



ORDINARY MEETING OF COUNCIL

Agenda

Tuesday, 9 September 2014 at 7:00 pm

CONFLICTS OF INTEREST

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

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

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

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

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

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

COUNCIL CODE OF CONDUCT

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

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

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

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

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

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

STAFF RESPONSIBILITY AND REPORT AUTHOR CODES

REPORT AUTHORS

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

PUBLIC QUESTION TIME

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

34. Question time – members of public

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

COUNCILLOR QUESTION TIME

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

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

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



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

Griffith City Council
PO Box 485
GRIFFITH NSW 2680

Mayor and Councillors:

NOTICE OF MEETING

I have to inform you that an **Ordinary Meeting** of the Council will be held in the **Council Chambers, Griffith** at **7.00 pm** on **Tuesday, 9 September 2014**.

The agenda for the meeting is:

- 1 Acknowledgement and Council Prayer
 - 2 Apologies
 - 3 Confirmation of Minutes
 - 4 Matters Arising from the Minutes
 - 5 Declarations of Interest
 - 6 Presentations

 - 7 Mayoral Minutes

 - 8 General Manager's Report
-
- | | | |
|------|-----|---|
| CL01 | p21 | Leasing of Council House 25 Wayeela Street, Griffith |
| CL02 | p28 | Licence Agreement with Griffith Community FM Association Inc - Part Lot 7303 DP 1153581 |
| CL03 | p36 | Licence Agreement over Area 13 Dalton Park - Gino D'Altorio |
| CL04 | p41 | Repeal of Carbon Tax - Carbon and Loan Fee 2014/2015 |
| CL05 | p46 | Adoption of Councillor Payment of Expenses and Provision of Facilities Policy |
| CL06 | p78 | Memorandum of Understanding - Charles Sturt University, TAFE NSW Riverina Institute and Griffith City Council |
| CL07 | p80 | Locality Boundary Adjustment - Tharbogang/Lake Wyangan |

9 Information Reports

10 Adoption of Committee Minutes

- p84 Minutes of the Environment and Sustainability Committee Meeting held on 12 August 2014
- p90 Minutes of the Traffic Committee Meeting held on 12 August 2014
- p95 Minutes of the Cultural Facilities Committee Meeting held on 18 August 2014
- p99 Minutes of the Pioneer Park Museum Committee Meeting held on 26 August 2014
- p103 Minutes of the Mechanical Services Workshop & Depot Upgrade Working Group Meeting held on 3 September 2014

11 Business with Notice - Rescissions Motions

12 Business with Notice - Other Motions

13 Question Time

14 Outstanding Action Report

15 Matters to be dealt with by Closed Council

Yours faithfully

Brett Stonestreet
GENERAL MANAGER



**MINUTES OF THE ORDINARY MEETING HELD IN THE COUNCIL
CHAMBERS, GRIFFITH ON 26 AUGUST 2014 COMMENCING AT 7.01 PM**

PRESENT

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

STAFF PRESENT

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

MEDIA

Jack Morphett, The Area News, Dolf Murwood 2MIA FM

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

PROCEDURAL MATTERS

APOLOGIES

There were no apologies received.

**CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL
HELD 12 AUGUST 2014**

0263

RESOLVED on the motion of Councillors Thorpe and Rossetto that the minutes of the Ordinary Meeting of Council held in the Council Chambers, Griffith on 12 August 2014, having first been circulated amongst all members of Council, be confirmed.

**BUSINESS ARISING FROM THE ORDINARY MEETING OF COUNCIL HELD 12
AUGUST 2014**

There was no business arising from the previous minutes.

DECLARATIONS OF INTEREST

The following Councillors declared Conflicts of Interest:

Pecuniary Interests

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

Councillor Anne Napoli

CL04 - Griffith Regional Aquatic Leisure Centre Capital Developments Report

Reason - A member of Councillor Napoli's family is employed at the Griffith Regional Aquatic Leisure Centre.

Councillor Anne Napoli

CC01 - Griffith Regional Aquatic Leisure Centre Report

Reason - A member of Councillor Napoli's family is employed at the Griffith Regional Aquatic Leisure Centre.

Councillor Anne Napoli

Notice of Motion - Request for Letter to be sent to NSW Trade and Investment Crown Lands

Reason - Councillor Napoli holds a high security water licence.

General Manager, Brett Stonestreet

CL04 - Griffith Regional Aquatic Leisure Centre Capital Developments Report

Reason - Mr Stonestreet's wife is employed on a casual basis at the Griffith Regional Aquatic Leisure Centre.

General Manager, Brett Stonestreet

CC01 - Griffith Regional Aquatic Leisure Centre Report

Reason - Mr Stonestreet's wife is employed on a casual basis at the Griffith Regional Aquatic Leisure Centre.

Significant Non-Pecuniary Interests

Councillors making a significant non-pecuniary 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 declaration may stay in the Chamber, participate in the debate and vote.

Councillor Alison Balind

CL04 - Griffith Regional Aquatic Leisure Centre Capital Developments Report

Reason - Councillor Balind is a member of the Griffith Swimming Club which utilises the Griffith Regional Aquatic Leisure Centre. Councillor Balind does not hold any executive positions within the swimming club nor does she have any involvement with its decision making processes.

Councillor Alison Balind

Minutes of the Transport Committee held 11 August 2014

Reason - Councillor Balind's husband is employed at Griffith City Council as the Road Safety Officer and she is also on the St Patrick's School Council (Clause 11 of the Committee minutes). Councillor Balind's husband's involvement in the Committee is for information and action purposes. Clause 11 is a school operational matter without School Council determination.

Councillor Alison Balind

CC01 - Griffith Regional Aquatic Leisure Centre Report

Councillor Balind is a member of the Griffith Swimming Club which utilises the Griffith Regional Aquatic Leisure Centre. Councillor Balind does not hold any executive positions within the swimming club nor does she have any involvement with its decision making processes.

Councillor John Dal Broi

Notice of Motion - Request for Letter to be sent to NSW Trade and Investment Crown Lands

Reason - Councillor Dal Broi is a Murrumbidgee Irrigation Shareholder.

Councillor Paul Rossetto

Notice of Motion - Request for Letter to be sent to NSW Trade and Investment Crown Lands

Reason - Councillor Rossetto is a shareholder/customer of Murrumbidgee Irrigation. No significant influence.

Councillor Christine Stead

Notice of Motion - Request for Letter to be sent to NSW Trade and Investment Crown Lands

Reason - Councillor Stead is a member of the Trust at the Showground which is on Crown Lands.

Councillor Leon Thorpe

Notice of Motion - Request for Letter to be sent to NSW Trade and Investment Crown Lands

Reason - A relative of Councillor Thorpe works for Murrumbidgee Irrigation.

Councillor Dino Zappacosta

Notice of Motion - Request for Letter to be sent to NSW Trade and Investment Crown Lands

Reason - Councillor Zappacosta owns shares in Murrumbidgee Irrigation.

Councillor Dino Zappacosta

CL04 - Griffith Regional Aquatic Leisure Centre Capital Developments Report

Reason - Councillor Zappacosta has a relative who operates a similar facility.

Councillor Zappacosta has nothing to do with this relative's facility.

At this point of the meeting Manager Executives Services, Mrs Donaldson, addressed Council in relation to Councillors being able to access Committee Agendas by clicking on a link created in the title of the Committee Minutes in the Business Paper. This will open up the relevant Committee web page to enable access to agendas and previous minutes.

Councillor Lancaster enquired if this feature was available for members of the public also. Mrs Donaldson advised this would be investigated and made available to the public.

Councillor Rossetto enquired if Committee minutes prior to 2014 could be made available on Council's website. Mrs Donaldson advised the previous minutes are currently not available due to the website upgrade however these will be re-uploaded as soon as possible.

MAYORAL MINUTES

MM02 GRIFFITH 2016 CENTENARY CELEBRATIONS

(M)

0264

RESOLVED on the motion of Councillors Thorpe and Stead that:

- (a) The Griffith International Sculpture Symposium be accepted as the main event for the 2016 Centenary celebrations.
- (b) Proposals be invited from appropriately qualified professionals to conduct the sculpture symposium in accordance with Council's procurement policy.
- (c) Staff prepare a draft program of events including preliminary budget allocations for the 2016 Centenary of Celebrations and this draft program be reported to the Tourism & Events Committee for consideration.

GENERAL MANAGER'S REPORT

CL01 ACCESS COMMITTEE - ADOPTION OF AMENDED TERMS OF REFERENCE AND ENDORSEMENT OF COMMUNITY REPRESENTATIVES

(MES)

0265

RESOLVED on the motion of Councillors Neville and Stead that:

- (a) Council amend the Terms of Reference of the Access Committee to reflect three Community Representatives.
- (b) Council endorse Ms Christine Tomlinson, Mr Keven Bradford and Mr David Jones as Community Representatives to the Access Committee.

CL02 DELIVERY PROGRAM SIX MONTHLY PROGRESS REPORT - 30 JUNE 2014

(MES)

0266

RESOLVED on the motion of Councillors Thorpe and Lancaster that:

- (a) Council note the Delivery Program Progress Report as at 30 June 2014 and adopt the Operational Plan Actions (Performance Indicators) for the 2013/14 financial year.
- (b) Council adopt minor amendments to the Organisational Structure.

CL03 UTILITIES DIRECTORATE POLICIES
(GC)

0267

RESOLVED on the motion of Councillors Balind and Neville that:

- (a) Council endorse the Utilities Directorate Policies to be placed on public exhibition for a period of 28 days.
- (b) Following the public exhibition period, if no submissions are received the policies be considered formally adopted.
- (c) Policies that receive a submission be reported back to Council.

Councillor Napoli and Mr Stonestreet vacated the Chamber the time being 7.15 pm.

CL04 GRIFFITH REGIONAL AQUATIC LEISURE CENTRE CAPITAL DEVELOPMENTS REPORT
(DBCF)

Councillors Neville and Balind **MOVED** the following **MOTION** that:

- (a) Council proceed with a Master Plan for aquatic and recreation facilities in the Wayeela and Olympic Street precinct, Griffith.
- (b) Council endorse the creation of a Working Group, being a sub group of the Cultural Facilities Committee, to oversee the development of the Master Plan outlined at (a) with a report to Council no later than April 2015.

Councillor Thorpe indicated that he would like to be part of the Working Group.

Councillors Rossetto and Curran **MOVED** the following **AMENDMENT** that:

Council defer recommendation (b) for 12 months to allow time to implement recommendation (a) by which time Council will have better information on the management of three ancillary businesses and will be able to develop a more appropriate master plan.

The **AMENDMENT** was **PUT** and **LOST**.

0268

RESOLVED on the motion of Councillors Neville and Balind that:

- (a) Council proceed with a Master Plan for aquatic and recreation facilities in the Wayeela and Olympic Street precinct, Griffith.
- (b) Council endorse the creation of a Working Group, being a sub group of the Cultural Facilities Committee, to oversee the development of the Master Plan outlined at (a) with a report to Council no later than April 2015.

Councillor Napoli and Mr Stonestreet returned to the Chamber the time being 7.22 pm.

CL05 INVITATION TO ATTEND FAIRFIELD CITY COUNCIL'S 'CABRAMATTA MOON FESTIVAL' - 7 SEPTEMBER 2014

(GM)

0269

RESOLVED on the motion of Councillors Neville and Croce that the Mayor (or his delegate), another Councillor and the General Manager (or his delegate) represent Griffith City Council at the Cabramatta Moon Festival on Sunday 7 September 2014.

CL06 NATIONAL LOCAL ROADS AND TRANSPORT CONGRESS

(GM)

0270

RESOLVED on the motion of Councillors Zappacosta and Croce that Council nominate the Mayor and General Manager, or their delegates and Councillor Thorpe attend the Australian National Local Roads and Transport Congress from 12 - 14 November 2014.

MINUTES FROM COMMITTEES

MINUTES OF THE FESTIVAL OF GARDENS COMMITTEE MEETING HELD ON 7 AUGUST 2014

0271

RESOLVED on the motion of Councillors Cox and Curran that the minutes of the Festival of Gardens Committee meeting held on 7 August 2014, having first been circulated amongst members, be adopted.

Councillor Cox stated her concerns in relation to the presentation of Banna Avenue and gardens for visitors. Councillor Cox wished to acknowledge the work that Parks and Gardens staff have done with the entrances to the City however some areas in Banna Avenue and Memorial Park require attention, particularly the pots which have had a number of plantings but have not thrived. Mr Bibby is to organise removal of the empty pots that are no longer required in Banna Avenue.

MINUTES OF THE TRANSPORT COMMITTEE MEETING HELD ON 11 AUGUST 2014

Councillors Croce and Curran **MOVED** the following **MOTION** that the minutes of the Transport Committee meeting held on 11 August 2014, having first been circulated amongst members, be adopted with an amendment to the recommendation in CL08 - Banna Avenue Private Vehicles for Sale - being "that Council investigate placing **some** 30 minute parking in front of businesses along the eastern end of Banna Avenue taking into account the entry and exit point"

Councillors Lancaster and Zappacosta **MOVED** an **AMENDMENT** that the minutes of the Transport Committee meeting held on 11 August 2014, having first been circulated amongst members, be adopted with the exclusion of the recommendation in CL08 - Banna Avenue Private Vehicles for Sale "that Council investigate placing 30 minute parking in front of businesses along the eastern end of Banna Avenue taking into account the entry and exit point".

Councillor Rossetto **FORESHADOWED** a **MOTION** that the whole Local Government Area be looked at and a policy developed addressing safety concerns in relation to parking near intersections.

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

0272

RESOLVED on the motion of Councillors Lancaster and Zappacosta that the minutes of the Transport Committee meeting held on 11 August 2014, having first been circulated amongst members, be adopted with the exclusion of the recommendation in CL08 - Banna Avenue Private Vehicles for Sale "that Council investigate placing 30 minute parking in front of businesses along the eastern end of Banna Avenue taking into account the entry and exit point".

Councillor Rossetto **MOVED** that the whole Local Government Area be looked at and a policy developed addressing safety concerns in relation to parking near intersections.

Councillor Curran suggested that this be brought back to the Transport Committee for further discussion and investigation in relation to exclusion zones.

Councillor Rossetto advised that section 13.6 of the minutes stated that the Yoogali Intersection Bridge Rails had been repaired however they were still broken. Mr Bibby advised the RMS had repaired the rails, however, these have been damaged again.

BUSINESS WITH NOTICE

Councillor Napoli vacated the Chamber the time being 7.47 pm.

NOTICE OF MOTION - REQUEST FOR LETTER TO BE SENT TO NSW TRADE AND INVESTMENT CROWN LANDS

(C)

Councillors Rossetto and Curran **MOVED** the following **MOTION** that:

"Griffith City Council General Manager, Mr Brett Stonestreet write to Melva Robb, NSW Trade & Investment - Crown Lands, PO Box 2215, DANGAR NSW 2309. Objecting to the Revoking Part of a Reservation of Crown Land." (Area News, Government Notices, 15/8/2014.) quoted below:

'Description: Reserve 1015068 for 'Rural Lands' (notified 4 July, 2008, Folio 6594) and known as Mirrool Creek and Little Mirrool Creek extending through the Mirrool Irrigation Area of approximately 96 kilometres and containing approximately 1378 ha, various Parishes.'

For the following reasons:

(a) Mirrool Creek and Little Mirrool Creek are natural water courses and fall within the responsibility of NSW Department of Infrastructure and Planning as per NSW 2005 Flood Plain Development Manual pages 11 & 14. quoted below:

'In specific rural areas, defined under the Water and Water Management Acts, Department of Infrastructure and Planning has responsibility for development and licensing of flood control works, as discussed in Section 3.2. (page 14).

(b) The revoking of Crown Lands and vesting in Murrumbidgee Irrigation Ltd will cause the transfer of all responsibilities and costs to the private company and its shareholder / customers.

These costs would include all Flood Planning mitigation costs mentioned in (a) above and or any new works or maintenance measures into the future. In essence it is another example of blatant cost and responsibility shifting by the NSW State Government so clearly outlined in the NSW 2005 Floodplain Development Manual and should be objected to so that appropriate community consultation may occur.

The letter should be written and sent within 2 days to comply with the 14 days after the date of the Notice 15/8/2014".

0273

RESOLVED on the motion of Councillors Curran and Stead that Mrs Melva Robb, NSW Trade and Investment - Crown Lands Office, be permitted to address Council.

Mrs Robb submitted a letter to the General Manager providing more detail in relation to the Notice of Motion.

0274

RESOLVED on the motion of Councillors Rossetto and Curran that:

"Griffith City Council General Manager, Mr Brett Stonestreet write to Melva Robb, NSW Trade & Investment - Crown Lands, PO Box 2215, DANGAR NSW 2309. Objecting to the Revoking Part of a Reservation of Crown Land." (Area News, Government Notices, 15/8/2014.) quoted below:

'Description: Reserve 1015068 for 'Rural Lands' (notified 4 July, 2008, Folio 6594) and known as Mirrool Creek and Little Mirrool Creek extending through the Mirrool Irrigation Area of approximately 96 kilometres and containing approximately 1378 ha, various Parishes.'

For the following reasons:

(a) Mirrool Creek and Little Mirrool Creek are natural water courses and fall within the responsibility of NSW Department of Infrastructure and Planning as per NSW 2005 Flood Plain Development Manual pages 11 & 14. quoted below:

'In specific rural areas, defined under the Water and Water Management Acts, Department of Infrastructure and Planning has responsibility for development and licensing of flood control works, as discussed in Section 3.2. (page 14).

(b) The revoking of Crown Lands and vesting in Murrumbidgee Irrigation Ltd will cause the transfer of all responsibilities and costs to the private company and its shareholder / customers.

These costs would include all Flood Planning mitigation costs mentioned in (a) above and or any new works or maintenance measures into the future. In essence it is another example of blatant cost and responsibility shifting by the NSW State Government so clearly outlined in the NSW 2005 Floodplain Development Manual and should be objected to so that appropriate community consultation may occur.

The letter should be written and sent within 2 days to comply with the 14 days after the date of the Notice 15/8/2014".

Councillor Napoli returned to the Chamber the time being 8.11 pm.

QUESTION TIME

PUBLIC QUESTION TIME

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

The following question was received from Mr Mario Brighenti.

"Simpson Lane. How long do you have to wait before you get an answer. I have waited 6 weeks no answer. Have asked to grade Simpson Lane."

Mr Stonestreet advised this would be taken on notice and advice provided by the end of this week.

COUNCILLOR QUESTION TIME

The following question was received from Councillor Stead:

"Griffith Sheds and Garages letter regarding a break in out at the Airport. Letter to be read out to all Councillors." (Attached).

Mr Stonestreet advised he was aware of the matter and that staff are investigating the matter and a report is being prepared.

OUTSTANDING ACTION REPORT

8 July 2014 - SMMR Pty Ltd ATF SMMR Unit Trust Sub-Licence to Dom's Motors Pty Ltd Part Drainage Reserve 159011

Councillor Lancaster advised he was unable to locate the email sent to Councillors on 6 August 2014. Mr Southorn advised that he would take this on notice and re-check the date.

Murray Darling Association

Councillor Rossetto advised that he had attended a meeting of the Murray Darling Association recently. The Association is addressing the impact of the Murray Darling Basin Plan and will be asking Councils for an economic analysis on the impact of the Plan.

Councillor Rossetto also enquired about the availability of a promotional DVD, highlighting the benefits of farming, on Council's website. Mrs Donaldson advised that a video account is required to be set up to allow the video to work on Council's website.

Councillor Rossetto enquired who Council's delegate on the Murray Darling Association was and wished to ensure continuity of representation on this Committee. Councillor Cox advised she is the delegate to this Committee and that if she is unable to attend the Mayor or Councillor Rossetto have attended in her place.

0275

RESOLVED on the motion of Councillors Neville and Stead that the Action Report be noted.

