



## AGENDA

### SALEYARDS COMMITTEE TO BE HELD IN THE MURRAY ROOM ON TUESDAY, 21 OCTOBER 2025 AT 8:30 AM

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- 1 Apologies
- 2 Confirmation of Minutes
- 3 Business Arising
- 4 Declarations of Interest
- 5 Items of Business
  - CL01 p6 Induction of Committee Members - Mandatory
  - CL02 p55 Saleyards Solar Feasibility Report
  - CL03 p56 Proposed New Water Troughs Design
  - CL04 p58 Proposed Staged Roof Structure Plans for the Griffith Livestock Marketing Centre
  - CL05 p69 Proposed Meeting Dates for 2026
- 6 p70 Outstanding Action Report
- 7 General Business
- 8 Next Meeting

#### DISTRIBUTION LIST

Councillor Scott Groat (Chair), Councillor Christine Stead, Councillor Doug Curran, Donald Barbaro (Community Representative), Grant Elwin (Community Representative), Rodney Evans (Community Representative)

Director Utilities, Graham Gordon; Team Leader – Saleyards, Les Warren and Minute Secretary, Jessica Bertacco

Quorum = 3

If you are unable to attend this meeting please notify the Minute Secretary prior to commencement of the meeting by email or by telephoning Council on 1300 176 077.

This Committee meeting may be attended remotely and recorded by audio or audio-visual means for administrative purposes. No other recording is permitted.

#### Acknowledgement 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.



## MINUTES

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**SALEYARDS COMMITTEE  
HELD IN THE COUNCIL CHAMBERS ON  
TUESDAY, 22 APRIL 2025 COMMENCING AT 8:36 AM**

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### **PRESENT**

Councillor Scott Groat (Chair), Councillor Doug Curran, Donald Barbaro (Community Representative), Grant Elwin (Community Representative), Rodney Evans (Community Representative)

Quorum = 3

### **STAFF**

Director Utilities, Graham Gordon and Minute Secretary, Jessica Bertacco

### **1 APOLOGIES**

**RECOMMENDED** on the motion of Councillor Doug Curran and Donald Barbaro that apologies be received from Councillor Christine Stead and Team Leader - Saleyards, Les Warren.

### **2 DECLARATIONS OF INTEREST**

#### **Pecuniary Interests**

There were no pecuniary interests declared.

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

There were no significant non-pecuniary interests declared.

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

There were no significant non-pecuniary interests declared.

### **3 ITEMS OF BUSINESS**

#### **CL01 TERMS OF REFERENCE**

**RECOMMENDED** on the motion of Councillor Doug Curran and Grant Elwin that the Committee adopt the Terms of Reference attached to the report.

#### **CL02 PROPOSED MEETING DATES 2025**

**RECOMMENDED** on the motion of Rodney Evans and Donald Barbaro that the Committee note the proposed meeting dates for 2025.

### **CL03 INDUCTION OF COMMITTEE MEMBERS - MANDATORY**

The Committee noted that the Induction will be presented at the next meeting for the Saleyards Committee on 22 July 2025.

### **CL04 GRIFFITH LIVESTOCK MARKETING CENTRE - ELECTRONIC IDENTIFICATION (EID) TAGGING SYSTEM**

Mr Gordon provided the Committee with an update on the Electronic Identification (EID) Tagging System. He expressed his appreciation to the Saleyards Team for their efforts and cooperation during the transition to e-tagging.

Mr Elwin raised a request to explore the possibility of submitting vendor paperwork from their main office. Currently, they are required to send additional staff to the Saleyards to upload vendor details and the number of sheep being sold, which has been logistically challenging.

Mr Barbaro inquired about the timeline for when sales will begin to be officially recorded and when speaker systems will be installed. Graham has taken note of the matter and will investigate further.

### **CL05 GRIFFITH LIVESTOCK MARKETING CENTRE**

Mr Gordon provided an update on the number of sheep processed through the Saleyards. The target is to reach 400,000 sheep by 30 June 2025, and as of now, 398,000 sheep have already passed through the yards.

Councillor Scott Groat asked how \$210,000 in revenue will be utilised. Mr Gordon explained that the long-term goal is to install coverings over the pens, with the total estimated cost being \$7.6 million.

Mr Gordon also informed the Committee that Council are applying for approval from Department Climate Change Energy Environment and Water to facilitate irrigation at the holding yards using treated water from the Water Reclamation Plant. The committee discussed ideas and strategies for moving this initiative forward.

Mr Barbaro requested that water troughs be installed, or made operational, in the front yard pens, highlighting that some clients bring sheep that haven't had water for a few days. Mr Evans supported this request, showing a photo example of water troughs at Ballarat as a potential model.

## **4 GENERAL BUSINESS**

### **Fencing and Yard Maintenance**

Mr Barbaro reported that sheep had pushed against a back post, splitting the pole, which will likely need repairs. In response, Graham Gordon suggested conducting an audit of the fencing throughout the yards to identify other potential issues.

Mr Evans raised concerns about the proliferation of weeds throughout the Saleyards, noting that the issue is becoming unmanageable. He specifically identified a weed known as Devil's Claw, which has grown to approximately hip height, and emphasised that immediate attention will be required to address the situation.

### **Request for Improved Communication**

Mr Evans requested that there be more liaising and communication regarding ongoing projects and installations. He gave the example of the lift ramps, stating he was unaware of the installation plans and, as a result, could not adequately prepare for the changes.

### **Strategic Plan for Saleyards**

There were discussions about developing a strategic plan for the future of the Saleyards. One idea raised was the potential removal of the cattle yards to create additional parking or yard space, though this remains a topic for further consideration and planning.

### **5      NEXT MEETING**

The next meeting of the Saleyards Committee is to be held on 22 July 2025 at 8:30am.

There being no further business the meeting terminated at 9:30am.

**CLAUSE** CL01

**TITLE** **Induction of Committee Members - Mandatory**

**FROM** **Joanne Bollen, Governance Officer**

**TRIM REF** **25/53191**

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### **SUMMARY**

Community members appointed to Council Committees are required to undertake the Committee Induction process as outlined in this report.

### **RECOMMENDATION**

**The Committee members note the Committee Induction requirements and complete induction process outlined in this report.**

### **REPORT**

Members appointed to Council Committees are required to undertake the Committee Induction process as outlined below:

#### **Mandatory Induction Requirements:**

Step 1: Read the following Policies and Information on the [Committee Webpage](#) [Committee Member Induction](#)

- Code of Conduct Policy
- Model Code of Conduct at a Glance Committee Members & Delegates
- Code of Meeting Practice Policy
- Statements to the Media Policy
- Social Media Policy
- Information Protection Principles
- Child Safe Policy and Code of Conduct

Step 2: Complete the online [Committee Acknowledgment of Policies Form](#) after reading the above policies.

#### **Conflicts of Interest**

Your obligations to disclose and manage conflicts of interest that arise in your role will depend on what type of conflict of interest you have. Part 4 & 5 of the Code of Conduct policy describes Committee members' responsibilities for declaring Pecuniary and Non-Pecuniary conflicts of interests.

[Conflicts of interest forms](#) may be filled in on-line prior to the meeting or completed in writing at the meeting.

## **Gift and Benefits Register**

Part 6 of the Code of Conduct policy deals with gifts and benefits and outlines requirements for Committee members to submit a [Gift and Benefits form](#).

## **Social Media / Media Policies**

- When discussing Council or Committee matters, only share publicly available information and participate in conversations where you have sufficient knowledge.
- The Chairperson of a Council Committee is the primary spokesperson for matters discussed by the Committee.
- Follow the Code of Conduct and treat all individuals and with respect.
- Be mindful that your comments do not bring Council's reputation into disrepute.
- You must not use or disclose information obtained in the course of Committee business in a manner that reveals confidential discussions.

## **Terms of Reference**

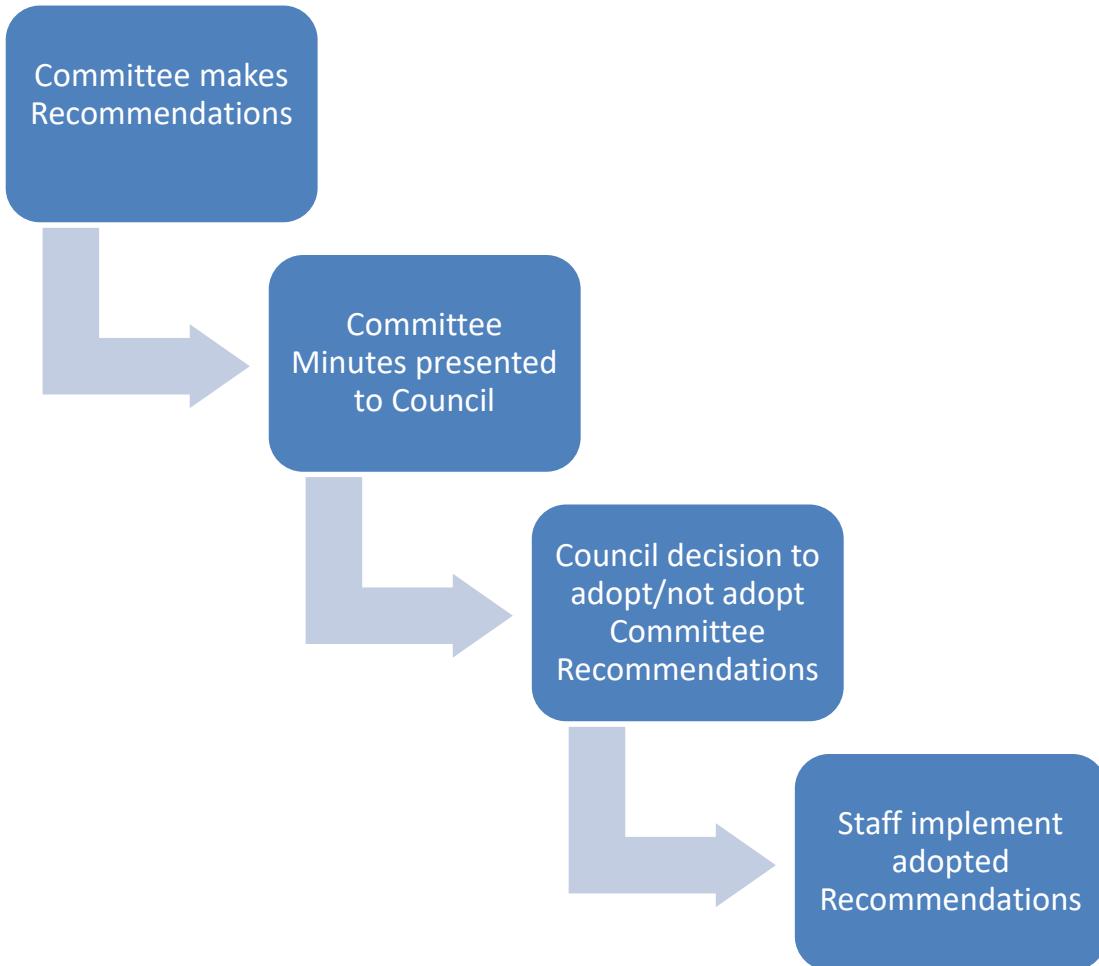
The Terms of Reference for a Council Committee outline its purpose, structure, and operational guidelines, including its objectives, membership composition, meeting procedures, roles and responsibilities, decision-making authority and reporting obligations. They define how the Committee functions within the Council structure, ensuring clarity on delegation limits and governance requirements.

