



Ordinary Meeting

BUSINESS PAPER

Tuesday, 11 February 2025 at 7:00 PM

Griffith City Council Chambers

Phone: 1300 176 077

Web: www.griffith.nsw.gov.au Email: admin@griffith.nsw.gov.au



COUNCILLORS

Councillor Doug Curran (Mayor)	dcurran@griffith.com.au
Councillor Shari Blumer	sblumer@griffith.com.au
Councillor Mark Dal Bon	mdalbon@griffith.com.au
Councillor Jenny Ellis	jellis@griffith.com.au
Councillor Scott Groat	sgroat@griffith.com.au
Councillor Anne Napoli (Deputy Mayor)	anapoli@griffith.com.au
Councillor Tony O'Grady	togrady@griffith.com.au
Councillor Christine Stead	cstead@griffith.com.au
Councillor Laurie Testoni	ltestoni@griffith.com.au

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 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.

**ORDINARY MEETING OF GRIFFITH CITY COUNCIL
TO BE HELD IN GRIFFITH CITY COUNCIL CHAMBERS ON
TUESDAY, 11 FEBRUARY 2025 AT 7:00 PM**

MEETING NOTICE

Notice is hereby given that an Ordinary Meeting of Council will be held in the Griffith City Council Chambers on **Tuesday, 11 February 2025**.

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
 - 7 Mayoral Minutes
 - 8 General Manager's Report
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- | | | |
|------|-----|--|
| CL01 | p21 | Assignment of Part Lease from Peter John Turkington to Precision Aviation - Hangar Site 17, Griffith Aerodrome |
| CL02 | p28 | National General Assembly of Local Government 2025 |
| CL03 | p55 | Annual Financial Statements - Statements Under Section 413(2)(C) of the Local Government Act, 1993 |
| CL04 | p58 | Adoption of Councillor Expenses and Facilities Policy |

- 9 Information Reports
- CL05 p84 Responses to Councillor Questions Taken on Notice
- 10 Adoption of Committee Minutes
- 11 Business with Notice – Rescission Motions
- 12 Business with Notice – Other Motions
- 13 Outstanding Action Report
- p86 Outstanding Action Report
- 14 Matters to be dealt with by Closed Council
- CC01 Renewal of Lease Agreement - Zecca Pty Ltd - 239 Banna Avenue, Griffith
- commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret 10A(2) (d)
- CC02 Results from 2024 Council Staff Survey - connectYOU
- personnel matters concerning particular individuals (other than councillors) 10A(2) (a)

Brett Stonestreet

GENERAL MANAGER

**ORDINARY MEETING OF GRIFFITH CITY COUNCIL
HELD IN GRIFFITH CITY COUNCIL CHAMBERS ON
TUESDAY, 28 JANUARY 2025 COMMENCING AT 7:00 PM**

PRESENT

The Mayor, Doug Curran in the Chair (ZOOM); Councillors, Shari Blumer, Mark Dal Bon, Jenny Ellis, Scott Groat, Anne Napoli, Tony O'Grady, Christine Stead and Laurie Testoni

STAFF

General Manager, Brett Stonestreet, Director Economic & Organisational Development, Shireen Donaldson, Director Utilities, Graham Gordon, Director Infrastructure & Operations, Phil King, Acting Director Business, Cultural, Financial Services, Max Turner, Director Sustainable Development, Joe Rizzo and Minute Taker, Joanne Bollen

MEDIA

Cai Holroyd, The Area News

1 COUNCIL ACKNOWLEDGEMENTS

The Meeting opened with Councillor Anne Napoli reading the Opening Affirmation and the Acknowledgement of Country.

Director Infrastructure & Operations, Phil King arrived at the meeting the time being 7:02pm.

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

25/001

RESOLVED on the motion of Councillors Jenny Ellis and Christine Stead that an application to attend by audio-visual link from Mayor Doug Curran be granted.

For	Against
Councillor Doug Curran	
Councillor Shari Blumer	
Councillor Mark Dal Bon	
Councillor Jenny Ellis	
Councillor Scott Groat	
Councillor Anne Napoli	
Councillor Tony O'Grady	
Councillor Christine Stead	
Councillor Laurie Testoni	

The division was declared PASSED by 9 votes to 0.

3 CONFIRMATION OF MINUTES

25/002

RESOLVED on the motion of Councillors Christine Stead and Shari Blumer that the minutes of the Ordinary Meeting of Council held in Griffith City Council Chambers on 10 December 2024, having first been circulated amongst all members of Council, be confirmed.

For

Councillor Doug Curran
Councillor Shari Blumer
Councillor Mark Dal Bon
Councillor Jenny Ellis
Councillor Scott Groat
Councillor Anne Napoli
Councillor Tony O'Grady
Councillor Christine Stead
Councillor Laurie Testoni

Against

The division was declared PASSED by 9 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 Shari Blumer
CL02 Extension of Lease Term – Murrumbidgee Local Health District (MLHD) (Safe Haven)
Lease of State Bank House – 81 Kooyoo Street, Griffith
Reason – The Business I work for does work relating to these clauses

Councillor Shari Blumer
CL03 Renewal of Licence Agreement – Murrumbidgee Local Health District (MLHD) – 78
Kookora Street, Griffith
Reason – The Business I work for does work relating to these clauses

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 Anne Napoli
CL02 Extension of Lease Term – Murrumbidgee Local Health District (MLHD) (Safe Haven)
Lease of State Bank House – 81 Kooyoo Street, Griffith
Reason – I am the Vice President of the Local Area Health Advisory Committee

Councillor Anne Napoli
CL03 Renewal of Licence Agreement – Murrumbidgee Local Health District (MLHD) – 78
Kookora Street, Griffith
Reason – I am the Vice President of the Local Area Health Advisory Committee

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 Laurie Testoni

CL01 Request to Enter Into a Licence Agreement – Yenda Progress Association for the Use of the Yenda Tennis Club House

Reason – I have been actively helping the progress association with works to the centre

Councillor Anne Napoli

CL09 Notice of Motion – Councillor Scott Groat – 4 November 2024 24/302

Reason – I have previously been lobbied by developers mentioned in this Report

Councillor Anne Napoli

Adoption of Committee Minutes – Minutes of the Griffith Health Facilities Limited Committee Meeting

Reason – I hold a Directors position in this Company

Councillor Anne Napoli

CC01 Appointment of Committee Chairperson and Committee Members – Audit Risk and Improvement Committee and Appointment of Committee Members – Floodplain Management Committee

Reason – One of the applicants was a former Council candidate appointed on my how to vote card

Councillor Mark Dal Bon

CC01 Appointment of Committee Chairperson and Committee Members – Audit Risk and Improvement Committee and Appointment of Committee Members – Floodplain Management Committee

Reason – I know one of the nominees. He has done work on my farm long time ago. We do not socialise together. Have no close personal dealing together.

6 PRESENTATIONS

Nil

7 MAYORAL MINUTES

Nil

8 GENERAL MANAGER'S REPORT

CL01 REQUEST TO ENTER INTO A LICENCE AGREEMENT - YENDA PROGRESS ASSOCIATION FOR THE USE OF THE YENDA TENNIS CLUBHOUSE - PART CROWN RESERVE 62949, LOT 701 DP 1030376, YENDA PLACE, YENDA

25/003

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

- (a) Council enters into a short-term licence agreement for a 12-month term with the Yenda Progress Association over Part Crown Reserve 62949, Lot 701 DP 1030376, Yenda Place, Yenda for use of the Yenda Tennis Clubhouse commencing on 3 February 2025.
- (b) The Yenda Progress Association will be required to pay an administration fee to Council

on the signing of the agreement by all parties, currently \$182.00 in accordance with Council's Revenue Policy.

- (c) In lieu of an Annual Fee the Yenda Progress Association will be responsible for the general cleaning and upkeep of the building.
- (d) The Yenda Progress Association will be responsible to pay for the power used during the term of the agreement. Council will attend to the supply charges.
- (e) Council authorise the General Manager to execute the short-term licence agreement on behalf of Council.

For

Councillor Doug Curran
Councillor Shari Blumer
Councillor Mark Dal Bon
Councillor Jenny Ellis
Councillor Scott Groat
Councillor Anne Napoli
Councillor Tony O'Grady
Councillor Christine Stead
Councillor Laurie Testoni

Against

The division was declared PASSED by 9 votes to 0.

Councillors Shari Blumer and Anne Napoli left the meeting having declared Conflicts of Interest, the time being 7:16pm.

CL02 EXTENSION OF LEASE TERM - MURRUMBIDGEE LOCAL HEALTH DISTRICT (MLHD) (SAFE HAVEN) LEASE OF STATE BANK HOUSE - 81 KOOYOO STREET, GRIFFITH

25/004

RESOLVED on the motion of Councillors Jenny Ellis and Tony O'Grady that:

- (a) Council approves the amendment of the current lease term with MLHD (Safe Haven) for 1 year + 2-year term (3 years) with the commencement date of 15 December 2023 to 14 December 2026.
- (b) Griffith City Council and MLHD shall pay their own legal expenses in regards to the amendment of the current lease term. MLHD will attend to the registration and agency costs in relation to the registering of the lease, together with Council's administration fee, as per Council's adopted Revenue Policy.
- (c) Council authorise the Mayor & General Manager to execute the lease agreement on behalf of Council under the Common Seal, if required.

For

Councillor Doug Curran
Councillor Mark Dal Bon
Councillor Jenny Ellis
Councillor Scott Groat
Councillor Tony O'Grady
Councillor Christine Stead
Councillor Laurie Testoni

Against

The division was declared PASSED by 7 votes to 0.

CL03 RENEWAL OF LICENCE AGREEMENT - MURRUMBIDGEE LOCAL HEALTH DISTRICT (MLHD) - 78 KOOKORA STREET, GRIFFITH

25/005

RESOLVED on the motion of Councillors Jenny Ellis and Christine Stead that:

- (a) Council enters into a licence agreement with Murrumbidgee Local Health District over part Lot 3 Section 125 DP 758476 for a term of 2 years, backdated, commencing 1 January 2024, with an optional third year in Council's favour.
- (b) Council advertises its intention to enter into a licence agreement with Murrumbidgee Local Health District over part Lot 3 Section 125 DP 758476 for a period of 28 days. Should any submissions be received, a report will be presented to Council for consideration.
- (c) Should no submissions be received, Council enters into a licence agreement with Murrumbidgee Local Health District over part Lot 3 Section 125 DP 758476 for a further term of 2 years, backdated, commencing 1 January 2024, with an optional third year in Council's favour.
- (d) Murrumbidgee Local Health District pay all applicable costs and charges associated with preparation of the licence agreement together with Council's Administration Fee.
- (e) The licence fee be charged in accordance with Council's adopted Revenue Policy, currently \$686 per annum for the 2024/2025 financial year, together with rates and charges if applicable.
- (f) Council authorises the Mayor and General Manager to execute the licence agreement on behalf of Council under the common seal, if required.

For

Councillor Doug Curran
Councillor Mark Dal Bon
Councillor Jenny Ellis
Councillor Scott Groat
Councillor Tony O'Grady
Councillor Christine Stead
Councillor Laurie Testoni

Against

The division was declared PASSED by 7 votes to 0.

Councillors Shari Blumer and Anne Napoli returned to the meeting, the time being 7:23pm.

CL04 ENDORSEMENT OF DRAFT COMMUNITY STRATEGIC PLAN FOR PUBLIC EXHIBITION

25/006

RESOLVED on the motion of Councillors Christine Stead and Tony O'Grady that:

- (a) Council place the draft Griffith Community Strategic Plan 2025-2035 on public exhibition for 28 days.
- (b) At the completion of the public exhibition period, a report will be provided to Council for consideration and adoption of the Griffith Community Strategic Plan 2025-2035.

Councillor Christine Stead asked if based on the number of submissions received during the Public Exhibition period, is it possible to delay the Council Workshop scheduled for 18

February 2025. This was **Taken on Notice**.

For	Against
Councillor Doug Curran	
Councillor Shari Blumer	
Councillor Mark Dal Bon	
Councillor Jenny Ellis	
Councillor Scott Groat	
Councillor Anne Napoli	
Councillor Tony O'Grady	
Councillor Christine Stead	
Councillor Laurie Testoni	

The division was declared PASSED by 9 votes to 0.

CL05 REQUEST FOR FUNDING - MULTICULTURAL COUNCIL FOR RENTAL AT GRIFFITH COMMUNITY CENTRE

25/007

RESOLVED on the motion of Councillors Christine Stead and Tony O'Grady that the meeting suspend standing orders to allow Carmel La Rocca to address Council.

For	Against
Councillor Doug Curran	
Councillor Shari Blumer	
Councillor Mark Dal Bon	
Councillor Jenny Ellis	
Councillor Scott Groat	
Councillor Anne Napoli	
Councillor Tony O'Grady	
Councillor Christine Stead	
Councillor Laurie Testoni	

The division was declared PASSED by 9 votes to 0.

25/008

RESOLVED on the motion of Councillors Jenny Ellis and Christine Stead that the meeting resume standing orders.

For	Against
Councillor Doug Curran	
Councillor Shari Blumer	
Councillor Mark Dal Bon	
Councillor Jenny Ellis	
Councillor Scott Groat	
Councillor Anne Napoli	
Councillor Tony O'Grady	
Councillor Christine Stead	
Councillor Laurie Testoni	

The division was declared PASSED by 9 votes to 0.

25/009

RESOLVED on the motion of Councillors Shari Blumer and Scott Groat that:

- (a) Council support the rental of an office in the Griffith Community Centre for a nominated period of 12 months at a value of \$1,248 (ex. GST) per month for the Multicultural Council of Griffith.
- (b) Council investigate further funding options for Multicultural Council of Griffith at a Council Workshop during the 2025/26 budget process.

For	Against
Councillor Shari Blumer	Councillor Doug Curran
Councillor Jenny Ellis	Councillor Mark Dal Bon
Councillor Scott Groat	Councillor Christine Stead
Councillor Anne Napoli	
Councillor Tony O'Grady	
Councillor Laurie Testoni	

The division was declared PASSED by 6 votes to 3.

CL06 ADOPTION OF COUNCILLOR EXPENSES AND FACILITIES POLICY AND REPORT RE PROVISION & CONSUMPTION OF ALCOHOL

MOVED on the motion of Councillors Christine Stead and Scott Groat that:

- (a) Council adopt the Councillor Expenses and Facilities Policy as attached to the report, including the suggested amendments as listed in Table 1 of the report.
- (b) Council note the information provided in relation to the Notice of Motion considered at the 26 November 2024 Council meeting.
- (c) Council declare the Council Administration Building/Chambers alcohol free and prohibit the consumption of alcohol at the Griffith City Council Administration Building/Chambers at 1 Benerembah Street, Griffith.

For	Against
Councillor Mark Dal Bon	Councillor Doug Curran
Councillor Scott Groat	Councillor Shari Blumer
Councillor Anne Napoli	Councillor Jenny Ellis
Councillor Christine Stead	Councillor Tony O'Grady
	Councillor Laurie Testoni

The division was declared LOST by 5 votes to 4.

Councillor Jenny Ellis **MOVED** a **MOTION** that Council adopt the Councillor Expenses and Facilities Policy as attached to the report, including the suggested amendments as listed in Table 1 of the report.

Due to the lack of a Secunder this **MOTION LAPSED**.

9 INFORMATION REPORTS

CL07 DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN - JANUARY 2025

25/010

RESOLVED on the motion of Councillors Christine Stead and Laurie Testoni that the Disclosures by Councillors and Designated Persons Return for Councillors elected for the

2024-2028 term be noted.

For

Councillor Doug Curran
Councillor Shari Blumer
Councillor Mark Dal Bon
Councillor Jenny Ellis
Councillor Scott Groat
Councillor Anne Napoli
Councillor Tony O'Grady
Councillor Christine Stead
Councillor Laurie Testoni

Against

The division was declared PASSED by 9 votes to 0.

CL08 RESPONSES TO COUNCILLOR QUESTIONS TAKEN ON NOTICE

25/011

RESOLVED on the motion of Councillors Jenny Ellis and Christine Stead that the report be noted by Council.

For

Councillor Doug Curran
Councillor Shari Blumer
Councillor Mark Dal Bon
Councillor Jenny Ellis
Councillor Scott Groat
Councillor Anne Napoli
Councillor Tony O'Grady
Councillor Christine Stead
Councillor Laurie Testoni

Against

The division was declared PASSED by 9 votes to 0.

