



Ordinary Meeting

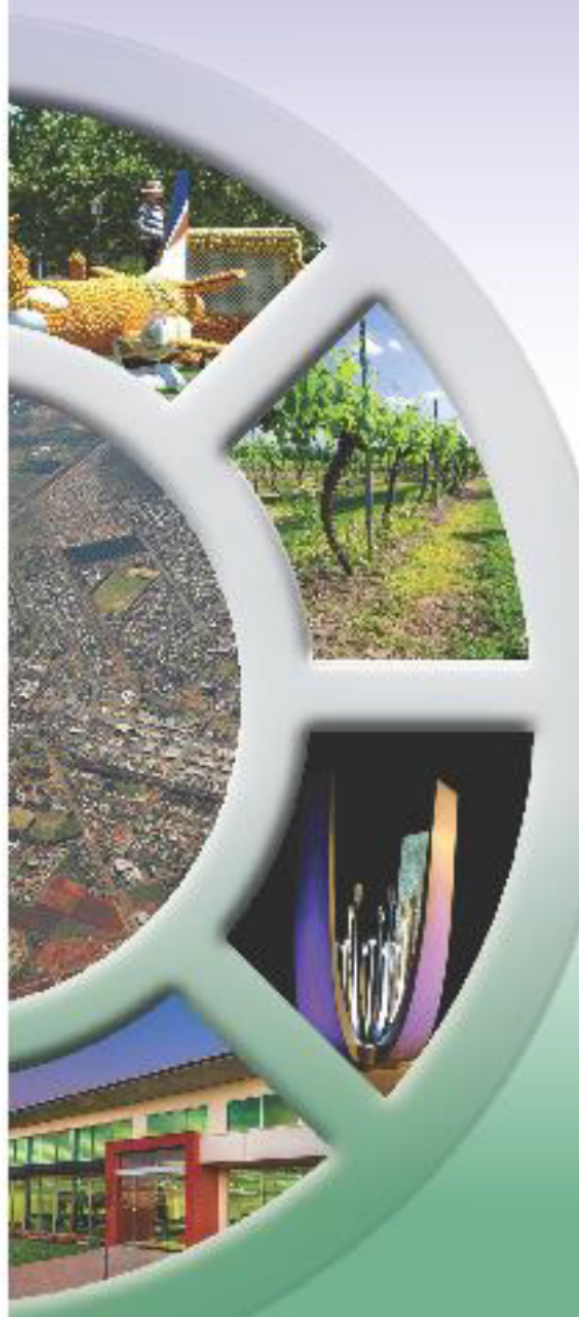
BUSINESS PAPER

Tuesday, 12 March 2024 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

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

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MEMBERS OF THE PUBLIC CAN ADDRESS COUNCIL IN THE FOLLOWING WAYS

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

Addressing the Council on Business Paper matters

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

Notice of Motion via Councillor

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

Petition

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

Customer Request Management system

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

Direct correspondence to the General Manager

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

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

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

Oath

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

Affirmation

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

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

[What is a pecuniary interest?](#)

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

[Disclosure of pecuniary interests at meetings](#)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Opening Affirmations

Option 1

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

To be honest and objective in all our deliberations.

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

Option 2

Almighty God

We ask that you guide us in our decision making.

Protect us and the community we serve.

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

Option 3

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

Acknowledgment of Country

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

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

REPORT AUTHORS AND AREAS OF RESPONSIBILITY

Senior Management Team

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

Brett Stonestreet
Shireen Donaldson
Max Turner
Phil King
Bruce Gibbs
Graham Gordon

Economic & Organisational Development

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

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

Business, Cultural & Financial Services

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

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

Infrastructure & Operations

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

Manjit Chugha
Shree Shrestha
Peter Craig
Steve Croxon

Sustainable Development

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

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

Utilities

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

Joe Rizzo
John Roser
Durgananda Chaudhary

**ORDINARY MEETING OF GRIFFITH CITY COUNCIL
TO BE HELD IN GRIFFITH CITY COUNCIL CHAMBERS ON
TUESDAY, 12 MARCH 2024 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, 12 March 2024**.

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

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

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

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

The agenda for the meeting is:

- 1 Council Acknowledgments
 - 2 Apologies and Applications for a Leave of Absence or Attendance by Audio-visual Link by Councillors
 - 3 Confirmation of Minutes
 - 4 Business Arising
 - 5 Declarations of Interest
 - 6 Presentations
 - 7 Mayoral Minutes
 - 8 General Manager's Report
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- | | | |
|------|-----|-----------------------------------------------------------------------------------------------------------------------|
| CL01 | p20 | Endorsement of the Health Precinct Master Plan following Public Exhibition |
| CL02 | p24 | Suspension of Alcohol Free Zone and Alcohol Prohibited Area - Kooyoo Street Mall Event - Punjabi Mela - 20 April 2024 |
| CL03 | p27 | Request for New Road Name - Marianne Crescent |

CL04	p32	Quick Turn Around Grant Application Murrumbidgee Regional High School Harmony Day
CL05	p35	Review of Council's Information Guide 2024
CL06	p67	Griffith City Library Closure
9	Information Reports	
10	Adoption of Committee Minutes	
	p69	Minutes of the Lake Wyangan & Catchment Management Committee Meeting held on 15 February 2024
11	Business with Notice – Rescission Motions	
12	Business with Notice – Other Motions	
	p73	Notice of Motion - Upgrade to Original Bagtown's First Blacksmith Store Site
13	Outstanding Action Report	
	p93	Outstanding Action Report
14	Matters to be dealt with by Closed Council	
CC01	Notice of Motion - Legal Matter	
	<ul style="list-style-type: none"> - personnel matters concerning particular individuals (other than councillors) 10A(2) (a) - advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege 10A(2) (g) 	
CC02	RFQ No. 9-23/24 - Design, Supply and Delivery of a Diffused Aeration System for the GWRP	
	<ul style="list-style-type: none"> - commercial information of a confidential nature that would, if disclosed: <ul style="list-style-type: none"> (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) 	

Brett Stonestreet

GENERAL MANAGER

**ORDINARY MEETING OF GRIFFITH CITY COUNCIL
HELD IN GRIFFITH CITY COUNCIL CHAMBERS ON
TUESDAY, 27 FEBRUARY 2024 COMMENCING AT 7:03 PM**

PRESENT

The Mayor, Doug Curran in the Chair; Councillors, Shari Blumer, Jenny Ellis, Manjit Singh Lally, Melissa Marin, Christine Stead, Laurie Testoni and Dino Zappacosta

STAFF

Acting General Manager/Director Economic & Organisational Development, Shireen Donaldson, Director Utilities, Graham Gordon, Director Infrastructure & Operations, Phil King, Director Sustainable Development, Bruce Gibbs and Minute Taker, Hannah Hall

MEDIA

Cai Holroyd, Area News

1 COUNCIL ACKNOWLEDGEMENTS

The Meeting opened with Councillor Manjit Singh Lally reading the Opening Affirmation and the Acknowledgement of Country.

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

24/038

RESOLVED on the motion of Councillors Christine Stead and Melissa Marin that apologies be received from Councillor Chris Sutton, Glen Andreazza, Anne Napoli and Simon Croce and General Manager, Brett Stonestreet and a leave of absence granted.

A division was called for, voting on which was as follows:

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

The division was declared PASSED by 8 votes to 0.

3 CONFIRMATION OF MINUTES

24/039

RESOLVED on the motion of Councillors Jenny Ellis and Christine Stead that the minutes of the Ordinary Meeting of Council held in Griffith City Council Chambers on 13 February 2024, having first been circulated amongst all members of Council, be confirmed with a change to include the reason of Councillor Manjit Singh Lally's Pecuniary Interest Declaration.

A division was called for, voting on which was as follows:

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

The division was declared **PASSED** by 8 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 Dino Zappacosta
CL04 Request for In-Kind Support – Griffith Vintage Festival 2024
Reason - I own a winery but will not be participating at this event.

Councillor Manjit Singh Lally
CL06 - Suspension of Alcohol Free Zone and Alcohol Prohibited Area - Kooyoo Street Mall
Event - Punjabi Mela - 20 April 2024
Reason – One of the organising Committee members of this event.

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 Dino Zappacosta
CL06 Suspension of Alcohol Free Zone and Alcohol Prohibited Area – Kooyoo Street Mall
Event – Punjab Mela – 20 April 2024
Reason – I own an Alcohol Licence.

Councillor Christine Stead
CL01 - DA 228/2023 - Electricity Generating Works - 4.9mW Solar Farm and Battery storage System
Reason – I am a member of the NSW Planning Panel.

Less Than Significant Non-Pecuniary Interests

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

Councillor Dino Zappacosta
Traffic Committee Minutes 13 February 2024
Reason – I own businesses in Hanwood.

6 PRESENTATIONS

Nil

7 MAYORAL MINUTES

Nil

8 GENERAL MANAGER'S REPORT

Councillor Christine Stead left the meeting having declared a Significant Non-Pecuniary Conflict of Interest, the time being 7:14pm.

CL01 DA 228/2023 - ELECTRICITY GENERATING WORKS - 4.9MW SOLAR FARM AND BATTERY STORAGE SYSTEM

24/040

RESOLVED on the motion of Councillors Shari Blumer and Laurie Testoni that:

- (a) Council make a submission to the Western Regional Planning Panel to provide Council's support of or objections to the application.
- (b) Council resolve to prepare a submission based on Option 1 being;

*"**Objection:** Council has viewed and considered the submissions made as part of the notification of the application and concurs with the objections to the application."*
- (c) The General Manager, within 10 days of the Council resolution, forward Council's submission to the Chairman of the Western Region Planning Panel for the panel's consideration during application determination.

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

For

Against

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

The division was declared PASSED by 7 votes to 0.

Councillor Christine Stead returned to the meeting, the time being 7:16pm.

CL02 DA 240/2023 - DETACHED DUAL OCCUPANCY DEVELOPMENT, CONSTRUCTION OF A NEW TWO (2) STOREY DWELLING AND RETENTION OF AN EXISTING TWO-STOREY DWELLING, WITH A COMMUNITY TITLE SUBDIVISION

24/041

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

- (a) Council, as the consent authority pursuant to Section 4.16(1)(a) of the Environmental Planning & Assessment Act 1979 grant consent to modify the Notice of Determination, to permit the construction of a dual occupancy development with Community Title subdivision at 59 Clifton Boulevard Griffith subject to conditions including those set out provided in Attachment A with a revision to Condition 50 and another condition inserted into that section as 50A as follows;

50. Compliance with Conditions of Consent

Prior to issue of the Subdivision Certificate, the applicant is to ensure that all conditions of Development Application 240/2023 relevant to the subdivision and the first mandatory critical stage inspection are completed satisfactorily.

50A. Restriction on Title

No dwelling shall be constructed on Lot 3 other than the dwelling approved under DA 240/2023

- (b) Development Application 240/2023 be delegated to the Director of Sustainable Development for the preparation and issue of the Notice of Determination.

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

For

Against

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

The division was declared PASSED by 8 votes to 0.

CL03 SECOND QUARTER PERFORMANCE REPORT 2023/24 - BUDGET REVIEW AND OPERATIONAL PLAN INCORPORATING THE DECEMBER DELIVERY PROGRAM PROGRESS REPORT

Councillor Dino Zappacosta asked for a breakdown of costs associated with Consultancy Fees. The Mayor took this **ON NOTICE**.

Councillor Manjit Singh Lally questioned the value of his reported Councillor Expenses. The Mayor took this **ON NOTICE**.

Councillor Christine Stead asked for the revenue raised from Council's Compliance Activities be provided at the next Councillor Workshop. The Mayor took this **ON NOTICE**.

24/042

RESOLVED on the motion of Councillors Shari Blumer and Laurie Testoni that:

- (a) Council note the variations to the 2023/24 original budget for the quarter ended 31

December 2023 as presented in this report.

- (b) The Financial Review and any additional approved variations for the quarter ended 31 December 2023 be adopted.
- (c) Council adopt the 31 December 2023 Operational Plan Review advising the extent to which the Operational Plan Actions (Performance Indicators) have been achieved.
- (d) Council endorse minor amendments to the Organisational Structure as per this report.

A division was called for, voting on which was as follows:

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

The division was declared PASSED by 8 votes to 0.

Councillor Dino Zappacosta left the meeting having declared a Pecuniary Conflict of Interest, the time being 7:29pm.

CL04 REQUEST FOR IN-KIND SUPPORT - GRIFFITH VINTAGE FESTIVAL 2024

24/043

RESOLVED on the motion of Councillors Shari Blumer and Jenny Ellis that Griffith City Council provide in-kind support including traffic management, traffic control and event bins for the Griffith Vintage Festival 2024.

A division was called for, voting on which was as follows:

For	Against
Councillor Doug Curran	Councillor Melissa Marin
Councillor Shari Blumer	Councillor Christine Stead
Councillor Jenny Ellis	
Councillor Manjit Singh Lally	
Councillor Laurie Testoni	

The division was declared PASSED by 5 votes to 2.

Councillor Dino Zappacosta returned to the meeting, the time being 7:30pm.

CL05 QUICK TURN AROUND GRANT APPLICATION OZFISH UNLIMITED FOR LAKE WYANGAN FISHING CLASSIC

24/044

RESOLVED on the motion of Councillors Jenny Ellis and Laurie Testoni that Council approve the application for a Quick Turn Around Grant of \$2,350 to OzFish Unlimited for the Lake Wyangan Classic.

A division was called for, voting on which was as follows:

For	Against
Councillor Doug Curran	Councillor Melissa Marin
Councillor Shari Blumer	Councillor Christine Stead
Councillor Jenny Ellis	

Councillor Manjit Singh Lally
Councillor Laurie Testoni
Councillor Dino Zappacosta

The division was declared PASSED by 6 votes to 2.

**CL06 SUSPENSION OF ALCOHOL FREE ZONE AND ALCOHOL PROHIBITED AREA -
KOOYOO STREET MALL EVENT - PUNJABI MELA - 20 APRIL 2024**

Due to lack of quorum, this clause was deferred to the next meeting.

9 INFORMATION REPORTS

CL07 INVESTMENTS AS AT 31 JANUARY 2024

24/045

RESOLVED on the motion of Councillors Melissa Marin and Shari Blumer that the report be noted by Council.

A division was called for, voting on which was as follows:

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

The division was declared PASSED by 8 votes to 0.

10 ADOPTION OF COMMITTEE MINUTES

MINUTES OF THE SCENIC HILL USER GROUP MEETING HELD ON 5 FEBRUARY 2024

24/046

RESOLVED on the motion of Councillors Christine Stead and Jenny Ellis that the recommendations as detailed in the Minutes of the Scenic Hill User Group meeting held on 5 February 2024 be adopted.

A division was called for, voting on which was as follows:

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

The division was declared PASSED by 8 votes to 0.

MINUTES OF THE DISABILITY INCLUSION & ACCESS COMMITTEE MEETING HELD ON 7 FEBRUARY 2024

24/047

RESOLVED on the motion of Councillors Shari Blumer and Laurie Testoni that the recommendations as detailed in the Minutes of the Disability Inclusion & Access Committee meeting held on 7 February 2024 be adopted.

A division was called for, voting on which was as follows:

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

The division was declared PASSED by 8 votes to 0.

MINUTES OF THE MEMORIAL PARK GARDENS EMBELLISHMENT COMMITTEE MEETING HELD ON 7 FEBRUARY 2024

24/048

RESOLVED on the motion of Councillors Laurie Testoni and Jenny Ellis that the recommendations as detailed in the Minutes of the Memorial Park Gardens Embellishment Committee meeting held on 7 February 2024 be adopted.

A division was called for, voting on which was as follows:

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

The division was declared PASSED by 8 votes to 0.

MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD ON 7 FEBRUARY 2024

24/049

RESOLVED on the motion of Councillors Christine Stead and Manjit Singh Lally that the recommendations as detailed in the Minutes of the Audit, Risk and Improvement Committee meeting held on 7 February 2024 be adopted.

A division was called for, voting on which was as follows:

For	Against
Councillor Doug Curran	
Councillor Shari Blumer	
Councillor Jenny Ellis	
Councillor Manjit Singh Lally	
Councillor Melissa Marin	
Councillor Christine Stead	

Councillor Laurie Testoni
Councillor Dino Zappacosta

The division was declared **PASSED** by 8 votes to 0.

MINUTES OF THE FLOODPLAIN MANAGEMENT COMMITTEE MEETING HELD ON 8 FEBRUARY 2024

24/050

RESOLVED on the motion of Councillors Dino Zappacosta and Christine Stead that the recommendations as detailed in the Minutes of the Floodplain Management Committee meeting held on 8 February 2024 be adopted.

A division was called for, voting on which was as follows:

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

The division was declared **PASSED** by 8 votes to 0.

MINUTES OF THE TRAFFIC COMMITTEE MEETING HELD ON 13 FEBRUARY 2024

24/051

RESOLVED on the motion of Councillors Christine Stead and Melissa Marin that the recommendations as detailed in the Minutes of the Traffic Committee meeting held on 13 February 2024 be adopted.

A division was called for, voting on which was as follows:

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

The division was declared **PASSED** by 8 votes to 0.

11 BUSINESS WITH NOTICE – RESCISSION MOTIONS

Nil

12 BUSINESS WITH NOTICE – OTHER MOTIONS

Nil

13 OUTSTANDING ACTION REPORT

24/052

RESOLVED on the motion of Councillors Christine Stead and Laurie Testoni that the report be noted.

A division was called for, voting on which was as follows:

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

The division was declared **PASSED** by 8 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.

24/053

RESOLVED on the motion of Councillors Christine Stead and Manjit Singh Lally 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.

A division was called for, voting on which was as follows:

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

The division was declared PASSED by 8 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 REQUEST TO DRAW DOWN FUNDS FROM GPPM STRATEGIC RESERVE FOR ELECTRICAL UPGRADE OF MYALL PARK HALL AND WORKSHOP

Reason: Commercial Advantage 10A(2)(d)

Council closed its meeting at 7:51pm. The public and media left the Chamber. Livestream was disconnected.

REVERSION TO OPEN COUNCIL

24/054

RESOLVED on the motion of Councillors Christine Stead and Manjit Singh Lally that Open Council be resumed.

A division was called for, voting on which was as follows:

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

The division was declared PASSED by 8 votes to 0.

Open Council resumed at 7:58pm.

Livestream was reconnected.

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

MATTERS DEALT WITH IN CLOSED COUNCIL

CC01 REQUEST TO DRAW DOWN FUNDS FROM GPPM STRATEGIC RESERVE FOR ELECTRICAL UPGRADE OF MYALL PARK HALL AND WORKSHOP

24/055

RESOLVED on the motion of Councillors Laurie Testoni and Shari Blumer that:

- (a) Griffith City Council endorse the request for \$10,000 to be drawn down from the Griffith Pioneer Park Museum Strategic Reserve in order to meet electrical compliance at Myall Park Hall and Museum Workshop.
- (b) Council note that the balance of the Griffith Pioneer Park Museum Strategic Reserve after the electrical compliance expenditure will be \$80,000.

A division was called for, voting on which was as follows:

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

The division was declared PASSED by 8 votes to 0.

There being no further business the meeting terminated at 8:00pm.

