



## Ordinary Meeting

# BUSINESS PAPER

**Tuesday, 12 June 2018 at 7:00 pm**

Griffith City Council Chambers  
1 Benerembah Street, GRIFFITH NSW 2680  
Phone: (02) 6962 8100 Fax (02) 6962 7161  
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## COUNCILLORS

John Dal Broi (Mayor)  
Simon Croce  
Doug Curran  
Deb Longhurst  
Eddy Mardon  
Rina Mercuri  
Anne Napoli  
Mike Neville  
Brian Simpson  
Paul Snaidero  
Christine Stead  
Dino Zappacosta

[idalbroi@griffith.com.au](mailto:idalbroi@griffith.com.au)  
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## MEMBERS OF THE PUBLIC CAN ADDRESS COUNCIL IN THE FOLLOWING WAYS

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

### Addressing the Council on Business Paper matters

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

### Notice of Motion via Councillor

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

### Petition

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

### Customer Request Management system

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

### Direct correspondence to the General Manager

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

# REPORT AUTHORS AND AREAS OF RESPONSIBILITY

## Senior Management Team

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

Brett Stonestreet  
Shireen Donaldson  
Shireen Donaldson  
Max Turner  
Phil King  
Phil Harding  
Graham Gordon

## Executive Services

Governance Coordinator  
Compliance Coordinator  
HR & Risk Manager  
Workforce Planning Manager

Wendy Krzus  
Anthony Napoli  
Kylie Carusi  
Nick DeMartin

## Business, Cultural & Financial Services

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

Vanessa Edwards  
Andrew Keith  
Karen Tagliapietra  
Raina Savage  
Alan Anderson  
Katherine Elliott  
Joanne Savage  
Wendy Vaccari

## Infrastructure & Operations

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

Manjit Chugha  
Shree Shrestha  
Peter Craig  
Bob Campbell  
Steve Croxon

## Sustainable Development

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

Carel Potgieter  
Steven Parisotto  
Linden Favero  
Pete Badenhorst  
Nathan Farnell  
Fiona de Wit  
Daphne Bruce  
Vacant  
Anthea Crack  
Peta Dummett

## Utilities

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

Joe Rizzo  
John Roser  
Vacant

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**ORDINARY MEETING OF GRIFFITH CITY COUNCIL  
TO BE HELD IN GRIFFITH CITY COUNCIL CHAMBERS ON  
TUESDAY, 12 JUNE 2018 AT 7:00 PM**

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### MEETING NOTICE

Notice is hereby given that an Ordinary Meeting of Council will be held in the Griffith City Council Chambers, 1 Benerembah Street, GRIFFITH NSW 2680 on **Tuesday, 12 June 2018**.

Persons in the gallery are advised that the proceedings of the meeting will be recorded for the purpose of ensuring the accuracy of the Minutes.

Griffith City Council now supplies broadcast and on-demand audio of Ordinary Meetings of Council which may be broadcast via local media and an audio version of the Council Meeting is available on the Council website which can be listened to on a mobile device or PC.

Persons attending a Council meeting consent to the possibility that their voice may be broadcast to the public. Audio of Council Meetings cannot be copied, recorded, reproduced, reused or transmitted without the prior written consent of the General Manager.

Under the Local Government Act 1993, no other recording is permitted without the authority of the Council or Committee. Recording includes a video camera and any electronic device capable of recording speech.

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

The agenda for the meeting is:

- 1 Council Prayer and Acknowledgment of Country
  - 2 Apologies and Requests for Leave of Absence
  - 3 Confirmation of Minutes
  - 4 Business Arising
  - 5 Declarations of Interest
  - 6 Presentations
    - p12 Floodplain Management Australia Award
  - 7 Mayoral Minutes
  - 8 General Manager's Report
- CL01 p13 Making of Rates and Charges for the Period 1 July 2018 to 30 June 2019

CL02	p23	Country Universities Centre
CL03	p44	Adoption of Delivery Program 2017/18 - 2020/21 Incorporating the Operational Plan (Budget) 2018/19 Along with the Draft 10 Year Long Term Financial Plan 2018/19 - 2027/28
CL04	p62	Park Renaming - Haines Park
CL05	p73	Adoption of Strategic Business Plan for Water Supply and Sewerage Services
CL06	p77	Road Naming - Willandra Gardens - Amended Road Layout
CL07	p85	Consolidation of Land - Jensen Road Works Depot
CL08	p88	Adoption of Draft Infrastructure & Operations Directorate's Public Policies
CL09	p137	Transfer of Licence Agreement over Areas 3 & 4 Dalton Park - N.R. & F.C Kelly to Tony & Anna Zorzanello
CL10	p142	Review of Information Guide
CL11	p167	Formation of Rose Garden Working Group
9	Information Reports	
CL12	p172	Investments at 30 April 2018
CL13	p176	Councillor Workshops Held Externally to the Council Chambers
10	Adoption of Committee Minutes	
	p179	Minutes of the Disability Inclusion & Access Committee Meeting held on 22 May 2018
	p182	Minutes of the Floodplain Management Committee Meeting held on 15 May 2018
	p199	Minutes of the Tourism and Events Committee Meeting held on 17 May 2018
	p206	Minutes of the Communities Committee Meeting held on 15 May 2018
	p212	Minutes of the Traffic Committee Meeting held on 8 May 2018
	p217	Minutes of the Transport Committee Meeting held on 16 April 2018
11	Business with Notice – Rescission Motions	
12	Business with Notice – Other Motions	
13	Councillor Question Time	
14	Outstanding Action Report	
	p220	Outstanding Action Report

15 Matters to be dealt with by Closed Council

- CC01 Expression of Interest - Purchase Lake Wyangan Properties
- information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business 10A(2) (c)
- CC02 Griffith to Melbourne Air Service
- information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business 10A(2) (c)
  - 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 10A(2) (d)
- CC03 Tender 12-17/18 Construction of Proposed Concrete Storage Bays
- information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business 10A(2) (c)

**Brett Stonestreet**

**GENERAL MANAGER**

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## ORDINARY MEETING OF GRIFFITH CITY COUNCIL HELD ON TUESDAY, 22 MAY 2018 COMMENCING AT 7:01 PM

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### **PRESENT**

Councillor Dino Zappacosta in the Chair; Councillors, Simon Croce, Doug Curran, Deb Longhurst, Eddy Mardon, Rina Mercuri, Anne Napoli, Brian Simpson, Paul Snaidero, and Christine Stead

### **STAFF**

General Manager, Brett Stonestreet, Manager Executive Services, Shireen Donaldson, Director Utilities, Phil King, Director Business, Cultural & Financial Services, Max Turner, Acting Director Sustainable Development, Phil Harding and Minute Secretary, Naomi Brugger

### **MEDIA**

Jessica Coates, The Area News

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

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

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

18/154

**RESOLVED** on the motion of Councillors Doug Curran and Simon Croce that apologies be received from Councillor John Dal Broi, Councillor Mike Neville and Mr Graham Gordon.

The Acting Mayor, Councillor Dino Zappacosta invited the General Manager, Mr Brett Stonestreet to formally introduce the successful applications for the two Director roles, being Director Economic and Organisational Development, and Director Sustainable Development.

Mr Stonestreet welcomed Mrs Shireen Donaldson to the role of Director Economic and Organisational Development, and Mr Phil Harding to the role of Director Sustainable Development. Councillor Zappacosta also welcomed Mrs Donaldson and Mr Harding on behalf of the Council.

### **3 CONFIRMATION OF MINUTES**

18/155

**RESOLVED** on the motion of Councillors Christine Stead and Deb Longhurst that the minutes of the Ordinary Meeting of Council held on 8 May 2018, having first been circulated amongst all members of Council, be confirmed.

#### **4 BUSINESS ARISING**

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

##### **Pecuniary Interests**

There were no pecuniary interests declared.

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

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

Councillor Paul Snaidero

CL01 - Lease Agreement Over Part Mansell Road, Hanwood With James Snaidero And Deborah Korden

Reason – The clause related to a member of Councillor Snaidero's family.

##### **Less Than Significant Non-Pecuniary Interests**

There were no significant non-pecuniary interests declared.

#### **6 PRESENTATIONS**

Nil

#### **7 MAYORAL MINUTES**

Nil

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

Councillor Paul Snaidero left the meeting having declared a pecuniary / significant non-pecuniary interest, the time being 7.06pm

##### **CL01 LEASE AGREEMENT OVER PART MANSELL ROAD, HANWOOD WITH JAMES SNAIDERO AND DEBORAH KORDEN**

18/156

**RESOLVED** on the motion of Councillors Simon Croce and Christine Stead that:

- (a) Council enter into a lease agreement with James Paul Snaidero and Deborah Louise Korden over part Mansell Road adjoining Lot 425 DP 751709 for a term of five (5) years commencing 1 May 2018.
- (b) James Paul Snaidero and Deborah Louise Korden pay all applicable costs and charges associated with the preparation of the lease agreement together with Council's Administration Fee of \$394.00.
- (c) The lease fee be charged in accordance with Council's adopted Revenue Policy, currently \$127.00 (minimum) per hectare for the 2017/2018 financial year, in addition to rates and charges.
- (d) Council authorise the Mayor and General Manager to execute the lease agreement on behalf of Council under the Common Seal.

Councillor Paul Snaidero returned to the meeting at 7.07pm.

**CL02 TRANSFER OF LICENCE AGREEMENT OVER ROAD RESERVE ADJOINING 188 WAKADEN STREET, GRIFFITH**

18/157

**RESOLVED** on the motion of Councillors Rina Mercuri and Doug Curran that:

- (a) Council approve the transfer of the licence agreement for 6 car parking spaces adjoining 188 Wakaden Street from Jeffrey John Kirkman and Linda Victoria Kirkman to Luke Benjamin Kirkman and Petina Rose Kirkman as of 16 February 2018.
- (b) Luke Benjamin Kirkman and Petina Rose Kirkman pay all applicable costs and charges associated with the preparation of the transfer of licence document together with Council's Administration Fee of \$394.
- (c) The licence fee be charged in accordance with Council's adopted Revenue Policy, currently \$52 per car space per annum for the 2017/18 financial year, in addition to rates and charges.
- (d) Council authorise the Mayor and General Manager to execute the transfer document on behalf of Council under the Common Seal if required.

**CL03 THIRD QUARTER PERFORMANCE REPORT 2017/18 - BUDGET REVIEW AND OPERATIONAL PLAN**

18/158

**RESOLVED** on the motion of Councillors Christine Stead and Simon Croce that:

- (a) Council note the variations to the 2017/18 original budget for the quarter ended 31 March 2018 as presented in this report.
- (b) The Financial Review and any additional approved variations for the quarter ended 31 March 2018 be adopted.
- (c) Council adopt the 31 March 2018 Operational Plan Review advising the extent to which the Operational Plan Actions (Performance Indicators) have been achieved.

**9 INFORMATION REPORTS**

Nil

**10 ADOPTION OF COMMITTEE MINUTES**

**MINUTES OF THE LAKE WYANGAN & CATCHMENT MANAGEMENT COMMITTEE MEETING HELD ON 1 MAY 2018**

18/159

**RESOLVED** on the motion of Councillors Brian Simpson and Paul Snaidero that the recommendations as detailed in the Minutes of the Lake Wyangan & Catchment

Management Committee meeting held on 1 May 2018 be adopted.

## **11 BUSINESS WITH NOTICE – RESCISSION MOTIONS**

Nil

## **12 BUSINESS WITH NOTICE – OTHER MOTIONS**

Nil

## **13 COUNCILLOR QUESTION TIME**

**Councillor Doug Curran asked the following question:**

**Has Council been contacted in regards to the possibility of a public meeting in regards to the old Nurses Quarters?**

Mr Stonestreet advised that an invitation was received to attend a public meeting held at Griffith Base Hospital. However he had not been contacted to assist with arranging a public meeting. He could not confirm if the Mayor had been contacted adding he would not be able to coordinate such a meeting without a resolution from Council.

Mr Curran noted that he attended a Rally on Monday 21 May 2018 and it was mentioned that Member for Murray, The Hon. Austin Evans would be contacting Council in order to coordinate a public meeting, with it being suggested Griffith Regional Theatre would be suitable, and that it would be organised through the Office of Austin Evans.

**Councillor Paul Snaidero asked the following question/s:**

**To the GM, given the current demand for residential land, could a report be prepared on the amount of land allotments that currently do not qualify for a dwelling entitlement within the city.**

Mr Stonestreet advised that he would make arrangements for a report to be prepared and presented to Council.

**To the GM, given the considerable community concern on the proposed demolition of the GBH Nurses Quarters, can it be organised for Councillors to visit the building to assist in forming their own views on the future of the building.**

Mr Stonestreet advised that the Nurses Quarters is owned by the State Government and a formal request could be sent through to NSW Health, however a resolution of Council would be required.

18/160

**RESOLVED** on the motion of Councillors Anne Napoli and Brian Simpson that the General Manager contact the State Government (NSW Health) to make arrangements for Councillors and Senior Staff to inspect the Nurses Quarters located on the grounds of Griffith Base Hospital.

**I have an enquiry about the ability to access the 2016/17 Council Annual Report on**

**Council's website. Can this be rectified?**

Manager Executive Services advised that when staff were notified it was rectified immediately, adding that during a recent upgrade the eBook links had changed and needed to be reloaded to the site.

**At the previous Council workshop information was supplied that concerned Councillors, as to the amounts debited to individual Councillor Expenses. Could a report be prepared showing all individual Councillor Expenses, including the Mayoral credit card?**

Mr Stonestreet advised that as of the 2018/19 Financial Year, Councillors will have individualised expense accounts and reports would be provided quarterly. Mr Stonestreet added that the information provided during the Councillor Workshop was a 'screen dump' rather than an in depth report and in order to provide individual reports for the 2017/18 Financial Year, significant resources would be required and with that in mind, it would be best to start the individual reports as planned as from 1 July 2018.

**14 OUTSTANDING ACTION REPORT**

**OUTSTANDING ACTION REPORT**

18/161

**RESOLVED** on the motion of Councillors Doug Curran and Rina Mercuri that the report be noted.

**15 MATTERS TO BE DEALT WITH BY CLOSED COUNCIL**

Nil

There being no further business the meeting terminated at 7.31pm.

Confirmed: .....

CHAIRPERSON

**TITLE**            **Floodplain Management Australia Award**

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**SUMMARY**

At the Floodplain Management Australia Conference held from 29 May – 1 June 2018, Griffith City Council was awarded a Special Commendation for the 'Flood Risk Management Project of the Year' as part of the FMA NRMA Insurance Excellence Awards.

The Special Commendation relates to Council's work in "Installing First Flood Warning System in the Mirrool Creek Catchment".

**RECOMMENDATION**

**Standing Orders be suspended to allow the presentation from Graham Gordon, Director Utilities.**

**CLAUSE**      **CL01**

**TITLE**            **Making of Rates and Charges for the Period 1 July 2018 to 30 June 2019**

**FROM**            **Vanessa Edwards, Finance Manager**

**TRIM REF**      **18/36845**

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### **SUMMARY**

Following the adoption by the Council of the 2018/2019 Operational Plan, Council is to formally make the ordinary rates and charges for the period 1 July 2018 to 30 June 2019.

### **RECOMMENDATION**

**(a)      Levying of Ordinary Rates and Charges for 2018/2019 Ordinary Rates.**

**(i)      That Council, having adopted its Operational Plan for the year commencing 1 July 2018 and after giving public notice in accordance with Section 532 of the Local Government Act, 1993 of its draft Operational Plan for the year commencing 1 July 2018 and after considering submissions concerning that Plan in accordance with Section 494 of the Local Government Act, 1993 hereby resolve to make and levy an Ordinary Rate consisting of a base amount percentage (minimum charge) and also an ad valorem rate for the residential, farmland and business categories of all rateable land in the Local Government Area as per the following differential rating mix per category:**

- Residential - 35% base amount / 65% ad valorem amount levied**
- Business - 15% base amount / 85% ad valorem amount levied**
- Farmland - 14% base amount / 86% ad valorem amount levied**
- Farmland - Irrigable Intensive - 27% base amount / 73% ad valorem amount levied**

**(ii)     The percentage and dollar value of the base amount payable by the making and levying of an ordinary rate for the residential, farmland and business categories is calculated to produce the following minimum base amounts of the total ordinary rate levy:**

- Residential - 35% base amount / \$365.50 per rateable assessment**
- Business - 15% base amount / \$402.80 per rateable assessment**
- Farmland - 14% base amount / \$394.20 per rateable assessment**
- Farmland - Irrigable Intensive - 27% base amount / \$1,053.35 per rateable assessment**

**(iii)    An ad valorem amount for the various rating categories, including residential, farmland and business categories for all rateable land within**

**the City for an ordinary rate commencing 1 July 2018 according to the following amounts;**

- **Residential (65% ad valorem rate) resulting in a dollar value of zero point zero zero six six three zero (\$0.006630) cents in the dollar applied to the land value for all rateable lands within the residential category in the City based upon the land value at a base valuation date of 1 July 2016.**
  - **Business (85% ad valorem rate) resulting in a dollar value of zero point zero zero eight eight three four (\$0.008834) cents in the dollar applied to the land value for all rateable lands within the residential category in the City based upon the land value at a base valuation date of 1 July 2016.**
  - **Farmland (86% ad valorem rate) resulting in a dollar value of zero point zero zero seven six eight two (\$0.007682) cents in the dollar applied to the land value for all rateable lands within the farmland category in the City based upon the land value at a base valuation date of 1 July 2016.**
  - **Farmland - Irrigable Intensive (73% ad valorem rate) resulting in a dollar value of zero point zero zero nine zero one eight (\$0.009018) cents in the dollar applied to the land value for all rateable lands within the farmland (irrigable intensive) category in the City based upon the land value at a base valuation date of 1 July 2016.**
- (b) That Council, having adopted its Operational Plan for the year commencing 1 July 2018 and after giving public notice in accordance with Section 496(A) of the Local Government Act, 1993 and after considering submissions concerning that Plan, hereby resolve to make and levy a charge of \$25 per residential and business assessment and \$12.50 per residential Strata title assessment and \$5 per business Strata assessment in the urban area for the provision of Urban Stormwater Management Services.**
- (c) Waste Management Charges for 2018/2019.**
- (i) That whereas the Council has adopted the Operational Plan for the period commencing 1 July 2018 to 30 June 2019 it hereby resolves to make and levy, in accordance with Section 496 of the Local Government Act, 1993, a charge of three hundred and eleven dollars (\$311.00) for the provision of domestic waste management services for each residence for which the service is available within the City and surrounding villages. Such charge to provide for the removal on a once per week basis of waste contained in one 240 litre mobile garbage bin from each separate occupancy, whether rateable or not.**
  - (ii) That whereas the Council has adopted the Operational Plan for the period commencing 1 July 2018 to 30 June 2019 it hereby resolves to make and levy, in accordance with Section 496 of the Local Government Act, 1993, a domestic waste service charge in respect of vacant residential land an annual charge of thirty nine dollars (\$39.00) per assessment.**
  - (iii) That whereas the Council has adopted the Operational Plan for the period commencing 1 July 2018 to 30 June 2019 it hereby resolves to make and levy, in accordance with Section 496 of the Local Government Act, 1993, a charge of one hundred and forty one dollars (\$141.00) for the provision of**

**domestic waste recycling collection services for each residence for which the service is available within the City and surrounding villages. Such charge to provide for the removal on a once per fortnight basis of recyclable waste contained in one 240 litre mobile garbage bin from each separate occupancy, whether rateable or not. For any new assessments for the service, the charge will only become effective upon the commencement of the service and will be charged on a pro-rata basis.**

- (iv) That whereas the Council has adopted the Operational Plan for the period commencing 1 July 2018 to 30 June 2019 it hereby resolves to make and levy, in accordance with Section 501 of the Local Government Act, 1993, a charge of five hundred and forty seven dollars (\$547.00) per requested service for the year commencing 1 July 2018 for the provision of waste management services for each non-residential property for which the service is utilised within the City. Such a charge to provide the removal as requested on a once per week basis of waste contained in one 240 litre mobile garbage bin from each separate occupancy, whether rateable or not.**
  - (v) That whereas the Council has adopted the Operational Plan for the period commencing 1 July 2018 to 30 June 2019 it hereby resolves to make and levy, in accordance with Section 501 of the Local Government Act, 1993, a charge of one thousand three hundred and ninety six dollars (\$1,396.00) per requested service for the year commencing 1 July 2018 for the provision of waste management services for each non-residential property for which the service is utilised within the City. Such charge to provide for the removal as requested on a once per week basis of garbage contained in a 660 litre mobile garbage bin from each occupancy, whether rateable or not.**
  - (vi) That whereas the Council has adopted the Operational Plan for the period commencing 1 July 2018 to 30 June 2019 it hereby resolves to make and levy, in accordance with Section 501 of the Local Government Act, 1993, a charge of two thousand three hundred and eleven dollars (\$2,311.00) per requested service for the year commencing 1 July 2018 for the provision of waste management services for each non-residential property for which the service is utilised within the City. Such charge to provide for the removal as requested on a once per week basis of garbage contained in an 1,100 litre mobile garbage bin from each occupancy, whether rateable or not.**
  - (vii) That whereas the Council has adopted the Operational Plan for the period commencing 1 July 2018 to 30 June 2019 it hereby resolves to make and levy, in accordance with Section 501 of the Local Government Act, 1993, a charge of two hundred and ninety nine dollars (\$299.00) for the provision of industrial/commercial waste recycling collection services for each requested service for which the service is available within the City and surrounding villages. Such charge to provide for the removal on a once per fortnight basis of recyclable waste contained in two 240 litre mobile garbage bin. For any new assessments for the service, the charge will only become effective upon the commencement of the service and will be charged on a pro-rata basis.**
- (d) Sewerage Rates and Charges for 2018/2019**
- (i) That whereas the Council has adopted the Operational Plan for the period commencing 1 July 2018 to 30 June 2019 it hereby resolves to make and**

levy, in accordance with Section 501 of the Local Government Act, 1993, a residential sewerage charge in respect of residential land an annual charge of eight hundred and thirty four dollars (\$834.00) per tenement.

- (ii) That whereas the Council has adopted the Operational Plan for the period commencing 1 July 2018 to 30 June 2019 it hereby resolves to make and levy, in accordance with Section 501 of the Local Government Act, 1993, a residential sewerage charge in respect of non-connected residential land within 75 metres of service, an annual charge of six hundred and fifty seven dollars (\$657.00) per assessment.
- (iii) That whereas the Council has adopted the Operational Plan for the period commencing 1 July 2018 to 30 June 2019 it hereby resolves to make and levy, the following charges in relation to non-residential properties, in accordance with Section 535 of the Local Government Act, 1993.

Sewerage charges for non-residential properties for the 2018/2019 year will be based on:

- Water Consumption (C)
- Sewer Discharge Factor (SDF)
- Annual Access Charge (AC)
- Sewerage Treatment Charge (STC)
- Trade Waste Administration Charge (if applicable) (TWAC)
- Trade Waste Usage Charge (if applicable) (TWUC)
- Trade Waste Discharge Factor (if applicable) (TWDF)

An annual sewer charge of eight hundred and thirty four dollars (\$834.00) for all chargeable properties connected to the Griffith City sewer system that has no water meter connection and has an estimated annual usage of less than five hundred kilolitres per annum (<500 kL). No consumption is chargeable. (CBD Area - Low)

An annual sewer charge of one thousand nine hundred and twenty dollars (\$1,920.00) for all chargeable properties connected to the Griffith City sewer system that has no water meter connection and has an estimated annual usage of greater than five hundred kilolitres but less than eleven hundred kilolitres per annum (>500 to <1,100 kL). No consumption is chargeable. (CBD Area - Medium)

An annual sewer charge of three thousand three hundred and forty five dollars (\$3,345.00) for all chargeable properties connected to the Griffith City sewer system that has no water meter connection and has an estimated annual usage of greater than eleven hundred kilolitres per annum (>1,100 kL). No consumption is chargeable. (CBD Area - High)

An annual sewer charge of four hundred and sixty eight dollars (\$468.00) for all non-residential properties not connected to the Griffith City sewer system that are within 75 metres of a water meter connection. No consumption is chargeable.

**(iv) Access Charges (based on meter size)**

An annual sewer access charge of four hundred and sixty eight dollars (\$468.00) for all land rateable to the Griffith or Yenda water supply that has a 20mm connection.

An annual sewer access charge of six hundred and twenty seven dollars (\$627.00) for all land rateable to the Griffith or Yenda water supply that has a 25mm connection.

An annual sewer access charge of one thousand and seventeen dollars (\$1,017.00) for all land rateable to the Griffith or Yenda water supply that has a 32mm connection.

An annual sewer access charge of one thousand five hundred and seventy two dollars (\$1,572.00) for all land rateable to the Griffith or Yenda water supply that has a 40mm connection.

An annual sewer access charge of two thousand four hundred and thirty dollars (\$2,430.00) for all land rateable to the Griffith or Yenda water supply that has a 50mm connection.

An annual sewer access charge of six thousand one hundred and ninety two dollars (\$6,192.00) for all land rateable to the Griffith or Yenda water supply that has an 80mm connection.

An annual sewer access charge of nine thousand six hundred and sixty six dollars (\$9,666.00) for all land rateable to the Griffith or Yenda water supply that has a 100mm connection.

An annual sewer access charge of twenty one thousand six hundred and eighty seven dollars (\$21,687.00) for all land rateable to the Griffith or Yenda water supply that has a 150mm or 200mm connection.

A sewerage treatment charge of one dollar and sixty two cents (\$1.62) per kilolitre.

**(v) Annual Trade Waste Administration Charge**

An annual trade waste administration charge of ninety nine dollars (\$99.00) for Category One properties.

An annual trade waste administration charge of one hundred and ninety two dollars (\$192.00) for Category Two properties.

An annual trade waste administration charge of five hundred and four dollars (\$504.00) for Category Three properties.

A trade waste treatment charge of one dollar and thirty three cents (\$1.33) per kilolitre.

**(e) Water Charges 2018/2019**

That whereas the Council has adopted the Operational Plan for the period commencing 1 July 2018 to 30 June 2019 it hereby resolves to make and levy the following charges, in accordance with section 535 of the Local Government Act 1993:

**(i) Access Charges**

**An annual water access charge of one hundred and thirty eight dollars (\$138.00) for all land rateable to the Griffith or Yenda water supply that has a 20mm connection.**

**An annual water access charge of two hundred and sixteen dollars (\$216.00) for all land rateable to the Griffith or Yenda water supply that has a 25mm connection.**

**An annual water access charge of three hundred and forty eight dollars (\$348.00) for all land rateable to the Griffith or Yenda water supply that has a 32mm connection.**

**An annual water access charge of five hundred and forty six dollars (\$546.00) for all land rateable to the Griffith or Yenda water supply that has a 40mm connection.**

**An annual water access charge of eight hundred and fifty two dollars (\$852.00) for all land rateable to the Griffith or Yenda water supply that has a 50mm connection.**

**An annual water access charge of two thousand one hundred and seventy five dollars (\$2,175.00) for all land rateable to the Griffith or Yenda water supply that has an 80mm connection.**

**An annual water access charge of three thousand three hundred and ninety nine dollars (\$3,399.00) for all land rateable to the Griffith or Yenda water supply that has a 100mm connection.**

**An annual water access charge of seven thousand six hundred and fifty dollars (\$7,650.00) for all land rateable to the Griffith or Yenda water supply that has either a 150mm or 200mm connection.**

**An annual water access charge of two hundred and sixteen dollars (\$216.00) for all land rateable to the Yenda water supply that has a dual connection (one raw meter and one potable meter regardless of meter size).**

**An annual water access charge of one hundred and thirty eight dollars (\$138.00) for all land rateable to the Griffith or Yenda water supply that is within 225 meters of a water main and can be connected to that supply but is not connected. No consumption is chargeable.**

**An annual water access charge of two hundred and seventy six dollars (\$276.00) for all land rateable to the Griffith or Yenda water supply that is part of a neighbourhood or strata title development which has a shared meter. No consumption is chargeable.**

**An annual water access charge of four hundred and eighty six dollars (\$486.00) for all land rateable to the Griffith water supply that has a connection but is unmetered and has an estimated daily usage of less than one kilolitre per day (<1 kL), these being CBD (C1) properties. No consumption is chargeable.**

**An annual water access charge of nine hundred and nine dollars (\$909.00) for all land rateable to the Griffith water supply that has a connection but is unmetered and has an estimated daily usage of more than one kilolitre but**

**less than six kilolitres per day (>1 - <6 kL), these being CBD (C2) properties. No consumption is chargeable.**

**An annual water access charge of two thousand nine hundred and seven dollars (\$2,907.00) for all land rateable to the Griffith water supply that has a connection but is unmetered and has an estimated daily usage of more than six kilolitres per day (>6 kL), these being CBD (C3) properties. No consumption is chargeable.**

**(ii) Consumption Charges**

**A water supply consumption charge of seventy two cents (\$0.72) per kilolitre for all potable water supplied per rateable connection to the Griffith or Yenda water supply up to a maximum of two hundred kilolitres (200 kL).**

**A water supply consumption charge of seventy two cents (\$0.72) per kilolitre for all potable water supplied per rateable connection to crisis accommodation centres as determined by council.**

**A water supply consumption charge of one dollar and forty one cents (\$1.41) per kilolitre for all potable water supplied per rateable connection to the Griffith or Yenda water supply in excess of two hundred kilolitres (200 kL).**

**A water supply consumption charge of thirty seven cents (\$0.37) per kilolitre for all raw water supplied per rateable connection to the Griffith or Yenda water supply.**

**A water supply consumption charge of two dollars and thirty cents (\$2.30) per kilolitre for all potable water supplied from designated standpipes at Griffith and Yenda.**

**A water supply consumption charge of eighty five cents (\$0.85) per kilolitre for all non-potable water supplied from designated standpipes at Griffith and Yenda.**

**The rebate for an additional one hundred (100) kilolitres of free water for publicly accessible nature strips or reserves will be available for the 2018/2019 financial year.**

**(iii) Backflow Charges**

**An annual backflow prevention testing charge of one hundred and forty four dollars (\$144.00) per medium or high risk testable backflow prevention device.**

**An annual backflow prevention rental charge of thirty six dollars (\$36.00) per rateable connection to the Griffith or Yenda water supply that has a testable 20mm medium-risk backflow prevention device.**

**An annual backflow prevention rental charge of thirty nine dollars (\$39.00) per rateable connection to the Griffith or Yenda water supply that has a testable 25mm medium-risk backflow prevention device.**

**An annual backflow prevention rental charge of fifty one dollars (\$51.00) per rateable connection to the Griffith or Yenda water supply that has a testable 32mm medium-risk backflow prevention device.**

**An annual backflow prevention rental charge of fifty four dollars (\$54.00) per rateable connection to the Griffith or Yenda water supply that has a testable 40mm medium-risk backflow prevention device.**

**An annual backflow prevention rental charge of sixty dollars (\$60.00) per rateable connection to the Griffith or Yenda water supply that has a testable 50mm medium-risk backflow prevention device.**

**An annual backflow prevention rental charge of one hundred and ninety two dollars (\$192.00) per rateable connection to the Griffith or Yenda water supply that has a testable 80mm medium-risk backflow prevention device.**

**An annual backflow prevention rental charge of two hundred and thirty seven dollars (\$237.00) per rateable connection to the Griffith or Yenda water supply that has a testable 100mm medium-risk backflow prevention device.**

**An annual backflow prevention rental charge of three hundred and sixty six dollars (\$366.00) per rateable connection to the Griffith or Yenda water supply that has a testable 150mm medium-risk backflow prevention device.**

**An annual backflow prevention rental charge of six hundred and three dollars (\$603.00) per rateable connection to the Griffith or Yenda water supply that has a testable 200mm medium-risk backflow prevention device.**

**An annual backflow prevention rental charge of forty five dollars (\$45.00) per rateable connection to the Griffith or Yenda water supply that has a testable 20mm high-risk backflow prevention device.**

**An annual backflow prevention rental charge of fifty seven dollars (\$57.00) per rateable connection to the Griffith or Yenda water supply that has a testable 25mm high-risk backflow prevention device.**

**An annual backflow prevention rental charge of sixty nine dollars (\$69.00) per rateable connection to the Griffith or Yenda water supply that has a testable 32mm high-risk backflow prevention device.**

**An annual backflow prevention rental charge of seventy five dollars (\$75.00) per rateable connection to the Griffith or Yenda water supply that has a testable 40mm high-risk backflow prevention device.**

**An annual backflow prevention rental charge of eighty one dollars (\$81.00) per rateable connection to the Griffith or Yenda water supply that has a testable 50mm high-risk backflow prevention device.**

**An annual backflow prevention rental charge of two hundred and twenty eight dollars (\$228.00) per rateable connection to the Griffith or Yenda water supply that has a testable 80mm high-risk backflow prevention device.**

**An annual backflow prevention rental charge of three hundred dollars (\$300.00) per rateable connection to the Griffith or Yenda water supply that has a testable 100mm high-risk backflow prevention device.**

**An annual backflow prevention rental charge of four hundred and eighty dollars (\$480.00) per rateable connection to the Griffith or Yenda water supply that has a testable 150mm high-risk backflow prevention device.**

**An annual backflow prevention rental charge of nine hundred and thirty dollars (\$930.00) per rateable connection to the Griffith or Yenda water supply that has a testable 200mm high-risk backflow prevention device.**

**(f) Interest on Overdue Rates for 2018/2019**

**That whereas the Council has adopted the Operational Plan for the period commencing 1 July 2018 to 30 June 2019, it is determined that in pursuance of Section 566 of the Local Government Act, 1993 the interest rate for overdue rates and charges will be 7.5% as advised by the Office of Local Government.**

**REPORT**

Pursuant to section 494, 496, 496A, 497 and 501 of the Local Government Act 1993, Council is required to make the Rates and Charges for the 2018/2019 year.

