



# ORDINARY MEETING OF COUNCIL

## Agenda

Tuesday, 25 February 2014 at 7:00 pm

## **CONFLICTS OF INTEREST**

A conflict of interest arises when Councillors or Council staff are influenced, or are seen to be influenced, in carrying out their duties by personal interests. Conflicts of interest can be pecuniary or non-pecuniary in nature.

A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of a financial gain.

A non-pecuniary interest can arise as a result of a private or personal interest which does not relate to money. Examples include friendship, membership of an association or involvement or interest in an activity.

Any councillor or staff member who considers they may have a conflict of interest should read Council's Code of Conduct policy.

The responsibility of determining whether or not a Councillor or Council employee has a pecuniary or non-pecuniary interest in a matter, is the responsibility of that individual. It is not the role of Council's Mayor, General Manager, nor other Councillor nor another Council employee to determine whether or not a person may have a conflict of interest.

Should you be unsure as to whether or not you have a conflict of interest you should err on the side of caution and either declare a conflict of interest or, you should seek the advice of the Director General of Local Government. The contact number for the Director General of Local Government is 02 4428 4100.

## **COUNCIL CODE OF CONDUCT**

The Council Code of Conduct is a requirement of section 440 of the Local Government Act 1993. The Code of Conduct sets the minimum requirements of conduct for council officials in carrying out their functions.

The Code of Conduct has been developed to assist council officials to:

- understand the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- act in a way that enhances public confidence in the integrity of local government.

Councillors, administrators, members of staff of council, independent conduct reviewers, members of council committees including the conduct review committee and delegates of the council must comply with the applicable provisions of council's code of conduct in carrying out their functions as council officials. It is the personal responsibility of council officials to comply with the standards in the code and regularly review their personal circumstances with this in mind.

Failure by a councillor to comply with the standards of conduct prescribed under this code constitutes misconduct for the purposes of the Act. The Act provides for a range of penalties that may be imposed on councillors for misconduct, including suspension or disqualification from civic office.

Council's Code of Conduct is available for viewing on Council's website.

## STAFF RESPONSIBILITY AND REPORT AUTHOR CODES

### REPORT AUTHORS

POSITION	NAME	CODES
General Manager	Brett Stonestreet	GM
Manager Executive Services	Shireen Donaldson	MES
Public Officer/Right to Information Officer	Shireen Donaldson	MES
Director Business, Cultural & Financial Services	Max Turner	DBCF
Director Utilities	David Tull	DU
Director Infrastructure and Operations	Dallas Bibby	DIO
Director Sustainable Development	Neil Southorn	DSD
Governance Coordinator	Wendy Krzus	GC
Compliance Coordinator	Michael Toohey	CC
Finance Manager	Vanessa Edwards	FM
Tourism & Economic Development Manager	Greg Lawrence	TEDM
Engineering Design & Approvals Manager	Graham Gordon	EDAM
Planning & Environment Manager	Carel Potgieter	PEM
Coordinator Landuse Planning and Compliance	Kelly McNicol	LPC
Senior Development Assessment Planner	Stephen Parisotto	SDAP
Principal Planner (UDSP)	Peter Badenhorst	PPUDSP
Development Assessment Planner	Linden Foster	DAP
Building Certification Coordinator	Ben Lang	BCC
Environment and Health Coordinator	Vacant	EHC
Environment Planner	Joanne Tarbit	EP
Corporate Property Officer	Daphne Bruce	CPO
Parks & Gardens Manager	Peter Craig	PGM
Works Manager - Maintenance	Manjit Chugha	WMM
Works Manager - Construction	Shree Shrestha	WMC
Senior W&S Engineer - Operations	Steven Oosthuysen	SWSE
Asset Management Coordinator	Andrew Keith	AMC
Library Manager	Pam Young	LM1
Library Manager	Christine Del Gigante	LM2
Griffith Regional Theatre & Art Gallery Manager	Sarah Boon	GRTAG
Data Information Officer	Wendy Vaccari	DIO
Economic Development Coordinator	Nicola James	EDC
Fleet & Depot Manager	Steve Croxon	FDM
Pioneer Park Manager	Bernadette Flynn	PPM

## **PUBLIC QUESTION TIME**

Public Question time is to be conducted according to the guidelines set out in Griffith City Council's Code of Meeting Practice:

### **34. Question time – members of public**

- 34.1 Time is to be set aside at Ordinary Meetings of Council during which members of the public may ask questions of the Council via the chair. Any person in attendance may ask one (1) question only (with any additional questions to be at the discretion of the chair) and speak on it for a MAXIMUM of two (2) minutes.
- 34.2 Council shall provide a question time at each Council meeting, during which members of the public may ask questions of the Council. Written notice of the question is to be given during the meeting in the period prior to question time.
- 34.3 Each person may ask one question following which he or she may speak to it for a maximum period of two minutes.
- 34.4 Questions are to be directed to the Chairman who may choose to:
- (a) answer the question;
  - (b) refer it to another Councillor or senior staff member to answer; or
  - (c) arrange for the question to be researched and the answer supplied at a later date.
- 34.5 Normally if a person to whom a question is put does not answer the questions at that meeting or during that meeting, they should do so at the next meeting, or alternatively via direct communication (e.g. letter, e-mail, telephone call etc) with the person asking the question. The Councillors will be provided with a copy of the response via Council's information sheet.
- 34.6 No resolutions are to be put at the meeting as a result of the questions raised, answers to be provided at the following meeting unless the matter raised comes under the consideration of Clause 241(3) of the Regulation, if:
- (i) A motion is passed to have the matter brought before the meeting; and
  - (ii) The matter is ruled by the chairperson to be of great urgency.
- 34.7 Question time is to be reserved as an opportunity for members of the public to ask genuine questions of Council. It is not to be a forum for making statements or expressing points of view.
- 34.8 Any person making use of question time is required to observe the same standards required of a Councillor. Specifically he or she must:
- (a) obey the directions of the Chairman;
  - (b) not use any behaviour or language inconsistent with good order and decorum;
  - (c) not make personal reflections or impute improper motives to Councillors or staff; and
  - (d) not raise a question having the same effect (albeit differently worded) within a period of three months following the time the original question was answered.

## **COUNCILLOR QUESTION TIME**

Councillor question time will follow public question time. Councillors must adhere to the guidelines set out in Griffith City Council's Code of Meeting Practice as follows:

### **33. Questions may be put to Councillors and Council employees (Councillors Question Time)**

- 33.1 A councillor:
- (a) may, through the chairperson, put a question to another councillor; and
  - (b) may, through the chairperson and the General Manager, put a question to a Council employee.
- 33.2 However, a Councillor or Council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents.
- 33.3 The Councillor must put every such question directly, succinctly and without argument.
- 33.4 The chairperson must not permit discussion on any reply or refusal to reply to a question put to a councillor or Council employee under this clause.
- 33.5 Normally if a person to whom a question is put does not answer the questions at that meeting or during that meeting, they should do so at the next meeting, or alternatively via direct communication (e.g. letter, e-mail, telephone call etc) with the person asking the question. The Councillors will be provided with a copy of the response via Council's information sheet.
- 33.6 To assist with the recording of minutes, a councillor will put the question in writing prior to putting the question.
- 33.7 Councillors may ask one (1) question only (with any additional questions to be at the discretion of the chair).
- 33.8 Where possible, the terms of a question to be put to a council employee should be conveyed to the employee prior to the meeting.
- 33.9 No resolutions are to be put at the meeting as a result of the questions raised, answers to be provided at the following meeting unless the matter raised comes under the consideration of Clause 241(3) of the Regulation, that is if:
- (i) A motion is passed to have the matter brought before the meeting; and
  - (ii) The matter is ruled by the chairperson to be of great urgency.



**ORDINARY MEETING OF GRIFFITH CITY COUNCIL  
TO BE HELD IN THE COUNCIL CHAMBERS, GRIFFITH ON  
25 FEBRUARY 2014 AT 7.00 PM**

Griffith City Council  
PO Box 485  
GRIFFITH NSW 2680

Mayor and Councillors:

**NOTICE OF MEETING**

I have to inform you that an **ORDINARY MEETING** of the Council will be held in the **Council Chambers, Griffith** at **7.00 pm** on **TUESDAY, 25 FEBRUARY 2014**.

The agenda for the meeting is:

- 1 Acknowledgement and Council Prayer
- 2 Apologies
- 3 Confirmation of Minutes
- 4 Matters Arising from the Minutes
- 5 Declarations of Interest
- 6 Presentations
- 7 Mayoral Minutes
- 8 General Manager's Report
- CL01 p 15 Second Quarter Performance Report 2013/14 - Budget Review and Operational Plan Incorporating the December Delivery Program Progress Report
- CL02 p 22 Investments at 31 January 2014
- CL03 p 26 Report on Waiving Par Avion Landing Fees
- CL04 p 28 Floodplain Management Association Conference - Deniliquin
- CL05 p 30 Festival of Gardens
- 9 Information Reports
- 10 Adoption of Committee Minutes

## **AGENDA**

- p 33 Minutes of the Cultural Facilities Management Committee Meeting held on 3 February 2014
- p 37 Minutes of the Festival of Gardens Management Committee Meeting held on 6 February 2014
- p 41 Minutes of the Transport Management Committee Meeting held on 10 February 2014
- p 48 Minutes of the Traffic Committee Meeting held on 11 February 2014

- 11 Business with Notice - Rescissions Motions
- 12 Business with Notice - Other Motions
- 13 Question Time
- 14 Outstanding Action Report
- 15 Matters to be dealt with by Closed Council

Yours faithfully

**LEANNE AUSTIN**  
**SENIOR GOVERNANCE OFFICER**



**MINUTES OF THE ORDINARY MEETING HELD IN THE COUNCIL  
CHAMBERS, GRIFFITH ON 11 FEBRUARY 2014 COMMENCING AT 7.01PM**

**PRESENT**

The Mayor, John Dal Broi in the Chair; Councillors, Alison Balind, Simon Croce, Doug Curran, Bill Lancaster, Anne Napoli, Mike Neville, Paul Rossetto, Christine Stead, Leon Thorpe and Dino Zappacosta.

**STAFF PRESENT**

General Manager, Brett Stonestreet; Director Infrastructure and Operations, Dallas Bibby; Director Sustainable Development, Neil Southorn; Director Utilities, David Tull; Director Business, Cultural & Financial Services, Max Turner; Manager Executive Services, Shireen Donaldson and Minute Secretary, Naomi Brugger.

**MEDIA**

Jack Morphet, The Area News; Dolf Murwood, 2MIA FM

The Meeting opened with Councillor Lancaster reading the Council prayer and the Acknowledgment of Country.

**PROCEDURAL MATTERS**

**APOLOGIES**

0031

**RESOLVED** on the motion of Councillors Balind and Stead that apologies be received from Councillor Cox and a leave of absence be granted.

**CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL  
HELD 28 JANUARY 2014**

0032

**RESOLVED** on the motion of Councillors Thorpe and Stead that the minutes of the Ordinary Meeting of Council held in the Council Chambers, Griffith on 28 January 2014, having first been circulated amongst all members of Council, be confirmed.

**BUSINESS ARISING FROM THE ORDINARY MEETING OF COUNCIL HELD 28  
JANUARY 2014**

**CL02 Community Strategic Plan - Growing Griffith 2030 - Indicators and Measures**

Councillor Balind enquired as to when the Community Strategic Plan would be addressed with the General Manager, Mr Brett Stonestreet advising a special Workshop was scheduled to be held on 4 March 2014 with a view to discussing the Community Strategic Plan in conjunction with the report from Blackadder & Associates regarding the first stage of the Services Review Program.

**DECLARATIONS OF INTEREST**

**NON-PECUNIARY INTERESTS**

The following Councillor a declared non-pecuniary interest in the following clause:

Councillor Paul Rossetto

CL02 Reason - Councillor Rossetto was contacted by proposed lessee and given a history explanation of the land in question.

*Make a declaration, stay in the Chamber and participate in the debate and vote.*

**PECUNIARY INTERESTS**

There were no pecuniary interests received.

**GENERAL MANAGER'S REPORT**

**CL01 LEASE OF STATE BANK HOUSE - 81 KOOYOO STREET TO  
CAMPBELL PAGE LIMITED**

0033 (CPO)

**RESOLVED** on the motion of Councillors Neville and Napoli that:

(a) Council approve the lease of State Bank House to Campbell Page Limited for a term commencing 1 January 2014 to 31 December 2014 with an option to renew the lease for a further 1 year.

(b) The lease fee commencing 1 January 2014 be charged at \$16,432 + GST and increasing thereafter with the Consumer Price Index on commencement of each new term.

(c) Campbell Page Limited shall be responsible for all water, rates, electricity, cleaning, ground maintenance and any internal maintenance (on approval of Council) together with all legal costs associated with the preparation of the lease agreement.

(d) Council authorise the Mayor and General Manager to execute all documents relating to the lease on behalf of Council under the common seal.



**CL02 LICENCE AGREEMENT FOR PART DRAINAGE RESERVE 159011 - 34A HARWARD ROAD, GRIFFITH**

0034 (CPO)

**RESOLVED** on the motion of Councillors Zappacosta and Napoli that the report be raised from the table.

0035

**RESOLVED** on the motion of Councillors Zappacosta and Thorpe that:

- (a) Council approve to enter into a licence agreement with Altina Holdings Pty Ltd and Joseph Gino Altin for part drainage reserve 159011 (34A Harward Road) for a term of 10 years commencing 1 August 2013 and terminating 31 July 2023.
- (b) The licence fee continue to be charged in accordance with the original agreement currently \$118.74 for 2013/2014 to increase with CPI each year.
- (c) Altina Holdings Pty Ltd and Joseph Gino Altin be required to pay all applicable costs and charges associated with the preparation of the licence agreement together with Council's Administration fee of \$359.
- (d) Council authorise the Mayor and General Manager to execute the licence agreement on behalf of Council under the common seal.