## **Agenda Items**

Committee Secretary will confer with the Chair and responsible Director regarding Agenda items. Should Committee members wish to raise a matter as part of the Agenda, they may email the Committee Secretary 2 weeks before the meeting date.

Alternatively, matters may be raised for discussion during General Business.

## **Committee Recommendation Process**



### **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.

### **ATTACHMENTS**

(a) Code of Conduct At a Glance <a href="#">🔗</a>	9
(b) OLG Code of Conduct Presentation <a href="#">🔗</a>	15

# MODEL CODE OF CONDUCT FOR LOCAL COUNCILS IN NSW

## 'AT A GLANCE' GUIDE FOR COUNCIL COMMITTEE MEMBERS AND DELEGATES



### Introduction

This guide summarises the key elements of the *Model Code of Conduct for Local Councils in NSW* that apply to committee members and delegates of councils and joint organisations.

The Model Code of Conduct is available at [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au).

Each council's and joint organisation's code of conduct must reflect the requirements of the Model Code of Conduct and may contain additional requirements.

While this guide refers to "councils" for simplicity, all references in it to "councils" are to be taken as including local and county councils and joint organisations.

Committee members and delegates should familiarise themselves with their council's code of conduct and understand their obligations and the obligations of others.

#### Who is a committee member?

A council committee member is any person (other than a councillor or council staff member) who is a member of a council committee that exercises functions of the council under delegation. It may also include members of advisory committees if your council has extended the application of its code of conduct to members of advisory committees.

#### Who is a delegate?

A delegate of a council is any person (other than a councillor or council staff member) who exercises a council function under delegation.

### General Conduct

It is important that the local community has confidence in the council and those that serve it, whether as elected representatives, members of staff or as delegates or committee members.

As a committee member or a delegate of the council, you must ensure that your conduct and behaviour towards others meets the high standards that the community is entitled to expect of all council officials.

#### What conduct is expected of council committee members and delegates?

(Clauses 3.1 - 3.21)

You **must**:

- act lawfully and honestly and exercise care and diligence in undertaking your functions
- consider matters consistently, promptly and fairly and in accordance with established procedures
- ensure land use planning, development assessment and other regulatory decisions are properly made and that all parties are dealt with fairly, and
- comply with your duties under the *Work Health and Safety Act 2011* and take care of your own and others' health and safety.

You **must not** conduct yourself in a way that:

- will bring the council into disrepute
- is contrary to law and council policies
- is improper, unethical or an abuse of power
- involves misuse of your position for personal benefit
- constitutes harassment or bullying or is unlawfully discriminatory, or
- is intimidating or verbally abusive.

## Submitting returns of interests

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Delegates of councils or members of committees that exercise functions of the council that may give rise to conflicts of interest are required to disclose their personal interests in publicly available returns of interests.

These operate as a key transparency mechanism for promoting community confidence in council decision making, whether by councillors or by staff or others under delegation.

### Do I need to submit a written return of interests?

(Clauses 4.8 – 4.10)

Delegates or committee members who are “designated persons” must complete and submit returns of their interests to the general manager.

### When do I need to submit a written return of interests?

(Clause 4.21)

If you are a designated person, you must submit a return of interests within three months of your appointment and submit a new return annually (within three months of the start of each financial year).

If you become aware of any new interest that needs to be disclosed in the return, you must submit a new return within three months of becoming aware of the interest.

### What interests do I need to disclose?

(Schedule 1)

If you are a designated person you will be required to disclose, among other things, the following types of interests in your return:

- interests in real property
- gifts
- contributions to travel
- interests and positions in corporations
- whether you are a property developer or a close associate of a property developer
- positions in trade unions and professional or business associations
- dispositions of real property
- sources of income, and
- debts.

## Conflicts of interest

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As a member of the local community, it is inevitable that at some point you will have a conflict of interest in a matter that you are dealing with. What is important is that you are able to identify that you have a conflict of interest and that you disclose and manage it appropriately.

There are two types of conflicts of interest – pecuniary and non-pecuniary. Your obligations to disclose and manage conflicts of interest will depend on what type of conflict of interest you have.

### What is a pecuniary conflict of interest?

(Clauses 4.1 – 4.5)

You will have a pecuniary interest in a matter you are dealing with where there is a reasonable likelihood or expectation that you or a related person (eg a relative, your employer or business partner or a company you hold shares in), will gain or lose financially appreciably as a result of any decision made in relation to the matter.

### How do I manage pecuniary conflicts of interest that I have in matters I am dealing with?

(Clauses 4.10, 4.12 and 4.18)

You must disclose in writing any pecuniary interest you may have in a matter you are dealing with as soon as you become aware of it.

The general manager will decide how the matter will be dealt with.

If you are a member of a committee, you must disclose any pecuniary interest you have in any matter being dealt with by the committee at each committee meeting that the matter arises and leave the meeting while the matter is being considered and voted on.

### **What is a non-pecuniary conflict of interest?**

(Clauses 5.1, 5.2 and 5.8)

Non-pecuniary interests are private or personal interests that are not pecuniary interests.

You will have a non-pecuniary conflict of interest in a matter you are dealing with if a reasonable and informed person would perceive that you could be influenced by a private interest that you have in that matter. This is also known as the "pub test".

How you deal with a non-pecuniary conflict of interest will depend on whether it is significant.

### **How do I know if I have a significant non-pecuniary conflict of interest in a matter I am dealing with?**

(Clause 5.9)

You will have a significant non-pecuniary conflict of interest in a matter you are dealing with where you have a:

- close relationship (including a business relationship) with a person who will be affected by any decision made in relation to the matter
- strong affiliation with an organisation that will be affected by any decision made in relation to the matter, or
- financial interest in the matter that is not a pecuniary interest, or you otherwise stand to gain or lose a personal benefit as a result of a decision made in relation to that matter.

### **How do I manage significant non-pecuniary conflicts of interest that I have in matters I am dealing with?**

(Clauses 5.9 and 5.10)

If you have a significant non-pecuniary conflict of interest in a matter you are dealing with, you must:

- disclose it in writing to the general manager
- disclose it on each occasion the matter arises, and
- not participate in any consideration of the matter.

If you are a member of a council committee you must also disclose your interest at each committee meeting that the matter arises and leave the meeting while the matter is being considered or voted on.

### **How do I manage non-pecuniary conflicts of interest that are not significant?**

(Clauses 5.6, 5.7 and 5.11)

If you believe that you have a non-pecuniary conflict of interest in a matter you are dealing with that is not significant and that does not require further action, you must still disclose your interest in writing to the general manager as soon as possible and explain why you believe it is not significant.

The general manager will help you decide how to manage your interest.

If you are a member of a committee, you must also disclose your interest at each committee meeting the matter arises and explain why you believe it is not significant and no further action is necessary to manage it.

### **What if I am not sure?**

(Clause 5.4)

Remember, no one knows your personal circumstances better than you and for that reason, the onus is on you to identify and disclose any potential conflict of interest you may have in a matter you are dealing with and to manage it appropriately.

If you are not sure whether you have a conflict of interest in a matter you are dealing with or what type of conflict of interest it is, always err on the side of caution. Disclose the interest in writing to the general manager and discuss with them whether you should continue to deal with the matter.

### How do I deal with council in my private capacity as a resident or ratepayer?

(Clauses 5.28 and 5.29)

As a member of the community, it is inevitable that you will need to deal with your council in your private capacity. Where this occurs, you should deal with the council in the same way as other members of the public. You should not expect or seek any preferential treatment.

You must not use your position to obtain a private benefit for yourself or for someone else or to influence others in the performance of their functions to obtain a private benefit for yourself or for someone else.

## Gifts and benefits

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In the course of performing your duties you may be offered a gift or a personal benefit. There are strict rules that govern what gifts or benefits you may accept and those that you must refuse.

These rules are informed by the following principles:

- you must not benefit personally from the performance of your duties on behalf of the council other than through the remuneration and any other benefits you receive as a delegate or committee member, and
- you must not be influenced or be seen to be influenced in the performance of your duties as a result of the receipt of a gift or personal benefit.

### What is a gift or benefit?

(Clauses 6.1 and 6.2)

A gift or benefit is something offered to or received by you or someone closely associated with you for personal use or enjoyment.

Gifts and benefits do not include:

- items with a value of \$10 or less
- a gift or benefit provided to the council as part of a cultural exchange or sister city relationship (provided it is not used for your personal use and enjoyment)
- attendance at a work-related event or function for the purpose of undertaking your council duties, or
- meals, beverages or refreshments that are provided to you while you are carrying out your council duties.

### What gifts or benefits must I refuse?

(Clause 6.5)

You **must not**:

- seek or accept bribes
- seek gifts or benefits of any kind
- accept any gift or benefit that may create a sense of obligation, or that may be perceived as intended or likely to influence you in undertaking your duties
- accept any gift or benefit that is worth more than \$100
- accept tickets to major sporting or cultural events with a ticket value of over \$100 or corporate hospitality at such events
- accept cash or cash-like gifts (such as gift vouchers, credit cards, debit cards with credit on them, phone or internet credit, lottery tickets etc) of any amount
- participate in competitions for prizes where eligibility is based on the council being a customer of the competition organiser, or
- personally benefit from reward points programs when purchasing on behalf of council.

### What if I can't refuse a gift or benefit?

(Clause 6.7)

If you are offered a gift or benefit that is worth more than \$100 that cannot be reasonably refused, you must surrender it to the council.

### What gifts can I accept and who must I report this to?

(Clauses 6.6, 6.8 and 6.11)

You may accept gifts with a value of under \$100. However, if you receive further gifts from the same person or another person associated with them in the next 12 months with a value which, when combined with the value of the first gift exceeds \$100, you must refuse to accept the additional gifts.

If you accept a gift of any value above \$10, you must disclose this promptly to the general manager in writing. The following details must be recorded in the council's gift register:

- the nature of the gift or benefit
- the estimated monetary value of the gift or benefit
- the name of the person who provided the gift or benefit, and
- the date on which the gift or benefit was received.

## Use of council information and resources

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Council resources (including council information) are public resources. You must use council resources ethically, effectively, efficiently and carefully when performing your duties.

You must not use council resources for private purposes, or convert council property for your own use unless you are authorised to do so.

### What records should I keep?

(Clauses 8.21 – 8.24)

All information created, sent or received in your official capacity (whether or not stored on a council device or a council email account) and any information stored in either soft or hard copy on council resources is considered to be a council record and must be kept in accordance with the *State Records Act 1998* and your council's records management policy.

Do not destroy, alter or dispose of records unless authorised to do so.

### What are my obligations in relation to the use of council information?

(Clauses 8.9 – 8.11)

You can only access and use council information for council business. You must not use council information for private purposes and you must not seek to privately benefit from any council information you have obtained in your role as a delegate or committee member.

You must only release council information in accordance with established council policies and procedures and in compliance with relevant legislation (including privacy legislation).

You must maintain the integrity and security of any confidential or personal information you have access to. In particular, you must:

- only access confidential or personal information that you have been authorised to access and only for the purposes of performing your duties
- protect confidential and personal information
- only release confidential or personal information if authorised to do so
- only use confidential or personal information for the purpose for which it is intended to be used
- not use confidential or personal information to obtain a private benefit for you or for someone else
- not use confidential or personal information to cause harm to the council or anyone else, and
- not disclose confidential information discussed during a closed session of a council or committee meeting or any other confidential forum (such as councillor workshops or briefing sessions).

