



## Ordinary Meeting

# BUSINESS PAPER

**Tuesday, 27 October 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](http://www.griffith.nsw.gov.au) Email: [admin@griffith.nsw.gov.au](mailto: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

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## MEMBERS OF THE PUBLIC CAN ADDRESS COUNCIL IN THE FOLLOWING WAYS

Council generally meets every second and fourth Tuesday of the month at 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](mailto: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	Brett Stonestreet
Manager Executive Services	Shireen Donaldson
Public Officer/Right to Information Officer	Shireen Donaldson
Director Business, Cultural & Financial Services	Max Turner
Director Infrastructure and Operations	Dallas Bibby
Director Sustainable Development	Neil Southorn
Director Utilities	Graham Gordon

## Executive Services

Governance Coordinator	Wendy Krzus
Compliance Coordinator	Michael Toohey
HR & Risk Manager	Bron Glover
Training & Recruitment Manager	Nick DeMartin

## Business, Cultural & Financial Services

Finance Manager	Vanessa Edwards
Asset Management Coordinator	Andrew Keith
Library Manager	Christine Del Gigante
Library Manager	Pam Young
Griffith Regional Theatre & Art Gallery Manager	Sarah Boon
Leisure Services Manager	Alan Anderson
Data Information Officer	Wendy Vaccari

## Infrastructure & Operations

Works Manager - Maintenance	Manjit Chugha
Works Manager - Construction	Shree Shrestha
Parks & Gardens Manager	Peter Craig
Airport Coordinator	Bob Campbell
Fleet & Depot Manager	Steve Croxon

## Sustainable Development

Planning & Environment Manager	Carel Potgieter
Coordinator Landuse Planning and Compliance	Kelly McNicol
Senior Development Assessment Planner	Stephen Parisotto
Development Assessment Planner	Linden Foster
Principal Planner	Pete Badenhorst
Project Planner	Nathan Farnell
Environment, Health & Sustainability Coordinator	Fiona de Wit
Environment Planner	Joanne Tarbit
Corporate Property Officer	Daphne Bruce
Tourism & Economic Development Manager	Greg Lawrence
Building Certification Coordinator	Vacant

## Utilities

Engineering Design & Approvals Manager	Joe Rizzo
Waste Operations Manager	John Roser
Senior W&S Engineer – Operations	Steven Oosthuysen

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**ORDINARY MEETING OF GRIFFITH CITY COUNCIL  
TO BE HELD IN GRIFFITH CITY COUNCIL CHAMBERS  
1 BENEREMBAH STREET, GRIFFITH NSW 2680 ON  
TUESDAY, 27 OCTOBER 2015 AT 7:00 PM**

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### 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, 27 October 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
  - 7 Mayoral Minutes
  - 8 General Manager's Report
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- |      |     |   |
|------|-----|---|
| CL01 | p16 | DA 107/2015 - Livestock Intensive Industry (Poultry Production Facility)                        |
| CL02 | p40 | Rural Residential Lands Review  |
| CL03 | p46 | Annual Closure of Administrative Office and Council Facilities Christmas and New Year 2015-16   |
| CL04 | p50 | Assignment of Licence Agreement from Peta Frances Wilson to Melissa Sosso - Area 31 Dalton Park |

- CL05            p55        Surrender of Licence Agreement by Baptist Churches of New South Wales Property Trust and New Licence Agreement with Alternative Provider Over Part Lot 4 DP 864407 - Kookora Street, Griffith
- 9            Information Reports
- 10          Adoption of Committee Minutes
- p143       Minutes of the Festival of Gardens Committee Meeting held on 8 October 2015
- p147       Minutes of the Transport Committee Meeting held on 12 October 2015
- p150       Minutes of the Environment and Sustainability Committee Meeting held on 13 October 2015
- 11          Business with Notice – Rescission Motions
- 12          Business with Notice – Other Motions
- 13          Councillor Question Time
- 14          Outstanding Action Report
- p161       Outstanding Action Report
- 15          Matters to be dealt with by Closed Council

**Brett Stonestreet**

**GENERAL MANAGER**

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**ORDINARY MEETING OF GRIFFITH CITY COUNCIL  
HELD IN GRIFFITH CITY COUNCIL CHAMBERS  
1 BENEREMBAH STREET, GRIFFITH NSW 2680 ON  
TUESDAY, 13 OCTOBER 2015 COMMENCING AT 7:01 PM**

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## **PRESENT**

Acting Mayor, Doug Curran in the Chair; Councillors, Alison Balind, Patricia Cox, Simon Croce, Bill Lancaster, Anne Napoli, Mike Neville, Paul Rossetto, Leon Thorpe and Dino Zappacosta

## **STAFF**

Director Sustainable Development, Neil Southorn, Director Infrastructure & Operations, Dallas Bibby, Manager Executive Services, Shireen Donaldson, Director Utilities, Graham Gordon, Director Business, Cultural & Financial Services, Max Turner and Minute Secretary, Naomi Brugger

## **MEDIA**

Stephen Mudd, The Area News

## **1 COUNCIL PRAYER AND ACKNOWLEDGEMENT OF COUNTRY**

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

The Chair acknowledged the passing of Mrs Valmai Stead, Councillor Stead's mother and Council observed one minute silence.

## **2 APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE**

15/307

**RESOLVED** on the motion of Councillors Leon Thorpe and Simon Croce that an apology be received from Councillors Dal Broi and Stead and the General Manager, Mr Brett Stonestreet and a leave of absence granted.

## **3 CONFIRMATION OF MINUTES**

15/308

**RESOLVED** on the motion of Councillors Mike Neville and Leon Thorpe that the minutes of the Ordinary Meeting of Council held in Griffith City Council Chambers 1 Benerembah Street, GRIFFITH NSW 2680 on 22 September 2015, having first been circulated amongst all members of Council, be confirmed.

#### **4 BUSINESS ARISING**

There were no matters arising.

#### **5 DECLARATIONS OF INTEREST**

##### **Pecuniary Interests**

*Councillors making a pecuniary interest declaration are required to leave the meeting during consideration of the matter and not return until the matter is resolved.*

There were no pecuniary interests declared.

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

*Councillors making a significant non-pecuniary interest declaration are required to leave the meeting during consideration of the matter and not return until the matter is resolved.*

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 Access Committee of 22 August

Reason – Councillor Balind's husband is employed at Council as the Road Safety Officer and provide advice and support to the committee.

Councillor Bill Lancaster

CL03 – Licence of Transit Centre to Multicultural Council of Griffith

Reason – Councillor Lancaster's daughter is presently a Senior Executive at Multicultural NSW as the Director of Community Engagement. Multicultural NSW may presently or in the future provide funding to the Multicultural Council of Griffith towards their activities and events. Councillor Lancaster also tabled a General Disclosure under section 454 of the Local Government Act 1993 in relation to his daughter being an employee of Multicultural NSW.

Councillor Anne Napoli

Minutes of the Griffith Community Private Hospital Committee

Reason – A member of Councillor Napoli's family is one of the Directors of a company which was awarded a subcontract.

Councillor Paul Rossetto

Councillor Items – Petition

Reason – I live in Collina, a similar suburb to the streets mentioned in the petition.

#### **6 PRESENTATIONS**

Nil

#### **7 MAYORAL MINUTES**

Nil

## **8 GENERAL MANAGER'S REPORT**

### **CL01 GRIFFITH CBD STRATEGY AND IMPLEMENTATION PLAN**

15/309

**RESOLVED** on the motion of Councillors Paul Rossetto and Leon Thorpe that the report be raised from the table.

15/310

**RESOLVED** on the motion of Councillors Dino Zappacosta and Alison Balind that:

- (a) The Griffith CBD Strategy be adopted.
- (b) A CBD Improvement Reserve be established, the amount of funding it receives from year to year to be considered upon the adoption of the annual financial statements Council commencing 2014/15.

Councillor Lancaster **FORESHADOWED** a **MOTION**:

That the General Manager prepare a report outlining the current rating structure for Griffith City Council compared to the rating structure of comparable Council's to be presented at workshop within three (3) months.

Councillors Lancaster and Zappacosta moved the following **MOTION** that the General Manager prepare a report outlining the current rating structure for Griffith City Council compared to the rating structure of comparable Council's to be presented at workshop within three (3) months.

Councillor Cox suggested the report should include information on community consultation, partnerships and sponsorships as well as reviewing levies.

Councillor Lancaster accepted the addition.

15/311

**RESOLVED** on the motion of Councillors Bill Lancaster and Dino Zappacosta that:

- (a) The General Manager prepare a report outlining the current rating structure for Griffith City Council compared to the rating structure of comparable Council to be presented at workshop within three (3) months.
- (b) The report include information relating community consultation, partnerships and sponsorships as well as reviewing levies.

### **CL02 AUSTRALIA DAY 2016 - CONFIRMATION OF VENUES**

15/312

**RESOLVED** on the motion of Councillors Alison Balind and Anne Napoli that the matter be raised from the table.

15/313

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

- (a) The 2016 Australia Day civic ceremonies be conducted at the Griffith Regional Theatre.
- (b) Pioneer Park remains the venue in 2016 for the traditional Australia Day breakfast and related activities.
- (c) The venue for Australia Day civic ceremonies and related activities for 2017 be Pioneer Park, subject to further investigation into the suitability of facilities and arrangements for setting up.

**CL03 LICENCE OF TRANSIT CENTRE ADJOINING GRIFFITH VISITORS CENTRE - JONDARYN AVENUE TO MULTICULTURAL COUNCIL OF GRIFFITH**

Councillors Zappacosta and Croce moved the following **MOTION** that:

- (a) Council enter into a licence agreement with Multicultural Council of Griffith for the Transit Centre, Griffith being part Lot 1 Section 43 DP 758476 for a term of 2 years.
- (b) The annual licence fee be charged in accordance with Council's adopted Revenue Policy for lease/licence of Crown Reserves & Council owned Reserves to non-profit organisations currently \$532 (Inc. GST) for 2015/16.
- (c) Multicultural Council of Griffith pay all applicable costs and charges associated with the preparation of the licence agreement together with Council's Administration Fee of \$381 in addition to rates and charges if applicable.
- (d) Council authorise the Mayor and General Manager to execute the licence agreement on behalf of Council under the Common Seal.

Councillor Lancaster **FORESHADOWED** a **MOTION** that Council call for Expressions of Interests from commercial, not for profit organisations and other groups for the use of the Griffith Transit Centre, being part Lot 1 Section 43 DP 758476.

The **MOTION** was **PUT** and **LOST**.

15/314

**RESOLVED** on the motion of Councillors Bill Lancaster and Alison Balind that Council call for Expressions of Interests from commercial, not for profit organisations and other groups for the use of all currently vacant Council properties, including but not limited to State Bank House, the Griffith Transit Centre, the ex-parenting room located in Memorial Park and the Wayeela Street property.

**CL04 SURRENDER OF LEASE - GRIFFITH POST SCHOOL OPTIONS INC. - LOT 5 SECTION 54 DP 758476 - OLYMPIC STREET**

15/315

**RESOLVED** on the motion of Councillors Mike Neville and Patricia Cox that:

- (a) Council accept the surrender of lease by Griffith Post School Options Inc. over Lot 5 Section 54 DP 758476.

- (b) Griffith Post School Options Inc. pay all applicable costs and charges associated with the preparation of the surrender document.
- (c) Council authorise the Mayor and General Manager to execute the surrender document on behalf of Council under the Common Seal if so required.

**CL05 ASSIGNMENT OF PART LEASE FROM PETER & SHERADINE TURKINGTON TO CAMPBELL WOODSIDE - HANGAR SITE 22 GRIFFITH AERODROME**

15/316

**RESOLVED** on the motion of Councillors Leon Thorpe and Simon Croce that:

- (a) Council approve the assignment of Peter and Sheradine Turkington (nee Jackson) portion of lease of Hangar Site 22, Griffith Aerodrome to Campbell Woodside.
- (b) Campbell Woodside pay all applicable costs and charges associated with the preparation of the assignment document together with Council's Administration Fee of \$381.
- (c) The lease fee continue to be charged in accordance with Council's adopted Revenue Policy, currently \$2.90/sq. metre for landside lease areas <1000 sq. metres in addition to rates and charges.
- (d) Council authorise the Mayor and General Manager to execute the assignment document on behalf of Council under the Common Seal.

**CL06 LEASE OF LOT 7010 DP 1030401 TO GRIFFITH EAST PRESCHOOL**

15/317

**RESOLVED** on the motion of Councillors Alison Balind and Simon Croce that:

- (a) Council enter into a lease agreement with Griffith East Preschool over Lot 7010 DP 1030401 for a term of 10 years with a further option of 10 years, commencing 1 September 2015.
- (b) Griffith East Preschool pay all applicable costs and charges associated with the preparation of the lease agreement together with Council's Administration Fee of \$381.
- (c) The lease fee be charged in accordance with Council's adopted Revenue Policy, currently \$532 for leases/licences of Crown Reserves & Council owned Reserves to non-profit organisations for 2015/16 in addition to rates and charges if applicable.
- (d) Council authorise the Mayor and General Manager to execute the lease agreement on behalf of Council under the Common Seal.

**CL07 ANNUAL FINANCIAL STATEMENTS - STATEMENTS UNDER SECTION 413(2)(C) OF THE LOCAL GOVERNMENT ACT, 1993**

15/318

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

- (a) In accordance with Section 413 of the Local Government Act, 1993, Council forward to the Auditor the Financial Statements for the year ending 30 June, 2014.
- (b) Council delegate authority to the following people to sign the Statement by Councillors and Management for the General Purpose Financial Statements and the Special Purpose Financial Statements:
  - I. Councillor John Dal Broi in his capacity as Mayor or nominee.
  - II. Councillor Doug Curran in his capacity as the Deputy Mayor or nominee.
  - III. The General Manager, Mr Brett Stonestreet.
  - IV. Council's Responsible Accounting Officer, Mr Max Turner.

Councillor Alison Balind left the meeting, the time being 7:48 pm. Councillor Alison Balind returned to the meeting at 7:49 pm.

## **9 INFORMATION REPORTS**

### **CL08 SISTER CITY DELEGATION VISIT TO ITALY - JULY 2015**

Councillor Zappacosta made a presentation and presented a gift from Montana del Grappa, Italy to the Acting Mayor, Councillor Doug Curran.

15/319

**RESOLVED** on the motion of Councillors Dino Zappacosta and Leon Thorpe that the report be noted.

## **10 ADOPTION OF COMMITTEE MINUTES**

### **MINUTES OF THE 2016 CENTENARY CELEBRATIONS COMMITTEE MEETING HELD ON 15 SEPTEMBER 2015**

15/320

**RESOLVED** on the motion of Councillors Anne Napoli and Leon Thorpe that the recommendations as detailed in the Minutes of the 2016 Centenary Celebrations Committee meeting held on 15 September 2015 be adopted.

### **MINUTES OF THE GRIFFITH COMMUNITY PRIVATE HOSPITAL COMMITTEE MEETING HELD ON 22 SEPTEMBER 2015**

15/321

**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 22 September 2015 be adopted.

### **MINUTES OF THE ACCESS COMMITTEE MEETING HELD ON 22 SEPTEMBER 2015**

15/322

**RESOLVED** on the motion of Councillors Mike Neville and Leon Thorpe that the recommendations as detailed in the Minutes of the Access Committee meeting held on 22 September 2015 be adopted.

**MINUTES OF THE BUSINESS DEVELOPMENT AND MAJOR PROJECTS COMMITTEE  
MEETING HELD ON 28 SEPTEMBER 2015**

15/323

**RESOLVED** on the motion of Councillors Simon Croce and Leon Thorpe that the recommendations as detailed in the Minutes of the Business Development and Major Projects Committee meeting held on 28 September 2015 be adopted with the exception of the recommendations under Clause 08 of the Minutes.

**11 BUSINESS WITH NOTICE – RESCISSION MOTIONS**

Nil

**12 BUSINESS WITH NOTICE – OTHER MOTIONS**

Nil

**13 COUNCILLOR QUESTION TIME**

**The following question was asked by Councillor Thorpe:**

*“With Council folk taking steps to brighten up Banna Avenue for Christmas, as well as 2016 our centenary year, can we please provide an urgent exterior repaint job to the community kiosk adjacent to the Commonwealth Bank?”*

Manager Executive Services, Mrs Shireen Donaldson advised a community member had approached Council and volunteered to paint the exterior. Repairs needed to be undertaken prior to painting which Council’s Builder has now completed and the painting will be completed by the volunteer upon his next visit to Griffith as he has since relocated.

**The following questions was asked by Councillor Neville:**

*“I have been asked if I was aware of Council’s approval of a proposed gum tree removal on the road reserve in Pilloni Road. Is there an existing approval? If so, by whom?”*

The question was taken on notice.

**The following question was asked by Councillor Croce:**

*“A question regarding formal council meeting attendances.”*

Councillor Croce noted that in the 11 years Councillor Stead has been on Council, that this evening was the first Council Meeting she had missed due to personal reasons.

**The following question was asked by Councillor Zappacosta:**

*“The passing of Bruce Rodely former General Manager of Murrumbidgee Electricity.”*

Councillor Zappacosta noted the passing of Mr Rodely.

**The following question was asked by Councillor Rossetto:**

*“Petition to be read.*

*Could the meeting have an update by Mr Bibby regarding fire breaks and RFS burning off activity on Crown Land in the eastern end of Collina and Scenic Hill precinct.”*

Director Infrastructure and Operations, Mr Dallas Bibby advised the RFS had commenced mitigation works and were expecting to be in the Nicholls Street/Manera Street locale on 24 October, weather permitting. Burn off in this area is expected to be extended to the north and Council will construct a fire break.

## **14 OUTSTANDING ACTION REPORT**

### **OUTSTANDING ACTION REPORT**

#### **28 July 2015 Local Government NSW Annual Conference 2015**

Councillor Balind asked if there had been an update on the motions Council had drafted for the conference with the Acting Mayor advising there was no information at this time.

15/324

**RESOLVED** on the motion of Councillors Mike Neville and Leon Thorpe that the report be noted.

## **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.**

15/325

**RESOLVED** on the motion of Councillors Mike Neville and Simon Croce 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 TENDER FOR THE SUPPLY OF BULK AUTOMOTIVE FUELS**

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

#### **CC02 239 BANNA AVENUE GRIFFITH - LEASE**

Reason: Council Business 10A(2)(c)

Council closed its meeting at 8.25pm. The public and media left the chamber.

#### **REVERSION TO OPEN COUNCIL**

15/326

**RESOLVED** on the motion of Councillors Leon Thorpe and Mike Neville that: open Council be resumed.

Open Council resumed at 8.36pm.

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

#### **MATTERS DEALT WITH IN CLOSED COUNCIL**

#### **CC01 TENDER FOR THE SUPPLY OF BULK AUTOMOTIVE FUELS**

15/327

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

- (a) Council accepts the tender from Lowes Petroleum for the Supply of Bulk Automotive Fuels, at the rates provided in the table below on a GST inclusive basis for Council delivery sites at Jensen Rd Works Depot, Merrigal Street Parks and Gardens Depot and the Tharbogang Landfill Facility.

Fuel Type	Terminal Gate Price for Melbourne	Supplier Margin	Freight
Unleaded	At Day of Delivery	2.5	4.5
Diesel	At Day of Delivery	2.0	4.5

- (b) The supplier be allowed a CPI increase every 12 months as per the Tender specification.

- (c) The total contract period be 2 years with an option to renew for an additional year.

**CC02 239 BANNA AVENUE GRIFFITH - LEASE**

15/328

**RESOLVED** on the motion of Councillors Mike Neville and Paul Rossetto that the report be received for information with the corrections as noted.

There being no further business the meeting terminated at 8.38 pm.

Confirmed: .....

CHAIRPERSON

<b>CLAUSE</b>	<b>CL01</b>
<b>PROPOSAL</b>	<b>DA 107/2015 - LIVESTOCK INTENSIVE INDUSTRY (POULTRY PRODUCTION FACILITY)</b>
<b>PROPERTY</b>	Lot 73 DP 756070 (26 Testini Lane)
<b>LOCATION</b>	Warburn – Corner of Testini Lane and Cuningham Road
<b>ZONING</b>	RU1 – Primary Production
<b>APPLICABLE PLANNING INSTRUMENT</b>	Griffith Local Environmental Plan 2014
<b>EXISTING DEVELOPMENT</b>	Agriculture
<b>APPLICANT</b>	Planningmatters Development Service for and on behalf of: Morton Ag Pty Ltd
<b>OWNER</b>	Morton Ag Pty Ltd / Morton Ag 2 Pty Ltd
<b>DIRECTORS OF COMPANY (IF APPLICABLE)</b>	Christopher Paul Morton
<b>APPLICATION DATE</b>	24 June 2015
<b>REASON FOR REFERRAL FROM</b>	Public Interest <b>Kelly McNicol, Coordinator Landuse Planning and Compliance</b>
<b>TRIM REF</b>	<b>15/57350</b>

## **SUMMARY**

### ***Proposal***

Council has received a development application for the establishment of a livestock intensive industry (poultry production facility) comprising of 12 poultry sheds; 18 free-standing silos; one (1) cool room; one (1) amenities/workshop/storage building; eight (8) water tanks; ten (10) gas tanks; and one (1) water storage dam. Each poultry shed will accommodate up to 51,000 mature birds, with a maximum of 612,000 birds in total on the site at any one time. The subject site is located at Lot 73 DP 756070 (Cuningham Road / Testini Lane) Warburn.

The application is considered Designated Development as the facility will have the capacity to accommodate more than 250,000 birds at any given time (NSW Environmental Planning and Assessment Regulations 2000, Sch. 3, s21(4)(a)).

The application is also considered Integrated Development under section 91 of the *Environmental Planning and Assessment Act 1979* ("the Act") and the provisions of the *Protection of the Environment Operations Act 1997* and subsequently an Environmental Protection Licence is required from the Environmental Protection Authority.

The application has been referred to Council for determination taking into consideration the issues raised in the public submissions.

### ***Type of Development***

Designated and Integrated Development

## **Consultation**

Public exhibition of the application has been carried out in accordance with the requirements of the *Environmental Planning and Assessment Act 1979* and Council's Notification Policy (Development Control Plan No. 25). The public exhibition period commenced on 10 July 2015 and ended on 10 August 2015 (a total of 30 days). During the public exhibition period, two (2) submissions were received from the public. Consultation with the NSW EPA, the Roads and Maritime Services and internal divisions of Council also occurred as part of the assessment of the Development Application.

## **Main Issues**

Council has received two objections to the proposed development siting the following concerns:

- Air quality and dust residues created during the operation of the site
- Biosecurity and the dumping of mortalities on the site
- Proximity to Warburn Swamp and impact on birds in the area
- Water contamination of MI's supply channels
- Increase in traffic in the area

The applicant has requested that Council not require Cuningham Road to be sealed and remain as an unsealed gravel road. However, Council staff recommend Cuningham Road to be sealed due to the heavy vehicle trip generation of the proposed development and the ongoing maintenance issues posed by an unsealed road (refer to Attachment 'E' – Draft Conditions of Consent. This is likely to have a financial impact on Council discussed elsewhere in this report, noting that Council may also provide a rebate for section 94A contributions under the Griffith Local Economic Development Assistance Program. Should Council decide to not require the applicant to seal Cuningham Road a revised set of conditions of consent reflecting this are available in Attachment 'F' which limits the sealing of Cuningham Road to the first 50 metres from the intersection of the Kidman Way.

## **RECOMMENDATION**

- (a) **Council pursuant to the provisions of Section 80(1)(a) of the Environmental Planning and Assessment Act, 1979, grant consent to Development Application 107/2015 for an Intensive livestock agricultural facility (poultry production) with the capacity to accommodate 612,000 birds at any given time at Lot 73 DP 756070 (Cuningham Road and Testini Lane) Warburn subject to the conditions and the General Terms of Approval set out in Attachment 'E';**
- (b) **The application be delegated to the Director of Sustainable Development for the 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.

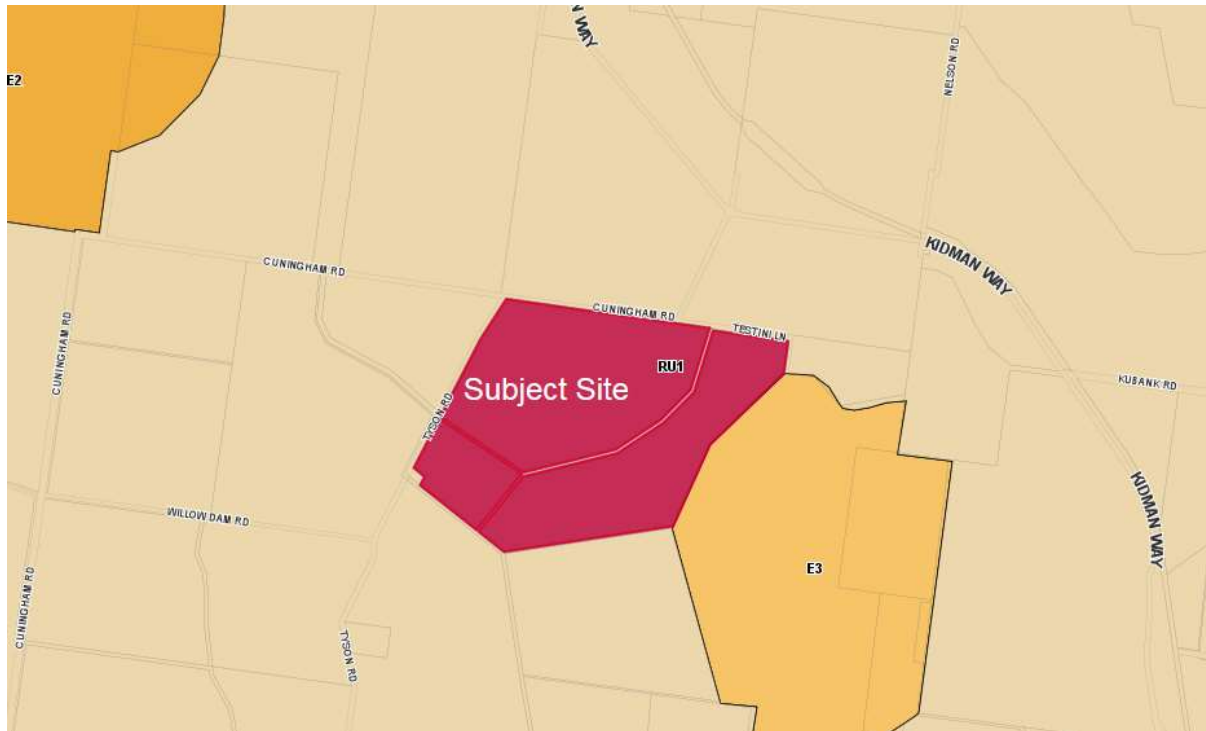
## **SITE DESCRIPTION**

The development is proposed at the corner of Testini Lane and Cuningham Road (Lot 73 DP 756070) in Warburn which is approximately 20 km north-west of Griffith and 30 km south of Goolgowi. Cuningham Road connects to the Kidman Way which is approximately 900 metres from the subject site. The site is approximately 385 hectares in area with 1.5 km of frontage on Cuningham Road and 1.6 km of frontage on Tyson Road.

The site is presently used for grazing and contains two unused dwellings and a shed. The site also contains a large patch of native vegetation adjacent to Cuningham Road. Two Murrumbidgee Irrigation channels run through the middle of the subject site.

The surrounding land uses include predominantly intensive plant agricultural holdings with ancillary dwellings. Barren Box swamp is located 3 kilometres to the north-west of the subject site

### LOCATION MAP



### BACKGROUND

#### ***Timeline of Events Pertaining to the Development Application***

- 24 June 2015 - Application Lodged
- 10 July – 10 August 2015 – Public Notification Period
- 18 August 2015 – Applicant provided with two (2) objections – names withheld
- 5 August 2015 – Additional Information requested by the EPA
- 14 August 2015 – RMS referral received
- 18 August 2015 – Additional Information received from applicant and forwarded to EPA
- 17 September 2015 – EPA respond to additional information provided and are not satisfied
- 25 September 2015 – Applicant provides further information to the EPA
- 12 October 2015 – EPA provides General Terms of Approval
- 13 October 2015 – Report finalised and sent to Senior Management Team for review

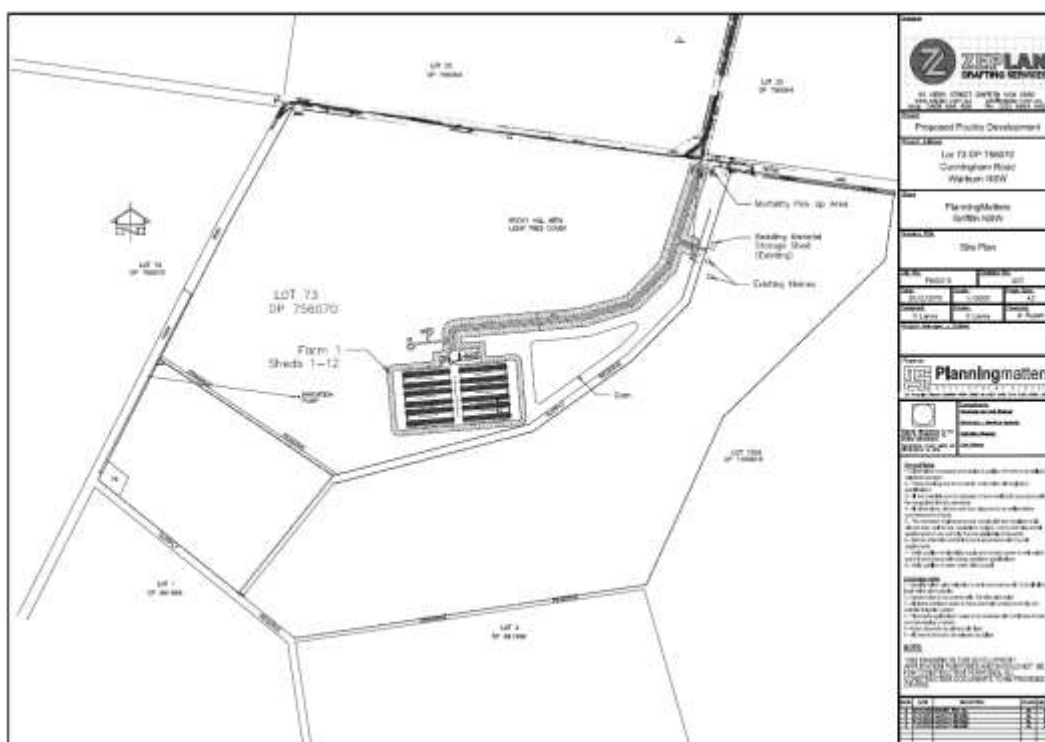
20 October 2015 - Applicant and objectors provided with a copy of the report to be presented to Council

27 October 2015 – Development Application reported to Council.

### **PROPOSAL IN DETAIL**

The applicant proposes to construct a poultry production facility including the following improvements to the subject site:

- Twelve (12) poultry sheds (88m x 17.6m)
  - Each structure will be approximately 3045 m<sup>2</sup>
  - Clad with zincalume or colourbond
  - Gravel or concrete floors
  - Fitted with fans, heaters and water and feed lines
- 18 free standing silos
- One (1) coolroom
  - To be utilised for deceased birds.
- One (1) amenities workshop / storage building
  - Contain toilets and change rooms for staff
- Eight (8) water tanks
  - Total capacity of 277,000 litres
- Ten (10) gas tanks
  - Each with a capacity of 7,500 litres
- One (1) water storage dam
  - 100 megalitre capacity
- Use of an existing shed for storage
  - Used to store rice hull.
- Accessways, driveways and manoeuvring areas



The purpose of the facility is to support the expansion of the Baiada Poultry processing facility which received consent in 2013 to process 1.8 million birds / week and the company

are seeking to increase this to 2.4 million birds per week within the next two years. The proposed development will accommodate 612,000 birds on site at any given time with a production cycle of 8-10 weeks which would allow a production volume of 3.06 million birds per year. At the conclusion of each cycle, mature birds are captured at night and transported gradually off-site to the processing facility in Hanwood. Any dead birds removed during the cycle will be transported to the proposed coolroom until collected by a waste contractor.

The applicant has also stated that two (2) residential dwellings for managers and assistant managers will be applied for separately.

The proposed development has a Capital Investment Value of \$11 Million and would generate the employment of upwards of 10 full time staff on site during full operation and approximately 15 jobs during construction.

#### *Vehicular Access and Traffic Generation*

Access to the site will be gained via a new access point at the junction of Cuninghame Road and Testini Lane. All vehicular movements into and out of the site will utilise the Kidman Way. The proposed development will require 4742 heavy vehicle and 1690 passenger vehicle trips per annum or approximately 13 heavy vehicle and 5 passenger vehicle trips per day. A Traffic and Parking Assessment is provided in Appendix F of Attachment "B".

#### *Wastewater*

Wastewater from the proposed development will be generated during the wash down / clean out of the sheds which occurs six (6) times per year. The applicant has proposed to dispose of wastewater via the swales running between the sheds which will discharge water into the open paddocks and the landscape buffer. However, the EPA has required the applicant to construct wastewater holding dams lined with impermeable high density polyethylene liner and carry out a groundwater monitoring regime.

### **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 intensive livestock agriculture (poultry production) which is defined in the Griffith Local Environmental Plan 2014 as:

*means the keeping or breeding, for commercial purposes, of cattle, poultry, pigs, goats, horses or other livestock that are fed wholly or substantially on externally-sourced feed, and includes any of the following:*

- (a) dairies (restricted),*
- (b) feedlots,*
- (c) piggeries,*
- (d) poultry farms,*

*but does not include extensive agriculture, aquaculture or the operation of facilities for drought or similar emergency relief.*

The subject land is zoned RU1 – Primary Production and under Part 2 Land Use Table of Griffith Local Environmental Plan 2014 intensive livestock agriculture (poultry production) is development that can only be permitted with the consent of Council. On this basis the proposed development is considered permissible.

*(b) Objectives of the Zone*

The objectives for Zone RU1 – Primary Production 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 support the agricultural industries being conducted within the zone and support the expansion of the processing plant in Hanwood. The proposed development has been sited away from sensitive receptors. The applicant has provided an Air Quality Assessment and a Noise Impact Assessment which suggests that the development will not exceed the thresholds at the nearest sensitive receptor as set out in EPA's "*Industrial Noise Policy*" or "*Approved methods for modelling and assessment of air pollutants in NSW*".

*(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 including:

5.9 Preservation of trees and vegetation.

The provisions of clauses 5.9 and 5.9AA relate to the preservation of trees and vegetation and enables Council to allow the removal of trees and vegetation either with development consent or by a permit issued by Council.

The proposal development does not require the removal of any trees.

(e) *Additional Local Provisions*

7.1 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.*

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. Should any artefacts of Aboriginal significance be discovered during construction, all works must cease and the discovery reported to the NSW Office of Environment and Heritage.

7.2 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.*

Clause 7.2(3) states that development consent must not be granted to development on land to which this clause applies unless the consent authority is satisfied that the development:

- (a) *is compatible with the flood hazard of the land, and*

The Flood Report for the subject allotment indicates that the land is not flood prone for the 1% Annual Exceedance Probability (1 in 100) event. The proposed development is compatible with the flood classification of the subject site.

- (b) *will not significantly adversely affect flood behaviour resulting in detrimental increases in the potential flood affectation of other development or properties,*

The Flood Report for the subject allotment indicates that the subject site is not flood liable land for the 1% Annual Exceedance Probability, however flooding may still occur due to localised drainage issues.

The subject site is located outside of the catchment areas determined by the main branch canal in Council's *Onsite Detention Policy*. Clause 3.2 of Council's *Onsite Detention Policy* states 'On Site Stormwater Detention requirements for development catchment areas to the south of the main branch canal including Yoogali, Hanwood etc, as well as the Lake Wyangan and Aerodrome catchments will be assessed on a case by case basis. In some instances, release of excess stormwater earlier on in a rainfall event may be more beneficial when considering the overall impacts on flooding'.

