) Lot subdivision is required to create a Lot for PCYC and a Lot for the remaining land.</p> <p><b>31/07/2023:</b> PCYC finalising planned subdivision.</p> <p><b>04/12/2023:</b> Council seeking additional information from PCYC prior to lodgement of their DA.</p> <p><b>29/04/2024:</b> PCYC contacted 24/4/24. PCYC considers current scope of project will exceed allocated budget. Currently reviewing scope to align with budget. PCYC anticipate lodging a DA with Council July 2024."</p> <p><b>19/08/2024:</b> PCYC advised DA will be submitted by November 2024.</p>

**OUTSTANDING ACTION REPORT**  
**OUTSTANDING ACTION REPORT – COMPLETION BY OTHER AGENCIES PENDING**

					<p>(e) All public submissions be reported to Council for consideration. Should no submissions be received, Council authorise the General Manager and the Mayor to sign the lease under Council seal.</p> <p>(f) Council progress the subdivision of the subject land and authorise the General Manager and Mayor the authority to sign documents under Council seal as required. All costs in relation to the subdivision to be paid by the PCYC NSW.</p>	
22 February 2022	<b>NOTICE OF MOTION – YOOGALI SHARED BICYCLE PATH</b>	DIO	114000	22/057	<p><b>RESOLVED</b> on the motion of Councillors Simon Croce and Anne Napoli that:</p> <p>(a) Council consider the construction of the Griffith to Yoogali shared bicycle track as a priority.</p> <p>(b) Council undertake a full costing of the track and bridge as to facilitate funding opportunities to contribute towards the new construction.</p>	<p><b>14/03/2022:</b> Funding estimate for Path and Bridge: \$1.4 million. 100% funding request submitted to Transport for NSW Active Transport Program.</p> <p><b>16/01/2023:</b> TfNSW has informed Council that its application for 2.5m shared pathway is unsuccessful. Council has been invited to make a submission to TfNSW Active Transport for a 4.5m wide shared pathway for scoping and design. Submission lodged by Council.</p> <p><b>05/06/2023:</b> Funding application successful. Design to commence.</p>

**OUTSTANDING ACTION REPORT**  
**OUTSTANDING ACTION REPORT – COMPLETION BY OTHER AGENCIES PENDING**

						<p><b>17/07/2023:</b> Inception meeting scheduled for 18 August 2023. Project to be completed 20 June 2025.</p> <p><b>18/09/2023:</b> Ongoing consultation being held with stakeholders.</p> <p><b>04/12/2023:</b> Staff updated realignment of plans and have sent to TfNSW representatives for review. Draft tender documents have been prepared. Majority of vegetation removed on proposed pathway.</p> <p><b>04/03/2024:</b> Tree removal nearing completion.</p> <p><b>18/03/2024:</b> Tree clearing complete. Tenders for bridge to be called for in March 2024.</p> <p><b>06/05/2024:</b> Tenders close on Monday, 13 May 2024. Councillor briefing Tuesday, 21 May 2024.</p> <p><b>03/06/2024:</b> Report to Council 11 June 2024.</p> <p><b>17/06/2024:</b> Contract awarded. Tenderer advised.</p> <p><b>02/09/2024:</b></p>
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