### What are my obligations when using my council computer or mobile device?

(Clause 8.20)

You must not use council's computer or mobile devices to access, download or communicate any material that is offensive, obscene, pornographic, threatening, abusive or defamatory or could lead to civil or criminal liability and/or damage council's reputation.

## Making code of conduct complaints

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Your council's code of conduct is the key mechanism for promoting and enforcing the ethical and behavioural standards the community rightly expects of those who serve the council.

For this reason, it is important that your council's code of conduct is correctly used and that code of conduct processes are respected and complied with.

### How do I make a code of conduct complaint?

(Part 4 of the Procedures)

Complaints alleging breaches of the code of conduct must be made in writing to the general manager. Complaints about the general manager must be made in writing to the mayor. Complaints must be made within 3 months of the conduct occurring or you becoming aware of the conduct.

To be dealt with under the council's code of conduct, a complaint must show or tend to show conduct by a member of staff, a councillor or a person exercising council functions under delegation or who is otherwise subject to the council's code of conduct in connection with their official role or the exercise of their official functions that would constitute a breach of the council's code of conduct if proven.

The following types of complaints must not be dealt with under a council's code of conduct and should instead be dealt with under the council's routine complaints management processes:

- complaints about the standard or level of service provided by the council or a council official
- complaints that relate solely to the merits of a decision made by the council or a council official or the exercise of a discretion by the council or a council official
- complaints about the policies or procedures of the council, and
- complaints about the conduct of a council official arising from the exercise of their functions in good faith, whether or not involving error, that would not otherwise constitute a breach of the council's code of conduct.

Model Code of Conduct for Local Councils in NSW – 'At a Glance' Guide for Council Committee Members and Delegates

### What happens if a code of conduct complaint is made about me?

(Clauses 5.10 – 5.17 of the Procedures)

The general manager (or another member of staff authorised by the general manager) is responsible for dealing with code of conduct complaints about committee members and delegates.

In dealing with a complaint, the general manager may determine to take no action, to resolve it informally or to take disciplinary action. Prior to taking disciplinary action, the general manager must comply with certain procedural fairness requirements.

Where proven, code of conduct complaints may result in:

- censure
- requirement for an apology
- prosecution for any breach of the law
- removal or restriction of a delegation, and/or
- removal from membership of a committee

### What are my responsibilities in relation to code of conduct complaints?

(Clauses 9.1 – 9.7, and 9.13)

You have certain obligations in relation to any code of conduct complaints that you make or that are made about you. These obligations are designed to safeguard the integrity of your council's code of conduct and the processes for investigating and dealing with alleged breaches by ensuring code of conduct matters are dealt with in a manner that is robust, fair and confidential. Breaches of these obligations may themselves constitute a breach of your council's code of conduct.

In particular you must not:

- make code of conduct complaints for an improper purpose
- take or cause reprisal action to be taken against someone for making or dealing with a code of conduct complaint
- disclose any information about a code of conduct complaint you have made or that has been made about you except for the purpose of seeking legal advice, or
- impede or disrupt the consideration of a code of conduct complaint and you must comply with any reasonable and lawful requests.



# Model Code of Conduct Training

## Committee Members and Delegates





- General conduct
- Submitting returns of interest
- Conflicts of interest
- Gifts and benefits
- Use of council information and resources
- Code of conduct complaints





## What is the code of conduct?

- A council's code of conduct sets the minimum standards of conduct for all council officials.
- Every council and joint organisation must adopt a code of conduct that incorporates the provisions of the Model Code of Conduct.
- It is important that the local community has confidence in the council and you.





## General Conduct





**You must:**

- act lawfully and honestly and exercise care and diligence
- consider matters consistently, promptly and fairly and in accordance with procedures
- ensure regulatory decisions are properly made and that all parties are dealt with fairly
- take care of your own and others' health and safety



You **must not** conduct yourself in a way that:

- will bring the council into disrepute
- is contrary to law and council policies
- is improper, unethical or an abuse of power
- involves misuse of your position for personal benefit
- constitutes harassment or bullying or is unlawfully discriminatory
- is intimidating or verbally abusive.





## Returns of Interests





## Returns of interests disclosures by “designated persons”

- People who exercise council functions that may give rise to conflicts of interest (ie “designated persons”) are required to disclose their personal interests in publicly available returns of interests.
- “Designated persons” must complete and submit returns of their interests to the general manager.
- A return of interest must be submitted:
  - within 3 months of appointment and then annually
  - within 3 months of becoming aware of any new interest.



# Returns of interests

## What interests do I need to disclose?

A designated person is required to disclose:

- interests in real property
- gifts
- contributions to travel
- interests and positions in corporations
- whether you are a property developer or a close associate of a property developer
- positions in trade unions and professional or business associations
- dispositions of real property
- sources of income
- debts





## Conflicts of Interest





## Conflicts of Interest

- There are two types of conflicts of interest:
  - pecuniary and
  - non-pecuniary.
- Your obligations to disclose and manage conflicts of interest will depend on what type of conflict of interest you have.





# Conflicts of Interest

## What is a pecuniary interest?

You will have a **pecuniary interest** in a matter where there is a reasonable likelihood or expectation that you or a related person will gain or lose financially as a result of any decision made in relation to that matter.





## Conflicts of interest managing pecuniary interests

- Where you have a pecuniary interest in a matter you are dealing with, you must disclose it as soon as you become aware of it in writing to the general manager.
- The general manager will decide how the matter will be dealt with.
- If you are a member of a committee, you must disclose any pecuniary interest you have in any matter being dealt with by the committee at each committee meeting that the matter arises and leave the meeting while it is being considered and voted on.



# Conflicts of Interest

## What is a non-pecuniary interest?

- **Non-pecuniary interests** are private or personal interests that are not pecuniary interests.
- You will have a non-pecuniary conflict of interest in a matter you are dealing with if a reasonable and informed person would perceive that you could be influenced by a private interest that you have in that matter.
- How you deal with a non-pecuniary conflict of interest will depend on whether it is **significant**.



## Conflicts of Interest

### significant non-pecuniary conflicts of interest

You will have a **significant non-pecuniary conflict of interest** in a matter where you have:

- a close relationship (including a business relationship) with a person who will be affected by a decision
- a strong affiliation with an organisation that will be affected by a decision
- a financial interest in the matter that is not a pecuniary interest, or you otherwise stand to gain or lose a personal benefit as a result of a decision



# Conflicts of Interest

## managing significant non-pecuniary conflicts of interest

- Disclose it in writing to the general manager as soon as possible,
- disclose it on each occasion the matter arises, and
- do not participate in any consideration of the matter.
- If you are a member of a council committee you must also disclose your interest at each committee meeting that the matter arises and leave the meeting while the matter is being considered and voted on.



# Conflicts of Interest

## managing non-pecuniary conflicts of interest that are not significant

- A **non-pecuniary conflict of interest will not be significant** where it arises from a relationship or affiliation that is not particularly strong.
- You must still disclose your interest in writing to the general manager as soon as possible and explain why you believe it is not significant. They will help you decide how to manage it.
- If you are a member of a committee, you must also disclose your interest at each committee meeting the matter arises and explain why you believe it is not significant and no further action is necessary to manage it.



# Conflicts of Interest

## What if I am not sure?

- The onus is on you to identify and disclose any potential conflict of interest you may have in a matter you are dealing with and to manage it appropriately.
- If you are not sure, always err on the side of caution. Disclose the interest in writing to the general manager and discuss it with them.



## Conflicts of Interest dealing with council as a resident

- You should deal with the council in the same way as other members of the public.
- You should not expect or seek any preferential treatment.
- You must not use your position to obtain a private benefit for yourself or for someone else or to influence others to obtain a private benefit for yourself or for someone else.



## Gifts and Benefits





## Gifts and Benefits

- **A gift or benefit** is something offered to or received by you, or someone closely associated with you, for personal use or enjoyment.
- Key principles:
  - You must not benefit personally from your work other than through the remuneration and any other benefits you receive as a delegate or committee member.
  - You must not be influenced or be seen to be influenced as a result of the receipt of a gift or personal benefit.



# Gifts and Benefits

## What is not a gift or a benefit?

Gifts and benefits **do not** include:

- items with a value of \$10 or less
- a gift or benefit provided to the council as part of a cultural exchange or sister city relationship
- attendance at a work-related event for the purpose of undertaking your council duties
- meals, beverages or refreshments that are provided to you while you are carrying out your council duties.





## Gifts and Benefits you must not...

### You must not:

- seek or accept bribes
- seek gifts or benefits of any kind
- accept any gift or benefit that may create a sense of obligation, or that may be perceived as intended or likely to influence you
- accept any gift or benefit that is worth more than \$100
- accept tickets to major sporting or cultural events with a ticket value of over \$100 or corporate hospitality at such events
- accept cash or cash-like gifts of any amount
- participate in competitions for prizes where eligibility is based on the council being a customer of the competition organiser
- personally benefit from reward points programs when purchasing on behalf of council.



## Gifts and Benefits

### What if you can't refuse?

If you are offered a gift or benefit that is worth more than \$100 that cannot be reasonably refused, you must surrender it to the council.





## Gifts and Benefits

### What you can accept?

- You can accept gifts valued under \$100.
- **But**, if the same person, or someone associated with them, offers you another gift in the next 12 months, which, if added to the value of the first gift, has a value that exceeds \$100, you must refuse to accept the additional gift.
- You must promptly disclose any gift of any value over \$10 to the general manager in writing for entry into council's gift register.



## Use of Council Resources





## Use of Council Resources

- Council resources are public resources.
- You must use council resources ethically, effectively, efficiently and carefully when performing your duties.
- You must not use council resources for private purposes, or convert council property for your own use unless you are authorised to do so.



# Use of Council Resources

## What records should be kept?

- All information created, sent or received in your official capacity and any information stored on council resources is considered to be a council record and must be kept in accordance with the *State Records Act 1998* and the council's records management policy.
- Do not destroy, alter or dispose of records unless authorised to do so.



## Use of Council Resources using council information

- You can only access and use council information for council business.
- You must not use council information for private purposes.
- You must not seek to privately benefit from any council information you have obtained in your role.
- You must only release council information in accordance with council policies and procedures and in compliance with relevant legislation.





## Use of Council Resources protecting council information

You must maintain the integrity and security of any confidential or personal information you have access to.

In particular, **you must:**

- only access confidential or personal information that you have been authorised to access and only for the purposes of performing your functions
- protect confidential and personal information
- only use confidential or personal information for the purpose for which it is intended to be used
- only release confidential or personal information if authorised



## Use of Council Resources protecting council information

### You must not:

- use confidential or personal information to obtain a private benefit for you or for someone else
- use confidential or personal information to cause harm to the council or anyone else
- disclose confidential information discussed during a closed session of a council or committee meeting or any other confidential forum.



## Use of Council Resources using council devices

You **must not** use council's computer or mobile devices to access, download or communicate any material that is:

- offensive
- obscene
- pornographic
- threatening
- abusive or defamatory
- could lead to civil or criminal liability and/or damage council's reputation.



## Code of Conduct Complaints





## Code of Conduct Complaints

- The council's code of conduct is the key mechanism for promoting and enforcing ethical and behavioural standards.
- It is important that the council's code of conduct is correctly used and that code of conduct processes are respected and complied with.