**OPTIONS**

**OPTION 1**

The recommendation as printed.

In accordance with the Local Government Act, 1993, Council is required to adopt an Ordinary Rating structure comprising of one of the following:

- (a) an ad valorem rate (to which a minimum may be applied); or
- (b) a base amount (of up to 50%) to which an ad valorem rate is added.

**OPTION 2**

Any other resolution of Council.

**POLICY IMPLICATIONS**

Requirement of the Local Government Act (1993).

**LOCAL GOVERNMENT ACT 1993 - SECT 494**

**Ordinary rates must be made and levied annually**

**494 ORDINARY RATES MUST BE MADE AND LEVIED ANNUALLY**

- (1) A council must make and levy an ordinary rate for each year on all rateable land in its area.
- (2) Each category or subcategory of ordinary rate is to apply only to land of the same category or subcategory.

**FINANCIAL IMPLICATIONS**

The rate structure and special charges adopted will be the basis of the estimates for the 2018/2019 budget.

**LEGAL/STATUTORY IMPLICATIONS**

The 2018/2019 Operational Plan has been prepared in accordance with section 405 of the Local Government Act, 1993.

In accordance with Section 494 of the Local Government Act 1993, Council must make and levy an ordinary rate on all rateable land within its area.

The structure of the rate must be in accordance with Section 497 of that Act.

The special charges proposed for the provision of sewerage and trade waste services are in accordance with Section 501 of the Local Government Act 1993.

The annual charge proposed for the management of storm water is in accordance with Section 496A of the Local Government Act 1993.

### **ENVIRONMENTAL IMPLICATIONS**

Adoption of rates and charges will assist Council to meet its Environmental obligations.

### **COMMUNITY IMPLICATIONS**

The setting of rates and charges has been undertaken following exhibition and the opportunity for community input. Further, the proposed rates and charges do not extend to a special rate variation.

### **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan item C7 - Integrate the core themes, to ensure realistic and achievable goals are set.

The adoption of rates and charges will enable Council to deliver its Operational Plan for the next financial year.

### **CONSULTATION**

Senior Management Team

Revenue Team Leader

Councillors

Senior Managers and operational staff

### **ATTACHMENTS**

Nil

**CLAUSE**      **CL02**

**TITLE**        **Country Universities Centre**

**FROM**        **Brett Stonestreet, General Manager**

**TRIM REF**    **18/31277**

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### **SUMMARY**

On 12 September 2017, Council resolved to establish a Griffith Country Universities Centre Working Group and the first meeting of the Group was held 12 December 2017. This report seeks Council's in principal support for the Griffith Country Universities Centre to be established within an existing building located at 161 Remembrance Drive, Griffith.

### **RECOMMENDATION**

- (a) That Council provide in principal support for the establishment of a Griffith Country Universities Centre within an existing facility located at 161 Remembrance Drive, Griffith.**
- (b) That Council, in conjunction with the Country Universities Coordinator for NSW, Mr Duncan Taylor, progress and submit an application to the NSW Government for funding to support the establishment and operation of the Centre.**
- (c) That opportunities for funding at the Federal Government level also be explored and an application submitted if appropriate.**
- (d) That Council progress with the NSW Department of Planning a spot rezoning of the applicable land at 161 Remembrance Drive, Griffith.**
- (e) That Council authorise the General Manager to explore with Country Universities Centre NSW the appropriate governance structure, including a Community Board and leasing arrangements of part of the building located at 161 Remembrance Drive, Griffith.**
- (f) That Council support in principal the establishment of a Griffith Country Universities Centre branch to be located in Leeton.**

### **REPORT**

Country Universities Centres is an emerging concept of a network of facilities in regional centres available to university students enrolled in multiple Universities, where tutorials or other interaction with the students host university can be conducted and where mentoring and other support can be based. As previously reported to Council, Griffith has been prioritised for a Centre to be established and operational from Semester 1, 2019.

A community based Working Group has been established by Council to progress investigation of the proposal and expressions of interest were called late 2017 for interested organisations to host the Centre. One expression of interest was received from the owners of an existing building located at 161 Remembrance Drive, Griffith.

Members of the Working Group, Owners of the building, Council staff and Mr Duncan Taylor, CEO of the Country Universities Program, conducted an inspection of the building Tuesday 27 March 2018. The inspection of the site was positive in terms of its potential suitability for the Country University Centre. Mr Taylor is currently preparing a business case to support an application for funding from the NSW State Government to fit out part of the building to facilitate the Centre. The Federal Government has just released a funding source titled "Regional Study Hubs Program". Applications for the funding close 27 July 2018. An application will also be submitted under this Program.

Following this inspection of the building at Remembrance Drive Mr Taylor has indicated that only part of the facility will be required to operate the Country Universities Centre.

### **OPTIONS**

Option A

As per recommendation.

Option B

Any other resolution of Council.

### **POLICY IMPLICATIONS**

Not applicable

### **FINANCIAL IMPLICATIONS**

It is not anticipated that Council would be required to provide any cash contribution from its own source funding towards this project. Council will be providing in-kind support towards seeking applicable grant funding to enable the project to be delivered.

### **LEGAL/STATUTORY IMPLICATIONS**

Not applicable

### **ENVIRONMENTAL IMPLICATIONS**

Not applicable

### **COMMUNITY IMPLICATIONS**

Ensuring the successful delivery of Country University Centre for Griffith will be a positive for the surrounding Community.

### **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan item 2.2 Partner with and provide support to organisations who deliver services and programs locally.

This item links to Council's Strategic Plan item 7.2 Develop partnerships to build on quality education and training opportunities.

### **CONSULTATION**

Senior Management Team

Griffith Country Universities Centre Working Group.

Owners of building located at 161 Remembrance Drive, Griffith

### **ATTACHMENTS**

- |     |  |    |
|-----|--|----|
| (a) | Report to Council on the 12 September 2017 - Proposed Country Universities Centre for Griffith - Establishment of Steering Group <a href="#">↓</a> | 26 |
| (b) | Minutes Resolution 12 September 2017 - Proposed Country Universities Centre for Griffith - Establishment of Steering Group <a href="#">↓</a>       | 31 |
| (c) | Report to Council 14 November 2017 - Membership of Griffith Country Universities Centre <a href="#">↓</a>  | 32 |
| (d) | Resolution from Minutes of the 14 November 2017 - Membership of Griffith Country Universities Centre <a href="#">↓</a>                             | 42 |

## Griffith City Council

## REPORT

**CLAUSE** CL02

**TITLE** Proposed Country Universities Centre for Griffith - Establishment of Steering Group

**FROM** Brett Stonestreet, General Manager

**TRIM REF** 17/84634

### SUMMARY

This report summarises the possibility of a Country Universities Centre being developed in Griffith with State Government funding, and recommends a Council led community based Steering Group be established to progress the concept to fruition.

### RECOMMENDATION

- a) Council support in principle the establishment of a Country Universities Centre in Griffith.
- b) Council invite the Chief Executive Officer of Country Universities Centres, Mr Duncan Taylor, to brief Councillors with respect to this project at the Councillor Workshop scheduled Tuesday 17 October 2017.
- c) Following the Councillor Workshop, Council establish a community based Griffith Country Universities Centre Steering Group led by the Mayor or his delegate and appoint members by way of Expressions of Interest and approval by Council.

### REPORT

Country Universities Centres (CUC) is an emerging concept of a network of facilities in regional centres available to university students enrolled in multiple universities, where tutorials or other interaction with the student's host university can be conducted and where mentoring and other student support can be based. It is not a university campus as such. The concept has emerged from a CUC successfully operating in Cooma for some time.

The NSW Government is to roll out additional CUC across the State. The following links provides further information.

[https://www.industry.nsw.gov.au/media/media-releases/2017-media-releases/2017-media-releases/\\$8-million-boost-for-regional-nsw-students-as-government-expands-country-universities-centres](https://www.industry.nsw.gov.au/media/media-releases/2017-media-releases/2017-media-releases/$8-million-boost-for-regional-nsw-students-as-government-expands-country-universities-centres)

<http://www.cuc.org.au/cucmodel.html>

Whilst it is understood Goulburn and Broken Hill have been given priority, Griffith is considered a highly suitable location. Attached is an invitation from Mr Duncan Taylor, CEO of CUC, for Griffith to be considered for a future CUC.

It is expected a proposal to Government to establish a CUC will be supported by the local Council and the community, and for that reason, and to develop or consider specific

CL02 Proposed Country Universities Centre for Griffith - Establishment of Steering Group

proposals, a community based Steering Group is required to be established. It is recommended the Griffith Steering Group be led by the Mayor or his delegate, and memberships comprise of the General Manager or his delegate and members of the community nominated to and appointed by Council. Council could also consider there be representatives from NSW TAFE and the High Schools of Griffith on the Steering Group, in recognition of their role in the education pathways for young people. Representatives of employers could also be considered.

Council is aware of a private sector proposal to develop the CUC. To demonstrate due diligence in the expenditure of public funds, it is recommended this and any other proposals be considered by the Steering Group and assessed objectively against relevant criteria.

#### **OPTIONS**

1. As recommended, Council establish a Steering Group for the establishment of a Country Universities Centre in Griffith.
2. Any other recommendation of Council.

#### **POLICY IMPLICATIONS**

The creation of a Country Universities Centre in Griffith will be an important complement to the existing arrangements between Council, TAFE and CSU and Deakin Universities.

#### **FINANCIAL IMPLICATIONS**

There are no immediate financial implications for Council if full funding is made available from external sources, as expected.

#### **LEGAL/STATUTORY IMPLICATIONS**

Not applicable.

#### **ENVIRONMENTAL IMPLICATIONS**

Environmental Implications will be considered if the need arises, for example, if a site is selected that requires development consent.

#### **COMMUNITY IMPLICATIONS**

The creation of a Country Universities Centre in Griffith is a significant priority of Council and the community.

#### **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan items:

- 1.1 Provide clear and transparent communication to the community.
- 1.2 Be well informed, proactive and responsive to current issues that impact our community.
- 2.1 Actively engage with State, Federal and non-government agencies in a local advocacy role.
- 2.2 Partner with and provide support to organisations who deliver services and programs locally.
- 2.3 Maximise opportunities to secure external funding for partnerships, projects and programs to improve the quality of life for residents and visitors.

CL02 Proposed Country Universities Centre for Griffith - Establishment of Steering Group

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6.2 Promote opportunities to assist existing businesses to grow.

7.2 Develop partnerships to build on quality education and training opportunities.

### **CONSULTATION**

Senior Management Team

### **ATTACHMENTS**

(a) Letter from Country Universities Centre

CL02 Attachment (a) Letter from Country Universities Centre

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**Confidential**

29 August 2017

Brett Stonestreet  
General Manager  
Griffith City Council  
1 Benerambah St  
Griffith NSW 2680

Cc Neil Southorn

Dear Brett and Neil,

I refer to our previous discussions and confirm our interest in Griffith as a potential location for a locally governed Country Universities Centre.

As you are aware, the NSW Government has provided the Country Universities Centre with funding to assist in the establishment of a further five centres in NSW to build upon the model successfully piloted in Cooma. As a result of this funding, we are working with the communities of Goulburn and Broken Hill with a plan to have Centres in those locations opening in time for the 2018 university year. We are also in discussion with a number of other communities in NSW so that we can create an affiliated strategic network of Centres with an aggregated student population that will encourage university and other stakeholder participation in the regional model.

It is important to note that whilst all Centres receiving this state government funding will be affiliated with the Country Universities Centre to create scale in the aggregated student body, the Centres will in fact each be locally and independently governed and operated, so that these local governances can benefit from the scale and experiences of the group while driving the model to fit the needs of the local community.

In our view Griffith, with its significant regional strategic importance and population is an ideal location for a Centre. We have instigated discussions with TAFE NSW and also another group in Griffith in respect of potential facility locations. Whilst we are confidentially finalising a Memorandum of Understanding with TAFE NSW under which we will work together across the state to develop pathways and potentially occupy underutilised TAFE infrastructure, we understand from the Managing Director Jon Black that TAFE is currently determining whether it will have appropriate space in Griffith

CL02 Attachment (a) Letter from Country Universities Centre

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following the establishment of the new Skillspoint in town. We understand that Council has also had discussions with both TAFE NSW and the abovementioned group.

We are seeking whether the Council might be interested in establishing a working group to consider establishment of a Centre in Griffith, which may transition into the independent Centre governance if plans proceed towards establishment. Ultimately, if Griffith is interested in establishing a Country Universities Centre, the facility location will be a matter for that local working group/governance.

Similar governances have been developed in Goulburn, Broken Hill, Cooma and other locations that are proceeding or are under discussion. In our experience, the working group might best include representation from at least local government, business and industry, and the educational community. Under our funding agreement with the NSW Government, the Country Universities Centre is required to endorse the working group membership as it transitions to a Board receiving state government funding to assist in the establishment and operation of the local Centre.

At a time of your convenience either during or immediately after the formation of the local governance, I would be very willing to travel to Griffith and present to that group and/or the larger community about the model, and how it might work in Griffith for the benefit of the region.

I also wish to confidentially note that we have received an expression of interest by the Leeton Shire Council in respect of establishing a Centre. It is our hope that we might be able to provide an investment in the region that will benefit students across the two shires, and the possibility of a Centre in Griffith with outreach in Leeton might be something to be considered and discussed with the proposed working group.

I look forward to your response as to whether the Griffith City Council might be interested in forming up the local working group to consider the establishment of a Centre in Griffith, and whether I can beneficially travel to Griffith to present to that group and potentially other interested persons and potential stakeholders. If there are any questions, please do not hesitate to contact me on 0418 675041. I would also be very happy to provide any further information requested.

Yours Sincerely

Duncan Taylor  
CEO  
Country Universities Centre  
[duncan.taylor@cuc.org.au](mailto:duncan.taylor@cuc.org.au)  
0418 675041

Minutes of Ordinary Meeting of Council 12 September 2017

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**CL02 PROPOSED COUNTRY UNIVERSITIES CENTRE FOR GRIFFITH - ESTABLISHMENT OF STEERING GROUP**

17/224

**RESOLVED** on the motion of Councillors Brian Simpson and Rina Mercuri that the meeting suspend standing orders to allow Mrs Carmel La Rocca and Mr Imran Syred to address Council, in relation to the establishment of a steering group for the proposed Country Universities Centre for Griffith.

Mr Syred addressed Council and screened a PowerPoint presentation, the time being 7.40 pm.

Mrs La Rocca addressed Council, the time being 7.45 pm.

17/225

**RESOLVED** on the motion of Councillors Dino Zappacosta and Rina Mercuri that the meeting resume standing orders, the time being 7.55 pm.

17/226

**RESOLVED** on the motion of Councillors Dino Zappacosta and Simon Croce that:

- (a) Council support in principle the establishment of a Country Universities Centre in Griffith.
- (b) Council establish a community based Griffith Country Universities Centre Steering Group led by the Mayor or his delegate and appoint members by way of Expressions of Interest and approval by Council as a matter of urgency.
- (c) Council invite the Chief Executive Officer of Country Universities Centres, Mr Duncan Taylor, to brief Councillors with respect to this project at the Councillor Workshop scheduled for Tuesday 17 October 2017.

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**CL03 DRAFT EVENTS POLICY AND DECISION TOOL**

17/227

**RESOLVED** on the motion of Councillors Christine Stead and Simon Croce that:

- (a) The draft Events Policy and Decision Tool be placed on public exhibition for a minimum of 28 days.
- (b) Should submissions be received, a further report be made to Council.
- (c) Should no submissions be received, the Policy be considered adopted and effective from the closing date for submissions.

**CL04 PROPOSED COUNCIL MEETING AND WORKSHOP DATES 2018**

17/228

**RESOLVED** on the motion of Councillors Simon Croce and Rina Mercuri that Council adopt

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Ordinary Meeting of Council | 12 September 2017

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## Griffith City Council

## REPORT

**CLAUSE** CL05

**TITLE** Membership of Griffith Country Universities Centre

**FROM** Neil Southorn, Director Sustainable Development

**TRIM REF** 17/99766

### SUMMARY

At the Ordinary meeting of 12 September, Council resolved that:

- (a) *Council support in principle the establishment of a Country Universities Centre in Griffith.*
- (b) *Council establish a community based Griffith Country Universities Centre Steering Group led by the Mayor or his delegate and appoint members by way of Expressions of Interest and approval by Council as a matter of urgency.*
- (c) *Council invite the Chief Executive Officer of Country Universities Centres, Mr Duncan Taylor, to brief Councillors with respect to this project at the Councillor Workshop scheduled for Tuesday 17 October 2017.*

This report provides a summary of actions arising.

### RECOMMENDATION

- (a) Council appoint (insert names) as community representatives on the Griffith Country Universities Centre Steering Group.
- (b) Council appoint (insert names) as Councillor Representatives on the Griffith Country Universities Centre Steering Group.
- (c) The General Manager or his representative be appointed to the Griffith Country Universities Centre Steering Group
- (d) The Griffith Country Universities Centre Steering Group be chaired by the Mayor or his representative.

### REPORT

Mr Taylor made a presentation to Councillors at the workshop of 17 October.

As a result of an Expression of Interest Process, 3 applications to join the Steering Group were received from members of the community by the due date and 2 additional applications were received after the closing date.

All applications are included in Attachment A.

### OPTIONS

- 1. As recommended, Council appoint community members, Councillors and the General Manager to the Steering Group.

CL05 Membership of Griffith Country Universities Centre

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2. Some other recommendation of Council.

#### **POLICY IMPLICATIONS**

N/A

#### **FINANCIAL IMPLICATIONS**

There will be minor expenses in conducting Steering Group meetings.

#### **LEGAL/STATUTORY IMPLICATIONS**

N/A

#### **ENVIRONMENTAL IMPLICATIONS**

N/A

#### **COMMUNITY IMPLICATIONS**

The establishment of a Country Universities Centre in Griffith will address stimulate retention of University students studying at a distance, an important priority of the Griffith community and Council.

#### **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan item:

- 1.1 Provide clear and transparent communication to the community.
- 1.2 Be well informed, proactive and responsive to current issues that impact our community.
- 2.1 Actively engage with State, Federal and non-government agencies in a local advocacy role.
- 2.2 Partner with and provide support to organisations who deliver services and programs locally.
- 2.3 Maximise opportunities to secure external funding for partnerships, projects and programs to improve the quality of life for residents and visitors.
- 4.4 Provide and promote accessibility to services and facilities.

#### **CONSULTATION**

Senior Management Team

#### **ATTACHMENTS**

- (a) Expression of Interest - Griffith Country Universities Centre Steering Group - Ricky Chugha
- (b) Expression of Interest - Griffith Country Universities Centre Steering Group - David Martin - Western Riverina Community College
- (c) Expression of Interest - Griffith Country Universities Centre Steering Group - Roger Green - Multicultural Council
- (d) Expression of Interest - Griffith Country Universities Centre Steering Group -

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Ordinary Meeting of Council | 14 November 2017

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CL05 Membership of Griffith Country Universities Centre

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Dr Mohammad Mofreh

- (e) Expression of Interest - Griffith Country Universities Centre Steering Group - Sue Delves

CL05 Attachment (a) Expression of Interest - Griffith Country Universities Centre Steering Group - Ricky Chugha

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28 September 2017

Brett Stonestreet  
General Manager  
Griffith City Council,  
PO Box 485  
Griffith NSW 2680

Dear Brett,

I am writing in response to members wanted for the steering group for the "Griffith Country University Centre" which was advertised in the Area News.

As a university graduate and father of 2 young children, I can understand the need to having University Centre in Griffith. I believe it is also very important that we understand the needs of every community, which is only possible by engaging people from different backgrounds and culture.

I am IT professional with ten years of experience and currently, I am working with the local company as a senior IT manager. I am an active member of a number of committees and local community groups in Griffith. Therefore, I can engage with people from different backgrounds and culture to gather the required information to establish successful Griffith Country University Centre.

Feel free to contact me via email or phone. I look forward to hearing from you. Thank you for taking the time to read.

Yours sincerely



Ricky Chugha

Email: [ric@chughafamily.com](mailto:ric@chughafamily.com)  
Mobile: 0437382808

CL05 Attachment (b) Expression of Interest - Griffith Country Universities Centre Steering Group -  
David Martin - Western Riverina Community College

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ABN 22 798 146 582  
23 Hickey Crescent Griffith NSW 2680  
PO Box 8090 Griffith East NSW 2680  
Tel: 02 6964 5334  
Fax: 02 6962 4484  
Email: [enrolments@wrcc.nsw.edu.au](mailto:enrolments@wrcc.nsw.edu.au)  
Web: [www.wrcc.nsw.edu.au](http://www.wrcc.nsw.edu.au)

11 October 2017

Mr Brett Stonestreet  
General Manager  
Griffith City Council  
PO Box 485  
Griffith, NSW 2680

Dear Brett,

Please accept the following as an expression of interest to be appointed to the community advisory committee to establish a Community University Centre in Griffith. To support my application, I offer the following information. As the CEO of Western Riverina Community College Inc. (WRCC), I am invested in the pursuit of the college's Mission; building our community through education. In this sense, the ability to provide input into the establishment of the Community University Centre aligns with the WRCC's Strategic Plan. While the College would welcome the opportunity to auspice the centre at this point in time is investing its efforts into alternate community learning needs. Nevertheless, maintaining a connection with the establishment Community University Centre is of personal and organisational significance.

I believe my knowledge, skills and employment background in the adult learning space are relevant and of value to the advisory committee. To support this position, I have been employed in the Adult Education field for the past 17 years, 13 of which I have held the role of CEO at WRCC. I hold a variety of Vocational qualifications centred within the field of Education. Furthermore, I hold a Bachelor in Adult Learning and Development and currently completing a Master's in Education through Monash University. Additionally, I have engaged in industry Adult Learning peak body through holding positions over the past 6 years as Director, Deputy Chair and Chairperson of Community College Australia.

Experientially my role at WRCC, has provided the opportunity to witness a vast number of individuals who are studying tertiary courses as external students. I have often considered that these students could benefit from shared experience and interactions with others studying externally. In this sense, and my personal belief shared experience represents significant value to the individual to generate understandings of new concepts in turn aiding growth of personal knowledge. Such activities are the cornerstones Adult Learning. From this view, the creation of a community learning space is crucial to enhance the quality of learning and individual learning experiences. However, it is the wider community benefits which creates a win-win situation through the deepening and broadening of community knowledge. Outcomes in which I am professionally and personally invested.

I trust you view my application positively. Should you require additional information please feel free to call me at the College or on my mobile phone 0429469281.

Yours faithfully,


Western Riverina Community College Inc.  
Chief Executive Officer

CL05 Attachment (c) Expression of Interest - Griffith Country Universities Centre Steering Group - Roger Green - Multicultural Council

Griffith City Council  
17 OCT 2017  
REGISTERED

Registered: 17/10/2017 Record No: 17/99095  
Griffith City Council  
16 OCT 2017  
RECEIVED BY CUSTOMER SERVICE

**MULTICULTURAL COUNCIL OF GRIFFITH**



Mayor John Dal Broi  
Brett Stonestreet, General Manger  
12-10-2017

EXPRESSIONS OF INTEREST FOR A POSITION ON THE GRIFFITH COUNCRY  
UNIVERSITY CENTRE STEERING GROUP


The Multicultural Council of Griffith would like to apply for a positon on the Steering group for the proposed country university centre.

The Multicultural Council represents a large proportion of the Griffith community and on behalf of the community has been advocating for a university centre to be established in Griffith for many years.

A representative from the Multicultural Council would work together with the Steering Committee members to:

- Assist in setting the strategic direction for the initiative, ensure progress, for a student-centered learning centre for the community
- Help to further the work of the Committee and the initiative
- Contribute personal knowledge and experience to the process
- Share information with the community who are not on the Steering Committee and gather ideas, comments and opinions from them to help further the work of the Committee
- Support the Steering Committee as a whole in providing effective leadership
- Support a holistic vision and mission of the initiative

Looking forward to a positive response.

Yours sincerely,  
  
Roger Green  
On behalf of the Multicultural Council of Griffith Inc.

Contact us at:  
P.O. BOX 2827 GRIFFITH NSW 2680  
PH: (02)99544366 FAX: (02)99666362 M: 9412811343  
Email: multiculturalcouncilgriffith@gmail.com  
A.B.N. 58 614 127 859

CL05 Attachment (d) Expression of Interest - Griffith Country Universities Centre Steering Group  
- Dr Mohammad Mofreh - Multicultural Council

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Date: 17-10-2017

To,  
Mr Neil Southorn,  
The Director Sustainable Development,  
Griffith City Council, GRIFFITH, NSW 2680.

**SUB:** Expression of Interest for the membership of the Griffith Country University Centre Steering Group Reg.

Respected Sir,

I would like to apply to your recent advertisement in Area Newspaper for University steering group committee.

Myself, Mofreh Mohammad. I am 71 years old. Retired from Griffith Base Hospital in the year 2015. Renowned and well respected for working full time as an Acting Clinical Director in the busiest ever-demanding Emergency Department for Griffith Base Hospital for + 12 years.

In my profession as an experienced doctor, I have assisted many medical and research interns in past from various Universities across NSW and Victoria and worked as guest lecturer for Universities as and when requested or required.

The value of education means different things to different people broadly Better Salary and Better Employment prospectus.

In an increasingly challenging job market, many parents believe that a bachelors or master's degree is crucial to help their children stand out.

I value University Education as a gateway to successful careers and future for community development.

University education surely assist students.

1. Becoming Independent
2. Learn to become financially responsible
3. Become Social confident
4. Become Knowledgeable about the wider world
5. Develop Strong Leadership skills
6. Excelling Academically

I strongly believe Griffith City Council is heading in right direction when it comes to providing higher education opportunities for Griffith and surrounding Riverina region through connected learning centres (Like Cooma University Model) apart from available TAFE Diplomas and trade courses.

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1 | Page

CL05 Attachment (d) Expression of Interest - Griffith Country Universities Centre Steering Group  
- Dr Mohammad Mofreh - Multicultural Council

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Currently, I offered voluntary prayer services, counselling and career guidance advises to Griffith & Leeton Muslim community and other communities.

With my expertise, I am readily available to be a part of steering committee and to support in decisions making on Education Quality, Cost and Reputation by finding the right balance.

I look forward to meet personally or for an interview to discuss my expression of interest with you, mayor or other delegates as appointed and selected by Griffith City Council.

Thanking you in anticipation.

Yours sincerely

Dr Mohammad Mofreh  
Imam & President Muslim Community  
Griffith, Leeton & Narrandera.  
**Jamia Masjid Riaz Ul Mustafa**  
58 Benerambah St, Griffith NSW 2680  
(M) 0407 235 783 (E) [mmofreh@hotmail.com](mailto:mmofreh@hotmail.com)

CL05 Attachment (e) Expression of Interest - Griffith Country Universities Centre Steering Group - Sue Delves

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Page 1 of 2



Attention: Brett Stonestreet/Neil Southorn EOI Country Universities Centre  
sdelves136@gmail.com  
to:  
admin@griffith.nsw.gov.au  
20/10/2017 09:52 AM  
Hide Details  
From: "sdelves136@gmail.com" <sdelves136@gmail.com>  
To: "admin@griffith.nsw.gov.au" <admin@griffith.nsw.gov.au>

Dear Brett and Neil,

Please find below my application for the:

**Expression of Interest- Country Universities Centre Project**

I would like to register my interest in being a community member of the committee for the Griffith City Council, Country Universities Centre Project.

I have over thirty years of experience in adult education including working with the following organisations:

- TAFE NSW (Griffith campus) – Outreach Coordinator; Education Pathways teacher – Language, Literacy and Numeracy, Tertiary Preparation Course; Disabilities Coordinator; Creative Arts teacher.
- Western Riverina Community College – Language, Literacy and Numeracy
- University of Canberra – sessional tutor for the UCanReach program
- Australian Red Cross Emergency Services – Project Officer "Many Cultures, One Community"

Over the last twelve years our children have, and are currently undertaking studies with the following universities:

- University of Sydney
- University of NSW
- University of Melbourne
- RMIT Melbourne
- Deakin University

I believe with this personal knowledge of tertiary education, the evolving environment of study and the challenges presented, I would be able to positively contribute to discussion around establishing a Country Universities Centre in Griffith.

If you would like any further information please don't hesitate to contact me. Look forward to hearing from you.