CL09 NOTICE OF MOTION - COUNCILLOR SCOTT GROAT - 4 NOVEMBER 2024 **24/302**

25/012

RESOLVED on the motion of Councillors Christine Stead and Tony O'Grady that the report be raised from the table.

For

Councillor Doug Curran
Councillor Shari Blumer
Councillor Mark Dal Bon
Councillor Jenny Ellis
Councillor Scott Groat
Councillor Anne Napoli
Councillor Tony O'Grady
Councillor Christine Stead
Councillor Laurie Testoni

Against

The division was declared PASSED by 9 votes to 0.

25/013

RESOLVED on the motion of Councillors Scott Groat and Mark Dal Bon that the report be noted by Council.

For

Councillor Doug Curran
Councillor Shari Blumer
Councillor Mark Dal Bon
Councillor Jenny Ellis
Councillor Scott Groat
Councillor Anne Napoli
Councillor Tony O'Grady
Councillor Christine Stead
Councillor Laurie Testoni

Against

The division was declared PASSED by 9 votes to 0.

CL10 INVESTMENTS AS AT 30 NOVEMBER AND 31 DECEMBER 2024

25/014

RESOLVED on the motion of Councillors Christine Stead and Tony O'Grady that the report be noted by Council.

For

Councillor Doug Curran
Councillor Shari Blumer
Councillor Mark Dal Bon
Councillor Jenny Ellis
Councillor Scott Groat
Councillor Anne Napoli
Councillor Tony O'Grady
Councillor Christine Stead
Councillor Laurie Testoni

Against

The division was declared PASSED by 9 votes to 0.

10 ADOPTION OF COMMITTEE MINUTES

MINUTES OF THE TRAFFIC COMMITTEE MEETING HELD ON 10 DECEMBER 2024

25/015

RESOLVED on the motion of Councillors Anne Napoli and Tony O'Grady that the recommendations as detailed in the Minutes of the Traffic Committee meeting held on 10 December 2024 be adopted.

Councillor Shari Blumer asked the date of the Light up the Lane event. This was **Taken on Notice**.

For

Councillor Doug Curran
Councillor Shari Blumer
Councillor Mark Dal Bon
Councillor Jenny Ellis
Councillor Scott Groat
Councillor Anne Napoli
Councillor Tony O'Grady

Against

Councillor Christine Stead
Councillor Laurie Testoni

The division was declared PASSED by 9 votes to 0.

**MINUTES OF THE GRIFFITH HEALTH FACILITIES LIMITED (GHFL) COMMITTEE
MEETING HELD ON 10 DECEMBER 2024**

25/016

RESOLVED on the motion of Councillors Doug Curran and Anne Napoli that he recommendations as detailed in the Minutes of the Griffith Health Facilities Limited (GHFL) Committee meeting held on 10 December 2024 be adopted.

For

Councillor Doug Curran
Councillor Shari Blumer
Councillor Mark Dal Bon
Councillor Jenny Ellis
Councillor Scott Groat
Councillor Anne Napoli
Councillor Tony O'Grady
Councillor Christine Stead
Councillor Laurie Testoni

Against

The division was declared PASSED by 9 votes to 0.

11 BUSINESS WITH NOTICE – RESCISSION MOTIONS

Nil

12 BUSINESS WITH NOTICE – OTHER MOTIONS

Nil

13 OUTSTANDING ACTION REPORT

25/017

RESOLVED on the motion of Councillors Tony O'Grady and Christine Stead that the report be noted.

For

Councillor Doug Curran
Councillor Shari Blumer
Councillor Mark Dal Bon
Councillor Jenny Ellis
Councillor Scott Groat
Councillor Anne Napoli
Councillor Tony O'Grady
Councillor Christine Stead
Councillor Laurie Testoni

Against

The division was declared PASSED by 9 votes to 0.

14 MATTERS TO BE DEALT WITH BY CLOSED COUNCIL

In accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2021, in the opinion of the General Manager, the following business is of a kind as referred to in Section 10A(2) of the Act, and should be dealt with in a part of the meeting closed to the media and public.

Set out below is Section 10A(2) of the Local Government Act 1993 in relation to matters which can be dealt with in the closed part of a meeting.

The matters and information are the following:

- (a) personnel matters concerning particular individuals (other than Councillors)**
- (b) the personal hardship of any resident or ratepayer**
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business**
- (d) commercial information of a confidential nature that would, if disclosed:**
 - (i) prejudice the commercial position of the person who supplied it, or**
 - (ii) confer a commercial advantage on a competitor of the Council, or**
 - (iii) reveal a trade secret**
- (e) information that would, if disclosed, prejudice the maintenance of law**
- (f) matters affecting the security of the Council, Councillors, Council staff or Council property**
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege**
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on Community land.**
- (i) alleged contraventions of any code of conduct requirements applicable under section 440 of the Local Government Act 1993.**

25/018

RESOLVED on the motion of Councillors Jenny Ellis and Tony O'Grady that:

- (a) Council resolve to go into closed Council to consider business identified.**
- (b) Pursuant to section 10A(1)-(3) of the Local Government Act 1993, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provision of section [10A(2)] as outlined above.**
- (c) The correspondence and reports relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the Local Government Act 1993.**

For

Councillor Doug Curran
Councillor Shari Blumer
Councillor Mark Dal Bon
Councillor Jenny Ellis
Councillor Scott Groat
Councillor Anne Napoli
Councillor Tony O'Grady

Against

Councillor Christine Stead
Councillor Laurie Testoni

The division was declared PASSED by 9 votes to 0.

Council resolved that members of the press and public be excluded from the meeting during consideration of the items listed below, and that discussion of the report in open Council would be contrary to the public interest.

CC01 APPOINTMENT OF COMMITTEE CHAIRPERSON AND COMMITTEE MEMBERS - AUDIT, RISK AND IMPROVEMENT COMMITTEE AND APPOINTMENT OF COMMITTEE MEMBERS - FLOODPLAIN MANAGEMENT COMMITTEE MEMBERS

Reason: Personnel Matters 10A(2)(a)

Council closed its meeting at 8:15pm

The public and media left the Chamber.

Livestream was disconnected.

REVERSION TO OPEN COUNCIL

25/019

RESOLVED on the motion of Councillors Christine Stead and Anne Napoli that Open Council be resumed.

For

Councillor Doug Curran
Councillor Shari Blumer
Councillor Mark Dal Bon
Councillor Jenny Ellis
Councillor Scott Groat
Councillor Anne Napoli
Councillor Tony O'Grady
Councillor Christine Stead
Councillor Laurie Testoni

Against

The division was declared PASSED by 9 votes to 0.

Open Council resumed at 8:32pm.

Livestream was reconnected.

Upon resuming open Council the General Manager reported that the following resolutions had been made in Closed Council:

MATTERS DEALT WITH IN CLOSED COUNCIL

CC01 APPOINTMENT OF COMMITTEE CHAIRPERSON AND COMMITTEE MEMBERS - AUDIT, RISK AND IMPROVEMENT COMMITTEE AND APPOINTMENT OF COMMITTEE MEMBERS - FLOODPLAIN MANAGEMENT COMMITTEE MEMBERS

25/020

RESOLVED on the motion of Councillors Scott Groat and Tony O'Grady that:

(a) Council appoint Mr Stuart Heffer as the Chairperson of the Audit, Risk and Improvement

Committee.

- (b) Council appoint Dorian Radue and Helen Brill as independent members of the Audit, Risk and Improvement Committee, subject to the approval of the appointed Chairperson.
- (c) Council appoint Ian Parisotto, Paul Rossetto, Ema Munro, John Kerrigan and Richard Mortlock as members of the Floodplain Management Committee.

Councillor Christine Stead asked a question regarding the eligibility criteria for appointment to the Audit, Risk and Improvement Committee. This was **Taken on Notice**.

For

Councillor Mark Dal Bon
Councillor Scott Groat
Councillor Anne Napoli
Councillor Tony O'Grady
Councillor Christine Stead

Against

Councillor Doug Curran
Councillor Shari Blumer
Councillor Jenny Ellis
Councillor Laurie Testoni

The division was declared PASSED by 5 votes to 4.

There being no further business the meeting terminated at 8:35pm.

Confirmed:

CHAIRPERSON

CLAUSE	CL01
TITLE	Assignment of Part Lease from Peter John Turkington to Precision Aviation - Hangar Site 17, Griffith Aerodrome
FROM	Amanda Vardanega, Corporate Property Officer & Native Title Coordinator
TRIM REF	24/155615

SUMMARY

A lease is currently in place with the lessees as follows for Hangar Site 17, Griffith Aerodrome:

- John William Herrmann as to a 1/3rd share;
- Antonio & Joanne Valerie as joint tenants as to a 1/6th share;
- Kenneth & Robyn Harris as joint tenants as to a 1/6th share; and
- Peter John Turkington as to a 1/3rd share.

This lease is due to expire as at 31 December 2026.

Mr Peter John Turkington has advised Council as at 3 December 2024 that he wishes to assign his 1/3rd share of the lease to Mr Sigfried Kubank of Precision Aviation Pty Ltd.

RECOMMENDATION

- Council approves the assignment of the 1/3rd lease share from Peter John Turkington over Hangar Site 17, Griffith Aerodrome to Precision Aviation Pty Ltd ACN 116 836 947.**
- Precision Aviation Pty Ltd will be responsible for all costs associated with the preparation of the assignment document, together with Council's Administration fee.**
- The annual lease fee continues to be charged in accordance with Council's adopted Revenue Policy, currently \$1.51/sq metre for 'airside' areas 1000-4000sq metres in addition to rates and charges.**
- Council authorise the Mayor and General Manager to execute the assignment document on behalf of Council under the Common Seal.**

REPORT

Currently Hangar Site 17 of the Griffith Aerodrome is leased to John William Herrmann as to a 1/3rd share, Antonio & Joanne Valerie as joint tenants as to a 1/6th share, Kenneth & Robyn Harris as joint tenants as to a 1/6th share, and Peter John Turkington as to a 1/3rd share.

Mr Peter John Turkington has advised Council that he will be transferring his 1/3rd share of the lease to Mr Sigfried Kubank of Precision Aviation Pty Ltd.

There are no outstanding fees and charges applicable to Hangar Site 17.

OPTIONS

OPTION 1

As per the Recommendation.

OPTION 2

Any other resolution of Council.

POLICY IMPLICATIONS

Not Applicable

FINANCIAL IMPLICATIONS

Lease fees for Hangar Site 17 are \$1.51/sq. metre with the site being 1,125/sq. metres, together with rates and charges. Council will also charge and Administration Fee on the signing of the Deed of Assignment by all parties.

Precision Aviation Pty Ltd will be responsible for all costs associated with the preparation of the assignment documents.

LEGAL/STATUTORY IMPLICATIONS

Not Applicable

ENVIRONMENTAL IMPLICATIONS

All environmental implications were considered during the development assessment process for the construction of a hangar on Site 17.

COMMUNITY IMPLICATIONS

The community would expect Council to provide services and facilities to meet community needs and to return an income on leasing of these areas.

LINK TO STRATEGIC PLAN

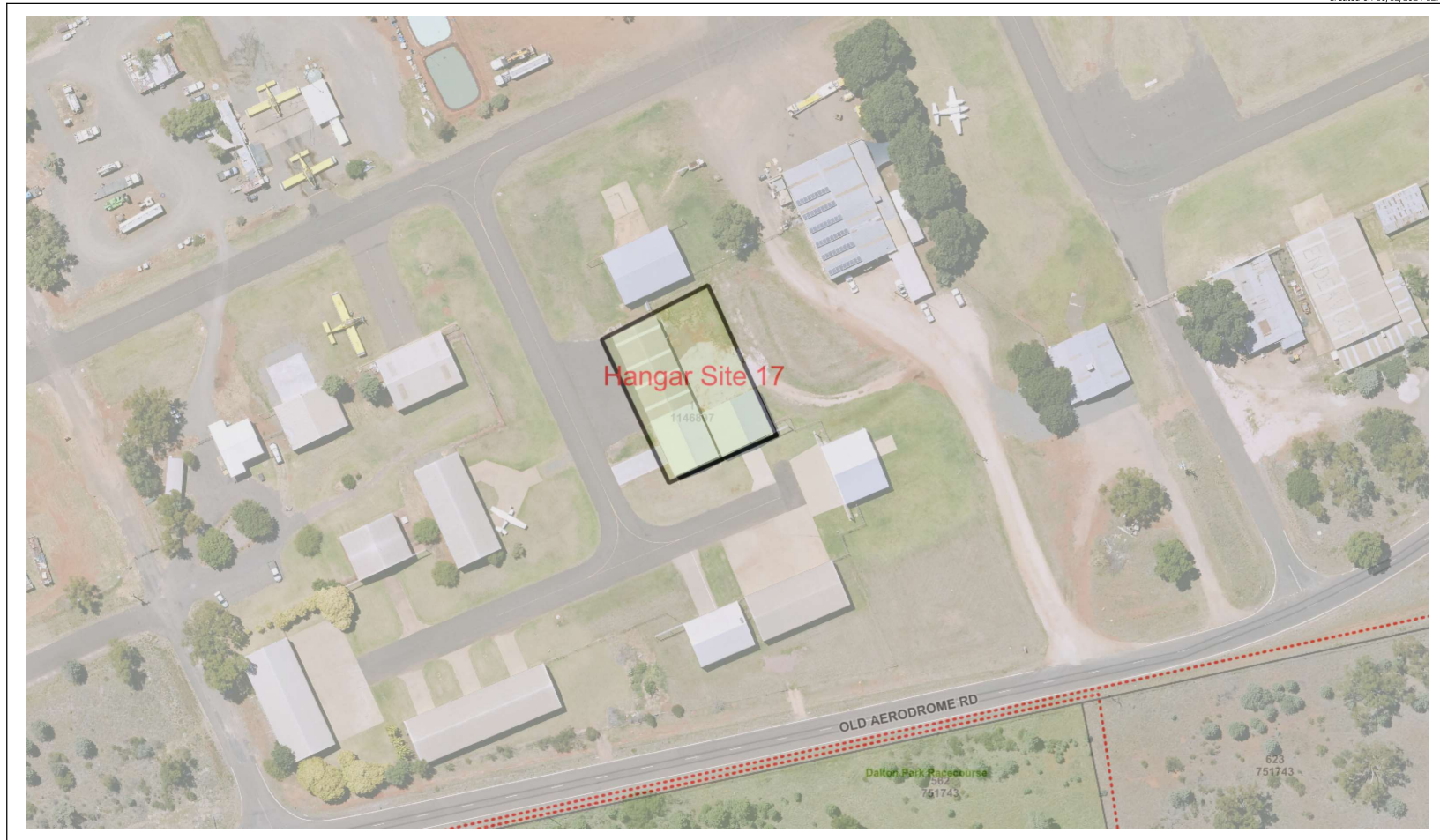
This item links to Council's Strategic Plan item 6.2 Maintain and develop an effective transport network (airport, public roads, pathways, pedestrian accesses and transport corridors) for Griffith and villages.

CONSULTATION

Senior Management Team

ATTACHMENTS

- | | | |
|-----|--|----|
| (a) | Aerial Map - Hangar Site 17 ↓ | 23 |
| (b) | Email correspondence - Turkington - Hangar 17 Griffith Aerodrome ↓ | 24 |
| (c) | Email correspondence - Turkington - Hangar 17 Griffith Aerodrome ↓ | 27 |



Griffith City Council
PO Box 485
1 Benemurrah Street
GRIFFITH NSW 2680
Telephone: 1300 376 077
Email: 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: 16/12/2024

Drawn By: Amanda Vardanega

Map Scale: 1:1344 at A4

Amanda Vardanega

From: Peter Turkington | [REDACTED]
Sent: Thursday, 5 December 2024 10:17 AM
To: GCC Admin Mailbox
Subject: Peter Turkington Lot17 Griffith Airport Lease.

Attention Amanda Vardanega.

Hi Amanda, as discussed the other day I am wanting to transfer my share of the lease for Lot 17 Griffith Airport to Precision Aviation Sig Kubank who is already a lease holder at the airport.
I have spoken to the other parties on the lease and they are happy to sign a new lease with the change of Precision Aviation in place for my share.
Please don't hesitate to contact me for any additional information required to effect this change.