Confirmed:

CHAIRPERSON

CLAUSE CL01**TITLE Endorsement of the Health Precinct Master Plan following Public Exhibition****FROM Bruce Gibbs, Director Sustainable Development****TRIM REF 24/16414**

SUMMARY

The purpose of this report is to recommend the endorsement of the Griffith Health Precinct Master Plan following public exhibition which occurred between 24 October 2023 and 22 November 2023. During the public exhibition a total of three submissions were received. The submissions are provided in Attachment B. The Griffith Health Precinct Master Plan was an initiative of the Department of Planning, Housing and Infrastructure and has been fully funded by the NSW Government. Several other regional cities in NSW also received funding and have completed similar Master Plans including Wagga, Bathurst and Dubbo. Implementation of these Master Plans has largely been stalled as new legislation to guide the development of the Precincts (though standard zoning and development controls) has not been introduced by the NSW Government.

RECOMMENDATION

- (a) Council note the submissions received at Attachment B;**
- (b) Council endorse the Griffith Health Precinct Master Plan;**
- (c) Council review the Griffith Residential Development Control Plan to ensure any of the recommendations in the Master Plan regarding development controls can be actioned; and**
- (d) Council await new NSW legislation specific to the development of Local Precincts prior to implementing the other recommendations of the plan.**

REPORT

The Griffith Health Precinct Master Plan has been prepared by Inizio Consulting to provide an overall vision for growth and development potential in the area around the Griffith Base Hospital. The precinct is contained to the south of MacArthur Street, to the west of Barellan Street, to the east of Cutler Avenue / Groongal Avenue and to the north of Wakaden Street / the Linx Freight Terminal. The Master Plan is visionary in nature and does not have any legislative weight. It is to be used to guide future land use planning, re-zonings, development controls and infrastructure and forge relationships and partnerships with key stakeholders in the Precinct including Health Infrastructure NSW.

Purpose

The purpose of the Health Precinct Master Plan is as follows:

- Shape, coordinate and guide future development.
- Leverage the NSW Government's investment of \$250M into the Griffith Base Hospital Redevelopment.
- Drive investment, employment and growth.
- Support additional specialist medical and health services in the locality.

- Stimulate additional and supportive housing and short-term accommodation.
- Attract additional commercial facilities to support health uses, training, and education services.
- Provide a strategic direction for the management of competing land uses and development pressures within the Health Precinct including the two Schools.
- Identify and facilitate suitable reuse of buildings for health and allied health practices
- Maximise opportunities for complimentary activities including hospitality and some retail services.

Consultation

During the preparation of the Master Plan, Inizio Consulting ensured consultation with key stakeholders in the health and knowledge and business community was prioritised. Following background research and site analysis, several individual meetings with stakeholders occurred. Due to COVID-19 restrictions, these meetings largely occurred online. Then following a constraints and opportunities analysis, a stakeholder design charrette occurred over the course of a day with stakeholders providing key input into the process. The results of the consultation period informed the Guiding Principles for the Master Plan.

Design Framework

A Master Plan Urban Design Framework has been provided on page 68 of the Master Plan. It should be noted that this Framework is **indicative only** and is not intended to provide a definitive plan for the future built form of the Precinct. Inizio Consulting has provided an intentionally bold framework based on a reinterpretation of the original Burley Griffin plan for Griffith.

Next Steps / Implementation

All regional centres have had a Health Precinct Master Plan prepared and endorsed for their communities including Wagga Wagga, Orange, Bathurst and Dubbo. The preparation of these Master Plans was required by DPE's Regional Plans and it is expected that new legislation would be introduced by the State Government to permit Precinct specific zoning and development controls to facilitate the implementation of the Master Plan. Presently there is no specific zone available in NSW to facilitate a health precinct and the area around the Griffith Base Hospital is zoned residential.

In the meantime, Council would review the Griffith Residential Development Control Plan to ensure any of the recommendations in the Master Plan regarding development controls can be actioned.

Public Submissions

During the public exhibition of the Health Precinct Master Plan a total of three submissions were received.

Submissions Review

Submission 1 – Department of Planning, Housing and Infrastructure

The Department's comments largely relate to the implementation of the plan through amendments to the Griffith Local Environmental Plan and other legislation. A meeting was held between Department representatives and Council staff to discuss their comments further. The Department suggested their comments could be addressed through the future implementation of the Master Plan and did not believe amendments to the document were necessary at this time.

Submission 2 – Health Infrastructure

Health Infrastructure did not raise any issues with the Master Plan and relayed their support for the development of the Precinct.

Submission 3 – Sherene Blumer

The submission stated that they would not like to see the Master Plan implemented in its current form for a number of reasons. The submission goes on to suggest that “council like wasting money on studies.” However, it should be noted that in this instance, the Master Plan was fully funded by the NSW Government. The submission also suggests that this Master Plan aided “the demolition of the Nurses Quarters at the hospital precinct.” This assertion is not accurate. Health Infrastructure demolished the Nurses Quarters prior to the preparation of this Master Plan.

The other information provided in the submission would be considered as part of the future implementation of the Master Plan, including:

- Infrastructure planning including water, sewer and electricity.
- Footpath improvements.
- Relocation of the rail terminal and redevelopment of the site.
- Rezoning of the Precinct.

The submission is critical of the Urban Design Framework suggesting it proposes the redevelopment of existing single storey detached housing sites. Inizio Consulting suggests the Framework is **indicative only** and is not intended to provide a definitive plan for the future built form of the Precinct. Inizio Consulting has provided an intentionally bold framework based on a reinterpretation of the original Burley Griffin plan for Griffith. Densification and redevelopment of existing single detached housing sites would be an important aspect of achieving a successful regional health precinct with new health consulting rooms, aged care facilities, health workers housing and office space constructed over two to three storeys.

It should be noted again that the Master Plan does not have any statutory weight engrained in legislation and would only be used to form the strategic basis for future amendments to State and local legislation and development controls. These statutory processes would require additional public consultation exercises and further submissions would be welcomed. Council would also consider the issues raised in the submissions again at this time.

OPTIONS

OPTION 1

As per the Recommendation.

OPTION 2

Any other resolution of Council.

POLICY IMPLICATIONS

Not Applicable

FINANCIAL IMPLICATIONS

There is no provision in the 2023/24 budget to undertake a review of the Griffith Residential DCP to address matters raised in the Griffith Health Precinct Masterplan. The Griffith Base Hospital is scheduled to open during 2025. It is proposed that the review of the DCP be

undertaken during the 2025/26 year. An indicative figure of \$100,000 will be allocated in the document for this purpose.

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 7.1 Encourage respectful planning, balanced growth and sustainable design.

CONSULTATION

Senior Management Team

ATTACHMENTS

- (a) Griffith Health Precinct Master Plan (under separate cover) [↗](#)
- (b) Submissions (under separate cover) [↗](#)

CLAUSE CL02**TITLE** Suspension of Alcohol Free Zone and Alcohol Prohibited Area - Kooyoo Street Mall Event - Punjabi Mela - 20 April 2024**FROM** Shireen Donaldson, Director Economic & Organisational Development**TRIM REF** 24/17036

SUMMARY

It is requested that the Alcohol Prohibited Area & Alcohol-Free Zone restrictions on Kooyoo Street be suspended from 5.00pm to 10.00pm on Saturday, 20 April 2024 to allow for a fundraising festival 'Bollywood' style – Punjabi Mela - raising funds and awareness for suicide prevention, comprising of food, drinks, music and market stalls.

This event is being coordinated by Griffith Real Estate as an awareness raising event.

RECOMMENDATION

Council suspend the Alcohol Free Zone and Alcohol Prohibited Area restrictions on Kooyoo Street from 5.00pm – 10.00pm on Saturday, 20 April 2024.

REPORT

The following key guidelines have been set:

- Cups/drinkware, ice, storage are all to be provided by the stall holder;
- All staff at alcohol stalls must have current RSA – copies of RSA to be sent to Event Coordinator (Licensee) prior to the day;
- Free water will be arranged by event coordinator to be on site for event.

All approvals and licenses are currently being finalised and therefore, it is requested that the Alcohol Prohibited Area and Alcohol Free Zone restrictions in the proposed location of Kooyoo Street, Griffith, be suspended to permit the consumption of alcohol.

OPTIONS**OPTION 1**

As per the Recommendation.

OPTION 2

Any other option as determined by Council.

POLICY IMPLICATIONS

Not Applicable

FINANCIAL IMPLICATIONS

Not Applicable

LEGAL/STATUTORY IMPLICATIONS

Sections 632A, 642, 644, 644A-C and Section 632 of the Local Government Act, 1993.

ENVIRONMENTAL IMPLICATIONS

There will be noise generated by the event but will not impact on surrounding buildings.

COMMUNITY IMPLICATIONS

This event is being coordinated by Griffith Real Estate to raise community awareness.

LINK TO STRATEGIC PLAN

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

CONSULTATION

Local Police / Licencing Sergeant
Senior Management Team

ATTACHMENTS

- | | |
|-------------------------------------------------------------------------------------------------------------------------------|----|
| (a) Additional Information - Map - Alcohol Free Zones and Alcohol Prohibited Areas - Griffith LGA 2021-2025 ↓ | 26 |
|-------------------------------------------------------------------------------------------------------------------------------|----|

2021- 2025 GRIFFITH LGA DECLARED ALCOHOL FREE ZONES & ALCOHOL PROHIBITED AREAS

legend

- Alcohol Free/ Prohibited Signs
- Alcohol Free Zones (Streets)
- Alcohol Prohibited Areas (8pm to 8am)
- Alcohol Prohibited Areas (Parks)

Declared Areas Commence
14 December 2022 to 12 Feb 2025

Declared Zones Commence
11 February 2021 to 12 February 2025

Map compiled by Griffith City Council
Scale @ A3
GIS Ref MAP0161 U Wijethunga

Disclaimer his 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 he 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



CLAUSE **CL03**

TITLE **Request for New Road Name - Marianne Crescent**

FROM **Jeanette Franco, Information Management Administrator**

TRIM REF **24/25735**

SUMMARY

This report seeks approval to name a new road within a proposed 13 lot rural industrial subdivision at 425 Kidman Way, Griffith.

RECOMMENDATION

- (a) Council include the name 'MARIANNE' for road naming purposes for the newly developed road within the 13 lot rural industrial subdivision at 425 Kidman Way, Griffith into Council's Road Name Register;**
- (b) Council approve the use of the name 'Marianne Crescent' and advertise as required.**

REPORT

As part of the Development Application process, Council received an email request from the developer to name a new road (see Attachment A).

This road has been created from the subdivision of Lot 1101 DP 1010206, 425 Kidman Way Griffith.

The developer seeks approval to name a newly developed road within this development which is for the creation and staged development of a rural industrial estate including 12 rural industrial allotments with access to Kidman Way and a residual allotment with frontage to Harward Road.

Under the Roads Act 1993 (Part 10, Division 4, Section 162), Council and the Transport for NSW are the road naming authorities and are responsible for the naming of roads. Council's Road and Park Naming Policy (IM-CP-201) states that *"Proposals for road names for a new development in the LGA may be received from the Applicant during the Development Application process, noting that road naming needs to be done early in the development process. Name proposals may be the individual preference of the Applicant (up to one or one half of names required) or may be selected from existing entries in the Council's Road and Place Names Register (at least one half of names if more than one name required)."*

The requested road name has been pre-approved by the Geographical Names Board (GNB). The GNB is the authoritative for NSW Road and Place Naming which contains strict guidelines all Councils must follow when naming Roads and Places.

OPTIONS

OPTION 1

As per the Recommendation.

OPTION 2

Any other resolution by Council.

POLICY IMPLICATIONS

Roads & Parks – Naming & Renaming – Public Policy (IM-CP-201)

FINANCIAL IMPLICATIONS

Not Applicable

LEGAL/STATUTORY IMPLICATIONS

Roads Act 1993 (Part 10, Division 4, Section 162)

ENVIRONMENTAL IMPLICATIONS

Not Applicable

COMMUNITY IMPLICATIONS

Roads are named in accordance with Council policy. The community has been engaged in the development of this policy.

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) | Email Request for Road Name ↓ | 29 |
| (b) | Concept Site Plan ↓ | 30 |
| (c) | Aerial Location ↓ | 31 |

From: [Frank Zilli](#)
To: [Jeanette Franco](#)
Subject: RE: Road Name Proposal Activity: 17 Jan 2024 - Platinum Crescent
Date: Monday, 29 January 2024 8:12:26 PM

Hi Jeanette

We would like to propose **Marianne Crescent** for consideration within the Griffith area. This name holds significant meaning and honours a remarkable story from the land's history.

Marianne Crescent pays tribute to the first child of the landowners, a beloved daughter who passed away at a tender age. During a time of immense hardship, the landowners faced numerous challenges, striving relentlessly to support their young family. They worked tirelessly on the land, day in and day out, to provide for their love one to ensure a better future.

In their unwavering dedication to their land and their family, the landowners often had to bring their daughter, Marianne, with them to the farm while they worked. These were undoubtedly arduous times, but the family persevered, demonstrating strength, resilience, and an unyielding spirit.

By naming the road after Marianne, we commemorate her brief but precious presence in the lives of her family. The name **Marianne Crescent** serves as a testament to the love, sacrifice, and determination that the landowners exhibited throughout the difficult times they faced.

This naming proposal also offers an opportunity to honor the legacy of resilience and perseverance that has shaped this community. It reminds us of the challenges that our predecessors endured, their unwavering commitment to their land, and the profound love they held for their family.

The name **Marianne Crescent** not only holds deep personal significance for the landowners but also serves as a source of inspiration and reflection for future generations. It reminds us to cherish our loved ones, appreciate the sacrifices made before us, and strive to overcome the adversities that life presents.

We kindly request that Griffith City Council and planning committee consider this justifiable proposal to name the road **Marianne Crescent**. Not only would this name honour the memory of a beloved child, but it would also serve as a beacon of strength and resilience for all who reside in the area.

Marianne – DOB 6/3/67 date of passing 20/11/71

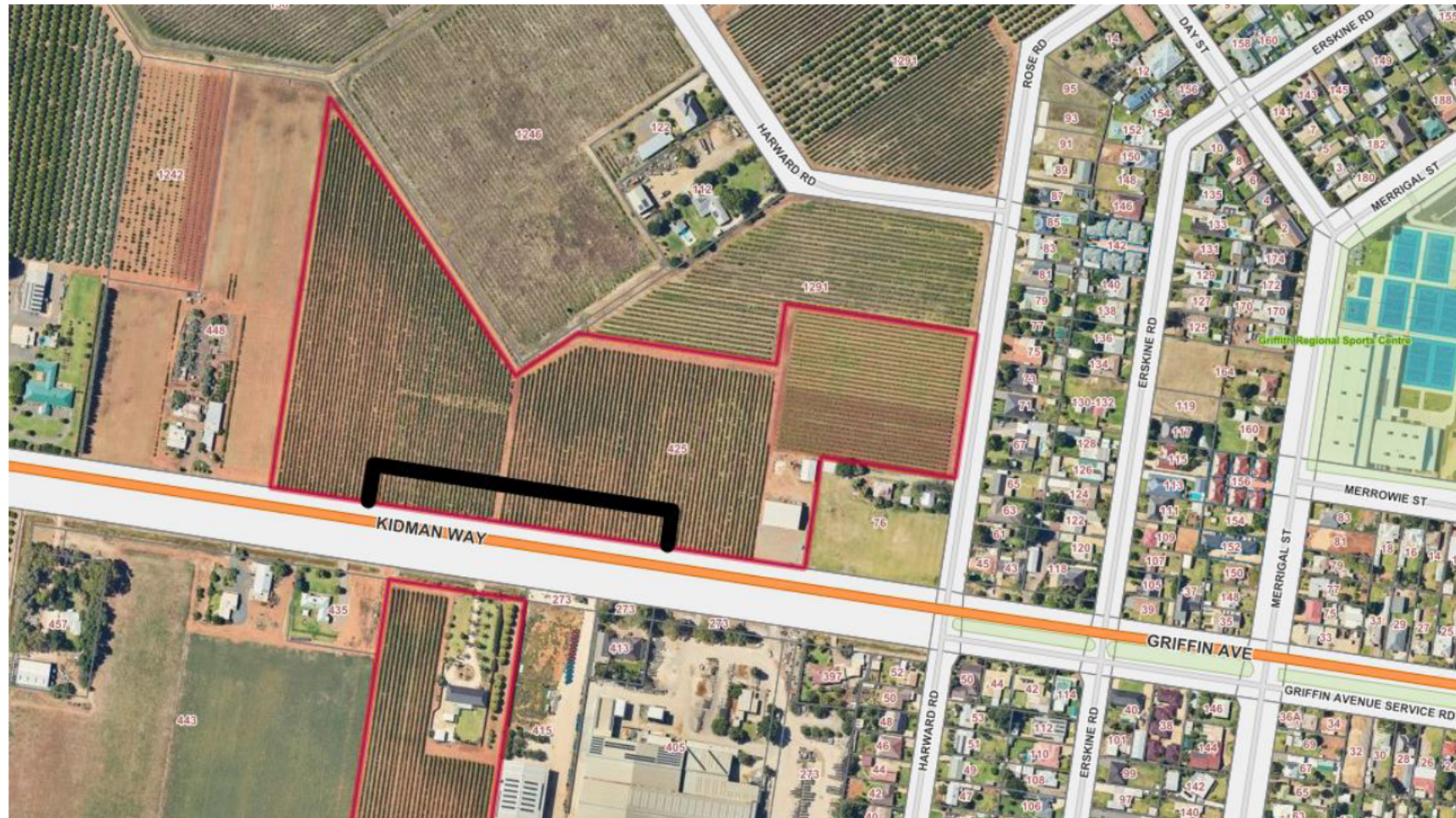
CONCEPT SITE PLAN



Concept Site Plan

AERIAL LOCATION

Black line depicts approximate position of new road.



CLAUSE CL04**TITLE Quick Turn Around Grant Application Murrumbidgee Regional High School Harmony Day****FROM Melissa Canzian, Community Development Coordinator****TRIM REF 24/22850**

SUMMARY

An application for a quick turn-around grant has been submitted from Murrumbidgee Regional High School – Griffith for a Harmony Day Program. This is for a community and school event at Murrumbidgee Regional High School Griffith which will take place on Friday 22 March, 2024. Due to the multicultural elements and inclusive activities, this event has always been supported by Council in previous years. This application, has been received outside of the Community Grant cycle due to the release of Community Grants application period and Harmony Day.

For the day to be a success, the school hopes to provide more cultural performances, cultural activities and more authentic and delicious international foods for the school and community who are attending. This involves:

- Sourcing food donations from community groups
- Purchasing dishes from local businesses
- Food storage hire
- Food stall setup
- Food stall dish information sheets
- Equipment hire
- Costume creation working bees
- Concert rehearsals
- Sourcing henna artists
- Sound system organisation
- Concert setup
- Harmony Cup organisation
- Marquee setup
- Invitations and marketing.