The purpose of detaining water is to provide discharge of stormwater from a site at a controlled rate, often over an extended period, to ensure the capacity of the existing system is not overwhelmed and flooded. Therefore onsite detention is not required for the development.

Stormwater run off shall not be permitted to flow over the property boundaries onto the adjoining properties unless legally created easements in accordance with Section 88B of the Conveyancing Act are created.

The applicant is proposing to discharge stormwater into the adjoining open paddocks and Murrumbidgee Irrigation's drainage system. The increased stormwater discharge created by the development can be adequately catered for onsite given the size of the development in comparison to the subject allotment (approximately 386 hectares).

Detailed design drawings (for the existing and proposed stormwater infrastructure) including hydraulic calculations for the proposed drainage design are to comply with *Council's Engineering Guidelines – Subdivision and Development Standards* and are to be submitted to Council for approval prior to the lodgement of a Construction Certificate application.

The proposed development will not significantly adversely affect flood behaviour resulting in the detrimental increases in the potential flood affectation of other developments or properties.

- (c) *incorporates appropriate measures to manage risk to life from flood,*

The proposed development is not considered to have any risk to life from flood.

- (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,*

There will be no significant adverse effects on the environment resulting from the proposed development.

The subject site is currently used for farming and 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.

The applicant has proposed to construct a dam to be used for water retention purposes as part of the development. Prior to the lodgement of an Occupation Certificate application written approval from a suitably qualified Geotechnical Engineer shall be submitted to Council certifying that the construction of the proposed dam is to their satisfaction. This will ensure that the construction of the proposed dam will create a minimal effect on the water table and will not add to infiltration of ground waters.

The proposed dam shall be monitored to determine any changes in ground water levels. If ground water monitoring indicates that the proposed basins (including wastewater holding dams) are leaking, measures shall be put into place immediately to rectify the problem(s).

Therefore the proposed development 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.

- (e) *is not likely to result in unsustainable social and economic costs to the community as a consequence of flooding.*

The proposed development is not likely to result in unsustainable social and economic costs to the community as a consequence of flooding due to measures implemented onsite.

### 7.3 Terrestrial Biodiversity

A portion of 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.*

A portion of the site is identified on the Terrestrial Biodiversity Map, however the applicant has proposed to locate the chicken sheds and associated infrastructure outside of this area. As such, the proposal does not require the removal of any significant vegetation within the site. The applicant has provided an Ecological Assessment of the development in Appendix "G" of the Environmental Impact Statement (EIS) (refer to Attachment 'B'). The assessment concludes that the proposal is unlikely to significantly affect any threatened species, fauna populations or communities and has proposed a number of mitigation measures in Table 7-1 of Appendix "G" of the EIS. The mitigation measures include the restricted clearing of the site to the area around the chicken sheds. The applicant has proposed a landscape buffer around the access road to the development and the chicken sheds which will act to strengthen the habitat corridors in the locality. As the chickens are to be located in sheds and any mortalities will be required to be transferred immediately to the secured mortality pick up area, it is not expected that the chickens will have any interaction with other birds in the area. As such, it appears that the proposal has been sited and designed to avoid or minimise any significant environmental impact.

### 7.10 Essential services

*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,*

Council's potable water main does not service the subject allotment.

The applicant has stated in the 'Environmental Impact Statement that water supply to the development will be via a rainwater collection system consisting of aboveground rainwater tanks and a storage dam. It is the responsibility of the applicant to ensure the proposed rainwater collection system is sufficient to service the needs of the proposed development.

A Murrumbidgee Irrigation owned supply channel currently also services the site.

#### *(b) the supply of electricity,*

Essential Energy's electricity infrastructure is available to the site. The applicant will be required to make their own arrangements for the provision of electricity.

#### *(c) the disposal and management of sewage,*

The proposed development will utilise on-site Aerated Wastewater Treatment Systems to dispose of sewage.

#### *(d) stormwater drainage or on-site conservation,*

The applicant is proposing to discharge stormwater into the adjoining open paddocks and Murrumbidgee Irrigation's drainage system. However, the EPA have required all stormwater and wastewater to directed to holding dams and contained within the site. Detailed design drawings (for the existing and proposed stormwater infrastructure) including hydraulic calculations for the proposed drainage design are to comply with *Council's Engineering Guidelines – Subdivision and Development Standards* and are to be submitted to Council for approval prior to the lodgement of a Construction Certificate application.

*(e) suitable vehicular access.*

The proposed development will construct a vehicular accessway opposite the intersection of Cuningham Road and Testini Lane. The accessway is proposed to be constructed to cater for the largest sized vehicle required to access the development. The applicant has stated in the Environmental Impact Statement document that B-Double access to the site is not proposed initially. However, provision will be made to accommodate the largest sized vehicle likely to access the site when designing the proposed accessway and internal roads.

The design of the proposed accessway should cater for B-Double access to the site. Based upon previous enquiries and development applications received by Council, it is likely that the subject site will be further developed to increase the production of livestock from the proposed facility. To reduce operating costs and increase efficiencies, it is anticipated that transport operators will use larger combination vehicles to access the site and delivery chickens to the processing facility in Hanwood. A condition advising that provision be made for B-Double vehicles to access the site shall be placed on the development consent.

Cuningham Road is constructed as a 'forked road at the intersection with Testini Lane. The proposed location of the accessway to the development is directly opposite the eastern fork of Cuningham Road. This creates potential traffic issues due to the projected traffic numbers and types of vehicles likely to be generated by the development at this intersection due to the current geometry of Cuningham Road. In order to alleviate this issue, the intersection of Cuningham Road and Testini Lane should be constructed as a T-Intersection.

The construction of the T-Intersection will involve the western section of the forked carriageway of Cuningham Road being made redundant and the eastern section of the forked carriageway being straightened to achieve a T-Intersection. Therefore the proposed accessway will be located directly opposite the northern leg of Cuningham Road. Given the minimal existing traffic along the surrounding road network and the traffic to be generated by the proposed development, locating the proposed accessway opposite the intersection will have a limited impact on the surrounding road network. The proposed location will also limit the damage to the road pavement by reducing turning movements through the intersection and accessway.

The intersection of the proposed accessway, Cuningham Road and Testini Lane will be required to be sealed and constructed to a width to accommodate the largest sized vehicle likely to access the site, Cuningham Road and Testini Lane.

The proposed accessway will not compromise safety, efficiency or capacity of the surrounding road network. This will be achieved through the construction of intersection treatment works at the intersection of the proposed accessway, Cuningham Road and Testini Lane.

**State Environmental Planning Policies***State Environmental Planning Policy (Infrastructure) 2007*

Schedule 3 of the above noted SEPP includes a number of different types of developments which are considered "traffic generating development". The proposed development is classified as an "Industry" and as it is in excess of 20,000 sq. m. is considered a traffic generating development requiring a referral to the RMS. The RMS's comments will be discussed later in this report.

*State Environmental Planning Policy 33 – Hazardous and Offensive Development*

SEPP No. 33 has the primary aim of ensuring that a consent authority has sufficient information to assess whether a proposal represents hazardous or offensive development

and consequently undertake an assessment regime to appropriately mitigate hazardous and or offensive environmental impacts. The EPA is required to Licence the proposed development to ensure that it does not become “offensive” in nature. The EPA has provided their General Terms of Approval for the proposed development and therefore, Council is satisfied that the proposed development is not considered an “offensive development”.

In terms of the proposal constituting “hazardous development”, the proponent has indicated that 750 kl of LPG will be stored on site in 10 x 75,000Litre tanks. This amount exceeds the threshold of table 3 of the NSW Department of Planning and Environment Guidelines - “Applying SEPP 33”. However, if the tanks are separated on site by 70 metres from any structure, then the screening thresholds are not exceeded and the preparation of a Preliminary Hazard Analysis is not required. As such, and considering the applicant did not provide a Preliminary Hazard Analysis, the tanks will be required to be separated from adjacent structures by in excess of 70 metres.

However, the proposed location of the tanks is in excess of 160 metres from the “future” dwellings on the site and a substantial distance from adjacent uses and therefore it is unlikely that the proposal including the 750kl of LPG would pose a danger to the public off site.

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

There are no draft Environmental Planning Instruments relating to the subject site.

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

#### *DCP No. 1 – Non- Urban Development*

The proposed development appears to meet all of the relevant requirements on the above noted DCP, including:

- the provision of a landscaped buffer around the development;
- adequate setbacks from Cuninghame Road; and
- The accessway will be required to be constructed to a suitable standard to meet Council’s Engineering Guidelines and the intersection of Cuninghame Road and Kidman Way will be required to be re-constructed to meet RMS standards including an Auxiliary Left Turn – Short (AUL(s));

#### *Development Control Plan No. 20: Off-Street Parking (2011)*

The applicant has not indicated that any parking facilities will be provided on site, however there is adequate site area to provide for the parking needs of employees and visitors to the site. Table 1.7.1 of the Development Control Plan suggests that a comparative analysis is required for intensive livestock agriculture.

Other similar developments in Griffith include minimal formalised parking facilities. It is appropriate in this instance to require the provision of enough parking facilities for the amount of employees to be on site at any given time. Therefore, the provision of 8 parking spaces associated with the development will be required as a condition of consent.

#### *Development Control Plan No. 25: Public Notification of Development Applications*

The proposed development is considered ‘Designated Development’ and therefore must be notified based on the requirements of Part 6 Division 5 of the *Environmental Planning and Assessment Regulation 2000*. The proposed development was notified to adjoining and adjacent landowners and other land owners in the locality indicating the information required

by the Regulations on 10 July 2015. A sign indicating the required information was posted on the site the same day and the NSW Director-General of Planning was provided with the application package (including the EIS and other supporting documentation) to be placed on exhibition at the Department's Information Centre in Sydney. The notification period was between 10 July 2015 and 10 August 2015. During the public exhibition period a total of two (2) submissions were received which will be discussed later in this report.

### **SECTION 79C(1)(a)(iia) any planning agreement**

There are no planning agreements which apply to this development.

### **SECTION 79C(1)(a) (iv) the regulations**

The regulations (Sections 92, 93 and 94 of the EP&A Reg) have been considered as part of this development.

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

#### Context and Setting

The subject site is situated in a locality typified by large scale irrigation and dry area agricultural farms. All adjoining properties are utilised for the growing of crops (predominantly wheat and grapes) with associated dwellings. The proposed development appears to be compatible with the adjoining land uses, however, a further analysis regarding potential dust and odour impacts will be carried out later in this report.

The applicant has proposed to install a native vegetation landscaped buffer surrounding the poultry sheds and the accessways. Traffic to the locality will increase due to the proposed development but it is not expected that this will impact on the amenity of any adjacent or adjoining landowners.

#### Access, Traffic and Transport

##### *Proposed Accessway(s)/Driveway(s)*

The proposed development will construct a vehicular accessway opposite the intersection of Cunningham Road and Testini Lane. The accessway is proposed to be constructed to cater for the largest sized vehicle required to access the development. The applicant has stated in the submitted Environmental Impact Statement document that B-Double access to the site is not proposed initially. However, provision will be made to accommodate the largest sized vehicle likely to access the site when designing the proposed accessway and internal roads.

The design of the proposed accessway should cater for B-Double access to the site. To reduce operating costs and increase efficiencies, it is anticipated that transport operators will use larger combination vehicles to access the site. A condition advising that provision be made for B-Double vehicles to access the site shall be placed on the development consent.

Cunningham Road is constructed as a 'forked road' at the intersection with Testini Lane. The proposed location of the accessway to the development is directly opposite the eastern fork of Cunningham Road. This creates potential traffic issues due to the projected traffic numbers and types of vehicles likely to be generated by the development at this intersection due to the current geometry of Cunningham Road. In order to alleviate this issue, the intersection of Cunningham Road and Testini Lane should be constructed as a T-Intersection.

The construction of the T-Intersection will involve the western section of the forked carriageway of Cunningham Road being made redundant and the eastern section of the forked carriageway being straightened to achieve a T-Intersection. Therefore the proposed

accessway will be located directly opposite the northern leg of Cuningham Road. Given the minimal existing traffic along the surrounding road network and the traffic to be generated by the proposed development, locating the proposed accessway opposite the intersection will have a limited impact on the surrounding road network. The proposed location will also limit the damage to the road pavement by reducing turning movements through the intersection and accessway.

The intersection of the proposed accessway, Cuningham Road and Testini Lane will be required to be sealed and constructed to a width to accommodate the largest sized vehicle likely to access the site, Cuningham Road and Testini Lane.

The proposed accessway will not compromise safety, efficiency or capacity of the surrounding road network. This will be achieved through the construction of intersection treatment works at the intersection of the proposed accessway, Cuningham Road and Testini Lane.

### *Existing Road Network*

The subject allotment is bounded by Cuningham Road, Testini Lane and Tyson Road.

Testini Lane is a two (2) lane, two (2) way unsealed gravel road with gravel shoulders along both sides of the road. Testini Lane is classified as a "Local Access road" as specified on *Council's Road Hierarchy Plan*. The speed limit of Testini Lane is 100km/h and is accessible to General Access Vehicles only (vehicles up to a 19-metre semi-trailer).

Council does not currently hold any traffic count data for Testini Lane. As the road services minimal farms, the traffic count for the proposed route is not expected to exceed 20 vehicles per day.

Tyson Road is a two (2) lane, two (2) way unsealed gravel road with gravel shoulders along both sides of the road. Tyson Road is classified as a "Local Access road" as specified on *Council's Road Hierarchy Plan*. The speed limit of Tyson Road is 100km/h and is accessible to General Access Vehicles only (vehicles up to a 19-metre semi-trailer).

Council does not currently hold any traffic count data for Tyson Road. As the road services minimal farms, the traffic count for the proposed route is not expected to exceed 50 vehicles per day.

The proposed development will have a limited impact on both Testini Lane and Tyson Road as access is not proposed off either road.

Cuningham Road is a two (2) lane, two (2) way unsealed gravel road with gravel shoulders along both sides of the road. Cuningham Road is classified as a "Local Access road" as specified on *Council's Road Hierarchy Plan*. The speed limit of Cuningham Road is 100km/h and is accessible to General Access Vehicles only (vehicles up to a 19-metre semi-trailer).

Council does not currently hold any traffic count data for Cuningham Road. As the road services several farms, the traffic count for the proposed route is not expected to exceed 50 vehicles per day.

Cuningham Road is an unsealed gravel road with a six (6) metre wide carriageway and minimal shoulders. Cuningham Road has a relatively straight geometry and good sight distance along the length of the road servicing the proposed development.

Cuningham Road is required to be upgraded to a minimum seven (7) metre wide carriageway with 1.8 metre wide shoulders in accordance with Council's *Engineering Guidelines – Subdivision and Development Standards*. The road shall be upgraded between Kidman Way and the proposed accessway to the development off Cuningham Road.

The applicant has proposed to maintain Cuningham Road as an unsealed gravel road. The proposal will generate an average of 26 vehicle trips per day (including 17 heavy vehicle trips) in addition to the existing traffic along the road.

As a comparison, Council regularly receives requests for the sealing and/or grading of Boorga Road and Bringagee Road due to the poor condition of the road caused by the amount of traffic that utilises these roads. Heavy vehicle traffic is attributed as the main contributor to the deterioration of these roads.

Council conducted a traffic count along Boorga Road 200 metres north of Lakes Road in September 2011; the average daily traffic count for that period was 150 vehicles per day. Of the 150 vehicles per day 116 were light vehicles, 26 were medium to heavy rigid vehicles, 7 were 19-metre semi-trailers and 1 was a b-double.

Council conducted a traffic count along Bringagee Road at the boundary of Griffith's Local Government area in September 2011; the average daily traffic count for that period was 98 vehicles per day. Of the 98 vehicles per day 87 were light vehicles, 8 were medium to heavy rigid vehicles, 2 were 19-metre semi-trailers and 1 was a b-double.

The above roads are comparable to the anticipated traffic counts along Cuningham Road during the operation of the proposed development, especially Bringagee Road. The anticipated heavy vehicle movements for the proposed development are significantly greater in proportion than either road. The development is anticipated to have a greater impact on Cuningham Road due to the constant nature of the traffic generated by the development and the high proportion of heavy vehicles should the road remain unsealed.

Therefore Cuningham Road will become a regular maintenance issue for Council should the road remain unsealed. It is recommended that Cuningham Road be bitumen sealed between Kidman Way and the proposed accessway to the development off Cuningham Road.

In addition to direct impact on Testini Lane and Cuningham Road, the proposed development will have an indirect impact on Griffith's surrounding road network. The traffic generated by the development is anticipated to travel between the subject site and Griffith, with Baiada's existing facilities located in Hanwood and West Griffith and employees expected to live in Griffith. Therefore a significant proportion of traffic generated by the development will travel along the Kidman Way to access the proposed development. The applicant has verified this in the submitted Statement of Environmental Effects (SOEE) and the Traffic and Parking Assessment Report. The increased traffic volume generated on the Kidman Way and through the intersection of Cuningham Road with the Kidman Way needs to be considered.

A right turn treatment at the intersection is not justified by the turning movements generated by the development. Traffic travelling towards the site is expected to be travelling from Griffith (east to west) therefore vehicles will turn left into Cuningham Road from Kidman Way to access the site. Similarly, traffic leaving the site is expected to travel towards Griffith (west to east) therefore vehicles will turn right from Cuningham Road into Kidman Way.

The intersection of Cuningham Road and Kidman Way meets the sight distance requirements specified in the *Austroads Guide to Road Design - Part 4A: Unsignalised and Signalised Intersections*. Sight distance along Kidman Way from Cuningham Road exceeds one (1) kilometre in either direction. As the intersection is a T-intersection and there is sufficient sight distance along Kidman Way, it is anticipated that vehicles exiting Cuningham Road will only proceed onto Kidman Way when it is safe.

Cuningham Road has resulted in heavy vehicles rolling over as they turn right out of Cuningham Road when heading in an easterly direction. The majority of these incidents have occurred when the heavy vehicle was travelling too fast for the conditions as the

current road geometry is not ideal. The proposed development is not considered to worsen the current situation; however it is important that vehicles associated with development aren't impacted by an existing situation. Truck tilting warning (W1-88) signage shall be installed on Cuningham Road to reduce the potential for roll overs.

The applicant will be required to install a Giveaway sign and associated linemarking on Cuningham Road as part of the intersection treatment. Also a hazard marker sign shall be installed at Cuningham Road opposite the intersection to advise motorists of the T-intersection.

The intersection of Cuningham Road and Kidman Way will be required to be sealed and constructed to a width to accommodate the largest sized vehicle likely to access the site. The applicant has nominated to construct a Basic Left Turn (BAL) treatment at intersection of Cuningham Road and Kidman Way.

The *Austrroads Guide to Road Design - Part 4A: Unsignalised and Signalised Intersections* Section 4.8 details the warrants for the basic, auxiliary and channelised intersection treatments off major roads based upon the traffic volumes through an intersection and the design speed of the major road. Detailed below is Figure 4.9(a) which is used to select the appropriate turn treatments on roads with a design speed greater than or equal to 100km/h.

The applicant has stated in the additional information provided to Council that the proposed development will generate an average of 26 vehicle trips per day (including 17 heavy vehicle trips). The proposed development will generate **10 vehicles trips per hour in peak periods**.

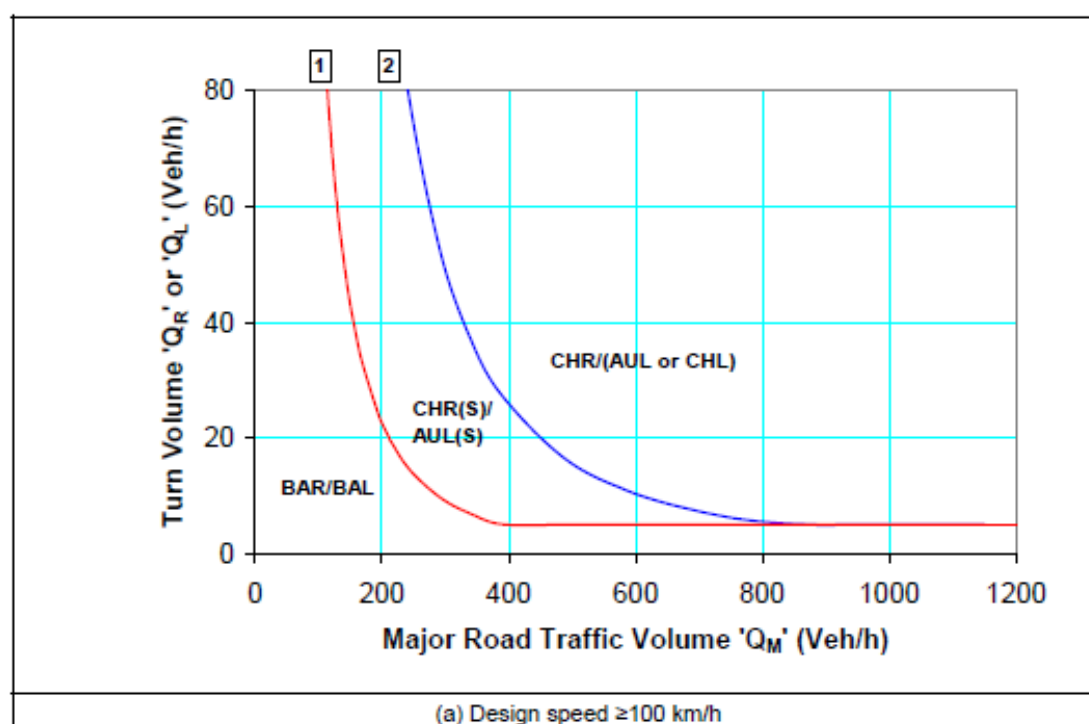
R.O.A.R. Data conducted a traffic count at the intersection of Kidman Way and Cuningham Road between 6:00am and 6:00pm on Wednesday 19 February 2014. Based upon the traffic count:

- The AM and PM peak traffic flows along Kidman Way is approximately 90 vehicles per hour on Wednesday 19 February 2014.
- The average hourly traffic flow along Cuningham Road is approximately less than 10 vehicles per hour on Wednesday 19 February 2014.

These traffic counts provide a brief snapshot of the traffic along Kidman Way and Cuningham Road and may not accurately reflect the current conditions of the surrounding road network.

Council conducted a traffic count along Kidman Way 1200 metres north of Cuningham Road in June 2009; the average daily traffic count for that period was 897 vehicles per day. Of the 897 vehicles per day 633 were light vehicles, 140 were medium to heavy rigid vehicles, 67 were 19-metre semi-trailers, 40 were b-doubles and 17 were road trains. The average AM peak was 86 vehicles per hour and generally occurred between 9:00am-10:30am, the peak count was 107 vehicles. The average PM peak was 89 vehicles per hour and generally occurred between 3:30pm-5:00pm, the peak count was 109 vehicles.

Council does not currently hold any traffic count data for Cuningham Road. As the road services several farms, the traffic count for the proposed route is not expected to exceed 50 vehicles per day.



*Austrroads Guide to Road Design - Part 4A: Unsignalised and Signalised Intersections - Figure 4.9(a): Warrants for Turn Treatments on the Major Road at Unsignalised Intersections - Design Speed  $\geq 100$ km/h*

Based upon these traffic counts the Austroads Guide to Road Design specifies that the intersection of Kidman Way and Cunningham Road is required to incorporate a Basic Left Turn (BAL) intersection treatments as a minimum.

However, a significant number of heavy vehicles currently travel along Kidman Way (the through movement) and the proposed development will generate a high proportion of heavy vehicles turning into Cunningham Road. Therefore an Auxiliary Left Turn - Short (AUL(s)) treatment is required to be constructed at the intersection of Kidman Way and Cunningham Road as a minimum. The RMS concurs with the provision of an AUL intersection treatment as per the RMS referral, see Attachment '\_\_\_\_'. The intersection treatments are to be designed and constructed to cater for largest size vehicle likely to access the site.

#### *Type of Traffic Expected to the Site*

The subject site is currently used for agricultural activities, and would most likely generate standard passenger vehicles to vehicles associated with farming activities.

The applicant has stated in the submitted Environmental Impact Statement document that B-Double access to the site is not proposed initially. However, provision will be made to cater for B-Double vehicles when designing the accessway and internal roads to cater for future demands.

#### *Increase in Traffic to the Site*

The applicant has provided a Traffic and Parking Assessment Report dated June 2014 prepared by Varga Traffic Planning. The report assessed the potential impacts of the proposed development on the surrounding road network. The report takes into consideration Council's traffic requirements and the RMS's Guide to Traffic Generating Developments.

The report stated that the proposed facility would regularly generate approximately 27 vehicle trips per day. The report also states that the facility will generate **10 vehicle movements per hour in peak periods**.

The increase in traffic to the site relating to the proposed development will not compromise the capacity and efficiency of the surrounding road network. This will be achieved through the implementation of a Traffic Management Plan for the development and the construction of road works on Cuninghame Road, the Kidman Way, Testini Lane and the proposed accessway into the development.

#### *Loading/Unloading Arrangements*

The submitted documentation supporting the Development Application advises that all loading and unloading associated with the proposed development will occur onsite.

The internal car parking and vehicle manoeuvring areas are proposed to be constructed as all-weather access. Due to the location and nature of the proposed development, there are few concerns with this proposal. Council's *Sealing of Parking and Manoeuvring Areas Policy* allows for Rural Industry developments to construct car parking and vehicle manoeuvring areas as compacted road building gravel, with dust suppression measures.

The loading and unloading requirements will be reflected in the consent conditions.

#### Utilities

##### *Water*

The applicant has stated that the subject site will utilise Murrumbidgee Irrigations raw water system to service the proposed development under an existing access licence. Rainwater tanks and a 100 ML holding dam will also be utilised.

##### *Sewer*

The amenities on the subject site will be required to be connected to an Aerated Wastewater Treatment System (AWTS).

##### *Electricity*

Essential Energy's electricity network is available to the subject site. The applicant has stated that adequate arrangements can be made for the provision of electricity. All required upgrades to the network will be the responsibility of the proponent.

#### Water

Poultry production facilities are not considered to have a significant demand for water. The majority of water use occurs during the clean out of the sheds after each growth period (approximately 6 times per year). In their General Terms of Approval for the development, the EPA has required all stormwater and wastewater to be captured and prevented from leaving the site. As such, wastewater collections ponds will be required at the outlet of each of the proposed swales between the sheds. Each of the wastewater ponds will be required to be lined with an impermeable high density polyethylene liner. The pollution of groundwater will be avoided through the use of the impermeable liner. The ponds will also be required to be monitored and results provided to the EPA.

As wastewater will only be collected on six occasions per year it is expected that the water in the dams will evaporate. However, each of the ponds will be required to be constructed to accommodate the stormwater runoff volume generated by the intensity, frequency and

duration of a 1 in 20 year, 24 hour rainfall using a volumetric runoff coefficient of 0.8. This will ensure that the ponds do not overflow and all wastewater is contained on the site.

### Air Quality

A detailed Air Quality Assessment (ASA) has been provided by the applicant Appendix E of the EIS (refer to Attachment 'B'). Odour from the poultry farm may potentially result from shed litter, stockpiled litter, bird odour, composting of dead birds and odours generated during bird collections and shed cleaning activities. The applicant has suggested that the use of best practices in farm management and the installation of a landscaped buffer will limit the amount of emissions.

The Environmental Protection Authority (EPA) are considered the responsible authority for odours emanating from the proposed development as it will be a scheduled premises and their licencing requirements include odour monitoring. The EPA had concerns with the Air Quality Assessment initially submitted and requested the applicant provide additional information on 6 August 2015 (refer to Attachment 'C'). The EPA stated that the assessment was generally in accordance with the "Approved Methods for the Modelling and Assessment of Air Pollutants in New South Wales" (Approved Methods), but noted a number of elements which departed from the methods. The applicant provided the required amendments to the assessment and on 12 October 2015 the EPA provided the General Terms of Approval for the proposed development as the modelled odour concentration at the sensitive receptors in the area did not exceed the EPA's odour criterion. The EPA has advised Council that the development is not permitted to create offensive odours which cross property boundaries. To ensure that the facility is operating in a manner which will not create offensive odours through the implementation of best practices in farm management, the EPA have required the applicant to prepare and implement an Air Quality Management Plan.

The creation of dust through the use of the internal unsealed roads is also a possibility. To mitigate dust, the applicant has provided a landscaped buffer. A water truck can also be utilised during dry weather to wet the road and decrease the amount of dust generated.

### Flora and Fauna

The applicant has prepared an Ecological Assessment (EA) which is provided in Appendix G in Attachment 'B'. The subject site contains very little groundcover or native vegetation and is almost completely absent of mid-stratum vegetation as a result of past quarrying and agricultural practices. The proposed poultry farms are located in a previously disturbed area on the subject site in a cropped paddock. The EA suggests that no native fauna species were identified in the study area during the study and it is suggested that the habitat quality has been diminished for most species due to high levels of agricultural disturbance and lack of ground cover. The locality does contain several native species of fauna within the Hillston Sandplains and the Cocoparra Ranges however it is unlikely that the proposal would impact these species. The operational noise of the complex is the only indirect impact which could affect species in the locality, but as the study area is highly disturbed it is more probable that species would pass through the subject site and its surrounds rather than use the area for breeding. It is not considered that the proposed development would not have a negative impact on flora and fauna in the area.

### Waste

There are a few waste streams created by poultry farms including mortalities, bedding material, wastewater and everyday wastes (paper, plastic, food wastes, cardboard etc.).

*Mortalities*

The applicant has proposed to store mortalities near the entrance of the site in a cool room to await transfer to Baiada's rendering plant and feed mill. Should a mass mortality event occur, the applicant has requested to dispose of the deceased bird's onsite. However, the EPA has deemed this practice to be unacceptable and will require the birds to be removed from the site to a site that can lawfully receive the waste. Baiada has informed Council that the rendering plant at the processing plant in Hanwood would have the capabilities of receiving a mass mortality event. Also, there are licensed waste facilities in the area that have the ability to receive deceased birds.

*Wastewater*

The wastewater generated by the wash down of the sheds on a bi-monthly basis will be collected in swales entering into a series of lined holding dams. The EPA have suggested that these dams rarely contain water and the surrounding landscaping / native vegetation and the grass swales utilise the majority of wastewater created. Wastewater must be contained on site and the basins will be monitored by the EPA.

*Bedding Material*

Baiada or a licenced contractor will collect the bedding material and remove it from the site to decrease the potential for contamination of the new cycle of birds entering the sheds.

Noise and Vibration

A Noise Impact Assessment (NIA) was prepared as part of the EIS for the development (refer to Appendix I of Attachment 'B'). The NIA suggests that the noise created by the operation of the complex including noise generated from truck movements will be below the EPA's Industrial Noise Policy Criteria and Environmental Criteria for Road Traffic Noise. During extreme adverse weather conditions it is possible that noise levels at sensitive receptors would be above the noise criteria. To mitigate noise at the nearest receptor, the applicant will be required to construct a 2.7 metre high earthen mound adjacent to the western edge of the shed complex and enclose all generators within sheds. The EPA will be responsible for monitoring noise from the development.

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

The subject site is considered suitable for the proposed development as there are no constraints posed by adjacent developments, the proposed development is compatible with the land uses in the area, utilities and services are available and can be accommodated for the development and site attributes are conducive to the development. Also, the zoning of the land and the permissibility of the development is a broad indication that the site is suitable for the proposed development.

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

Public exhibition of the application has been carried out in accordance with the requirements of the *Environmental Planning and Assessment Act* 1979 and Council's Notification Policy (Development Control Plan No. 25). During the public exhibition period two (2) submissions were received from the public. The public submissions raised several concerns; however, the grounds of the objection can be grouped into the following categories:

- Air quality and dust residues created during the operation of the site
- Biosecurity and the dumping of mortalities on the site
- Proximity to wetlands and impact on birds in the area
- Water contamination of MI's supply channels
- Increase in traffic in the area

#### *Air Quality*

The applicant has carried out an extensive Air Quality Assessment (ASA) which identifies that the EPA criteria will not be exceeded at any of the sensitive receptors (dwellings) in the locality. The applicant will also be responsible for implementing an Air Quality Management Plan to ensure that odours are not noticeable beyond the property boundaries. Council staff has recommended that the applicant seal Cuningham Road and therefore the only dust from vehicular movements will be created internally. The planting of a landscaped buffer surrounding the site will limit the escape of dust. Also the use of a water truck in dry conditions will be required should dust impact the amenity of neighbouring residences or agricultural operations. Dust created during the removal of bedding is not expected to cross property boundaries and bedding is usually damped prior to removal from the sheds to limit the emission of dust.

#### *Biosecurity*

Minimising the possibility of a disease outbreaks is an important consideration in the poultry production industry. The applicant states that best practices in farm management will decrease the possibility of a disease outbreak, including: isolation of non-essential visitors; separation from other poultry facilities; thorough cleaning of sheds between cycles; removal of deceased birds on a regular basis and implementing a vermin management plan. Also, as previously stated, the EPA will not permit any mortalities to be disposed of onsite.

#### *Proximity to Warburn Swamp*

Warburn Swamp is located approximately 5 kilometres from the subject site. It is apparent that the migration and movement patterns of birds heading to and from Warburn Swamp would cross paths with the subject site. However, the chickens are located in covered sheds and it is important for there to be no interaction with native fauna to mitigate disease transference. If there was a disease outbreak it would be contained within the sheds on site and all mortalities immediately transferred off site. As such the possibility of spreading disease to birds passing through the locality is considered low.

#### *Water Contamination*

All wastewater from the site will be contained within lined storage basins at the end of each row of sheds. Wastewater will not be permitted to enter into the supply reserve adjacent to the site or any drainage channels. As such, the proposal is not expected to contaminate the supply channels in the area.

#### *Increase in Traffic*

There will be a substantial increase in traffic on Cuningham Road and at the intersection of the Kidman Way. The intersection of Cuningham Road and the Kidman Way will be upgraded to include an Auxiliary Left Turn - Short (AUL(s)) and a Basic Left Turn (BAL). This will increase the safety of road users and residents turning into Cuningham Road. Further, there are no residences with frontage to Cuningham Road which will be impacted by

the increase in traffic. Although the residences which are located along Tyson Road will see an increased amount of traffic on Cuninghams Road entering and exiting the facility, they will benefit from a sealed road surface and improved intersection treatments at Testini Lane and the Kidman Way.

It appears that through the design of the complex, proposed conditions of consent and the licensing requirements of the EPA the majority of the grounds for objection can be appeased.

#### Submissions from public authorities

##### *New South Wales Environmental Protection Authority (NSW EPA)*

The NSW EPA have provided their General Terms of Approval for the development on 12 October 2015 which have been attached to the draft conditions of consent for the development (refer to Attachment 'E' and 'F'). The EPA will monitor and oversee several aspects of the development as per the Protection of the Environment Operations Act 1997 including: noise, odour and wastewater (water, soil and groundwater quality).

##### *New South Wales Roads and Maritime Services (NSW RMS)*

The NSW RMS have provided a response to the Development Application on 14 August 2015 (refer to Attachment 'C'). The NSW RMS, based on the submitted information, raise no objections to the development subject to a number of conditions of consent. Council staff have included the conditions provided by the NSW RMS as proposed conditions of consent (refer to Attachment 'E' and 'F') which include a requirement to upgrade the intersection of Cuninghams Road and the Kidman Way and to seal a minimum of 50 metres of Cuninghams Road.

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

It is considered that the public interest is best served by the consistent application of the requirements of the relevant Commonwealth and State Government legislation, Environmental Planning Instruments (EPI), Development Control Plans (DCP), Council policy and ensuring that any adverse effects on the surrounding area and environment are avoided. On the basis that the proposal is considered consistent with the aims and objectives of GLEP 2002 and other EPI's, DCP's and Council policies it is therefore unlikely for the application to raise issues that are contrary to the public interest.

### **CONTRIBUTIONS**

#### **Section 94a**

Council adopted a Section 94A Contributions Plan on 1 July 2010. Under Part 4, Division 1B "Development Consent Contributions" of the Environmental Planning and Assessment Regulation 2000, Council is able to impose a levy under section 94A of the Act of 1% if the proposed cost of carrying out the development is more than \$300,000. As the proposed development is valued at \$11,000,000 a contribution of \$110,000.00 has been required as a proposed condition of consent.