Councillor Lancaster requested his vote AGAINST the motion be noted.

**CL03 LICENCE AGREEMENT FOR ROAD RESERVE ADJOINING LOT 1 DP 1067528 - INTERNATIONAL BACKPACKERS HOSTEL - WITH MICHAEL AND TERESA FARRONATO**

0036 (CPO)

**RESOLVED** on the motion of Councillors Thorpe and Neville that:

- (a) Council enter into a licence agreement with Michael and Teresa Farronato for 18 car parking spaces located on the road reserves in Koorringal Avenue and Wakaden Street, Griffith.
- (b) The term of the licence agreement be ten years (1 March 2014 - 29 February 2024) with one further option of ten years (1 March 2024 - 28 February 2034).
- (c) Michael and Teresa Farronato be required to pay all applicable costs and charges associated with the preparation of the licence agreement together with Council's Administration Fee of \$359.
- (d) Annual licence fees be charged as per Council's adopted Revenue Policy, currently \$47 per car space (2013/2014) plus rates and charges.
- (e) Council authorise the Mayor and General Manager to execute all documents relating to the licence agreement on behalf of Council under the common seal.

**CL04 COUNCIL COMMITTEE DELEGATIONS AND DESIGNATED PERSONS**  
(MES)

Councillors Rossetto and Thorpe **MOVED** that:

- (a) Council continue with the current Committee structure pending items (b) and (c).
- (b) All Committees of Council established under Section 355 of the Local Government Act be deemed Advisory Committees with no delegations including the ability to make variations of expenditure within approved project budgets.
- (c) Council no longer recognise community or stakeholder Committee members as designated officers exercising a function of Council.
- (d) Council amend all current Committee Terms of Reference accordingly.

Councillor Balind moved the following **AMENDMENT** that:

- (a) Council continue with the current Committee structure.
- (b) All Committee members who have yet to provide their declarations be given assistance by Council staff to complete the documentation in order to become compliant.

The Mayor **DECLINED** to accept the **AMENDMENT** as it is in direct negative of the motion.

Councillor Lancaster **FORESHADOWED** a motion that the Section 355 Committees be reconstituted as Advisory Committees.

The original **MOTION** was **PUT**, being:

Councillors Rossetto and Thorpe **MOVED** that:

- (a) Council continue with the current Committee structure pending items (b) and (c).
- (b) All Committees of Council established under Section 355 of the Local Government Act be deemed Advisory Committees with no delegations including the ability to make variations of expenditure within approved project budgets.
- (c) Council no longer recognise community or stakeholder Committee members as designated officers exercising a function of Council.
- (d) Council amend all current Committee Terms of Reference accordingly.

The **MOTION** was **LOST**.

Councillor Balind **MOVED** that:

- (a) Council retain the current Committee structure.
- (b) All Committee members who have yet to provide their declarations be given assistance by Council staff to complete the documentation in order to become compliant.

(c) Council review the Committee structure once the documentation had been obtained.

Councillor Balind **AMENDED** the **MOTION**, being that Council retain the current Committee structure until a review of the structure is undertaken.

Councillor Neville **SECONDED** the **AMENDMENT**.

Councillor Neville **FORESHADOWED** a motion, that the General Manager contact those members who are non-compliant and prepare a report for Council to be presented at a future meeting of Council.

The **MOTION** was **PUT** and **CARRIED**.

0037

**RESOLVED** on the motion of Councillors Balind and Neville that Council retain the current Committee structure until a review of the structure is undertaken.

Councillor Neville **MOVED** that,

(a) The General Manager contact those members who are non-compliant and prepare a report for Council to be presented at a future meeting of Council.

(b) The Chairs of the various Committees with non-compliant members be requested to assist the General Manager to carry out this function.

Councillor Balind **SECONDED** the motion.

The **MOTION** was **PUT** and **CARRIED**.

0038

**RESOLVED** on the motion of Councillors Neville and Balind that:

(a) The General Manager contact those members who are non-compliant and prepare a report for Council to be presented at a future meeting of Council.

(b) The Chairs of the various Committees with non-compliant members assist the General Manager.

**CL05 INDEPENDENT LOCAL GOVERNMENT REVIEW PANEL - FINAL  
REPORT LOCAL GOVERNMENT ACT REVIEW TASK FORCE - FINAL REPORT**  
(GM)

Councillors Balind and Lancaster **MOVED** that:

(a) Council prepare a submission in relation to the Independent Local Government Review Panel final report.

(b) The submission in relation to (a) above provide in principle support to the report provided that the NSW Government adopts the recommendations as a package.

(c) Council prepare a submission in relation to the Local Government Acts Review Task Force report.

(d) The submission in relation to (c) above provide in principle support to the report.

Councillor Napoli **MOVED** the following **AMENDMENT** that:

(a) Council prepare a submission in relation to the Independent Local Government Review Panel final report.

(b) The submission in relation to (a) above provide in principle support to the report provided that the NSW Government adopts the recommendations as a package.

(c) Council prepare a submission in relation to the Local Government Acts Review Task Force report.

(d) The submission in relation to parts (b) and (c) above provide in principle support to the report with it being reflected that Council does not support the removal of "Rate Pegging".

Councillor Thorpe **SECONDED** the **AMENDMENT**.

The **AMENDMENT** was **PUT** and **CARRIED**.

The **AMENDMENT** became the **MOTION**.

0039

**RESOLVED** on the motion of Councillors Napoli and Thorpe that:

(a) Council prepare a submission in relation to the Independent Local Government Review Panel final report.

(b) The submission in relation to (a) above provide in principle support to the report provided that the NSW Government adopts the recommendations as a package.

(c) Council prepare a submission in relation to the Local Government Acts Review Task Force report.

(d) The submission in relation to parts (b) and (c) above provide in principle support to the report with it being reflected that Council does not support the removal of "Rate Pegging".

## MINUTES FROM COMMITTEES

### MINUTES OF THE BUSINESS DEVELOPMENT AND MAJOR PROJECTS MANAGEMENT COMMITTEE MEETING HELD ON 20 JANUARY 2014

0040

**RESOLVED** on the motion of Councillors Curran and Napoli that:

(a) The Minutes of the Business Development and Major Projects Management Committee meeting held on 20 January 2014, having first been circulated amongst all members, be adopted with the exclusion of CL09 Amendments to Council's Engineering Guidelines.

(b) Council prepare a draft amendment and exhibit the draft amendment of Council's Engineering Guidelines and other relevant policies to include the following:

1) That the sealing or upgrading (including on-site detention) of existing car parks including access and egress points not be required when assessing a Development Application when:-

- There is no increase in car parking spaces required by the development, and
- There is no additional traffic generated by the proposed development, and
- There is no change in loading and unloading arrangements;
- UNLESS Council resolves that the circumstances of the case are such as to warrant this and clear justification is made.

Note: This recommendation does not relate to statutory requirements such as in relation to disabled car parking spaces or maintenance of existing facilities such as line marking.

2) That the landscaping and irrigation of existing car parks shall not be required in the circumstances listed in (1) above.

3) That on-site detention not be required when developments do not increase the total roof and hardstand (concrete/paved/sealed) areas of an existing development, including developments whereby existing roof and hardstand areas are removed and replaced with roof and hardstand areas that do not increase the roof and hardstand area of the former development.

4) That where an existing development involves alterations and/or additions that requires either an increase for water service supply from an existing Council water main and/or an increase of sewer service drainage connected to an existing Council sewer main, there be no requirement for the developer to prove by way of calculation of the ability of Council's water and/or sewerage system to service (or not) any increased demand. Should the development necessitate calculations concerning the ability or otherwise of Council's water and/or sewerage system, Council shall do so without cost to the developer and inform the developer of the outcome at pre-DA meeting/s.

Note: Council may request information from the intended applicant regarding the on-site sewerage and water systems for the existing and proposed development including peak demands generated from the entire development by either a suitably qualified licensed plumber or consultant engaged by the developer, in order to assess the capacity of Council's infrastructure.

5) That 'documentary evidence' from a gas supplier, an electrical authority, Telstra or any other service provider 'that satisfactory arrangements have been made for the provision' of these services, not be required. It is suggested that a condition may be applied that the applicant shall be responsible for the provision of electrical, telecommunication, gas service or any other service provider to the development and that prior to 'Occupation Certificate' applicants provide documentary proof of any of the above services that have been provided to the development.

PART B: That policies of Council be formally adopted prior to implementation and not effected through development consents unless in accordance with Council's Policy Register and Council's prior deliberation. The exception to the above being draft Development Control Plans.

PART C: That conditions implemented be clear and concise and appropriately justified within Development Approvals. A 'Reason' shall be provided to all conditions. The 'Reason' is to be located under each 'Condition'.

PART D: That qualified Council staff participate at all pre DA lodgement meetings and provide advice on potential conditions that may be applied to a Development Application that may be lodged. Minutes of the meeting/s are to be confirmed and distributed to stakeholders within fourteen (14) working days of the meeting.

## QUESTION TIME

### PUBLIC QUESTION TIME

There were no questions from the public.

### COUNCILLOR QUESTION TIME

Councillor Rossetto asked the following question:

**"Will Councillors be provided a detailed report of the 2 accidents by Council staff reported on \*23/12/14 Area News. Including Workcover report. And what steps have been put in place to reduce future accidents in relation to workshop pits." \*23/12/13**

Mr Stonestreet advised that a report will be forthcoming.

Councillor Thorpe asked the following question:

**"With a Memorandum of Understanding being signed (with much hope for the future) on 21 Sep 2007 between Griffith City Council, TAFE and Charles Sturt University could we please have a report or assessment on the progress made in this tertiary education area, including the Bachelor Degree details available in Griffith for 2014.**

**It is approaching seven years since the memorandum - what has been the progress for Griffith? Thank you."**

Mr Stonestreet advised that a report will be prepared for Councillors and be distributed.

## OUTSTANDING ACTION REPORT

0041

**RESOLVED** on the motion of Councillors Napoli and Stead that the Outstanding Action Report be noted.

There being no further business the meeting terminated at 8.22pm.

Confirmed: .....  
CHAIRPERSON

## **GRIFFITH CITY COUNCIL** **REPORT**

**CL01**

**SUBJECT: SECOND QUARTER PERFORMANCE REPORT 2013/14 - BUDGET  
REVIEW AND OPERATIONAL PLAN INCORPORATING THE  
DECEMBER DELIVERY PROGRAM PROGRESS REPORT**  
**FROM: Vanessa Edwards, Finance Manager**

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### **SUMMARY**

Council is required to review its Operational Plan within two months of the end of each quarter. Council must review both its financial position and the Operational Plan Actions (Performance Indicators) adopted for 2013/14 for the quarter ended 31 December 2013.

In addition, under the Department of Local Government's Integrated Planning and Reporting Requirements, Council is required to present a progress report, in respect to the principal activities detailed in the Delivery Program, every six months.

### **RECOMMENDATION**

- (a) Council note the variations to the 2013/14 original budget for the quarter ended 31 December 2013 as presented in this report.**
- (b) The Financial Review for the quarter ended 31 December 2013 be adopted.**
- (c) Council adopt the 31 December 2013 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.**

### **BACKGROUND**

The Operational Plan is a statutory requirement under Section 405 of the Local Government Act, 1993. It requires Council to provide information on the statement of objectives (Operational Plan Actions) and performance targets for each of its principal activities. Council is also required to review its income and expenditure each quarter under Division 3, Section 203 of the Local Government (General) Regulation 2005.

Each of these requirements will be dealt with as follows;

#### **1) REVIEW OF THE OPERATIONAL PLAN ACTIONS (Performance Indicators)**

Council staff have completed a review of the extent to which the Operational Plan Actions (Performance Indicators) have been achieved. This review is included as an attachment to this report, attachment (g).

## 2) BUDGET REVIEW STATEMENTS AND REVISION OF ESTIMATES

The Financial Review document comprises:-

- Report by Responsible Accounting Officer at 31 December, 2013.
- Income and Expense Budget Review Statement (Fund Level) at 31 December, 2013.
- Income and Expense Budget Review Statement (Function Level) to 31 December, 2013.
- Capital, Cash and Investments Budget Review Statement at 31 December, 2013.
- Budget Review Contracts at 31 December, 2013.
- Budget Review Consultancy, Legal Expenses and Vandalism Expenses at 31 December, 2013.

### REVISED OPERATING STATEMENT

The revised operating statement at 31 December, 2013 currently shows an estimated surplus from operating activities before capital amounts of \$1,729,445. The adopted Operational Plan for 2013/14 showed a surplus from operations before capital grants of \$1,087,584.

The variations requested by each manager are shown on the comparatives operating statement summary, and also on the individual program income and expenditure.

The overall review of the first six months, reveals a number of operating budget variations as summarised below :

Fund	Original Budget	Variance (Favourable/ Unfavourable)	Amended Budget
Ordinary	(\$1,116,881)	\$570,512	(\$546,369)
Waste	\$1,096,174	\$164,770	\$1,260,944
Water	\$680,226	(\$100,754)	\$579,472
Sewer	\$428,065	\$7,333	\$435,398
Total	\$1,087,584	\$641,861	\$1,729,445

### ORDINARY FUND VARIATIONS

Operating revenues within the ordinary fund have increased by **\$568,596** from the original budget projection.