In the past, over a thousand people have attended Harmony Day celebrations and participated in the day's festivities – this has included community members from religious groups, support services and other educational centres. Harmony Day celebrations have 3 components:

- 1- The day begins with a feast from around the world. Last year, students could enjoy foods from Italy, the Philippines, Pakistan, Afghanistan, Tonga, Samoa, Fiji, India, China, Mongolia, Malaysia and France;
- 2- Attendees then enjoy Indigenous and world performances, delivered by staff and students. Last year, there were traditional dances and song from India, Nepal, Ireland, Tonga, Samoa, Cook Islands and Fiji;
- 3- After the lunch break, staff and students will participate in various sporting activities, including volleyball, basketball, handball and a tug-o-war competition. For students

who aren't particularly keen on sports, the Tongan comedy flick Red, White and Brass will be screening for them in one of the air-conditioned classrooms.

RECOMMENDATION

Council approve the application for a Quick Turn Around Grant of \$1,500 to Murrumbidgee Regional High School Harmony Day program/event.

REPORT

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

Murrumbidgee Regional High School – Griffith, has a diverse cultural enrolment of 585 students, almost 19% identifying as Aboriginal/Torres Strait Islander students, and 27% identifying as being from a Pacific Islander background.

Cultural inclusion is extremely important at Murrumbidgee Regional High School – Griffith, as the school promotes that everyone belongs and all students are equally important. These celebrations allow students to enhance their cultural learning experiences and to enrich their own sense of self-identity by reconnecting with their cultural heritage. Harmony Day is a fantastic event that brings the community to the school so that everybody can celebrate its cultural diversity.

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

OPTIONS

OPTION 1

As per the Recommendation.

OPTION 2

Council decline the Quick Turn Around Grant Application.

OPTION 3

Council supports an amended amount of funding for the grant.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The amount of funding available in Council's Community Organisation Assistance budget is \$42,800. Of this amount, \$20,550 has already been subscribed through the Community Grants Round 1 2023/2024 and Individual Achievement Grants. A balance of \$17,550

remains in the budget. This funding will also be utilised for an additional round of Community Grants to be opened shortly.

COMMUNITY IMPLICATIONS

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

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

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

LINK TO STRATEGIC PLAN

This item links to Council's Strategic Plan item 2.1 Develop and maintain partnerships with community, government and non-government agencies to benefit our community. This item links to Council's Strategic Plan item 4.2 Encourage an inclusive community that celebrates social and cultural diversity.

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

This item links to Council's Strategic Plan item 4.6 Promote reconciliation and embrace our Wiradjuri heritage and culture.

CONSULTATION

Senior Management Team

ATTACHMENTS

- (a) Financial Report (confidential)
- (b) Certificate of Currency (confidential)
- (c) Assessment Matrix (confidential)

CLAUSE **CL05**

TITLE **Review of Council's Information Guide 2024**

FROM **Leanne Austin, Governance Manager**

TRIM REF **24/20993**

SUMMARY

The Government Information (Public Access) Act 2009 (GIPA Act) requires that Council must review and adopt a new Agency Information Guide at intervals of not more than 12 months.

The purpose of this report is to endorse amendments made to Council's Agency Information Guide as per the requirements of the GIPA Act.

RECOMMENDATION

Council adopt the revised Agency Information Guide as per the requirements of the Government Information (Public Access) Act 2009.

REPORT

The GIPA Act requires that Council must have an Agency Information Guide which describes Council's structure, functions, how those functions affect the public, ways in which the public can participate in Council policy and the exercise of its functions, the type of information held and how it is made publicly available. Council's Agency Information Guide promotes the object of the GIPA Act by opening government information to the public and encouraging public participation in Council's decision-making and functions.

The GIPA Act requires that Council must review and adopt a new Agency Information Guide at intervals of not more than 12 months. A review of Council's Information Guide (last adopted 26 April 2023) has been carried out taking into consideration feedback from staff, members of the public and the Information Commissioner.

The Information Commissioner has been notified of the proposed amendments to the Information Guide in accordance with the GIPA Act. Council's draft Agency Information Guide (Attachment A) has been assessed against the requirements of sections 20 to 22 of the Government Information (Public Access) Act 2009 (GIPA Act), and [Information Access Guideline 6 – Agency Information Guides](#) published by the [Information and Privacy Commission](#).

The feedback provided by the Information Commissioner is attached (Attachment B). The draft Information Guide has been marked up to show new changes in red text and strikethrough has been applied to text to be deleted.

OPTIONS

OPTION 1

As per the Recommendation.

OPTION 2

Should Council wish to make any further changes to the draft attached document, Council is required to notify the Information Commissioner before adoption of the Information Guide.

POLICY IMPLICATIONS

Related documents include:

- Access to Information Policy GOV-CP-605
- Privacy Policy GOV-CP-602
- Privacy Management Plan

FINANCIAL IMPLICATIONS

Not Applicable

LEGAL/STATUTORY IMPLICATIONS

[Government Information \(Public Access\) Act 2009 – Part 3 Division 2 Agency Information Guides](#)

- Section 20 - Agencies must have agency information guide
- Section 21 - Adoption and review of agency information guide
- Section 22 - Role of Information Commissioner.

ENVIRONMENTAL IMPLICATIONS

Not Applicable

COMMUNITY IMPLICATIONS

The community expects Council to be open, transparent and accountable and to proactively make available and release information.

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 and Council Officers

Information Commissioner

ATTACHMENTS

- | | | |
|-----|-----------------------------------------------------------------------------------------------------------|----|
| (a) | Draft Agency Information Guide - 2024 <u>↓</u> | 37 |
| (b) | Assessment of Draft Agency Information Guide by Information Privacy Commissioner <u>↓</u> | 62 |



2024

GRIFFITH CITY COUNCIL

Information Guide 2024

Prepared in accordance with the provisions
of Section 20 of the Government Information
(Public Access) Act 2009



Griffith City Council – Information Guide 2024

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.

Griffith City Council – Information Guide 2024

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Griffith City Council – Information Guide 2024

1. Introduction

Griffith City Council has prepared this Agency Information Guide (Information Guide) in accordance with section 20 of the [Government Information \(Public Access\) Act 2009](#) (GIPA Act).

In order to maintain and advance a system of responsible and representative democratic Government that is open, accountable, fair and effective, Council is committed to upholding the following objectives of the GIPA Act:

- authorising and encouraging the proactive public release of government information, and
- giving members of the public an enforceable right to access government information, and
- restricting access to government information only when there is an overriding public interest against disclosure.

The guiding principle of the GIPA Act is public interest. It is generally presumed that all government agencies will disclose or release information, unless there is an overriding public interest against doing so. Under the GIPA Act it is compulsory for agencies to provide information about their structure, functions and policies, and agencies are encouraged to proactively and informally release as much other information as possible.

By describing Council's functions, responsibilities and organisational structure, the Information Guide aims to promote a better understanding of Council's work in the community and inform members of the public about the ways in which the community can participate in Council's decision-making processes. It also details the various types of information held by Council and how that information can be accessed.

Griffith City Council is committed to openness with regard to access to government information. Council information can be accessed on the website www.griffith.nsw.gov.au by telephoning Council's Customer Service Centre, during business hours on 1300 176 077, in person at 1 Benerambah Street, Griffith or by emailing admin@griffith.nsw.gov.au

2. Structure and Functions of Council

2.1 About Griffith City Council

Griffith was proclaimed in 1916 being named after Arthur Griffith, the New South Wales Minister for Public Works during the period of 1910-1915.

Griffith Shire Council was constituted in 1928, and was known as Wade Shire Council. On the 1 January 1982 it became Griffith Shire Council until 1 July 1987 when the Shire was declared a City Council.

Griffith City Council local government area is bounded by Carrathool Shire in the north, west and south-west, Narrandera Shire and Leeton Shire in the east, and Murrumbidgee Council in the south. The Council covers an area of 1,600 square kilometres.

Council's vision for the community, as outlined in the [Community Strategic Plan](#), is "Griffith is a thriving and innovative regional capital with a vibrant lifestyle and diverse economy. We embrace our community, heritage, culture and environment."

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2.2 Basis for Constitution

The Council is constituted under the [Local Government Act 1993](#).

2.3 Organisational Structure and Resources

The Council is an undivided area (not divided by wards), and is governed by a body of twelve (12) Councillors (including the Mayor) who are elected by the residents and ratepayers of Griffith and surrounding villages.

2.3.1 Role of Councillors and Mayor

The role of a Councillor is:

- to be an active and contributing member of the governing body,
- to make considered and well informed decisions as a member of the governing body,
- to participate in the development of the integrated planning and reporting framework,
- to represent the collective interests of residents, ratepayers and the local community,
- to facilitate communication between the local community and the governing body,
- to uphold and represent accurately the policies and decisions of the governing body,
- to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor.

A councillor is accountable to the local community for the performance of the council.

Commencing 8 September 2012 the Mayor of Griffith City Council is popularly elected. The Mayor is elected for a four (4) year term.

The role of the mayor is as follows:

- to be the leader of the council and a leader in the local community,
- to advance community cohesion and promote civic awareness,
- to be the principal member and spokesperson of the governing body, including representing the views of the council as to its local priorities,
- to exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council,
- to preside at meetings of the council,
- to ensure that meetings of the council are conducted efficiently, effectively and in accordance with this Act,
- to ensure the timely development and adoption of the strategic plans, programs and policies of the council,
- to promote the effective and consistent implementation of the strategic plans, programs and policies of the council,
- to promote partnerships between the council and key stakeholders,
- to advise, consult with and provide strategic direction to the general manager in relation to the implementation of the strategic plans and policies of the council,
- in conjunction with the general manager, to ensure adequate opportunities and mechanisms for engagement between the council and the local community,
- to carry out the civic and ceremonial functions of the mayoral office,
- to represent the council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level,
- in consultation with the councillors, to lead performance appraisals of the general manager,
- to exercise any other functions of the council that the council determines.

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2.3.2 Role of General Manager

The General Manager is responsible for the efficient and effective operation of Council as an organisation and for ensuring the implementation of Council decisions. The General Manager has the following functions:

- to conduct the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council,
- to implement, without undue delay, lawful decisions of the council,
- to advise the mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the council,
- to advise the mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of the council and other matters related to the council,
- to prepare, in consultation with the mayor and the governing body, the council's community strategic plan, community engagement strategy, resourcing strategy, delivery program, operational plan and annual report,
- to ensure that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions,
- to exercise any of the functions of the council that are delegated by the council to the general manager,
- to appoint staff in accordance with the organisation structure determined under this Chapter and the resources approved by the council,
- to direct and dismiss staff,
- to implement the council's workforce management strategy,
- any other functions that are conferred or imposed on the general manager by or under this or any other Act.

2.3.3 Organisational Structure

To assist the General Manager in the exercise of these functions there are five directorates of Council each headed by a Director. The directorates are:

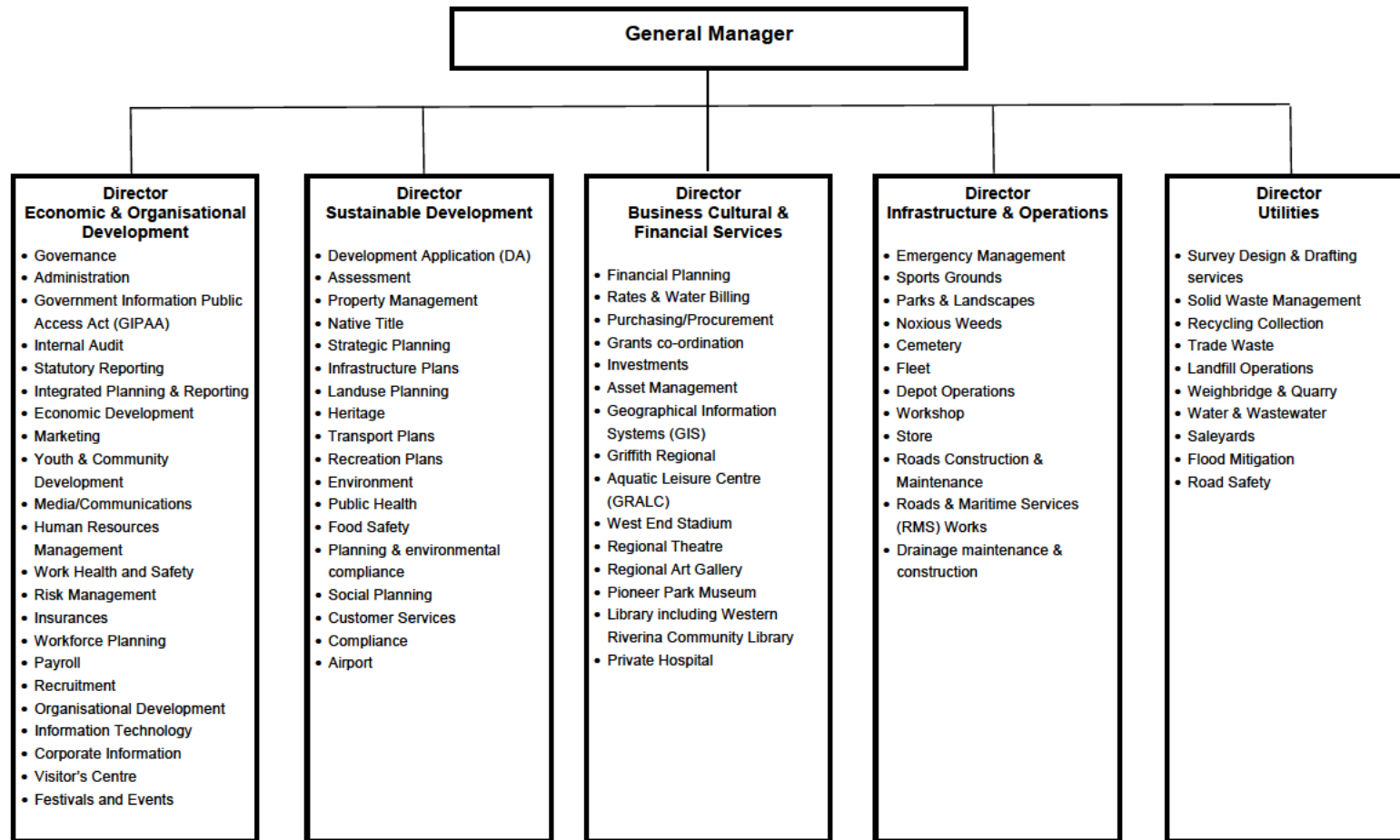
- Economic & Organisational Development
- Sustainable Development
- Business Cultural & Financial Services
- Infrastructure & Operations
- Utilities.

2.3.4 Delegations

Section 377 of the Local Government Act 1993 provides that Council may delegate functions, other than those specified in that Section, to the General Manager or any other person or body (not including another employee of Council). The Council delegates a number of authorities and powers to the Mayor for certain functions to be exercised in a manner consistent with Council's policies and decisions.

As part of the overall running of the Council, Council also delegates a number of powers and functions to the General Manager to ensure the efficient day to day management of Griffith City Council. Additionally, in accordance with Section 378 of the Act, the General Manager may sub-delegate any of the powers and functions of the General Manager, other than the power of delegation.

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Griffith City Council Organisational Structure



6

*Griffith City Council – Information Guide 2024***2.4 Functions of Griffith City Council**

Councils exercise functions under the *Local Government Act 1993*. Under the Act Griffith City Council's functions can be grouped into the following categories:

- Service delivery
- Regulatory
- Ancillary
- Revenue
- Administrative
- Enforcement
- Community planning.

As well as the *Local Government Act 1993*, Council has powers and/or responsibilities under a number of other Acts including:

- *Age Discrimination Act 2004*
- *Airports Act 1996*
- *Annual Holidays Act 1944*
- *Anti-Discrimination Act 1977*
- *Australian Human Rights Commission Act 1986*
- *Aviation Transport Security Act 2004*
- *Biodiversity Conservation Act 2016*
- *Biosecurity Act 2015*
- *Boarding Houses Act 2012*
- *Building and Development Certifiers Act 2018*
- *Cemeteries and Crematoria Act 2013*
- *Child Protection (Working with Children) Act 2012*
- *Children (Education and Care Services National Law Application) Act 2010*
- *Children and Young Persons (Care and Protection) Act 1998*
- *Children's Guardian Act 2019*
- *Community Land Development Act 2021*
- *Community Land Management Act 2021*
- *Companion Animals Act 1998*
- *Competition and Consumer Act 2010*
- *Constitution Act 1902*
- *Contaminated Land Management Act 1997*
- *Conveyancing Act 1919*
- *Copyright Act 1968*
- *Crimes Act 1900*
- *Criminal Procedure Act 1986*
- *Crown Land Management Act 2016*
- ~~*Crown Lands Act 1989*~~
- *Defamation Act 2005*
- *Design and Building Practitioners Act 2020*
- *Disability Discrimination Act 1992*
- *Disability Inclusion Act 2014*
- *Dividing Fences Act 1991*
- *Electricity Supply Act 1995*
- ~~*Environmental Operations Act 1997*~~
- *Environmental Planning and Assessment Act 1979*

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- Fines Act 1996
- Firearms Act 1996
- *Fire and Rescue NSW Act 1989*
- ~~Fire Brigades Act 1989~~
- *Fisheries Management Act 1994*
- Fluoridation of Public Water Supplies Act 1957
- Food Act 2003
- *Fringe Benefits Tax Assessment Act 1986*
- *Government Advertising Act 2011*
- Government Information (Public Access) Act 2009
- Graffiti Control Act 2008
- Health Records & Information Privacy Act 2002
- *Heavy Vehicle National Law (NSW)*
- Heritage Act 1977
- ~~Impounding Act 1993~~
- *Independent Pricing and Regulatory Tribunal Act 1992*
- *Industrial Relations Act 1996*
- *Land Acquisition (Just Terms Compensation) Act 1991*
- ~~Land Development Contribution Management Act 1970~~
- Land and Environment Court Act 1979
- Library Act 1939
- Liquor Act 2007
- *Local Government and Other Authorities Superannuation Act 1927*
- *Local Land Services Act 2013*
- Native Title (NSW) Act 1994
- Ombudsman Act 1974
- Pesticides Act 1999
- Plumbing and Drainage Act 2011
- Privacy & Personal Information Protection Act 1998
- Protection of the Environment Operations Act 1997
- *Public Health (Tobacco) Act 2008*
- Public Health Act 2010
- Public Interest Disclosures Act 2022
- *Public Spaces (Unattended Property) Act 2021*
- *Public Works and Procurement Act 1912*
- *Racial Discrimination Act 1975*
- *Radio Communications Act 1992*
- Real Property Act 1900
- Recreation Vehicles Act 1983
- *Restricted Premises Act 1943*
- *Road Rules 2014*
- Road Act 1993
- Road Transport Act 2013
- Rural Fires Act 1997
- *Smoke Free Environment Act 2000*
- *Spam Act 2003*
- State Emergency & Rescue Management Act 1989
- State Emergency Service Act 1989
- State Records Act 1998

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- *Strata Schemes Development Act 2015*
- *Strata Schemes Management Act 2016*
- *Surveillance Devices Act 2007*
- *Surveying and Spatial Information Act 2002*
- *Swimming Pools Act 1992*
- ~~*Transport Administration Act 1988*~~
- *Trees (Disputes Between Neighbours) Act 2006*
- *Unclaimed Money Act 1995*
- *Waste Avoidance and Resource Recovery Act 2001*
- *Water Industry Competition Act 2006*
- *Water Management Act 2000*
- *Work Health and Safety Act 2011*
- *Workers Compensation Act 1987*
- *Workers Compensation At 1998*
- *Workplace Injury Management and Workers Compensation Act 1998*
- *Workplace Surveillance Act 2005*

3. How Council Functions Affect Members of the Public

As a service organisation, the majority of the activities of Griffith City Council have an impact on the public. The following is an outline of how the broad functions of Council affect the public.