# Code of Conduct Complaints

## How are code of conduct complaints made?

To be dealt with under the code of conduct, complaints must:

- be made in writing to the general manager, or if about the general manager, to the mayor
- be made within 3 months
- show conduct that would constitute a breach of the council's code of conduct if proven



# Code of Conduct Complaints

## What is not a code of conduct complaint?

Complaints about the following **are not** “code of conduct complaints” and should not be dealt with under the council’s code of conduct:

- the standard or level of service provided by the council
- the merits of a decision
- policies or procedures of the council
- conduct in good faith, that would not otherwise constitute a breach of the council’s code of conduct.





# Code of Conduct Complaints

## How are complaints about delegates and committee members dealt with?

- The general manager is responsible for dealing with code of conduct complaints about committee members and delegates.
- The general manager may determine to take no action, to resolve the complaint informally or to take disciplinary action.
- Prior to taking disciplinary action, the general manager must comply with certain procedural fairness requirements.



## Code of Conduct Complaints

How are complaints about delegates and committee members dealt with?

Where proven, code of conduct complaints about delegates and members of committees may result in:

- censure
- requirement for an apology
- prosecution for any breach of the law
- removal or restriction of a delegation
- removal from membership of a committee





**You must not:**

- make code of conduct complaints for an improper purpose
- take reprisal action for making or dealing with a code of conduct complaint
- disclose any information about a code of conduct complaint
- impede or disrupt the consideration of a code of conduct complaint and comply with any reasonable and lawful requests





# Questions?



**CLAUSE** CL02

**TITLE** Saleyards Solar Feasibility Report

**FROM** Graham Gordon, Director Utilities

**TRIM REF** 25/119321

---

**SUMMARY**

See attached Saleyards Solar Feasibility Report.

**RECOMMENDATION**

**That the information be received.**

**ATTACHMENTS**

(a) Saleyards Solar Feasibility Report (under separate cover) (confidential)

**CLAUSE** CL03

**TITLE** Proposed New Water Troughs Design

**FROM** Graham Gordon, Director Utilities

**TRIM REF** 25/119324

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**SUMMARY**

See attached Proposed New Water Troughs Design.

**RECOMMENDATION**

**That the information be received.**

**ATTACHMENTS**

(a) Proposed New Water Troughs Design [!\[\]\(8d0d187fbabcb7ad93df3b27d28b4c4a\_img.jpg\)](#)

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**CLAUSE** CL04**TITLE** Proposed Staged Roof Structure Plans for the Griffith Livestock Marketing Centre**FROM** Graham Gordon, Director Utilities**TRIM REF** 25/119429**SUMMARY**

See attached Proposed Staged Roof Structure Plans for the Griffith Livestock Marketing Centre.

**RECOMMENDATION**

**The Committee note and discuss the attached plans for future reporting and budget options.**

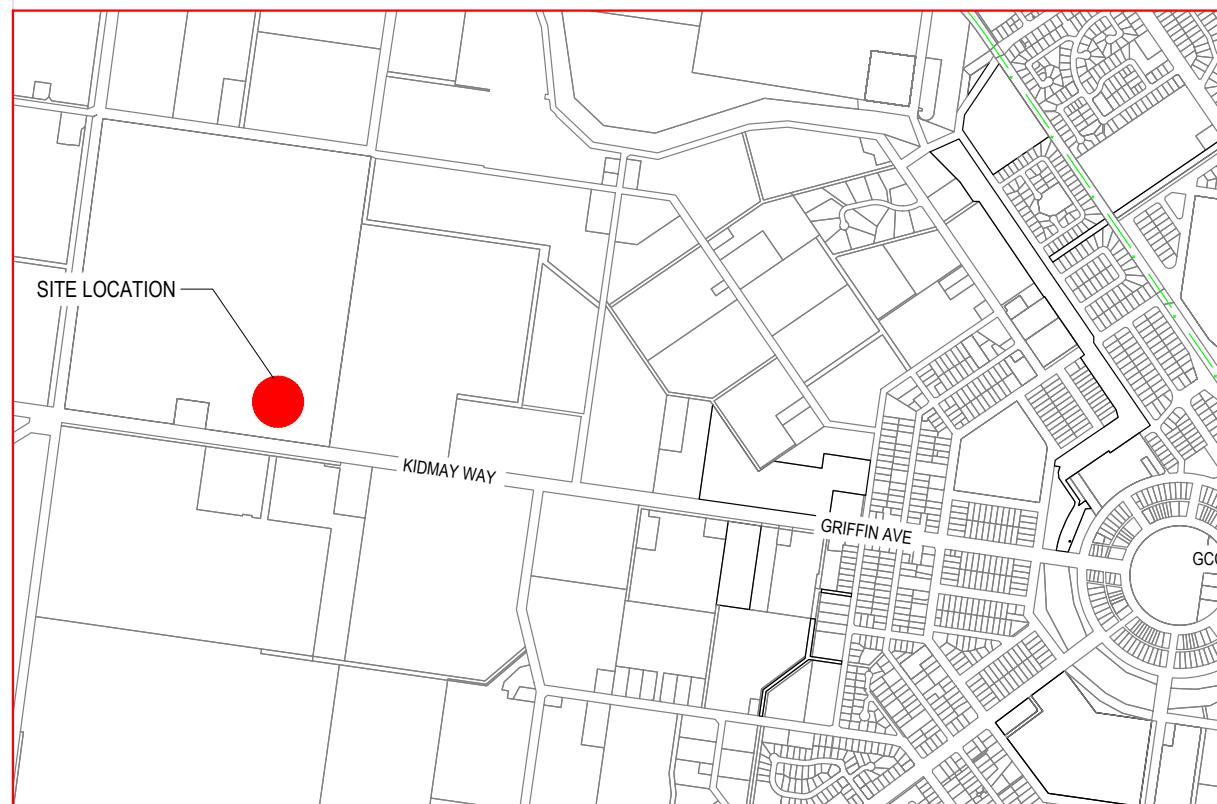
**ATTACHMENTS**(a) Griffith Saleyard Proposed Upgrade - Pens Roof [↓](#)

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## GRIFFITH SALEYARDS UPGRADE PENS & YARD ROOF GRIFFITH, NSW 2680

LOCALITY MAP



INDEX

SHEET NO.	DESCRIPTION
1	COVERSHEET AND LOCALITY MAP
2	CONSTRUCTION NOTES
3	EXISTING LAYOUT
4	PEN LAYOUT WITH PROPOSED WALK THROUGH DRAFT RACE x3
5	WALK THROUGH DRAFT RACE x3
6	WALK THROUGH DRAFT RACE x3 WITH SHED LOCATION
7	NEW PEN LAYOUT
8	SALE YARD SKILLION ROOF DETAIL
9	SALE YARD SKILLION ROOF DETAIL
10	SALE YARD SKILLION ROOF DETAIL

NOT FOR CONSTRUCTION

Project File Location: GRIFFITHSaleyards1000 - 10981021 - Saleyard Pens &amp; Roof (REV) dwg

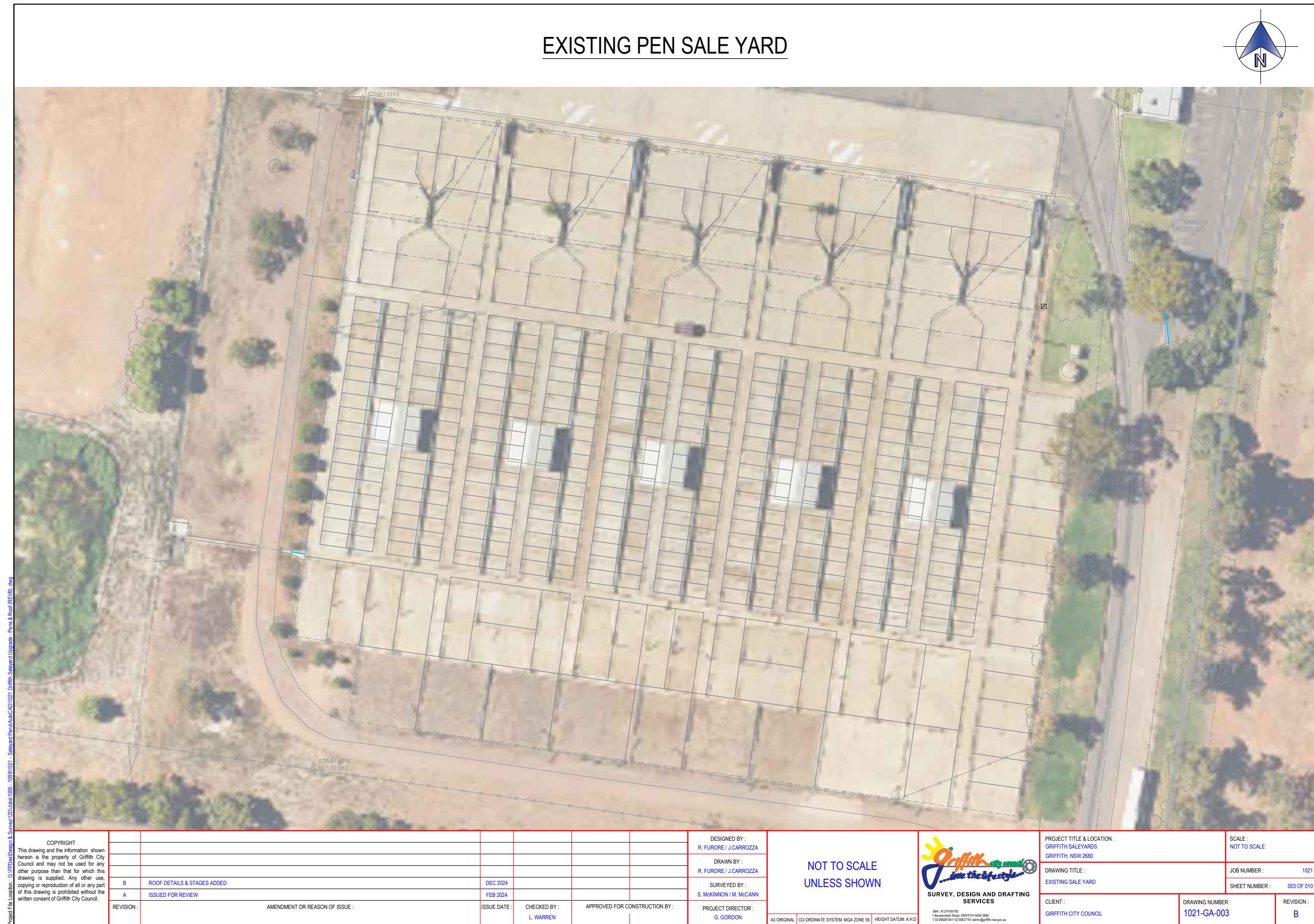
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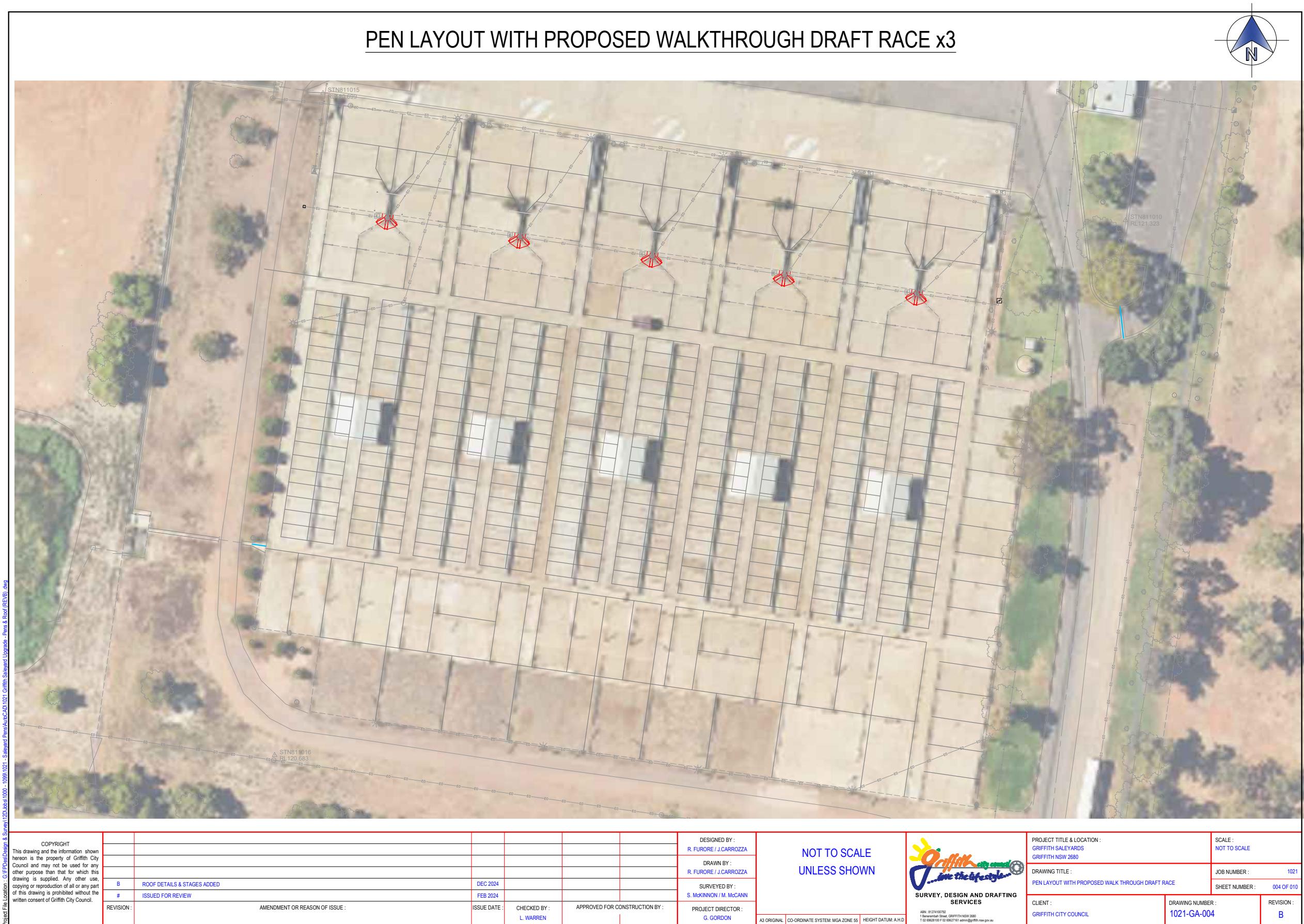
B	ROOF DETAILS & STAGES ADDED	DEC 2024			DESIGNED BY: R.FURORE / J.CARROZZA
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					PROJECT DIRECTOR: G.GORDON