The variations in **operating revenue** are summarised as follows:

- Rates & Annual Charges increased by **\$40,462**
- User Fees & Charges increased by **\$192,495**
- Operating Grants & Contributions increased by **\$168,329** and
- Other Operating Revenues increased by **\$167,310**

Operating expenditure has decreased by **(\$1,916)** from the original budget projection.

The variations in **operating expenditure** are highlighted as follows:



- Employee costs increased by **\$12,862**
- Materials & Contracts decreased by **(\$52,925)**
- Interest Charges increased by **\$39,383**
- Other Operating Expenses decreased by **(\$1,236)**

Management will strive to improve this fund's performance throughout the remainder of the financial year to bring it back into at least a break even or surplus situation.

## **WASTE FUND VARIATIONS**

Operating revenues within the waste fund have increased by **\$163,770** from the original budget projection.

The variations in **operating revenue** are summarised as follows:

- Rates & Annual Charges increased by **\$31,970**
- User Fees & Charges increased by **\$131,800**

Operating expenditure has decreased by **(\$1,000)** from the original budget projection.

The variations in **operating expenditure** are highlighted as follows:

- Other Operating Expenses decreased by **(\$1,000)**

## **WATER FUND VARIATIONS**

Operating revenues within the water fund have decreased by **(\$30,818)** from the original budget projection.

The variations in **operating revenue** are summarised as follows:

- Rates & Annual Charges decreased by **(\$30,000)**
- Operating Grants & Contributions decreased by **(\$1,818)**
- Other Operating Revenues increased by **\$1,000**

Operating expenditure has increased by **\$69,936** from the original budget projection.

The variations in **operating expenditure** are highlighted as follows:

- Employee Costs increased by **\$85,000**
- Materials & Contracts decreased by **(\$28,123)**
- Other Operating Expenses increased by **\$13,059**

## **SEWERAGE FUND VARIATIONS**

Operating revenues within the sewer fund have increased by **\$3,925** from the original budget projection.

The variations in **operating revenue** are summarised as follows:

- User Fees & Charges decreased by **(\$1,000)**
- Interest increased by **\$6,000**
- Operating Grants & Contributions increased by **\$4,990**
- Other Operating Revenues decreased by **(\$6,065)**

Operating expenditure has decreased by **(\$3,408)** from the original budget projection.

The variations in **operating expenditure** are highlighted as follows:

- Materials & Contracts decreased by **(\$5,823)**
- Other Operating Expenses increased by **\$2,415**

## **GRANTS & CONTRIBUTIONS FOR CAPITAL PURPOSES**

**Income from Grants and Contributions for capital purposes has increased by \$242,054 from the original budget projection of \$5,171,101 to total \$5,413,155.**

## **CAPITAL EXPENDITURE**

There is a projected decrease overall of **(\$612,532)** on capital expenditure items from the December quarterly review. The original budget projected a capital spend of **\$15,193,368**.

Each fund is summarised as per the following :-

- The Ordinary Fund decreased capital expenditure by **(\$216,040)**
- The Waste Fund decreased capital expenditure by **(\$306,705)**
- The Water Fund decreased capital expenditure by **(\$54,991)**
- The Sewer Fund decreased capital expenditure by **(\$34,796)**

## **CASH FLOW STATEMENT ANALYSIS**

There is an overall increase in cash of **\$472,935** from the 30 June, 2013 figure. The original budgeted decrease in cash was **(\$786,876)**, therefore the net result of the September & December reviews is an increase in cash of **\$1,259,811**. It is usual that some of the capital projects may not be completed or started during the financial year. As each quarterly review is completed, there will be adjustments to both the operating and capital expenditure that may improve the final cash balance at year end.

Outlined in the Cash Flow Statement, and summarised below, is the estimated unrestricted cash available at 30 June, 2014.

<b>Total Cash &amp; Investment Funds at 30/6/13 (Actual)</b>	<b>\$23,328,000</b>
Decrease due to 2013/14 Operational Plan	(\$786,876)
Decrease from September 2013/14 Quarterly Review	(\$40,776)
Increase from December 2013/14 Quarterly Review	\$1,300,587
Closing Externally restricted cash balance at 30/6/14	\$15,120,048
Closing Internally restricted cash balance at 30/6/14	\$4,845,600
Available (Estimated) Unrestricted Cash at 30/6/14	\$3,835,287
<b>Total Projected Cash &amp; Investment Funds at 30/6/14</b>	<b>\$23,800,935</b>

## **CONCLUSION**

**The results of the September and December 2013/14 Quarterly Review processes has seen a total increase in the surplus of approximately \$642K. The adjustments made have been reasonably conservative as this is the first half of**

**the financial year and in many cases it is quite early to be certain of full year adjustments and they may only be due to timing differences however, the actual year-to-date operating performance is tracking well ahead of budget and it is the intention of the senior management team to strive to lock in as many savings as possible over the course of the year to improve the budget and effectively close the gap required in order to provide a surplus result across all four funds.**

## **ORGANISATIONAL STRUCTURE AMENDMENTS**

That Council amend the Organisational Structure to return the FTE equivalent of the position of Human Resources Manager to 1.0 FTE from the current 0.7 FTE.

The position of Human Resource Manager was originally introduced into the Organisational Structure as a 1.0 FTE position. A Council of the size of Griffith can sustain a 1.0 FTE as there is a recognised requirement to have at a strategic level, a position which can engineer and drive a risk management culture which is organisation wide and is fulfilling the requirements of a compliant WHS organisation. This is in addition to the provision of an expert in Human Resource management for all of Council, management of Human Resource staff, managing Industrial Relations, completing investigations as required, managing the implementation of new policies and change management of introducing new cultures such as Alcohol and Drug Testing and Contractor Management.

The position of Human Resource Manager was reduced to 0.7 FTE in 2011 due to a request for reduced hours following a return from Maternity Leave of the immediate past incumbent. This was not an ideal scenario; however, the request was accommodated due to the high functioning capacity of the immediate past incumbent and the desire of Council at the time to retain the incumbent in this position. That person has now resigned as it is recognised that such a position within Council is not sustainable at less than 1.0 FTE and that certain aspects of the position were not being fulfilled due to the position being filled in a part time capacity, along with the recognition it is necessary for staff across the organisation to reasonably expect that access to expert HR services should be available daily and that staff matters be dealt with in a timely manner.

The immediate past incumbent was being remunerated at Grade 21. The Hay System has set the new salary range at Grade 19, being a salary range \$81,259-\$89,382. The immediate past incumbent received an annual Personal Development Allowance, which ceased on resignation.

## **3) DELIVERY PROGRAM PROGRESS REPORT**

In accordance with Section 404 of the Local Government Act 1993, The General Manager is required to ensure that progress reports are provided to Council with respect to the principal activities detailed in the Delivery Program at least every six months. Performance Measures for the past six months are listed in attachment (g). A Summary of the significant projects undertaken in the six months from July 2013 to December 2013 include:

- Upgrade of Airport Terminal completed
- Internal Refurbishment 30 MI Reservoir
- Construction of Litter Fence Landfill

- Implementation of Document Management System - TRIM
- Depot Redevelopment commenced - Site purchased for Workshop 32-34 Jensen Road
- Binya/Beale Street Roundabout construction
- Yenda Drainage Improvements - Stage 1A completed, Stage 1B commenced
- Yoogali Drainage Improvements - Stage 1 completed
- Water Mains Replacement Program
- Sewer Mains Relining Program
- Flood Restoration Works - Local Roads
- Finalisation of new Local Environment Plan (LEP)
- Initiate operational review of GRALC
- Best Practice Review project commenced
- Rehabilitation Beelbanger Road commenced
- Griffith Community Private Hospital project progressed
- Draft Playground Strategy exhibited.

### OPTIONS

Council can adopt the financial and the performance review of the 2013/14 Operational Plan or choose not to adopt the review as presented.

### STATUTORY IMPLICATIONS

#### a) Policy Implications

Not Applicable

#### b) Financial Implications

As a result of the December Quarterly Review there has been an decrease in Ordinary Fund's operating deficit of \$570,512, an increase of \$164,770 to Waste Fund's operating profit, a decrease of (\$100,754) to Water Funds operating profit and a \$7,333 increase to Sewer Fund's operating profit. These amendments have been identified and requested as outlined above.

<b>FUND</b>	<b>Original Operating Budget</b>	<b>September Review</b>	<b>December Review</b>	<b>Revised Operating Budget</b>
<b>Ordinary</b>	<b>(\$1,116,881)</b>	<b>\$148,790</b>	<b>\$421,722</b>	<b>(\$546,369)</b>
<b>Waste</b>	<b>\$1,096,174</b>	<b>\$164,770</b>	<b>\$0</b>	<b>\$1,260,944</b>
<b>Water</b>	<b>\$680,226</b>	<b>(\$78,695)</b>	<b>(\$22,059)</b>	<b>\$579,472</b>
<b>Sewer</b>	<b>\$428,065</b>	<b>\$5,708</b>	<b>\$1,625</b>	<b>\$435,398</b>
<b>TOTAL</b>	<b>\$1,087,584</b>	<b>\$240,573</b>	<b>\$401,288</b>	<b>\$1,729,445</b>

### **c) Legal/Statutory Implications**

In accordance with Section 405 of the Local Government Act, 1993.

In accordance with Division 3, Section 203 of the Local Government (General) Regulation, 2005.

### **d) Environmental Implications**

Not Applicable.

### **(e) Community Implications**

Not Applicable.

## **CONSULTATION**

The majority of the source information contained in this review has been supplied by the individual managers responsible for each department or program.

Assistant Accountant - Financial  
Senior Management Team

## **STRATEGIC LINKS**

### **a) Growth Strategy Plan**

Not Applicable

### **b) Corporate/Business Plan**

FINANCE AND MANAGEMENT:

To employ sound financial and other management practices so as to optimise use of Council's resources and ensure that the recipients of Council's services receive value and contribute on an equitable basis.

## **ATTACHMENTS**

### **UNDER SEPARATE COVER**

- (a) Report by the Responsible Accounting Officer at 31 December, 2013.
- (b) Income and Expense Budget Review Statement (Fund Level) at 31 December 2013.
- (c) Income and Expense Budget Review Statement (Function Level) at 31 December, 2013.
- (d) Capital, Cash and Investments Budget Review Statement at 31 December, 2013.
- (e) Budget Review Consultancy, Legal Expenses and Vandalism Expenses at 31 December, 2013.
- (f) Budget Review Consultancy and Legal Expenses at 31 December, 2013.
- (g) Budget Review Delivery Program and Operational Plan Actions (Performance Indicators).

## **GRIFFITH CITY COUNCIL** **REPORT**

**CL02**

**SUBJECT: INVESTMENTS AT 31 JANUARY 2014**  
**FROM: Vanessa Edwards, Finance Manager**

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### **SUMMARY**

This report details Council's investments for the month January 2014.

### **RECOMMENDATION**

**Council note the investment report at the end of January 2014.**

### **BACKGROUND**

In accordance with Section 212 of the Local Government (General) Regulation, 2005 it is hereby certified that the investments detailed in the attached schedules have been made in accordance with Section 625 of the Local Government Act, 1993, its regulations and Council's current investment policy and strategy which were amended and adopted on 11 May 2010.

Management is striving to continue to build up cash and investment returns to provide ongoing financial stability and liquidity into the future.

### **OPTIONS**

Not applicable

### **STATUTORY IMPLICATIONS**

#### **a) Policy Implications**

The actions taken comply with Council's current investment policy and strategy, and the Ministerial Order as provided by the NSW Division of Local Government.

#### **b) Financial Implications**

As at the 31 January, 2014 Council had received a total of \$401,728 in interest coupon payments and a further \$47,645 interest from its ordinary trading account, giving a total cash received of \$449,373 YTD.

The overall net interest income recognised (when combining both interest received and market-to-market entries) at the 31 January, 2014 was \$543,698 against a YTD budget of \$711,669.

#### **c) Legal/Statutory Implications**

Section 212 of the Local Government (General) Regulation, 2005.

d) Environmental Implications

Not Applicable.

e) Community Implications

Not Applicable.

### **CONSULTATION**

Senior Management Team

### **STRATEGIC LINKS**

#### **a) Growth Strategy Plan**

Not Applicable

#### **b) Corporate/Business Plan**

FINANCE AND MANAGEMENT:

To employ sound financial and other management practices so as to optimise use of Council's resources and ensure that the recipients of Council's services receive value and contribute on an equitable basis.