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) the matter concerned alleged contraventions of any code of conduct requirements applicable under section 440 of the Local Government Act 1993.

MM01 GRIFFITH CITY COUNCIL APPLICATION FOR FUNDING UNDER THE MURRAY DARLING BASIN REGIONAL ECONOMIC DIVERSIFICATION PROGRAM - Council Business 10A(2)(c)

GENERAL BUSINESS - PROPERTY ACQUISITION PROPOSAL- Council Business 10A(2)(c)

The Committee resolved that members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).

**CC01 GRIFFITH REGIONAL AQUATIC LEISURE CENTRE REPORT -
Personnel Matters 10A(2)(a)**

**CC02 REVIEW OF REMUNERATION PACKAGE AND ANNUAL
PERFORMANCE REVIEW FOR GENERAL MANAGER, MR BRETT STONESTREET
- Personnel Matters 10A(2)(a)**

The Committee resolved that members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned personnel matters concerning particular individuals (other than Councillors) (Section 10A(2)(a)).

0276

RESOLVED on the motion of Councillors Stead and Rossetto 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 closed it's meeting at 8.19 pm. The public and media left the Chamber.

0277

RESOLVED on the motion of Councillors Balind and Curran that open Council be resumed. Open Council resumed at 9.09 pm.

Upon resuming open Council the Mayor reported that the Closed Council had made the following resolutions.

MATTERS DEALT WITH IN CLOSED COUNCIL

**MM01 GRIFFITH CITY COUNCIL APPLICATION FOR FUNDING UNDER
THE MURRAY DARLING BASIN REGIONAL ECONOMIC DIVERSIFICATION
PROGRAM**

(M)

0278

RESOLVED on the motion of Councillors Curran and Rossetto that Council focus on projects described under the Griffith Heavy Vehicle Strategy for a grant application under the Murray Darling Basin Economic Diversification Program.

GENERAL BUSINESS - PROPERTY ACQUISITION PROPOSAL

(M)

0279

RESOLVED on the motion of Councillors Neville and Thorpe that:

- (a) The Mayor be authorised to progress negotiations with respect to the potential purchase of the property.

- (b) Council obtain a commercial valuation of the property.
- (c) Staff prepare a report in relation to strategic justification for Councillors for the potential purchase of the property.
- (d) The Mayor and General Manager report back to the next Council meeting.
- (e) Consideration be given to the structural integrity of the property.

Councillor Napoli, Councillor Balind and Mr Stonestreet vacated the Chamber the time being 8.46 pm.

CC01 GRIFFITH REGIONAL AQUATIC LEISURE CENTRE REPORT
(DBCF)

0280

RESOLVED on the motion of Councillors Thorpe and Cox that:

- (a) Council retain management and operational control of all aquatic based facilities at the Griffith Regional Aquatic Leisure Centre.
- (b) Council seek Expressions of Interest from suitable providers for the lease of selected facilities, namely the gymnasium, crèche and kiosk.
- (c) At the completion of receiving and evaluating the Expressions of Interest submitted, a further report be prepared for the consideration of Council.

Councillor Balind returned to the Chamber the time being 8.49 pm.

Councillor Napoli and Mr Stonestreet returned to the Chamber the time being 8.53 pm.

Councillor Curran, Mr Turner, Mr Bibby, Mr Gordon and Mr Southorn vacated the Chamber the time being 8.54 pm.

CC02 REVIEW OF REMUNERATION PACKAGE AND ANNUAL
PERFORMANCE REVIEW FOR GENERAL MANAGER, MR BRETT
STONESTREET
(M)

Councillor Curran returned to the Chamber the time being 8.55 pm.

0281

RESOLVED on the motion of Councillors Rossetto and Thorpe that:

- (a) Council and the General Manager formally conduct an annual performance review for the past year at the Ordinary Meeting, 26 August 2014.
- (b) The total remuneration package of the General Manager be increased by 2.6%, effective from 22 August 2014, which retains relativity with staff who are employed under the Local Government State Award.
- (c) A General Manager's Review Committee be formed comprising of the Mayor, Deputy Mayor, Councillor Neville and Councillor Zappacosta to develop new

performance criteria for the General Manager for the next year of the employment contract.

(d) A report in relation to performance criteria for the General Manager to be presented to Council on 23 September 2014.

There being no further business the meeting terminated at 9.14 pm.

Confirmed:
CHAIRPERSON

ATTACHMENT

(a) Letter read by Councillor Stead during Question Time

- (a) Letter read by Councillor Stead during Question Time



ABN 98 735 026 881 Licence No. 107274C

Office / Display Shed
Premier Nursery
Mackay Avenue, Griffith NSW 2680

Phone: 6964 9991
Fax: 6964 9992
Mobile: 0428 866 252
Email: grifsheds@iinet.net.au

PO Box 1098, Griffith NSW 2680

Griffith City Council

P.O. Box 485.

Griffith NSW 2680

26.8.2014

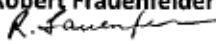
Dear Mr. J.DalBroi and Mr.B. Stonestreet.

I have enclosed an invoice for the material that has been stolen from our leased site at the Griffith Areodrome. We have been paying lease fees and rates for the last 10 years which amounts to approx \$30,000 and as our landlord I feel that your insurances should cover our loss. We are a small family run business and to have to pay for this material again would cause us great hardship in fact , we would have to close our business. We have been under the impression that our material was very secure behind the so called SECURITY GATE. I cannot let this matter rest and feel that i need to get in contact with CASA if your insurances do not honour this invoice.

Kind regards

Kerri Horton

(Director)

Robert Frauenfelder

(Director)

GRIFFITH CITY COUNCIL **REPORT**

CL01

SUBJECT: LEASING OF COUNCIL HOUSE 25 WAYEELA STREET, GRIFFITH
FROM: Daphne Bruce, Corporate Property Officer

SUMMARY

The Council house at 25 Wayeela Street, Griffith has been under lease to Murrumbidgee Local Health District (MLHD) commencing on 1 August 2013. The house was being used to provide accommodation for agency nurses and other relief staff working at Griffith Base Hospital.

MLHD have now advised they will not take up the option to renew the tenancy agreement for a further 1 year, terminating occupation as of the 31 August 2014, as they advised the house is now surplus to their needs.

Council received \$85,634 funding in 2001 through the ACCOG Project (Accommodation Group of GP MoU Group of the Department of Health and Ageing) which funding was managed by The Royal Australian College of General Practitioners for the extension and refurbishment of the Council owned house at 25 Wayeela Street. The grant was to develop accommodation, provide furniture and appliances for GP registrars/medical students in remote or rural areas.

As a condition of the funding, Council was to maintain and operate the asset for accommodation purposes for a period between 5 and 10 years which has now expired.

RECOMMENDATION

(a) Council seek expression of interest for the leasing of 25 Wayeela Street, Griffith from health service providers.

(b) The General Manager be authorised to accept expressions of interest and negotiate on behalf of Council for the leasing of 25 Wayeela Street, Griffith.

BACKGROUND

In 2001 Council was successful with a grant application through the ACCOG Project to refurbish the four bedroom house at 25 Wayeela Street, Griffith to provide additional accommodation in the city for GP Registrars and medical students. The application was a combined effort of Council, medical practitioners, Murrumbidgee Division of General Practice and the University of NSW School of Rural Health.

The funding provided was \$85,634 to refurbish, extend and furnish the Council owned house in Wayeela Street.

As a condition of the grant funding, Council was to maintain and operate the asset for between 5 - 10 years from the date the property was made available for accommodation, with this period now lapsed. Council has no further obligation under the deed and can deal with the property as it determines.

Prior to August 2013 the property was leased to University of NSW Rural Clinical School, Wagga Wagga Campus. The weekly rental was \$50 per student when occupied, with all cleaning, electricity, rates, water and management fees the responsibility of Council. The property was not fully occupied all year, with the property under management of Council's agent Rawlinson & Brown.

Income/Expenditure 2011/2012

Depreciation (non-cash expense)	\$7,792.50
Insurance	\$533.56
Electricity	\$2,156.03
Building Maintenance	\$1,771.88
Rates & Charges	\$993.99
Water Usage Charges	\$1,131.44
Cleaning	\$4,843.83
Property Management Fees	\$780.72
	\$20,003.95
Income	(\$7,106.00)
Cost to Council	\$12,897.95

Income/Expenditure 2012/2013

Depreciation (non-cash expense)	\$7,789.65
Insurance	\$458.83
Electricity	\$2,111.18
Building Maintenance	\$1,107.74
Rates & Charges	\$1,030.70
Water Usage Charges	\$1,166.01
Cleaning	\$3,723.60
Garden Maintenance	\$23.38
Property Management Fees	\$505.12
	\$17,916.21
Income	(\$5,023.30)
Cost to Council	\$12,892.91

UNSW Rural Clinical School advised they were changing the way they operate in Griffith, in place of short-term placement of students, they would be sending 6 students for an entire year to Griffith in the hope that this would encourage them to return to the area after their postgraduate training.

This resulted in the University purchasing their own property for accommodating the students, as there was insufficient room in the Wayeela Street property for all 6 students and on occasions the house may be used by other universities. The University was hopeful that if this practice was successful the University would consider sending increased numbers of students to Griffith in the future. UNSW also purchased a former doctors surgery in Noorebar Avenue as a training facility.

UNSW has provided information (Attachment B) on the progress of the 1 year placement of students in Griffith with the current program considered a success and future planning to offer research projects in Griffith to students for a term of 1 year.

At the time the property became vacant Council staff were also in contact with Wollongong University, who were to lodge an Expression of Interest and discussions were also held with Charles Sturt University, without result in both instances.

Murrumbidgee Local Health District (MLHD) lodged an interest in renting the house on a 12 month lease with 1 further option available. MLHD paid a lease fee of \$20,800 p.a with utilities and cleaning paid by MLHD, with Council paying agency fees, rates and ground maintenance. The house was occupied by agency nurses and other relief staff. This was considered consistent with the original purpose of the house and rental was covering the out lay by Council.

Income/Expenditure 2013/2014

Depreciation (non-cash expense)	\$7,800.00
Insurance	\$536.10
Electricity	\$198.90
Building Maintenance	\$2,410.02
Rates & Charges	\$1,096.86
Water Usage Charges	\$1,237.20
Property Management Fees	\$703.20
	\$13,982.28
Income	(\$17,333.30)
Cost to Council	(\$3,351.02)

The above figures are from 1 August 2013 - 30 June 2014 with figures for July/August 2014 forming part of 2014/15 budget.

This report is recommending that Council seek expression of interest from health service training providers to provide accommodation for visiting medical students and health professionals at a rental to cover all costs of maintaining the premises.

OPTIONS

- (a) The above option is preferred to seek expression of interest from health service providers to lease the house at 25 Wayeela Street, Griffith.
- (b) Council may determine not to seek expression of interest from health service providers and seek alternate arrangements.

STATUTORY IMPLICATIONS

a) Policy Implications

Not Applicable

b) Financial Implications

Council was fortunate to secure a grant in 2001 of \$85,634 which allowed the renovation and addition of a bedroom, en-suite and furnishings to the house.

2011/12 Council incurred a loss of \$12,897.95 and 2012/13 a loss of \$12,892.91 whilst under lease to UNSW Rural Clinical School. It was not the intention of the original arrangement to make a profit, but Council may determine to charge a rental to cover all out goings in the future.

The rental charged to MLHD of \$400 per week covered costs incurred by Council, with MLHD responsible for all cleaning and utility services.

c) Legal/Statutory Implications

Not Applicable

d) Environmental Implications

There is considered no environmental implications in relation to this matter.

e) Community Implications

The community would expect Council to support the placement of medical trainees in Griffith as Council is supporting the future development of a private hospital and training facility for the city. The community would also expect Council to manage their properties and charge fees that would result in a cost neutral outcome to all parties in this situation.

CONSULTATION

Senior Management Team

STRATEGIC LINKS

a) Growth Strategy Plan

Not Applicable

b) Corporate/Business Plan

Growing Griffith 2030 - Community Strategic Plan
L3 - Develop partnerships to grow health and educational services and facilities.

Council's Delivery Program 2013/14 - 2016/17
L3.2 - Continue support of existing medical students programs

ATTACHMENTS

- (a) Letter from Murrumbidgee Local Health District
- (b) Email from UNSW Rural Clinical School
- (c) Location map - 25 Wayeela Street

(a) Letter from Murrumbidgee Local Health District

Murrumbidgee Local Health District
ABN 71 172 428 618
Locked Bag 10, Wagga Wagga NSW 2650
Tel 02 6933 9100 Fax 02 6933 9188
Website www.mlhd.health.nsw.gov.au



Health
Murrumbidgee
Local Health District

13 August 2014

Rawlinson & Brown Pty Ltd
50-56 Banna Avenue
Griffith NSW 2680

RE: 25 Wayeela Street, Griffith

Dear Ms Panazzolo,

Please accept this letter as written confirmation to terminate the lease for 25 Wayeela Street, Griffith

Murrumbidgee Local Health District confirms final date of occupation as the 31 August 2014 allowing minimum 14 days' notice as per the Lease Agreement.

If you require any further clarification please contact Kathleen Spalding 02 6023 7172

Yours sincerely,

Peter Davis
Property Manager

(b) Email from UNSW Rural Clinical School

From: Joel Katz <joel.katz@unsw.edu.au>
To: "Daphne.Bruce@griffith.nsw.gov.au" <Daphne.Bruce@griffith.nsw.gov.au>,
Cc: Lesley Forster <l.forster@unsw.edu.au>, Cathy Pianca <c.pianca@unsw.edu.au>
Date: 28/08/2014 01:17 PM
Subject: Request for Info on Griffith

Hi Daphne,

Following on from your email to Dr Lesley Forster please find below some background info on the Griffith campus.

“UNSW is committed to providing a world-class medical education for rural Australia, and is a leader in educating rural medical students in Australia.

Students have the opportunity to study close to home without the social and financial burden of relocation to a metropolitan location.

In 2012 UNSW purchased a doctor’s surgery and house, and extensively renovated both to what is today a state-of-the-art education facility and student accommodation.

UNSW medical students have been undertaking four-week rural clinical placements in Griffith since 2002. From 2013 UNSW’s Griffith campus has accepted six medical students in Year 3 or 4 for a 12-month placement and 25 Year 5 or 6 students for four-week rural placements over the year.

How are things progressing?

The feedback we have received from the students has been that they have never experienced such hands-on medical training. The students comment on the commitment our local clinicians have for teaching. They enjoy living within the Griffith community and the rural perspective provided in their medical training.

Future direction for the Griffith campus?

The future for the Griffith Rural Clinical School is to increase our teaching capacity, to increase the number of students coming to study in Griffith, and to start undertaking research in Griffith. The UNSW Medical Program includes one full year of research. We are planning on offering research projects in Griffith for medical students to undertake.”

Hope it’s helpful. If you need more info please contact me at this email or on 02 9385 9415.

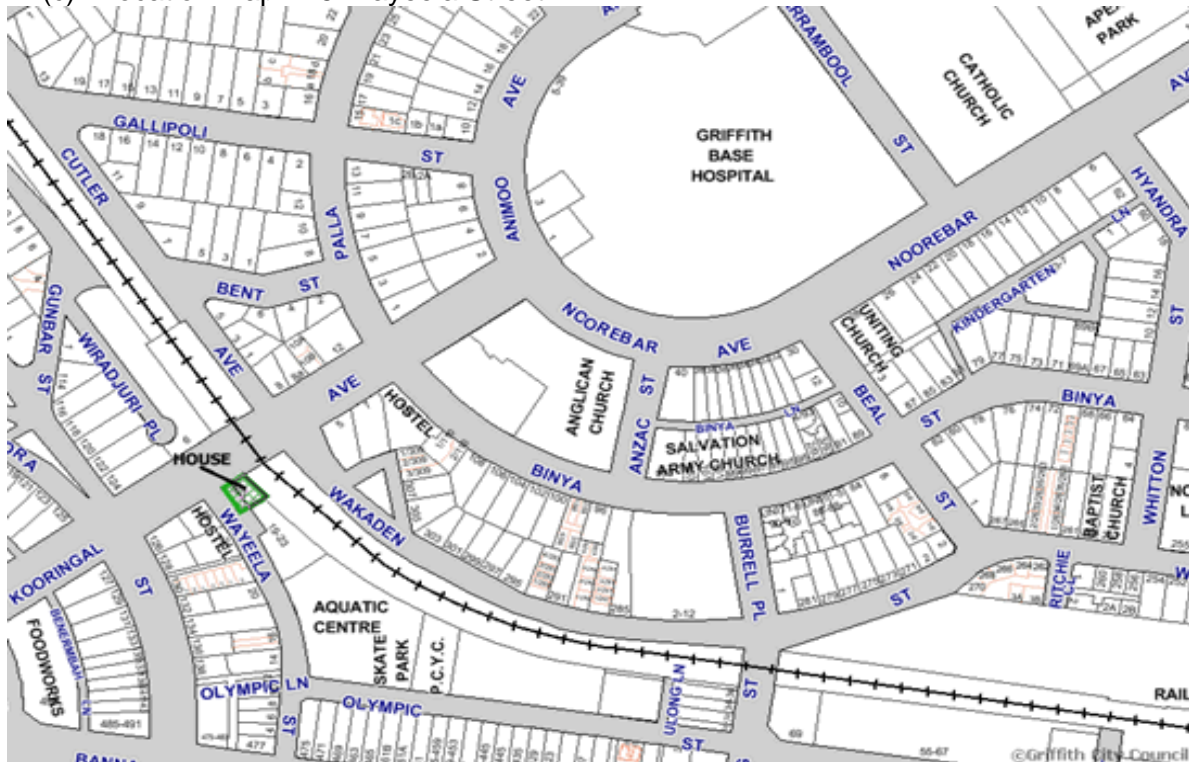
Best regards,
Joel

Joel Katz | Publicity Officer | Rural Clinical School - Sydney Campus | UNSW Medicine | Sydney
2052 | Room 327 Samuels Building | Ph: 02 9385 9415 | Fax 02 9385 1970 | Email:
joel.katz@unsw.edu.au | CRICOS Provider No: 00098G | Web: <http://rcs.med.unsw.edu.au/>

Follow us on:



(c) Location map - 25 Wayeela Street



GRIFFITH CITY COUNCIL **REPORT**

CL02

**SUBJECT: LICENCE AGREEMENT WITH GRIFFITH COMMUNITY FM
ASSOCIATION INC - PART LOT 7303 DP 1153581**
FROM: Daphne Bruce, Corporate Property Officer

SUMMARY

A licence agreement was in place with Griffith Community FM Association Inc. over part Lot 7303 DP 1153581, Jubilee Oval clubhouse, Griffith.

This land is a Crown Reserve, Reserve 1010108, with Council appointed Trustee to manage the reserve on behalf of the Crown.

The licence agreement expired on the 30 June 2014 and had one further term of 10 years available.

Griffith Community FM Association Inc. are now seeking approval to take up the option to renew the agreement for the clubhouse for a further term of 10 years.

RECOMMENDATION

(a) That Council approve the renewal of the licence agreement for that part of Lot 7303 DP 1153581, Jubilee Oval clubhouse, with Griffith Community FM Association Incorporated for a further term of 10 years commencing 1 July 2014.

(b) That the licence agreement continue as follows:

- i. Peppercorn rental of \$1 per annum be charged for the occupation of the clubhouse.**
- ii. Rates, water, electricity charges, general repairs and maintenance and all costs associated with the occupation of the clubhouse to be the responsibility of and payable by the Griffith Community FM Association Incorporated.**
- iii. Any major capital works to the clubhouse and surrounds to be approved by Council and payable by Griffith Community FM Association Incorporated.**

(c) That the licensee be required to pay all applicable costs and charges associated with the preparation of the licence agreement together with Council's Administration Fee of \$370.

(d) Council delegate authority to the Mayor and General Manager to execute the licence agreement on behalf of Council under the Common Seal.