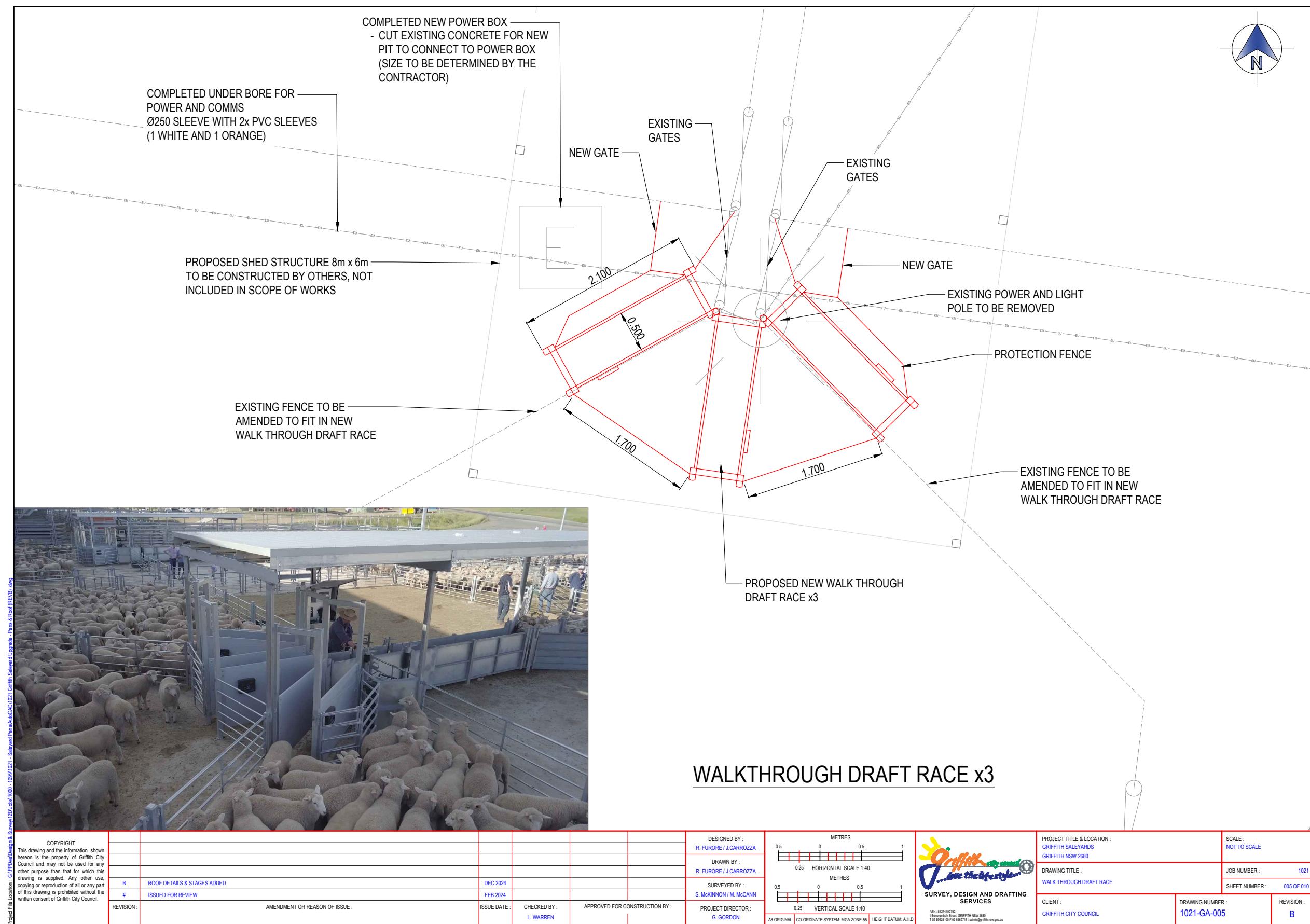


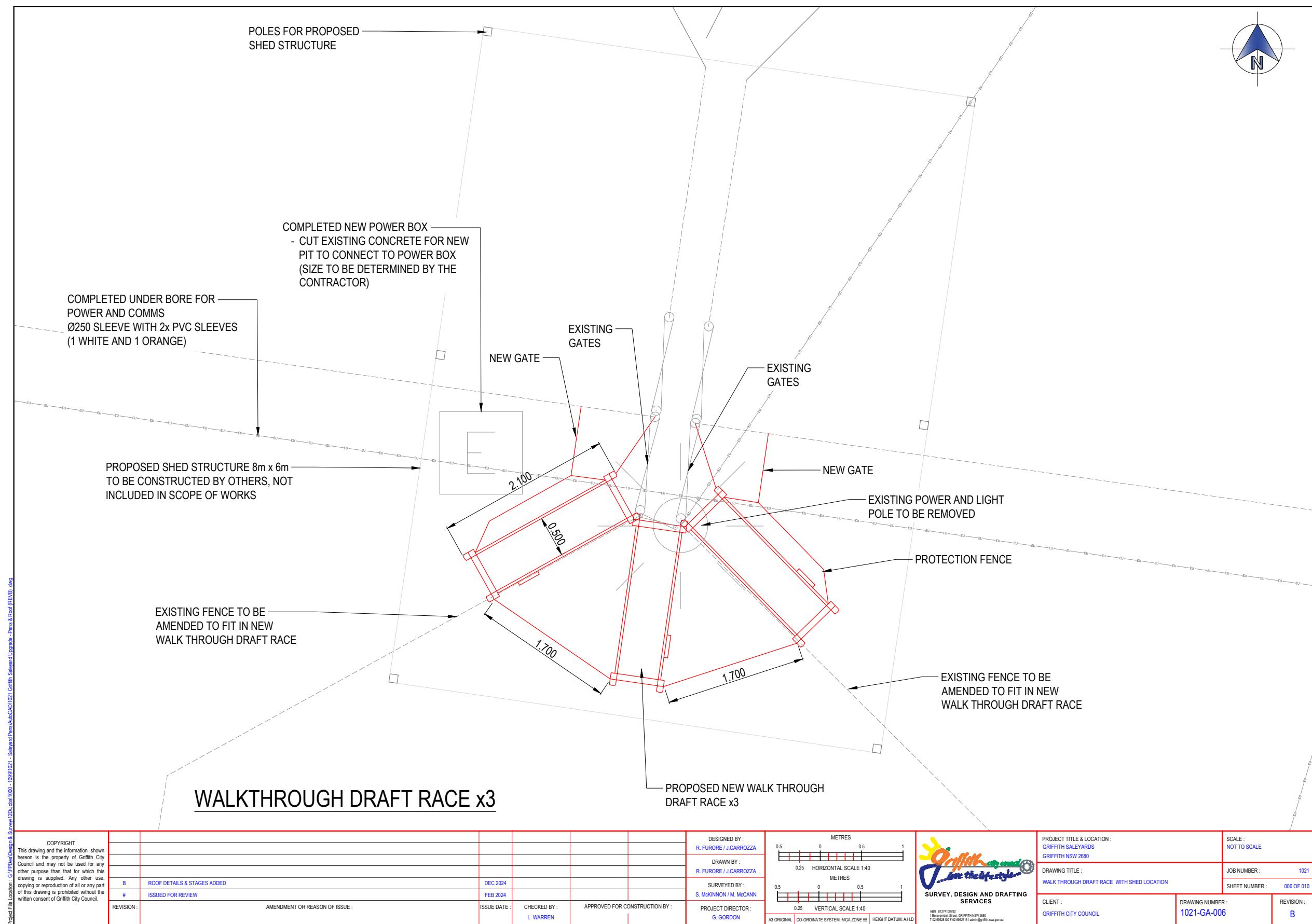
PROJECT TITLE & LOCATION: GRIFFITH SALEYARDS GRIFFITH, NSW 2680	SCALE: AS SHOWN
DRAWING TITLE: COVERSHEET	JOB NUMBER: 1021
	SHEET NUMBER: 001 OF 010
CLIENT: GRIFFITH CITY COUNCIL	DRAWING NUMBER: 1021-GA-001
	REVISION: B