### **ATTACHMENTS**

(a) Statement of Funds at 31 January, 2014

(b) Investments Returns Analysis

(a) Statement of Funds at 31 January, 2014

**GRIFFITH CITY COUNCIL**

**Statement of Funds Invested under Section 625 of the Local Government Act, 1993**  
**31 January, 2014**

**INVESTMENTS**

Annualised Return %	Type	Valuation Balance as at 31 January, 2014	Cash Flows for January, 2014	Non-Cash Valuation Adj's January, 2014	Fund as a Percentage of Total Investments
0.00%	BT Institutional Managed Cash	0.80			0.00%
3.47%	BT Institutional Enhanced Cash Fund	6,533.87	55.02	(36.09)	0.04%
6.16%	Perpetual Credit Income Fund	691,896.06	8,603.33	(5,081.67)	4.41%
-14.17%	Hourglass	1,292,954.34		(16,675.66)	8.23%
1.60%	UBS Cash Management Trust Account	60,330.61	(122.72)		0.38%
7.25%	Heritage Bank Bonds	1,065,000.00		2,000.00	6.78%
4.00%	Bendigo Bank 12 Month TD (Local) Maturity 21/07/14	555,612.14	1,887.56		3.54%
4.63%	NAB 365 Days TD (Local) Maturity 29/10/13	-			0.00%
4.44%	NAB 6 Month TD (Local) Maturity 28/09/13	-			0.00%
3.90%	NAB 12 Month TD (Local) Maturity 28/09/14	1,022,382.47	3,386.47		6.51%
4.40%	Bendigo Bank Local Term Deposit 12 months Maturity 28/03/14	1,000,000.00	3,736.99		6.37%
4.80%	AMP Term Deposit 732 Days Maturity 29/09/14	500,000.00	2,123.30		3.18%
5.16%	Investec Term Deposit 732 Days Maturity 29/09/14	500,000.00	2,191.23		3.18%
4.03%	St George 365 Day Term Deposit Maturity 31/07/14	500,000.00	1,711.37		3.18%
4.11%	ME Bank 365 Day Term Deposit Maturity 31/07/14	750,000.00	2,618.01		4.78%
4.00%	BOQ 365 Term Deposit	750,000.00	2,547.95		4.78%
4.46%	St George 762 Day Term Deposit Maturity 04/05/15	2,000,000.00	7,575.89		12.74%
4.50%	CBA 5 Year Bank Bonds	2,000,000.00			12.74%
5.10%	BOQ 5 Yr Term Deposit Maturity 5/12/18	1,000,000.00	4,250.00		6.37%
5.15%	ME Bank 5 Yr Term Deposit Maturity 5/12/18	500,000.00	2,145.83		3.18%
5.10%	ING 5 Yr Term Deposit Maturity 5/12/18	1,500,000.00	6,375.00		9.55%
N/A	ANZ Premium Buisness Saver Account	7,793.72	5.48		0.05%
	<b>Total</b>	<b>15,702,504.01</b>	<b>49,090.71</b>	<b>(19,793.42)</b>	<b>100%</b>

Balance of Griffith City Council Trading Bank Account 1,944,413.71

Griffith Health Facilities Limited Bank Account Balances 5,514,595.58

**Total Cash & Investments at 31/01/14 23,161,513.30**

**INTEREST**

Interest Analysis	Actual
Accumulated Interest Brought Forward	510,624.26
Investment Interest for the month of January	29,297.29
Current Bank Account Interest for the month of January	3,776.55
<b>Total interest at 31 January, 2014</b>	<b>543,698.10</b>
<b>Original Estimated Investment Income YTD @ January, 2014</b>	<b>711,669.00</b>
Over (Under) Original Estimate	(167,970.90)
Percentage of Original Estimate Raised	76.40%
Percentage of Year at Report Date	58.33%

Fund	Original Estimate YTD	Actual YTD
Ordinary Fund	285,838.00	206,625.19
Water Fund	262,500.00	216,800.94
Sewerage Fund	143,500.00	102,951.60
Waste Fund	17,500.00	15,128.61
Western Riverina Library	2,331.00	2,191.76
<b>Total</b>	<b>711,669.00</b>	<b>543,698.10</b>
	Percentage of Year at Report Date	58.33%

In accordance with Section 212 of the Local Government (General) Regulation 2005, I hereby certify that the investments detailed above are made in accordance with the Local Government Act, its regulations and Council's investment policy adopted on 11 May, 2010.



RESPONSIBLE ACCOUNTING OFFICER



**(b) Investments Returns Analysis - 12 month Annualised Yields**

<b>INVESTMENT RETURNS ANALYSIS - 12 MONTH ANNUALISED YIELDS</b>			
<b>Month</b>	<b>Average Funds Invested for the month</b>	<b>Interest Earned</b>	<b>Yield %</b>
Feb-13	\$11,623,618	\$91,466	0.79%
Mar-13	\$11,572,623	\$61,131	0.53%
Apr-13	\$12,547,708	\$157,318	1.25%
May-13	\$13,636,421	\$85,824	0.63%
Jun-13	\$13,169,880	\$92,990	0.71%
Jul-13	\$13,710,488	\$61,803	0.45%
Aug-13	\$14,780,632	\$113,869	0.77%
Sep-13	\$14,347,941	\$95,212	0.66%
Oct-13	\$13,893,941	\$66,082	0.48%
Nov-13	\$13,295,688	\$50,571	0.38%
Dec-13	\$14,192,205	\$79,138	0.56%
Jan-14	\$15,696,878	\$29,297	0.19%
<b>12 Month Annualised Performance</b>			<b>7.39%</b>
<b>Current Year Performance Jul 13 - Jan 14</b>			<b>3.48%</b>
<b>(Cash basis only, net of fees)</b>			

## **GRIFFITH CITY COUNCIL** **REPORT**

**CL03**

**SUBJECT: REPORT ON WAIVING PAR AVION LANDING FEES**  
**FROM: Dallas Bibby, Director Infrastructure and Operations**

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### **SUMMARY**

Over the past 2-3 months, Council has been in discussion with Par Avion (part of the Airlines of Tasmania Group) to introduce a regular passenger service between Griffith and Melbourne to service the travelling public of Griffith and surrounding areas.

This report seeks a resolution of Council to waive the current landing fees for a period of twelve months from the date of the first service. The landing fees would normally accrue against the carrier, in this case Par Avion who are providing the service, this is currently \$9.90 (incl GST) per passenger.

Waiving the landing fees will assist the carrier in the start up phase by allowing more flexibility on a lower ticket price and hopefully give the operator the best available opportunity to successfully implement the service.

A similar arrangement was put in place for REX Airlines when they introduced a Melbourne service albeit that this service was terminated within twelve months of startup due to a lack of passenger numbers to make the route economically viable for the carrier.

### **RECOMMENDATION**

**Council waive the Regular Passenger Tax (RPT), as noted in Council's Revenue Policy, for Par Avion for a period of 12 months from the date of commencement of the service between Griffith and Melbourne.**

### **BACKGROUND**

Over the past several years, Council has held many discussions and meetings with various potential carriers who could provide an airline service between Griffith and Melbourne.

A service to Melbourne has long been one of the Griffith community's strong desires and would meet several different types of needs of the community, such as business travel, sport and recreation, health and social needs.

Par Avion staff visited Griffith on Wednesday 12 February 2014 to set up some technical equipment needed to allow check-in at Griffith Airport and conduct some further media interviews in preparation for the introduction of the service in the very near future. Initial discussions surrounding the waiving of the head tax for a period of twelve months was seen as a very positive step from the carrier. The Principal has indicated to Council that should the RPT head tax be waived this saving would be passed on in full to reduced airfares. This would certainly assist in the introduction of the service.

Waiving the RPT fee for Par Avion for 12 months is the same in principle to the agreement struck with REX Airlines when they introduced a service to Melbourne back in 2010/11.

### **OPTIONS**

- (a) Council could adopt the resolution as recommended.
- (b) Council could opt to not provide a waiver of the RPT fee and charge a passenger tax in line with its current revenue policy (\$9.90 per head inclusive of GST for 2013/14).

### **STATUTORY IMPLICATIONS**

#### **a) Policy Implications**

Not Applicable

#### **b) Financial Implications**

Waiving the RPT fee for 12 months will result in Council not receiving revenue of \$9.90 per head over this period for a Melbourne service. This income has not been budgeted.

#### **c) Legal/Statutory Implications**

Not Applicable

#### **(d) Environmental Implications**

Not Applicable

#### **(e) Community Implications**

Not Applicable

### **CONSULTATION**

Par Avion  
Senior Management Team  
Mayor, Griffith City Council

### **STRATEGIC LINKS**

#### **a) Growth Strategy Plan**

Not Applicable

#### **b) Corporate/Business Plan**

Growing Griffith 2030:D8 - Develop “easy access links” with key regional and capital centres (eg: Rex link to Melbourne).

## **GRIFFITH CITY COUNCIL** **REPORT**

**CL04**

**SUBJECT: FLOODPLAIN MANAGEMENT ASSOCIATION CONFERENCE -  
DENILQUIN**  
**FROM: David Tull, Director Utilities**

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### **SUMMARY**

The next annual Floodplain Management Association (FMA) Conference is being held at Denilquin on 20-23 May 2014. Council's attendance at this conference is recommended.

### **RECOMMENDATION**

**Council approve the attendance of the Mayor (or his delegate) and the Chair of the Floodplain Management Committee (or his delegate) to attend the Floodplain Management Association Conference at Denilquin between 20 - 23 May, 2014.**

### **BACKGROUND**

Council is currently undertaking a review of the previous Main Drain J Floodplain Risk Management Study and Plan, including the incorporation of the Mirrool Creek catchment's influence on its contribution to flooding within the City and surrounds.

The study is now at a point where modelling of these catchments is nearing completion and the Study is expected to be in draft form by June 2014.

Within the context of the above activities it is important that Council be represented at a conference which has such high significance and importance to the Griffith community. At least one officer of Council will also be in attendance.

The agenda covers topics including case studies, flood modelling, technical issues, community engagement, flood recovery and climate change.

### **OPTIONS**

- (a) Recommendation as above.
- (b) Not send any delegates to the conference.

### **STATUTORY IMPLICATIONS**

#### **a) Policy Implications**

Councillors Payment of Expenses and Provision of Facilities Policy covers the approval for attendance at conferences.

#### **b) Financial Implications**

- Registration Fees (early bird by 21/3/14) is \$925/delegate for full conference.
- One day registration fee is \$400.
- Travel would be at cost of Council vehicle.
- Accommodation costs will be in accordance with Council's policy, currently a maximum of \$200 per delegate per night for country areas.
- There are currently sufficient funds available in the Councillors' Operating Expenditure budget.

#### **c) Legal/Statutory Implications**

Not Applicable

#### **(d) Environmental Implications**

Not Applicable

#### **(e) Community Implications**

Not Applicable

### **CONSULTATION**

Senior Management Team

### **STRATEGIC LINKS**

#### **a) Growth Strategy Plan**

Not Applicable

#### **b) Corporate/Business Plan**

Council's Delivery Plan: L2.4 – In partnership with key stakeholders, implement strategies to mitigate the impact of built and natural events including but not limited to flooding, fire and other natural disasters.

## **GRIFFITH CITY COUNCIL** **REPORT**

**CL05**

**SUBJECT: FESTIVAL OF GARDENS**  
**FROM: Neil Southorn, Director Sustainable Development**

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### **SUMMARY**

Whilst the success of the Festival of Gardens (FOG) event continues to grow, costs to stage the event are continuing to rise. Council staff and the FOG Management Committee have been investigating options to minimise these costs and increase revenues, including sponsorship.

This matter is also referred to in the Minutes of the FOG Management Committee meeting held 6 February 2014, also reported to this meeting. Given that some members of the Committee are also garden owners that may be open during the event, and the recommended course of action relates to garden entry fees, the matter is presented as a staff recommendation to Council to avoid any potential conflict of interest.

### **RECOMMENDATION**

- (a) In regard to the Festival of Gardens event, the cost of general entry to gardens rise from \$5.00 to \$6.00 per adult and this be reviewed annually, and**
- (b) Gate takings be split 50% to Festival of Gardens Management Committee and 50% to garden owners.**

### **BACKGROUND**

The topic of garden entry fees for the Festival of Gardens has been under consideration by Council staff and members of the Festival of Gardens Management Committee. The Minutes of the most recent Management Committee meeting of 6 February 2014, which are also reported to this meeting, indicate some recent discussion of this issue and a recommendation.

Whilst the selection of gardens for the 2014 event is yet to be finalised, it is possible that some members of the Committee will have their gardens open to the public in 2014 and take an entry fee. Consequently, such persons may have a pecuniary interest in the matter, should their garden be selected to be open.

For this reason, this report is presented to Council by Council staff for determination prior to consideration of the Minutes of the Committee meeting. It should also be noted that the initial recommendation made to the Committee was by Council staff and not Committee members.

For over 3 years now the general admission fee has been \$5.00 and has not kept up with inflation or costs. Costs to engage a Garden Celebrity, which in years gone by has been free, has now changed and the FOG Management Committee is now having to pay for this service. Other items like advertising are also costing more and more each

year.

Sponsorship has formed a valuable source of additional revenue (\$18,000 was raised last year, which has been very generous) but to rely on sponsorship is a major risk to the financial viability of this key event for the City. With the continued escalation of costs it is imperative to find additional income streams.

In the past, each garden owner worked with a charity and the gate takings were divided into three equal parts; one third FOG Management Committee, one third garden owners and one third to Charities. Last year only 4 out of the 8 gardens had a charity participating. It is becoming harder and harder for charities to participate and is requiring more and more time being devoted by the FOG Management Committee. Given the lack of willing charities to participate, it is recommended a different division of gate takings be considered, being 50% to the FOG Management Committee and 50% to garden owners, to assist the Committee to continue to grow this significant festival.

It should also be stressed that charities will still be able to participate but this will occur independently from the FOG Management Committee. It is worth noting that one charity last year did work independently of the FOG Management Committee and all funds were retained by the charity.

### **OPTIONS**

- (a) Do nothing and place further burden on the Festival of Gardens, increasing the risk of losing this event.
- (b) Accept the recommendations as tabled.
- (c) Some other recommendation.

### **STATUTORY IMPLICATIONS**

#### **a) Policy Implications**

Not Applicable

#### **b) Financial Implications**

Adopting the recommendation will assist in placing the FOG event on a more sound financial footing.