Kind Regards ,

Peter Turkington
[REDACTED]

→ 16.12.2024.
* call to Peter - left message to return my call.

→.

Amanda Vardanega

From: Peter Turkington [REDACTED]
Sent: Wednesday, 18 December 2024 11:15 AM
To: Amanda Vardanega
Subject: Re: Hangar Site 17 - Griffith Aerodrome

Thanks Amanda,
I have forwarded your email to Precision Aviation for them to reply back to you with confirmation from their end.

Kind Regards,

Peter Turkington

On 16 Dec 2024, at 12:40 pm, Amanda Vardanega <Amanda.Vardanega@griffith.nsw.gov.au> wrote:

Hi Peter,

I will also require confirmation of the transfer of your share in the lease from the incoming lessee, Precision Aviation.

Thank you.

Regards,
Amanda.

Amanda Vardanega
Corporate Property Officer & Native Title Coordinator
p 1300 176 077

<mime-attachment.png>

Griffith City Council acknowledges and respects the Wiradjuri people as the traditional custodians and ancestors of the land and waters where we work.

There is no expectation for you to read or respond to this email outside of your normal working hours

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From: Amanda Vardanega
Sent: Monday, 16 December 2024 11:34 AM
To: [REDACTED]
Subject: Hangar Site 17 - Griffith Aerodrome

Hi Peter,

Just looking to confirm the nature of the transfer of your share in Hangar Site 17.

The current lease will expire as at 31 Dec 2026.

Please advise if you are looking at undertaking an 'Assignment' of your share in the current lease for the remainder of the term or 'Surrendering' the current lease, and a new lease be entered into with the incoming lessee and continuing lessee's. Bearing in mind, that all fees associated with the amendment to the current lease will be required to be paid by the incoming lessee.

If you could let me know at your earliest convenience that would be great –

Thank you.

Regards,
Amanda,

Amanda Vardanega

From: Peter Turkington | [REDACTED]
Sent: Wednesday, 22 January 2025 9:32 AM
To: Amanda Vardanega
Subject: Re: Hangar Site 17 - Griffith Aerodrome

Hi Amanda,

I have forwarded your email to Precision and I will also contact them to obtain the required details.
At this stage I am seeking an assignment of the current lease to Precision Aviation for the remainder of the current term.

Thanks so much Amanda,

Kind Regards,

Peter Turkington
[REDACTED]

On 17 Jan 2025, at 1:34 pm, Amanda Vardanega <Amanda.Vardanega@griffith.nsw.gov.au> wrote:

Hi Peter,

Just wanted to let you know – I have been on leave and I was just following up on this matter prior to the next Council Meeting set down for 28 January 2025.
To my recollection, I was waiting to receive confirmation from Precision of their intention to take over your share in the Hangar and lease with GCC, and the correct details for Precision to include on the Assignment of Lease. To date I have not seen anything come through from them.

Also, are you able to confirm if you are seeking;

1. An Assignment of the lease to Precision for the remainder of the current lease term; or
2. Seeking approval to Surrender the current lease arrangement and enter into a new lease ...?

Thank you.

Regards,
Amanda.

Amanda Vardanega
Corporate Property Officer & Native Title Coordinator
p 1300 176 077

<mime-attachment.png>

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<mime-attachment.png>

CLAUSE	CL02
TITLE	National General Assembly of Local Government 2025
FROM	Brett Stonestreet, General Manager
TRIM REF	25/5769

SUMMARY

The National General Assembly (NGA) of Local Government is to be held in Canberra from 24 – 27 June 2025.

The National General Assembly provides the opportunity for councils throughout Australia to contribute to the development of national local government policy and receive updates on the major policy issues facing local government.

RECOMMENDATION

- (a) Council nominates the Mayor, two (2) Councillors and General Manager (or his delegate) to attend the 2025 National General Assembly of Local Government from 24 – 27 June 2025.**
- (b) Councillors proposing to submit draft motion(s) for the National General Assembly of Local Government to forward to the General Manager by Monday 24 February 2025. The draft motion(s) will be reported to the Ordinary Meeting of Council on Tuesday, 11 March 2025 for Council’s consideration.**

REPORT

The theme for the 2025 National General Assembly of Local Government is “National Priorities Need Local Solutions”. The National General Assembly brings the local government sector together providing a platform for thought provoking discussion and serious consideration of the development of policies on issues of national significance.

Councils have been invited to submit motions for consideration at the National General Assembly of Local Government. To be eligible for inclusion in the NGA Business Papers, and then debate on the floor of the NGA, motions must meet the following:

1. Be relevant to the work of local government nationally.
2. Not be focused on a specific jurisdiction, location or region – unless the project or issue has national implications.
3. Be consistent with the themes of the NGA.
4. Complement or build on the policy objectives of ALGA and your state or territory local government association.
5. Be submitted by a council which is a financial member of their state or territory local government association.
6. Propose a clear action and outcome ie call on the Australian Government to act on something.
7. Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.
8. Address issues that will directly improve the capacity of local government to deliver services and infrastructure for the benefit of all Australian communities.

9. Not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
10. Be supported by sufficient evidence and demonstrate the relevance and significance of the matter to local government nationally.

Motions submitted by Council are due no later than Monday 31 March 2025. Councillors proposing to submit draft motion(s) are to forward them to the General Manager by Monday 24 February 2025. The draft motion(s) will be reported to the Ordinary Meeting of Council on Tuesday, 11 March 2025 for Council's consideration.

OPTIONS

OPTION 1

As per the recommendation in this report.

OPTION 2

- (a) Council nominates the Mayor, three (3) Councillors and General Manager (or his delegate) to attend the 2025 National General Assembly of Local Government from 24–27 June 2025.
- (b) Councillors proposing to submit draft motion(s) for the National General Assembly of Local Government to forward to the General Manager by Monday 24 February 2025. The draft motion(s) will be reported to the Ordinary Meeting of Council on Tuesday, 11 March 2025 for Council's consideration.

OPTION 3

Council not be represented at the 2025 National General Assembly of Local Government.

POLICY IMPLICATIONS

Council's 'Councillors Payment of Expenses and Provision of Facilities Policy' (GC-CP-407) nominates the National General Assembly as one of the conferences of importance to Council each year.

At the Ordinary Meeting of Council held 25 June 2019, Council endorsed the Notice of Motion by Councillor Napoli that *"the Mayor and three (3) Councillors be authorised to attend any State and Federal conferences"*. SMT made note that the conferences to which this relates includes; National General Assembly of Local Government and Local Government NSW Annual Conference.

FINANCIAL IMPLICATIONS

It is estimated that the cost of attending the National General Assembly (registration, travel, accommodation, meals etc). will be approximately \$2,000 per delegate. These expenses are provided for in Council's 2024/25 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.

CONSULTATION

Senior Management Team

ATTACHMENTS

(a) 2025-NGA-Discussion-Paper [↓](#)

31

*National Priorities
Need Local Solutions*

24 - 27 June 2025 | National
Convention Centre Canberra

National General Assembly Discussion Paper



ALGA
Australian Local
Government Association

KEY DATES

18 December 2024 | Opening of Call for Motions

31 March 2025 | Acceptance of Motions closes

24 June 2025 | Regional Cooperation & Development Forum

25 - 27 June 2025 | National General Assembly

TO SUBMIT YOUR MOTION

VISIT: [ALGA.COM.AU](https://alga.com.au)

The Australian Local Government Association (ALGA) is pleased to convene the 31st National General Assembly of Local Government (NGA), to be held in Canberra from 24-27 June 2025.

As convenor of the NGA, the ALGA Board cordially invites all councils to send representatives to this important national event.

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

This discussion paper contains essential information for Australian councils considering submitting motions for debate at the 2025 National General Assembly of Local Government (NGA).

It is recommended that all councils and delegates intending to attend the 2025 NGA familiarise themselves with the guidelines for motions contained in this paper on page 6.

BACKGROUND TO ALGA AND THE NGA

ALGA was established 1947. In structure, ALGA is a federation of member state and territory associations. Its mission is to achieve outcomes for local government through advocacy with impact, and maximise the economic, environmental and social wellbeing of councils and our communities.

Since 1994, the NGA has built the profile of local government on the national stage, showcased the value of councils, and most importantly demonstrated – particularly to the Australian Government – the strength and value of working with local government to help deliver on national priorities.

Debate on motions was introduced to the NGA as a vehicle for councils from across the nation to canvas ideas. Outcomes of debate on motions (NGA Resolutions) could be used by participating councils to inform their own policies and priorities, as well as their advocacy when dealing with federal politicians.

At the same time, they help ALGA and its member state and territory associations gain valuable insight into council priorities, emerging national issues, and the level of need and support for new policy and program initiatives.

Given the structure of ALGA, its Constitution, and level of resources, the NGA does not bind the ALGA Board. However, the Board carefully considers NGA resolutions as it determines ALGA's policies, priorities and strategies to advance local governments within the national agenda.

This is your NGA and ALGA is pleased to act as the convenor. ALGA's policies and priorities will continue to be determined by the ALGA Board in the interests of all councils.

The ALGA Board thanks all councils for attending the NGA and those that will take the time to reflect on the purpose of debate on motions outlined in this paper, and to submit motions for debate at the 2025 NGA.



SUBMITTING MOTIONS

The theme of the 2025 NGA is – *National Priorities Need Local Solutions*

In June 2025, Australia will either have a re-elected Labor Government, or a new Coalition or minority government.

The 31st National General Assembly of Local Government will focus on opportunities for councils to work with the next Federal Government to deliver local solutions that will help them deliver on their vision for the nation.

As the closest government to communities, councils understand local challenges and opportunities. They are a willing partner in government, and sustainably funded can provide place-based solutions to a range of national priorities including affordable housing, energy transition, road safety, increasing productivity, and improved health and wellbeing.

This discussion paper is a call for councils to submit motions for debate at the 2025 NGA to be held in Canberra from 24-27 June 2025.

Motions for this year's NGA should consider:

- Any new practical programs or policy changes that can strengthen the system of local government nationally to provide the services and infrastructure required to support and strengthen our communities; and/or
- New program ideas that that would help the local government sector to deliver place-based solutions to national priorities.

Motions should be concise, practical and implementable and meet the guidelines for motions set out in the paper.

You are encouraged to read all the sections of the paper but are not expected to respond to every issue or question. Your council's motion/s must address one or more of the issues identified in the discussion paper.



Motions must be lodged electronically using the online form available on the NGA website at: www.alga.asn.au and received no later than 11:59pm AEST on Monday 31 March 2025.

All notices of motions will be reviewed by the ALGA Board's NGA Sub-committee prior to publishing the NGA Business Paper to ensure that they meet these guidelines. This sub-committee reserves the right to select, edit or amend notices of motions to facilitate the efficient and effective management of debate on motions at the NGA. For example, the sub-committee may recommend an overarching strategic motion to encompass several motions on the same topic.

All NGA resolutions will be published on www.nationalgeneralassembly.com.au.

As the host of the NGA, ALGA will communicate resolutions to the relevant Australian Government Minister and publish Ministerial responses as they are received on this website.

Please note that if your council does submit a motion, there is an expectation that a council representative will be present at the NGA to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2025 NGA.

CRITERIA FOR MOTIONS

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. Be relevant to the work of local government nationally.
2. Not be focused on a specific jurisdiction, location or region – unless the project or issue has national implications.
3. Be consistent with the themes of the NGA.
4. Complement or build on the policy objectives of ALGA and your state or territory local government association.
5. Be submitted by a council which is a financial member of their state or territory local government association.
6. Propose a clear action and outcome ie call on the Australian Government to act on something.
7. Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.
8. Address issues that will directly improve the capacity of local government to deliver services and infrastructure for the benefit of all Australian communities.
9. Not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
10. Be supported by sufficient evidence and demonstrate the relevance and significance of the matter to local government nationally.

Motions must commence with the following wording:

This National General Assembly calls on the Australian Government to

...

Please note: that resolutions of the NGA do not automatically become ALGA's national policy positions.

The ALGA Board carefully considers NGA resolutions as it determines ALGA's policies, priorities and strategies to advance local governments within the national agenda, but the resolutions are not binding.



OTHER THINGS TO CONSIDER

It is important to complete the background section of the submission form. Submitters of motions should not assume that NGA delegates will have background knowledge of the proposal. The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion. Please note, motions should NOT be prescriptive in directing how the matter should be pursued.

Try to keep motions practical, focussed and capable of implementation to ensure that relevant Australian Government Ministers provide considered, thoughtful and timely responses.

Try to avoid motions that are complex, contain multi-dot points and require complex cross-portfolio implementation.

All motions submitted will be reviewed by the ALGA Board's NGA Sub-committee, in consultation with state and territory local government associations, to determine their eligibility for inclusion in the NGA Business Papers.

When reviewing motions, the Sub-committee considers the criteria, clarity of the motion and the importance and relevance of the issue to local government.

If there are any questions about the substance or intent of a motion, ALGA will raise these with the nominated contact officer. With the agreement of the submitting council, these motions may be edited before inclusion in the NGA Business Papers.

To ensure an efficient and effective debate, where there are numerous motions on a similar issue, the NGA Sub-committee will group these motions together under an overarching strategic motion. The strategic motions will have either been drafted by ALGA or will be based on a motion submitted by a council which best summarises the subject matter.

Debate will occur in accordance with the rules for debate published in the Business Papers and will focus on the strategic motions. Associated sub-motions will be debated by exception only or in accordance with the debating rules.

Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association and will not be included in the NGA Business Papers.

All motions require:

- a contact officer;
- a clear national objective;
- a summary of the key arguments in support of the motion; and
- endorsement of your council

Motions should be lodged electronically using the online form available at www.alga.com.au.

Motions should be received no later than 11:59pm AEST on Monday 31 March 2025.



SETTING THE SCENE

The theme for the 2025 NGA – **National Priorities Need Local Solutions** – highlights the unique role Australia’s 537 councils can play delivering local, placed-based solutions that meet the needs of their communities, while addressing broader national priorities.

The 2025 NGA provides you - the elected representatives of Australia’s local councils and communities - with the opportunity to engage with the Federal Government and key Ministers.

Further, it is your opportunity to advocate for new or expanded programs and key policy initiatives that could strengthen local governments and its capacity to deliver services and infrastructure to local communities across the nation.

This year’s call for motion focusses on twelve priority areas:

- Intergovernmental relations;
- Financial sustainability;
- Roads and infrastructure;
- Emergency management;
- Housing and homelessness;
- Jobs and skills;
- Community services;
- Closing the Gap and Aboriginal and Torres Strait Islander Reconciliation;
- Data, digital technology and cyber security;
- Climate change and renewable energy;
- Environment;
- Circular economy





1. INTERGOVERNMENTAL RELATIONS

For almost 30 years, local government was represented by ALGA on the Council of Australian Governments (COAG), providing local input into national decision making. However, when COAG was replaced by National Cabinet in March 2020, local government was not included.

National Cabinet is a forum for the Prime Minister, Premiers and Chief Ministers to meet and work collaboratively; and is a key mechanism in Australia's intergovernmental architecture. A representative of local government, the President of ALGA, is invited to meet with National Cabinet once each year, as well as one meeting of the Council on Federal Financial Relations comprising the Commonwealth Treasurer as Chair and all state and territory treasurers.

While National Cabinet was established to support a coordinated national response to the COVID-19 pandemic, the lack of local representation to this body has unfortunately impacted on decision making.

The Government's review into the COVID-19 response – published in October 2024 – found that Australia's 537 councils were critical for the implementation of National Cabinet decisions during the pandemic.

The inquiry also recommended National Cabinet would benefit from having more structured engagement and active consultation with local government to ensure future decision-making is informed at a local level.

In addition to attending one meeting per year of National Cabinet and CFFR, ALGA also represents local government on a range of Ministerial Councils and Forums, including the Infrastructure and Transport Ministers Meeting, National Emergency Management Ministers Meeting, Local Government Ministers Forum, Joint Council on Closing the Gap, Planning Ministers Meeting, Environment Ministers Meeting, Cultural Ministers Meeting, Energy and Climate Change Ministers Meeting, Road Safety Ministers Meeting, and Building Ministers Meeting.

Given the important role councils play delivering local solutions to national priorities, how can intergovernmental arrangements be further improved in Australia?