Service functions include the provision of a wide range of property and people services that affect the public. Service functions affect the public as Council provides services and facilities to the public members of the community. These include:

- Airport
- Cemeteries
- Civil infrastructure planning, maintenance and construction
- Communications
- Cultural – Griffith Regional Theatre and Art Gallery, Griffith Pioneer Park Museum, Griffith Library
- Customer Service
- Economic development and assistance
- Environment, health and food safety
- Land & property development
- Landfill
- Livestock Marketing Centre
- Parks, Gardens and Reserves
- Recreational - Griffith Regional Aquatic Leisure Centre, Griffith Stadium
- Sporting ovals
- Stormwater drainage and flood mitigation
- Tourism and events
- Waste removal and disposal
- Water and wastewater services
- Youth and community development.

Regulatory functions place restrictions on developments and buildings to ensure that they meet certain requirements affecting the amenity of the community and not endanger the lives and safety of any person. Members of the public must be aware of, and comply with such regulations. Some of Council's regulatory functions include:

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- Building and development approval and control
- Building Certificates
- Development of Codes and Policies
- Leases and licences of public reserves
- Land management.

Ancillary functions – are functions that aid the carrying out of other functions of Council particularly service and regulatory functions. Ancillary functions affect only some members of the public. These functions include:

- Resumption of land
- Powers of entry and inspection
- Power to sell land for overdue rates
- Power to order the demolition of unsafe or unapproved structures.

Revenue functions relate to the ability of Council to raise income through collection of rates and charges. Revenue functions affect the public directly in that revenue from rates and other charges paid by the public is used to fund services and facilities provided to the community. Council's revenue functions include:

- Levying of Rates
- Levying of fees and charges
- Authority to borrow funds
- Authority to make investments
- Authority to grant subsidies
- Grant Management.

Administrative functions relate to how Council carries out its functions and makes decisions and how it is accountable for its actions. These do not necessarily affect the public directly but have an indirect impact on the community through the efficiency and effectiveness of the service provided. Council's administrative functions include:

- Codes of Conduct and practice
- Financial Management and Reporting
- Fleet and Depot
- Governance Services
- Human Resources and Risk Management
- Information Management
- Information Technology
- Integrated Planning and Reporting requirements
- Internal Audit
- Land use planning
- Management Plans
- Policy development
- Property Management
- Purchasing and Procurement

Enforcement functions involve the prosecution of offences under relevant legislations. Enforcement functions only affect those members of the public who are in breach of certain legislation that Council enforces. This includes matters such as:

- Proceedings for breaches of the *Local Government Act 1993* and Regulations, and other Acts and Regulations
- Prosecution of offences
- Recovery rates and charges.

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Community planning and development functions affect areas such as cultural development, social planning and community profile and involves:

- Advocating and planning for the needs of our community. This includes initiating partnerships; participating on regional, State or Commonwealth working parties; and preparation and implementation of the Community Strategic Plan (known as Guiding Griffith 2040).
- Providing support to community and sporting organisations through provision of grants, training and information.
- Facilitating opportunities for people to participate in the life of the community through the conduct of a range of community as well as promoting events of others organisations.

4. Public Participation in Local Government

Council is committed to encouraging and fostering public participation in the development of Council policies, strategies and the exercise of local government functions.

Engaging with our community through proactive consultation ensures that the views, needs and expectations of the public are considered so that we can deliver meaningful improvement in outcomes and service delivery.

There are two distinctive ways in which the public may participate in the policy development and, indeed, the general activities of the Council. These are through representation and personal participation.

4.1 Representation

Local Government in Australia is based on the principle of representative democracy. This means that the people elect representatives to their local council to make decisions on their behalf. In New South Wales, (under the Local Government Act) local government elections are held every four years. The next general election is to be held in September 2024. At each general election, eligible voters elect one Mayor and eleven Councillors for a four year term. From 2024, the total number of Councillors will be reduced from 12 to 9, due to the results of a Constitutional Referendum held in 2021.

All residents of the area who are on the electoral roll are eligible to vote. Property owners who live outside of the area and rate paying lessees can also vote, but must register their intention to vote on the non-residential roll. Voting is compulsory.

Residents are able to raise issues with, and make representations to the elected Councillors. The Councillors, if they agree with the issue or representation, may pursue the matter on the residents' behalf thus allowing members of the public to influence the development of policy.

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Councillor contact details are as follows:

NAME	EMAIL	TELEPHONE
Councillor Doug Curran (Mayor)	dcurran@griffith.com.au	0477 669 804
Councillor Anne Napoli (Deputy Mayor)	anapoli@griffith.com.au	0407 001 849
Councillor Glen Andreazza	gandreazza@griffith.com.au	0412 296 600
Councillor Shari Blumer	sblumer@griffith.com.au	0415 081 362
Councillor Simon Croce	scroce@griffith.com.au	6969 4525
Councillor Jenny Ellis	jellis@griffith.com.au	6962 3436
Councillor Manjit Singh Lally	mlally@griffith.com.au	0413 738 277
Councillor Melissa Marin	mmarin@griffith.com.au	0431 443 015
Councillor Christine Stead	cstead@griffith.com.au	0428 668 099
Councillor Chris Sutton	csutton@griffith.com.au	0419 624 303
Councillor Laurie Testoni	ltestoni@griffith.com.au	0407 641 984
Councillor Dino Zappacosta	dzappacosta@griffith.com.au	0418 401 817

4.2 Personal Participation

There are also avenues for members of the public to personally participate in the policy development and the functions of Council.

4.2.1 Council Meetings

Councillors meet regularly at Ordinary Council meetings to discuss local issues and make decisions on behalf of the community. All meetings of Council are open to the public and residents are welcome to attend. Council meetings are livestreamed on [Council's Facebook](#). Further details about Council meetings as well as business papers and minutes can be accessed at [Council Meetings](#).

Council Meetings are generally held on the second and fourth Tuesday of each month in the Council Chambers, 1 Benerembah Street, Griffith commencing at 7 pm.

Members of the public may address Council on a matter listed on the agenda. This can be done by contacting Council prior to the Ordinary Meeting of Council and requesting permission to address Council in relation to the matter. Notice of this must be given by 12 noon the day of the meeting. Anyone wishing to address Council on a matter listed in the Agenda may also complete an online [Public Address Form](#) prior to 12 noon on the day of the Council Meeting.

4.2.2 Council Committees

There are several [Committees](#) that support the exercise of Council's functions and provide a consultative forum for the community to engage with and provide advice to Council, as well as inform Council's policy, program and service delivery.

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Council's Committees for the 2022-2024 Council term include:

- Community Opinion Group (COG)
- Audit, Risk & Improvement Committee
- ~~Cultural Precinct Masterplan Committee~~
- Disability Inclusion & Access Committee
- Floodplain Management Committee
- Lake Wyangan & Catchment Management Committee
- Local Emergency Management Committee
- Memorial Park Gardens Embellishment Committee
- New Cemetery Masterplan Committee
- Pioneer Park Museum Committee
- **Scenic Hill User Group**
- Traffic Committee.

4.2.3 Community Opinion Group (COG)

The Community Opinion Group demonstrates Council's commitment to open and transparent consultation with our community. Scheduled to take place four times per year, the location of the COG Meetings will alternate between Yoogali, Griffith, Yenda and Hanwood. Details are available on Council's website and submissions can be lodged prior to the meeting date for inclusion on the Agenda. Click [here](#) for more information on Council's COG.

4.2.4 Council Café

Members of the public can also provide feedback by ~~participating in Council surveys or~~ attending [Council Café](#) which is generally held in the Banna Avenue Kiosk on the third Thursday of every month.

4.2.5 Public Submissions and Feedback

4.2.5.1 Public Exhibitions

Public exhibitions are a key way for the community to participate in local government. Members of the public are able to provide submissions on draft policies, strategies, projects, developments and plans that Council is considering. Items on public exhibition are advertised and displayed on Council's website at [On Exhibition](#) and can be inspected at the Griffith Library and Council Administration Building.

It is important for community members to be aware that information provided to Council in correspondence, submissions or requests including personal information such as names and contact details may be made publicly available in accordance with the GIPA Act.

4.2.5.2 Write to Council

Members of the public can write to Council on any matter. You may write to Council at the following address:

The General Manager
Griffith City Council
PO Box 485
Griffith NSW 2680

You may also email Council at admin@griffith.nsw.gov.au or provide feedback on Council's website [feedback page](#).

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If the matter is outside the delegations or policies by which staff or the General Manager can make a decision, the matter will be referred to the next available relevant Committee or Council Meeting. All matters to be addressed by Council through staff reports, must be submitted at least fourteen days prior to the relevant meeting.

4.2.5.3 Online Engagement

Community members can also sign up to [Council's Community Opinion Group](#) e-newsletter and stay up-to-date on news and media releases by accessing [Council's website](#), [Council's Weekly Catchup](#) which provides public notices and information, as well as Council's social media outlets [Facebook](#), [Instagram](#) and [Twitter](#).

4.2.5.4 Customer Requests

Other avenues available for members of the public to engage and raise complaints or ideas for improvement to Griffith City Council include:

- Online services
- Face to face at the customer service centre 1 Benerembah Street, Griffith
- Call centre on 1300 176 077
- Customer request system
- Property information
- Tracking the progress of development applications.

4.2.6 Consultation

Council has a [Community Engagement & Communication Strategy](#) which affirms Council's commitment to community engagement and guides how Council involves the community in decision-making processes. Community engagement is tailored to the project, proposal or plan and can include surveys, community workshops, online forums and other participation tools. Council's [Community Participation Plan](#) outlines how and when the community will be engaged regarding Council's planning related functions.

5. Information held by Griffith City Council

Griffith City Council holds a significant amount of government information. Government information is defined under the GIPA Act as "Information contained in a record held by the agency". A record means any document or other source of information (including photos, videos, sound files or other digital information) compiled, recorded or stored in written form, or by electronic process or in any other manner.

Council's Electronic Document Management System (EDMS) was introduced in November 2004, when hard copy, physical files were dispensed with (except for development/building/construction applications). In October 2013 a new integrated electronic document and records management system (TRIM) was introduced to replace EDMS. In November 2017 this was upgraded to HPE Content Manager.

Prior to November 2004, the main types of 'physical' files held by Council included general subject files, development and building files and property files.

Information held within Council's 'physical' property files is not available on Council's website however this information may be made available either through open access, *informal request* or through a [formal application](#) under the [Government Information \(Public Access\) Act 2009](#). Information is generally made available to the public, unless for specific information, there is an overriding public interest against disclosure of the information.

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Council also holds information in various software systems including Authority which is a software application designed specifically for local government. Information captured by the Authority system typically includes:

- Customer enquiries, requests and complaints (Customer Request Management module)
- Property and rates information
- Development applications and associated records
- Personnel and payroll information
- Financial management information
- Registers.

6. How to Access Information held by Griffith City Council

Griffith City Council is subject to NSW legislation that requires it to be open and accountable in the exercise of its functions, and to handle personal and health information in a fair and reasonable manner. Council will seek to ensure that legitimate requests for access to information are handled promptly and that members of the public are able to access information, subject to the need to protect the privacy of others, commercially sensitive information and information the disclosure of which would not be in the public interest.

Griffith City Council is committed to the principle of open and transparent government. To facilitate public access to Council information, Council has adopted an [Access to Information Policy](#).

The ways in which Council releases information includes:

1. Mandatory proactive release of information (open access information)
2. Authorised proactive release of information
3. Informal release of information under the GIPA Act
4. Formal release of information under the GIPA Act
5. Mandatory disclosure of information (pecuniary interests)
6. Where required by law (such as a Subpoena to produce).

6.1 Mandatory proactive release of information (open access information)

Council must make its 'open access information' publicly available unless there is an overriding public interest against disclosure of the information. Open access information is required to be published on Council's website free of charge unless to do so would impose an unreasonable additional cost on Council.

The following documents are defined as "Open Access Information" under Section 18 of the GIPA Act and will be released without the need for a Formal Access Application.

- Council's Agency Information Guide
- Information about Council contained in any document tabled in Parliament by or on behalf of Council, other than any document tabled by order of either House of Parliament,
- Council's policy documents,
- Council's Disclosure Log of formal access applications,
- Council's Register of Government Contracts,
- Council's Record of Open Access Information that it does not make publicly available on the basis of an overriding public interest against disclosure,
- Information as may be prescribed by the Regulations as open access information.

Schedule 1 of the GIPA Regulation 2018 also stipulates that the following additional documents are to be provided as open access information by Council:

*Griffith City Council – Information Guide 2024***1 Information about Council**

- Model Code of Conduct and Procedures
- Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor's Report
- Community Strategic Plan
- Delivery Program and Operational Plan
- EEO Management Plan
- Councillors' Payment of Expenses and Provision of Facilities Policy
- Annual reports of bodies exercising functions delegated by Council
- Any codes referred to in the LGA
- Returns of the Interests of Councillors and Designated Persons
- Agendas and business papers for Council and Committee meetings
- Minutes of any Council and Committee meetings
- Reports by the Chief Executive of the Office of Local Government presented at a Council Meeting in accordance with section 433 of the LGA
- Council's Land Register
- Register of Investments
- Register of Delegations
- Register of Graffiti Removal Work
- Register of Current Declarations of Disclosures of Political Donations
- Register of Voting on Planning Matters

2 Plans and policies

- Local Policies adopted by Council concerning approvals and orders
- Plans of Management for Community Land
- Environmental Planning Instruments, Development Control Plans and Contributions Plans.

3 Information about Development Applications

Development Applications (within the meaning of the *Environmental Planning and Assessment Act 1979*) and any associated documents received in relation to a proposed development including:

- Home Warranty Insurance documents
- Construction Certificates
- Occupation Certificates
- Structural Certification documents
- Town Planner reports
- Submissions received on Development Applications
- Heritage Consultant reports
- Tree Inspection Consultant reports
- Acoustics Consultant reports
- Land Contamination Consultant reports
- Records of Decisions on Development Applications made on or after 1 July 2010 (including appeals)
- Records describing general nature of documents that Council decides to exclude from public view including:
 - the plans and specifications for any residential parts of a proposed building, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected, or
 - commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret, or
 - development applications made before 1 July 2010 and any associated documents received in relation to the application.

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4 Approvals, orders and other documents

- Applications for Approvals under Part 1 of Chapter 7 of the LGA and any associated documents received in relation to such an application
- Applications for Approvals under any other Act and any associated documents received in relation to such an application
- Records of Approvals granted or refused, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals
- Orders given under Part 2 of Chapter 7 of the LGA, and any reasons given under section 136 of the LGA
- Orders given under the authority of any other Act
- Records of Building Certificates under the Environmental Planning and Assessment Act 1979
- Plans of land proposed to be compulsorily acquired by Council
- Compulsory Acquisition Notices
- Leases and Licences for use of Public Land classified as Community Land
- Performance Improvement Orders issued to Council under Part 6 of Chapter 13 of the LGA.

6.2 Authorised proactive release of information

The GIPA Act authorises Council to go beyond the minimum requirements for mandatory disclosure of information and make any information it holds publicly available unless there is an overriding public interest against disclosure of the information. This is a discretionary authority to release information in any manner considered appropriate, free of charge or at the lowest reasonable cost.

Council reviews its authorised proactive release program regularly by identifying the kinds of information it holds that should be made publicly available and that does not impose unreasonable additional costs on Council.

We encourage members of the public to contact Council with suggestions for information which can be considered for authorised proactive release. Council regularly reviews the information content on its website to ensure members of the public have access to the information they require.

Plans of Management have been made available on Council's website as well as updates to the Council News and Updates, Community Opinion Group and Items on Exhibition pages. From 1 July 2021, Development Applications are now submitted through the NSW Planning Portal. Members of the public are able to access information about Development Applications through Council's [DA Tracker](#).

Members of the public are encouraged to visit Council's [Information Held by Council](#) webpage to access a range of information that is openly available on Council's website.

6.3 Informal release

Access to information which is not made available via mandatory proactive release (open access) or authorised proactive release may be provided through informal release.

As with the proactive release of information, Council is authorised to release information unless there is an overriding public interest against disclosure. Application should be made to Council by submitting an [Informal Access to Information](#) form or by contacting Council on 1300 176 077.

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6.4 Formal access application

Some documents may require a formal access application in accordance with the [Government Information \(Public Access\) Act](#).

Council requires a formal access application to be submitted if the information being sought:

- is not available via proactive or informal release, and
- is of a sensitive nature that requires careful weighing of the considerations in favour of, and against, disclosure, or
- contains personal or confidential information about a third party which may require consultation, or
- contains information relating to current or pending legal proceedings,
- may involve a substantial amount of time and resources to produce.

To make a formal request for access to information a [GIPA Formal Access Application](#) form should be completed (available on Council's website or by request at Council's Customer Service Centre). There is a fee associated with a formal application (currently \$30). Additional processing charges may be applicable.

A formal application must:

- be in writing
- specify it is made under the GIPA Act
- state the name of the applicant and a postal or email address
- be accompanied by the \$30 fee
- provide sufficient detail to enable Council to identify the information requested.

6.5 Disclosure Log

Council's [Disclosure Log](#) lists information released in response to a formal access application under the GIPA Act that is considered to be of interest to the wider public. Applicants can object to the inclusion of information in Council's disclosure log.

7. Public Interest Test

In deciding which information to release, Council will apply the public interest test having regard to its obligation to promote the objects of the Act and to any relevant guidelines issued by the Information Commissioner.

Regardless of whether a formal or informal access request has been received, Council must decide whether there are any public interest considerations against disclosure of the requested information. If so, Council needs to determine the weight of the public interest considerations in favour of and against disclosure and where the balance between those interests lies. This is called the 'public interest test'.

The public interest test involves three steps:

1. Identifying the relevant public interest considerations for disclosure;
2. Identifying any relevant public interests against disclosure;
3. Assessing whether the public interest against disclosure outweighs the public interest in favour.

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7.1 Considerations in Favour of Disclosure

For most information held by Council there is a general public interest in favour of the disclosure of the information and includes considerations such as:

- Disclosure promotes open discussion of public affairs
- Release enhances Government accountability
- Disclosure contributes to positive and informed debate on issues of public importance
- Disclosure informs how Council deals with members of the public
- Disclosure provides information on Council policies, procedures and processes.

7.2 Considerations Against Disclosure

Section 14 of the GIPA Act sets out public interest considerations against disclosure for the purpose of determining whether there is an overriding public interest against disclosure of government information.

This means information requested that falls into any of the below categories may not be released once the public interest test is applied:

- Responsible and effective government
- Law enforcement and security
- Individual rights, judicial processes and natural justice
- Business interests of agencies and other persons
- Environment, culture, economy and general matters
- Secrecy provisions (in legislation other than those listed in Schedule 1)
- Exempt documents under interstate Freedom of Information Legislation

Council will consider any submissions made by an application in relation to public interest considerations, as well as any factors personal to the applicant.

