



Ordinary Meeting

BUSINESS PAPER

Tuesday, 11 August 2015 at 7:00 pm

Griffith City Council Chambers
1 Benerembah Street, GRIFFITH NSW 2680
Phone: (02) 6962 8100 Fax (02) 6962 7161
Web: www.griffith.nsw.gov.au Email: admin@griffith.nsw.gov.au



COUNCILLORS

John Dal Broi (Mayor)
Doug Curran (Deputy Mayor)
Alison Balind
Pat Cox
Simon Croce
Bill Lancaster
Anne Napoli
Mike Neville
Paul Rossetto
Christine Stead
Leon Thorpe
Dino Zappacosta

idalbroi@griffith.com.au
dcurran@griffith.com.au
abalind@griffith.com.au
pcox@griffith.com.au
scroce@griffith.com.au
blancaster@griffith.com.au
anapoli@griffith.com.au
mneville@griffith.com.au
prossetto@griffith.com.au
cstead@griffith.com.au
lthorpe@griffith.com.au
dzappacosta@griffith.com.au

MEMBERS OF THE PUBLIC CAN ADDRESS COUNCIL IN THE FOLLOWING WAYS

Council generally meets every second and fourth Tuesday of the month at 7pm in the Council Chambers.

Addressing the Council on Business Paper matters

If there is a matter on the agenda you would like to discuss or address, you can contact Council prior to the Ordinary Meeting of Council and request permission to address Council in relation to the matter. Notice of this must be given by 12 noon of the day of the meeting. Any requests for detailed information regarding an item on the Council Business Paper must be submitted by 12 noon of the day of the meeting.

Notice of Motion via Councillor

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

Petition

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

Customer Request Management system

The Customer Request Management system (CRM) manages the processing of customer requests. Customer requests can be then easily responded to, allocated to responsible officers and checked. The system will automatically escalate requests that have not been actioned. To log a request, please contact Council's Customer Service Team on 02 6962 8100.

Direct correspondence to the General Manager

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

REPORT AUTHORS AND AREAS OF RESPONSIBILITY

Senior Management Team

General Manager
Manager Executive Services
Public Officer/Right to Information Officer
Director Business, Cultural & Financial Services
Director Infrastructure and Operations
Director Sustainable Development
Director Utilities

Brett Stonestreet
Shireen Donaldson
Shireen Donaldson
Max Turner
Dallas Bibby
Neil Southorn
Graham Gordon

Executive Services

Governance Coordinator
Compliance Coordinator
HR & Risk Manager
Training & Recruitment Manager

Wendy Krzus
Michael Toohey
Bron Glover
Nick DeMartin

Business, Cultural & Financial Services

Finance Manager
Asset Management Coordinator
Library Manager
Library Manager
Griffith Regional Theatre & Art Gallery Manager
Leisure Services Manager
Data Information Officer

Vanessa Edwards
Andrew Keith
Christine Del Gigante
Pam Young
Sarah Boon
Alan Anderson
Wendy Vaccari

Infrastructure & Operations

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

Manjit Chugha
Shree Shrestha
Peter Craig
Bob Campbell
Steve Croxon

Sustainable Development

Planning & Environment Manager
Coordinator Landuse Planning and Compliance
Senior Development Assessment Planner
Development Assessment Planner
Principal Planner
Project Planner
Environment, Health & Sustainability Coordinator
Environment Planner
Corporate Property Officer
Tourism & Economic Development Manager
Building Certification Coordinator

Carel Potgieter
Kelly McNicol
Stephen Parisotto
Linden Foster
Pete Badenhorst
Nathan Farnell
Fiona de Wit
Joanne Tarbit
Daphne Bruce
Greg Lawrence
Vacant

Utilities

Engineering Design & Approvals Manager
Waste Operations Manager
Senior W&S Engineer – Operations

Joe Rizzo
John Roser
Steven Oosthuysen

**ORDINARY MEETING OF GRIFFITH CITY COUNCIL
TO BE HELD IN GRIFFITH CITY COUNCIL CHAMBERS
1 BENEREMBAH STREET, GRIFFITH NSW 2680 ON
TUESDAY, 11 AUGUST 2015 AT 7:00 PM**

MEETING NOTICE

Notice is hereby given that an Ordinary Meeting of Council will be held in the Griffith City Council Chambers, 1 Benerembah Street, GRIFFITH NSW 2680 on **Tuesday, 11 August 2015**.

Persons in the gallery are advised that the proceedings of the meeting will be recorded for the purpose of ensuring the accuracy of the Minutes. However, under the Local Government Act 1993, no other recording is permitted without the authority of the Council or Committee. Recording includes a video camera and any electronic device capable of recording speech.

Members of the public may address Council in relation to the items listed in this Agenda by contacting Council on (02) 6962 8100 by 12.00 pm on the day of the meeting.

The agenda for the meeting is:

- 1 Council Prayer and Acknowledgment of Country
- 2 Apologies and Requests for Leave of Absence
- 3 Confirmation of Minutes
- 4 Business Arising
- 5 Declarations of Interest
- 6 Presentations
 - p13 Griffith Health Facilities Limited Fundraising Committee Presentation to the Private Hospital and Griffith Cycle Club presenting a Champions Jersey to Council
- 7 Mayoral Minutes
- 8 General Manager's Report
 - CL01 p14 Intermodal Freight Transport Facility
 - CL02 p45 National Local Roads and Transport Congress
 - CL03 p50 Licence Agreement with Vodafone Network Pty Limited Over Part Lot 1 DP 914631 Scenic Hill
 - CL04 p58 Draft Policy "Vandalism - Reward for Information GC-CP-314" for Public Exhibition

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|------|--|--|
| CL05 | p63 | Review of Policy (GC-CP-407) - Councillor Payment of Expenses and Provision of Facilities |
| CL06 | p104 | Council Sponsored Scholarships |
| CL07 | p108 | Review of Developer Charges for Multi Dwelling Residential Development |
| CL08 | p117 | Griffith Carols by Candlelight Funding Request |
| 9 | Information Reports | |
| CL09 | p127 | Customer Focus Review - Mid Term Status Report |
| CL10 | p137 | Expenses Incurred under Councillors Payment of Expenses and Provision of Facilities Policy (GC-CP-407) |
| 10 | Adoption of Committee Minutes | |
| | p140 | Minutes of the Utilities Committee Meeting held on 16 July 2015 |
| | p144 | Minutes of the Business Development and Major Projects Committee Meeting held on 20 July 2015 |
| 11 | Business with Notice – Rescission Motions | |
| 12 | Business with Notice – Other Motions | |
| 13 | Councillor Question Time | |
| 14 | Outstanding Action Report | |
| | p151 | Outstanding Action Report |
| 15 | Matters to be dealt with by Closed Council | |

Brett Stonestreet

GENERAL MANAGER

**ORDINARY MEETING OF GRIFFITH CITY COUNCIL
HELD IN GRIFFITH CITY COUNCIL CHAMBERS
1 BENEREMBAH STREET, GRIFFITH NSW 2680 ON
TUESDAY, 28 JULY 2015 COMMENCING AT 7:00 PM**

PRESENT

The Mayor, John Dal Broi in the Chair; Councillors, Alison Balind, Patricia Cox, Simon Croce, Doug Curran, Bill Lancaster, Anne Napoli, Mike Neville and Christine Stead.

STAFF

General Manager, Brett Stonestreet, Director Infrastructure & Operations, Dallas Bibby, Manager Executive Services, Shireen Donaldson, Director Utilities, Graham Gordon, Director Sustainable Development, Neil Southorn, Director Business, Cultural & Financial Services, Max Turner and Minute Secretary, Leanne Austin.

MEDIA

Stephen Mudd, The Area News

1 COUNCIL PRAYER AND ACKNOWLEDGEMENT OF COUNTRY

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

The Mayor thanked Council staff and Councillors for their best wishes during his recent illness. The Mayor particularly wished to thank and acknowledge Deputy Mayor, Doug Curran, who filled in for him at short notice.

2 APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE

15/214

RESOLVED on the motion of Councillors Mike Neville and Doug Curran that apologies be accepted from Councillors Leon Thorpe, Dino Zappacosta and Councillor Paul Rossetto and a leave of absence be granted.

3 CONFIRMATION OF MINUTES

15/215

RESOLVED on the motion of Councillors Mike Neville and Christine Stead that the minutes of the Ordinary Meeting of Council held in Griffith City Council Chambers 1 Benerembah Street, Griffith on 14 July 2015, having first been circulated amongst all members of Council, be confirmed.

4 BUSINESS ARISING

Nil

5 DECLARATIONS OF INTEREST

Pecuniary Interests

There were no pecuniary interests declared.

Significant Non-Pecuniary Interests

There were no significant non-pecuniary interests declared.

Less Than Significant Non-Pecuniary Interests

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

Councillor Alison Balind

Minutes of the Traffic Committee Meeting held 14 July 2015

Reason – Councillor Balind's husband is employed as Council's Road Safety Officer in an advisory capacity only.

Councillor Alison Balind

Minutes of the Transport Committee Meeting held 13 July 2015

Reason – Councillor Balind's husband is employed as Council's Road Safety Officer in an advisory capacity only.

Councillor Anne Napoli

Minutes of the Griffith Community Private Hospital Committee Meeting held 23 June 2015

Reason – PCG Report No. 33 page 14 re sub-contractor appointment. A member of Councillor Napoli's family is one of the Directors of a Company awarded a subcontract for this project. The contract has been awarded and Councillor Napoli has no influence.

6 PRESENTATIONS

Nil

7 MAYORAL MINUTES

Nil

8 GENERAL MANAGER'S REPORT

CL01 NATIONAL MASTERS ROAD CHAMPIONSHIPS 2016

15/216

RESOLVED on the motion of Councillors Simon Croce and Bill Lancaster that:

- (a) Griffith City Council provide support on a 50:50 basis of the total cost but not exceeding \$15,000 to assist in the staging of the National Masters Road Championships in October 2016.
- (b) Griffith City Council congratulates the Griffith Cycle Club on securing this prestigious opportunity and noting it is during the Centenary of Griffith celebrations.

- (c) Griffith City Council provides non-financial Marketing support for this event as arranged via the Marketing & Promotions Officer.

CL02 DALTON PARK - GENERAL RATES AND FEES FOR CLUBS

15/217

RESOLVED on the motion of Councillors Bill Lancaster and Christine Stead that:

- (a) Council make a contribution to the Griffith Jockey Club and the Griffith Harness Racing Club equal to the General Rates for each Club for 2015/16 and all subsequent years by including both clubs in the list of approved sporting body subsidy recipients.
- (b) Council continue to levy the Special Event/Day Fees for the conduct of race meetings held by both the Griffith Jockey Club and the Griffith Harness Racing Club.
- (c) Griffith Jockey Club and the Griffith Harness Racing Club have the rates waived for the 2015/16 General Rates, being \$1,147.54 and \$941.62 respectively and additionally, Griffith Harness Racing Club be reimbursed 2014/15 general rates of \$916.68.
- (d) Council waive the Griffith Jockey Club rates for 2014/15 for the amount of \$1,117.68.

CL03 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2015

15/218

RESOLVED on the motion of Councillors Anne Napoli and Alison Balind that:

- (a) The Mayor and General Manager (or their delegates) attend the 2015 Local Government NSW Conference at Rosehill.
- (b) Expenses for attendance at the 2015 Local Government NSW Conference be paid in accordance with Council Policy.
- (c) Any draft motions by Councillors for inclusion in the Conference business paper be submitted to the General Manager by 31 July 2015 and that these motions be reported to Council for consideration.

Councillor Cox requested that issues regarding availability, management and supply of irrigation water, implications for the community and ongoing sustainability be considered as a motion for the conference.

Councillor Napoli requested that a motion be drafted objecting to any exploration and mining of Coal Seam Gas in agriculturally productive land.

Councillor Neville raised the issue of trading town water to raise revenue for infrastructure projects. The Mayor advised discussions had been held with the Minister for Local Government, the Hon Paul Toole, who advised Council should lobby the Member for Murray, the Hon Adrian Piccoli in relation to this issue.

9 INFORMATION REPORTS

CL04 NATIONAL GENERAL ASSEMBLY CONFERENCE 2015

15/219

RESOLVED on the motion of Councillors Doug Curran and Patricia Cox that the report be noted by Council.

10 ADOPTION OF COMMITTEE MINUTES

MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 9 JUNE 2015

15/220

RESOLVED on the motion of Councillors Doug Curran and Anne Napoli that the recommendations as detailed in the Minutes of the Local Emergency Management Committee meeting held on 9 June 2015 be adopted.

MINUTES OF THE GRIFFITH COMMUNITY PRIVATE HOSPITAL COMMITTEE MEETING HELD ON 23 JUNE 2015

15/221

RESOLVED on the motion of Councillors Mike Neville and Anne Napoli that the recommendations as detailed in the Minutes of the Griffith Community Private Hospital Committee meeting held on 23 June 2015 be adopted.

MINUTES OF THE GENERAL FACILITIES COMMITTEE MEETING HELD ON 7 JULY 2015

15/222

RESOLVED on the motion of Councillors Doug Curran and Bill Lancaster that the recommendations as detailed in the Minutes of the General Facilities Committee meeting held on 7 July 2015 be adopted.

Councillor Cox thanked Ron Anson for his efforts in securing funding and sourcing tradespersons for the Senior Citizens Centre renovations.

MINUTES OF THE TRANSPORT COMMITTEE MEETING HELD ON 13 JULY 2015

15/223

RESOLVED on the motion of Councillors Simon Croce and Doug Curran that the recommendations as detailed in the Minutes of the Transport Committee meeting held on 13 July 2015 be adopted.

MINUTES OF THE TRAFFIC COMMITTEE MEETING HELD ON 14 JULY 2015

15/224

RESOLVED on the motion of Councillors Doug Curran and Simon Croce that the recommendations as detailed in the Minutes of the Traffic Committee meeting held on 14 July 2015 be adopted.

11 BUSINESS WITH NOTICE – RESCISSION MOTIONS

Nil

12 BUSINESS WITH NOTICE – OTHER MOTIONS

2016 CENTENARY CELEBRATIONS COMMITTEE

15/225

RESOLVED on the motion of Councillors Alison Balind and Mike Neville that:

- (a) Griffith City Council establish a 2016 Centenary Celebrations Committee under Section 355 of the Local Government Act.
- (b) The Terms of Reference (TOR) of the Committee be in accordance with the attached draft with the required quorum being 6.
- (c) Council approve Mr Noel Hicks, Mr Barrie Steer, Mr Phil Clarke, Ms Patricia Tyrrell Clarke, Ms Rina Mercuri and Ms Sue Reynolds as community representatives of the 2016 Centenary Celebrations Committee.

13 COUNCILLOR QUESTION TIME

Councillor Balind raised the following question:

“Has Council submitted any applications to either the State or Federal Governments to assist in funding the Crime Prevention Strategy?”

Mr Stonestreet advised that no applications have been made as yet however Council will make applications for additional CCTV equipment. Councillor Balind advised funding had recently been announced which may assist in addressing some of the issues identified in Council’s Crime Prevention Strategy, particularly in relation to domestic violence.

14 OUTSTANDING ACTION REPORT

15/226

RESOLVED on the motion of Councillors Anne Napoli and Mike Neville that the report be noted by Council.

15 MATTERS TO BE DEALT WITH BY CLOSED COUNCIL

In accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005, in the opinion of the General Manager, the following business is of a kind as referred to in Section 10A(2) of the Act, and should be dealt with in a part of the meeting closed to the media and public.

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

The matters and information are the following:

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

15/227

RESOLVED on the motion of Councillors Doug Curran and Christine Stead that:

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

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

CC01 CONSTRUCTION OF WASTE TRANSFER STATION - TENDER 4-14/15

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

Council closed its meeting at 7:36 pm. The public and media left the chamber.

REVERSION TO OPEN COUNCIL

15/228

RESOLVED on the motion of Councillors Christine Stead and Doug Curran that Open Council be resumed.

Open Council resumed at 7:49 pm.

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

MATTERS DEALT WITH IN CLOSED COUNCIL

CC01 CONSTRUCTION OF WASTE TRANSFER STATION - TENDER 4-14/15

15/229

RESOLVED on the motion of Councillors Mike Neville and Doug Curran that:

- (a) Council reject all tenders submitted for Tender 4-14/15 Construction of Waste Transfer Station for Griffith City Council at Tharbogang Waste Management Centre, due to all tenders being significantly above the adopted budget for the project.
- (b) Council not call fresh tenders for Tender 4-14/15 as a sufficient pool of tenderers with which to negotiate is available.
- (c) Council authorise the General Manager to negotiate with Joss Construction, being the preferred tenderer following evaluation, with a further report to be presented to Council within 60 days. The reason for selecting Joss Construction is that they scored the highest in the tender evaluation process.

There being no further business the meeting terminated at 7:51 pm.

Confirmed:

CHAIRPERSON

TITLE **Griffith Health Facilities Limited Fundraising Committee Presentation to the Private Hospital and Griffith Cycle Club Presentation of Champions Jersey to Council**

SUMMARY

RECOMMENDATION

Standing Orders be suspended to allow the presentation from the Griffith Health Facilities Limited Fundraising Committee to the Private Hospital and Griffith Cycle Club presentation of Champions Jersey to Council.

CLAUSE	CL01
PROPOSAL	INTERMODAL FREIGHT TRANSPORT FACILITY
PROPERTY	Lot 3 DP 14591, 4 Irrigation Way, Widgelli
LOCATION	Southern side of Irrigation Way at its intersection with Coghlan Road, Widgelli
ZONING	RU1 Primary Production
APPLICABLE PLANNING INSTRUMENT	Griffith Local Environmental Plan 2015
EXISTING DEVELOPMENT	Primary production
APPLICANT	Rob Perkins
OWNER	Amberley Management Pty Ltd
DIRECTORS OF COMPANY (IF APPLICABLE)	HG & A Morshead
APPLICATION DATE	16 April 2015
REASON FOR REFERRAL FROM	Public Interest Steven Parisotto, Senior Development Assessment Planner
TRIM REF	15/39115

SUMMARY

Proposal

The proposed development relates to the use of the land as an intermodal freight transport facility for the transfer of shipping containers between the road and rail transport networks.

Type of Development

Integrated and Designated

Consultation

Senior Management Team, Director Sustainable Development, Manager Planning & Environment, NSW Roads & Maritime Service, NSW Environment Protection Authority, Transport for NSW, John Holland Rail-Country Rail Network

Main Issues

The application has been referred to Council for determination due to the public interest of the development including the objections received.

The proposed development was identified as a candidate site for an intermodal freight transport facility as part of review of submissions following the exhibition of Griffith LEP 2014 and was identified as a site specific use for the subject land in Schedule 1 of the LEP.

The main issues associated with the development for Council consideration are:

- The potential impact of the development on the movement of traffic to and from the site and within the local road network.

- The potential impacts that may result from the day-to-day operations of the premises, particularly the shunting and idling of trains and associated loading and unloading.

RECOMMENDATION

- (a) That pursuant to the provisions of Section 80(1)(a) of the Environmental Planning and Assessment Act, 1979 Council grant consent to Development Application No. 64/2015 for an intermodal freight transport facility at Lot 3 DP 14591, 4 Irrigation Way, Widgelli subject to conditions set out in Attachment “A” of this report.
- (b) That the application be delegated to the Director of Sustainable Development for preparation and issue of the notice of determination.

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

Councillor	For	Against
Cr Dal Broi		
Cr Napoli		
Cr Lancaster		
Cr Thorpe		
Cr Balind		
Cr Zappacosta		
Cr Neville		
Cr Croce		
Cr Curran		
Cr Cox		
Cr Rossetto		
Cr Stead		

SITE DESCRIPTION

The subject site is located on the southern side of Irrigation Way at its intersection with Coghlan Road.

The development site is located on the southern part of Lot 3 DP 14591 incorporating approximately 16 hectares of land which runs parallel with the existing rail land that bisects the subject site.

The topography of the site can be described as flat and the site of the proposed freight transport facility has been cleared of significant vegetation as a result of historical farm management practices. The boundary of the site, within the road reserve, comprises a Boree woodland community.

The surrounding land is predominantly agricultural in nature, and includes large broad acre irrigation farms. The locality includes four dwellings within a 1.3km radius of the site which are associated with farms. The Ingleden Park Farmstay cottages are located approximately 2.0 kilometres to the south of the proposed development.

Figure 1: Aerial Photograph



Note: The 'star' indicates the location of the intermodal hub and the "1" represents the joint submission from neighbouring property owners who have objected to the development.

BACKGROUND

Site History

The site has historically been used for agricultural purposes.

Timeline of Events Pertaining to the Development Application

- 16 April 2015 - Development Application 64/2015 lodged with Griffith City Council.
- 21 April 2015 – Letters sent to NSW Department of Planning and Environment (both head office and regional office in Dubbo) advising that Council had received an application for designated development.
- 21 April 2015 – Letter sent to NSW Roads and Maritime Service seeking their concurrence for the proposed development under the provisions of Section 91 of the Environmental Planning and Assessment Act, 1979.
- 21 April 2015 – Letters sent to NSW Environment Protection Authority and Transport for NSW seeking comments on the proposed development.
- 22 April 2015 – Letters sent to ARTC and John Holland Rail Country Regional Network in accordance with the provisions of State Environmental Planning Policy (Infrastructure) 2007.
- 24 April 2015 – Exhibition period commenced. Letters were sent out to adjoining and nearby property owners advising of the proposed development, notice appearing in The Area News on 24 April 2015 and on 8 May 2015, and a site notice being erected on the land.
- 30 April 2015 – response from ARTC advising that they do not manage the line and John Holland Rail Country Regional Network is the responsible agency.
- 11 May 2015 – a stop-the-clock letter sent to applicant advising that additional information was required in respect to traffic. The requested information was received on 9 July 2015.
- 25 May 2015 – exhibition period closed. A total of four submissions were received, including one signed by four adjoining property owners. Two submissions were in support of the proposed development and two submissions (including one signed by four adjoining property owners) raised objections to the development.
- 29 May 2015 - copies of the submissions were provided to the applicant for information and a response.
- 2 June 2015 – response received from NSW EPA, including recommended conditions of consent.
- 12 June 2015 – response received from Transport for NSW. A copy was forwarded to the applicant for the applicant to respond to concerns.
- 23 June 2015 – a copy of the submissions were forwarded to the Department of Planning and Environment.
- 9 July 2015 – response from applicant relating to traffic received by Council
- 13 July 2015 – response from applicant in response to the submissions.

PROPOSAL IN DETAIL

The proposed development relates to the use of the land as an intermodal freight transport facility for the transfer of shipping containers between the road and rail transport networks.

Works include the construction of a warehouse and office building, a weighbridge, separate truck and car access, a carpark, a hardstand area for the storage of shipping containers, rail infrastructure involving the construction of rail sidings and shunting areas and a stormwater detention system.

The application proposes the freight transport facility will operate five days per week (Monday to Friday), between the hours of 6.00am and 5.00pm with trains arriving at the site at 5.30am.

Although not forming part of this development application, plans indicate the conceptual use of the remainder of the land between the proposed intermodal facility and Irrigation Way as a business/industrial park.

The plans and information submitted with the development application are set out in Attachment "B".

ASSESSMENT UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979

In determining a development application, a consent authority is to take into consideration Section 79C of the Environmental Planning and Assessment Act, 1979. The following matters are of relevance to the development the subject of the development application.

SECTION 79C(1)(a)(i) any environmental planning instrument.

Griffith Local Environmental Plan 2014

(a) Permissibility

The proposed development is for a *freight transport facility* which, in the Dictionary of Griffith Local Environmental Plan 2014, is defined as:

freight transport facility means a facility used principally for the bulk handling of goods for transport by road, rail, air or sea, including any facility for the loading and unloading of vehicles, aircraft, vessels or containers used to transport those goods and for the parking, holding, servicing or repair of those vehicles, aircraft or vessels or for the engines or carriages involved.

The subject land is zoned RU1 Primary Production and under Part 2 Land Use Table of Griffith Local Environmental Plan 2014 a *freight transport facility* is development that is prohibited, however the proposed use is on land that is described or referred to in Schedule 1 of Griffith Local Environmental Plan 2014 and therefore the provisions of Clause 2.5 apply. This clause has the effect despite anything contrary in the Land Use Table or other provision of the LEP and states that development may only be carried out:

- (a) *with development consent, or*
- (b) *if the Schedule so provides—without development consent, in accordance with the conditions (if any) specified in that Schedule in relation to that development.*

Schedule 1 has the effect of nominating additional permitted uses and in part states

- (1) *This clause applies to land at 4 Irrigation Way, Widgelli, being Lot 3, DP 14591.*
- (2) *Development for the purpose of a freight transport facility is permitted with development consent.*

On this basis the proposed development is permissible.

The decision to zone the land this way was made when Council short listed this land as a candidate site for a new freight intermodal facility for the Western Riverina.

(b) Aims and Objectives

The proposed development has been considered with regard to the aims of Griffith Local Environmental Plan 2014 as set down in Part 1, clause 1.2(2) which states:

- (a) *to prevent unnecessary urban sprawl by promoting business, industrial, rural and residential uses within and adjacent to existing precincts related to those uses,*
- (b) *to minimise land use conflict in general by creating areas of transition between different and potentially conflicting land uses,*
- (c) *to provide a variety of development options to meet the needs of the community with regard to housing, employment and services,*
- (d) *to manage and protect areas of environmental significance,*
- (e) *to recognise the historical development of the area and to preserve heritage items associated with it.*

The objectives for the RU1 Primary Production zone set down in the Land Use Table are as follows:

- *To encourage sustainable primary industry production by maintaining and enhancing the natural resource base.*
- *To encourage diversity in primary industry enterprises and systems appropriate for the area.*
- *To minimise the fragmentation and alienation of resource lands.*
- *To minimise conflict between land uses within this zone and land uses within adjoining zones.*
- *To permit a range of activities that support the agricultural industries being conducted on the land and limit development that may reduce the agricultural production potential of the land.*
- *To permit tourist facilities that promote an appreciation of the rural environment and associated agricultural and horticultural activities, while ensuring the continued economic viability of the land.*

The proposed development will by its very nature reduce the agricultural production capacity of the land, as the development will utilise approximately 16 hectares of land which historically has been used for broad acre irrigation farming. The siting of the proposed rail freight hub does not however result in the fragmentation nor alienation of agricultural resources.

The proposed use as a *freight transport facility* is not a permitted use within the general parameters of the zone, rather it is a site specific permitted land use in Schedule 1 of Griffith LEP 2015 which is aimed at supporting agricultural industries in the region. In this regard the proposed development is not inconsistent with the objectives of the zone.

(c) Principal Development Standards

Section 4 of the Environmental Planning and Assessment Act 1979 defines a *development standard* as being a provision of an environmental planning instrument in relation to the carrying out of a development, being provisions by or under which requirements are specified or standards are fixed in respect to any aspect of the development.

Part 4 of Griffith Local Environmental Plan 2014 identifies the principal development standards that apply. In this instance there are no development standards applicable to the proposed development.

(d) *Miscellaneous Provisions*

Part 5 of Griffith Local Environmental Plan addresses numerous miscellaneous provisions

(i) Heritage conservation

Clause 5.10 of Griffith Local Environmental Plan 2014 sets down objectives in respect to the conservation of environmental heritage within the Griffith local government area. Specifically it applies to the protection of heritage items and heritage conservation areas; development affecting places or sites of known or potential Aboriginal heritage significance; development affecting known or potential archaeological sites of relics of non-Aboriginal heritage significance; development in the vicinity of a heritage item; provision of conservation incentives; and development in heritage conservation areas.

The subject site is not located within a heritage conservation area, nor does it contain nor is it within the vicinity of a heritage item listed in Schedule 5 of Griffith LEP 2014.

In terms of Aboriginal Cultural Heritage, the Griffith Local Aboriginal Land Council advised the applicant in writing (included in the Applicant's EIS) that they undertook a site inspection of the premises on 8 April 2015 and advise that due to intensive farming practices there is no evidence of Aboriginal cultural material on the site.

(e) *Additional Local Provisions*

(i) Earthworks

The objective of this clause is to ensure that earthworks for which development consent is required will not have a detrimental impact on environmental functions and processes, neighbouring uses, cultural or heritage items or features of the surrounding land.

In considering the extent of earthworks proposed, Council has considered the following:

- (a) *the likely disruption of, or any detrimental effect on, drainage patterns and soil stability in the locality of the development,*
- (b) *the effect of the development on the likely future use or redevelopment of the land,*
- (c) *the quality of the fill or the soil to be excavated, or both,*
- (d) *the effect of the development on the existing and likely amenity of adjoining properties,*
- (e) *the source of any fill material and the destination of any excavated material,*
- (f) *the likelihood of disturbing relics,*
- (g) *the proximity to, and potential for adverse impacts on, any waterway, drinking water catchment or environmentally sensitive area,*
- (h) *any appropriate measures proposed to avoid, minimise or mitigate the impacts of the development.*

Council's Engineer's advise the proposed development will require Construction Certificates prior to the commencement of any earthworks, therefore the matters for consideration listed above will be addressed based on the information provided prior to Construction Certificate approval.

(ii) Flood Planning

The objectives of Griffith Local Environmental Plan 2014 in respect to flood planning are as follows:

- (a) to minimise the flood risk to life and property associated with the use of land;*
- (b) to allow development on land that is compatible with the land's flood hazard, taking into account projected changes as a result of climate change,*
- (c) to avoid significant adverse impacts on flood behaviour and the environment.*

The Aerial Laser Survey (ALS) of the Griffith CBD was conducted as part of the *Griffith Main Drain J & Mirrool Creek Flood Study 2014 (BMT WBM)* and information pertaining to the flood levels of the subject allotment has been extrapolated from this documentation.

On this basis, the provisions of clause 7.2(3) may be applied such that the consent authority is satisfied that the development:

- (a) is compatible with the flood hazard of the land, and*
- (b) will not significantly adversely affect flood behaviour resulting in detrimental increases in the potential flood affectation of other development or properties, and*
- (c) incorporates appropriate measures to manage risk to life from flood, and*
- (d) will not significantly adversely affect the environment or cause avoidable erosion, siltation, destruction of riparian vegetation or a reduction in the stability of river banks or watercourses, and*
- (e) is not likely to result in unsustainable social and economic costs to the community as a consequence of flooding.*

Notwithstanding that one of the submissions identifies that as a consequence of the 2012 rainfall event the subject site was inundated with flood waters, the flood report for the subject allotment indicates that the land is flood prone for the 1% Annual Exceedance Probability (1 in 100) for the western portion of the subject allotment to the north of the railway line. The flood prone area is classified as 'Low Hazard'. It is considered that the proposed development for an intermodal rail hub is compatible with the low hazard category of the land. The proposed development is to be located towards the south eastern side of the subject allotment to the north of the railway line, and as such will be located outside of the flood prone area of the land (as shown in Figure 2).

Figure 2: Flood Mapping

The 'Low Hazard' category is defined as "should it be necessary, a truck could evacuate people and their possessions; able-bodied adults would have little difficulty in wading to safety." (*Floodplain Development Manual – the management of flood liable land – April 2005*)

In order to reduce the impact to the proposed structures during the 1% Annual Exceedance Probability storm event, an advisory note can be included as part of any consent conditions for this Development Application stating that it is recommended all electrical outlets and perishable items are stored at a level above the 1 in 100 year storm event, being 128.69m AHD.