Regards,

Sue Delves

Mobile: 0408417142

Home: 02 69630490

email: [sdelves136@gmail.com](mailto:sdelves136@gmail.com)

file:///C:/Users/kirstynic/AppData/Local/Temp/notes51E25C/-web1970.htm

27/10/2017

CL05 Attachment (e) Expression of Interest - Griffith Country Universities Centre Steering Group - Sue Delves

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Page 2 of 2

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file:///C:/Users/kirstymc/AppData/Local/Temp/notes51E25C/-web1970.htm

27/10/2017

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Minutes of Ordinary Meeting of Council 14 November 2017

- (c) The Licence fee be charged in accordance with Council's adopted Revenue Policy, currently \$500 (Incl. GST) for the 2017/2018 financial year, in addition to rates and charges.
- (d) Council authorise the Mayor and General Manager to execute the licence agreement on behalf of Council under the Common Seal if required.

**CL03 DISCLOSURE BY COUNCILLORS AND DESIGNATED PERSONS RETURN**

17/296

**RESOLVED** on the motion of Councillors Dino Zappacosta and Christine Stead that the Disclosure by Councillors and Designated Persons Return for Acting Director Sustainable Development be tabled and noted.

**CL04 POLICY REVIEW - RESTRICTED PREMISES AND BROTHELS**

Councillors Napoli and Mercuri moved the following MOTION that:

- (a) Council exhibit draft amendments to the Policy CS-CP-308 Restricted Premises and Brothels in line with the request made in the submission to allow 500m separation between a brothel and sensitive land uses.
- (b) Council exhibit draft amendments to the Policy CS-CP-308 Restricted Premises and Brothels in line with the request made in the submission to change the term "may" to "must".

The MOTION was PUT and LOST.

17/297

**RESOLVED** on the motion of Councillors Dino Zappacosta and Christine Stead that Council retain the existing Policy settings for CS-CP-308 Restricted Premises and Brothels.

Councillor Napoli and Mercuri voted **AGAINST** the MOTION.

**CL05 MEMBERSHIP OF GRIFFITH COUNTRY UNIVERSITIES CENTRE**

17/298

**RESOLVED** on the motion of Councillors Dino Zappacosta and Rina Mercuri that:

- (a) Council appoint Ricky Chugha, David Martin (Western Riverina Community College), Roger Green (Griffith Multicultural Council), Dr Mohammad Mofreh, and Sue Delves, as community representatives on the Griffith Country Universities Steering Group.
- (b) The General Manager or his representative be appointed to the Griffith Country Universities Centre Steering Group
- (c) The Griffith Country Universities Centre Steering Group be chaired by the Mayor or his representative.

Minutes of Ordinary Meeting of Council 14 November 2017

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17/299

**RESOLVED** on the motion of Councillors Simon Croce and Christine Stead that Council appoint Councillors Anne Napoli, Rina Mercuri and Simon Croce as Councillor Representatives on the Griffith Country Universities Centre Steering Group.

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**9 INFORMATION REPORTS**

Nil

**10 ADOPTION OF COMMITTEE MINUTES**

**MINUTES OF THE TRANSPORT COMMITTEE MEETING HELD ON 9 OCTOBER 2017**

17/300

**RESOLVED** on the motion of Councillors Simon Croce and Christine Stead that the recommendations as detailed in the Minutes of the Transport Committee meeting held on 9 October 2017 be adopted.

**MINUTES OF THE TRAFFIC COMMITTEE MEETING HELD ON 10 OCTOBER 2017**

17/301

**RESOLVED** on the motion of Councillors Dino Zappacosta and Christine Stead that the recommendations as detailed in the Minutes of the Traffic Committee meeting held on 10 October 2017 be adopted.

**11 BUSINESS WITH NOTICE – RESCISSION MOTIONS**

Nil

**12 BUSINESS WITH NOTICE – OTHER MOTIONS**

**ESTABLISHMENT OF ROSE GARDEN**

17/302

**RESOLVED** on the motion of Councillors Dino Zappacosta and Christine Stead that:

- (a) That Council investigate the possibility of establishing a Rose Garden in the old Ex-Servicemen's Club Bowling Greens, with the report to include possible costings and maintenance issues for such a Garden.
- (b) That Council investigate the possibility of planting groundcover roses in the centre of the Bagtown Roundabout to enhance the area, with the report to include possible costings and maintenance issues.

**13 COUNCILLOR QUESTION TIME**

Councillor Paul Snaidero asked the following questions:

**"To the GM, I am getting feedback from community that responses to emails are not occurring, could you look into the matter please?"**

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Ordinary Meeting of Council | 14 November 2017

5

**CLAUSE** CL03**TITLE** Adoption of Delivery Program 2017/18 - 2020/21 Incorporating the Operational Plan (Budget) 2018/19 Along with the Draft 10 Year Long Term Financial Plan 2018/19 - 2027/28**FROM** Brett Stonestreet, General Manager**TRIM REF** 18/40150

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### **SUMMARY**

At the Ordinary Meeting of Council held 10 April 2018 it was resolved that the draft Delivery Program 2017/18–2020/21 incorporating the Operational Plan (Budget) 2018/19 and the draft 10 year Long Term Financial Plan 2018/19 – 2027/28 on public exhibition. The public notification period concluded on Friday 11 May 2018. A public forum regarding these draft documents was advertised and arranged at the Griffith City Library on 26 April 2018. Submissions received within the public exhibition period are attached to this report for Council's consideration.

### **RECOMMENDATION**

- (a) Council adopt the Delivery Program 2017/18–2020/21 incorporating the Operational Plan (Budget) 2018/19, the 10 year Long Term Financial Plan 2018/19 – 2027/28 as exhibited.
- (b) Council endorse intended actions as included in this report.

### **REPORT**

The Office of Local Government has implemented the Integrated Planning and Reporting (IP&R) framework with the objective of improving the accountability and delivery of services to the community by councils. Under the IP&R guidelines Council is required to prepare the following main documents or plans:

- Community Strategic Plan
- Delivery Program and Operational Plan
- Resourcing Strategy consisting of Long Term Financial Plan, Workforce Plan and Asset Management Strategy.

Council, at its Ordinary Meeting held 10 April 2018, resolved to endorse the draft Delivery Program 2017/18–2020/21 incorporating the Operational Plan (Budget) 2018/19, draft 10 year Long Term Financial Plan 2018/19 – 2027/28 and place these documents on display for 28 days. The public notification period ended 11 May 2018.

Several submissions (five external and one internal) have been received during the exhibition period. One further internal submission has been received after the close of the exhibition period which is being recommended to be accepted and is included in the attachments. These topics/issues included in each submission as well as a commentary related to these are as follows:

**Item 1 (attachment b) Griffith Business Chamber (GBC) submission 11 May 2018**

The submission from GBC has been broken down into each section or area for response by senior staff as follows (excerpts from the GBC submission are in italics and Senior Management Team comments are in bold):

*"We understand that our leaders/planners need to be positive and create confidence for the community. The current efforts of withholding crucial information with an unwillingness to adapt and be proactive (a "head in the sand" attitude) and no reference to challenges, simply creates distrust and permanently damages confidence."*

**The GBC submission has provided no specific examples to substantiate this statement.**

**Councillor's attention is referred to a submission forwarded by the Griffith Business Chamber on 31 January 2017 regarding the development of the Community Strategic Plan "Guiding Griffith 2040". *"The Griffith Business Chamber would like to commend Griffith City Council on the Guiding Griffith 2040 – Draft Community Strategic Plan"* further stating *"Griffith Business Chamber would like to thank the Council's initiative on producing this well thought out document"* (see attachment (a) submission letter dated 31 January 2017 from GBC).**

**Council anticipates and responds to challenges and opportunities on a regular basis. Council always strive to be a positive organisation and actively works to build confidence in the growth of the economy in the region.**

*"We have determined that Griffith City Council (GCC) have multiple breaches of the Legislated Office of Local Government requirements regarding the **Integrated Reporting and Framework**: Community Strategic Plan, Essential Elements, Accountability in Annual reports, requirements of section 402 of the Act and more (in reference to: <https://www.olg.nsw.gov.au/councils/integrated-planning-and-reporting/framework>).*

*The entire process of the GCC is fundamentally flawed and lacking due diligence, community consultation, accountability and robust perpetual monitoring and review. This submission will be reported to the NSW Government Office of Premier and Cabinet - Local Government and The Minister for Local Government Hon. Gabrielle Upton MP and Member for Murray Austin Evans."*

**GBC have provided no specific examples to substantiate these comments. Council has received no feedback from the Office of Local Government (OLG) in relation to the preparation and submission of the documents under the Integrated Planning & Reporting Framework or in relation to any failings to meet the requirements of the Local Government Act 1993 s402.**

**Council is committed to complying with its obligations in regards to the preparation of these important documents and has fully complied with the requirements of the IP&RF as laid out by the OLG and the Local Government Act 1993.**

**Council undertook an extensive program of community consultation in developing the current Community Strategic Plan and IP&RF documents as outlined in attachment (h).**

*"GCC has actively campaigned to stifle community input and victimise anyone who attempts to put their view forward."*

**The GBC submission has not provided any details or examples to substantiate these comments and contradicts the previous submission to Council dated 31 January 2017 referred to above where the GBC commended Council on a “well thought out document”.**

**In addition to the above comments, Council contacted the GBC President in writing on the 27 October 2017, inviting input to the revision of the Community Strategic Plan.**

*“We find the Guiding Griffith 2040 vague, loose and unmeasurable and an inappropriate substitute for a compliant and meaningful 10 Year Community Strategic Plan. This poor plan has resulted in the Draft Delivery Program 2017/18 – 2020/21 incorporating Draft Operational Plan 2018/19 and worse of all the Draft Ten Year Long Term Financial plan 2018/19 to 2027/28 to be lacking at multiple levels.*

*The GCC 2016 – 2017 Annual Report lacks accountability between a council and its community. The annual report does not focus on the council’s implementation of the Delivery Program and Operational Plan which are the plans that are wholly the council’s responsibility. The report also lacks information that is prescribed by the Local Government (General) Regulation 2005. The report does not honestly help the community understanding of how the council has been performing both as a business entity and a community leader.”*

**Councillors and community are directed to the submission by the Griffith Business Chamber dated 31/1/2017 regarding the development of the CSP at the commencement of this term of Council. The following is a quote from that submission letter:**

***“Dear Mr Stonestreet & Mr Dal Broi***

***The Griffith Business Chamber would like to commend Griffith City Council on The Guiding Griffith 2040 - Draft Community Strategic Plan.***

***We have read and reviewed the plan and agree that most issues we have identified and brought to your attention are covered throughout the document.***

***However, with significant changes forecasted in Australia’s economic outlook, Griffith Business Chamber believe there is a need for Griffith City Council to re-evaluate and restructure The Economic Development and Tourism department from the bottom up to increase Griffith’s economic position.”***

**Council would be aware that a full review and subsequent re-structure of the Economic Development & Tourism Departments has taken place and a new structure implemented as a result of a resolution of the Council at its Ordinary Meeting of 27 February 2018.**

**Council reiterates that the preparation of all of the IP&RF documents are in accordance with the requirements laid out by the Office of Local Government and the Local Government Act 1993.**

***“GCC have submitted the Guiding Griffith 2040 document as the 10 Year Community Strategic Plan (refer to the following:***

***[https://www.griffith.nsw.gov.au/cp\\_themes/default/page.asp?p=DOC-OIW-24-18-70](https://www.griffith.nsw.gov.au/cp_themes/default/page.asp?p=DOC-OIW-24-18-70)***

***This alleged “Strategic Plan” depicts an aspirational marketing document rather than the necessary requirements in an adequate 10 Year Community Strategic Plan. The specific***

*guidelines and Local Government Acts have clearly not been adhered to in reference to the Integrated Planning and Reporting Guidelines manual*

*(<https://www.olg.nsw.gov.au/sites/default/files/Intergrated-Planning-and-Reporting-Guidelines-March-2013.pdf>).*"

**The submission from GBC fails to detail where or in which way the Community Strategic Plan (Guiding Griffith 2040) fails to meet the requirements of the Local Government Act 1993 and the IP&RF Guidelines Manual. Every Council in NSW is responsible for preparing, consulting and adopting a Community Strategic Plan. That Plan is to be in accordance with the Local Government Act 1993 s402. Council has complied with the provisions and the spirit of the strategic planning framework.**

**As Griffith City Council has not received any indication that its Community Strategic Plan and IP&RF documents are not in accordance with these requirements, and the fact that the Griffith Business Chamber previously endorsed the preparation of the current CSP, the recent negative critique is difficult to comprehend.**

***"KEY ISSUES WITH INTEGRITY OF 10 YEAR COMMUNITY STRATEGIC PLAN***

*The Community Strategic Plan as defined by the NSW Government Integrated Reporting and Framework manual address comprehensively the four key areas with test and considered application:*

Table 1. Extract from Integrated Reporting and Framework manual (pg. 29).

Objective	Social issues	Environmental issues	Economic issues	Civic leadership issues
<b>Developing tourism opportunities</b>	<ul style="list-style-type: none"> <li>• Employment opportunities</li> <li>• Promoting a 'sense of place' and pride in the community</li> <li>• Opportunities for cultural exchange, entertainment and events</li> <li>• Equity – sharing facilities and balancing the needs of residents and visitors</li> <li>• Public amenity and community safety impacts</li> <li>• Development design and scale</li> </ul>	<ul style="list-style-type: none"> <li>• Protecting environmentally sensitive areas from development and human activity</li> <li>• Reducing environmental impacts of tourist operations eg water consumption, waste, energy</li> <li>• Encouraging eco-tourism developments</li> <li>• Impact of climate change on key tourist areas</li> </ul>	<ul style="list-style-type: none"> <li>• Build a diverse economic base for the community</li> <li>• Regional opportunities in co-operation with neighbouring LGAs</li> <li>• Attracting outside investment</li> <li>• Local business development strategies, links with existing businesses</li> <li>• Sustainable income – seasonal trends and over-supply issues</li> <li>• Opportunities for public/private partnerships</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunities to engage other agencies</li> <li>• Governance structures for the city's tourist operations</li> <li>• Managing volunteer programs for residents to welcome and assist tourists</li> <li>• Level of council support for local tourist industry – what will be provided, what are the priorities?</li> </ul>

*There is a clear avoidance to significant issues by the GCC in all four key areas, but most relevant to the GBC are the lack of addressing and implementation to measure the **Economic Issues**.*

*As the Integrated Reporting and Framework manual depicts, GCC in consultation with the community needs to address:*

- *Where are we now?*
- *Where do we want to be in 10 years' time?*
- *How will we get there?*
- *How will we know we've arrived?"*

**Griffith City Council incorporates economic growth and sustainability as a key focus of its business. The following dot points are particularly relevant:**

- **The Griffith LGA has a diverse economic base in terms of primary production and value adding manufacturing with in excess of \$1.5B in Gross Regional**

**Product per annum which has now risen to \$1.73B in 2017, the equal highest level in the past 9 years**

- **Several large scale new businesses have located or expanded their operations in Griffith in the past 12-24 months**
- **The decline in printed GRP numbers around 2010 coincides with the implementation of the Murray Darling Basin Plan which did have an impact for several years however confidence has returned and businesses and developers are investing again**
- **GCC is a member of the newly formed RAMJO (Riverina and Murray Joint Organisation) which will be an effective partnership of Councils to explore and take advantage of regional opportunities**
- **GCC has been an active member contributing to the preparation of the Western Riverina Regional Economic Development Strategy 2022 with a number of high priority regional projects included for the Griffith LGA**
- **Griffith is one of three regional capital cities in the Riverina-Murray Regional Plan 2036 as prepared by the NSW State Government. This Plan details the regional importance of Griffith**
- **Griffith has recently featured prominently in the Weekend Australia magazine "March 2018" noted demographer, Bernard Salt identified Griffith as one of the most liveable cities in Australia**
- **The GBC has demonstrated its confidence in Griffith City Council's support of the business community by inviting Council to be a major sponsor of the 2018 Business Chamber Awards**
- **Council has responsibly managed its financial affairs in order to create capacity/opportunity to match significant State Government grant opportunities, most notably the acceleration of works to complete the Griffith Southern Industrial Link Road (Griffith City By-pass) which will assist economic activity and growth.**

#### **"GROSS REGIONAL PRODUCT (GRP)**

*In reference to the Guiding Griffith 2040 document, Section 3. Growing our City, there is NO Delivery Plan (DP), Operational Plan (OP) Plan or Performance Measure addressing the Gross Regional Product (GRP) decline concerns, or assignment of responsibility to role.*

*It is clear too from GCC Draft Delivery Program 2017/18 on exhibit that Griffith's significant economic decline from 2010 measured by the Gross Regional Product (GRP) is not of Councils concern, and have failed to be acknowledged or mention any strategic correction.*

*There has been not real attempt or mention to Griffiths' declining GRP – in 2010 \$1571 million; year on year decline has occurred to the current low in 2016 – \$1391 million. This is a cumulative GRP decline of \$180+ million."*

**The focus of Council in its Community Strategic Plan and Delivery Plan is to plan and provide infrastructure and services to support the private sector in generating economic growth. Council references GRP through ID community demographic resources to track GRP and this may well be incorporated in future IP&R documents prepared.**

**There is no doubt that the Murray Darling Basin Plan has had a negative impact on business and consumer confidence in all communities within the Basin since its introduction, including Griffith. Notwithstanding this, the Griffith economy is recovering with several major businesses investing significant capital to grow their businesses and therefore the wider economy.**

## ***“HOUSING***

*GBC has for many years made it clear to GCC that Griffith is struggling with a housing land shortage in desirable suburbs, and a significant shortage in housing hindering population growth (between 2006 and 2016 - 7.5% (average) pop growth down to 2017 - 0.9%). This is directly attributed to shortage of housing.*

*The ‘knock-on’ effect has resulted in a rental housing shortage which has caused significant increases in rental prices.*

*This problem is further exacerbated by a significant skills shortage needed to fill jobs for businesses in our city. Relocation campaigns such as Griffith Now Hiring (<http://www.griffithnowhiring.com.au/>) supported by GCC are largely ineffective due to the actual lack of Housing available.”*

**Council has actively encouraged more development and worked with developers to strive to provide more housing in the City.**

**A number of initiatives have been introduced by Council to stimulate further development and attract skilled labour as follows:**

- 1. Developer rebate scheme on S94 & A94A developer contributions**
- 2. Flexibility on paying developer section charges**
- 3. Master planning of residential land in the Collina precinct to enable properties to be developed expediently**
- 4. Griffith Now Hiring campaign**
- 5. Affordable housing strategy (ongoing) involving discussion with NSW State Government**
- 6. Country Universities Centre to be established in 2019**
- 7. There have been a number of residential developments either delivered or being developed as follows:**
  - The Willandra Gardens development (up to 80 Lots)**
  - Collina Farms (8, 9, 10 and 11) zoned and master planned by Council to facilitate development by the private sector (approx. 380 Lots)**
  - State Government Crown Reserve in Collina adjacent to Clifton Boulevard is zoned residential**
  - Lake Wyangan properties (two owned by Council plus one privately owned) along with two other properties zoned rural residential with development approval (approx. 330 Lots)**
  - Other residential zoned land within Lake Wyangan area to be master planned by Council during 2018/19**
  - Rural residential development on Watkins Avenue (approx. 20 Lots)**

- **Council's land use strategy is budgeted for review in 2018/19. The current strategy is available on Council's website at:**

**[https://www.griffith.nsw.gov.au/cp\\_themes/default/page.asp?p=DOC-SJM-35-20-01](https://www.griffith.nsw.gov.au/cp_themes/default/page.asp?p=DOC-SJM-35-20-01)**

#### **"OTHER SIGNIFICANT ECONOMIC ISSUES**

*The following sub-sections are in reference to the GCC Draft Delivery Program 2017/18 on exhibit among other documents:*

##### **Retail**

*The exhibit document neglects to entertain any suitable measures to the retail sector. In reference to section Growing our City: AIM 6.2 Promote opportunities for existing businesses to grow, GCC measures the retail performance by "Satisfaction with the variety of retail options".*

*GBC is aware that the local retail economic conditions are not 'booming' and positive, which is supported by local retailer sentiment. The Retail sector has been affected significantly from the Housing and population growth issues; refer to previous Section.*

*GCC has clearly neglected to provide any significant contribution through the Draft Delivery Program 2017/18 on exhibit."*

##### **Comment**

**Council references the comments above under "Housing". Council actively plans and provides infrastructure and services to enable ongoing economic growth and the initiatives noted above to stimulate growth and attract skilled labour and training are all aimed at improving both economic growth and retail strength both of which are outcomes that are highly desirable and sought after by Council.**

##### **Irrigation Water**

*"Griffith is the Regional Capital of Western Riverina and is situated in the heart of The Murrumbidgee Irrigation Area. It is known by all that our economy is completely and intrinsically connected to irrigation water availability.*

*The Griffith region is the largest winemaking region in NSW and second in Australia only to The Barossa Valley. We are also the major growing district to nearly all Australia's rice, a hugely expanding Cotton industry, Citrus, Almonds, walnuts, hazelnuts, chicken, prunes and much more.*

*We are a resilient community with outstanding entrepreneurs investing heavily in job creating industries like the Casella family and Steggles Baiada group.*

*Despite the significant expansion in these industries and others, our Gross Regional Product for Griffith LGA has been on a consistent decline since The Basin Plan began. This is even devastatingly worse in our neighbouring areas and towns in The Western Riverina.*

*The only reference in the referred exhibit to Irrigation water is 2.5.3 Build more dams action group – Draft Delivery Program – this group has NOT met in this term of GCC.*

*Guiding Griffith 2040 document includes Irrigation water under the section Leadership AIM 2.5 Develop partnership to provide leadership in irrigation, water efficiency and availability – NO steps in following Plans are taken and no accountability through Performance Measures. GCC did not make a submission at the recent Basin Plan Productivity Commission Griffith Hearing on 13th April 2018. It is important to note that neighbouring Councils & GBC did make submissions to that Hearing.”*

**Griffith City Council made a written Submission to the water enquiry as called by the Australian Government Productivity Commission. The Mayor and General Manager also had a meeting with the Commissioner on the 13 April 2018 when several issues were discussed with him in relation to Council’s submission.**

**Council has a strong and active relationship with the local water supply provider, Murrumbidgee Irrigation who it meets with regularly to discuss issues surrounding irrigation, drainage, water efficiency and availability.**

*“GCC made no comment to this weeks 605 Gigalitres disallowance motion in the Senate last Tuesday.”*

**Council made a submission to the Australian Productivity Commission regarding the Murray Darling Basin Plan “Five Year Assessment”. The Mayor, Deputy Mayor and the General Manager had a meeting with the Commissioner on 13 April 2018 and the issue of the “605 GL disallowance motion” was specifically raised with him.**

**Further, with respect to the Murray Darling Basin Plan, the Mayor held discussions with the Federal Member for Farrer, the State Member for Murray and the Deputy Prime Minister on 12 May 2018. The 605 GL disallowance motion was defeated however this is conditional upon an adjustment to the sustainable diversion limit (SDL) within the Basin of 450 GL (upwater) SDL remaining in the Plan. The Mayor strongly lobbied that the SDL adjustment must not have any negative impact on communities within the Murrumbidgee catchment area.**

*“Griffith as a Regional capital relies on the abovementioned communities for part of its income, yet GCC have not divulged this information in any of the plans and has made no attempt to address this serious issue.”*

**Council has consistently promoted that economic growth in the broader region including Councils adjoining or near Griffith City Council will ultimately benefit the City. An important example of this is the significant expansion of the poultry industry. Approximately 300 additional chicken growing sheds have been constructed predominantly in local Government areas adjoining Griffith. Council has encouraged these developments in order to maximise the expansion of the Hanwood Processing Facility.**

*“Investigation of Griffith City Council as a certifying authority*

*The Building Professionals Board investigates accredited certifiers working in councils and the private sector, as well as local councils in their capacity as certifying authorities to ensure they meet their statutory obligations.*

*On 21 Sep 2017 Building Professionals Board completed an investigation of Griffith City Council in its capacity as a certifying authority (<http://bpb.nsw.gov.au/news/investigation-griffith-city-council-certifying-authority> and also refer to <https://www.arennews.com.au/story/4950538/investigation-council-breached-the-law-on-building-certifications/>)*

*In accordance with section 45(8) of the Building Professionals Act 2005, the Board's final investigation report has been published on this website.*

*The final report was issued to Council on 25 July 2017 and made recommendations as to how the council manages, operates and delivers certification services.*

*<http://bpb.nsw.gov.au/sites/default/files/public/Archive/investigation%20report%20GriffithCouncil%2025Jul2017.pdf>*

*The council is required to implement the recommendations and report to the Board within 12 months demonstrating the recommendations have been implemented. A copy of the final report was also provided to the Chief Executive of the Office of Local Government in accordance with the requirements of the Building Professionals Act.*

*No mention of this exists in any of the prior and currently exhibited reports & the Community is currently unsure if GCC can fulfil its obligations to meet the requirements of this investigation by 25/07/18 and are very concerned by the potential \$33,000 per breach penalty that could result in Millions of Ratepayer dollars being wasted on fines for GCC non-compliance."*

## **Comment**

**Griffith City Council has fully cooperated with the Building Professionals Board and has implemented all but one of the recommendations put forward. The final recommendation is currently being researched and undertaken by a suitably qualified consultant (BCA Logic). The final report is due for release to Council on 23 July 2018.**

**Council is currently providing the full range of building certification services required within the LGA in accordance with the Building Professionals Act 2005.**

**Council has not received or expects to receive any fines or penalty breach notices relating to these matters as outlined in a letter dated 25 July 2017 from the Building Professionals Board to Council stating:**

***"Whilst the Board will take no further action against Council in regard to the identified matters contained in the report. Council is required to submit written evidence by 23 July 2018 to the Board and the OLG demonstrating that the final report's recommendations have been implemented."***

## **"PERPETUAL MONITORING AND REVIEW**

*The purpose of developing and implementing a Community Strategic Plan is to bring about some form of positive change or desired outcome within the community" (quoted from pg. 53 Integrated Reporting and Framework manual, Essential Element 1.8).*

*Essential Element 1.8 The Community Strategic Plan must identify assessment methods for determining whether the objectives are being achieved.*

*Following is a list of some of the methods that councils currently use to test the effectiveness of their long term strategic plans:*

- *Economic indicators such as commercial rental rates, gross regional product, tourism spend, labour market trends, development figures, property market details, retail spending (none of which are addressed)*

- *Community satisfaction ratings with various activities (determined by regular community surveys)*
- *Community perceptions (determined by regular community surveys)*
- *Housing affordability ratings – eg the percentage of residents considered to be in mortgage or rental stress*
- *Local employment trends*
- *Public health indicators*
- *Crime statistics*
- *Public transport usage and commuting distances*
- *Usage figures for key facilities eg sports fields and aquatic centres*
- *Participation in cultural activities*
- *Progress towards waste reduction targets*
- *Progress towards water quality targets*
- *Water and energy consumption figures*
- *Educational enrolments*
- *Access to childcare*
- *Infrastructure condition assessments and improvement targets*
- *Sustainability indicators*

*(reference above extract from pg. 54 Integrated Reporting and Framework manual  
<https://www.olg.nsw.gov.au/sites/default/files/Intergrated-Planning-and-Reporting-Manual-March-2013.pdf>)*

*It is clear from the GCC Draft Delivery Program 2017/18 on exhibit that the assessment process focuses on outputs rather than outcomes (as identified in the Integrated Reporting and Framework manual as a consistent weakness is submissions)."*

## **Comment**

**Council reviews and reports its progress on achieving the adopted Delivery Plan on a quarterly basis along with an Annual Report and End Of Term Report to the Office of Local Government in accordance with the Local Government Act and General Regulations. All of the above reports and documents are publicly available.**

**Council uses a number of tools or methods with which to measure the effectiveness of its various strategic and operational plans as follows:**

- 1. Tourism and Economic Development quarterly report available on the Council website at:**  
[https://www.griffith.nsw.gov.au/cp\\_themes/edu/page.asp?p=DOC-VIZ-86-71-52](https://www.griffith.nsw.gov.au/cp_themes/edu/page.asp?p=DOC-VIZ-86-71-52)
- 2. Annual Business Audit available on the Council website at:**  
[https://www.griffith.nsw.gov.au/cp\\_themes/edu/page.asp?p=DOC-VIZ-86-71-52](https://www.griffith.nsw.gov.au/cp_themes/edu/page.asp?p=DOC-VIZ-86-71-52)
- 3. Community satisfaction surveys conducted every two years**
- 4. Crime statistics as tabled at the Community Drug Action Team (CDAT) meetings**
- 5. Facility reports to each Cultural Facilities Committee meeting (detailing visitation and revenue figures)**
- 6. Publishes various statistics, visitation figures and satisfaction ratings in its End-of-Term Report (last prepared, published and distributed for the 2012 – 2016 term)**

## **“LACK OF STAKEHOLDER CONSULTATION AND TRANSPARENCY**

### **SPORTS PRECINCT**

*The Regional Sports Infrastructure Fund is a key element of the NSW Government’s \$1.3 billion investment program to build economies and develop communities across the state. Up to \$100 million has been made available to the regions, through the Regional Sports Infrastructure Fund to support regional sport hubs and regionally significant sport facilities. (<https://sportandrecreation.nsw.gov.au/sites/default/files/oos-regional-sports-infrastructure-guidelines-2018.pdf>)*

*The CBD strategy is progressing slowly & Showgrounds redevelopment opportunities are being explored. GBC are involved with committees and are key stakeholders across these issues.*

*A brilliant opportunity exists for the creation of a new single location Griffith sports precinct with the incorporation of a new 4 court Stadium, track & field, sporting ovals & even the consideration of a new complex with 50mtr outdoor pool & water park with indoor heated facilities as well. We are a strong sporting community with exceptional talent that should be given the best sporting opportunity, plus to attract national competitions.*

*Potential relocation of PCYC, Rotary markets & more.*

*The announcement of funding will be part of the \$1.3 billion allocated in the June state budget for regional growth in August 2017 from the State Government is potentially great news for Griffith:*

*“Regional communities across NSW will be asked to compete for \$100 million in state government funds when Deputy Premier John Barilaro opens the bidding on local proposals to build stadiums and other sports centres. Projects with a \$1m price tag will be considered”*

*However, the approval criteria favours much bigger infrastructure, as Mr Barilaro signals “strong proposals” will include stadiums capable of hosting regional, state and even national events for up to 20,000 people.*

*A brilliant opportunity exists for the creation of a new single location Griffith sports precinct with the incorporation of a new four court stadium, track & field, sporting ovals & even the consideration of a new complex with 50mtr outdoor pool & waterpark with indoor heated facilities as well. We are a strong sporting community with exceptional talent that should be given the best sporting opportunity with the potential to attract national competitions.*

*The GCC Draft Delivery Program 2017/18 on exhibit clearly continues the withholding of information examples through the Sporting Precinct and Grant submission.*

*Council has purposely excluded GBC and community stakeholders, except for a few community sports groups interested. Still to date no information regarding the submission or the details of the proposal have been revealed except hidden in the GCC Draft Delivery Program 2017/18 on exhibit.”*

**Council has followed the required process and submitted an EOI proposal to the Office of Sport under the Regional Sports Infrastructure Fund to establish a Regional Sports Facility at Westend Oval and develop a 50m pool at Griffith Regional Aquatic Leisure Centre. Extensive consultation has taken place with the various sporting associations comprising the Griffith Sports Council, along with Education Infrastructure NSW. At this point the Project is at a high level concept stage and if**

**Council is subsequently short listed and invited to submit a detailed business case and application, further community consultation including public exhibition of the concept plans will be undertaken to fine tune the scope and details of the development prior to lodgement.**

*"Clock Restaurant Purchase – \$900,000 plus with no consultation or plans & now leased at peppercorn rent deal with maintenance rumoured to be greater than rental income"*

**Council intends to develop a master plan for a cultural precinct to be located within the Griffith CBD. In 2015 an opportunity arose to purchase "The Clock" building located in Banna Avenue. Council identified this building as a key asset to future cultural services for the community and undertook negotiations to secure its purchase. Council secured this building at a commercially competitive price and it is now leased on a commercial basis to a local award winning business.**

## **OTHER SUBMISSIONS**

### **Item 2 Yenda Memorial Park Enhancement (Yenda Progress Association)**

<b>Yenda Memorial Park Enhancement (attachment c)</b>	
Recommendation has been made by the Yenda Progress Association for the following items to be considered in the 2018/19 Budget:	
1.	A Water Playground
2.	A Basketball Hoop
3.	Outdoor Gym Equipment
4.	Upgrading of Play Equipment

### **Comment and Action**

**Staff will need to assess each item in terms of design and cost as well as how these fit within the adopted Playground Strategy that has been adopted by Council. The quantum of funds would be significant and therefore it is suggested that these items be investigated and considered when preparing the draft budget for 2019/20.**

### **Item 3 Clean Up of Town Entrances (Yenda)**

<b>Clean Up of Town Entrances (Yenda) (attachment d)</b>	<b>COMMENT &amp; ACTION</b>
The Yenda Progress Association has identified the following areas that they would like be addressed & tidied up:	
1. Railway Parade Open Drain	Railway Parade Open Drain is part of the ongoing maintenance program or drains and this particular drain will be attended to as a matter of priority.