Council may refuse a request for information if searching for the requested information would require unreasonable and substantial diversion of Council's resources.

7.3 Conclusive Presumption of Overriding Public Interest Against Disclosure

In some circumstances there will be an automatic, overriding public interest against the release of information (refer to [Schedule 1 GIPA Act](#)). For example where the release of the information is prohibited by law, documents affecting law enforcement and or public safety, legal professional privilege.

Where a conclusive presumption of overriding public interest against disclosure exists, a decision will be made to refuse access to the information.

8. Third Party Consultation

When a person requests information from Council, that information often contains details about other individuals, businesses, or agencies. Council may need to consult with those third parties before deciding whether or not to release that information to the applicant.

Consultation with third parties is important in balancing information access rights, and the rights of individuals to protect and control the privacy of information about themselves.

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9. Copyright

Nothing in the regulations requires or permits Council to make open access information available in any way that would constitute an infringement of copyright (Section 6.6 GIPA Act).

Access to copyright documents will be granted by way of inspection only, unless the copyright owner's written consent is provided.

Where authority is unable to be obtained or the copyright owner is not able to be contacted, copies of copyright material will not be provided. These documents include Plans/Drawings, consultant reports, Statements of Environmental Effects and other miscellaneous reports submitted with a Development Application.

10. Rights of Review

Where a member of the public is refused access under formal application under the GIPA Act, staff will provide details of the reason for refusal to the member of the public in writing. An applicant who has been refused access by Council to information requested under a formal request for access to information under the GIPA Act has three options of review available.

10.1 Internal Review

If an access application has been refused, there is a general right to seek an internal review of the decision. An internal review must be applied for within 20 working days of the original decision and is subject to a \$40 fee.

Internal review involves a senior person in the agency reviewing the decision to reject the access to information application. An internal review is not to be done by the person who made the original decision and is not to be done by a person who is less senior than the person who made the original decision.

10.2 Review by the Information Commissioner

If an applicant is not satisfied with the internal review, or does not want one, they can ask for a review by the Information Commissioner. An application for review of a decision by the Information Commissioner must be made within 40 working days after notice of the decision to which the review relates is given to the applicant.

10.3 External Review (NCAT Administrative Review)

If an applicant is not satisfied with the decision of the Information Commissioner or the Internal Reviewer or if they don't want to take these options they can apply to the NSW Civil & Administrative Tribunal (NCAT).

If the applicant has already had a review by the Information Commissioner they have 20 working days from notification of the decision to make this application. If they haven't had a review by the Information Commissioner they have 40 working days from notification of the decision to make this application.

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11. Fees and Charges

11.1 Application Fee

Informal application - there is no application fee for an informal application however Council may charge a fee for extensive searching and compilation / photocopying as per [Council's Revenue Policy](#).

Formal application - an application fee of \$30 is payable by an applicant to Council when lodging a formal access application for government information under the *Government Information (Public Access) Act 2009 (section 41(1)(c))*. The application must be in writing (the application form is available on Council's website) and is invalid until this fee is paid. The \$30 application fee counts towards any processing charge payable by the applicant (section 64(3)).

11.2 Processing Charges

Under the *Government Information (Public Access) Act 2009* Council may impose a charge for processing an application that they receive, or have transferred to them at the rate of \$30 per hour (section 64 of the *GIPA Act*). The \$30 application fee also counts as a payment towards any processing charge payable by the applicant (section 64(3)). The processing time for an application, as set out in section 64(2), is the total amount of time that is necessary to be spent by any officer of the Council in:

- (a) dealing efficiently with the application (including consideration of the application, searching for records, consultation, decision-making and any other function exercised in connection with deciding the application), or
- (b) providing access in response to the application (based on the lowest reasonable estimate of the time that will need to be spent in providing that access).

Under certain circumstances an applicant may be entitled to a 50% reduction in the processing charge (not the application fee).

A 50% discount in the processing charge imposed will apply if Council is satisfied that the applicant is suffering financial hardship or is satisfied that the information applied for is of special benefit to the public generally.

The discount applies only to the processing charge, not the application fee. If a 50% reduction in processing charge applies, the application fee will pay for the first 2 hours of processing time (not just the first hour) (sections 65 & 66).

If the information applied for was not publicly available at the time the application was received but Council makes the information publicly available either before or within 3 working days after providing access to the applicant, the applicant is entitled to a full waiver of the processing charge imposed by Council (section 66 (2)).

If an access application is made for personal information about the applicant (the applicant being an individual), Council cannot impose any processing charge for the first 20 hours of processing time for the application (section 67).

All charges in relation to the *Government Information (Public Access) Act 2009* are listed in Council's Revenue Policy, available on Council's website. All charges for applications can also be obtained from the Office of the Information and Privacy Commission at www.ipc.nsw.gov.au.

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12. How Members of the Public May Access and Amend Council Documents Concerning their Personal Affairs

Council's [Privacy Policy \(Handling of Personal Information\)](#) (GC-CP-602) sets out its policies and practices for dealing with privacy and personal information. The policy is accessible on Council's web page and at Council's office.

A person's right of access under the privacy legislation is quite separate from his or her right under the GIPA Act but is limited to "personal information" as defined in the privacy legislation. A person has a right to access any information held by Council which relates to his or her personal affairs. This information will be made available to the individual free of charge and wherever possible without the need for a formal access application. A person may request to amend his or her personal information held by Council.

Persons who wish to seek an amendment to the Council's records concerning their personal affairs, should contact:

Griffith City Council Customer Service Counter
1 Benerembah Street, Griffith NSW 2680
Operating Hours 8.15am - 4pm Monday to Friday

Griffith City Council Customer Service Call Centre
Operating Hours 8.15am - 5pm Monday to Friday
P: 1300 176 077
E: admin@griffith.nsw.gov.au

If you experience any difficulty in obtaining documents or information, you should contact Council's Right to Information Officer or the Principal Officer on 1300 176 077.

13. Right to Information Officer

The Right to Information Officer is responsible for determining applications for access to information or for the amendment of records. If you have any difficulty in obtaining access to Council information, you may wish to refer your enquiry to the Principal Officer. If you would like to amend a document of Council which you feel is incorrect it is necessary for you to make written application to the Principal Officer in the first instance.

The Governance Manager has been appointed as the Right to Information Officer.

Enquiries should be addressed as follows:

General Manager
Griffith City Council
PO Box 485
GRIFFITH NSW 2680

Telephone: 1300 176 077
Email: admin@griffith.nsw.gov.au

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14. Principal Officer

The General Manager has been appointed the Principal Officer.

Amongst other duties the Principal Officer may deal with requests from the public concerning the Council's affairs and has the responsibility of assisting people to gain access to public documents / information of the Council.

15. Public Officer

It should be noted that the Governance Manager has been appointed as the Public Officer.

Under the *Local Government Act* each Council must appoint a Public Officer. Amongst other duties, Council's Public Officer may deal with requests from the public concerning Council's affairs, has the responsibility of assisting people to gain access to public documents of Council and may receive submissions or accept service of documents on behalf of Council.

The Public Officer may also determine applications for access to documents under the GIPA Act or for the amendment of records.

The functions of the Public Officer can be found under [section 343 of the Local Government Act 1993](#).

16. Office of the Information and Privacy Commission NSW

The Office of the Information and Privacy Commission NSW has been established to oversee the *GIPA Act*.

Questions concerning the GIPA Act or access to government information can be directed to the [Office of the Information and Privacy Commission](#) who can be contacted on:

Telephone: 1800 472 679 (free call) Monday to Friday, 9.00 am to 5.00 pm (excluding public holidays)
Email: ipcinfo@ipc.nsw.gov.au
Mail: GPO Box 7011, Sydney NSW 2001
In person: Level 15, McKell Building, 2-24 Rawson Place, Haymarket NSW 2000 between 9.00 am to 5.00 pm, Monday to Friday (excluding public holidays)

17. Further Information about Accessing Government Data

Data.NSW is an overarching program providing policy, platforms and practice for NSW data that supports better customer service, policy development, responsiveness and innovation. It is a collaboration between different data functions, including Spatial Services, Digital Government Policy and Innovation, Data Analytics Centre and Behavioural Insights. Visit the [Data NSW](#) website for more information.

More information on how to access NSW government information is available on the website of the Office of the Information and Privacy Commission at www.ipc.nsw.gov.au

To access information held by Council click [here](#).

To access information held by the Office of Local Government please click [here](#).

To access the GIPA Act 2009 click [here](#).

To access the GIPA Regulation 2018 click [here](#).

To access the NSW Government portal to government information and services click [here](#).

Griffith City Council – Information Guide 2024

Date of Adoption:	13 July 2010	Minute No: 0240
Date of Revision:	14 June 2011	Minute No. 0173
Date of Revision:	28 August 2012	Minute No. 0292
Date of Revision:	10 December 2013	Minute No. 0409
Date of Revision:	14 July 2015	Minute No. 15/197
Date of Revision:	12 June 2018	Minute No. 18/177
Date of Revision:	25 June 2019	Minute No. 19/200
Date of Revision:	10 June 2020	Minute No. 20/157
Date of Revision:	8 June 2021	Minute No. 21/165
Date of Revision:	24 May 2022	Minute No. 22/135
Date of Revision:	26 April 2023	Minute No. 23/109



Enquiries: Gigi Huang
Telephone: 1800 472 679
Our reference: IPC24/AU000008

26 February 2024

Ms Leanne Austin
Governance Manager
Griffith City Council
By email: Leanne.Austin@griffith.nsw.gov.au

Dear Ms Austin

Feedback on Griffith City Council's Agency Information Guide

Thank you for your email of 8 February 2024 notifying the Information Commissioner of amendment of Griffith City Council's Agency Information Guide (AIG).

AIGs provide a mechanism to make government information accessible, promote currency of information and appropriate release, and support the management of government information as a strategic asset.

The Information Commissioner has published AIG guidance materials on the IPC's website, including *Guideline 6: Agency Information Guides*, a self-assessment checklist for agencies, and a fact sheet on AIGs and the public. The IPC's AIG resources can be found at <http://www.ipc.nsw.gov.au/agency-information-guide>.

I have assessed the Agency's Draft Amended AIG against the requirements of sections 20 to 22 of the GIPA Act and guidance published by the IPC. In my assessment, I have also considered the AIG currently available and published on the Agency's website here.

My feedback is attached to this letter and is intended to assist Griffith City Council when it next reviews its AIG in accordance with section 21 of the GIPA Act, at an interval of not more than 12 months.

Please do not hesitate to contact me on 1800 472 679 or by email to ipcinfo@ipc.nsw.gov.au if you have any questions about the feedback.

Yours sincerely

Gigi Huang
Regulatory Support Officer

Assessment Results for Griffith City Council's AIG

We conducted the assessment using the questions in the IPC's self-assessment checklist for agencies, which is published on the IPC's website at <https://www.ipc.nsw.gov.au/information-access/information-access-resources-public-sector-agencies>. The self-assessment checklist reflects the requirements of the GIPA Act and provides additional guidance. The checklist does not prescribe the structure and format that an AIG should follow. Rather, it is a practical tool for an agency to assess the content of its AIG once it has been prepared.

For practical guidance on how to prepare an AIG, please refer to the [Guideline for Agency Information Guides](#).

Mandatory Practice questions relate to the mandatory elements of the GIPA Act and agencies are strongly encouraged to complete them. Recommended Practice questions in the checklist have been included in italics to assist and guide an agency on how they may satisfy or demonstrate the requirements under the GIPA Act, or how to best promote and enhance Open Government, Open Data, and public participation. While these elements are not mandatory, they may assist agencies to assess their maturity in the utilisation of AIGs.

	Assessment questions	Status	Comments
Open access information (Sections 6(2) & 18(a) of the GIPA Act)			
1	Mandatory Practice: Has the agency made its AIG publicly available on its website?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
	Recommended Practice: <i>Is it easily accessible on the agency's website, such as on its 'access to information' page?</i>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Adoption and review of AIGs (Section 21 of the GIPA Act)			
2	Mandatory Practice: Has the agency reviewed its AIG and adopted a new AIG at an interval of not more than 12 months?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Appears the IPC last provided feedback to the agency's AIG on 6 March 2023.
	Recommended Practice: <i>Does the AIG include the date it was last reviewed/adopted/amended?</i>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	The AIG indicates (on page 24) that it was last revised on 26 April 2023.
AIG requirements (Section 20(1) of the GIPA Act)			
3	Mandatory Practice: Does the AIG describe the structure of the agency? Note: Refer to paragraph 8.1 of Guideline 6	<input checked="" type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	
	Recommended Practice: <i>Does the AIG describe the multiple divisions of the agency if applicable?</i>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
	Recommended Practice: <i>Does the AIG describe how the agency operates in a cluster arrangement if applicable?</i>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	N/A
	Recommended Practice: <i>Does it link to other agency AIGs where appropriate?</i>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	N/A
4	Mandatory Practice: Does the AIG describe the functions of the agency?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> PART	

	Assessment questions	Status	Comments
		<input type="checkbox"/> NO	
5	Mandatory Practice: Does the AIG describe the way in which the functions, especially decision-making functions, of the agency affect members of the public?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	
6	Mandatory Practice: Does the AIG specify any arrangements that exist to enable members of the public to participate in the formulation of the agency's policies?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	
7	Mandatory Practice: Does the AIG specify any arrangements that exist to enable members of the public to participate in the exercise of the agency's functions?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	
8	Mandatory Practice: Does the AIG identify the various kinds of government information held by the agency?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	
9	Mandatory Practice: Does the AIG identify the kinds of government information held by the agency that the agency makes or <u>will make</u> publicly available?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	
10	Mandatory Practice: Does the AIG specify the manner in which the agency makes or <u>will make</u> government information publicly available?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	
11	Mandatory Practice: Does the AIG identify the kinds of information that the Agency makes or <u>will make</u> publicly available free of charge?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	
12	Mandatory Practice: Does the AIG identify the kinds of information that <u>will be</u> made publicly available free of charge?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	
13	Mandatory Practice: Does the AIG identify the kinds of information that a charge is or <u>will be</u> imposed by the Agency?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	
14	Mandatory Practice: Does the AIG identify the kinds of information for which a charge <u>will be</u> imposed?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	
AIG Government Information (Section 20(2) of the GIPA Act)			
15	Mandatory Practice: Has the agency made government information publicly available as provided by its AIG?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> PART	

Level 15, McKell Building, 2-24 Rawson Place, Haymarket NSW 2000
t 1800 ipc nsw (1800 472 679) | f 02 8114 3756 | e ipcinfo@ipc.nsw.gov.au
www.ipc.nsw.gov.au

	Assessment questions	Status	Comments
		<input type="checkbox"/> NO	
	<i>Recommended Practice: Is there a process for ensuring information is released, such as through a proactive release strategy or committee?</i>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Local authorities (Section 20(3) of the GIPA Act)			
16	Mandatory Practice: Where the Chief Executive of the Office of Local Government (OLG), in consultation with the Information Commissioner, has adopted mandatory provisions for inclusion in the AIGs of local authorities – has the AIG (of a local authority) included the mandatory provision, unless otherwise approved by the Chief Executive OLG in a particular case?	<input type="checkbox"/> YES <input type="checkbox"/> PART <input checked="" type="checkbox"/> NO	N/A
Role of the Information Commissioner (Section 22(1) of the GIPA Act)			
17	Mandatory Practice: Has the agency notified the Information Commissioner before adopting or amending its AIG?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Open Government, Open Data & public participation			
18	<i>Recommended Practice: Does the AIG adopt a core set of headings in line with the Guideline for AIGs to promote consistency across the government sectors and make it easier for the public to find the information that they seek?</i>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	
19	<i>Recommended Practice: Generally consider – How does the AIG promote Open Government?</i>		The AIG promotes Open Government by being revised regularly; ensuring it provides up to date, relevant information that is accessible to the agency's constituents.
	<i>Recommended Practice: Does the AIG provide a public resource that informs citizens about the information that the agency holds, the agency's engagement channels, and its decision-making processes?</i>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	The AIG has provided thorough guidance on the type of information the council holds, the different departments and functions, how to access this information and the several public engagement channels in which citizens could participate in the agency's decision-making processes. For example, social media channels, community opinion groups, through the council's community engagement/communication strategy and community participation plan (mentioned on page 14).
20	<i>Recommended Practice: Generally consider – How does the AIG identify any data held by the agency and detail the way the agency will make the data open to citizens?</i>		Page 15 to 23 of the AIG outlines how the public can request access to data or information that the agency holds and also how to make amendments to their personal information or data held by council. For example, through information or formal access applications under the GIPA Act.

	Assessment questions	Status	Comments
	Recommended Practice: Does the AIG link to other open data initiatives such as data.nsw.gov.au ?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
21	Recommended Practice: Generally consider – How does the AIG inform the public about how the agency engages with citizens and stakeholders on the formulation of policy and service delivery?		The AIG provides a good starting point and guide for citizens to participate in the formulation of policy and service delivery processes that may have a direct impact on them individually. The AIG achieves this by outlining in one resource the different channels, contacts, or practices that the council has in place and makes available in order to implement open access/open government and to engage with the community.

General – review against previously submitted AIG			
a.	General: Was IPC feedback provided in the previous AIG?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
b.	General: Has the IPC feedback been incorporated into the new AIG?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	
c.	General: If IPC feedback has not been addressed do the issues remain present?	<input type="checkbox"/> YES <input type="checkbox"/> PART <input checked="" type="checkbox"/> NO	N/A

General comments

For more information

Contact the Information and Privacy Commission NSW (IPC):

Freecall: 1800 472 679
Email: ipcinfo@ipc.nsw.gov.au
Website: www.ipc.nsw.gov.au

Level 15, McKell Building, 2-24 Rawson Place, Haymarket NSW 2000
 t 1800 ipc nsw (1800 472 679) | f 02 8114 3756 | e ipcinfo@ipc.nsw.gov.au
www.ipc.nsw.gov.au

CLAUSE **CL06**

TITLE **Griffith City Library Closure**

FROM **Max Turner, Director Business, Cultural and Financial Services**

TRIM REF **24/27177**

SUMMARY

The Griffith City Library will need to close to the public to be able to install new shelving as part of its major refurbishment project.

RECOMMENDATION

- (a) The Griffith City Library building be closed to physical public access from Monday, 18 March to Friday, 22 March 2024 for the purposes of installation of new shelving and reconfiguration of library shelving layout.**
- (b) Extensive community notification occur to inform the community of this temporary closure and the options to access library resources during this period.**

REPORT

Griffith City Library was successful in their application to the NSW State Library for a Public Library Infrastructure Grant in the amount of \$428,050. The main component of the grant received from the State Library is for new and replacement shelving within the Library. The Library is due to receive delivery of the new shelving on the week starting Monday 18 March 2024. Installation is estimated to take the full week, with a team from the supplier coming from Melbourne to install. Due to the disruption within the library whilst old shelving is being dismantled and new shelving installed, it is recommended for the safety of Library Patrons that the library is closed to the public for the period 18 March to 22 March (inclusive).

Staff will be utilised moving the library collections from old shelving to new shelving.

