



**Lane Cove  
Council**

# Late Agenda Ordinary Council Meeting 12 December 2024, 7:00 PM

Council will commence consideration of  
all business paper agenda items at 7.00 pm.

**MAYORAL MINUTES**

**L.1 MAYORAL MINUTE - WORKFORCE PLANNING. .... 3**

**2 NOTICES OF MOTION**

**L 2.1 NOTICE OF MOTION - PROVISION FOR ADDITIONAL RETURN AND EARN  
REVERSE VENDING MACHINE FOR THE ST LEONARDS AREA..... 5**

**Item No:** L.1  
**Subject:** Mayoral Minute - Workforce Planning.  
**Record No:** SU3348 - 80402/24  
**Division:** Lane Cove Council  
**Author(s):** Councillor Merri Southwood

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### **Executive Summary**

Lane Cove Council's Community Strategic Plan (CSP) and other integrated planning and reporting documents are to be reviewed in 2025, with consultation to commence in February 2025.

Theme 6 of Lane Cove Council's CSP includes Section 6.5 Community Priority – Workforce.

The long-term objective for the workforce articulated in the CSP is to ensure Council has an appropriately trained, skilled safe and inclusive workforce.

The purpose of this motion is to better understand Council's workforce statistics over time, its current workforce retention strategies and knowledge transfer strategies, with a view to possible refinements to Section 6.5 Community Priority – Workforce in the CSP in the forthcoming review.

### **Background**

Council's Workforce Management Plan (adopted 20 June 2024) (WFMP) outlines the following information about Council's workforce and its management –

- the organisational structure on 31 December 2023 comprised 241 employees representing 213.79 full-time equivalent (FTE) employees across the four divisions. Of these 158 were full-time, 49 were part-time and 34 were casual.
- the majority of Council's workforce (66%) was employed on a full-time permanent basis with 20% of Council's workforce employed on a permanent part-time basis and 14% on a casual basis. Females made up 82% of all employees who worked on a part time or casual basis, and 41% of those employees who were full time. These patterns of employment have remained relatively consistent within Council over the past 5 years.

There is no earlier data listed for comparison.

- at a Divisional level, Community & Culture had the greatest proportion of part time and casual employees, with 71% of all part time and casual employees working in this Division. This is largely attributed to staff preferring to work on a part time basis in Council's Library and Early Education and Care Centre and a pool of casual staff being utilised to support the provision of community services.
- the ageing workforce continues to have a profound effect across Local Government agencies and remains the most commonly cited factor likely to impact Council's workforce in the future. The age profile of Council has remained relatively stable with turnover in the 26-to-35-year age range being the most significant in 2023 and the ongoing risk of lost knowledge remaining a concern, as older staff contemplate retirement.
- 33% of Council's workforce will reach retirement age over the next 10 years. Challenges that Council will be confronted with as staff contemplate retirement include:
  - (a) loss of corporate and industry specific knowledge
  - (b) difficulties in replacing experienced employees

- (c) loss of coaches/mentors for the next generation of employees
- (d) ongoing management of staff absences as health-related issues, associated with an aging workforce, impact the workplace
- (e) ongoing safety and wellbeing issues needing to be accommodated through job design or other strategies
- managing staff retention, expectations for development and sharing key knowledge and experience within Council, will continue to be primary areas of focus moving forward.
- the average length of service of permanent employees in Council is 7.5 years (an increase from last year's average of 6.9 years) and compared to the NSW Local Government average of 10.2 years.
- Council's permanent voluntary separation rate (excluding casual and temporary staff) in 2022/2023 was 18.2%, compared to 16.7% in 2021/2022, 15.76% in 2020/2021 and 10.89% in 2019/2020. There is no earlier data listed.
- that management of the plan will be regularly and more frequently assessed with quarterly reviews.

Information about Council's workforce statistics, workforce retention strategies and strategies for sharing of Key information and knowledge will assist in the review of Council's CSP, in particular Section 6.5 Community Priority – Workforce.

## **RECOMMENDATION**

That Councillors receive at Council's forthcoming corporate planning weekend a report on –

1. the processes in place, or to be undertaken by Council, to manage staff retention and sharing of key knowledge and experience to mitigate one of the key challenges of an ageing workforce nearing retirement; and
2. a comparison from 2014/2015 to present of Council's workforce statistics against publicly available information for other metropolitan councils of similar size and same OLG Category
  - annual permanent voluntary separation rate (excluding casual and temporary staff)
  - number of employees (and how many FTE employees this equates to) and
  - leave accruals
  - overtime
  - absenteeism.

Councillor Merri Southwood  
**Councillor**

## **ATTACHMENTS:**

There are no supporting documents for this report.