<p><b>WORK HEALTH AND SAFETY (WHS) NOTES:</b></p> <p><b>1. MANAGING WORK HEALTH AND SAFETY RISKS (WHS-PO-025)</b> THIS POLICY OUTLINES THE COUNCIL'S COMMITMENT TO HAZARD IDENTIFICATION AND IS AIMED AT ENSURING, SO FAR AS IT REASONABLY CAN, THAT FOLLOW UP AND ACTIONS ARE TAKEN TO PREVENT INJURIES AND ILLNESSES ARISING OUT OF WORK AT ANY OF THE COUNCIL'S WORKPLACES. A HAZARD IS ANYTHING WITH THE POTENTIAL TO CAUSE HARM, ANY CONDITION, EVENT OR CIRCUMSTANCE WHICH COULD INDUCE AN ACCIDENT, AN EXISTING OR POTENTIAL CONDITION THAT CAN LEAD TO INJURY, ILLNESS, OR DEATH TO PEOPLE; DAMAGE TO OR LOSS OF A SYSTEM, EQUIPMENT, PROPERTY OR DAMAGE TO THE ENVIRONMENT. FOLLOWING IDENTIFICATION OF HAZARDS, IT IS NECESSARY TO ASSESS THE SEVERITY, ASSESS WHETHER ANY EXISTING CONTROL MEASURE ARE EFFECTIVE, ASSESS RELATIVE IMPORTANCE OF THE RISK AND HOW URGENTLY THE ACTION NEEDS TO BE TAKEN. COUNCIL HAS THE PRIMARY DUTY TO ELIMINATE OR MINIMISE, AS FAR AS REASONABLY PRACTICABLE, THE RISKS TO HEALTH AND SAFETY IN THE WORKPLACE. WORKERS ARE ALSO REQUIRED UNDER THE LEGISLATION TO TAKE REASONABLE CARE FOR THEIR OWN HEALTH AND SAFETY, AS WELL AS THAT OF OTHERS AT THE COUNCIL'S WORKPLACE. THEY MUST ALSO COMPLY WITH ANY REASONABLE INSTRUCTION GIVEN BY THE COUNCIL.</p> <p><b>CONTROL MEASURES:</b></p> <ul style="list-style-type: none"> <li>A. ELIMINATION OF THE HAZARD AND ASSOCIATED RISK</li> <li>B. SUBSTITUTE THE HAZARD WITH SOMETHING SAFER.</li> <li>C. ISOLATE THE HAZARD FROM PEOPLE.</li> <li>D. USE ENGINEERING CONTROLS.</li> <li>E. ADMINISTRATIVE CONTROLS.</li> <li>F. PROVIDE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT.</li> </ul> <p><b>2. PERSONAL PROTECTIVE EQUIPMENT (WHS-PO-021)</b> EMPLOYEES ARE REQUIRED TO WEAR PPE TO ENSURE COUNCIL COMPLIANCE TO CURRENT LEGISLATION. NON-COMPLIANCE TO THIS POLICY MAY ARISE TO DISCIPLINARY PROCEDURES.</p> <p><b>3. WORKING IN EXTREME WEATHER CONDITIONS (WHS-PO-027)</b> POLICY IS AIMED AT ENSURING, SO FAR AS IT REASONABLY CAN, THAT WORKERS ARE NOT SUBJECTED TO / EXPOSED TO HAZARDOUS WEATHER CONDITIONS SUCH AS LIGHTNING, HEAT, COLD, FOG, HIGH WINDS, RAIN, ETC WHILE AT WORK.</p> <p><b>MEASURES TO CONTROL RISK:</b></p> <ul style="list-style-type: none"> <li>A. WORKERS MUST BE ABLE TO CARRY OUT WORK WITHOUT A RISK TO THEIR HEALTH AND SAFETY SO FAR AS REASONABLY PRACTICABLE. IT IS IMPORTANT TO DISTINGUISH BETWEEN A CONDITION THAT THREATENS HEALTH AND SAFETY, AND A FEELING OF DISCOMFORT.</li> <li>B. IMPLEMENT SOME CONTROLS DURING EXTREME HOT CONDITION SUCH AS SLOW DOWN PACE OF WORK, ENOUGH SUPPLY OF COOL WATER, WELL-VENTILATED AREA, FREQUENT REST BREAKS, LIGHT CLOTHING, ETC.</li> <li>C. PROVIDE PROTECTION FROM RAIN AND EXTREME COLD CONDITION SUCH AS WATERPROOF OR WARM CLOTHING.</li> <li>D. ENSURE GOOD VISIBILITY AND SIGHT DISTANCE.</li> <li>E. EMPLOYEES SHALL CEASE WORK, SEEK SHELTER AND AVOID EXPOSURE OF CONDUCTIVE MATERIALS DURING LIGHTING AND THUNDER CONDITION</li> </ul> <p><b>4. NOISE MANAGEMENT (WHS-PO-010)</b> POLICY IS AIMED AT ENSURING, SO FAR AS IT REASONABLY CAN, THAT EMPLOYEES ARE NOT EXPOSED TO EXCESS NOISE WHILST AT WORK. COUNCIL AND EMPLOYEES HAS A LEGAL RESPONSIBILITY TO IMPLEMENT STRATEGIES TO ASSIST NOISE MANAGEMENT.</p> <p><b>CONTROL MEASURES:</b></p> <ul style="list-style-type: none"> <li>A. NOISE CONTROL MEASURES SHALL BE EVALUATED FOLLOWING IMPLEMENTATION. ENSURE WORK IS FREE FROM HEALTH AND SAFETY RISK.</li> <li>B. EMPLOYEES SHALL BE TRAINED IN THE APPROPRIATE USE OF HEARING PROTECTION MUST BE AWARE OF THE HAZARDS THAT EXIST WHEN EXPOSED TO EXCESSIVE NOISE LEVELS.</li> </ul> <p><b>5. REMOTE OR ISOLATED WORK (WHS-PO-029)</b> WORK THAT IS ISOLATED FROM THE ASSISTANCE OF OTHER PEOPLE BECAUSE OF THE LOCATION, TIME OR NATURE OF THE WORK BEING DONE. ASSISTANCE FROM OTHER PEOPLE INCLUDES RESCUE, MEDICAL ASSISTANCE AND EMERGENCY SERVICES.</p> <p><b>MEASURES TO CONTROL RISK:</b></p> <ul style="list-style-type: none"> <li>A. COMMUNICATION PROCEDURES SHOULD BE IN PLACE THAT WORKERS WILL BE USING IN AN EMERGENCY.</li> <li>B. WORKERS SHOULD BE IN THE POSSESSION OF COMMUNICATION EQUIPMENT TO ENSURE EFFECTIVE COMMUNICATIONS.</li> <li>C. ESTABLISH REGULAR CONTACT WITH WORKERS WORKING REMOTELY OR IN ISOLATION AND DETERMINE THE FREQUENCY AND METHOD OF CONTACT APPROPRIATE FOR THE WORK, LOCATION AND CONDITIONS.</li> <li>D. ACTION PLAN SHOULD BE IN PLACED IF WORKER FAILS TO MAKE CONTACT AT THE NOMINATED TIME.</li> </ul> <p><b>6. ASBESTOS MANAGEMENT POLICY AND MANAGEMENT PLAN (WHS-PO-037)</b> POLICY IS AIMED AT ENSURING, SO FAR AS IT REASONABLY CAN, THAT WORKERS ARE NOT EXPOSED TO ASBESTOS WHILE AT WORK. IT IS A LEGAL RESPONSIBILITY OF THE COUNCIL AND EMPLOYEES TO ABIDE BY THIS POLICY IN THE REMOVAL AND WORKING WITH ASBESTOS CONTAINING MATERIALS (ACM). INHALATION OF ASBESTOS FIBRES IS KNOWN TO CAUSE LUNG CANCER, MESOTHELIOMA AND ASBESTOSIS. ASBESTOS WAS WIDELY USED IN THE CONSTRUCTION INDUSTRY PRIOR TO THE MID 1980'S AND SOME BUILDINGS WITHIN GCC ARE LIKELY TO CONTAIN ASBESTOS. REMOVAL OR MAINTENANCE OF BONDED ASBESTOS LESS THAN 10M<sup>2</sup> MAY BE PERMITTED BY A COMPETENT GRIFFITH CITY COUNCIL WORKER. REMOVAL AND MAINTENANCE OF BONDED ASBESTOS ABOVE 10M<sup>2</sup> MUST BE REMOVED BY A CLASS B LICENSED ASBESTOS REMOVALIST.