Community will still have access to library services via the Bookmobile which will maintain normal schedule, some library programs e.g., Tuesday Easter Rhyme Time will be held off site and online applications such as BorrowBox, IndyReads, Hoopla and online information databases to utilise digital resources.

Storytime on Wednesday and Friday, and Rhyme Time on Thursday will be cancelled for the week.

OPTIONS

OPTION 1

As per the Recommendation.

OPTION 2

The scope of works will cause significant disruption to the library services during this time and the ability to physically borrow books is impacted. Under these circumstances it is not practicable to have the building open during this period.

POLICY IMPLICATIONS

Not Applicable

FINANCIAL IMPLICATIONS

Not Applicable

LEGAL/STATUTORY IMPLICATIONS

Work, Health and Safety Act 2011

ENVIRONMENTAL IMPLICATIONS

Not Applicable

COMMUNITY IMPLICATIONS

Community will still have access to library services via the Bookmobile, some library programs (Tuesday Easter Rhyme Time) being held off site and by online applications to utilise digital resources.

Storytime on Wednesday and Friday, and Rhyme Time on Thursday will be cancelled for the week.

LINK TO STRATEGIC PLAN

This item links to Council's Strategic Plan item 4.1 Make our community safer.

CONSULTATION

Senior Management Team

Library Manager

ATTACHMENTS

Nil

**LAKE WYANGAN & CATCHMENT MANAGEMENT COMMITTEE
HELD IN COUNCIL CHAMBERS ON
THURSDAY, 15 FEBRUARY 2024 COMMENCING AT 5:00 PM**

PRESENT

Councillor Anne Napoli, Frank Battistel (Community Representative), Paul Eldridge Via Zoom (Community Representative), Carmel La Rocca (Community Representative), John McFadzean (Community Representative), Thomas Mackerras (Community Representative), Ema Munro (Community Representative), Jade Salvestro (Community Representative), Kelvin Williams (Community Representative), Neil Cranston (Community Representative) Franco Pistillo & Brian Roberts (Representatives for Member for Murray)

BY INVITATION

John Dunn & Dr Michael Askew (Waterzyne), Councillor Michael Henderson (Wagga Wagga City Council)

ABSENT

Paul Eldridge (Community Representative)

Quorum = 3

STAFF

General Manager, Brett Stonestreet, Director Utilities, Graham Gordon, Urban Strategic Design & Major Projects Manager, Peter Badenhorst, Director Sustainable Development, Bruce Gibbs Environment and Public Health Coordinator, Vanessa Johns and Minute Secretary, Hannah Hall

In the absence of the Mayor, Councillor Anne Napoli assumed the Chair.

1 APOLOGIES

RECOMMENDED on the motion of John McFadzean and Jade Salvestro that apologies be received from Mayor Doug Curran and Councillor Chris Sutton.

2 CONFIRMATION OF MINUTES

RECOMMENDED on the motion of Ema Munro and Thomas Mackerras that the minutes of the previous meeting held on 16 November 2023, having first been circulated amongst all members, be confirmed.

Franco Pistillo entered the meeting, the time being 5:04pm.

3 BUSINESS ARISING

Nil.

4 DECLARATIONS OF INTEREST

Pecuniary Interests

There were no pecuniary interests declared.

Significant Non-Pecuniary Interests

There were no significant non-pecuniary interests declared.

Less Than Significant Non-Pecuniary Interests

There were no significant non-pecuniary interests declared.

5 ITEMS OF BUSINESS

CL01 WATERZYME PRESENTATION BY WAGGA CITY COUNCIL AS REQUESTED BY THE MEMBER FOR MURRAY

John Dunn from Waterzyme introduced himself and Dr Michael Askew, and Councillor Michael Henderson from Wagga Wagga City Council (WWCC). Councillor Henderson gave an overview of WWCC's experience with Blue Green Algae in Lake Albert. WWCC has engaged Waterzyme on a trial basis to treat the Lake. Councillor Henderson said that during the two weeks of treatment, initial results are promising.

Mr Pistillo asked what the cost of the Waterzyme product is? Dr Agnew said that the cost would vary on a contractual basis. The range given was between \$30 - \$65 per litre.

Ms La Rocca asked Councillor Henderson if they have, or considered, draining Lake Albert. Councillor Henderson said that they have drained it in the past, but the Blue Green Algae remains in the sediment. The sediment is approximately half a meter deep, so the cost of removing is not cost effective to do so.

Ms Munro asked if the Waterzyme product affects plant life. Dr Askew said that it works well alongside plants.

Mr Stonestreet asked how the treatment has been affected by rainfall? Mr Dunn said that although the treatment was slowed by rainfall, the treatment is still showing promising results.

RECOMMENDED on the motion of Franco Pistillo and Tom Mackerras that the information be received.

CL02 WATER TREATMENT OF SOUTH LAKE

Mrs Johns advised that Council resolved by recommendation of the Lake Wyangan & Catchment Committee to run two trials on Lake Wyangan. Chemiplas was trialled last year and was shown to drastically reduce the Blue Green Algae. Unfortunately, all efforts were lost due to heavy rainfall resulting in the Lake flooding.

The second trial is for Diatomics, which is a biological product which outcompetes Blue Green Algae for micronutrients, ultimately stunting the Blue Green Algae. Council purchased the Diatomics product last year and are hoping to begin trialling it this year. Diatomics

requires Silica levels of 8-15mg/L to work. At the time of purchase, the silica levels in Lake Wyangan were 7.9mg/L. The most recent results show that the silica levels are at 2.2mg/L. Council is hoping that the silica levels will rise during the colder months.

Brian Roberts left the meeting, the time being 6:05pm.

It was suggested that Council work with other Councils who have the same issue and lobby the Government for grants to remediate the Lake. Mr Stonestreet advised the Committee that there are no grants available for this specific issue.

RECOMMENDED on the motion of Carmel La Rocca and John McFadzean that the information be received.

CL03 IN DRAIN SEDIMENT AND NUTRIENT TREATMENT - TOM MACKERRAS

Franco Pistillo left the meeting, the time being 6:26pm.

Franco Pistillo returned to the meeting, the time being 6:28pm.

Mr Mackerras gave a presentation on in-drain sediment and nutrient treatment.

RECOMMENDED on the motion of Thomas Mackerras and Ema Munro that the information be received.

Mr Cranston expressed the importance of maintaining Cultural sites that still exist. He said that a majority of the Aboriginal community want reconciliation and to be able to work together as a community to ensure that opportunities are created for the whole community. He suggested that Council call for a meeting with the Community Working Party Meeting to communicate the difficulties faced.

CL04 TREE DAY PLANTING - EMA MUNRO

Ms Munro advised the Committee that following the last Committee meeting her and Mr Gibbs met to select an area to which the tree planting would take place. Ms Munro asked for clarification on such area. Mr Gibbs asked that Ms Munro provide him with a list of plants that she would like to plant, and Council will make an assessment on these. Mr Pistillo suggested that if Ms Munro was wanting to plant in the water, then an assessment by a qualified engineer would be needed to ensure the suitability of plants.

RECOMMENDED on the motion of Franco Pistillo and Neil Cranston that the information be received.

6 OUTSTANDING ACTION REPORT

Animal Enclosures

Council have met with Department of Primary Industries who have carried out an inspection of the enclosures. A further report to the Committee will follow once Council received the report from DPI.

Fencing at Lake Wyangan

Mr Gibbs asked Mr Cranston for clarification on location of damaged fencing. Mr Cranston advised that it is between the two lakes, on the Eastern side of the North Lake from Boorga Road through to Campbell's Wetlands. People are accessing with vehicles and disturbing cultural grounds.

RECOMMENDED on the motion of Frank Battistel and Carmel LaRocca that the information

be received.

7 GENERAL BUSINESS

7.1 Aerating the Lake Water

Mr Battistel suggested that Council investigate the cost and benefits of installing water jets to aerate water at Lake Wyangan.

RECOMMENDED on the motion of Frank Battistel and Franco Pistillo that Council:

- (a) Obtain costings to investigate the cost and benefits of installing water jets to aerate the lake water.
- (b) Obtain costings for capital works.

7.2 Oz Fish Fishing Classic

Mr Armstrong thanked Council for their support over the last year with efforts in restocking the lake with native fish. Results have been fantastic. The OzFish Fishing Classic is being held on 16 March 2024. He noted that the Lake has recently gone into Red Alert in response to Blue Green Algae reports, and further information will be released regarding this as it becomes available. Mr Gibbs added that OzFish have applied to Council for a Community Grant for the Fishing Classic. Council will decide on the outcome of this application at the 27 February 2024 Council Meeting.

7.3 Lake Wyangan Foreshore Masterplan

Mr Gibbs and Mr Badenhorst advised that the project is progressing and that the projection completion date is set for June 2025.

7.4 Chemiplas Report

Mr Gibbs advised that he will distribute a Fact Sheet to the Committee that he has received from Chemiplas.

8 NEXT MEETING

The next meeting of the Lake Wyangan & Catchment Management Committee is to be held on Thursday, 16 May 2024 at 5:00pm.

There being no further business the meeting terminated at 7:25pm.

TITLE Notice of Motion - Upgrade to Original Bagtown's First Blacksmith Store Site

FROM Dino Zappacosta, Councillor

TRIM REF 24/26225

SUMMARY

On 29 February 2024, a Notice of Motion was received from Councillor Dino Zappacosta.

RECOMMENDATION

That Council upgrade the original Bagtown's first Blacksmith Store site at the Intersection of Old Wilbriggie (sic) Road and Research Station Road.

SENIOR MANAGEMENT TEAM COMMENT

Councillors will note that a resolution of Council was adopted 24 January 2017 as follows:

NOTICE OF MOTION - COUNCILLOR ZAPPACOSTA - NAMING OF ROUNDABOUT (OLD WILLBRIGGIE ROAD, KURRAJONG AVENUE, WATKINS AVENUE AND THORNE ROAD) AND UPGRADE TO BAGTOWN'S FIRST BLACKSMITH STORE (INTERSECTION OF OLD WILLBRIGGIE ROAD AND RESEARCH STATION ROAD)

17/010

RESOLVED on the motion of Councillors Dino Zappacosta and Christine Stead that Council name the new roundabout at the intersection of Old Willbriggie Road, Kurrajong Avenue, Watkins Avenue and Thorne Road the 'Bagtown Roundabout' to commemorate the area of Griffith's first settlement.

SMT Comment: The new roundabout was named Bagtown Roundabout in accordance with Council resolution.

17/011

RESOLVED on the motion of Councillors Dino Zappacosta and Christine Stead that Council upgrade the original Bagtown's first blacksmith store site at the intersection of Old Willbriggie Road and Research Station Road.

SMT Comment: The upgrade of the Bagtown first blacksmith first store site has not yet been undertaken. In order to accurately determine the correct location and scope of works it is requested that interested Councillors undertake a site inspection with relevant staff to clarify these matters. Following the inspection, cost estimates will be prepared for Council's consideration.

ATTACHMENTS

- | | | |
|-----|-----------------------------------------------------------------------|----|
| (a) | Notice of Motion - Cr Dino Zappacosta - 29 Feb 2024 ↓ | 75 |
| (b) | Staff Email Fire Bell Tree Site - 2018 ↓ | 83 |
| (c) | Staff Email Maps - 2018 ↓ | 84 |
| (d) | Notice of Motion and Council Minutes 2017 ↓ | 87 |



Notice of Motion

Notice of Motion

Councillor's Name * Cr Dino Zappacosta

Date * 29-Feb-24
05:30:30 PM

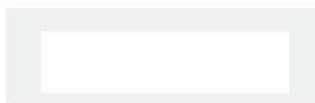
Time * 05:30:30 PM

Brett Stonestreet
General Manager
Griffith City Council
GRIFFITH NSW 2680

Dear Mr Stonestreet, I That Council upgrade the original Bagtown's first Blacksmith Store site at the
hereby give notice of Intersection of Old Willbriggie Road and Research Station Road.
the following Notice
of Motion for the
Council Meeting to be
held as indicated
below: *

Council Meeting 3/12/2024
Date: *

Signature *



Extract from Griffith City Council's Code of Meeting Practice:

Giving notice of business to be considered at Council Meetings

3.10 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted by 12 pm, five business days before the meeting is to be held.

3.11 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

3.12 If the General Manager considers that a notice of motion submitted by a Councillor for consideration at an ordinary meeting of the Council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the Council.

3.13 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:

(a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or

(b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

Questions with notice

3.14 A councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the general manager about the performance or operations of the council.

3.15 A councillor is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.

3.16 The general manager or their nominee may respond to a question with notice submitted under clause 3.14 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

In relation to Section Previous similar motion adopted in 24/1/2017

3.13 - Please identify has never been actioned!!

the source of funding

for expenditure if

applicable: *

Privacy Protection Notice

- This information is being collected to process your notice in accordance with Council's Code of Meeting Practice policy.
- This information is voluntarily required to process your request and will not be used for any other purpose without seeking your consent, or as required by law.
- Your information may comprise part of a public register related to this purpose.
- This form will be retained in Council's Records Management System and disposed of in accordance with the Local Government Disposal Authority.
- You can access and correct your personal information at any time by contacting Council.
- For further details on how the Griffith City Council manages personal information, please refer to our Privacy Management Plan.

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12 BUSINESS WITH NOTICE – OTHER MOTIONS

**NOTICE OF MOTION - COUNCILLOR ZAPPACOSTA - NAMING OF ROUNDABOUT
(OLD WILLBRIGGIE ROAD, KURRAJONG AVENUE, WATKINS AVENUE AND THORNE
ROAD) AND UPGRADE TO BAGTOWN'S FIRST BLACKSMITH STORE (INTERSECTION
OF OLD WILLBRIGGIE ROAD AND RESEARCH STATION ROAD)**

17/010

RESOLVED on the motion of Councillors Dino Zappacosta and Christine Stead that Council name the new roundabout at the intersection of Old Willbriggie Road, Kurrajong Avenue, Watkins Avenue and Thorne Road the 'Bagtown Roundabout' to commemorate the area of Griffith's first settlement.

17/011

RESOLVED on the motion of Councillors Dino Zappacosta and Christine Stead that Council

Ordinary Meeting of Council | 14 February 2017

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Minutes of Ordinary Meeting of Council 24 January 2017

upgrade the original Bagtown's first blacksmith store site at the intersection of Old Willbriggie Road and Research Station Road.

NOTICE OF MOTION - COUNCILLOR ZAPPACOSTA - MEMORIAL PARK STAGE

17/012

RESOLVED on the motion of Councillors Dino Zappacosta and Dino Zappacosta that Council

Bagtown

Bagtown was a thriving business in the 1920's. It was a small township of traders, and was the beginning of Griffith.

Bagtown was situated South East of Griffith today, around the old Willbriggie Research Station Roads.

The township supplied the new settlers and construction workers. It had a general store, eating house, a barber, butcher, baker, blacksmith, the Co-op Store and Tango Joes cordials.

The majority of the stores were made from wood with a corrugated iron roof but the houses were mostly made out of bags (hence the name) and corrugated iron slung carelessly over the top for protection against the elements.

Bagtown even had a dam which was a favourite swimming spot. This dam was called Redley's Dam and was situated across the road at the South East end of Bagtown.

Bagtown also had a Cheese Factory funded by the W.C. & I.C. with a Mr Boller as manager. This was later to become the Ice Works.

Tango Joe's was a drink store and boarding houses and was owned by a Mr Joe Burgess. There was a sign outside which said "Free Drinks Tomorrow" but tomorrow never came, until one day a man came in and said "I'm Morrow", so tango kept his promise and gave him free drinks.

Martins was the first general store. His motto was "The Reliable Provider". He sold almost everything. he even had a bank in one small corner, The Australian Bank of Commerce.

Bagtown also had a school called Bagtown Academy of Learning - known officially as the Griffith Provisional School - a galvanised iron building 20" x 26". The first teacher received his appointment with the instruction to 'pitch his tent'.

Bagtown Cemetery still exists today and a number of the early settlers were buried there. The last burial at this cemetery was in 1923 after which time the Griffith Cemetery was established. The first person to have been buried at Bagtown was an employee of the W.C. & I.C who was reputed to have been a cook. Some fellow workers made the cook a coffin out of W.C. & I.C timber and were reprimanded for using Government timber for such an unauthorised purpose!

There are some of the early settlers who were buried at Bagtown Cemetery: Proud, Swift, Bone, Wilcox, Smith, Travers, Jones, Bourke, Kennedy, Bradley, Malmberg, Basset, Miller, Delves, Moyrahan, Higginson, Duncan, Gillies, Monroe, Tilder and Pedley.