#### **c) Legal/Statutory Implications**

Not Applicable

### **CONSULTATION**

Senior Management Team  
Festival of Gardens Management Committee

## **STRATEGIC LINKS**

### **a) Growth Strategy Plan**

Not Applicable

### **b) Corporate/Business Plan**

Not Applicable





**MINUTES OF THE CULTURAL FACILITIES MANAGEMENT COMMITTEE  
MEETING HELD IN THE GRIFFITH REGIONAL THEATRE ON 3 FEBRUARY  
2014 COMMENCING AT 5.30 PM**

**PRESENT**

Councillor Mike Neville (Chair), Councillor Doug Curran, Matthew Curley (Community), Patricia Clarke (Community), Margaret Couch (Stakeholder), Will Mead (Stakeholder), Craig Tilston (Stakeholder)

**STAFF PRESENT**

Director Business, Cultural and Financial Services, Max Turner; Library Managers, Pam Young and Christine Del Gigante; Leisure Services Manager, Tod Morrissey; ; Griffith Regional Theatre Coordinator and Minute Secretary, Shannon King;  
Quorum = 6

**CL01 APOLOGIES**

**RECOMMENDED** on the motion of Councillor Curran and Will Mead that apologies be received from Councillor Napoli, Ester Hookey (Stakeholder), Michelle Druitt (Stakeholder), Lou Testoni (Stakeholder) and Manager Theatre and Art Gallery, Sarah Boon.

**Absent:** Stadium Manager, Chris Evans.

**CL02 CONFIRMATION OF PREVIOUS MINUTES**

**RECOMMENDED** on the motion of Craig Tilston and Will Mead that the minutes of the previous meeting held on 25 November 2013 having first been circulated amongst members, be confirmed.

**CL03 BUSINESS ARISING**

**3.1 WiFi at the Library**

Mrs Young advised the Committee that Council's Systems Administrator had informed her the best way to turn WiFi off at certain times was through a timer on the power point.

Mrs Young advised that she had spoken to the Police and there had been no reported incidents due to WiFi being on 24 hours, however if there were any incidents in the future then Council would be contacted.

**RECOMMENDED** on the motion of Councillor Curran and Will Mead that the WiFi service continue to be provided on a 24 hour basis.

### **3.2 Media Release in Relation to GRALC**

Mr Turner advised the Committee that a media release had been prepared in relation to GRALC but to this point the Area News had not released a story in regards to that media release.

#### **CL04 DECLARATIONS OF INTEREST**

Craig Tilston declared a non-pecuniary interest as a family member works at GRALC.

#### **CL05 APPLICATION FOR FUNDING FOR 2014 NSW SENIORS WEEK SUCCESSFUL**

**RECOMMENDED** on the motion of Craig Tilston and Will Mead that the Committee note the report.

#### **CL06 CHRISTMAS AT GRIFFITH CITY LIBRARY**

**RECOMMENDED** on the motion of Craig Tilston and Will Mead that the Committee note the report.

#### **CL07 COLLECTIONS TEAM LEADER FINDS SWITCH LIBRARY CONFERENCE MOST REWARDING**

**RECOMMENDED** on the motion of Craig Tilston and Will Mead that the Committee note the report.

#### **CL08 LIBRARY STATISTICS**

Mrs Del Gigante advised that internet usage was no longer being recorded as it is free.

**RECOMMENDED** on the motion of Craig Tilston and Will Mead that the Committee note the report.

#### **CL09 MOBILE LIBRARY REPLACEMENT**

Mr Turner outlined the purchasing process of buying through Local Government Procurement.. Suncamper was the successful applicant from the four companies that expressed an EOI.

**RECOMMENDED** on the motion of Craig Tilston and Will Mead that the Committee note the report.

**CL10 PARENTING ROOM AT THE LIBRARY**

Mrs Young presented a report on the Parenting Room after discussion at the last meeting. Overall comments from public were favourable with comments of "good service, clean facility". Mrs Del Gigante is investigating the cost to install a fan. There has been no negative impact on Library staff overseeing the room. Councillor Curran commended Library staff for a job well done.

**RECOMMENDED on the motion of Councillor Curran and Craig Tilston that SMT and Council look at direction for the future growth of the Library and Parenting Room.**

**RECOMMENDED on the motion of Craig Tilston and Will Mead that the Committee note the report.**

**CL11 REVITALISING THE REGION**

Mrs Young presented an overview of the report advising the Committee that while the consultant was here she would also be doing an evaluation update review on the Library and identifying areas of need and suggesting how to improve them.

**RECOMMENDED on the motion of Craig Tilston and Will Mead that the Committee note the report.**

**CL12 GRIFFITH REGIONAL AQUATIC LEISURE CENTRE, MANAGER'S REPORT FOR NOVEMBER DECEMBER 2013**

Mr Morrissey advised that sand filter updates were finished and the UV should be installed by end of February.

Mr Turner gave an overview of the Consultants' report that had been presented to Councillors and advised that Councillors will be deciding which way to move forward with the recommendations.

Mr Tilston asked when Committee members would be able to view the report with Mr Turner advising that this was up to Councillors.

**RECOMMENDED on the motion of Craig Tilston and Councillor Curran that the Committee note the report.**

**CL13 SWIM SCHOOL REPORT FOR NOVEMBER & DECEMBER 2013**

**RECOMMENDED on the motion of Craig Tilston and Councillor Curran that the Committee note the report.**

**CL14 THEATRE AND GALLERY REPORT**

Ms King gave an overview of what had been happening at Theatre and Gallery and shows that had been booked for the year.

Mr Turner presented Sarah Boon's report advising that due to Kristy Brown resigning the Gallery & Theatre were running on minimal staff and that an extra person may be employed at the Gallery

Wednesday - Friday.

Mr Turner also advised that a tender for carpet upgrade for the Theatre will be going out with the upgrade of seating & carpet booked for early 2015.

**RECOMMENDED on the motion of Will Mead and Craig Tilston that the Committee note the report.**

#### **CL15 FACILITIES FINANCIAL REPORT - DECEMBER 2013/14 YEAR-TO-DATE**

Mr Turner advised that all areas were tracking really well.

**RECOMMENDED on the motion of Councillor Curran and Craig Tilston that a media release be prepared showing the good half yearly results for facilities. Media release also to be placed on Social Media and notice boards at facilities.**

**RECOMMENDED on the motion of Councillor Curran and Craig Tilston that the Committee note the December 2013/2014 Year-to-date Financial Report for the facilities nominated.**

#### **CL16 GENERAL BUSINESS**

##### **16.1 Letters in Relation to GRALC**

Mr Turner tabled two letters of complaints in relation to GRALC. Mr Morrissey advised that classes had been changed due to numbers/costs per class and that it was better financially to have them combined. Mrs Couch offered to ring Medicare Local to see what funding they may have that could be used for "Healthy Living" programs.

**RECOMMENDED on the motion of Craig Tilston and Will Mead that a receipt of letter be sent to Joan Staines and the Senior Aqua Aerobics group explaining why changes were made to the timetable and that funding options are being investigated.**

#### **CL17 NEXT MEETING**

The next meeting of the Cultural Facilities Management Committee is to be held on 24/03/2014 at GRALC at 5.30pm.

There being no further business the meeting closed the time being 7.05pm.



**MINUTES OF THE FESTIVAL OF GARDENS MANAGEMENT COMMITTEE  
MEETING HELD IN THE COUNCIL CHAMBERS, GRIFFITH ON 6 FEBRUARY  
2014 COMMENCING AT 3.00 PM**

**PRESENT**

Councillor Doug Curran (Chair), Ann Lynette Brown (Community), Marj Careri (Community), Gaynor Clements, (Community), Eleanor Hancock (Community), (Community), Rina Mercuri (Community), Maryanne Mitchell (Community), Susan Wegner (Community), Ellen Kelly (Non Voting Member), Bruno and Joy Plos (Non Voting Member) and June Devery (Non Voting Member).

**STAFF PRESENT**

Manager Tourism and Economic Development, Greg Lawrence; Marketing and Promotions Officer, Paige Campbell and Senior Tourism Officer, Mirella Guidolin and Minute Secretary, Marisa Martinello.  
Quorum = 7

**CL01 APOLOGIES**

**RECOMMENDED** on the motion of Eleanor Hancock and Gaynor Clements that apologies be received from Councillor Cox, Rosa Mackenzie, Glennis Spence and David Spence.

**Absent:** Neil Southorn, Councillor Zappacosta.

**CL02 CONFIRMATION OF PREVIOUS MINUTES**

**RECOMMENDED** on the motion of Rina Mercuri and Eleanor Hancock that the minutes of the previous meeting held on 7 November 2013, having first been circulated amongst members, be confirmed.

**CL03 BUSINESS ARISING**

Nil

**CL04 DECLARATIONS OF INTEREST**

Majorie Careri - Non-Pecuniary Interest CL05-Garden Entry Costs & CL06-Division of Funds  
- Reason - Garden Owner - Participated in the debate but did not vote.

Rina Mercuri - Non-Pecuniary Interest CL05-Garden Entry Costs & CL06-Division of Funds - Reason - May have open garden - Participated in the debate but did not vote.

### **CL05 GARDEN ENTRY COST**

Mr Lawrence explained to the Committee that a decision had to be made at this meeting in relation to the cost of garden entries. This would have an impact on what funding will be available to source a celebrity for the Festival of Gardens and what sort of sponsorship will be needed for it to be a success. A decision on the Garden Entry Cost would need to be made by the Committee.

Ms Guidolin suggested that the fee go to six dollars. Mrs Mercuri advised that there needed to be an increase in the price but it needed to be affordable for people. Mrs Mercuri also added that costs are going up for example advertising. This increase is necessary. Mrs Kelly advised that going up gradually by \$1 was sufficient. Mrs Mitchell suggested that a review on the cost of the Garden Entry should be done each year.

**RECOMMENDED on the motion of Maryann Mitchell and Lyn Brown that the cost of the Garden Entry be increased from \$5 to \$6.**

### **SENIOR MANAGEMENT TEAM COMMENT:**

**The Festival of Gardens Management Committee is yet to make a decision as to what gardens will be open for display in 2014. Depending on those gardens selected, it is possible that members of the Committee may have a conflict (Pecuniary Interest) in this matter. It is recommended that Council not make a decision on this item. A separate report by Council Officers is included in this Business Paper for Council's consideration.**

### **CL06 DIVISION OF FUNDS**

Mr Lawrence advised that the Committee needed to have a look at the way funds are divided. Mr Lawrence advised that Council staff, Ms Guidolin & Ms Campbell worked very hard in obtaining \$18,000 worth of sponsorship dollars last year, however, the Committee must be mindful that we cannot rely on sponsorship dollars or grant funding alone. The Festival must sustain itself and for this reason the division of funds must be reviewed. Any sponsorship or grant funding the Committee can secure is always a bonus. Mr Lawrence advised that the more people that come to the City the better the event, but advertising and attracting a well known celebrity to get more people to the event and to grow the event all costs money.

Mr Lawrence acknowledged that the charities and the garden owners spend a lot of time and effort into the preparation and work very hard for the Festival to be a success.

Mrs Wegner suggested the division of funds be split two thirds to the Committee and one third to the Garden Owners. Councillor Curran advised that Councillor Cox thought that a fifty fifty split would work.

Ms Guidolin advised that the charities working at the gardens are given the opportunity to raise as much money as they wish in catering, raffles, stalls, anything they wish to do in the garden is at theirs and the garden owners' discretion.

Mrs Hancock suggested that charities can make whatever money they like and that not every garden needed to have a charity as there were quite a few gardens in 2013 that didn't have a

charity to do the gate or the catering as the garden owners couldn't find a charity that could commit to this. Mrs Hancock advised that garden owners were struggling to get charities. Mrs Kelly advised that charities were involved so the money would go back to the community.

Councillor Curran summarised that money raised at the gate would be split with Council to have fifty percent and garden owners to keep fifty percent which then can be split with the charity at their own discretion.

Mrs Wegner suggested that Council receive two thirds \$4.00 and garden owners receive one third \$2.00.

Sue Wegner and Maryann Mitchell **MOVED** the following **MOTION** that the Festival of Gardens Committee receive two thirds, four dollars and the garden owners receive one third, two dollars. The **MOTION** was **PUT** and **LOST**.

Mr Lawrence advised that the number of visitors to the gardens needs to be increased. Council wants to be in a position to grow the event.

**RECOMMENDED on the motion of Lyn Brown and Gaynor Clements that the funds received from the gate takings at the Festival of the Gardens be divided fifty / fifty, that the Festival of Gardens Committee receive fifty percent and the garden owners receive fifty percent at the gardeners discretion.**

**SENIOR MANAGEMENT TEAM COMMENT:**

**The Festival of Gardens Management Committee is yet to make a decision as to what gardens will be open for display in 2014. Depending on those gardens selected, it is possible that members of the Committee may have a conflict (Pecuniary Interest) in this matter. It is recommended that Council not make a decision on this item. A separate report by Council Officers is included in this Business Paper for Council's consideration.**

**CL07 GENERAL BUSINESS**

**7.1 Venue for Festival of Gardens 2014 Dinner**

Mr Plos has made a tentative booking for the 18 October 2014 at the Griffith Ex-Servicemen's Club Griffith for the Festival of Gardens Dinner. This date needs to be confirmed as soon as possible. The band has also been tentatively booked for the dinner and needs to be confirmed as soon as possible.

Mrs Wegner suggested that the Committee should support local bands if possible. Mr Lawrence informed that the format of the Festival of Gardens dinner needs to be looked at before booking venue and band.