Are there new initiatives and programs that could be adopted to improve the level of cooperation and collaboration between the Australian Government and local government?

2. FINANCIAL SUSTAINABILITY

Sustainably funded, councils can play a key role delivering local solutions to national priorities. However, across the country many councils are facing significant financial challenges and are struggling to fund the delivery of core community services.

Every year councils are being asked to do more with less as a result of cost shifting, inadequate state and federal funding and, in some jurisdictions, rate pegging.

In 2024/25 councils will receive \$3.27 billion in federal Financial Assistance Grants. This is approximately 0.5% of Commonwealth taxation revenue, which is half the amount it was in 1996. The Australian Parliament is currently undertaking an Inquiry into local government sustainability, to which ALGA, State and Territory associations and many councils provided submissions

ALGA's submission to this inquiry highlighted that:

- If local government were provided annually with an additional \$350 million for the maintenance and delivery of quality open space, Australia's gross domestic product (GDP) would increase by \$858.9 million each year.
- If local government were able to effectively increase its capacity to perform regulatory services in planning and building, there would be an annual saving of \$859 million for development proponents and would generate an additional \$1.67 billion in GDP each year.
- Increased block transfers of Commonwealth funds to local governments can deliver greater efficiency and administrative cost savings of \$236 million and would generate increase GDP by \$330.8 million each year
- Reducing local government staff turnover can save \$425 million in avoided costs and lead to a \$619.9 million increase in GDP each year.
- Investing an additional \$1 billion each year into the maintenance of local government roads would increase GDP by \$354.6 million annually.

ALGA also stressed that the inquiry should not recommend any actions that will improve the financial sustainability of some councils to the detriment of others.

What are the opportunities to address financial sustainability across councils, and support their capacity to deliver local solutions to national priorities?

Are there improvements to be made to existing federal funding programs and arrangements that would support improved local government financial sustainability?



3. ROADS AND INFRASTRUCTURE

Local governments are responsible for around 75% of Australia's road network by length, and play an important role supporting productivity and improving road safety.

However, many councils are not resourced to effectively maintain their local roads, and independent research from the Grattan Institute in 2023 identified a \$1 billion annual local government road maintenance funding gap.

In November 2023 the Government announced that Roads to Funding would be progressively increased from \$500 million to \$1 billion per year over the forward estimates, effectively halving the current funding gap.

In addition to local roads, councils build and maintain community facilities and infrastructure worth more than \$100 billion nationally.

In 2020 the Australian Government introduced a new Local Roads and Community Infrastructure Program, which saw \$3.25 billion provided to all councils for local projects on a formula basis. ALGA's 2024 National State of the Assets highlighted the success of this federal funding program, reporting a \$1 billion improvement in the condition of local government facilities since the 2021 report.

Are there new programs or initiatives that the Australian Government could adopt to improve the long-term sustainability of local government roads and community infrastructure?

Are there programs or initiatives that the Australian Government could provide to improve the sector's capacity to manage local government infrastructure and to integrate these plans into long-term financial plans?

Are there opportunities for the Australian Government to support councils to invest in local infrastructure that will help address national priorities?



4. EMERGENCY MANAGEMENT

Australia is experiencing weather events of greater intensity and frequency – which leads to increased impacts on communities and council resources. Over the past two years, more than 60 per cent of local government areas have been declared natural disaster areas, many of them multiple times.

In 2022 ALGA successfully advocated for a new \$200 million per year Disaster Ready Fund, and to date two rounds of funding have been provided through this program. This program has been legislated to run for five years.

Both rounds of the Disaster Ready Fund have been significantly oversubscribed, and ALGA is advocating for a significant increase in federal funding to improve the emergency management capability and capacity of local government.

The Royal Commission on National Natural Disaster Arrangements made two important recommendations for local government – calling for State and Territory Governments to take responsibility for the capacity and capability of local government for the functions which are delegated to them (recommendation 11.1), and recommending States and Territory Governments review arrangements for resource sharing between local governments (recommendation 11.2).

Released in November 2024, the Colvin Review (Independent Review of Commonwealth Disaster Funding) and Glasser Review (Independent Review of National Natural Disaster Governance Arrangements) both support a strategic shift towards disaster risk reduction and resilience. The Colvin Review also supports a major capacity uplift for local government and an enhanced national training and exercise regime which tests and builds local government capacity.

Councils are encouraged to draw on their practical experience of the improvements that could be made to managing emergencies.

Please note that many aspects of emergency management are state or territory responsibilities, and your motions should focus on how the Australian Government could assist.

What new programs, or improvements to existing programs, could the Australian Government develop to partner with local government to improve the current natural disaster management systems to further assist in recovery and build resilience?

How can the Government best support Australian councils to prepare for, respond to and recover from natural disasters?

5. HOUSING AND HOMELESSNESS

Australia is currently facing a housing crisis which is resulting in more people experiencing housing insecurity and homelessness, while also preventing required worker movement across the country.

Councils are not responsible for building housing. Many councils do, however, play a key role in facilitating housing supply by appropriately zoning land and approving development. Others are going above and beyond to address the housing crisis, albeit without adequate resourcing.

One of the biggest issues is a lack of funding for infrastructure such as roads, water and power connections that are necessary for new housing developments.

The National Housing Accord – which ALGA is a signatory to on behalf of local government – sets an ambitious target of 1.2 million new, well-located homes over the next five years.

Research commissioned by ALGA, and delivered by Equity Economics, showed that there is currently a \$5.7 billion funding shortfall for the enabling infrastructure required to bridge the gap between current constructions and Australia's housing targets.

Another significant issue is local government's lack of input into setting housing policy at both a state, territory and federal level. While ALGA represents councils on a wide range of ministerial councils, it is not currently a member of the Housing and Homelessness Ministerial Council or National Cabinet.

A key focus for councils is ensuring that any new housing developments are not just supported by enabling infrastructure, but also the local facilities and services that are vital for healthy, productive and resilient communities.

What new programs and policies could the Australian Government develop to partner with local government to support the provision of more affordable housing?

How can the Australian Government work with councils to address the causes and impacts of homelessness?



6. JOBS AND SKILLS

Local government is a major employer in Australia providing employment, career advancement and training opportunities for more than 200,000 Australians, across an estimated 400 occupations.

However, councils – like many employers across the nation – are experiencing skill shortages that hinder their ability to meet community needs.

The 2022 Local Government Workforce Skills and Capability Survey show nine out of every ten Australian councils are facing jobs and skills shortages.

65% of respondent local governments said that project delivery had been impacted or delayed by vacancies, skills shortages, skills gaps or training needs.

The top five most cited skill shortages that local governments experienced were engineers (as noted by 46% of 2022 survey respondents), urban and town planners (40%), building surveyors (36%), environmental health inspectors (30%) and human resources professionals (29%).

Drivers of skill shortages include difficulty attracting young people to local government jobs, lack of available training courses, wage competition, and lack of resources to upskill the current workforce such as access to training facilities for rural/remote councils, workplace supervisors, subject matter experts, and contextualised training resources.

National priorities, such as increasing housing supply, cannot be achieved without support from local government and the right people to do the work.

Are there programs or initiatives that the Australian Government could implement that would enhance local government's capacity to attract and retain appropriately skilled staff now and into the future?

Are there programs or changes to existing programs that would increase local government's ability to employ apprentices and trainees?

Are there other initiatives that the Australian Government could provide to improve the sector's ability to plan and develop skills fit for the future?

7. COMMUNITY SERVICES

Councils provide a wide range of services based on local characteristics, needs, priorities, and the resources of their community.

Some of these services are provided to address market failure, and many of them are provided by councils on behalf of other levels of government.

It is important to note that nationally local government is more than 83% self-sufficient ie funded at the local level either through rates, fees and charges, sale of goods and services, or interest. The Australian Bureau of Statistics data shows that total local government annual expenditure in 2022-23 was \$48 billion.

Only 17% comes from grants and subsidies from other levels of government. Unfortunately, many of these grants and subsidies are tied, or competitive funding programs, or require matching funding which restricts the ability to address local priorities in the way the council and community might need.

Local government community services are broadly defined, and may include but are not limited to:

- environmental health including food safety;
- childcare, early childhood education, municipal health;
- aged care, senior citizens;
- services to people living with disability;
- programs to address disadvantage, to reduce poverty and homelessness;
- sporting and recreational programs;
- arts and cultural activities, programs and festivals;
- tourism and economic development activities;
- library services

Noting the funding arrangements for the provision of local government community services are there programs and initiatives that the Australian Government could implement to improve the delivery of these services?

Are there reforms or improvements in national community services program that would help local governments support the Australian Government to deliver on its national objectives?



8. CLOSING THE GAP AND ABORIGINAL AND TORRES STRAIT ISLANDER RECONCILIATION

In 2021, ALGA co-signed a landmark national agreement to close the gap between Indigenous and non-Indigenous Australians. At the heart of the National Agreement on Closing the Gap Partnership are four agreed priority reform targets and 19 socio-economic targets in areas including education, employment, health and wellbeing, justice, safety, housing, land and waters, and Aboriginal and Torres Strait Islander languages.

Local governments are uniquely placed to support partnerships to address long term service gaps and support their delivery. Councils are elected by their communities and have the longitudinal scope to develop a community's economic, skills, and infrastructure needs.

Local governments already play a significant role in helping their communities and the Closing the Gap outcomes. However, councils need appropriate resourcing, be it through place-based initiatives, or broader programs, to better facilitate and meet program objectives in their communities.

Are there programs or initiatives that the Australian Government could adopt to assist local government to advance reconciliation and close the gap?

Are there practical programs or initiatives that local government and the Australian Government could introduce to maintain, build and strengthen partnerships between Aboriginal and Torres Strait Islanders and governments?

9. DATA, DIGITAL TECHNOLOGY AND CYBER SECURITY

Provision of information technology to all Australians is vital to innovation, economic growth, and social equity. However, it is potentially even more important to regional Australia where the tyranny of distance increases the inequity of services available – including education, health, economic and social. Innovative technology is becoming more broadly available and could boost productivity and economic growth.

Councils around Australia continue to embrace new technologies to improve their service delivery standards and broaden consultation and engagement with their local communities. However, implementation can be hindered without access to basic technological infrastructure and the necessary IT skills and resources.

In recent times, cyber-attacks on major corporations and other businesses have resulted in significant data breaches. It is a timely reminder as digital information, services and products become an increasing feature of modern business operation including in local government.

Like all risks, local government must manage the risk of cyber-attacks and address cyber security.

While this is primarily a responsibility of the sector itself, governments at all levels must work together to ensure that the public have confidence in government information management systems and its security.

Drawing upon your council's experience, and your knowledge of other councils within your state or territory, are there programs and initiatives that the Australian Government could implement to help local government develop its digital technology services and infrastructure?

Are there actions the Australian Government could take to improve cyber security within the local government sector?



10. CLIMATE CHANGE AND RENEWABLE ENERGY

Climate change is resulting in more frequent and severe disasters, coastal erosion, and rising heat, which are all impacting on the liveability of Australian communities.

Local governments play a role in emissions reduction through reducing their corporate emissions and supporting broader national processes of decarbonisation through community engagement, and provision of services and infrastructure.

The 2024 Local Government Climate Review found that 89% of councils have set or planned ambitious corporate emissions reduction targets.

Councils also play a critical role supporting their communities through change, helping them to adapt and build their resilience. The latest Local Government Climate Review found that two-thirds have done a climate risk assessment and 72% are implementing initiatives.

Barriers to adaptation include internal resourcing (70%), funding (67%), complexity and not knowing how to respond (53%), and limited technical expertise and capacity (48%).

Councils need support to adequately assess climate risk and vulnerabilities and adequately address them in plans, policies investment decisions and engagement with communities. Unfortunately, funding and support from other levels of government has failed to keep pace, placing an inequitable burden on the sector.

The rapid increase in renewable energy projects in regions across Australia is resulting in uneven and inconsistent community benefits being offered and delivered to communities. It is also placing significant pressure on local governments to plan, negotiate and secure an enduring constructive legacy associated with renewable energy projects.

Local governments are the only local democratic institution in a position to convene local interests and broker long term social and economic benefits from renewables projects, and should be recongised and supported for their role in maintaining social license for renewables projects.

Noting the Australian Government's approach to reducing emissions, are there partnerships, programs, and initiatives that local government and the Australian Government can form to achieve Australia's 2050 net zero emissions target?

What are the opportunities to support councils to increase community resilience to the impacts of climate change?

What support do councils need to ensure that renewable energy projects deliver lasting benefits to the communities that house them?

11. ENVIRONMENT

The Australian Government's Nature Positive Plan states "Almost half of Australia's gross domestic product (GDP) has a moderate to very high direct dependence on nature. The rate at which we are eroding the environment poses tangible risks to Australia's economic, financial and social stability."

Australia's 537 local governments undertake broad and diverse work to support environmental outcomes.

However, councils do not receive adequate support for this work, which includes managing pests, weeds, and biosecurity threats, contributing to water security and management, managing parklands and reserves, and community education.

In recent years the National General Assembly has considered a range of environmental issues, and passed resolutions on biodiversity, biosecurity, conservation, climate change and water security.

How could the Australian Government partner with local government to strengthen Australia's environmental services and infrastructure?

What new programs could the Australian Government partner with local government in to progress local regional and national objectives?



12. CIRCULAR ECONOMY

Australia's volume of waste continues to increase compared with population growth and GDP, even with rates of recycling improving over the past decades.

The 2022 National Waste Report showed that waste generation has increased by 20% over the last 15 years (8.3% from municipal waste). Since 2006-07, recycling and recovery of Australia's core waste has increased by 57% (+22% in municipal) however Australia continues to have one of the lowest rates of recycling among OECD countries.

Local governments are under pressure to respond to community demand for addressing pollution, while at-capacity landfills and emerging problematic materials pose serious operational challenges.

Collecting, treating, and disposing of waste costs local governments an estimated \$3.5 billion annually.

ALGA believes the onus for waste reduction should be borne by industry, not local governments. Mandatory product stewardship approaches, including payments to local governments for their resource recovery services, would ensure the principle of producer responsibility is operationalised and the cost and risk burden on local governments is rebalanced.

How could the Australian Government further strengthen product stewardship arrangements to support local governments in their endeavours to increase recycling and reduce the volume of waste?

How could the Australian Government partner with local government to advance the circular economy?





CONCLUSION

Thank you for taking the time to read this discussion paper and your support for the 2025 National General Assembly of Local Government.

A final reminder:

- Motions should be lodged electronically at www.alga.com.au and received no later than 11.59pm on Monday 31 March 2025.
- Motions must meet the criteria published in this paper.
- Motions should commence with the following wording: 'This National General Assembly calls on the Australian Government to...'
- Motions should not be prescriptive in directing how the matter should be pursued.
- Motions should be practical, focussed and relatively simple.
- It is important to complete the background section on the form.
- Motions must not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
- When your council submits a motion there is an expectation that a council representative will be present at the 2025 National General Assembly to move and speak to that motion if required.
- Resolutions of the National General Assembly do not automatically become ALGA's national policy positions. The resolutions are used by the ALGA Board to inform policies, priorities and strategies to advance local governments within the national agenda.

We look forward to hearing from you and seeing you at the 2025 National General Assembly in Canberra.





CLAUSE	CL03
TITLE	Annual Financial Statements - Statements Under Section 413(2)(C) of the Local Government Act, 1993
FROM	Max Turner, Acting Director Business, Cultural and Financial Services
TRIM REF	25/11439

SUMMARY

This report is required in order to obtain an updated sign off date for two (2) Statement by Councillors and Management forms that require inclusion in the 2023/24 annual financial statements. The forms with the requirement for an updated date have been requested by the Audit Office of NSW in order to include in the audited financial statements along with the audit opinion which can then be lodged with the Office of Local Government prior to the approved deadline of 15th February 2025. It is anticipated that the audited financial statements of account will be provided to Council Meeting 25 February 2025.

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.

Council staff prepare the accounts in the prescribed manner and 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 for inclusion in the audited 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

CLAUSE	CL04
TITLE	Adoption of Councillor Expenses and Facilities Policy
FROM	Shireen Donaldson, Director Economic & Organisational Development
TRIM REF	25/11722

SUMMARY

At the Ordinary Meeting of Council held 26 November 2024 it was resolved that the draft Councillor Payment of Expenses and Provision of Facilities Policy be placed on public exhibition for a minimum of 28 days. The public exhibition period ended 4 pm, 4 January 2025. One submission was received. A report was presented to the Ordinary Meeting of Council held 28 January 2025. The policy was not formally adopted at this meeting and is again presented to Council for adoption.