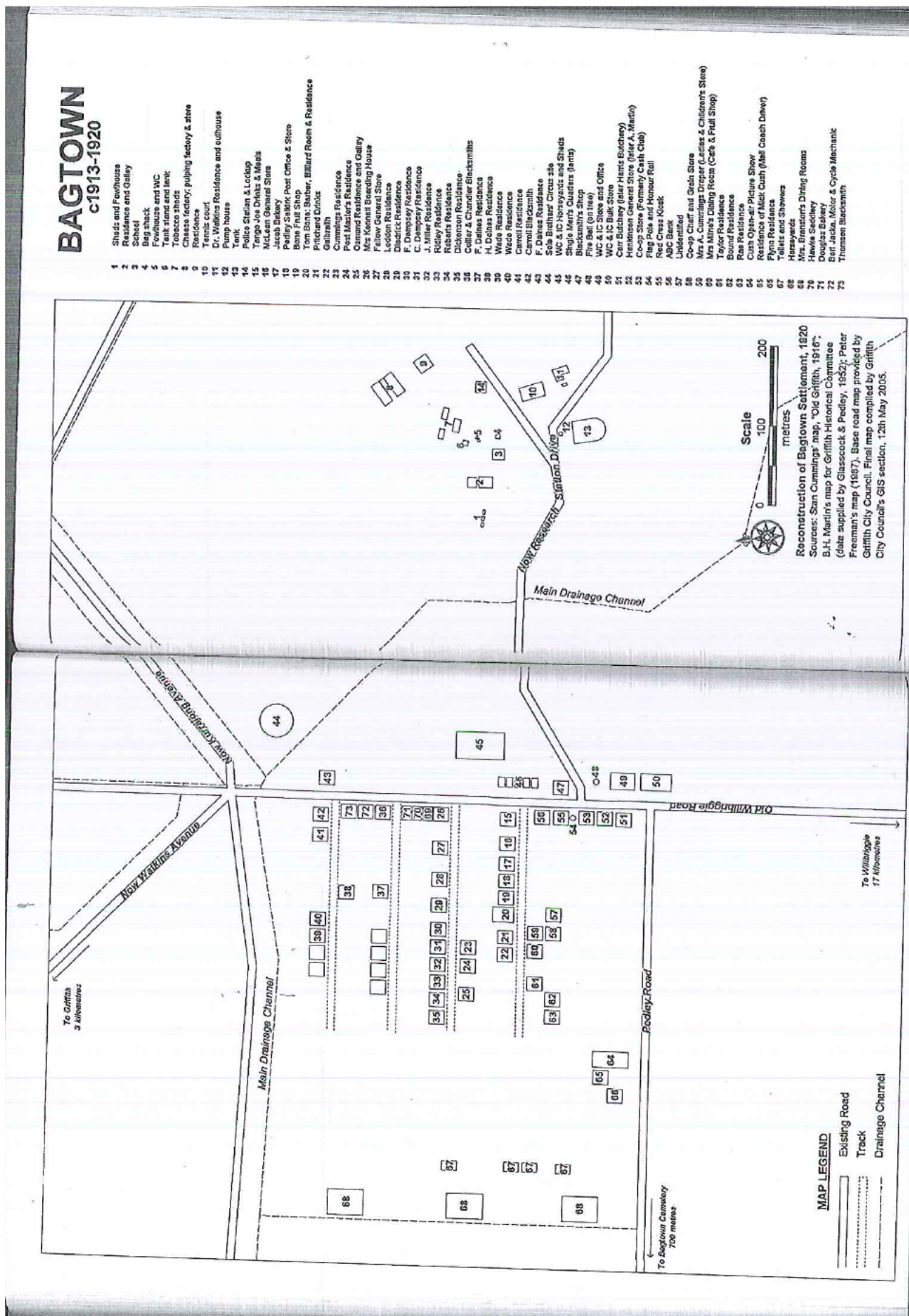












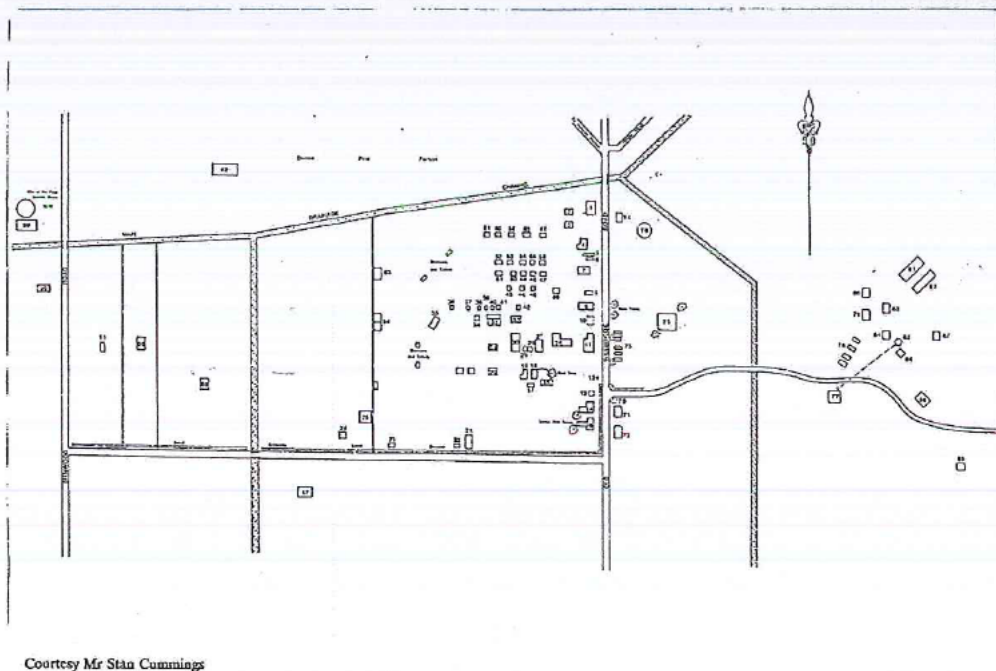
"OLD GRIFFITH"
1916

16

- | | | |
|---------------------------------------------------------------------------------------------------------|----------------------------------------------|-------------------------------------------------------------|
| 1 Carroll's Blacksmith Shop | 24 Moses Gollan's Residence | 55 Paddy Burns (WC & IC Foreman) |
| 2 Carroll's Residence | 25 M. Cuth's Stables & Coach Shed | 59 Mick Wade's Residence (WC & IC Worker) |
| 3 Thomson's Residence | 26 McLean's Store | 60 Bill Wade's Residence (WC & IC Worker) |
| 4 Thomson's Blacksmith (taken over by J Collier in 1917) | 27 Claudia Hanna's Bakery | 62 Slaughter Yards |
| 5 Bert Jacka's Bike Shop | 28 Post Office | 63 Horse Yards for Camp Residents |
| 6 Dave Arblaster Mechanic & Car Hire | 29 Jacob's Store | 64 Horse Yards for Camp Residents |
| 7 Mrs Kennett's Boarding House | 30 J Bone Billiard Room & Hairdresser | 66 Cemetery |
| 8 J Miller's Barber Shop | 31 Galbraith's Residence | 67 Pedley's Dam (The Swimming Hole) |
| 9 Fallon's General Store (burnt down 1917) | 32 Bone's Residence | 68 Pedley's Residence |
| 10 Site of First Post Office | 33 B. Cummings's Residence | 69 First Griffith Show & Tents Site |
| 11 Tango Joe's (Cordial Works, Residence & Shop) | 34 Postmaster's Residence | 70 Fire Bell on Gum Tree |
| 12 Flag Pole & Honour Roll (Honour Roll destroyed in Fire at Memorial Hall, Banna Ave, Griffith 1920's) | 35 Osmund's Saddler & Residence | 71 WC & IC Store & Office |
| 13 A.B.C. Bank (Mr Furness Manager) | 36 B. Dickenson Residence (Water Bailiff) | 72 WC & IC Bulk Store |
| 14 Martin's General Store | 37 Robert's Residence | 73 Tents for Single Workmen |
| 15 Harris' Butchery & Residence (formerly Carr's) | 38 Rae's Residence | 74 Horse Crush (for shoeing wild horses) |
| 16 Co-op Store (W Manser, Manager) | 39 Dat Miller's Residence | 75 WC & IC Draught Horse Yards & Sheds |
| 17 Co-op Grain Store | 40 J Miller's Residence | 76 Site used by Wirth Bros Circus |
| 18 Mrs A. Cummings Ladies & Children's Draper (formerly Diedrick's) | 41 Piesley's Residence (Baker for Hanna's) | 77 Water Supply Dam & Steam Pump (Operated by Paddy Liston) |
| 19 Mrs Milne's Cake Shop & Residence | 42 Mrs Diedrick's Residence | 78 Tents for WC & IC Officers |
| 20 Ted & "Nurse" Taylor's Residence | 43 F. Savage's Residence (WC & IC Worker) | 79 WC & IC Officer Accommodation House |
| 21 Picture Show | 44 Bert Dempsey (WC & IC Worker) | 80 Tent Hospital |
| 22 Cuth's Residence | 45 Herb Dempsey's Residence (WC & IC Worker) | 81 Cheese Factory (Mr Jolly, Manager) |
| 23 Flynn's Residence | 46 Jack Loddon's Residence (WC & IC worker) | 82 Tomato Pulp Plant |
| | 47 A. Jacka's Residence & Saddler | 83 WC & IC Office, Engineers etc |
| | 48 Pouncer Wade's Residence (WC & IC Worker) | 84 Tin Shed School |
| | 49 Daines' Residence | 85 Camp Water Supply Tank on high stand |
| | 50 Shed & Auction Room | 86 WC & IC Engineer (Mr Higginson) |
| | 51 McLaughlin's Residence | 87 Police Station & Lock Up (Sgt Ford - 1916) |
| | | 88 Dr Watkin's Residence & Surgery |
| | | 89 WC & IC Engineer (Mr West) |
| | | 90 H O'Meara's Farm House |
| | | 91 Keen's Farm House |

Courtesy of Mr Stan Cummings

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Courtesy Mr Stan Cummings

Griffith City Council**NOTICE OF MOTION**

TITLE Notice of Motion - Councillor Zappacosta - Naming of Roundabout (Old Willbriggie Road, Kurrajong Avenue, Watkins Avenue and Thorne Road) and Upgrade to Bagtown's First Blacksmith Store (intersection of Old Willbriggie Road and Research Station Road)

FROM Dino Zappacosta, Councillor

TRIM REF 17/4383

SUMMARY

A Notice of Motion (attached) has been received from Councillor Dino Zappacosta, 16 January 2017.

RECOMMENDATION

- (a) Council name the new roundabout at the intersection of Old Willbriggie Road, Kurrajong Avenue, Watkins Avenue and Thorne Road the 'Bagtown Roundabout' to commemorate the area of Griffith's first settlement.
- (b) Council upgrade the original Bagtown's first blacksmith store site at the intersection of Old Willbriggie Road and Research Station Road.

SENIOR MANAGEMENT TEAM COMMENT

SMT Comment in relation to Part (b) of the recommendation – Should Councillors consider supporting this part, staff would request the opportunity to investigate the scope of works intended by Council and if necessary a report back to Council.

ATTACHMENTS

- (a) Notice of Motion - Councillor Dino Zappacosta - 16 January 2017
- (b) Photo - Bagtown's First Blacksmith Store Site - Intersection Old Willbriggie Road and Research Station Road
- (c) Photo - Bagtown's First Blacksmith Store Site
- (d) History of Bagtown

NOM03 Notice of Motion - Councillor Zappacosta - Naming of Roundabout (Old Willbriggie Road, Kurrajong Avenue, Watkins Avenue and Thorne Road) and Upgrade to Bagtown's First Blacksmith Store (intersection of Old Willbriggie Road and Research Station Road)



Councillor Dino Zappacosta
PO Box 233
HANWOOD NSW 2680

NOTICE OF MOTION

Mr Brett Stonestreet
General Manager
Griffith City Council
GRIFFITH NSW 2680

Dear Brett,

I hereby give notice of the following motion for the Council meeting to be held on Tuesday, 24 January 2016:

- (a) That Council name the new roundabout at the intersection of Old Willbriggie Road, Kurrajong Avenue, Watkins Avenue and Thorne Road the 'Bagtown Roundabout' to commemorate the area of Griffith's first settlement.
- (b) That Council upgrade the original Bagtown's first blacksmith store site at the intersection of Old Willbriggie Road and Research Station Road.

Yours sincerely,

.....
Councillor Dino Zappacosta

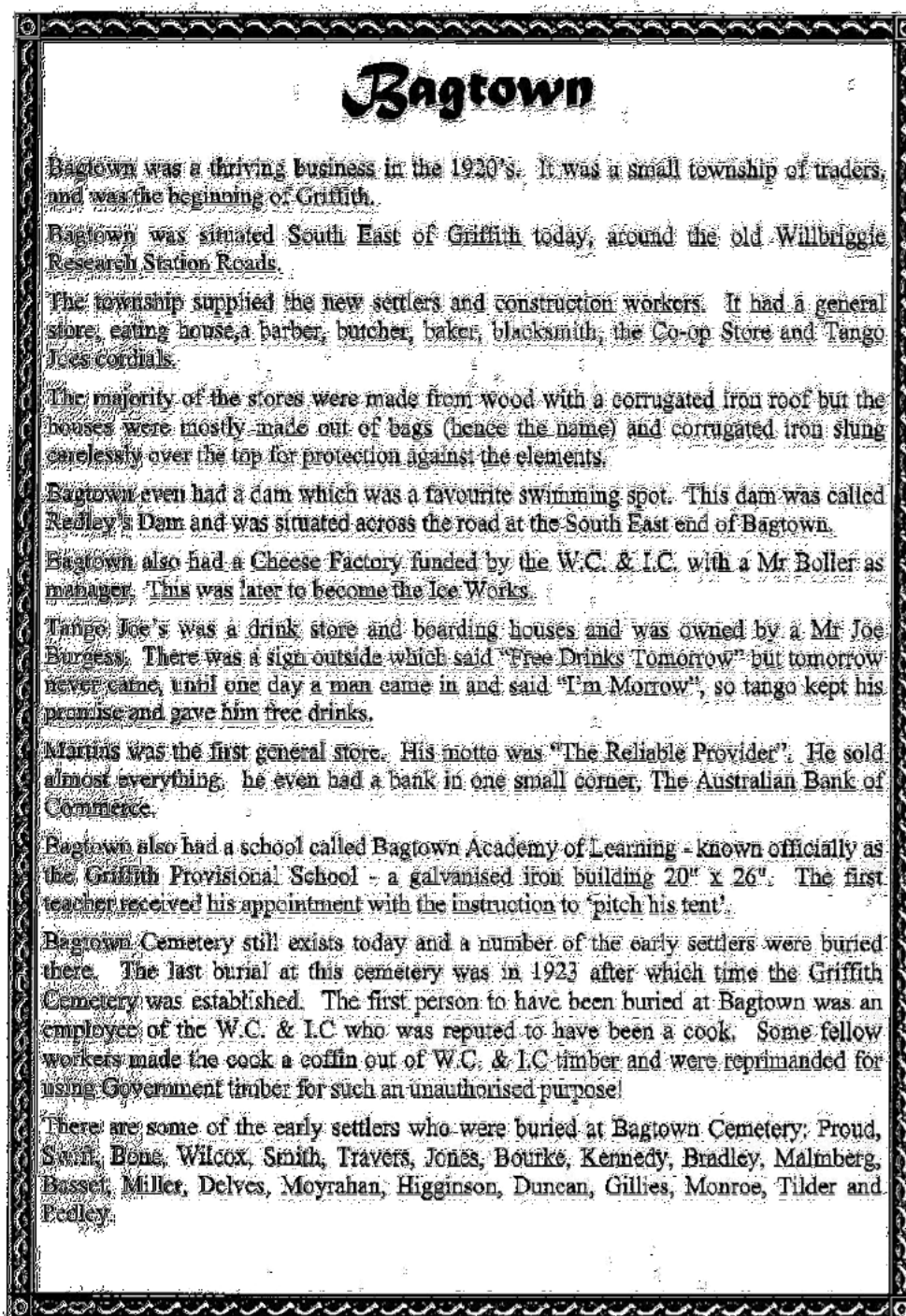
16 January 2017

NOM03 Attachment (b) Photo - Bagtown's First Blacksmith Store Site - Intersection Old Willbriggie Road and Research Station Road



NOM03 Attachment (c) Photo - Bagtown's First Blacksmith Store Site





12 BUSINESS WITH NOTICE – OTHER MOTIONS

NOTICE OF MOTION - COUNCILLOR ZAPPACOSTA - NAMING OF ROUNDABOUT (OLD WILLBRIGGIE ROAD, KURRAJONG AVENUE, WATKINS AVENUE AND THORNE ROAD) AND UPGRADE TO BAGTOWN'S FIRST BLACKSMITH STORE (INTERSECTION OF OLD WILLBRIGGIE ROAD AND RESEARCH STATION ROAD)

17/010

RESOLVED on the motion of Councillors Dino Zappacosta and Christine Stead that Council name the new roundabout at the intersection of Old Willbriggie Road, Kurrajong Avenue, Watkins Avenue and Thorne Road the 'Bagtown Roundabout' to commemorate the area of Griffith's first settlement.

17/011

RESOLVED on the motion of Councillors Dino Zappacosta and Christine Stead that Council

Ordinary Meeting of Council | 24 January 2017

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Minutes of Ordinary Meeting of Council 24 January 2017

upgrade the original Bagtown's first blacksmith store site at the intersection of Old Willbriggie Road and Research Station Road.

TITLE Outstanding Action Report

TRIM REF 24/25279

RECOMMENDATION

The report be noted.

ATTACHMENTS

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

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OUTSTANDING ACTION REPORT

Council Meeting Date	MEETING ITEM	Action Officer	CRM No.	Minute No.	Council Resolution	Additional Information
13 February 2024	CL01 REQUEST FOR ROAD NAME - BURRABOGIE AND GOOLGUMBLA	IMA	142541	24/028	RESOLVED on the motion of Councillors Christine Stead and Laurie Testoni that: (a) Council include the names 'Burrabogie Street', 'Goolgumbbla Circuit' and 'Toganmain Street' for road naming purposes for the newly developed roads within the large lot residential subdivision on Watson Road, Griffith into Council's Road Name Register; (b) Council approves the use of the names 'Burrabogie Street', 'Goolgumbbla Circuit' and 'Toganmain Street' and advertise as required.	20/02/2024: On Public Exhibition.
13 February 2024	CC02 EOI 18-21/22 PARTNERSHIP TO ESTABLISH AND OPERATE A CREMATORIUM FOR GRIFFITH CITY COUNCIL	DI&O	142544	24/037	RESOLVED on the motion of Councillors Glen Andreazza and Manjit Singh Lally that the report be noted by Council and referred to the New Cemetery Masterplan Committee for their consideration.	28/02/2024: New Cemetery Masterplan Committee meeting scheduled for 7 March 2024.
23 January 2024	CC01 ENERGY PURCHASE AGREEMENT - HUNTER JOINT ORGANISATIONS OF COUNCILS	PO	141541	24/022	RESOLVED on the motion of Councillors Simon Croce and Christine Stead that: (a) Council agree to accept the proposal from Hunter Joint Organisation to tender for the purchase of power for Council's large sites and unmetered streetlighting. (b) A further report be submitted for Council for consideration following the completion of stage one (1) of the	05/02/2024: HJO have been advised. Further report to follow.