Mr Lawrence advised that the Festival of Gardens dinner may need a larger venue. Last year a lot of work was put into the event but came out at a loss.

Ms Guidolin informed the Committee that she is currently in talks with various local business houses and their contacts in Sydney to source a celebrity ambassador for the event. The outcome of who the celebrity may be will possibly affect the format and/or functions that are organised during the Festival in a positive way. Further details to be reported back at the next meeting.

Mrs Mitchell asked the Committee to wait and see who the celebrity is and then make a decision on where to have the dinner or any other functions that may follow.

## **7.2 Launch**

Mrs Clements advised that St Alban's Cathedral will be available for the launch this year, however no food or drink is to be served or taken into the Cathedral.

Mrs Clements also advised that the music was a bit noisy in the Art Gallery last year. The hospitality students were excellent.

Mrs Mercuri stated that the venue was good but there was no need for live music. The court yard would have been great. The court yard should be finished by October this year.

Mr Lawrence suggested that the Committee come back with more ideas for the launch at the next meeting.

## **7.3 Gardens**

Councillor Curran advised that a Sub-Committee is to be nominated to source garden owners and to determine the number of gardens to have in the Festival of Gardens.

**RECOMMENDED on the motion of Gaynor Clements and Lyn Brown that the Sub-Committee consist of Rina Mercuri, Maryann Mitchell and Eleanor Hancock.**

Mrs Guidolin informed the Committee that Mrs Julie Armstrong emailed her to let the Committee know that she is happy to open her garden this year.

Mrs Devery informed the Committee that all the gardens last year were all very good and eight gardens was a good number.

Mrs Mercuri asked if the Window Display Competition could be organised earlier this year. Mr Lawrence to follow this up with the Business Chamber.

## **7.4 Coach Groups**

Ms Guidolin informed the Committee that 14 coach groups have been booked for the Festival of Gardens 2014. The staff at the Visitors Information Centre have been very busy arranging all the itineraries and have asked that the Sub-Committee make the garden owners aware that gardens are to be available by appointment from 14 to 26 October 2014 to allow for the spread of coach groups arriving.

Dates for this year's Festival are as follows:  
Citrus Sculptures go up 12 October, come down 26 October 2014.  
The Festival Of Gardens weekend is 17 to 20 October 2014.

## **CL08 NEXT MEETING**

The next meeting of the Festival of Gardens Management Committee is to be held on 6 March 2014 at the Council Chambers at 3.00 pm.

There being no further business the meeting closed the time being 4.10 pm.





**MINUTES OF THE TRANSPORT MANAGEMENT COMMITTEE MEETING  
HELD IN THE MURRAY ROOM, GRIFFITH ON 10 FEBRUARY 2014  
COMMENCING AT 5.30 PM**

**PRESENT**

Councillor Christine Stead (Chair), Councillor Doug Curran, Councillor Anne Napoli, Christine Tomlinson (Stakeholder), Gerry Wilcox (Stakeholder - alternate), Alf Trefilo (Stakeholder), Kevin Bradford (Community visitor)

**STAFF PRESENT**

Engineering Design and Approvals Manager, Graham Gordon; Traffic Engineer, Mathew Vitucci; Airport Coordinator, Bob Campbell; Minute Secretary, Leanne Austin  
Quorum = 4

Councillor Stead assumed the Chair and introduced Mr Kevin Bradford (Community visitor) who wished to address the Committee on various accessibility issues.

Mr Bradford expressed his concerns in relation to restricted access for pedestrians and users of motorised scooters by al fresco outdoor dining areas in Banna Avenue. Mr Bradford operates a motorised scooter and advised that there is very little room to manoeuvre the scooter along the footpath of the main street. He also stated he is concerned that regulations are not being met. In addition, Mr Bradford noted that patrons were also being provided with ashtrays at some establishments which is against the regulations. In addition, Mr Bradford advised it was very difficult to cross the road in the vicinity of Mackays, the Exies and Griffith Central. Mr Bradford tabled photos for the Committee's information.

Councillor Stead requested Mr Bradford put his issues in written correspondence to Council.

Mr Bradford advised that the Access Committee had ceased to meet and requested that this be reconvened and that he be included as a member of this Committee. Councillor Curran suggested Councillor Neville be contacted in relation to re-convening the Access Committee.

Mr Vitucci advised Council's Planning and Environment Compliance Officer has been requested to check DA conditions of al fresco dining businesses and ensure compliance. Councillor Stead advised it is difficult to ensure compliance as members of public move tables and chairs.

Mr Bradford suggested making a video of concerns to educate residents. He also expressed concerns regarding pedestrian crossings being too dark as the linemarking has faded, thus making it difficult to see pedestrians.

Council staff to investigate Mr Bradford's concerns particularly in relation to al fresco dining areas compliance.

Mr Bradford left the meeting the time being 5:47 pm.

Mr Vitucci left the meeting the time being 5:47 pm.

### **CL01 APOLOGIES**

**RECOMMENDED** on the motion of Councillors Curran and Napoli that apologies be received from Councillor Simon Croce, James Jackson (Stakeholder), Allan Bennett (Alternate), Director Infrastructure and Operations, Dallas Bibby and Road Safety Officer, Greg Balind.

**Absent:** Ray Ellis (Stakeholder).

### **CL02 CONFIRMATION OF PREVIOUS MINUTES**

**RECOMMENDED** on the motion of Christine Tomlinson and Councillor Curran that the minutes of the previous meeting held on 9 December 2013, having first been circulated amongst members, be confirmed.

### **CL03 BUSINESS ARISING**

#### **3.1 Coffee Shop Airport Terminal**

Councillor Stead advised an advertisement regarding the Airport Terminal Coffee Shop had appeared in today's paper.

#### **3.2 Internal Signage Griffith Airport Terminal**

Councillor Curran advised that in light of the newly announced airline the Committee had made a good decision in relation to internal signage at the Griffith Airport.

#### **3.3 Yoogali Intersection**

Councillor Napoli enquired if Council was considering relocation of the railway line as per correspondence received from the Minister of Roads and ports, the Hon. Duncan Gay MP.- realign roads. Mr Gordon advised this would only be considered in conjunction with the relocation of the freight terminal. Councillor Curran advised relocation of the railway line would require acquisition of properties and would need to go through Yoogali.

Councillor Napoli requested that an option for installation of traffic lights be investigated. Mr Gordon advised that the crash data history does not meet the criteria for blackspot funding.

Mr Vitucci re-entered the meeting the time being 5.53 pm.

Mr Gordon advised it is hard to argue against relocation of the railway line. Council will continue to monitor the statistics, source funding options and consult with the Roads and Maritime Services (RMS).

**CL04 DECLARATIONS OF INTEREST**

Nil.

**CL05 MR 321 WILLBRIGGIE RECONSTRUCTION**

This report was laid on the table on 13 May 2013. The RMS has requested Council provide a letter of support for submission to the Minister for Roads and Ports for the removal of the railway crossing at Willbriggie on the Kidman Way. The RMS have contacted both Graincorp Limited and Sunrice. Both entities have agreed in principle to the realignment of Kidman Way which includes access to their grain handling facilities.

**RECOMMENDED on the motion of Councillors Curran and Napoli that:**

**(a) The report be raised from the table.**

**(b) A letter of support to be forwarded to Roads and Maritime Services for the removal of the existing railway crossing at Willbriggie on the Kidman Way, with the provision that in the event of the railway being re-commissioned, Roads and Maritime Services will facilitate all works, at its cost, for the reinstatement.**

**CL06 PROPOSED ROAD TRAIN ROUTE - GUM CREEK ROAD, WALLA AVENUE, JONCONDON ROAD AND BEAUMONT ROAD HANWOOD**

The Committee considered a request for the extension of Griffith's Road Train network in Hanwood. The proposal would allow road trains to travel along Gum Creek Road, Walla Avenue, Joncondon Road and Beaumont Road.

Mr Vitucci advised there were issues with the Walla / Jon Condon intersection, the Walla / Gum Creek Road intersection and the width of some Murrumbidgee Irrigation structures. The Committee discussed an option to trial the road train route for 12 months. Councillor Stead expressed her concern with traffic count figures.

**RECOMMENDED on the motion of Councillor Curran and Gerry Wilcox that a Road Train Route along Gum Creek Road, Walla Avenue, Joncondon Road and Beaumont Road be trialled for twelve months.**

**CL07 TRANSPORT FOR NSW - MURRAY-MURRUMBIDGEE REGIONAL TRANSPORT PLAN**

Transport for NSW has recently released the Murray-Murrumbidgee Regional Transport Plan regarding the development of a Long Term Transport Plan for Murray-Murrumbidgee region. The Committee considered a summary and assessment of the Murray-Murrumbidgee Regional Transport Plan in relation to the transport needs of Griffith, provided by Council Officers.

**RECOMMENDED on the motion of Councillors Curran and Napoli that the Committee note Council staff's review of the Murray-Murrumbidgee Regional Transport Plan.**

**CL08 UPGRADE OF SIGNAGE AND TRAFFIC PRIORITY - OLD WILLBRIGGIE X MIRROOL BRANCH CANAL ROAD**

The Committee considered this report which had been laid on the table on 9 December 2013. The Old Willbriggie Road x Mirrool Branch Canal Road 'T' intersection has a number of conflicting signs/hold lines and other management issues which are currently causing confusion regarding traffic priority at the site. Upgrades are required at the site to formally identify traffic priority at the intersection.

Following the 9 December 2013 meeting, traffic counts were obtained via classifier units installed on Old Willbriggie Road and Mirrool Branch Canal Road.

**RECOMMENDED on the motion of Christine Tomlinson and Gerry Wilcox that:**

**(a) The report be raised from the table.**

**(b) Southbound drivers on Old Willbriggie Road have right-of-way at the intersection with Mirrool Branch Canal Road. This option would include appropriate advanced warning signs being installed on Mirrool Branch Canal Road to the east and west of Old Willbriggie Road and appropriate sized give way signs and lines being installed at the intersection.**

**CL09 INTERNAL SIGNAGE AT THE GRIFFITH AIRPORT TERMINAL**

Regional Express (REX) has expressed it's disappointment in the Transport Management Committee for disallowing REX to display its company logo on the wall behind the check in Counters.

The Committee re-considered its stance on no company branding being displayed on the interior walls of the Terminal building be continued.

Mr Campbell advised that no branding is currently being displayed. REX has indicated it is not interested in advertising on a digital TV monitor. However this option is still being investigated for selling advertising space without defacing the terminal walls.

Mr Trefilo requested that a list of emergency telephone numbers be displayed including taxi telephone number. Mr Trefilo also enquired as to why the REX sign outside the terminal near the carpark had been allowed to be erected. Mr Campbell to follow up.

Mr Trefilo advised the silver signage above the terminal is difficult to see and that patrons do not know where they are landing. The sign needs to be a more prominent colour that stands out.

Mr Campbell advised that the Theatre and Art Gallery Manager has put out an Expression of Interest in relation to artwork or photography being displayed at the terminal.

Councillor Napoli declared a non-pecuniary interest in the event that her son may be interested in displaying artwork at the terminal.

Councillor Curran advised a policy in relation to the display of artwork at the airport terminal is required regulating sizes, rotation, who puts up/down. Mr Campbell advised a policy will be developed and presented to the Committee.

Mr Campbell enquired if Council should proceed with installation of a digital TV monitor for advertising purposes. Councillor Curran suggested the market be tested with the old monitor prior to installing new one and that a policy in relation to the digital advertising also be developed.

Mr Trefilo suggested an electronic information station/hub be installed in conjunction with the Visitors Centre.

**RECOMMENDED on the motion of Councillor Napoli and Alf Trefilo that:**

- (a) No branding be displayed on any of the walls inside the airport terminal.**
- (b) Signage be displayed advising emergency contact numbers and community services.**
- (c) Artwork and local promotional material, regularly updated, be displayed in the Airport Terminal Building and a policy developed.**
- (d) Digital TV for promotional advertising be installed and a policy developed.**
- (e) Information station/hub providing tourist information be investigated.**

**SENIOR MANAGEMENT TEAM COMMENT:**

**There are foreseeable issues in relation to recommendation (c) including insurance and safety of artworks which would need to be considered as part of any policy development.**

**CL10 ACTION REPORT**

Taxi Parking Airport - Mr Trefilo requested that the designated Taxi drop off/pick up area be better signed by painting signage on the asphalt.

Councillor Napoli enquired if seating could be installed outside the terminal for people waiting to be picked up. Mr Campbell he has a park bench which could be installed.

Councillor Napoli requested that signage be erected for the public telephone.

**CL11 GENERAL BUSINESS**

**11.1 Landing Fees and Charges**

Mr Campbell advised that the Director Infrastructure and Operations had requested he investigate prices on landing and passenger fees and charges at other regional airports. This information was tabled (Attachment a). A report is to be presented to the Committee with recommended charges.

Mr Campbell advised he had received a request from an airport user if he could be charged for only having one aircraft at the airport, as there would be some occasions where another aircraft would fly in from another location to swap over aircraft. The Committee advised Council should charge the user in accordance with policy.

**11.2 North Griffith/St Patrick's Bus Route**

Mr Gordon updated the Committee in relation to a meeting held with Council staff and St Patrick's representatives who advised the school's preferred option is a kerbside bus zone along Noorebar Avenue. Council has requested that the Catholic Schools Office based in

Wagga send the request via email so it can be presented to the Committee and a meeting with the North Griffith Traffic Management Working Party can be convened. Options will be tabled with input invited from other stakeholders, schools and bus companies. St Patrick's has advised the Warrambool bus zone will be closed off by next term.