BACKGROUND

The Griffith Community FM Association Incorporated has been in occupation of the clubhouse at Jubilee Oval since 2004. The term of the licence agreement was 10 years with an option to renew the agreement for a further 10 years.

Griffith Community FM Association have indicated they wish to take up the option to renew the licence for a further 10 year term.

The land is Crown Reserve 1010108 of which Council was appointed Trustee to manage the reserve on behalf of the Crown. The reserve purpose is public recreation and community purposes.

Prior to 2004 the clubhouse was occupied and leased by the Griffith Rugby Union Club. In 1983 the Griffith Rugby Union Club paid to the former owner, Griffith Women's Bowling Club, \$10,000 for the building.

In 2004 Griffith Rugby Union Club indicated their desire to relinquish their ownership of the building, with Griffith Community FM Association thereafter taking up occupation. The arrangement at the time was Council paid to the Griffith Rugby Union Club \$10,000 from unrestricted reserves for the clubhouse and Griffith Community FM Association paid to Council \$10,000, which is held in trust by Council over the term of the licence agreement.

When and if the Association relinquish the agreement, the \$10,000 will be refunded to the Association. Council would deduct from this amount any repairs required to be undertaken at the clubhouse. Any improvements to the clubhouse by Community FM Association Inc., would remain as part of the building on relinquishment of the agreement.

Any new occupant of the clubhouse would thereafter be required to pay a holding deposit of \$10,000 to Council.

Council resolved at the Ordinary Meeting of 27 April 2004 to charge a peppercorn rental of \$1 with rates, water, electricity and maintenance of the licensed area the responsibility of the licensee. Any major works would require approval of Council.

The licence agreement Schedule 2 Special Conditions, states that the renewed licence must contain all the terms of the original licence except these special conditions (Attachment B). The initial rent at the beginning of the option licence shall be the then statutory minimum rental applicable to tenures under the CL Act. The rent will be adjusted so that the rent is the statutory minimal rental applicable to tenures under the CL Act as at the due date.

As outlined in the Council report of 2004, Council has in reserve \$10,000 earning interest. If applying a 5% return on investment, Council would receive annual income of \$500 (\$10 per week). Over a period of 10 years this would be near the annual rental applicable under Council's Revenue Policy for leases/licences of Crown Reserves & Council owned Reserves to Non Profit Organisations, currently \$516 per annum for 2014/2015.

This report will recommend that Council continue to rebate the annual rental, with the rental of \$1 when and if asked for payment.

The licence stipulates Community FM to meet electricity costs incurred at Groongal Avenue. However, Council subsidises electricity costs at the Scenic Hill community FM site, currently budgeted at \$3,000 pa.

OPTIONS

- (a) The above option is preferred to rebate the annual rental from \$516 per annum to a

peppercorn rental of \$1, as Council has \$10,000 held in trust earning interest.

(b) Council may determine to charge an annual rental for Crown Reserves for non profit organisations to be consistent with the adopted Revenue Policy, currently \$516 per annum, or an alternative annual rental.

STATUTORY IMPLICATIONS

a) Policy Implications

Council's revenue policy requires that licence holders pay an annual fee, currently at a minimum of \$516. As highlighted in this report, Community FM have a bond of \$10,000 lodged with Council. The investment return per annum on this bond is approximately \$500 which is retained by Council. Whilst this is a variation from Council policy, the revenue returned to Council is similar.

b) Financial Implications

Council has \$10,000 held in trust for the Griffith Community FM Association Inc. for occupation of the Jubilee Oval clubhouse. In the event the Association relinquishes their agreement in the future and no other organisation is interested in leasing the premises or paying the bond, Council would reimburse the \$10,000 held in Trust.

Griffith Community FM Association Inc. is responsible for all utility costs, Council rates and charges and all maintenance and improvements to the clubhouse. Council Administration Fee of \$370 will also be applicable.

c) Legal/Statutory Implications

Not Applicable

d) Environmental Implications

There are no known environmental implications with this matter.

e) Community Implications

The community would expect Council to support the Griffith Community FM Association Inc. as they provide an important service to our multi cultural community in the provision of radio services.

CONSULTATION

Senior Management Team

STRATEGIC LINKS

a) Growth Strategy Plan

Growing Griffith 2030 - Community Strategic Plan

L7 – Promote, celebrate and build on our cultural diversity and cosmopolitan identity.

b) Corporate/Business Plan

Council's Delivery Program 2013/14 - 2016/17

L7.3.1 - Work with Council facilities to promote relevant arts and cultural events as per Communication Strategy including use of Council's website, media releases, weekly radio program.

ATTACHMENTS

- (a) Email and Letter from Griffith Community FM Association Inc
- (b) Licence Agreement - Schedule 2 Special Conditions
- (c) Plan of licence area - Jubilee Oval Clubhouse

(a) Email and Letter from Griffith Community FM Association Inc

From: "Carmel" <carmel@laroccabuildingdesigns.com.au>
Date: 9 August 2014 12:37:46 pm AEST
To: "Shireen Donaldson" <Shireen.Donaldson@griffith.nsw.gov.au>, "Daphne Bruce" <Daphne.Bruce@griffith.nsw.gov.au>, Brett.Stonestreet@griffith.nsw.gov.au
Subject: 2miafm lease arrangements and electricity account

Hi Shireen and Daphne,

Please find letters as requested.

Kind regards

Carmel La Rocca

Carmel La Rocca Building Designs
Design service for homes, commercial, industrial
108 Benerembah Street
Griffith NSW 2680
Phone: 0269644366
Mobile: 0412811343



General Manager,
Griffith City Council
Griffith NSW

RE: 10 year option lease agreement

2mia requests to take up the 10 year option.

The new contact details of who has authorisation to sign the licence agreement on behalf of 2MIA would be Carmel La Rocca, Public Officer and Dolf Murwood, President.

Any further queries to not hesitate to contact us.

Kind regards

Carmel La Rocca

Carmel La Rocca

Public officer/treasurer

(b) Licence Agreement - Schedule 2 Special Conditions

LICENCE PART RESERVE 1010108 RESERVE TRUST
 LICENSOR: GRIFFITH CITY COUNCIL
 LICENSEE: GRIFFITH COMMUNITY FM ASSOCIATION

16.	7	Commencement Date	1 July 2004
17.	7	Expiry Date	30 June 2014
18.	2	Term of Agreement	10 years
19.	5	Essential Conditions of Licence	Clauses 6.2, 6.3, 8, 14, 17, 18, 19, 20, 33, 36, 37, 38, 45.2, 45.3 and 45.4
20.	25.2	Entry by the public	Not applicable

End of Schedule 1

Schedule 2 Special Conditions

1. (a) The Licensor will, if the Licensee has punctually complied with all the Licensee's covenants for the Term grant a renewal of this License to the Licensee for a further term of ten (10) years from the date this License ends.
- (b) The renewed licence must contain all the terms of this licence (except these Special Conditions), subject to the changes in rent to be decided as set out below.
- (c) The Initial Rent at the beginning of the option license shall be the then statutory minimum rental applicable to tenures under the CL Act.
2. (a) On or before the beginning of this License, the Licensee will pay to the Licensor the sum of \$10,000.00 ("holding deposit").
- (b) The Licensor is entitled to deduct from the holding deposit an amount equal to any money due but unpaid by the Licensee to the Licensor under this License.
- (c) The holding deposit (or so much of it, as is then held by the Licensor) will be returned to the Licensee on the later to occur of:-
 - (i) the expiry date of this License;
 - (ii) the end of any holding over under this License; and
 - (iii) the date the Licensee has no further obligations under this License at law.

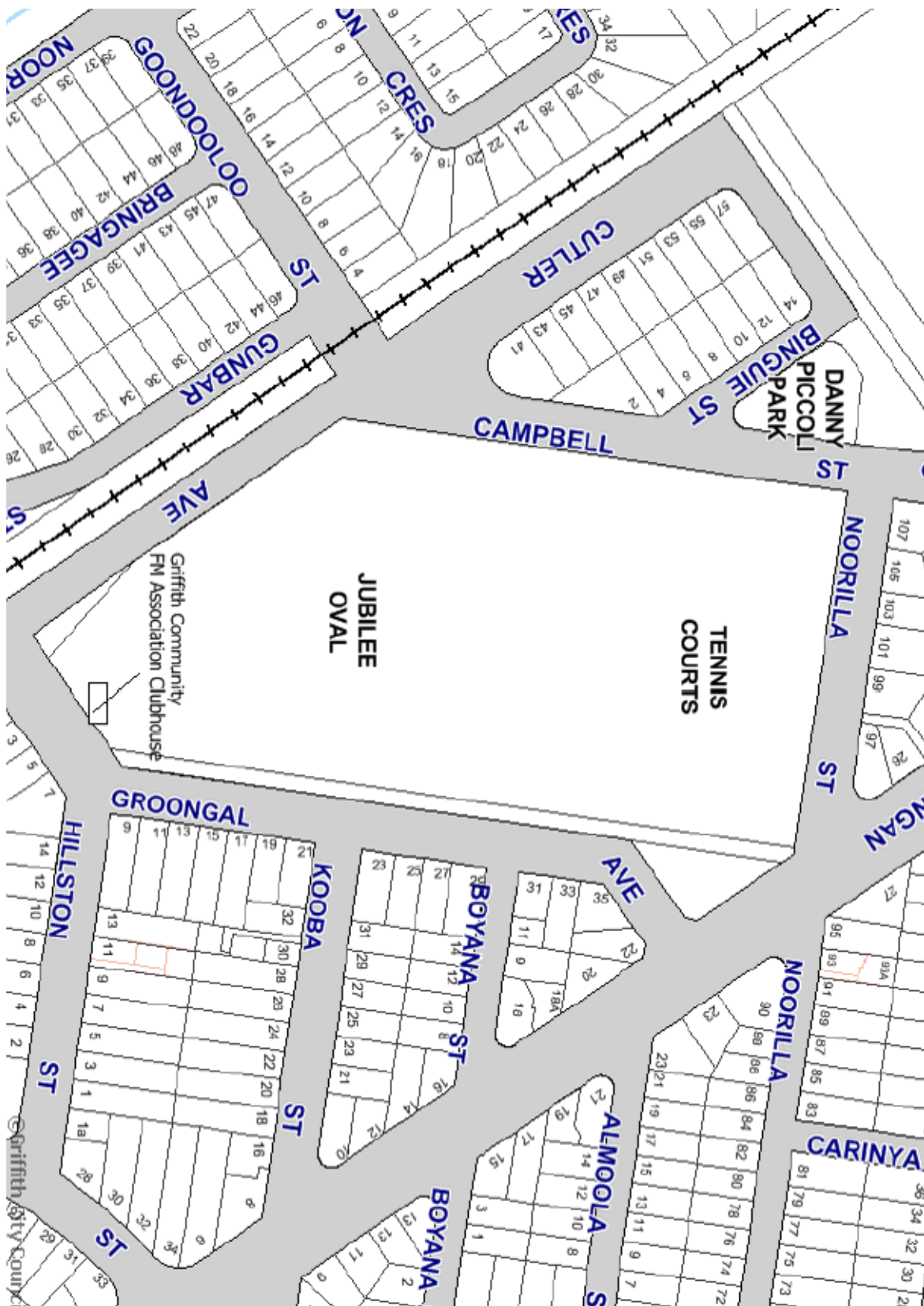
Amendment to provisions concerning rent

3. Clause 14.4 and 14.5 are deleted and in there place, the following is inserted as subclause 14.4 namely:-

14.4 Adjustment of annual rental

On each anniversary of the due date, the rent will be adjusted so that the rent is the statutory minimal rental applicable to tenures under the CL Act as at the due date.

(c) Plan of licence area - Jubilee Oval Clubhouse



GRIFFITH CITY COUNCIL **REPORT**

CL03

SUBJECT: LICENCE AGREEMENT OVER AREA 13 DALTON PARK - GINO D'ALTORIO
FROM: Daphne Bruce, Corporate Property Officer

SUMMARY

The lease agreement with Gino D'Altorio for Area 13 Dalton Park is due to expire on the 31 December 2014.

Gino D'Altorio has requested to enter into a licence agreement with Council for Area 13 for a further 10 years.

Dalton Park is a Crown Reserve with Council appointed Trustee to manage the reserve on behalf of the Crown. The Crown now do not consent to lease agreements over part lots, but will approve of licence agreements for Dalton Park.

RECOMMENDATION

(a) Council enter into a Licence Agreement with Gino D'Altorio for Area 13 Dalton Park for a period of 10 years commencing 1 January 2015 to 31 December 2025.

(b) The applicant is required to pay all applicable charges and costs associated with the preparation of the Licence Agreement together with Council's Administration Fee of \$370.

(c) The annual licence fee for Area 13 be charged in accordance with Council's adopted Revenue Policy (currently 2014/15, \$554 Inc. GST per annum) plus Council rates and charges.

(d) Council authorise the Mayor and General Manager to execute the Licence Agreement on behalf of Council under the Common Seal in relation to this matter.

BACKGROUND

Gino D'Altorio has a lease agreement in place for Area 13 Dalton Park which is due to expire on the 31 December 2014 with a further option available of 10 years.

Dalton Park is a Crown Reserve of which Council is the appointed Trustee to manage the land on behalf of the Crown. All leases and licences over Crown land are subject to approval by the Minister for the Crown. The Minister now will not consent to leases over part lots as is the case with Dalton Park, unless a subdivision of the land has been completed. The Minister will only consent to licence agreements in place of lease agreements for Dalton Park.

A clause in the current lease provides that the lessee must advise Council no more than 12 months and not less than 6 months before the end of the original term, the lessee gives written notice to the lessor that the lessee requires a lease of the premises for a further term of 10 years to commence at the end of the original term.

In relation to the current agreement, Council has no obligation to enter into a lease agreement as the period of notice has expired and therefore Council can enter into a licence agreement with Gino D'Altorio over Area 13.

Gino D'Altorio has confirmed that he is seeking approval to now enter into a licence agreement for a term of 10 years.

The Lessee has complied with all provisions of the lease and has continued to pay all fees and charges in relation to the original lease.

OPTIONS

(a) The above option to enter into a licence agreement with Gino D'Altorio is preferred, for a further term of 10 years.

(b) Council may determine an alternative arrangement and enter into further negotiations with Gino D'Altorio.

STATUTORY IMPLICATIONS

a) Policy Implications

Not Applicable

b) Financial Implications

The annual licence fee in accordance with the adopted Revenue Policy for 2014/15 is \$554 for private lease/licences per annum plus rates and charges. All costs associated with the preparation of the agreement is payable by the applicant together with Council's Administration Fee of \$370.

c) Legal/Statutory Implications

Not Applicable

d) Environmental Implications

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

e) Community Implications

The community would expect Council to provide services and facilities to meet community needs.

CONSULTATION

Department of Trade & Investment - Crown Lands Division

Senior Management Team

STRATEGIC LINKS

a) Growth Strategy Plan

Growing Griffith 2030 - Community Strategic Plan

L5 - Utilise facilities and services for optimal participation.

b) Corporate/Business Plan

Council's Delivery Program 2013/14 - 2016/17

L5.1 - Provide and promote accessibility to existing services and facilities, including sporting, education and cultural activities.

ATTACHMENTS

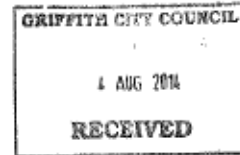
(a) Letter from Gino D'Altorio

(b) Plan of Dalton Park - Area 13

~~(a)~~ Letter from Gino D'Altorio

30th July 2014

Griffith City Council
1 Benerembah Street
Griffith NSW 2680



Gino Daltorio
23 Holmes Cres
Griffith NSW 2680

Attention: Daphne Bruce

I refer to your letter dated 8th July 2014 in regards to the lease over Area 13, Dalton Park.

I wish to take the option available to me to renew the agreement for a further 10 years as offered in your letter.

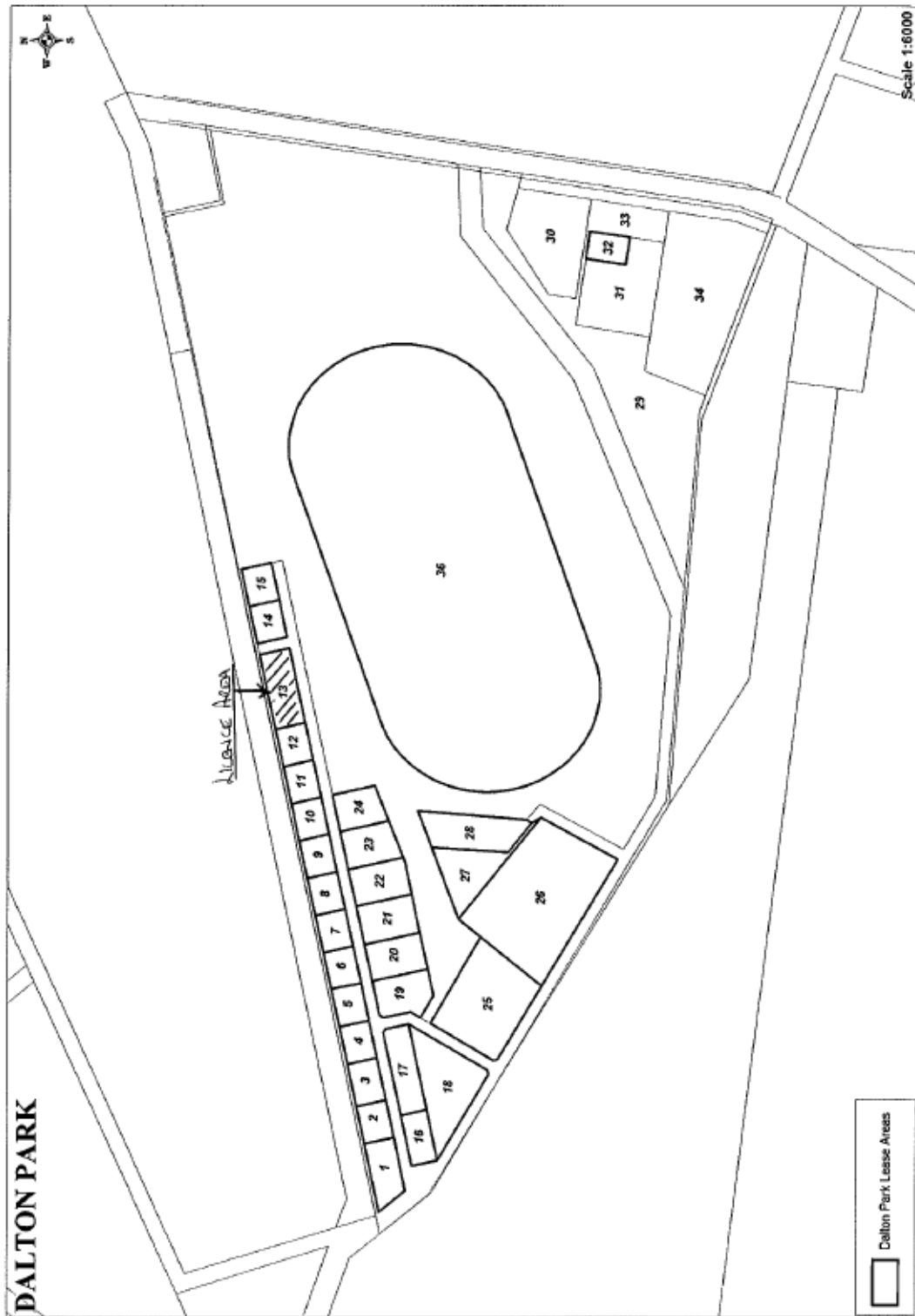
Please prepare the report to Council seeking approval to enter into a license agreement for a further 10 years.