### **OPTIONS**

#### **OPTION 1 – SEALING OF CUNINGHAMS ROAD**

- (a) Council pursuant to the provisions of Section 80(1)(a) of the Environmental Planning and Assessment Act, 1979, grant consent to Development Application 107/2015 for an

Intensive livestock agricultural facility (poultry production) with the capacity to accommodate 612,000 birds at any given time at Lot 73 DP 756070 (Cunningham Road and Testini Lane) Warburn subject to the conditions and the General Terms of Approval set out in Attachment 'E';

- (b) The application be delegated to the Director of Sustainable Development for the issue of the Notice of Determination.

### **OPTION 2 – SEALING ONLY THE FIRST 50 METRES OF CUNINGHAM ROAD**

- (a) Council pursuant to the provisions of Section 80(1)(a) of the Environmental Planning and Assessment Act, 1979, grant consent to Development Application 107/2015 for an Intensive livestock agricultural facility (poultry production) with the capacity to accommodate 612,000 birds at any given time at Lot 73 DP 756070 (Cunningham Road and Testini Lane) Warburn subject to the conditions and the General Terms of Approval set out in Attachment 'F';
- (b) The application be delegated to the Director of Sustainable Development for the issue of the Notice of Determination.

### **OPTION 3 – REFUSAL**

- (a) Council pursuant to the provisions of Section 80(1)(b) of the Environmental Planning and Assessment Act, 1979, refuse Development Application 107/2015 for an Intensive livestock agricultural facility (poultry production) with the capacity to accommodate 612,000 birds at any given time at Lot 73 DP 756070 (Cunningham Road and Testini Lane) Warburn.
- (b) The application be delegated to the Director of Sustainable Development for the issue of the Notice of Determination.

### **POLICY IMPLICATIONS**

The assessment of the application has considered all relevant State and Council policies.

### **FINANCIAL IMPLICATIONS**

Should the Council approve Option 2, the ongoing maintenance of Cunningham Road as an unsealed surface will be the responsibility of Council.

Councillors will recall discussions on the sealing of Cunningham Road when the land was the subject of a previous development proposal. At that time, Council was of a mind to consider applying the section 94A contribution from the development to offset works. Since then, Council has introduced the Griffith Local Economic Assistance Program which rebates the section 94A contribution under certain circumstances. This is a relatively generous concession to developers, which would prevent Council from using this source of funds to assist with the construction of works external to the development.

### **LEGAL/STATUTORY IMPLICATIONS**

Should the applicant be dissatisfied with the determination they may lodge an application pursuant to s82A of the Environmental Planning and Assessment Act, 1979 and seek a review of determination or lodge an appeal with the Land and Environment Court.

### **ENVIRONMENTAL IMPLICATIONS**

Environmental implications are detailed in the report.

## **COMMUNITY IMPLICATIONS**

Community implications are detailed in the report.

## **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan items:

D1 - Develop Griffith as a centre of choice for trade, business, health, recreation and employment. D2 - Attract and develop new value-adding industries.

## **CONSULTATION**

Senior Management Team, NSW EPA, NSW RMS, Manager of Planning and Environment, Development Engineers, Building Surveyor, Development Planner, applicant, land owner and objectors.

## **ATTACHMENTS**

- (a) Application for Development and Site Plan (under separate cover)
- (b) Environmental Impact Statement (under separate cover)
- (c) First Additional Information Request (EPA), Response to First Additional Information Request (Applicant), Second Additional Information Request (EPA) and Response to Second Additional Information Request (Applicant) (under separate cover)
- (d) Objections - Matthew Smart and JP Zanatta (under separate cover)
- (e) Draft Conditions of Consent and EPA General Terms of Approval (under separate cover)
- (f) Draft Conditions of Consent Cunningham Road Unsealed and EPA General Terms of Approval (under separate cover)

<b>CLAUSE</b>	<b>CL02</b>
<b>TITLE</b>	<b>Rural Residential Lands Review</b>
<b>FROM</b>	<b>Kelly McNicol, Coordinator Landuse Planning and Compliance</b>
<b>TRIM REF</b>	<b>15/50891</b>

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### **SUMMARY**

The purpose of this report is to provide Council with the conclusions and recommendations of the review of rural residential lands (zoned R5 Large Lot Residential) in Griffith. The review was initiated through a Council resolution to review the requests for the re-zoning of the following areas to allow for rural residential development:

- Site 1: North side of Mallinson Road (Between Boorga Road and Lakes Road) (refer to Attachment 'A')
- Site 2: Western side of Rankins Springs Road from Wakaden Street to Calabria Road (refer to Attachment 'A').

The report will also provide a further recommendation regarding a submission proposing residential development on the northern side of Rose Road referred to in this report as Site 3 (refer to Attachment 'A')

Based on the information provided in the "Review of Public Submission and Lands Supply" report prepared by Salvestro Planning (Attachment 'C'), a further supply and demand analysis of lands zoned R5 - Large Lot Residential has been completed which included a locational demand analysis and the results are provided in this report. Recent adoption of the 'Griffith Main Drain J and Mirrool Creek Flood Study' 2015 has also impacted the previous planning rationale of Council staff regarding the development of some of the sites.

Based on the review carried out in this report, the Salvestro Planning Review, existing land use conflicts and the findings of the Flood Study, Council staff recommend that Council prepare a Planning Proposal to amend the Griffith Local Environmental Plan 2014 to permit a reduced minimum lot size of 1 Ha for the lands located in "Site 2" (western side of Rankins Springs Road from Wakaden Street to Calabria Road).

### **RECOMMENDATION**

- (a) Part C of the Griffith Land Use Strategy Beyond 2030 be amended to include the supply and demand analysis and locational analysis contained in this report.**
- (b) A Planning Proposal be submitted to the NSW Department of Planning and Environment requesting a reduction to the minimum lot size within lands identified as Site 2 in Attachment 'A' of this report from 3 Ha to 1 Ha.**
- (c) A further review be carried out should the supply of R5 – Large Lot Residential zoned lands with a minimum lot size of 3000 sq. m. to 4000 sq. m. be decreased substantially for any reason.**

## **REPORT**

During the public exhibition of the draft Griffith Local Environmental Plan 2014, Council requested that a few of the notable public submissions be further reviewed and reports provided to Council. One main issue pertaining to these submissions was the rezoning of additional lands to permit rural residential development (zoned R5-Large Lot Residential). Council officers previously recommended that no new lands be zoned R5 - Large Lot Residential as an in-depth analysis of Rural Residential lands in Griffith had taken place during the drafting of the Griffith Land Use Strategy which determined that there was enough lands presently zoned for a 30+ year land supply. In consideration of the public submissions, Council instructed planning staff to further review some of the submissions received and report back to Council. Salvestro Planning was engaged to allow for a third party professional review of Council's strategic planning documentation. The review was tabled at two separate Council meetings held in late 2014. At the later of the two meetings, Council resolved the following:

*Council amend the Griffith Land Use Strategy: Beyond 2030 (LUS) with the purpose of:*

*(i) Carrying out a thorough locational analysis of all undeveloped lands presently zoned for rural residential development with a view of potentially back zoning lands or altering minimum lot sizes;*

*(ii) Should the analysis determine that lands presently zoned R5 - Large Lot Residential are under-utilised or inappropriate for rural residential development and additional lands are needed for these purposes, the lands or a portion of the lands associated with the following submissions shall be considered as candidate sites:*

*- Submission No. 7 - Lots 726 and 727 DP 46245 (Corner of Boorga Road and Mallinson Road) (11 Ha).*

*- Submission No. 23 - Lot 115 and 116 DP 751743, Lot 679 DP 39618, Lot 2 DP 817588, Lot 2 DP 1154593, and Lots 120, 134, 135, 136 DP 751743 (North side of Mallinson Road) (85.14 Ha).*

*- Submission No. 32 - Lot 2 DP 870431, Lots 899, 900, 901, 1106, 1402 DP 751709, Lot 2 and 5 DP 1128694 and Lot 2 DP 802981. (Western Side of Beelbanger Road between Clifton Boulevard and Calabria Road) (80 Ha).*

A separate resolution allowed land owners to conduct their own analysis and present that to Council, but none have been submitted.

Various meetings have been facilitated at the request of the relevant landowners and through their written submissions. Through the information gained from these meetings and the Salvestro Planning Report, Council is aware of the type of development requested by each. Essentially, the landowners along Mallinson Road are interested in lot sizes between 2000 sq. m. to 4000 sq. m. and the landowners on the western side of Beelbanger Road are interested in larger lots of a size between 7000 sq. m. and 1 Ha in area.

Some of the landowners have submitted potential conceptual lot layouts to express their requests and the owners of the lands located in Site 2 have also provided letters from real estate agents and other entities (refer to Attachment 'D').

## Supply and Demand Analysis

### Supply

Griffith presently has approximately 400 Ha of lands zoned R5 - Large Lot Residential which permit a minimum lot size of between 3000 sq. m. and 4000 sq. m in area. Attachment 'B' provides the location of each area zoned R5 and suggests a potential lot yield which is attributed to each area. Overall there is enough land presently zoned R5 in the Griffith LGA for an additional 452 lots ranging in size from 3000 to 4000 sq. m.

### Demand

The demand for dwellings on large lots which are solely used for rural residential purposes and not agriculture has been analysed. The development approvals for all dwellings approved within the R5 - Large Lot Residential (R5) zone and RU4 - Primary Production Small Lots zone was extracted from Council's records for the period of 2009-2014 and is provided in the following table:

	2009	2010	2011	2012	2013	2014
R5	9	13	8	0	7	11
RU4	2	3	2	1	2	1
Total	11	16	10	1	9	12

As is evident from the table, realistically there is a demand for approximately 13 rural residential dwellings per annum in Griffith. This demand could alter in the future (based on changing demographics and consumer preference), however, based on the above table and the supply analysis summarised above, Griffith has enough land presently zoned R5 for 34 years. Good planning practice suggests that Council should zone enough land for a ten year planning horizon for specific land uses (residential, commercial, industrial, rural residential etc.). As such, there is enough land zoned for rural residential purposes to take us past the long term planning horizons of Council's Land Use Strategy: Beyond 2030. Rezoning even more land for this purpose would not only lack any planning logic, it would also undermine the demand for land that is already zoned this way.

## Locational Analysis

Delving further into rural residential approvals for the period of 2009 to 2014, it is clear that some locations have been subdivided and developed to a larger extent than others. The development of Pelican Shores in Lake Wyangan, which will see an additional 80+ lots subdivided, is progressing and additional subdivisions in Griffith along Watkins Avenue have been approved (20 lots). Two new subdivisions in Yoogali have come online including Premiere Gardens and Harvest Court (approx. 30 lots available). Combined, these are expected to adequately supply the majority of the next 8-10 years of demand for rural residential dwellings on lots between 3000 and 4000 sq. m. in the Griffith. Thus the locational demand evident in the table below can be facilitated by existing zoned lands.

### Location

Yoogali	13
Lake Wyangan	24
Griffith	25
Yenda	2
Beelbanger	1
	65

Some lands presently zoned R5 in Yenda, West Griffith, Beelbanger and Hanwood are potentially under-utilised based on the demand for R5 lots in these areas. If these areas were not considered in the supply analysis provided above, there would remain enough R5

zoned land for 30 years in the other areas which Council has seen a demand for dwellings on lots between 3000 - 4000 sq. m. in area. From this analysis, Council staff do not support the re-zoning of additional lands for rural residential lots of a similar size. However, there could be scope for permitting larger rural residential holdings in strategic locations.

### **Site 1 – Northern Side of Mallinson Road (2000 – 4000 sq. m. lots)**

For a detailed review of the submissions relating to Site 1 refer to Attachment 'C', "Review of Public Submission and Lands Supply" report prepared by Salvestro Planning.

As is evident from the supply and demand analysis there is presently an oversupply of lands zoned R5 – Large Lot Residential with a minimum lot size permitting 3000-4000 sq. m. lots. There are several rural residential subdivision developments either underway or in the pipeline to adequately appease the demand for this size of lot including: Premiere Gardens, Harvest Court, Pelican Shores, Moore Place and Watkins Avenue. These developments which are at various stages of approval will adequately supply the market with 3000-4000 sq. m. lots for in excess of 5 years.

Council has also been in discussions with the owners of the former Sunset Waters subdivision which presently holds approximately 35% of the supply of lands zoned to allow 3000-4000 sq. m. lots. Should the owners of these lands pursue a less intense form of development with larger lot sizes there would be scope to consider re-zoning additional lands for rural residential development with lot sizes of approximately 3000 sq.m. Whilst Council staff are in discussions with the landowners, who are proposing a subdivision utilising on-site sewage management systems instead of reticulated sewer which might in itself limit the number of lots permitted, they have not yet submitted a development proposal to Council. Should a development application be submitted, a further review of supply may be warranted.

Council staff will be reviewing the Land Use Strategy: Beyond 2030 in the next two years and will also report back to Council on any changes to the R5 – Large Lot Residential lands supply, but at this time Council staff do not recommend rezoning any additional lands to R5- Large Lot Residential with minimum lot sizes of 3000-4000 sq. m. unless circumstances change.

The owners of the lands within Site 1, which relate to Submission No. 7, have requested a lot size of 2000 sq.m. The submission also states that there is demand for lot sizes between 1000 sq. m. and 3000 sq. m. This may be the case, however, it is considered that the Lake Wyangan Urban Release Area which has been zoned for Village expansion, as well as the other lands zoned for Village expansion in Hanwood and Yenda in the *Griffith Local Environmental Plan 2014*, will cater for this demand. Furthermore, higher density development on this land may also create a corridor effect and minimise the sense of separation between Griffith and the Village expansion area.

### **Site 2 - Western side of Rankins Springs Road from Wakaden Street to Calabria Road**

For a detailed review of the submissions relating to Site 2 refer to Attachment 'C', "Review of Public Submission and Lands Supply" report prepared by Salvestro Planning.

The Submission relating to Site 2 requests a minimum lot size of at least 1 Ha in area. The lands within Site 2 were previously believed to be flood prone to such an extent that would negate any substantial further development based on the Griffith Flood Risk Management Study & Plan 2011 (Worley Parsons). However, the Griffith Main Drain J and Mirrool Creek Flood Study 2015 has identified that the lands have only minor flood inundation and that with appropriate floor height restrictions imposed, could be utilised for further residential development.

Council has also received several complaints from the residents of the Collina urban area regarding the ongoing operation of the farms within Site 2. Although the farmers are generally respectful to the large urban residential neighbourhoods in close proximity to them, there are some farm practices which cannot be avoided including crop spraying, use of scatter guns, burning off and the harvesting of crops. These practices create a direct land use conflict between the agricultural and residential uses. It is becoming increasingly difficult for the farmers to operate in such close proximity to urban residential neighbourhoods.

Although Council staff cannot support the zoning of these lands to permit 3000-4000 sq. m. lot sizes, there is scope to permit a minimum lot size of 1 Ha. This would allow a number of small holdings to be created within Site 2 and decrease the potential land use conflict by restricting the scale of farming operations immediately adjacent to the developed portions of Collina. As such, Council staff recommend that Council amend the Griffith Local Environmental Plan 2014 and submit a Planning Proposal to the NSW Department of Planning and Environment to allow for a reduced minimum lot size of 1 Ha for the lands located in "Site 2" (western side of Rankins Springs Road from Wakaden Street to Calabria Road).

### **Site 3 – Northern Side of Rose Road**

The land owners have requested that Council consider re-zoning a portion of the lands with frontage on Rose Road for urban residential lots. Council staff do not support the proposal as it would entail a split zoning of the landowners parcel of land and would permit residential lots beyond the urban boundary of Griffith which is presently the south side of Rose Road. The road presently acts as a natural boundary between the R1-General Residential zoned lands to the south-east and the RU4-Primary Production Small Lots zoned lands to the west. Furthermore it would increase the amount of dwellings in close proximity to Calabria wines, a significant industry. As such, Council staff do not recommend the re-zoning of these lands at this time.

## **OPTIONS**

### **OPTION 1 – RECOMMENDATION**

- (a) That Part C of the Griffith Land Use Strategy Beyond 2030 be amended to include the supply and demand analysis and locational analysis contained in this report.
- (b) That a Planning Proposal be submitted to the NSW Department of Planning and Environment requesting a reduction to the minimum lot size within lands identified as Site 2 in Attachment 'A' of this report from 3 Ha to 1 Ha.
- (c) That a further review be carried out should the supply of R5 – Large Lot Residential zoned lands with a minimum lot size of 3000 sq. m. to 4000 sq. m. be decreased substantially for any reason.

### **OPTION 2 – REZONING OF SITE 1, SITE 2 AND SITE 3 AS REQUESTED BY LANDOWNERS**

- (a) That Part C of the Griffith Land Use Strategy Beyond 2030 be amended to include the supply and demand analysis and locational analysis contained in this report.
- (b) That the Griffith Land Use Strategy Beyond 2030 be amended to allow the classification of lands identified as Site 1 and Site 2 in Attachment 'A' as Rural Residential and Site 3 as Urban Residential.

- (c) That a Planning Proposal be prepared and submitted to the NSW Department of Planning and Environment to rezone lands identified as Site 1 and 2 in Attachment 'A' to R5 – Large Lot Residential and to rezone Site 3 to R1- General Residential.

### **OPTION 3**

Any other resolution of Council.

### **POLICY IMPLICATIONS**

Griffith Land Use Strategy: Beyond 2030 applies.

### **FINANCIAL IMPLICATIONS**

There are no significant financial implications to Council arising from the recommendations in this report.

### **LEGAL/STATUTORY IMPLICATIONS**

Griffith LEP 2014 is an Environmental Planning Instrument described in the Environmental Planning and Assessment Act.

### **ENVIRONMENTAL IMPLICATIONS**

More detailed environmental investigations will be required to support any Planning Proposal to rezone land.

### **COMMUNITY IMPLICATIONS**

The community expects planning principles to be upheld when making rezoning decisions. Rezoning decisions affect the value of land for those lands already zoned for redevelopment as well as those lands considered for rezoning. Rezoning decisions also affect the interests of owners of land adjoin land considered for rezoning.

### **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan item E8 - To improve sustainable land use.

### **CONSULTATION**

Senior Management Team

Landowners

### **ATTACHMENTS**

- (a) Submissions Map (under separate cover)
- (b) Location Specific Supply Analysis (under separate cover)
- (c) Planning Review Report GCC - Public Submissions & Land Supply - Draft LEP2013 - FINAL (under separate cover)
- (d) Submissions - Site 1, Site 2 and Site 3 (under separate cover)

**CLAUSE      CL03****TITLE            Annual Closure of Administrative Office and Council Facilities  
Christmas and New Year 2015-16****FROM            Shireen Donaldson, Manager Executive Services****TRIM REF       15/61073**

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**SUMMARY**

In previous years, Council has adopted the practice of closing the Administrative Office in Benerembah Street and Council Depot between Christmas and New Year with staff being granted time in lieu or taking appropriate annual leave.

This report proposes the same arrangement for 2015/16 with the proposed dates for closure being from Friday 25 December 2015 to Friday 1 January 2016 inclusively.

The Annual Closure includes 3 days of Public Holidays for Christmas, Boxing Day (plus 1 day of additional holiday on Monday 28 December to compensate Boxing Day being on a Saturday) and New Year's Day.

The Council Administration Office and Depot will then reopen Monday 4 January 2016.

Various Council facilities also close for trading over the Christmas / New Year period each year and this report also proposes the dates for closure for each nominated facility over this period.

**RECOMMENDATION**

**(a) Council's Administrative Office at 1 Benerembah Street and Council Depot be closed for the period 25 December 2015 to 1 January 2016 inclusive with Council staff utilising accrued Rostered Days Off (RDO's), Annual Leave or Time in Lieu (as approved) for the period.**

**(b) Each of the nominated Council facilities be operating in accordance with the times detailed as follows:**

**Griffith Regional Art Gallery**

**The Griffith Regional Art Gallery will be closed from 21 December 2015 and will re-open 16 January 2016.**

**Griffith Regional Theatre**

**The Box Office will be closed from 21 December 2015 and will re-open 18 January 2016.**

**Griffith Regional Aquatic Leisure Centre**

<b>Thursday 24 December</b>	<b>6am-3pm</b>
<b>Friday 25 December – Christmas Day</b>	<b>CLOSED</b>

<b>Saturday 26 December – Boxing Day</b>	<b>CLOSED</b>
<b>Sunday 27 December</b>	<b>Pool 10am-5pm Gym 10am-2pm (Normal Trading Hours)</b>
<b>Monday 28 December (Public Holiday)</b>	<b>Pool 12-6pm Gym closed</b>
<b>Tuesday 29 December</b>	<b>6am-8pm (Normal Trading Hours)</b>
<b>Wednesday 30 December</b>	<b>6am-8pm (Normal Trading Hours)</b>
<b>Thursday 31 December</b>	<b>6am-3pm</b>
<b>Friday 1 January (Public Holiday)</b>	<b>CLOSED</b>

As from Monday 4 January 2016 normal summer trading hours resume. Crèche will be closed from Monday 21 December and will re-open on Monday 4 January 2016. Crèche will be open 9-12 over the school holidays. Check with the Centre regarding Aerobics classes during the school holidays.

### **Pioneer Park Museum**

Closed from 24 December 2015 and will re-open on 4 January 2016.

### **Griffith Sports Stadium**

Closed from 23 December 2015 and will re-open 4 January 2016.

### **Griffith Visitor Information Centre**

<b>Thursday 24 December</b>	<b>9am–5pm</b>
<b>Friday 25 December – Christmas Day</b>	<b>CLOSED</b>
<b>Saturday 26 December – Boxing Day</b>	<b>CLOSED</b>
<b>Sunday 27 December</b>	<b>9am–5pm</b>
<b>Monday 28 December (Public Holiday)</b>	<b>9am–5pm</b>
<b>Tuesday 29 December</b>	<b>9am–5pm</b>
<b>Wednesday 30 December</b>	<b>9am–5pm</b>
<b>Thursday 31 December</b>	<b>9am–5pm</b>
<b>Friday 1 January (Public Holiday)</b>	<b>CLOSED</b>

### **Griffith City Library**

<b>Thursday 24 December</b>	<b>9am–1pm</b>
<b>Friday 25 December - Christmas Day</b>	<b>CLOSED</b>
<b>Saturday 26 December – Boxing Day</b>	<b>CLOSED</b>
<b>Sunday 27 December</b>	<b>CLOSED</b>
<b>Monday 28 December (Public Holiday)</b>	<b>CLOSED</b>
<b>Tuesday 29 December</b>	<b>9am-5pm</b>
<b>Wednesday 30 December</b>	<b>9am–5pm</b>
<b>Thursday 31 December</b>	<b>9am–5pm</b>
<b>Friday 1 January (Public Holiday)</b>	<b>CLOSED</b>

### **Animal Pound**

After hours emergencies for serious dog attacks and straying stock only contact the Ranger on 0408 210 196.

### **Griffith Livestock Marketing Centre**

Closed 21 December 2015 and will re-open 7 January 2016.

**Tharbogang Waste Management Centre**

<b>Friday 25 December – Christmas Day</b>	<b>CLOSED</b>
<b>Saturday 26 December – Boxing Day</b>	<b>CLOSED</b>
<b>Friday 1 January – New Year's Day</b>	<b>CLOSED</b>

**REPORT**

Council has for many years closed the Administrative Office and Council Depot between Christmas and New Year. Council facilities also shutdown for various lengths of time over the Christmas/New Year period. In addition to the closure of the Administration Office and Depot, this report also proposes the closure of each of the nominated Council facilities in accordance with the times in the above recommendation.

Staff may use accrued time in lieu, RDOs or annual leave for the three working days that occur between 29 December 2015 and 31 December 2015. Public holidays account for 25, 26 and 28 December 2015 and 1 January 2016. The Council Administration Office and Depot will reopen on Monday 4 January 2016.

The practice of closing the Council Administration Office, Depot and nominated facilities over the Christmas and New Year period in recent years has proven to be effective as most businesses have a Christmas/New Year shutdown period and indeed the month of January is largely recognised as a time when many families come together as part of the school holidays. Business activity during this period also reduces. As a result it is expected that attendances at Council Administration Office, Depot and facilities will be lower than normal.

Arrangements for outdoor staff will remain similar to other years whereby a skeleton staff situation will apply and staff will use accrued time in lieu, RDOs or annual leave for the period between Christmas and New Year.

Council's facilities including Visitors Centre, Library, Aquatic Centre, Theatre, Art Gallery and Pioneer Park will be advertising their opening times in the local paper prior to the Christmas/New Year holidays.

**OPTIONS**

- (a) Council could choose to open the Administration Office and Council Depot between 29 December 2015 and 31 December 2015. The level of telephone calls and counter enquiries received by the Council is minimal during this period.
- (b) Alternative options for Council's facility operating times could be recommended.

**POLICY IMPLICATIONS**

Nil.

**FINANCIAL IMPLICATIONS**

If additional opening hours are provided on public holidays, penalty rates of pay will apply at a rate 2.5 times normal rates of pay as per Local Government State Award.

**LEGAL/STATUTORY IMPLICATIONS**

Nil.

### **ENVIRONMENTAL IMPLICATIONS**

Nil.

### **COMMUNITY IMPLICATIONS**

The above recommendation will have varying impacts on the community. All essential services will be covered during the holiday period.

### **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

Council staff at relevant Council facilities.

### **ATTACHMENTS**

Nil

**CLAUSE**      **CL04**

**TITLE**            **Assignment of Licence Agreement from Peta Frances Wilson to Melissa Sosso - Area 31 Dalton Park**

**FROM**            **Daphne Bruce, Corporate Property Officer**

**TRIM REF**      **15/69206**

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### **SUMMARY**

A licence agreement is in place with Peta Frances Wilson over Area 31 Dalton Park.

The Licensee has requested the transfer of the licence agreement to Melissa Sosso.

Dalton Park is a Crown Reserve with Council the appointed Trustee to manage the Reserve on behalf of the Crown.

### **RECOMMENDATION**

- (a) Council approve the assignment of the licence agreement over Area 31 Dalton Park from Peta Frances Wilson to Melissa Sosso from 1 January 2016.**
- (b) Melissa Sosso pay all applicable costs and charges associated with the preparation of the assignment of the licence agreement together with Council's Administration Fee of \$381.**
- (c) The licence fee be charged in accordance with Council's adopted Revenue Policy, currently \$571 p.a. per Area for the 2015/2016 financial year, in addition to rates and charges.**
- (d) Council authorise the Mayor and General Manager to execute the assignment document on behalf of Council under the Common Seal.**

### **REPORT**

Peta Wilson has requested Council approval to assign the balance of term of her licence agreement over Area 31 Dalton Park to Melissa Sosso from 1 January 2016. The licence over Area 31 was recently renewed with Peta Wilson from 1 January 2015 and is due to expire on the 31 December 2024.

The current licensee has continued to pay all fees and charges in relation to Area 31 Dalton Park.

### **OPTIONS**

- (a) The above option is preferred to transfer the balance of the term of licence agreement from Peta Frances Wilson to Melissa Sosso.**
- (b) Council may determine an alternate option but this is not preferred as Council will continue to receive annual fees, water and rates for Area 31 Dalton Park.**

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

The annual fee for Area 31 Dalton Park from the 1 January 2016 will be charged at \$571 per lot for Private Lease/Licences, as per the adopted Revenue Policy for 2015/16 plus rates and charges, together with Council's Administration Fee of \$381.

### **LEGAL/STATUTORY IMPLICATIONS**

As the land is a Crown Reserve, the licence agreement will require final approval from the Minister responsible for Crown Land.

### **ENVIRONMENTAL IMPLICATIONS**

Dalton Park is a Crown Reserve with the reserve purpose of racecourse and public recreation. The licence agreement will be consistent with this purpose and over an area used for stabling of horses. There is considered no environmental impact in relation to this matter.

### **COMMUNITY IMPLICATIONS**

The community would expect Council to provide services and facilities to meet community needs and return an income on leasing/licensing of these areas.

### **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan item L4 - Plan and provide a suitable range of sporting, recreation and cultural facilities.

### **CONSULTATION**

Senior Management Team

### **ATTACHMENTS**

(a)	Letter from Peta Wilson	52
(b)	Letter from Melissa Sosso	53
(c)	Plan - Area 31 Dalton Park	54

DAPHNE BRUCE  
GRIFFITH CITY COUNCIL  
GRIFFITH NSW 2680

DEAR DAPHNE

RE: LEASE/AREA 31 DALTON PARK REMEMBRANCE DRIVE GRIFFITH

FURTHER TO OUR CONVERSATION THIS MORNING, I REQUEST THAT THE ABOVE HELD LEASE, IN MY NAME, BE TRANSFERRED/REASSIGNED TO MELISSA SOSSO, OF 9 MCINNES ST, GRIFFITH NSW.

AS MENTIONED, IT IS OUR INTENTION THAT MELISSA WILL BE TAKING OVER THE LEASE AS OF JANUARY 1 2016. MELISSA WILL BE PAYING THE LEGAL FEES.

I WILL LEAVE THIS IN YOUR CAPABLE HANDS TO INSTIGATE WHAT NEEDS TO BE CARRIED OUT TO FACILITATE THIS RE-ASSIGNMENT.

THANK YOU SO MUCH, DAPHNE

CHEERS

PETA WILSON

SEPT 25<sup>TH</sup> 2018

14 Doolan cres Griffith 0407210774

DAPHNE BRUCE  
GRIFFITH CITY COUNCIL  
GRIFFITH NSW 2680

DEAR DAPHNE

RE: LEASE/AREA 31 DALTON PARK REMEMBRANCE DRIVE GRIFFITH IN THE NAME OF PETA WILSON

FURTHER TO YOUR CONVERSATION THIS MORNING WITH PETA, I REQUEST THAT THE ABOVE HELD LEASE, BE TRANSFERRED/REASSIGNED TO MYSELF - MELISSA SOSSO, 9 MCINNES ST, GRIFFITH NSW.

AS MENTIONED, IT IS OUR INTENTION THAT I WILL BE TAKING OVER THE LEASE AS OF JANUARY 1 2016.

I WILL BE PAYING THE LEGAL FEES. I ASSUME YOU WILL TRANSFER THE RATES (INCLUDING WATER) AND RENTAL FEES OVER TO ME AT THAT DATE ALSO.

THANK YOU SO MUCH, DAPHNE

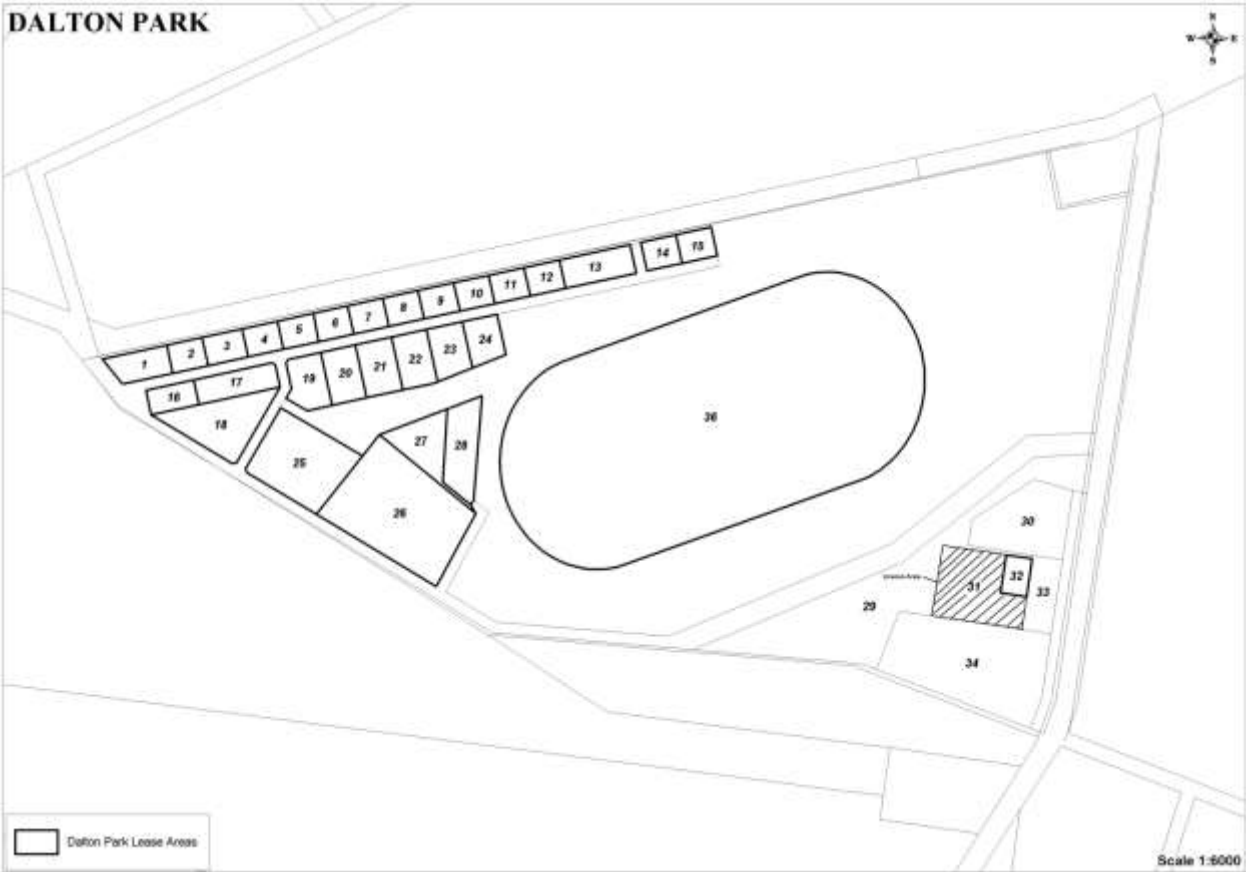
CHEERS

MELISSA SOSSO

SEPT 26<sup>TH</sup> 2018



0419478991



**CLAUSE CL05****TITLE Surrender of Licence Agreement by Baptist Churches of New South Wales Property Trust and New Licence Agreement with Alternative Provider Over Part Lot 4 DP 864407 - Kookora Street, Griffith****FROM Daphne Bruce, Corporate Property Officer****TRIM REF 15/51218**

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**SUMMARY**

Baptist Churches of New South Wales Property Trust entered into a licence agreement with Council in 2012 to manage the land and buildings located on part Lot 4 DP 864407, Crown Reserve 78167, Kookora Street, Griffith as a crisis support centre known as Barnabas House. Short term accommodation for families and individuals has been provided together with counselling services.

The lessee has advised they can no longer provide the service as was initially intended and therefore request to surrender their interest in the property.

Two unsolicited expressions of interest have been submitted to Council for the ongoing management of the facility from Argyle Community Housing Ltd, a registered Community Housing Provider, and Life Source Church Inc., an incorporated not for profit organisation.

A number of points of difference between the two proposals are discussed in the report.

There is some urgency in this matter as the premises are currently occupied in part, creating uncertainty for current residents. In the event Council declines to accept any proposal and the licence is surrendered, responsibility for the facility may revert to Council as Trustee.

**RECOMMENDATION**

- (a) Council approve the surrender of the licence agreement with Baptist Churches of New South Wales Property Trust for Crown Reserve 78167, part Lot 4 DP 864407.**
- (b) Council enter into a licence agreement with Argyle Community Housing Ltd for Crown Reserve 78167; part Lot 4 DP 864407 for a term of 10 years with an option of 10 years.**
- (c) Argyle Community Housing Ltd pay all applicable costs and charges associated with the preparation of the surrender document and the licence agreement together with Council's Administration Fee of \$381.**
- (d) The annual licence fee be based upon a valuation of the premises for rental purposes and rates and charges, subject to final approval of the Crown.**
- (e) The General Manager be authorised to negotiate and determine the annual licence fee on Council's behalf.**
- (f) Council authorise the Mayor and General Manager to execute the surrender document and licence agreement on behalf of Council under the Common Seal if required.**

## **REPORT**

Baptist Churches of New South Wales Property Trust has held a licence agreement over part Lot 4 DP 864407, Kookora Street, Griffith since 2012 and has operated a crisis accommodation service for families and individuals under the name of Barnabas House as well as offering counselling services to the general community on referral. The location of the premises is shown in Attachment A, noting that the land in question extends beyond the footprint of Barnabas House to include vacant land adjoining.