RECOMMENDATION

Council adopt the Councillor Expenses and Facilities Policy as attached to the report, including the suggested amendments as listed in Table 1 of the report.

REPORT

In accordance with Section 252 of the Local Government Act 1993, Council is required to adopt a policy on the payment of expenses and provision of facilities for Mayors and Councillors within the first 12 months of the term of a new Council.

Council considered a report to endorse the draft Councillor Payment of Expenses and Provision of Facilities Policy for public exhibition at the Council Meeting held 26 November 2024.

The Office of Local Government (OLG) provides guidelines and a template for the formulation of the Councillors Payment of Expenses and Provision of Facilities policy. Council has reviewed the draft policy in accordance with the OLG guidelines and prepared the draft policy using the OLG suggested policy template.

The draft policy was endorsed and placed on public exhibition from 27 November 2024 to 3 January 2025.

One submission was received as outlined in Table 1 below.

Table 1.

Submission Received	Description	Comments
Council Officer	Change name of policy to Councillor Expenses and Facilities Policy as per OLG template suggestion.	Recommended that policy name be amended in line with the OLG template.

It is recommended that the policy name be amended to reflect the OLG template and guidelines.

OPTIONS

OPTION 1

As per the Recommendation.

OPTION 2

Council must adopt a policy on Councillor Payment of Expenses and Provision of Facilities within the first 12 months of the term of a new Council.

Council may adopt the policy as attached or make amendments to the policy prior to adoption.

POLICY IMPLICATIONS

The revised policy will be the governing policy in relation to Councillor expenses and facilities at Griffith City Council unless otherwise amended by further resolution of Council.

FINANCIAL IMPLICATIONS

Once adopted, the revised policy will govern the allowable expenses and provision of facilities for Councillors in the performance of their official duties.

LEGAL/STATUTORY IMPLICATIONS

Local Government Act 1993

252 Payment of expenses and provision of facilities

- (1) Within the first 12 months of each term of a Council, the Council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor (if there is one) and the other Councillors in relation to discharging the functions of civic office.
- (2) The policy may provide for fees payable under this Division to be reduced by an amount representing the private benefit to the mayor or a Councillor of a facility provided by the Council to the mayor or Councillor.
- (3) A Council must not pay any expenses incurred or to be incurred by, or provide any facilities to, the mayor, the deputy mayor (if there is one) or a Councillor otherwise than in accordance with a policy under this section.
- (4) A Council may from time to time amend a policy under this section.
- (5) A policy under this section must comply with the provisions of this Act, the regulations and any relevant guidelines issued under section 23A.

ENVIRONMENTAL IMPLICATIONS

Not Applicable

COMMUNITY IMPLICATIONS

The community has had the opportunity to make submissions on the draft policy during the public exhibition period.

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

Public exhibition period

ATTACHMENTS

- | | | |
|-----|--|----|
| (a) | Draft Councillor Payment of Expenses and Provision of Facilities Policy as exhibited ↓ | 61 |
|-----|--|----|



Councillor Payment of Expenses and Provision of Facilities GOV-CP- 407
(PUBLIC POLICY)

Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	17/09/2002	729	17/09/2002
2	14/01/2003	25	14/01/2003
3	24/05/2005	0172	24/05/2005
4	14/08/2007	0260	14/08/2007
5	30/09/2008	0394	30/09/2008
6	22/09/2009	0297	22/09/2009
7	11/05/2010	0139, 142	11/05/2010
8	13/07/2010	0239	13/07/2010
9	23/11/2010	0398	23/11/2010
10	12/07/2011	0219	12/07/2011
11	27/03/2012	0086	27/03/2012
12	11/12/2012	0356-0365	11/12/2012
13	23/11/2013	0374-0388	23/11/2013
14	11/11/2014	393	11/11/2014
15	11/08/2015	15/241	11/09/2015
16	25/10/2016	16/307	25/11/2016
17	28/11/2017	17/313	28/11/2017
18	22/3/2022	22/082	15/4/2022
19			

Contents

Policy Summary

Part A – Introduction

1. Introduction
2. Policy objectives
3. Principles
4. Private or political benefit

Part B – Expenses

5. General expenses
6. Specific expenses
7. Insurances
8. Legal assistance



Part C – Facilities

- 9. General facilities for Councillors
- 10. Additional facilities for the Mayor

Part D – Processes

- 11. Approval, payment and reimbursement arrangements
- 12. Disputes
- 13. Return or retention of facilities
- 14. Publication
- 15. Reporting
- 16. Auditing
- 17. Breaches

Part E – Fees for Mayor and Councillors

- 18. Annual Fees Payable to Mayor and Councillors
- 19. Superannuation Payable to Councillors

Part F – Appendices

- Appendix I – Related legislation, guidance and policies
- Appendix II – Definitions
- Appendix III – Summary of Maximum Amounts
- Appendix IV – Travel, Accommodation and Meal Rates
- Appendix V – At a Glance Guide to Permissible Functions and Events



Policy Summary

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties.

It ensures accountability and transparency, and seeks to align Councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2021* (the Regulation), and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

The policy sets out the maximum amounts Council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

The main expenses and facilities are summarised in Appendix III and IV. Additional costs incurred by a Councillor in excess of these limits are considered a personal expense that is the responsibility of the Councillor.

Councillors must provide claims for reimbursement within 60 days of an expense being incurred unless otherwise stipulated. Claims made after this time cannot be approved.

Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting as part of the quarterly review and published in full on Council's website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

Part A Introduction

1. Introduction

- 1.1. The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Griffith City Council.
- 1.2. The community is entitled to know the extent of expenses paid to Councillors, as well as the facilities provided.
- 1.3. The purpose of this policy is to clearly state the facilities and support that are available to Councillors to assist them in fulfilling their civic duties.
- 1.4. Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this policy.
- 1.5. Expenses and facilities provided by this policy are in addition to fees paid to Councillors. The minimum and maximum fees a Council may pay each Councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range. Refer to Part E.

2. Policy objectives

- 2.1. The objectives of this policy are to:
 - enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties
 - enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties
 - ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors



- ensure facilities and expenses provided to Councillors meet community expectations
- support a diversity of representation
- fulfil the Council's statutory responsibilities.

3. Principles

- 3.1. Council commits to the following principles:
- **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions
 - **Reasonable expenses:** providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor
 - **Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor
 - **Equity:** there must be equitable access to expenses and facilities for all Councillors
 - **Appropriate use of resources:** providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations
 - **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to Councillors.

4. Private or political benefit

- 4.1. Councillors must not obtain private or political benefit from any expense or facility provided under this policy, nor from travel bonuses such as frequent flyer schemes or any other such loyalty programs while on Council business.
- 4.2. Private use of Council equipment and facilities by Councillors may occur from time to time. For example, telephoning home to advise that a Council meeting will run later than expected.
- 4.3. Such incidental private use does not require a compensatory payment back to Council.
- 4.4. Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse the Council.
- 4.5. Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:
- production of election material
 - use of Council resources and equipment for campaigning
 - use of official Council letterhead, publications, websites or services for political benefit
 - fundraising activities of political parties or individuals, including political fundraising events.

Part B Expenses

5. General expenses

- 5.1. All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- 5.2. Expenses not explicitly addressed in this policy will not be paid or reimbursed.



6. Specific expenses

General travel arrangements and expenses

- 6.1. Council will maintain overall budget line items for travel expenses incurred by Councillors - Refer Appendix III.
- 6.2. All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.
- 6.3. Each Councillor may be reimbursed for travel expenses incurred while undertaking official business, professional development or attending approved conferences and seminars within NSW. This includes reimbursement:
 - for public transport fares
 - for the use of a private vehicle or hire car
 - for parking costs for Council and other meetings
 - for tolls
 - by Cabcharge card or equivalent
 - for documented ride-share programs, such as Uber, where tax invoices can be issued.
- 6.4. A Councillor's registered and insured private vehicle may be used for official travel, but such usage must be approved jointly by the Mayor and General Manager prior to the journey. Where a private vehicle is used with appropriate approval, the Mayor's or Councillor's claim is to be as follows:
 - 6.4.1. If no Council vehicle was available to be utilised by the Mayor or Councillor, allowances for the use of a private vehicle for official business, will be reimbursed by kilometre at the rate contained in the Local Government (State) Award ~~2020~~ 2023 – Part A – Clause 18 – Motor Vehicle Arrangements and Part B Monetary Rates Table 2 Clause 47A(i) – 18A(i) Vehicle Allowances (cents per km). The travel must be via the most direct route between the Councillors' place of residence and the destination
 - 6.4.2. Councillors seeking to be reimbursed for use of a private vehicle (if Council vehicle not available) must submit a Travel Claim Form within 60 days of travel.
- 6.5. If a Council vehicle is available and Councillors elect to utilise their own vehicle, reimbursement will be by way of "actual" fuel receipts and not the set rate per kilometre method.
- 6.6. Totals for each individual Councillor will be disclosed as part of the Quarterly Financial Review of Council operations.
- 6.7. Participation in the Meals on Wheels program is deemed as a community service and travel expenses are not claimable.
- 6.8. Cab Charge – If approved jointly by the Mayor and General Manager, a Councillor may be issued with a cab charge card for use when on Council business, provided that at least one of the following conditions apply:
 - A Council vehicle is not reasonably available to provide such transport;
 - The provision of a vehicle would not be economical in the circumstances;
 - The Councillor does not own a registered vehicle; or
 - The Councillor is not a licensed driver.

Refer to Appendix III & IV for maximum amounts/rates for travel expenses.



Interstate, overseas and long distance intrastate travel expenses – additional requirements

- 6.9. In accordance with Section 4, Council will scrutinise the value and need for Councillors to undertake overseas travel. Councils should avoid interstate, overseas and long distance intrastate trips unless direct and tangible benefits can be established for the Council and the local community. This includes travel to sister and friendship cities.
- 6.10. Approval for travel, accommodation and expense reimbursement outside the Local Government Area must be granted prior to the travel and shall be given jointly by the Mayor and the General Manager.
- 6.11. Where travel is by motor vehicle, it should be undertaken by a Council vehicle. Refer to 6.2-6.6.
- 6.12. Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full Council meeting prior to travel.
- 6.13. The case should include:
 - objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the Councillor's civic duties
 - who is to take part in the travel
 - duration and itinerary of travel
 - a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
 - determinations on validity of overseas trips are to be based on the International Relations Positioning Statement (Griffith City Council) and the application of the Guidelines for Payment of Expenses for Mayors and Councillors published by the Office of Local Government.
 - nomination of any Councillor to undertake overseas travel should be based on the Councillor demonstrating an ability to achieve direct and tangible outcomes for the community during the trip (expenses to be covered include economy class airfare, standard hotel rooms, meals and incidentals).
- 6.14. After returning from overseas, Councillors will provide a detailed written report to Council on the aspects of the trip relevant to Council business and/or the local community. Councillors are also required to report back on their overseas travel to a full meeting of Council.
- 6.15. For interstate, intrastate and international travel by air, the class of air travel is to be economy class.
- 6.16. Bookings for approved air travel are to be made through the General Manager
- 6.17. 's office.
- 6.18. For air travel that is reimbursed as Council business, Councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

Travel expenses not paid by Council

- 6.19. Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

Accommodation and meals

- 6.20. In circumstances where it would introduce undue risk for a Councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the General Manager. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the Councillor lives more than 50 kilometres from the meeting location.



- 6.21. Council will reimburse costs for accommodation and meals while Councillors are undertaking prior approved travel or professional development outside the Griffith City Council area.
- 6.22. The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Appendix IV Travel, Accommodation and Meal Rates in accordance with Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.
- 6.23. The General Manager may approve an increase or variation to daily limits for accommodation and meal expenses where he or she is satisfied that this is reasonable and in the interests of Council.
- 6.24. Councillors will not be reimbursed for alcoholic beverages unless consumed with a meal.

Refreshments for Council related meetings

- 6.25. Appropriate refreshments will be available for Council meetings, Councillor Workshops, approved meetings and engagements, and official Council functions as approved by the General Manager.
- 6.26. As an indicative guide for the standard of refreshments to be provided at Council related meetings, the General Manager must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

Attendance at Dinners, Functions and Events

- 6.26 Council will meet the cost of Councillors' attendance at Council dinners, functions and events. The extent of the reimbursement in this section is limited to the cost of the function only. Refer to Appendix V.
- 6.27 Council will only meet the cost of Councillors' attendance at non-Council dinners, functions and events as detailed in Appendix V. The extent of the reimbursement in this section is limited to the cost of the function only.
- 6.28 Council will not pay expenses or provide facilities to Councillors in relation to supporting and/or attending fundraising activities of political parties including political fundraising events as such events are considered to be personal interests.

Allowable Expenses for Accompanying Persons

- 6.29 Council shall meet the costs of registration and any official conference dinners of the Mayor's or Councillors' accompanying person in attending the following annual conferences:
 - Local Government NSW
 - Australian Local Government Association
 - National General Assembly of Local Government.
 - Murray Darling Basin Authority
 - Australian National Roads and Transport Congress
 - Regional Capitals Australia.
- 6.30 All travel expenses, additional accommodation expenses, accompanying person tours and other sundry expenses incurred by the accompanying person shall be the personal responsibility of the individual Councillor.



Allowable Expenses for Person Accompanying the Mayor (or Councillor representing the Mayor)

- 6.31 Attendance at Council and non-Council dinners, functions and events within the Local Government Area: Costs incurred by a person accompanying the Mayor (or Councillor representing the Mayor) will be reimbursed for attending official Council and non-Council dinners, functions and events within the Griffith Local Government area. The extent of the reimbursement in this section is limited to the cost of the function only. Refer Appendix V
- 6.32 Attendance at dinners, functions and events outside the Local Government Area: Costs incurred by a person accompanying the Mayor (or Councillor representing the Mayor) will only be reimbursed when that person is invited to accompany the Mayor (or Councillor representing the Mayor) when the Mayor is called to attend an official function or perform a ceremonial duty on Council's behalf outside the Council area, but within the State. The extent of the reimbursement in this section is limited to the cost of the function only. Examples could include charitable functions and other functions or award ceremonies to which the Mayor has been invited to represent the Council. Expenses will be reimbursed in accordance with the policy.

Disallowed Expenses for Accompanying Persons

- 6.33 Council will not meet expenses associated with the attendance of an accompanying person at:
- Attendance at any conference or event not noted in section 6.31-6.32 - Allowable Expenses for Person Accompanying the Mayor (or Councillor representing the Mayor) above.
 - Any event or function outside the Council area, including interstate and overseas (with the exception of attendance at annual conferences of those bodies noted in 6.29 above).

Professional development (Workshops/training)

- 6.34. Council will maintain overall budget line items for professional development expenses incurred by Councillors (workshops, training education courses and membership of professional bodies) - Refer Appendix III.
- 6.35. In the first year of a new Council term, Council will provide a comprehensive induction program for all Councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.
- 6.36. Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- 6.37. Approval for professional development activities is subject to a prior written request to the General Manager outlining the:
- details of the proposed professional development
 - relevance to Council priorities and business
 - relevance to the exercise of the Councillor's civic duties.
- 6.38. In assessing a Councillor request for a professional development activity, the General Manager must consider the factors set out in Clause 6.37, as well as the cost of the professional development in relation to the Councillor's remaining budget.
- 6.39. Professional development expenses incurred by individual Councillors will be tracked against the overall budget line item. Totals for each individual Councillor will be disclosed as part of the Quarterly Financial Review of Council operations.