If you require any further information, please don't hesitate to contact me on 0428 626 172

Regards

Gino Daltorio

(b) Plan of Dalton Park - Area 13



GRIFFITH CITY COUNCIL **REPORT**

CL04

SUBJECT: REPEAL OF CARBON TAX - CARBON AND LOAN FEE 2014/2015
FROM: Megan Bugge, Revenue Team Leader

SUMMARY

Council has been continuously monitoring the potential carbon tax liability issues that the organisation would or may have since the introduction of a carbon tax on 1 July 2012.

The carbon tax has subsequently been repealed on 17th July 2014.

The purpose of this report is to determine the preferred treatment of the Domestic Waste Carbon Liability Levy in both 2013/14 and the 2014/15 years.

RECOMMENDATION

- (a) Council resolve to credit the Domestic Waste Carbon Liability Levy of \$7.00 per eligible assessment as levied for the 2014/15 financial year to the affected ratepayers, with such credit to be reflected on the 2nd rates instalment notice to be forwarded in October 2014 and payable at 30 November 2014.**
- (b) Council resolve to retain the funds received from the Domestic Waste Carbon Liability Levy for the 2013/14 financial year until the potential Carbon Tax liabilities in that and any subsequent years is verified with the Federal Government.**
- (c) Once the issues detailed at (b) above are known and clarified, a further report be prepared for Council to make a recommendation on the preferred action in relation to any surplus funds that may arise.**

BACKGROUND

On 1 July 2012, the Clean Energy Act, 2011 came into effect which provided a mechanism to price carbon pollution on selected organisations based on certain threshold criteria (for Griffith City Council this was a total of 25,000 tonnes received at landfill). Council did not impose a carbon tax liability levy on ratepayers in the 2012/13 year as it was assessed that it would not surpass the required tonnages at its landfills in that year and therefore would not exceed the minimum threshold that would result in a carbon tax liability to the Federal Government. This was subsequently proved to be the case with notification received from the relevant authorities that no liability was incurred in that year.

As part of the 2013/14 budget, Griffith City Council approved the introduction of a Domestic Waste Carbon Liability Levy of \$7.00 per eligible assessment with which to meet the future carbon tax liability which was assessed to be triggered in that year. This charge raised a total of \$63,180 and Council has placed these funds on reserve in anticipation of having to meet this liability. At this point, Council has not received

notification if a carbon liability exists for the 2013/14 year and until that is clarified and advised to Council, the funds will be retained pending a further resolution of Council.

As part of the 2014/15 financial year's budget, Council again levied a \$7.00 Domestic Waste Carbon Liability Levy per eligible assessment with which to meet its 2014/2015 carbon tax liabilities, as the repeal of the Carbon Tax was not passed through Parliament and Council had no option but to levy the charge when it finalised its Operating Budget in May/June 2014. The total value of funds levied for the carbon tax was \$63,777.

On Thursday, 17 July 2014, the Australian Government passed the Clean Energy Legislation (Carbon Tax Repeal) Act 2014 which repeals the Carbon Tax effective from 1 July 2014.

The Table below is extracted from: Report to the Minister under s 95ZE of the Competition and Consumer Act 2010 (Monitoring of prices, costs and profits to assess the general effect of the carbon tax scheme in Australia) July 2014.

Table 1 Overview of key issues

Issue	Description	ACCC's expectations post repeal
Retrospective application of the proposed carbon tax repeal	The retrospective application of the carbon tax repeal legislation may result in windfall gains for entities in the electricity, natural gas, synthetic greenhouse gas and landfill industries. Entities in these industries set prices to account for future carbon tax liabilities, but when the carbon tax is repealed they may have collected money for liabilities which will not eventuate.	Entities will pass through any value from a windfall gain. Entities might pass through this benefit in the form of a direct refund or in the form of generally decreased prices.
Carbon tax price reduction obligation	The Australian Government proposes to amend the CCA by introducing a carbon tax price reduction obligation. This is to ensure that suppliers of regulated goods pass through all direct and indirect cost savings attributable to the carbon tax repeal.	Suppliers of regulated goods will assess any reduction in direct and indirect costs arising from the carbon tax repeal and quickly pass through all cost reductions to their customers. If pass through of cost savings does not occur, the ACCC's role is to investigate and if necessary exercise its enforcement powers to ensure this occurs.
Quantifying carbon costs	Entities monitored and quantified the impact of the carbon tax in different ways. All entities tracked their direct carbon tax costs, some tracked their indirect carbon tax costs and some tracked the costs of ensuring compliance with the carbon tax. There was also great variety as to what entities	Entities will track and quantify their direct and indirect carbon tax costs so that, when the carbon tax is repealed, cost savings can be readily identified and passed through to customers.

	considered to be indirect carbon tax costs versus operating costs.	
Pass through of carbon tax costs	Entities in some industries were generally unable to pass through their carbon tax costs due to trade exposure and/or competition from entities that do not incur direct carbon tax costs. Entities were either not able to pass through their carbon tax whatsoever or, where they were able to achieve a limited pass through, it did not necessarily cover all of their carbon tax costs. A significant number of entities in these industries did not pass through all of their carbon costs or only partially passed through costs.	Entities must be able to provide evidence that they absorbed carbon tax costs or only passed through only a small proportion of their net carbon tax liability.
Uncertainty of the proposed carbon tax repeal	Many entities emphasised the uncertainty around the timing of the carbon tax repeal and around the exact obligations it would impose on them. Most entities advised that they planned to remove the carbon tax costs component from their prices as soon as they were able when the carbon tax is repealed. A smaller number advised that they had not considered what they would do.	Entities will consider the impact of the proposed carbon tax repeal and, when the carbon tax is repealed, respond in a timely manner, including adjustments where effects on the billing cycle occur at a later point.

The information below is from the same report and pertains to Landfill operations directly.

<i>Tier 2—liable entities and additional entities in industries where the effects of the carbon tax scheme are mixed and there has been some pass through of carbon tax costs.</i>			
Landfill facility operation	Local government or privately operated. Most pass through all carbon tax costs, a small number pass through partial costs, and a small number absorb costs. Not all entities incurred direct carbon tax costs in the first year of the carbon tax.	When the carbon tax is repealed, landfill facility gate fees or associated waste management charges will generally reduce, or will not rise by as much as they otherwise would have (the exception being the fees and charges of the small number of entities that did not pass through carbon tax costs). The ACCC expects; <ul style="list-style-type: none"> • local councils that have collected monies for future carbon tax 	Seek further information as to ongoing impact of the carbon tax and intentions post repeal. Seek confirmation of pricing changes from the small number that advised carbon tax costs component will be removed from 1 July 2014.

		liabilities that will no longer eventuate to use the money for the benefit of rate payers, and <ul style="list-style-type: none"> • private companies to refund customers where possible or to reflect gains in lower future prices. 	
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A full copy of this report as available under the link provided below:

https://www.accc.gov.au/system/files/carbon%20report%20-%20updated%20280714%20%28D2014-00100167%29_FA.pdf

Council has a number of options available to it in relation to retaining or reimbursing the funds levied to date.

OPTIONS

- (a) As per the recommendation provided.
- (b) Council could opt to not credit the Domestic Waste Carbon Liability Levy to ratepayers and utilise these funds for other waste management related activities or retain the funds under reserve for future use.

Staff have received numerous enquiries in regards to the levy imposed and Council's treatment of the funds levied now that the carbon tax has been repealed. Most enquiries have centred around the funds being returned by way of credit against the next rates instalment.

- (c) Any other recommendation of Council.

STATUTORY IMPLICATIONS

a) Policy Implications

Not Applicable

b) Financial Implications

Not Applicable

c) Legal/Statutory Implications

Not Applicable

CONSULTATION

Senior Management Team

STRATEGIC LINKS

a) Growth Strategy Plan

Not Applicable

b) Corporate/Business Plan

Not Applicable

GRIFFITH CITY COUNCIL **REPORT**

CL05

**SUBJECT: ADOPTION OF COUNCILLOR PAYMENT OF EXPENSES AND
PROVISION OF FACILITIES POLICY**

FROM: Shireen Donaldson, Manager Executive Services

SUMMARY

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

RECOMMENDATION

(a) Council place the draft Councillors Payment of Expenses and Provision of Facilities policy (GC-CP-407) on public display for 28 days.

(b) If any submissions are received a further report be prepared for Council. If no submissions are received the draft policy be considered as formally adopted by Council.

BACKGROUND

Section 252 of the Local Government Act 1993 states that Council is required to adopt a policy on the Payment of Expenses and Provision of Facilities for Mayors and Councillors within five months of the end of the financial year (that is by 30 November 2013). Council policy "Councillor Payment of Expenses and Provision of Facilities" (GC-CP-407) is therefore being presented to Council for review.

The following amendments to the policy are recommended:

General: Adjust minor typographical errors.

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

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

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

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

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

OPTIONS

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

STATUTORY IMPLICATIONS

a) Policy Implications

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

b) Financial Implications

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

c) Legal/Statutory Implications

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

Section 252 Payment of expenses and provision of facilities

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

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

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

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

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

CONSULTATION

Senior Management Team

STRATEGIC LINKS

a) Growth Strategy Plan

Not Applicable

b) Corporate/Business Plan

Growing Griffith 2030: C5 - To provide a governance role in the continuous development of the City of Griffith.

ATTACHMENTS

(a) Draft Amended Councillors Payment of Expenses and Provision of Facilities Policy

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



Directorate	Executive Services	
TRIM Ref		
Status	Draft Revision	
Adopted		Minute No:

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



PART 1: INTRODUCTION

1.1 Legislation

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

1.2 Policy Objectives

- 1.2.1. To provide a framework to encompass the requirements of the Act being the payment of expense and provision of facilities to Councillors, Mayor and Deputy Mayor.
- 1.2.2. To ensure that there is accountability and transparency in the reimbursement of expenses incurred, or to be incurred by the Mayor and Councillors.
- 1.2.3. To provide adequate fair and equitable facilities for the payment or reimbursement of, expenses incurred by the Mayor, Deputy Mayor and Councillors appropriately and satisfactorily fulfil their role as responsive and responsible community representatives.
- 1.2.4. To provide a framework for Councillors to attend conferences to represent Council and any training sessions deemed appropriate for the education of each Councillor. This could include new legislation or refresher courses as deemed necessary.

1.3 Policy Implementation Guidelines

- 1.3.1. All Councillors, including the Mayor are entitled to claim for reimbursement of reasonable expenses incurred in properly carrying out the duties of civic office as a Councillor.
- 1.3.2. All expenses should be directly and wholly attributable to the performance of the duties of civic office.
- 1.3.3. Each expense claim is to be accompanied by appropriate documentation and/or certification from the Councillor as to its validity in terms of the Act.
- 1.3.4. The allocation of expenditure shall be via prior approval of Council. However, in the circumstances where the time factor does not allow prior authorisation by Council, then the General Manager and Mayor jointly have delegation, to approve such expenses.
- 1.3.5. A public record, open for scrutiny, is to be kept concerning all facilities provided to Councillors and of the total expenses reimbursed to Councillors.

1.4 Scope of Policy

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

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



1.5 Definitions

<i>Accompanying person</i>	Shall mean spouse, partner or a person with a close personal relationship to the Councillor and/or provides carer support to the Councillor
<i>Authorised Event</i>	Events, meetings, dinners, functions, or similar occasions (not being a conference, workshop or official function as described in this section) whether organised by Griffith City Council or other body that have declared by the Mayor and the General Manager to be an 'authorised event'. Councillors attending an authorised event will be entitled to claim reimbursement of expenses in accordance with this policy.
<i>The Act</i>	Shall mean the Local Government Act 1993 (as amended)
<i>Conference</i>	Shall mean any conference, seminar, congress, forum, workshop, course, meeting, deputation, information and training session, or event, related to the industry of local government and held within Australia. A conference is generally considered residential in nature, with a programme spanning more than one day
<i>Policy</i>	Shall mean this policy, being the Policy – Payment of Expenses and Provision of facilities to the Mayor and Councillors
<i>The Regulation</i>	Shall mean the Local Government (General) Regulation 2005
<i>Seminar</i>	See definition of Conference, above
<i>Workshop, Training Course</i>	For the purpose of this policy, workshops and training courses span a single day and are non-residential in nature
<i>Mayor</i>	Means the elected mayor, or the deputy mayor acting in the position of mayor in the mayor's absence.
<i>Expenses</i>	Payments made by the council to reimburse councillors for reasonable costs or charges incurred or to be incurred for discharging their civic functions. Expenses must be outlined in a council's policy and may be either reimbursed to a councillor or paid directly by a council for something that is deemed to be a necessary expense to enable them to perform their civic functions. Expenses are separate and additional to annual fees.
<i>Facilities</i>	Equipment and services that are provided by councils to councillors to enable them to perform their civic functions with relative ease and at a standard appropriate to their professional role as councillors.
<i>Official functions of civic office/civic functions</i>	Functions that councillors are required to undertake to fulfil their legislated role and responsibilities for the council that should result in a direct benefit for the council and/or for the local government area.
<i>Role of a Councillor</i>	Refer to Section 232 of the Local Government Act

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



1.6 Reporting Requirements

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

- 1.6.1 The total amount of money expended during the year on Mayoral fees and Councillor fees;
- 1.6.2 The Council's policy on the provision of facilities for use by Councillors and the payment of Councillor's expenses;
- 1.6.3 A statement as to the total amount of money expended during the year on the provision of such facilities and the payment of such expenses.

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

1.7 Other Government policy provisions related to this Policy

- 1.7.1 Division of Local Government Guidelines for payment of expenses and provision of facilities to Mayors and Councillors,
- 1.7.2 Model Code of Conduct for Local Councils in NSW
- 1.7.3 Division of Local Government Circulars to Councils
- 1.7.4 ICAC publications

1.8 Approval Arrangements

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

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

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

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

1.9 No deduction from S248 and 249 fees

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

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



1.10 Review procedures

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

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

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

- (i) A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.
- (ii) Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.
- (iii) Despite subsections (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the council is of the opinion that the proposed amendment is not substantial.
- (iv) Within 28 days after adopting a policy or making an amendment to a policy for which public notice is required to be given under this section, a council is to forward to the Director-General:
 - (a) a copy of the policy or amendment together with details of all submissions received in accordance with subsection (1), and
 - (b) a statement setting out, for each submission, the council's response to the submission and the reasons for the council's response, and
 - (c) a copy of the notice given under subsection (1)
- (v) A council must comply with this section when proposing to adopt a policy each year in accordance with section 252 (1) even if the council proposes to adopt a policy that is the same as its existing policy.

1.11 General Conduct

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

1.12 Internal Auditing Controls

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



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



PART 2: PAYMENT OF EXPENSES

2.1 General Provisions

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

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

2.2 General Expenses

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

2.3 Payment of Expenses Generally

2.3.1 Monetary Limits for Expenses

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

2.3.2 Time Limit for Claiming Expenses

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

2.3.3 Reimbursement and Reconciliation of Expenses

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

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

Supporting documentation must accompany each expense claim and constitutes:

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

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

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



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

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

2.3.4 Payments in Advance

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

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

2.3.5 Disputes

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

2.4 Annual Fees for Mayor and Councillors

2.4.1 Fees Payable to Councillors

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

2.4.2 Fees Payable to the Mayor

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

2.4.3 No Deduction under this Policy from Fees

Unless otherwise provided, (that is an agreement signed and approved by the individual Councillor), the payment of, or reimbursement of expenses and the facilities which may be provided under this Policy, shall be provided without reduction from the annual fees payable to the Mayor and Councillors, as determined by the Council, under this section.

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



2.5 Specific Expenses for Mayor and Councillors

2.5.1 Seminars, Conferences, Workshops and Training Courses

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

2.5.2. Attendance at Seminars and Conferences

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

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

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

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

2.5.3 Applicable Conferences

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

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

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

2. Annual conferences of the major professions in Local Government

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

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

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

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



2.5.3.1 Expression of Council's Viewpoint at Conferences

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

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

2.5.4 Registration, Travel and Accommodation Bookings

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

1. Registration, travel and accommodation bookings for conferences and workshops will be coordinated through Council's Executive Services Unit.
2. Delegates must, within 3 business days of the Council resolution authorising them as a delegate, contact Council to arrange for the relevant bookings to be made. Any special requirements which the delegate may have in relation to the conference, travel or accommodation are to be advised to Council at this time.
3. The confirmation of relevant bookings, once made, is the responsibility of the delegate.
4. Where payment is required up-front, delegates must provide to Council's Executive Services Unit a form of payment to meet those up-front costs:
 - (a) an approved expense advance authorised by the Mayor and General Manager, or
 - (b) valid credit card or bank detail.

2.5.5 Conference Costs

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

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

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

LIMIT: As per Appendix D - Accommodation

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

LIMIT: As per Appendix D - Travel

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

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

LIMIT: As per Appendix D – Incidental Expenses

- (b) all telephone or facsimile calls or internet charges related to Council business;
- (c) reasonable lunches, dinners and other meals incurred whilst travelling to or from the Conference and other meals occurring during the Conference but not included in the conference registration fee;

LIMIT: As per Appendix D - Meals

- (d) incidental expenses, e.g. parking, motorway or bridge tolls, laundry and refreshments;
- (e) any optional activity in a conference program, but excluding any pre or post conference activities.

2.5.6 Report to Council

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

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

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

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

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

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

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

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2.6 Attendance at Workshops and Training Courses

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

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

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

2.7 Attendance at Dinners and Other Non-Council Functions

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

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

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

2.8 Local Travel Arrangements and Expenses (within LGA)

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

2.8.1 Council Vehicle

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

2.8.2 Use of Private Motor Vehicle

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

1. If no Council vehicle was available to be utilised by the Mayor or Councillor then the claim is to be via the kilometre allowance (as provided by the Local Government State Award) at the date of travel. The travel must be via the most direct route between the Councillor's place of residence within Griffith local government area and the destination.

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2. If a Council vehicle is available and Councillors elect to utilise their own vehicle (for example as they may be travelling on to an alternate location and not returning directly to Griffith) reimbursement will be by way of "actual" fuel receipts and not the set rate per kilometre method.
3. Participation in the Meals on Wheels program is deemed as a community service and travel expensed not be claimable.

2.8.3 Cab Charge

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

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

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

LIMIT: As per Appendix D – Incidental Expenses

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

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

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

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

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

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

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

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

2.9.1 Payment of Fines

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

2.9.2 Air Travel

Travel by air must be to economy standard.

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

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

2.9.3.1 Accommodation

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

LIMIT: As per Appendix D – Accommodation

2.9.4.2 Incidental Expenses

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

LIMIT: As per Appendix D – Incidental Expenses

2.10 Overseas Travel/Sister City Trips

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

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

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

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

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

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

2.11 Legal Expenses for Mayor and Councillors

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

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

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

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2.11.1 Conditions for Provision of Legal Expenses

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

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

2.12 Insurance Expenses and Obligations

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

2.12.1 Councillors and Officer Liability

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

(a) Professional Indemnity

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

(b) Statutory Liability

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

(c) Personal Accident:

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

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2.13 Telecommunications

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

LIMIT: As per Appendix D – Telecommunications

2.14 Spouse, Partner and Accompanying Persons' Expenses

2.14.1 Allowable Expenses for Accompanying Persons

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

(a) Local Government conferences

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

1. Local Government NSW
2. Australian Local Government Association
3. National General Assembly of Local Government.
4. Murray Darling Basin Authority

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

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

~~(b) Official Council Functions within Local Government Area~~

~~Costs incurred by the Mayor or a Councillor on behalf of, or by, an accompanying person in attending official Council functions of a formal and ceremonial nature within the Griffith Local Government area, such as Australia Day awards ceremonies, citizenship ceremonies, civic receptions, Mayoral receptions and charitable functions formally supported by the Council.~~

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

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

~~(c) Official Council Functions outside the Local Government Area~~

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

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

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

2.14.3 Disallowed Expenses for Accompanying Persons

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

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

2.15 Care and Other Related Expenses

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

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

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

LIMIT: As per Appendix D – Care and other Expenses

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PART 3: PROVISION OF FACILITIES

3.1 General Provisions

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

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

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

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

3.2 Private Benefits

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

3.3 Provision of Equipment and Facilities for Councillors

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

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

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

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3.3.1 Monetary Limits for Provision of Equipment and Facilities

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

The following facilities will be made available to all Councillors:

3.3.2 Refreshments

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

LIMIT: As per Appendix D – Refreshments

3.3.3 Stationery

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

1. Mayoral and Councillor letterhead stationery and envelopes
2. Name badges
3. Business cards
4. Writing pads and pens
5. Paper and consumables for printers and fax machines

LIMIT: As per Appendix D – Stationery

3.3.4 Corporate Dress

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

LIMIT: As per Appendix D – Corporate Dress

3.3.5 Secretarial Support

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

3.3.6 Complimentary Tickets

No complimentary tickets, provided by Council for attendance at any Council operated facility other than for official functions, be provided to either staff or Councillors to ensure full transparency and accountability of funds.