The facility has been managed locally by the Baptist Church community. Due to reassignment of personnel, the facility is currently operating as an accommodation facility only. The Baptist Churches of New South Wales Property Trust on resolution of the Griffith Baptist Church are now requesting to surrender their interest in the property (Attachment B).

Expression of Interests proposals including Business Cases, were received from Argyle Community Housing Ltd (Argyle) and Life Source Church Inc. (Attachments C and D respectively).

Argyle is a not-for-profit community housing organisation, providing accommodation and support services for persons on low to moderate incomes in Griffith and a number of other locations. Argyle intends to convert the use to medium to long term affordable accommodation, provide housing support services and upgrade the facility to permit full capacity over time.

Life Source Church is a not for profit incorporated association which proposes to continue with the 'Barnabas House' vision of providing short to medium term crisis accommodation to families and individuals, as well as pastoral care to occupants while also providing resources for building maintenance.

There are a number of points of difference between the two proposals that are drawn to the attention of Councillors.

### **1. Purpose of the facility**

Life Source Church believe there is an ongoing need to retain Barnabas House for crisis accommodation, projecting 65% occupancy, which is supported by Griffith Baptist Church. Argyle have concluded only part of the capacity is required for this purpose, based on local research, allocating five of the available dwellings and a target of full occupancy for the remainder.

### **2. Cost to repair and renew**

Argyle have determined there needs to be significant investment (their estimate \$775,205 based on contractor rates) in building repair and renewal to bring the standard of accommodation up to the National Housing Standard, plus ongoing maintenance. Life Source Church estimates that \$580,000 is required for maintenance and repair based on what appears to be mainly volunteer labour. Both proposals depend to some degree on grants for infrastructure renewal, which can be reasonably expected being located on a Crown reserve and serving a public purpose.

### **3. Provision of support services**

Argyle will provide tenancy and other housing and referral services from within its corporate resource base, as well as on-site support. Life Source Church will provide on-site caretaker support and access to pastoral care.

#### 4. Capacity to provide ongoing facilities and services

Argyle is a relatively large provider of community housing across the region with a track record in successful housing projects as its core business. Life Source Church will depend to a greater degree on volunteers and members of the Church community to support their operations, which might be considered a less reliable resource.

#### 5. Special conditions

Special conditions are attached to the proposal from Argyle, as follows.

i) A new Development Application is approved

Response: A new Development Application will be required. Whilst there appears on face value no reason why it cannot be approved, it is inappropriate to pre-empt its determination or possible conditions of consent.

ii) Conversion of the current licence to a 30 year lease

Response: The Crown normally entertains a 10 year lease with a further 10 year option. It is understood the Minister responsible can grant exceptions to this, particularly if significant investment is made or proposed on a Crown Reserve. It is recommended Council support such an approach. The intention of the recommendation in this report is to enable Argyle to commence under a licence whilst negotiations occur with the Crown over a longer term lease.

iii) Council assistance to source appropriate funding to contribute to housing repair and renewal

Response: Council should have no objection to assisting Argyle or any other successful entity in seeking external grant funds. This may be reasonably possible because of the financial support available from the Crown for embellishment of Crown reserves. It is not expected nor recommended that Council allocate funds to this project.

## CONCLUSION

Both parties make a good case to Council. In the opinion of Council staff, the proposal from Argyle, whilst containing conditions that will require further negotiation, is the preferred, being from an agency with a strong track record in meeting the housing needs of Griffith.

## OPTIONS

### Option 1

As recommended, the proposal from Argyle is preferred to provide an alternate accommodation service for those on low to moderate income, whilst maintaining and upgrading the facility.

### Option 2

Council may determine to proceed with Life Source Church.

### **Option 3**

Council could call for Expressions of Interest, but this is not recommended in this case given the time it will take, the uncertainty this will create with present occupants and because Council has received two acceptable proposals.

### **Option 4**

Some other determination. If an alternative Agency is not selected, and the licence is surrendered, it is possible responsibility for the facility will rest with Council as Trustee.

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

The Baptist Churches of New South Wales Property Trust pay an annual licence fee of \$516 for leases/licences of Crown Reserves to non-profit organisations together with water/sewer/garbage charges.

Council has been informally advised that a licence to a community housing provider is likely to attract a commercial licence fee. The recommendation in this report provides an opportunity for negotiation on the amount.

### **LEGAL/STATUTORY IMPLICATIONS**

As Lot 4 DP 864407 is Crown Reserve, 78167, the Minister for Crown Lands is to provide ministerial consent to the final licence agreement.

### **ENVIRONMENTAL IMPLICATIONS**

Any future alterations of significance to the buildings may require development approval and therefore all environmental implications will be considered at that time. It is understood the current storm water arrangements are unsatisfactory, and it is possible existing buildings do not meet current safety, access or building codes, to the detriment of occupants and the environment.

### **COMMUNITY IMPLICATIONS**

The community would expect Council to provide support for the provision of accommodation services for low to moderate income earners whilst also ensuring the ongoing maintenance and improvements to the facility do not result in an undue burden on Council's budget.

### **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan item C6 - To partner with organisations to facilitate the delivery of required services to the Griffith community

### **CONSULTATION**

Senior Management Team

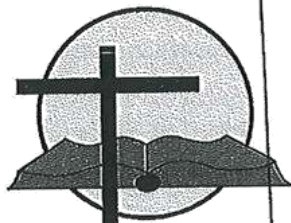
Melva Robb, Group Leader, NSW Trade & Investment, Crown Lands Division, Griffith

## **ATTACHMENTS**

(a)	Plan of Licence Area - Barnabas House	60
(b)	Letter of Surrender - Griffith Evangelical Baptist Church	61
(c)	Expression of Interest Barnabas House - Argyle Community Housing Ltd	62
(d)	Business Proposal - Barnabas House - 80-94 Kookora Street - Life Source Church	103



## GRIFFITH EVANGELICAL BAPTIST CHURCH



Email: [griffithevangelicalbaptist@gmail.com](mailto:griffithevangelicalbaptist@gmail.com)  
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Corner Wakaden and Whitton Streets  
PO Box 880, Griffith, NSW, 2680, Australia  
ABN 16 029 066 941  
[www.griffithbaptistchurch.com](http://www.griffithbaptistchurch.com)

24 August 2015

Attention: Griffith City Council General Manager  
RE: Surrender of Licence to 80-94 Kookora Street.

At a meeting on 28 July 2015 a quorum of the members of Griffith Evangelical Baptist Church met and voted in favour of the following resolution:

"The members of Griffith Evangelical Baptist Church resolve the following:

1. To relinquish the license to 80-94 Kookora Street Griffith NSW.
2. To authorise our Trustee, The Baptist Churches of New South Wales Property Trust, to sign all and any documents required to relinquish the license to 80-94 Kookora Street Griffith NSW.
3. To appoint Church and Grace to be our legal representatives for all matters relating to the relinquishing of the license to 80-94 Kookora Street Griffith NSW.
4. To authorise our Executive (Craig Bosman, Jonathan Galsford and Joan Pickersgill) and our Treasurer (Jan Casagrande) to act on our behalf in relation to the relinquishing of the license to 80-94 Kookora Street Griffith NSW and
5. To retain Barnabas House as an Incorporation (separate from 80-94 Kookora Street Griffith NSW) until a decision can be made whether to dissolve it and donate the cash reserves to a like-minded organisation or to continue with it in a new way, without the property, to support people in need."

Thus, this letter serves to tender our request to relinquish the license to 80-94 Kookora Street on the date when a new Licensee has been selected by the Griffith City Council.

Barnabas House Incorporated (a ministry of Griffith Evangelical Baptist Church) has been operating from 80-94 Kookora Street for the past three and a half years. The facility has been a place of refuge for hundreds of people from across the Riverina in various crisis situations ranging from homelessness to suicidal ideation. The facility continues to enjoy the overwhelming support of other community organisations, local businesses, and the town's residents.

Although we have concluded that we no longer have the expertise and capacity to continue with the property, we do believe that the need for short-term crisis accommodation in Griffith that can support men, women, and children simultaneously continues unabated. This is evidenced by the current situation – 80-94 Kookora Street is operating near maximum capacity (48 adults on site). Thus we would like to support any new application that would continue the current Development Application with its focus on short-term crisis accommodation.

We wish to express our deep gratitude for being given the opportunity to hold the license for these past 3 years, and we hope that whoever is selected to take over can continue to benefit the community.

Yours Sincerely  
The Board of Griffith Evangelical Baptist Church & Barnabas House Incorporated

Craig Bosman

Jonathan Galsford

Joan Pickersgill

"The time is fulfilled, and the kingdom of God is at hand; repent and believe in the gospel." (Mark 1:16)

2 September 2015

Brett Stonestreet  
General Manager  
Griffith City Council  
1 Benerembah St  
GRIFFITH NSW 2680



info@argylehousing.com.au | www.argylehousing.com.au

**Expression of Interest**  
**Barnabas House, Griffith**

Dear Brett,

Argyle would like to submit an Expression of Interest for the management of Barnabas House at 80-94 Kookora Street Griffith.

Argyle is a Tier 1 registered Community Housing Provider and manages over 2,400 properties across Southern NSW and the ACT. We have an office in Yambil Street Griffith, from which we currently manage approximately 119 properties in the local area. This office is supported by the Wagga and Bowral offices of Argyle.

As you are aware we have been meeting with Griffith City Council representatives and the Baptist Church Council for over six months to look at supporting Barnabas House in meeting the crisis needs of people who are at risk of or who are homeless. After much deliberation within the Baptist Church Congregation the decision was made by them to relinquish their responsibility. The original Barnabas service was established out of a need for intensive counselling for men who were suffering severe depression and anxiety. Over time the purpose and operations shifted to where it is today.

We have undertaken a thorough assessment of the governance/legal/financial/operational and demand for housing services in Griffith which have influenced the Business Case attached. Last week the Argyle Board travelled to Griffith where they were able to do a site visit and then were provided with a presentation from the Management team. This visit also included a meeting with the Baptist Church Council representatives. After much discussion and deliberation the Argyle Board approved pursuing the opportunity, however in giving their endorsement to proceed the Board indicated that several conditions would need to be addressed prior to Argyle entering into a new License.

These are specifically:

1. A new Development Application would need to be applied and granted. Argyle is interested in managing the site as long term accommodation with a minimum of five units as transitional/crisis only. On consultation with the support providers in the community it appears that this is the extent of crisis accommodation.
2. Conversion of the current License to a 30 year lease. Argyle are aware that the standard lease is 20 years, but we seek the longer term in order to provide the security of tenure for us to invest in a potential redevelopment of the site.

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3. Argyle seeks Councils assistance to source appropriate funding to contribute towards bringing the current units up to Housing NSW minimum standards. Argyle has invested in a thorough property audit of the buildings and grounds and has found that significant investment is required to bring the site up to minimum housing standards.

We are excited to submit this proposal and work with you to achieve the best outcome for Griffith City and ensure that there is appropriate and affordable housing.

Thank you for the opportunity and we look forward to meeting with you and your team to make this facility the best it can be.

I look forward to hearing from you  
Yours Sincerely

Wendy Middleton  
Chief Executive Officer

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# EXPRESSION OF INTEREST

## BARNABAS HOUSE

80-94 Kookora Street  
GRIFFITH NSW



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## Contents

Contents.....	2
Executive Summary.....	3
Argyle's Corporate Capability .....	4
Alignment to Argyle's Business Strategy .....	5
Tenancy & Operations.....	6
Tenant Analysis and Market Demand.....	8
Financial Analysis .....	10
Stakeholder Consultation .....	12
Risk Assessment .....	13
Key Milestones .....	14
Appendix 1 – Site Plans .....	15
Appendix 2 - Financial Assumptions .....	17
Appendix 3 – Communications plan .....	19
Appendix 4 – Cost Analysis of Rectification Works Required.....	21
Appendix 5 – Argyle's Strategic Plan 2015/2018 .....	23

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## Executive Summary

Argyle Housing (Argyle) have identified an opportunity to provide property and tenancy management services at Barnabas House, 80-94 Kookora Street, Griffith which is situated on approximately 2.5 hectares. The site is currently operated by the Baptist Church as short term crisis accommodation. Improvements to the site include;

- accommodation consisting of 35 units
- various other improvements consisting of a administrative office and op shop, external laundries and storage areas, an internal road network and parking facilities
- a women's refuge centre, to be subdivided from site as part of the acquisition strategy

The site is currently managed by the local Baptist Church (Church), by way of a License over the land which is controlled by Baptist Churches of New South Wales Property Trust. The licensor is Crown Lands, managed by Griffith City Council as Trustee.

The property was originally operated by the Smith Family, and was transferred in 2012 under a 10 year license to the Church when it became known as Barnabas House. The Church submitted a change of use application to Griffith City Council (Council) in 2012 to convert the use of the property to three month crisis accommodation and 24 hour counselling services to specifically meet the needs of local men in the rural community with suicide prevention.

We are told that the facility is currently operating at approximately 65% occupancy, and there is a maximum number of forty eight tenants permitted under the conditions of the DA. Currently, there are no formal lease agreements in place with tenants. There is a caretaker on site who handles the day to day management, admissions, and cleaning and minor maintenance activities. Much of the grounds maintenance work is currently completed by volunteers of the Church, however the site is showing signs of neglect despite their efforts. The quality of accommodation is below NSW Land and Housing Corporation's Asset Standard, and significant investment is required to bring the units up to these standards.

This Business Case examines the benefit of Argyle acquiring the license over the site, converting its use to long term affordable accommodation, upgrading the accommodation and operating the site within our local portfolio.

Argyle's long term strategy for the site includes bringing the existing accommodation up to an acceptable standard, and then master-planning the site to determine its development potential. In the short-term, Argyle believes that the site is financially sustainable after the rectification works.

It must be noted that Argyle will not continue with our application for the management of this site if the following conditions cannot be met

- Change the use of the site as described under the existing DA to long term residential accommodation
- Transferring the existing License to a 20 year Lease over the site, with an undertaking from Council or Crown to favorably review our application to extend the Lease to 30 years
- Seeking assistance from Council to source funding to assist with the cost of rectification and refurbishment works required to the site

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## Argyle's Corporate Capability

### Argyle's track record

Argyle provides secure and affordable housing. It delivers housing products for lower income and disadvantaged people who have difficulties sourcing adequate housing across 17 council areas in NSW and the ACT. Argyle currently manage 2,400 properties, which houses 2,387 tenants. Of these tenants, 358 are sole parents, 1,164 are aged under 16, and 593 are people aged over 55.

In the previous financial year Argyle has housed 404 homeless people. We have 208 Aboriginal and Torres Strait Islander tenants, have an active Reconciliation Action Plan (RAP) and ensure that people with special needs are given equal opportunity. We provide housing to 655 people with a disability.

As part of the community housing portfolio Argyle has established a presence in affordable housing for low to moderate income households. We have 46 newly developed and acquired properties that are being managed and allocated according to Housing NSW Affordable Housing Guidelines.

Argyle empowers tenants through education, training and employment initiatives that include Rent It Keep It courses, and job service agencies. Tenant feedback is important to us and we respond by listening and improving our services. Every year we conduct a tenant survey, and last year 87% of respondents were happy with their housing services, and 85% were satisfied with property upgrades.

In 2014 we renewed the Tier One status under the National Regulatory System. In terms of size, Argyle ranks number six nationally by tenancies managed.

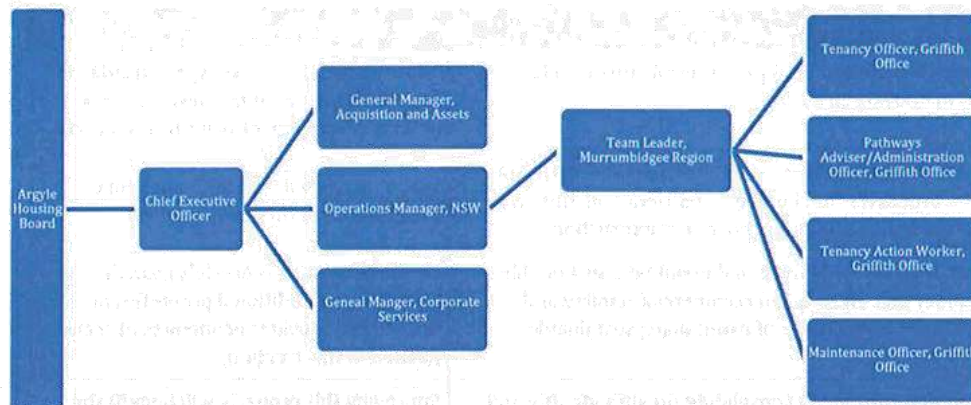
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### Governance structure

The following figure illustrates the governance structure currently supporting our tenants in Griffith.

Figure 1: Governance Structure



## Alignment to Argyle's Business Strategy

### Argyle's vision

Argyle is a community-managed, not-for-profit housing organisation. We provide and manage secure, sustainable housing for people on low and moderate incomes who would otherwise struggle to find accommodation or live independently. Argyle responds to local needs and builds sustainable communities in areas of need.

We actively encourage our tenants and local communities to be involved in our organisation. This helps our tenants build social capital, reduces isolation and teaches new skills. It also provides Argyle with a valuable source of knowledge about the communities we support and allows us to provide better quality and more tailored housing and support services.

To underpin our vision, we will continue to be a financially strong and economically viable organisation. Our aim is to help more people in housing need, so we will look to grow our portfolio of social and affordable housing through innovation and partnerships.

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## Argyle's Strategic Plan

Argyle's Strategic Plan 2015 – 2018 outlines the vision and objectives for the business over the next three years. This project aligns with several of the strategic objectives, detailed in the table below.

**Table 1: Argyle Objectives and the relevance of the Barnabas House Project**

Strategic Objective	Project Relevance to Objective
<b>Tenants and Community.</b> To improve social outcomes for Australians in housing stress	Repositioning the property to affordable long term accommodation will serve a greater proportion of Griffith community.
<b>Organisation Capability.</b> To achieve and maintain sector leading systems and processes that facilitates efficient and effective delivery across multiple regional areas and jurisdictions	This property will benefit from being integrated into the Argyle system
<b>Sustainable Growth.</b> To develop and maintain a sustainable business model that ensures our commercial viability and supports our primary purpose of maintaining sustainable tenancies.	This facility fits into Argyle's growth strategy, and additional properties in Griffith will provides economies of scale needed in this location.
<b>Identity and Reputation.</b> To consolidate Argyle's identity and reputation for the delivery of quality products and services and better individual and community outcomes.	Improving this property will benefit the community of Griffith. Managed properly, a successful project may open up further opportunities with other underperforming assets of local Governments and the Church sector
<b>Tenants &amp; Community.</b> We will exceed our obligations for "at least 70% of all properties managed meet the FACS NSW Land and Housing Corporation's Asset Standard".	Within this business case we have identified what is required to meet the FACS NSW Land and Housing Corporation's Asset Standard
<b>Partnerships &amp; Capability.</b> We will engage in beneficial partnerships with suitably qualified stakeholders to expand our markets, our property portfolio and our service offerings.	A mutually beneficial partnership with Griffith Council will be created. A relationship with the Baptist Community and Trust will be established.

## Tenancy & Operations

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### Argyle Housings resources for the Griffith Community

Argyle has operated in the Griffith area since early 2009. The number of properties managed has grown over the last 6 years up to 119 at present. This consists of 43 under the Capital Program across Griffith and Leeton. 73 properties under the Leasehold Program, 4 of which are Transitional in Partnership with Linking Communities Network.

2012 saw the completion of 3 homes built for Affordable Housing, meeting a need in the local community for moderate income earners.

Argyle has had a history of good working partnerships with Stakeholders in the local community, e.g. Crisis Accommodation Providers, local Real Estate Agencies, Local Government and Housing NSW.

Argyle's staff in Griffith have the capacity to manage additional properties in Griffith, and it is expected that this site will better utilise existing resources within the Griffith office. Resources will, however, be reviewed when approaching full occupancy.

### Operational Plan

The following is an outline of operational responsibilities to be undertaken once Argyle takes over management of the site

Tenancy Management	<p>Tenants will be supported by an Argyle Tenancy Officer (TO), who will engage with the existing tenants with the view to sign them up to 3 month Residential Tenancy Agreements. During that time, our TO will determine their housing requirements, eligibility for social housing, and any support required to sustain tenancy.</p> <p>We will then allocate the remaining properties to eligible applicants on the Pathways waiting list, and establish properties and tenancies within our management systems.</p> <p>Negotiate partnerships for the 5 crisis or transitional properties</p>
Resourcing	<p>Argyle's current portfolio plus the units at Barnabas, will be managed by a Tenancy Officer from the Griffith office. The office also has a Pathways officer, a Tenancy Action worker and a Maintenance Officer several days a week. The Griffith Tenancy Officer is further supported by a team leader at Wagga, and the Operations Manager for NSW and a team of support staff covering all relevant functional areas.</p> <p>If additional resources are required, or Argyle is successful in winning more work in Griffith, our resourcing will be adjusted accordingly.</p>
Maintenance Management	<p>We will transition existing or engage alternate local contractors and service providers for maintenance and grounds. Argyle currently has a strong list of local service providers, and they will be provided with the opportunity to tender for service provision at Barnabas.</p>
Financial Management	<p>The Tenancy Officer is responsible for financial management of their portfolio and are supported by a Finance team based at our Bowral head office.</p>

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## Tenant Analysis and Market Demand

Analysis of the local market and existing tenants indicate sufficient local demand for bedsits and one bedroom units to warrant converting the existing improvements on the site into longer term housing. There is demand for short term crisis or transitional type accommodation from Linking Communities Network and Housing NSW of a minimum five units only in the Griffith area. Argyle Housing has elected to ensure these short term units remain available to the community and have incorporated them into this business case.

### Pathways housing demand

The Argyle Tenancy Management team provided the following pathways waiting list data as at the 27 June 2015. Based on the information provided, there is the demand for additional social and community housing in the Griffith City Council Local Government area. The waiting list data is provided below.

Table 1: Pathways housing waiting list

Unit Type	Studio	1 Bedroom Units	2 Bedroom Units	3 Bedroom Units	4 Bedroom Units	Total Waiting List
Waiting List	80 people	104 people	136 people	37 people	29 people	386 people

Data: Pathways provided by Argyle 27/6/15

### Existing Barnabas House tenant analysis

Argyle Housing was unable to conduct a thorough due diligence on the existing tenants in Barnabas House due to the restricted access provided to us on 10 August 2015. Essentially:

- Occupants comprise mostly singles or couples, and one large family.
- Maximum 48 people in total
- A high percentage of people have occupied for less than 14 days
- Some tenants have been in residents for longer than the 3 months maximum up to 2 years
- Primary referrers include Linking Communities Network, Housing NSW, and some were taken from both Wagga Wagga and Griffith Hospitals

It is a critical aspect of this proposal that the needs of the existing tenants are considered in the change-over. If Barnabas presents the best option for medium to long term accommodation, then the tenants will enter into a Residential Tenancy Agreement with Argyle. If more appropriate accommodation is required, then Argyle will assist tenants to source alternate accommodation and provide the appropriate assistance to move as required. Without the in-depth knowledge of each tenant, it is still anticipated that many of the existing tenants will remain at Barnabas.

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### Market sounding of referral groups

The below table is a summary of feedback from local community groups contacted. Linking Communities Network and Housing NSW believes there is a demand for five short term accommodation type units in Griffith. Argyle housing has allocated five of the units to meet this need, and have incorporated this into the business case financials. Two commercial real estate agents surveyed did not refer any one to the service.

**Table 3: Market Sounding Responses**

Community Group	Contact /Title	Q1. What type of housing demand do you experience most? Single, Couple Family, Crises, short term, price range?	Q2. Do you think there is demand for Crises / Temporary / Community (use appropriate terms depending on what Barnabas currently is and what it will be changed to)	Q3. Where and is there enough supply for Crises / Temporary or Community housing
Argyle Community Housing Griffith Office	Joanne Rutter, Team Leader Murrumbidgee	There is housing demand for single persons experiencing homelessness, that is affordable and close to transport	Affordable (\$150/week), clean, secure housing that provides additional services for those establishing themselves	Housing near the CBD would be beneficial, but at the moment it is predominantly in caravan parks on the outskirts of town
Linking Communities Network	Sandra Bishop	All types of housing required, current transitional stock is with Argyle and meets demand.	Sandra confirmed they refer woman with children and couples	Linking Communities Network is currently the consortium managing the refuge accommodation in Griffith
Housing NSW	Paul Harding, Director Murrumbidgee	Housing demand in Griffith is for all bedroom sizes	There is a need for a minimum of five short term accommodation units for persons experiencing homelessness. Persons experiencing homelessness may need to travel 50 kms for accommodation under Link to Home	Currently demand is met at Barnabas. Link to Home do not acknowledge Barnabas as a homeless service and do not refer

### Analysis of current supply

Of the 58 units currently advertised for rent in Griffith on [www.realestate.com.au](http://www.realestate.com.au); 13 were one bedroom units, and all with the exception of a house were \$165 per week or less

- 18 were two bedroom units / townhouses / villas, and all, with the exception of two smaller units were for rent for \$200 to \$250 per week
- 24 were three bedroom houses
- 4 were four bedroom or more homes

Average rents in the Griffith market include;

- 1 bedroom unit - \$150.00 per week (Domain.com)
- Studio - \$95.00 per week (Griffith Real Estate, on line)
- Argyle have 4, 1 bedroom units in Middleton Avenue with market rent set at \$140.00 per week
- Argyle leases 2, 2 bedroom units in Kookora St for \$250.00 per week
- A motel style unit (one room, kitchen & en-suite) at the Griffith Tourist Park is \$90.00 per day, \$540.00 per week.

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## Financial Analysis

A financial cash flow of the property for the first 10 years has been undertaken and can be summarised in the below table. The below cash flow demonstrates;

- The property returns a positive net present cash flow of approximately \$431,212 over 10 years, using the scenario of a current weighted cost of capital of 3%, and assuming the net income would be capitalised at 10% in year 10
- This model also assumes financial assistance through grants or other funding to assist in the total cost of essential repairs
- The property would be financially sustainable for the foreseeable future, including an allowance for planned maintenance after initial renovation works are complete

**Table 6: Financial cash flow results**

Argyle Community Housing Ltd Financial Modelling - Barnabas, Griffith											
Year	0	1	2	3	4	5	6	7	8	9	10
Occupancy	65%	85%	95%	95%	95%	95%	95%	95%	95%	95%	95%
Escalation (costs)	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Escalation (Income)	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%
100% Occupancy - Singles	91,818	125,178	127,995	130,875	133,819	136,830	139,909	143,057	146,276	149,567	152,932
100% Occupancy - Couples	26,520	36,156	36,969	37,801	38,651	39,521	40,410	41,320	42,249	43,200	44,172
100% Occupancy - Family	7,069	9,637	9,854	10,076	10,302	10,534	10,771	11,013	11,261	11,515	11,774
65% Occupancy - Crisis	11,477	15,647	15,999	16,359	16,727	17,104	17,489	17,882	18,284	18,696	19,116
*Assuming FY16 commences from 1 October 2015											
Income	FYE 2016*	FYE 2017	FYE 2018	FYE 2019	FYE 2020	FYE 2021	FYE 2022	FYE 2023	FYE 2024	FYE 2025	FYE 2026
Rent Revenue (occupancy adjusted)	92,991	160,972	182,076	186,173	190,362	194,645	199,024	203,502	208,081	212,763	217,550
Commercial Rent	7,000	7,158	7,319	7,483	7,652	7,824	8,000	8,180	8,364	8,552	8,744
Potential Contribution from Infrastructure Grant	206,904	96,681	-	-	-	-	-	-	-	-	-
Potential Contribution from State and Federal	-	-	-	-	-	-	-	-	-	-	-
Potential Contribution from Church Trust	-	-	-	-	-	-	-	-	-	-	-
Upgrade borrowings	-	-	-	-	-	-	-	-	-	-	-
	306,895	264,811	189,395	193,656	198,013	202,469	207,024	211,682	216,445	221,315	226,295
Expenses											
Council License	500	500	500	500	500	500	500	500	500	500	500
Council Lease	-	-	-	-	-	-	-	-	-	-	-
DA Application Costs	5,000	-	-	-	-	-	-	-	-	-	-
Licence Legal Fees	5,000	-	-	-	-	-	-	-	-	-	-
External Cost Planner and PM team	77,000	-	-	-	-	-	-	-	-	-	-
Insurance	3,045	3,136	3,230	3,327	3,427	3,530	3,636	3,745	3,857	3,973	4,092
Rates	4,448	4,581	4,719	4,860	5,006	5,156	5,311	5,470	5,635	5,804	5,978
Waste	1,190	1,226	1,262	1,300	1,339	1,380	1,421	1,464	1,507	1,553	1,599
Security	1,500	1,545	1,591	1,639	1,688	1,739	1,791	1,845	1,900	1,957	2,016
Adhoc Repairs	10,800	11,124	11,458	11,801	12,155	12,520	12,896	13,283	13,681	14,092	14,514
Wages - Caretaker	12,500	-	-	-	-	-	-	-	-	-	1
Electricity	26,650	27,450	28,273	29,121	29,995	30,895	31,821	32,776	33,759	34,772	35,815
Water	9,750	10,043	10,344	10,654	10,974	11,303	11,642	11,991	12,351	12,722	13,103
Grounds Maintenance	9,000	9,270	9,548	9,835	10,130	10,433	10,746	11,069	11,401	11,743	12,095
Internal Essential Repairs	117,331	120,851	124,477	30,309	-	-	-	-	-	-	-
External Essential Repairs	89,573	92,260	95,028	-	-	-	-	-	-	-	-
Grounds Repairs (excl storm water)	27,365	28,186	29,031	-	-	-	-	-	-	-	-
Storm Water Repairs	51,687	-	-	-	-	-	-	-	-	-	-
Contingency	28,596	24,130	24,854	3,031	-	-	-	-	-	-	-
Planned Long Term Maintenance	-	-	-	-	23,353	24,053	24,775	25,518	26,284	27,072	27,884
Interest on finance	-	-	-	-	-	-	-	-	-	-	-
Repayment of debt	-	-	-	-	-	-	-	-	-	-	-
Capitalisation of net income	-	-	-	-	-	-	-	-	-	-	214,535
	480,934	334,301	344,315	106,379	98,567	101,509	104,540	107,661	110,876	114,187	96,936
Surplus	-	174,039	69,490	154,920	87,277	99,446	100,959	102,484	104,021	105,569	323,231
NPV	-	-	-	-	-	-	-	-	-	-	\$431,212.05
Discount Rate	-	-	-	-	-	-	-	-	-	-	3%
*FY16 income commences from 1 October 2015, outgoings assume 100% costs for year.											

Financial Assumptions and sources of information are attached in (Appendix 3).

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### Estimated renovation costs

In considering renovation costs and potential revenues, Argyle engaged SaadCorp Building Inspectors in August 2015 to conduct a thorough property condition audit. SaadCorp provided a comprehensive report, including initial cost estimates to restore the units to a National Housing Standard. They provided a scope of works, the size and current use of every building on site, advice on works to the grounds, and advice on potential storm water works.

The following table summarises these likely costs. Individual unit descriptions and associated costs can be found in more detail in Appendix 2 of this report.

### Collaborative approach

It is Argyle's intention to review the works required with the Councils property team in order to determine the critical works, and schedule out non-urgent works over a period. Discussions will also focus on the storm water, which was initially identified in discussions with Council.

Due to the significant cost of the rectification works, Argyle would engage with Council and other bodies to access any grant funding to assist in financing part or all of the rectification costs.

**Table 5: Renovation costs**

Item	Cost excl GST, Builders Margins, inc 10% Contingency
Internal Essential Repairs	\$372,706.51
External Essential Repairs	\$268,717.61
Grounds Repairs (excl storm water)	\$82,093.85
Storm Water Repairs	\$51,687.25
<b>Total</b>	<b>\$775,205.22</b>

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## Stakeholder Consultation

Consultation with key stakeholders has been undertaken during our investigation and due diligence processes.

A communication plan responding to concerns expressed by key stakeholders in regards to acquisition, and the affects it will have on the community focuses on working transparently & collaboratively with all stakeholders, communicating clearly and consistently

Further details can be found annexed to this report.

### Consultation to date

The following table summarises existing stakeholders and the latest consultation to date.

**Table 4: Stakeholder consultation to date**

Stakeholder	Relationship to subject site	General Consultation	Latest Consultation
Crown Lands	Owner of land	The project team have spoken with Crown Lands who have outlined the process required to transfer a licence and then apply for a 30 year plus lease over Barnabas House.	Not yet required
Griffith City Council	Licensor (held in trust for Crown Lands)	Consultation has been undertake with Griffith City Council planning team	Council formerly acknowledged by letter on 17 August 2015 Argyle's interest in Barnabas. Council requires evidence to consider new licensees, specifically regarding the applicant's ability to manage the improvements on the site, and to operate and maintain the facility sufficiently
Baptist Church	Manage the site	Extensive consultation has been undertaken with the Baptist Church who are generally supportive of relinquishing the licence	On the 28 <sup>th</sup> July, the Church emailed Argyle advising that it had voted to (1) To relinquish the license of Barnabas, NSW; (2) To authorise their Trustee, The Baptist Churches of New South Wales Property Trust, to sign all and any documents required to relinquish the license
Baptist Community Services NSW and ACT Trust	Licensee (held in trust for Church)	Consultation to date has been through the Baptist Church Board	None required
Tenants	Occupants	No tenants have been consulted with at this stage	Not yet required
Linking Communities Network	Main referral for service	General demand conversations show need for some short term (refuge) accommodation	None required. Will incorporate five short term units into business model to cater for this demand
Housing NSW	Main referral for service	General demand conversations show need for some short term (refuge) accommodation	None required. Will incorporate five short term units into business model to cater for this demand

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## Risk Assessment

A desktop risk assessment was undertaken by all Argyle involved in the Project Control Group of the project. Risks were identified and the mitigation of risk and the business unit responsible for the mitigation identified. Each mitigated risk was ranked "Low", "Medium", "High" or "Very High", as illustrated in the table below.

**Table 7: Risk Classification**

Likelihood	Impact				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
A (almost certain)	M	H	H	VH	VH
B (likely)	M	M	H	H	VH
C (moderate)	L	M	M	H	VH
D (unlikely)	L	L	M	H	H
E (rare)	L	L	M	H	H

L = Low M = Medium, H = High, VH = Very High

As at August 2015, there were two "Very High" risks for the project; the transfer of license and change of use. Whilst the mitigation of these risks have been incorporated into the business case, they remain very high as they are heavily reliant on external forces. Very high and high risks are illustrated in the table below.

**Table 8: High and very high risks**

Risk Area	Risk Item	Risk Mitigation	Proposed Responsibility	Likelihood after Mitigation	Impact after Mitigation	Classification after Mitigation
Licence	No License transfer or lease	Achieve an agreement in principal with Crown Land and Council prior to the termination of the license.	Assets & Acquisitions	C	5	Very High
Change of Use	Change of Use denied	Prepare application early and get agreement in principal for the change of use from Council.	Assets & Acquisitions	C	5	Very High
Ministerial Approval	Refusal of License & Lease	Establish early dialogue and achieve in principal approval / agreement from Crown Lands and Council.	Assets & Acquisitions	D	5	High
Property Condition	Hazardous Materials	Undertake a condition assessment of the properties and determine associated cost.	Assets & Acquisitions	C	4	High
	Significant rectification works required	Ensure that if any significant works are detected that this is negotiated with the Council, and possibly Barnabas to rectify prior to transfer	Assets & Acquisitions	C	4	High

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## Key Milestones

The following table outlines the key milestones and their proposed timing. It is expected that the acquisition of the site will take approximately five months from board approval, which was received in late August 2015.