</p>	<p><b>CONSTRUCTION NOTES:</b></p> <ol style="list-style-type: none"> <li>1. ALL LEVELS ARE TO AUSTRALIAN HEIGHT DATUM.</li> <li>2. ALL WORKS TO BE CARRIED OUT IN ACCORDANCE WITH COUNCIL'S ENGINEERING GUIDELINES AND/OR AS DIRECTED BY THE ENGINEER.</li> <li>3. BB LINE AND PAVEMENT MARKINGS TO BE PAINTED WHITE REFLECTIVE PAINT AS PER AUSTRALIAN STANDARDS (AS 1742.2)</li> <li>4. LOCATE AND LEVEL ALL EXISTING SERVICES (INCLUDING ANY NOT SHOWN ON THE PLANS) PRIOR TO COMMENCING CONSTRUCTION AND ARRANGE WITH THE RELEVANT AUTHORITY IF RELOCATION IS REQUIRED</li> <li>5. ALL NEW WORKS SHALL TRANSITION SMOOTHLY TO EXISTING CONDITIONS</li> <li>6. SEDIMENT CONTROL MEASURES SHALL BE IMPLEMENTED IN ACCORDANCE WITH THE APPROVED EROSION AND SEDIMENT CONTROL PLAN PRIOR TO SOIL DISTURBANCE</li> <li>7. TREE PRESERVATION SHALL BE OBSERVED AND NO TREES ARE TO BE REMOVED FROM THE ROAD RESERVE WITHOUT PRIOR APPROVAL</li> <li>8. MAINTAIN ADEQUATE DUST CONTROL MEASURES THROUGHOUT THE DURATION OF THE PROJECT</li> <li>9. MAINTAIN ALL SERVICES AND ALL WEATHER ACCESS AT ALL TIMES TO ADJOINING PROPERTIES</li> <li>10. DESIGN AND IMPLEMENT TRAFFIC CONTROL IN ACCORDANCE WITH AS1742.3 (2009) AND DISPLAY ALL APPROPRIATE WARNING SIGNS THROUGHOUT THE CONSTRUCTION</li> <li>11. ALL TEMPORARY WARNING SIGNS USED DURING CONSTRUCTION SHALL BE IN ACCORDANCE WITH AS1742.3</li> <li>12. ALL CUT FILL SLOPES INCLUDING TABLE DRAINS ARE TO BE SEEDED OR STABILISED TO PREVENT EROSION.</li> </ol>	<p><b>COMPACTION NOTES:</b></p> <ol style="list-style-type: none"> <li>1. STRIP TOPSOIL TO EXPOSE NATURALLY OCCURRING MATERIAL AND STOCKPILE ON SITE (MATERIAL TO BE RE-USED) AS DIRECTED BY WORKS ENGINEER.</li> <li>2. FILLED SUBGRADE NEEDS TO BE CHECK BY THE METHOD OF PROOF ROLL IN THE PRESENCE OF AN ENGINEER AND AS PER GRIFFITH CITY COUNCIL'S ENGINEERING REQUIREMENTS.</li> <li>3. ALL UNSUITABLE MATERIAL TO BE REMOVED AND REPLACED WITH APPROVED MATERIAL SATISFYING THE REQUIREMENTS BELOW.</li> <li>4. ALL MATERIAL SHALL BE SOURCED FROM AN APPROVED SITE OR SUPPLIER AND SHALL COMPLY WITH THE FOLLOWING. <ul style="list-style-type: none"> <li>A. FREE FROM ORGANIC, CONTAMINATION AND PERISHABLE MATTER</li> <li>B. MAXIMUM PARTICLE SIZE 75mm</li> <li>C. PLASTICITY INDEX AS APPROPRIATE TO THE KIND OF MATERIAL (FOLLOW RMS GUIDELINES)</li> <li>D. TOP 300mm TO HAVE CBR &gt; 10% WHEN COMPACTED TO 98% SMDD</li> <li>E. PROPORTION PASSING 0.075 SIEVE 25% MAXIMUM</li> </ul> </li> <li>5. ALL FILL MATERIAL SHALL BE PLACED IN MAXIMUM 100mm THICK LAYERS AND COMPACTED AT OPTIMUM MOISTURE CONTENT (+ OR - 2%) IN ACCORDANCE WITH AS 1289 TO ACHIEVE 95% OF THE MAXIMUM DRY DENSITY AS PER THE MODIFIED COMPACTION TEST IN ACCORDANCE WITH AS 1289 UNLESS SPECIFIED OTHERWISE.</li> <li>6. TESTING OF THE SUBGRADE AND GRAVEL LAYERS WILL BE CARRIED OUT IN ACCORDANCE WITH GRIFFITH CITY COUNCIL'S ENGINEERING REQUIREMENTS</li> </ol>																		
<p><b>CONCRETE NOTES:</b></p> <ol style="list-style-type: none"> <li>1. ALL REINFORCEMENT SHALL BE INSPECTED PRIOR TO POURING CONCRETE</li> <li>2. ALL WORKMANSHIP AND MATERIALS (INCLUDING CONCRETE AND STEEL REINFORCEMENT) SHALL BE IN ACCORDANCE WITH AS3600, AS1320 &amp; AS1340</li> <li>3. CONCRETE SHALL NOT BE LESS THAN 25MPA, WITH 80mm SLUMP, AND MAXIMUM NOMINAL AGGREGATE SIZE 20mm</li> <li>4. WATER MUST NOT BE ADDED TO THE MIX TO INCREASE THE SLUMP TO A VALUE IN EXCESS OF THAT SPECIFIED</li> <li>5. COVER TO REINFORCEMENT SHALL BE OBTAINED BY THE USE OF APPROVED BAR CHAIRS. BAR CHAIR SPACING SHALL ENSURE THAT REINFORCEMENT REMAINS IN PLACE THROUGHOUT THE POUR</li> <li>6. ALL CONCRETE SHALL BE COMPACTED WITH MECHANICAL VIBRATORS. VIBRATORS SHALL NOT BE USED TO SPREAD CONCRETE</li> <li>7. ALL FABRIC FOR SLABS ON GROUND MUST BE IN PLACE BEFORE CONCRETING COMMENCES</li> <li>8. PROVIDE CONTINUOUS MOIST CURING OR WRAP WITH AN IMPERVIOUS MEMBRANE ALL CONCRETE COMPONENTS FOR A MINIMUM 7 CONTINUOUS DAYS AFTER INITIAL SET</li> <li>9. ANY MODIFICATIONS TO THE CONCRETE/JOINT OR OTHER WORKS IN RELATION TO THIS MATTER, REQUIRES A WRITTEN APPROVAL FROM AN AUTHORISED ENGINEER</li> <li>10. GCC MUST INSPECT AND APPROVE ALL CONCRETE WORKS PRIOR TO POURING OF CONCRETE. A MINIMUM OF 24HOURS NOTICE MUST BE GIVEN.</li> </ol>																				
<p><b>KERBING NOTES:</b></p> <ol style="list-style-type: none"> <li>1. ALL CONCRETE TO HAVE A MINIMUM CHARACTERISTIC COMPRESSIVE STRENGTH 25MPa</li> <li>2. ALL KERBS, DITCH DRAINS, ETC. TO BE CONSTRUCTED ON 100mm MINIMUM SUBBASE COURSE OF ROAD BUILDING GRAVEL.</li> <li>3. TOOLED JOINTS SHALL BE 3mm WIDE AND LOCATED MAXIMUM 3m SPACING. A MINIMUM OF 50 PERCENT OF THE SECTION SHALL BE CUT FOR THE FULL WIDTH OF THE SECTION.</li> </ol>																				
<p><b>GEOCENTRIC DATUM OF AUSTRALIA</b></p> <p>THIS SURVEY AND DESIGN WAS CONDUCTED IN GDA94 COORDINATES. ALL SETOUT AND CONSTRUCTION MUST BE CONDUCTED IN ACCORDANCE TO GDA94 COORDINATES.</p> 																				
<p><b>NOT FOR CONSTRUCTION</b></p>																				
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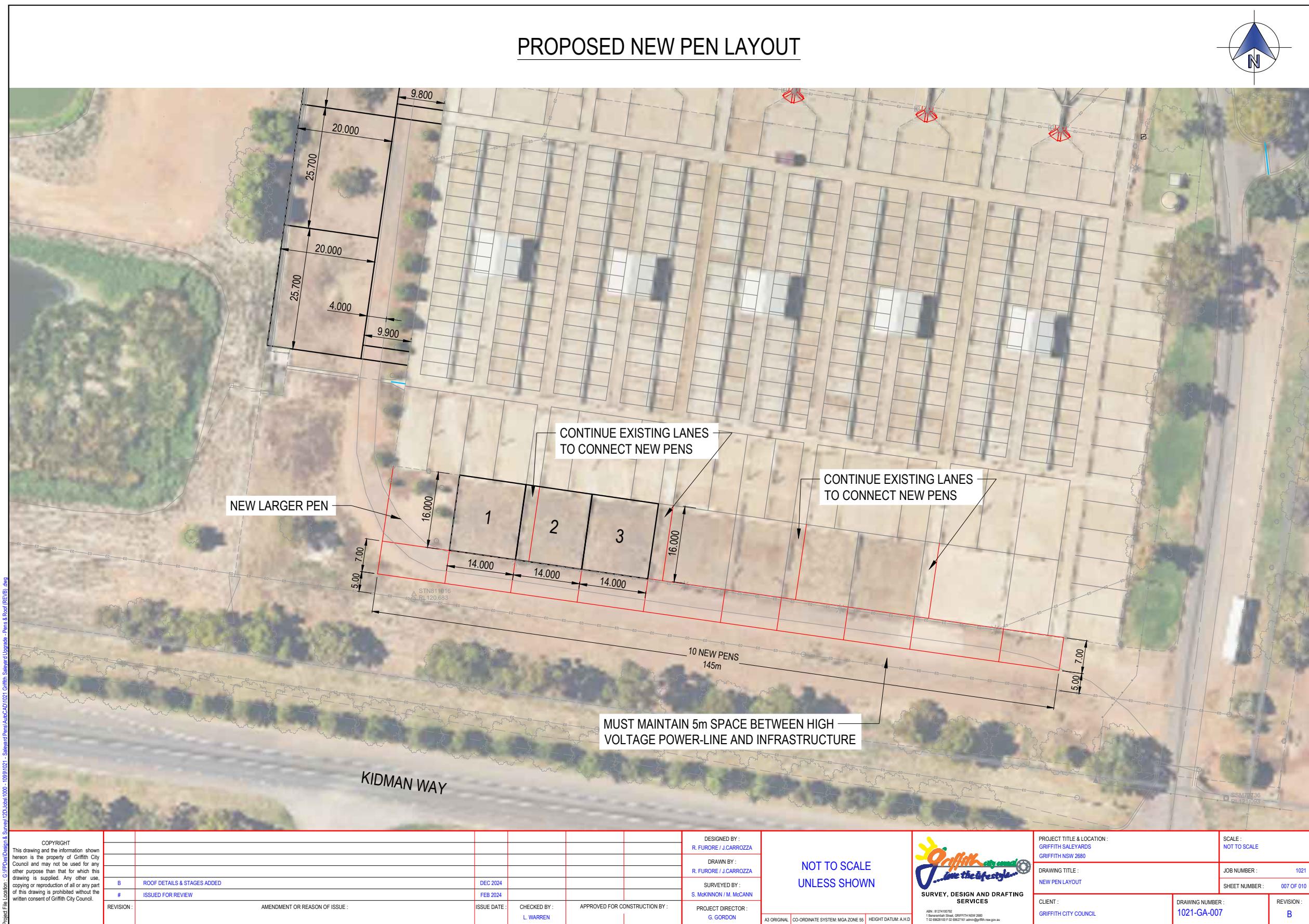