1 of 22

OUTSTANDING ACTION REPORT

					<p>procurement process as referred to in this report to determine;</p> <ul style="list-style-type: none"> i. The percentage of energy from renewable sources. ii. The delegation of authority to the General Manager to accept or decline a contract with the preferred tenderer as determined by the Power Purchasing Agreement Steering Committee. 	
23 January 2024	MEMORIAL PARK GARDENS EMBELLISHMENT COMMITTEE MINUTES <u>CL02 RAILWAY STREET TREE SAFETY/HAZARD ASSESSMENT REPORT</u>	FM	141537	24/018	<p>RECOMMENDED on the motion of Councillor Jenny Ellis and Jenna Thomas that a budget line item be added to the 2024/25 Budget to the removal of hazardous trees in Railway Street.</p>	<p>05/02/2024: Quote being obtained to determine allocation of funds.</p> <p>04/03/2024: Estimate obtained. For inclusion in list of projects for consideration by Council during deliberation of 2024/25 draft budget.</p>
12 December 2023	CL04 COMPULSORY ACQUISITION - AFFECTING LOT 27 DP751709 - BEAUMONT ROAD, HANWOOD - HANWOOD LEVY	CPO	140274	23/303	<p>RESOLVED on the motion of Councillors Glen Andreazza and Melissa Marin that:</p> <ul style="list-style-type: none"> (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. (b) Council make application to the Minister and/or Governor of the Local Government Act 1993 for approval to acquire Lot 1 DP 	<p>15/01/2024: Application preparation in progress.</p>

2 of 22

OUTSTANDING ACTION REPORT

					<p>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 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>	
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OUTSTANDING ACTION REPORT

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 Andreadza 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 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>	15/01/2024: Application preparation in progress.
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4 of 22

OUTSTANDING ACTION REPORT

					<ul style="list-style-type: none"> (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. (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. (g) Council delegate authority to the General Manager to execute the documents on behalf of Council under the Common Seal if required. 	
12 December 2023	CL06 ENDORSEMENT OF THE DRAFT COMMUNITY GARDENS LARGE SCALE EVENT MASTERPLAN	GO	140276	23/305	<p>RESOLVED on the motion of Councillors Shari Blumer and Laurie Testoni that:</p> <ul style="list-style-type: none"> (a) Council endorse the Draft Community Gardens Large Scale Event Masterplan and place it on public exhibition for 42 days. (b) If any submissions are received, a further report will be prepared for Council. (c) If no submissions are received, the Community Gardens Large Scale Event Masterplan be considered as adopted. 	<p>11/01/2024: On public exhibition until 26/01/2024.</p> <p>30/01/2024: Submission received. Report to go back to Council.</p> <p>04/03/2024: Report to Council Meeting 26 March 2024.</p>
12 December 2023	CCMM01 REVIEW OF LAKE WYANGAN FLOOD STUDY AND FLOODPLAIN RISK MANAGEMENT PLAN	DU	140281	23/317	<p>RESOLVED on the motion of Councillors Christine Stead and Glen Andraezza that Council authorise the General Manager to progress action with regard to the review of the Lake Wyangan Flood Study and Floodplain Risk Management Plan, in accordance with this Report.</p>	<p>15/01/2024: Consultancy brief being prepared for tender.</p> <p>04/03/2024: Brief in preparation.</p>

OUTSTANDING ACTION REPORT

28 November 2023	CULTURAL PRECINCT MASTER PLAN COMMITTEE MINUTES – 11 OCTOBER 2023	DBC&FS		23/285	RECOMMENDED on the motion of Councillor Jenny Ellis and Oumi Karenga-Hewitt, that Council apply for the Regional Precincts and Partnerships Program (rPPP) stream one.	04/12/2023: An application will be submitted in accordance with Council's resolution. 15/01/2024: Application preparation has commenced. 04/03/2024: Application will be lodged March 2024.
28 November 2023	OUTSTANDING ACTION REPORT	DIO	139715/2023	23/288	RESOLVED on the motion of Councillors Manjit Singh Lally and Shari Blumer that in relation to the outstanding action item from 28 March 2023, minute number 22/061 - Crematorium Feasibility Study, that the author of the expression of interest submission provide Council with a detailed proposal by 31 January 2024.	06/12/2023: Letter drafted and sent to author of the expression of interest. 31/01/2024: Report to Council 13 February 2024. 04/03/2024: New Cemetery Masterplan meeting scheduled for 7 March 2024.
28 November 2023	CC01 TENDER NO. 01 1-23/24 – DESIGN, SUPPLY AND INSTALLATION OF DIFFUSERS FROM GWRP	DU	139716/2023	23/292	RESOLVED on the motion of Councillors Christine Stead and Shari Blumer that: (a) Council, in accordance with Section 178(1) (b) of the Local Government Regulation 2021, reject all tenders submitted for Tender No. 1-23/24 - Design, Supply and Installation of Diffusers for the GWRP due to tender submitted being well over the budget allocation for this project. (b) Council, in accordance with Section 178(3) (e) of the Local Government Regulation 2021, enter into negotiations with suitably qualified companies to enable the project to be completed taking into consideration that the project	04/12/2023: Notification has been given to tenderers regarding Council's decision to reject all tenders. Negotiations underway with suitably qualified companies, to prepare a future report to Council. 04/03/2024: Report to Council 12 March 2024.

OUTSTANDING ACTION REPORT

					may not have as many bays as originally planned. (c) A further report to be presented to Council recommending the preferred method of project execution.	
28 November 2023	CC03 TENDER NO. 6-23/24 – EXTENSION TO SHED AT 53 OAKES ROAD GRIFFITH	DIO	139719/2023	23/294	RESOLVED on the motion of Councillors Christine Stead and Shari Blumer that: (a) Council, in accordance with Section 178(1) (b) of the Local Government Regulation 2021, reject all tenders submitted for Tender No. 6-23/24 Extension to shed at 53 Oakes Road Griffith due to tender submitted being well over the budget allocation for this project. (b) Council, in accordance with Section 178(3) (e) of the Local Government Regulation 2021, enter into negotiations with local shed builders to enable the project to be completed taking into consideration that the project may not have as many bays as originally planned. (c) In addition, a further report to be presented to Council recommending the preferred method of project execution.	04/12/2023: Letters to be sent rejecting all tenders and inviting suitable shed builders to enter into negotiations with Council. 05/02/2024: Commenced negotiations.
14 November 2023	CL02 THARBOGANG TENNIS CLUB DEMOLITION	CPO	139227	23/260	RESOLVED on the motion of Councillors Shari Blumer and Melissa Marin that: (a) Council to seek Crown Reserve Improvement Fund funding and if successful in receiving the grant monies then the demolition of the Tharbogang Tennis Club	04/12/2023: Council has included in the current budget 2023/24 approximately \$6,500 to part fund the demolition of the building. Application has been made for further funding to complete the project. Grant funding body to advise outcome in approximately

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					<p>and other infrastructure situated on the Public Reserve can proceed.</p> <p>(b) Council confirm its intention to demolish the Tharbogang Tennis Club facility and Council to then re-engage with the Tharbogang Community to advise of the available funds and Council's decision to demolish the disused Tennis Club building.</p>	<p>May 2024. Community meeting to be held February 2024.</p> <p>04/03/2024: Tharbogang Public School has been contacted seeking confirmation of suitable date for meeting.</p>
24 October 2023	CL01 SPECIAL RATE VARIATION (SRV) - DECISION TO APPLY TO THE INDEPENDENT PRICING AND REGULATORY TRIBUNAL (IPART)	DBC&FS	138461	23/251	<p>RESOLVED on the motion of Councillors Doug Curran and Jenny Ellis that:</p> <p>(a) Council receive and note the SRV Community Engagement Summary attached to the report including submissions, feedback received and key findings.</p> <p>(b) Council apply to the Independent Pricing and Regulatory Tribunal (IPART) under Section 508(A) of the Local Government Act 1993, for a permanent SRV of 10.5% inclusive of the assumed 3.0% rate peg each year for three consecutive years from 2024/25 to 2026/27. This is a cumulative increase of 34.9%. Applications are to be submitted by 5 February 2024 as determined by IPART.</p> <p>(c) Council to notify IPART that it intends to apply for a Special Rate Variation as referred to in (b) above, by 25 November 2023 (date as determined by IPART).</p>	<p>25/10/2023: Letter of intent to apply for SRV sent to IPART.</p> <p>06/11/2023: Application process has commenced.</p> <p>16/01/2024: Application submitted to IPART. Copy of submission provided to Councillors.</p> <p>04/03/2024: IPART notified community submissions are open. Closing date for submissions is 18 March 2024.</p>

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					<p>(d) Council approves additional Service Reviews to those already listed in the 2022/23-2025/26 Delivery Program, as identified in this report. These are functions within the General Fund and will explore productivity improvements and cost containment strategies. The Delivery Program is to be updated accordingly.</p> <p>(e) Management to report to Council on a quarterly basis with details of cost savings and additional revenue initiatives.</p> <p>(f) Council to review the Financial Hardship Policy (FS-CP-506) to ensure adequate assistance is provided to ratepayers experiencing genuine financial hardship.</p> <p>(g) Council cap increases Water and Sewer charges by the assumed 3% annual rate peg (per the SRV) for the period of the 3 year implementation of the SRV.</p> <p>(h) Council increase the pensioner rebates on Ordinary Rates by the following amounts for the period of the 3 year implementation of the SRV.</p> <p>SEE TABLE IN MINUTES</p> <p>(i) Council staff prepare the next draft Operational Plan (Budget) 2024/2025, draft Delivery Plan 2022/23 – 2025/26 and the draft 10 year 2024/25 – 2033/34</p>	
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OUTSTANDING ACTION REPORT

					<p>Financial Plan on the basis of removing the Art Gallery project.</p> <p>(j) Council staff prepare reports with respect to the following cost savings projects and alternative revenue opportunities:</p> <ul style="list-style-type: none"> i) Paid parking at the Airport ii) Review of recent energy audit and further installation of solar panels on high energy consumption facilities. iii) Audit of buildings owned by Council which are leased to other entities (to include purpose of the original purchase and current lease arrangements relative to commercial terms). iv) Initiate a Road Service review as a matter of priority (as referred to in this report) including improvements to the gravel and sealed road networks and the resheeting programs. 	
24 October 2023	CL03 CLOSURE OF KOOYOO STREET STAGE 1 - BANNA AVENUE TO BANNA LANE	DU	138463	23/255	<p>RESOLVED on the motion of Councillors Glen Andreazza and Chris Sutton that Council authorise the General Manager to apply to Transport for NSW to permanently close Kooyoo Street, Griffith from Banna Avenue to Banna Lane for the purpose of motor vehicle access.</p>	<p>06/11/2023: Contact made with TfNSW. Report being prepared for consideration of Traffic Committee.</p> <p>15/01/2024: Traffic Committee approved at meeting held 12 December 2023.</p> <p>05/02/2024: Works will be implemented to finalise the closure.</p>

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						04/03/2024: Bollards will be order during March 2024 and scheduled for installation.
10 October 2023	CL02 GRIFFITH HEALTH PRECINCT MASTER PLAN - REQUEST FOR PUBLIC EXHIBITION	SP	137998	23/239	RESOLVED on the motion of Councillors Christine Stead and Melissa Marin that: (a) Council place the Griffith Health Precinct Master Plan on public exhibition for a period of 28 days to allow submissions from the public and key stakeholders. (b) Should submissions be received, a report with recommendations be presented back to an Ordinary Council Meeting for final endorsement. (c) Should no submissions be received, the Griffith Health Precinct Master Plan is considered endorsed the day after the close of the public exhibition period.	02/11/2023: On Public Exhibition until 22 November 2023. 04/12/2023: Submissions received. Report being prepared for Council. 15/01/2024: Personal circumstances prevent the consultant from making changes to the draft masterplan. Draft masterplan and submissions scheduled for workshop 20 February 2024. 05/02/2024: Department of Planning has agreed no changes are required. Report to Council Meeting February 2024. 04/03/2024: Report to Council 12 March 2024.
10 October 2023	CL03 EMPLOYMENT LANDS STRATEGY REQUEST FOR PUBLIC CONSULTATION	SP	137999	23/240	RESOLVED on the motion of Councillors Glen Andreazza and Shari Blumer that: (a) Council place the draft Employment Lands Strategy on public exhibition for a period of 28 days to allow submissions from the public and key stakeholders. (b) Should submissions be received, a report with recommendations be presented back to an Ordinary Council Meeting for final endorsement. (c) Should no submissions be received, the Employment	02/11/2023: On Public Exhibition until 1 December 2023. Public consultation session to be held 23 November 2023. 04/12/2023: Submissions received. Report being prepared for Council. 15/01/2024: Report to March 2024 Council Meeting.

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					Lands Strategy Request for Public Consultation is considered endorsed the day after the close of the public exhibition period.	
12 September 2023	CC02 NON RATEABLE ASSESSMENTS, SPORTING CLUBS AND COMMUNITY ORGANISATIONS SUBSIDIES	DBC&F	137019	23/221	RESOLVED on the motion of Councillors Glen Andreazza and Laurie Testoni that: (a) The information be noted. (b) The Rates – Payment by Community Organisations Policy be reviewed and presented to Council at a later date.	03/10/2023: Policy to be reported to Council March Quarter 2024. 04/03/2024: Policy to be reported to April 2024 Council Meeting.
12 July 2022	NOTICE OF MOTION – COUNCILLOR TESTONI – YENDA MASTERPLAN	GM	119905	22/167	RESOLVED on the motion of Councillors Laurie Testoni and Glen Andreazza that: (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	01/08/2022: This matter will be scheduled for discussion at Council Workshop 16 August 2022. 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. 04/10/2022: Grant application submitted. 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. 13/02/2023: Tender awarded to CBRE.

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					<p>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>01/05/2023: 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> <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>
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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
14 March 2023	CC01 COMPULSORY ACQUISITION - PART LOT 1 DP 640685 REMEMBRANCE DRIVEWAY	CPO	130134	23/069	<p>RESOLVED on the motion of Councillors Glen Andreazza and Jenny Ellis that:</p> <p>(a) Council approves the acquisition of Crown Land, shown as Lot 3 DP 1291330 in plan of acquisition affecting Lot 1 DP 640685 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 3 DP 1291330 as shown in plan of acquisition affecting Lot 1 DP 640685 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 – Crown Lands 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>24/03/2023: Application for compulsory acquisition forwarded to the Director-General Department of Local Government to acquire the Crown Reserve and issue a Proposed Acquisition Notice on approval.</p> <p>04/12/2023: Progressing.</p> <p>15/01/2024: Valuation received and letter of acceptance sent. Payment made to NSW Planning Industry and Environment.</p>

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

					<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) Council delegate authority to the General Manager to execute the documents on behalf of Council under the Common Seal if required.</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) 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>	
26 April 2023	CL01 DRAFT PLAN OF MANAGEMENT - SCENIC HILL (ZONE 3) - NATURAL AREAS	CPO	131726	23/106	<p>RESOLVED on the motion of Councillors Shari Blumer and Jenny Ellis that:</p> <p>(a) Council refer the Draft Plan of Management for Scenic Hill – Zone 3 – Natural Areas to the Minister administering the Crown Land Management Act 2016 for approval.</p> <p>(b) Upon approval of the Minister administering the Crown Land</p>	28/04/2023: Draft Plan of Management Scenic Hill - Zone 3 - Natural Areas referred to the Crown for Ministers consent to place on public exhibition. The set up of the Scenic Hill User Group has been referred to Senior Management Team for direction.

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OUTSTANDING ACTION REPORT
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					<p>Management Act 2016 Council amends the Draft Plan of Management for Scenic Hill – Zone 3 – Natural Areas if required, and place 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 Scenic Hill – Zone 3 – Natural Areas on completion of the exhibition period, to consider all submissions.</p> <p>(e) Council will set up a Scenic Hill User Group to meet three times a year for the purpose of raising issues and sharing information. The Mayor or their delegate to Chair the meeting with appropriate Council staff to attend in order to provide advice and guidance to the User Group and follow up on actions where appropriate. The User Group invitees should include but not limited to;</p> <ul style="list-style-type: none"> • Interested Councillors • Airport Manager • Griffith Aboriginal Land Council • The Golf Club • Pioneer Park 	<p>4/07/2023: Report to Council regarding user group on 11 July 2023.</p> <p>17/07/2023: Council resolved 11 July 2023 to form a user group committee and advertising for committee members to commence 21 July 2023.</p> <p>03/10/2023: Report to Council 10 October 2023.</p> <p>04/12/2023: Draft PoM to be referred to the Scenic Hill User Group Committee for consideration and recommendation to Council.</p> <p>04/03/2024: Draft POM endorsed by Scenic Hill User Group on 5 February 2024 and minutes adopted by Council.</p>
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OUTSTANDING ACTION REPORT
OUTSTANDING ACTION REPORT – COMPLETION BY OTHER AGENCIES PENDING

					<ul style="list-style-type: none"> • Dalton Park Stakeholders (including Riding for the Disabled and the Jockey Club) • Feral Joggers • Murrumbidgee Field Naturalists • Mountain Bike Riders • Rotary Club • Lions Club • Other interested parties and people who completed the survey. 	
14 February 2023	CL03 PCYC PROPOSAL TO ERECT AND FITOUT AN INTEGRATED GYMNASTICS 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</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>

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					<p>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>(e) All public submissions be reported to Council for consideration. Should no submissions be received, Council authorise the General Manager and the Mayor to sign the lease under Council seal.</p> <p>(f) Council progress the subdivision of the subject land and authorise the General Manager and Mayor the authority to sign documents under Council seal as required. All costs in relation to the subdivision to be paid by the PCYC NSW.</p>	
22 November 2022	CC02 COMPULSORY ACQUISITION - LOT 103 DP 751730 BOORGA ROAD UPGRADE PROJECT	CPO	125684	22/316	<p>RESOLVED on the motion of Councillors Simon Croce and Christine Stead that:</p> <p>(a) Council approves the acquisition of Crown Land, Lot 103 DP 751730, for road widening purposes under the provisions of the Land</p>	<p>25/11/2022: Application and all required documentation forwarded to the Director-General Department of Local Government for Ministers approval to acquire Crown Land Lot 103 DP 751730.</p>

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

					<p>Acquisition (Just Terms Compensation) Act 1991.</p> <p>(b) Council make an application to the Minister and/or Governor of the Local Government Act 1993 for approval to acquire Crown Land Lot 103 DP 751730 (excluding minerals), by compulsory acquisition process under Section 177(1) of the Roads Act 1993.</p> <p>(c) Council continue to negotiate with Department of Planning & Environment – Crown Lands 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) Council delegate authority to the General Manager to execute all documents on behalf of Council under the Common Seal if required.</p> <p>(f) Council pay compensation to all interest holders entitled to compensation by virtue of the</p>	<p>06/11/2023: Preliminary valuation report received from Department of Planning and Environment.</p> <p>04/12/2023: Valuation under review.</p> <p>15/01/2024: Valuation of \$95,000 was received NSW Planning Industry and Environment.</p> <p>Council was required to purchase the entire 19ha of Lot 103. The new road reserve that we required was approx. 3000m². As a percentage, 1.58% of the Crown reserve was required for the new road.</p> <p>Council's assessment of the lot was \$10,000. Submission sent by Council, and ignored. Department required payment, or acquisition would be denied.</p> <p>05/02/2024: To be discussed at Council Workshop.</p> <p>04/03/2024: There is no written evidence on Council's file to substantiate department directive to purchase 19ha of Lot 103. Matter closed.</p>
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					<p>compulsory acquisition on the terms set out in the Land Acquisition (Just Terms Compensation) Act 1991.</p> <p>(g) 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>	
24 January 2023	CL03 DRAFT PLAN OF MANAGEMENT - VILLAGE OF YENDA CROWN RESERVES	CPO	127986	23/014	<p>RESOLVED on the motion of Councillors Laurie Testoni and Manjit Singh Lally that:</p> <p>(a) Council refer the Draft Plan of Management for Village of Yenda Crown Reserves being Crown Reserves 62949 (Lot 701 DP 1030376), 61951, 63981, 65511 (Lot 881 DP 751728), 159006 (Lot 1241 P 821503) and 240000 (Lot 21-25 DP 44498) to the Minister administering the Crown Land Management Act 2016 for approval.</p> <p>(b) Upon approval of the Minister administering the Crown Land Management Act 2016 Council amends the Draft Plan of Management for Village of Yenda Crown Reserves if required, and place it on public exhibition as per Section 38 of the Local Government Act 1993.</p>	30/1/2023: The Draft Plan of Management was referred to the Crown for Ministers approval to place on public exhibition.

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					(c) Native Title advice has been provided. (d) A report be presented to Council to adopt the final Plan of Management for Yenda Crown Reserves on completion of the exhibition period, to consider all submissions.	
22 February 2022	NOTICE OF MOTION – YOOGALI SHARED BICYCLE PATH	DIO	114000	22/057	RESOLVED on the motion of Councillors Simon Croce and Anne Napoli that: (a) Council consider the construction of the Griffith to Yoogali shared bicycle track as a priority. (b) Council undertake a full costing of the track and bridge as to facilitate funding opportunities to contribute towards the new construction.	14/03/2022: Funding estimate for Path and Bridge: \$1.4 million. 100% funding request submitted to Transport for NSW Active Transport Program. 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. 05/06/2023: Funding application successful. Design to commence. 17/07/2023: Inception meeting scheduled for 18 August 2023. Project to be completed 20 June 2025.

OUTSTANDING ACTION REPORT
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						<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>
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