2. Murrumbidgee Irrigation leaking pipe on Myall Park Road has prolific weed growth requiring constant slashing. A more permanent solution is requested.	MI pipe on Myall Park Road will be raised with Murrumbidgee Irrigation to be addressed.
3. The removal of dead trees within the Yenda town area.	Council remove dead trees that present a safety risk to the public
4. Introduction of more garden areas with bright & colourful flowers.	During the next 12 months a review will be undertaken with respect to resources required to upkeep existing and future additional parks and gardens open space.
5. Address the increasing problem of litter within the Yenda village.	This matter will be considered in the review for item 4 above.

#### **Item 4 Upgrade Yenda Cemetery Carpark & Build New Toilet Block**

<b>Upgrade Yenda Cemetery Carpark &amp; Build New Toilet Block (attachment e)</b>
Recommendation has been made by the Yenda Progress Association for the following items to be considered:
1. Council to give approval & design only for carpark. YPA has advised that a contractor will donate their labour & gravel for the project.
2. Construction of a toilet block.
<b>(Note that there was a budget bid for a toilet block at Yenda Cemetery for the 2018/19 budget at a cost of \$60,000, but this was rejected as funds were not available).</b>

#### **Comment and Action**

The Yenda Cemetery Carpark and Toilet Block is included in Council's list of Projects in the 10 year Long Term Financial Plan. At this point the Project remains below the line as unfunded as Council has committed funding to other priorities and is unable to complete all works applied for.

#### **Item 5 Yenda Township Drainage Stage 2, 3 & 4**

<b>Yenda Township Drainage Stage 2, 3 &amp; 4 (attachment f)</b>
The Yenda Progress Association has requested that Council try harder for funding so that stages 2, 3 & 4 can be constructed.
<b>(Note: There has been a budget bid for stages 2, 3A, 3B, 3C, 4 &amp; 5 at a total cost of \$2,398,000).</b>

## Comment and Action

The Yenda Drainage (Stages 2, 3 & 4) are included in Council's list of Projects in the 10 year Long Term Financial Plan. At this point the Project remains below the line as unfunded as Council has committed funding to other priorities and is unable to complete all works applied for.

### **Item 6** Adjustment to Water & Sewer Fund's Draft Revenue Policy

Adjustment to Water & Sewer Fund's Draft Revenue Policy	
Staff have requested that the following adjustments be made to the 2018/19 Draft Revenue Policy:	
1.	(Page 53) Remove the Works As Executed (WAE) - <b>WAE Drawing (not part of a Development Application)</b> fee of \$185 and increase the <b>Water Inspection Fee</b> of \$172 to a new charge of \$250. Rename new fee as <b>Water Inspection Fee (Including WAE Drawings)</b> .
2.	(Page 55) Remove the <b>Sewer Inspection</b> fee of \$172 and the <b>WAE Drawing (not part of a Development Application)</b> fee of \$185 and create a new charge called <b>Sewer Cut-In Fee</b> for a fee of \$250.
3.	(Page 56) Add the value of \$468.00 in for item (m) for the <b>Non Residential Sewerage Access Annual Charge</b> as it is blank on this page.

## Comment and Action

This is an internal submission requiring some minor alterations to the Draft Revenue Policy and are recommended for adoption.

### **Item 7** Adjustment to Development Assessment section Draft Revenue Policy

Adjustment to Development Assessment's Draft Revenue Policy	
Staff have requested that the following adjustments be made to the 2018/19 Draft Revenue Policy:	
1.	(Page 40) Add the following note at the bottom of the page:  # Where a CPR sign is provided by Council, an additional \$20 will be charged to recover costs.
2.	(Page 40) A # should also be added next to the heading "Swimming Pool Safety Inspection".

Further minor alterations to the Draft Revenue Policy recommended for adoption.

## **Item 8 Adjustment to Griffith Airport Regular Passenger Transport (RPT) - Per Head Levy in Draft Revenue Policy**

Council's current Revenue Policy includes a per head levy for all RPT services leaving or arriving Griffith this references both Sydney and Melbourne destinations. The current levy shows an amount of \$11.20 for 2017/18 and \$11.40 for 2018/19. It is recommended these be adjusted to \$11.00 for both years and the reference to Melbourne be removed. The reasons behind this adjustment is due to the fact that there is no current service to Melbourne and that Council should undertake a negotiation process with the air service provider prior to raising the levy.

It is intended to undertake a comparison of the per head levy charged by other regional airports, including Albury, Wagga, Dubbo and Orange during the next 12 months and to prepare a further report to Council regarding any changes proposed for the Griffith airport.

The attached table (Attachment g) contains summarised details of the submissions received. The proposed minor amendments, being predominantly formatting changes, have been made in the attached draft documents.

### **OPTIONS**

Adopt the Delivery Program 2017/18 – 2020/21 incorporating the Operational Plan (Budget) 2018/19, Long Term Financial Plan, Workforce Plan and Asset Management Strategy and Plans subject to any further amendments advised.

### **POLICY IMPLICATIONS**

Not Applicable

### **FINANCIAL IMPLICATIONS**

As per the attached Plans.

### **LEGAL/STATUTORY IMPLICATIONS**

Local councils in NSW are required to undertake their planning and reporting activities in accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005. The Office of Local Government has issued Guidelines that must be followed by Council when undertaking its integrated planning and reporting requirements. IP&R documents are to be adopted before 30 June 2018.

## **LOCAL GOVERNMENT ACT 1993 - SECT 402**

### **Community strategic plan**

#### **402 COMMUNITY STRATEGIC PLAN**

(1) Each local government area must have a community strategic plan that has been developed and endorsed by the council. A community strategic plan is a plan that identifies the main priorities and **aspirations** for the future of the local government area covering a period of at least 10 years from when the plan is endorsed.

(2) A community strategic plan is to establish strategic objectives together with strategies for achieving those objectives.

(3) The council must ensure that the community strategic plan:

(a) addresses civic leadership, social, environmental and economic issues in an integrated manner, and

(b) is based on social justice principles of equity, access, participation and rights, and

(c) is adequately informed by relevant information relating to civic leadership, social, environmental and economic issues, and

(d) is developed having due regard to the State government's State Plan and other relevant State and regional plans of the State government.

(4) The council must establish and implement a strategy (its **"community engagement strategy"**), based on social justice principles, for engagement with the local community when developing the community strategic plan.

(5) Following an ordinary election of councillors, the council must review the community strategic plan before 30 June following the election. The council may endorse the existing plan, endorse amendments to the existing plan or develop and endorse a new community strategic plan, as appropriate to ensure that the area has a community strategic plan covering at least the next 10 years.

(6) A draft community strategic plan or amendment of a community strategic plan must be placed on public exhibition for a period of at least 28 days and submissions received by the council must be considered by the council before the plan or amendment is endorsed by the council.

(7) Within 28 days after a community strategic plan is endorsed, the council must post a copy of the plan on the council's website and provide a copy to the Departmental Chief Executive. A copy of a community strategic plan may be provided to the Departmental Chief Executive by notifying the Minister of the appropriate URL link to access the plan on the council's website.

### **ENVIRONMENTAL IMPLICATIONS**

Not Applicable

### **COMMUNITY IMPLICATIONS**

Not Applicable

### **LINK TO STRATEGIC PLAN**

The documents attached for adoption are linked directly to the strategies and objectives outlined in the Griffith Community Strategic Plan – Guiding Griffith 2040 which was adopted 28 February 2017 and came into effect 1 July 2017.

### **CONSULTATION**

Senior Management Team

Council staff

Community members

Public exhibition period from 11 April 2018 to 11 May 2018 including community workshop held 26 April 2018.

## **ATTACHMENTS**

- (a) Griffith Business Chamber Submission 31/01/2017 Draft CSP (under separate cover) ➡
- (b) Griffith Business Chamber - 2018/19 Budget EXECUTIVE COMMITTEE SUBMISSION 11/05/2018 (under separate cover) ➡
- (c) Public Exhibition - Submission - Draft Delivery Program 2017/18 - 2020/21 Incorporating the Draft Operation Plan (Budget) for the 2018/19 Financial Year - Yenda Memorial Park Enhancements - Yenda Progress Association Inc (under separate cover) ➡
- (d) Public Exhibition - Submission - Draft Delivery Program 2017/18 - 2020/21 Incorporating the Draft Operation Plan (Budget) for the 2018/19 Financial Year - Clean Up Ugly Town Entrances - Yenda Progress Association Inc (under separate cover) ➡
- (e) Public Exhibition - Submission - Draft Delivery Program 2017/18 - 2020/21 Incorporating the Draft Operation Plan (Budget) for the 2018/19 Financial Year - Yenda Cemetery Carpark & Toilet - Yenda Progress Association Inc (under separate cover) ➡
- (f) Public Exhibition - Submission - Draft Delivery Program 2017/18 - 2020/21 Incorporating the Draft Operation Plan (Budget) for the 2018/19 Financial Year - Yenda Township Drainage Stages 2,3 & 4 - Yenda Progress Association Inc (under separate cover) ➡
- (g) Draft Budget Submissions 2018/19 (under separate cover) ➡
- (h) Information re CSP - Guiding Griffith 2040 Timetable (under separate cover) ➡
- (i) Draft Delivery Program 2017/18 to 2020/21 Incorporating the Operational Plan 2018/19 (under separate cover) ➡
- (j) Addendum to Draft Budget 2018/19 (under separate cover) ➡
- (k) Draft Ten Year Long Financial Plan Annual Review - 2018/19 (under separate cover) ➡
- (l) Email Invitation to Consultation CSP - Griffith Business Chamber 27/10/2016 (under separate cover) ➡

CLAUSE	CL04
TITLE	Park Renaming - Haines Park
FROM	Wendy Vaccari, Corporate Data Administrator
TRIM REF	18/41153

**SUMMARY**

At the Ordinary Meeting of Council 10 April 2018, Minute No 18/125 states:

**RESOLVED** on the motion of Councillors Dino Zappacosta and Simon Croce that:

- (a) Council support the proposed renaming of the park situated on Lot 17 DP 260185, known as Haines Park, to Baden Harrison Park.
- (b) The proposal be advertised for a period of 28 days to allow for public comment.

The period for public comment has now closed, multiple submissions have been received including three alternate renaming options.

**RECOMMENDATION**

**Council support the proposed renaming of the park situated on Lot 17 DP 260185, known as Haines Park, to Baden Harrison Park.**

**REPORT**

A copy of the original application and submissions are attached for your information, and can be summarised as:

Response Number	General Public
2	<b>Objection</b> - received from two members of the public suggesting that the name of Haines is spelt incorrectly and the park was intended to be called Hine Park, to honour the original owners of the Somerton Park land. Council Minutes from 1979 support and confirm the naming of Haines (not Hine). Attachments A, B, C & D

Response Number	Property Owners – Somerton Park Estate
3	<b>Support</b> – original application from “active and interested group of residents”, letter of support from the family of the Late Baden Harrison and submission from a current resident and property owner of Somerton Park Estate. Attachments E, F & G
5	<b>Objection</b> - received and signed by five (5) Somerton Park Estate property owners and includes an application to consider renaming the park to Somerton Park or Peter Morris Park after a previous resident. Morris has

	already been used for road and park naming and would not qualify for consideration. Attachment H
<b>1</b>	<b>Objection Withdrawn</b> – Part of the above submission objection later withdrawn
<b>11</b>	<b>No Contact</b> – Somerton Park Estate property owners
<b>20</b>	<b>TOTAL</b> - Privately Owned Properties Somerton Park

### OPTIONS

#### Option A

The resolution as printed.

#### Option B

Council retain the current name of Haines Park.

#### Option C

Council support the proposal to rename the park to Hine Park and advertise for a period of 28 days to allow for public comment.

#### Option D

Council support the proposal to rename the park to Somerton Park and advertise for a period of 28 days to allow for public comment.

#### Option E

Council add the name of Hine to the register of approved names for future road and park naming.

#### Option F

Any other resolution of Council.

### POLICY IMPLICATIONS

Council Policy Roads & Park – Naming & Renaming of (ICT-CP-201)

### FINANCIAL IMPLICATIONS

Not Applicable

### LEGAL/STATUTORY IMPLICATIONS

Not Applicable

### ENVIRONMENTAL IMPLICATIONS

Not Applicable

**COMMUNITY IMPLICATIONS**

Roads and parks are named in accordance with Council policy. The community has been engaged in the development of this policy.

**LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan item 8.2 Maintain and develop an effective transport network (public roads, pathways, pedestrian accesses and transport corridors) for Griffith and villages.

**CONSULTATION**

Senior Management Team

**ATTACHMENTS**

(a)	Haines Park Renaming - Submission - John Dickson <a href="#">↓</a>	65
(b)	Haines Park Renaming - Second Submission - John Dickson <a href="#">↓</a>	66
(c)	Haines Park Renaming - Submission - Warren Long <a href="#">↓</a>	67
(d)	Haines Park Renaming - Second Submission - Warren Long <a href="#">↓</a>	68
(e)	Haines Park Renaming - Application - Robert Crawford <a href="#">↓</a>	69
(f)	Haines Park Renaming - Submission - Phoebe Harrison <a href="#">↓</a>	70
(g)	Haines Park Renaming - Submission - Jan Smith <a href="#">↓</a>	71
(h)	Haines Park Renaming - Somerton Park Residents - Submission - (Redacted) <a href="#">↓</a>	72

22nd April 2018



Griffith City Council  
  
27 APR 2018  
RECEIVED BY  
CORPORATE INFORMATION

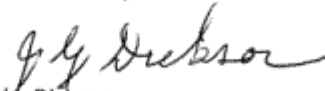
The General Manager  
Griffith City Council  
PO Box 485  
Griffith NSW 2680

Dear Sir

I refer to the council notice in the Area News Friday April the 20th, and firstly believe the current name of the park is spelt incorrectly. The name is Haines park and I believe it should be Hines park. Secondly, I refer to the proposal to change the name to Baden Harrison park and I, John Dickson strongly object as Hubert Hines was the original owner of that block of land. He built the first house there and lived there for a number of years in the early fifties. He later exchanged the house for one in Griffith to James Reynolds, a Griffith accountant. Later James Reynolds sold the house to the Harrison family.

History of Hubert Warren Hines is that he was a veteran of both world wars. In the 20s and 30s he farmed in the Yoogali district, after he returned from the second world war. He worked for caltex and then for the water commission in Griffith until he retired in the early 60's. His only daughter married Lyle Long who had large land holdings in Lake Wyangan. Hubert Hines and his wife, Lorraine were great friends of my parents, Stan and Gladys Dickson, who lived in Lake Wyangan. I have been associated with Lake Wyangan for over 80 years and I feel that if their name disappears a part of Lake Wyangan's history will be lost.

Yours Sincerely,

  
John Dickson  
8 Restagno Drive  
Lake Wyangan NSW 2680

9<sup>th</sup> May 2017

General Manager

Griffith City Council

PO Box 485

GRIFFITH NSW 2680



Dear Sir

I refer to the Council notice in the Area News Friday April 20<sup>th</sup> 2018 and would like to object to the renaming of Haines Park to Harrison Park. I would like Council to consider changing the name to honour the original owner of the land Mr Hubert Warren Hine.

I have already provided Council with a short bibliography of Mr Hine in my letter of 22 April 2018.

I would be pleased if this letter was presented to the Council for consideration.

Yours Sincerely

A handwritten signature in cursive script, appearing to read "John Dickson".

John Dickson

8 Restagno Drive

LAKW WYANGAN NSW 2680

Griffith City Council



30 APR 2018

RECEIVED BY  
CORPORATE INFORMATION

Griffith City Council



30 APR 2018

REGISTERED

24<sup>th</sup> April 2018

The General Manager  
Griffith City Council  
PO Box 485  
Griffith NSW 2680

Dear Sir

I am writing to make a comment on the proposal to rename Haines Park at Lake Wyangan. My Grandparents Hubert & Lorraine Hine were original owners of this block, building a home there after the 2<sup>nd</sup> world war. My grandfather was a veteran of both WW1 & WW2. After WW1 he secured a soldier settler block near Yoogali where he established an orchard. Then after the outbreak of WW2 he rejoined up, the orchard was sold & my grandmother & their only child Marie Hine moved to Sydney to live with family for the duration of the war.

It was after WW2 when in 1947 Marie Hine married Lyall Long the only son of Carlyle & Ada Long farmers of "Wardry" Lake Wyangan that the Hine's returned to Griffith purchasing a block of land at Lake Wyangan that is now known as Somerton Park. My grandfather secured employment at Caltex & later working for the Irrigation Commission.

The name Hine was often mispronounced as either Heinz or Haines, a fact I remember well as a young child as I was always correcting people.

My family has a strong connection with Griffith & particularly Lake Wyangan. My father & I both attended Lake Wyangan Public School & Griffith High School & my mother Yoogali Public School.

I strongly object to any name change to Haines Park other than to correct the spelling to Hines Park. I would like it noted that Haines Road has no connection to my family. Please contact me at the address below if I can be of any further assistance.

Yours faithfully,

Warren Long  
P.O. Box 186  
Wagga Wagga NSW 2650  
Ph. 0428500389  
email: wjlong@bigpond.net.au

10<sup>th</sup> May 2018

The General Manager  
Griffith City Council  
PO Box 485  
Griffith NSW 2680

Dear Sir

Thank you for replying to my letter dated 24<sup>th</sup> April 2018 in relation to the proposed renaming of Haines Park. I note that you state that the naming of Haines was recorded as the original intention. If this is the case then it is only if the name is to be changed from Haines that I would like to propose that my grandparents name of Hine be considered ie: "Hine Park" for reasons I have stated in my original submission.

Yours faithfully,



Warren Long  
P.O. Box 186  
Wagga Wagga NSW 2650  
Ph. 0428500389  
email: wjlong@bigpond.net.au



Griffith City Council  
  
16 MAY 2018  
RECEIVED BY  
CORPORATE INFORMATION

PO Box 767,  
Griffith, NSW, 2680.

7<sup>st</sup> March, 2018.

Griffith City Council,  
The General Manager,

Dear Sir,

Re: Haines Park, Somerton Park, Mallinson Road.  
Attention Please: Ms Wendy Vaccari.

Thank you for discussing Haines Park with me on a number of occasions recently. At Somerton Park we have an active and interested group of residents, some of whom are original owners, having built their homes here in the early 1980's. We understand that the name "Haines" was allocated to the newly-created park in the late 1970's as part of the D/A approval, but a sign to that effect was only erected relatively recently. With this letter the residents of Somerton Park respectfully request Council to consider a change of name for the park currently known as Haines Park.

The Somerton Park subdivision was first conceived by the owners at that time, Baden and Phoebe Harrison (who had already lived here for some time prior) in the late 1970's. The subdivision was the first private subdivision in the MIA, and served as something of a benchmark standard for rural residential subdivisions thereafter.

Baden Harrison was a well-known businessman in Griffith for many decades, and Phoebe has been active in many aspects of community life for as long, including education and local government.

We understand that the name "Haines" is listed by Council as the name of a notable local family worthy of being commemorated. We further understand that Haines Road is already named by Council for that family.

Baden Harrison sadly passed away recently after a long illness, and Mrs. Harrison is soon to retire to town. The matter of a suitable memorial was discussed at our annual resident's gathering in December, 2017 where the residents remarked on the eminent suitability of the name "Baden Harrison Park" for the park here, if a name change were possible.

We would be very grateful if Council would consider our request, and we look forward to hearing from you in due course. Until then, please contact me, on behalf of the residents, if we can be of any further assistance.

Yours faithfully,

Robert Crawford.

I would like to offer the following information in favour of the renaming of Haines Park to Baden Harrison Park.



In 1972 we (Baden and Phoebe Harrison) purchased 29 acres of non irrigable bushland on Mallinson Road.

Towards the end of the 70's Baden decided we should subdivide the land and offer a lifestyle which, until then, had not been available in Griffith or the MIA.

Our dream was that we share our unique lifestyle with others by creating large blocks of land while retaining as much of the native flora and fauna as possible.

Previously all subdivisions had been done by the Crown (Water Resources Commission) on Crown land.

At that time no farmland could be developed for housing.

Somerton Park was the first private subdivision in the MIA.

The land went on sale in March 1980.

Of course we faced many obstacles as this was a new concept, unheard of and untried in the MIA.

Baden was the one with the guts and determination to see it through to the creation of this unique and liveable place.

Baden was an astute, successful and caring businessman who went about his business in his own quiet way. He gave freely but hated any limelight. He shunned the accolades and did what he believed was right in his own quiet way.

My family and I feel the renaming of the park in his name is a fitting tribute to a man who loved Griffith, its people and its natural environs.

Thank you

Yours sincerely  
Phoebe Harrison

Jan Smith

21 Maegraith Place

GRIFFITH NSW

2<sup>nd</sup> May 2018

To The General Manager

Griffith City Council

Attention: General Manager

I wish to support Griffith City Council's decision to rename Hains Park Baden Harrison Park. I am aware that there has been an objection to the renaming of the park.

My reasons for objecting are as follows.

- The name Haines is not associated in any way with the Maegraith Place sub division.
- Baden Harrison was instrumental in establishing the division which at the time was a unique development.
- Baden was a well- known, generous and respected member of the community who cared very much for the beautiful environment he had created and nurtured for many years.
- As can be seen from the amount of support originally given to the renaming of the park it would be very disappointing for residents of Maegraith Place as well as his family if this was taken from them.
- Renaming the park Baden Harrison Park would be a fitting tribute to him.
- 

Please acknowledge receipt of the above letter and include it in correspondence at the council meeting when the objection is being discussed.

Yours sincerely

Jan and Bruce Smith

Residents of Somerton Park Estate

13 April 2018

The General Manager  
Griffith City Council  
PO Box 485  
Griffith NSW 2680



Dear Sir

RE: PROPOSED PARK NAME CHANGE - HAINES PARK, SOMERTON PARK, MALLINSON ROAD

We wish to object to the current proposed name change of the Park within Somerton Park Estate. The initial request for the name change was decided by a select few residents. The Estate was named by Mr & Mrs Harrison as Somerton Park Estate when it was established and given it has been known as this since the establishment we feel it would be appropriate the Park be named after the Estate. The parcel of land in question has a significant water catchment and we also wish to consider it be named a Reserve rather than Park.

The Reserve / Park has never been maintained by Council. It is currently being maintained by the residents listed below. Should our alternative of Somerton Park be considered not suitable our second preferred option would be to name it after the main resident who had always maintained the land Mr Peter Morris. Mr Peter Morris was the owner of 3 Maegraith Place for over 25 years.

- 1) Somerton Park      2) Peter Morris Park

We thank you in advance for your consideration of our objection and look forward to hearing from you. If you have any queries or wish to discuss this matter further please do not hesitate to contact John Tagliapietra on 0488 727 984.

Kind regards

  
J & K Tagliapietra  
18 Maegraith Place

  
D & K Krieg  
3 Maegraith Place

  
D & K Krieg  
14 Maegraith Place

  
D & J Croce  
19 Maegraith Place

  
Dr M & J Hopp  
9 Maegraith Place



**CLAUSE** CL05**TITLE** Adoption of Strategic Business Plan for Water Supply and Sewerage Services**FROM** Graham Gordon, Director Utilities**TRIM REF** 18/41212

---

**SUMMARY**

At the Ordinary Meeting of Council on 27 March 2018, Council resolved to place the Strategic Business Plan for Water Supply and Sewerage Services on public exhibition for 28 days. This report is being presented to Council due to the inclusion of the resolution by Council on the 27 March 2018 to include the option of an additional raw water storage facility in the next review of the Strategic Business Plan for Water Supply and Sewerage Services

**RECOMMENDATION**

**Council adopt, the Strategic Business Plan for Water and Sewerage Services**

**REPORT**

At the Ordinary Meeting of Council on 27 March 2018, Council resolved to place the Strategic Business Plan for Water Supply and Sewerage Services on public exhibition for 28 days. There were no formal submission to the Plan but a Council resolution on the 27 March 2018 to include the option of an additional raw water storage facility in the next review of the Strategic Business Plan for Water Supply and Sewerage Services. This resolution along with other administrative changes has been included in the final document which is included as attachment (A) and recommended for adoption.

NSW Local Government councils are required to undertake their planning and reporting activities in accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005. The Integrated Planning & Reporting (IP&R) framework enables councils to integrate their various plans together, understand how they interact and get the maximum leverage from their efforts by planning holistically for the future. Under the IP&R framework 2010 Council is required to prepare the following documents:

- Community Strategic Plan (CSP) (10 year plan)
- Delivery Program (4 year plan)
- Resourcing Strategy (10 Year Financial Plan, Workforce Management Plan and Asset Management Plan)
- Operational Plan (1 year)
- Annual Report

Councils responsible for water supply and sewerage infrastructure need to comply with the following requirements:

- Preparing and implementing a 30 year Integrated Water Cycle Management (IWCM) strategy

- Preparing and implementing a 20-30 year Strategic Business Plan (SBP), Financial Plan (FP), and Total Asset Management Plan (TAMP), and
- Annual Performance Monitoring.

For Local Water Utilities (LWUs), the Strategic Business Plan (SBP) and Integrated Water Cycle Management (IWCM) Strategy are peak planning documents for their water supply and sewerage business. The IWCM Strategy and SBP need to be prepared every 8 years on a rotation of every 4 years as shown in Figure 1.

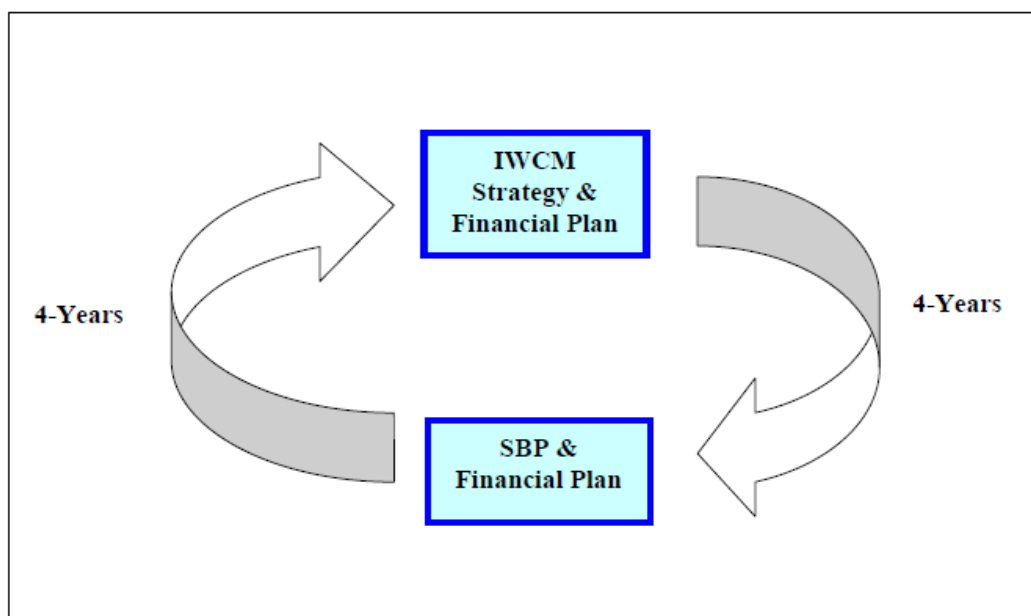


Figure 1: The IWCM Strategy and SBP

This Strategic Business Plan (SBP) has been prepared to integrate with Council's overall management planning process and specifically to align with the Integrated Planning and Reporting Framework.

The principal purposes of this Strategic Business plan are to:

- review the business activities associated with Council's Water Supply and Sewerage services;
- identify and address any issues associated with service delivery, financial management and asset management;
- provide a framework for improvements to overall performance;
- improve accountability;
- provide a long term (30 Year) planning horizon for the water and sewerage businesses; and
- comply the State Government's requirements for Best Practice management.

### Structure of the Strategic Business Plan for Water Supply and Sewerage Services

The strategic business planning process for water supply and sewerage is consistent with a total asset management approach and it involves the following components:

- **The Operating Environment Review** considers all corporate, community, environmental, financial, legislative, institutional, and regulatory elements that can affect water supply and sewerage activities,

- **The Mission Statement** describes the long term desired position of Griffith City Council with regard to water supply and sewerage services,
- **Levels of Service** set out the quality of services that Griffith City Council provides to customers,
- **Service Delivery** describes the means that Griffith City Council uses to deliver services to customers,
- **Separate Sub-Plans for the key result areas:**
  - **Customer Service Plan** covers negotiating levels of service with customers, areas serviced, demand management, pricing, customer/community involvement in decision making, public health protection, environmental protection and sustainable development
  - **Total Asset Management Plan** covers service delivery, operation, maintenance, and capital works
  - **Work Force Plan** covers staff skill development, health and safety and, and resource planning, and
  - **Finance Plan** covers overall financial management including future capital works and the required Typical Residential Bills.
- **Performance Monitoring and Action Plan** review performance and list issues and area for resolution with a set timeframe respectively.

## **OPTIONS**

Option A

As per recommendation.

Option B

Another resolution of Council.

## **POLICY IMPLICATIONS**

Not Applicable

## **FINANCIAL IMPLICATIONS**

The Strategic Business Plan for Water Supply and Sewerage Services highlights the financial situation of the Water Supply and Sewerage Business and recommends a list of maintenance and capital works program to be implemented over a 30 year period. Financial modelling and planning is one of the key elements of the Strategic Business Plan.

## **LEGAL/STATUTORY IMPLICATIONS**

The Strategic Business Plan for Water Supply and Sewerage Services has been developed in accordance with NSW Government's Best-Practice Management of Water Supply and Sewerage Framework.