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3.3.7 Office Equipment

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

3.3.8 Computers and Peripheral Equipment

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

Councillors will also be supplied with a printer upon request.

LIMIT: As per Appendix D – Computers and Peripheral Equipment

3.3.9 Communication Expenses

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

3.4 Provision of Additional Facilities for the Mayor

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

3.4.1 Vehicle

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

3.4.2 Log Book

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

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

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

3.4.3 Physical Impairment causing use of Private Vehicle for Mayoral Duties

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

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

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

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

3.4.4 Refreshments

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

LIMIT: As per Appendix D – Refreshments

3.4.5 Mobile Telephone

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

LIMIT: As per Appendix D – Telecommunications

3.4.6 Corporate Credit Card

The Mayor will be provided with a Corporate Credit Card for Council related business to a maximum monthly amount.

LIMIT: As per Appendix D – Corporate Credit Card

3.4.7 Secretarial Support

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

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PART 4: OTHER MATTERS

4.1 Acquisition and Return of Facilities and Equipment by Councillors

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

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

4.2 Gifts or Benefits

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

Definitions

None

Exceptions

None

Legislation

None

Policy History

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

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APPENDIX A

REIMBURSEMENT OF EXPENSES – COUNCILLORS CLAIM FORM

Councillors Name: _____

Claim for expenses incurred during a trip to

.....for

.....

between the dates

Attendance fee \$.....

Travel \$.....

Accommodation \$.....

Meals \$.....

Total Claimed \$.....

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

Councillor's signature:.....

RECEIPT

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

Signature of Councillor: _____

Date: _____

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

OFFICE USE ONLY

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

☐ Yes Authorised by: _____

☐ No Date: _____

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APPENDIX B

TRAVEL CLAIM FORM - COUNCILLORS

Councillors Name: _____

Claim for travelling expenses for attending

_____ Event/ Meeting

held on _____

Distance travelled: _____

Vehicle & amount claimed:

(In accordance with the Local Government State Award)

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

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

(please tick correct vehicle)

Signature of Councillor: _____

Date: _____

* As per Local Government State Award Monetary Rates

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

OFFICE USE ONLY

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

☐ Yes Authorised by: _____

☐ No Date: _____

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APPENDIX C

COUNCILLORS CLAIM FOR THE REIMBURSEMENT OF INCIDENTAL EXPENSES

Councillors Name: _____

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

Expense Description:\$.....

Expense Description:\$.....

Expense Description:\$.....

Expense Description:\$.....

Expense Description:\$.....

TOTAL CLAIMED \$

Signature of Councillor: _____

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

RECEIPT

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

Signature of Councillor: _____

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

OFFICE USE ONLY

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

☐ Yes Authorised by: _____

☐ No Date: _____

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



APPENDIX D MONETARY LIMITS

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

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



	Incidental and/or Out of Pocket Expenses incurred during Conferences and Seminars and for travel outside the LGA		Actual up to daily limit of \$100	\$100 day	<p>Expenses in this category may include:</p> <ul style="list-style-type: none"> Reasonable telephone, facsimile or internet usage related to Council business Parking Tolls Laundry Refreshments Any optional activity in a conference program (but excluding any pre or post conference activities) <p>Expenses not reimbursed in this category</p> <ul style="list-style-type: none"> Alcohol not consumed as part of a meal
	Sustenance	Meal	Actual up to daily limit of \$120	Breakfast \$28 Lunch \$40 Dinner \$80	<ul style="list-style-type: none"> Reasonable lunches, dinners and other meals incurred whilst travelling to or from a Conference Other meals during a Conference but not included in registration fees Meals incurred during travel outside the LGA
2.5.4, 2.5.5.2, 2.9.1.1	Accommodation	Accommodation	Actual up to daily limit	1. \$300 per night	1. Capital Cities (e.g. Sydney, Canberra)
				2. \$250 per night	2. Regional Cities (e.g. Wagga, Wollongong)
				3. \$200 per night	3. Country

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



2.5.4, 2.5.5.3, 2.8, 2.9, 2.10	Travel	Air Travel	Economy	Actual within reason	Travel arrangements must be approved by the Mayor
		Rail Travel		Actual within reason	
		Taxi		Actual within reason	
		Bus		Actual within reason	
		Parking		Actual within reason	
		Road Tolls, Parking	Actual up to daily limit	Up to \$100 per day	
2.8.2	Use of Private Motor Vehicle	Payment	Per km allowance	Claim as per km allowance as set by LG State Award at date of travel	Only of Council vehicle not otherwise available
		Road Tolls, Parking	Actual up to daily limit	Up to \$100 per day	
2.16	Care and Other Related Expenses		Actual up to annual limit	\$2,000 per annum per Councillor	
2.12	Legal Assistance for Mayor and Councillors		Cost of Service	As determined by Council Resolution	
2.15	Spouse & Partner Expenses		Actual		
3.4.1, 3.4.2 & 3.4.3	Mayoral Vehicle		Actual		Same level as General Manager
3.4.6	Mayoral Corporate Credit Card		Actual	\$5,000 per month	

Councillors Payment of Expenses and Provision of Facilities

POLICY – GC-CP-407



APPENDIX E

Assessment of Motor Vehicle amount for Mayor 2008

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

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

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

GRIFFITH CITY COUNCIL **REPORT**

CL06

SUBJECT: MEMORANDUM OF UNDERSTANDING - CHARLES STURT UNIVERSITY, TAFE NSW RIVERINA INSTITUTE AND GRIFFITH CITY COUNCIL
FROM: Neil Southorn, Director Sustainable Development

SUMMARY

Discussions have been underway for some time to review and update the Memorandum of Understanding (MoU) between Charles Sturt University (CSU), NSW TAFE Riverina Institute and Griffith City Council. A copy of the proposed Memorandum is attached (Attachment B), together with a summary note in Attachment C.

RECOMMENDATION

Council note and authorise the Mayor to sign the proposed Memorandum of Understanding between Charles Sturt University, NSW TAFE Riverina Institute and Griffith City Council.

BACKGROUND

A report to Council at its meeting of 25 March 2014 provided an overview of the Griffith Higher Education Project. A copy of that report is at Attachment (A), and it includes a copy of the existing Memorandum of Understanding between the parties, dated 2007.

The following extract from that report foreshadowed that the MoU was under review.

With the passage of time, CSU in particular is wishing to revisit the MoU to better reflect the current operating environment and to not limit collaboration in other areas of activity. A copy of the current MoU is provided as Attachment C. The principles and components of a revised MoU have been discussed between the parties with a view to a simple non binding statement of intent to collaborate in various ways to facilitate higher education participation. When finalised, the amended MoU will be presented to Council for concurrence.

After lengthy discussion, an updated MoU has been prepared (Attachment B) and is considered ready for signing. Given the proposed MoU is somewhat more lengthy than the previous MoU and contains a number of administrative clauses, a summary note is at Attachment C which is recommended be the document better suited for display, such as in the Chambers.

A date has not yet been set for a ceremony to sign the document.

OPTIONS

(a) As recommended, authorise the Mayor to sign the MoU on behalf of Council.

(b) Request some modification to the proposed MoU.

(c) Decline to enter the MoU.

STATUTORY IMPLICATIONS

a) Policy Implications

The proposed MoU preserves the ongoing relationship between the parties to provide access to higher education pathways for citizens of Griffith.

b) Financial Implications

Not Applicable

c) Legal/Statutory Implications

Not Applicable

CONSULTATION

Charles Sturt University
NSW TAFE Riverina Institute
Senior Management Team

STRATEGIC LINKS

a) Growth Strategy Plan

Access to higher education is a high priority of Council to build community capacity and to provide services to existing and prospective residents.

b) Corporate/Business Plan

L3.1 - Continue support of existing Memorandum of Understanding between Charles Sturt University and the NSW Riverina Institute of TAFE.

ATTACHMENTS

UNDER SEPARATE COVER

- (a) Copy of Report that went to Council on 25 March 2014
- (b) Updated MoU
- (c) Summary Note

GRIFFITH CITY COUNCIL **REPORT**

CL07

SUBJECT: LOCALITY BOUNDARY ADJUSTMENT - THARBOGANG/LAKE WYANGAN
FROM: Wendy Vaccari, Data Information Officer

SUMMARY

Council has received a request from two land owners to adjust the gazetted boundary between the localities of Tharbogang and Lake Wyangan.

RECOMMENDATION

Council endorse the boundary adjustment as outlined, proceed with a formal advertising period of 28 days and seek final approval from the Geographical Names Board.

BACKGROUND

A comprehensive audit of our existing property data has been done in conjunction with the Rural Addressing Project. A flyer included with the 2011/2012 rate notices informed ratepayers of the possibility of changes to existing addresses. These changes will primarily affect non-urban properties as the locality boundaries gazetted in 1996 were not adopted for use at that time. To date property addresses have contained historical or locally known locality details.

The change of locality is now being noticed by property owners on their rate notices which is prompting enquiries and in this instance a request to adjust the locality boundary.

Other than a section of crown reserve the two affected properties are the only properties facing Mallinson Road that have been separated from the locality of Lake Wyangan. It would seem reasonable and consistent that the logical locality boundary would be at the corner of Mallinson and Lakes Road with all properties facing Mallinson Road having a Lake Wyangan address and all properties facing Lakes Road having a Tharbogang address.

OPTIONS

- (a) No adjustment confirm existing boundary.
- (b) Amendment to boundary endorsed, commence advertising period and seek formal approval from Geographical Names Board.

STATUTORY IMPLICATIONS

a) Policy Implications

Not Applicable

b) Financial Implications

Minor costs associated with advertising the changes.

c) Legal/Statutory Implications

Not Applicable

CONSULTATION

Revenue Team Leader
Coordinator Land Use Planning & Compliance
Asset Management Coordinator
Director Utilities
Senior Management Team

STRATEGIC LINKS

a) Growth Strategy Plan

Not Applicable

b) Corporate/Business Plan

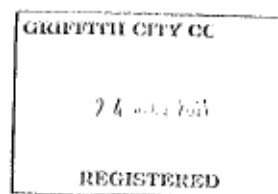
Not Applicable

ATTACHMENTS

(a) Letter received from Lina Catanzariti

(a) Letter received from Lina Catanzariti

Lina Catanzariti
PO Box 2475
Griffith NSW 2680
16 June 2014



Griffith City Council
Benerembah St
Griffith NSW 2680

SUBMISSION FOR NAME CHANGE OF BLOCKS ON MALLINSON ROAD

To whom it may concern

I am writing with regard to the change in name, of blocks **269 & 271 Mallinson Road**, from Lake Wyangan to Tharbogang. They are the only two blocks on Mallinson Road currently zoned as Tharbogang.

I reside at 269 Mallinson Road and have done so all my life. I believe that the blocks should be restored to Lake Wyangan as they previously formed part of Farm 1833 Lake Wyangan which has been in my family since the 1950's. Myself and my children are the 3rd and 4th generations of our family living on a portion of the farm which has always been known as Lake Wyangan and wish for it to remain that way.

I was only made aware of the change after questioning the address details on my rates notice in January this year. Prior to this I had received rates notices with my address as Tharbogang which was corrected to Lake Wyangan after a phone call to the Griffith City Council office.

Myself and the undersigned are requesting that the blocks be renamed Lake Wyangan as they have historically been known as, and part of, Farm 1833 Lake Wyangan since its original development. The farming land across the road from our blocks are zoned Lake Wyangan. Therefore, if our blocks are reverted back to being zoned Lake Wyangan, we would be consistent with all the other properties on Mallinson Road. This in turn will eliminate any confusion for the postal service, general public and most importantly our emergency services when attending call outs.

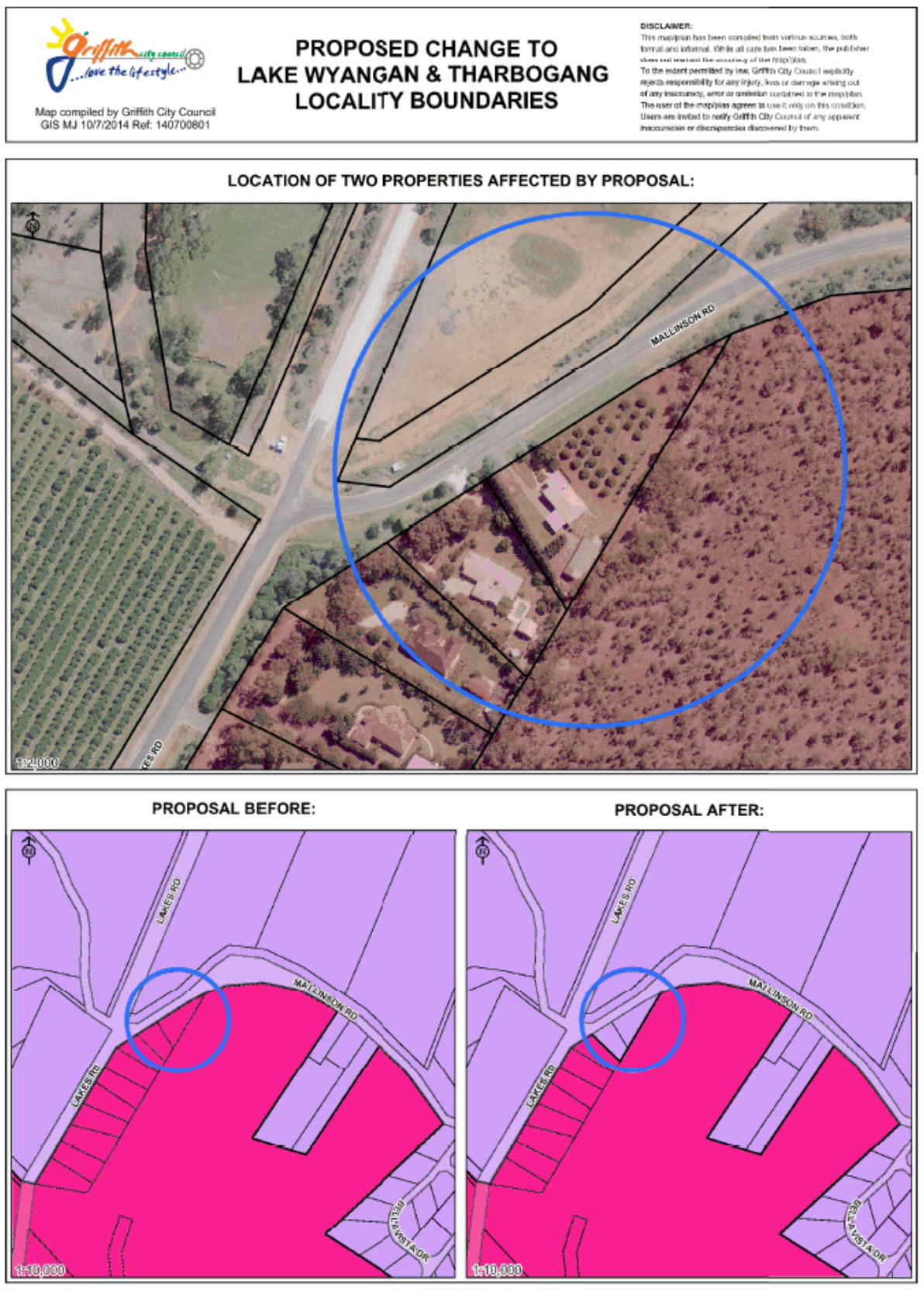
For the historical consistency, the local identity, and the logical relevance, we request the aforementioned properties be zoned as Lake Wyangan. As a result of this situation, we would appreciate your approval of this submission. Thank you for your attention to this matter.

Yours sincerely

Lina Catanzariti (nee Mancini)

NAME	ADDRESS	PHONE NUMBER	SIGNATURE
PATRICK MANCINI	FARM 1833 MALLINSON RD	0414845482	
BRETT M'ALLISTRE	271 MALLINSON ROAD	0427-262428	

(b) Location Map





**MINUTES OF THE ENVIRONMENT AND SUSTAINABILITY COMMITTEE MEETING
HELD IN THE MURRAY ROOM, GRIFFITH ON TUESDAY 12 AUGUST 2014
COMMENCING AT 1.04 PM**

PRESENT

Councillor Bill Lancaster (Chairperson), Councillor Leon Thorpe, Councillor Alison Balind, Judy Allen (Community), Catherine McDonell (Community) & Russell Rowley (Community)

STAFF PRESENT

Director Sustainable Development, Neil Southorn; Environment, Health & Sustainability Coordinator, Fiona de Wit; Environmental Health Officer, Cassie Vitucci; Environmental Health Officer, Renae Foggiano; Environment Planner, Joanne Tarbit; Waste Operations Manager, John Roser & Governance Coordinator & Minute Secretary Wendy Krzus
Quorum = 6

CL01 APOLOGIES

RECOMMENDED on the motion of Councillor Thorpe and Russell Rowley that apologies be received from Councillor Pat Cox, Bronwynn McCaw (Community), Eleanor Hancock (Community), George Youssef (Community), Acting Director Utilities, Steve Oosthuysen & Director Infrastructure & Operations, Dallas Bibby.

Absent: Planning & Environment Manager, Carel Potgieter

The Chair introduced and welcomed Council's newly appointed Environment, Health & Sustainability Coordinator, Fiona de Wit.

CL02 CONFIRMATION OF PREVIOUS MINUTES

RECOMMENDED on the motion of Judy Allen and Councillor Thorpe that the report of the previous meeting held on 10 June 2014 having first been circulated amongst members, be confirmed with the following amendment;

CL13 General Business - Point 13.2 Site of Griffith's First Police Station Benerembah Street

Delete the following sentence:

"Mrs Allen stated that it may not be listed as heritage at this point of time but perhaps could be sometime in the future."

CL03 BUSINESS ARISING

3.1 Clause 07 - Little Red Flying Fox

Mrs Foggato advised that the trees in front of 37 and 39 Kookora Street have been lopped.

Mr Southorn advised that the community was encouraged to advise Council if they noticed the flying foxes had migrated to other parts of the town. Only one resident responded.

3.2 Clause 11 - Resignation - B Sainty (Community Representative)

Councillor Balind enquired if Council, following the recent advertisement in the newspaper had received any applications for Committee membership.

Mrs Krzus advised that no applications had been received.

The Chair advised that he is still to make contact with a couple of community members who may be interested in the joining the Committee.

3.3 Clause 12 - Clean Up Australia Day - Clash with City to Lake Fun Run

Councillor Balind enquired if a letter has been forwarded to the Private Hospital Fundraising Committee regarding their proposal.

The Chair advised that a formal response has been forwarded to Councillor Napoli. No response has been received.

CL04 DECLARATIONS OF INTEREST

There was no declarations of interest.