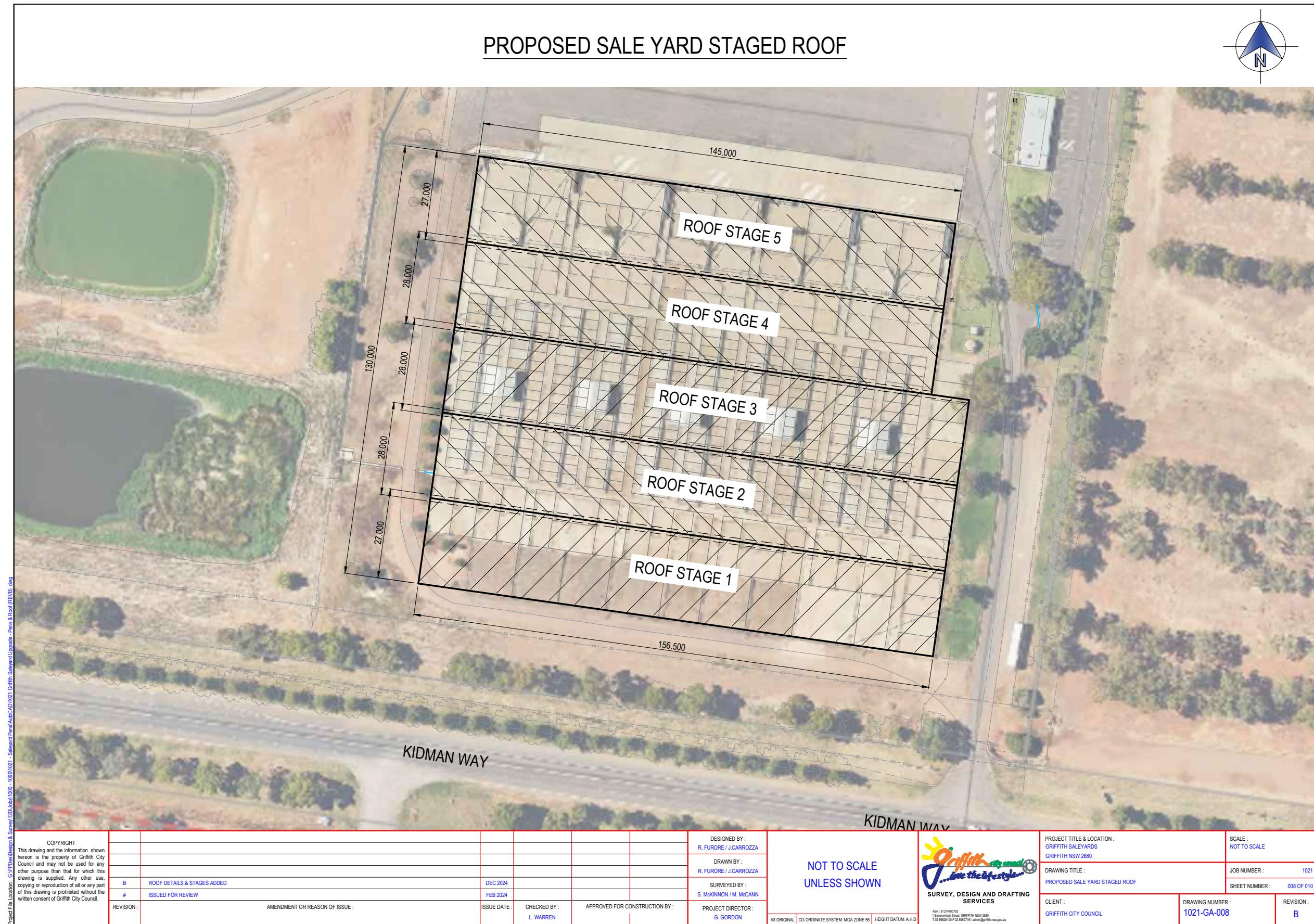


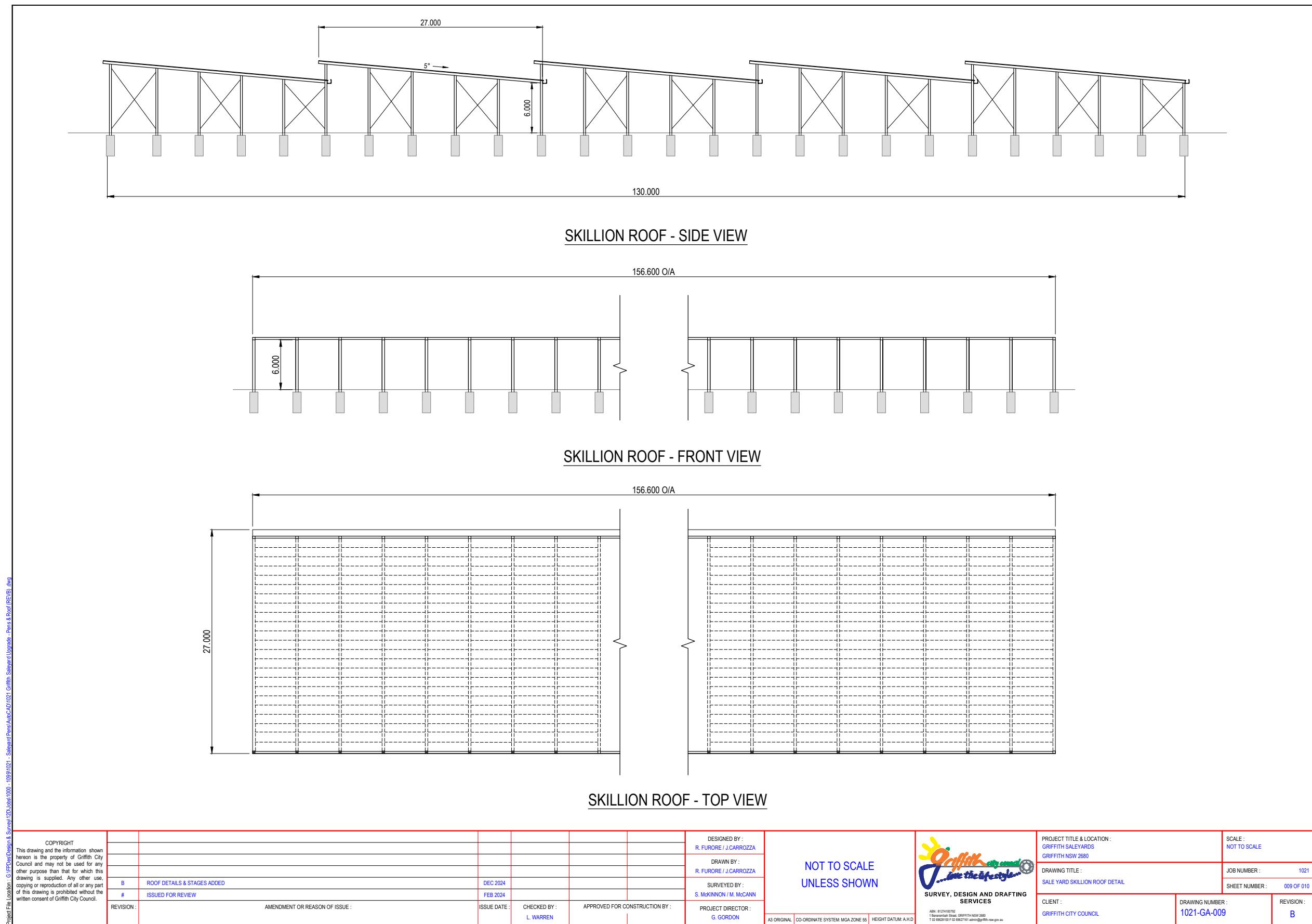


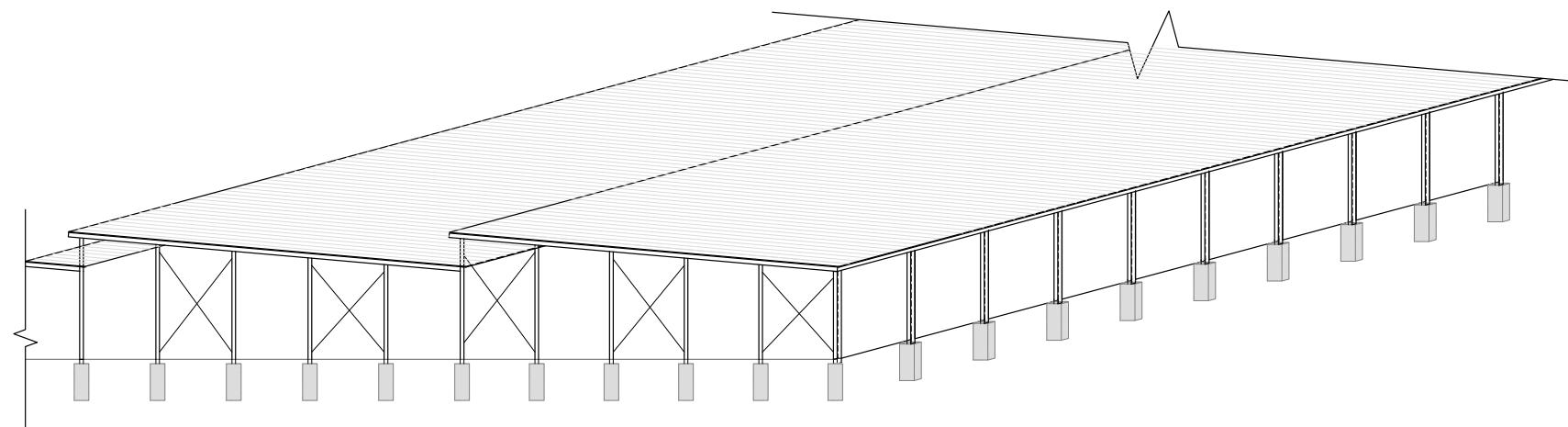


## PROPOSED NEW PEN LAYOUT









SKILLION ROOF - PROSPECTIVE VIEW



SKILLION ROOF - EXAMPLE

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B	ROOF DETAILS & STAGES ADDED		DEC 2024				DESIGNED BY : R. FURORE / J. CARROZZA				JOB NUMBER : 1021	
#	ISSUED FOR REVIEW		FEB 2024				DRAWN BY : R. FURORE / J. CARROZZA				SHEET NUMBER : 010 OF 010	
REVISION :	AMENDMENT OR REASON OF ISSUE :	ISSUE DATE :	CHECKED BY :	APPROVED FOR CONSTRUCTION BY :	PROJECT DIRECTOR :	SURVEYED BY : S. MCKINNON / M. McCANN				CLIENT : GRIFFITH CITY COUNCIL	DRAWING NUMBER : 1021-GA-010	REVISION : B
			L. WARREN		G. GORDON							
							A3 ORIGINAL CO-ORDINATE SYSTEM: MGA ZONE 55 HEIGHT DATUM: A.H.D					
							ABN: 81224000792 1 Bannerman Street, GRIFFITH NSW 2680 T 02 6923 1011 F 02 6927 1700 sales@griffith.nsw.gov.au					

**CLAUSE** CL05

**TITLE** Proposed Meeting Dates for 2026

**FROM** Jessica Bertacco, Governance Administration Officer

**TRIM REF** 25/119319

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### **SUMMARY**

The proposed meeeting dates for 2026 are:

- Tuesday, 27 January 2026
- Tuesday, 28 April 2026
- Tuesday, 28 July 2026
- Tuesday, 27 October 2026

### **RECOMMENDATION**

That the information be received.

### **ATTACHMENTS**

Nil

**TITLE** Outstanding Action Report

**TRIM REF** 25/53273

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**RECOMMENDATION**

**The report be noted.**

**ATTACHMENTS**

(a) Action Report - Saleyards Committee - 22 April 2025 [!\[\]\(755a4d8b3503b9c18fddc9c83bd18b7f\_img.jpg\)](#)

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<b>Saleyards Committee Action Report</b> <b>22 July 2025</b>				
<b>Date of Meeting</b>	<b>Item</b>	<b>Action/Recommendation</b>	<b>Officer</b>	<b>Comment</b>
22 April 2025	CL04 Griffith Livestock Marketing Centre - Electronic Identification (EID) Tagging System	Mr Elwin raised a request to explore the possibility of submitting vendor paperwork from their main office. Currently, they are required to send additional staff to the Saleyards to upload vendor details and the number of sheep being sold, which has been logistically challenging.	Graham Gordon	<b>16/07/2025:</b> Councils IT Department is looking into how this could be permitted.
22 April 2025	CL04 Griffith Livestock Marketing Centre - Electronic Identification (EID) Tagging System	Mr Barbaro inquired about the timeline for when sales will begin to be officially recorded and when speaker systems will be installed. Graham has taken note of the matter and will investigate further.	Graham Gordon	<b>16/07/2025:</b> EID mandated for 1 Jan 2025. Speaker System to be installed in 2025.
22 April 2025	CL05 Griffith Livestock Marketing Centre	Mr Barbaro requested that water troughs be installed, or made operational, in the front yard pens, highlighting that some clients bring sheep that haven't had water for a few days. Mr Evans supported this request, showing a photo example of water troughs at Ballarat as a potential model.	Graham Gordon	<b>16/07/2025:</b> To be Investigated and discussed at next Saleyard meeting.
22 April 2025	4 General Business Fencing and Yard Maintenance	Mr Barbaro reported that sheep had pushed against a back post, splitting the pole, which will likely need repairs. In response, Graham Gordon suggested conducting an audit of the fencing throughout the yards to identify other potential issues.	Graham Gordon	<b>16/07/2025:</b> Audit to be carried by December 2025.
22 April 2025	4 General Business Fencing and Yard Maintenance	Mr Evans raised concerns about the proliferation of weeds throughout the Saleyards, noting that the issue is becoming unmanageable. He specifically identified a weed known as Devil's Claw, which has grown to approximately hip height, and emphasised that immediate attention will be required to address the situation.	Graham Gordon	<b>16/07/2025:</b> To be investigated.