### **ENVIRONMENTAL IMPLICATIONS**

Not Applicable.

### **COMMUNITY IMPLICATIONS**

The Strategic Business Plan for Water Supply and Sewerage Services defines services delivery and levels of service to the community. The Strategic Business Plan will serve as the base document for the development of 'Developer Servicing Plan (DSP) for Water and Sewerage Business.

### **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan item 10.1 Manage Griffith's water resources and water quality responsibly.

### **CONSULTATION**

Senior Management Team

Council Workshop – 19 September 2017

Water NSW

Public Exhibition for 28 days from 28 March 2018

### **ATTACHMENTS**

- (a) DRAFT - Strategic Business Plan for Water Supply and Sewerage Services (under separate cover) [⇒](#)

<b>CLAUSE</b>	<b>CL06</b>
<b>TITLE</b>	<b>Road Naming - Willandra Gardens - Amended Road Layout</b>
<b>FROM</b>	<b>Wendy Vaccari, Corporate Data Administrator</b>
<b>TRIM REF</b>	<b>18/37097</b>

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### **SUMMARY**

At the 28 November 2017 Ordinary Meeting, Council resolved:

#### **CLO5 ROAD NAMING – WILLANDRA GARDENS**

17/312

**RESOLVED** on the motion of Councillors Christine Stead and Dino Zappacosta that Council approve the use of the following road names for the Willandra Gardens residential estate:

Road No 1 – Lamari Drive  
Road No 2 – Lanza Grove  
Road No 3 – Scremin Close  
Road No 4 – Suman Close

Council has since received advice from Spatial Services Addressing Program, Department of Finance, Services & Innovation requesting Council reconsider the road naming for Willandra Gardens.

If Council adopts the recommendation as printed it will override the previous recommendation adopted at the meeting on 28 November 2017 referred to above.

### **RECOMMENDATION**

**Council approve the following road names for Willandra Gardens (enabling the division of Lanza Grove into two separate roads).**

**Road No 1 – Lamari Drive**  
**Road No 2 – Lanza Grove**  
**Road No 3 – Suman Close**  
**Road No 4 – Cappello Close**  
**Road No 5 – Scremin Close**

### **REPORT**

Advice received from Spatial Services Addressing Program that the current singular naming of Lanza Grove would cause confusion for Emergency Services. They further advise that emergency services have an expectation that addressing will be in accordance with AS/NZ4819:2011 and the NSW Address User Manual.

*Chapter 6.2.2 – NSW Addressing User Manual - Datum Point relates to the number of Cul-de-Sac or Close type roads and states “A datum point for the start of each road name shall be defined in order to determine address numbering for the road “*

The definition of a datum point to start road numbering from allows for the allocation of numbers odds on the left and evens on the right. This is not possible unless Lanza Grove is divided into two separate roads (see Attachment B).

Council can amend their previous resolution and choose to adopt the naming recommendations from Spatial Services Addressing Program (Option A) or confirm the road names as per the resolution of 28 November 2018 (Option B).

The developer has been advised of the issues and is agreeable to the suggested amendments in Option A.

### **OPTIONS**

#### **Option A**

Council amend the road names to divide Lanza Grove into two separate roads.

Road No 1 – Lamari Drive

Road No 2 – Lanza Grove

Road No 3 – Suman Close

Road No 4 – Cappello Close

Road No 5 – Scremin Close

#### **Option B**

Council retain the road names as resolved 28 November 2018 (No longer recommended)

Road No 1 – Lamari Drive

Road No 2 – Lanza Grove

Road No 3 – Scremin Close

Road No 4 – Suman Close

#### **Option C**

Any other resolution of Council.

### **POLICY IMPLICATIONS**

Roads & Parks – Naming & Renaming of | POLICY – ICT – CP – 201

### **FINANCIAL IMPLICATIONS**

Not Applicable

### **LEGAL/STATUTORY IMPLICATIONS**

Not Applicable

### **ENVIRONMENTAL IMPLICATIONS**

Not Applicable

### **COMMUNITY IMPLICATIONS**

Not Applicable

### **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan - Item 8.2: Maintain and develop an effective transport network (public roads, pathways, pedestrian accesses and transport corridor) for Griffith and villages.

### **CONSULTATION**

Senior Management Team

### **ATTACHMENTS**

- |     |   |    |
|-----|---|----|
| (a) | Addressing Opinion <a href="#">↓</a>                            | 80 |
| (b) | General Principles of Numbering - Datum Point <a href="#">↓</a> | 82 |
| (c) | Willandra Gardens - Amended Road Names Map <a href="#">↓</a>    | 84 |



**RE: Saved to CM: RE: Addressing Opinion LPI-CRM:00330155**

**prvs=6391d0755=SS-Addressing@finance.nsw.gov.au**

19/04/2018 07:33 AM

To: Wendy Vaccari <Wendy.Vaccari@griffith.nsw.gov.au>

3 attachments



image002.jpgimage002.jpgimage002.jpg

Hi again Wendy,

Emergency services have an expectation that Addressing will be in accordance with AS/NZ4819:2011 and the NSW Address User Manual.

Under the proposal, it is not possible to adhere to these conditions, specifically sec 6.2.2 and figure 6.6 of the AUM.

In launching the revised AUM last year Spatial Services conducted a series of addressing seminars around NSW.

Included in these seminars was a session on do's and don'ts, including this specific scenario.

We advised against such an approach.

Under the NSW Addressing Policy, the NSW Addressing Committee (of which I am a member), can intervene and recommend change if addressing is 'proving to be, or likely to be problematic'.

Mark

***Mark Schuhmacher***

**ADDRESSING PROGRAM**

**SPATIAL SERVICES | DEPT OF FINANCE, SERVICES & INNOVATION**

PH 02 63328315

E : [mark.schuhmacher@finance.nsw.gov.au](mailto:mark.schuhmacher@finance.nsw.gov.au)

346 PANORAMA AVE BATHURST NSW 2795



**Finance,  
Services &  
Innovation**

**From:** Wendy Vaccari [mailto:Wendy.Vaccari@griffith.nsw.gov.au]

**Sent:** Wednesday, 18 April 2018 3:33 PM

**To:** SS Addressing <SS-Addressing@finance.nsw.gov.au>

**Subject:** Re: Saved to CM: RE: Addressing Opinion LPI-CRM:00330155

Hi Mark

Can you elaborate on why this is not considered to be good practice, I am preparing a report for Senior Management and would like to provide as much information as possible.

Wendy

From: SS Addressing <[SS-Addressing@finance.nsw.gov.au](mailto:SS-Addressing@finance.nsw.gov.au)>  
To: "wendy.vaccari@griffith.nsw.gov.au" <[wendy.vaccari@griffith.nsw.gov.au](mailto:wendy.vaccari@griffith.nsw.gov.au)>  
Cc: Linda Edwards <[Linda.Edwards@finance.nsw.gov.au](mailto:Linda.Edwards@finance.nsw.gov.au)>  
Date: 18/04/2018 11:33 AM  
Subject: Saved to CM: RE: Addressing Opinion LPI-CRM:00330155

---

Hi Wendy,  
Hope things are good.  
Linda flicked this to me.

This is bad road naming process, and we specifically asked Councils not to do this at our seminars last year.  
From LAMARI DR you need to have a different name for each direction .  
We ask this because any solution for the current plan will cause a level of confusion with Emergency Services.

Mark

***Mark Schuhmacher***

**ADDRESSING PROGRAM**  
**SPATIAL SERVICES | DEPT OF FINANCE, SERVICES & INNOVATION**  
PH 02 63328315  
E : [mark.schuhmacher@finance.nsw.gov.au](mailto:mark.schuhmacher@finance.nsw.gov.au)  
346 PANORAMA AVE BATHURST NSW 2795

**From:** Linda Edwards  
**Sent:** Wednesday, 18 April 2018 11:23 AM  
**To:** SS Addressing <[SS-Addressing@finance.nsw.gov.au](mailto:SS-Addressing@finance.nsw.gov.au)>  
**Subject:** FW: Addressing Opinion LPI-CRM:00330155

Att: Mark S

## 6.2 General Principles of Numbering

### Description

Address numbering shall be unambiguous and applied in a logical manner. Address numbers shall be applied to all sites which require unique identification to facilitate access, delivery of services or maintenance of records e.g. asset management.

### Principles

#### 6.2.1 Address Numbers

Address numbers shall be:

- Unique, clear, logical and unambiguous.
- Sequential positive integers commencing from the datum point.
- Odd numbers on the left side of the road (from the datum point) and even on the right side - see examples in Figure 6.5 and Figure 6.6. An exception to this principle is where the existing numbering pattern of an area runs opposite to this instruction - in which case numbering shall continue as per existing layout.
- Created without prefixes, in the form of preceding alphabetical characters.
- Singular, i.e. no number ranging shall be used.
- Distinct from Lot Numbers i.e. lot numbers shall not be used in place of an assigned rural or urban address number.
- Numbering shall adhere to these principles, regardless of individual preferences regarding number or naming types.

Figure 6.5

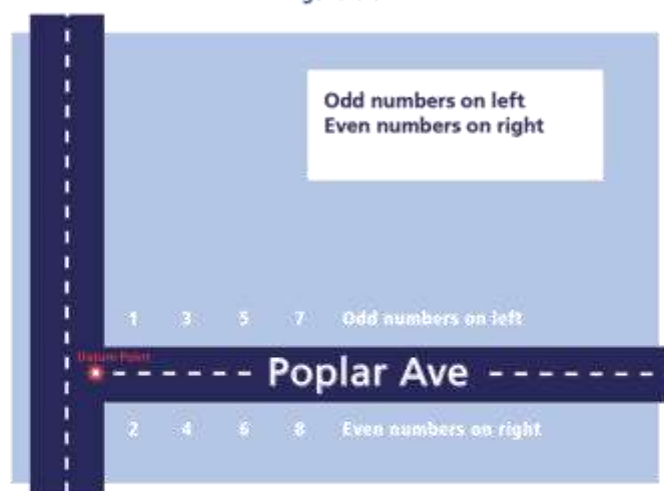
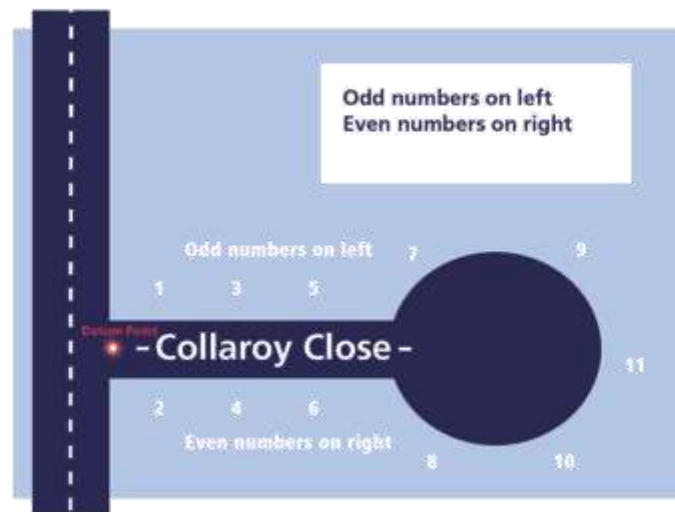


Figure 6.6



### 6.2.2 Datum Point

A datum point for the start of each road name shall be defined in order to determine address numbering for the road.

A road should start (and the datum point therefore be placed) at the end of the road likely to be accessed on the most frequent basis. Where this is unable to be determined, the datum point should be placed at the end of the road closest to the centre of the locality/town. Where this is unable to be determined, the datum point should be located at the end of the road which is most southern or easterly. Refer to Figure 6.7 and Figure 6.8 for examples.

In the case of staged developments, datum points should be determined based on the complete development plan for the area. Numbers must be estimated and reserved where a road is to be developed in stages. Refer to Principle 6.3.1 - Reserving Numbers for details.

Address numbering shall continue from the datum point for the entire length of a named road, except in rural situations where the numbers become too high. Refer to Principle 6.4.4 - Very Long Roads for more details.

The datum point and existing numbering need not be changed if access to the road is changed. e.g. a road is cul-de-saced at a major intersection. Refer to Figure 6.9.

Refer to Principle 6.2.4 - Renumbering due to Redevelopment in cases where renumbering and reallocation of a datum point is required.





**City of Willandra**  
 111 Main St  
 111 Main St  
 111 Main St  
 111 Main St  
 111 Main St  
 111 Main St

**Important Notice**  
 This notice is to advise you of the proposed changes to the road names in the Willandra Gardens area. The information is for your information only and does not constitute an offer of any services or products. The City of Willandra is not responsible for any loss or damage caused by the use of this information. The City of Willandra is not responsible for any loss or damage caused by the use of this information. The City of Willandra is not responsible for any loss or damage caused by the use of this information.

Drawn By: [Name]  
 Prepared: [Date]  
 Date: [Date]



**Willandra Gardens  
Amended Road Names**

Map Scale: 1:2575 at A4

<b>CLAUSE</b>	<b>CL07</b>
<b>TITLE</b>	<b>Consolidation of Land - Jensen Road Works Depot</b>
<b>FROM</b>	<b>Graham Gordon, Director Utilities</b>
<b>TRIM REF</b>	<b>18/41519</b>

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### **SUMMARY**

A recent Development Approval for the construction of additional water and sewerage sheds at Council's Jensen Rd depot included a condition requiring the consolidation of two Lots-being Lot 1 and Lot 2 DP 557271.

This report seeks Council approval to this consolidation.

### **RECOMMENDATION**

**Council approve the consolidation of Lots 1 and 2 DP 557271 at the Jensen Rd Works Depot site.**

### **REPORT**

Council has received Development Approval - DA 56/2017(1) – for the “alteration and addition to an existing shed and the erection of a new shed”. The sheds will provide additional machinery parking and storage space for the water and sewerage section of Council.

One of the conditions of approval is the consolidation of Lots 1 and 2 DP 557271. (See attached plan). Lots 1 and 2 constitute the majority of the site located on the western side of the supply channel.

A Master Plan for the depot is currently being developed. Any further development on the depot site will include works on Lots 1 and 2.

### **OPTIONS**

Option A

As per the recommendation

Option B

Not accept the recommendation. This may impede future redevelopment of the site and is not a preferred option.

Option C

Another resolution of Council

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

The cost of consolidation – plan preparation, lodgement and LPI fees – has been quoted at \$1,832. Funds are currently available in the 2017/18 Water and Sewer budget in an amount of \$150,000 for the construction works.

### **LEGAL/STATUTORY IMPLICATIONS**

As owner of the land, Council's approval is required.

### **ENVIRONMENTAL IMPLICATIONS**

Environmental implications were assessed during the assessment of the development consent.

### **COMMUNITY IMPLICATIONS**

Nil

### **LINK TO STRATEGIC PLAN**

No relevance

### **CONSULTATION**

Senior Management Team

### **ATTACHMENTS**

(a) Plan of Jensen Rd Depot Site [↓](#)

87



<b>CLAUSE</b>	<b>CL08</b>
<b>TITLE</b>	<b>Adoption of Draft Infrastructure &amp; Operations Directorate's Public Policies</b>
<b>FROM</b>	<b>Wendy Krzus, Governance Coordinator</b>
<b>TRIM REF</b>	<b>18/41847</b>

---

### **SUMMARY**

A review of Council Policies is underway by Council staff and Committees over the next few months. The current review is necessary to ensure all public policies reflect current practices in place and to ensure adherence to governing legislation, best practice advice and changes to day to day procedures.

The Infrastructure & Operations Directorate Public Policies have been reviewed at a Council Workshop on 17 April 2018 followed by required amendments and are now presented to Council for formal endorsement with the intent of placing them on public exhibition.

Council policies are to be reviewed and advertised in their manageable directorates rather than in bulk to allow greatest exposure to the public and therefore best opportunity for review and submissions.

### **RECOMMENDATION**

- (a) Council endorse the Infrastructure & Operations Services Directorate's Reviewed Policies for 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 at the date of the close of the submission period.**
- (c) Policies that receive a submission be reported back to Council.**

### **REPORT**

Council policies provide the framework within which Council staff work and make decisions. This is of course additional to relevant statutory requirements set under legislation such as the Local Government Act 1993 and the Environmental Planning and Assessment Act 1979.

In accordance with Council policy GC-CP-311 and in line with strong corporate governance principles, Council undertakes a review of all policies on a periodic basis.

Infrastructure & Operations Directorate's policies have been reviewed by relevant staff and updated where required. The following Infrastructure & Operations Directorate's policies have been reviewed and are attached under separate cover:

	<b>Policy No.</b>	<b>Policy Title</b>	<b>Comment</b>
1	PG-CP-101	Dalton Park - Areas of Responsibility	Major
2	PG-CP-201	Sporting Ovals Contribution Charges	Major
3	WO-CP-101	Private Works	Major
4	WO-CP-601	Roads - Culverts - Provision and Maintenance	Major
5	WO-CP-602	Roads - Maintenance and Upgrading of Unsealed Roads	Major
6	BUF-CP-401	Noxious Weeds - Control and Eradication of	Minor
7	BUF-CP-501	Griffith Aerodrome Security Requirements - Hangar	Minor
8	GC-CP-314	Vandalism - Reward for Information	Minor
9	PG-CP-301	Prohibited Activities on Council Active and Passive Recreational Areas	Minor
10	UD-CP-203	Roads - Purchase of	Minor
11	WO-CP-502	Kerb and Guttering Footpath Construction	Minor
12	WO-CP-604	Road Network, Related Infrastructure & Pathways Risk Management	Minor
13	WO-CP-701	Roads - Signs - Loans & Hire	Minor
14	WO-CP-702	Road Signage	Minor
15	WO-CP-603	Roads - Protection of	No Change
16	PG-FO-114	Vandalism - Reward for Information Form	New Form refers to GC-CP-314
17	WO-FO-113	Road Sealing Request Assessment	New Form refers to WO-CP-602

## **OPTIONS**

- (a) As per the recommendation, endorse the Infrastructure & Operations Directorate's policies to be placed on public exhibition for a period of 28 days.
- (b) Council can elect to amend any of the Infrastructure & Operations Services Directorate's policies.

### **POLICY IMPLICATIONS**

This clause is in accordance with Griffith City Council's Policy GC-CP-311, Adoption of Policies, requiring all of Council's policies to be reviewed once in each Council Term.

### **FINANCIAL IMPLICATIONS**

Not applicable.

### **LEGAL/STATUTORY IMPLICATIONS**

Part 3, Open Access Information, of the Government Information (Public Access) Act 2009, requires policy documents be made publicly available.

### **ENVIRONMENTAL IMPLICATIONS**

Not applicable.

### **COMMUNITY IMPLICATIONS**

The community would expect Council to review its policies on a regular basis to ensure they reflect current practices and adherence to governing legislation.

The community is able to comment on the policies during the review process.

### **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan item 1.1 Provide clear and transparent communication to the community.

This item links to Council's Strategic Plan item 3.1 Undertake Council activities within a clear framework of strategic planning, policies, procedures and service standards.

### **CONSULTATION**

Senior Management Team  
Council Workshop

### **ATTACHMENTS**

- (a) Public Policy Review 2017/2018 - Infrastructure & Operations [↓](#)

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## Public Policies Review Report 17/18

## INFRASTRUCTURE &amp; OPERATIONS

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## Dalton Park – Areas of Responsibility POLICY – PG-CP-101



Directorate	Infrastructure & Operations	
TRIM Ref	14/15157	
Status	Current	Effective from:
Adopted	11 November 2014	Minute No: 0392

### Policy Objective

To delineate the areas of responsibility for the management and operation of Dalton Park between the various interested parties.

### Policy Statement

The General Facilities Committee shall have the overall control of the Dalton Park Complex with Council attending to and maintaining services other than those provided for the exclusive use of the respective clubs.

The areas of responsibility are generally as follows:

#### General Facilities Committee

- (a) ~~Administer the complex as a Section 355~~ Advisory Committee of the Dalton Park Complex;
- (b) Determine an annual budget;
- (c) To report to the Council; and

#### Griffith Harness Racing Club Inc

- (a) Maintain harness racing track, lights and all equipment associated with harness racing.
- (b) Be responsible for grounds and buildings associated with the club.
- (c) Maintain appropriate insurance policies in relation to Dalton Park Buildings as stipulated in the Licence Agreement together with a Public Liability Policy (not less than \$20 million) with GCC and Department of Trade and Investment - Crown Lands Division listed as an "Interested Parties" on the policy

#### Griffith Jockey Club Inc

- (a) Maintain the sand and grass tracks;
- (b) Be responsible for the mowing and watering of tracks and the extended Licenced area as required and be responsible for all equipment associated with the running of the club;
- (c) Be responsible for the clubs storage shed.

## Dalton Park – Areas of Responsibility POLICY – PG-CP-101



- (d) Maintain appropriate insurance policies in relation to Dalton Park Buildings as stipulated in the Licence Agreement together with a Public Liability Policy (not less than \$20 million) with GCC and Department of Trade and Investment - Crown Lands Division listed as an "Interested Parties" on the policy

### Griffith/Benerembah Pony Club

Be responsible for the maintenance of grounds and buildings associated with the club.

- (a) Maintain appropriate insurance policies in relation to Dalton Park Buildings as stipulated in the Licence Agreement together with a Public Liability Policy (not less than \$20 million) with GCC and Department of Trade and Investment - Crown Lands Division listed as an "Interested Parties" on the policy

### Griffith Riding for Disabled

Be responsible for the maintenance of grounds and buildings associated with the service.

- (a) Maintain appropriate insurance policies in relation to Dalton Park Buildings as stipulated in the Licence Agreement together with a Public Liability Policy (not less than \$20 million) with GCC and Department of Trade and Investment - Crown Lands Division listed as an "Interested Parties" on the policy

### Griffith City Council

- (a) Council to collect all rates payable at the complex;
- (b) Mow and maintain the enclosure area;
- (c) Supply all equipment for the maintenance of the enclosure;
- (d) Maintain all internal roads, boundary fence and fire breaks;
- (e) Maintain the water supply; and
- (f) Grant to the General Facilities Committee such annual subsidy as determined by Council, for the running of the Dalton Park complex.

### **Definitions**

None

### **Exceptions**

None

### **Legislation**

None

### **Related Documents**

## Dalton Park – Areas of Responsibility POLICY – PG-CP-101



None

### Policy History

Revision Number	Date of Adoption/Amendment	Minute Number
1	Before 24/04/90	0
2	14/01/03	25
3	11/05/10	0142
4	11/11/14	0392

## Sporting Ovals Contribution Charges POLICY – PG-CP-201



Directorate	Infrastructure & Operations	
TRIM Ref	14/15156	
Status	Current	Effective from:
Adopted	11 November 2014	Minute No: 0392

### Policy Objective

To allow junior sports people use of Council's sporting ovals at no charge.

### Policy Statement

- As a matter of policy, junior sports people playing in junior sporting competitions shall not be charged any usage fees if applicable.,**this includes line marking.**
- All schools utilising Council provided sporting ovals shall not be charged any usage fees if applicable.

The criteria to apply in relation to the above are that:

- All bodies must formally apply and book the sporting ovals as required.
  - Sporting bodies are not permitted to use sporting ovals until an application form has been processed by Council and a response has been received. Forms are available from the Customer Service Department, Griffith City Council, 1 Benerembah Street, Griffith **and the Griffith City Council website.**
  - The oval and facilities must be left in a clean and tidy state. Failure to do this will result in an actual cost of clean-up charge being forwarded to the appropriate sporting organisation or school.
- Provision of Line Marking Services

Sporting associations which utilise Council's ovals are to be charged for the provision of line marking services rendered by Council **as per Councils Revenue Policy, when the oval/playing surface is used by both Junior and Senior sports people.**

### Definitions

None

### Exceptions

None

#### 1. Payment for Lighting

**All use of sporting ovals after hours that require lights must pay the token system as outlined in Councils Revenue Policy.**

## Sporting Ovals Contribution Charges POLICY – PG-CP-201



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### Legislation

None

### Related Documents

None

### Policy History

Revision Number	Date of Adoption/Amendment	Minute Number
1	05/09/95	719
2	28/11/95	938
3	14/01/03	25
4	11/05/10	0142
5	11/11/14	0392

## Private Works POLICY – WO-CP-101



Directorate	Infrastructure & Operations	
TRIM Ref	14/15187	
Status	Current	Effective from:
Adopted	11 November 2014	Minute No: 0392

### Policy Objective

To provide the community with access to Council's skill, plant and equipment on a commercial fee for service basis, without disadvantaging local contractors and subject to it being convenient to Council's works programs.

Where it is not possible for works to be carried out by local contractors, this policy outlines the procedures for undertaking works or services for members of the community.

### Policy Statement

#### 1 Purpose

- Create a framework for performing private works that is transparent, objective and consistent;
- Limit the number of private works and services to permit Council to concentrate on maintenance and capital works projects;
- Ensure that there is a clear understanding of the roles and responsibilities of each party entering into private works activities;
- In circumstances where Council does agree to undertake private work and services, the policy applies to those works and services primarily carried out on account of a private individual, company or organisation upon lands and or public lands, which are outside the controlling responsibility of Council;
- The provision of private work to the community, whilst not being Council's core business, is provided as an additional service subject to ensuring the costs incurred are recovered together with overheads and a commercial profit margin is realised;
- This policy specifically excludes work performed on Council owned or controlled assets and State Roads, by Council on Council owned or controlled assets and State Roads.

#### 2 Eligibility

- All residents and ratepayers of Griffith City Council are able to access Council's services. The approach required is to contact the Customer Service Department at 1 Benerambah Street, Griffith and arrange to speak to the relevant Manager/Supervisor for details and if appropriate, request a written quotation.
- Council will consider any application for private works when works cannot be carried out by local contractors and subject to the works being convenient to Council's works program.
- Applications for private works can be made in writing addressed to the General Manager Griffith City Council or through Council's Customer Service Department to the relevant Manager and or Supervisor to request a quotation.

## Private Works POLICY – WO-CP-101



- All quotation/estimates will be based on the verbal and/or written information provided by the applicant. It is the responsibility of the applicant to provide complete details of the work to be quoted/estimated including all plans, specifications, notices, approvals and any other legislative requirement.
- If it becomes apparent that insufficient information has been provided by the applicant to enable Council staff to prepare a reliable quote or to prepare an accurate estimate then Council will decline the request for the quote/estimate.

### 3 Procedure

- Priority for use of Council's plant, equipment, labour and other resources is to be given to Council's own works program at all times. At the initial point of contact with council, the requestor should be advised that there a number of local contractors who could perform the proposed work. However where circumstances exist that it is not possible to engage a suitably qualified contractor, the undertaking of private work and services shall be at the discretion of the relevant departmental Director or relevant Manager (with appropriate delegation) being requested for the private work;
- In requesting and authorising Griffith City Council to carry out private works, the applicant shall indemnify Griffith City Council against any claim, action or process for damages or injury which might arise during the progress of such works and shall keep indemnified Griffith City Council against any claim, action or process for damage and /or injury which might arise from the existence of such works unless such damage and/or injury is due to or contributed to by an act or omission of Griffith City Council , its employees or agents;
- A project estimate shall be provided to the applicant, in writing, outlining the costs, the timeframe, clearly state that this is an estimate only and shall include:
  - clarification that the quote/estimate is provided on the basis of information provided by the applicant and no additional investigation, unless detailed in the quotation, have been conducted,
  - provision for recouping additional funds should the cost of the project exceed the provided estimate;
- Firm quotations may be provided to applicants upon request, however provision of such quotations is at the discretion of the relevant departmental Director or relevant Manager with appropriate delegation;
- All project estimates and quotes will be in accordance with Griffith City Council's adopted Revenue Policy. Where items are not included in the Revenue Policy add 40% overhead to the council cost of the item.
- All project estimates and quotes must:
  - provide for administration cost,
  - include a profit margin,
  - include GST where applicable;
- In situations where an applicant requests private work be performed which is consistent with Council works being performed in the same immediate locality and the work is deemed to 'value add' to Councils asset then the private work may be performed in conjunction with the Council works and the cost to the applicant determined (subject to the approval of the General Manager or appropriate Department Director) on a proportional cost basis. An estimate for such work shall be issued consistent with the intent of the third (3<sup>rd</sup>) dot point in 3 above;
- Only approved, suitably licenced Council employees shall operate Council plant engaged on private works;
- Generally small items of plant (without an operator ) are not available for hire;

## Private Works POLICY – WO-CP-101



- Council is responsible for payment of Council staff and any of its subcontractors engaged on private works. No other payment arrangement are permissible;
  - All private works jobs will be costed independently to the applicant. A separate work order must be created for each private work. Contact Operations Assistant for details;
  - At the time of authorising the works the applicant shall be advised as to when the works can be undertaken;
  - Misuse or unauthorised use of Council resources may constitute a criminal offence;
  - Council reserves the right to refuse any application for private works.
- 4 Councillors and /or Council Employee Private Work**
- Where the applicant is a Councillor or Council employee the hire of such plant will be on the condition that no third party is involved in the arrangement;
  - The General Manager or appropriate Department Director will be directly involved in approving the terms and conditions of any work. This responsibility of the General Manager and Directors is not to be delegated;
  - An independent Council Officer, i.e. one not related to the parties involved will be responsible for inspecting the job and developing a quotation. This independent officer will also ensure that the work done and materials used are as approved by the General Manager and relevant departmental Director. No additional work or resource use will be permitted outside that approved as part of the quotation.
- 5 Payment**
- Quotation is accepted and applicant presents a copy of the quotation and pays the Cashier at Customer Service Counter, 1 Benerembah Street Griffith and the work is programmed; or
  - The applicant signs the quote to accept the conditions and prices and returns signed document to Griffith City Council, 1 Benerembah Street, Griffith and the work is programmed. A copy of the signed quotation is forwarded to the Debtors Officer with all details i.e. name address, location, nature of work etc;
  - Following finalisation of the works and payroll/stores/creditors being updated the relevant Manager is to review costing and if correct send a request for a Debtor' Invoice to the Debtors Officer to provide invoice to applicant for \$x amount;
  - Should the applicant default on payment of the amount payable, Council shall initiate proceedings for the recovery of the debt payable with any costs associated with the recovery action added to the principal.