It should be a condition of this Development Application that onsite detention is incorporated into the stormwater drainage system for the proposed development to maintain post development flows with pre-development flows. This is to minimise the impact of any additional stormwater runoff associated with the proposed development. The proposed development is therefore not likely to result in unsustainable social and economic costs to the community as a consequence of flooding as any works associated with the construction of stormwater management will be incorporated onsite by the developer.

Due to the nature of the proposed development as an intermodal rail hub, it is not considered that the proposed development will pose any risk to life from flood. Additionally, the proposed development is to be located towards the south eastern side of the subject site to the north of the railway line. The 1% Annual Exceedance Probability for the subject land is on the western portion of the site to the north of the railway line, therefore the development will be located away from the portion of the site subject to 'Low Hazard' flooding.

There will be no significant adverse effects on the environment because of this development. As the subject land is used for farming there is no riparian vegetation on the area of land to be developed. Similarly, the proposed development will not result in any destruction of riparian vegetation or a reduction in the stability of river banks or watercourses.

- (iii) Terrestrial Biodiversity, Groundwater Vulnerability, Riparian Land, Watercourse & Wetlands & Salinity

The subject site has been identified on the Terrestrial Biodiversity Map and in order to meet the objectives of Clause 7.3 the following matters have been taken into consideration:

- (a) *whether the development is likely to have:*
- (i) *any adverse impact on the condition, ecological value and significance of the fauna and flora on the land, and*
 - (ii) *any adverse impact on the importance of the vegetation on the land to the habitat and survival of native fauna, and*
 - (iii) *any potential to fragment, disturb or diminish the biodiversity structure, function and composition of the land, and*
 - (iv) *any adverse impact on the habitat elements providing connectivity on the land, and*
- (b) *any appropriate measures proposed to avoid, minimise or mitigate the impacts of the development.*

Furthermore Clause 7.3(4) states that development consent must not be granted to development on land to which this clause applies unless the consent authority is satisfied that:

- (a) *the development is designed, sited and will be managed to avoid any significant adverse environmental impact, or*
- (b) *if that impact cannot be reasonably avoided by adopting feasible alternatives—the development is designed, sited and will be managed to minimise that impact, or*
- (c) *if that impact cannot be minimised—the development will be managed to mitigate that impact.*

The proposed works involve the removal of minimal vegetation for the construction of an access way to the subject site from Coghlan Road and road widening at its intersection with Irrigation Way. The applicant proposes vegetation buffers to be planted with locally native species reflective of the existing community at the site.

Council's Environmental Planner has reviewed the EIS submitted by the applicant, undertaken a site inspection and provided a comprehensive assessment of the proposed development with regard to the impact on flora and fauna. In summary the following was stated:

- Given that most of the existing native vegetation on the roadsides and rail siding (south side) is to be retained, it is considered unlikely that there will be a significant impact to the flora and fauna at the site.
- The site is dominated by its existing agriculture use. Fauna such as Peewees and Crested Pigeons utilise both the surrounding native vegetation as well as the farmland environment. It is considered unlikely that the development of the freight terminal will have a significant impact on such species as the surrounding land use is similar. It is possible that the introduction of additional industry may impact on the wildlife assemblage; hence it is recommended that buffer plantings be carried out to increase the value of the existing habitat.

- The development proposal includes the provision of new buffer plantings. Providing these mimic the existing native Boree Woodland at the site, the value of the existing vegetation should actually increase. Additional Eucalyptus species on site should be avoided however as the introduction of these species to a site can increase aggressive bird species dominance such as noisy minors or lorikeets to the detriment of woodland birds that may already be utilising the site.
- Connectivity of the existing native vegetation at the site will be maintained and improved by the proposed development.
- Clearing should be carried out to the minimum extent necessary and buffer plantings should be consistent with Boree Woodland habitat.
- The siting of the freight terminal and access ways have considered existing vegetation.
- The impact to existing vegetation has been minimised by developing the terminal in open, disturbed areas at the site.
- Vegetation buffer zones and screening are proposed which will offset any clearing of access ways at the site.

In terms of Section 5A of the Environmental Planning and Assessment Act, 1979 and any significant effect on threatened species, populations or ecological communities, or their habitats, Council's Environmental Planner has noted:

"Boree Woodland is located on the road reserve and south of the rail line at the subject site. This woodland is classified as a Threatened Ecological Community. The Painted Honeyeater is a threatened species."

The proposed works involve the removal of minimal vegetation for the construction of an access way and road widening at the intersection. Vegetation buffers proposed are to be planted with locally native species reflective of the existing community at the site. The proposed development is not considered to significantly impact on any existing threatened species."

Consideration has also been given to the Threatened Species Conservation Act, 1995 and the Environment Protection Biodiversity Conservation Act, 1999 and in this regard it is noted that the subject site has been extensively modified through historical land clearing. It is not considered that the proposed development is likely to impact on habitat for threatened or vulnerable species or their habitats that are protected by these Acts.

The proposed development is not considered to significantly impact on any existing threatened species, populations or communities which may utilise the site and Council's Environmental Planner has recommended a number of conditions to be placed on the consent to ensure that the existing vegetation surrounding the site can be protected. These include:

- replanting of understorey species where they have been depleted;
- protecting remnants from weeds including the speedy eradication of any new invasions

(vi) Essential services

Clause 7.10 states that development consent must not be granted to development unless the consent authority is satisfied that any of the following services that are essential for the development are available or that adequate arrangements have been made to make them available when required:

- (a) *the supply of water,*
- (b) *the supply of electricity,*
- (c) *the disposal and management of sewage,*
- (d) *stormwater drainage or on-site conservation,*
- (e) *suitable vehicular access.*

Council's Engineers advise that a potable water main does not service the subject allotment. The applicant has stated in their Environmental Impact Statement (EIS) that water supply to the development will be via a rainwater collection system consisting of three (3) 20,000 litre rainwater tanks. It is the responsibility of the applicant to ensure the proposed rainwater collection system is sufficient to service the needs of the proposed development. It should be noted that for the purpose of the National Construction Code an adequate pressurised water supply is required for the purpose of fire safety. Council's Building Surveyors have advised of a suitable condition of consent that can be included.

The applicant is to make their own arrangements with the service provider for an adequate connection to electricity for the proposed development. All costs are to be borne by the applicant.

Council's sewer infrastructure does not service the subject allotment. The applicant has stated in their EIS that an onsite disposal unit will be installed in accordance with Council's guidelines. Council's Environmental Health Officers have recommended that as a condition of the proposed Development Application that an Aerated Wastewater Treatment System (AWTS) should be installed in accordance with the requirements outlined in *Council's On-site Sewage Management Plan*.

A Murrumbidgee Irrigation (MI) owned drainage channel is located along the southern boundary of the subject allotment to the north of the railway line. As part of the development, it has been proposed to decommission the portion of the drainage channel that runs through the subject allotment. By decommissioning the drainage channel located within the subject allotment, the MI drainage channel located along the western boundary of the subject allotment to the north of the railway line will become redundant (refer to Figure 3). This will require the subject allotment and the neighbouring allotment located east of the subject allotment to drain to the MI drainage system located north of the subject allotment. Murrumbidgee Irrigation's written approval should be required prior to the issue of a Construction Certificate for the decommissioning of the MI owned infrastructure. All works conducted on the drainage infrastructure must be in accordance with MI's specifications.

Figure 3: Drainage

Note: "0" represents the existing drainage point for MI reference HR1 and the broken line indicates the existing drainage line (MI reference D-3-WIDG1-010E) which are to be made redundant. "1" represents the alternative drainage point for MI reference HR 1 (Lot 1 DP 1170850) and "4" indicates the location the proposed drainage for MI reference HR4 (Lot 3 DP 14591).

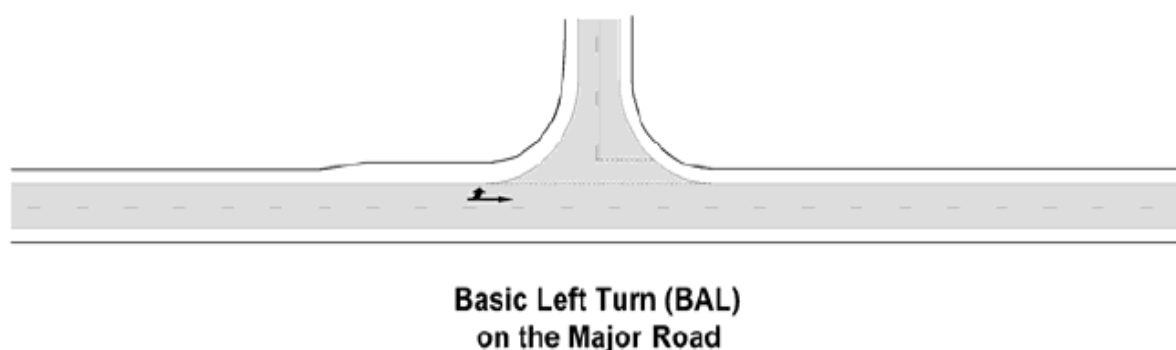
A stormwater detention basin has been proposed to be located along the western boundary of the subject allotment to the north of the railway line. All hardstand areas constructed as part of the development will be discharged to the proposed detention basin via an open swale drainage system. It should be conditioned as part of the subject Development Application that detailed design drawings and hydraulic calculations are submitted for the stormwater drainage system prior to the issue of the Construction Certificate to ensure that post development stormwater discharge does not exceed the pre-development stormwater discharge. Murrumbidgee Irrigation's written approval will be required to be submitted to Council prior to the issue of a Construction Certificate for the discharge of the detention basin into the MI owned drainage canal along the northern boundary of the subject allotment.

The proposed development will construct a vehicular accessway in the south eastern corner of the subject allotment off Coghlan Road. The accessway is proposed to be bitumen sealed and is to be constructed to cater for the largest sized vehicle required to access the development. The applicant has stated in the submitted EIS document that the development will only cater for Semi-Trailer vehicles at present. However GHD consultants have submitted traffic documentation which acknowledges that future growth of the development, and increased pressure from transport operators to use larger combination vehicles to improve efficiencies, may require larger combination vehicles to access the site in the future. As such Council should impose a condition that the accessway to be constructed to service the development off Coghlan Road is designed to cater for the largest sized vehicle likely to access the site.

The intersection of the proposed accessway to service the development and Coghlan Road will be required to be sealed and constructed to a width to accommodate the largest sized vehicle likely to access the site. Due to Coghlan Road terminating at a private property south of the proposed development no through road traffic occurs south of the development. Therefore all traffic entering the development along Coghlan Road will be travelling from the north and all traffic leaving the development will be heading in a northern direction towards Irrigation Way. Based on the traffic volume, the anticipated traffic generation and the high proportion of heavy vehicles generated by the development, it is considered that as a minimum the required treatment for the intersection of the proposed accessway to the

development with Coghlan Road is for a sealed Basic Auxiliary Left Turn (BAL) treatment (refer to Figure 4). The intersection treatment is to be designed and constructed to cater for the largest size vehicle likely to access the site in accordance with *Austrroads Guide to Road Design*.

Figure 4: Intersection Treatment for Development Site & Coghlan Road



Source: *Austrroads Guide to Road Design Part 4A: Unsignalised and Signalised Intersections*

Coghlan Road is currently a gravel rural road constructed six (6) metres wide, with open earthen table drains constructed along both sides of the road. Coghlan Road south of the proposed development terminates at a private property with no through road traffic provided. Council's *Engineering Guidelines – Subdivision and Development Standards, Part 2 Road Designs, Clause 3* nominates that a rural road with an AADT of less than five hundred (500) vehicles, a carriageway of six (6) metres with 1.2 metre shoulders is all that is required. However due to the size of the vehicles and the potential growth to obtain B-Double access to the site, as acknowledged by the developer's traffic consultant (GHD), the road is to be constructed for a formation width of 10.6 metres.

As such, due to the nature of the development, size of vehicles likely to access the site, and the traffic generation associated with the operation of the development. Coghlan Road carriageway is to be bitumen sealed to a width of seven (7) metres with 1.8 metre shoulders formed on both sides of the road, for a formation width of 10.6 metres as specified in Council's *Engineering Guidelines – Subdivision and Development Standards, Part 2 Road Designs, Clause 3*.

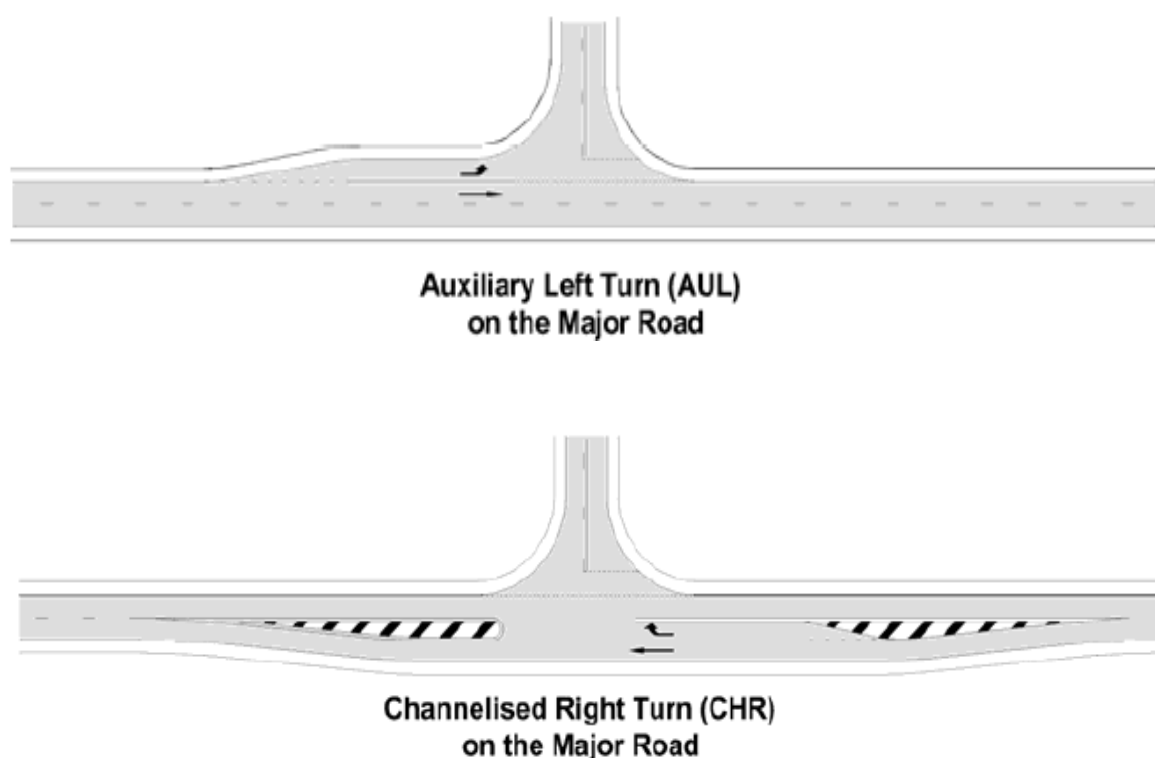
Coghlan Road intersects with Irrigation Way (MR80) which is a classified road. Due to the nature of the development, size of vehicles to the site, and the estimated traffic generation associated with the development, intersection roadworks are required to be constructed by the developer to cater for the development.

From the submitted documentation, the proposal is for a rail hub with an initial design capacity of 20,000 TEU (20 foot container equivalent units) per annum with the potential to increase throughput to 35,000 TEU per annum over the next 10 years. The submitted Traffic Impact Assessment (TIA) prepared by GHD addresses the two (2) scenarios as outlined above. The TIA outlines that the majority of traffic to the development is heavy vehicles and that seventy (70) percent of daily traffic occurs during the four (4) hours prior to a train departing. The TIA recommends works to the road infrastructure based on these scenarios and adopted traffic volumes. Based on the assumptions and data used the TIA nominates a Basic Right Turn (BAR) and Auxiliary Left Turn (AUL) treatment for the intersection of Coghlan Road with Irrigation Way (MR80).

A supplementary report prepared by GHD dated 8 July 2015 refers to a traffic volume on Irrigation Way of around 300 vehicles per hour at the Widgelli S-Bends with a relatively high

proportion (20% to 25%) of heavy vehicles. Based on this traffic volume, the anticipated traffic generation and the high proportion of heavy vehicles generated by the development, it is considered that as a minimum the required treatment for the intersection of Coghlan Road with Irrigation Way is for a sealed Channelised Right Turn - Short (CHR(s)) and Auxiliary Left Turn (AUL) treatment (as shown in Figure 5 below). The intersection treatments should be designed and constructed to cater for the largest size vehicle likely to access the site. For this development it is considered that this standard of intersection treatment is justified on the basis of the relatively high proportion of heavy vehicles on the through movement along Irrigation Way and the very high proportion of heavy vehicles turning to and from the development. This intersection treatment is required by the NSW RMS.

Figure 5: Intersection Treatment for Irrigation Way and Coghlan Road (Left Turn)



Source: *Austroads Guide to Road Design Part 4A: Unsignalised and Signalised Intersections*

Currently Irrigation Way between its intersection with the Whitton Stock Route and Griffith is an approved B-Double Route. The GHD supplementary report notes that road train access to the site would be desirable in the future and therefore works to Coghlan Road and its intersection with Irrigation Way are to be designed to accommodate such vehicles. Notwithstanding this, the report acknowledges that future works will be required to Irrigation Way before access for such vehicles would be permitted to the site, particularly from the west.

The intersection of Coghlan Road with Irrigation Way should be designed in accordance with the *Austroads Guide to Road Design* to ensure any vehicles accessing or leaving the development are not required to cross the centre line of either Coghlan Road or Irrigation Way in order to perform the manoeuvre.

Elements of the rail hub development located outside of the subject allotment such as the access, weighbridge and stormwater detention infrastructure will be subject to the creation of easements providing a right-of-carriageway in favour of the rail hub development.

Engineering conditions should be imposed on the development outlining the requirements above.

State Environmental Planning Policies

In the Secretary's Environmental Assessment Requirements (SEARS), the proponent was advised to review the following State Environmental Planning Policies that may be considered relevant, including:

SEPP No.	SEPP TITLE	APPLIES
SEPP No. 33	Hazardous and Offensive Development	No*
SEPP No. 52	Farm Dams and Other Works in Land and Water Management Plan Areas	No
SEPP No. 55	Remediation of Land	Yes
SEPP No. 64	Advertising and Signage	No
SEPP	Mining, Petroleum Production and Extractive Industries 2007	No
SEPP	Infrastructure 2007	Yes
SEPP	Rural Lands 2008	Yes
SEPP	State and Regional Development 2011	No*

(i) State Environmental Planning Policy No. 33 - Hazardous and Offensive Development

State Environmental Planning Policy No. 33 - Hazardous and Offensive Development (SEPP 33) was gazetted on 13 March 1992. One of the aims and objectives of the Policy is

"to ensure that in considering any application to carry out potentially hazardous or offensive development, the consent authority has sufficient information to assess whether the development is hazardous or offensive and to impose conditions to reduce or minimise any adverse impact"

Appendix 3 of the NSW Planning publication Hazardous and Offensive Development Application Guidelines - Applying SEPP 33 identifies industries that may be potentially hazardous or potentially offensive. An intermodal freight transport facility is not deemed to be an industry and therefore is not listed as being either potentially hazardous or potentially offensive and as such the provisions of SEPP 33 do not apply.

Although the assessment requirements of the SEPP are somewhat circular to conclude that it does not apply, it has been duly taken into consideration.

(ii) State Environmental Planning Policy No. 55: Remediation of Land

The provisions of Clause 7(1)(a) of SEPP 55 – Remediation of Land states that a consent authority must not consent to the carrying out of any development on land unless it has considered whether the land is contaminated.

Clause 7(2) states that before determining an application for consent to carry out development that would involve a change of use on any of the land specified in subclause (4), the consent authority must consider a preliminary investigation of the land concerned carried out in accordance with the contaminated land planning guidelines.

With regard to sub-clause 4, it identifies triggers for a preliminary investigation, including;

- Land within an investigation area;
- Land that is listed in Table 1 of the Managing Contaminated Land Planning Guidelines
- Land on which it is proposed to carry out development for residential, educational, recreational or child care purposes or for the purpose of a hospital (whereby there is either no knowledge or incomplete knowledge of development referred to in Table 1 or where it would have been lawful to carry out such development.

The subject site is not within an investigation area as set out in Clause 7(4)(a), however is land that is listed in Table 1 as being an activity that may have caused contamination.

The main objective of a preliminary investigation is to identify any past or present potentially contaminating activities and provide a preliminary assessment of any site contamination and, if required, provide the basis of a detailed investigation. The preliminary investigation contains a detailed appraisal of the site's history and a report based on a visual site inspection and assessment.

Of the activities listed in Table 1, agriculture is an activity that would potentially contaminate sites.

It should be noted that John Holland Rail Country Regional Network have in their in-principle support of the proposed development require the applicant to undertake an environmental assessment of land within the rail corridor, and that unless otherwise assessed should be treated as being at least industrially contaminated.

Sub-clause 4(c) identifies land uses which are considered sensitive to contamination, these being residential, educational, recreational, or child care purposes or for the purpose of a hospital. Given that the proposed use is not for a sensitive land use, Council can be satisfied that the present (if contaminated) and proposed use is suitable for the development even in a contaminated state for the proposed development.

(iii) State Environmental Planning Policy (Infrastructure) 2007

The proposed freight transport facility is captured by the provisions of State Environmental Planning Policy (Infrastructure) 2007 in two ways. First is under Division 15 – Railways and second is under Division 17 – Roads and Traffic.

- Division 15 - Railways

Clause 81(a) of the SEPP identifies that rail freight intermodal facilities is development that is permitted with consent and clauses 85 and 86 sets down the referral requirements for development involving development adjacent to or in rail corridors. In accordance with the provisions of clause 86 of the SEPP the application was referred to John Holland Rail Country Regional Network (JHRCRN) for comment.

It should be noted that Clause 86(5) states

- (5) *The consent authority may grant consent to development to which this clause applies without the concurrence of the chief executive officer of the rail authority for the rail corridor if:*

- (a) *the consent authority has given the chief executive officer notice of the development application, and*
- (b) *21 days have passed since giving the notice and the chief executive officer has not granted or refused to grant concurrence.*

At the time of preparing this report JHRCRN has not provided Council of any notice that concurrence has been granted or refused. It should be noted that JHRCRN has granted “approval in principle” to the development by way of letter to the applicant dated 16 June 2015. A copy of this letter forms part of Attachment ‘B’.

Division 17 – Roads and Traffic

In accordance with the provisions of clause 104 and Schedule 3 of the SEPP the application was also referred NSW Roads and Maritime Service (RMS) for concurrence. Their response can be found in Attachment “D” and have been summarised later in this report under Submissions.

In evaluating the merits of the development application Council has duly taken into consideration the provisions of clause 101(2) of the SEPP. In particular, the following is noted:

- (a) The subject site has frontage to both Irrigation Way (MR80), which is a classified road, and Coghlan Road within a 100 km/h speed zone. The proposed development is to be accessed via a new driveway to Coghlan Road and therefore all traffic to and from the site will be through the intersection of Coghlan Road with Irrigation Way. The access way to the site is to be located approximately 600 metres along Coghlan Road from its intersection with Irrigation Way.
- (b) The NSW RMS is mainly concerned with the provision of safe access between the subject site and the public road network and the impact of the development on the safety and efficiency of the classified road network.

Based on the information provided, the proposed freight transport facility works on an initial design capacity of 20,000 TEU (20 foot container equivalent units) per annum with the potential to increase throughput to 35,000 TEU per annum over the next 10 years with approximately 70% of daily traffic occurring between 10.00am and 2.00pm prior to a train departing. Given existing traffic volumes and the anticipated traffic generated by the development, there is a need to upgrade the intersection of Coghlan Road with Irrigation Way, which as advised by the NSW RMS, needs to provide a sealed Channelised Right Turn - Short (CHR(s)) and Auxiliary Left Turn (AUL) treatment to cater for the largest size vehicle likely to access the site.

It is not anticipated that the safety, efficiency and ongoing operation of Irrigation Way will be adversely affected by the development as a result of the design of the vehicular access to the land, including the intersection treatment at Irrigation Way and Coghlan Road. The sealing of Coghlan Road to the accessway and the sealing of internal manoeuvring areas will not result in any dust emissions.

- (c) The subject development is not a type that is sensitive to traffic noise or vehicle emissions, and is suitably located and designed not to be affected from traffic noise or vehicle emissions arising from Irrigation Way.

(iii) State Environmental Planning Policy (Rural Lands) 2008

The aims of State Environmental Planning Policy (Rural Lands) 2008 are as follows:

- (a) to facilitate the orderly and economic use and development of rural lands for rural and related purposes,*
- (b) to identify the Rural Planning Principles and the Rural Subdivision Principles so as to assist in the proper management, development and protection of rural lands for the purpose of promoting the social, economic and environmental welfare of the State,*
- (c) to implement measures designed to reduce land use conflicts,*
- (d) to identify State significant agricultural land for the purpose of ensuring the ongoing viability of agriculture on that land, having regard to social, economic and environmental considerations,*
- (e) to amend provisions of other environmental planning instruments relating to concessional lots in rural subdivisions.*

The proposed development is considered to be consistent with the rural planning principles set down in the SEPP inasmuch as:

- The proposed development promotes current and potential future economic activities in rural areas;
- The development recognises the importance of rural lands and agriculture and the changing nature of agriculture and of trends, demands and issues in agriculture in the region inasmuch that agricultural management practices on the residue of the site and on adjoining lands will not be affected by the proposed freight transport facility;
- The proposal will not undermine the principle of the protection of natural resources, having regard to maintaining biodiversity, the protection of native vegetation, the importance of water resources and avoiding constrained land;
- The proposed development does not alter opportunities for rural lifestyle, settlement and housing that contribute to the social and economic welfare of rural communities;
- The proposed development does not impact on services and infrastructure

It is considered that the proposal is satisfactory in terms of SEPP (Rural Lands) 2008.

(iv) State Environmental Planning Policy (State and Regional Development) 2011

Because the proposed development does not exceed the capital investment threshold specified in Schedules 1, 2 and 3 of State Environmental Planning Policy (State and Regional Development) 2011, the proposed development is not affected by the SEPP.

SECTION 79C(1)(a)(ii) any draft environmental planning instrument.

Draft Griffith Local Environmental Plan 2014 (Amendment No. 1) has been exhibited and is presently with the Department of Planning and Environment pending gazettal. There is nothing contained in the draft environmental planning instrument that would affect the proposed development.

SECTION 79C(1)(a)(iii) any development control plan.

The following development control plans have some relevance and have been taken into consideration in assessing the application:

- Development Control Plan No. 1: Non-Urban Development
- Development Control Plan No. 3: Industrial Development
- Development Control Plan No. 20: Car Parking (2011)
- Development Control Plan No. 25: Public Notification of Development Applications

(i) Development Control Plan No. 1: Non-Urban Development

DCP No. 1 applies to all non-urban land including the RU1 Primary Production zone (or the equivalent 1(a) Rural Agricultural Protection zone). Specifically Table 2 of the DCP provides the general provisions for development, and the following points are noted:

- The proposed siting of the buildings comply with the setback requirements, which are greater than 10 metres from the boundary of Coghlan Road and more than 100 metres from Irrigation Way.
- The buildings comply with the 40 metres setback required from adjoining agricultural land.
- Perimeter landscaping is shown on the plans however this is predominantly around the site of the proposed future business park. There is scope for the entrance to the proposed rail hub to be landscaped.
- A sealed access way will be provided to the site, and the driveways will achieve the minimum widths to suit the development. In this regard the development complies with the provisions of the DCP.

Council can be satisfied that the development meets with the requirements of DCP No.1.

(ii) Development Control Plan No. 3: Industrial Development

DCP No. 3 applies to industrial zoned land and areas where industries are permissible. Strict interpretation of the provisions of DCP No.3 would suggest that it does not apply to the site due to the zoning of the land and the nature of the proposed development. The DCP does however provide a guide to forming a view as to what is an acceptable form of development and as such the controls have been considered below.

- The proposed siting of the buildings comply with the setback requirement of 10 metres.
- The proposed car parking, loading and unloading facilities, drainage and external construction works are generally consistent with Council's Engineering Guidelines.
- Vehicular access is functional for the proposed development and complies with the minimum 6.5 metre widths set down in the DCP.
- The design of the buildings is deemed functional for their intended purpose.

Council can be satisfied that the development meets with the requirements of DCP No.3.

(iii) Development Control Plan No. 20: Car Parking (2011)

DCP No. 20 does not set down any specific parking requirements for intermodal freight transport facilities rather it requires a comparative analysis.

If the development were considered to be an industrial use, the parking requirement would be 24 spaces (at the rate of 1 space per 100m² for a 2400m² building). If it were considered to be a warehouse, a total of 8 spaces would be required (at the rate of 1 space per 300m²). Based on these comparisons, and a similar facility at Ettamogah, it seems reasonable that the 20 spaces proposed are sufficient for the development.

(iv) Development Control Plan No. 25: Public Notification of Development Applications

The application was notified in accordance with the Environmental Planning and Assessment Regulations, 2000 and the provisions of Development Control Plan No. 25: Public Notification of Development Applications. Notification included the erection of a site notice, both on the Irrigation Way frontage and on the Coghlan Road frontage; two separate notices appearing in The Area News; and letters being sent to adjoining and nearby property owners.

The submissions received in response to the notification are dealt with later in this report.

SECTION 79C(1)(a)(iia) any planning agreement.

There are no planning agreements in place.

SECTION 79C(1)(a) (iv) the regulations.

Section 79C(1)(a)(iv) requires Council to take into consideration the provisions of clauses 92-94 of the Environmental Planning and Assessment Regulation 2000.

Clause 92(1)(b) of the Environmental Planning & Assessment Regulation 2000 requires the consent authority to consider the provisions of Australian Standard AS 2601-1991: The demolition of Structures. In this instance no demolition is proposed.

Clauses 93 and 94 of the Environmental Planning and Assessment Regulation 2000 requires that Council take into consideration to fire safety provisions. Council's Building Surveyors have undertaken an assessment of the buildings associated with the proposed development with regard to the National Construction Code and raise no issues with the proposed development.

Council's Building Surveyor advises that the buildings conform with the following classifications under the National Construction Code:

- (a) The warehouse and offices are deemed to be a Class 7b structure as the warehouse is 2,363.3m² in area and the office portion (106.1m²) represents less than 10% of the floor area of the main warehouse portion and the offices can have the same classification as the main portion.
- (b) The awning is a Class 10b with an area of 176.9m².
- (c) The weighbridge is Class 5 – 128.7m².

SECTION 79C(1)(b) the likely impacts of the development.

In considering the provisions of Section 79C(1)(b) of the Environmental Planning and Assessment Act, 1979 a consent authority must evaluate the likely impact of the development on the built and natural environment and the social and economic impacts on the locality.

Due to the use of the land originally for primary production there will be little or no impact on the natural environment as a result of the proposed development as the land has been largely cleared of natural vegetation and levelled. The construction of the access way to the site will result in the removal of several trees, however the extent of vegetation to be removed is minimal and compensatory vegetation is to be planted. It should be noted that these trees could be cleared without consent as part of broader farm management practices associated with fence maintenance.

In terms of the impact the proposed development has on the built environment Council must consider the characteristics of the locality and any consequent impacts on its amenity.