Conferences and seminars

- 6.40. Council is committed to ensuring its Councillors are up to date with contemporary issues facing Council and the community, and local government in NSW.
- 6.41. Council will maintain overall budget line items to facilitate Councillor attendance at conferences and seminars. This allocation is for all Councillors. The General Manager will ensure that access to expenses relating to conferences and seminars is distributed equitably. Refer Appendix III.
- 6.42. The Mayor and Councillors will be nominated and authorised to attend conferences and seminars by Council through resolution passed in open session at a Council Meeting. Council must consider factors including the:
- relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties,
 - cost of the conference or seminar in relation to the total remaining budget.
- 6.43. A resolution of Council is not required for Councillors to attend conferences or seminars in the following circumstances:
- during Council recess;
 - where a conference is for one day or less or does not involve an overnight stay; or
 - where there is insufficient time for consideration by the full Council.
- In the event of any of the above circumstances, the Mayor, jointly with the General Manger are to approve Councillors' attendance at conferences or seminars. If the Mayor requires approval to attend conferences, seminars and similar functions where the event is for a single day only, it should be given jointly by the Deputy Mayor or another Councillor and the General Manager. In addition, the Mayor may nominate a substitute attendee in his or her stead for functions within the Council area or the general regional area on those occasions where the Mayor is unable to be in attendance.
- 6.44. Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences and seminars approved by Council. Council will also meet the reasonable cost of meals when they are not included in the conference and seminar fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.19-6.23.
- 6.45. The conferences to which this policy applies shall generally be confined to:
- Annual conferences and special one-off conferences called or sponsored by any of the following Associations:
 - Local Government NSW
 - Australian Local Government Women's Association
 - Australian Local Government Association
 - National General Assembly of Local Government
 - Murray Darling Basin Authority
 - Australian National Roads and Transport Congress
 - Regional Capitals Australia
 - Annual conferences of the major professions in Local Government.
 - Conferences which further training and development efforts of the Council and of Councillors or which relate to or impact upon the Council's functions.
 - Conferences or meetings of organisations or bodies to which a Councillor has been elected, or appointed as a delegate or member of the Council, or LGNSW, ALGWA, or ALGA.
 - Attendance at any other type of conference or seminar would require the prior approval of the full Council.



Expression of Council's Viewpoint at Conferences

- 6.46 Where a viewpoint of Council may be sought at a Conference, the conduct of delegates representing Council shall be governed as follows:
- Where possible, delegates should express only Council's viewpoint when representing Council.
 - Where Council has not determined a viewpoint on any issue being raised at a Conference, or new information is provided, then the delegate shall represent the best interests of Council.

Registration, Travel and Accommodation Bookings

- 6.47 Delegates must, within 3 business days of the Council resolution authorising them as a delegate, contact Council to arrange for the relevant bookings to be made.
- 6.48 Any special requirements which the delegate may have in relation to the conference, travel or accommodation are to be advised to Council at this time.
- 6.49 Registration, travel, accommodation bookings and confirmation of bookings for conferences and workshops will be coordinated through the Personal Assistant to the Mayor and GM.

Conference Costs

- 6.51 The Council shall pay or reimburse the Mayor or a Councillor:
- Registration: All normal registration costs, including costs relating to official luncheons, dinners and tours/inspections which are relevant to the interests of the Council.
 - Accommodation: Reasonable accommodation costs including the night before and/or after the conference where that is necessary due to travel and/or conference timetables in accordance with this policy. Council should take advantage of any "corporate rates" at accommodation venues as secured by Conference organisers
 - Travel: All reasonable travel costs to and from the conference location and venue in accordance with the requirements for travel as outlined in this policy.
 - Incidental Expenses: Incidental expenses associated with attendance at conferences, seminars may be reimbursed upon presentation of a claim form and appropriate receipts, in accordance with this policy.
 - Incidental expenses may include:
 - Hotel/motel charges associated with the Conference, other than accommodation;
 - Telephone or calls or internet charges related to Council business;
 - Reasonable lunches, dinners and other meals incurred whilst travelling to or from the Conference and other meals occurring during the Conference but not included in the conference registration fee;
 - Expenses such as parking, motorway or bridge tolls, laundry and refreshments;
 - Any optional activity in a conference program, but excluding any pre or post conference activities.
 - Items from minibar (excluding alcohol).

Report to Council

- 6.52 Attendance at any conference or seminar shall be the subject of a report to Council outlining the major issues raised at the event and its relevance to the Griffith City Council with recommendations for further areas of investigation. This section does not apply to a Councillor's attendance at the annual conferences of the following associations:
- Local Government NSW
 - Australian Local Government Women's Association



- Australian Local Government Association
- National General Assembly of Local Government
- Murray Darling Basin Authority
- Australian National Roads and Transport Congress
- Regional Capitals Australia.

6.53 Where a group of Councillors attend the same event, the report to Council may be submitted by the group, but must be signed by all Councillors.

6.54 The delegate(s) must submit this report to Council within one calendar month of the conference.

6.55 The report to Council should be in writing and include the following sections:

- The purpose / subject matter of the conference, including the reason for the attendance of the delegate
- The agenda of the conference
- Any items of interest to Council discussed at the conference
- Recommendations for further areas of action or investigation.

Information and communications technology (ICT) expenses

6.56. Council will maintain an overall budget line item for Information and Communication expenses. Expenses incurred by individual Councillors will be tracked against the overall budget line item. Totals for each individual Councillor will be disclosed as part of the Quarterly Financial Review of Council operations. Refer to Appendix III.

6.57. Council will reimburse reasonable telephone calls (landline and mobile) associated with the execution of Councillors' civic duties. Expense claims for reimbursement are to be accompanied by an itemised bill, with usage relating to Council business highlighted.

6.58. Councillors will be supplied with an iPad and data pack set up to enable internet access, emailing and processing of correspondence and access to Council business papers, minutes, policies and other Council records. All requisite software will be installed on the device.

6.59. Councillors will be supplied with a printer upon request.

Special requirements and carer expenses

6.60. Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible, including provision for sight or hearing impaired Councillors and those with other disabilities.

6.61. Council will maintain an overall budget line item for Care Expenses – Refer Appendix III. Expenses incurred by individual Councillors will be tracked against the overall budget line item. Totals for each individual Councillor will be disclosed as part of the Quarterly Financial Review of Council operations.

6.62. Transportation provisions outlined in this policy will also assist Councillors who may be unable to drive a vehicle.

6.63. In addition to the provisions above, the General Manager may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability to perform their civic duties.

6.64. Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses for attendance at official business, plus reasonable travel from the principal place of residence – Refer to Appendix III.



- 6.65. Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 6.66. In the event of caring for an adult person, Councillors will need to provide suitable evidence to the General Manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.
- 6.67. Expense claims for reimbursement are to be accompanied by an itemised receipt.

7. Insurances

- 7.1. In accordance with Section 382 of the Local Government Act, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this Policy.
- 7.2. Insurance protection is only provided if a claim arises out of or in connection with the Councillor's performance of his or her civic duties, or exercise of his or her functions as a Councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.
- 7.3. Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.
- 7.4. Appropriate travel insurances will be provided for any Councillors travelling on approved interstate and overseas travel on Council business.

8. Legal assistance

- 8.1. Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
 - a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the Councillor
 - a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor
 - a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.
- 8.2. In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the General Manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.
- 8.3. Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.
- 8.4. Council will not meet the legal costs:
 - of legal proceedings initiated by a Councillor under any circumstances
 - of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
 - for legal proceedings that do not involve a Councillor performing their role as a Councillor.



- 8.5. Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

Part C Facilities

9. General facilities for all Councillors

Facilities

- 9.1. Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:
- Councillors have access to shared car parking spaces while attending Council offices on official business. A Parking Permit is required to be displayed in the Councillor's vehicle.
 - Councillors may have access to personal protective equipment for use during site visits.
 - Councillors will be issued with a name badge which may be worn at official functions, indicating that the wearer holds the office of a Councillor and/or Mayor or Deputy Mayor.
- 9.2. Councillors may book meeting rooms (Mayor's Office, Murray Room, Dal Broi Room, Keenan Room) for official business at no cost. Rooms may be booked through the Personal Assistant to the GM and Mayor.
- 9.3. The provision of facilities will be of a standard deemed by the General Manager as appropriate for the purpose.

Stationery and home office

- 9.4. Council will provide the following stationery to Councillors each year:
- Mayoral letterhead, to be used only for correspondence associated with civic duties
 - Business cards
 - Envelopes
 - Writing pads and pens
 - Paper
 - Ink.
- Refer to Appendix III.

Administrative support

- 9.5. Council will provide administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by staff in the Mayor's office or by a member of Council's administrative staff as arranged by the General Manager or their delegate.
- 9.6. Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.



Corporate Dress

- 9.7 Each Councillor will be supplied with two Griffith City Council neckties or scarves, and if requested, a corporate blazer embroidered with Council logo or crest. In addition, the Mayor will be supplied with a vest or sportscoat if requested. Refer to Appendix III.

10. Additional facilities for the Mayor

- 10.1. Council will provide to the Mayor a maintained vehicle to a similar standard of the General Manager, with a fuel card. The vehicle will be supplied for use on Council business, professional development and attendance at the Mayor's office, accounting for some private use.
- 10.2. The Mayor must keep a log book for a 12 week period recording all private usage and submit to Council within 12 months of his/her election.
- 10.3. If private usage is greater than 25% of the vehicle use, the kilometres greater than 25% will be reimbursed to Council as considered significant private use. The Mayoral allowance will be reduced to cover the cost of any private travel above the 25% private use (significant private use), calculated by the rate set by the Local Government (State) Award.
- 10.4. A parking space at Council's offices will be reserved for the Mayor's Council-issued vehicle for use on official business, professional development and attendance at the Mayor's office.
- 10.5. Council will provide the Mayor with a furnished office incorporating a telephone and meeting space.
- 10.6. The Mayor will be provided with an appropriate mobile telephone in addition to a Councillor Ipad.
- 10.7. The Mayor will be provided with a Corporate Credit Card for Council related business pursuant to the provision of this policy to a maximum monthly amount. Refer to Appendix III.
- 10.8. In performing his or her civic duties, the Mayor will be assisted by a small number of staff providing administrative and secretarial support, as determined by the General Manager.
- 10.9. The number of exclusive staff provided to support the Mayor and Councillors will not exceed 0.5 full time equivalents.
- 10.10. As per Section 4, staff in the Mayor's office are expected to work on official business only, and not for matters of personal or political interest, including campaigning.

Part D Processes

11. Approval, payment and reimbursement arrangements

- 11.1. Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
- 11.2. Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 11.3. Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
 - local travel relating to the conduct of official business
 - carer costs.
- 11.4. Final approval for payments made under this policy will be granted by the General Manager or their delegate.
- 11.5. No complimentary tickets will be provided to Councillors for attendance at any Council operated facility other than for official functions as detailed in Appendix V.



Direct payment

11.6. Council may approve and directly pay expenses. Requests for direct payment must be submitted to the General Manager for assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

Reimbursement

11.7. All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate documentation including receipts and/or tax invoices and be submitted to the General Manager within the required timeframe.

Advance payment

11.8. Council does not offer a cash advance payment.

Notification

11.9. If a claim is approved, Council will make payment directly or reimburse the Councillor through accounts payable.

11.10. If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

Reimbursement to Council

11.11. If Council has incurred an expense on behalf of a Councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:

- Council will invoice the Councillor for the expense or authorisation will be sought to deduct the amount from the Councillors' monthly allowance
- the Councillor will reimburse Council for that expense within 14 days of the invoice date.

11.12. If the Councillor cannot reimburse Council within 14 days of the invoice date, they are to submit a written explanation to the General Manager. The General Manager may elect to deduct the amount from the Councillor's allowance.

Timeframe for reimbursement

11.13. Unless otherwise specified in this policy, Councillors must provide all claims for reimbursement within 60 days of an expense being incurred. Claims made after this time cannot be approved.

12. Disputes

12.1. If a Councillor disputes a determination under this policy, the Councillor should discuss the matter with the General Manager.

12.2. If the Councillor and the General Manager cannot resolve the dispute, the Councillor may submit a Notice of motion to a Council Meeting seeking to have the dispute resolved.

13. Return or retention of facilities

13.1. All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.



- 13.2. Failure to return Information Technology items within the required timeframe will result in the items being remotely disabled.
- 13.3. Should a Councillor desire to keep any equipment allocated by Council, then this policy enables the Councillor to make application to the General Manager to purchase any such equipment. The General Manager will determine an agreed fair market price or written down value for the item of equipment.
- 13.4. The prices for all equipment purchased by Councillors under Clause 13.3 will be recorded in Council's Annual Report.

14. Publication

- 14.1. This policy will be published on Council's website.

15. Reporting

- 15.1. Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.
- 15.2. Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting at each quarterly review and published on Council's website. These reports will include expenditure summarised by individual Councillors and as a total for all Councillors.

16. Auditing

- 16.1. The operation of this policy, including claims made under the policy, will be included in Council's audit program and an audit undertaken at least every two years.

17. Breaches

- 17.1. Suspected breaches of this policy are to be reported to the General Manager.
- 17.2. Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

Part E Fees for Mayor and Councillors

18. Annual Fees Payable to Mayor and Councillors

- 18.1. The Council shall, prior to 30th June each year, set by resolution the annual fees to be paid, monthly in arrears, to a Councillor for the following year commencing 1st July, provided that such fee shall be within the range for the Council determined annually by the Local Government Remuneration Tribunal. Such payment shall be subject to Section 254A of the Regulations and any specific resolution of the Council under Section 254A.
- 18.2. The Council shall, prior to 30th June each year, set by resolution, the annual fee to be paid to the Mayor for the following year commencing 1st July provided that such fee shall be within the range for the Council determined annually by the Local Government Remuneration Tribunal. Council may only pay the Deputy Mayor part of the annual Mayoral fee where a Deputy Mayor demonstrably acts in the role of Mayor (section 249 of the Act). Such payment must only be done at the direction of Council and any amount paid to the Deputy Mayor must be deducted from the Mayor's Annual fee.



- 18.3. Unless otherwise provided, (that is an agreement signed and approved by the individual Councillor), the payment of, or reimbursement of expenses and the facilities which may be provided under this policy, shall be provided without reduction from the annual fees payable to the Mayor and Councillors, as determined by the Council, under this section.

19. Superannuation Payable to Councillors

- 19.1 Commencing 1 July 2022, the Mayor and Councillors will be paid superannuation contribution payments equal to the Superannuation Guarantee Contribution percentage set by the Commonwealth Government. As per the Act, the amount of superannuation contribution payment is the amount that Council would be required to contribute under the Commonwealth superannuation legislation as if the Councillor were an employee of the Council.
- 19.2 In accordance with the ATO Interpretative Decision 2007/205, a Councillor upon request, (via submission of Councillor Deduction Form) may enter into an arrangement with Council under which the Councillor agrees to forego all or part of their annual fee in exchange for the Council making contributions to a complying superannuation fund on their behalf.

Part F Appendices

- Appendix I: Related legislation, guidance and policies
- Appendix II: Definitions
- Appendix III: Summary of Maximum Amounts
- Appendix IV: Travel, Accommodation and Meal Rates
- Appendix V: At A Glance Guide to Permissible Functions and Events



Appendix I: Related legislation, guidance and policies

Relevant legislation and guidance:

- Local Government Act 1993
- Local Government (General) Regulation 2021
- OLG Guidelines for the Payment of Expenses and the Provision of Facilities for Mayors and Councillors in NSW
- OLG Circulars
- [Local Government State Award 2023](#)
- [Superannuation Guarantee](#)

Related Council policies:

- Code of Conduct



Appendix II: Definitions

The following definitions apply throughout this policy.

Term	Definition
Accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a Councillor
Appropriate refreshments	Means food and beverages, provided by Council to support Councillors undertaking official business
Act	Means the <i>Local Government Act 1993</i> (NSW)
Clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	Means the Code of Conduct adopted by Council or the Model Code if none is adopted
Conference or seminar	Meeting with program spanning more than one day requiring overnight stay (generally outside of the LGA)
Councillor	Means a person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the Mayor
General Manager	Means the General Manager of Council and includes their delegate or authorised representative
Incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
Long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle
Maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in Appendix III
NSW	New South Wales
Official business	Means functions that the Mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for Council or result in a direct benefit for Council and/or for the local government area, and includes: <ul style="list-style-type: none"> • meetings of Council and committees of the whole • meetings of committees facilitated by Council • civic receptions hosted or sponsored by Council • meetings, functions, workshops and other events to which attendance by a Councillor has been requested or approved by Council
Professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a Councillor or the Mayor
Regulation	Means the <i>Local Government (General) Regulation 2005</i> (NSW)
Workshops and training	Generally span a single day and are non-residential in nature
year	Means the financial year, that is the 12 month period commencing on 1 July each year



Appendix III: Summary of Maximum Amounts

The following summarises the main expenses and facilities provided under this policy. All monetary amounts are exclusive of GST. Monetary amounts listed against job numbers to be adjusted in accordance with Operational Plan (Budget) annually. Over expenditure in budget items will need to be accounted for in the quarterly review process.