### Definitions

None

### Exceptions

None

### Legislation

None

### Related Documents

None

## Private Works POLICY – WO-CP-101



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### Policy History

Revision Number	Date of Adoption/Amendment	Minute Number
1	14/01/03	30
2	14/01/03	25
3	11/05/10	0142
4	11/11/14	0392

## Roads – Culverts – Provision and Maintenance | POLICY – WO-CP-601



Directorate	Infrastructure & Operations	
TRIM Ref	14/15185	
Status	Current	Effective from:
Adopted	11 November 2014	Minute No: 0392

### Policy Objective

To establish a standard for providing culverts to enable access to ~~properties outside urban areas~~ from a formed road to rural and urban properties not serviced by kerb and guttering. ~~Constructed culverts accesses are not usually associated with unformed roads.~~

### Policy Statement

- ~~The property owner shall provide culverts to each property entrance. Where an existing formed road exists at the date of inception of this policy the property owner shall be responsible for the full cost to provide a culvert access to each property entrance. The owners shall also be responsible for ongoing maintenance of the culvert structure.~~
- ~~Routine maintenance such as grading or addition of gravel pavement to a formed road shall not constitute construction or reconstruction and hence shall not alter the responsibility for provision of property access.~~
- ~~Where a new road or street is constructed by Council and there is a need to provide an access culvert as a result of that construction then Council will bear the cost as part of the construction for one (1) culvert. A maximum of two (2) culverts to each property will be considered on a case by case basis.~~
- ~~Where an existing formed road or street is reconstructed and there is a need to adjust the location, length, size or level of an existing access culvert, Council will bear the cost of such adjustment as part of the reconstruction. The existing culverts and headwalls, unless reused, shall remain the property of the current land owner served by the access.~~
- ~~Access culverts shall be constructed in accordance with Griffith City Council Engineering Guidelines – Subdivisions and Redevelopment Standards – December 2008~~
- ~~Replacement of all access culverts will be at the minimum width, not the existing width. Culverts shall be installed to levels and locations approved by Griffith City Council where required.~~
- ~~Minimum size of a culvert is 375mm diameter unless agreed by Council.~~
- ~~A standard fee as detailed in Council's Revenue Policy is payable to provide (clause 6) above.~~

## Roads – Culverts – Provision and Maintenance | POLICY – WO-CP-601



9. Property owners are responsible for maintenance of accesses from edge of shoulder on unsealed roads and edge of bitumen for sealed roads, to property boundaries as set out above, or Council may require removal of the access
10. Replacement of all access culverts will be at the minimum width, as set out in Griffith City Council Engineering Guidelines – Subdivisions and Redevelopment Standards – December 2008.

### Definitions

**None** Unformed road in the context of this Policy is a 'track' used for access which has not been shaped to provide a surface or drainage and does not have table drains.

Formed road in the context of this Policy is any road that has been shaped by mechanical means so as to create a defined surface (not necessarily all weather) on which vehicles travel and which has table drains for collection and drainage of surface water runoff.

Maintenance is routine activity including grading which does not materially change the structure of the formed road. The addition of a gravel pavement to an otherwise 'ungravelled' road is deemed to be routine maintenance in the context of this Policy.

Construction is the provision of a new formed road where no formed road previously existed. This results in a significantly different road after construction to what existed prior to construction.

Reconstruction is revamping of an existing formed road such that there is material difference between the new and old regards alignment, width, shape or level.

### Exceptions

None

### Legislation

**None**

Roads Act 1993.

Roads Regulation 1993.

### Related Documents

**None**

Griffith City Council: Engineering Guidelines – Subdivision and Redevelopment Standards.

Griffith City Council: Road Maintenance Management Procedure.

Griffith City Council: Revenue Policy

Griffith City Council: Driveways – Maintenance & Width (CS-CP-402)

### Policy History

Revision Number	Date of Adoption/Amendment	Minute Number
1	Before 24/04/90	0

## Roads – Culverts – Provision and Maintenance | POLICY – WO-CP-601



2	09/04/96	242
3	14/01/03	25
4	11/05/10	0142
5	11/11/14	0392

## Roads – Maintenance and Upgrading of Unsealed Roads | POLICY – WO-CP-602



Directorate	Infrastructure & Operations	
TRIM Ref	14/15184	
Status	Current	Effective from:
Adopted	11 November 2014	Minute No: 0392

### Policy Objective

To establish standards and practices for the maintenance and upgrading of Council's **unsealed roads**.

To provide a fair option for property owners to upgrade a gravel road to a seal and reduce problems caused by dust to residential properties.

### Policy Statement

- Council shall maintain to each property on which is situated a residence, an all weather gravelled access road.
- The all-weather access provided will be via the most convenient and economical route taking into account other users and financial implications to Griffith City Council and will not necessarily be the most direct route.
- Roads to unoccupied properties not covered in 1 above shall be classed as limited access roads and are generally used for carrying out farming activities and are not routinely maintained.
- Where Council has historically maintained a limited access road it will continue to be maintained. **Historical proof of maintenance is provided by Council's records.**
- ~~Applications or requests for maintenance and/or upgrade of a limited access road to an all-weather access shall be referred to Council for determination.~~
- The width of road sides to be cleared shall be a matter to be determined at the discretion of the Works Manager – Construction and his staff but should not extend beyond the outside extreme of the table drains or the previously disturbed area. **Consultation will also be made with Council's Roadside Vegetation Management plan.**
- Water carts are not to be used for dust suppression on unsealed roads unless authorised by the Mayor, General Manager and Director of Infrastructure of Operations.
- On sealed roads, where feasible, shoulder sealing is to be imposed as a condition of subdivision approval. The minimum width of sealed shoulder shall be 600mm **with reference to Ausroads Table whichever is greater.**
- Whenever a change in status of a parcel of land ie sale of part only, subdivision, change of ownership status etc creates a need for an existing all weather access to be extended to serve the new parcel of land the initial cost of providing the extended all weather access shall be borne by the proponent/s creating the need.

## Roads – Maintenance and Upgrading of Unsealed Roads | POLICY – WO-CP-602



10.1 When a request is received to seal a road the following selection criteria in Table 1 are to be used to determine whether there is justification for listing the roads for sealing works and consideration by Council within a proposed budget. A minimum score of 8 shall be attained for a road to be listed.

10.2 When a request is received for maintenance and/or upgrade of a limited access road the following selection criteria in Table 1 are to be used to determine whether there is justification for the road to be upgraded and consideration by Council within a proposed budget. A minimum score of 5 shall be attained for a road to be listed.

10.3 When a request is received for dust abatement the following criteria in Table 1 are to be used to determine the score to be considered for Council financial assistance.

**Table 1: Criteria for Assessing Unsealed Roads and Dust Abatement Financial Assistance**

Criteria	Points
1. Traffic Volume	<p>Less than 100 vpd 0</p> <p>Between 100 - 200 vpd 1</p> <p>Over 200 vpd 2</p> <p>Over 20 heavy vehicles/day 2</p> <p>Over 20 long vehicles and road trains/day 2</p>
2. Accident History	Accident within past 3 years to be noted -
3. Local Amenity	<p>a) 10 houses/km or greater in urban area 1</p> <p>b) 5 houses/km or greater in non urban area 1</p> <p>c) Dust problem (horticultural areas) 1</p> <p>d) Within Urban or Village boundary 1</p>
4. Roads Importance to Community	<p>a) School Bus route 1</p> <p>b) Serves a major industry 2</p> <p>c) Serves an industry 1</p> <p>d) Serves a major community facility, service or attraction 2</p> <p>e) Serves as a bypass or feeder road 1</p>

### Dust Abatement

Dust abatement on gravel roads is the sealing of short sections of road for the benefit of property owners with houses near the road. The purpose of dust abatement is to reduce the effects of dust caused by passing traffic.

A written request should be made to the General Manager Griffith City Council prior to 31 December to be considered for dust abatement in the following financial year budget.

The principal beneficiary of the dust abatement is the property owner. The cost of installing and maintaining sealed sections of road is higher than that for gravel roads, and a quotation will be provided for an applicant to consider after their application has been made.

## Roads – Maintenance and Upgrading of Unsealed Roads | POLICY – WO-CP-602



The quotation will include an upgrade of the road and any necessary drainage upgrades that may be required to ensure that the dust abatement seal is completed to Council's engineering standards.

### Council contribution

An applicant may contribute the full cost of the dust abatement or make a request for up to 50% contribution from Council funds towards a dust abatement application. Each request for council contribution will be assessed on the merits as set out in Table 1 above. The highest score will be considered for financial assistance ahead of those requests with a lower score. Additionally consideration will be given to the length of time that a resident has owned and occupied their residence adjacent to the gravel road under consideration.

Council's contribution will be limited to budgetary allocation for dust abatement in each financial year.

### Extent of Work and Costs

The minimum length of a dust abatement section is 100 metres. The length of dust abatement required will depend on the applicants budget and Council will provide consultation to any constraints associated with construction.

The minimum formation width shall be 7 meters, or the existing width of the road, whichever is greater. The minimum seal width shall be 6.5 metres

Construction works and sealing can be completed by a contractor subject to obtaining Section 138 of Roads Act approval and complying with Council's Engineering Guidelines – Subdivision and development standards for construction. Alternately Council could be engaged to undertake the construction works at the quote provided.

The preparation work for dust abatement must comply with Austroads Standards and Council's Engineering Guidelines – Subdivision and development standards. If Council is engaged to undertake works this will be programmed as part of Council's resheeting or grading program. Successful applicants for dust abatement will be advised of the timing that this preparation may occur.

### Sealing specifications

The seal shall be double (14/7) seal with C170 binder. Alternative proposals will be considered.

### Definitions

#### Heavy Vehicle as defined by AUSTROADS

- a truck with a carrying capacity of 8 or more tonnes
- Heavy Vehicles are class 3 or above

#### Long Vehicle and Road Trains as defined by AUSTROADS

## Roads – Maintenance and Upgrading of Unsealed Roads | POLICY – WO-CP-602



- Long Vehicle and Road Trains are class 10 and above

### Industry

- Means a 'light industry' or 'rural industry' as defined in the Griffith Local Environmental Plan.

### Major Industry

- Consists of industries associated with:
  - wine and food processing
  - grain storage and handling
  - commercial extractive works

### Community facility, service or attraction

- Consists of clubs, hotels/motels, major sports facilities, transport terminals, education and hospital facilities

### All Weather Access Road

- A road which is trafficable to 2 wheel drive vehicles under normal weather conditions.

### Limited Access Roads

- Roads that provide limited access to properties to carry out farming or other legitimate activities. These roads are generally dry weather access and may be formed or unformed and not servicing dwellings.

### **Exceptions**

None

### **Legislation**

None

### **Related Documents**

None

Roadside Vegetation management plan

AUSTROADS Vehicle Classification System

Griffith Local Environmental Plan (LEP)

WO-FO-113 Road Sealing Request Assessment

Council's Engineering Guidelines – Subdivision and development standards

### **Policy History**

Revision Number	Date of Adoption/Amendment	Minute Number
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## Roads – Maintenance and Upgrading of Unsealed Roads | POLICY – WO-CP-602



1	Before 24/04/90	0
2	14/01/03	25
3	11/05/10	0142
4	11/11/14	0392

## Noxious Weeds – Control and Eradication of POLICY – BUF-CP-401



<b>Directorate</b>	Infrastructure & Operations	
<b>TRIM Ref</b>	14/14303	
<b>Status</b>	Current	Effective from:
<b>Adopted</b>	11 November 2014	Minute No: 0392

### Policy Objective

To implement an effective program that will attract Government funding and minimise the detrimental impact of noxious weeds.

### Policy Statement

Council shall:

1. Inspect all rural properties within the city area, at least once every five years, and issue Notices for removal of all noxious plants.
2. Continue an education programme with the ~~Noxious Plants Inspector~~ **Bio Security Officer (Noxious Weeds)** to address meetings of local rural producer groups.
3. As a priority, limit the spread and reduce the current incidence of new infestations of new weed incursions.
4. Reduce the incidence of all proclaimed noxious weeds.
5. Align with the NSW Invasive Species Plan (ISP) ~~2008-2015~~ **2015-2022**

### Definitions

None

### Exceptions

None

### Legislation

~~None~~ **Biosecurity Act 2015**

### Related Documents

Invasive Species Plan and Regional Weed Strategy (<http://www.riverinaweeds.org.au>)

## Noxious Weeds – Control and Eradication of POLICY – BUF-CP-401



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### Policy History

Revision Number	Date of Adoption/Amendment	Minute Number
1	25/06/91	C333
2	14/01/03	25
3	14/03/06	92
4	11/05/10	0142
5	11/11/14	0392

## Griffith Aerodrome Security Requirements - Hangar Operations | POLICY – BUF-CP-501



Directorate	Infrastructure & Operations	
TRIM Ref	14/14302	
Status	Current	Effective from:
Adopted	11 November 2014	Minute No: 0392

### Policy Objective

- To give guidance additional to the Environmental Planning and Assessment Act Section 79C for orderly development at the Griffith Aerodrome.
- To ensure good landside access.
- To distinguish between Landside and Airside areas and ensure the requirements of the Civil Aviation Safety Authority and the Office of Transport Security are met.

### Policy Statement

#### 1. Parking Spaces (Applies to new development and new leases)

- 1.1 All lease areas are required to provide on-site car parking as per development application with a minimum of two (2) parking spaces.
- 1.2 Parking spaces shall be clearly identifiable and be able to be used in wet weather conditions.
- 1.3 Parking spaces shall be designated and line marked in accordance with Australian Standard 2890 or the DA conditions.

#### 2. Building Line (applies to new development and new leases)

- 2.1 Building setbacks depend on the code taxiway frontage and road frontage and must be referred to the Airport Coordinator.

#### 3. Road Access to Landside Areas (applies to new development and new leases)

- 3.1 An all-weather driveway shall be provided and maintained by the lessee between the service or access road and the parking areas at all times.
- 3.2 Access guide posts and reflectors are required to be provided where a driveway connects with a service road (Airside).
- 3.3 Airside access for vehicles and aircraft to taxiways shall only be from the frontage of the lease, is to be only across the frontage of the lease (applies to all).

## Griffith Aerodrome Security Requirements - Hangar Operations | POLICY – BUF-CP-501



### 4. Security Fence to define Landside/Airside boundary (applies to new development and new leases)

- 4.1 A security fence compatible with the standard fence used at the aerodrome shall be provided and maintained by the lessee to ensure a continuous fence around the Landside/Airside boundary. A plan indicating the type, size, colour and location of this fence and any access gates shall be approved by the Aerodrome Manager **Coordinator** prior to erection.
- 4.2 Lessees are required to keep the lease tidy and clean and remove all rubbish. (Applies to all)

### 5. Restricted Airside Access to Pedestrians (Applies to all)

- 5.1 Access to Airside/Leases is allowed on the lessee displaying an Aviation Security Identification Card (ASIC). Other persons working airside must attend Airport Coordinator's Office with suitable photo identification, show justified reason for entering airside and obtain a Visitors Identification Card (VIC). These persons are required to be under the supervision of an ASIC holder at all times whilst airside.
- 5.2 The Lessee shall comply with the Aerodrome owners (Council) Aviation Security Identification Card (ASIC) program.
- 5.3 Adequate signage shall be erected by the lessee stating that unauthorised access to airside areas is prohibited. Signs are to be of the form set out in the Act. (example image 1 & 2 below)
- 5.4 New developments must have both Landside and Airside door access.



Image 1: Policy Statement 5 – Restricted Airside Access to Pedestrians (Applies to all)

## Griffith Aerodrome Security Requirements - Hangar Operations | POLICY – BUF-CP-501



Image 2: Policy Statement 5 – Restricted Airside Access to Pedestrians (Applies to all)

### 6. Restricted Airside Access to Vehicles (Applies to all)

- 6.1 The Lessee will provide a list of unregistered vehicles to be authorized for airside use to the Airport Coordinator, Aerodrome Manager or his delegate and must provide a road worthiness certificate from a registered auto mechanic.
- 6.2 Registered vehicles are currently authorized for airside use.
- 6.3 All vehicles must be covered for all liability by the lessee's insurance.
- 6.4 No vehicles shall be permitted to access "Airside" areas without a valid reason.
- 6.5 All vehicles operating airside must have operating flashing amber beacons at all times for both daytime and night time operation.

### 7. Requirement for Airside Driver Licence (Applies to all)

- 7.1 All persons wishing to drive "Airside" must obtain an Airside Driver Licence issued by the Aerodrome Manager. **Coordinator**
- 7.2 The Airside Driver Licence will only be issued to ASIC holders.
- 7.3 A visitor with a valid reason and a Visitor Identification Card (VIC) (e.g. Fuel truck driver) may drive airside accompanied or closely supervised by a holder of a Griffith Airside Driver's Licence.

### 8. Adoption of Transport Security Program (Applies to all)

- 8.1 The lessee, occupant must abide by Council's Transport Security Program (TSP).

### 9. Reporting of Non-compliance and Security Breaches (Applies to all)

- 9.1 The lessee must report any breaches of security and any non-compliance with the TSP in accordance with the Aviation Transport Security Act 2004.

## Griffith Aerodrome Security Requirements - Hangar Operations | POLICY – BUF-CP-501



### 10. Issue of Visitor ASIC Privileges (Applies to all)

- 10.1 ~~Lessees may apply for privileges as an agent to issue Visitor Identification Cards. No longer applicable~~
- 10.2 The Aerodrome owner **Coordinator** may refuse or revoke Visitor Identification Card issuing agent status for any reason.

### 11. Times of Security Alert (Applies to all)

Council may:

- 11.1 Add additional locks **on doors and gates** to prevent airside access.
- 11.2 Restrict the use of keys **fobs**.
- 11.3 Temporally revoke VIC issuing status to lessees.
- 11.4 Give any other direction to improve security in accordance with the TSP and directions from lawful Authorities.

### 12. Street Hangar Number for Identification (Applies to all)

- 12.1 A reflective number identifying the lease shall be located on the guideposts where the driveway accesses a service road and on the hangar **(Landside)**.

### 13. Security Lighting (Applies to new development.)

- 13.1 Adequate arrangements shall be made for security lighting. Lights to be shielded so as not to shine towards the air where they may cause glare to pilots in aircraft.

### 14. Contact Details for Lease Area (Applies to all)

- 14.1 A sign indicating the following details is to be located on the front wall of the Hangar adjacent to the pedestrian access door **(Airside and Landside)**.

Lease No:  
Leasee:  
Contact Ph No:  
Dangerous Goods:

### Definitions

None

### Exceptions

None

### Legislation

Environmental Planning & Assessment Act  
Civil Aviation Safety Authority Regulations  
**CASA Civil Aviation Safety Authority** requirements for certified Aerodromes  
Aviation Transport Security Act and Regulations

## Griffith Aerodrome Security Requirements - Hangar Operations | POLICY – BUF-CP-501



### Policy Co-owner

~~Executive Services~~

Infrastructure and Operations

### Related Documents

~~None~~

Griffith Aerodrome Manual

### Policy History

Revision Number	Date of Adoption/Amendment	Minute Number
1	14/02/06	42
2	11/05/10	0142
3	11/11/14	0392

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



8

Directorate	Executive Services	
TRIM Ref	14/15226	
Status	Current	Effective from: 11 Sep 2015
Council Meeting	11 August 2015	Minute No: 15/240

### Policy Objective

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

### Policy Statement

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

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

### The Reward

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

### Eligibility for Reward

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

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

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



### Legal Action taken by Police

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

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

### No Legal Action taken by Police

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

### Private property

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

### Confidentiality and Anonymous Reports

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

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

### Application for reward

The claimant must submit a completed (PG-FO-114 Vandalism - Reward for Information Form) to council, providing personal details and a description of the graffiti, vandalism or rubbish dumping to allow council to verify the claim.

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

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

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

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



### Definitions

None

### Exceptions

None

### Legislation

Graffiti Control Act 2008 Section 13

### Policy Co-Owner

Executive Services

### Related Documents

None

PG-FQ-114 Vandalism – Reward for Information Form

### Policy History

Revision Number	Date of Adoption/Amendment	Minute Number
1	Before 24/04/90	
2	14/01/03	25
3	11/05/10	0142
4	22/01/13	0004
5	11/11/14	0390
6	11/09/2015	15/240 11/08/2015

## Prohibited Activities on Council Active & Passive Recreation Areas POLICY – PG-CP-301



Directorate	Infrastructure & Operations	
TRIM Ref	14/15154	
Status	Current	Effective from:
Adopted	11 November 2014	Minute No: 0392

### Policy Objective

To preserve the safety of the general public to reduce litter and reduce the risk of damage to public property and Council's active and passive recreation areas.

### Policy Statement

Golf:	The hitting of golf balls in active and passive recreation areas is prohibited.
Model Aircraft:	The flying / operation of model aircraft including fixed wing and helicopter style (including drones) is prohibited in active and passive recreation areas.
Dogs:	Dogs must be restrained, by a leash and under the control of a competent person at all times in active and passive recreation areas unless otherwise signposted.
Vehicles:	Motor vehicles and motor bikes must not be driven, unless under the control or direction of an appropriate Council employee, within the active and passive recreation areas.
Horses:	Riding of horses within active or passive recreation areas is prohibited, with the exception of Dalton Park.
Provided Equipment:	All equipment, including designated "fitness" equipment and children's "play" equipment is to be used appropriately and for its intended purpose. Adult use or inappropriate use of children's play equipment is prohibited.
Drink Containers:	Sale of or consumption of drink or food in glass containers on all active and passive recreation areas is prohibited. No exceptions.

### Definitions

Active and passive recreation areas mean all public parks, sportsgrounds and reserves maintained by Griffith City Council within the Griffith City Local Government Area.

### Exceptions

Exceptions may be signposted at specific locations.

## Prohibited Activities on Council Active & Passive Recreation Areas POLICY – PG-CP-301



### Legislation

Civil Aviation Safety Regulations Part 101-CASA

### Related Documents

None

### Policy History

Revision Number	Date of Adoption/Amendment	Minute Number
1	Before 24/04/90	0
2	14/01/03	25
3	11/05/10	0142
4	11/11/14	0392

## Roads – Purchase of POLICY – UD-CP-203



<b>Directorate</b>	Infrastructure & Operations	
<b>TRIM Ref</b>	14/15198	
<b>Status</b>	Current	<b>Effective from:</b>
<b>Adopted</b>	11 November 2014	<b>Minute No:</b> 0392

### Policy Objective

To establish the level of compensation payable when an unnecessary public road is purchased from Council.

### Policy Statement

The purchaser of an unnecessary public road will be required to provide Council with compensation in the sum of the Valuer General's determination of the roads value and all costs incurred by Council in the closure and the sale of the road. Payment of the compensation is to be made prior to the transaction being finalised.

### Definitions

None

### Exceptions

None

### Legislation

None

### Related Documents

~~None~~ [UD-CP-205 Land Acquisition and Disposal Policy](#)

### Policy History

Revision Number	Date of Adoption/Amendment	Minute Number
1	Before 24/04/90	0
2	14/01/03	25
3	11/05/10	0142
4	11/11/14	0392

## Kerb & Guttering / Footpath Construction POLICY – WO-CP-502



Directorate	Infrastructure & Operations	
TRIM Ref	14/15186	
Status	Current	Effective from:
Adopted	11 November 2014	Minute No: 0392

### Policy Objective

To establish fair contribution from the land owners benefiting from the construction of kerb and guttering and footpaths and to require the provision of this facility in future subdivisions.

### Policy Statement

- Where Council fully funds construction of kerb and guttering or paved footpath adjacent to a property, it shall recover from the owner a contribution of 50% of the **budgeted** cost of the works adjacent to the property frontage and 25% of the **budgeted** cost of works adjacent to the sides and rear of the property, in accordance with the Roads Act 1993, Section 217 (1), (2) and (3).
- Where contribution of kerb and gutter or footpath is 50% funded from external sources (ie RMS) Council shall forgo owner contribution and fund work on the basis of 50% external funding.
- In the event the external **source funding** is less than 50%, then Council may elect to maintain its contribution at 50% (for frontage) 75% for sideage and recover the shortfall as a percentage of the **budgeted** cost from the adjacent property owners.
- Payment options include;
  - Payment in full upon practical completion of the works proposed.
  - Payment by quarterly instalments over a maximum 12 months period interest free.
  - Alternate payment arrangements can be approved/negotiated by the Director Business Cultural and Financial Services/General Manager.
- It is to be a condition of approval for all **urban** residential subdivisions that the applicant is to provide kerbing and guttering **to all new frontages and sideages at their cost**.

### Definitions

- Frontage:** Frontage is defined by the existence of the gutter crossover fronting the road that the house is addressed to.
- Sideage:** Sideage is defined by the non-address side of the house. If the residence and/or facility requires an additional gutter crossover on either the frontage or sideage for contribution purposes the additional gutter crossover shall be at full cost to the property owner.

## Kerb & Guttering / Footpath Construction POLICY – WO-CP-502



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### Exceptions

None

### Legislation

Roads Act 1993

### Responsibility

Infrastructure & Operations

Co-owned - Business Cultural & Financial Services Directorate

### Policy History

Revision Number	Date of Adoption/Amendment	Minute Number
1	Before 24/04/1990	0
2	14/03/2003	0025
3	27/03/2007	0087
4	11/05/2010	0142
5	11/11/14	0392

## Road Network, Related Infrastructure & Pathways Risk Management POLICY – WO-CP-604



12

Directorate	Infrastructure & Operations	
TRIM Ref	13/4383	
Status	Current	Effective from:
Adopted	11 November 2014	Minute No: 0392

### Policy Objective

1. To provide a systematic method of identification, evaluation and prioritisation of maintenance works on Council's road network, related infrastructure and pathways that will assist Council's decision making process in its annual budget formulation.
2. To establish procedures that provide a systematic and a readily usable risk management approach to the maintenance of the road network, related infrastructure and pathways, and also to determine response times and/or risk controls for defects within road reserves under the care and control of Council.

### Policy Statement

#### Background

Due to financial constraints Council is unable to allocate sufficient funds to allow maintenance on its road network, related infrastructure and pathways without consideration of resource limits.

In order to minimise the potential hazards to road users, Council has developed a risk management approach to maintenance of Council's road network, related infrastructure and pathways.

Council has recognised that potential hazards to road users resulting in public liability claims or injuries, place a significant burden on the community. Council believes it should endeavour to manage the road network, related infrastructure and pathways to assist in minimising these potential hazards.

The procedures developed for this purpose are derived from industry best practice as documented in the Statewide Mutual Best Practice Manuals.

#### Scope

This policy and associated operational procedures covers all maintenance and capital works on the road network, road related infrastructure and pathways including, but not limited to, road pavements, road surfaces, bridges, culverts, causeways, footpaths, cycleways, kerb and guttering, stormwater drainage, signage, safety barriers, and any other physical item that has a foreseeable impact on the safety and amenity of road users within the road reserves under the care and control of Council.

## Road Network, Related Infrastructure & Pathways Risk Management POLICY – WO-CP-604



### Implementation

This policy, together with the related operational procedures, provides the guidelines for identifying the location, nature (defect), inspection frequency, response times and risk controls of potential hazards to users of the road network, road related infrastructure and pathways.

The implementation of this policy aims to minimise public liability exposure and provide a best value service to the community in relation to provision of road infrastructure services.

### Budgeting

Council will assess when formulating its annual Operational Plan (in the context of its overall budget) the appropriate allocation of funding to maintenance works in such a way as to generally achieve the best possible long term overall condition of the road network, road related infrastructure and pathways.

Council will allocate human and financial resources in order to conduct inspections and assessments for the implementation of the policy and procedures within Council's budget constraints.

### Definitions

Road Network - all sealed and unsealed, formed and unformed roads under the care and control of Council.

Related Infrastructure - signs, kerb and gutter, bridges, culverts, guideposts, stormwater drainage, line marking, medians, safety barriers and any other physical items within the road reserves under the care and control of Council.

Pathways – footpaths, shared footpaths and cycleways under the care and control of Council.

### Exceptions

None

### Legislation

None

### Related Documents

Refer to the "Road Maintenance Management Procedure" and "Pathways Maintenance Management Procedure" which details related documents and the processes and procedures that need to be followed to ensure the principles of this Policy are adhered to in the day to day operation and management of Council's road network, road related infrastructure and pathways.

Griffith Pedestrian Access & Mobility Plan (PAMP)  
Kerb and Guttering Footpath Construction (WO-CP-502)

## Road Network, Related Infrastructure & Pathways Risk Management POLICY – WO-CP-604



### Policy History

The policy and the associated operational procedures will be reviewed periodically as required ~~or every 2 years~~.

Revision Number	Date of Adoption/Amendment	Minute Number
New	11/11/14	0392

## Roads – Signs – Loans/Hire POLICY – WO-CP-701



Directorate	Infrastructure & Operations	
TRIM Ref	14/15182	
Status	Current	Effective from:
Adopted	11 November 2014	Minute No: 0392

### Policy Objective

To establish a policy for the hire and loan of temporary road signs and warning devices to community and charitable organisations.

### Policy Statement

1. A form WO-FO-206 (Application for Loan of Traffic Facilities) is to be duly completed by the intending borrowers or hirers which advises of the conditions applicable to the loan or hire arrangements.
2. ~~No fee other than a~~ An administration fee as detailed in the Revenue Policy is applicable for community or charitable organisations. ~~other than a~~ A refundable deposit **will be required for items as outlined on form (WO-FO-206).**
3. If the items are not returned within a month of the nominated return date **or the items returned are not in a satisfactory condition**, the borrower will be debited with an account for the replacement cost of the outstanding items, less the cost of the applicable deposit.
4. The borrower is responsible for the collection from and the return of the items to Council's depot, Jensen Road, Griffith. If Council has to recover the items, the deposit becomes unredeemable.

### Definitions

None

### Exceptions

None

### Legislation

None

### Related Documents

~~None~~ WO-FO-206 – Application for Loan of Traffic Facilities

### Policy History

Revision Number	Date of Adoption/Amendment	Minute Number
1	22/12/92	C871
2	14/01/03	25
3	11/05/10	0142

## Roads – Signs – Loans/Hire POLICY – WO-CP-701



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4	11/11/14	0392
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## Road Signage POLICY – WO-CP-702



Directorate	Infrastructure & Operations	
TRIM Ref	14/15181	
Status	Current	Effective from:
Adopted	11 November 2014	Minute No: 0392

### Policy Objective

- To ensure that all new road/street name signs can be easily distinguished;
- To ensure that all new road/street name signs are easy to read at night; and
- To ensure that all new road/street name signs have a consistent colour scheme.

### Policy Statement

#### 1.0 ROAD/STREET NAME SIGNS

##### 1.1 Shape and size of signs

All new/replacement road/street name signs shall consist of rectangular square ended name plates.

Dimensions of road/street name signs shall comply with the following:

- Rural road signs           200mm high
- Village street signs       200mm high
- Urban street signs        200mm high

##### 1.2 Colours of signs

All new/replacement road/street signs shall consist of a Class 2 reflective white background with non-reflective black writing as shown below in Figure 1.0.

##### 1.3 Wording on signs

The current Council logo shall be displayed in colour at the edge of the nameplate on a sticker with either a clear or white background as shown below in Figure 1.0. **Font must comply with Australian Standards.**

AS 1742.5

AS 1744

AS 1743

## Road Signage POLICY – WO-CP-702



**Figure 1.0** Example of street/road name sign

### 1.4 Replacement of existing signage

The replacement of existing road/street name signs shall comply with the criteria listed above.

### 1.5 Costs for the provision of signage

All costs associated with the replacement of existing signage and poles shall be paid for by Council.

All costs associated with the supply and installation of new road/street signs (including labour, support poles, brackets, etc) associated with new developments shall be paid for by the applicant/developer.

### 1.6 Naming of roads/streets

The naming of roads/streets shall be carried out in accordance with the provisions of Council's separate policy, [Policy ICT-CP-201 Roads and Parks – Naming and Renaming of](#).

### Definitions

None

### Exceptions

None

### Legislation

None

[The Roads Act 1993 - Section 162](#) - provides the authority for the naming of roads.