CL05 PROPOSED GRIFFITH TRANSFER STATION - PRESENTATION FROM WASTE OPERATIONS MANAGER - JOHN ROSER

Mr Roser made a presentation to the Committee on the proposed Griffith Transfer Station, with the following being noted:

- Project approval has been obtained from the Department of Planning & Infrastructure.
- A part of that approval covers the establishment of a Waste Transfer Station on the waste facility site at Lot 202, DP 756035, Tharbogang.
- Will assist with the diversion of some waste from the landfill, recover recyclable projects, improve visitor safety and assist with green and organic waste collection for use as a landfill phytocap.
- In designing the Transfer Station existing infrastructure had to be utilised eg the location of the weighbridge.
- Saw tooth design of drop off points, three back-up bays and one bay where the public can drive side on.
- Provision for another three bays if required in the future.
- Holding bays are included in the design.
- Planning took into consideration the location of existing trees, tried to minimise any disturbance of trees on the site.
- Potential for establishment of a full Materials Recovery Facility, not envisaged as part of initial

construction phase but will be allowed for in the design.

- Potential for the establishment of a Resource Recovery Centre for the sale of recycled materials.
- Hoping to reduce mixed load category, taking out plastics, cardboard etc.
- Detailed design has gone out for contract today.
- Detailed design to be approved.
- Construction expected this time next year.
- Process of consultation with Utilities Committee will continue throughout the project.
- Tip Free days will continue.

The Chair thanked Mr Roser for his informative presentation.

CL06 COMPOSTING - COUNCIL WASTE

Mr Roser addressed the meeting in relation to composting at the Landfill site.

- Green Waste Mulching will continue at the Landfill for in-house consumption.
- Phytocapping Cap will require high level compost and low level compost. A phytocap has 2 components vegetation which reduce the amount of rain entering the landfill and soil which acts as storage for any water that passes through the vegetation canopy. There is also the added benefit of reduction landfill emission.
- Need to be trialled for approx. 2 years.
- Organics will be kept on site and reused.
- School visits take place, promoting composting.
- Disposal of asbestos is going to be a challenge into the future.
- Enquiry if asbestos removal could be put on Council's website with perhaps a link to other sites. Mr Southorn stated that he would take this on board.

Mr Roser left the meeting, the time being 1.50 pm.

CL07 TIDY TOWNS AWARDS - UPDATE - RENAE FOGGIATO

Mrs Foggato informed the Committee that the Tidy Towns assessor had been in Griffith on Thursday and Friday of last week and that Griffith had been entered in the overall category of the competition.

Mrs Foggato advised that this was the first time the assessor had been to Griffith and that preliminary feedback indicated that he was very interested in the projects being currently undertaken.

Mrs Foggato further advised that the awards weekend would take place on the weekend of 7 November 2014.

CL08 ANNUAL CLEAN UP DAY - 3 AUGUST 2014 - UPDATE - RENAE FOGGIATO

Mrs Foggato advised:

- Successful Clean Up weekend.
- Six different sites were targeted during the Clean Up day.
- Overall there were 60 volunteers.
- Collected 100 bags of rubbish.
- 60 bags of rubbish were collected from Bridge Road site.
- Paid tribute to Council's Aboriginal Liaison Officer, Roger Penrith for his contribution to the Clean Up.
- Some groups cleaned up on another day.

CL09 NATIONAL TREE DAY - 27 JULY 2014 - UPDATE - JOANNE TARBIT

Mrs Tarbit reported the following in relation to the National Tree Day held on 27 July 2014:

- Successful event.
- Thanked Councillors Balind and Cox for their involvement.
- 36 volunteers.
- Planted native mallee species in garden bed at Lake Wyangan.
- Have had discussions with Council's Parks and Gardens Manager, Peter Craig re next year's project - possibly along Citrus Road between Calabria Road and Rifle Range Road if water can be installed.
- If project is to go ahead would be beneficial to nearby home owners, encourage these people to take part in the planting of tree species during National Tree Day.

CL10 2014 - 2015 PUBLIC RESERVES MANAGEMENT FUNDING PROGRAM - ROUND 2 - JOANNE TARBIT

Mrs Tarbit advised that Round 2 of the 2014-2015 Public Reserves Management Fund Program opened in August 2014.

Those that can apply for Round 2 include Reserve Trusts - managers of any Crown reserves, including caravan parks, state parks, showgrounds, local parks and reserves as well as freehold showgrounds and schools of arts.

Examples of some of the types of activities that could be funded included maintenance, development, fixing WHS issues and developing Business Plans.

Mrs Tarbit advised that funding obtained in Round 1 has been dedicated to weed control, African Boxthorn in the Lake Wyangan area.

Mrs Tarbit asked Committee members to think about projects that could be listed for consideration for Round 2 funding and to send ideas to her via email.

CL11 NSW GOVERNMENT SUPPORT FOR THE 2014 GARAGE SALE TRAIL

Mrs Foggiano advised that the NSW Government is providing \$100,000 through the Waste Less Recycle More Initiative to support the Garage Sale Trail, a day of garage sales being held across Australia on 25 October 2014.

This event is a national event which contributes to NSW 2021: A plan to make NSW Number One by increasing recycling, combating illegal dumping and reducing littering. It encourages people to reuse household items they no longer need, and helps to bring communities together.

During 2013, the event saw 2,974 registered sales in NSW in partnership with 33 councils, 150,000 participated in NSW with garage sales being held in homes, schools, businesses and community facilities.

The Garage Sale Trail is a key partner of the NSW Environment Protection Authority in tackling illegal dumping through education, diverting goods from landfill into the economy, and increasing community involvement.

Discussion took place on the concept of the 2014 Garage Sale Trail, with the following being noted:

- Need to make a decision if Council and the Committee is to support the concept.
- Encourage people to have a garage sale.
- Could encourage perhaps a Service Club/s to take on the garage sale at a central point.
- Could promote via the media, the Area News.
- Alternative to the bulky waste collection.
- Could call it "Second Hand Saturday".
- If the Committee could get someone to coordinate the event, it would be a good idea.
- Will be promoted nationally.

Ms Vitucci left the meeting, the time being 2.15 pm.

C12 COUNCIL MEMBERSHIP - KEEP NSW BEAUTIFUL 2014/15

Mrs Foggiano advised that Council had received a letter from Keep NSW Beautiful advising that Council's 2014/15 yearly membership is up for renewal.

Some of the benefits of being a member include:

- Aligning Council with the leading community sustainability organisation in NSW.
- Expert third party consultancy in implementation of anti-litter strategies.
- Environmental education services and discounts on EnviroMentors bookings.
- Discounts on entries into the community awards programs, Tidy Towns, sustainable Cities and Clean Beaches.
- Networking opportunities and discounted tickets to Keep NSW Beautiful events.

Mrs Foggiano advised that Council has not been a financial member of Keep NSW Beautiful for the

past few years.

The Committee agreed not to subscribe to be a financial member of Keep NSW Beautiful 2014/15.

CL13 GENERAL BUSINESS

13.1 Responsibility of Retention Basins

Mr Rowley enquired who is responsible for the maintenance of retention basins in private subdivisions / developments and stated that he had noted that in a particular privately owner subdivision the grass in the retention basin has never been mowed.

Mr Southorn advised that it was dependent on the nature of retention and how and when the subdivision was approved.

13.2 Tidy Towns - Local Awards

Mrs Foggiano advised that awards / certificates were presented at the recent Volunteers Local Government Morning Tea, with Mrs Rhonda Jobbitt being awarded the Ron Inglis Award.

CL14 ACTION REPORT

The following was noted:

Meeting of 10.12.13 - re Burning of Rubbish - add, Media release is in cue to be completed.

Meeting of 11.02.14 - re Phone App - add, Neil Southorn has looked at "Snap, Send, Solve" the difficulty will be how Council would respond to this.

Meeting of 11.02.14 - re Presentation of Proposed Waste Transfer Station - delete, presentation took place at today's meeting.

Meeting of 10.06.14 - re Financial membership of Keep NSW Beautiful - delete, decision made at today's meeting.

CL15 NEXT MEETING

The next meeting of the Environment and Sustainability Committee is to be held on Tuesday, 14 October 2014 in the Griffith City Council Chambers, commencing at 1.00 pm.

There being no further business the meeting closed, the time being 2.38 pm.

COMMITTEE RECOMMENDATION



**MINUTES OF THE TRAFFIC COMMITTEE MEETING COMMENCING ON SITE
IN BANNA AVE AND RESUMED IN THE MURRAY ROOM, GRIFFITH CITY
COUNCIL ON 12 AUGUST 2014 AT 10.30 AM**

PRESENT

Councillor Doug Curran (Chair), Sergeant Colin Lonsdale (Police), Sergeant Mark Andrews (Police), Michael Buckley (RMS).

STAFF PRESENT

Engineering Design and Approvals Manager, Graham Gordon; Traffic Engineer, William Wood; Road Safety Officer, Greg Balind; Minute Secretary, Jenny O'Donnell-Priest, Joe Rizzo, Traffic Engineer.

CL01 APOLOGIES

RECOMMENDED on the motion of RMS representative and Sergeant Lonsdale that apologies be received from John Bonetti (representing Adrian Piccoli).

CL02 CONFIRMATION OF PREVIOUS MINUTES

RECOMMENDED on the motion of RMS representative and Sergeant Andrews that the minutes of the previous meeting held on having first been circulated amongst members, be confirmed.

CL03 BUSINESS ARISING

Matters to be raised in General Business.

CL04 DECLARATIONS OF INTEREST

NON PECUNIARY INTEREST

Greg Balind - CL05 - St Patrick's Bus Zone - End of Trial Report
Reason: Mr Balind's children attend St Patrick's School.
Make a declaration, stay in the meeting and participate in discussion.

CL05 ST PATRICK'S BUS ZONE - END OF TRIAL REPORT

As a result of the closure of the off-street school bus bay on Warrambool Street, a new 105 metre long on-street bus zone was installed on the eastern side of Warrambool Street on a trial basis to service the St Patrick's Primary School. Mr Gordon reported that the trial has been done for the term and was considered successful.

RECOMMENDED on the motion of RMS representative and Sgt Andrews that the Traffic Committee note the contents of the report and confirm the permanent application of the school bus zone on Warrambool Street.

CL06 BANNA AVENUE PRIVATE VEHICLES FOR SALE

Councillor Curran advised that this matter was discussed at the Transport Committee meeting the previous evening and the Transport Committee did not support the recommendation for an exclusion zone. RMS representative advised that he would abstain from decision or influence discussion as it is Council jurisdiction. The report was withdrawn from determination by the Traffic Committee and Mr Gordon will bring back a report when required regarding signage purpose only.

CL07 EAST GRIFFITH SHOPS - TIME RESTRICTED PARKING

Mr Gordon updated the Committee on investigations being undertaken regarding restricted parking at East Griffith Shops. The community consultation involved the survey distributed evenly to all business and one copy each sent to the property owners. As requested by Council, the number of surveys was increased from 20 to 50 per business and the study is still ongoing. Mr Gordon will update the Committee and forward request if signage is required.

RECOMMENDED on the motion of RMS representative and Sergeant Andrews that the Committee note the ongoing Community Consultation being undertaken in relation to this issue with surveys to be finalised on 15th August 2014. A completed report will be presented to the September Committee meeting.

CL08 JONDARYAN AVENUE PEDESTRIAN CROSSING INVESTIGATION

The issue regarding a pedestrian crossing was raised at Council on 27 May 2014 with a request for investigation into options for pedestrian safety in the Jondaryan Avenue – Yambil Street intersection area. Mr Gordon gave a brief history on the pedestrian safety improvements including installation of bollards and pedestrian refuges since the issue was first raised. Recent engineering assessment of the area concludes that a pedestrian crossing or shared zone is not warranted. It was recommended that further safety improvements be made.

RECOMMENDED on the motion of Sergeant Andrews and RMS representative that there be installation of two high visibility pedestrian barriers, at each pedestrian refuge and installation of W6-1 Pedestrian Warning and W8-25 Refuge Island signage.

CL09 ACTION REPORT

The Action Report was reviewed and updated.

08/04/14 - Intersection of Mirrool Branch Canal Road and Kidman Way

Mr Balind advised that Mr Teerman had sent an email request for an update on this issue. The Committee discussed options in regard to increasing safety at the intersection. A request to reduce the speed zone to 80km/h and also to enhance junction signage were suggested.

RMS representative advised that seed funding has been granted for improvement and design work at the intersection. The funding would cover concept designs, investigation and ground work but would not be enough to carry out required works. Commitment from RMS to improve the Mirrool Branch Canal road junction/intersection is sought.

In the interim a request for the speed reduction to 80km/h would be forwarded to the RMS. RMS representative stated that he would contact Council staff and discuss further safety recommendations. Mr Balind to advise Mr Teerman of discussion. It was also advised that a letter had been sent to the nearby property owner advising of the proposed removal of trees.

08/04/14 - TASAC signage

RMS representative provided list of non compliant wineries to Mr Balind. It was explained that any Winery that was not open on Sundays as per requirement of the Tourist Attraction Signposting Assessment Committee (TASAC) were classified as not complying. These wineries included Berton Vineyards, McWilliam's Hanwood Estate, The Winery (formerly Piromit Wines), Warburn Estate, Yarran Wines and Zappacosta Wines. As such RMS advised that the respective TASAC signage associated with those non compliant wineries must be removed.

11/02/14 - Jack McWilliam Road

Supply canal is restricting movement. Discussion was held between Council and Murrumbidgee Irrigation (MI) on 5 August. MI will advise GCC how and when improvements can be made. Item to be removed from Action List.

12/02/13 - Kidman Way

Mr Balind advised that Baiada and McWilliam's entities were working together to achieve the best outcome i.e. developing a Traffic Management Plan for the area.

10/12/13 - Oversize Machinery

Police expressed concern that the National Heavy Vehicle legislation was not clear and allowed conflicting interpretations. RMS to investigate and bring a report back to the next meeting.

CL10 GENERAL BUSINESS

10.1 Griffith Biggest Lap

The Committee was advised that Transport Committee delegates had a meeting with organisers of the Griffith Biggest Lap to ensure safety guidelines were in place. Councillor Curran reported that improvements had been made e.g. set route established, money collection point not on roadways. It is estimated that 500+ vehicles will take part. The Biggest Lap organisers have indicated that once the lap has been completed, this will be the end of the event. It was noted that vehicles may still be driven around but that will be the responsibility of the drivers.

10.2 Citrus Sculptures

A meeting was held between stakeholders to identify pedestrian and traffic safety measures in Banna Ave for the Citrus Sculpture during Festival of Gardens. On resuming the Traffic Committee meeting at Council, several of these recommendations were discussed. A proposed plan is to be drawn up with suitable placing of the sculptures, closed parking areas, barricades and trestles with ropes and flags.

RECOMMENDED on the motion of RMS representative and Sgt Andrews that the Transport Management Plan for the Festival of Gardens be amended and brought back to the Traffic Committee via email (due to time constraint) for authorisation.

10.3 B Double Request

Road Safety Officer informed the Committee that B Double requests have been received. A report will be forthcoming. He advised that the Traffic Committee have looked at these sites previously.

10.4 Stafford Road

Mr Balind advised that Councillor Croce indicated via the Transport Committee that he had been asked for a speed zone review to be conducted on Stafford Road between Kidman Way leading into Murrumbidgee Avenue. The request is for the speed to be reduced from 80 km/h to 60 km/h. This will be referred to the RMS.

10.5 Speed Zone Reviews

RMS representative reported that speed zone reviews were being done for the following roads and they would seek community consultation regarding speed reviews. Amended speed reviews site map will be forwarded to Council. The following roads have been identified for review:

- Holt Road/Overs Road
- Calabria Road
- Griffith to Beelbanger
- Walla Ave
- Wakaden Street (between Whybrow St and Blumer Ave)

10.6 Run & Swim Event - Aquatic Leisure Centre

Mr Balind advised that a 'Run & Swim' event was being organised by staff at the Griffith Aquatic Leisure Centre. Communication had taken place between organisers, himself and Council's Traffic Engineer, Mr Wood on proposed traffic plan. It was recommended that the shared footpaths be utilised for the event.

10.7 McWilliam Road Train Route Request

A road train route request has been received from McNaught's Transport. The route is B double but not adequate for road trains. If exemption were to be given it may encourage other road trains to use which would not be acceptable. McNaught's had been previously refused but request has been resubmitted as they now use a different configuration.

Mr Balind to write to John McNaught advising that RMS deemed the intersection of Doug McWilliam Rd and Kidman Way not appropriate to sustain road trains. RMS advised that advice needed to be sought from the National Heavy Vehicle Regulator on the use of road trains in the area.

CL11 NEXT MEETING

The next meeting of the Traffic Committee is to be held on 9 September 2014 in the Murray Room, Griffith City Council commencing at 10.30 am.

There being no further business the meeting closed the time being 12.50 pm.



**MINUTES OF THE CULTURAL FACILITIES COMMITTEE MEETING HELD IN
THE GRIFFITH CITY LIBRARY ON 18 AUGUST 2014 COMMENCING AT
5.30 PM**

PRESENT

Councillor Mike Neville (Chair), Councillor Doug Curran, Councillor Alison Balind,
Matthew Curley (Community), Patricia Clarke (Community), Ester Hookey
(Stakeholder), Lou Testoni (Stakeholder), Craig Tilston (Stakeholder)

STAFF PRESENT

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

CL01 APOLOGIES

RECOMMENDED on the motion of Ester Hookey and Craig Tilston that apologies be
received from Margaret Couch (Stakeholder), Will Mead (Stakeholder), Councillor Anne
Napoli.

Absent: Michelle Druitt (Stakeholder).

CL02 CONFIRMATION OF PREVIOUS MINUTES

RECOMMENDED on the motion of Craig Tilston and Ester Hookey that the minutes of
the previous meeting held on 26 May 2014, having first been circulated amongst
members, be confirmed.

CL03 BUSINESS ARISING

3.1 Apology

Mrs Clarke noted that she had sent an apology for the last meeting.

3.2 Theatre Carpet

Carpet for the Theatre has been ordered and is on track for January 2015.

CL04 DECLARATIONS OF INTEREST

Craig Tilston declared a non-pecuniary interest for Agenda Items in relation to the Griffith Regional Aquatic Leisure Centre Reason – Family member works at GRALC.

Lou Testoni declared a non-pecuniary interest for Agenda Items in relation to the Griffith Regional Aquatic Leisure Centre Reason – Family member works at GRALC.

Pam Young declared a non-pecuniary interest for Agenda Items in relation to gymnasiums.

CL05 LIBRARY REPORT

Mrs Young presented the Library report.

RECOMMENDED on the motion of Ester Hookey and Patricia Clarke that the report be noted.

CL06 LIBRARY STAFF DEVELOPMENT DAY

Mrs Young gave an overview of the staff development day.

RECOMMENDED on the motion of Councillor Balind and Patricia Clarke that:

- (a) The Library staff development day be held on Tuesday 2 December, 2014 with the Library closing for this day.**
- (b) The public be notified prior to the closure through media release and social media.**

CL07 LIBRARY BUILDING MODIFICATIONS

Mrs Young gave an overview of the proposed building modifications.

RECOMMENDED on the motion of Councillor Balind and Patricia Clarke that the Cultural Facilities Management Committee endorse an investigation into modifications to Griffith City Library to enable full utilisation of the existing site to address current and future growth requirements.

CL08 ART GALLERY REPORT

Ms Magrath gave overview of the report. Ms Boon commented that Ms Magrath had been trying to liaise with the local high schools to meet the art teachers and students but that some of the schools were making it very hard to organise. Courtyard construction has begun with Rotary doing the building. Ms Boon also noted that they were going to try again to fill the Public Programs position.

RECOMMENDED on the motion of Craig Tilston and Ester Hookey that the report be noted.

CL09 GRIFFITH REGIONAL AQUATIC LEISURE CENTRE, MANAGER'S REPORT FOR JUNE JULY 2014

Mr Morrissey gave an overview of the report advising that since the new doors had been installed the air flow through the facility had improved. Mr Morrissey also noted that a BBQ was being installed in new area and that a meeting was organised with engineers regarding play equipment.

Mr Tilston noted that the facility was looking really good and that staff did a great job dealing with the heating issue at GRALC.

RECOMMENDED on the motion of Craig Tilston and Matt Curley that the Committee note the Manager's Report for June and July 2014.