The locality has been described previously in this report as an area that comprises mainly of productive agricultural farm land and associated dwellings, some used in conjunction with productive farms and others which have been subdivided from their original holdings and not directly linked to rural activities (for example the Ingleden Park Farmstay cottages).

Amenity may be described as a wide range of qualities, characteristics and attributes that make a positive contribution to peoples' quality of life. The value associated with these attributes are not always static and may change over time and with different cultural or socio-economic status. While amenity value varies according to personal values, there are a number of broad elements that contribute to the amenity of a locality. The impact of noise, from road and rail transport activities for example, is one component of amenity which may limit the ability of people to live free of nuisances.

The concern raised by adjoining and nearby land owners is that the noise generated by the development from idling locomotives, shunting and loading and unloading would potentially intrude upon their daily activities. In support of their claim, they have submitted their own acoustic assessment which suggests that the noise levels may interrupt sleep patterns.

The subject site has been used for an uninterrupted period for approximately 100 years as a farm, and over time with the introduction of new farm technologies and changes to agricultural practices, general crop management emits a level of noise which is unregulated by the legislative framework. That is to say farm management practices are not bound by standard noise control measures such as hours of operation.

The NSW Industrial Noise Policy identifies that the need for reduced noise levels must be weighed against the wider economic, social and environmental considerations, particularly in circumstances where mitigation measures are limited. The applicant has submitted an acoustic assessment of the proposed development which has been challenged in one of the submissions. The acoustic assessment and the submissions have also been reviewed by the NSW Environmental Protection Authority who in turn have indicated that while there will be increased noise, they are of the opinion that conditions of consent pertaining to the hours of operation and ongoing monitoring will be sufficient to mitigate any amenity impacts.

SECTION 79C(1)(c) the suitability of the site.

The subject site is zoned RU1 Primary Production and the permissibility of the development under the Griffith Local Environmental Plan 2014 provides a broad indication that the site is suitable for the proposed development.

There are no constraints posed by adjacent developments and there are no hazardous land uses or activities nearby that would impact upon the use of the subject site as a freight transport facility.

The subject site is not subject to natural hazards such as bush fire, subsidence, slip or mass movement however there is evidence that it may be prone to flooding. As noted elsewhere in this report, the subject site was inundated with flood waters following the 2012 rain fall event however it is considered that the proposed development would not be incompatible with the flood hazard of the land.

The proposed development is compatible in terms of the protection of ecological communities and habitats on the site and that while the development will result in a loss of agricultural land it would not prejudice future agricultural production on the residue of the property or on neighbouring lands.

It is also considered that the proposed development would not lead to unmanageable transport demands on the road network and that the utilities and services available to the site are appropriate and adequate for the development, including being located adjacent to a major rail corridor.

Based on the assessment under this and other sections within this report it is considered that the proposed development generally fits the locality and that the site is suitable for the proposed development.

SECTION 79C (1) (d) any submissions made in accordance with the Act or the Regulations

The provisions of the Environmental Planning and Assessment Act 1979, the Environmental Planning and Assessment Regulation 2000 and Development Control Plan 25 – Notification of Development Applications - set down consultation, concurrence and advertising requirements for specific types of development applications and the taking into consideration any submissions received in response to the notification process.

Notification Description	Required	Date of Notification
Publication in Area News	Yes	24 April 2015 & 8 May 2015
Letters to Neighbours	Yes	24 April 2015
Site Notice	Yes	24 April 2015

The notification period was for 30 days in accordance with the Environmental Planning and Assessment Regulation, 2000.

External Referrals	Date Sent	Comments
NSW Department of Planning & Environment	21 April 2015	Notification for Information Only
NSW Roads & Maritime Service	21 April 2015	Response received on 16 July 2015
NSW Environment Protection Authority	21 April 2015	Response received on 2 June 2015
Transport for NSW	21 April 2015	Response received on 5 June 2015
ARTC	21 April 2015	Response received on 5 May 2015
John Holland Rail Country Rail Network	21 April 2015	No response provided

As a result of the public participation and the statutory referral processes, Council received seven (7) submissions. The submissions included responses from three (3) statutory bodies (TfNSW, NSW EPA & NSW RMS); two letters of support; and two letters objecting to the development, including one signed by four (4) adjoining property owners (and supported by an acoustic review).

It should be noted that the applicant's planning consultant was given the opportunity to respond to the issues however advised that they consider that the information submitted with the development application adequately addresses the matters raised.

The details of the submissions, which Council has taken into consideration in accordance with section 79C(1)(d), are as follows:

(a) Submissions from Statutory Authorities

(i) *Transport for NSW*

The submission from Transport for NSW (TfNSW) is set out in Attachment "C". In summary the Freight and Regional Development Division of TfNSW state that they are *"pleased to partner with the proponent and the Griffith City Council to seek to achieve the optimal transport outcomes for the proposed freight facility"*.

The issues raised in their submission include:

- All unloading and loading areas shall be designed so as not to cause queuing of vehicles that would impact on local roads.
- A traffic management plan is to be prepared that aims to minimise queuing, particularly on public roads.
- That any upgrade of the existing level crossing is to be completed prior to the development commencing operations with all costs being borne by the applicant.
- That all operational requirements regarding the departure of trains from the facility be confirmed/negotiated with the rail network manager/owner.
- The applicant will need to make a formal application to TfNSW with respect to the proposed rail connection and obtain approval to access and or perform works on rail land, including entering into relevant legal agreements.

It should be noted that John Holland Rail Country Rail Network and TfNSW have provided the applicant with *"approval in principle"* to works within the rail corridor subject to conditions (see Attachment 'B').

It is considered that matters raised above and those in-principle conditions provided by JNRCRN can be incorporated into the notice of determination.

(ii) *NSW Roads and Maritime Service (NSW RMS)*

In their response dated 16 July 2015, the NSW Roads and Maritime Service advise that *"as a minimum the required treatment for the intersection of Coghlan Road with Irrigation Way needs to provide a sealed Channelised Right Turn - Short (CHR(s)) and Auxiliary Left Turn (AUL) treatment to cater for largest size vehicle likely to access the site."* The NSW RMS also advise that the intersection of Coghlan Road with Irrigation Way is to be designed in accordance with the Austroads Guide to Road Design so that any vehicles accessing or leaving the development are not required to cross the centre line of either Coghlan Road or Irrigation Way in order to perform the manoeuvre.

In terms of the internal traffic management on the subject site the NSW RMS re-iterate advice provided by TfNSW in that the intermodal facility is to be designed and managed to ensure that sufficient storage is available on site to accommodate vehicles without the need to queue onto the adjoining public road.

In summary the NSW RMS raise no objection to the development proposal subject to the Consent Authority ensuring that the development is undertaken in accordance with the information submitted and including the conditions they have recommended (refer to Attachment 'D').

(iii) *NSW Environment Protection Authority*

The NSW Environmental Protection Authority (NSW EPA) advise (refer to Attachment "E") that the proposed development does not have to be licensed under the provisions of the Protection of the Environment Operations Act, 1997 (POEO), however recommended a number of conditions be imposed to mitigate any likely nuisance including:

- Preventing locomotives from stopping and idling within 400 metres of the western boundary of the premises between 6.00pm and 7.00am Monday to Friday and at no time on weekends.
- No shunting activities to occur within 400 metres of the western boundary during the times mentioned above.
- That upon receiving a written request from the property identified as Receiver ID R1, the applicant must arrange the commencement of the physical implementation of noise mitigation measures at that property within three months.

These matters can be addressed by way of condition of consent.

(b) Submissions in Response to Public Notification

There were four (4) submissions received in response to the public notification of the development which are set out in Attachment "F", two of which are in support of the proposed development. The remaining two submissions include one joint submission from adjoining property owners (which also incorporates a review of the noise report) raise concerns with the proposed development which can be summarised as follows:

(i) *Noise*

The primary concern raised by nearby property owners is the impact the development will have on their amenity in terms of noise from idling locomotives, shunting and from machinery used in the loading and unloading of trucks and carriages. The submission also includes a review of the Operational Noise Assessment (GHD) contained in the proponents EIS by Reverb Acoustics who question the adopted criteria, methodology and resulting noise impacts.

The applicant was given an opportunity to address the review by Reverb Acoustics and advise that their acoustical experts at GHD consider that their report adequately addresses the potential impact of the proposal and see no need to make further response or assessment at this stage.

The two reports differ in relation to the methodology and scenario used for establishing noise levels, particular for the dwelling referred to as Receiver ID R1 located to the west of the subject report. The following tables provide a comparison between the two reports of predicted noise levels of idling locomotives and hub operations; and the sleep disturbance from shunting at night (which includes the period between 10.00pm and 7.00am)

Table 1: Predicted Operational Noise Levels

	GHD Operational Noise Assessment	Reverb Acoustic Review
Noise Criteria $L_{Aeq}(15min)$	Predicted Noise Level. idling locomotives & hub operations at western end of site.	
35	40	44

Table 2: Screening Criteria – Sleep Disturbance

	GHD Operational Noise Assessment	Reverb Acoustic Review
Screening Criteria Sleep Disturbance $dB(A) L_{max}$	Truck delivery and shunting at western end of site.	
45	49	54

Both reports indicate that the performance criteria set down in the NSW Industrial Noise Policy, for what is classified as the night-time period, is exceeded at the western boundary. It should be noted that operational noise levels at a distance of 400 metres from the western boundary would satisfy the performance criteria.

The NSW EPA have provided Council with comments in respect to operational noise associated with the development and have indicated that they would have no objection to the proposed freight transport facility. While the development does not require an environment protection licence, the EPA has recommended a number of conditions specifically targeting noise mitigation measures cited previously.

The recommendation from the EPA has been considered and conditions specifically identifying noise mitigation measures should be included in any recommendation for approval. These conditions should the following mitigation measures:

- The applicant submitting to Council a noise monitoring establishing existing background noise levels measured along different points along the western boundary (Receiver ID: R1) of the site for subsequent annual noise compliance monitoring and reference Environmental Protection Authority's *NSW Industrial Noise Policy* and *Rail Infrastructure Noise Guideline*.
- Restricting the hours of operation of the intermodal freight transport facility for the purpose of the receipt and despatch of freight by road including the loading and unloading of containers is limited to the hours to 6.00am to 5.00pm Monday to Friday only. It should be noted that locomotives and rolling stock should be permitted to enter and depart the site at other times as a consequence of main line operations.

- So as to mitigate the impact of the development on nearby residential receptors from noise and vibration the locomotives must not stop and idle within 400 metres of 'Receiver ID: R1' between 6.00pm and 7.00am Monday to Friday and at no time on Saturdays and Sundays nor will shunting be permitted within 400 metres of 'Receiver ID: R1' between the same hours.
- That an annual noise monitoring compliance report be submitted to Council that identifies operational noise levels and compliance with the Environmental Protection Authority's *NSW Industrial Noise Policy* and *Rail Infrastructure Noise Guideline*. Should the annual noise monitoring compliance report identify non-compliance and a written complaint is received from the owner of the residential property at Lot 1 DP 801812, ('Receiver ID: R1') the person or entity having the benefit of the consent must arrange implement noise mitigation measures.

(ii) Flooding and Drainage

Concerns are raised by objectors that the site was subject to flooding in 2012 and that the site does not address drainage from the neighbouring eastern property and that drainage storage is proposed on the western boundary adjacent to an existing dwelling.

The applicant's responsibility is to ensure that drainage from the proposed development is properly controlled as a result of the proposed works. In this regard the applicant proposes to divert the storm water from the hard stand areas into a detention pond located on the north-western edge of the property via an open swale system and then into the MI drainage network. Stormwater from the proposed warehouse will be discharged to 3 x 20,000 litre rainwater tanks.

The applicant has advised that they have been in discussion with Murrumbidgee Irrigation (MI) who advises the key issue in terms of drainage relates to the drain that runs along the northern side of the railway line, which drains the adjoining irrigation holding to the east of the development site under Coghlan Road. It is understood that correspondence between the applicant and MI indicates that MI ideally would like to hand the drain back to the applicant, with drainage for the subject site starting in the north-western corner, with MI examining and providing alternative ways to drain the neighbouring property. Figure 3 (on page 12 of this report) provides an indicative location of an alternative drainage point in line with the correspondence between the applicant and MI. Conditions of consent should be imposed to ensure that all drainage work is undertaken in accordance with the requirements of MI.

(iii) Water Supply

The objectors state that there is no information relating to the water supply of the three farms west of the development.

The reason that there is no reference to the supply of water to the three farms west of the development is due to the fact that no change is proposed.

(iv) Traffic

The objectors raise concerns that increased truck movements could pose a problem for existing traffic travelling east and west (morning and afternoon) into the sun. The objectors also indicate that the additional traffic along Coghlan Road will impact on Ingleden Park Farmstay Cottages and may pose a safety risk for visitors to the cottages and affect the school bus picking up and dropping off students.

The reports forming part of the EIS, including the Operational Noise Assessment and the Traffic Impact Assessment indicate that approximately 70% of the traffic will occur during the four hours immediately prior to the train departing which would be between 2.30pm and

3.00pm, which suits the arrival of freight at the port of destination. Given that the majority of truck movements would be between 10.00am and 2.00pm, the additional truck movements are unlikely to pose a problem for existing morning and afternoon traffic. Furthermore it is considered that the additional heavy vehicle movement associated with the development is outside the typical hours of school buses which would use Irrigation Way typically between 7.00am and 8.45am and then again between 3.15pm and 4.45pm.

Coghlan Road is currently a gravel rural road constructed six (6) metres wide, with open earthen table drains constructed along both sides of the road terminating at Ingleden Park. Council's *Engineering Guidelines – Subdivision and Development Standards, Part 2 Road Designs, Clause 3* nominates that a rural road with an AADT of less than five hundred (500) vehicles, a carriageway of only six (6) metres with 1.2 metre shoulders is all that is required, however due to the size of the vehicles and the potential growth to obtain B-Double access to the site it is recommended that the road is to be constructed for a formation width of 10.6 metres. This would include a bitumen sealed carriageway to a width of seven (7) metres with 1.8 shoulders formed on both sides of the road; for a formation width of 10.6 metres as specified in Council's *Engineering Guidelines – Subdivision and Development Standards, Part 2 Road Designs, Clause 3*. It is not anticipated that the road works would require the removal of existing vegetation along Coghlan Road, however it is recommended that a condition of consent be imposed to prevent the trees from being removed and protect them during the course of road works.

Coghlan Road intersects with Irrigation Way (MR80) which is a classified road. Due to the nature of the development, size of vehicles to the site, and the estimated traffic generation associated with the development, intersection roadworks are required to be constructed by the developer to cater for the development. The submitted Traffic Impact Assessment (TIA) prepared by GHD nominates a Basic Right Turn (BAR) and Auxiliary Left Turn (AUL) treatment for the intersection of Coghlan Road with Irrigation Way (MR80). In assessing the application, both the NSW RMS and Council's Engineers consider that as a minimum the required treatment for the intersection of Coghlan Road with Irrigation Way is for a sealed Channelised Right Turn - Short (CHR(s)) and Auxiliary Left Turn (AUL) treatment.

It is recommended that conditions of consent can adequately address the concerns over traffic impacts.

(v) Ingleden Park Farmstay Cottages

The owners and operators of the farm stay cottages on Ingleden Park are concerned that the proposed development will disrupt vistas guests currently enjoy and will be adversely affected by noise associated with the development.

The Ingleden Park Farm Stay cottages, approved by Council viz DA 154/2013 on the basis that it satisfied the definition of a rural tourist facility under the provisions of Griffith Local Environmental Plan 2002, are approximately 2.0 kilometres to the south of the development. Being located within a rural environment and promoted as a farm stay visitors would be subject to noise associated with agricultural land uses which are not regulated by legislation. The proposed development will be regulated in terms of the hours of operation and as such is not likely to have any significant impact in terms of noise and the amenity of visitors to the site.

In terms of vistas and the views from the cabins it is noted that from the plans approved as part of DA 154/2013 that window openings to the bedrooms and living areas of these cottages are typically orientated to the north-east, north-west or to the south-west whereas the siting of the development is generally to the north. Notwithstanding the orientation of the windows, the views from the cottages are generally obscured by vegetation.

A site visit however revealed that the true views from the site are obtained from the hill upon which the property is centred. The elevated section of the site affords wide views of surrounding agricultural land, the urban areas of Yoogali and Griffith as well as the Cocoparra National Park to the north and within view would be the proposed development. Although the development site would be visible, it is only part of the broad vistas that would be enjoyed by occupants and visitors to the property. It is recommended that a landscape buffer be planted along the southern boundary of the rail corridor, within Lot 3 DP 14591, to help mitigate this impact.

(vi) Prior Consultation

Concerns were raised that neither the applicant nor the current land owners consulted with all adjoining land owners prior to the DA being lodged.

The applicant's consultant advises that the proponent for the development consulted with the neighbours immediately to the east and west of the subject site, however the neighbour to the south of the property was not directly consulted as it was a significant distance from the proposed site operations.

(vii) Submission from Grain Link (NSW)

The submission from Grain Link (NSW) is not an objection per se rather from a competitor in the intermodal freight transport industry – that being the business described as Western Riverina Intermodal Freight Terminal proposed for Wumbulgal. Their submission raises concerns that any consent for a second intermodal hub will result in two inefficient facilities citing that there is *“barely enough freight volume in the region at present to keep one train operator viable”* and that the second hub may not be built and that no assistance will be granted for the Wumbulgal WRIFT development – as a consequence Patrick's would stay in the Griffith CBD for a prolonged period.

Although the objector makes a point that their issue is not one of economic effect, the submission suggests that this is a concern. It should be noted the threat of economic competition and the viability of the proposed development and that of trade competitors is not considered a planning consideration (*Cartier Holdings Pty Ltd v Newcastle City Council and Anor* and *Fabcot v Hawkesbury City Council*).

It is understood that access to external Government funding is subject to a grant application meeting the relevant criteria and the success of any funding bid is not a relevant matter for consideration under s79C of the Environmental Planning and Assessment Act, 1979.

In summary the issues raised in all submissions are not without some justification however they do not provide Council with any tangible reason to refuse the proposed development.

SECTION 79C (1) (e) the public interest

The public interest is best served by the consistent application of the requirements of the relevant Environmental Planning Instruments, and by Council ensuring that any adverse effects on the surrounding area and the environment are mitigated. The proposed development application has been considered in relation to relevant Environmental Planning Instruments, and deemed to be acceptable

It has been identified that the amenity of neighbouring properties may be impacted, but it has been considered that the development of an intermodal freight transport facility is in the greater public interest.

On the basis that the proposed development is considered to be consistent with the aims and objectives of Griffith Land Use Strategy: Beyond 2030; Griffith Local Environmental Plan 2014 and other relevant environmental planning instruments, development control plans or policies; and Land and Environment Court Planning Principles, it is therefore unlikely to raise any issues that are contrary to the public interest.

OPTIONS

Option 1 (Recommendation):

- (a) That pursuant to the provisions of Section 80(1)(a) of the Environmental Planning and Assessment Act, 1979 Council grant consent to Development Application No. 64/2015 for an intermodal freight transport facility at Lot 3 DP 14591, 4 Irrigation Way, Widgelli subject to conditions set out in Attachment "A" of this report.
- (b) That the application be delegated to the Director of Sustainable Development for preparation and issue of the notice of determination.

Option 2:

- (a) That pursuant to the provisions of Section 80(1)(b) of the Environmental Planning and Assessment Act, 1979 Development Application No. 64/2015 for an intermodal freight transport facility at Lot 3 DP 14591, 4 Irrigation Way, Widgelli be refused for reasons determined by Council.
- (b) That the application be delegated to the Director of Sustainable Development for preparation and issue of the notice of determination.

Option 3:

- (a) Any other resolution of Council.

POLICY IMPLICATIONS

These are discussed in the body of this report.

FINANCIAL IMPLICATIONS

There are no financial implications to Council.

LEGAL/STATUTORY IMPLICATIONS

The applicant and the objectors, if dissatisfied with the determination of the development application, may lodge an appeal to the NSW Land and Environment Court.

ENVIRONMENTAL IMPLICATIONS

Environmental implications and their mitigation measures have been discussed in this report.

COMMUNITY IMPLICATIONS

The report summarises the positive and negative impacts on objectors and the wider community.

LINK TO STRATEGIC PLAN

This item links to Council's Strategic Plan item C1- Provide clear and transparent communication to the local community on matters in which it is concerned.

CONSULTATION

Senior Management Team, Director Sustainable Development, Manager Planning and Environment, NSW Roads and Maritime Service, NSW Environmental Protection Authority, Transport for NSW.

ATTACHMENTS

- (a) Attachment 'A' - Draft Conditions of Consent (under separate cover)
- (b) Attachment 'B' - Application (EIS including Plans) and In Principle Approval from JHRCRN (under separate cover)
- (c) Attachment 'C' - Response from TfNSW (under separate cover)
- (d) Attachment 'D' - Response from NSW RMS (under separate cover)
- (e) Attachment 'E' - Response from NSW EPA (under separate cover)
- (f) Attachment 'F' - Submissions (under separate cover)

CLAUSE CL02**TITLE** National Local Roads and Transport Congress**FROM** Dallas Bibby, Director Infrastructure and Operations**TRIM REF** 15/46558

SUMMARY

The Australian National Roads and Transport Congress will be held in Ballarat, Victoria 17-19 November 2015. As per the 'Councillor Payment of Expenses and Provision of Facilities' Policy (GC-CP-407):

"Section 2.5.2 – Attendance at Seminars and Conferences

The Mayor and Councillors will be nominated and authorised to attend conferences by the Council, through resolution duly passed in open session at a Council meeting."

RECOMMENDATION

Council nominate the Mayor and General Manager, or their delegates to attend the Australian National Local Roads and Transport Congress from 17-19 November 2015.

REPORT

The Australian National Local Roads and Transport Congress has always been and continues to be, critical in influencing the Federal Government and Opposition on road and infrastructure policies. The key aim of the upcoming Roads Congress is to highlight the importance of Federal funding in overcoming road and infrastructure challenges, especially in regard to the decision by the Federal Government to freeze the indexation of Financial Assistance Grants and the importance of Local Government presenting a united front to the Government.

The Congress will also focus on connecting communities, driving the nation through Regional Collaboration.

OPTIONS

- (a) As per recommendation.
- (b) Council not be represented at the Australian National Local Roads and Transport Congress from 17-19 November 2015.

POLICY IMPLICATIONS

Not Applicable

FINANCIAL IMPLICATIONS

Standard Congress registration fee is \$890.00 (until 9 October 2015) and includes all Congress sessions, welcome reception, dinner, morning tea, lunch and afternoon tea as per the Congress program.

Travel, accommodation and other expenses will be as per the 'Councillor Payment of Expenses and Provision of Facilities' policy.

LEGAL/STATUTORY IMPLICATIONS

Not Applicable

ENVIRONMENTAL IMPLICATIONS

Not Applicable

COMMUNITY IMPLICATIONS

Not Applicable

LINK TO STRATEGIC PLAN

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

CONSULTATION

Senior Management Team

ATTACHMENTS

- | | | |
|-----|---|----|
| (a) | National Local Roads & Transport Congress Program | 47 |
| (b) | Letter - 2015 Local Roads and Transport Congress - ALGA | 48 |



INVITED SPEAKERS



The Hon Warren Truss
MP

The Hon Anthony Albanese
MP

TUESDAY 17 NOVEMBER

5:00-7:00pm Welcome Reception: Sovereign Hill Historic Park

WEDNESDAY 18 NOVEMBER

9:00am Opening Address: ALGA President, **Mayor Troy Pickard**
9:30am Deputy Prime Minister, **the Hon Warren Truss MP** (invited)
10:00am Keynote Address (TBC)
10:30am Morning Tea
11:00am Panel Session
12:30pm Lunch
1:30pm Concurrent sessions
Regional Funding Challenges
Managing Urban Sprawl
3:00pm Afternoon Tea
3:30pm International Speaker (TBC)
4:00pm A discussion with key stakeholders
5:00pm Day One Close
6:30pm Official Dinner
Pre-dinner drinks: Jackson's & Co
Dinner: Mining Exchange

THURSDAY 19 NOVEMBER

9:00am Shadow Minister for Infrastructure and Transport, **The Hon Anthony Albanese MP** (invited)
9:30am Launch of State of the Assets
10:15am Keynote Address (TBC)
10:45am Morning Tea
11:15am Concurrent sessions
12:45pm Lunch
1:45pm Panel session: *Regional Collaboration*
3:15pm President's Closing Address
3:30pm Congress Close



AUSTRALIAN LOCAL
GOVERNMENT ASSOCIATION



AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION

21 July 2015

Griffith City Council
PO Box 485
GRIFFITH NSW 2680



Dear Mayor Dal Broi

I am writing to invite you to register for the Australian Local Government Association (ALGA) 2015 Local Roads and Transport Congress, to be held in Ballarat, Victoria from 17-19 November.

The Roads Congresses have historically built a reputation for influencing significant change, with this year's likely be the last before the expected 2016 Federal Election. It will be your opportunity to ensure both the Government and Opposition understand the key concerns that Local Government share in this vital area. -

For many councils, local roads and bridges are their single largest area of expenditure and present the greatest challenge in terms of asset management and financial sustainability.

ALGA's advocacy has contributed to some significant outcomes at the Federal level in recent years including new funding for bridges, a longer term commitment to the Roads to Recovery program and a massive injection of extra funding for Roads to Recovery. However none of that would have been possible without a strong and united Local Government voice.

A key aim of this year's Roads Congress is to highlight the importance of Federal funding to local government in overcoming road and infrastructure challenges. Together, ALGA, state and territory local government associations and delegates of the National Roads and Transport Congress have been very successful in advocating for additional Roads to Recovery funding.

The R2R program was doubled in 2015/ 16 and as a result of our continued work on R2R and Financial Assistance Grants, the first 2 years of the indexation of fuel excise has been allocated to additional R2R funding. These are fantastic outcomes for the R2R program, but we need to continue to make our case, especially in the lead up to the next Federal election, to ensure this funding finds support across the political spectrum. That is why this Congress is so important.

Your council's attendance at this year's Congress shows your support for the work that ALGA and your state and territory association is doing to secure better funding for local government roads and infrastructure. Not only does it demonstrate the need for the continued program but the Congress can also assist us to showcase how effectively Commonwealth funds are being utilised.



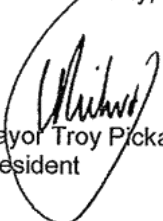
The 2015 Congress program has a strong focus on collaboration - between towns, cities, regions and jurisdictions. The theme '*Connecting Communities: Building the Nation*' highlights the reality that our national prosperity relies on building networks between communities and linking local roads with regional and national routes.

The Congress will feature national and international speakers and I have invited the Deputy Prime Minister, the Hon Warren Truss MP and the Shadow Minister for Infrastructure and Transport, the Hon Anthony Albanese MP. We will also hear directly from councils about transport challenges they have faced and overcome.

Your council's experience and knowledge will help to make the 2015 Congress a success and provide the ALGA Board with important input as we develop our election position for 2016.

I look forward to seeing you in Ballarat in November.

Yours sincerely,



Mayor Troy Pickard
President

CLAUSE	CL03
TITLE	Licence Agreement with Vodafone Network Pty Limited Over Part Lot 1 DP 914631 Scenic Hill
FROM	Daphne Bruce, Corporate Property Officer
TRIM REF	15/46452

SUMMARY

Vodafone Network Pty Limited has requested to install a temporary 21 metre high (above ground level) wooden pole on Council land, part Lot 1 DP 914631, Scenic Hill to restore coverage and service to their customers.

The Vodafone network has suffered coverage and capacity issues since the collapse of the Southwest Communication & Security Pty Ltd (Eacom) tower on Scenic Hill, during a storm event in Griffith.

RECOMMENDATION

- (a) Subject to satisfactory structural engineering design, Council enter into a licence agreement with Vodafone Network Pty Limited for the temporary installation of a 21 metre high (above ground level) wooden pole on part Lot 1 DP 914631 for an initial period of 6 months and thereafter on a monthly basis,**
- (b) On relocation of the Vodafone service, Vodafone Network Pty Limited remove the pole and associated equipment and reinstate the site to its original condition at the cost of the applicant.**
- (c) The rental for 6 months be charged at \$7,993.50 + GST and thereafter be charged on equal monthly instalments of \$1,332.25 + GST to increase by CPI on an annual basis.**
- (d) All cost and charges associated with the preparation of the licence agreement setting out all terms and conditions shall be at Vodafone Network Pty Limited expense.**
- (e) Council delegate authority to the General Manager and Mayor to execute the licence agreement under the Common Seal if so required.**

REPORT

A storm event in Griffith resulted in the failure of a telecommunications tower located on Council land, part Lot 1 DP 914631, Scenic Hill. The tower was owned by South West Communication & Security Pty Ltd (Eacom). Eacom have development approval to construct a new larger tower on the same land near the failed tower but as yet have not commenced construction.

Vodafone Network Pty Limited (Vodafone) had equipment on the failed tower and has advised they have since suffered severe coverage and capacity issues for their customers and it is now critical to re-establish the service.

Vodafone have made a request to install a 21 metre high (above ground level) wooden pole on the Council land on Scenic Hill next to the equipment shelter and re-instate the Vodafone Omni antennas atop of the pole.

Due to Vodafone increasing the size of the pole, from an original height of 15 metres to 21 metres above ground level, it has been recommended that a structural engineer's design be provided to ensure the stability of the structure is adequate.

Vodafone will place 2 antennas at top of pole resulting in a final height of 24 metres and 2 antennas at 17 metres.

On construction of the Eacom tower, Vodafone have advised they will relocate to this tower and reinstate the land to its condition prior to the installation of the pole.

To determine a rental for the site, Council was guided by the Independent Pricing and Regulatory Tribunal (IPART) Review of Rental Arrangements for Crown Land Communication Tower Sites. The fee schedule has a recommended annual fee of \$15,987 (2015), increasing with CPI annually for medium density locations (areas within 12.5 km of the centre of the 37 Urban Centres and localities defined by the ABS as having a population of 10,000 or more based on the 2011 census). Vodafone have indicated they are prepared to accept this fee pro rata for the duration of their occupation.

OPTIONS

- (a) The above option is preferred to assist Vodafone Network Pty Limited to re-establish a reliable service for their customers. The rental amount is in keeping with the use of the land.
- (b) Council may determine an alternate option but there are constraints and limited areas available on Scenic Hill to allow the installation of a telecommunication pole as is required.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

A 6 months rental of \$7,993.50 + GST has been negotiated increasing thereafter on a yearly basis by CPI. Should Vodafone remain on the site after the initial 6 months licence period, a monthly rental of \$1,332.25 + GST will be payable. Vodafone shall arrange and pay for all power connection to the pole and for the preparation of the licence agreement.

LEGAL/STATUTORY IMPLICATIONS

Nil

ENVIRONMENTAL IMPLICATIONS

There is considered no additional environmental implications as the wooden pole is to be located at the same location as the failed Eacom tower.

COMMUNITY IMPLICATIONS

The community would expect Council to assist with the re-establishment of the communication service to meet community needs whilst also returning an income on the licensing of Council land.

LINK TO STRATEGIC PLAN

This item links to Council's Strategic Plan item D5 - Provide infrastructure in partnership with service providers.