[Roads \(General\) Regulation 2000](#)

[AS/NZS 4819:2003 Geographic Information – Rural and Urban Addressing](#)

### Related Documents

None

[ICT-CP-201 Roads and Parks – Naming and Renaming of](#)

## Road Signage POLICY – WO-CP-702

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### Policy History

Revision Number	Date of Adoption/Amendment	Minute Number
1	08/11/05	451
2	11/05/10	0142
3	11/11/14	0392

## Roads – Protection of POLICY – WO-CP-603



Directorate	Infrastructure & Operations	
TRIM Ref	14/15183	
Status	Current	Effective from:
Adopted	11 November 2014	Minute No: 0392

### Policy Objective

To establish regulations to safe guard Council's investment in its road network.

### Policy Statement

- Where a landholder floods a road reserve or table drain, Council shall verbally direct the landholder to cease such flooding. Should no action be taken, a written notice shall be given and if necessary, followed up by legal action.
- In accordance with the provisions of the Roads Act 1993:
  - A person who causes damage to a public road, or to any road work on a public road or any traffic control facility on a road related area within the meaning of section 4 (1) of the Road Transport Act 2013 (other than a road or road related area that is the subject of a declaration made under section 18 of that Act relating to all of the provisions of that Act), is liable to pay to the appropriate roads authority the cost incurred by that authority in making good the damage.
  - If damage referred to in this section is caused by a vehicle, the owner and the driver of the vehicle or, as the case may be, the owner are jointly and severally liable for the damage.
  - This section does not apply to ordinary wear and tear caused by reasonable use of a public road.
- In accordance with the provisions of the Roads Act 1993, the washing of vehicles on public roads is prohibited.

### Definitions

None

### Exceptions

None

### Legislation

Roads Act 1993

### Related Documents

None

## Roads – Protection of POLICY – WO-CP-603



### Policy History

Revision Number	Date of Adoption/Amendment	Minute Number
1	Before 24/04/90	0
2	14/01/03	25
3	11/05/10	0142
4	11/11/14	0392



**FORM**  
(Blanks not to be photocopied. Print direct from TRIM)  
(Printed on 05-Apr-18 at 17:04)

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## (PG-FO-114) Vandalism - Reward for Information Form

### 1. PERSONAL DETAILS

Name: .....

Address: ..... Postcode: .....

Contact Phone number: .....

Signature: .....

Location of Incident: .....

Nearest House No or Cross St: .....

### 2. OFFENCE DETAILS

Date of incident: ..... Time of Incident: .....am/pm

Date reported to Police: .....

Police event number: .....

Did the Police take legal action: .....

Was a conviction recorded: ..... Date: .....

Was a Juvenile Justice Conference administered where a person under the age of 18 has admitted guilt for damage to a property or graffiti offence: .....

Please provide details of how and where the Incident occurred: (attach separate page if further description is required)

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**NOTE: Please attach photograph(s) marking with an X the exact location of where Incident occurred (without a photograph showing the exact location of the vandalism Council Officers will not be able to investigate your claim). The completed form and photographs should be delivered to Council in a sealed envelope addressed to the General Manager or to [admin@griffith.nsw.gov.au](mailto:admin@griffith.nsw.gov.au).**

Approved: Works Manager - Maintenance	Group / P&G System:	Document ID: PG-FO-114	Version: 1.0
Reported to Council by: [Name] Date: 29 Mar 2018	Date Issued: 29 Mar 2018	Infrastructure & Operations	Page: 1 of 2 43 of 45

**FORM**

(Blanks not to be photocopied. Print direct from TRIM)  
(Printed on 05-Apr-18 at 17:04)

**(PG-FO-114) Vandalism - Reward for Information Form****3. PRIVACY**

In completing this form, you will be providing "personal information" as defined under the Privacy and Personal Information Protection Act. Griffith City Council is collecting this information for the purpose of assessing your claim. This information will be stored in Councils Electronic Records System and accessed by the processing officer and will only be used for the purpose it was collected and will not be disclosed to any other organisation that does not have any involvement in the claims management process, unless required to do so by law or for the purposes of insurance or reinsurance.

**4. OFFICE USE**

Application outcome: .....

Applicant notified: ..... Date: .....

Register updated: .....

**5. NOTES**

.....

.....

.....

.....

.....

**GCC Staff Signature:** ..... **Date:** .....

Approved: Works Manager - Maintenance	Group / P&G System:	Document ID: PG-FO-114	Version: 1.0
Released: PG-FO-114 (Vandalism - Reward for Information)	Date Issued: 29 Mar 2018	By: [Signature] Infrastructure & Operations	Page: 2 of 2 44 of 45



**FORM**  
(Blanks not to be photocopied. Print direct from TRIM)  
(Printed on 05-Apr-18 at 17:04)

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### (WO-FO-113) Road Sealing Request Assessment

Date: \_\_\_\_\_

Road: \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

Gravel Road sealing request shall be assessed against the following selection criteria to determine whether there is justification for listing the roads for sealing works and consideration by Council within a proposed budget.

Total ADT \_\_\_\_\_ vpd      Number of Heavy Vehicles (over 8 tonnes) \_\_\_\_\_ vpd

Traffic Volume				
Between 100 – 200 vpd	<b>1</b>	Over 200 vpd	<b>2</b>	Over 20 Heavy Vehicles per day
				<b>2</b>
Local Amenity				
10 houses/km or greater in urban area	5 houses/km or greater in non-urban area	Dust problem (horticultural areas)	Within Urban or Village boundary	
<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	
Roads Importance to Community				
School Bus Route	Serves a major industry	Serves an industry	Serves a major community facility, service or attraction	Serves as a bypass or feeder road
<b>1</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>1</b>

**A minimum score of 8 shall be attained for a road to be placed on the Register.**

Total Score: \_\_\_\_\_

Date Placed on Register: \_\_\_\_\_

Date Letter Sent: \_\_\_\_\_

TRIM Ref of the Letter: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Assessed by: \_\_\_\_\_

Sign: \_\_\_\_\_

Applicable Policies Review 2018	Group / System: Works Infrastructure & Operations	Document ID: WO-FO- 113	Version: 145 of 45
Relevant To: WO-CP-802	Date Issued: 20 Mar 2018	Revised:	Status: Approved
			Page: 1 of 1

<b>CLAUSE</b>	<b>CL09</b>
<b>TITLE</b>	<b>Transfer of Licence Agreement over Areas 3 &amp; 4 Dalton Park - N.R. &amp; F.C Kelly to Tony &amp; Anna Zorzanello</b>
<b>FROM</b>	<b>Daphne Bruce, Corporate Property Officer</b>
<b>TRIM REF</b>	<b>18/44340</b>

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### **SUMMARY**

Council is advised that Noel Raymond Kelly and Fay Cecilia Kelly have sold their stables on Areas 3 and 4 Dalton Park to Tony and Anna Maria Zorzanello.

Mr & Mrs Kelly are requesting the transfer of the licence agreement over Areas 3 and 4 to Mr and Mrs Zorzanello.

### **RECOMMENDATION**

- (a) Council approve the transfer of the licence agreement with Noel Raymond Kelly and Fay Cecilia Kelly to Tony and Anna Maria Zorzanello over Areas 3 and 4 Dalton Park to terminate 31 December 2024.**
- (b) Noel Raymond Kelly and Cecilia Kelly and Tony and Anna Maria Zorzanello will pay all applicable costs and charges associated with the preparation of the transfer of licence document and will equally share the payment of Council's Administration Fee of \$394.**
- (c) The licence fee will continue to be charged in accordance with Council's adopted Revenue Policy, currently \$590 per lot per annum plus rates and charges.**
- (d) Council authorise the Mayor and General Manager to execute the transfer document on behalf of Council under the common seal if so required.**

### **REPORT**

Noel Raymond Kelly and Fay Cecilia Kelly have a licence agreement with Council over Areas 3 and 4 Dalton Park which is due to expire on the 31 December 2024. Dalton Park is a Crown Reserve, Reserve 83393 of which Council is the appointed Trustee to manage the reserve on behalf of the Crown, with the reserve purpose of public recreation and racecourse.

Lot 4 contains the stables and Lot 3 is vacant land.

There are no outstanding fees and charges associated with Areas 3 and 4.

### **OPTIONS**

Option A

The above option is preferred to transfer the licence agreement, as Noel & Fay Kelly have sold their stables to Tony and Anna Zorzanello.

## Option B

Council may determine an alternate option to the above.

### **POLICY IMPLICATIONS**

PG-CP-101 - Dalton Park – Areas of Responsibility

### **FINANCIAL IMPLICATIONS**

Noel & Fay Kelly and Tony & Anna Zorzanello have agreed to pay their own legal fees associated with preparation of the transfer document. Council will invoice an Administration Fee of \$394 on signing the agreement by all parties, which will be paid in equal shares by the applicants.

The annual fee for Areas 3 and 4 Dalton Park is charged in accordance with the adopted Revenue Policy, currently \$590 per lot plus rates and charges for 2017/18 financial year.

### **LEGAL/STATUTORY IMPLICATIONS**

Nil

### **ENVIRONMENTAL IMPLICATIONS**

All environmental factors were considered at the time of the original development approval for construction of the stables.

### **COMMUNITY IMPLICATIONS**

The community would expect Council to support the ongoing occupation of Dalton Park for activities associated with the reserve purpose of Public Recreation and racecourse activities whilst receiving an income for the ongoing maintenance of the facility.

### **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan item 5.3 Plan for and provide sporting and recreational facilities to encourage an active lifestyle and wellbeing.

### **CONSULTATION**

Senior Management Team  
Peter Craig, Parks & Gardens Manager

### **ATTACHMENTS**

- |     |  |     |
|-----|--|-----|
| (a) | Letter from Noel & Fay Kelly <a href="#">↓</a>       | 139 |
| (b) | Letter from Tony & Anna Zorzanello <a href="#">↓</a> | 140 |
| (c) | Plan of Areas 3 & 4 Dalton Park <a href="#">↓</a>    | 141 |

23 May 2018

Attention: Daphne Bruce

Griffith City Council  
Benerembah Street  
GRIFFITH NSW 2680

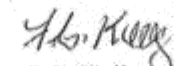

Dear Daphne

I wish to advise that we, N.R. & F.C. Kelly are selling the stables at Dalton Park known as Lot 3 & 4 to Tony & Anna Maria Zorzanello. We are prepared to pay our part of the legal fees and half of the administration fee.

Please contact me on 0466 362 814 if any further information is required.

Yours faithfully

  
N.R. Kelly

  
F.C. Kelly  


RONCA PTY LTD trading as  
**GRIFFITH & DISTRICT FUNERALS**  
TONY & ANNA ZORZANELLO  
ABN 75 074 660 227  
32-34 Benerembah Street  
(PO Box 1129)  
GRIFFITH NSW 2680  
Telephone: 02 6964 2222

Griffith City Council  
23 MAY 2018  
RECEIVED BY CUSTOMER SERVICE  
Fax: 02 6962 2628  
18/43408  
Griffith City Council  
23 MAY 2018  
REGISTERED

23 May 2018

Attention: Daphne Bruce

Griffith City Council  
Benerembah Street  
Griffith NSW 2680

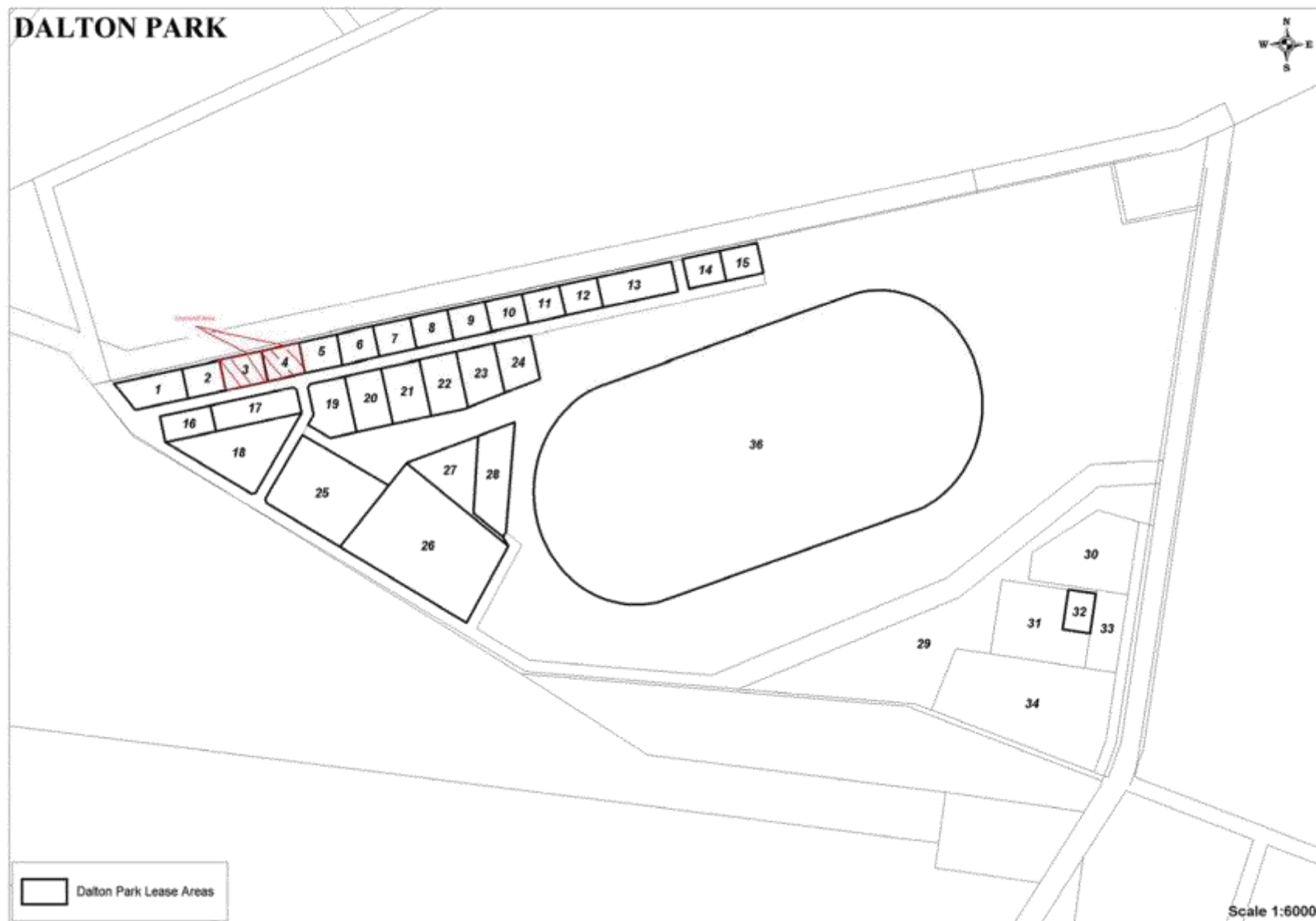
Dear Daphne

I wish to advise that we, Tony & Anna Maria Zorzanello are buying the stables at Dalton Park known as Lot 3 & 4 from NR & FC Kelly. We are prepared to pay our part of the legal fees and half of the administration fee.

Please contact me on 0418 111208 if any further information is required.

Yours faithfully

*Tony Zorzanello*  
Tony Zorzanello  
*A. M. Zorzanello*  
Anna Maria Zorzanello



CLAUSE CL10

TITLE Review of Information Guide

FROM Shireen Donaldson, Manager Executive Services

TRIM REF 18/44484

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### SUMMARY

At the 8 May 2018, Ordinary Meeting, it was resolved that:

*“CL04 Review of the Information Guide LAY ON THE TABLE for further information on Schedule 1 Section 6 to be presented to Council.”*

The matter was further discussed at the 15 May Workshop 2018.

Council’s Internal Auditor has reviewed the Government Information (Public Access) Act 2009 specifically surrounding the provisions of Section 6 and 18 of the Act and Schedule 1 of the Government Information (Public Access) Regulation 2009 with regard to Open Access Information and provides the following interpretation:

*“Section 6 MANDATORY PROACTIVE RELEASE OF CERTAIN GOVERNMENT INFORMATION*

*(1) An agency must make the government information that is its "open **access information**" publicly available unless **there is an overriding public interest against disclosure** of the information.*

**Note:** Part 3 lists the information that is open access information.

*(2) Open access information is to be made publicly available free of charge on a website maintained by the agency (unless to do so would impose unreasonable additional costs on the agency) and can be made publicly available in any other way that the agency considers appropriate.*

*(3) At least one of the ways in which an agency makes information publicly available must be free of charge. Access provided in any other way can be charged for.*

*(4) An agency must facilitate public access to open access information contained in a record by deleting matter from a copy of the record to be made publicly available if inclusion of the matter would otherwise result in there being an overriding public interest against disclosure of the record and it is practicable to delete the matter.*

*(5) An agency must keep a record of the open access information (if any) that it does not make publicly available on the basis of an overriding public interest against disclosure. The record is to indicate only the general nature of the information concerned.*

*(6) Nothing in this section or the regulations requires or permits an agency to make open available in any way that would constitute an infringement of copyright.”*

Section 18 of the Act describes what constitutes Open Access Information under Section 6 (Mandatory proactive release of certain government information) of the Act. Section 18 of the Act also describes other types open access information which are prescribed in other

regulations which would include Schedule 1 (item g) and the provisions for declaration of any open access information that is not made publically available (item f):

*“Section 18*

*The following government information held by an agency is the agency's "open access information" that is required to be made publicly available by the agency under section 6 (Mandatory proactive release of certain government information):*

- (a) the agency's current agency information guide (see Division 2),*
- (b) information about the agency contained in any document tabled in Parliament by or on behalf of the agency, other than any document tabled by order of either House of Parliament,*
- (c) the agency's policy documents (see Division 3),*
- (d) the agency's disclosure log of access applications (see Division 4),*
- (e) the agency's register of government contracts (see Division 5),*
- (f) the agency's record (kept under section 6) of the open access information (if any) that it does not make publicly available on the basis of an overriding public interest against disclosure,*
- (g) such other government information as may be prescribed by the regulations as open access information.”*

The Information and Privacy Commission Fact Sheet relating to Open Access Information is attached at (a) and confirms open access information is subject to public interest tests.

The Information Guide has been amended on Page 10 to reflect the intent of Open Access Information and restrictions which may apply and is attached at (b).

## **RECOMMENDATION**

- (a) Council raise the matter from the table**
- (b) Council endorse the revised Information Guide as attached to this report and that the Guide be reviewed on an annual basis by Council.**

## **REPORT**

The Government Information (Public Access) Act 2009 (GIPA Act) came into effect on 1 July 2010. Under the legislation, agencies (including councils) are required to proactively release a range of information on their website and in other accessible formats. The GIPA Act aims to ensure agencies are more transparent and accountable in relation to the public access to information. Section 21 of the GIPA Act required agencies to develop and adopt an Information Guide within six months of the commencement of the GIPA Act. Council introduced and adopted its initial Information Guide on 13 July 2010 and has conducted regular reviews to ensure the document remains current. The purpose of this report is to review Council's current Information Guide as per the requirement of the GIPA Act.

The *Government Information (Public Access) Act 2009* (GIPA Act) replaced the Freedom of Information (FOI) laws and became operative from 1 July 2010.

The *GIPA Act* reform initiative from the NSW Government aimed to provide a greater range of public information to the community with an expectation that government agencies would be proactive in making available and releasing information, improving openness, transparency and accountability.

Section 21 of the *GIPA Act* required agencies to develop and adopt an Information Guide within six months of the commencement of the *GIPA Act* followed by regular reviews and adoption of its amended Information Guide.

Council's Information Guide is a summary of what Council does, how it does it, and the type of information it holds and generates through the exercise of its functions, with a particular focus on how those functions affects members of the public. The Information Guide aims to make it easier for people to identify and locate information held by Council and know whether the information can be obtained on the website, upon request or under a formal access application.

A review of Council's Information Guide has been carried out taking into consideration feedback from staff, the Office of the Information & Privacy Commission NSW and taking into account various organisational changes and changes to a number of Acts etc. *(Information to be deleted is crossed out, information to be added is in red).*

### **OPTIONS**

Council is required under Section 21 of the *GIPA Act* to regularly review the Information Guide. Consequently, there is no alternative option for Council to resolve other than the recommendation.

- (a) Council endorse the revised Information Guide as attached to this report and that the Guide be reviewed on an annual basis by Council.
- (b) Council endorse the revised Information Guide together with any other amendments as considered appropriate by Council and that the Guide be reviewed on an annual basis by Council.

### **POLICY IMPLICATIONS**

The Information Guide is a public document (available on Council's website) that seeks to provide a summary of what Council does, how it does it, and the type of information it holds and generates through the exercise of its functions, with a particular focus on how those functions affects members of the public.

### **FINANCIAL IMPLICATIONS**

Not applicable.

### **LEGAL/STATUTORY IMPLICATIONS**

It is a statutory requirement that Council comply with the requirements of the *Government Information (Public Access) Act 2009*.

### **ENVIRONMENTAL IMPLICATIONS**

Not applicable.

## **COMMUNITY IMPLICATIONS**

The community expects Council to be open, transparent and accountable and to proactively make available and release information.

## **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan item 1.1 Provide clear and transparent communication to the community.

## **CONSULTATION**

Senior Management Team  
Staff  
Office of the Information & Privacy Commission NSW

## **ATTACHMENTS**

- |     |  |     |
|-----|--|-----|
| (a) | IPC FACT SHEET - Open Access Information <a href="#">↓</a>       | 146 |
| (b) | Information Guide - DRAFT - Review 2018 - GIPA <a href="#">↓</a> | 149 |



## Open access information under the GIPA Act – agency requirements

Fact sheet  
August 2017

Under the *Government Information (Public Access) Act 2009* (GIPA Act) and the *Government Information (Public Access) Regulation 2009* (GIPA Regulation), all NSW agencies are required to make a range of open access information publicly available, unless there is an overriding public interest against disclosure of the information (OPIAD).

Open access information is to be publicly available free of charge on the agency's website (unless to do so would impose unreasonable additional costs on the agency).

This fact sheet outlines open access for:

1. Ministers
2. Departments
3. Statutory bodies
4. Councils
5. State-owned corporations.

### The benefit of open access information

The mandatory public release of open access information under the GIPA Act promotes consistent and transparent information sharing practices across NSW agencies. It provides members of the public with an immediate right of access to important government information.

In line with the GIPA Act's objects,<sup>1</sup> mandatory release of this information helps to foster responsible and representative government that is open, accountable, fair and effective.

It does this by placing the onus on agencies to push information into the public domain and:

- promotes open discussion of public affairs, enhancing government accountability and contributing to informed debate on issues of public importance;
- informs the public about agency operations and their policies and practices for dealing with members of the public; and
- ensures effective oversight of public funds.

### What open access information are agencies required to make publicly available?

The GIPA Act defines open access information as:<sup>2</sup>

- an agency information guide (AIG), describing an agency's structure, functions, how those functions affect the public, the type of information held and how it is made publicly available<sup>3</sup>. See the Information and Privacy Commission's (IPC) [Guideline 6: Agency Information Guides](#)
- documents tabled in parliament by or on behalf of an agency<sup>4</sup>
- an agency's policy documents that are related to its functions and are likely to affect members of the public such as rules, guidelines, statements of how administered schemes will operate and procedures to investigate contraventions (but are not legislative instruments)<sup>5</sup>
- a disclosure log of information released under formal access applications that may be of general public interest.<sup>6</sup> See IPC's [Good practice for disclosure logs](#)
- a register of contracts an agency has with private sector entities for \$150,000 or more.<sup>7</sup> See the IPC's e-learning module, [Contract Registers under the GIPA Act](#)
- a record of the open access information that is not made public due to an overriding public interest against disclosure<sup>8</sup>
- an advertising compliance certificate issued by the head of a government agency under the *Government Advertising Act 2011*.<sup>9</sup>

Some exceptions apply and these are summarised in this fact sheet.

### How should open access information be made available?

All open access information must be available free of charge on an agency's website, unless this would impose unreasonable costs. If an agency decides not to make information available for free on its website, at least one alternative method of access must be free of charge. Agencies may charge for open access information only if it is available for free in at least one other format. See the IPC's [Fact Sheet — GIPA Act Fees and Charges](#).

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[www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au) | 1800 IPC NSW (1800 472 679)

## Open access information — agency requirements

## Fact sheet

Particular arrangements for open access information are specified for ministers and councils.

### Additional requirements on some agencies

Agencies should confirm if they are subject to these requirements by referring to:

- the GIPA Act;
- the GIPA Regulation;
- the agency and department definitions in section 3 of the *Annual Reports (Departments) Act 1985* and Schedule 3 of the *Public Finance and Audit Act 1983*;
- the IPC's [What is an Agency?](#)

### Ministers

Additional open access information for **ministers** may be made available on the website of the department for which the Minister is responsible<sup>10</sup> and include:<sup>11</sup>

- any media release the Minister issues; and
- specified details concerning the Minister's overseas travel.

**Note:** Ministers and their staff are not required to publish an AIG under the GIPA Act.

### Departments

Additional open access information for **government departments** includes:<sup>12</sup>

- a list of the department's major assets and acquisitions;
- the total number and total value of properties the department disposed of during the previous financial year;
- the department's guarantee of service (if any);
- the department's code of conduct (if any); and
- any standard, code or other publication applied, adopted or incorporated by reference in any Act or statutory rule the Department administers.

**Note:** The Department of State and Regional Development is not required to include any information in its contracts register about a government contract that involves the provision of industry support.<sup>13</sup>

### Statutory bodies

Additional open access information for **statutory bodies** (within the meaning of the *Annual Reports (Statutory Bodies) Act 1984*) includes:

- the total number and total value of properties the statutory body disposed of during the previous financial year; and
- the statutory body's guarantee of service (if any).

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### Councils

Additional open access information for **councils** includes:<sup>14</sup>

- information about the local authority, such as annual reports (including for bodies exercising functions delegated by the local authority), EEO management plans and any codes referred to in the *Local Government Act 1993*;
- information in returns of interests (pecuniary interests) or other returns filed by councillors or staff;<sup>15</sup>
- agendas and papers of council meetings;
- land registers, registers of delegations and current declarations of disclosures of political donations;
- plans and policies such as for approvals, management of community land and environmental planning instruments; and
- information about development applications including associated documents and records of decisions.

The Chief Executive of the Office of Local Government may, in consultation with the Information Commissioner, adopt mandatory provisions for inclusion in council's agency information guides.<sup>16</sup> If so, councils must include the mandatory provision unless the Chief Executive approves otherwise.

A councillor or a designated person must complete a return disclosing their pecuniary interests.<sup>17</sup> These returns must be provided as open access information.<sup>18</sup> The IPC has provided guidance to councils about how to interpret this requirement in [Guideline 1: For local councils on the disclosure of information contained in the returns disclosing the interests of councillors and designated persons developed under the GIPA Act](#). The guideline assists local councils to determine public interest considerations when deciding whether to disclose information and supplements the GIPA Act.

The IPC has also published [GIPA Guideline 3: For local councils – personal information contained in development applications: What should not be put on council websites](#), as well as resources on copyright and compliance with the GIPA Act to assist councils with meeting their open access information requirements. Councils should refer to the IPC's [Copyright and the GIPA Act: Frequently Asked Questions for councils](#).

In addition to information provided on a website, councils must also make open access information available by:<sup>19</sup>

- making the information available for inspection free of charge by any person at the office of the Council during ordinary office hours; and
- providing a copy of a record containing the information, or the facilities to make a copy of the record, to any person either free of charge or for a

## Open access information — agency requirements

## Fact sheet

charge not exceeding the reasonable cost of photocopying.

A council may archive records that contain open access information in accordance with their record management practices and procedures, but is required to retrieve archived records and make the information available as soon as reasonably practicable after a request for access is made.<sup>20</sup>

#### State-owned corporations

There are no additional requirements on state-owned corporations.

However, state-owned corporations and their subsidiaries are not required to include any information in their contracts register about a contract that relates to activities engaged in by the corporation or subsidiary in a market in which it is in competition with any other person.<sup>21</sup>

**Note:** Landcom is not required to include any information in its contracts register about a government contract for the sale of land.<sup>22</sup>

#### Does the public interest test apply to open access information?

Yes. Sometimes an agency may partially or fully withhold open access information due to an OPIAD. In this case, a record of the open access information it does not make publicly available must be published on the agency's website.<sup>23</sup>

An agency must facilitate public access to open access information by deleting information from a copy of a record if inclusion of the matter would otherwise result in there being an OPIAD and it is practicable to delete the matter.<sup>24</sup>

The GIPA Act does not require or permit an agency to make open access information available in any way that would constitute an infringement of copyright.<sup>25</sup>

#### What is not open access information?

Open access information does not apply to "excluded information" under the GIPA Act. Excluded information is identified by reference to certain agency functions.<sup>26</sup>

These functions are listed in Schedule 2 to the GIPA Act and include:

- judicial and prosecutorial functions of a court or the office of Director of Public Prosecutions;
- complaints handling and investigative information of certain agencies;
- competitive and market sensitive information of certain agencies; and
- other functions identified in Schedule 2.