CL10 SWIM SCHOOL REPORT FOR MAY AND JUNE 2014

RECOMMENDED on the motion of Lou Testoni and Craig Tilston that the report be noted.

CL11 CULTURAL FACILITIES FINANCIAL REPORT FOR YEAR ENDED 30 JUNE 2014

Mr Turner gave an overview of Cultural Facilities end of year figures noting that all facilities had done well and management and staff of each facility should be commended.

Councillor Balind asked if a media release was going to be done in regard to the facilities' good trading figures for 2013/14. Mr Turner advised that Council had not yet adopted the full year report.

RECOMMENDED on the motion of Councillor Balind and Patricia Clarke that the Cultural Facilities Management Committee endorse a media release be done showing facilities great figures for 2013/14.

RECOMMENDED on the motion of Councillor Curran and Matt Curley that the Committee note the June 2013/2014 Year-to-date Financial Report for the facilities nominated.

CL12 THEATRE COORDINATOR REPORT

Ms Boon noted that the Theatre had had 7 sell out shows so far. Ms Boon is recruiting for casual staff that can work at both Gallery and Theatre and looking at succession planning for both facilities.

RECOMMENDED on the motion of Lou Testoni and Craig Tilston that the Theatre Coordinator report be noted.

CL13 SOLAR HEATING REPORT

Mr Turner gave an overview of the report regarding installation of solar heating at GRALC.

Mr Tilston asked if this system could be expanded if in long term facilities change with Mr Morrissey advising that it could.

RECOMMENDED on the motion of Lou Testoni and Craig Tilston that:

- (a) Staff complete the evaluation of appropriate solar heating system and providers install a system in the 2014/15 year.**
- (b) Funds be used from the current year's capital expenditure budget.**

CL14 INDIGENOUS AUSTSWIM

The Committee considered a letter in relation to GRALC support in helping indigenous candidates obtain AUSTSWIM qualifications. Funding is through Austswim.

RECOMMENDED on the motion of Councillors Curran and Balind that GRALC support this initiative.

CL15 GENERAL BUSINESS

15.1 Theatre Carpet

Carpet has been ordered as well as seating for refurbishment in January. An EOI will go out to public for the removal of old seats with the contingency being that the seat installers will remove.

15.2 GRALC

Mr Morrissey noted that staff morale at the pool was down after article in today's paper regarding GRALC.

Mr Tilston suggested putting a proposal to the Committee for GRALC and Sureway to join together to upskill disadvantaged job seekers. Sureway to provide funding. Mr Turner advised that this needs to be put in writing and presented to SMT.

CL16 NEXT MEETING

The next meeting of the Cultural Facilities Management Committee is to be held on 22/09/2014 at GRALC at 5.30 pm.

There being no further business the meeting closed the time being 6.39 pm.



**MINUTES OF THE PIONEER PARK MUSEUM COMMITTEE MEETING HELD IN
THE MYALL PARK HALL, GRIFFITH PIONEER PARK MUSEUM ON TUESDAY
26 AUGUST 2014 COMMENCING AT 1.30 PM**

PRESENT

Councillor John Dal Broi (Chair), Councillor Pat Cox, Councillor Dino Zappacosta, June McGrane (Community), Steven Murray (Community), Frank Perosin (Community), Rhonda Romagnolo (Community), Derek Motion (Community) and Carmel La Rocca (Community).

STAFF PRESENT

Director Sustainable Development, Neil Southorn; Pioneer Park Manager, Bernadette Flynn; Pioneer Park Curator, Shirley Norris and Minute Secretary, Marisa Martinello.
Quorum = 7

Councillor Dal Broi welcomed the new Committee Members Carmel La Rocca and Derek Motion.

CL01 APOLOGIES

RECOMMENDED on the motion of Rhonda Romagnolo and June McGrane that apologies be received from Allan Bennett, Gordon McCaw, Harvey Terrazas, Doreen Stephens and Greg Lawrence.

CL02 CONFIRMATION OF PREVIOUS MINUTES

RECOMMENDED on the motion of Steven Murray and Councillor Cox that the minutes of the previous meeting held on 22 July 2014, having first been circulated amongst members, be confirmed, with the following amendment to CL07 third point that the date of the Festival of Gardens event at Pioneer Park is to be held on 18 October 2014 not the 9 October 2014.

CL03 BUSINESS ARISING

3.1 Pioneer Park Website

During discussion on the Financials last meeting an issue was raised regarding the promotion of Pioneer Park on Council's website. Ms Flynn advised the Committee that the website is being updated and she has made contact with Communications Department regarding the updating of the Content Management System.

CL04 DECLARATIONS OF INTEREST

Steven Murray - Less Than Significant Non-Pecuniary Conflict of Interests - General Business 10.1 - Pioneer Park Museum Conservation Building - Make a declaration, stay in the meeting and participate in the debate and vote on the item.

CL05 REVIEW OF TERMS OF REFERENCE

Councillor Dal Broi advised that with the change in the Council's Committee structure it was timely that the Pioneer Park Committee review their Terms of Reference.

Councillor Zappacosta stated his concerns with the Mayor's right to vote. 7.1 Quorum in the Terms of Reference document. ("7. Quorum: 7.1 Minimum number for quorum will be half the above membership plus one (not including the Mayor). (Note: In calculating the initial required quorum when establishing the Terms of Reference, the Mayor will not be taken into account when determining a Quorum as the attendance of the Mayor may vary from Committee to Committee unless appointed to said Committee")

RECOMMENDED on the motion of Councillor Zappacosta and June McGrane that 7.1 of the Terms of Reference be clarified and the amended Terms of Reference be brought back to the next meeting.

CL06 APPLICATION FOR COMMITTEE MEMBERSHIP

There are currently two community membership positions vacant on the Pioneer Park Museum Committee. An application has been received by Mr Charlie Bishop through Council's recently advertised expression of interest to join Council Committees.

RECOMMENDED on the motion of Councillor Zappacosta and Rhonda Romagnolo that the Committee endorse Charlie Bishop's application to become a member of the Pioneer Park Museum Committee.

CL07 BAPTIST CHURCH RESTORATION UPDATE

Ms Flynn advised the Committee that to reduce costs the Committee could employ a contractor on a project as a short term (3 month) council staff member to reduce costs to \$44,000 (from \$54,000 as tabled in July) .

Councillor Dal Broi was against using the funds raised over all the years to put towards wages. This project will need to be re visited. The money raised is to be used for non wages items/projects.

Mr Murray advised that the restoration of the Baptist Church will need to be undertaken soon, as this building is very unstable.

Mr Southorn advised that money confined to a project is to be used as such.

RECOMMENDED on the motion of Councillor Dal Broi and Steven Murray that Mr Southorn come back to the Committee with a project budget that does not use Museum Reserve funds for wages.

SENIOR MANAGEMENT TEAM COMMENT:

It is understood that the Pioneer Park Management Committee have made a commitment of \$33,236 from its accumulated reserve currently held by Council towards the Baptist Church restoration. The revised budget of \$44,000 would require an additional \$11,000 approximately. There are no surplus funds available in the Pioneer Park budget for this project. It will be difficult for an option to be put back to the Committee that does not involve additional commitment from Council.

Councillor Zappacosta asked for Council to assist with the wages to restore the Baptist Church.

Mr Southorn advised that the break down of costs will need to be looked at.

CL08 PIONEER PARK MUSEUM OPERATING STATEMENT FOR JULY 2014

RECOMMENDED on the motion of June McGrane and Steven Murray that the Pioneer Park Operating Statement for July 2014 be noted.

Mr Southorn left the meeting the time being 3.00 pm.

CL09 ACTION REPORT

The Committee reviewed and updated the Action Report.

The Committee agreed that fire breaks need to be put in place and maintained on the boundary.

CL10 GENERAL BUSINESS**10.1 Pioneer Park Museum Conservation Building**

Mr Murray gave a summary of the architectural drawings of the Conservation and Flexible Exhibition Facility for Pioneer Park Museum. This has been prepared with input from the sub-committee and Mrs Norris, Mr Murray, Mrs Romagnolo and Ms Flynn. Mr Terrazas has been appointed as the in-house project manager.

Mr Murray explained that stage one will enable the storage of vehicles, walls, floor, windows and doors in the exhibition area, including the supply of electricity and roofing of the whole facility.

Ms Flynn advised that approval has been given to temporarily relocate nine horse drawn vehicles at Post School Options Yoogali where they can be looked at for significance, assessment and restoration. Two vehicles from the Todd Collection have been accessed and are on site.

Mr Murray is asking the Committee for funds in reserve to add to the \$50,000 bequest (\$105,000 has been raised by the volunteers in an investment fund which has now transferred to a reserve restricted account).

The Committee agreed that a report be brought back to the Committee with a budget with specific costing for the Pioneer Park Museum Conservation Building at the next meeting.

RECOMMENDED on the motion of Councillor Dal Broi and Councillor Cox that \$55,000 be allocated to the Pioneer Park Museum Conservation Building subject to a report from Mr Steven Murray detailing each costing of the building and \$5,000 to be held for the preventative conservation, the total of \$60,000 to be funded from Pioneer Park Museum Reserve.

Mrs Rhonda Romagnolo requested that her voted against the motion be recorded.

SENIOR MANAGEMENT TEAM COMMENT:

Should Council resolve to support the above recommendation, it is understood the following funds are available towards this project. \$50,000 from the Todd Bequest reserve, \$55,000 from the Pioneer Park reserve account. Total funds available for the building project \$105,000. There is yet to be prepared a project budget for the Pioneer Park Museum Conservation Building.

10.2 Salami Festival

Mr Murray asked Mr Perosin if the Salami Festival was successful and asked if the following year the Salami Festival would contribute some money towards Pioneer Park. Mr Perosin advised that not a lot of profit was made after the expenses were paid.

Mrs Romagnolo advised that quite a number of visitors to town came to visit Pioneer Park on the Saturday of the Salami Festival weekend.

Mr Perosin advised that the Italian Museum Committee would wish to continue to have the event at Pioneer Park because of the wonderful atmosphere at the Park.

Councillor Dal Broi asked for the Italian Museum Committee to come back to the Pioneer Park Committee with a proposal for next year.

10.3 Administration Office at Pioneer Park

Mr Perosin asked if it was possible for Mrs Norris to have a phone in her office.

10.4 Mini Action Day - Year 4 Students - Local Government Week

Mrs Martinello advised the Committee that the Volunteers for the Mini Action Day at Pioneer Park had been contacted. Mrs Martinello advised that 8 schools in the area with a total of 308 students will be attending the day. The park will have some activities in action which will be manned by the volunteers with soap making, knitting in the homestead, scone making, history in Taylor Store, demo treadle sewing machine, rice header machinery display, school classroom with the teacher and gramophone display.

CL11 NEXT MEETING

The next meeting of the Pioneer Park Management Committee is to be held on Tuesday 23 September 2014 at Myall Park Hall, Griffith Pioneer Park Museum commencing at 1.30 pm.

There being no further business the meeting closed the time being 3.20 pm.



**MINUTES OF THE MECHANICAL SERVICES WORKSHOP & DEPOT
UPGRADE WORKING GROUP MEETING HELD AT THE COUNCIL DEPOT ON
3 SEPTEMBER 2014 COMMENCING AT 11.30 AM**

PRESENT

Councillor John Dal Broi (Chair), Councillor Paul Rossetto, Councillor Anne Napoli,
Councillor Leon Thorpe

STAFF PRESENT

General Manager, Brett Stonestreet; Director Sustainable Development, Neil Southorn;
Director Infrastructure and Operations, Dallas Bibby; Director Business, Cultural and
Financial Services, Max Turner; Principal Planner Urban Design and Strategic Planning,
Peter Badenhorst; Planning and Environment Manager, Carel Potgieter; Manager of Fleet
& Supply Services, Steve Croxon; Corporate Property Officer, Daphne Bruce; Workshop
Team Leader, Ken Parsons; Technical Support Officer, Binita Shrestha, Minute Secretary,
Leanne Austin.

Quorum = 4

CL01 APOLOGIES

RECOMMENDED on the motion of Councillors Rossetto and Thorpe that apologies be
received from Councillor Doug Curran and Graham Gordon.

CL02 CONFIRMATION OF PREVIOUS MINUTES

RECOMMENDED on the motion of Councillors Thorpe and Rossetto that the minutes
of the previous meeting held on 19 November 2013, having first been circulated
amongst members, be confirmed.

CL03 BUSINESS ARISING

Nil.

CL04 DECLARATIONS OF INTEREST

Nil.

CL05 FINALISE THE TENDER DOCUMENTATION AND RECOMMENDATION FOR COUNCIL TO GO OUT ON PUBLIC TENDER FOR THE CONSTRUCTION OF THE PROPOSED MECHANICAL WORKSHOP

Mr Badenhorst advised that quotes had been received for the demolition of the site and a quotation had been awarded. Contractors will commence demolition next week. Another survey of the site will be obtained following removal of the existing building. More fill may be required than originally planned. The tender document is being prepared by a local firm and is almost complete.

Mr Badenhorst presented plans for the building construction. Stage 1 consists of the ground floor, Stage 2 the mezzanine level. The tender will ask for costings for Stage 1 and Stage 2 as two separate components to allow Stage 2 to be completed at a later date if required.

Phase 1 does not include heating and cooling except for the offices. However, the building will be constructed with colour bond, insulation and metal lining. Mechanical engineers will make provision for the installation of heating and cooling at a later date. If heating and cooling was to be installed during the construction phase, the building would require more insulation and this would be at a significant additional cost.

Mr Badenhorst outlined the costings provided by the quantity surveyor. The budget contains a contingency provision for the project. There are a few areas in the costings where some saving may be achieved.

Mr Bibby enquired if the project qualified for reimbursement of Section 94 funds. Mr Badenhorst advised that there will be a saving if completed by April 2016.

Mr Badenhorst advised that now is a good time to go out to tender as there is not a lot of construction taking place at the moment. Tender documentation will be completed in a few weeks and it is hopeful to complete the tender process and begin construction by January 2015. Construction may take between six to nine months with an estimated completion date of September 2015.

Councillor Rossetto queried the costings for external works. This was clarified by Mr Badenhorst.

Mr Badenhorst advised that furniture from the existing facility will be utilised however there is a small provision in the budget should extra items be required.

Councillor Rossetto enquired if staff had been consulted about the proposed plan, particularly in relation to the location of the toilets. Mr Badenhorst advised the reception/office area needs to be downstairs and the proposed plan is the best option to proceed with.

Mr Badenhorst advised that the quantity surveyor has a lot of experience in costing similar type projects however the figures provided are only an estimate.

Councillor Dal Broi stated that it is imperative to be mindful of the budget and to keep the project within the budget parameters.

Mr Turner enquired if there would be any provision for solar panels and would this be considered to offset energy costs. Mr Badenhorst replied that this is an option which can be looked at in the future.

RECOMMENDED on the motion of Councillors Rossetto and Thorpe that the construction of the mechanical workshop proceed to public tender based on the plans and schedule of works presented to the meeting.

CL06 GENERAL BUSINESS

6.1 Acquisition of Reserve - Murrumbidgee Irrigation

Mr Southorn updated the Committee on the acquisition process for the reserve owned by Murrumbidgee Irrigation.

Mr Stonestreet advised that regardless of the negotiation process, Council will still be able to drain stormwater from the site.

6.2 Tender Process

Mr Southorn advised that the Committee may be required to continue to meet should any change in scope be required and also during the construction process.

Councillor Rossetto enquired if tenders would be advertised locally. Mr Croxon advised that the tender will be lodged with Tenderlink and advertised in the Sydney Morning Herald as per Tender regulations.

CL07 NEXT MEETING

The next meeting of the Mechanical Services Workshop & Depot Upgrade Working Group is to be held advised.

There being no further business the meeting closed the time being 12:13 pm.

ATTACHMENTS

- (a) Plan of Mechanical Workshop (to be provided as a separate addendum)
- (b) Cost estimates (UNDER SEPARATE COVER - provided to Councillors only).

Note Attachment (b) is Confidential in accordance with Section 10A(2)(c) of the Local Government Act 1993, as it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

GRIFFITH CITY COUNCIL
REPORT

SUBJECT: QUESTION TIME

RECOMMENDATION

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

OUTSTANDING ACTION REPORT

FOR THE ORDINARY MEETING OF COUNCIL 9 SEPTEMBER 2014

Council Meeting Date	Meeting Item	Action Officer	CRMS No.	Minute No.	Council Resolution	Additional Information
12 August 2014	CLOSED COUNCIL BUSINESS DEVELOPMENT & MAJOR PROJECTS COMMITTEE MINUTES - CL05 WESTERN RIVERINA INTERMODAL & LOGISTICS FREIGHT HUB	DSD	5158/2014	0262	RESOLVED on the motion of Councillors Balind that the CL05 item of the Business Development and Major Projects Committee be laid on the table.	01/09/2014: The matter to lay on the table until further notice.
12 August 2014	ST PATRICK'S PRIMARY SCHOOL - APPLICATION TO CLOSE AND PURCHASE PART OF THE ROAD RESERVE IN KOOBA STREET, GRIFFITH	(CPO)	5152/2014	0250	(a) Council commence the public notification process associated with the closure of that section of Kooba Street, shown in Attachment (b). (b) Should no submissions be received objecting to the closure of that section of Kooba Street shown in Attachment (b) Council resolve the following: (i) Council delegate authority to the Mayor and General Manager to negotiate an appropriate sale price of the closed road with the Diocese of Wagga Wagga, Catholic Schools Office on behalf of St Patrick's Primary School. (ii) Council apply to the Department	21/08/2014 Advised in writing and via email to applicant Council resolved to proceed with advertising the proposed road closure Kooba St. Advert prepared for Area News Friday 29 August 2014. Letters sent today to adjoining neighbours Kooba St advising of proposed road closure and will receive submissions within 28 days.

OUTSTANDING ACTION REPORT

FOR THE ORDINARY MEETING OF COUNCIL 9 SEPTEMBER 2014

Council Meeting Date	Meeting Item	Action Officer	CRMS No.	Minute No.	Council Resolution	Additional Information
					<p>of Trade & Investment - Crown Lands Division to close that part of Kooba Street shown in Attachment (b).</p> <p>(iii) The Mayor and General Manager be delegated authority to sign all relevant road closure and sale documentation under Council's common seal.</p> <p>(iv) Total costs incurred by Council in closing that part of Kooba Street as identified in attachment (b) to be paid for by Diocese of Wagga Wagga Catholic Schools Office and St Patrick's Primary School in addition to the negotiated sale price.</p> <p>(c) Should submission(s) be received by Council during the public exhibition process a separate report be presented to Council for determination and that recommendation (b) not proceed.</p>	
12 August 2014	SCOUT ASSOCIATION OF NSW BRANCH RELINQUISHMENT OF BUILDING, YENDA SCOUT HALL - WADE PARK, YENDA, CROWN RESERVE 61951	(CPO)	5151/2014	0249	<p>(a) Council accept relinquishment of the Yenda Scout Hall to the control of Council as Trustee of Wade Park, Yenda.</p> <p>(b) Council call for Expression of Interest for the licence of the building formerly known as the Yenda Scout Hall with a further report to Council on</p>	19/08/2014 Scouts Association NSW advised by letter Council accepted relinquishment of the Scout Hall, Wade Park, Yenda. A draft EOI has been prepared for management approval. Applications for funding through the PRMFP are due to open

OUTSTANDING ACTION REPORT

FOR THE ORDINARY MEETING OF COUNCIL 9 SEPTEMBER 2014

Council Meeting Date	Meeting Item	Action Officer	CRMS No.	Minute No.	Council Resolution	Additional Information
					completion of the process. (c) Council as Trustee of Reserve 61951 Wade Park, Yenda lodge an application through the Public Reserves Management Fund Program for funding to assist with the upgrade of the sewer and plumbing services to the former Scout Hall, Wade Park Yenda.	prior to end of August and an application for sewer/plumbing upgrade will be made at that time.
22 July 2014	RESCISSION MOTION - AMENDMENT TO COUNCIL'S ON-SITE DETENTION POLICY NOTICE OF MOTION - DRAFT AMENDMENTS TO ON-SITE DETENTION POLICY	EDAM	4702/2014	0240-0241	RESOLVED on the motion of Councillors Thorpe and Zappacosta that Council rescind Minute Number 0219 from the Ordinary Meeting of Council held 8 July 2014 as follows: <i>CL01 AMENDMENTS TO COUNCIL'S ON-SITE DETENTION POLICY 0219</i> <i>RESOLVED on the motion of Councillors Lancaster and Thorpe that Council decline the proposed amendments to the Council's on site detention policy (CS-CP-404) and rescind its decision to prepare a draft amendment as resolved at the Council Meeting of 11 February 2014.</i> RESOLVED on the motion of Councillors Thorpe and Balind that: (a) The draft amendments to the	31/07/2014: Document has been placed on public exhibition. Comments or submissions will be received up to 4 pm, Friday 29 August 2014. 01/09/2014: No submissions received.