CONSULTATION

Senior Management Team

ATTACHMENTS

(a)	Vodafone -original email requesting installation of a pole on Scenic Hill	53
(b)	Vodafone - Information on equipment	54
(c)	Council letter to Vodafone	55
(d)	Vodafone - email accepting terms	56
(e)	Site Map - Proposed location of Vodafone pole	57



Vodafone coverage - tower failure - Griffith Site Code 2418

Peter Scott, Vodafone Australia

19/06/2015 03:39 PM

To:

daphne.bruce@griffith.nsw.gov.au

Cc:

"Peter Scott, Vodafone Australia"

Hide Details

From: "Peter Scott, Vodafone Australia" <Peter.Scott@vodafone.com.au>

To: "daphne.bruce@griffith.nsw.gov.au" <daphne.bruce@griffith.nsw.gov.au>,

Cc: "Peter Scott, Vodafone Australia" <Peter.Scott@vodafone.com.au>

History: This message has been forwarded.

Hi Daphne,

Thank you for your time earlier. As discussed, since the tower failure at Scenic Hill, the Vodafone network has suffered severe coverage and capacity issues for our customers and it has now become critical to re-establish service, given the delays in establishing a replacement tower at the site.

Vodafone seeks permission from Council to restore coverage by installing a temporary facility. In more detail we seek permission to;

Install a 15m high wooden pole, next to the existing equipment shelter and re-install the Vodafone Omni antennas atop of the pole

We have sourced a current geotechnical report and therefore we have confirmed that the pole can be directly embedded.

We have sourced all necessary underground services and confirm no impact to existing underground services.

Power and fibre are already supplied to the hut so there will be no requirements in that regard, other than re-connection.

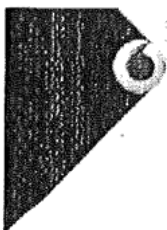
Under the provisions of the SEPP we believe that a replacement pole is permitted without Development Application in order to re-establish service

We understand that EACON are working with Council to secure a position for a long term replacement and once the replacement site is built and in operation, Vodafone will then decommission and remove the temporary pole and relocate the equipment.

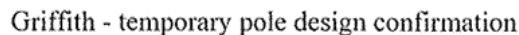
A full set of For Construction drawings, included full structural and geotechnical certification are currently being drafted and will be issued to Council as soon as available.

Please can you raise to the necessary stakeholders and advice what further information is required and next steps for Vodafone to re-establish service for our customers?

Kind regards



Peter Scott SAED Project Manager, NSW
Mobile: +61 424 567 505
Email: peter.scott@vodafone.com.au



29/07/2015 04:21 PM

Daphne Bruce

"Peter Scott, Vodafone Australia"

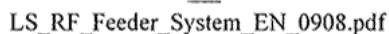
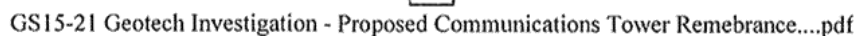
From: "Peter Scott, Vodafone Australia" <Peter.Scott@vodafone.com.au>

Cc: "Peter Scott, Vodafone Australia" <Peter.Scott@vodafone.com.au>

5 Attachments



TMA2048F1V1-1 850 - 900MHz Dual Band Twin TMA with AISG.pdf CNA010H-02.aspx.pdf



Thank you for your time.

To clarify our proposed design for the temporary pole:

A 21.50m (21.00m AGL) wooden pole is proposed to be installed in close proximity to the existing Eacoms Concrete cabin, where VHA equipment is located. It is proposed to directly embed the wooden pole into the existing foundation by about 500mm and then create a concrete collar footing above ground and on top of the existing (redundant tower) foundation immediately North west of the existing concrete cabin.

It is proposed to install 2 nos. VHA Omni antennas and 1 no. TMA at 21.0m (Base) on top of wooden pole and 2 nos. VHA Omni antennas and 1 no. TMA at 17.2m (Base) via a cross arm mounting arrangement. 4 nos. LDF 5-50 feeder are to run from existing Concrete cabin to base of wooden pole via new 150W cable tray and 1 no. support post and then strap mounted to wooden pole for the vertical run to the proposed TMA's.





Mr Peter Scott
SAED Project Manager, NSW

Dear Peter

RE: VODAFONE COVERAGE - TOWER FAILURE - GRIFFITH SITE CODE 2418

I refer to our telephone conference call of 29 July 2015 and provide the following comments in relation to the request to erect a 21 metre above ground wooden pole, on part lot 1 DP 914631, Scenic Hill, to restore Vodafone coverage in the area.

- Council approve the temporary installation of a 21 metre high (above ground level) wooden pole on part Lot 1 DP 914631, Scenic Hill next to the equipment shelter and re-instate the Vodafone Omni antennas atop of the pole
- Vodafone provide to Council a set of 'For Construction Drawings', including full structural geotechnical certification and Construction Management Documentation for approval by Council prior to commencement of construction
- Vodafone will place 2 antennas at top of pole resulting in a final height of 24 metres and 2 antennas at 17 metres. It is acknowledged by Vodafone that no extension to this height is permissible without approval from Council
- Vodafone shall arrange and pay for all power connection to the pole
- Vodafone enter into a licence agreement with Council for occupation of the site, initially at a 6 month term renewable thereafter on agreement with Council
- Licence agreement prepared by solicitor, at Vodafone costs
- A rental for 6 months be charged at \$7993.50 + GST and thereafter be charged on equal monthly instalments of \$1332.25 + GST to increase by CPI on an annual basis
- Vodafone will pay costs of any future relocation of their equipment to another tower and reinstate the land to its original condition prior to the installation of the pole
- Vodafone is to maintain a Public Liability Policy of not less than \$20 million dollars indemnifying Council against any claims arising from the occupation of the Council land.
- Vodafone will notify Council when accessing the site and within 48 hours of any works to be undertaken by Vodafone on the site and seek prior Council approval.

Please provide your acceptance of the above terms and a report will be provided to the next available Council Ordinary Meeting for consideration.

Should you wish to discuss this further, please contact me on (02) 6962 8134.

Yours sincerely

DAPHNE BRUCE
CORPORATE PROPERTY OFFICER

Griffith City Council, PO Box 485, Griffith NSW 2680, 1 Benerembah Street, Griffith NSW 2680
• Ph: 02 6962 8100 • Fax: 02 6962 7161 Corporate • 02 6964 4369 Engineering



RE: Griffith - temporary pole design confirmation

Peter Scott, Vodafone Australia

30/07/2015 09:54 AM

To:

Daphne Bruce

Hide Details

From: "Peter Scott, Vodafone Australia" <Peter.Scott@vodafone.com.au>

To: Daphne Bruce <Daphne.Bruce@griffith.nsw.gov.au>,

Hi Daphne

I confirm acceptance of the terms outlined in your letter dated 30 July 2015



Peter Scott SAED Project Manager, NSW

Mobile: +61 424 567 505

Email: peter.scott@vodafone.com.au

From: Daphne Bruce [<mailto:Daphne.Bruce@griffith.nsw.gov.au>]

Sent: Thursday, 30 July 2015 9:41 AM

To: Peter Scott, Vodafone Australia

Subject: Re: Griffith - temporary pole design confirmation

Importance: High

Hi Peter

as discussed please find attached amended letter. Could you please acknowledge your acceptance of the terms as I am required to have my council report sent by this morning.

Kind Regards

Daphne Bruce

Corporate Property Officer

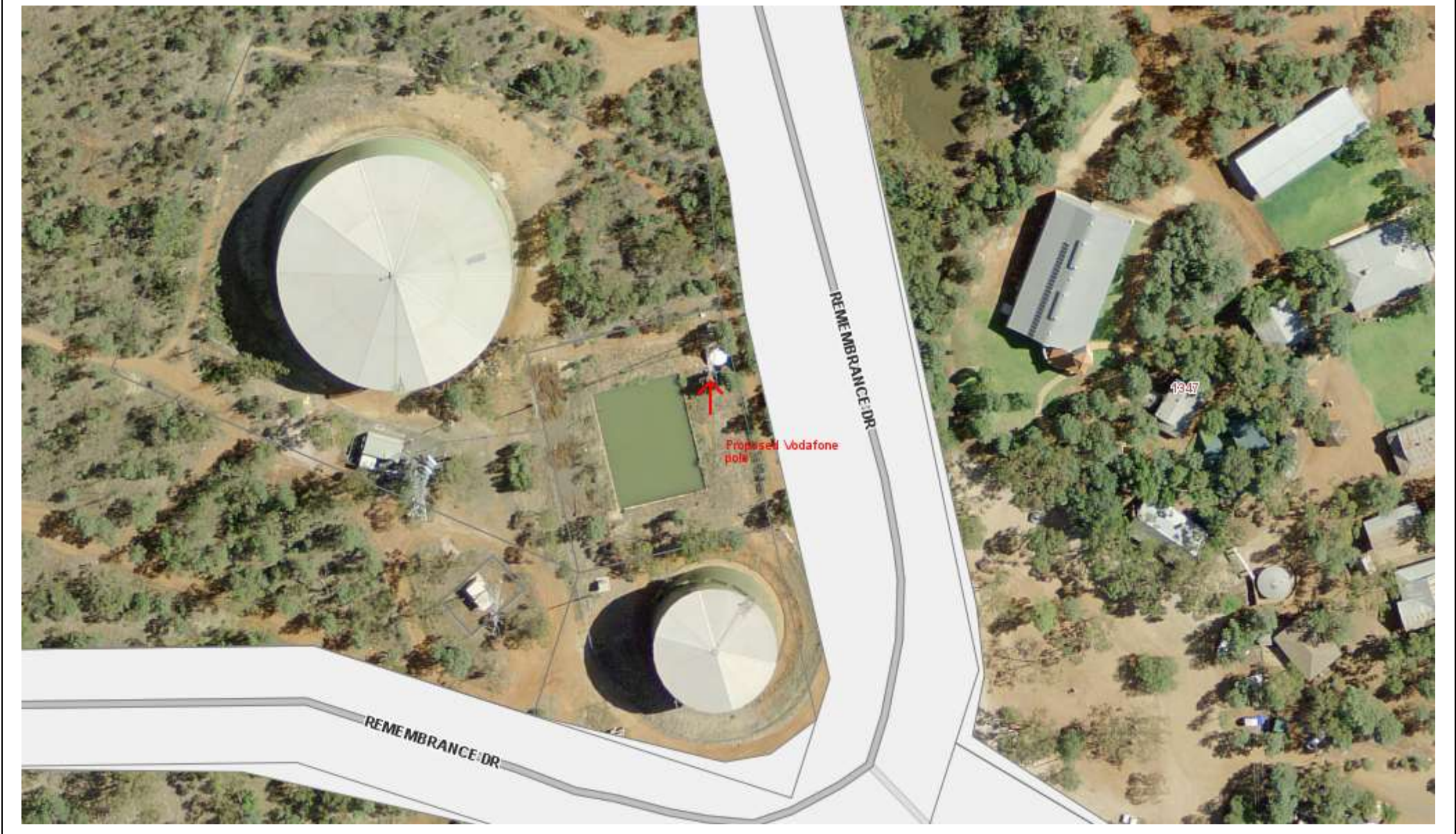
Griffith City Council

Ph: 6962 8134

Email: Daphne.Bruce@griffith.nsw.gov.au

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CLAUSE	CL04
TITLE	Draft Policy "Vandalism - Reward for Information GC-CP-314" for Public Exhibition
FROM	Shireen Donaldson, Manager Executive Services
TRIM REF	15/46798

SUMMARY

This report seeks to raise from the table the draft "Vandalism, Graffiti and Rubbish Dumping – Reward for Information" Policy which was laid on the table at the Ordinary Meeting of Council 23 June 2015 and present Council with an amended policy for endorsement to place on public exhibition.

RECOMMENDATION

- (a) Raise the report from the table.**
- (b) Council endorse the Vandalism, Graffiti and Rubbish Dumping – Reward for Information Policy for public exhibition for a period of 28 days.**
- (c) If any submissions are received, there be a report back to Council.**
- (d) If no submissions are received, the policy be considered adopted as at the date of the close of the submission period.**

REPORT

It was identified that the original policy required revision so as to incorporate the reporting of vandalism and graffiti on Council property and rubbish dumping on reserves and to provide some guidelines around eligibility of a reward. The amount of the reward offered was also reviewed to encourage residents to report these activities.

OPTIONS

- (a) Per the recommendation**
- (b) Council may elect to amend the Policy prior to Public Exhibition period.**

POLICY IMPLICATIONS

This clause is in accordance with Policy GC-CP-311 –Adoption of, requiring all policies to be reviewed

FINANCIAL IMPLICATIONS

Repairs and/or replacement of damages to council property and removal of rubbish impact on Council's annual budgets.

LEGAL/STATUTORY IMPLICATIONS

Offenders who are successfully identified may face prosecution.

ENVIRONMENTAL IMPLICATIONS

The ambience of the built and natural environment is impacted by vandalism, graffiti and rubbish dumping.

COMMUNITY IMPLICATIONS

The community is impacted by the costs of repair or replacement of Council property due to damages caused by vandalism, graffiti and rubbish dumping as funding to other services could be impacted to cover costs incurred by these activities.

LINK TO STRATEGIC PLAN

This item links to Council's Strategic Plan item L1- Create accessible and safe, liveable places.

CONSULTATION

Councillors

Senior Management Team

ATTACHMENTS

(a) Draft Policy - Vandalism - Reward for Information

60

Vandalism, Graffiti and Rubbish Dumping Reward for Information POLICY – GC-CP-314



Directorate	Executive Services	
TRIM Ref	14/15226	
Status	Draft	
Adopted		Minute No:

Policy Objective

To encourage the general public to play a role in safe guarding the assets of the community.

Policy Statement

Council shall pay a reward of up to \$5,000 to members of the public supplying information which results in the successful prosecution of a person or persons responsible for damaging Council property via acts of vandalism, graffiti or rubbish dumping.

Persons providing information must be aware that they may be required to attend a police station and make a formal statement and/or appear in court to give evidence.

The Reward

The reward is different in every case as the potential reward amount will be an amount equal to the calculated cost incurred by Council for the clean-up, repair or removal of the vandalism, graffiti or rubbish dumping and is capped at \$5,000 per application. Additionally, the total of rewards issued will be capped each financial year at \$20,000.

Eligibility for Reward

The reward relates to damages including acts of vandalism, graffiti, rubbish dumping or any other damage to Council property.

- To make a reward claim the vandalism, graffiti or rubbish dumping must have been reported to police and the information supplied leads to police taking legal action against the offender. The reward will not be paid unless the offender is convicted of the offence(s) connected in the relevant act of vandalism as by reported by the person seeking the reward.
- Council will not accept claims in which the person making the claim is also the identified offender.
- Any person providing information must not be associated with the criminal offence as determined by the court.
- Council staff directly involved in the removal and/or management of graffiti and vandalism, and their immediate family are also ineligible.

Vandalism, Graffiti and Rubbish Dumping Reward for Information POLICY – GC-CP-314



Legal Action taken by Police

Police legal actions for the purpose of 'Vandalism – Reward for Information' policy include:

- A criminal proceeding resulting in a conviction or finding of guilt, or an offence proven in a court of law in relation to incidents of graffiti or vandalism.
- A Juvenile Justice Conference administered where a person under the age of 18 has admitted guilt for damage to a property or graffiti offence.

No Legal Action taken by Police

The police make decisions on the investigation of offences based on available information. If they decide not to investigate a particular incident, the reward will not be payable.

Private property

The policy does not include private property as council is primarily responsible for providing and maintain assets for the benefit of the whole community. When these assets are damaged everyone in the community suffers. For this reason, the focus of this scheme is to provide an incentive for residents to report information about offenders who damage community property only.

Confidentiality and Anonymous Reports

Unless required to do so under legislation, council will not release names or contact details to any third party except to verify the information provided on the claim form with police. Interaction with the police will be bound by their policies and procedures

To report information about offenders anonymously, phone Crime Stoppers on 1800 333 000. Information can also be reported online at www.crimestoppers.com.au. Anonymous reports are not eligible for the reward.

Application for reward

The claimant must submit a completed "Vandalism - Reward for Information Form" to council, providing personal details and a description of the graffiti, vandalism or rubbish dumping to allow council to verify the claim.

If the application is successful, council will organise payment of the reward which is an amount made in accordance with the rules of this policy.

If the application is not successful, council will advise as to why this decision was made.

Council will maintain a confidential register of applications and outcomes of the applications.

Vandalism, Graffiti and Rubbish Dumping Reward for Information POLICY – GC-CP-314



Definitions

None

Exceptions

None

Legislation

None

Policy Co-Owner

Executive Services

Related Documents

None

Policy History

Revision Number	Date of Adoption/Amendment	Minute Number
1	Before 24/04/90	
2	14/01/03	25
3	11/05/10	0142
4	22/01/13	0004
5	11/11/14	0390

CLAUSE CL05

TITLE Review of Policy (GC-CP-407) - Councillor Payment of Expenses and Provision of Facilities

FROM Shireen Donaldson, Manager Executive Services

TRIM REF 15/49694

SUMMARY

In accordance with Section 252 of the Local Government Act 1993, Council is required to adopt a policy on the payment of expenses and provision of facilities for Mayors and Councillors. This adoption is to occur within five months of the end of the financial year (that is by the 30 November 2015). Council policy "Councillor Payment of Expenses and Provision of Facilities" (GC-CP-407) is therefore being put before Council for review and endorsement for public exhibition.

RECOMMENDATION

- (a) Council place the draft Councillors Payment of Expenses and Provision of Facilities Policy (GC-CP-407) on public display for 28 days.
- (b) If any submissions are received a further report be prepared for Council
- (c) If no submissions are received, the draft policy be considered as adopted by Council as at the date of the conclusion of the advertised exhibition period.

REPORT

The following amendments to the currently adopted policy are recommended:

LEGEND:

Any deletions to words in the currently adopted policy are indicated by ~~red strikethrough~~

Any amendments to the currently adopted policy are indicated in *green writing*

Any additions to the currently adopted policy are indicated in *blue writing*

Delete DEFINITION:

Authorised Event	Events, meetings, dinners, functions, or similar occasions (not being a conference, workshop or official function as described in this section) whether organised by Griffith City Council or other body that have declared by the Mayor and the General Manager to be an 'authorised event'. Councillors attending an authorised event will be entitled to claim reimbursement of expenses in accordance with this policy.
------------------------------------	--

Add DEFINITIONS

<i>Council Dinners, Functions and Events</i>	Functions that councillors are required to undertake to fulfil their legislated role and responsibilities for the council that should result in a direct benefit for the council and/or the local government area. Events, meetings, dinners, functions, or similar occasions when organised by Griffith City Council. Councillors attending a Council Dinner or Other Council Event will be entitled to claim reimbursement of expenses in accordance with this policy.
<i>Non-Council Dinners, Functions and Events</i>	Events, meetings, dinners, functions, or similar occasions (not being a conference as described in Section 2.5.3) when organised outside of Griffith City Council. Payment of expenses for Councillors attending a non-Council Dinner or non-Council Event will be subject to Section 2.15.2 of this policy.

Amend DEFINITION:

<i>Official duties functions of civic office/civic duty</i>	Duties Functions that councillors are required to undertake to fulfil their legislated role and responsibilities for the council that should result in a direct benefit for the council and/or for the local government area.
--	--

Replace, where applicable, the word ~~“function/functions”~~ to ~~“duty/duties”~~ to remove ambiguity as to the use of the word “function”

AMEND AND DELETE:**SECTION 2.5.4 Registration, Travel and Accommodation Bookings**

~~Where a delegate has been authorised to attend a conference, it is the delegate's responsibility to arrange for registration, travel and accommodation bookings to attend that conference.~~

- Delegates must, within 3 business days of the Council resolution authorising them as a delegate, contact Council to arrange for the relevant bookings to be made. Any special requirements which the delegate may have in relation to the conference, travel or accommodation are to be advised to Council at this time.
- Registration, travel, accommodation bookings and confirmation of bookings for conferences and workshops will be coordinated through Council's Executive Services Unit.
- ~~3. The confirmation of relevant bookings, once made, is the responsibility of the delegate.~~

ADD, AMEND AND DELETE SECTIONS:**2.7 Attendance at Council Dinners, Functions and Events**

Council will meet the cost of Councillors' attendance at Council Dinners, Functions and Events. The extent of the reimbursement in this section is limited to the cost of the function only. Refer to Appendix F.

2.8 Attendance at Non-Council Dinners, Functions and Events

Council will only meet the cost of Councillors' attendance at Non-Council Dinners, Functions and Events as detailed in Appendix F. The extent of the reimbursement in this section is limited to the cost of the function only.

~~Consideration may be given at a full Council Meeting with regard to meeting the cost of Councillors' attendance at dinners and other non-Council functions which provide briefings to Councillors from key community groups and businesses which are of direct relevance to Council's interest. Council will meet the cost of Councillors' attendance at these functions; the extent of the reimbursement in this section is limited to the cost of the function only.~~

ADD AND DELETE:

SECTION 3.3.6 Complimentary Tickets

No complimentary tickets will be provided to Councillors ~~provided by Council~~ for attendance at any Council operated facility other than for official functions as detailed in Appendix F. ~~be provided to either staff or Councillors to ensure full transparency and accountability of funds.~~

ADD, AMEND AND DELETE:

SECTION 2.15.2 Allowable Expenses for Person Accompanying the Mayor (or Councillor representing the Mayor)

(a) Attendance at Council and Non-Council Dinners, Functions and Events within the Local Government Area

Costs incurred by a person accompanying the Mayor (or Councillor representing the Mayor) will be reimbursed for attending official Council and Non-Council Dinners, Functions and Events within the Griffith Local Government area. The extent of the reimbursement in this section is limited to the cost of the function only.

(b) Attendance at Dinners Functions and Events outside the Local Government Area

Costs incurred by a person accompanying the Mayor (or Councillor representing the Mayor) will only be reimbursed when that person is invited to accompany the Mayor (or Councillor representing the Mayor) when the Mayor is called to attend an official function or perform a ceremonial duty on Council's behalf outside the Council area, but within the State. The extent of the reimbursement in this section is limited to the cost of the function only.

Examples could include charitable functions and other functions or award ceremonies to which the Mayor has been invited to represent the council. Expenses will be reimbursed in accordance with the Policy.

~~2.14.2 Allowable Expenses for Person Accompanying the Mayor (or Councillor on behalf of Mayor)~~

~~(a) Attendance at Official Council Functions and other Authorised Events within the Local Government Area~~

~~Costs incurred by the Mayor (or Councillor on behalf of the Mayor) for an accompanying person in attending official Council functions of a formal and ceremonial nature within the Griffith Local Government area and other authorised events when invited as Mayor.~~

~~(b) Official Council Functions and other Authorised Events outside the Local Government Area~~

~~Costs incurred by the Mayor (or Councillor on behalf of the Mayor) for an accompanying person when the accompanying person of the Mayor is invited to accompany the Mayor (or Councillor representing the Mayor) when the Mayor is called on to attend an official function on Council's behalf or carry out an official ceremonial duty outside the Council area, but within the State. Examples could include charitable functions to which the Mayor has been invited and award ceremonies and other functions to which the Mayor is invited to represent the council. Expenses will be reimbursed in accordance with the Policy.~~

ADD:

APPENDIX F – ATTENDANCE AT COUNCIL AND NON- COUNCIL DINNERS, FUNCTIONS AND EVENTS

	Payment of Mayor attendance at Council and non-Council Dinners, Functions and Events	Payment of Councillors attendance at Council Dinners, Functions and Events	Payment of Councillors attendance at non-Council Dinners, Functions and Events	Attendance at non-Council Dinners, Functions and Events to be determined on an individual basis by the Mayor and General Manager	Attendance at non-Council Dinners, Functions and Events to be determined via report to the Ordinary Meeting of Council
Council Dinners, Functions and Events (includes Council Committee events) (Examples - FOG Italian Long Table Dinner, Australia Day, Freeman of the City Dinners, Facility Gala Events)	✓	✓			
Events which have been part-funded or part-sponsored by Council (Examples - Cycle Club Dinner, Inland Tourism Awards Dinner)	✓		✓		
Annual events organised by local Service Clubs, Not-for-Profit organisations, schools, charities (Example - Changeover Dinners, Don Mackay Churchill Fellowship, Salami Festival, Abruzzo Luncheon, School Presentations Days/Nights)	✓				
Other events organised by local Service Clubs, Not-for-Profit organisations, Schools, Charities (Examples - Charter Nights)	✓			✓	
Events Councillors are invited to outside of the Griffith LGA (Examples - Sir John Monash Dinner Jerilderie, SIRENS Fundraising Events)	✓			✓	

Official openings of local landmarks and facilities (Sikh Temple, Monument Unveilings)	✓		✓		
Political Party Fundraising Events					

OPTIONS

Council must adopt a policy on Councillor Payment of Expenses and Provision of Facilities within five months after the end of the financial year.

POLICY IMPLICATIONS

Once adopted the revised policy will be the governing policy in relation to payment of expenses and provision of facilities for Councillors and the Mayor at Griffith City Council.

FINANCIAL IMPLICATIONS

Once adopted, the revised policy will govern spending on and by Councillors in the performance of their duties as Mayor or Councillor.

LEGAL/STATUTORY IMPLICATIONS

Local Government Act 1993 - Payment of expenses and provision of facilities

Section 252 Payment of expenses and provision of facilities

(1) Within 5 months after the end of each year, a council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the Deputy Mayor (if there is one) and the other councillors in relation to discharging the functions of civic office.

(2) The policy may provide for fees payable under this Division to be reduced by an amount representing the private benefit to the mayor or a councillor of a facility provided by the council to the mayor or councillor.

(3) A council must not pay any expenses incurred or to be incurred by, or provide any facilities to, the mayor, the Deputy Mayor (if there is one) or a councillor otherwise than in accordance with a policy under this section.

(4) A council may from time to time amend a policy under this section.

(5) A policy under this section must comply with the provisions of this Act, the regulations and any relevant guidelines issued under section 23A.

ENVIRONMENTAL IMPLICATIONS

Nil

COMMUNITY IMPLICATIONS

The community are able to comment on the payment of Councillor expenses and the provision of facilities for Councillors.

LINK TO STRATEGIC PLAN

This item links to Council's Strategic Plan item C1- Provide clear and transparent communication to the local community on matters in which it is concerned.

CONSULTATION

Councillors

Senior Management Team

ATTACHMENTS

- | | |
|---|----|
| (a) Draft - Councillor Payment of Expenses & Provision of Facilities Policy | 69 |
|---|----|

Councillors Payment of Expenses and Provision of Facilities | POLICY – GC-CP-407



Directorate	Executive Services	
TRIM Ref	DAKS10 – 14/15218	
Status	Current	
Adopted	11 November 2014	Minute No: 0393

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- 1.8 Approval Arrangements
- 1.9 No deduction from s248 and 249 fees
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- 3.2 Private Benefits
- 3.3 Provision of Equipment and Facilities for Councillors
- 3.4 Provision of Additional Facilities for the Mayor

Part 4 – Other Matters

- 4.1 Acquisition and return of facilities and equipment by Councillors
- 4.2 Gifts or Benefits

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RED = DELETE, BLUE= NEW, GREEN = AMENDMENTS

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PART 1: INTRODUCTION

1.1 Legislation

This policy is made under the *Local Government Act 1993* (the Act) including Sections 252 to 254A, together with clause 403 of the *Local Government (General) Regulation 2005*. The Act requires that the Council must adopt a policy concerning the payment of expenses incurred by, and the provision of facilities to, the Mayor, the Deputy Mayor and other Councillors.

1.2 Policy Objectives

1.2.1. To provide a framework to encompass the requirements of the Act being the payment of expense and provision of facilities to Councillors, Mayor and Deputy Mayor.

1.2.2. To ensure that there is accountability and transparency in the reimbursement of expenses incurred, or to be incurred by the Mayor and Councillors.

1.2.3. To provide adequate fair and equitable facilities for the payment or reimbursement of, expenses incurred by the Mayor, Deputy Mayor and Councillors appropriately and satisfactorily fulfil their role as responsive and responsible community representatives.

1.2.4. To provide a framework for Councillors to attend conferences to represent Council and any training sessions deemed appropriate for the education of each Councillor. This could include new legislation or refresher courses as deemed necessary.

1.3 Policy Implementation Guidelines

1.3.1. All Councillors, including the Mayor are entitled to claim for reimbursement of reasonable expenses incurred in properly carrying out the duties of civic office as a Councillor.

1.3.2. All expenses should be directly and wholly attributable to the performance of the duties of civic office.

1.3.3. Each expense claim is to be accompanied by appropriate documentation and/or certification from the Councillor as to its validity in terms of the Act.

1.3.4. The allocation of expenditure shall be via prior approval of Council. However, in the circumstances where the time factor does not allow prior authorisation by Council, then the General Manager and Mayor jointly have delegation, to approve such expenses.

1.3.5. A public record, open for scrutiny, is to be kept concerning all facilities provided to Councillors and of the total expenses reimbursed to Councillors.

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1.4 Scope of Policy

This policy applies to the Mayor and all Councillors of Griffith City Council. This policy is also relevant to NSW council administrators where applicable and with necessary modifications.

1.5 Definitions

Accompanying person	Shall mean spouse, partner or a person with a close personal relationship to the Councillor and/or provides carer support to the Councillor
Authorised Event	Events, meetings, dinners, functions, or similar occasions (not being a conference, workshop or official function as described in this section) whether organised by Griffith City Council or other body that have declared by the Mayor and the General Manager to be an 'authorised event'. Councillors attending an authorised event will be entitled to claim reimbursement of expenses in accordance with this policy.
Council Dinners, Functions and Events	Events, meetings, dinners, functions, or similar occasions when organised by Griffith City Council. Councillors attending a Council Dinner, Function or Event will be entitled to claim reimbursement of expenses in accordance with this policy.
Non-Council Dinners, Functions and Events	Events, meetings, dinners, functions, or similar occasions (not being a conference as described in Section 2.5.3) when organised outside of Griffith City Council. Payment of expenses for Councillors attending a non-Council Dinner or non-Council Event will be subject to Appendix F of this policy.
The Act	Shall mean the Local Government Act 1993 (as amended)
Conference	Shall mean any conference, seminar, congress, forum, workshop, course, meeting, deputation, information and training session, or event, related to the industry of local government and held within Australia. A conference is generally considered residential in nature, with a programme spanning more than one day
Policy	Shall mean this policy, being the Policy – Payment of Expenses and Provision of facilities to the Mayor and Councillors
The Regulation	Shall mean the Local Government (General) Regulation 2005
Seminar	See definition of Conference, above
Workshop, Training Course	For the purpose of this policy, workshops and training courses span a single day and are non-residential in nature
Mayor	Means the elected mayor, or the deputy mayor acting in the position of mayor in the mayor's absence.
Expenses	Payments made by the council to reimburse councillors for reasonable costs or charges incurred or to be incurred for discharging their civic duties functions . Expenses must be outlined

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	in a council's policy and may be either reimbursed to a councillor or paid directly by a council for something that is deemed to be a necessary expense to enable them to perform their civic duties functions . Expenses are separate and additional to annual fees.
Facilities	Equipment and services that are provided by councils to councillors to enable them to perform their civic duties functions with relative ease and at a standard appropriate to their professional role as councillors.
Official duties functions of civic office/civic duty	Duties Functions that councillors are required to undertake to fulfil their legislated role and responsibilities for the council that should result in a direct benefit for the council and/or for the local government area.
Role of a Councillor	Refer to Section 232 of the Local Government Act

1.6 Reporting Requirements

Section 428 (2) (f) of the Act requires the Council to include in its Annual report:

1.6.1 The total amount of money expended during the year on Mayoral fees and Councillor fees;

1.6.2 The Council's policy on the provision of facilities for use by Councillors and the payment of Councillor's expenses;

1.6.3 A statement as to the total amount of money expended during the year on the provision of such facilities and the payment of such expenses.