All timeframes are preliminary, and based on advice from Council, Crown Lands and consultants.

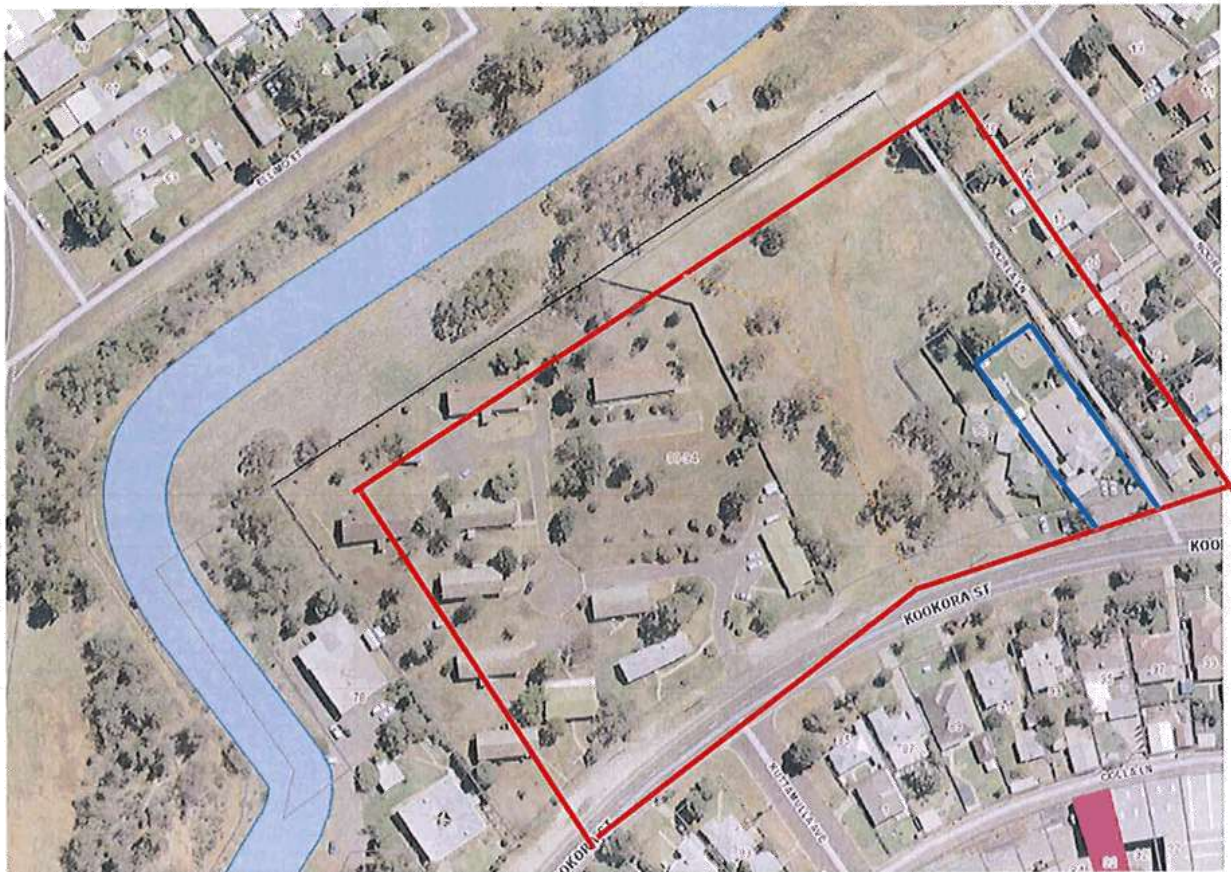
**Table 9: Key Milestones and timing**

Item	Strategy Action	Responsibility	Date
1	Baptist Church agree to relinquish license	Baptist Church	Complete
2	Property audit to be completed	Argyle / Savills	Complete
3	Argyle write to Council expressing interest in licence	Argyle	Complete
4	Business case decision	Argyle	Completed
5	Argyle to provide application, including a Business Case to Council for consideration in a Council Ordinary Meeting	Argyle	4 Sept 15
6	Council to provide an agreement in principal to appoint license. Council seeks Crown Lands / Minister approval for licence, subject to change of use DA and subdivision (2 months). Simultaneous application for a Lease over the Land to supersede the License	Crown Lands / Argyle / Consultants	25 Sep 15
7	Argyle commences preparation of transitional plan	Argyle	25 Sep 15
8	Argyle and Council begin work on rectification plan and funding applications	Argyle / Council	25 Sept 15
9	Argyle & Griffith City Council to seek Crown Lands / Minister consent to submit change of use and subdivision (approximately 2 months)	Council	25 Sep 15
10	Griffith City Council submit to Crown Lands / Minister change of use and subdivision (approximately 2 months)	Council / Argyle / Consultants	5 Oct 15
11	Argyle engage consultants to commence work on Master-planning the site	Argyle / Consultants	5 Oct
12	Council approve Subdivision	Council	6 Jan 16
13	Submit application for Land & Property Information (LPI) to register subdivision	LPI	6 Feb 16
14	Council Provide Change of Use approval	Council	7 Feb 16
15	Argyle commence operation of Barnabas House under a licence/or lease	Argyle	8 Feb 16



## Appendix 1 – Site Plans

**Figure 2 80-94 Kookora Street, Griffith Site Plan**



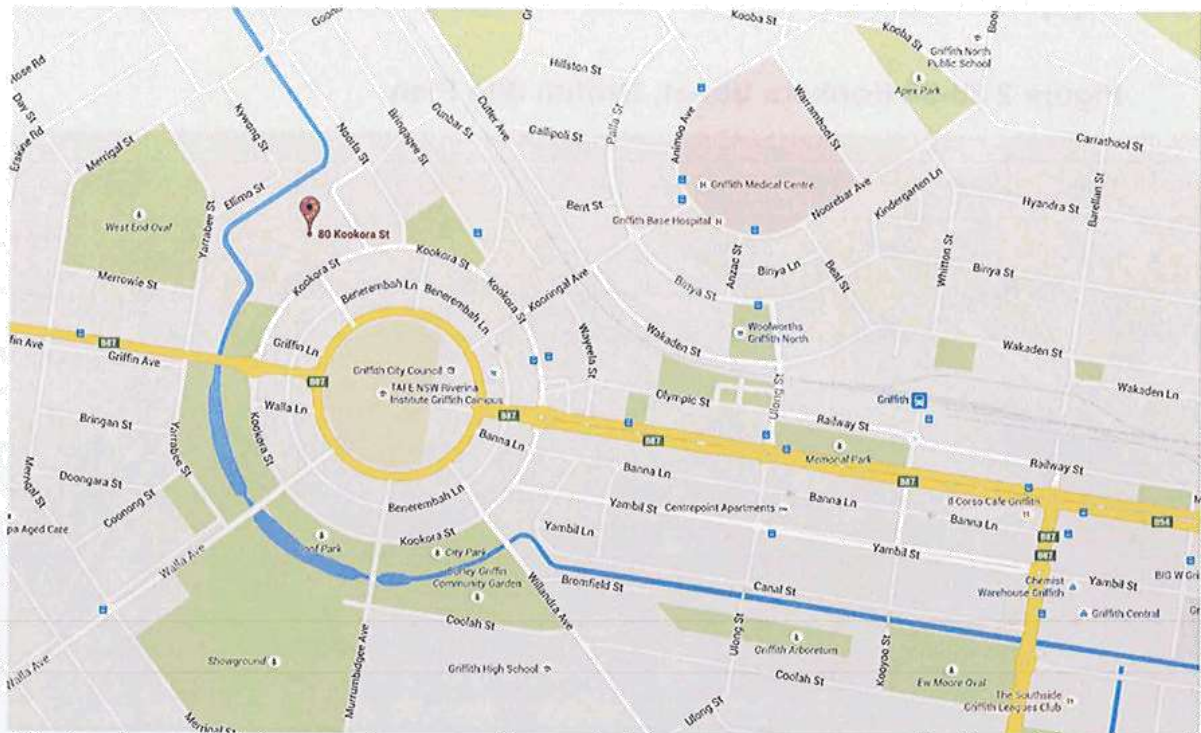
— Site Boundary    — Titled Refuge    - - - - - Future Subdivision

Owner: Crown Lands  
Trustee: Griffith City Council  
Barnabas House Licensee: Baptist Community Services NSW and ACT Trust  
Vacant Land Licensee: Nil

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**Figure 3 80-94 Kookora Street, Griffith Location Plan**



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## Appendix 2 - Financial Assumptions

The following table identifies all sources of information and any assumptions made to inform the financial assessment. It is envisaged that the cash flow would be re-assessed at different milestones throughout the project, as more accurate and additional information comes to light.

Assumption	Source of Information
Occupancy	65% in first year is based on current occupancy rate. 95% occupancy is current Argyle occupancy rate across portfolio.
Escalation (costs)	Figure is upper range of average historic CPI
Escalation (Income)	Figure is lower range of average historic CPI and is 2 x 1.5% increases applicable to benefit payments
100% Occupancy - Singles	Income is the lesser of market rent, or 25% of New start allowance plus CRA.
100% Occupancy - Couples	Income is the lesser of market rent, or 25% of New start allowance plus CRA.
100% Occupancy - Family	Income is the lesser of market rent, or 25% of New start allowance plus CRA.
65% Occupancy - Crisis	Income is the lesser of market rent, or 25% of New start allowance plus CRA.
Rent Revenue (occupancy adjusted)	See income description above
Commercial Rent	Rent on administration building
Potential Contribution from Infrastructure Grant	Potential for application of funding for upgrade of stormwater
Potential Contribution from State and Federal	Potential for contribution from Council
Potential Contribution from Church Trust	Potential for contribution from Church Trust
Upgrade borrowings	Cost of repairs from Cost Planner
Council License	Rent in current lease. See Strategic Assessment
Council Lease	Amount not yet known
DA Application Costs	Estimated by our consultant Savills
Licence Legal Fees	Estimated legal fees
External Cost Planner and PM team	Cost Planner, Project Manager and contingency
Insurance	Based on current Argyle ISR policy costs per sums insured. Replacement estimated at \$3.5m
Rates	Provided by Caretaker
Waste	Provided by Caretaker
Security	Estimate cost of employing company to complete 7 night patrols per week

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Assumption	Source of Information
Adhoc Repairs	Based on assumption of \$300 per annum per unit
Wages - Caretaker	Provided by Caretaker. Assumes no caretaker wages after month 3 of Argyle operations
Electricity	Provided by Caretaker
Water	Provided by Caretaker
Grounds Maintenance	Based on assumption of \$750 per month (similar to other properties under management by Argyle)
Internal Essential Repairs	Costs excel GST provided by Cost Planner - Upgrade costs internally and externally split over the first 3 years of operation
External Essential Repairs	Costs provided by Cost Planner - Upgrade costs internally and externally split over the first 3 years of operation
Grounds Repairs (excel storm water)	Costs provided by Cost Planner
Storm Water Repairs	Costs provided by Cost Planner. Argyle to apply for Infrastructure funding to cover the costs of the Ground works
Contingency	Assume 10%
Planned Long Term Maintenance	Assume 1/40th of current essential works per annum inc 10% contingency
Interest on finance	Based on 5 year term, interest and principal at 7%
Capitalisation of net income	10% yield on net income
Discount Rate	Argyle cost of capital (current investment rates)
Year 2016	FY16 income commences from 1 October 2015, outgoings assume 100% costs for year.

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## Appendix 3 – Communications plan

There have been discussions with key stakeholders regards this acquisition, and the affects it may have on the community. Argyle is keen to ensure during this transition that the successes of the Baptist Church / Barnabas House are acknowledged, the existing tenants are supported and that the repositioning from 'Barnabas House' to Argyle Housing is positive and embraced by the community. In line with this, a communications plan has been developed to;

- Protect the integrity of the Argyle brand, enhance presence and reputation of Argyle in the local community
- Strengthen the relationship with Griffith Council and the Baptist Church
- Work transparently & collaboratively with all stakeholders, communicating clearly and consistently
- Acknowledge the positive outcomes achieved by the Baptist Church at Barnabas House to date, with thanks to their philanthropic and other support
- Promote Argyles vision and key strengths as a leading community housing provider whilst championing our values of diversity, partnerships, collaboration, opportunity, accountability & adaptability

The action plan is summarised in the table below.

Target audience:	Key messages:	Communication methods/channels:	Who is responsible
Tenants	We will work with each tenant to find suitable housing aligned with their needs. Argyle will assist/ link tenants with additional support services available  The site will need to undergo works to bring it up to NSW Housing standards by with minimal disruption to current tenants	Personal letter to advise changeover/next steps	Ops
		One-on-one interviews to assess housing need	Ops
		Notice on website	Coms
Volunteers / Baptist Church / Philanthropists	Argyle acknowledges the great work by the Baptist Church through Barnabas House, with special thanks to the support of benefactors and the volunteers over the life of Barnabas. Argyle is a not-for-profit community housing organisation, with existing community roots  The current residents will be assisted by Argyle Housing to remain housed onsite long-term or within alternative accommodation, best suited to their housing needs as individually assess. Argyle has carefully planned how the current residents will be cared for and supported throughout this transition.	Letter where possible/appropriate	Ops & Coms
		Announcement in local paper	Coms
		Article in external newsletters	Coms
		Signage at site; Argyle manages the site / no longer Barnabas House	Coms
		Event for the church to celebrate and thank the benefactors over the life of Barnabas	Coms
Contractors	The site formally known as 'Barnabas House' is now managed by Argyle Housing, providing long-term sustainable	Letter to manager/CEO of each contracting organisation	Ops & Coms

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Target audience:	Key messages:	Communication methods/channels:	Who is responsible
	and affordable housing. Argyle is a not-for-profit community housing organisation, with existing community roots Accreditation details / how we work with contractors / suppliers	Signage at site to clarify	Coms
Service Orgs (Support providers, referring agencies etc.)	The site formally known as 'Barnabas House' is now managed by Argyle Housing providing long-term sustainable and affordable housing. Argyle is a not-for-profit community housing organisation, with existing community roots. We can assist people find secure and sustainable housing, via the Housing Pathways NSW	Letter to CEO/key contact	Ops
		Fact Sheets/Posters distributed onsite to service providers	Ops
		Signage erected at site	Coms
Media	The site formally known as 'Barnabas House' is now managed by Argyle Housing providing long-term sustainable and affordable housing. Argyle is a not-for-profit community housing organisation, with existing community roots Argyle acknowledges the great work by the Baptist Church through Barnabas House, with special thanks to the support of benefactors for the donations and the volunteers over the life of Barnabas The current residents will be assisted by Argyle Housing to remain housed onsite long-term or within alternative accommodation, best suited to their housing needs as individually assessed. Argyle has carefully planned how the current residents will be cared for and supported throughout this transition.	Press release & briefing	Coms
		Seed good news stories into media / link Baptist Church in with media to celebrate successes to date	Coms
Local/ State/ Federal Govt.	The site formally known as 'Barnabas House' is now managed by Argyle Housing providing long-term sustainable and affordable housing. Argyle is a not-for-profit community housing organisation, with existing community roots Argyle acknowledges the great work by the Baptist Church at the site to date, with thanks to the support of volunteers and donations The current residents will be assisted by Argyle Housing to remain housed onsite long-term or within alternative accommodation, best suited to their housing needs as individually assessed. Argyle has carefully planned how the current residents will be cared for and supported throughout this transition.	Letter from Argyle CEO to key contacts	Coms
		Briefing / site inspection (at a later stage if needed)	TBC
General	The site formally known as 'Barnabas House' is now managed by Argyle Housing providing long-term sustainable and affordable housing Contact details List of possible FAQ's that calls/walk-ins may ask at Griffith & Head Office	Barnabas House listings on community services websites/local guides	Coms
		Barnabas House website / Facebook	Coms with Barnabas
		Q&A sheets available at all Argyle receptions for FAQs	Ops & Coms

Ops = Operations Team, Coms = Communications Team

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## Appendix 4 – Cost Analysis of Rectification Works Required

Block	Unit No	Description	Size (sq m)	Bed x Bath	Weekly Rent \$	Individual unit cost to renovate internally \$	Cost to renovate externally \$
1	1	Family	44	1x1	170	8,245	
1	2	Family	44	1x1	170	6,997	
<b>Block 1 Total</b>			<b>88</b>		<b>340</b>	<b>15,243</b>	<b>21,823</b>
3	19	Single	19	0x1	100	5,167	
3	20	Store	19	0x1	100	9,027	
3	21/22	Large Single	38	1x2	170	10,923	
3	23	Single	19	0x1	100	6,387	
<b>Block 3 Total</b>			<b>95</b>		<b>470</b>	<b>31,504</b>	<b>26,894</b>
2	24	Studio	19	0x1	100	8,130	
2	25	Studio	19	0x1	100	8,130	
2	26/27	Large Single	38	1x1	170	6,247	
2	28	Studio	19	0x1	100	5,897	
<b>Block 2 Total</b>			<b>95</b>		<b>470</b>	<b>28,405</b>	<b>26,470</b>
4	29/30	Family	38	1x1	170	16,489	
4	31	Store	19	0x1	100	16,991	
4	32	Single	19	0x1	100	6,005	
4	33	Single	19	0x1	100	5,841	
<b>Block 4 Total</b>			<b>95</b>		<b>470</b>	<b>45,327</b>	<b>26,012</b>
Caretaker	34	Caretaker	34	1x1	170	11,669	
Caretaker	35	High Risk	46	1x1	200	14,603	
<b>Block Total</b>			<b>80</b>		<b>370</b>	<b>26,273</b>	<b>21,786</b>
5	36	Single	19	0x1	100	7,061	
5	37	Single	19	0x1	100	6,061	
5	38	Single	19	0x1	100	7,314	
5	39	Single	19	0x1	100	8,130	
5	40	Single	19	0x1	100	5,709	
<b>Block 5 Total</b>			<b>95</b>		<b>500</b>	<b>34,275</b>	<b>26,349</b>

Page | 21

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Block	Unit No	Description	Size (sq m)	Bed x Bath	Weekly Rent \$	Individual unit cost to renovate internally \$	Cost to renovate externally \$
6	41	Single	19	0x1	100	7,460	
6	42	Single	19	0x1	100	8,938	
6	43	Single	19	0x1	100	7,975	
6	44	Single	19	0x1	100	7,316	
6	45	Single	19	0x1	100	7,268	
6	46	Single	19	0x1	100	5,828	
<b>Block 6 Total</b>			<b>114</b>		<b>600</b>	<b>44,785</b>	<b>30,611</b>
7	47	Single	19	0x1	100	6,959	
7	48/49	Family	38	1x2	170	13,824	
7	50	Single	19	0x1	100	7,701	
7	51	Single	19	0x1	100	5,851	
7	52	Single	19	0x1	100	6,268	
<b>Block 7 Total</b>			<b>114</b>		<b>570</b>	<b>40,602</b>	<b>31,007</b>
8	53	Single	19	0x1	100	4,941	
8	54/55	Family	38	1x1	170	11,406	
8	56	Single	19	0x1	100	17,047	
8	57	Single	19	0x1	100	8,276	
8	58	Store	19	0x1	100	20,167	
<b>Block 8 Total</b>			<b>114</b>		<b>570</b>	<b>61,837</b>	<b>31,191</b>
Op shop	Op shop	49	com	35	1 toilet and kitchenette		
Op shop	Community centre	32	com	35	2 separate rooms		
Admin	Admin Counselling	139	com	135			
<b>Commercial Total</b>		<b>220</b>		<b>205</b>	<b>44,455</b>	<b>26,574</b>	
Other	Repairs to grounds						82,094
	Stormwater costs						51,687

\*Note all costs exclude GST and Builders margins, but include 10% Contingency. Com = Commercial

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## Appendix 5 – Argyle’s Strategic Plan 2015/2018



Argyle Community Housing Ltd

# Strategic Plan

## Jan 2015- Jun 2018

## Argyle Housing's Vision

Argyle Community Housing Limited ('Argyle') is a community-managed, not-for-profit housing organisation. We provide and manage secure, sustainable housing for people on low and moderate incomes who would otherwise struggle to find accommodation or live independently. Argyle responds to local needs and builds sustainable communities in areas of need.

We actively encourage our tenants and local communities to be involved in our organisation. This helps our tenants build social capital, reduces isolation and teaches new skills. It also provides Argyle with a valuable source of knowledge about the communities we support and allows us to provide better quality and more tailored housing and support services.

To underpin our vision, we will continue to be a financially strong and economically viable organisation. Our aim is to help more people in housing need, so we will look to grow our portfolio of social and affordable housing through innovation and partnerships.

## Vision

By providing high quality housing services as the foundation, we assist our tenants and their communities achieve a better future.

## Aims

Argyle delivers well managed affordable housing, and links to support services, for low and moderate income tenants from south west Sydney, through the ACT, to the NSW border.

## Values

Our values are:

### Diversity

We respect all people and their diversity.

### Partnerships

We work in partnership with businesses, community and tenants

### Collaboration

We collaborate with our community to achieve positive and innovative outcomes

### Opportunity

We create opportunities for a better 'tomorrow' for people in our communities

### Accountability

We are accountable for what we deliver and how we do it

### Adaptability

We strive for excellence and are adaptable to meet changing needs

## Strategic Objectives

Our five strategic objectives were developed in 2011, and continue to be relevant in defining our focus for the future.

### Tenants and Community

To improve social outcomes for Australians in housing stress

### People, Performance and Culture

To be an employer of choice with an engaged workforce, sector expertise and an outcomes focussed culture

### Organisation Capability

To achieve and maintain sector leading systems and processes that facilitates efficient and effective delivery across multiple regional areas and jurisdictions

### Sustainable Growth

To develop and maintain a sustainable business model that ensures our commercial viability and supports our primary purpose of maintaining sustainable tenancies

### Identity and Reputation

To consolidate Argyle's identity and reputation for the delivery of quality products and services and better individual and community outcomes

## Strategic Plan: 2015-2018

### 1. Tenants and Community: To improve social outcomes for people who access Argyle Housing

Objective	Goal	Outcomes	Responsible	Timeframe
Review affordable housing policies	Sustained tenancies	Affordable housing framework	Management team	Ongoing
Increase affordable applications	To meet NRAS commitments	100% incentive received for NRAS	Management team	2015/2016
Tenant engagement	Facilitate 2 Tenant forums per year by getting tenants more involved around decision making Implementation of the Tenancy Action Workers across all locations with measurable outcomes for tenants and communities	Active tenant involvement in Argyles Policy  Measurable outcomes in place	Quality and Assurance Manager  Quality and Compliance Manager	December 2015
Satisfaction levels	Review and compile a more measureable tenant survey with results to exceed sector benchmarks	>2% increase in return of survey >2% increase in overall satisfaction	Chief Executive Officer	December 2015
Monitor services provided	<ul style="list-style-type: none"> <li>Introduce complaint and appeal service response timeframes</li> <li>Conduct a review of the Maintenance Officer positions and their effectiveness and develop a measurement tool for this ongoing</li> </ul>	Responsive framework for complaints/ follow up Responsive times and costs to tenants are kept reasonable with the Maintenance officer Role	Quality and Practice Manager  Chief Executive Officer	31 <sup>st</sup> June, 2015
Increase tenant presence	Nominate relevant tenants/committees for industry awards Source opportunities for tenants to volunteer with Argyle	External Recognition of Argyles capacity to deliver services	Management Team	Annually

2. People, Performance and Culture: **To have an engaged, competent and committed workforce that is motivated and positive towards our tenants/ communities**

Objective	Goal	Outcomes	Responsible	Timeframe
Broaden the organisations profile	Employ a Marketing/Media person	A positive profile of Argyle in local communities	Chief Executive Officer	TBC HR
Invest in technology	Identify and implement efficiencies through IT, communications and system controls	Kypera implemented in all aspects	General Manager Finance and Administration	October 2015
Promote a positive culture	Complete staff satisfaction surveys and use results to implement changes as needed Develop and implement a Reward and Recognition Framework for Staff and tenants	2% decrease in Absenteeism	Chief Executive Officer	ongoing
A greener workplace	Commence paperless practices within Operations where possible	A better, cleaner environment Decrease wastage in paper	Operations Manager/ GM Finance and Administration	ongoing

3. Partnerships and Capability: **To build on the diverse partnerships across the jurisdictions that Argyle operates in so that we are able to respond to our tenants and communities**

Objective	Goal	Outcomes	Responsible	Timeframe
Consultation with government agencies	To have argyle's experience called upon at both state and federal forums/conferences To contribute on working groups/roundtables To deliver papers at conferences on : <ul style="list-style-type: none"> <li>Tenancy Action Workers</li> <li>Common Ground ACT</li> </ul>	Argyle is acknowledged as providing input to State and federal policy	Chief Executive Officer Management Team	Ongoing Opportunistic (twice per calendar year)
Strategic opportunities	Each Manager to form a new strategic partnership each Financial year	To support the direction of the organisation	All Managers	annually
Continue to be compliant and maintain Tier 1 National Registration	Tier 1 Registration	Demonstrate Argyles capability to work with the private sector	Quality and Compliance Manager	ongoing

## 4. Sustainable Growth: To develop and maintain sustainable business that is underpinned by the purpose of the organisation

Objective	Goal	Outcomes	Responsible	Timeframe
Obtain private rent roll in regional locations to expand housing choices	Source and purchase a feasible rent roll	To provide options for housing in Regional areas	Assets and Acquisitions/ Finance	Source by June 2015 Due Diligence New company creation by August 2015 Purchase and settle September 2015
Expand into the Disability Sector	Gain accreditation as a disability housing provider and maximise NDIS opportunities	To provide housing to people with disabilities	Quality and Practice Manager	31 <sup>st</sup> June, 2015
Increase Property Portfolio	Increase our growth by 6% in 2015 Identify and secure 50 single fee for service opportunities Identify and apply for a minimum of 3 tenders Complete required vesting target KPIs	Opportunistic Growth Contractual Compliance	Assets and Acquisitions Operations  Assets and Acquisitions/Operations Assets and Acquisitions	December 2015  TBA ADA
Property Transfers	Lobby relevant government departments to review the need for property transfers and/or long term leases	Sustainable tenancies and ability to increase housing in current locations	Chief Executive Officer	December, 2015

5. **Advocacy/Identity: To build on to Argyle's reputation of delivering quality services and ensure that the needs and issues of our tenants are strongly advocated**

Objective	Goal	Outcomes	Responsible	Timeframe
Establish a private subsidiary	Establish a private/attached company for both private rental management and development	To be able to trade without losing the Charitable status	General Manager, Finance & Administration	2015
Marketing strategies	Attracting potential landlords to the private arm of our organisation	To provide more choice of housing in regional areas.	General Manager, Assets and Acquisitions	
Branding	Review branding and marketing for the organisation	To be competitive on the private market in Regional areas	General Manager, Assets and Acquisitions	ongoing

## Background to Strategic Plan: 2015-2018

This document sets out Argyle's strategy for the period to June 2018. It has been developed based on extensive consultation and feedback from our staff, tenants and directors. The strategies in this report will be translated into practice through detailed annual Operational Plans.

### A profile of Argyle

Argyle provides secure and affordable housing, and delivers housing products, for lower income and disadvantaged people who have difficulties sourcing adequate housing across 17 council areas in NSW and the ACT. As at June 2014 we managed 2,220 properties, which house 2,387 tenants. Of these tenants, 358 are sole parents, 1,164 are aged under 16, and 593 are people aged over 55.

In the previous financial year Argyle has housed 404 homeless people. We have 208 Aboriginal and Torres Strait Islander tenants, have a Reconciliation Action Plan (RAP) working group, and staff have participated in National Reconciliation Week and NAIDOC week. Argyle ensures that people with special needs are given equal opportunity, and we house 655 people with a disability.

In addition to community housing, which remains the organisation's core activity, Argyle are establishing a presence in affordable housing for low to moderate income households. We have 46 newly developed and acquired properties that are being managed and allocated according to Housing NSW Affordable Housing Guidelines.

Argyle empowers tenants through education, training and employment initiatives that include Rent It Keep It courses, and job service agencies. Tenant feedback is important to us and we respond by listening and improving our services. Every year we conduct a tenant survey, and last year 87% of respondents were happy with their housing services, and 85% were satisfied with property upgrades.

In 2014 we achieved Tier One status under the National Regulatory System - the highest level possible. This provides confidence to our many stakeholders that we are well managed, and provide the highest level of service to our tenants and the communities we operate in.

#### History and growth

Argyle Community Housing was formed in 1997 through a merger of the Macarthur Community Tenancy Scheme and the Wingecarribee Community Tenancy Scheme. Both these organisations were established in 1984, giving Argyle a 30 year history. Initially these Tenancy Schemes were small - Macarthur originally managed only 32 properties.

In 1999 the Goulburn Community Tenancy Scheme joined Argyle. The organisation has been established in 1994 as an association - Goulburn District - and initially managed 21 properties.

In 2007 Argyle Community Housing merged with Queanbeyan Community Housing Limited. The Community Tenancy Scheme of Queanbeyan and Districts Ltd was established on 14 June 1984 and initially managed 32 properties. Later the organisation became known as the Queanbeyan Community Housing Limited then changed its name later to Argyle Housing.

Argyle expanded rapidly in the 2000s in NSW through winning tenders, and by 2008 managed 1,152 homes from the outer edge of Sydney through Queanbeyan and towards the Victorian border. We were founder members of PowerHousing Australia 2006, and helped establish BlueCHP in 2008.

In 2012 Argyle was awarded a tender by the ACT Government for the tenancy management of Ainslie Village in Campbell. We have subsequently expanded the range of services we provide in the Territory and are one of the few community housing providers operating across jurisdictions.

### **Our operating environment**

Australian social housing numbers have remained largely steady in recent years, rising from 367,000 in June 2004 to 381,000 in June 2010. By June 2013 the number had risen to 394,000. The sector remains dominated by State Housing Authorities. The largest in Australia - Housing NSW with 111,200 homes - delivering the third largest portfolio of social housing in the world.

In 2009 Commonwealth and State Housing Ministers agreed to develop a large scale community housing sector comprising up to 35% of social housing by June 2014. By June 2013 the figure had reached only 17%. Although the 35% target will not have been met by 2014, there has still been a steady increase since 2009 when only 11% social housing was in the community housing sector.

Community housing has been increasing the share of social housing in most jurisdictions, and rapidly in NSW (19% in 2013), Queensland (19%) and Victoria (16%). The main exception to this trend is the ACT where the community housing share has declined from 7% in 2007 to 5% in 2013.

### **National housing policy**

As a result of the Coalition winning the election, the Commonwealth is both moving out of direct intervention in housing policy and looking to save costs:

- The National Rental Affordability Scheme (NRAS) round 5 has been cancelled, and the rules tightened from December 2014 for delivering existing incentives. No new capital is available to fund affordable housing.
- The National Affordable Housing Agreement (NAHA) and Commonwealth Rent Assistance (CRA) are currently under review, with an expected announcement by the end of 2014. Minister Andrews has suggested future NAHA funding allocation might be 'competitive', and CRA extended to public housing which would reduce incentives to grow community housing.
- The National Regulatory System (NRS) for community housing is up and running. Victoria and Western Australia remain outside the system, creating a potential 'ring fence' for entering these jurisdictions.

- The National Disability Insurance Scheme (NDIS) pilot projects are in progress, and appear successful and within budget. However, there have been suggestions from the Commonwealth that full NDIS implementation may be delayed beyond June 2019. The discussion paper on housing and NDIS opportunities is still awaited, despite being first promised in October 2013.

Current policy and funding directions by the Commonwealth provide uncertainty for all community housing providers, especially with CRA and NAHA under review. Ending NRAS has no impact on providers such as Argyle who have not received incentives. Other organisations in the community housing sector may need to scale-back their level of affordable housing development and reduce the size of their property development teams.

#### NSW housing policy

A NSW Social Housing Policy is still awaited, and as a first step a consultation exercise has been launched in November 2014. In general there has been little in the way of supportive policy initiatives or funding for NSW community housing providers:

- The implicit approach of State Government is to try and maintain a similar level of social housing, by using a more strategic asset management approach. Public housing sales at Millers Point highlight options for increasing funds through sales.
- Nation Building title vesting has largely been completed for community housing providers, though few other growth options are available for the sector. State Government does not appear convinced that community housing needs to be expanded.
- Use of the planning system for affordable housing is on hold, pending a review of the NSW planning system.
- The Specialist Homelessness Services (SHS) reforms have proceeded, though the process has been poorly administered. A number of SHS organisations have been de-funded, and only four community housing providers have a direct role through winning SHS packages.
- A recent Parliamentary Inquiry into 'Tenancy Management in Social Housing' stressed the need for 'cost effectiveness of ... tenancy management arrangements in NSW social housing' across the public, private and not-for-profit sectors.
- The 'Premier's Innovation Initiative' for social housing was launched in November 2014 and Expressions of Interest (EOIs) have been requested. However, no funding is on offer.

There are no mainstream community housing opportunities for Argyle, or other providers, in NSW. Policy and funding is unlikely to change before the 2015 NSW state election. However, Argyle's focus on delivering value for money community housing on the metropolitan fringe and in regional areas accords with Government thinking.

### ACT housing policy

Policy delivery in the ACT is made more complicated by a split in administrative responsibilities between two directorates:

- Community Services Directorate (CSD) was established in 2002. Housing and Community Services is one of four divisions of CSD, with housing and homelessness the responsibility of Housing ACT. Housing ACT is the public housing agency, providing housing for low income and special needs groups. Properties are also head leased to community housing groups.
- Economic Development Directorate (EDD). EDD is a newer directorate, established in 2011, with a focus on promoting economic activity. The agency is responsible for land supply and helping facilitate affordable housing delivery.

CSD do not have a separate social housing policy document. The last major changes to social housing delivery were made in 2007 when public housing income eligibility was adjusted to 60% Australian average weekly earnings for singles and 75% for couples. In addition 500 public housing dwellings would be sold, targeted at existing tenants on moderate or high incomes. In contrast to CSD, EDD have issued a series of policy documents. The 2007 Affordable Housing Action Plan offered a package of measures to improve housing affordability. It was updated with Phase II in 2009 and Phase III in 2012. Together, these plans are perhaps the most comprehensive approach taken by any Australian jurisdiction to affordable housing policy.

The proportion of ACT social housing run by community housing providers has fallen steadily since 2007 and now stands at around 5% of social housing. By contrast all other jurisdictions increased their share. Most ACT community housing providers offer tenancy management services in housing aimed at low income earners with some further targeting of people with disability, women and families in distress, senior citizens, students and the homeless.

In late 2013 the Territory's peak body prepared a report on the community housing sector, making a case for stock transfer and planning a program of capacity building. There was also a call for community housing providers to have a role in estate re-development. Government responded favourably to ACT Shelter's suggestions in July 2014.

Argyle has a strong competitive position in the ACT, as one of only two larger community housing providers. Any social housing policy changes are likely to lead to new opportunities.

### Management outsourcing

Transfers from public to community housing providers have been pursued by states and territories since the 1990s, but increased significantly after 2007. There are two distinct approaches:

- **Management outsourcing:** schemes in which tenancies are transferred from Government to community housing, with the property ownership remaining in public ownership.
- **Title transfers:** in which ownership is also handed over to the community housing provider.

Since 2012 a number of jurisdictions have been pursuing large management outsourcing projects, for a minimum of 500 properties. Competitive consortium bids are encouraged, leading to closer working between community housing providers and the private sector. In some cases tenants may be forced to change landlord. Examples include:

- **Tasmania.** In 2012 Government initiated a public tender to outsource management of 500 homes to a not-for-profit organisation, followed by a further three portfolios of 1,100 homes in 2013. Areas selected are those of high concentrations of public housing, and often contain a variety of social problems.
- **Queensland.** The state's 2012 housing strategy indicated 90% of public housing would be managed by 'non-government' groups by 2020. Two major outsourcing contracts to be completed by June 2015, in Logan (4,650 homes) and Gold Coast (c.3, 500 homes). Compass Housing and Blue CHP of NSW won the Logan transfer in September 2014
- **South Australia.** The tender for the second stage of two management outsourcing contracts of 600 properties will be take place in June 2015, and a further 4,000 transfers are likely.
- **Victoria.** In March 2014 'new directions' social housing policy suggested transfers of 12,000 tenancies to the community housing sector. This will depend on the State election result.