OUTSTANDING ACTION REPORT

FOR THE ORDINARY MEETING OF COUNCIL 9 SEPTEMBER 2014

Council Meeting Date	Meeting Item	Action Officer	CRMS No.	Minute No.	Council Resolution	Additional Information
					On-site Detention Policy - CS-CP-404 as per attachment (a) of the report be placed on public exhibition for 28 days. (b) Following the 28 days exhibition period the amendments be reported back to Council inclusive of any submissions for final adoption.	
22 July 2014	UPDATE ON AMENDMENTS TO THE LOCAL ENVIRONMENTAL PLAN 2014	DSD	4698/2014	0234	RESOLVED on the motion of Councillors Neville and Balind that: (a) Council acknowledge this report meets the requirement to advise Councillors before 30 July of the status of Planning Proposals. (b) Council provide in principle support for the preparation of three Planning Proposals to carry out three rounds of amendments to the Griffith Local Environmental Plan 2014.	04/08/2014: Planning proposals are in preparation. 01/09/2014: Report to Council to adopt Planning Proposal No. 1 being prepared for the 23 September Council Meeting.
8 July 2014	PROPOSAL FOR A GRIFFITH LOCAL ECONOMIC DEVELOPMENT ASSISTANCE PROGRAM	DSD	4321	0216	(a) The draft Griffith City Council Local Economic Development Assistance Program be exhibited for 28 days. (b) Should there be no objections received, the Policy be adopted. (c) Should objections be received, there be a further report to Council.	28/07/14: Policy has been placed on public exhibition until 15 August. 14/08/2014: Minor changes to technical detail in preparation. 01/09/2014: Policy adopted. No further report required.

OUTSTANDING ACTION REPORT

FOR THE ORDINARY MEETING OF COUNCIL 9 SEPTEMBER 2014

Council Meeting Date	Meeting Item	Action Officer	CRMS No.	Minute No.	Council Resolution	Additional Information
					(d) Once adopted, the level and value of development activity be monitored and reported annually to the Business, Development and Major Projects Committee and Council with a view to determining the success of the program and if continuance past the sunset period should be warranted.	
8 July 2014	AMENDMENTS TO GRIFFITH CITY COUNCIL'S ENGINEERING GUIDELINES	EDAM	4325	0220	<p>(a) Council exhibit the draft amendments to the Engineering Guidelines as per attachment A for a period of 28 days,</p> <p>(b) Following the exhibition period should objections be received, these be reported to Council for consideration. Should no objections be received and subject to the adoption of the Sealing of Parking and Manoeuvring Areas Policy as exhibited, that Council adopt the revised Engineering Guidelines.</p>	<p>21/07/2014: Finalised. Engineering Guidelines public exhibition period closes 15 August 2014.</p> <p>14/08/2014: No submissions received.</p> <p>01/09/2014: Guidelines adopted.</p>
8 July 2014	SMMR PTY LTD ATF SMMR UNIT TRUST SUB-LICENCE TO DOM'S MOTORS PTY LTD - PART DRAINAGE RESERVE 159011	CPO	4328	0223	<p>Councillor Lancaster enquired the reason that Council is not charging a licence fee for the road reserve. The question was taken on Notice.</p> <p>RESOLVED on the motion of Councillors Thorpe and Stead that:</p>	<p>28/07/2014: Advice regarding licence fee for road reserve in preparation.</p> <p>14/08/2014: Memo sent to Councillors on 6 August 2014.</p>

OUTSTANDING ACTION REPORT

FOR THE ORDINARY MEETING OF COUNCIL 9 SEPTEMBER 2014

Council Meeting Date	Meeting Item	Action Officer	CRMS No.	Minute No.	Council Resolution	Additional Information
					(a) Council approve the sub-licence of part Drainage Reserve 159011, Lot 7316 DP1156810 by SMMR Pty Ltd ATF SMMR Unit Trust to Dom's Motors Pty Ltd. (b) The term of the sub-licence shall terminate no later than the 30 June 2018 to be consistent with the head licence. (c) The Mayor and General Manager be authorised to sign and seal all documents on behalf of Council if so required.	01/09/2014: Previous statement incorrect. Memo sent to Councillors 01/09/2014.
8 July 2014	REVIEW OF COMMUNITY DONATIONS POLICIES AND BUDGET 2014/15	DSD	4329	0224	<p>(i) Draft amendments to Council Policy FS-CP-601 as contained in Attachment A to this report, including a change in the title of the Policy to Community Grant Program, be exhibited for 28 days and a further report be presented to Council on submissions received.</p> <p>(ii) Policy FS-CP-603 Requests for Financial Assistance for Sporting Achievements and its budget allocation be deleted by incorporating its provisions and budget into the draft Community Grant Program.</p> <p>(iii) Policy FS-CP-604 Requests for Financial Assistance be deleted.</p> <p>(iv) Funding for Fee Rebate to</p>	<p>28/07/2014: Public exhibition period of policies closes 15 August 2014.</p> <p>14/08/2014: Policy to be re-exhibited.</p> <p>01/09/2014: Policy exhibited to 12 September 2014.</p>

OUTSTANDING ACTION REPORT

FOR THE ORDINARY MEETING OF COUNCIL 9 SEPTEMBER 2014

Council Meeting Date	Meeting Item	Action Officer	CRMS No.	Minute No.	Council Resolution	Additional Information
					<p>Community Organisations, Bush Bursary and Graduate Medical Student Program Support be considered under the Community Grant Program.</p> <p>(v) The following charitable organisations be pre-approved to receive funding assistance for the term of the current Council:</p> <p>Organisation Purpose Amount Griffith Town Band Assistance towards conductor fees and purchase of new sheet music. \$7,000 Lifeball Financial support for inter-town Lifeball tournament \$700 Community FM Radio 2MIA To assist with electricity charges - Scenic Hill transmitter \$3,000</p> <p>(vi) The draft Promotion, Advertising and Sponsorship of Events Policy as presented in Attachment F to this report be placed on public exhibition for 28 days and a further report be presented to Council on submissions received.</p> <p>(b) That Policy GC-CP-309 Council Community Partnership Program be deleted (additional recommendation by staff).</p>	

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					(c) In accordance with an amendment to the Motion foreshadowed by Councillor Curran, the following organisations be pre-approved for the 2014/15 budget with the Community Grant Program budget as the source of funds. Organisation Purpose Amount Rotary Club of South Wagga Circus Quircus; activity for needy children from Griffith \$550 Southern Sports Academy Support for two participants from Griffith \$400 Rotary Club of Griffith East Police Officer of the Year Award Dinner Dance \$1,500 Snowy Hydro Southcare Emergency evacuation helicopter \$1000 NSW TAFE Riverina Institute Graduation Award \$150 Griffith Business Chamber Outstanding Business Awards \$2,000.	
8 July 2014	MINUTES OF THE FLOODPLAIN MANAGEMENT COMMITTEE MEETING ON 19 JUNE 2014	EDAM	4334	0227	RESOLVED on the motion of Councillors Zappacosta and Thorpe that the minutes from the Floodplain Management Committee meeting held on 19 June 2014, having first been circulated amongst members, be adopted.	24/07/2014: Main Drain J and Mirrool Creek Flood Study placed on public exhibition 18 Jul – 15 Aug. 14/08/2014: 4 submissions received and forwarded to consultants for consideration. 01/09/2014: Meeting to be held 18 September at 1 pm.

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24 June 2014	EXHIBITION OF DRAFT POLICY SEALING OF CAR PARK AND MANOEUVRING AREAS	DSD	4076/2014	0200	<p>RESOLVED on the motion of Councillors Neville and Lancaster that:</p> <p>(a) Council exhibit the draft Sealing of Car Park and Manoeuvring Areas Policy for 28 days.</p> <p>(b) If there are no submissions received objecting to the Policy and no other significant changes required, the Policy be adopted by Council as exhibited.</p> <p>(c) If there are submissions objecting to the Policy or significant changes required, a further report be presented to Council.</p>	<p>09/07/2014: On exhibition until 1 August 2014.</p> <p>14/08/2014: Minor changes to technical detail in preparation. No submissions received.</p> <p>01/09/2014: Policy adopted. Policy to be uploaded to web.</p>
10 June 2014	NOTICE OF MOTION - COUNCILLOR ROSSETTO	GM	3745/2014	0193	<p>RESOLVED on the motion of Councillors Rossetto and Stead that:</p> <p>Council write to the Local Member of Parliament, the Hon. Adrian Piccoli MP, Griffith LAC Crime Prevention Unit, Griffith Business Chamber, Griffith Liquor Accord, Griffith City Taxis, Youth Off The Streets Fr Chris Riley and other stakeholder organisations inviting them to a Council convened workshop forum for the purpose of:</p> <p>(a) (i) updating Council on recent</p>	<p>20/6/2014: Noted</p> <p>1407/2014: Contacted office of Adrian Piccoli, awaiting notification of a suitable date.</p> <p>14/08/2014: Date has been set for 4 September 2014.</p>

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					<p>amendments to the Crimes Act and (ii) divisions of the Crimes Act and associated legislation that still need amending;</p> <p>(b) (i) reviewing current strategies dealing with malicious assaults within Griffith and</p> <p>(ii) discussing the implementation and support of additional crime prevention strategies in the Griffith LGA; for the purpose of assisting Council develop and implement its L.1.2 "Hands Off Griffith Community Crime Plan" mentioned on page 16 of Council's Strategic Plan.</p>	
13 May 2014	REVIEW OF MOTOR VEHICLE POLICIES - INTERNAL AUDIT REPORT	MES	3258/2014	0158	<p>RESOLVED on the motion of Councillors Neville and Thorpe that:</p> <p>(a) The 'Review of Motor Vehicle Policies' Internal Audit report be adopted in principle and that the report be referred to the Consultative Committee and Senior Management Team for preparation of Draft Motor Vehicle Policies.</p> <p>(b) These draft revised policies will be reported to Council for consideration.</p>	<p>02/06/2014: Referred to Council's Fleet Manager to review policies and provide to SMT.</p> <p>29/07/2014: To be workshopped 19 August. Report to Council 9 Sept.</p> <p>14/08/2014: To be workshopped 2 September 2014.</p>
13 May 2014	FINANCIAL ASSISTANCE REQUEST	DBCF	3253/2014	0151	RESOLVED on the motion of Councillors Zappacosta and Balind	02/06/2014: Council has written to the Society twice and met with

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	FROM THE GURDWARA SINGH SABHA SOCIETY, GRIFFITH RE SIKH TEMPLE				<p>that:</p> <p>Council note the submission received and progress with the outstanding recommendations from the meeting on the 11 March 2014, namely to:</p> <p>(a) Provide a loan to the Gurdwara Singh Sabha Society, Griffith to the maximum amount of \$250,000 at 3% interest per annum over a period of 10 years.</p> <p>(b) Arrange for appropriate security to be provided on the loan by the Gurdwara Singh Sabha Society, Griffith, and</p> <p>(c) Assist the Gurdwara Singh Sabha Society, Griffith with other development issues including liaising with Murrumbidgee Irrigation and other matters pertaining to a proposed function at the Temple during construction.</p>	2 representatives on 13 May. Council is awaiting further details from the Society before the matter can be progressed.
8 Apr 2014	GRIFFITH REGIONAL AQUATIC LEISURE CENTRE REPORT	DBCF	2437/2014	0111	<p>(a) Council adopt in principle the Griffith Regional Aquatic Leisure Centre options report as prepared by Tredwell Management Services and RPM & Associates.</p> <p>(b) Council undertake a comprehensive community consultation process based on the Tredwell and RPM options report to;</p>	05/05/2014: Community Engagement Process has commenced. One Committee workshop held today. A further community workshop is scheduled for 29 May and 6 June. Draft Community Survey being developed for future circulation.

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					<p>(i) obtain community feedback on the preferred management structure for GRALC in the future, and</p> <p>(ii) obtain community feedback on the type, scope, timing and cost of any future development of the facility.</p> <p>(c) Council adopt the draft GRALC Community Engagement Plan (as attached) and commences the consultation process.</p> <p>(d) A further report be prepared for Council, no later than 31 July 2014 on the various options after taking into account the submissions and feedback from the community and the Consultant's report.</p> <p>Councillor Balind queried why the recommendation was to hold the public forum at the Griffith City Library and not at GRALC. Mr Turner advised that staff would have no issue changing the venue to GRALC.</p>	<p>16/06/2014: Further session to be held 26 June 2014. Submissions from the public by 7 July and report to be presented end July.</p> <p>30/06/2014: Report to be compiled after end of submission period (7 July) and Council Workshop (29 July).</p> <p>04/08/2014: Report under preparation for Council Meeting 26 Aug.</p> <p>01/09/2014: Council resolution 26 August 2014. Council resolved to seek EOIs.</p>
8 Apr 2014	REVIEW OF SERVICES - GRIFFITH CITY COUNCIL	GM	2438/2014	0112	<p>(a) Council endorse in principle the 'Review of Council Readiness for Best Value Reviews' Report inclusive of recommendations contained therein, subject to any amendments as determined by Council</p>	<p>05/05/2014: Customer Focus Service review scheduled to commence prior to 30 June.</p> <p>General Manager's report regarding implementation of various recommendations to be</p>

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					<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 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.</p>	<p>prepared in conjunction with Customer Focus Review.</p> <p>30/06/2014: Report being presented to meeting of 8 July.</p> <p>14/07/2014: Implementation plan adopted by Council 8 July 2014.</p> <p>28/07/2014: Blackadder & Associates on site to commence customer focus review 13 August.</p> <p>14/08/2014: Customer focus review commenced.</p> <p>01/09/2014: Report to Council by February 2015.</p>

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					These two reviews will not result in outsourcing of these services provided performance is better or comparable to DLG benchmarks.	
8 Apr 2014	NOTICE OF MOTION - GRIFFITH POUND - EOI FOR ANIMAL HOLDING FACILITY	MES	2439/2014	0117	<p>Griffith City Council seek expressions of interest (EOI) submissions from interested and experienced parties for the provisions of an animal holding facility at Griffith.</p> <p>The EOI is an opportunity for parties who are able to provide facilities, or wish to lease facilities provided by Council, for keeping of dogs and cats that are surrendered to or impounded by Council.</p> <p>The services required may include, but is not limited to one or more of the following:</p> <ol style="list-style-type: none"> 1. Accept impounded companion animals from Council Officers and members of the public. 2. Assist Council Officers with microchipping procedures as required. 3. Be responsible for the safe keeping, security, feeding, watering and shelter of impounded animals. 4. Release animals within agreed 	<p>05/05/2014: Item being presented to the General Facilities Meeting to be held 06 May 2014.</p> <p>19/05/2014: presented to meeting and EOI approved to be advertised.</p> <p>02/06/2014: EOI to be advertised in the next week or so.</p> <p>16/06/2014: To be advertised Friday 20 June 2014.</p> <p>14/07/2014: EOI closed Friday 11 July 2014. No Expression of Interests have been received.</p> <p>14/07/2014: Concept design referred to draft standard design.</p> <p>04/08/2014: Require access to Draft Guidelines for Council Pounds document, which is not yet released to ensure compliance.</p>

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					<p>hours.</p> <p>5. Assist Council Officers with euthanizing procedures as required.</p> <p>The expression of interest process could proceed in the short term with a view to any expressions of interests being considered during the design phase of Council's impounding facility for companion animals. In accordance with resolution 0092, Council staff will conduct the proposed expression of interest process via the General Facilities Management Committee.</p>	01/09/2014: Planning process progressing. Timeline to be prepared. Site visit to Wagga facility organised.
11 Mar 2014	CLOSED COUNCIL - GENERAL BUSINESS - SIGNIFICANT SERVICE TO THE COMMUNITY - CIVIC RECOGNITION	MES	1721/2014	0078	RESOLVED on the motion of Councillors Neville and Rossetto that Council bestow an award of civic recognition to a member of the Griffith Local Government Area community.	31/3/2014: Awaiting relevant information to be forthcoming.
23 Jul 2013	OPTIONS FOR THE DELIVERY OF MECHANICAL SERVICES TO GRIFFITH CITY COUNCIL	DSD	10366732	0239	<p>(a) Council construct a stand alone workshop on appropriate land and defer full redevelopment of the existing depot as the preferred option for continuation of mechanical and fabrication services.</p> <p>(b) Suitable accommodation to be made for the fuel supply.</p> <p>(c) Council consider a further report</p>	<p>05/08/2013: Due diligence of alternative sites under way. TORS for Working Group to be circulated.</p> <p>18/09/2013: Action: Finalised, Completed. Finalised CRMS as per SMT 16/09/13. Working Group has commenced operations. Proceeding with</p>

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					<p>on the recommended means to implement part (a).</p> <p>(d) A Working Group of Council be established to guide the planning, design and construction of the facility.</p> <p>(e) Further redevelopment of the Depot site and costings for the implementation of the same; be subject to a further report to Council.</p>	<p>acquisition of land. Minutes of Working Group to be submitted to Council.</p> <p>14/10/2013: Meeting scheduled for 16 October 2013 at 1 pm.</p> <p>15/11/2013: Next meeting scheduled for 19 November at 1 pm.</p> <p>06/01/2014: Concept Plans approved and endorsed for DA documentation at 10 Dec 2013 Council Meeting.</p> <p>17/03/2014: DA has been lodged.</p> <p>05/05/2014: Awaiting DA determination.</p> <p>19/05/2014: DA approved with conditions. Detailed design to be prepared.</p> <p>02/06/2014: Local contractor appointed for detailed design. Council staff meeting fortnightly with that team.</p> <p>04/08/2014: First draft of detailed plans with QS.</p> <p>14/08/2014: No date set for next working group meeting.</p>

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						Awaiting documentation. 01/09/2014: Working Group meeting 3 September 2014.
23 Jul 2013	NOTICE OF MOTION - COOPER ROAD	DIO	10367017	0243	(a) Council approve the allocation of \$11,500 towards the re-sheeting (gravel) and grading of Cooper Road. (b) Council investigates the drainage concerns of Cooper Road residents and prepare a report with options on the drainage problem for the consideration of Councillors. (c) Council add Cooper Road to the list of priority roads to be sealed as soon as funds become available.	05/08/2013: Site inspection scheduled. Surveys under way. Report to Council identifying any issues and full cost update. 19/08/2013: Cooper Road is a priority listing for road sealing. 16/09/2013 Update: (b) Drainage being investigated and report is being prepared. 30/09/2013: To be discussed at the next Councillor Workshop 15/10/2013. 18/11/2013: Gravel sheeting/stabilising works are scheduled for 21/11/ 2013. 06/01/2014: Gravel resheeting /stabilising works completed. Drainage issue investigations continuing. 05/0520/14: Cooper Road drainage surveyed and listed for design program. Design for completion by 31 October 2014 for consideration with other

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						capital projects in 2015/16 budget.