Section 12 of the Act provides that the public is entitled to inspect the Council's policy concerning the payment of expenses incurred by, and the provision of facilities to, Councillors free of charge, and may obtain a copy, either free of charge or on payment of reasonable copying charges.

1.7 Other Government policy provisions related to this Policy

1.7.1 Division of Local Government Guidelines for payment of expenses and provision of facilities to Mayors and Councillors,

1.7.2 Model Code of Conduct for Local Councils in NSW

1.7.3 Division of Local Government Circulars to Councils

1.7.4 ICAC publications

1.8 Approval Arrangements

All expenses related to the exercise of Council-related business should only be incurred by Councillors in accordance with the provisions of this Policy.

Councillors may be nominated to attend conferences, seminars and similar functions by:

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- (a) the Council, through resolution duly taken.
- (b) However where there is insufficient time for consideration by the Council, the Mayor and the General Manager jointly have delegation to nominate Councillors to attend conferences, seminars and similar functions.

If the Mayor requires approval, it should be given jointly by the Deputy Mayor or another Councillor and the General Manager. In addition, the Mayor may nominate a substitute attendee in his or her stead for functions within the Council area or the general regional area on those occasions where the Mayor is unable to be in attendance.

1.9 No deduction from S248 and 249 fees

Unless otherwise provided, the payment of, or reimbursement of expenses and the facilities which may be provided to the Mayor, Deputy Mayor and Councillors under this policy, shall be provided without reduction of the annual fees payable to the Mayor and Councillors, as determined by the Council, under Section 248- 254A inclusive of the Act.

1.10 Review procedures

S 252 (1) of the Act requires that Council:

Within 5 months after the end of each year, a council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor (if there is one) and the other councillors in relation to discharging the functions of civic office

Further, S 253 requires that each year the revised policy is placed on public exhibition prior to its adoption via a resolution of Council:

- (i) A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.
- (ii) Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.
- (iii) Despite subsections (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the council is of the opinion that the proposed amendment is not substantial.
- (iv) Within 28 days after adopting a policy or making an amendment to a policy for which public notice is required to be given under this section, a council is to forward to the Director-General:
 - (a) a copy of the policy or amendment together with details of all submissions received in accordance with subsection (1), and
 - (b) a statement setting out, for each submission, the council's response to the submission and the reasons for the council's response, and
 - (c) a copy of the notice given under subsection (1)

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- (v) A council must comply with this section when proposing to adopt a policy each year in accordance with section 252 (1) even if the council proposes to adopt a policy that is the same as its existing policy.

1.11 General Conduct

Councillors must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out their ~~duties~~ functions under the Local Government Act or any other Act. This is required under section 439 of the Local Government Act and reinforced in the Model Code of Conduct made under section 440.

1.12 Internal Auditing Controls

An audit of the expenses incurred by the Mayor and Councillors is to be included in the Internal Audit Strategic Plan and undertaken in the second and fourth year of each Council Office Term.

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PART 2: PAYMENT OF EXPENSES

2.1 General Provisions

Beyond the facilities provided by Council to Councillors and the Mayor, it is expected that additional expenses will be incurred in the performance of Councillors' and the Mayor's civic duties. Accordingly, Council will provide annual allowances, together with reimbursement of approved expenses incurred in the performance of a Councillors' or Mayor's role.

No allowances or expenses other than those expressly contained in this policy are payable to the Mayor or Councillors.

2.2 General Expenses

General expenses are not allowed under the provisions of this policy. A general expense allowance is a sum of money paid by a Council to a Councillor to expend on an item or service that is not required to be receipted and/or otherwise reconciled according to a set procedure and within a specific timeframe.

2.3 Payment of Expenses Generally

2.3.1 Monetary Limits for Expenses

All expenses are allocated a monetary limit. The limit may reflect an actual limit or be an actual amount aligned to a monthly or annual limit. Refer to Appendix D for all Monetary Limits for Expenses, Equipment and Facilities.

2.3.2 Time Limit for Claiming Expenses

Councillors are required to submit their application for reimbursement of expenses within 60 days of the date of the expense.

2.3.3 Reimbursement and Reconciliation of Expenses

Expenses will be reimbursed to Councillors only where they have been incurred in accordance with this policy.

A Councillors Claim for the Reimbursement of Expenses Form must be prepared and signed by the Councillor and submitted for approval within the time limit (Appendix A, B or C)

Supporting documentation must accompany each expense claim and constitutes:

1. Receipts for travel, accommodation, registration and other incidental costs
2. Conference timetables
3. Travel itineraries or booking confirmations
4. Receipts for all other expenses incurred by Councillors under this Policy

Incidental expenses may not require specific receipts provided it can be demonstrated that the expenditure was incurred and it is not general in nature. Where receipts are not required it would be appropriate for Councillors to certify that the expenditure was for the purpose intended.

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The level of the supporting documentation should be commensurate with the nature of the expenditure i.e. parking, tolls, refreshments and the like may only require a signed statement listing the payments,

Completed expense claim forms are to be submitted to the General Manager through the Mayor's Executive Assistant. On approval of the expense claim, reimbursement will be processed and deposited into the Councillors nominated bank account.

2.3.4 Payments in Advance

Councillors may request payment in advance in anticipation of expenses to be incurred in attending conferences, seminars and training away from home, as well as any other service or facility covered by this policy.

A completed Expense claim form is required, including supporting relevant documentation. The expense claim form is required to be completed to account for the advance payment and any excess to be repaid or deficit to be reimbursed. Where an excess of advance over actual expenses is recorded, cash or cheque repaying the excess advance must accompany the claim when it is submitted.

2.3.5 Disputes

Any dispute of payment of expenses involving councillors are to be reviewed by the General Manager and Mayor. If the dispute involves the Mayor or General Manager, the matter is to be resolved by full Council at a Council meeting.

2.4 Annual Fees for Mayor and Councillors

2.4.1 Fees Payable to Councillors

The Council shall, prior to 30th June each year, set by resolution, the annual fees to be paid, monthly in arrears, to a Councillor for the following year commencing 1st July, provided that such fee shall be within the range for the Council determined annually by the Local Government Remuneration Tribunal. Such payment shall be subject to Section 254A of the Regulations and any specific resolution of the Council under Section 254A.

2.4.2 Fees Payable to the Mayor

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

2.4.3 No Deduction under this Policy from Fees

Unless otherwise provided, (that is an agreement signed and approved by the individual Councillor), the payment of, or reimbursement of expenses and the

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facilities which may be provided under this Policy, shall be provided without reduction from the annual fees payable to the Mayor and Councillors, as determined by the Council, under this section.

2.5 Specific Expenses for Mayor and Councillors

2.5.1 Seminars, Conferences, Workshops and Training Courses

For the purpose of this policy, a seminar or conference is considered to be of a residential nature, with a program spanning more than one day. Workshops and training courses generally span a single day and are non-residential in nature.

2.5.2. Attendance at Seminars and Conferences

The Mayor and Councillors will be nominated and authorised to attend conferences by the Council, through resolution duly passed in open session at a Council Meeting.

A resolution of Council is not required for Councillors to attend seminars or conferences in the following circumstances:

- (i) During Council recess,
- (ii) Where a conference is for one day or less or does not involve an overnight stay, or
- (iii) Where there is insufficient time for consideration by the full Council

In the event of any of the above circumstances the Mayor jointly with the General Manager are to approve Councillors attendance at seminars or conferences.

2.5.3 Applicable Conferences

The conferences to which this Policy applies shall generally be confined to:

1. Annual conferences and special one-off conferences called or sponsored by any of the following Associations:

- Local Government NSW
- Australian Local Government Women's Association
- Australian Local Government Association
- National General Assembly of Local Government
- Murray Darling Basin Authority

2. Annual conferences of the major professions in Local Government

3. Conferences, which further training and development efforts of the Council and of Councillors, or which relate to or impact upon the Council's functions

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4. Conferences or meetings of organisations or bodies to which a Councillor has been elected, or appointed as a delegate or member of the Council, or the LGNSW, ALGWA, or ALGA

5. Attendance at any other type of conference or seminar would require the prior approval of the full Council.

2.5.3.1 Expression of Council's Viewpoint at Conferences

Where a viewpoint of Council may be sought at a Conference, the conduct of Delegates representing Council shall be governed as follows:

1. Where possible, Delegates should express only Council's viewpoint when representing Council
2. Where Council has not determined a viewpoint on any issue being raised at a Conference, or new information is provided, then the Delegate shall represent the best interests of Council

2.5.4 Registration, Travel and Accommodation Bookings

~~Where a delegate has been authorised to attend a conference, it is the delegate's responsibility to arrange for registration, travel and accommodation bookings to attend that conference.~~

1. Delegates must, within 3 business days of the Council resolution authorising them as a delegate, contact Council to arrange for the relevant bookings to be made. Any special requirements which the delegate may have in relation to the conference, travel or accommodation are to be advised to Council at this time.

2. Registration, travel, accommodation bookings and confirmation of bookings for conferences and workshops will be coordinated through Council's Executive Services Unit.

~~3. The confirmation of relevant bookings, once made, is the responsibility of the delegate.~~

4. Where payment is required up-front, delegates must provide to Council's Executive Services Unit a form of payment to meet those up-front costs:

- (a) an approved expense advance authorised by the Mayor and General Manager, or
- (b) valid credit card or bank detail.

2.5.5 Conference Costs

The Council shall pay or reimburse the Mayor or a Councillor:

2.5.5.1 Registration: All normal registration costs, including costs relating to official luncheons, dinners and tours/inspections which are relevant to the interests of the Council.

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2.5.5.2 Accommodation: Reasonable accommodation costs including the night before and/or after the conference where that is necessary due to travel and/or conference timetables. Council should take advantage of any “corporate rates” at accommodation venues as secured by Conference organisers

LIMIT: As per Appendix D - Accommodation

2.5.5.3 Travel: All reasonable travel costs to and from the conference location and venue in accordance with the requirements for travel as outlined in this policy.

LIMIT: As per Appendix D - Travel

2.5.5.4 Incidental Expenses: Incidental expenses associated with attendance at conferences, seminars or training courses may be reimbursed upon presentation of a claim form and appropriate receipts. Incidental expenses include:

(a) any hotel/motel charges associated with the Conference, other than accommodation

LIMIT: As per Appendix D – Incidental Expenses

(b) all telephone or facsimile calls or internet charges related to Council business;

(c) reasonable lunches, dinners and other meals incurred whilst travelling to or from the Conference and other meals occurring during the Conference but not included in the conference registration fee;

LIMIT: As per Appendix D - Meals

(d) incidental expenses, e.g. parking, motorway or bridge tolls, laundry and refreshments;

(e) any optional activity in a conference program, but excluding any pre or post conference activities.

2.5.6 Report to Council

Attendance at any conference, seminar, training course or workshop shall be the subject of a report to Council outlining the major issues raised at the event and its relevance to the Griffith City Council with recommendations for further areas of investigation. This section does not apply to a Councillor's attendance at the annual conferences of the following associations:

- Local Government NSW
- Australian Local Government Women's Association
- Australian Local Government Association
- National General Assembly of Local Government
- Murray Darling Basin Authority

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

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

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

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

The written report should be provided to the General Manager as soon as practicable.

2.6 Attendance at Workshops and Training Courses

All councillors are entitled to attend workshops and training courses, however there is no obligation on any councillor to attend.

Seven days prior notice to any workshop must be given to Councillors in writing (electronic notification is also appropriate).

Costs associated with the attendance of a councillor at workshop or training courses may be claimed by the Councillor provided that the workshop or course is specifically related to the Councillor's civic ~~duties~~ ~~functions~~ and responsibilities.

2.7 Attendance at Council Dinners, Functions and Events

Council will meet the cost of Councillors' attendance at Council Dinners, Functions and Events. The extent of the reimbursement in this section is limited to the cost of the function only. Refer to Appendix F.

2.8 Attendance at Non-Council Dinners, Functions and Events

Council will only meet the cost of Councillors' attendance at Non-Council Dinners, Functions and Events as detailed in Appendix F. The extent of the reimbursement in this section is limited to the cost of the function only.

~~Consideration may be given at a full Council Meeting with regard to meeting the cost of Councillors' attendance at dinners and other non-Council functions which provide briefings to Councillors from key community groups and businesses which are of direct relevance to Council's interest. Council will meet the cost of Councillors' attendance at these functions; the extent of the reimbursement in this section is limited to the cost of the function only.~~

A Councillor who is a member of a Council Committee and participating in a committee event is providing a direct benefit to Council.

Council will not pay expenses or provide facilities to councillors in relation to supporting and/or attending fundraising activities of political parties including political fundraising events as such events are considered to be personal interests.

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2.9 Local Travel Arrangements and Expenses (within LGA)

Councillors may claim expenses associated with reasonable travel expenses for travel relating to defined Council business within the Local Government area. Travel by Councillors should be undertaken by utilising the most direct route and most practicable and economic mode of transport subject to any personal medical considerations. A number of transport arrangements are available to Councillors:

2.9.1 Council Vehicle

A suitable vehicle or vehicles may be provided by the Council for use on official duties connected with the office of Councillor

2.9.2 Use of Private Motor Vehicle

A Councillor's registered and insured private vehicle may be used for official travel, but such usage must be approved jointly by the Mayor and General Manager prior to the journey. Where a private vehicle is used with appropriate approval, the Mayor or Councillor the claim is to be as follows:

1. If no Council vehicle was available to be utilised by the Mayor or Councillor then the claim is to be via the kilometre allowance (as provided by the Local Government State Award) at the date of travel. The travel must be via the most direct route between the Councillor's place of residence within Griffith local government area and the destination.
2. If a Council vehicle is available and Councillors elect to utilise their own vehicle (for example as they may be travelling on to an alternate location and not returning directly to Griffith) reimbursement will be by way of "actual" fuel receipts and not the set rate per kilometre method.
3. Participation in the Meals on Wheels program is deemed as a community service and travel expensed not be claimable.

2.9.3 Cab Charge

If approved jointly by the Mayor and General Manager, a Councillor may be issued with a cab charge card for use when on Council business, provided that at least one of the following conditions apply:

- when a Council vehicle is not reasonably available to provide such transport
- the provision of a vehicle would not be economical in the circumstances
- the councillor does not own a registered vehicle
- the Councillor is not a licensed driver

2.9.4 Incidental Expenses: Reasonable incidental expenses associated with attendance at a conference upon presentation of a claim and receipts for the following as defined in 2.5.5.4

LIMIT: As per Appendix D – Incidental Expenses

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2.10 Travel Arrangements & Travel Expenses outside the LGA including Intra and Interstate Travel

Approval for travel outside the LGA for travel, accommodation and expense reimbursement must be granted prior to the travel and shall be given jointly by the Mayor or Deputy Mayor and the General Manager.

All travel by Councillors should be undertaken by utilising the most direct route and the most practicable and economical mode of transport subject to any personal medical considerations.

Where travel is by motor vehicle it should be undertaken by Council vehicle.

Where no Council vehicle is available Councillors may utilise their own vehicle (see section 2.8.2).

When attending official engagements and functions where the Councillor has been authorised by the Council to do so, or is deputising for the Mayor as an authorised Council delegate, at any conference as defined in this policy held outside the Griffith Local Government area, a Councillor may claim for approved use of a private motor vehicle.

If a Council vehicle is available and Councillors elect to utilise their own vehicle (for example as they may be travelling on to an alternate location and not returning directly to Griffith) reimbursement will be by way of "actual" fuel receipts and not the set rate per kilometre method.

Hire cars, taxi fares, tolls and parking costs which are reasonably required in attending conferences may also be claimed under this policy.

2.10.1 Payment of Fines

The driver is personally responsible for all traffic or parking fines incurred while travelling in private or Council vehicles on Council business.

2.10.2 Air Travel

Travel by air must be to economy standard.

2.10.3 Accommodation and Incidental Expenses incurred during travel outside the LGA including Intra and Interstate Travel

Prior approval for accommodation and incidental expenses incurred outside the LGA must be granted to obtain a reimbursement of expenses. The application must be made to the General Manager and should include full details of the travel, accommodation and expenses, including itinerary, costs and reasons for the travel.

2.10.3.1 Accommodation

Reasonable accommodation costs including the night before and/or after the conference or meeting where that is necessary due to travel and/or conference/meeting timetables.

LIMIT: As per Appendix D – Accommodation

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2.10.4.2 Incidental Expenses

Incidental expenses associated with attendance at conferences, seminars or training courses may be reimbursed upon presentation of a claim form and appropriate receipts.

LIMIT: As per Appendix D – Incidental Expenses

2.11 Overseas Travel/Sister City Trips

Overseas travel must be approved by a meeting of the full Council prior to a Councillor undertaking the trip. Travel must be approved on an individual trip basis.

Detailed proposals for overseas travel should be developed and included in Council business papers. These proposals shall include nomination of the Councillors undertaking the trip, the purpose of the trip and expected benefits. The duration, itinerary and approximate total costs of each proposed visit should also be provided.

After returning from overseas, Councillors will provide a detailed written report to Council on the aspects of the trip relevant to Council business and/or the local community. Councillors are also required to report back on their overseas travel to a full meeting of Council.

The Business Development and Major Projects Management Committee is the committee that oversees the Sister City Relations within Council.

The Business Development and Major Projects Management Committee is to make recommendations to Council in relation to:

1. Determinations on validity of trips based on the International Relations Positioning Statement (Griffith City Council) and the application of the Guidelines for Payment of Expenses for Mayors and Councillors published by the Division of Local Government in October 2009.
2. In making any recommendation particular regard is to be given to guideline 2.3.3 Travel (Department of Local Government Guidelines for Payment of Expenses and Provision of Facilities for Mayors and Councillors NSW - October 2009) i.e. "Council should avoid international visits unless direct and tangible benefits can be established for the council and the local community".
3. Nomination of any councillor for funding to undertake overseas travel should be based on the councillor demonstrating an ability to achieve direct and tangible outcomes for the community during the trip (expenses to be covered include economy class airfare, standard hotel rooms, meals and incidentals such as internal travel).
4. Councillors are selected by the Business Development and Major Projects Management Committee and endorsed by Council on criteria based around the trip, such as language, business credentials, authority etc. Normally it will be expected that the council will have established business contacts in the field that it is planned to benefit from the initiative, or produce evidence of a chain of business contact sufficient to encourage a reasonable expectation that a direct and tangible benefit will result from the councillor undertaking the trip.

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2.12 Legal Expenses for Mayor and Councillors

Subject to conditions shown in section 2.12.1 below, legal assistance will be provided to the Mayor and Councillors in the event of an enquiry, investigation or hearing, into the conduct of a Councillor by:

1. the Independent Commission Against Corruption;
2. the Office of the Ombudsman;
3. Division of Local Government;
4. the Police;
5. the Director of Public Prosecutions; or
6. the Local Government Pecuniary Interest Tribunal
7. the Council Conduct Review Panel

Legal assistance will be provided to the Mayor and Councillors where the subject of the inquiry, investigation or hearing arises from the performance in good faith of a councillor's ~~duties~~ ~~functions~~ under the Act and the matter before the investigative or review body has proceeded past any initial assessment phase to a formal investigation or review. Council, by resolution, may reimburse the Mayor and such Councillor, after the conclusion of the enquiry, investigation, hearing or proceeding, for all legal expenses properly and reasonably incurred, given the nature of the enquiry, investigation, hearing or proceeding, on a solicitor/client basis.

2.12.1 Conditions for Provision of Legal Expenses

Legal assistance and reimbursement as specified above will only be provided upon resolution of the Council and subject to the following conditions:

1. the amount of such reimbursement shall be reduced by the amount of any moneys that may be or are recouped by the Mayor or Councillor on any basis
2. the enquiry, investigation, hearing or proceeding results in a finding substantially in favour of the Mayor or Councillor
3. the amount of such reimbursement is limited to the equivalent of the fees being charged by Council's Solicitors.
4. the legal costs have not arisen from legal proceedings initiated by a councillor under any circumstance.
5. the legal costs have not arisen from a councillor seeking advice in respect of possible defamation or in seeking a non-litigious remedy for possible defamation.
6. legal costs will not be met for legal proceedings that do not involve a councillor performing their role as a councillor

2.13 Insurance Expenses and Obligations

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The Mayor and Councillors will receive the benefit of insurance cover to the limit specified in Council's insurance policies.

2.13.1 Councillors and Officer Liability

Council provides indemnity to any person who was, is presently, or in the future becomes an elected member of Council, or a Committee Member of a legally constituted committee under the Local Government Act 1993, in the event of personal litigation being instigated against them for any action arising whilst that person was exercising their duty.

(a) Professional Indemnity

Provides indemnity to an individual against litigation resulting from the exercise of their official professional duties.

(b) Statutory Liability

Provides indemnity for fines and penalties arising out of the conduct of the business of Council.

(c) Personal Accident:

Provides for the payment of non-medical expenses and the loss of wages resulting from an accident whilst on official business for Council and a capital payment if the accident resulted in death. This cover extends to Councillors and their partners whilst on official business of Council.

2.14 Telecommunications

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

LIMIT: As per Appendix D – Telecommunications

2.15 Spouse, Partner and Accompanying Persons' Expenses

2.15.1 Allowable Expenses for Accompanying Persons

The Council shall meet the following costs of an accompanying person:

(a) Local Government conferences

Council shall meet the costs of registration and any official conference dinners of the Mayor's or Councillors' accompanying person in attending the following annual conferences:

1. Local Government NSW
2. Australian Local Government Association
3. National General Assembly of Local Government.

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4. Murray Darling Basin Authority

All travel expenses, additional accommodation expenses, accompanying person tours and other sundry expenses incurred by the accompanying person shall be the personal responsibility of the individual Councillor.

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

(a) Attendance at Council and Non-Council Dinners, Functions and Events within the Local Government Area

Costs incurred by a person accompanying the Mayor (or Councillor representing the Mayor) will be reimbursed for attending official Council and Non-Council Dinners, Functions and Events within the Griffith Local Government area. The extent of the reimbursement in this section is limited to the cost of the function only.

(b) Attendance at Dinners Functions and Events outside the Local Government Area

Costs incurred by a person accompanying the Mayor (or Councillor representing the Mayor) will only be reimbursed when that person is invited to accompany the Mayor (or Councillor representing the Mayor) when the Mayor is called to attend an official function or perform a ceremonial duty on Council's behalf outside the Council area, but within the State. The extent of the reimbursement in this section is limited to the cost of the function only.

Examples could include charitable functions and other functions or award ceremonies to which the Mayor has been invited to represent the council. Expenses will be reimbursed in accordance with the Policy.

2.14.2 Allowable Expenses for Person Accompanying the Mayor (or Councillor on behalf of Mayor)

(a) Attendance at Official Council Functions and other Authorised Events within the Local Government Area

Costs incurred by the Mayor (or Councillor on behalf of the Mayor) for an accompanying person in attending official Council functions of a formal and ceremonial nature within the Griffith Local Government area and other authorised events when invited as Mayor.

(b) Official Council Functions and other Authorised Events outside the Local Government Area

Costs incurred by the Mayor (or Councillor on behalf of the Mayor) for an accompanying person when the accompanying person of the Mayor is invited to accompany the Mayor (or Councillor representing the Mayor) when the Mayor is called on to attend an official function on Council's behalf or carry out an official ceremonial duty outside the Council area, but within the State. Examples could include charitable functions to which the Mayor has been invited and award ceremonies and other functions to which the Mayor is invited to represent the council. Expenses will be reimbursed in accordance with the Policy.

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2.15.3 Disallowed Expenses for Accompanying Persons

Council will not meet expenses associated with the attendance of an accompanying person at:

1. Attendance at any conference or event not noted in section 1 above
2. Any event or function outside the Council area, including interstate and overseas (with the exception of attendance at annual conferences of those bodies noted above)

2.16 Care and Other Related Expenses

Council will reimburse a Councillor's costs for care arrangements including childcare expenses and the care of elderly, disabled and/or sick immediate family members to allow the Councillor to undertake their business obligations.

Payment for other related reasonable expenses associated with the special requirements of councillors such as disability and access needs to allow performance of normal civic duties and responsibilities is allowable under this section under Clause 1.6.12 of the Department of Local Government Guidelines For the Payment of Expenses and Provision of Facilities for Mayors and Councillors in NSW (the Guidelines)

Expense claims for reimbursement are to be accompanied by an itemised receipt.

LIMIT: As per Appendix D – Care and other Expenses

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PART 3: PROVISION OF FACILITIES

3.1 General Provisions

It is recognised that Councillors and the Mayor have specific needs to meet the demands of civic office. Accordingly, Council will provide facilities to Councillors, together with additional exclusive facilities for the Mayor's use, to allow all Councillors to perform their duties.

All equipment and furniture provided under this section shall always remain in the possession of the Councillor during his/her term of office, and shall remain the property of the Council and returned to the Council in good operational order and condition upon ceasing to be an elected member of the Council.

Such provision of facilities shall be subject to Section 254A of the Act and any specific resolution of the Council under Section 254A of the Act.

The Code of Conduct makes provision about the use of council resources to ensure that councillor expenses and facilities are not used inappropriately. The Code of Conduct provides that council resources must be used ethically, effectively, efficiently, and carefully. Council property including intellectual property, official services and facilities must be not misused by any person or body for private benefit or gain. Councillors must also avoid any action or situation that could create the appearance that council resources are being used inappropriately (Clauses 10.12-10.14 and 10.15).

3.2 Private Benefits

Councillors are not entitled to obtain private benefits from the provision of equipment, services and facilities, nor from travel bonuses such as frequent flyer schemes or any other such loyalty programs while on Council business. However it is acknowledged that incidental use of Council equipment and facilities may occur from time to time. In circumstances where other than incidental private use has occurred the Local Government Act 1993 (Section 252) provides for Councillors fees to be reduced by an amount representing the private benefit to the Councillor. Councillors are required to report to the General Manager any significant private use of Council facilities immediately.

3.3 Provision of Equipment and Facilities for Councillors

Council will provide the following facilities and administrative support to Councillors to assist them in the effective discharge of their civic duties. The provision of such equipment will be of a standard deemed by the General Manager as appropriate for this purpose.

A person's re-election is considered to be a personal interest. Official council material such as letter head, publications, websites as well as council services and forums must be not be used for such personal interests. Situations in which the appearance may be given that these are being used for such purposes are also to be avoided (Code of Conduct clause 10.16 refers)

The fundraising activities of political parties, including political fundraising events, are considered to be personal interests. Council will not pay expenses or provide facilities to councillors in relation to supporting and/or attending such activities and events.

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3.3.1 Monetary Limits for Provision of Equipment and Facilities

Provision of equipment and facilities are allocated a monetary limit where applicable. The limit may reflect an actual limit or be an actual amount aligned to a monthly or annual limit. Refer to Appendix D for all Monetary Limits for Expenses, Equipment and Facilities. Councillors must adhere to prescribed limits unless otherwise approved by the Mayor or General Manager

The following facilities will be made available to all Councillors:

3.3.2 Refreshments

Reasonable refreshments will be provided at Council meetings, and meetings of the Mayor or Councillors with Parliamentary representatives, visiting dignitaries and other delegations. Refreshments be set as per the budget provided for Civic Receptions on an annual basis.

LIMIT: As per Appendix D – Refreshments

3.3.3 Stationery

Each Councillor will be provided with a reasonable amount of appropriate stationery to carry out their civic duties, including but not limited to:

1. Mayoral and Councillor Letterhead stationery and envelopes (Crest letterhead with "From the Office of the Mayor and Councillors" typed in header).
2. Name badges
3. Business cards
4. Writing pads and pens
5. Paper and consumables for printers and fax machines

LIMIT: As per Appendix D – Stationery

3.3.4 Corporate Dress

Each Councillor will be supplied with two Griffith City Council neckties or scarves, and if requested, a corporate sports coat.

LIMIT: As per Appendix D – Corporate Dress

3.3.5 Secretarial Support

Reasonable secretarial/clerical support will be provided to Councillors during normal office hours for work directly related to the duties of office.

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3.3.6 Complimentary Tickets

No complimentary tickets will be provided to Councillors ~~provided by Council~~ for attendance at any Council operated facility other than for official functions as detailed in Appendix F. ~~be provided to either staff or Councillors to ensure full transparency and accountability of funds.~~

3.3.7 Office Equipment

Councillors will be provided with reasonable access to the photocopier and facsimile machine in the Council during normal office hours for work directly related to the duties of office.

3.3.8 Computers and Peripheral Equipment

Councillors will be supplied with a Tablet computer (a **tablet computer**, or a **tablet**, is a mobile computer, larger than a mobile phone or personal digital assistant, integrated into a flat touch screen and primarily operated by touching the screen rather than using a physical keyboard) set up to enable internet access, emailing and processing of correspondence and access to Council business papers, minutes, policies and other Council records. All requisite software will be installed on that device.

Councillors will also be supplied with a printer upon request.

LIMIT: As per Appendix D – Computers and Peripheral Equipment

3.3.9 Communication Expenses

There is no provision for Councillors to produce and disseminate personalised pamphlets, newsletters and the like.

3.4 Provision of Additional Facilities for the Mayor

In addition to the facilities provided to all Councillors, Council will provide a number of specific facilities to the Mayor.

3.4.1 Vehicle

A suitable vehicle will be made available to the Mayor (at the same level as provided to the General Manager) with all associated expenses (fuel, insurance, registrations and maintenance) to be met by Council. The vehicle is for use by the Mayor for all official, executive and social duties connected with the Office of the Mayor, accounting for some private and personal use in accordance with the provisions of Clause 3.4.2.

3.4.2 Log Book

A log book must be kept for a 12 week period recording all private usage and submitted to Council by the Mayor within 12 months of his/her election. If private usage is greater than 25% of the vehicle use the kilometres greater than 25% will be reimbursed to Council as considered significant private use. The reimbursement will be per ATO travel guidelines.

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1) Council Owned Vehicle – based on the three month log a monthly invoice will be sent to the Mayor for the estimated monthly kilometres greater than 25% of the vehicle use (significant private use).

2) Annual Amount for Private Motor Vehicle Owned by the Mayor – based on the three monthly log kept by the Mayor, the Mayor's monthly payment for the provision of the motor vehicle will be reduced every month by the estimated monthly kilometres greater than 25% of the vehicle use (significant private use).

3.4.3 Physical Impairment causing use of Private Vehicle for Mayoral Duties

Clause 1.6.12 of the Department of Local Government Guidelines for the payment of expenses and provision of facilities for Mayors and Councillors in NSW (the Guidelines) provides that policies should take into account of and make reasonable provision for the special needs of councillors to maximise participation in the civic duties and business of council, including provision for councillors with disabilities.

With this principle in mind the following is to be provided to the Mayor in the event that the Mayor determines to utilise his/her own private disabled modified vehicle in lieu of utilising a Council provided vehicle:

Should the Mayor choose not to utilise the Mayoral vehicle, Council will pay an annual amount of \$15,000 (indexed annually to the transportation CPI index) payable monthly to the Mayor, to utilise his/her own private vehicle. This represents the cost to Council of the use and maintenance of the vehicle.