The total management outsourcing in progress in Australia, as detailed above, amounts to 64,000 of which 10,000 are in process, and 54,000 promised in the future. This compares to the 66,000 social housing properties managed in the community housing sector as at June 2013.

Argyle has had experience with earlier area transfers in NSW, though not the recent inter-state transfers. It is not clear whether larger projects of this type will come to NSW and the ACT, though there is an indication from the recent NSW social housing discussion paper that there could be a fundamental change in social housing delivery. This would provide opportunities for Argyle.

### Argyle's position in the community housing sector

According to the Productivity Commission (2014) there were 737 community housing providers in Australia at June 2013. Of these 677 (92%) manage fewer than 200 tenancies. Hence although there are a large number of community housing providers in the sector, there are only a small number who manage anything approaching scale.

Based on a review of annual reports, there is increasing concentration within the sector. The proportion of tenancies managed by the top 20 community housing providers rose from 53% in June 2010 to 68% in June 2013. Over this period the proportion managed by the top 10 providers rose from 34% to 44%.

The rise of management outsourcing approaches has led to a growth of community housing providers aspiring to operate nationally. This has been an attractive move for NSW and Victorian community housing providers due to fewer opportunities in their 'home' jurisdiction. Argyle is one of seven Australian community housing providers that operate in more than one jurisdiction.

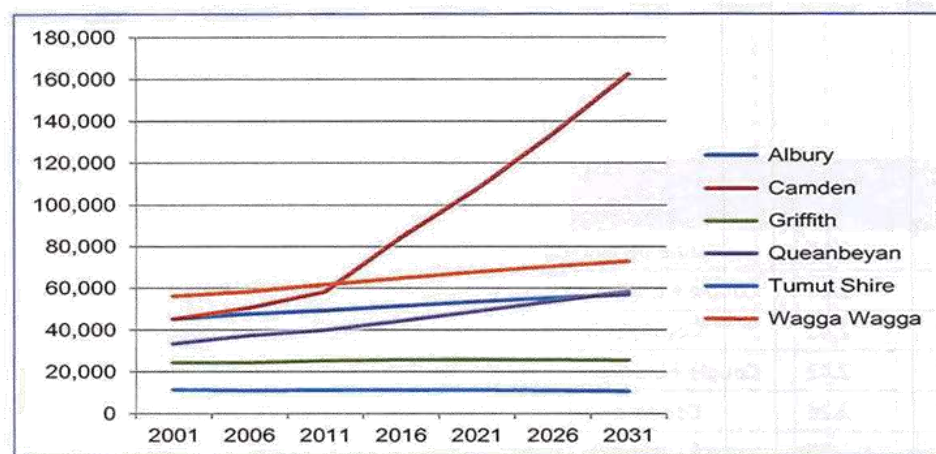
In terms of size, Argyle ranks number six nationally by tenancies managed. Argyle has been one the more modestly growing large organisation in the sector, falling from number 5 (2010) to number 6 (2014) in the rankings. The major beneficiaries of management outsourcing such as Compass Housing and Community Housing Limited show the fastest growth rates.

### Regional housing demand

Argyle operates across a variety of housing markets, and these markets exhibit different trends. The organisation delivers services in larger social housing estates on Sydney's urban fringe, fast-growing development areas in Canberra/Queanbeyan, regional towns, and more remote rural areas where population and jobs are in decline.

#### Population growth

From the figure, which includes Department of Planning data on selected LGAs, there are steadily rising populations (Albury, Queanbeyan and Wagga Wagga) or steady or falling populations (Griffith, Tumut Shire). The exception is Camden LGA where there is predicted to be a substantial rise in population to 2031 as a result of the Government's South-West Growth Strategy.



Camden's predicted population rise between 2011 and 2031 is by far the highest of any LGA in NSW (at 178%). The second highest in NSW is Auburn LGA, at 68%. For regional centres, Wagga Wagga and Albury LGAs are growing faster than the average for similar areas across the state. By contrast, the population of Griffith LGA will remain largely steady and that of Tumut Shire LGA will fall.

There are a variety of factors suggested by the Government as being drivers of population increase. Overseas immigration is major factor, and probably more than expected for regional Australia. Internal migration is a factor for Camden LGA, as expected given the outward spread of Sydney's population. However, there is no indication of a cross-state net internal migration from Victoria into Albury.

Several selected LGAs have high fertility rates, though few are impacted by an ageing of the population as a main population increase driver. Net external migration is the main factor in a levelling-off or decline of the population in Griffith and Tumut Shire LGAs.

#### Housing demand

The table below shows NSW Government forecasts for the additional numbers of dwellings needed to provide private housing for all projected households. The projections assume that one household occupies one dwelling and an additional adjustment has been made to account for those dwellings that may be unoccupied. The dwelling projections are not targets, nor are they a projection of future dwelling construction and they include no assumption about the type of dwelling the projected household will live in

**Forecast Dwellings, 2011-2031**

LGA	2011	2031	Change	% change	Household size 2031	Main household type 2031
Albury	23,150	28,300	5,150	22%	2.17	Lone person
Camden	20,050	58,500	38,450	192%	2.88	Couple + children
Griffith	10,650	11,500	850	8%	2.41	Couple only
Queanbeyan	17,050	25,750	8,700	51%	2.42	Couple + children
Tumut Shire	5,600	5,600	0	0%	2.26	Couple only
Wagga Wagga	26,500	33,000	6,500	25%	2.35	Couple only
NSW	3.031m	3.963m	0.932m	31%	2.50	Couple + children

Source: NSW Department of Planning and Environment (2014)

There is a substantial need for increased housing supply in Camden and Queanbeyan, as well as for the supply to include new social and affordable dwellings. These two LGAs are forecast to need an increase in housing supply well above NSW. Wagga Wagga and Albury LGAs will also need an increase in dwellings, though below the average increase for NSW. Growth in new dwelling numbers is modest in Griffith LGA, and zero in Tumut Shire LGA.

Average household size varies considerably. Only Camden LGA will see higher than the State average for household size, due to a large number of families with children. Lone person and couple households are the main household type in more rural and regional LGAs.

Due to restricted housing supply, rentals and sales prices have risen fast over the last year in Tumut, though there will have been few transactions and so the data might be distorted. The most significant sales price rises have been in Camden, though these are only just above NSW averages, and there have been large rental increases in Albury and Griffith compared to NSW.

In terms of sales and rental costs, Camden is close to or at the NSW average. Rental prices are relatively expensive compared to sales prices in more regional areas - Griffith and Tumut - where there are shortages of rental stock.

# LifeSource Church Inc.

## Crisis Accommodation and Counselling Services Business Proposal

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*80 - 94 Kookora Street Griffith*

The following is a business model proposed for the current facility known as 'Barnabas House' to form part of a submission to the trustees of the property, Griffith City Council on behalf of LifeSource Church Inc.

*September 2015*

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# LifeSource Church

## Business Model

<b>Number of pages</b>	40 incl. title page
<b>Date authorised</b>	31 / 08 / 2015
<b>Authorised by</b>	Oversight / Finance Committee
<b>Review Date</b>	On approval of license
<b>Reviewed by</b>	Church Oversight / Steering Committee

## Version History

<b>1.</b>	Authorised proposal submitted to Griffith City Council (Property Trustees)
<b>2.</b>	
<b>3.</b>	
<b>4.</b>	
<b>Chair of Authorising Body</b>	<i>Signature</i> <i>Dated</i>
<b>Checked by</b>	<i>Signature</i> <i>Dated</i>

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<b>TABLE OF CONTENTS</b>
--------------------------

1. Glossary
2. Scope
3. Overview
4. Background
5. Vision and Objectives
6. Community Needs and Expectations
7. Duty of Care
8. Financial Analysis
9. Reporting
10. Organisational Structure
11. Staff and Volunteers
12. Property Assessment
13. Risk Assessment
14. Assumptions and Constraints
15. Appendices

## 1. GLOSSARY

**LifeSource Church** - the incorporated not for profit organisation responsible for the proposal and overseer of the property

**Business Model / Proposal** - this document which forms part of a submission to the Griffith City Council as trustees of the property

**Property** - land and facilities located at 80 - 94 Kookora Street, Griffith, NSW (See Appendix A)

**Barnabas House** - the name of the current facility located on the property

**Professional Counselling** - a suitably qualified individual who can provide assistance to a referred client

## 2. SCOPE

This document is for the explicit purpose of presenting a proposed business model for the management of a crisis accommodation and counselling facility at 80 - 94 Kookora Street (currently known as Barnabas House). Once a license agreement has been negotiated and signed, the business model outlined within this document will be reviewed with any negotiated conditions applied and implemented at the start of the license agreement date.

## 3. OVERVIEW

The validity of this proposal is based on a number of factors which will be addressed in this submission. It is clear however that Griffith and the surrounding areas are in constant need of crisis accommodation and affordable counselling services. The Salvation Army do a wonderful work yet its accommodation facilities caters only for men while the Griffith Women's Refuge which also does great work is exclusive to women and their children. Both agencies are regularly stretched to their limits in regards to vacancies for new intakes and often rely on Barnabas House to provide short term relief for their clients. This is especially when the people needing accommodation are a family.

We also note that apart from Barnabas House there is no other short to medium term affordable crisis accommodation in the city of Griffith. Motel rooms are available yet are often financially inhibitive to most families as a viable option.

If this submission is successful, Barnabas House will continue to provide affordable short to medium term crisis accommodation for families and individuals during an acute time of crisis depending on availability of units. The facility will also continue to work closely with the Salvation Army and Women's Refuge to provide alternative accommodation for their clients and will seek to work with the local health care agencies.

An important aspect of the facility is to have an onsite caretaker who will be able to cater for the needs of the occupants out of office hours and also a case worker who will be able to assess the needs of a client and refer them to appropriate welfare agencies and/or employ the service of a counsellor to manage the client's issues. It is envisaged that the facility and services will be utilised predominantly by the lower socioeconomic communities.

The office will be open generally from 8am to 4pm during the week and will be run by a full time administrator and a part time administrative assistant/case worker.

Maintenance of the property's buildings and grounds will be maintained on a regular basis by volunteers from LifeSource Church and other community groups as well as employ subcontractors to deal with specialised maintenance such as electrical faults and plumbing issues.

There is a short term goal to relocate the Community Food Cupboard which has been running out of LifeSource Church for three and a half years over to Barnabas House and expand its capacity to cater for more people who are in need of an emergency food hamper. Along with the current Op Shop these services will be resourced by

business house support such as Foodbank, Bakers Delight, donations from the community and supplemented by grants where available.

The affairs of Barnabas House will be overseen by a board appointed by the association known as Verity CARE and Education Inc. which will report and be accountable to the oversight and members of LifeSource Church.

The policies and procedures implemented at the facility will continue to operate as under the current policy documents and will be reviewed after six months of operation.

#### 4. BACKGROUND

LifeSource Church Inc. is a not for profit incorporated association which has been a part of the community of Griffith since 1976. The church is affiliated with CRC Churches International and in the 40 years here in Griffith, the church has grown to be a positive influence in many aspects of community life. This includes being a part of the Griffith Christian Churches Association of which the current Senior Minister is the Association Chairman and oversees events such as Easter Children's Brunch and Christmas Carols along with an active part in school scripture and lunch time programs. Many of our members volunteer in the community through welfare agencies such as Vinnies and Salvation Army Op Shop and as a church we have led and been a part of many community events such as:

- **Pioneer Outreach** - a monthly activity based program engaging youth in a low socioeconomic area of the city
- **Holiday Kid's Clubs** - providing a safe environment at Griffith Central during school holidays for parents to drop off children for 2 hours a day for a week
- **Father and Mother of the Year** - an award to recognize the valuable contribution made by dads and mums to the fabric of society through a stable family life
- **NAIDOC Week** - cooking the bbq at the family day at West End Oval
- **Carevan** - providing meals to people from low socioeconomic society
- **Community Cupboard** - providing an emergency food hamper to people who are struggling with finances
- **Day Camp** - an annual three day camp for primary age children during the spring school holidays
- **Nursing Home Services** - on a roster with other churches who go into nursing homes and talk to the residents

We are a part of the community because we believe in contributing to the community. This is reflected in our objectives which state for example:

- To provide benevolent assistance, as far as practically possible, to those in need by way of food, clothing, shelter, rehabilitation, temporary accommodation, constructive counsel and anything else that the Church Oversight sees as being in harmony with its responsibilities.
- To encourage and maintain an attitude of Christian fellowship toward all believers in Christ irrespective of doctrine or denominational differences
- To honour all civil governing authorities according to the scriptures

Barnabas House will contain much of this DNA and will work towards being a contributor to the community through its policies and processes as a not for profit organisation and pastoral body.

## 5. VISION AND OBJECTIVES

Griffith is a wonderfully diverse community made up of people from various ethnic, religious and professional backgrounds. It is the diversity that makes our community great and to maintain this diversity, structures need to be put in place to ensure equal opportunities to jobs and equal access to community services such as accommodation and counselling. Unfortunately the strength of what attracts people to our community such as casual labour in our wine, poultry and agricultural industries, can at times, also lead to short term crisis events when employment ceases for example. This can often lead to an urgent need with practical help (accommodation, food etc.) and mental health support (pastoral care and counselling).

This is only a part of the picture though as the city also deals with issues of homelessness, poverty and victims of domestic violence. This is where the facility comes into its own as it meets the needs of people in these situations and gives them a safe environment if only for a short period of time.

Therefore with these factors in mind, it is the vision and objective of Barnabas House to provide a continuation and expansion of the facility and services available at the current property.

Under the oversight of LifeSource Church the facility's objectives will be:

- To provide benevolent assistance, as far as practically possible, to those in need by way of short to medium term crisis accommodation, food, clothing and constructive counsel.
- To provide a safe and non-discriminatory environment
- To work in partnership with other community agencies to provide assistance where practicably possible in an emergency situation

The current administrator of Barnabas House is already in negotiations with organisations such as Uniting Care, Adventist Development and Relief Agency (ADRA) Australia and Eworks Employment Solutions who would partner with Barnabas House to provide access to practical help such as food and clothing along with employment and training opportunities to ensure long term solutions.

In short, this proposal is not asking the trustees to make a radical decision to change the current use of the facility known as Barnabas House. All this proposal submits is that the facility and property on which it is located to continue as a safe place of refuge and community which is run by the community for the benefit of the community of Griffith and surrounding areas.

## 6. COMMUNITY NEEDS AND EXPECTATIONS

Since its establishment in 2012, Barnabas House has gained a honourable reputation amongst the network of agencies operating in the city of Griffith, the business houses of Griffith and the community at large. This has been evidenced by the overwhelming support, both verbally and in writing, for the continuation of Barnabas House as a crisis accommodation facility and counselling centre. Partnerships with service providers, support from local business houses and the trust and good will that has been developed because of the good work done at the facility will all come to nought if this facility was to be utilised for any other purpose.

It has also been witnessed over this time the sense of obligation and commitment by the community to look after its own. It was witnessed by its baptism of fire during the 2012 Yenda floods when people left homeless and vulnerable were able to find immediate short term accommodation while they got their feet back on the ground. It is witnessed by the amount of material and staff volunteer support who give of their finances and time to ensure the facility can continue to provide the best service possible. It is witnessed by the partnerships forged with a number of local and national service providers and welfare agencies that see Barnabas House as a place making a real difference. And it is witnessed in the gratitude of real people in real dire circumstances who otherwise would be sleeping in cars or on the channel banks.

Barnabas House may not be the most attractive or extravagant but it does have a heart beat because it is driven by community members not corporate board members. It has hands that openly accept people who find themselves in a time of crisis. It has feet that mobilise a community of volunteers and supporters who want to

contribute to the needs of others and it has a head that ensures proper procedures are followed and policies in place to make sure that Barnabas House is a financially viable facility that will continue to provide safe, affordable and accessible accommodation and support for those who, for whatever reason, find themselves in a time of need.

In drafting the proposed business model for Barnabas House a number of documents, community service providers and welfare agencies were consulted to ascertain the needs of the community. These include but are not limited to the following:

- Growing Griffith 2030 - Griffith City Council (November 2012)
- Salvation Army
- Griffith Christian Churches Association
- Griffith Neighbourhood House
- ADRA (Australia)

The 'Growing Griffith 2030' document highlights a number of factors which are regarded as present and future issues. The purpose of the document as stated on page 6 is to:

- *define the long-term vision our community is working towards*
- *set out the priorities for reaching that vision*
- *set out principles and values that will guide our community*
- *provide a long-term structure to define what will be done*

The expectation and implementation of the documents core vision is based on the four themes which are:

- *Leading by example*
- *Loving our lifestyle*
- *Valuing our environment*
- *Growing our city*

The desire to continue a Crisis Accommodation and Counselling Service at 80 - 94 Kookora Street, Griffith (Barnabas House) serves to implement a number of objectives set out in this document. The following table links the objectives of the '2030' document with the continuation of the facility and services at the site.

Leadership	
<b>C2</b> - Be well informed about current issues that impact our community.	The administration of the facility will be available to work with council to address current trends within our city providing insight through experience and statistics to help formulate plans to meet future needs that could impact our community.
<b>C6</b> - To partner with organisations to facilitate the delivery of required services to the Griffith community.	As part of the Griffith Interagency network, the facility will network with council and other community service agencies to ensure the delivery of vital crisis accommodation and practical help along with counselling services, as far as practically possible within the resources of the facility.
Life Style	
<b>L1.5</b> – Work with key stakeholders to develop realistic and achievable mechanisms to mitigate and alleviate safety issues from built and natural impacts.	A memorandum of understanding will be drawn up with other crisis accommodation services such as Salvation Army and Griffith Women's Refuge to provide a safe environment for people in an emergency situation.

<b>L6.6</b> - Promote the social and community benefits of volunteering.	The maintenance of the property, social and support groups to be facilitated, Op Shop and administration will provide many valuable opportunities for volunteers from the church and wider community.
<b>L8.1</b> - Maintain and build on current programs being delivered by local agencies and Council.	Local council and welfare/social agencies are in partnership with the current facility. These connections will be maintained and built upon as the opportunity arises.
<b>L8.5</b> - Increase awareness of existing support services and programs.	Established connections and new partnerships with churches and support services / agencies will provide avenues of awareness amongst the community.

## Environment

<b>E4</b> - To reduce energy consumption and greenhouse gas emissions.	There will be a medium term plan to install solar panels to the site and an audit conducted to ascertain areas of possible reduction of energy consumption.
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## Growing

<b>D9.1</b> - Improve local access to affordable and appropriate housing through rental or purchase options.	The facility acts as a stop gap for people who find themselves in a position of homelessness for a variety of reasons. Often they need time to arrange suitable longer term accommodation so the facility acts as an in-between.
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There is also overwhelmingly strong support and relationship with other churches, service providers and agencies which back the case for an ongoing facility that focusses on short to medium term crisis accommodation and counselling. We have attached, as part of the proposal, a number of letters of support for the facility to be maintained on the current model (See Appendix B). These include letters from but not exclusive to:

- Griffith Evangelical Baptist Church
- Salvation Army
- Presbyterian Church
- Griffith Tongan Community
- Griffith Neighbourhood House

A snap shot of supportive comments include:

*'I hope, for the benefit of our community and the families that will be assisted, that the council can grasp the importance of providing crisis accommodation for families through this facility which is already operating'*

and

*'as one of the local clergy in Griffith, I have benefited first hand from Barnabas House in a number of ways'*

and

*'I... will be devastated if Barnabas will cease to be a short term crisis accommodation... being a unique establishment serving the Riverina'*

It is clear and I hope this submission can convey the overwhelming support that Barnabas House has received, both written and verbally, to maintain its operational model in meeting an obvious need in our community.

## 7. DUTY OF CARE

Duty of care towards the residents and staff is a high priority for the facility. The minimisation of risk will be a continual process of review such as seen in Section 13 (Risk Assessment) and facilitated through the implementation of policies such as:

### Staff and volunteers

- Where there is a possibility of unsupervised contact with children on the site by volunteers and staff, they will need to produce a valid Working with Children Check which will be verified by the facility staff.
- An induction procedure will be part of all staff appointments which will include Workplace, Health and Safety (WHS), Disaster and Emergency protocol and Evacuation procedures.
- All staff, volunteers and contractors will need to sign in and out as they enter and leave the site.

### Residents

- All residents must pass a drug and alcohol test at an intake interview which will be randomly required during their stay.
- The intake interview will seek to determine any mental health issues and refer the resident appropriately to qualified practitioners where needed.
- Children and minors will be accommodated in the family units under the direct supervision of a parent or legal custodian.
- Curfew will apply from 9pm till 6am where the entrance security gate will be closed. Residents will have access via a keypad.

### Maintenance

- The Property Assessment Report (Section 12) identified some maintenance issues ranging in degree of urgency and risk.
- An assessment of the property will be conducted every six months with a report submitted to the board to approve work relating to maintenance and refurbishment according to the degree of risk associated with the issue.
- Any urgent maintenance matters will be addressed as the need arises.
- All volunteers and contractors utilised on the property will be subject to policies for staff members.
- All volunteers and contractors will be suitably qualified for the work.

## 8. FINANCIAL ANALYSIS

Barnabas House will be funded by a number of factors. This would include rental income from residents, fundraising such as the Op Shop and donations. We would also actively seek grants and funding to boost resources along with partnerships with other agencies such as ADRA to help expand our services.

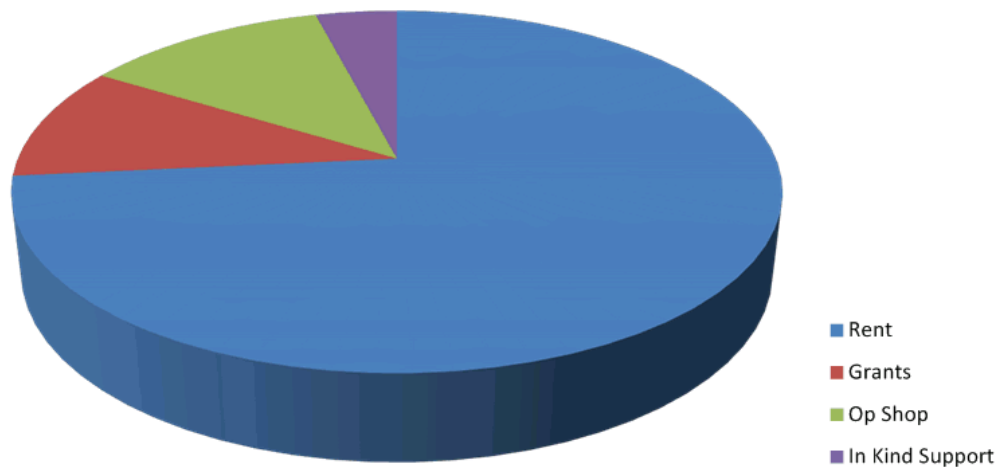
Based on historical figures the facility has been able to maintain a sound financial position over the past three years. It is envisaged as part of the vision for Barnabas House to implement additional strategies to improve the financial stability of the facility and associated services. This would be to conduct an audit to see how energy and water consumption could be improved, the installation of solar panels and sign a memorandum of understanding with counselling services to offer appointments as needed rather than employ a resident counsellor.

Over the last 12 months on average the facility has accommodated 48 people on any given night although the facility has the capacity to house 78 people on a short to medium term basis. The disparity is due to a restriction set in place as part of DA 31/2012(1) Conditions of Approval, dated 16 December 2014. We believe that we would be able to remove this restriction to open up more accommodation to cater for the demand currently experienced. This will be negotiated as part of the license discussions with the trustee.

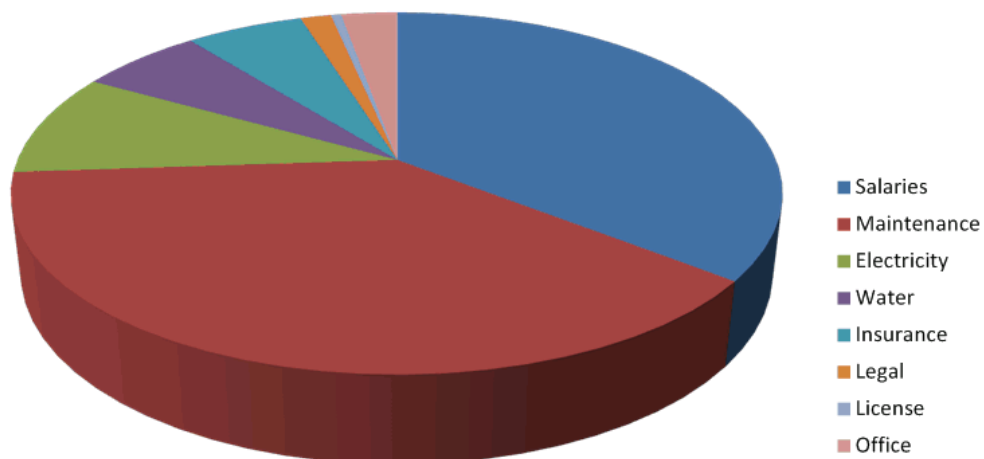
The following financial analysis is based on historical figures where possible to reflect an as near as possible projection over the next 5 years. There is an assumption that occupancy rates will remain around 65% of available units keeping in mind that more units may be available in the future.

Projected Income and Expenditure					
Income					
Item	2016	2017	2018	2019	2020
Starting balance	5000	47,500	79,000	22,000	45,500
Unit rent	180,000	195,000	195,000	200,000	205,000
Grants and donations	25,000	35,000	35,000	40,000	40,000
Op Shop	30,000	35,000	38,000	40,000	42,000
In kind	10,000	12,000	12,000	10,000	10,000
Income Sub-total	250,000	324,500	359,000	312,000	342,500
Expenditure					
Item	2016	2017	2018	2019	2020
Salaries incl. superannuation	74,500	84,000	102,000	115,000	135,000
Maintenance / Refurbishment	75,000	110,000	180,000	90,000	125,000
Electricity	18,000	19,000	19,000	22,000	24,000
Water rates	12,000	11,000	12,500	14,000	15,000
Insurance	11,500	12,500	14,000	15,500	16,000
Legal / Auditing	5,000	3,000	4,000	4,500	4,500
License fee	1,000	1,000	1,000	1,000	1,000
Office Miscellaneous	5,500	5,000	4,500	4,500	5,000
Expenditure Sub-total	202,500	245,500	337,000	266,500	325,500
<b>Total</b>	<b>\$47,500</b>	<b>\$79,000</b>	<b>\$22,000</b>	<b>\$45,500</b>	<b>\$17,000</b>

### Income



### Expenditure



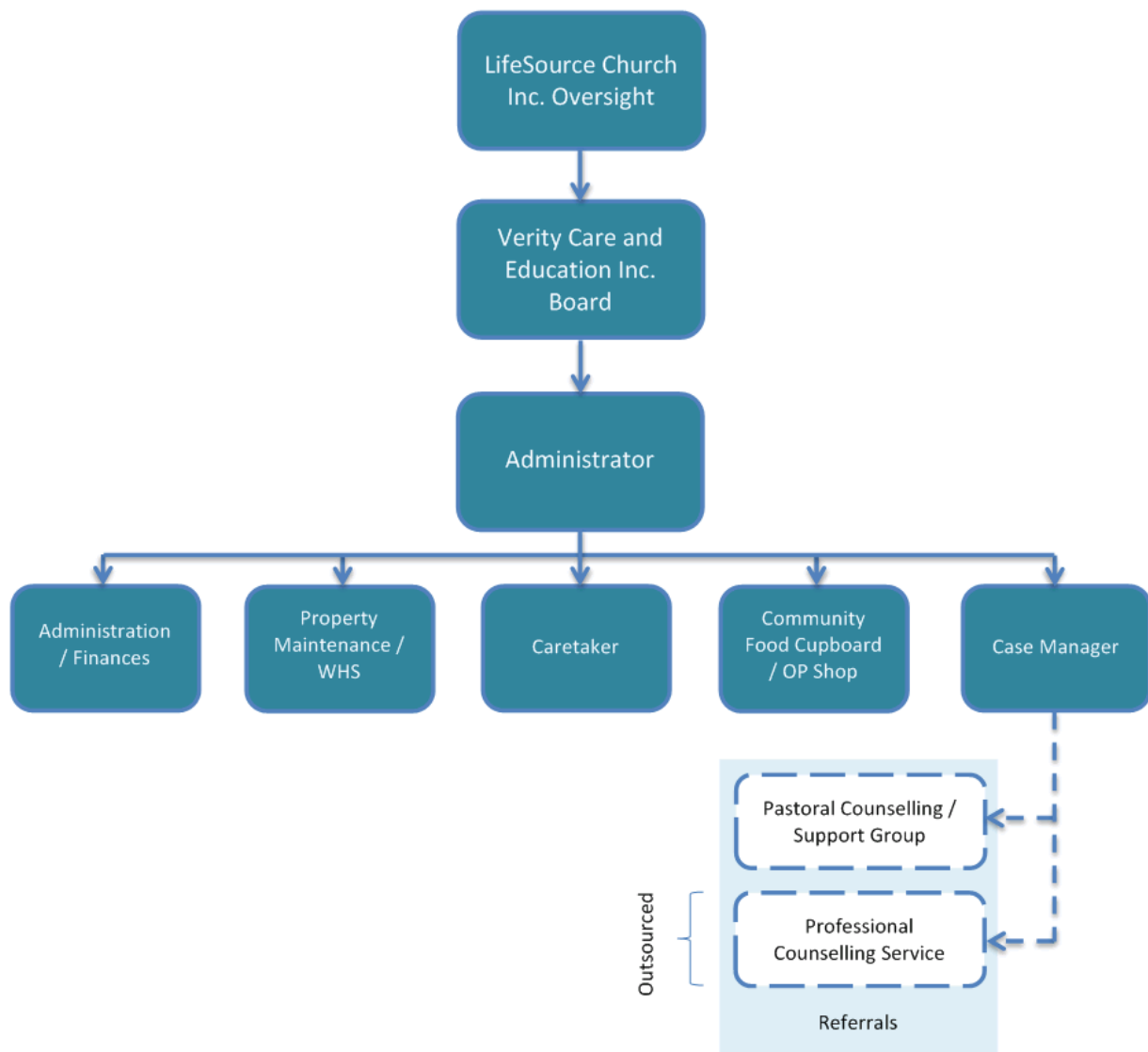
## 9. REPORTING

Barnabas House will be under the umbrella of an incorporated association and as such will be required to submit reports on a regular basis as follows:

- *LifeSource Church Oversight* - A monthly report detailing occupancy rates, staffing/volunteer issues and maintenance program updates. This will be submitted by the administrator of the facility on behalf of the management committee of Barnabas House.
- *LifeSource Church Members* - An annual report from the administrator of Barnabas House will form part of the Annual report distributed to members at the Annual General Meeting.

- *Department of Fair Trading* - A Form 12 will be submitted on an annual basis as part of its obligations under the Associations Act.
- *Australian Taxation Office* - Any reporting required by law such as Business Activity Statements and Income Tax Reports will be submitted as needed.
- *Sponsors* - Where a sponsor or provider of a grant requires a report, such will be furnished within the guidelines of the sponsorship / grant conditions.

## 10. ORGANISATIONAL STRUCTURE



## 11. STAFF AND VOLUNTEERS

The following table is an analysis of the staff and volunteers required to ensure proper function of the facility and attached services.

All staff and volunteers will need to satisfy Duty of Care policy requirements (See Section 7) and be suitably competent and where required, qualified, in their respective roles.

### Proposed Staff and Volunteers

Role	Role Status	Hours
Board Members	Volunteers	~ 2hrs / mth
Administrator	Full time	38 hrs / wk
Case Worker / Assistant Administrator	Part time	15 hrs / wk
Caretaker	Barnabas House resident volunteer	As needed
Building Maintenance	Subcontractor / Volunteers	As needed
Grounds Maintenance	Part time / Volunteers	12 hrs / wk plus volunteers as needed
Community Food Cupboard	Volunteers	As needed
Op Shop	Volunteers	20 hrs / mth
Pastoral Counsellor	LifeSource Church pastoral staff	Appointments by referral when needed
Professional Counsellor	Subcontractor	Appointments by referral when needed

## 12. PROPERTY ASSESSMENT

The property is set on 1.72 ha of land and currently consists of 27 single units and 7 family units. The property is fully fenced with a lockable access gate to the main entrance. The property is serviced by a bitumen sealed access road which is in reasonable condition. The buildings were constructed over a period of approx. 25 years from the mid 1960's and consist of five blocks constructed of timber frame floor and walls with fibre cement cladding and tile roof (except building 2 - iron roof). The remaining buildings are brick veneer construction with tile roof (except building 1 - iron roof). An inspection was carried out onsite to ascertain the condition of the buildings and infrastructure with the reports outlined below. All buildings would rate from fair to good condition with some minor maintenance issues as detailed below. **NOTE:** Building numbers correspond with the Site Plan in Appendix A. Roof cavities and sub-floor areas were not part of the assessment.

### Maintenance and Refurbishment

All issues identified have been coded according to risk for staff and residents and given a maintenance priority number to determine the urgency of repair. Some of these issues may have been attended to by the time of submission of this proposal. The key below gives an indication of both the risk and priority rating.

It has also been identified that the majority of the buildings have normal wear and tear issues such as furnishings, paint and floor coverings. These will be continually assessed and maintained as needed.