**NEXT MEETING**

The next meeting of the Transport Management Committee is to be held on 10/03/2014 at 5.30 pm.

There being no further business the meeting closed the time being 6:48 pm.

**ATTACHMENTS**

(a) Comparison Landing and Passenger (PAX) Charges for Regional Airports (GST incl)

(a) Comparison Landing and Passenger (PAX) Charges for Regional Airports (GST incl)

**COMPARISON LANDING AND PASSENGER (PAX) CHARGES FOR REGIONAL AIRPORTS.**

6 February, 2014

The following is a set of comparison figures for landing and passenger charges related to us and other regional airports. The figures are correct at the time of compiling this report but are subject to change from time to time.

**GRIFFITH**

Pax head charge \$ 9.90 up to 70,000 \$4.95 thereafter.

Landing charges \$11.00 all aircraft. Annual landing fee for local aircraft is provided.

**WAGGA WAGGA**

Pax head charge \$10.89

{ : Landing charge visitors' \$10.80 aircraft up to 5700 Maximum take off weight (mtow) local aircraft \$7.86 mtow

**ALBURY**

Pax head charge \$14.70, charter ex Terminal \$23.86, external exit no charge

Landing charge private aircraft up to 5700 mtow \$12.30 annual fee of \$190.00 by negotiated.

**DUBBO**

Pax head charge \$13.60 up to 75,000 passengers, \$6.80 thereafter

Landing charge \$10.90 allows 2 landings per month

**PARKES**

{ : Nil RPT services

Landing charge \$12.00 up to 2,000 mtow.

**BEGA/MERIMBULA**

Pax head charges \$11.00

Landing charges \$11.00 single engine aircraft. \$22.00 applies to twin engine aircraft.

**BROKEN HILL**

Pax head charges \$11.00

Landing charges aircraft up to 2500 kg \$8.00 2101 to 5,000 \$29.00



**MINUTES OF THE TRAFFIC COMMITTEE MEETING HELD IN THE MURRAY ROOM, GRIFFITH ON 11 FEBRUARY 2014 COMMENCING AT 5.30 PM**

**PRESENT**

Councillor Doug Curran (Chair), Sergeant Andrew McKenzie (Police), Michael Buckley (RMS), John Bonetti (representing Adrian Piccoli)

**STAFF PRESENT**

Engineering Design and Approvals Manager, Graham Gordon; Traffic Engineer, Mathew Vitucci.

**CL01 APOLOGIES**

**RECOMMENDED** on the motion of John Bonetti and RMS representative that an apology be received from Road Safety Officer, Greg Balind.

**CL02 CONFIRMATION OF PREVIOUS MINUTES**

**RECOMMENDED** on the motion of John Bonetti and RMS representative that the minutes of the previous meeting held on 10 December 2013, having first been circulated amongst members, be confirmed.

**CL03 BUSINESS ARISING**

**3.1 Pedestrian Crossing North Avenue Yenda**

No Response has been received from Yenda Progress Association as yet.

**3.2 Large Machinery on Roads**

Mr Vitucci and Mr Gordon sought clarification as to what is required. Council to organise a meeting with machinery businesses to discuss.

**3.3 Griffith Cycle Club - Proposal to Host 2014 NSW Masters Championships**

Mr Vitucci advised Griffith has been granted the Championships. Traffic Control Plans to be presented at the next meeting.



### 3.4 Sign Upgrades - North Kooba Settlers Road X Kidman Way

Police advised an accident had occurred at the intersection last week and have requested guard rails be installed. RMS advised guard rails would have limited effect however previous recommendation will improve and increase the size of signage. Lights from power station affect the intersection. Staff to write to Transgrid.

#### **CL04 DECLARATIONS OF INTEREST**

Nil.

#### **CL05 INTERSECTION OF PALLA STREET AND WYANGAN AVENUE - PROPOSED GIVEWAY SIGN AND LINEMARKING**

The Committee considered a request to install Giveaway signage on Palla Street at the intersection with Wyangan Avenue. Traffic from Palla Street is not giving way to oncoming traffic along Wyangan Avenue, especially if the traffic from Palla Street is entering the Wyangan Service Station.

**RECOMMENDED on the motion of John Bonetti and RMS representative that a Giveaway sign and associated hold lines be installed at the intersection of Palla Street and Wyangan Avenue.**

#### **CL06 PROPOSED ROAD TRAIN ROUTE - GUM CREEK ROAD, WALLA AVENUE, JONCONDON ROAD AND BEAUMONT ROAD HANWOOD**

The Committee considered a request for the extension of Griffith's Road Train network in Hanwood. The proposal is for road trains to travel along Gum Creek Road, Walla Avenue, Joncondon Road and Beaumont Road.

Councillor Curran advised that the Transport Management Committee recommended a 12 month trial of the route at the meeting held 10 February 2014.

Mr Bonetti requested Council work with Murrumbidgee Irrigation (MI) with a view to having any future upgrades to bridges/culverts accommodate road trains/B-Doubles. Council have a Memorandum of Understanding with MI.

**RECOMMENDED on the motion of John Bonetti and RMS representative that:**

**(a) The Committee note that the Transport Management Committee have recommended a 12 month trial of the Road Train Route along Gum Creek Road, Walla Avenue, Joncondon Road and Beaumont Road.**

**(b) Council meet with MI to discuss future upgrades with a view to accommodating road trains and B-Doubles.**

#### **CL07 OLD WILLBRIGGIE ROAD X MIRROOL BRANCH CANAL ROAD CONFLICT OF PRIORITY**

This report was laid on the table at the Traffic Committee Meeting held 10 December 2013.

Additional information was provided as requested.

The Old Willbriggie Road x Mirrool Branch Canal Road 'T' intersection has a number of conflicting signs/hold lines and other management issues which are currently causing confusion regarding traffic priority at the site. Upgrades are required at the site to formally identify traffic priority at the intersection.

Councillor Curran advised this issue had been considered by the Transport Management Committee at the meeting held 10 February 2014. RMS advised that the issues regarding east bound traffic would be solved with centre linemarking.

**RECOMMENDED on the motion of RMS representative and Sgt McKenzie that:**

**(a) The report be raised from the table**

**(b) A change in priority against the 'T' intersection rule whereby southbound drivers on Old Willbriggie Road have right-of-way at the intersection with Mirrool Branch Canal Road, including appropriate advanced warning signs being installed on Mirrool Branch Canal Road to the east and west of Old Willbriggie Road and appropriate sized give way signs and lines including centre linemarking on Old Willbriggie Road, being installed at the intersection.**

#### **CL08 ACTION REPORT**

The Committee reviewed the Action Report. Council staff to follow up McNabb Crescent speed issues.

#### **CL09 GENERAL BUSINESS**

##### **9.1 B-Double Old Willbriggie Road**

Councillor Curran enquired about the possibility of gazetting Old Willbriggie Road as a B-Double route. Mr Vitucci explained reasons against this.

##### **9.2 Pedley Road RMS Inspection Station Access**

Councillor Curran advised he had been made aware of increasing unrest from residents regarding traffic using Pedley Road to access the RMS Inspection Station. RMS advised Council should send a letter to the Regional Manager regarding this issue.

##### **9.3 Speed Zone - Patches**

Kidman Way road patches to be rectified.

##### **9.4 Boonah Street/Macarthur Street Roundabout**

RMS advised there were no signage or markings on the roundabout. Mr Gordon advised this is due to the roundabout being fully mountable for buses.

##### **9.5 Repeater Speed Sign Wyangan Avenue**

Police requested a repeater 50 kph sign on Wyangan Avenue. RMS did not support the

request for additional signage. Council staff and RMS to inspect.

#### **9.6 Grape Harvest**

Mr Bonetti enquired whether there was any trouble this grape harvest. He was advised there have been a number of spills.

#### **9.7 City Park**

Mr Gordon tabled questions from Mr Lance Perry in relation to City Park (see Attachment a). The Committee discussed Council's response and agreed to the response.

#### **9.8 Dredge Street Traffic Control Plan (TCP)**

Mr Vitucci tabled a TCP for Dredge Street road train alternate route.

#### **CL10 NEXT MEETING**

The next meeting of the Traffic Committee is to be held on 11/03/2014 at 10.30 am.

There being no further business the meeting closed the time being 12.00 pm.

#### **ATTACHMENTS**

- (a) Question Time from Mr Lance Perry at the Ordinary Meeting of Council held 14 January 2014
- (b) Information tabled at the Traffic Committee Meeting 11 February 2014

(a) Question Time from Mr Lance Perry at the Ordinary Meeting of Council held 14 January 2014

Mr Lance Perry, on behalf of the Community and Development Council of Griffith Inc. asked the following question:

"The parking area in Kookora Street adjacent to City Park keeps being brought up by members of the public, both by drivers of trucks and vehicles as well as patrons to City Park.

Their concern is that of safety when alighting from their vehicles in Kookora Street to access City Park. Griffith City Council would be aware that this has been a concern from the beginning of the city park project.

As a duty of care by Council to the public we suggest the follow to the Council to discuss and resolve.

1. That warning signs or other devices be installed to alert vehicle drivers including truck drivers and other road users of children alighting from vehicles to access City Park.
2. That a proper parking area in the community gardens be built for those accessing city park with clear signage alerting to the parking area.
3. No parking signs along Kookora St adjacent to Park."

(b) Information tabled at the Traffic Committee Meeting 11 February 2014

- 1) Increasing warning to motorists of potential pedestrians on Kookora Street can be achieved by the installation of either the warning signage W6-1 or W6-3.along Kookora Street. As the area especially around the Willandra Avenue intersection is extremely busy with signage already the signs will have to be located in a prominent position so that they arent ignored. This should be discussed at the Local Traffic Committee today.
- 2) As Doug has stated ample parking areas already exist around City Park which are under utilised already and there is no guarantee that a formalised parking area in the Community Gardens will be used especially if the existing facilities are under utilised at the moment.. Based on the nature of motorists in Griffith they will continue to park along Kookora Street and possibly in the adjacent IOOF Park before using a carpark in the Community Gardens.
- 3) The installation of parking restrictions along the park side of Kookora Street will cause greater issues than what is currently in place. As above the restrictions will result in motorists parking along the opposite side of Kookora Street and in the adjacent IOOF Park before utilising the parking facilities at the Community Gardens, creating an issue for the residents of Kookora Street. The width of the parking lanes on Kookora Street are approximately three (3) metres wide excluding the gutter, which is ample room to park a car and alight. The other worry is children running out from between cars in the area however the installation of the warning signage should have motorists alert and looking for pedestrians.

W6-1



W6-3



## **GRIFFITH CITY COUNCIL** **REPORT**

**SUBJECT: QUESTION TIME**

**ACTION OFFICER:** Brett Stonestreet, General Manager

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### **SUMMARY**

Public question time will be followed by Councillor question time.

### **RECOMMENDATION**

(Council note: questions as recorded in the Minutes are exact copies of the material provided by the member of public asking the question).

**OUTSTANDING ACTION REPORT**  
FOR THE ORDINARY MEETING OF COUNCIL 25 FEBRUARY 2014

Council Meeting Date	Meeting Item	Action Officer	CRMS No.	Minute No.	Council Resolution	Additional Information
11 February 2014	<b>COUNCIL COMMITTEE DELEGATIONS AND DESIGNATED PERSONS</b>	MES	952/2014	0037-0038	<p>RESOLVED on the motion of Councillors Balind and Neville that Council retain the current Committee structure until a review of the structure is undertaken.</p> <p>RESOLVED on the motion of Councillors Neville and Balind that:</p> <p>(a) The General Manager contact those members who are non-compliant and prepare a report for Council to be presented at a future meeting of Council.</p> <p>(b) The Chairs of the various Committees with non-compliant members assist the General Manager.</p>	17/02/2014 Workshop to be held 18 February 2014.
11 February 2014	<b>MINUTES OF THE BUSINESS DEVELOPMENT AND MAJOR PROJECTS MANAGEMENT COMMITTEE MEETING HELD ON 20 JANUARY 2014</b>	DSD	954/2014	0040	<p>(a) The Minutes of the Business Development and Major Projects Management Committee meeting held on 20 January 2014, having first been circulated amongst all members, be adopted with the exclusion of CL09 Amendments to Council's Engineering Guidelines.</p> <p>(b) Council prepare a draft amendment and exhibit the draft amendment of Council's Engineering Guidelines and other relevant policies to include the following....</p>	17/02/2014 Report being prepared.

# OUTSTANDING ACTION REPORT

## FOR THE ORDINARY MEETING OF COUNCIL 25 FEBRUARY 2014

Council Meeting Date	Meeting Item	Action Officer	CRMS No.	Minute No.	Council Resolution	Additional Information
11 February 2014	QUESTION TIME – COUNCILLOR ROSETTO - RECENT COUNCIL ACCIDENTS	MES	955/2014		<p>"Will Councillors be provided a detailed report of the 2 accidents by Council staff reported on 23/12/14 Area News. Including Workcover report. And what steps have been put in place to reduce future accidents in relation to workshop pits."</p> <p>Mr Stonestreet advised that a report will be forthcoming.</p>	17/02/2014 Report in preparation.
11 February 2014	QUESTION TIME – COUNCILLOR THORPE - REPORT ON TERTIARY EDUCATION	DSD	956/2014		<p>"With a Memorandum of Understanding being signed (with much hope for the future) on 21 Sep 2007 between Griffith City Council, TAFE and Charles Sturt University could we please have a report or assessment on the progress made in this tertiary education area, including the Bachelor Degree details available in Griffith for 2014. It is approaching seven years since the memorandum - what has been the progress for Griffith? Thank you."</p> <p>Mr Stonestreet advised that a report will be prepared for Councillors and be distributed.</p>	17/02/2014 Report in preparation.