This amount is based upon on the annual cost to Council of providing a Mayoral vehicle (which is at the same level as the General Manager) as assessed by Council's Fleet Services Manager less the estimated cost of private use (assessment 2008 see Appendix E).

3.4.4 Refreshments

Reasonable provision of refreshments for the Mayor's Office and Civic and Mayoral Receptions.

LIMIT: As per Appendix D – Refreshments

3.4.5 Mobile Telephone

The Mayor will be provided with an appropriate mobile telephone and/or communications device for use in relation to official ~~functions~~ duties of the office of Mayor.

LIMIT: As per Appendix D – Telecommunications

3.4.6 Corporate Credit Card

The Mayor will be provided with a Corporate Credit Card for Council related business pursuant to the provisions of this Policy to a maximum monthly amount.

LIMIT: As per Appendix D – Corporate Credit Card

3.4.7 Secretarial Support

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The Mayor will be provided secretarial support, including telephone and reception duties, word processing and the organisation of receptions.

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PART 4: OTHER MATTERS

4.1 Acquisition and Return of Facilities and Equipment by Councillors

The property provided to Councillors remains the property of Council. Councillors must return all the property promptly on completion of the term of office, extended leave of absence, at any time at the request of the General Manager or at the cessation of their civic duties. Failure to return information technology items within the required timeframe will result in the items being remotely disabled and disconnected.

Councillors may purchase Council equipment previously allocated to them at the cessation of their duties or when equipment is to be replaced. The sale of such equipment should be at a fair market price or written down value, whichever is the higher.

4.2 Gifts or Benefits

In circumstances where it is appropriate for councillors to give a gift or benefit (for example, on a council business related trip or when receiving visitors), these gifts and benefits should be of token value and in accordance with Council's Code of Conduct (GC-CP-404). For clarification on what token gifts and benefits are see the Code of Conduct Part 5.

Exceptions

None

Legislation

None

Policy History

Revision Number	Date of Adoption/Amendment	Minute Number
1	17/09/02	729
2	14/01/03	25
3	24/05/05	0172
4	0260	14/08/07
5	0394	30/09/08
6	0297	22/09/09
7	11/05/10	0139, 142
8	13/7/10	0239
9	23/11/10	0398
10	12/07/11	0219
11	27/03/12	0086
12	11/12/12	0356-0365
13	23/11/13	0374-0388
14	11/11/14	393

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APPENDIX A

REIMBURSEMENT OF EXPENSES – COUNCILLORS CLAIM FORM

Councillors Name: _____

Claim for expenses incurred during a trip to

.....for

.....

between the dates

Attendance fee \$.....

Travel \$.....

Accommodation \$.....

Meals \$.....

Total Claimed \$.....

Note: All invoices / receipts are to be attached to this return)

Councillor's signature:.....

RECEIPT

I acknowledge receiving the sum of \$..... for the above claim.

Signature of Councillor: _____

Date: _____

Note: Councillors are required to submit their application for reimbursement for expenses within 60 days of the date of the expenses being incurred (Refer Clause 2.3.2 Time Limit for Claiming Expenses)

OFFICE USE ONLY

Has this event/meeting been declared by the Mayor and General Manager as an authorised event?

☐ Yes Authorised by: _____

☐ No Date: _____

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APPENDIX B

TRAVEL CLAIM FORM - COUNCILLORS

Councillors Name: _____

Claim for travelling expenses for attending

_____ Event/ Meeting

held on _____

Distance travelled: _____

Vehicle & amount claimed:

(In accordance with the Local Government State Award)

☐ Under 2.5 litre @ *¢ per kilometre = \$

☐ Over 2.5 litre @ *¢ per kilometre = \$

(please tick correct vehicle)

Signature of Councillor: _____

Date: _____

* As per Local Government State Award Monetary Rates

Note: Councillors are required to submit their application for reimbursement for expenses within 60 days of the date of the expenses being incurred (Refer Clause 2.3.2 Time Limit for Claiming Expenses)

OFFICE USE ONLY

Has this event/meeting been declared by the Mayor and General Manager as an authorised event?

☐ Yes Authorised by: _____

☐ No Date: _____

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RED = DELETE, BLUE = NEW, GREEN = AMENDMENTS

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APPENDIX C

COUNCILLORS CLAIM FOR THE REIMBURSEMENT OF INCIDENTAL EXPENSES

Councillors Name: _____

Claim for expenses between the dates.....and.....
for.....

Expense Description:\$.....

Expense Description:\$.....

Expense Description:\$.....

Expense Description:\$.....

Expense Description:\$.....

TOTAL CLAIMED \$

Signature of Councillor: _____

Note: All invoices / receipts are to be attached to this return)

RECEIPT

I acknowledge receiving the sum of \$..... for the above claim.

Signature of Councillor: _____

Note: Councillors are required to submit their application for reimbursement for expenses within 60 days of the date of the expenses being incurred (Refer Clause 2.3.2 Time Limit for Claiming Expenses)

OFFICE USE ONLY

Has this event/meeting been declared by the Mayor and General Manager as an authorised event?

☐ Yes Authorised by: _____

☐ No Date: _____

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APPENDIX D MONETARY LIMITS

Doc Ref	Section Name	Expenses Type	At Cost	Limit Amount	Comment
3.3.1	Refreshments	Civic Receptions			As per Civic Receptions Annual Budget
3.4.4	Refreshments	Meetings			
3.3.2	Stationery	Letterhead, business cards, envelopes, printer paper		Reasonable amounts	Tally maintained per Councillor for inspection
3.3.3	Corporate Dress -	Council Ties/Scarves		Each Councillor supplied with 2 GCC ties or scarves	
		Blazer		Corporate Blazer up to value of \$250	To be purchased from a local retailer.
3.3.8	Computers & Peripheral Equipment	Tablet Computer	Actual	Supplied	GCC IT Department to approve model for compatibility & purchase price
		Printer	Actual	Reasonable value on request	GCC IT Department to approve model for compatibility & purchase price
3.4.5	Telephone	Mobile Phone (Mayor)	Actual	Mayor provided for official duties	GCC IT Department to approve model for compatibility & purchase price
2.1.4	Telephone	Telephone Calls (include mobile and landline)	Actual up to monthly limit	\$30 per month - Mobiles \$10 per month - Landline	

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	Incidental and/or Out of Pocket Expenses incurred during Conferences and Seminars and for travel outside the LGA		Actual up to daily limit of \$100	\$100 day	<p>Expenses in this category may include:</p> <ul style="list-style-type: none"> Reasonable telephone, facsimile or internet usage related to Council business Parking Tolls Laundry Refreshments Any optional activity in a conference program (but excluding any pre or post conference activities) <p>Expenses not reimbursed in this category</p> <ul style="list-style-type: none"> Alcohol not consumed as part of a meal
	Sustenance	Meal	Actual up to daily limit of \$120	Breakfast \$28 Lunch \$40 Dinner \$80	<ul style="list-style-type: none"> Reasonable lunches, dinners and other meals incurred whilst travelling to or from a Conference Other meals during a Conference but not included in registration fees Meals incurred during travel outside the LGA
2.5.4, 2.5.5.2, 2.9.1.1	Accommodation	Accommodation	Actual up to daily limit	1. \$300 per night	1. Capital Cities (e.g. Sydney, Canberra)

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				2. \$250 per night	2. Regional Cities (e.g. Wagga, Wollongong)
				3. \$200 per night	3. Country
2.5.4, 2.5.5.3, 2.8, 2.9, 2.10	Travel	Air Travel	Economy	Actual within reason	Travel arrangements must be approved by the Mayor
		Rail Travel		Actual within reason	
		Taxi		Actual within reason	
		Bus		Actual within reason	
		Parking		Actual within reason	
		Road Tolls, Parking	Actual up to daily limit	Up to \$100 per day	
2.8.2	Use of Private Motor Vehicle	Payment	Per km allowance	Claim as per km allowance as set by LG State Award at date of travel	Only of Council vehicle not otherwise available
		Road Tolls, Parking	Actual up to daily limit	Up to \$100 per day	
2.16	Care and Other Related Expenses		Actual up to annual limit	\$2,000 per annum per Councillor	
2.12	Legal Assistance for Mayor and Councillors		Cost of Service	As determined by Council Resolution	
2.15	Spouse & Partner Expenses		Actual		

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3.4.1, 3.4.2 & 3.4.3	Mayoral Vehicle		Actual		Same level as General Manager
3.4.6	Mayoral Corporate Credit Card		Actual	\$5,000 per month	

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APPENDIX E

Assessment of Motor Vehicle amount for Mayor

An assessment of the annual cost of providing a Mayoral vehicle was conducted by the Fleet Services Manager in 2008. This assessment concluded the annual cost to Council of providing this type of vehicle is \$20,000 per annum and the initial amount of \$15,000 factors in a calculation of 75% Council use and 25% private use in accordance with Section 252(2) of the Act.

If the private use of the Mayor's vehicle exceeds 25% of the total usage of the vehicle the Mayor is required to report this to the General Manger in accordance with Clause 1.10 of this policy and the Mayor will be charged the difference accordingly.

The method of doing this will be via a log book (per Section 2.3.1B) maintained by the Mayor for a 12 week period within the first 12 months of being elected into the role of Mayor.

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APPENDIX F -

	Payment of Mayor attendance at Council and non-Council Dinners, Functions and Events	Payment of Councillors attendance at Council Dinners, Functions and Events	Payment of Councillors attendance at non-Council Dinners, Functions and Events	Attendance at non-Council Dinners, Functions and Events to be determined on an individual basis by the Mayor and General Manager	Attendance at non-Council Dinners, Functions and Events to be determined via report to the Ordinary Meeting of Council
Council Dinners, Functions and Events (includes Council Committee events) (Examples - FOG Italian Long Table Dinner, Australia Day, Freeman of the City Dinners, Facility Gala Events)	✓	✓			
Events which have been part-funded or part-sponsored by Council (Examples - Cycle Club Dinner, Inland Tourism Awards Dinner)	✓		✓		
Annual events organised by local Service Clubs, Not-for-Profit organisations, schools, charities (Example - Changeover Dinners, Don Mackay Churchill Fellowship, Salami Festival, Abruzzo Luncheon, School Presentations Days/Nights)	✓				
Other events organised by local Service Clubs, Not-for-Profit organisations, Schools, Charities (Examples - Charter Nights)	✓			✓	
Events Councillors are invited to outside of the Griffith LGA (Examples - Sir John Monash Dinner Jerilderie, SIRENS Fundraising Events)	✓			✓	

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Official openings of local landmarks and facilities (Sikh Temple, Monument Unveilings)	✓		✓		
Political Party Fundraising Events					

CLAUSE	CL06
TITLE	Council Sponsored Scholarships
FROM	Neil Southorn, Director Sustainable Development
TRIM REF	15/44524

SUMMARY

At the Ordinary Meeting of Council on 26 May 2015, the matter of a scholarship to support a cadet journalist in Griffith was raised and referred to SMT for consideration. This report summarises options available to Council and recommends Griffith City Council consider a wider scope for scholarships and a suitable funding allocation in future budgets.

RECOMMENDATION

- (a) Council consider a funding allocation of \$1,000 in the 2016/17 budget process for a University scholarship program.**
- (b) Council's Communities Committee be requested to nominate the criteria upon which scholarships might be awarded, including eligibility, types of courses and any particular conditions that might apply.**

REPORT

Following discussion at Council of the withdrawal of journalism services from Griffith, the possibility of sponsoring a scholarship for a tertiary student of journalism on condition that the person remain in Griffith was canvassed and referred to Senior Management Team for consideration. Discussion at the Council meeting suggests an amount of \$1,000 would be suitable.

This initiative would complement Council's desire to enhance higher education opportunities for the citizens of Griffith, amply demonstrated by the existing relationships between Council, NSW TAFE Riverina Institute, Charles Sturt and Deakin Universities and the business community. A scholarship program would also compliment Council's support of sporting achievement.

Council provides the Cedric Hoare Scholarship to the value of \$10,500 per annum specifically for the position of Trainee Development Engineer. Whilst this is a critical skill area for the organisation, it targets the employment need of Council and this does not contribute a substantial philanthropic purpose on behalf of the community. Should Council adopt the recommendation the intent would be for any member of the community to be able to apply for a scholarship. Given there is a level of education assistance already provided by Griffith City Council to its employees, it seems appropriate that Council employees not be eligible for a further scholarship.

Between 2005 and 2014, Council provided assistance under the Bush Bursary program (NSW Rural Doctors Network) to the value of \$3,000 p.a. by arranging two week placements and support activities for students. In recent years, some Universities have located their own support services in Griffith, and Council staff found it increasingly difficult and time consuming to arrange placements and provide out of hours support.

After a review of the effectiveness of the program in retaining doctors in Griffith, the current position of Council is to allocate support under the Community Grant Program. A similar approach is recommended for requests made by the University of Wollongong Graduate Medical Student Support Program. Council has also provided funding assistance in the past to the Community Education Foundation to assist Griffith students in need to attend University or TAFE. Griffith Soroptimists provide a \$1,500 scholarship to a female student who lives in Griffith and is heading to full time tertiary studies.

Journalism was initially discussed by Councillors as a candidate course for a scholarship to help maintain a media reporting presence in Griffith. Whilst Council could support a scholarship in Journalism, there may be other professions equally deserving and equally important professions to building community capacity, such as teaching, medicine, nursing, young and aged person care and other related health care professions, or the Arts. Further, it is not certain that the employer of the Journalist would decide to locate that person in Griffith.

Whilst CSU remains an important host for students from Griffith entering University, many Griffith residents choose to study at or through many other reputable institutions.

The size of the scholarship will also need to be considered, sufficient to meet the purpose of retaining a professional journalist in Griffith but with reasonable budget implications. The CSU web site lists all scholarships available to their students. Local Government is a regular provider. A summary is provided in the following table.

Council	CSU scholarship amount
Bathurst, Berrigan, Moree Plains, Wagga	\$5,000
Bland, Carrathool, Cowra, Gundagai, Junee	\$3,000
Dubbo	\$2,000
Temora	\$1,500

In addition, CSU students can access the Casella Family Wines Health Science or Travel Scholarships, valued at \$10,000 each as part of a significantly larger pool of scholarship funding provided by Casella Family Wines, and students of Journalism can access a variety of course specific scholarships ranging from \$2,500 to \$10,000. Service Clubs in a number of localities, and an occasional sporting club, also provide scholarships to CSU students.

It is recommended Griffith City Council make reasonable funding available toward the concept of a Council funded University scholarship program, and the matter be referred to Council's Communities Committee for further consideration of the terms and conditions of the program. Factors for consideration include:

- the duration of residency of an applicant to be eligible for a scholarship
- the duration a successful recipient needs to work in Griffith (if at all)
- the extent to which the financial circumstances of an applicant are needing of Council support
- the type of course that would return a contribution to the community
- the requirement to demonstrate success in the course

OPTIONS

Option 1

As per recommendation.

Option 2

- (a) Council consider a funding allocation of \$1,000 in the 2016/17 budget process for a University journalism scholarship program.
- (b) Council's Communities Committee be requested to nominate the criteria upon which scholarships might be awarded, including eligibility, types of courses and any particular conditions that might apply.

Option 3

Council could retain the existing situation and focus only on the Cedric Hoare Scholarship.

POLICY IMPLICATIONS

There is no Policy that might provide guidance on these options.

FINANCIAL IMPLICATIONS

An amount of \$1,000 p.a. has been suggested as a possible funding commitment to a University scholarship program, but this is a relatively small amount compared to other Council general purpose scholarships.

It is also possible that some Universities would consider providing matching bursaries to add to the Council contribution, and philanthropic organisations or individuals might do the same. It is recommended these options be investigated.

LEGAL/STATUTORY IMPLICATIONS

Nil

ENVIRONMENTAL IMPLICATIONS

Nil

COMMUNITY IMPLICATIONS

Providing scholarships to members of the Griffith community would be supported by the community.

LINK TO STRATEGIC PLAN

This item links to Council's Strategic Plan items:

C3 - Mentor and support potential leaders from diverse backgrounds and age groups to ensure adequate community representation.

C6 - To partner with organisations to facilitate the delivery of required services to the Griffith community.

CONSULTATION

Senior Management Team

ATTACHMENTS

Nil

CLAUSE	CL07
TITLE	Review of Developer Charges for Multi Dwelling Residential Development
FROM	Neil Southorn, Director Sustainable Development
TRIM REF	15/44907

SUMMARY

Council has requested a report detailing the section 64 (water and sewer) development charges applied to multi dwelling residential development in Griffith.

RECOMMENDATION

Council retain the current section 64 charges required under Council's Development Servicing Plan.

REPORT

By way of background, Council requires developers to make a monetary contribution toward essential infrastructure as a condition of consent for any new development. Councils are given the power to require these contributions under section 94 of the Environmental Planning and Assessment Act and section 64 of the Local Government Act (which cross references section 306 of the Water Management Act).

Council has the Local Economic Assistance Program in place which rebates the section 94A levy, valued at 1% of the cost of the development, for development completed before 30 June 2016. The section 94A levy is spent on infrastructure such as roads, open space and community facilities. This levy cannot be used to pay for water and sewer infrastructure, but these costs can be recovered through a section 64 contribution. The amount of the section 64 contribution is calculated on the size of the development (as measured by Equivalent Tenements, ET), the total cost to be recovered and the number of tenements the cost is to be spread over.

This report was called for because representations have been made to Councillors that the section 64 charges are considered too high where multiple dwellings are constructed on a single allotment. It is claimed these charges are discouraging infill development in parts of the City. Section 64 charges are paid at the time of the creation of new lots following subdivision of land, however additional section 64 charges are required when additional dwellings are built on a lot. It is these additional charges that clarification and justification was sought. More recently, developers have asked if relief from section 64 charges can be provided to reduce the cost of development in Griffith.

In comparing section 94A to section 64 charges, Council was prepared to rebate the section 94A levy because there is no direct nexus between the amount of the levy and the infrastructure the monies raised is to be spent. There is however a direct nexus between the cost of water and sewer infrastructure and the section 64 contributions and the demand for infrastructure generated by development. Further, the Water Management Act requires that the section 64 contribution should reflect the true cost of the works that are the subject of the contribution, as described in Council's Development Servicing Plan.

It is therefore unclear whether an arbitrary discount or a rebate scheme equivalent to that applied to the section 94A levy can be applied.

In calculating the section 64 contribution for additional dwellings on a lot, Council already uses lesser values than for the first dwelling on the lot, as shown in Table 1 below.

Table 1: Standard ET Figures - Residential User Categories

CATEGORY	STANDARD UNIT	SUGGESTED VALUES	
		WATER ET	SEWER ET
Single Residential Lots (House)			
Standard Residential Lot (450m ² - 2000m ²)	Lot	1.00	1.00
Small Residential Lot (< 450m2)	Lot	Use Units	
Large Residential Lot (> 2000m2)	Lot	1.20	1.00
Multi-Residential Lots (Medium Density 1 - 2 Storey)			
Dual Occ - 1 bedroom	Dwelling	Use Units for Lot Size of < 450m2 / dwelling or Standard Residential Lot for Lot Size > or = 450m2 / dwelling	
Dual Occ - 2 bedroom	Dwelling		
Dual Occ - 3 bedroom (or more)	Dwelling		
Duplex - 1 bedroom	Dwelling		
Duplex - 2 bedroom	Dwelling		
Duplex - 3 bedroom (or more)	Dwelling		
Units - 1 bedroom	Dwelling	0.40	0.50
Units - 2 bedroom	Dwelling	0.60	0.75
Units - 3 bedroom (or more)	Dwelling	0.80	1.00
Multi-Residential Lots (High Density)			
Multi Storey Apartments (1 bedroom)	Dwelling	0.33	0.50
Multi Storey Apartments (2 bedroom)	Dwelling	0.50	0.75
Multi Storey Apartments (3 or more bedroom)	Dwelling	0.67	1.00

Notes

1 Standard ET = Town Water Usage of 230 kL/a & Sewage Loading of 140 kL/a

Developers have also occasionally claimed that Griffith section 64 charges are higher than in nearby local government areas. A comparison with other Councils can be found in Attachments A and B. The charges for Griffith are in the mid range of Council's surveyed.

Currently Council requires developers to make a water allocation to Council as a condition of consent. Griffith City Council is currently exploring opportunities through the State Government to have local water utility trading rules reviewed to enable Councils to temporarily trade water. Should this application be successful, Council may wish to re-examine the basis on which it levies developers in terms of water allocations.

OPTIONS

- (a) As recommended, Council retain the current section 64 charges.
- (b) Should Council receive approval from NSW Department Primary Industries – Water, to temporarily trade part of the City water supply, Council reconsider its policy with respect to levying a water allocation from developers.

POLICY IMPLICATIONS

Section 64 charges are determined under Council's Development Servicing Plan, adopted by Council in August 2012. (Refer to Attachment c)

FINANCIAL IMPLICATIONS

Council's current section 64 contributions have been set to reflect the infrastructure requirements of the City into the future as detailed in the long term infrastructure plan for Water and Sewer. Any reduction of the current section 64 charges will have a detrimental effect on the Council's ability to fund ongoing capital works in the Water and Sewer funds.

LEGAL/STATUTORY IMPLICATIONS

The power to require section 64 charges is provided under the Local Government Act and the methods by which they are calculated are prescribed under the Water Management Act. This Act prohibits a Council from applying a discount to the section 64 charge. Refer to the [WATER MANAGEMENT ACT 2000 - SECT 306 3\(b.\)](#)

Should Council wish to subsidise the cost of development this cannot be done by way of discount on the section 64 charge.

ENVIRONMENTAL IMPLICATIONS

The cost to provide water and sewer services is partly to address environmental impacts of those services.

COMMUNITY IMPLICATIONS

Whilst the community expects Council to support economic development, there is also an expectation by the community that Council's costs in providing infrastructure will be recovered and the costs of development not be subsidised.

LINK TO STRATEGIC PLAN

This item links to Council's Strategic Plan items:

C1- Provide clear and transparent communication to the local community on matters in which it is concerned.

L2 - Provide, maintain and monitor safe assets, facilities and services.

E6 - To minimise the environmental, social and financial costs of new development.

E9 - To plan effectively and consider health issues within planning sustainable development frameworks.

D6 - Develop policies that encourage sustainable growth.

CONSULTATION

Senior Management Team

ATTACHMENTS

- | | | |
|-----|--|-----|
| (a) | Comparison of Various Councils Water section 64 charges | 111 |
| (b) | Comparison of Various Councils Sewer section 64 charges | 114 |
| (c) | Council Reports 14 August 2012 and 27 November 2012 - Adoption of Development Servicing Plan Water and Sewerage (Under separate cover) | |

Comparison of Council Water & Sewerage Charges 2014 - 15**Ranking of Water Section 64 Charges**

<u>RANKING</u> Lowest Price to Highest	TOWNS IN & SIMILAR TO GROUP 4 COUNCILS FOR NSW	SECTION 64 CHARGES WATER \$
1	Leeton - Not in Group 4 Council	1,471
2	Narrandera - Not in Group 4 Council	1,752
3	Lithgow	2,800
4	Lismore	2,910
5	Albury	3,000
6	Goulburn Mulwaree	3,366
7	Byron Shire	3,378
8	Ballina	3,450
9	Cowra - Not in Group 4 Council	3,591
10	Deniliquin	3,855
11	Bathurst - Not in Group 4 Council	3,901
12	Queanbeyan	4,085
13	Tamworth	4,626

RANKING Lowest Price to Highest	TOWNS IN & SIMILAR TO GROUP 4 COUNCILS FOR NSW	SECTION 64 CHARGES WATER \$
14	Riverina Water/ Wagga Council	4,800
15	Bathurst Regional	5,102
16	Clarence Valley	5,120
17	Griffith City Council	5,158
18	Singleton	5,230
19	Armidale Dumaresq	5,469
20	Dubbo	5,499
21	Wingecarribee	6,380
22	Forbes - Not in Group 4 Council	6,624
23	Moree Plains - Not in Group 4 Council	6,650
24	Orange	7,325
25	Bega Valley	7,905
26	Mid-Western Regional	8,250

RANKING Lowest Price to Highest	TOWNS IN & SIMILAR TO GROUP 4 COUNCILS FOR NSW	SECTION 64 CHARGES WATER \$
27	Mudgee - Not in Group 4 Council	8,250
28	Richmond Valley	8,253
29	Kempsey	9,298
30	Parkes - Not in Group 4 Council	11,300
31	Eurobodalla	11,585
32	Golden Fields - (Temora) - Not in Group 4 Council	N/a
33	Broken Hill	N/a
34	Cessnock	N/a
35	Great Lakes	N/a
36	Greater Taree	N/a
37	Kiama	N/a
38	Port Stephens	N/a
39	Shellharbour	N/a

Comparison of Council Water & Sewerage Charges 2014 - 15**Ranking of Sewer Section 64 Charges**

RANKING Lowest Price to Highest	TOWNS IN & SIMILAR TO GROUP 4 COUNCILS FOR NSW	SECTION 64 CHARGES SEWERAGE \$
1	Forbes - Not in Group 4 Council	407
2	Leeton - Not in Group 4 Council	1,437
3	Tamworth	1,927
4	Lithgow	2,300
5	Bathurst - Not in Group 4 Council	2,485
6	Singleton	3,140
7	Parkes - Not in Group 4 Council	3,345
8	Riverina Water/ Wagga Council	3,538
9	Griffith City Council	3,616
10	Mudgee - Not in Group 4 Council	3,767
11	Mid-Western Regional	3,767
12	Queanbeyan	3,875
13	Albury	4,000

RANKING Lowest Price to Highest	TOWNS IN & SIMILAR TO GROUP 4 COUNCILS FOR NSW	SECTION 64 CHARGES SEWERAGE \$
14	Goulburn Mulwaree	4,473
15	Orange	4,498
16	Moree Plains - Not in Group 4 Council	4,669
17	Deniliquin	4,820
18	Armidale Dumaresq	4,870
19	Bathurst Regional	4,965
20	Clarence Valley	5,120
21	Cowra - Not in Group 4 Council	5,361
22	Dubbo	5,449
23	Ballina	7,671
24	Kempsey	7,844
25	Richmond Valley	8,000
26	Wingecarribee	8,120
27	Eurobodalla	10,080

RANKING Lowest Price to Highest	TOWNS IN & SIMILAR TO GROUP 4 COUNCILS FOR NSW	SECTION 64 CHARGES SEWERAGE \$
28	Lismore	10,330
29	Bega Valley	11,067
30	Byron Shire	12,583
31	Narrandera - Not in Group 4 Council	POA
32	Golden Fields - (Temora) - Not in Group 4 Council	N/a
33	Broken Hill	N/a
34	Cessnock	N/a
35	Great Lakes	N/a
36	Greater Taree	N/a
37	Kiama	N/a
38	Port Stephens	N/a
39	Shellharbour	N/a

CLAUSE	CL08
TITLE	Griffith Carols by Candlelight Funding Request
FROM	Brett Stonestreet, General Manager
TRIM REF	15/48250

SUMMARY

Council has been approached by the Griffith Carols by Candlelight Committee for an increase in the annual funding commitment provided by Griffith City Council in order to secure the long term future of this important community event.

If Council supports this request, the annual contribution required would be \$5,000 (adjusted for annual CPI increases). Council currently has a recurrent budget of \$1,500 to support the Carols by Candlelight event.

RECOMMENDATION

- (a) Council increase the Carols by Candlelight budget for 2015/16 from \$1,500 to \$5,000.**
- (b) Council approve an annual budget of \$5,000 (adjusted annually for CPI increases) to support the Carols by Candlelight event from 2016/17, subject to Council's ongoing annual budget approval process.**
- (c) That the Carols by Candlelight Committee provide a report to Council by 28 February annually that includes;**
 - 1. A summary of how that year's event performed, and**
 - 2. An expenditure and income statement for the event**

REPORT

Griffith Carols by Candlelight is a long standing community event in Griffith and is now in its 31st year of being held. With audiences of between 3,000 and 5,000 each year it is recognised as one of the major community events occurring in Griffith annually.

Carols by Candlelight is run by a group of volunteers with the Griffith Combined Churches Association auspicing the event on behalf of the Committee. As with many community run events, funding is an issue and whilst the Committee do receive sponsorships and donations, these funds are insufficient to guarantee the longer term survival of the event.

The Committee have prepared a proposal for Council's consideration to increase its annual budgeted commitment to support the Carols by Candlelight into the future and this is attached to the report for Councillors information.

It is further recommended that the Carols by Candlelight Committee provide a brief report at the conclusion of each year's event to update Council on the key aspects and a breakdown of all expenditure and income so that Council can review and determine each subsequent years' funding allocation.

OPTIONS

1. As per the printed recommendation.
2. Council can decline the request and retain the current level of funding.
3. Another resolution of Council.

POLICY IMPLICATIONS

Not Applicable

FINANCIAL IMPLICATIONS

In isolation, the increase of \$3,500 annually is not considered to be of a material nature nor would it result in any negative impact on other funded programs in current or future budgets, however Council would need to consider any other similar funding requests from other community bodies which may result in additional budgetary pressure on Councils performance in the future.

LEGAL/STATUTORY IMPLICATIONS

Not Applicable

ENVIRONMENTAL IMPLICATIONS

Not Applicable

COMMUNITY IMPLICATIONS

Council's support for this popular community event would be viewed favourably by most of the Griffith community.

LINK TO STRATEGIC PLAN

This item links to Council's Strategic Plan item L8 - Acknowledge and be responsive to issues which have an impact upon the community's wellbeing and harmony.

CONSULTATION

Senior Management Team

ATTACHMENTS

- | | |
|--|-----|
| (a) Carols by Candlelight Funding Proposal | 119 |
|--|-----|

GRIFFITH CAROLS BY CANDLELIGHT

Proposal to
Griffith City Council
June 2015



Griffith Carols by Candlelight | 2015



PURPOSE

To ensure the future of Griffith Carols by Candlelight by securing an annual budget from Griffith City Council to supplement the donation and sponsorship income.

BACKGROUND

Griffith Carols by Candlelight is in its 31st year.

Approximately 3500-5000 people from a wide range of backgrounds attend Carols each year.

Griffith Carols by Candlelight has become a family Christmas tradition for more than twenty percent of Griffith ratepayers. This demonstrates tremendous community support.

No other evening event attracts such a large proportion of the local population.

Over 200 local and visiting artists perform each year.

Griffith Carols prides itself in excellence.

Griffith Carols draws people from surrounding towns.



THE CURRENT SITUATION



Griffith Carols by Candlelight is run by a committee of volunteers from the community. The Griffith Combined Churches Association auspice the committee and provide the indemnity insurance required.

Griffith Carols by Candlelight is growing each year in attendance numbers, but also in quality and size of production. Simultaneously and due to a tightening fiscal environment, sponsorship money is proving harder to secure.

The future of Griffith Carols by Candlelight depends on securing an annual income from Griffith City Council.

Griffith Carols by Candlelight 2015



SUSTAINABLE SOLUTION NEEDED

The Griffith Carols by Candlelight committee spends many hours applying for grants and seeking local business and individual sponsorship. This will always make up a significant proportion of the budget.

However, this does not cover the expenses incurred. In order to ensure the high standard that the community expects, the remaining costs are covered by Riverina Family Chiropractic Centre (Tim and Jenny Ellis). This is often in excess of \$5000. On top of this Jenny provides between 350 and 500 hours of Creative Direction each year. This is not a sustainable solution.