#### Key:

\* 0 - No risk; L - Low risk; M - Medium risk; H - High risk

\*\* 1 - 24/48 hours; 2 - Seven days; 3 - One month; 4 - Six months; 5 - > Six months

Building No: 1						Building Use: Administration (Residential; Administration; Storage; Other - Please note)		
Unit Number	Room / Area	Item of Risk	Property Integrity Report			Risk Analysis		Notes
			Aesthetic	Structural	Safety	WHS rating*	Maintenance Priority**	
External		Tap/footpath at front of building requires filling with cement			✓	L	3	There are small to medium pieces of debris that needs removing. One bag of cement will fill hole
		External timber finishes	✓			0	5	Repainting of barges/fascia's
Internal		No issues to report						

<b>Building No: 2</b>						<b>Building Use: Community Centre / Op Shop</b> (Residential; Administration; Storage; Other - Please note)		
Unit Number	Room / Area	Item of Risk	Property Integrity Report			Risk Analysis		Notes
			Aesthetic	Structural	Safety	WHS rating*	Maintenance Priority**	
External		Guttering		✓		0	3	Guttering needs cleaning out – full of leaves etc
		Brick/Concrete Balcony		✓	✓	L	4	This has no purpose and can be demolished
Op Shop	Main	Ceiling	✓	✓		0	3	Evidence of water leak – check roof for leaks and repair damage to ceiling
		Smoke Alarm			✓	H	1	Missing
	Bathroom	Door Runner		✓		L	3	Check sliding door track and lift up guide on floor so door doesn't run off track
Room 2	Entrance	Sticky Door		✓		0	3	Adjustment Required
	Main	Smoke Alarm			✓	H	1	Missing
Room 3	Main	Smoke Alarm			✓	H	1	Missing

<b>Building No: 3</b>						<i>Building Use: Residential</i> (Residential; Administration; Storage; Other - Please note)		
Unit Number	Room / Area	Item of Risk	Property Integrity Report			Risk Analysis		Notes
			Aesthetic	Structural	Safety	WHS rating*	Maintenance Priority**	
1	Bathroom	Leaking taps	✓			0	3	Replace washers
	Kitchen	Range Hood	✓			0	2	Replace range hood
	Living	Smoke Alarm			✓	H	1	Missing
		Front Window		✓	✓	L	4	Replace glass and missing flyscreen
		Paint walls & ceiling	✓			0	4	Unit could do with a paint between tenants
		Lights	✓			0	2	Missing 3 globes
		Security Door		✓	✓	L	3	Doesn't catch – adjustment required
2	Living	Smoke Alarm			✓	H	1	Missing
	Bathroom	Shower Screen			✓	M	2	Missing rollers
		Lights	✓			0	2	Missing 2 globes
		Door		✓	✓	L	3	Doesn't catch - No strike fitted
		Window		✓		0	3	Replace Flyscreen gauze
External		Gutters	✓	✓		0	3	Require cleaning
		Barges/Fascia's	✓	✓		0	5	Need replacing – evidence of termite damage

<b>Building No: 4</b>						<i>Building Use: Residential</i> (Residential; Administration; Storage; Other - Please note)		
Unit Number	Room / Area	Item of Risk	Property Integrity Report			Risk Analysis		Notes
			Aesthetic	Structural	Safety	WHS rating*	Maintenance Priority**	
24	Kitchen	Rangehood		✓		0	3	Replace Globe
	Bathroom	Sliding door		✓	✓	L	3	Replace rollers and pelmet
		Bathroom taps		✓		0	3	Replace washers
	Living	TV/DVD				0	5	DVD player does not work
25	Bathroom	Sliding door		✓	✓	L	3	May require new track/rollers
	Living	Disused Fire Alarm			✓	H	1	Remove exposed wires
26/27	Kitchen	Rangehood		✓	✓	H	2	Light blew then sparked – electrician to test
	Living	Wiring – Circuit issue			✓	H	1	Electrician to test
		Hole in wall	✓			0	4	Patch and paint – pipe was removed above fridge
	Bathroom	Shower wand		✓	✓	0	3	Not working properly - Replace
		Sliding door		✓	✓	L	3	Needs stopper fitted
		Security door		✓		L	3	Adjust so door shuts
28	Living	Smoke Alarm			✓	H	1	Missing
	Bathroom	Sliding door		✓	✓	L	3	New track and rollers required
		Toilet		✓		0	3	Toilet runs continuously
		Shower	✓			0	2	No shower curtain
	Entry	Security door		✓	✓	L	3	Adjust so door shuts
External		Rear window (Unit 27)		✓	✓	M	3	Replace rubber beading
		Roof gutter		✓		0	3	Clean of debris
		Cladding	✓	✓		0	5	Render coming away at one end of building

		Timber work	✓	✓		0	3	All timber work needs repainting
		Barges	✓	✓		0	5	Barges not existent – check if necessary
		Playground			✓	H	1	Remove – dangerous and not to code
		Playground gate			✓	H	1	Gate not attached

<b>Building No: 5</b>						<b>Building Use: Residential / Storage</b> (Residential; Administration; Storage; Other - Please note)		
Unit Number	Room / Area	Item of Risk	Property Integrity Report			Risk Analysis		Notes
			Aesthetic	Structural	Safety	WHS rating*	Maintenance Priority**	
19	Living	Smoke alarm			✓	H	1	Missing
	Bathroom	Exhaust fan	✓			0	3	Doesn't work – needs replacing
		Sliding door		✓	✓	L	3	Replace rollers
	Kitchen	Rangehood			✓	0	2	Replacement needed
	Entry	Security door			✓	L	3	Adjust as required
20	Storeroom							Not inspected
21 / 22	Bathroom	Toilet			✓	L	3	Tenant notified of a blockage
	Living	Smoke alarm			✓	H	1	Missing
	Bedroom	Rangehood			✓	0	3	Replace globe
		Exhaust fan	✓			L	3	Replace missing cover
23	Kitchen	Oven			✓	0	2	Tenant can't use – reported a bad smell
	Bathroom	Exhaust fan			✓	0	3	Noisy fan – blades touching cover
		Window Flyscreen		✓		0	5	Replace gauze
External		Ramp railing (rear)		✓	✓	L	5	Concrete broken away, railing loose
		Rear gutter		✓	✓	0	5	Lift gutter – possibly clean
		Roof		✓		0	3	Broken roof tile needs replacing
		Brickwork	✓			0	5	Non-structural cracks
		Fascia		✓		0	3	Water damage
		Security Doors x 3		✓		0	5	Replace gauze x 3
		Ramp railing (front)			✓	L	3	Railing has been cut. 2 x caps required for ends

<b>Building No: 6</b>						<b>Building Use: Residential (Caretakers House)</b> (Residential; Administration; Storage; Other - Please note)		
Unit Number	Room / Area	Item of Risk	<b>Property Integrity Report</b>			<b>Risk Analysis</b>		Notes
			Aesthetic	Structural	Safety	WHS rating*	Maintenance Priority**	
34	Dining	Ceiling		✓		0	2	Inspect for water leak and repair ceiling
	Bathroom	Sliding door		✓		0	5	Adjust runner
		Exhaust fan		✓		0	5	Replace cover
35		Nothing to report						
External		Windows		✓		0	4	Timber rotting – repair and paint
		Timber work	✓			0	4	Repair and repaint

<b>Building No: 7</b>						<b>Building Use: Residential / Storage</b> (Residential; Administration; Storage; Other - Please note)		
Unit Number	Room / Area	Item of Risk	<b>Property Integrity Report</b>			<b>Risk Analysis</b>		Notes
			Aesthetic	Structural	Safety	WHS rating*	Maintenance Priority**	
29 / 30	Living	Smoke Alarm			✓	H	1	Replace battery
	Bathroom	Bath	✓	✓		0	5	Water damage (minimal)
31	Storeroom							Not inspected
32	Living	Window		✓	✓	M	1	Broken glass and aluminium frame
		Smoke Alarm			✓	H	1	Disused smoke alarm has wiring exposed
33	Living	Window		✓	✓	L	3	Replace rubber beading
	Bathroom	Sliding door		✓		0	4	Adjust runners
		Exhaust fan			✓	0	4	Not working / replace
External		Ramp		✓	✓	M	3	Requires hand railing
		Fascia/timber work	✓	✓		0	5	Repaint
		Rear railing		✓	✓	M	3	Missing upright, reattach to laundry and base

<b>Building No: 8</b>						<i>Building Use: Residential</i> (Residential; Administration; Storage; Other - Please note)		
Unit Number	Room / Area	Item of Risk	<i>Property Integrity Report</i>			<i>Risk Analysis</i>		Notes
			Aesthetic	Structural	Safety	WHS rating*	Maintenance Priority**	
36	Bathroom	Exhaust fan			✓	0	4	Blades hitting cover
37	Kitchen	Power point		✓	✓	M	2	Hanging loose – electrician
		Rangehood		✓		0	4	Replace light globe
38								Unavailable for inspection
39	Bathroom	Flyscreen	✓	✓		0	4	Repair/replace
		Sliding door		✓	✓	0	4	Adjust runners
		Exhaust fan			✓	0	3	Replace
40	Bathroom	Exhaust fan			✓	0	3	Replace
	Living	Smoke alarm			✓	H	1	Remove disused fire alarm wires
	Entry	Security door		✓	✓	L	3	Repair screen
External		Eaves/Fascia/Gutter		✓	✓	L	3	Hanging down - needs repairing
		Roof tiles	✓	✓		0	5	Requires some repointing
Common Laundry		Power point		✓	✓	M	3	Secure to wall

<b>Building No: 9</b>						<b>Building Use: Residential</b> (Residential; Administration; Storage; Other - Please note)		
Unit Number	Room / Area	Item of Risk	Property Integrity Report			Risk Analysis		Notes
			Aesthetic	Structural	Safety	WHS rating*	Maintenance Priority**	
41	Bathroom	Light switch			✓	H	1	Shorted on operation
	Living	Exhaust fan		✓		0	3	Replace missing cover
		Smoke alarm			✓	H	1	Remove disused smoke alarm
42								No issues to report
43								No issues to report
44	Kitchen	Rangehood		✓		0	3	Replace globe
	Bathroom	Tiles		✓	✓	L	3	3 or 4 loose tiles
45								No issues to report
46	Kitchen	Rangehood		✓		0	3	Replace globe
		Drawers		✓		0	3	Adjust drawers
		Smoke Alarm			✓	H	1	Missing / Replace
		Security door		✓		0	3	Adjust closer
External		Barges		✓	✓	0	5	Repaint
		Path and drainage	✓		✓	M	2	Repair concrete and drainage issues

<b>Building No: 10</b>						<b>Building Use: Residential</b> (Residential; Administration; Storage; Other - Please note)		
Unit Number	Room / Area	Item of Risk	<b>Property Integrity Report</b>			<b>Risk Analysis</b>		Notes
			Aesthetic	Structural	Safety	WHS rating*	Maintenance Priority**	
47	Bedroom	Exhaust fan			✓	0	3	Doesn't work – Replace
48 / 49	Kitchen	Oven			✓	L	2	Electrician to check oven
	Bathroom	Sliding door		✓		L	3	Adjust/replace rollers
		Exhaust fan			✓	0	3	Replace fan
	2 <sup>nd</sup> Kitchen	Rangehood		✓		0	5	Replace if necessary
	Living	Smoke alarms			✓	H	1	2 required
50								Unavailable for inspection
51	Bathroom	Toilet		✓		0	3	Leaking
Common Laundry								Tenant reported the washing machine stops during operation
External								No issues to report

<b>Building No: 11</b>						<b>Building Use: Residential / Storage</b> (Residential; Administration; Storage; Other - Please note)		
Unit Number	Room / Area	Item of Risk	Property Integrity Report			Risk Analysis		Notes
			Aesthetic	Structural	Safety	WHS rating*	Maintenance Priority**	
53	Bathroom	Toilet	✓			0	3	Leaking
54 / 55	Kitchen	Exhaust fan		✓		0	3	Replace
	Living	Smoke alarm			✓	H	1	Missing
	Bathroom	Taps		✓		0	3	Replace washers
		Exhaust fan		✓		0	3	Replace
Common Laundry								No issues to report
57	Bathroom	Sliding door		✓	✓	L	3	Adjust/replace rollers
58	Storeroom							Not inspected
External		Flood light			✓	H	1	Electrician to rewire

**13. RISK ASSESSMENT**

<i>Risk No</i>	<i>Type</i>	<i>Description</i>	<i>Action taken</i>	<i>Probability</i>	<i>Impact</i>	<i>Exposure</i>	<i>Mitigation of Risk</i>
1	Financial Constraints	Occupational License	Negotiate with property trustees	Low	Low	Assuming similar license agreement of up to \$1000 per annum	Negotiate a 10 year license + 10 year option
		Utilities	Negotiate with energy suppliers	Medium	Low	Usage proportionate to occupancy rate	Plan to install solar panels within two years
			Minimise water use	Low	Low	Usage proportionate to occupancy rate	Install coin operated units to washing machines and dryers. Undertake audit to determine usage savings.
2	Residential Clients	Client Background	Mental health issues	High	Medium	The nature of the facility exposes staff and other residential clients to potential risks. Understanding the risks involved and ensuring strict adherence to facility policies will minimise the risk levels.	A case worker will assess each new client and refer where required. Where a client has chronic mental health issues they will be referred to a mental health facility
			Addictions	Medium	Low		A case worker will perform a thorough intake interview including drug and alcohol testing The facility will be a drug and alcohol free zone
			Different cultures, age, gender, religions	Low	Low		No discrimination will be based on these points
		Family / Singles	Mixing of family types	Low	Low		Family units are separate from single units

<i>Risk No</i>	<i>Type</i>	<i>Description</i>	<i>Action taken</i>	<i>Probability</i>	<i>Impact</i>	<i>Exposure</i>	<i>Mitigation of Risk</i>
3	Ageing Property	Buildings	A building inspection was carried in August 2015	Low	Medium	Regular inspection will minimise the risk of serious issues being unresolved	Inspection of property to be carried out every 6 months Residents will be encouraged to notify the administrator of any risk factors such as electrical or plumbing issues
		Electrical Integrity	No major electrical faults were visible at time of inspection	Low	Low	Regular inspection will minimise the risk of serious issues being unresolved	Maintain regular inspections of property
		Plumbing Integrity	Drainage of stormwater from buildings are not connected to a proper disposal system	High	High	Although not a safety risk this is probably the biggest issue to address.	Consult with a hydrologist to draft a plan of action to provide a suitable solution
		Internal Road	Some minor repairs are needed	Low	Low	Potholes are evident and concrete kerbing has cracked in a few spots	Place these items on the maintenance schedule to be rectified as soon as possible
4	Insurances	Public Liability	Provided by ACS	Low	Low	Usual possibility of litigation under similar conditions. It is not anticipated that the risk is higher than normal.	Review policy on an annual basis to ensure competitiveness of policy
		Property	Provided by ACS	Low	Low		Ensure proper maintenance of property to minimise risk
		Professional Indemnity	Counsellors will be asked to provide proof of insurance for their services	Low	Low		Only registered counsellors who are suitably qualified will be engaged

<i>Risk No</i>	<i>Type</i>	<i>Description</i>	<i>Action taken</i>	<i>Probability</i>	<i>Impact</i>	<i>Exposure</i>	<i>Mitigation of Risk</i>
5	Staff / Contractors	Competency	Submission of CV's and/or training qualifications as part of the position application process	Low	Low	Subcontractors will need to show proof of qualification such as a license	Proper application and interview procedures for all staff and contractor positions
		Workplace Health and Safety	Induction event will be part of the employment process	Low	Low	It is not anticipated that the risk is higher than normal.	All staff and volunteers will undertake an induction process

## 14. ASSUMPTIONS AND CONSTRAINTS

### Assumptions

In the preparation of this proposal a number of assumptions have been made. Namely:

- A legal contract outlining terms and conditions of the license can be signed between the trustees of the property (Griffith City Council) and the leaser (LifeSource Church Inc.)
- The current development application (DA 31/2012(1) dated 16/12/2014) for 80 - 94 Kookora Street, Griffith remain valid except for Point 5 in Part O - Ongoing Requirements, which will be negotiated.
- The residential units of the current facility will retain their furnishings to allow continuation of services and not impose a restrictive financial burden on the new license holder.
- There will be a continual need for crisis accommodation within the city of Griffith and surrounding areas.

### Constraints

The constraints that could impede the ongoing ability of the facility to operate at its full capacity would be:

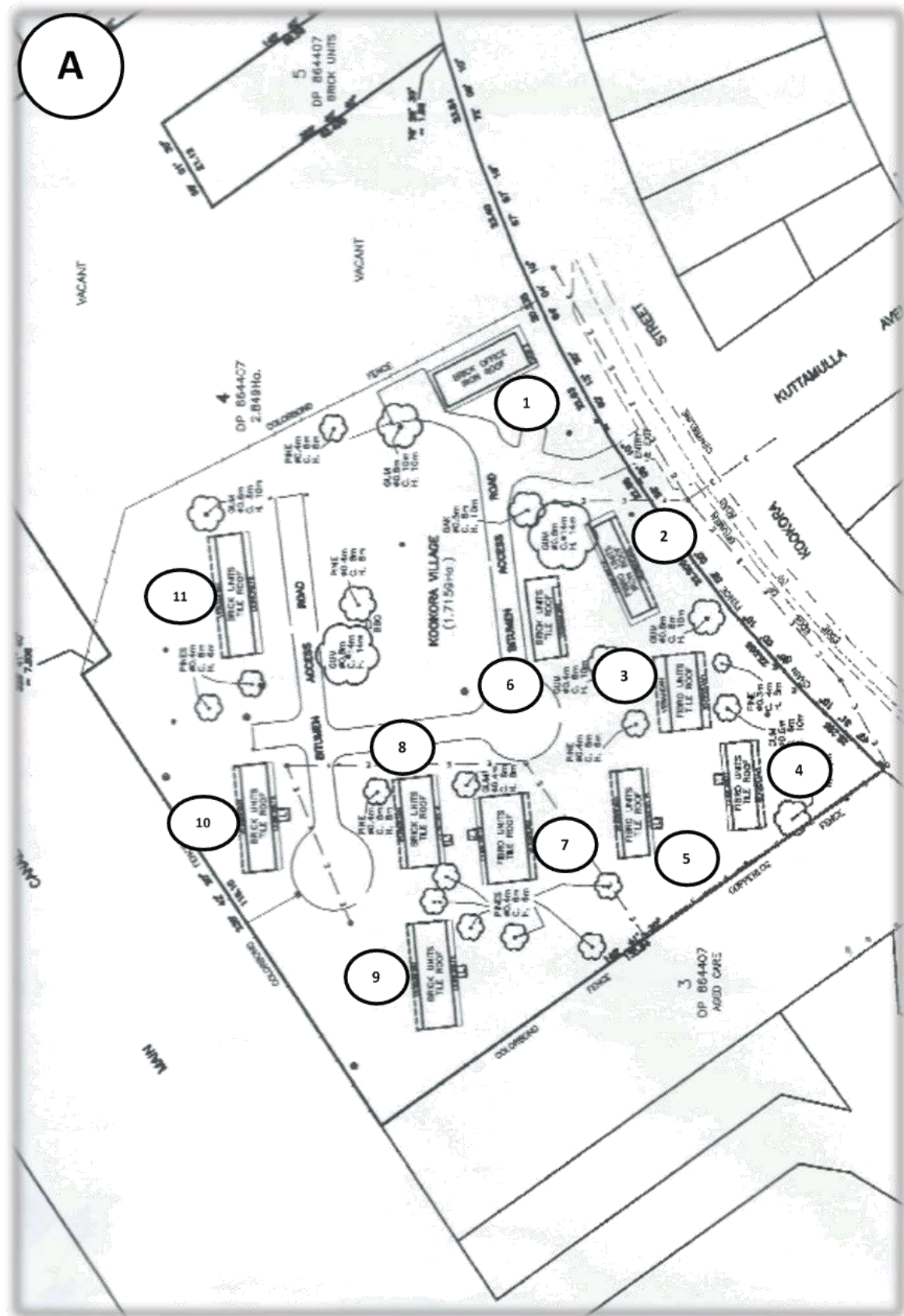
- Finances - where occupancy rates consistently remain below 50% of the residential units available.
- Staff - the unavailability of suitably qualified staff and volunteers could temporarily reduce the facility's ability to offer a full range of services.

## 15. APPENDICES

### Appendix A - Site Plan of Property

### Appendix B - Letters of support

- Ps Craig Bosman - Griffith Evangelical Baptist Church
- Major Karen Smith; Salvation Army
- Rev Jesse Huckel; Presbyterian Church
- Ps Kevin Tonkin; Seventh Day Adventist Church
- Litia Kosi; Griffith Tongan Community
- Ps Judy Bradley; Grace Church
- Fr Andrew Grace; Sacred Heart Catholic Church
- Barbara Penninga; Griffith Neighbourhood House Community Centre Inc.
- Zacc and Christina Tuakoi; Former residents



## GRIFFITH EVANGELICAL BAPTIST CHURCH



Email: [griffithevangeliabaptist@gmail.com](mailto:griffithevangeliabaptist@gmail.com)

Pastor: Rev. Craig F Bosman

Landline: 02 6962 2233

Mobile: 04 9771 7543

Corner Wakaden and Whitton Streets

PO Box 880, Griffith, NSW, 2680, Australia

ABN 16 029 066 941

[www.griffithbaptistchurch.com](http://www.griffithbaptistchurch.com)

24 August 2015

**Attention:** General Manager, Griffith City Council (NSW)

This letter serves to support Lifesource Church's application to take over the License and current Development Application for 80-94 Kookora Street.

We believe that there is an ongoing need for short-term crisis accommodation in Griffith that can support men, women, and children simultaneously. We are also confident that Lifesource Church can supply the resources, including a volunteer base, to ensure that the facility remains a stabilising refuge for people in various crisis situations.

Yours sincerely,  
The Board of Griffith Evangelical Baptist Church

A handwritten signature in black ink, appearing to read 'Craig Bosman'.

Craig Bosman (Pastor)

A handwritten signature in black ink, appearing to read 'Jonathan Gaisford'.

Jonathan Gaisford (Deacon)

A handwritten signature in black ink, appearing to read 'Joan Pickersgill'.

Joan Pickersgill (Deacon)

"The time is fulfilled, and the kingdom of God is at hand; repent and believe in the gospel." (Mark 1:16)



The Salvation Army  
Australia Eastern Territory



20<sup>th</sup> August, 2015

To Whom It May Concern,

Re: Life Source Church Application to Manage Barnabas House.

I wish to table my support for the Life Source Church to use the Barnabas House Facility as a centre for the provision of **crisis accommodation for families.**

Those of us involved in providing services for the homeless in our community realize there is a dearth of crisis accommodation locally. We at The Salvation Army provide crisis accommodation for men and others provide for women. We are tragically short of crisis accommodation that allows families to stay together.

When a family is homeless, they are already experiencing unacceptable levels of stress which can have a long term negative impact on the well being of the family as a whole and the individuals within that unit. To separate family members at such a time is counter productive and unhelpful. A facility where the family can be housed together is of inestimable value. The well being of children should be a matter of importance to everyone. So providing a facility where the children can remain with both parents, especially during a time of crisis, should be a high priority to anyone who cares.

I hope, for the benefit of our community and the families that will be assisted, that the council can grasp the importance of providing crisis accommodation for families through this facility which is already operating. There will always be those who need such accommodation.

Yours sincerely

Major Karen Smith.

Griffith Corps  
103 Binya Street, Griffith NSW 2680 (PO Box 674, Griffith NSW 2680)  
T 02 6964 3388 F 02 6962 9932  
[salvos.org.au](http://salvos.org.au)

*William Booth, Founder; Shaw Clifton, General*



## Griffith Presbyterian Church



Reverend Jesse Huckel  
Griffith Presbyterian Church  
PO Box 1112, Griffith, 2680  
Phone: (02) 6962 4827  
jesse.huckel@gmail.com

18<sup>th</sup> August 2015

Dear Councillors, or to whom it may concern,

I am writing to express my support to the prospect of the Lifesource Church taking over the property that the Baptist Barnabas House is currently occupying.

I am delighted to hear that the Lifesource Church is willing to take up the reigns of this welfare ministry now that the Baptist Church wishes to pass it on.

Barnabas House has been a wonderful ministry in Griffith over the last 3 or more years.

I watched on in amazement as Barnabas house has provided welfare housing for not only Yenda flood victims, but also for those struggling with life in many respects, including mental health patients of the previous Barnabas House counselling facility.

As one of the local clergy in Griffith, I have benefited first hand from Barnabas house in a number of ways. Firstly it provided stable accommodation, respite and counselling to people connected with our church that were in need. Indeed, if someone had counselling or accommodation needs the first place I thought of referring them to, was Barnabas House. Secondly, our church has had direct involvement with the facility in the past, providing caretakers and an operations manager who have all reported what a wonderful opportunity Barnabas House is to help the needy in Griffith under the banner of Christian love that is commanded of us in the bible.

I am confident that the Lifesource church will provide great support to our community if the keys to the Koorora street property of Barnabas House are granted to them by council

And this will be my prayer for your decision making

With God's blessings  
Yours sincerely,

Reverend Jesse Huckel  
Minister – Griffith Presbyterian Church



Pr Kevin J Tonkin  
1 Bolt place  
Griffith NSW 2680  
Mobile: 0409511 502  
Email: [jtonkin@adventist.org.au](mailto:jtonkin@adventist.org.au)

24 August, 2015.

To Whom It May Concern

Having looked at the proposal for Barnabas House by LifeSource Church and hearing their plans for development of the project, the Griffith Seventh-day Adventist church highly recommends the proposal of LifeSource Churches to the Griffith City Council. The support that can be given by a nonprofit faith based group cannot be duplicated by a commercial enterprise. The running of Barnabas House by the Baptist Church has been successful and the continuation of Barnabas House as a short to medium term crisis facility by LifeSource Church builds on earlier success.

I have spoken to ADRA - Australia (the aid organization of the Seventh-day Adventist Church) and they see this project as one that they can support both financially and logistically. ADRA is responsible for finding accommodation for those who are evacuated from homes in times of disaster (ADRA has been assigned this responsibility by the State and Federal Governments). When/if LifeSource Church are given the go ahead to run with Barnabas House, the Griffith Seventh-day Adventist Church and ARDA will be able to give support and cooperate with LifeSource Church as they develop Barnabas House into the future.

So the SDA Church and ADRA recommends LifeSource Churches proposal for Barnabas House to the Griffith Council

Yours faithfully,

Pastor Kevin J. Tonkin.  
Minister of the Griffith  
Seventh-day Adventist Church.

## GRIFFITH TONGAN COMMUNITY

“Help Each Other”

Griffith City Council  
1 Benerembah Street  
Griffith NSW  
2680

Griffith Tongan Community  
94 Hilar Drive  
Griffith NSW  
2680

17 August 2015

Dear Sir/Madam,

It has come to my attention that Baptist Church Griffith is relinquishing its license to operate Barnabas House. We are also aware that there are two interested parties wanting to manage that facility, one being Griffith Life Source Church and the other is Argyle Housing.


Barnabas House has played an important part in Griffith since its inspection in 2012, providing shelter for the homeless people, families of domestic violent issues and people in general who are new to Griffith on a very short notice. I, being the President of the Griffith Tongan community will be devastated to know if Barnabas will cease to be a short term crisis accommodation and be converted into a housing facility for transitional stay or long term housing facility.

I have worked closely with Barnabas House in the past, placing families from my community into Barnabas for the very reasons mentioned above. Barnabas House is really a community focus center, as it does not require applicant's eligibility to get in nor require an upfront bond. Many of my people that are placed in Barnabas are not eligible for accommodation by normal housing standards nor can they afford and upfront bond fees.

We, the Griffith Tongan Community are pledging our fullest support to Life Source Church of Griffith to continue to run Barnabas House as a short term crisis accommodation. Barnabas House being a unique establishment serving the Riverina Community should remain as a short term crisis accommodation center and not be change into a transitional nor a long term housing facility.

We hope and pray that the decision makers in Griffith Council will make a wise decision, when deciding the future of Barnabas House and its impact on the Griffith Community.

Kinds Regards



Litia Kosi JP  
President  
Griffith Tongan Community

**Litia Kosi**  
**Justice of the Peace**  
**JP No: 198980**

9 Altin Street  
PO Box 1285  
GRIFFITH NSW 2680  
Ph: 61-2-6964-0955  
Fax: 61-2-6964-0988  
Email: [foursquaregriffith@tpg.com.au](mailto:foursquaregriffith@tpg.com.au)



ABN 75 785 442 032

13 August 2015

Ps Rodney Bortolin  
LifeSource Church  
Stafford Road  
GRIFFITH NSW 2680

Dear Rodney

**YOUR PROPOSAL TO OPERATE BARNABAS HOUSE**

With great interest, we refer to your proposed application for the licence to operate the Barnabas House facility at 80-94 Kookora Street, Griffith, which you discussed with us on Wednesday.

It was pleasing to know that your church has the interest and ability to operate the Barnabas House site.

Barnabas House is a most important facility to the Griffith community and to the surrounding and outlying districts. It is the only place we know of which can offer short-term accommodation to families who have a family member in the Griffith Base Hospital under emergency conditions. Barnabas House is able to respond to requests from the Hospital for accommodation when it is needed.

Members of the community are also able to stay at Barnabas House for short periods of time to "get on their feet". It is very important to have this option available to community members as a pathway to restoration in their lives.

In addition, this is the only facility which offers emergency accommodation to families in crisis situations. The recent Yenda Floods is a good example of this. As you know, many families had their homes flooded out and they needed accommodation urgently. Barnabas House was able to offer significant help.

We see your proposal to continue to operate Barnabas House as "a short-term accommodation plus pastoral support facility" as an essential service to the community of Griffith. The business model you explained to us seemed to be very workable and sustainable over the long-term. While there are various options available to single people in Griffith, this is the only facility which caters for families.

We wish you every success in your endeavours and if we can support you in some way, please do not hesitate to let us know. We are supporting you in prayer.

Sincerely

A handwritten signature in dark ink, appearing to read "Judy Bradley".  
Judy Bradley  
Pastor

A handwritten signature in dark ink, appearing to read "Nigele Halliburton".  
Nigele Halliburton  
Pastor

---

Loving God, loving people, loving life

## *SACRED HEART GRIFFITH*



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Griffith City Council  
PO Box 485  
Griffith, NSW 2680

25 August, 2015

To Whom it may concern,

**RE: Support for Life Source Church to take on the License for Barnabas House:**

It is with pleasure that I write this letter of support for Life Source Church knowing that they are applying to take on the license for Barnabas House, Griffith NSW.

There is a great need for crisis accommodation in Griffith. It has been my experience in this type of ministry for over twenty years that unless this community service is coupled with services of pastoral care and counselling options, the crisis accommodation problem will simply fester and grow.

I have had many dealings with the Baptist Church with regards to Barnabas House and I was saddened to learn that they are going to relinquish Barnabas House. However, I was very pleased to hear that Life Source Church are currently in negotiations with the Baptist Church and Griffith City Council to take on this license and continue to operate it as a crisis accommodation centre which is greatly needed in Griffith. I am also pleased to hear that my fellow local Religious Ministers are very positive about these plans.

Please do not hesitate to contact me for any further elaborations on this recommendation.

Yours sincerely,

Fr Andrew Grace  
Parish Priest



## Griffith Neighbourhood House Community Centre Inc.

80 Benerembah Street, Griffith NSW 2680

25th<sup>th</sup> August 2015

Barnabas House  
80-94 Kookora Street  
Griffith NSW 2680  
Australia

**RE: Crisis Accommodation at Barnabas House,**

To whom it may concern,

I am writing in regards to my conversation with Mr. Felix Sebastian (Barnabas House Administrator) on the 6<sup>th</sup> August, advising that the Baptist Church is relinquishing its licence for the Crisis Accommodation at Barnabas House. And that possibly Argyle Housing or the LifeSource Church is going to manage the accommodation centre.

Barnabas House is the only Family Crisis in Griffith and we are very concerned that if Argyle Housing manages Barnabas House, Griffith will lose this vital service.  
The Youth Refuge, Women's and Men's refuge cannot cater for families. Barnabas House is a place where *families* can go in a crisis situation to and stay together.

We understand that if LifeSource Church Griffith takes over Barnabas House, it will continue to remain as a crisis accommodation centre and we are behind that idea. We wholly support such a service in Griffith and hope that the accommodation side will remain as a crisis service for the needy residents of Griffith and this region.

Yours Sincerely,

Barbara Penninga  
Coordinator

Ph: 02 6962 4144, mob: 0428 217 777 E: [admin@gnh.org.au](mailto:admin@gnh.org.au) [www.gnh.org.au](http://www.gnh.org.au)

24 August 2015

**Attention:** General Manager Griffith City Council

**RE:** Barnabas House Incorporated

It is our pleasure to take this opportunity to share about our experience at Barnabas House.

It was a privilege to have lived in Barnabas House for 11 months. Being new to Griffith; it was a place of great refuge for my husband and I and also our two small children. It was a place that provided a chance for our "family to find our feet" in Griffith.

It was a huge blessing to have been able to rent in fully furnished accommodation in a time where we were not financially stable. It was reassuring to live in a safe environment especially with children. Initially we moved in for temporary accommodation purposes; but soon after we discovered the other wonderful services that it had to offer.

From the CEO's or the pastors to the administration roles, the counsellors or caretakers – all the workers at Barnabas House were so supportive and encouraging. All the staff were so approachable and took time to help out or just give a listening ear.

They helped out with all spheres of our lives (not just the obvious – accommodation), even our spiritual well being, a few times we were blessed with food stuffs and gifts for my children.

During our time at Barnabas, we also became friends with others that were staying there. They too would share about how much Barnabas House is helping them with their personal situations.

It wasn't just accommodation. We appreciated the advice and prayers the people at Barnabas House ministered into our lives in a time when we needed some guidance and direction.

Today our family are doing very well, we have managed to establish our family in Griffith. We thank God for the input that Barnabas House had on our little family.

Yours Sincerely,



Zacc and Christina Tuakoi (signed by Christina)

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**FESTIVAL OF GARDENS COMMITTEE  
HELD IN COUNCIL CHAMBERS ON  
THURSDAY, 8 OCTOBER 2015 COMMENCING AT 1:00 PM**

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## **PRESENT**

Councillor Patricia Cox (Chair), Councillor Doug Curran, Anne (Lyn) Brown (Community Rep), Gaynor Clements (Community Rep), June Devery (Community Rep - Alternate), Eleanor Hancock (Community Rep), Maryanne Mitchell (Community Rep), Bruno Plos (Community Rep), Joy Plos (Community Rep), Ellen Kelly (Non-Voting), Tara Gunn (Community Rep)

Quorum = 7

## **STAFF**

Tourism & Economic Development Officer, Sarah Collis, Marketing & Promotions Officer, Paige Campbell, Visitor Information Centre Coordinator, Mirella Guidolin and Minute Secretary, Melanie Hebrok

## **1 APOLOGIES**

**RECOMMENDED** on the motion of Gaynor Clements and Maryanne Mitchell that apologies be received from Rina Mercuri, Rosa Mackenzie and Greg Lawrence.

Absent: Councillor Dino Zappacosta.

## **2 CONFIRMATION OF MINUTES**

**RECOMMENDED** on the motion of Lyn Brown and Eleanor Hancock that the minutes of the previous meeting held on 3 September 2015, having first been circulated amongst all members, be confirmed.

## **3 BUSINESS ARISING**

### **3.1 Library Display**

The Committee thanked Ms Mitchell and Ms Gunn for their work on the 25 year display which is now set up at the Library.

Bruno and Joy Plos entered the meeting, the time being 1:04 pm.

Ellen Kelly left the meeting, the time being 1:04 pm.

### **3.2 Banners**

Councillor Cox informed the Committee that all banners and flags have been set up around town.

### **3.3 Marketing**

Ms Campbell reported that the TV commercial is now up and running in Griffith, Albury, Shepparton and Wagga Wagga. The radio campaign starts next week on 2RG and StarFM. There are stories coming up in the Area News beginning next Friday, including profiles of the gardens and events. There are also 3 - 4 different social media campaigns running, with 34,000 hits recorded on Facebook and 3,000 of those actively engaged. The marketing campaign was financed by the \$10,000 grant from Destination NSW.

Ellen Kelly returned to the meeting, the time being 1:10 pm.

## **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.*

Eleanor Hancock

All Clauses

Reason – Garden Entry in the Festival of Gardens

Joy and Bruno Plos

All Clauses

Reason – Garden Entry in the Festival of Gardens

## **5 ITEMS OF BUSINESS**

### **CL01 CITRUS SCULPTURES**

Ms Guidolin advised that more helpers were needed for the inductions on Sunday morning. An email to staff would be sent out.

There will be road closures in place around the area to ensure the sculptures can be set up easily. Ms Guidolin advised that letter drops have been done to all businesses affected and emergency services.

Trevor Ceccato was still working on the backings for the new “erected by” signs.

Each sculpture group has been provided with a copy of the map of where their sculpture will be placed, as well as a checklist and maintenance roster.

### **CL02 SHOW BAGS**

Ms Guidolin advised that all items for the showbags have been received and include:

- Green bag and hat from Bunnings Warehouse
- Healthy Snack Bars from Freedom Foods
- Juice from the Real Juice Company
- Seeds from South Pacific Seeds
- SunRice

- Walnuts and Almonds
- McDonald's vouchers

The Committee decided to meet at the Visitor Information Centre on Thursday, 15 October 2015 at 10 am to pack the showbags.

### **CL03 PAELLA AND DINNER UPDATE**

Ms Campbell passed around the newly created Paella poster.

Ms Guidolin advised that all arrangements for the Paella event have been finalised. The Yanco Ag marching drumming band will kick start the event at 5:30 pm, marching from the Art Gallery to the Visitor Information Centre Carpark. Greg Lawrence will be MC. Paella will be available from 6 pm. Griffith North Public School will play at 6:15 pm and Metro from 7 pm - 8:30 pm.

Ms Campbell acknowledged that donations have helped keep the costs down, including:

- Bowls and utensils from Axi-Kem
- Seafood from Griffith Fish Market
- Supergas
- Rice from Sunrice
- Chicken from Steggles

Ms Guidolin advised that helpers were needed in the stalls with members of the Committee volunteering to assist.