# OUTSTANDING ACTION REPORT

## FOR THE ORDINARY MEETING OF COUNCIL 25 FEBRUARY 2014

Council Meeting Date	Meeting Item	Action Officer	CRMS No.	Minute No.	Council Resolution	Additional Information
28 January 2014	<b>TENDER 2-13/14 SUPPLY AND DELIVERY OF WATER &amp; SEWERAGE TREATMENT CHEMICALS</b>	SWSE	623/2014	0030	<p>(a) Council accepts the offers on Tender 2-13/14: Supply and Delivery of Water &amp; Sewerage Treatment Chemicals from:</p> <p>(1) Redox (for dense soda ash and sodium silica fluoride) at \$440/ton and \$1,250/ton</p> <p>(2) Omega Chemicals (for liquid alum) at \$247.50/ton</p> <p>(3) Orica (for liquid chlorine gas) at \$2,794/920 kg drum, and</p> <p>(4) Biosol (for replacement chemicals for ferrous chloride and magnesium chloride BRX 2DE, BRX 1CN, BRX 3EY) at \$12.10/litre, \$1.59/litre and \$16.35/litre</p> <p>(b) Council approve purchasing of alum replacement chemical from Nalco (Altrion 44560) pending the outcome of two (2) more offered alternatives</p> <p>(c) Council approve purchasing of currently used dewatering polymer from Nalco (Polymer 71306), pending the outcome of one (1) more offered alternative</p> <p>(d) A future report to Council be submitted following the completion of trials with offered alternative chemicals.</p>	11/02/2014 Letters of approval completed 31/1/14.

# OUTSTANDING ACTION REPORT

## FOR THE ORDINARY MEETING OF COUNCIL 25 FEBRUARY 2014

Council Meeting Date	Meeting Item	Action Officer	CRMS No.	Minute No.	Council Resolution	Additional Information
28 January 2014	<b>WATER METERING OF STRATA DEVELOPMENTS – PROPOSED CHANGE TO POLICY</b>	DU	621/2014	0021	(a) Council amend Policy WS-CP-202 to not require separate water meters for each new Title created in the conversion of single owner unit developments to Strata or Community Title. (b) Recommendation (a) apply subject to a development approval condition on the proponent that a body corporate be established through which Council can legally charge for water access and consumption and sewer. (c) The draft amended policy be placed on public exhibition for a period of 28 days and if no objections to the proposed amendment be received that the policy be adopted.	30/01/2013 Policy advertised. Submissions to be received to 7 March 2014.
28 January 2014	<b>COMMUNITY STRATEGIC PLAN – GROWING GRIFFITH 2030 – INDICATORS AND MEASURES</b>	MES	620/2014	0020	RESOLVED on the motion of Councillor Balind that the report lay on the table.	17/02/2014 Workshop 4 March 2014.
14 Jan 2014	<b>MM01 PETROLEUM EXPLORATION LICENCE APPLICATION</b>	GM	316/2014	0003	(a) Council prepare and forward a submission in relation to Petroleum Exploration Licence N. PELA 154. (b) The Mayor and General Manager be authorised to discuss this matter and other licence applications with adjoining Local Government areas and private sector agricultural industry groups. (c) The submission be prepared referencing the provisions of the State Government document 'Public Comment Process - for the exploration of coal and petroleum, including coal seam gas.'	20/01/14 NSW Farmers meeting on 23/01/14 to discuss also. Council meeting with Murrumbidgee Valley Stakeholders Group on 6/02/14 to discuss this issue.  17/02/2014 Submission lodged.

# OUTSTANDING ACTION REPORT

## FOR THE ORDINARY MEETING OF COUNCIL 25 FEBRUARY 2014

Council Meeting Date	Meeting Item	Action Officer	CRMS No.	Minute No.	Council Resolution	Additional Information
14 Jan 2014	CL03 GIRL GUIDES HALL - YENDA - PROPOSED DEMOLITION	CPO	319/2014	0006	Councillor Rossetto MOVED that the report LAY ON THE TABLE. (interest been shown in restoring hall).	20/01/14 Council staff organising a site visit with Councillors.  17/02/2014 Premises inspected by staff and councillors today.
14 Jan 2014	QUESTION TIME (GM)	WMM	328/2014		Mr Lance Perry, on behalf of the Community and Development Council of Griffith Inc. asked the following question: "The parking area in Kookora Street adjacent to City Park keeps being brought up by members of the public, both by drivers of trucks and vehicles as well as patrons to City Park. Their concern is that of safety when alighting from their vehicles in Kookora Street to access City Park. Griffith City Council would be aware that this has been a concern from the beginning of the city park project As a duty of care by Council to the public we suggest the follow to the Council to discuss and resolve. 1. That warning signs or other devices be installed to alert vehicle drivers including truck drivers and other road users of children alighting from vehicles to access City Park. 2. That a proper parking area in the community gardens be built for those accessing city park with clear signage alerting to the parking area. 3. No parking signs along Kookora St adjacent to Park." The General Manager, Mr Brett Stonestreet advised this matter would be taken on notice and a written reply be provided to the president.	20/01/14 Matter will be referred to the Transport Committee and Council's urban design team.  17/02/2014 Considered by Traffic Committee 11 February 2014. Letter of reply drafted.

# OUTSTANDING ACTION REPORT

## FOR THE ORDINARY MEETING OF COUNCIL 25 FEBRUARY 2014

Council Meeting Date	Meeting Item	Action Officer	CRMS No.	Minute No.	Council Resolution	Additional Information
10 Dec 2013	<b>MINUTES OF THE BUSINESS DEVELOPMENT AND MAJOR PROJECTS MANAGEMENT COMMITTEE MEETING HELD 18 NOVEMBER 2013</b>	MES	243/2013	0416	<p>That the Minutes of the Business Development and Major Projects Management Committee held on 18 November 2013, having first been circulated amongst members, be adopted with the matter regarding Minute Number 0201 Laid on the Table.</p> <p>(RECOMMENDED on the motion of Paul Pierotti and Peter Bonaventura that Council rescind the following resolution adopted at the Council Meeting held 25 June 2013:</p> <p>0201</p> <p>RESOLVED on the motion of Councillors Lancaster &amp; Balind that members of all 355 Committees are identified by the Council as designated persons because the functions of the Committee involve the exercise of the Council's functions under this or any other Act (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the Committee and the member's private interest.</p> <p>Mr Stonestreet advised that Committee members are still required to submit Pecuniary Interest Declarations and Non-Pecuniary Interest Declarations in relation to specific agenda items on a case by case basis.</p> <p>SMT COMMENT:</p> <p>The resolution 0201 of Council of 25 June 2013 has been acted on by staff therefore this</p>	<p>06/01/2014 Clarification sought from DLG - response received - matter to be discussed at Council workshop 21 Jan 2014 for future determination by Council.</p> <p>17/02/2014 Workshop to be held 18 February 2014.</p>

# OUTSTANDING ACTION REPORT

## FOR THE ORDINARY MEETING OF COUNCIL 25 FEBRUARY 2014

Council Meeting Date	Meeting Item	Action Officer	CRMS No.	Minute No.	Council Resolution	Additional Information
					resolution cannot be rescinded. Council staff are investigating options for Council to consider this issue. The primary issue being researched is whether Section 355 Committees which have delegated authority to act "involve the exercise of the Council's functions". If this is the case then all Committee Members should be designated persons.)	
26 Nov 2013	<b>PLAYGROUND STRATEGY REVIEW</b>	UDDM	10810888	0371	(a) Council place the draft Griffith Playground Strategy (2013) on public exhibition for a minimum of 40 days. (b) After assessing submission and making relevant amendments, a further report will be presented to Council with a view to its adoption.	09/12/2013 Strategy has been put on public exhibition until 21/02/2014.
12 Nov 2013	<b>NOTICE OF MOTION – GRIFFITH POUND</b>	MES	10767328	360	(a) Griffith City Council complete a review of operations at the Griffith pound including but not limited to: * Animal intake * Animal accommodation * Animal re-homing. (b) As part of that review, Council investigate costs and options for providing subsidies to those who reside within the Local Government area to have animals de-sexed. (c) Proposals for redevelopment of the facility be incorporated into the report, including preliminary costs, as well as alternatives for operating the facility. (d) The final report be presented to Council in time for any financial implications to be	15/11/2013 Action: Finalised, Completed. Report commenced to be presented to Council at future date.

# OUTSTANDING ACTION REPORT

## FOR THE ORDINARY MEETING OF COUNCIL 25 FEBRUARY 2014

Council Meeting Date	Meeting Item	Action Officer	CRMS No.	Minute No.	Council Resolution	Additional Information
					considered as part of the budget process for the 2014-2015 financial year.	
12 Nov 2013	<b>MINUTES OF THE TRANSPORT MANAGEMENT COMMITTEE MEETING 14 OCTOBER 2013</b>	DIO	10767212	356-357	<p>Minutes of the Transport Management Committee meeting held on 14 October 2013, having first been circulated amongst members, be confirmed with the following amendments:</p> <p>Clause 06 - Proposed Internal Signage at the Airport Terminal</p> <p>The recommendation as stated in the minutes be referred back to the Committee for further discussion.</p> <p>Clause 11 - Coffee Shop Airport Terminal</p> <p>Withdrawal of the following recommendation:</p> <p>RECOMMENDED on the motion of Councillor Curran and Christine Tomlinson that:</p> <p>(a) Peeches Mobile Coffee Van be given a two week trial period operating in the Griffith Airport Terminal providing that relevant documentation including insurance, written request be submitted.</p> <p>(b) Following the trial a further Expression of Interest be advertised.</p> <p>RESOLVED on the motion of Councillors Lancaster and Stead that in relation to Clause 11.1 - Coffee Shop Airport Terminal an Expression of Interest be advertised prior to a trial period being undertaken.</p>	<p>20/11/2013</p> <p>Action: Comments - The Internal signage proposal is the subject of an additional Report to the Transport Management Committee on 8 December 2013. An EOI is currently being drafted for the Coffee Shop at the Airport Terminal.</p> <p>17/02/2014</p> <p>EOI advertised 10 February 2014.</p>

# OUTSTANDING ACTION REPORT

## FOR THE ORDINARY MEETING OF COUNCIL 25 FEBRUARY 2014

Council Meeting Date	Meeting Item	Action Officer	CRMS No.	Minute No.	Council Resolution	Additional Information
22 Oct 2013	UPDATE ON AIR TRAVEL BETWEEN GRIFFITH AND MELBOURNE	GM	10702578	0345	The Mayor seek Expressions of Interest from other airlines in order to find an operator for the Griffith/Melbourne route.	04/11/2013 Investigations continuing into alternate airlines.  17/02/82014 Par Avion Proposed to commence March 204.
23 Jul 2013	OPTIONS FOR THE DELIVERY OF MECHANICAL SERVICES TO GRIFFITH CITY COUNCIL	DSD	10366732	0239	(a) Council construct a stand alone workshop on appropriate land and defer full redevelopment of the existing depot as the preferred option for continuation of mechanical and fabrication services. (b) Suitable accommodation to be made for the fuel supply. (c) Council consider a further report on the recommended means to implement part (a). (d) A Working Group of Council be established to guide the planning, design and construction of the facility. (e) Further redevelopment of the Depot site and costings for the implementation of the same; be subject to a further report to Council.	05/08/2013 Due diligence of alternative sites under way. TORS for Working Group to be circulated.  18/09/2013 Action: Finalised, Completed. Finalised CRMS as per SMT 16/09/13. Working Group has commenced operations. Proceeding with acquisition of land. Minutes of Working Group to be submitted to Council.  14/10/2013 Meeting scheduled for 16 October 2013 at 1 pm.  15/11/2013 Next meeting scheduled for 19 November at 1 pm.  06/01/2014 Concept Plans approved and endorsed for DA documentation at 10 Dec 2013 Council Meeting.

# OUTSTANDING ACTION REPORT

## FOR THE ORDINARY MEETING OF COUNCIL 25 FEBRUARY 2014

Council Meeting Date	Meeting Item	Action Officer	CRMS No.	Minute No.	Council Resolution	Additional Information
23 Jul 2013	<b>NOTICE OF MOTION - COOPER ROAD</b>	DIO	10367017	0243	<p>(a) Council approve the allocation of \$11,500 towards the re-sheeting (gravel) and grading of Cooper Road.</p> <p>(b) Council investigates the drainage concerns of Cooper Road residents and prepare a report with options on the drainage problem for the consideration of Councillors.</p> <p>(c) Council add Cooper Road to the list of priority roads to be sealed as soon as funds become available.</p>	<p>05/08/2013 Site inspection scheduled. Surveys under way. Report to Council identifying any issues and full cost update.</p> <p>19/08/2013 SMT Update: Cooper Road is a priority listing for road sealing.</p> <p>16/09/2013 Update: (b) Drainage being investigated and report is being prepared.</p> <p>30/09/2013 To be discussed at the next Councillor Workshop 15/10/2013.</p> <p>18/11/2013 Gravel sheeting/stabilising works are scheduled for 21/11/ 2013.</p> <p>06/01/2014 Gravel resheeting/stabilising works completed. Drainage issue investigations continuing.</p>