PROPOSED SOLUTION

We wish to propose that Griffith City Council provide an amount to Griffith Carols by Candlelight each year at the beginning of the financial year. The amount would be \$5000 in 2015 and would increase by the ABS published CPI (weighted average of 8 capital cities) each year following. A review would be conducted in 2020 to reassess the agreement.



Griffith Carols by Candlelight will continue to partner with local businesses and individuals to ensure ongoing sponsorship funding and the provision of in kind goods and services.

Local councils supporting community Carols is common across regional NSW. As an example, we understand that Albury council provides \$60,000 in funds to the Albury Carols by Candlelight event. The \$5,000 we are asking of the Griffith City Council represents terrific value for money by comparison and will ensure that this important community-building event continues.



Griffith Carols by Candlelight 2015

GRIFFITH CITY COUNCIL BENEFITS

1. Griffith Carols by Candlelight meets numerous Council objectives in the **Griffith Strategic Plan: Growing Griffith 2030:**



Core Theme	Objective	Strategy	GRIFFITH CAROLS BY CANDLELIGHT
Love the Lifestyle	L4: Develop arts and cultural opportunities	L4.4: Investigate options to plan and develop facilities and services to meet the needs of the whole community – including young, ageing, low-socio economic and diverse community groups. (Medium term)	Griffith Carols by Candlelight serves the whole Griffith community by providing an all age, multicultural event. The gold coin entry ensures it is affordable for all economic groups. Carols by Candlelight embraces people from all cultural backgrounds by ensuring our performing groups come from a wide cross-section of backgrounds. In past years we have had various Islander choirs, multicultural bands, Dorothy Wade Children, Combined Primary Schools Children's Choir, high school performers and bands, Sing Australia Choir and dancers from all local dance schools.
	L6: Integrate cultural and community groups and address issues faced by minority groups.	L6.6: Promote the social and community benefits of volunteering.	Griffith Carols by Candlelight prides itself in bringing together performers, artists and community groups and schools from a wide range of cultural backgrounds. These groups work together, perform together and support each other. Cultural diversity is celebrated. Minority groups are encouraged to be involved. Folk from SRYSS, St Vincent De Paul and local churches assist by manning the gates and providing security, set up and clean up. Our gold coin donations are passed onto local charities. In 2014 these included Fusion Riverina, St Vincent De Paul, Langunyah House and the Griffith Christmas Lunch.
	L7: Promote, celebrate and build on our cultural diversity and cosmopolitan identity.	L7.1 - Encourage participation in established activities celebrating community diversity.(Short term)	Griffith Carols by Candlelight celebrates diversity by including performers from all backgrounds and welcoming participation from a wide range of community groups.
		L7.3 - Increase and improve promotion of existing arts and cultural events and facilities. (Short term)	Griffith Carols by Candlelight is in its 31 st year. With around 3500-5000 attending each year, this represents a very large proportion of the community. Carols by Candlelight is a well established, well attended institution on the Griffith calendar.
Growing our City	D7: Promote Griffith as a "centre of excellence".	D7.1: Develop and sufficiently resource a cross-organisational marketing and promotion strategy that presents a unified and cohesive image of Griffith. (Short term)	Griffith Carols by Candlelight brings together people from many different organisations to celebrate the Christmas tradition and the end of another year, including: local primary and secondary schools, pre-schools, youth groups, music groups, performing and dance groups, local vendors, older adult groups (Rotary, Lions), church groups from multiple denominations, cultural groups and local individuals.

Griffith Carols by Candlelight | 2015

COMMUNITY SUPPORT FOR GRIFFITH CAROLS BY CANDLELIGHT

A message taken from Griffith City Council Face Book Page:

"Last night we witnessed an amazing, family friendly event that did Griffith proud! The Griffith Carols by Candlelight was produced by a wonderful, hard working group of people who contributed their time and wonderful talents to host a community event that was uplifting, affordable and brought together so many people showing their community spirit. I would ask that Griffith City Council consider sponsoring this event into the future. We have an overwhelming pool of talent in this community that many cities would envy! C'mon Griffith, here is something good and worthwhile! To see people of all ages and nationalities performing and working together was inspiring!" Robyn Hore

Reply from Griffith City Council:

"Good morning Robyn. Thank you for your comment and feedback. Please note that Griffith's Carol by Candlelight event did not receive funding through Council's Community Grant program but has, however, received funding through Council's Community Development Budget. The Carols is a wonderful community event loved by many residents and Council is proud to partner with and support the event! If you have further questions, please contact Council on 6962 8100."

Message from Father Grace:

"The Griffith Carols by Candlelight is a wonderful event for families and people of all denominations and faiths. They come together as one to celebrant the birth of Jesus in an atmosphere of faith, friendship and fun. I believe we should make every effort to build up this event which is one of the highlights of Griffith's social calendar."

Messages from the Community (a sample):



Viki Dalla

"Griffith Carols by Candlelight brings a lot of enjoyment to thousands of Griffith residents. The event really adds to the festive season and showcases some of Griffith's best singing and dancing talent. A great family event that deserves Council's support."



Nik Cal

I have always looked forward to going to the carols as a family. As a child, as a teenager and now as a mother! I love that I can take my children to the carols and see the enjoyment on their faces. This is a time that the whole community comes together."

Griffith Carols by Candlelight | 2015

More Community Messages:



David Griffiths

"For such a massive community event, I thought [Council] would already be a significant financial partner."



Cheryl Peter Wallace

"We have always enjoyed the wonderful family and community atmosphere. The Christmas Carols bring such a magical time and every just get bigger and better. I would personally like to thank the organisers for the fantastic job they do and the endless hours they put in for all our enjoyment."



Judy Callinan

"It's a great community event that is fun and affordable for families. It gives back financially to the local community groups who help our city's most vulnerable."



Grasiela Swindale

"Carols are one of the most important events ever to be held in Griffith. A community united in the spirit of celebration. A community moving forward in bringing life to so many less fortunate in celebrations of Christ. Numbers are growing so we need support to continue this happy and momentous time of year."



Griffith Carols by Candlelight 2015



PROJECTED FINANCES 2015

With Griffith Council support, Carols by Candlelight will be a sustainable, financially viable community event. The current budget is based on figures from 2014.

EXPENSES			
Logistics Management	60 hours @ \$40 ph	\$ 2,400.00	Usually 100-150 hours / Currently Donated
Creative Director	100 hours @ \$40 ph	\$ 4,000.00	Usually 500-600 hours / Currently donated
Stage Hire	Yenda Rotary	\$ 200.00	
Sound and Lighting	Pristine Productions	\$ 6,500.00	
Screen and Live Feed	Pristine Productions	\$ 5,000.00	Maybe up to \$10k
Power Supply	George Duncan Electrician	\$ 250.00	
Children's Gifts		\$ 300.00	
Stage Decoration		\$ 300.00	
Fireworks	Griff's Fireworks	\$ 3,000.00	
Advertising	Area News	\$ 300.00	
Banner	Janet's Designs and Signs	\$ 300.00	
Poster Design and Print	Dobija Print World	\$ 350.00	
Programme Design and Print	Dobija Print World	\$ 2,000.00	
Generator/ Toilet	Griffith City Hire	\$ 350.00	
Video Recording / Promo Production	Titanium Music	\$ 740.00	
Donations to Charity	Fusion	\$ 800.00	
	St Vincent De Paul	\$ 800.00	
	Langunyah House	\$ 1,000.00	
	Christmas Lunch	\$ 300.00	
TOTAL		\$ 28,890.00	

INCOME			
COUNCIL ANNUAL FUNDING SUPPORT	Griffith City Council	\$ 5,000.00	
Donated Event and Creative Management		\$ 6,400.00	
	Takings at the Gate	\$ 2,900.00	
	Candle sales	\$ 700.00	
In Kind	Pristine Productions (in kind)	\$ 2,900.00	
	Dobija Print World (in kind)	\$ 2,000.00	
	George Duncan Electrician	\$ 250.00	
Churches Donations	Griffith Combined Churches As	\$ 1,000.00	
Business Sponsorship	F and RN MCNabb P/L	\$ 500.00	
	Riverina Chiropractic	\$ 2,000.00	Covers the shortfall up to \$5000
	Murrumbidgee Irrigation	\$ 1,000.00	
	Collier Trennery	\$ 1,000.00	
	Featherstone Poultry	\$ 2,000.00	
	Other	\$ 755.00	
Vendor Percentage	Rotary Club Avante	\$ 100.00	
	Mrs Whippy	\$ 135.00	
	Peaches	\$ 100.00	
	Pizza	\$ 150.00	
TOTAL		\$ 28,890.00	

Griffith Carols by Candlelight | 2015

For further information about this proposal please contact:

Jenny Ellis – Event Director

tjellis@inet.net.au

0427 647 767

Deanna Farnell – Creative Director

deannafarnell@gmail.com

0424 044 043

Jo Thorpe – Logistics Management

mattjorthorpe@bigpond.com

0432 184 977



CLAUSE	CL09
TITLE	Customer Focus Review - Mid Term Status Report
FROM	Neil Southorn, Director Sustainable Development
TRIM REF	15/44584

SUMMARY

Council requested that a status report be presented 6 months after adoption of the Customer Focus Review Improvement Strategy.

RECOMMENDATION

Council continue to support the actions from the Customer Focus Improvement Strategy.

REPORT

The Customer Focus Review project was the first of the suite of Best Value service level reviews commissioned by Council in 2014. In February 2015, a Customer Focus Improvement Strategy was adopted by Council, expected to take 12 months to be fully implemented. Many of the targets set in the Improvement Strategy have been established by benchmarking Council's customer service practice with other Councils (Albury, Dubbo, Wagga Wagga, Randwick, Canterbury and Canada Bay). At the time of adoption of the Improvement Strategy, Council requested that a progress report be presented.

Significant progress has been made in establishing a better culture of customer service and providing the tools to deliver and monitor customer service performance, as summarised in Attachment A, with the following highlights.

Much of the focus has been on developing the Customer Service Information Library, a necessary step for the Customer Service Team to move toward the target 80% customer enquiry resolution at first point of contact. The Information Library has been linked to the Customer Request Management system (CRM), which enables the Customer Service Officers to find information and forms quickly and lodge a Customer Request in CRM simultaneously. The Information Library is designed to provide the Customer Service team with the necessary information to satisfy customers without the need to refer the customer to another person.

This has required input by each department of Council to document the most common or highest priority customer enquiries for the Information Library. Whilst significant progress has been made, some gaps remain in the content of the Information Library that have been identified but still need resourcing over the next 6 months.

Currently, CRM does not seamlessly integrate with Council's Record Management System, TRIM. Council has approached its software supplier, Civica, to have CRM fully integrated with TRIM. Until a new software version is available, only certain customer enquiries are being lodged via CRM. One strategy to bridge the gap created by lack of integration of CRM with TRIM would be to allocate additional staff resources to manually create CRMs for all incoming correspondence that requires a customer response.

It is considered premature to allocate additional staff resources especially leading into the Fit for the Future Local Government Reform phase. In the meantime, adjustments to work flows have occurred to minimise the impact.

All staff Position Descriptions for recruitment and annual skill assessments now have customer service criteria. Discussions with Managers and staff teams about the importance of customer service has commenced and training of all staff on the importance of and best practice in customer service will be rolled out in the second half of the year.

Software has been made operational to monitor telephone traffic at Council's Customer Service Centre and the key performance indicators of missed calls and time taken to answer. This has been fully operational since 3 August 2015. At some point in the future Council will upgrade its telephone system to have the ability to monitor all telephones. Even so, the measures now in place represent a significant advance on monitoring customer response times when telephone enquiries are made.

Council has recently joined the NSW Department of Planning and Environment e-Planning initiative which will eventually enable customers to interrogate Council's planning requirements through the Department's web site. The initial focus is on Complying Development via the Department's e-Housing portal. Council has also released a web based version of its Community Directory, designed to provide a better service to customers. Recent changes to Council's policy in regard to credit card payments has paved the way for future purchase of items such as planning certificates on line by customers. It is expected that more customer services will be delivered on line in the future.

The next phase of the Improvement Strategy will also see regular reports on customer service performance for management, including a 'secret shopper' exercise.

OPTIONS

N/A

POLICY IMPLICATIONS

Various customer focus Policies of Council are scheduled for review as part of the Improvement Strategy.

FINANCIAL IMPLICATIONS

Some minor expenses have been incurred or budgeted in providing software and work station and WHS improvements.

LEGAL/STATUTORY IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

COMMUNITY IMPLICATIONS

The purpose of the Customer Focus Review has been to significantly improve the organisations performance in managing customer enquiries and to enhance the reputation of Council in the community.

LINK TO STRATEGIC PLAN

This item links to Council's Strategic Plan items:

C1- Provide clear and transparent communication to the local community on matters in which it is concerned.

C2 - Be well informed about current issues that impact our community.

D1 - Develop Griffith as a centre of choice for trade, business, health, recreation and employment.

D7 - Promote Griffith as a "centre of excellence".

CONSULTATION

Senior Management Team

Customer Service Team Leader

ATTACHMENTS

- | | | |
|-----|--|-----|
| (a) | Customer Focus Improvement Strategy tabulated report to Council 11 August 2015 | 130 |
|-----|--|-----|



Customer Focus Improvement Strategy – Status Summary

N o.	Item	Description and purpose	February 2015 Status	August 2015 Status
	CUSTOMER SERVICE POLICY AND STRUCTURE			
1	Review Council policies relating to customer service and amend as necessary to incorporate outcomes of Customer Focus Review	The current Customer Service Policy refers mostly to dealing with difficult customers and needs review. New policies or policy amendments should be completed before end of 2015.	Not commenced	Commenced with audit of existing Policies
2	Write and publish a Customer Service Charter	To set out the adopted principles of Customer Service the organisation aspires to. Numerous templates to consider.	Scoping commenced	In progress
3	Ensure Customer Focus is enshrined in future Community Strategic Plan	To reinforce the expectation, obligation and accountability for customer service.	Opportunity to revise CSP commencing 2015 for 2016	No further progress expected until end of term process.
4	Revisit Organisation Vision and Mission to incorporate customer focus	When the time is right to revisit these. Based on proposed Customer Charter.	Not commenced.	No further progress.
5	Review Complaints Management Policy	Define and separate complaints from service enquiries, ensuring closure with complainant and with customised reporting to Management.	Not commenced	Audit of existing Policies and practices commenced.

6	Clarify division of responsibilities between CSOs and Departments	Customer Focus Team members to discuss with each Department, defined by Level 3 Managers (similar to Standard Work concept of previous customer service review conducted by O. Roche).	Commenced with Planners but will require a series of discussions.	Initial round of discussions held, focussing on Information Library.
7	Adjustment of position descriptions across the organisation to incorporate customer service KPIs	<p>Template position description now includes customer focus expectations as corporate requirements, as follows:</p> <p><u>Customer and Community Relations</u></p> <ul style="list-style-type: none"> • <i>Ensure an efficient, courteous and professional service to internal and external customers at all times</i> • <i>Present a positive image of Council at all times</i> • <i>Promote a culture of understanding exceeding customer expectations</i> <p>Include 'customer focus' in new staff induction.</p> <p>Performance Appraisal now includes specific criteria for customer service for all positions.</p>	Finalised but will need review of effectiveness and on-going discussion between employees and supervisors	Finalised. Will be reviewed following 2015 round of Skills Assessments.
8	Incorporate expectations into recruitment process	This will follow finalisation of position descriptions. SMT to ensure compliance as recruitment requests proceed for approval.	Finalised	Finalised
9	Review out of hours contact details and processes	To ensure currency of contact details.	To be completed	On-going
10	Review opening hours of front counter	Previous reviews indicated reasonable satisfaction with current 8.15 – 4.00 (but benchmark Councils have counter open later and some operate under standard trading hours 9 - 5). Note: GCC phones open 8 – 5.	Not commenced. Will require data on customer traffic over the course of the day.	Initial data insufficient to warrant any change at this time.
11	Customer Focus Project Team (or equivalent, (such as Department Customer Champions) be retained to assist implementation of Improvement Strategy	It will be necessary to retain momentum arising from adoption of these recommendations.	Not yet scheduled. Will require allocation of staff time.	Not yet scheduled. Focus to date has been on Information Library

12	Customer Focus Project Team report progress to Council at 6 and 12 months	To identify achievements and remaining challenges, and to propose amendments to Council policies relating to customer service.	Not yet scheduled	This 6 month report finalised.
	CUSTOMER SERVICE CULTURE AND IMAGE			
13	Seek customer feedback	Questionnaires at front counter; facebook/web site; regular (but not too often) customer survey (commencing when short term improvements implemented); integrate with broader community satisfaction surveys; include occasional internal customer survey; use COG as a focus group.	Commenced with COG. Requires design of survey instruments.	No new initiatives commenced as yet.
14	Initiate staff climate surveys	Important tool to indicate staff morale (itself a possible indicator of attitude to customers). Needs regular survey schedule (typically every two years).	Quotations sought for 2015/16 budget consideration.	To be implemented 2015/16
15	Customer Service training to all staff	To explain expectations and provide instruction and tools to achieve them.	Not commenced	Not commenced
16	Plain English explanatory notes in official correspondence such as rates notices, DA matters	For each Department to implement. External assistance may be warranted.	Not commenced	Commenced with internal documents within Information Library.
17	Uniform selection for front counter	Purpose is to present a consistent and professional image to customers. Budget is limited so a full uniform will not be achieved in the first year.	Finalised	Finalised
18	Encourage staff exchange	Departmental staff encouraged to spend time in Customer Service and Customer Service Team members encouraged to spend time in Departments and visiting facilities. Designed to create greater two-way understanding. Consider formal secondment options.	Not commenced	Only one exchange so far. Limited by availability of staff and capacity to deploy elsewhere.
19	Department duty officer available	For each organisation unit, a contact person is nominated or a roster is published (by Level 3 Managers) and available to take important calls and messages including during breaks.	In use for certain departments only; to be expanded	Requires further expansion

20	General Manager and senior staff to attend regular public access booth	To add a higher visibility and access by customers and to set an example to staff.	Not commenced	Commenced with first public access session.
21	Participate in National Local Government Customer Service Network	Important tool for benchmarking (including service standards), networking and exploration of improvement options.	Under investigation.	Subscription funded 2015/16
	CUSTOMER SERVICE STANDARDS			
22	Standardised greeting for phone and out of office phone	“Good morning/afternoon, Griffith City Council, this is Name, how may I help you?” Minimum: “Griffith City Council, this is Name”. “Griffith City Council, this is Name, I am not available at the moment, please leave a message/please contact Name on Number for assistance”.	Similar standard has applied in the past but now needs reinforcing. Guide card created and with customer service ready for wider roll out.	To be incorporated into all staff Customer Service training.
23	Name badge worn by all indoor staff when dealing with the public	For consistent professional image and staff identification for customers. First name acceptable for sensitive positions.	In progress. Will need audit of staff requiring badges.	To be incorporated into all staff Customer Service training.
24	Council logo visible for all outdoor staff	In addition to professional image, displays pride in representing Council.	In progress. Will need audit of store clothing.	Still to be confirmed as finalised.
25	Refresh customer service standards, circulate internally as expectation and incorporate into Customer Service Charter	Answer calls in 4 rings; standard greeting; phone message returned within 1 working day; email reply within 1 working day; letter reply within 5 days; interim response required if investigation will take longer; transfer to officer only once; officer receiving call to take message and ensure it is passed on, even if not their job; re-assign enquiries when action officer has planned leave.	In progress; adopted by customer service team, yet to be rolled out across the whole of the organisation.	To be incorporated into all staff Customer Service training.

	CUSTOMER SERVICE SYSTEMS AND PROCESSES			
26	Diligent maintenance of intranet for staff absences	CSO to be advised of all staff absences to enable accurate intranet update.	In progress	Yet to be confirmed as finalised.
27	Diligent notification to CSOs about "What's On", meetings, visitors and other events	CSO to have access to all of these and listed on public web site.	In progress. Investigating options for an electronic "notice board".	No further progress
28	All staff to apply out of office messages (phone and email) and divert calls	Customers need to know that staff they are trying to contact by direct line are not available. Diversion of calls is preferred so customer talks to a person.	In progress. Will become one of the service standards.	To be incorporated into all staff Customer Service training.
29	Front counter signage and front counter queue management	Extendable queue barrier; improved "What's On" notice board.	Queue barrier finalised.	"What's On" notice board still to be completed.
30	Photocopier at front counter area	Will avoid officers leaving front counter area to take copies etc.	Finalised	Finalised
31	Modifications to front counter	In progress with CSO Team and Building Maintenance. Remove central shelving (completed); swipe to exit to main offices; install shelving and cupboards at rear of space; install Council logo on backdrop and consider repainting; install new cash drawers; improve duress alarm/warning; install CCTV; install hands free headsets and wide pc screens. Much of this is related to WHS issues and safer management of incident risk.	In progress; subject to budget. Headsets, new cash drawers and wide screens under trial.	Finalised
32	Install phone software for monitoring call activity and quality	Will enable monitoring of response time and missed calls, and data collection on quantity of phone traffic.	Purchased and configured. Minor debugging required.	Data capture complete. Requires formatting of report
33	Install a procedure or device to capture data on front counter enquiries	There is presently no data on the type, volume or rate of enquiries received over the front counter, therefore no way to ascertain if changes to training or roster are necessary.	Under investigation. Quote received for tablet style data recorder. Will be subject to budget bid.	Subject to budget adjustment 2015/16 if possible

34	Create an Information Library	Constructed to contain searchable first point of contact information. Possibly integrated with CRM, content managed by departments, accessible at CSO work station. Investigate access by the public via Council web site.	Use of CRM piloted. Other systems under investigation.	This has been the major focus to date with most departments engaged. Some gaps remain but reasonable progress. Decision made to use CRM as the platform, now under trial.
35	Central and single location on Council web site for corporate forms	Standard format (plain English terminology required; external assistance to design a good form may be warranted); version control; updated once per fin year; Departments responsible for content. Purpose is to ensure correct use of forms and accurate information collection, reduced down time. Possibly accessible by public.	Audit of forms and formats commenced.	Location of forms on web site under review.
36	Improve the “What’s On” section of Council web site	To enable more effective communication from a common portal. Include meeting details and Council events. Integrate with facility and room bookings.	Options for delivery under discussion.	Further investigation required.
37	Implement a “secret shopper” assessment and reporting system	To be applied progressively to all departments.	Provision made in draft budget but not yet commenced.	Budget made available. To be commenced 2015.
38	Instil better discipline on file management and use of other corporate systems	Currently, time is wasted chasing files not marked out, some files and file parts missing, many records not contained on TRIM. Results in inefficiencies and reduced service to customers.	In progress; with Customer Service at present. Expect require tighter file management protocols and reporting on TRIM use.	Discussion paper presented to SMT.

39	Fine tune CRM to be the tool of choice for customer enquiries	CRM not yet used to its potential. Best way to monitor enquiries and generate performance reports. Majority of customer enquiries currently managed in TRIM and by email need to be conducted via CRM. CRM needs to include a check box that ensures the customer loop is closed ("Has the customer been advised of the outcome of their enquiry?") before CRM can be finalised. Customer to be supplied with CRM reference number. Consider separation of complaints from service requests. Consider separate category for Councillor enquiries. Investigate potential integration with Snap, Send, Solve or similar app.	Commenced. Enquiries currently allocated via TRIM have CRM generated from 9 Feb as a trial. Some additional fine tuning necessary. Customers now provided with CRM reference number.	Trial has demonstrated some structural weaknesses in using CRM and its integration with TRIM. Decision made to await new version of software.
40	Monitoring of CRM responses	Responsibility of Level 3 Managers. CRM reports to be customised to this level.	Facility available in CRM. Report timing and format to be finalised.	No further progress.
41	Fix backlog of drainage diagrams	Legacy issue relating to past failure to retain drainage diagrams on some property files, resulting in some s149 certificates not issued on time.	Some progress made as staff resources become available.	On-going
42	Customer Service performance reports generated monthly and reported to Management, and annually to Council	To ensure trend in performance is monitored, reported and acted upon, including rewarding of outstanding performance.	Not commenced	Commenced with call centre telephone data.

CLAUSE CL10

TITLE Expenses Incurred under Councillors Payment of Expenses and Provision of Facilities Policy (GC-CP-407)

FROM Brett Stonestreet, General Manager

TRIM REF 15/50032

SUMMARY

At the Ordinary Meeting of Council held 9 June 2015, Council resolved as follows:

RESOLVED on the motion of Councillors Lancaster and Neville that:

(a) The General Manager provide a report comparing and itemising expenditure and facilities in the financial year 2011/12 against the budget for the 2015/16 financial years.

(b) The report be presented at or before the Ordinary Meeting of Council reviewing the 'Councillors Payment of Expenses and Provision of Facilities' policy in approximately September 2015.

RECOMMENDATION

For information only.

REPORT

There are several line items in Council's ledger which record expenditure incurred in relation to Councillor Expenses and Provision of Facilities:

Account	2011/2012 Actual \$	2015/2016 Budget \$	Variation +/-	Notes Ref
Conferences / Seminars	6,013	10,500	4,487+	1
Telephone	31,457	10,000	21,457-	2
Printing & Stationery	279	1,000	721+	3
Subscriptions / Licence Fees	35,877	8,700	27,177-	4
Council Functions	3,867	3,060	807-	5
Mayoral Car Operating Expenses	15,366	20,160	4,794+	6
Training / Workshops	486	4,000	3,514	7
IT Equipment	11,497	6,000	5,497-	8
Councillors' Travelling Expenses	\$8,726	\$10,000	\$1,274+	9

Note 1: Conferences / Seminars

The expenditure for conferences and seminars varies from year to year. While there has been an increase in total expenditure from 2011/12 it is considered reasonable.

Note 2: Telephone

In 2011/2012 Councillors were issued with laptops and the data pack fee each month was very high. As present, Councillors are using iPads and the fees are charged are considerably lower.

Note 3: Printing & Stationery

Amount can vary from year to year

Note 4: Subscriptions / Licence Fees

Up to 2014/2015 the LGSA NSW Membership was being paid from this account, but as per request from Manager Executive Services, the membership now falls under Council's Human Resources budget due to it not being relevant as a councillor expense. In 2015/2016 the budget of \$8,700 includes membership for the Australian Local Government Women's Association, Country Mayors Association of NSW, Murray Darling Association and half cost of 'Dashboard' which is a software program as replacement for the councillor portal.

Note 5: Council Functions

Amount can vary from year to year

Note 6: Mayoral Car Operating Expenses

Based on Council's Fleet Manager's estimate for operation of Mayoral vehicle.

Note 7: Training / Workshops

Amount can vary from year to year

Note 8: IT Equipment

In 2011/2012 Council purchased 14 iPads plus accessories for Councillor use. In 2015/2016 we have a budget for 6 replacement iPads (6 already replaced in 2014/2015 financial year).

Note 9: Councillors' Travelling Expenses

Amount can vary from year to year

OPTIONS

This report is for information purposes only.

POLICY IMPLICATIONS

Expenses incurred are in accordance with the 'Councillors Payment of Expenses and Provision of Facilities' policy.

FINANCIAL IMPLICATIONS

Provision is made in Council's Annual Operational Plan (Budget) for these expenses.

LEGAL/STATUTORY IMPLICATIONS

Local Government Act 2003.

ENVIRONMENTAL IMPLICATIONS

Not applicable

COMMUNITY IMPLICATIONS

Not applicable

LINK TO STRATEGIC PLAN

This item links to Council's Strategic Plan item C5 - To provide a governance role in the continuous development of the City of Griffith.

CONSULTATION

Senior Management Team

ATTACHMENTS

Nil

**UTILITIES COMMITTEE
HELD IN COUNCIL CHAMBERS ON
THURSDAY, 16 JULY 2015 COMMENCING AT 1:00 PM**

PRESENT

Councillor Dino Zappacosta (Chair), Councillor Mike Neville, Councillor Paul Rossetto, Russell Rowley (Stakeholder), Virginia Tropeano (Stakeholder).

Quorum = 5

STAFF

Steve Oosthuysen, Senior Engineer – Operations, Waste Operations Manager, John Roser, Environmental Health & Sustainability Coordinator, Fiona de Wit and Minute Secretary, Kathleen Calabria.

1 APOLOGIES

RECOMMENDED on the motion of Councillor Paul Rossetto and Virginia Tropeano that apologies be received from Chris Green and Graham Gordon.

2 CONFIRMATION OF MINUTES

RECOMMENDED on the motion of Councillor Paul Rossetto and Virginia Tropeano that the minutes of the previous meeting held on 26 March 2015, having first been circulated amongst all members, be confirmed.

3 BUSINESS ARISING

3.1 CL10 10.1 John Roser advised that there is a new bin stand available for Yenda to be put in the location advised by the Yenda Progress Association. The Waste Operations Manager will meet with Kay Pellizzer on the 17 July 2015 on-site to discuss location.

4 DECLARATIONS OF INTEREST

Less Than Significant Non-Pecuniary Interests

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

The following Member declared less than significant non-pecuniary interests in the following clauses:

Councillor Rossetto
CL03 Griffith City Council Water Supply Allocation – Temporary Trade
Reason – Murrumbidgee Irrigation Shareholder no significant influence.

5 ITEMS OF BUSINESS

CL01 WATER USAGE, SALES & QUALITY

RECOMMENDED on the motion of Councillor Mike Neville and Councillor Paul Rossetto that the Committee note the information in the report.

CL02 NSW WATER SUPPLY AND SEWERAGE PERFORMANCE MONITORING REPORT FOR 2013-14

RECOMMENDED on the motion of Councillor Paul Rossetto and Russell Rowley that the Utilities Committee note the information contained in this report.

CL03 GRIFFITH CITY COUNCIL WATER SUPPLY ALLOCATION - TEMPORARY TRADE

RECOMMENDED on the motion of Russell Rowley and Virginia Tropeano that the Utilities Committee note the information contained in this report .

CL04 RESOURCE SHARING OPPORTUNITY - ORGANIC WASTE DIVERSION

John Roser advised the report for the above is for a feasibility study to look at viability of green waste and the reuse and landfill will be part of the study. This project is funded through RAMROC at no cost to Council.

RECOMMENDED on the motion of Virginia Tropeano and Councillor Mike Neville that Council support a proposal to resource share with Griffith City and Leeton Shire to conduct a study into the viability of the provision of a green waste kerbside collection service within the Local Government areas.

6 OUTSTANDING ACTION REPORT

Item 1 - Councillor Zappacosta to contact Mr Ron Pike regarding future meeting attendance.

Item 2 – Fiona de Wit (Environmental, Health & Sustainability Coordinator gave a report on illegal dumping and Council's strategy to overcome further illegal dumping.

Item 3 – Fiona de Wit outlined Council's submission for funding to investigate the problems with the blue green algae at Lake Wyangan

7 GENERAL BUSINESS

John Roser advised the Tender for the Waste Transfer Station closed on the 2 July 2015. Five tenders were submitted. An In Committee report will go to Council on the 28 July 2015.

'Tip for Free Day' – John Roser advised the 5th and 6th September will be the next 'Tip for Free' days. Letters to the Community Groups will be sent out. Advertising to go on all three media outlets advising the dates.

Landfill Closure – John Roser explained the Policy regarding use of the tip in wet weather conditions. It is very rare for the tip to be closed due to the non-accessibility to the landfill site as wet conditions can damage the access roads and dangerous to the public. The landfill is always open to Council garbage trucks and commercial garbage trucks.