Ms Guidolin advised as well as the paella there will be pasta by Yoogali Kitchen (John Sergi), pizza by Pizza Rollin (Bubby Khan), sausage sizzle by Griffith East Rotary, Coffee by Amanti (Peter Piccolo). Ellen Brown will be doing Henna painting, Neville Dwyer from Dorothy Waide will provide activities for younger children and Griffith Rotaract will entertain the older children. Fairy Floss by Rotary Avanti, Ice cream truck (Linda Knox), and the festival committee will sell small bottles of Real Juice, bags of oranges and water. We will also have an information tent where we will sell Show bags, the Citrus Sculpture souvenir booklet & programs will also be available from here.

Ms Guidolin also asked for helpers setting up for the dinner at Pioneer Park on Saturday.

Joy Plos left the meeting, the time being 1:39 pm and returned, the time being 1:40 pm.

## **6 OUTSTANDING ACTION REPORT**

The Committee noted the report.

## **7 GENERAL BUSINESS**

### **7.1 Window Display**

Councillor Cox advised that Alan Barton from the Area News would be part of the judging panel. There have been some good entries received so far.

Gorgeous by Nature, Pioneer Park, Office Choice, ReDiscovered, John Dodd Pharmacy, Kendalls Shoes, OPSM, La Fleur, Wombats Toy Shop, Salon Battaglia, Pat Zirilli Amcal, Searls Newsagency.

Ms Guidolin left the meeting, the time being 1:42 pm.

## **7.2 Costa's schedule**

Councillor Cox updated the Committee on Costa's schedule.

Ms Guidolin returned to the meeting, the time being 1:43 pm.

Councillor Curran left and returned to the meeting, the time being 1:47 pm.

## **7.3 Remembrance of Nora Ceccato**

Ms Kelly advised that the memorial has been confirmed with Parks and Gardens staff and that the tree would be planted soon as the timing was right, with the plaque to be erected and unveiled at a later date.

Councillor Cox read out the wording on the plaque which has been altered slightly to place '2015' in the top line.

The Committee discussed a suitable date for the planting of the tree, being 21 October 2015 at 10 am, which would be attended by the Ceccato family only. Ms Kelly to arrange the planting and inform the family.

## **7.4 Garden Survey**

Ms Guidolin advised the Committee that Rotaract have agreed to assist with conducting surveys at the gardens and amongst the sculptures over the weekend.

Ms Campbell advised that this would provide information and data about the visitors to the Festival for the next grant submission.

## **8 NEXT MEETING**

The next meeting of the Festival of Gardens Committee is to be held on Thursday, 5 November 2015 at 1:00 pm

There being no further business the meeting terminated at 2:00 pm.

Confirmed: .....

CHAIRPERSON

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**TRANSPORT COMMITTEE  
HELD IN MURRAY ROOM, GRIFFITH ON  
MONDAY, 12 OCTOBER 2015 COMMENCING AT 5:30 PM**

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## **PRESENT**

Councillor Anne Napoli, Ray Ellis (Stakeholder), James Jackson (Stakeholder), Christine Tomlinson (Stakeholder), Gerry Wilcox (Stakeholder)

Quorum = 4

## **STAFF**

Director Infrastructure & Operations, Dallas Bibby, Manager Works – Maintenance, Manjit Chugha, Engineering Designs & Approvals Manager, Joe Rizzo, Traffic Engineer, Mathew Vitucci, Road Safety Officer, Greg Balind, Airport Coordinator, Bob Campbell and Minute Secretary, Leanne Austin

Councillor Napoli assumed the Chair in the absence of Councillor Croce.

## **1 APOLOGIES**

**RECOMMENDED** on the motion of Christine Tomlinson and James Jackson that an apology be received from Councillor Doug Curran.

Note: An apology was received from Councillor Croce following the meeting.

## **2 CONFIRMATION OF MINUTES**

**RECOMMENDED** on the motion of Christine Tomlinson and Ray Ellis that the minutes of the previous meeting held on 7 September 2015, having first been circulated amongst all members, be confirmed.

## **3 BUSINESS ARISING**

### **3.1 NSW Grain Harvest Management Scheme**

Mr Jackson enquired if the conditions of the NSW Grain Harvest Management Scheme had changed or remained the same as last year. Mr Bibby advised it has stayed the same as it had been implemented for a two year period. Mr Bibby further advised Council has written to Transport for NSW in relation to adding grapes to the Scheme.

### **3.2 Yoogali Intersection**

Mr Bibby informed the Committee a letter has been sent to Michael McCormack on behalf of the Mayor. Mr Bibby advised he and the General Manager, Mr Stonestreet, had met with RMS representatives and raised this issue once again.

Councillor Napoli stated her concerns with safety at the intersection of Macedone Road, Mackay Ave and Bridge Road intersection.

Mr Bibby advised there is a concept plan in place for this intersection, however other high priority projects are taking precedence at this point in time.

### **3.3 Congestion Canal Street**

Mrs Tomlinson enquired if any signage was to be installed along Canal Street to help alleviate congestion as a result of the newly operational Griffith City Hire business on the corner of Canal Street and Jondaryan Avenue.

Mr Rizzo advised a letter had been sent to the business in relation to the parking issues. Griffith City Hire management indicated that the issue would be resolved in a few weeks once set up of the business had been completed. Mr Rizzo advised he had noted no congestion issues since. Mrs Tomlinson stated that the area can become congested on Mondays and Fridays. Mr Rizzo to further investigate.

## **4 DECLARATIONS OF INTEREST**

Nil.

## **5 ITEMS OF BUSINESS**

### **CL01 REQUEST FOR DIRECTIONAL SIGNS - GRIFFITH VETERINARY HOSPITAL - MOOREVILLE INDUSTRIAL AREA**

Mr Balind stated that the Australian Standards advise directional signage should not be installed for the purpose of businesses.

**RECOMMENDED** on the motion of Christine Tomlinson and James Jackson that the Transport Committee refuses the request for the establishment of directional signs relating to the Griffith Veterinary Hospital.

### **CL02 REPORT ON AIRPORT ACTIVITIES SEPTEMBER 2015**

Mr Campbell advised Council is still waiting on a funding announcement for the runway. The last CASA audit indicated that the centre runway linemarking needs to be done as soon as possible as the runway lines will not last another twelve months.

Mr Bibby informed the Committee that funding should be advised in the next month or so and the preferred dates for runway closure would be 18-25 January 2016. The Airport will be required to be closed for one week during the resurfacing. REX can use Narrandera airport however Par Avion would be required to cancel flights for this period.

Mr Wilcox requested operators get sufficient notice of any closure of the runway.

**RECOMMENDED** on the motion of Ray Ellis and Christine Tomlinson that the report be noted.

## **6 OUTSTANDING ACTION REPORT**

The Action Report was noted.

Councillor Napoli requested an update of the installation of the layback along Kooyoo Street. Mr Balind advised this is progressing.

## **7 GENERAL BUSINESS**

### **7.1 Access to Rotary Markets - Griffith Showground**

Mrs Tomlinson enquired about footpath access to the proposed new Rotary Markets building at the Griffith Showground facility. Mr Vitucci advised this would be included in the PAMP with construction dependent on funding.

### **7.2 Access Road - Airport**

Mr Wilcox inquired if Council was planning to seal the dirt track leading from the Airport Access Gate. Mr Campbell to obtain a costing and enter a budget bid.

### **7.3 Roadside Vegetation Hillston Road**

Mr Rizzo advised he had received a complaint that sight distance is affected by vegetation at Lavender Bend along Hillston Road. Mr Bibby advised Council staff will investigate this.

### **7.4 Works Update**

Mr Bibby advised the culvert along Boorga Road between South Lake Drive and Fawcett Drive is to be replaced. Mr Bibby further advised that works will commence on Coombe Road, Lakes Rd, Mallinson Rd to Jones Rd which will complete the northern bypass. Work on the Walla Avenue and Merrigal Street roundabout has commenced. A gravel resheeting program is to commence in the near future.

### **7.5 The Clock**

Mr Jackson requested that the time on The Clock building be changed to the correct time.

### **7.6 Avis Rentacar - Airport**

Mr Campbell advised Avis is investigating the possibility of leasing land at the airport to construct a building to store cars. Council's Corporate Property Officer is looking into this.

## **8 NEXT MEETING**

The next meeting of the Transport Committee is to be held on Monday, 9 November 2015 at 5:30 pm.

There being no further business the meeting terminated at 6:15 pm.

Confirmed: .....

CHAIRPERSON

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**ENVIRONMENT AND SUSTAINABILITY COMMITTEE  
HELD IN THE MURRAY ROOM ON  
TUESDAY, 13 OCTOBER 2015 COMMENCING AT 1:00 PM**

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## **PRESENT**

Councillor Bill Lancaster (Chair), Councillor Patricia Cox , Judy Allen (Community Rep), Eleanor Hancock (Community Rep), Bronwynne McCaw (Community Rep), Cathy Semmler (Stakeholder), Jess Hill (Stakeholder Rep)

Quorum = 6

## **STAFF**

Director Sustainable Development, Neil Southorn, Environmental Health & Sustainability Coordinator, Fiona de Wit, Environmental Planner, Joanne Tarbit, Environmental Health Officer, Renae Foggiato, and Minute Secretary, Wendy Krzus

## **1 APOLOGIES**

**RECOMMENDED** on the motion of Bronwynne McCaw and Councillor Pat Cox that apologies be received from Councillors Leon Thorpe & Alison Balind (Councillor - Alternate), Russell Rowley (Community Rep), George Youssef (Community Rep), Director Infrastructure & Operations, Dallas Bibby; Planning & Environment Manager, Carel Potgieter and Environmental Health Officer, Cassie Vitucci

The Chair introduced and welcomed Mrs Jess Hill to the Committee.

Mrs Hill provided an overview of her qualifications and work experience and tabled the attached factsheets for the information of members.

## **2 CONFIRMATION OF MINUTES**

**RECOMMENDED** on the motion of Councillor Pat Cox and Cathy Semmler that the minutes of the previous meeting held on 9 June 2015, having first been circulated amongst all members, be confirmed.

## **3 BUSINESS ARISING**

### **Meeting of 9 June 2015 – Business Arising – Town & Tidy Towns Signage – Upgrade or Removal**

Mrs Tarbit advised that as discussed at the meeting of 14 April 2015 signs located in the carpark of the Griffith Regional Aquatic Leisure Centre and at Wood Park have been removed.

Mr Southorn advised that Service Clubs are being consulted within relation to Service Club signs with a view to improve the current signage.

Councillor Cox enquired if the Alcohol Free signage is currently being reviewed as a number of the signs are difficult to read.

#### **Meeting of 9 June 2015 – Clause 04 – Keep NSW Beautiful Blue Star Awards**

Councillor Cox advised that this year's Keep NSW Beautiful, Blue Star Awards is being held on the weekend of 5 and 6 November 2015 at Glouster and that at this point of time no-one had indicated that they will be attending the award function.

There are three entries in this year's competition, being  
Hey Tosser Litter Action – Three Ways Clean Up  
Cultural Heritage – Women's Land Army  
Going Green Education Award – Get SepticSmart

#### **Meeting of 9 June 2015 – Clause 06 – West McPherson Range Prickly Pear Control Update**

Mrs Tarbit advised that an application was made under the Public Reserves Management Fund Program to obtain funding for eradication of Prickly Pear on Crown Land. The application was successful with Council obtaining \$24,975 in funding to manage Prickly Pear in the area of West McPherson Range.

Mrs Tarbit further advised that funding of \$13,000 was granted to Council by Landcare last financial year to contribute to this project.

#### **Meeting of 9 June 2015 – National Tree Day, Citrus Road, Collina**

Mrs Tarbit advised that 30 people turned out on National Tree Day to assist with planting of trees. In addition a number of school also assisted with the project. In total 1,200 trees were planted, with 98% of the trees still surviving.

Mrs Tarbit further advised that the site was visited again during Bushcare Day when half the planted site was mulched. The northern section has been mulched with the southern area to be completed. Council's Parks and Gardens Manager, Mr Peter Craig is watering the trees as needed via the installed drip system.

### **4 DECLARATIONS OF INTEREST**

Nil.

### **5 ITEMS OF BUSINESS**

#### **CL01 ILLEGAL DUMPING**

Mrs de Wit, on behalf of Council's Environment Health Officer, Cassie Vitucci presented the following information.

- Griffith City Council is 'Combating Illegal Dumping' with thanks to a grant from the Environmental Protection Authority to tackle illegal dumping within our Local Government Area.
- The \$128k funding will be used in a 12 month joint collaboration program with Murrumbidgee Irrigation and NSW Department of Primary Industries, Lands which will focus on five illegal dumping hot spots across the region.
- It will enable Council and other stakeholders to set up remote camera surveillance to identify illegal dumpers, install prevention barriers and signage as well as carry out

vegetation rehabilitation.

- Over the last 12 months Council and Murrumbidgee Irrigation have cleaned up a combined 108 tonnes of illegally dumped waste.
- The surveillance technology (cameras) can record high quality images, day and night, so this will increase the likelihood that anyone illegally dumping will be caught and fined.
- Council's goal is to reduce illegal dumping by 80% over the next 12 months.
- Council is urging all residents to report locations where regular illegal dumping occurs.
- During the past four weeks, illegal dumping incidents have decreased within the Griffith Local Government area.
- An illegal dumping survey was completed at the start of the project (with another to be held near completion of the project) to compare results and data for reporting.

As part of the project, Council held three free skip days in conjunction with the free tip weekend for residents near Three Ways, Kubank Park and Pioneer. The three days were successful with the residents who may have found it difficult to access the tip due to lack of vehicles and/or trailers used the service to help remove unwanted rubbish from their properties. Residents who used this service also completed a survey. Media releases, newspaper articles and banners were distributed accordingly.

### **CL02 NATIONAL COMPUTER & TV RECYCLING SCHEME**

Mrs de Wit read aloud an email from Council's Waste Operations Manager, Mr John Roser, with the following points noted:

- The National Computer and TV Recycling Scheme was brought in by the Federal Government in 2011 - set up as a scheme to collect all televisions that couldn't be converted into the digital format.
- Following investigation of the requirements to have a collection point and consideration of the costs, thought it prudent for Council not to have a collection point.
- Council has been sending its E-waste to Kurrajong Waratah in Wagga for processing for the cost of transport only, the cost of processing was covered by the above scheme, up until the beginning of this year.
- Due to the large amounts of televisions containing cathode-ray tubes (which contain Pb, Hg and other dangerous elements) the industry could not process these large amounts so the scheme has fallen over.
- E-waste can still be recycled but it is now with an additional cost of processing and if the E-waste contains cathode-ray tubes then that processing cost is higher.
- Council will accept E-waste all year round.
- On the Tip For Free weekends Council provided two 20ft long shipping containers and when full they were transported for processing at Kurrajong Waratah.
- The Waste Transfer Station has an area for a shipping container which will be used to contain E-waste.
- It is the intention to have an E-waste drop off facility available to the community.

Discussion took place on the proposed Waste Transfer Station with Mr Southorn advising that a tender for the construction of the facility has been awarded. The Committee agreed that once the Transfer Station has been constructed a public awareness campaign needs to be conducted to inform the public of the services available at the facility, including the disposal of e-waste.

### **CL03 TIP FOR FREE WEEKEND - UPDATE**

Mrs de Wit advised the following:

- Tip for Free Weekend was held on 5 and 6 September 2015.
- A total of 960 visits were recorded at the Tharbogang Waste Management Centre over the two days.

- Yenda Landfill recorded 210 visits on Sunday, 6 September 2015.
- The Chair enquired if having the Tip For Free Weekend on Father's Day had made a difference to the number of persons disposing of rubbish with Councillor Cox advising that the numbers were similar to that of the previous year.
- Mrs Semmler enquired if there had been any consideration given to providing 'tip for free dockets' or something similar to give people the option of disposing rubbish at some other time. The Chair advised that this matter has been discussed in length on previous occasions and that it was difficult to administer (with landowners receiving dockets, and not renters etc).
- Mr Southorn suggested that the matter continue to be placed on the agenda for further discussion.
- Mrs de Wit suggested that Council could opt to be contacted by the public should a resident wish to receive a voucher to disposal of rubbish "tip for free".

#### **CL04 LAKE WYANGAN & CATCHMENT MANAGEMENT STRATEGY - VERBAL UPDATE**

Mrs de Wit advised the following:

- 12 month project.
- Currently at the end of the first quarter.
- In lake water sampling taking place.
- Griffith City Council will continue to water sample with the addition of sampling for nitrogen levels.
- MI will continue in lake sampling (by boat).
- Chair enquired if a report would be received on the results of the sampling, with Mrs de Wit advising that a final report would be produced and that the sampling regime would continue until April 2016.
- Councillor Cox enquired if there were community representatives on the Expert Panel with Mrs de Wit advising that there were community representatives on the Steering Committee.
- Mr Southorn stated that the phosphorus levels and how to manage this will be a challenge.

Mrs Foggia entered the meeting, the time being 1.45 pm.

- Mr Southorn advised that the Lake was showing an increase in blue green algae levels (amber) and was being closely watched.
- Septic tanks would always be a concern within the catchment area. SepticSmart program will help in this regard.
- Owners of Pelican Shores have been in contact with Council regarding a new proposal for lot sizes etc and are proposing the use of on-site sewer management.
- Mr Southorn advised that Council has been invited to put forward a proposal for grant funding to connect Nericon and Lake Wyangan to sewer.

#### **CL05 MEETING DATES FOR 2016**

**RECOMMENDED** on the motion of Judy Allen and Cathy Semmler that the Environment and Sustainability Committee meeting dates for 2016 be 9 February, 12 April, 14 June, 9 August, 11 October and 13 December.

### **6 OUTSTANDING ACTION REPORT**

#### **Meeting Date 10.02.15 – CL05 – Street Tree Replacement**

Councillor Cox enquired if a list of street trees has been compiled and when this list would be presented to the Committee. Councillor Cox advised that she had noticed that trees have

been planted in Binya Street with no consultation with the Committee and that she didn't think that residents had been consulted.

Street Tree Replacement be included as an agenda item for the next meeting of the Environment and Sustainability Committee and Mr Craig to be invited to address the meeting.

Mr Southorn left the meeting, the time being 2.00 pm.

## **7 GENERAL BUSINESS**

### **7.1 Energy Audit**

Mrs de Wit advised:

- OEH energy saving submission made.
- Advised of funding in April 2015.
- Energy audit to be carried out on the Griffith Reclamation Plant (Water Plant).
- OEH called for tenders for auditors to undertake audit process.
- During late July OEH advised that three auditing firms would be available to conduct the audit, with Council selecting Northmore Gordon to audit the Water Plant.
- Council to contribute - \$18,000.
- Audit may be completed by the end of 2015.
- May result in 20 to 25% saving in energy.
- Seek to move to the Sewer Treatment Plant next, to carry out an audit on the facility.

### **7.2 Rural Fire Services**

Mrs Tarbit advised that the Rural Fire Services would be conducting a burn off in the Collina and Three Ways areas to reduce fuel loads.

### **7.3 Landcare Coordinator Position**

Mrs Tarbit advised that the Local Land Services and Landcare NSW are calling for applications from eligible local organisations to host up to 60 part-time Local Landcare Coordinator positions as part of the NSW Government's \$15 million 2015-19 NSW Local Landcare Coordinator Initiative.

The initiative will provide a network of locally-based coordinators to work with Landcare groups and networks to build capacity and connections within their communities.

It has been designed to increase the effectiveness of the Landcare network, extend the coverage of Landcare throughout NSW and to focus on finding a sustainable model to ensure the network's future viability.

Mrs Tarbit further advised that Murrumbidgee Landcare Inc would be making application to host four Landcare Coordinators with one position to be located at Murrumbidgee Irrigation.

**RECOMMENDED** on the motion of Councillor Pat Cox and Jess Hill that Council write to Murrumbidgee Landcare showing their support in the application for a Landcare Coordinator to be situated in Griffith.

#### **7.4 Asbestos Awareness Month**

Councillor Cox advised that the month of November was 'Asbestos Awareness Month' which was aimed at educating Australians about the possible dangers of asbestos and how best to manage it.

Councillor Cox further advised that a house in the Narrandera Shire has recently been identified as having loose fill asbestos, known as Mr Fluffy and enquired if Griffith City Council should be doing anything to make sure homes within the Griffith area have not been affected by the 'Mr Fluffy' program (insulation during the 1960s and 70s). This matter to be followed up.

#### **7.5 Waste Less & Recycle More**

Councillor Cox advised that funding was being made available through the NSW Environment Protection Authority and the NSW Environmental Trust to stimulate new investment and transform waste and recycling in NSW and enquired if Council would be eligible to apply for any of the funding. To be investigated.

### **8 NEXT MEETING**

The next meeting of the Environment and Sustainability Committee is to be held on Tuesday, 8 December 2015 at 1:00 pm.

There being no further business the meeting terminated at 2.14 pm.

Confirmed: .....

CHAIRPERSON



Local Land  
Services  
Riverina

# Factsheet

September 2015

## Sandhill Pine Woodland Restoration Project

### The Project

The Riverina Local Land Services (Riverina LLS) region contains areas of remnant Sandhill Pine Woodland.

These woodlands are critical to the health of our region, supporting a diversity of plants and animals and providing on-farm production benefits when integrated into farming systems.

Once common across Eastern Australia, these woodlands have been highly cleared, fragmented and are vulnerable to further decline. They are now listed as an endangered ecological community in NSW.

With funding from the NSW Government, Riverina LLS is offering opportunities to landholders to take positive actions to protect and restore these native vegetation communities which occur across the Local Government Areas of Hay, Carrathool, Murrumbidgee, Griffith and Leeton.

As limited funds are available, sites that are fenced and have existing vegetation will be given priority for funding. A rating system will be applied to rank and prioritise landholder Expressions of Interest (EOIs).

### What activities will be supported by the project?

Funding is available to landholders for a suite of on-ground works including:

- **Protecting and restoring areas of remnant native vegetation** through the provision of standard fencing materials and revegetation activities.
- **Undertaking coordinated rabbit control** through providing a 50% discount on rabbit poison (in the revegetation area only)

### What is a Sandhill Pine Woodland?

Sandhill Pine Woodland is an open woodland, or a derived grassland with scattered trees, that typically occupies red-brown loamy sands. It is characterised by an open tree canopy up to 15m high, although it may be shorter or even absent in sites where there has been past clearing or thinning. The dominant tree species, when a tree layer is present, is White Cypress Pine (*Callitris glaucophylla*).

Figure 1: Sandhill Pine Woodland



### Where is Sandhill Pine Woodland found?

The Sandhill Pine Woodland generally extends from west of Leeton through to Hay where sandhills and light texture soils occur.

### Why is it important?

Prior to European settlement the area of Sandhill Pine Woodland was estimated at 76,200 hectares. Between 25-60% of the original distribution of Sandhill Pine Woodland remains, and most of this is in very poor condition.

## Sandhill Pine Woodland Restoration Project

A large proportion of the remainder of this community is threatened by small scale clearing, loss of large old trees due to logging, thinning or total loss of trees and shrubs through grazing by domestic livestock and feral herbivores (goats and rabbits), soil erosion and weed invasion.

### Eligibility to Apply

To be eligible for this project:

1. Your project area containing a Sandhill needs to be greater than 5ha;
2. Your proposal must involve protection, revegetation or restoration of Sandhill Pine Woodland remnants;
3. You must have completed all previous works funded by Riverina LLS or Catchment Management Authority (CMA);
4. You must be willing to enter into an agreement with Riverina LLS for 10 years; and
5. Your property must reside in the Local Government Areas of Hay, Carrathool, Murrumbidgee, Griffith Jerilderie (as per map) or Leeton.



### More information

Please contact:

Michael Fayle (Land Services Officer, NRM)  
Ph: (02) 69901306 Mobile: 0409 784 752  
Email: michael.fayle@lls.nsw.gov.au

Jess Hill (Project Development Officer)  
Ph: (02) 6960 1331  
Email: jess.hill@lls.nsw.gov.au

### What Are The Next Steps?

You must complete by 31 October 2015 a

**"How can we help you?"** application form

available at [www.riverina.lls.nsw.gov.au](http://www.riverina.lls.nsw.gov.au) or visit one of the following offices:

#### Coleambally

39 Brolga Place  
Coleambally NSW 2707  
Ph: (02) 6954 4650 Fax: (02) 6954 4420

#### Griffith

Farm 217  
Murray Road  
Hanwood NSW 2680  
Ph: (02) 6960 1300 Fax: (02) 6963 0255

#### Hay

56 Lachlan Street  
Hay NSW 2711  
Ph: (02) 6990 1300 Fax: (02) 6993 3497

#### Yanco/Leeton

Yanco Agricultural Institute  
2198 Irrigation Way  
East Yanco NSW 2703  
Ph: (02) 6951 2611 Fax: (02) 6953 7580

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Local Land  
Services  
Riverina

# Factsheet

September 2015

## Integrated Native Vegetation Management Project

### The Project

The Riverina Local Land Services (Riverina LLS) region contains a number of remnant native vegetation communities including the endangered Inland Grey Box Grassy Woodlands, Weeping Myall Woodland, Buloke Woodland and derived grasslands.

These woodlands are critical to the health of our region, supporting a diversity of plants and animals and providing on-farm production benefits when integrated into farming systems.

Once common across Eastern Australia, these woodlands have been highly cleared and fragmented and vulnerable to further decline.

With funding from the Australian Government's National Landcare Programme, Riverina LLS is offering opportunities for landholders to take positive actions to protect and restore these native vegetation communities across the Local Government Areas of Hay, Carrathool, Murumbidgee, Leeton and Griffith.

This project focuses on a range of restoration activities and prioritises works that protect and restore nationally listed threatened species and ecological communities.



Weeping Myall Woodland

### What activities are supported through this project?

Funding is available to landholders for a suite of on-ground works including:

- **Protecting areas of remnant native vegetation** through the provision of standard fencing materials and understorey planting;
- **Re-establishing corridors** of riparian and terrestrial native vegetation – through the provision of standard fencing materials, site preparation and revegetation;
- **Undertaking coordinated rabbit control** through a 50% discount on rabbit poison within the revegetation or protection area.



As limited funds are available, priority will be given to those sites which lead to the most significant ecosystem improvements. This means that sites which include remnants of a listed endangered ecological community and a number of landscape features such as rocky outcrops, scattered paddock trees, fallen debris, riparian native vegetation and/or links to existing native vegetation will be a higher priority for funds. A rating system will be applied to rank and prioritise landholder Expressions of Interest (EOIs).



.../cont

[www.lls.nsw.gov.au/riverina](http://www.lls.nsw.gov.au/riverina)

## Integrated Native Vegetation Management Project



Buloke Woodland

### Eligibility to apply

To be eligible for this project:

1. Your project area needs to be greater than 5ha;
2. Your proposal must involve the protection or planting of native trees and shrubs;
3. Your proposal to plant corridors must be no less than 30 metres wide;
4. You must have completed all previous works funded by Riverina LLS or Catchment Management Authority;
5. You must be willing to enter into an agreement with Riverina LLS for 10 years; and
6. Your property must reside in the Local Government Areas of Hay, Carrathool, Murumbidgee, Leeton, Jerilderie (as per map) and Griffith.



### More information

Please contact:

Peter Beal (Senior Land Services Officer, NRM)  
Ph: (02) 6951 2508 Mob: 0428 968 249  
Email: peter.beal@lls.nsw.gov.au

Jess Hill (Program Development Officer)  
Ph: (02) 6960 1331  
Email: jess.hill@lls.nsw.gov.au

### What are the next steps?

You must complete by 31 October 2015 a "How can we help you?" application form available at [www.riverina.lls.nsw.gov.au](http://www.riverina.lls.nsw.gov.au) or visit one of the following offices:

#### Coleambally

39 Brolga Place  
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Ph: (02) 6954 4650 Fax: (02) 6954 4420

#### Griffith

Farm 217  
Murray Road  
Hanwood NSW 2680  
Ph: (02) 6960 1300 Fax: (02) 6963 0255

#### Hay

56 Lachlan Street  
Hay NSW 2711  
Ph: (02) 6990 1300 Fax: (02) 6993 3497

#### Yanco/Leeton

Yanco Agricultural Institute  
2198 Irrigation Way  
East Yanco NSW 2703  
Ph: (02) 6951 2611 Fax: (02) 6953 7580



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Local Land  
Services  
Riverina

# Factsheet

September 2015

## Community Grants Program

### The Program

Riverina Local Land Services Community Grants program is aimed at supporting community and industry groups to carry out on-ground, capacity building, education and other activities with a natural resource management focus.

Previous successful project that have been funded include:

- Maximising crop yield – monitoring and modelling (Harden Murrumburrah Landcare Group)
- Gundagai Trail Grassy Woodland Restoration (Greening Australia)
- Conservation and Land Management for Aboriginal Youth (Compact Inc)
- Demonstrating innovative and efficient irrigations management (Irrigation Research and Extension Committee)



### Who can apply?

Incorporated community and industry groups who have the majority of their group members within a Riverina LLS Local Government area.

### Eligible applicants may include:

- Landcare groups
- Sustainable farming groups
- Indigenous Land Management groups
- Volunteer groups
- Local government

### What are the next steps?

Information sessions for interested groups will be held in October to allow applicants to learn more about guidelines and the application process. It is strongly encouraged that groups interested in applying attend these sessions or contact their local office to discuss their project ideas further.

Applications for community grants will be open from 19<sup>th</sup> October 2015 to 13<sup>th</sup> November 2015.

### More information

For further information on this project and workshops please contact:

Frances Cory (Program Developer)

Ph: (02) 6923 6365

Email: frances.cory@lls.nsw.gov.au



Funding for the project is provided through the Australian Government National Landcare Program and Catchment Action NSW

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**TITLE** Outstanding Action Report

**TRIM REF** 15/70408

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**RECOMMENDATION**

The report be noted.

**ATTACHMENTS**

(a) Outstanding Action Report

162

**OUTSTANDING ACTION REPORT**  
FOR THE ORDINARY MEETING OF COUNCIL 27 OCTOBER 2015

Council Meeting Date	Meeting Item	Action Officer	CRM No.	Minute No.		Additional Information
22 September 2015	<b>REVIEW OF POLICY (GC-CP-702) "ANIMAL ADOPTIONS FROM POUND"</b>	MES	17547	15/290	<p>RESOLVED on the motion of Councillors Doug Curran and Mike Neville that:</p> <p>(a) Council place the draft "Rehoming and Adoption of Companion Animals from Griffith City Pound" Policy (GC-CP-702) on public display for 28 days.</p> <p>(b) If any submissions are received, a further report be prepared for Council.</p> <p>(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.</p> <p>Councillor Cox requested that signage including relevant contact numbers be installed at the Pound.</p>	06/10/2015: Policy placed on public exhibition till 23 October 2015.
8 September 2015	<b>MINUTES CULTURAL FACILITIES COMMITTEE MEETING 31 AUGUST 2015</b>	CDC	17243	15/278	<p>Councillor Balind enquired about the condition of the mosaics outside the Griffith Regional Theatre and asked if any action was being taken in regard to fixing the broken tiles. Mr Southorn advised that the matter is currently with the community development team and that it is currently being assessed and that a report will be presented to Council via either Communities</p>	22/09/2015: A review of the repairs required or other options for the mosaics is being undertaken with a report going to Council for recommendation.

**OUTSTANDING ACTION REPORT**  
FOR THE ORDINARY MEETING OF COUNCIL 27 OCTOBER 2015

Council Meeting Date	Meeting Item	Action Officer	CRM No.	Minute No.		Additional Information
					Committee or another Committee of Council.	
11 August 2015	<b>COUNCIL SPONSORED SCHOLARSHIPS</b>	DSD	15868	15/001	<p><b>RESOLVED</b> on the motion of Councillors Paul Rossetto and Christine Stead that:</p> <p>(a) Council consider a funding allocation of \$1,000 in the 2016/17 budget process for a University scholarship program.</p> <p>(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.</p>	<p>31/08/2015: To be referred to the Communities Committee.</p> <p>14/09/2015: Committee has requested further information from staff.</p>
14 July 2015	<b>239 BANNA AVENUE, GRIFFITH - EXPRESSIONS OF INTEREST TO LEASE THE PREMISES</b>	CPO	14790	15/213	<p><b>RESOLVED</b> 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</p>	<p>24/07/2015: Negotiations with Submission 1 have commenced on agreement to terms and conditions of the proposed leasing of 239 Banna Avenue.</p> <p>31/08/2015: Information report to be presented to Council Meeting 22 September 2015.</p> <p>14/09/2015: Report to Council delayed whilst final negotiations awaiting conclusion.</p> <p>06/10/2015: Report to be</p>

**OUTSTANDING ACTION REPORT**  
FOR THE ORDINARY MEETING OF COUNCIL 27 OCTOBER 2015

Council Meeting Date	Meeting Item	Action Officer	CRM No.	Minute No.		Additional Information
					<p>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 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>	presented at the 13 October 2015 Council Meeting.
23 June 2015	<b>ARDLETHAN TIN MINE REHABILITATION SOLID WASTE LANDFILL PROJECT</b>	DSD	13971	15/174	<p><b>RESOLVED</b> 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</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.

**OUTSTANDING ACTION REPORT**  
FOR THE ORDINARY MEETING OF COUNCIL 27 OCTOBER 2015

Council Meeting Date	Meeting Item	Action Officer	CRM No.	Minute No.		Additional Information
					<p>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> <p>(c) Experts to be invited to speak at the community meeting regarding the effects of Phylloxera, aquifers, fruit fly and other biosecurity issues.</p>	<p>31/08/2015: the Mayor advising that a date will be determined depending on the availability of the Hon. Katrina Hodgkinson MP, the Hon. Adrian Piccoli MP and the Hon. Michael McCormack MP.</p> <p>06/10/2015: Meeting to be held 4 November 2015 at 5.30 pm.</p>
14 Oct 2014	<b>BUSINESS ARISING - STATUS OF DEVELOPMENT COMPLIANCE, REAL JUICE COMPANY</b>	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.	<p>3/11/2014: To be reviewed January 2015.</p> <p>19/01/2015: Waste water management plan submitted in December 2014. Staff comments returned to Real Juice in December. Awaiting company response.</p> <p>16/03/2015: Council still waiting for final Waste Management Plan from Real Juice.</p> <p>18/05/2015: Revised draft</p>

**OUTSTANDING ACTION REPORT**  
FOR THE ORDINARY MEETING OF COUNCIL 27 OCTOBER 2015

Council Meeting Date	Meeting Item	Action Officer	CRM No.	Minute No.		Additional Information
						<p>concept plan submitted 15/05/2015.</p> <p>01/06/2015: Council staff met with consultant on 28 May 2015.</p> <p>20/07/2015: Council final comments submitted to Real Juice 15 June 2015.</p> <p>31/08/2015: Pollution incident under investigation.</p> <p>14/09/2015: Direction to take corrective actions served.</p> <p>06/10/2015:</p> <ol style="list-style-type: none"> <li>1. Council has approved final concept Water Management Plan with minor additional requirement.</li> <li>2. Development Application invited for construction of the facility.</li> <li>3. Interim Waste Water Management Plan submitted. Council has responded requesting further information.</li> </ol> <p>19/10/2015: No further response from Real Juice.</p>
8 Apr 2014	<b>REVIEW OF SERVICES - GRIFFITH CITY</b>	GM	2438	0112	(a) Council endorse in principle the 'Review of Council Readiness for	Expression of Interest for roads design, construction and

**OUTSTANDING ACTION REPORT**  
FOR THE ORDINARY MEETING OF COUNCIL 27 OCTOBER 2015

Council Meeting Date	Meeting Item	Action Officer	CRM No.	Minute No.		Additional Information
	<b>COUNCIL</b>				<p>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>(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 and that provision be made in</p>	<p>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> <p>14/09/2015: Transport Committee recommendation to</p>

**OUTSTANDING ACTION REPORT**  
FOR THE ORDINARY MEETING OF COUNCIL 27 OCTOBER 2015

Council Meeting Date	Meeting Item	Action Officer	CRM No.	Minute No.		Additional Information
					<p>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>	<p>adopt the Road Services Review to be considered at the Ordinary Meeting of Council 22 September 2015.</p> <p>06/10/2015: Council adopted the report at its meeting on 22 September 2015.</p>