Expense or facility	Maximum amount	Job No.	Frequency
Council Meeting Expenses	\$10,000 total for all Councillors	12129.0092	Per year
Civic Receptions	\$6,000 \$5,000 total for all Councillors	12130.0092	Per year
*Councillor travelling expenses within LGA	\$10,000 \$5,000 total for all Councillors	12127.0092	Per year
*Councillor Training/Workshop – NSW Travel & Accommodation	\$3,500 \$3,600 total for all Councillors	14112.0012	Per year
*Councillor Training/Workshop – Interstate Travel & Accommodation	\$1,000 \$1,030 total for all Councillors	14112.0101	Per year
*Conferences and seminars – NSW Travel & Accommodation	\$11,000 \$12,000 total for all Councillors	12188.012	Per year
*Conference – Interstate Travel & Accommodation	\$2,000 \$12,000 total for all Councillors	12188.0101	Per year
*Conferences - Registration	\$6,000 \$12,000 total for all Councillors	12188.0028	Per year
*Training - Registration	\$30,000 \$10,500 total for all Councillors	14112.0026	Per year
Memberships, subscriptions, licence fees	\$18,000 \$22,000 total for all Councillors	12166.0181	Per year
Telephone Expenses	\$3,000 per year - total for all Councillors Actual – up to monthly limit: \$30 per month – mobiles \$10 per month - landline	12166.0071	Per year
*ICT expenses – phone and data pack running costs	\$3000 As above 13 data packs	12166.0071	
*ICT expenses - Hardware	\$6,000 \$6,180 /year GCC IT Department to approve model, compatibility and price of ipads/printers. Mayor to receive iphone and ipad. Councillors to receive ipad. Printer available on request.	14178.0230	Per term
Carer expenses	\$2,000 per Councillor Actual up to annual limit	12166.0101	Per year

CL04 Attachment (a) Draft Councillor Payment of Expenses and Provision of Facilities Policy as exhibited



Expense or facility	Maximum amount	Job No.	Frequency
Printing & Stationery including business cards, envelopes, paper, ink	\$2,750 \$1,500 total for all Councillors	12166.0108	Per year
Access to facilities in a Councillor common room	Council meeting rooms may be booked through PA.		Not relevant
Council vehicle, fuel card and E-tag	Provided to the Mayor		Not relevant
Reserved parking space at Council offices	Provided to the Mayor Parking permits for Council car park to be issued to all Councillors.		Not relevant
Furnished office	Provided to the Mayor		Not relevant
Number of exclusive staff supporting Mayor and Councillors	Provided to the Mayor and Councillors		Not relevant
Council Blazer embroidered with Council logo or crest	\$250.00 Each Councillor supplied with 1 Blazer Additional for Mayor – 1 Vest or 1 Sportscoat (optional)		Per term
Drycleaning of Council Blazer Sportscoat (Mayor) / Vest (Mayor)	Maximum of 4 per year – reimbursed on provision of receipt		Annually
Corporate Dress - Council Ties/Scarves	Each Councillor supplied with 2 GCC ties or scarves		Per term
Legal Assistance for Mayor and Councillors	Cost of service - As determined by Council Resolution		Actual
Mayor Spouse & Partner Expenses	Actual		Actual
Mayoral Vehicle	Actual - Same level as General Manager		Actual
Mayoral Corporate Credit Card	\$5,000 - Actual		Per month
Use of Private Motor Vehicle	Claim as per km allowance as set by LG State Award at date of travel. Note: Only if Council vehicle not otherwise available otherwise actual receipt.		Per kilometre

*Expenses marked with an * are allocated against each Councillor through work orders and reported on at quarterly review



Appendix IV: Travel, Accommodation and Meal Rates

Note that in accordance with this policy, the General Manager may approve an increase or variation to daily limits for accommodation and meal expenses where he or she is satisfied that this is reasonable and in the interests of Council.

<p>Meals Expenses – one day journeys As per Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009 Table 1 Allowances of Part B – Monetary Rates (adjusted annually) (Note: TD2024/3 for 2024-25 referred to for rates)</p>	<p>Reasonable lunches, dinners and other meals incurred whilst travelling to or from a Conference. Other meals during a Conference but not included in registration fees. Meals incurred during travel outside the LGA. Breakfast \$33.90 Lunch \$38.10 Dinner \$64.95</p>		<p>Actual cost - per day</p>
<p>Accommodation including meals and incidental expenses As per Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009 Table 1 Allowances of Part B – Monetary Rates (adjusted annually) (Note: TD2024/3 for 2024-25 referred to for rates))</p>	<p>Adelaide - \$318.90 Brisbane - \$341.90 Canberra - \$338.90 Darwin - \$380.90 Hobart - \$336.90 Melbourne - \$333.90 Perth - \$340.90 Sydney - \$358.90 *refer to Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009 Table 1 Allowances of Part B – Monetary Rates for rates for country centres</p>		<p>Actual up to daily limit - Per day</p>
<p>Incidental and/or Out of Pocket Expenses incurred during Conferences and Seminars and for travel outside the LGA</p>	<p>Actual up to daily limit of \$100 Expenses in this category may include: Reasonable telephone, internet usage related to Council business, Parking, Tolls, Laundry, Refreshments. Any optional activity in a conference program (but excluding any pre or post conference activities). Expenses not reimbursed in this category include: Alcohol not consumed as part of a meal.</p>		<p>Per day</p>
<p>Travel</p>	<p>Air – Economy - Actual Rail, Taxi, Uber, Bus – Actual</p>		<p>Actual</p>



Appendix V: At a Glance Guide to Permissible Functions & Events

	Mayor	Councillors	Councillors attendance at non-Council functions to be determined on an individual basis by the Mayor and General Manager
Council organised dinners, functions and events (includes Council Committee events)	✓	✓	
Events which have been part-funded or part-sponsored by Council <i>*where official invitation has been extended to Mayor/Councillors</i>	✓	✓	
Annual events organised by local service clubs, not-for-profit organisations, schools, charities <i>*where official invitation has been extended to Mayor/Councillors</i>	✓		✓
Other events organised by local service clubs, not-for-profit organisations, schools, charities <i>*where official invitation has been extended to Mayor/Councillors</i>	✓		✓
Events Councillors are officially invited to outside of the Griffith LGA	✓		✓
Official openings of local landmarks and facilities <i>*where official invitation has been extended to Mayor/Councillors</i>	✓	✓	
Political party fundraising events			

CLAUSE	CL05
TITLE	Responses to Councillor Questions Taken on Notice
FROM	Shireen Donaldson, Director Economic & Organisational Development
TRIM REF	25/11582

SUMMARY

At the Ordinary Meeting of Council held on Tuesday, 28 January 2025, there were three questions Taken on Notice.

This report outlines the responses.

RECOMMENDATION

The report be noted by Council.

REPORT

The below items were Taken on Notice at the Ordinary Meeting of Council held on Tuesday, 28 January 2025.

CL04 Endorsement of Draft Community Strategic Plan for Public Exhibition

Councillor Christine Stead asked if based on the number of submissions received during the Public Exhibition period, is it possible to delay the Council Workshop scheduled for 18 February 2025?

Response: A workshop is scheduled for Tuesday 18 February 2025 for Councillors to be briefed on a range of topics.

Should a significant number of submissions be received regarding the Community Strategic Plan prior the Workshop Councillors will be briefed on these on 18 February 2025. Should further submissions be received on a further date, an Extraordinary Meeting can be scheduled if required.

Minutes of the Traffic Committee Meeting Held on 10 December 2024

Councillor Shari Blumer asked the date of the Light up the Lane event.

Response: Saturday 3 May

CC01 Appointment of Committee Chairperson and Committee Members - Audit, Risk and Improvement Committee and Appointment of Committee Members - Floodplain Management Committee Members

Councillor Christine Stead asked a question regarding the eligibility of an applicant to the Audit, Risk and Improvement Committee.

Response: The Guidelines state ineligibility from the 'last' election indicating not eligible until after the 'next' election.

OPTIONS

OPTION 1

As per the Recommendation.

POLICY IMPLICATIONS

Not Applicable

FINANCIAL IMPLICATIONS

Not Applicable

LEGAL/STATUTORY IMPLICATIONS

Not Applicable

ENVIRONMENTAL IMPLICATIONS

Not Applicable

COMMUNITY IMPLICATIONS

Not Applicable

LINK TO STRATEGIC PLAN

This report has no relevance to the Council's Strategic Plan.

CONSULTATION

Senior Management Team

ATTACHMENTS

Nil

TITLE Outstanding Action Report

TRIM REF 25/9992

RECOMMENDATION

The report be noted.

ATTACHMENTS

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

87

OUTSTANDING ACTION REPORT

Council Meeting Date	MEETING ITEM	Action Officer	CRM No.	Minute No.	Council Resolution	Additional Information
10 December 2024	CL05 ENDORSEMENT OF DRAFT BOARDING HOUSE & CO-LIVING HOUSING POLICY FOR PUBLIC EXHIBITION	SGO	153961	24/345	<p>RESOLVED on the motion of Councillors Shari Blumer and Christine Stead that:</p> <p>(a) Council endorses the draft Boarding House & Co-living Housing Policy and place the draft policy on exhibition for a period of 28 days and provide members of the community at least 42 days in which to comment due to the annual closure period.</p> <p>(b) Should any submissions be received, a report be provided to Council.</p> <p>(c) Should no submissions be received, the Boarding House & Co-living Housing Policy be considered adopted as at the end date of the public exhibition period.</p>	<p>18/12/2024: On Public Exhibition until 22 January 2025.</p> <p>23/1/2025: Submissions received. Report to be presented to Council in February/March 2025.</p>
10 December 2024	CL06 ENDORSEMENT OF CODE OF MEETING PRACTICE POLICY FOR PUBLIC EXHIBITION	SGO	153965	24/346	<p>RESOLVED on the motion of Councillors Shari Blumer and Christine Stead that:</p> <p>(a) Council endorse the draft Model Code of Meeting Practice, Attachment (a) of the report, including the supplementary provisions.</p> <p>(b) The draft Model Code of Meeting Practice be placed on public exhibition 28 days and provide members of the community at least 42 days in which to comment on the draft Code.</p> <p>(c) If any submissions are received, a further report be prepared for Council.</p>	<p>18/12/2024: On Public Exhibition until 22 January 2025.</p> <p>23/1/2025: No submissions received, policy adopted as at 22 Jan 2025.</p>

OUTSTANDING ACTION REPORT

					(d) If no submissions are received, the draft Model Code of Meeting Practice policy be considered as adopted by Council as at the date of the conclusion of the advertised exhibition period.	
10 December 2024	CL07 ENDORSEMENT OF DRAFT COMMUNITY GRANTS PROGRAM POLICY FOR PUBLIC EXHIBITION	SGO	153967	24/347	<p>RESOLVED on the motion of Councillors Christine Stead and Tony O'Grady that:</p> <p>(a) Council place the revised draft Policy (FS-CP-601) Community Grants Program on public exhibition for 28 days to provide members of the community at least 42 days in which to comment due to the annual closure period.</p> <p>(b) If any submissions are received, a further report be prepared for Council.</p> <p>(c) If no submissions are received, draft Policy (FS-CP-601) Community Grants Program be considered as adopted by Council as at the date of the conclusion of the advertised exhibition period.</p>	<p>18/12/2024: On Public Exhibition until 22 January 2025.</p> <p>23/1/2025: No submissions received, policy adopted as at 22 Jan 2025.</p>
10 December 2024	CL09 PROPOSED COUNCIL COMMITTEE STRUCTURE 2024 - 2028	DEOD/ Gov M	153969	24/349	<p>RESOLVED on the motion of Councillors Christine Stead and Jenny Ellis that:</p> <p>(a) The Committee structure as attached to this report (Attachment A) be adopted for the 2024-2028 term of Council.</p> <p>(b) Council appoint Councillors to Council Committees, for a two-year term.</p> <p>(c) Purpose and scope be determined for new Committees</p>	<p>20/12/2024: Advertising to commence from 10 till 31 Jan 2025. Councillor representatives to be reviewed in 2 years' time.</p> <p>13/01/2025: Committee Structure and Councillor appointments completed. Draft Committee scopes to be finalised, with SMT and committee Chairs, and advertising for community members to commence in January 2025.</p>

OUTSTANDING ACTION REPORT

					<p>by appointed Committee Chairpersons and Councillors.</p> <p>(d) Council advertises for community representation on the above Council Committees in January 2025, with nominations being considered by Councillors appointed to each Committee prior to recommendation to Council in a further report.</p> <p>(e) Council write to all previous Committee members to advise of the new Committee structure and of the forthcoming opportunity to nominate for membership.</p> <p>(f) At the first meeting of each new Committee, each Committee is to review a draft Terms of Reference for recommendation to Council for adoption.</p>	<p>23/1/2025: Advertising commenced 21/1/2025 to 13/2/2025.</p>
10 December 2024	CL12 RENEWAL OF LICENCE AGREEMENT TO ROBERT & CAROLYN PROVERA (GRIFFITH SELF STORAGE) - 4-8 HARRIS ROAD, GRIFFITH	CPO&NT C	153974	24/352	<p>RESOLVED on the motion of Councillors Christine Stead and Tony O'Grady that:</p> <p>(a) Council enters into a licence agreement with Provera Management Trust t/as Griffith Self Storage for 3 car parking spaces and access keypad and post located on Council's road reserve on Harris Road, Griffith for a term of 5 years, with a commencement date of 16 November 2024.</p> <p>(b) Council advertises its intention to enter into a licence agreement with Provera Management Trust t/as Griffith Self Storage for 3 car parking</p>	<p>20/12/2024: Emailed Notification Notice - period to renew the licence for a further 5 years, seeking any submissions - 20 Dec 2024 to 24 Jan 2025. 20.12.2024 - Letter forwarded to Cater & Blumer via email advising of Council's resolution to undertake public notification of the licence renewal and pending no submissions are received by 24 January 2025, request C&B to prepare the new licence agreement.</p> <p>4/02/2025: No submissions were received, instructed Cater &</p>

OUTSTANDING ACTION REPORT

					spaces and access keypad and post located on Council's road reserve in Harris Road, Griffith for a period of 28 days. Should any submissions be received, a report will be presented to Council for consideration. (c) Should no submissions be received, Council will enter into a licence agreement Provera Management Trust t/as Griffith Self Storage for 3 car parking spaces and access keypad and post located on Council's road reserve in Harris Road, Griffith for a term of 5 years. *Please see Minutes for full resolution	Blumer to proceed with preparing draft licence agreement.
10 December 2024	CL13 RENEWAL OF LICENCE AGREEMENT - P&R PICCOLO MANAGEMENT PTY LTD - 18 CAR SPACES - 9 ALTIN STREET, GRIFFITH	CPO&NT C	153976	24/353	RESOLVED on the motion of Councillors Anne Napoli and Jenny Ellis that: (a) Council enters into a licence agreement with P&R Piccolo Management Pty Ltd for 18 car parking spaces adjoining 9 Altin Street, Griffith for a term of 5 years, with a commencement date of 1 November 2024. (b) Council advertises its intention to enter into a licence agreement with P&R Piccolo Management Pty Ltd for 18 car parking spaces adjoining 9 Altin Street, Griffith for a period of 28 days. Should any submissions be received, a report will be presented to Council for consideration. *Please see Minutes for full resolution	20/12/2024: Emailed Notification Notice - period to renew the licence for a further 5 years, seeking any submissions - 20 Dec 2024 to 24 Jan 2025. 20.12.2024 - Letter forwarded to Cater & Blumer via email advising of Council's resolution to undertake public notification of the licence renewal and pending no submissions are received by 24 January 2025, request C&B to prepare the new licence agreement. 4/02/2025: No submissions were received, instructed Cater & Blumer to proceed with preparing draft licence agreement.