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**NOTICE OF MOTION - PROVISION FOR ADDITIONAL RETURN AND EARN REVERSE**  
**VENDING MACHINE FOR THE ST LEONARDS AREA**

**Item No: L2.1**

**Item No:** L2.1  
**Subject:** Notice of Motion - Provision for Additional Return and Earn Reverse Vending Machine for the St Leonards area  
**Record No:** SU9603 - 79215/24  
**Division:** Lane Cove Council  
**Author(s):** Councillor David Roenfeldt; Councillor Katie Little

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*NOTE:*

*This Notice of Motion was lodged on Monday 2 December 2024, however it was inadvertently omitted from the original Council agenda published on Thursday 5 December 2024. In accordance with the Code of Meeting Practice, it is now published as a supplementary item.*

**Executive Summary**

The NSW Government's Return and Earn Container Deposit Scheme (CDS) commenced in December 2017. Under the CDS, people can return eligible beverage containers for recycling in exchange for a 10-cent refund.

Lane Cove currently has two (2) Return and Earn facilities, with a Reverse Vending Machine (RVM) located in the Little Street Carpark and another collection point at 67 Mars Rd, Lane Cove West.

Whilst the Little Street Return and Earn is in East Ward its location is not convenient for the residents of St. Leonards as some have expressed discouragement because of having to travel such a distance to access either of these collection points.

The identification of a suitable site for the installation of another Return and Earn RVM strategically located to service the St Leonards area would provide more convenient access to residents and continue to enhance Lane Cove's reputation as a leader in recycling and sustainability initiatives.

**Background**

The CDS commenced in December 2017 in NSW. The aim of the CDS was to reduce the volume of litter in NSW by 40% by 2020 and increase recycling of glass and plastic containers.

Council resolved (R125, 22 Jul 2019) to investigate for the installation of a Return and Earn RVM within Lane Cove.

The Return and Earn inside the Little St carpark became operational on 9<sup>th</sup> December 2019 after being identified as a suitable site (R177, 16 Sep 2019) for its installation. It is currently operated by Tomra Cleanaway.

When selecting a suitable location for the RVM, Council considered safety, truck movements and customer convenience.

A private business 'Lane Cove Return and Earn' opened in 2020 in the Lane Cove Business District at 67 Mars Road Lane Cove West.

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The range of possible Return and Earn services available are:

- Automated Depot - Staffed and offers additional services. Ideal for any no. of containers
- Reverse Vending Machines (RVM) - Self-service, convenient locations and ideal for up to 500 containers
- Over the Counter - Staffed and good for cash-in-hand refunds. Ideal for < 100 containers
- Reverse Vending Centre - Self-service with multiple machines Ideal for any no. of containers
- Donation Station - Self-service and donations only. Ideal for on-the-go returns

The closest alternative Return and Earn services available for residents in the St Leonards area are 'over the counter' drop off points which are located at the following locations:

1. 1/250 Pacific Highway, Crows Nest (limited opening on Sat)
2. 4/333 Pacific Highway, North Sydney (not open on weekends)

[Omart \(ezyMart\) Convenience Store Crows Nest - Return and Earn](#)

[Recycling At At Your Convenience North Sydney - Return and Earn NSW](#)

However, these locations have set opening hours and may not offer the same scale and convenience to residents that an automated return and Earn RVM does.

### **Discussion**

The environmental and social benefits of hosting Return and Earn RVM's for the community are four-fold:-

- Environmental benefits with less litter in our parks and waterways;
- community benefits with more incentive to recycle and earn funds for community programs;
- Refunds can be directed towards local charities; and
- Recycled containers become part of a circular economy that extends the life of these materials and reduces our reliance on natural resources.

Hosting an additional RVM located in St Leonards area would continue to enhance Lane Cove Council's profile as a leader in sustainability and enable regional access to Lane Cove, Willoughby and North Sydney residents consistent with community expectations.

### **Conclusion**

The installation of an additional Return and Earn RVM strategically located in the St Leonards area would be more convenient and providing residents the opportunity to participate in the Container Deposit Scheme, Council is demonstrating a commitment to our community and promoting the sustainable and long-term benefits of recycling.

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**RECOMMENDATION**

That Council:-

1. Write to Tomra, operators of the Return and Earn scheme requesting the provision of a RVM in the St Leonards area to service the area, which includes the Local Government Areas of Lane Cove, North Sydney and Willoughby;
2. Write to the Mayors of Willoughby and North Sydney seeking their support to join with Lane Cove calling for the provision of a Return and Earn scheme a RVM in the St Leonards area;
3. Subject to 1., Investigate potential locations for a Return and Earn RVM installation in the St Leonards area; and
4. receive a report back to Council on the outcome.

Councillor David Roenfeldt  
**Councillor**

Councillor Katie Little  
**Councillor**

**ATTACHMENTS:**

There are no supporting documents for this report.