Councillor Rossetto advised the Yenda Community appreciated the placement of the new sulo bins in Yenda and on the footpath out the front of Sumans Engineering.

Fiona de Wit gave a brief update on the current Illegal Dumping strategy operating highlighting the following points:

- Griffith City Council has an on-going strategy to crack down on illegal dumping activities, this strategy coinciding with the introduction of steeper fines for illegal dumping, recently introduced by the NSW State Government.
- This strategy has initially identified five illegal dumping hotspots including Scenic Hill, one of Griffiths well known areas for illegal dumping. 45 illegal dumping sites on Scenic Hill have been GPS located, mapped, clean-up by GCC staff with 8 tonnes of waste removed to the Tharbogang Waste Management Facility.
- Dumping incidences and offender identification is being activity followed up with successful Clean Up Notices and Penalty Infringement Notices being issued.
- Other activities include operation of camera surveillance, regular monitoring and patrolling, installation of signage (Including notification of fines) and encouragement of local community groups in strategic clean-up of hotspots.
- GCC currently has a NSW EPA funding submission 'Combating Illegal Dumping: Clean up and Prevention Program' in with the EPA requesting approximately \$128,000 to continue the roll out the current illegal dumping strategy.

Fiona de Wit also gave a brief update on the Lake Wyangan & Catchment Management Strategy (LW&CMS) project with the following key points:

- A LW&CMS Project Proposal was submitted to Murrumbidgee Irrigation (MI) in Dec. 2014, and was successfully in receiving \$150,000.00 to undertake and complete the LW&CMS.
- LW&CMS Expression of Interest (EOI) documentation comprising Part A – Project Brief and Part B – EOI was developed, advertised and a successful consultant engaged to undertake and complete this project.
- The purpose of this project is to determine:
 - What are the 'in-lake' algal growth processes and factors and;
 - What is the role of catchment surface runoff and groundwater flows enhancing Blue-Green Algae dominance in Lake Wyangan.
- The successful consultant will be required to:
 - Facilitate Expert Panel Workshops
 - Implement 'In-Lake' Water Quality and Ecological Condition Sampling and Monitoring
 - Deliver Desktop Study and Modelling
 - Deliver Strategy Plan

The successful consultant was in Griffith this week for an initial site inspection and briefing with Griffith City Council and Murrumbidgee Irrigation staff. The first Expert Panel site inspection and workshop is scheduled for mid-August 2015.

8 NEXT MEETING

The next meeting of the Utilities Committee is to be held on Thursday, 15 October 2015 at 1:00 pm.

There being no further business the meeting terminated at 2:23 pm.

Confirmed:

CHAIRPERSON

**BUSINESS DEVELOPMENT AND MAJOR PROJECTS COMMITTEE
HELD IN THE COUNCIL CHAMBERS, GRIFFITH ON
MONDAY, 20 JULY 2015 COMMENCING AT 5:32 PM**

PRESENT

Councillor Doug Curran (Chair), Councillor Anne Napoli, Councillor Paul Rossetto, Councillor Christine Stead, Peter Bonaventura (Stakeholder), Domenic Guglielmino (Community Rep), Bruno Guidolin (Stakeholder), Paul Pierotti (Stakeholder), Paul Snaidero (Community Rep)

Quorum = 5

STAFF

General Manager, Brett Stonestreet; Director Sustainable Development, Neil Southorn; Manager Tourism & Economic Development, Greg Lawrence; Marketing & Promotions Officer, Paige Campbell; Traffic Engineer, Mathew Vitucci and Minute Secretary, Leanne Austin

RECOMMENDED on the motion of Councillors Christine Stead and Paul Rossetto that the Acting Mayor, Councillor Doug Curran, assume the Chair in the absence of Mayor Dal Broi.

1 APOLOGIES

RECOMMENDED on the motion of Councillors Paul Rossetto and Christine Stead that apologies be received from Councillor John Dal Broi, Councillor Leon Thorpe and Allan Bennett.

Mr Guidolin and Mr Guglielmino entered the meeting the time being 5:34 pm.

2 CONFIRMATION OF MINUTES

RECOMMENDED on the motion of Councillors Paul Rossetto and Christine Stead that the minutes of the previous meeting held on 18 May 2015, having first been circulated amongst all members, be confirmed.

3 BUSINESS ARISING

3.1 Griffith City Council Video – Open for Business

Mr Snaidero advised that he had raised three Points of Order in relation to CL01 of the Minutes and requested this be noted.

4 DECLARATIONS OF INTEREST

Less Than Significant Non-Pecuniary Interests

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

Councillor Rossetto

CL05 Residential Land Supply

Reason – Councillor Rossetto has been involved in talks with developer on Calabria Road subdivision. Information exchanged.

Paul Snaidero

CL05 Residential Land Supply

5 ITEMS OF BUSINESS

CL01 TRAFFIC ISSUES - GRIFFITH CBD

The Committee discussed various traffic issues in the Griffith CBD particularly in relation to congestion at the roundabouts. Mr Guidolin requested that Council staff investigate signage at the roundabouts to keep the roundabouts clear.

Mr Vitucci advised this issue could be raised at the next Traffic Committee meeting to discuss signage as the RMS and Police would need to be consulted. Mr Vitucci stated that the RMS had recently advised Council that the RMS is not in favour of installing traffic lights to replace roundabouts as this creates greater potential for more serious incidents.

RECOMMENDED on the motion of Bruno Guidolin and Councillor Paul Rossetto that the roundabouts in Banna Avenue be reviewed with consideration given to signage and road markings (two lanes) and that this issue be reported to the Traffic Committee for determination.

Mr Guglielmino left the meeting at 5:38 pm and returned at 5:39 pm.

Mr Vitucci left the meeting at 5:44 pm.

CL02 APPLICATION FOR MEMBERSHIP - DEVELOPMENT REVIEW PANEL

Mr Southorn advised that following recent advertising for membership of the Development Review Panel (DRP), one application was received. The application did not meet the Terms of Reference for membership as the applicant has prepared and lodged development applications with Council previously.

Councillor Stead requested clarification as to why the application was recommended to be rejected. Mr Southorn advised that applications which do not comply with the Terms of Reference for the Panel raise the potential for a conflict of interest issue. Mr Southorn stated the Committee could recommend to change the Terms of Reference however, presently there is no need to convene the panel. Mr Southorn suggested the Committee or Council could invite people to sit on the panel on an as needs basis.

Mr Stonestreet suggested the Committee could consider utilising members of the Joint Regional Planning Panel (JRPP) when required. Mr Southorn advised the panel would only need to convene in circumstances where a developer is dissatisfied with the Draft Conditions of Consent issued by Council. Mr Pierotti stated his concerns that developers don't have a formal way of objecting to conditions imposed by Council if there are no objections to the application which would result in the application being determined by Council.

Mr Snaidero enquired if there would be a cost incurred by engaging members of the JRPP. Mr Southorn advised that there would be a cost either way as members of the DRP are entitled to remuneration and cost reimbursement. A fee would be charged to the developer in accordance with Council's Revenue Policy to cover at least part of the cost.

Councillor Rossetto stated his concerns regarding confidentiality issues. Mr Southorn responded that Development Application (DA) matters are in the public domain so this would not be an issue.

Mr Pierotti suggested that objections from developers could come to this Committee for consideration then to Council for determination. Mr Southorn explained that the role of the Committee was to consider matters such as policy and guidelines and staff under delegation and the elected Councillors make decisions based on Council policy. Mr Southorn stated his opinion that dealing with developers/proponents in maximising their interests, that might be contrary to the community interest, is not the role of this Committee. It is the Committee's role to advise Council how to foster economic development for the community, not to consider specific DAs as this opens up the potential for conflicts of interest.

Mr Lawrence advised developers can discuss their concerns with him and his staff and issues can often be resolved. Mr Southorn advised there are a relatively small number of disputes.

Councillor Napoli enquired what options does a developer have if they are dissatisfied with the Draft Conditions of Consent. Mr Southorn advised Council could resolve to call for a report on such a matter however an aggrieved proponent could not otherwise request the matter be brought before Council.

Councillor Rossetto requested that Councillors receive a report on DAs considered by the JRPP.

RECOMMENDED on the motion of Councillors Paul Rossetto and Christine Stead that:

- (a) Council thank Mr Woodward for his application to the Development Review Panel but not proceed with an appointment.
- (b) Council leave open the appointment of members to the Development Review Panel until such time as a Panel is required to convene.
- (c) Council utilise members of the Joint Regional Planning Panel when required to provide independent advice in the event of a dispute between a proponent for development and Council in regard to policy or Conditions of Consent for projects of significance.
- (d) Reports to be provided to Councillors regarding Joint Regional Planning Panel deliberations for individual Development Applications as well as overall statistical information regarding the Development Applications reviewed.

CL03 LAKE WYANGAN - STATUS REPORT AND OPTIONS FOR FURTHER DISCUSSION

Mr Southorn outlined ongoing issues with Lake Wyangan in relation to water levels, blue green algae blooms, residential land development, tourist park development, replacement of jetty and toilet block upgrade. Mr Southorn advised extensive consultation of users would be undertaken to assist with planning of future initiatives during the Lake Wyangan and Catchment Management Strategy project.

Mr Bonaventura stated that he has been supporting further development of Lake Wyangan for a number of years however lack of funding was an issue. Mr Bonaventura noted the complexity of driving the project forward as there are a number of users to be considered. Mr Bonaventura stated the lake is under-utilised resource and could increase tourism to the area however water quality and levels are an issue.

Mr Southorn advised a grant is funding investigation into the blue green algal blooms and Council has transferred water into the lake when required to try to alleviate the issue with mixed success on algal levels.

Councillor Rossetto enquired how many megs of water Council had transferred to the lake this year? Mr Southorn advised he would take this on notice and advise the Committee of the exact amount. Councillor Rossetto advised the Committee that Council's excess town water allocation, that cannot be traded, had been utilised to refresh the lake.

Mr Stonestreet advised that the rules that govern water trading currently preclude Council from trading excess town water allocation. Mr Stonestreet stated that if Council could trade its excess water, the money could be utilised to fund projects. The cost of transferring the excess water to the lake is currently around \$5/meg. Mr Pierotti stated his concerns that there is no encouragement for Councils and communities to be efficient with water under the current arrangement.

Councillor Napoli requested that Council investigate allocating some of the excess water back to residents to encourage improvement of the town's appearance by providing water for garden use. Councillor Rossetto suggested that Council consider increasing the base rate volume. Councillor Curran stated that the water still needs to be treated and distributed through the network.

Mr Snaidero enquired if there are any irrigation licences on the lake. Councillor Rossetto advised there were. Mr Southorn advised protocols were set a number of years ago regarding the level of the lake and irrigation licences do not become operative unless the lake is of a certain level and this partly explained the target water level when Council added water.

RECOMMENDED on the motion of Councillor Anne Napoli and Paul Snaidero that a report be presented to the Committee in relation to Council's additional town water allocation.

CL04 RESOURCING ECONOMIC DEVELOPMENT PROJECTS AND ACTIVITIES

Mr Pierotti stated his concerns about the focus of economic development projects and activities and questioned the time spent on grant applications and report writing. Mr Pierotti stated it was important to utilise staff to focus on creating opportunities for people to relocate to Griffith.

Mr Lawrence stated that tourism is also an important element in economic development and job creation and that the economic development team works as a conduit between interested parties and Council.

Mr Stonestreet provided the Committee with an overview of some of the major grant applications Council had recently made application for including the Sustaining Basin Communities funding and Building Stronger Regions funding. Council will be submitting applications for additional rounds of these funding streams but in a more strategic way.

Mr Stonestreet suggested a bimonthly report be presented to the Committee providing a summation of activities undertaken, statistics regarding tourism and economic development, companies met with, forums attended, meetings and such so the Committee can be informed what initiatives are being worked on. Mr Snaidero requested that a status also be included.

CL05 RESIDENTIAL LAND SUPPLY

The Committee considered a report on the status of residential land supply in the Griffith LGA with a focus on the Collina area. Mr Southorn advised staff have been working with landowners and property development companies regarding release of land. Councillor Rossetto stated that there is a lack of large residential lots on the Eastern side of the City.

Mr Southorn advised Pelican Shores had been recently purchased by a developer and a new DA is being prepared. Council is also working with the owners of the former Sunset Waters development regarding a new subdivision proposal.

Mr Southorn advised there are currently seven undeveloped farms in the Collina masterplan and that agents have been approaching the landowners regarding sale of the land with no successful outcomes as yet.

Mr Pierotti enquired if Council is in a position to approach the State Government regarding the release of Crown Land high up on the hill? Mr Southorn advised that Council holds a licence to investigate this land area however it may be the subject of an Aboriginal land claim. Mr Southorn advised that Council staff have offered to revisit the Collina masterplan to look at out of sequence development.

Mr Pierotti requested a report be presented to Council regarding the lack of land on the Eastern side of the City and demand from developers.

Mr Southorn advised he would circulate further information to Committee members in relation to the Crown Land option.

Councillor Rossetto left the meeting the time being 7:17 pm.

CL06 UPDATE STATUS ON THE CULTURAL PRECINCT

Mr Southorn advised the Committee that Council is currently negotiating a 3 year lease with a tenant for The Clock building as per Council's resolution. Future use of the cultural precinct is yet to be determined and staff have not yet undertaken detailed planning. Staff are currently working on a youth cultural precinct incorporating the aquatic centre, skate park and PCYC areas. Councillor Curran advised Council resolved that a masterplan for the cultural precinct would be completed within three years' time.

Mr Pierotti enquired if any extra expense was required by Council to bring the Clock building to the standards required? Mr Southorn advised the lease is on a walk in basis and existing approvals remain for the incoming tenant. Only minor expenditure had been incurred in correcting some maintenance items.

CL07 DISCUSSION ON COUNCIL INFORMATION STREAMS, CONTENT AND CURRENCY OF ISSUES

Mr Snaidero advised that the Economic Development link on Council's web page redirects to a page regarding Noxious Weeds information and that Council needs to ensure information being provided is correct and current.

Mr Pierotti stated the Economic Development area of Council's website could be improved and that consideration should be given to incorporating figures and statistics from the whole region, not just the Griffith LGA as the current statistics are not truly representative of the City's reach.

Mr Pierotti stated that the information provided in Council's submission for the inquiry into regional capitals should be incorporated into the Economic Development web page. Councillor Curran suggested this may be an initiative taken on by the new Economic Development Officer.

CL08 DRAFT GRIFFITH CITY COUNCIL MARKETING PLAN 2015 - 2018

The Committee considered the draft Griffith City Council Marketing Plan 2015-2018. Ms Campbell advised the draft marketing plan is a roadmap for tourism and economic development over the next few years to help grow the economy and attract new residents. Ms Campbell stated that a new Visit Griffith Guide has been distributed using the branding strategy – My Griffith is Your Griffith Too.

Mr Pierotti stated the My Griffith is Your Griffith Too is a good concept but was not in favour of the reference to "little Italy". Mr Pierotti questioned the success of the Taste Riverina event in this area as many local businesses don't become involved in this. Mr Lawrence advised that Taste Riverina is organised by collective of 17 councils through Riverina Regional Tourism and it is a worthwhile initiative that Griffith can promote however it is a challenge to secure participation by local businesses.

Mr Bonaventura stated his concerns that the key objectives of the marketing plan will be unable to be met without appropriate funding. Mr Lawrence stated that a marketing plan is required to apply for funding and that some funds are available through Destination NSW as well as sponsorship proposals.

RECOMMENDED on the motion of Paul Snaidero and Paul Pierotti that the Committee endorse the Draft Griffith City Council Marketing Plan 2015 – 2018.

6 OUTSTANDING ACTION REPORT

RECOMMENDED on the motion of Councillor Anne Napoli and Councillor Christine Stead that the report be noted.

CBD Strategy – Mr Stonestreet advised the Committee that the CBD Strategy was laid on the table by Council pending further investigations regarding funding. Council will discuss this further with the Business Chamber.

Murray Darling Basin Authority - Mr Snaidero requested that a report be brought back to the Committee regarding any progress on this issue. Councillor Curran suggested the Chair of the Build More Dams Committee be invited to attend the next meeting to provide an update.

Councillor Stead left the meeting at 7:42 pm. Ms Campbell left the meeting at 7:44 pm.

7 GENERAL BUSINESS

7.1 Rates following Subdivision Approval

Mr Guglielmino raised the issue where a landowner who had subdivided his property was being charged increased rates following approval of the subdivision. Mr Southorn advised landowners, in this circumstance, are required to be rated but this is at a reduced amount for a period of time.

7.2 Griffith Promotional Video

Mr Stonestreet raised the issue of the Griffith Promotional Video on Councillor Rossetto's behalf. The Committee requested that the video link be provided on Council's website.

RECOMMENDED on the motion of Councillors Paul Rossetto and Anne Napoli that Council prepare a report on the distribution of the Griffith Promotional Video and provide feedback regarding development enquiries, both business and residential, DA approved and enquired but not followed through.

7.3 Draft City Council Marketing Plan

Mr Stonestreet raised the following issue on Councillor Rossetto's behalf.

Councillor Rossetto wished to thank the Tourism Manager and Tourism Committee for the opportunity to have input into Council's Draft City Council Marketing Plan.

7.4 Funding for Regional Air Travel

Mr Stonestreet raised the following issue on Councillor Rossetto's behalf.

Councillor Rossetto requested that the recent funding for regional air travel announcement by Hon Warren Truss be followed up and provided in a report to this Committee with options for allocation.

Mr Stonestreet advised clarification would be sought on this and a report provided to the Committee at the next meeting.

7.5 Sculpture Symposium

Mr Lawrence advised that three sponsors (Flavortech, DeBortoli's and Casella's) have been secured for the Sculpture Symposium so far with another two required. Mr Pierotti advised this could be promoted through the Business Chamber.

8 NEXT MEETING

The next meeting of the Business Development and Major Projects Committee is to be held on Monday, 21 September 2015 at 5:30 pm

There being no further business the meeting terminated at 7:50pm.

Confirmed:

CHAIRPERSON

TITLE Outstanding Action Report

TRIM REF 15/50026

RECOMMENDATION

The report be noted by Council.

ATTACHMENTS

(a)	Outstanding Action Report for the Ordinary Meeting of Council 11 August 2015	152
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Council Meeting Date	Meeting Item	Action Officer	CRM No.	Minute No.		Additional Information
14 July 2015	CL02 GRIFFITH CBD STRATEGY RECOMMENDATIONS FOLLOWING PUBLIC EXHIBITION	PP	14780	15/194	<p>Councillors Dino Zappacosta and Christine Stead MOVED the following MOTION that:</p> <p>(a) The draft Griffith CBD Strategy be adopted with minor edits as per Attachment (a) to this report.</p> <p>(b) Council allocate \$100,000 annually to reserve in relation to the CBD Strategy.</p> <p>RESOLVED on the motion of Councillor Rossetto that the matter LAY ON THE TABLE pending further information to be reported to Council and that the Mayor and General Manager to have discussions with representatives of the business community to explore potential partnership(s) and funding options in delivering actions identified in the draft Griffith CBD Strategy.</p>	<p>16/07/2015: Cr Rossetto to take a concept of exploring a partnership between business and Council to fund projects detailed in the Griffith CBD Strategy to Business Development and Major Projects Committee -</p> <p>20/07/2015: Item laid on the table pending Mayor and GM discussions with business community re possible partnerships /funding sources.</p> <p>03/8/2015: Letter written to Business Chamber inviting Executive to meet with Mayor and GM to discuss Council's resolution.</p>
14 July 2015	CL06 GRIFFITH EASTER PARTY	MTED	14785	15/200	<p>Councillors Dino Zappacosta and Christine Stead MOVED the following MOTION that:</p> <p>(a) Council encourages the La Festa Committee to reconsider its business model & return the event to more like a Community Festival.</p> <p>(b) Council investigate attracting</p>	<p>03/08/2015: Council staff to follow up with La Festa Committee.</p>

Council Meeting Date	Meeting Item	Action Officer	CRM No.	Minute No.		Additional Information
					<p>high profile entertainment events and therefore significant visitors to the region in line with the Promotion, Advertising & Sponsorship of Events Policy, in conjunction with or in addition to the Griffith Easter Party program.</p> <p>RESOLVED on the motion of Councillor Alison Balind that the matter lay on the table pending further information being reported to Council.</p>	
14 July 2015	CC01 239 BANNA AVENUE, GRIFFITH - EXPRESSIONS OF INTEREST TO LEASE THE PREMISES	CPO	14790	15/213	<p>RESOLVED on the motion of Councillors Mike Neville and Christine Stead that:</p> <p>(a) Council accept Submission 1 as described in this report, subject to agreement to terms and conditions of the lease.</p> <p>(b) The Mayor and General Manager be delegated authority to negotiate the lease terms and conditions with the proponents of Submission 1, with a rental in the range noted in this report. Should negotiations fail with the proponents of submission 1 Council be able to enter into negotiations with the proponents of submission 2.</p> <p>(c) Subject to (b), Council enter into a lease agreement with the proponents of Submission 1 (or</p>	24/07/2015: Negotiations with Submission 1 have commenced on agreement to terms and conditions of the proposed leasing of 239 Banna Avenue.

Council Meeting Date	Meeting Item	Action Officer	CRM No.	Minute No.		Additional Information
					<p>Submission 2) for 239 Banna Avenue Griffith, setting out all terms and conditions as negotiated and for a term of 3 years.</p> <p>(d) Council authorise the Mayor and General Manager to execute the lease agreement on behalf of Council under the common seal.</p> <p>(e) A further report including costings be provided to Council for information following execution of the lease.</p>	
23 June 2015	ARDLETHAN TIN MINE REHABILITATION SOLID WASTE LANDFILL PROJECT	DSD	13971	15/174	<p>RESOLVED on the motion of Councillors Napoli and Stead that:</p> <p>(a) Council write to the Department of Planning expressing opposition to the proposed development of the Ardlethan Tin Mine Rehabilitation Solid Waste Landfill Project.</p> <p>(b) Council organise a community meeting regarding the Ardlethan Tin Mine Rehabilitation Solid Waste Landfill Project and invite Ms Renee Doyle to give a presentation. Invitations to be extended to all commodity groups, local associations, farming organisations and a general invitation to all community members.</p>	09/07/2015: Contact has been made with persons to be invited to present to the meeting. Initial tentative date of 15 July cannot be achieved. Meeting date postponed until August, subject to availability of the Mayor.

Council Meeting Date	Meeting Item	Action Officer	CRM No.	Minute No.		Additional Information
					(c) Experts to be invited to speak at the community meeting regarding the effects of Phylloxera, aquifers, fruit fly and other biosecurity issues.	
26 May 2015	MINUTES OF THE FLOODPLAIN MANAGEMENT COMMITTEE MEETING HELD 30 APRIL 2015	DU	13001	15/145	<p>RESOLVED on the motion of Councillors Rossetto and Neville that</p> <p>(a) The recommendations as detailed in the Minutes of the Floodplain Management Committee meeting held on 30 April 2015 be adopted.</p> <p>(b) Griffith City Council write to the Local State Government Member, Mr Adrian Piccoli, MP seeking funding for Council's one third share of the possible reconstruction costs of the EMR given the State Government's involvement in reconfiguring the EMR's flood mitigating operations referred to in the 2014 Griffith Main Drain J & Mirrool Creek Flood Study and Murrumbidgee Irrigation's CEO Mr Peter Borrows letter dated 27 April 2015.</p>	<p>15/06/2015: Workshops being held 16 June 2015 at Griffith, Yoogali and Yenda.</p> <p>22/06/2015: Submissions close 7 July 2015, report presented to the Floodplain Management Committee Meeting in August and a report to be presented to Council September 2015.</p>
26 May 2015	THIRD QUARTER PERFORMANCE REPORT 2014/15 - BUDGET REVIEW AND OPERATIONAL PLAN – CCTV COVERAGE SYMPOSIUM	DSD	12999	15/142	RESOLVED on the motion of Councillors Thorpe and Croce that on the understanding that the 2016 International Sculptures are to be sited at Willow/IOOF/Venetian Park and on the understanding that close and adjacent areas have been the subject	15/06/2015: Scope and cost of CCTV works being investigated.

Council Meeting Date	Meeting Item	Action Officer	CRM No.	Minute No.		Additional Information
	SCULPTURES				of vandalism, we accordingly request Council's Senior Management Team to take action to result in an effective CCTV coverage of each of the sculptures. Such action to include the allocation of required funds for this project.	
28 April 2015	BUSINESS ARISING - QUESTION TIME – COOPER ROAD	WMM	11891		Councillor Rossetto requested that Council obtain a comparative quote for the required works along Cooper Road. The Mayor advised this would be referred to the Senior Management Team with information to be provided to Councillors.	07/05/2015: Rigid Specifications to be drafted to ensure accurate information is provided to potential Quoter/tenderer. Determination required of whether to request quotation or Tender as in excess of the \$150,000 LGD tender requirement. 18/05/2015: Draft Roads Services Review report will propose that Cooper Road construction be released for tender. 20/07/2015: Draft report to be considered at August Transport Committee meeting.
14 April 2015	PROPOSED NEW MECHANICAL WORKSHOP FOR GRIFFITH CITY COUNCIL	PP-UDSP	11363	15/102	RESOLVED on the motion of Councillors Thorpe and Zappacosta that: (a) Council not continue negotiations with Forlico Builders on the scope of the tender because savings obtained were insufficient to meet	24/04/2015: Council is in the process of obtaining new quotes and possible tenders on separate portions of the project. 01/06/2015: Proposed Advertising date - 10 July and closing 31 July.

Council Meeting Date	Meeting Item	Action Officer	CRM No.	Minute No.		Additional Information
					<p>the approved budget for the project.</p> <p>(b) Council authorise the General Manager to negotiate with other persons (whether or not the person was a tenderer) with a view to entering into a contract in relation to the subject matter of the tender, (as per Clause 178 (3) (e) of the Local Government Regulation under the Local Government Act), the reasons being that after conducting a vigorous tender process, it is unlikely any new tenders will be received within Council's allocated budget for the proposed project, and Council's only way of achieving this project within budget is to enter into negotiations with individual contractors.</p> <p>(c) In endorsing above recommendations, note that the Mechanical Services Workshop and Depot Upgrade Working Group meeting minutes of 8 April 2015 be considered adopted.</p>	03/08/2015: Tenders close 6/8/2015.

Council Meeting Date	Meeting Item	Action Officer	CRM No.	Minute No.		Additional Information
14 April 2015	MINUTES OF THE TOURISM AND EVENTS COMMITTEE MEETING 19 MARCH 2015	MTED	11358	15/096-097	<p>RESOLVED on the motion of Councillors Croce and Thorpe that the jetty at the Lake Wyangan camping area be replaced with funding being made available in the 2015/2016 budget.</p> <p>RESOLVED on the motion of Councillors Cox and Stead that a report be presented to Council on the outcomes and benefits to the Griffith Community resulting from the Griffith Easter Party.</p>	<p>4/5/2015: The final design to be considered by the Tourism & Events Committee with budget amendment to apply to a quarterly review of the 2015/16 budget.</p> <p>01/06/2015: Council staff to liaise with the fishing club re design of jetty.</p> <p>01/06/2015: Report on outcomes and benefits scheduled for Council during July.</p> <p>20/07/2015: Application to be submitted to community Building Partnerships to partly fund the jetty in early August 2015.</p> <p>20/07/2015: Matter laid on the table pending annual meeting of La Festa Committee.</p>
24 Feb 2015	GRIFFITH CITY COUNCIL ENTRY FOR THE CITRUS SCULPTURES	GM	9290/2015		Has worked commenced on a Griffith City Council structure for inclusion in the Citrus Sculptures? Mr Stonestreet advised that construction had not commenced as staff suggestions would be checked firstly for compliance with event management guidelines then reported to Council for	<p>09/03/2015: Communications Dept. promoting for staff to submit concept designs.</p> <p>06/03/2015: Submissions close on 10 April 2015.</p> <p>07/04/2015: On close entries will be submitted to Council for</p>

Council Meeting Date	Meeting Item	Action Officer	CRM No.	Minute No.		Additional Information
					decision.	consideration. 01/06/2015: Draft design being completed. 15/06/2015: Design being submitted to Festival of Gardens Committee. 20/07/2015: Design is being worked with Council's Metal Fabricator in conjunction with Trevor Ceccato (representative Citrus Sculpture/FOG).
14 Oct 2014	BUSINESS ARISING - STATUS OF DEVELOPMENT COMPLIANCE, REAL JUICE COMPANY	DSD	6323	0330	Council allow Real Juice three (3) months to comply with the DA conditions in relation to Waste Water Management and suspend further enforcement action against Real Juice with respect to non-compliance with conditions of consent in relation to their waste water management plan during this three (3) month period.	3/11/2014: To be reviewed January 2015. 19/01/2015: Waste water management plan submitted in December 2014. Staff comments returned to Real Juice in December. Awaiting company response. 16/03/2015: Council still waiting for final Waste Management Plan from Real Juice. 18/05/2015: Revised draft concept plan submitted 15/05/2015. 01/06/2015: Council staff met with consultant on 28 May 2015. 20/07/2015: Council final comments submitted to Real

Council Meeting Date	Meeting Item	Action Officer	CRM No.	Minute No.		Additional Information
						Juice 15 June 2015.
8 Apr 2014	REVIEW OF SERVICES - GRIFFITH CITY COUNCIL	GM	2438	0112	<p>(a) Council endorse in principle the 'Review of Council Readiness for Best Value Reviews' Report inclusive of recommendations contained therein, subject to any amendments as determined by Council</p> <p>(b) The General Manager prepare a report for Council's consideration in terms of an implementation plan for the various recommendations referred to in (a) above.</p> <p>(c) (i) Council undertake the Customer Focus Review across the entire organisation commencing in the current financial year (2013/14) and a variation be made to the budget through the March 2014 quarterly review process to undertake this project.</p> <p>(a)(ii) That Blackadder Associates be engaged to assist with this review using Best Value Review Methodology.</p> <p>(d) Council undertake the Roads Design, Construction, Maintenance and Associated Services Best Value Review during the 2014/15 financial year</p>	<p>Expression of Interest for roads design, construction and maintenance has been called. Review to commence March/April following Customer Focus Review.</p> <p>16/03/2015: Reviewer has been appointed.</p> <p>07/04/2015: Council Information Desk will be held monthly (Griffith Central Plaza) commencing Friday 8/05/2015.</p> <p>Community Budget Forum tentative date is Wednesday 13/05/2015.</p> <p>Roads Review – Consultant's first visit to GCC is week commencing Monday 13 April.</p> <p>18/05/2015: Consultants second visit Monday 11 and Tuesday 12 May 2015.</p> <p>01/06/2015: Final visit scheduled for July.</p> <p>20/07/2015: Draft report presented to Transport Committee August 2015.</p> <p>03/08/2015: Meeting postponed to September 2015.</p>

Council Meeting Date	Meeting Item	Action Officer	CRM No.	Minute No.		Additional Information
					<p>and that provision be made in Council's draft 2014/15 budget (Operational Plan) for this purpose.</p> <p>(e) As a matter of Policy, Council undertake the Customer Focus Review and Roads - Design, Construction, Maintenance and Associated Services Review with the objective of achieving best practice. These two reviews will not result in outsourcing of these services provided performance is better or comparable to DLG benchmarks.</p>	