OUTSTANDING ACTION REPORT

10 December 2024	NOTICE OF MOTION - COUNCILLOR JENNY ELLIS	DIO	153982	24/359	<p>RESOLVED on the motion of Councillors Jenny Ellis and Laurie Testoni that:</p> <p>(a) Approve the naming of the roundabout at Kidman Way and Thorne Road as “Khalsa Chouk,” and the Sikh community covers all associated signage costs.</p> <p>(b) Work to find another way to honour the Forlico family’s contributions in Griffith, respecting their wishes.</p> <p>(c) Refer to the Roads, Parks & Pathways Enhancement Committee for consideration to:</p> <ul style="list-style-type: none"> - Develop a framework for naming proposals, ensuring alignment with community values, cultural significance, and existing local ties. - Explore ways to reflect Griffith’s multicultural diversity in public spaces, including roundabouts, entrances and other landmarks. 	13/01/2025: Sign has been ordered. Resolution part (b) and (c) to be referred to the Roads, Parks and Pathways Enhancement Committee.
	CC01 TENDER NO. 05-24/25 - YOOGALI LEVEE UPGRADE - STAGE 2A & 2B NEGOTIATIONS REPORT	DU	153983	24/366	<p>RESOLVED on the motion of Councillors Christine Stead and Scott Groat that Council proceeds with Yoogali Levee Upgrade – Stage 2a & 2b construction with B&C Plumbing Pty Ltd based on the revised project cost as shown in Figure 1 of this report.</p>	<p>13/01/2025: Funding allocated by Federal Government. NSW Reconstruction Authority to give approval to engagement of contractors.</p> <p>3/02/2025: Approval from Minister, received funding project completion date extended to 30 June 2025.</p>
10 December 2024	CCMM02 SIGNIFICANT SERVICE - CIVIC RECOGNITION	DEOD	153984	24/367	<p>RESOLVED on the motion of Councillors Scott Groat and Anne Napoli that:</p> <p>(a) Council consider the application presented as a proposal for civic</p>	11/12/2024: Lay on the table for two months and be presented to Council for final resolution.

OUTSTANDING ACTION REPORT

					<p>recognition as Freeman of the City</p> <p>(b) The request lay on the table for two months and be presented to Council for final resolution.</p>	<p>3/02/2025: To be included on Council Meeting agenda 25 Feb 2025.</p>
<p>26 November 2024</p>	<p>CL04 RENEWAL OF LEASE AGREEMENT TO OBLEDO PTY LTD PART ROAD RESERVE ADJOINING LITTLE ROAD - LOT 11 DP 880544</p>	<p>CPO</p>	<p>153363</p>	<p>24/314</p>	<p>RESOLVED on the motion of Councillors Laurie Testoni and Jenny Ellis that:</p> <p>(a) Council undertakes public notification of the proposed lease renewal for a period of 28 days and served on the owner of each parcel of land adjoining Little Road from Beaumont Road to Joncondon Road.</p> <p>(b) Council to consider any submissions if received as a result of the public notification.</p> <p>(c) If no submission are received as a result of the public notification for consideration, then:</p> <p>(i) Council approves the renewal of the lease agreement over part road reserve adjoining Lot 11 DP 880544, Little Road to Obledo Pty Ltd for a further term of 5 years commencing 1 December 2024.</p> <p>(ii) John Peter Dal Broi, Lurline Cecily Dal Broi & Kirsten Lang Dal Broi t/as Obledo Pty Ltd will be required to pay all applicable costs and charges associated with the renewal of the lease agreement, together with Council's administration</p>	<p>13/12/2024: Notification letters posted to adjoining Neighbours advising that Council has resolved to renew the lease for a further 5 years, seeking any submissions. Letter forwarded to Cater & Blumer via email advising of Council's resolution to undertake public notification of the lease renewal and pending no submissions are received by 9 January 2025, request C&B to prepare the new lease agreement.</p> <p>4/02/2025: No submissions were received, instructed Cater & Blumer to proceed with preparing draft licence agreement.</p>

OUTSTANDING ACTION REPORT

					<p>fee as per Council's adopted Revenue Policy.</p> <p>(iii) The annual lease fee be charged in accordance with Council's adopted Revenue Policy, currently \$155 per hectare for the 2024/2025 financial year, in addition to rates and charges as applicable.</p> <p>(d) Council authorise the Mayor and General Manager to execute the licence renewal on behalf of the Council under the Common Seal.</p>	
12 November 2024	CL12 GRIFFITH WORKER AND HOUSING SHORTAGE TASKFORCE	GM	152784	24/299	<p>RESOLVED on the motion of Councillors Tony O'Grady and Scott Groat that:</p> <p>(a) Council note the submission as received and included in this report in regard to the draft Griffith Worker and Housing Shortage Taskforce.</p> <p>(b) Council refer the submission as referred to in (a) above to PSA Consultants to inform the review of the Griffith Housing Strategy 2019.</p>	<p>2/12/2024: Report referred to PSA consultants for consideration as part of Griffith Housing Strategy.</p> <p>13/01/2025: Consultants to hold public forum on 18 February 2025.</p>
12 November 2024	NOTICE OF MOTION - COUNCILLOR SHARI BLUMER - 5 NOV 2024	GM DSD	152783	24/298	<p>RESOLVED on the motion of Councillors Scott Groat and Tony O'Grady that:</p> <p>(a) Council agrees to additional wording in recommendation 14 to the 'Report on Strategies to Increase Housing Supply August 2024', seeking input from staff and the community more widely';</p> <p>(b) A report be prepared by the Directorate of Sustainable</p>	<p>2/12/2024: Report to be presented in May 2025.</p> <p>3/02/2025: Workshop held 21 February 2025 developer forum to be Scheduled April 2025.</p>

OUTSTANDING ACTION REPORT

					Development and be provided to Council at a meeting in May 2025.	
10 September 2024	CL02 LICENCE AGREEMENT - GRIFFITH COMMUNITY FM ASSOCIATION INC.	CPO	150343	24/245	<p>RESOLVED on the motion of Councillors Christine Stead and Chris Sutton that:</p> <p>(a) 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.</p> <p>(b) The licence agreement continue as follows:</p> <ul style="list-style-type: none"> 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. <p>(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</p>	<p>26/09/2024: Instructions to prepare draft agreement sent to Council solicitors.</p> <p>30/10/24: Sent a reminder to solicitors for draft agreement.</p> <p>4/02/2025: Received draft licence agreement, for Council approval.</p>

OUTSTANDING ACTION REPORT

					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.	
23 July 2024	CL05 ENDORSEMENT OF COUNCIL'S SOLAR ENERGY FARMS AND BATTERY ENERGY SOLAR SYSTEMS POLICY	DSD	148284/2024	24/203	RESOLVED 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.	08/08/2024: Noted. 14/10/2024: Report to Council in December 2024. 2/12/2024: Moved to Council Meeting February 2025 due to availability of agendas. 3/02/2025: To be reported to Council 25 Feb 2025.
26 March 2024	CL02 COMMUNITY GARDENS LARGE SCALE EVENT MASTERPLAN	USD	144180	24/075	RESOLVED on the motion of Councillors Shari Blumer and Glen Andrezza that: (a) Council adopts the Community Gardens Large Scale Event Masterplan as exhibited. (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.	12/4/2024: Manager of Urban Design to arrange meeting with relevant staff to discuss fencing. 06/05/2024: Meeting held on site to discuss fencing on Thursday, 2 May 2024. Costing of fencing being prepared. 20/05/2024: Draft Costing will be presented to Council at a meeting in June. 04/06/2024: Draft Costing will be presented to Council at a meeting in July. 15/07/2024: Draft Costing will be presented to Council meeting 10 September 2024.

OUTSTANDING ACTION REPORT

					(c) Council finalise a staged design of fencing for the Community Gardens site.	<p>05/08/2024: Meeting held with contractor to obtain quotes for shade sails over stage area.</p> <p>19/08/2024: No quote received as yet.</p> <p>02/09/2024: Initial quote received. Requires further clarification.</p> <p>14/10/2024: Draft design received. Quotation to be obtained and schedule for Council Workshop in January 2025.</p> <p>13/01/2025: Scheduled for Council Workshop on 18 February 2025.</p> <p>3/02/2025: Scheduled for Council Workshop on 20 May 2025.</p>
26 March 2024	MINUTES OF THE NEW CEMETERY MASTERPLAN COMMITTEE MEETING HELD ON 7 MARCH 2024	DIO		24/084	<p>RESOLVED 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:</p> <p>SMT Comment: Should Council support the above recommendation it is proposed that Council should adopt the following in lieu of the recommendation above.</p> <p>(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</p>	<p>15/04/2024: Funeral Directors have been advised.</p> <p>17/06/2024: DA has been lodged.</p> <p>1/07/2024: Council's legal representatives have been requested to draft a Deed of Agreement.</p> <p>02/09/2024: 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> <p>14/10/2024: Report to Council Meeting 10 December 2024, for both DA's.</p> <p>15/01/2025: Waiting on Council solicitor to provide update on licence agreement.</p>

OUTSTANDING ACTION REPORT

					<p>Lot 4 DP775986 Wakaden St, Griffith and that the owner of the property sign the Development Application.</p> <p>(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.</p> <p>(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 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</p>	<p>20/01/2025: Draft lease has been provided to Council staff to review.</p> <p>3/02/2025: Draft Lease Report to 25 Feb 2025 Council Meeting.</p>
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OUTSTANDING ACTION REPORT

					<p>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	NOTICE OF MOTION - UPGRADE TO ORIGINAL BAGTOWN'S FIRST BLACKSMITH STORE SITE	DI&O DSD	143524	24/066	<p>RESOLVED 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>	<p>18/03/2024: Councillors and SMT inspecting site 19/03/2024 to discuss scope.</p> <p>02/04/2024: Site inspection completed. Project scope to be referred to Council Workshop on 21 May 2024.</p> <p>03/06/2024: Scope of works were determined at Council Workshop.</p> <ol style="list-style-type: none"> 1. Survey site; 2. Install gravel surface in a safe location to provide access to site; 3. Remove vegetation that surrounds identified tree; and 4. Install sign with narrative depicting historical significance of site. <p>Plan of Scope of works to be discussed at Council Workshop on 29 October 2024.</p> <p>22/10/2024: Project rescheduled for presentation to 18 February 2025 Workshop.</p> <p>13/01/2025: Rescheduled to be presented to Council Workshop 18 March 2025.</p>

OUTSTANDING ACTION REPORT

<p>12 July 2022</p>	<p>NOTICE OF MOTION – COUNCILLOR TESTONI – YENDA MASTERPLAN</p>	<p>GM</p>	<p>119905</p>	<p>22/167</p>	<p>RESOLVED on the motion of Councillors Laurie Testoni and Glen Andreazza that:</p> <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>01/08/2022: This matter will be scheduled for discussion at Council Workshop 16 August 2022.</p> <p>05/09/2022: 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>04/10/2022: Grant application submitted.</p> <p>03/01/2023: NSW Government advised the Grant application successful on 30 November 2022. Expressions of Interests invited to coordinate and undertake the Yenda Masterplan.</p> <p>13/02/2023: Tender awarded to CBRE.</p> <p>01/05/2023: Site inspection and survey completed. Landowner, MI and staff consultation completed. Draft Masterplan presentation to 20 June Council Workshop.</p> <p>17/07/2023: Draft Masterplan to go to Council in September/October 2023.</p> <p>03/10/2023: Draft Masterplan to go to Council 14 November 2023.</p> <p>06/11/2023: Draft Masterplan to go to Council Meeting in December 2023.</p>
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OUTSTANDING ACTION REPORT

						<p>04/12/2023: Draft Masterplan to go to Council Meeting in February 2024.</p> <p>15/01/2024: Report to March 2024 Council Meeting.</p> <p>18/03/2024: Council Meeting for 14 May 2024.</p> <p>06/05/2024: 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>01/07/2024: Meeting being arranged with property owner of Stage 1 of the Masterplan.</p> <p>05/08/2024: Property owners will be contacted again seeking meeting.</p> <p>19/08/2024: Further attempts to contact owners continuing.</p> <p>14/10/2024: Council staff met with owner representatives on 20 September 2024. Awaiting on refined design from Council consultant.</p> <p>3/02/2025: Consultant provided feedback Wednesday 29 January 2025. Report to be presented to Council in February/March 2025.</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	MINUTES OF THE LAKE WYANGAN & CATCHMENT MANAGEMENT COMMITTEE MEETING HELD ON 15 MAY 2024 DRAFT PLAN OF MANAGEMENT – LAKE WYANGAN	CPO	146292 /2024	24/156	RECOMMENDED 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.	28/05/2024: Draft PoM emailed to Councillors. 03/06/2024: Sent to Minister for approval to be exhibited.
28 May 2024	CL02 DRAFT PLAN OF MANAGEMENT - SOUTH-WEST GRIFFITH PRECINCT PARKS	CPO	146289 /2024	24/154	RESOLVED 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	03/06/2024: 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	CL01 DRAFT PLAN OF MANAGEMENT - GRIFFITH CBD PRECINCT	CPO	146288	24/153	<p>RESOLVED 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 & 4 Sec 8 DP 758476 and Lot 7 Sec 9 DP 758476 (CWA Park and Memorial Park) R.159000 – Lots 2 & 8 Sec 9 DP 758476 (Griffith Library) R.85064 – Lots 19 & 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>	03/06/2024: 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	CL03 DRAFT PLAN OF MANAGEMENT - MISCELLANEOUS CROWN RESERVES	CPO	144994	24/115	<p>RESOLVED 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>	20/05/2024: Awaiting approval from Minister.

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

					<ul style="list-style-type: none"> (c) Native Title advice has been provided. (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. 	
23 April 2024	CL05 DRAFT PLAN OF MANAGEMENT - BAGTOWN CEMETERY	CPO	144997	24/117	<p>RESOLVED on the motion of Councillors Dino Zappacosta and Laurie Testoni that:</p> <ul style="list-style-type: none"> (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. (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. (c) Native Title advice has been provided. (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. 	06/05/2024: Awaiting approval from Minister.

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

<p>12 December 2023</p>	<p>CL04 COMPULSORY ACQUISITION - AFFECTING LOT 27 DP751709 - BEAUMONT ROAD, HANWOOD - HANWOOD LEVY</p>	<p>CPO</p>	<p>140274</p>	<p>23/303</p>	<p>RESOLVED 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 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.</p> <p>(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.</p> <p>(c) Council continues to negotiate with Department of Planning & 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</p>	<p>15/01/2024: Application preparation in progress. 03/06/2024: 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	CL05 COMPULSORY ACQUISITION - AFFECTING LOT 7322 DP1164483, MALLEE STREET, HANWOOD - WATER DRAINAGE WORKS	CPO	140275	23/304	<p>RESOLVED 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>15/01/2024: Application preparation in progress. 03/06/2024: 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 & 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	CL03 PCYC PROPOSAL TO ERECT AND FITOUT AN INTEGRATED GYMNASICS AND COVERED OUTDOOR MULTI-SPORTS COMPETITION FACILITY - OLYMPIC STREET, GRIFFITH	GM	128874	22/034	<p>RESOLVED 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>06/03/2023: 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>4/07/2023: 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>31/07/2023: PCYC finalising planned subdivision.</p> <p>04/12/2023: Council seeking additional information from PCYC prior to lodgement of their DA.</p> <p>29/04/2024: 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>19/08/2024: 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>	<p>2/12/2024: PCYC advised a DA will be submitted Jan 2025.</p>
22 February 2022	NOTICE OF MOTION – YOOGALI SHARED BICYCLE PATH	DIO	114000	22/057	<p>RESOLVED 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>14/03/2022: Funding estimate for Path and Bridge: \$1.4 million. 100% funding request submitted to Transport for NSW Active Transport Program.</p> <p>16/01/2023: 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>05/06/2023: Funding application successful. Design to commence.</p>

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

						<p>17/07/2023: Inception meeting scheduled for 18 August 2023. Project to be completed 20 June 2025.</p> <p>18/09/2023: Ongoing consultation being held with stakeholders.</p> <p>04/12/2023: 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>04/03/2024: Tree removal nearing completion.</p> <p>18/03/2024: Tree clearing complete. Tenders for bridge to be called for in March 2024.</p> <p>06/05/2024: Tenders close on Monday, 13 May 2024. Councillor briefing Tuesday, 21 May 2024.</p> <p>03/06/2024: Report to Council 11 June 2024.</p> <p>17/06/2024: Contract awarded. Tenderer advised.</p> <p>13/01/2025: Concrete footings for the bridge complete. Further construction to take place from February 2025.</p>
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