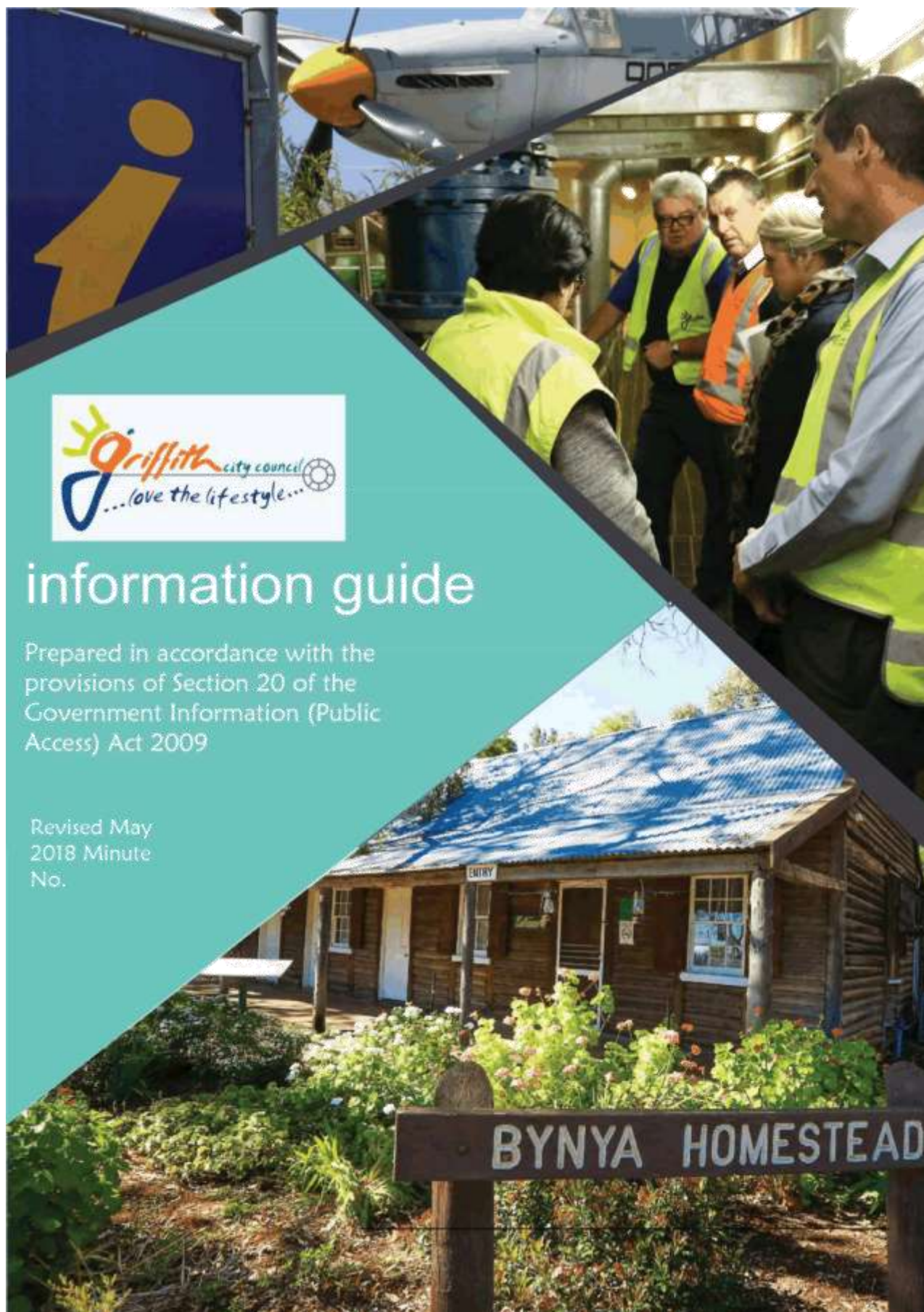
#### For more information

Contact the Information and Privacy Commission NSW (IPC):

Freecall: 1800 472 679  
Email: [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au)  
Website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

- <sup>1</sup> Section 3 of the GIPA Act
- <sup>2</sup> Section 18 of the GIPA Act
- <sup>3</sup> Section 20 of the GIPA Act
- <sup>4</sup> Section 18(b) of the GIPA Act.
- <sup>5</sup> Section 23 of the GIPA Act
- <sup>6</sup> Sections 6, 18, 25, 26 of the GIPA Act
- <sup>7</sup> Section 27 of the GIPA Act
- <sup>8</sup> Section 18(f) of the GIPA Act
- <sup>9</sup> Clause 3(2) of the GIPA Regulation
- <sup>10</sup> Part 3, clause 8 of the GIPA Regulation
- <sup>11</sup> Part 3, clause 5(1) of the GIPA Regulation
- <sup>12</sup> Part 3, clause 5(2) of the GIPA Regulation
- <sup>13</sup> Section 38 of the GIPA Act
- <sup>14</sup> Clause 3 and Schedule 1 of the GIPA Regulation
- <sup>15</sup> Schedule 1 of the GIPA Regulation
- <sup>16</sup> Section 20(3) of the GIPA Act
- <sup>17</sup> Section 449 of the LG Act
- <sup>18</sup> Section 6 of the GIPA Act and Schedule 1, [2](2)(a) of the GIPA Regulation
- <sup>19</sup> Clause 4 of the GIPA Regulation
- <sup>20</sup> Clause 4 of the GIPA Regulation
- <sup>21</sup> Schedule 1 of the GIPA Regulation
- <sup>22</sup> Section 40 of the GIPA Act
- <sup>23</sup> Sections 6(1), 6(5) and 18(f) of the GIPA Act
- <sup>24</sup> Section 6(4) of the GIPA Act
- <sup>25</sup> Section 6(6) of the GIPA Act
- <sup>26</sup> Schedule 2 of the GIPA Act; Section 19 of the GIPA Act

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## information guide

Prepared in accordance with the provisions of Section 20 of the Government Information (Public Access) Act 2009

Revised May  
2018 Minute  
No.

## **GRIFFITH CITY COUNCIL – INFORMATION GUIDE**

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## **GRIFFITH CITY COUNCIL – INFORMATION GUIDE**

### **1. INTRODUCTION**

The [Government Information \(Public Access\) Act 2009](#) creates rights to information designed to meet community expectations of more open and transparent government, and encourages government agencies to proactively release government information.

Griffith City Council is committed to openness with regard to access to government information. Council information can be accessed on the website [www.griffith.nsw.gov.au](http://www.griffith.nsw.gov.au) by telephoning Council's Customer Service Centre, 1 Benerembah Street, Griffith during business hours on 02 6962 8100, or by emailing [admin@griffith.nsw.gov.au](mailto:admin@griffith.nsw.gov.au).

More information on how to access NSW government information is available on the website of the Office of the Information and Privacy Commission at [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

### **2. STRUCTURE AND FUNCTIONS OF COUNCIL**

#### **Description**

Griffith Shire Council was constituted in 1928, and was known as Wade Shire Council. On the 1 January 1982 it became Griffith Shire Council until 1 July 1987 when the Shire was declared a City Council.

#### **Basis for Constitution**

The Council is constituted under the *Local Government Act 1993*.

#### **Organisational Structure and Resources**

The Council is an undivided area (not divided by wards), and is governed by a body of twelve (12) Councillors (including the Mayor) who are elected by the residents and ratepayers of Griffith and surrounding villages.

The role of a Councillor is, as an elected person and as a member of the governing body of the Council is:

- to provide a civic leadership role in guiding the development of the community strategic plan for the area and to be responsible for monitoring the implementation of the Council's delivery program.
- to direct and control the affairs of the Council in accordance with the Local Government Act and other applicable legislation;
- to participate in the optimum allocation of the Council's resources for the benefit of the area;
- to play a key role in the creation and review of the Council's policies, objectives and criteria relating to the exercise of the Council's regulatory functions.
- to review and monitor the performance of the Council and its delivery of services, delivery program, management plans and revenue policies of the Council;

The role of a Councillor, as an elected person is:

- to represent the interests of the residents and ratepayers;
- to provide leadership and guidance to the community;
- to facilitate communication between the community and Council.

## **GRIFFITH CITY COUNCIL – INFORMATION GUIDE**

Commencing 8 September 2012 the Mayor is popularly elected. The Mayor is elected for a four (4) year term.

The Mayor presides at meetings of Council, carries out the civic and ceremonial functions of the Mayoral office, exercises in cases of necessity, the decision making functions of the body politic, between its meetings and performs any other functions that the Council determines.

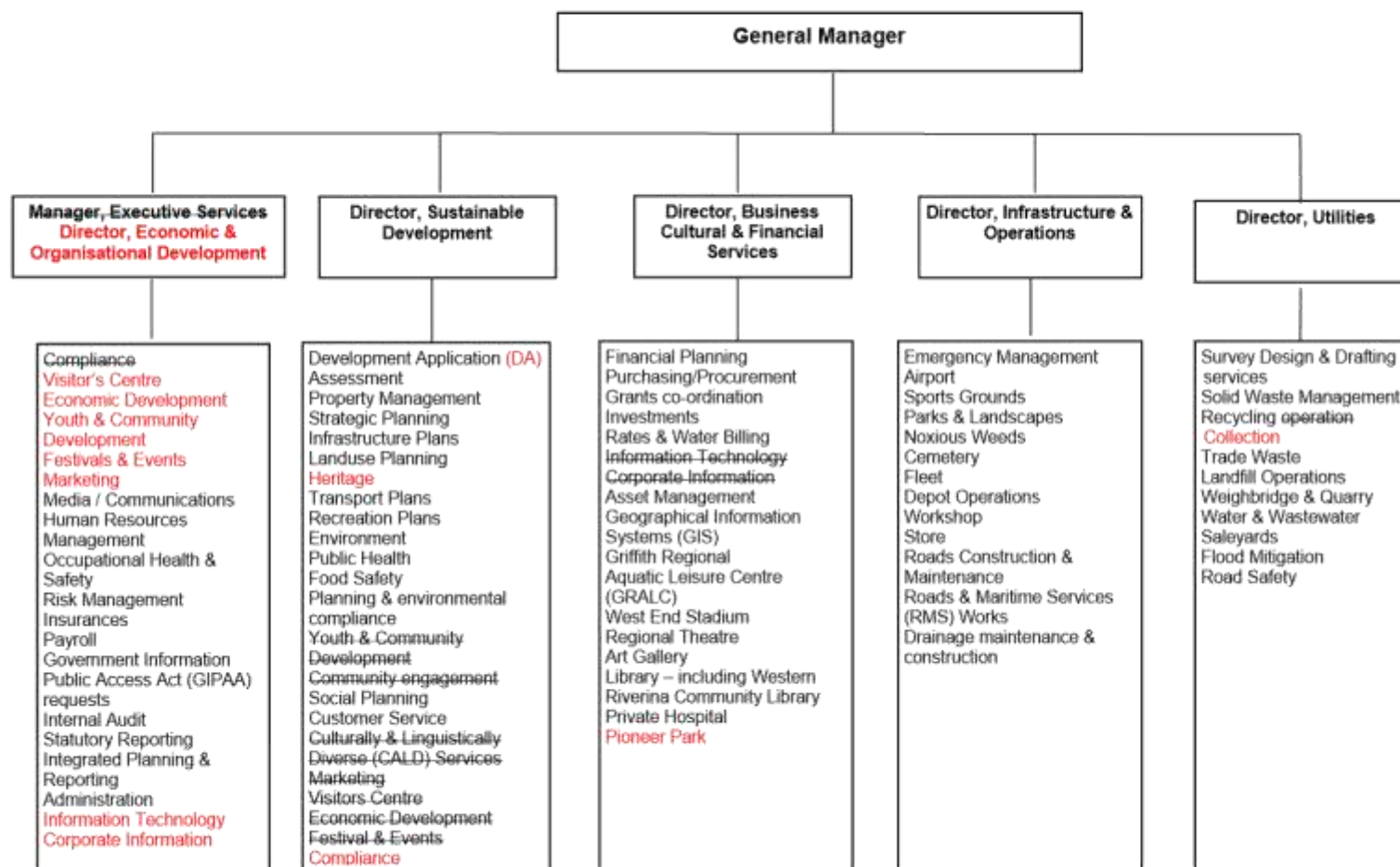
The Principal Officer of the Council is the General Manager. The General Manager is responsible for the efficient and effective operation of the Council's organisation and for ensuring the implementation of Council decisions. The General Manager is also responsible in assisting the Council in connection with the development and implementation of the Community Strategic Plan, the Engagement Strategy, and the Council's Resourcing Strategy, Delivery Program and Operational Plan and the preparation of its Annual Report and the State of the Environment Report. In addition, the day to day management of the Council, the exercise of any functions delegated by the Council, the appointment, direction and where necessary, the dismissal of staff, as well as the implementation of Council's Equal Employment Opportunity Management Plan is the responsibility of the General Manager.

To assist the General Manager in the exercise of these functions there are four five directorates of Council each headed by a Director. The directorates are:

1. Economic & Organisational Development
2. Sustainable Development
3. Business Cultural & Financial Services
4. Infrastructure & Operations
5. Utilities

## GRIFFITH CITY COUNCIL – INFORMATION GUIDE

### Griffith City Council Organisational Structure



## **GRIFFITH CITY COUNCIL – INFORMATION GUIDE**

### **Functions of Griffith City Council**

Councils exercise functions under the *Local Government Act 1993*. Under the Act Griffith City Council's functions can be grouped into the following categories:

<b>Service Functions</b>	<ul style="list-style-type: none"> <li>• Provision of community health, recreation, cultural, education &amp; information services</li> <li>• Environmental protection</li> <li>• Waste removal and disposal</li> <li>• Land &amp; property, industry and tourism development &amp; assistance</li> <li>• Civil infrastructure planning</li> <li>• Civil infrastructure maintenance and construction</li> <li>• Water and wastewater services</li> <li>• Airport</li> <li>• Landfill</li> <li>• Cemeteries</li> </ul>
<b>Regulatory Functions</b>	<ul style="list-style-type: none"> <li>• Building and development approval and control</li> <li>• Building Certificates</li> <li>• Development of Codes and Policies</li> <li>• Leases and licences of public reserves</li> <li>• Land management</li> </ul>
<b>Ancillary Functions</b>	<ul style="list-style-type: none"> <li>• Resumption of land</li> <li>• Powers of entry and inspection</li> <li>• Power to sell land for overdue rates</li> <li>• Power to order the demolition of unsafe or unapproved structures</li> </ul>
<b>Revenue Functions</b>	<ul style="list-style-type: none"> <li>• Levying of Rates</li> <li>• Levying of fees and charges</li> <li>• Authority to borrow funds</li> <li>• Authority to make investments</li> <li>• Authority to grant subsidies</li> <li>• Grant Management</li> </ul>
<b>Administrative Functions</b>	<ul style="list-style-type: none"> <li>• Employment of staff</li> <li>• Management Plans</li> <li>• Financial Management and Reporting</li> <li>• Annual Reports</li> <li>• Codes of Conduct and practice</li> <li>• Policy preparation development</li> <li>• Governance Services</li> <li>• Information Management</li> <li>• Access to accurate and timely information</li> <li>• Customer Service</li> </ul>
<b>Enforcement Functions</b>	<ul style="list-style-type: none"> <li>• Proceedings for breaches of the <i>Local Government Act 1993</i> and Regulations, and other Acts and Regulations</li> <li>• Prosecution of offences</li> <li>• Recovery rates and charges</li> </ul>

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As well as the *Local Government Act 1993*, Council has powers and/or responsibilities under a number of other Acts including:

- *Biosecurity Act 2015*
- *Companion Animals Act 1998*
- *Contaminated Land Management Act 1997*
- *Conveyancing Act 1919*
- *Environmental Operations Act 1997*
- *Environmental Planning and Assessment Amendment Act 2008*
- *Environmental Planning and Assessment Act 1979*
- *Fire Brigades Act 1989*
- *Fluoridation of Public Water Supplies Act 1957*
- *Food Act 2003*
- *Government Information (Public Access) Act 2009*
- *Health Records & Information Privacy Act 2002*
- *Heritage Act 1977*
- *Impounding Act 1993*
- *Library Act 1939*
- ~~*Noxious Weeds Act 1993*~~
- *Privacy & Personal Information Protection Act 1998*
- ~~*Protected Disclosure Act 1984*~~
- *Protection of the Environment Operations Act 1997*
- *Public Health Act 2010*
- *Public Interest Disclosures Act 1994*
- *Recreation Vehicles Act 1983*
- *Roads Act 1993*
- *State Emergency & Rescue Management Act 1989*
- *State Emergency Service Act 1989*
- *State Records Act 1998*
- ~~*Strata Scheme (Leasehold Development) Act 1986*~~
- ~~*Strata Schemes (Freehold Development) Act 1973*~~
- *Strata Schemes Development Act 2015*
- *Strata Schemes Management Act 2016*
- *Swimming Pools Act 1992*
- *Unclaimed Money Act 1995*.

### **3. HOW COUNCIL FUNCTIONS AFFECT MEMBERS OF THE PUBLIC**

As a service organisation, the majority of the activities of the Griffith City Council have an impact on the public. The following is an outline of how the broad functions of Council affect the public.

**Service functions** affect the public as Council provides services and facilities to the public. These include provision of human services such as library services, halls and community centres, recreation facilities, infrastructure and the removal of waste.

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**Regulatory functions** place restrictions on developments and buildings to ensure that they meet certain requirements affecting the amenity of the community and not endanger the lives and safety of any person. Members of the public must be aware of, and comply with such regulations.

**Ancillary functions** affect only some members of the public. These functions include, for example, the resumption of land or the power for Council to enter onto a person's land. In these circumstances, only the owner of the property would be affected.

**Revenue functions** affect the public directly in that revenue from rates and other charges paid by the public is used to fund services and facilities provided to the community.

**Administrative functions** do not necessarily affect the public directly but have an indirect impact on the community through the efficiency and effectiveness of the service provided.

**Enforcement functions** only affect those members of the public who are in breach of certain legislation **that Council enforces**. This includes matters such as the non payment of rates and charges, unregistered dogs **companion animals and impounding, noxious weeds, public health** and parking offences.

**Community planning and development functions** affect areas such as cultural development, social planning and community profile and involves:

- Advocating and planning for the needs of our community. This includes initiating partnerships; participating on regional, State or Commonwealth working parties; and preparation and implementation of the **Community Strategic Plan (known as [guiding griffith 2040](#))**.
- Providing support to community and sporting organisations through provision of grants, training and information.
- Facilitating opportunities for people to participate in the life of the community through the conduct of a range of community events such as Local Government Week, Education Week, Youth Week, Children's Week etc, as well as promoting events of others **organisations**.

## **4. HOW THE PUBLIC CAN PARTICIPATE IN COUNCIL'S POLICY DEVELOPMENT & THE EXERCISING OF FUNCTIONS**

There are two ways in which the public may participate in the policy development and, indeed, the general activities of the Council. These are through representation and personal participation.

### **4.1 Representation**

Local Government in Australia is based on the principle of representative democracy. This means that the people elect representatives to their local council to make decisions on their behalf. In New South Wales, (**under the Local Government Act**) local government elections are held **on the second Saturday of September** every four years. The next elections are to be held in 2016 **2020**. At each election, **eligible** voters elect twelve Councillors for a four year term (as from September 2008, this included the election of Mayor). All residents of the area who are on the electoral roll are eligible to vote. Property owners who live outside of the area and

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rate paying lessees can also vote, but must register their intention to vote on the non residential roll. Voting is compulsory.

Residents are able to raise issues with, and make representations to the elected Councillors. The Councillors, if they agree with the issue or representation, may pursue the matter on the resident's behalf thus allowing members of the public to influence the development of policy.

### **4.2 Personal Participation**

There are also avenues for members of the public to personally participate in the policy development and the functions of the Council. Several Council Committees and Working Groups comprise or include members of the public. ~~Some of these special committees or bodies are:~~ Council Committee's include:

Access Committee

Audit, Risk & Improvement Committee

Disability Inclusion & Access Committee

Business Development & Major Projects Committee

Communities Committee

Cultural Facilities Committee

Environment and Sustainability Committee

Festival of Gardens Committee

Floodplain Management Committee

General Facilities Committee

Griffith Private Community Hospital Committee

Internal Audit Committee

Lake Wyangan & Catchment Management Committee

Pioneer Park Committee

Tourism & Events Committee

Traffic Committee

Transport Committee

Utilities Committee

Members of the public are also able to attend Council meetings (second and fourth Tuesday of each month) held in the Council Chambers, 1 Benerembah Street, Griffith commencing at 7 pm.

Residents may address Council on a matter on the agenda. This can be done by contacting Council prior to the Ordinary Meeting of Council and requesting permission to address Council in relation to the matter. Notice of this must be given by 12 noon the day of the meeting.

Members of the public are able to provide submissions on draft policies, strategies and plans that are placed on public exhibition, complete community surveys, attend community forums and become involved in Friends Groups or become a volunteer.

Residents can write to Council on any matter. If it is outside the delegations or policies by which staff or the General Manager can make a decision, the matter will be referred to the next available relevant Committee or Council Meeting. All matters to be addressed by Council through staff reports, must be submitted at least fourteen days prior to the relevant meeting.

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### **5. INFORMATION HELD BY GRIFFITH CITY COUNCIL**

Council holds documents (hard copy and/or electronic form) that relate to a number of different issues concerning the Griffith City Council area. These documents are grouped into four categories:

- (a) Electronic Documents
- (b) 'Physical Files'
- (c) Policy Documents
- (d) General Documents

Documents listed in '(d) General Documents' in this Information Guide may be made available to the public on request unless there is an overriding public interest not to do so.

Some documents may require a formal access application in accordance with the *Government Information (Public Access) Act*.

#### **(a) & (b) - Electronic and 'Physical Files'**

Council's Electronic Document Management System (EDMS) was introduced in November 2004, when hard copy, physical files were dispensed with (except for development/building/construction applications). In October 2013 a new integrated electronic document and records management system (TRIM) was introduced to replace EDMS. **In November 2017 this was upgraded to HPE Content Manager.**

Prior to November 2004, the main types of 'physical' files held by Council included general subject files, development and building files and property files.

Council's files are not available on the website however this information may be made available either through an [informal request](#) or through a [formal application](#) under the *Government Information (Public Access) Act 2009*. Information is made available to the public, unless for specific information, there is an overriding public interest against disclosure of the information.

#### **(c) - Policy Documents**

[Council's policies](#) are available on Council's website or alternatively can be inspected at Council's office during normal office hours, 8.15 am to 4.00 pm, Monday to Friday (except for public holidays).

#### **(d) - General Documents**

The following list of general documents held by Council has been divided into four sections as outlined by Schedule 1 of the *Government Information (Public Access) Regulation 2009*:

### **GRIFFITH CITY COUNCIL – INFORMATION GUIDE**

- (1) Information about **local authority (Griffith City Council)**;
- (2) Plans and Policies;
- (3) Information about Development Applications;
- (4) Approvals, Orders and other Documents.

Schedule 1 of the *Government Information (Public Access) Regulation 2009* requires that these documents held by Council, are to be made publicly available for inspection, free of charge.

**It should be noted that Open Access Information is subject to being partially or fully withheld under the provisions of Section 6 of the Government Information (Public Access) Act. Any open access information which is withheld must be recorded indicating the general nature of the information concerned.**

The public is entitled to inspect these documents either on Council's website [www.griffith.nsw.gov.au](http://www.griffith.nsw.gov.au); (unless there is an unreasonable additional cost to Council to publish these documents on the website) or at the ~~offices of~~ the Council **office** during ordinary office hours or at any other place as determined by the Council. Any current and previous documents of this type may be inspected by the public free of charge. Copies can be supplied for reasonable copying charges, in accordance with Council's adopted Revenue Policy which can be viewed on Council's website [www.griffith.nsw.gov.au](http://www.griffith.nsw.gov.au).

The general documents held by Council are:

- (1) **Information about **local authority (Griffith City Council)****
  - Agendas and Business Papers for any meeting of Council or any Committee of Council (but not including business papers for matters considered when part of a meeting is closed to the public).
  - Annual Financial Reports
  - Annual Reports
  - Annual Reports of Bodies Exercising Functions Delegated by **the local authority (Griffith City Council)**
  - Auditor's Report
  - Any Codes referred to in the *Local Government Act*
  - Code of Meeting Practice
  - Council's adopted Code of Conduct
  - Departmental Representative Reports presented at a meeting of Council **in accordance with section 433 of the Local Government Act.**
  - EEO Management Plan
  - Four Year Delivery Program and One Year Operational Plan
  - Land Register
  - Management Plan
  - Minutes of any meeting of Council or any Committee of Council but restricted (in the case of any part of a meeting that is closed to the public) to the resolutions and recommendations of that meeting.
  - Policy concerning the Payment of Expenses Incurred by, and the Provision of Facilities to, Councillors

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- Register of Investments
- Register of Delegations
- Register of Graffiti removal work kept in accordance with section 13 of the *Graffiti Control Act 2008*.
- Register of current Declarations of Disclosures of Political donations kept in accordance with section 328A of the *Local Government Act*.
- Register of Voting on Planning Matters kept in accordance with section 375A of the *Local Government Act*.
- Returns of the interests of Councillors, Designated Persons and Delegates

#### **(2) Plans and Policies**

- Environmental Planning Instruments, Development Control Plans and Contribution Plans made under the *Environmental Planning and Assessment Act 1979* applying to land within the Griffith City Council area.
- Local Policies adopted by Council concerning approvals and orders.
- Plans of Management for Community Land.

#### **(3) Information about Development Applications**

Development Applications (within the meaning of the *Environmental Planning and Assessment Act 1979*) and any associated documents received in relation to a proposed development including the following:

- Acoustic Consultant Reports
- Construction Certificates
- Heritage Consultant Reports
- Home Warranty Insurance documents
- Land Contamination Consultant Reports
- Occupation Certificates
- Records that describe the describing general nature of documents that Council decides to exclude from public view including internal specifications and configurations, and commercially sensitive information.
- Records of decisions on Development Applications (including decisions on appeals)
- Structural Certification Documents
- Submissions received on Development Applications
- Town Planner Reports
- Tree Inspections Consultant Reports

#### **(4) Approvals, Orders and Other Documents**

- Applications for approvals under Part 1 of Chapter 7 of the *Local Government Act 1993*
- Applications for approvals under any other Act and any associated documents received

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- Records of approvals granted or refused, any variation from Council's **Local Policies** with reasons for the variation, and decisions made on appeals concerning approvals
- Orders given under Part 2 of Chapter 7 of the *Local Government Act 1993*, and any reasons given under section 136 of the *Local Government Act 1993*
- Orders given under the Authority of any other Act
- Records of Building Certificates under the *Environmental Planning and Assessment Act 1979*
- Plans of land proposed to be compulsorily acquired by Council
- Compulsory Acquisition Notices
- Leases and Licenses for use of Public Land classified as Community Land
- **Performance improvement orders to a Council under Part 6 of Chapter 13 of the Local Government Act**

There is a range of public information available that is not included on the Griffith City Council website. Much of this information is contained in large documents and is available by request. There is no application fee to access this information however Council may charge a fee for photocopying as per Council's schedule of Fees and Charges.

**6. HOW COUNCIL MAKES INFORMATION AVAILABLE**

Griffith City Council is subject to NSW legislation that requires it to be open and accountable in the exercise of its functions, and to handle personal and health information in a fair and reasonable manner. Council will seek to ensure that legitimate requests for access to information are handled promptly and that members of the public are able to access information, subject to the need to protect the privacy of other, commercially sensitive information and information the disclosure of which would not be in the public interest. The GIPA Act establishes four pathways for accessing information.

Council can make information available to the public in 4 different ways:-

**(1) Mandatory disclosure of open access information**

Council must make its 'open access information' publicly available unless there is an overriding public interest against disclosure of the information. Open access information is required to be published on Council's website free of charge unless to do so would impose an unreasonable additional cost on Council.

**(2) Proactive release**

Council will proactively release as much other information as possible in an appropriate manner free of charge (or at the lowest reasonable cost).

**(3) Informal release**

Council will release information in response to an informal request without the need for a formal application, unless there are good reasons to require one.

**(4) Formal access application**

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In limited circumstances (if information is not available in any other way), access to information will require a formal access application. To make a formal request for access to information a [formal Access Application](#) form should be completed (available on Council's website or by request at Council's Customer Service Centre). There is a fee associated with a formal application (currently \$30).

### **7. PUBLIC INTEREST TEST**

In deciding which information to release, Council will apply the public interest test having regard to their obligation to promote the objects of the Act and to any relevant guidelines issued by the Information Commissioner.

When a person makes a [formal Access Application](#), Council must decide whether there are any public interest considerations against disclosure of the requested information. If so, Council needs to determine the weight of the public interest consideration in favour of and against disclosure and where the balance between those interests lies. This is called the 'public interest test'.

The public interest test involves three steps:

1. Identifying the relevant public interest considerations for disclosure;
2. Identifying any relevant public interests against disclosure;
3. Assessing whether the public interest against disclosure outweighs the public interest in favour.

The *GIPA Act* provides an exhaustive list of public interest considerations against disclosure. These are the only considerations against disclosure that Council will consider in applying the public interest test.

Considerations are grouped under the following headings:

- Responsible and effective government
- Law enforcement and security
- Individual rights, judicial processes and natural justice
- Business interests of agencies and other persons
- Environment, culture, economy and general matters
- Secrecy provisions (in legislation other than those listed in Schedule 1)
- Exempt documents under interstate Freedom of Information Legislation

Council will consider any submissions made by an application in relation to public interest considerations, as well as any factors personal to the applicant.

Council may refuse a request for information if searching for the requested information would require unreasonable and substantial diversion of Council's resources.

### **8. CONSULTATION**

When a person requests information from Council, that information often contains details about other individuals, businesses, or agencies. Council may need to consult with those third parties before deciding whether or not to release that information to the applicant.

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Consultation with third parties is important in balancing information access rights, and the rights of individuals to protect and control the privacy of information about themselves.

### **8.9. RIGHTS OF REVIEW**

Where a member of the public is refused access under formal application under the GIPA Act, staff will provide details of the reason for refusal to the member of the public in writing. An applicant who has been refused access by Council to information requested under a formal request for access to information under the GIPA Act has three options of review available.

#### **(1) Internal Review**

If an access application has been refused, there is a general right to seek an internal review of the decision. An internal review must be applied for within 20 working days of the original decision and is subject to a \$40 fee. Internal review involves a senior person in the agency reviewing the decision to reject the access to information application. An internal review is not to be done by the person who made the original decision and is not to be done by a person who is less senior than the person who made the original decision.

#### **(2) Review by the Information Commissioner**

If an applicant is not satisfied with the internal review, or does not want one, they can ask for a review by the Information Commissioner. An application for review of a decision by the Information Commissioner must be made within 40 working days after notice of the decision to which the review relates to **is given to the applicant.**

#### **(3) External Review (~~Administrative Decisions Tribunal~~) (NCAT Administrative Review)**

If an applicant is not satisfied with the decision of the Information Commissioner or the Internal Reviewer or if they don't want to take these options they can apply to the ~~Administrative Decision Tribunal (ADT)~~ **NSW Civil & Administrative Tribunal (NCAT)**. If the applicant has already had a review by the Information Commissioner they have 20 working days from notification of the decision to make this application. If they haven't had a review by the Information Commissioner they have 40 working days from notification of the decision to make this application.

### **9.10. FEES & CHARGES**

#### **Application Fee**

**Informal application** - there is no application fee for an informal application however Council may charge a fee for photocopying as per Council's Revenue Policy, available of Council's website [www.griffith.nsw.gov.au](http://www.griffith.nsw.gov.au).

**Formal application** - an application fee of \$30 is payable by an applicant to Council when lodging a formal access application for government information under the *Government Information (Public Access) Act 2009 (section 41(1)(c))*. The application must be in writing (the application form is

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available on Council's website) and is invalid until this fee is paid. The \$30 application fee counts towards any processing charge payable by the applicant (section 64(3)).

#### **Processing Charges**

Under the *Government Information (Public Access) Act 2009* Council may impose a charge for processing an application that they receive, or have transferred to them at the rate of \$30 per hour (section 64 of the *GIPA Act*). The \$30 application fee also counts as a payment towards any processing charge payable by the applicant (section 64(3)). The processing time for an application, as set out in section 64(2), is the total amount of time that is necessary to be spent by any officer of the Council in:

- (a) dealing efficiently with the application (including consideration of the application, searching for records, consultation, decision-making and any other function exercised in connection with deciding the application), or
- (b) providing access in response to the application (based on the lowest reasonable estimate of the time that will need to be spent in providing that access).

Under certain circumstances an applicant may be entitled to a 50% reduction in the processing charge (not the application fee).

A 50% discount in the processing charge imposed will apply if Council is satisfied that the applicant is suffering financial hardship or is satisfied that the information applied for is of special benefit to the public generally.

The discount applies only to the processing charge, not the application fee. If a 50% reduction in processing charge applies, the application fee will pay for the first 2 hours of processing time (not just the first hour) (sections 65 & 66).

If the information applied for was not publicly available at the time the application was received but Council makes the information publicly available either before or within 3 working days after providing access to the applicant, the applicant is entitled to a full waiver of the processing charge imposed by Council (section 66 (2)).

If an access application is made for personal information about the applicant (the applicant being an individual), Council cannot impose any processing charge for the first 20 hours of processing time for the application (section 67).

All charges in relation to the *Government Information (Public Access) Act 2009* are listed in Council's Revenue Policy, available on Council's website. All charges for applications can also be obtained from the Office of the Information and Privacy Commission at [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au).

#### **10.11. HOW MEMBERS OF THE PUBLIC MAY ACCESS & AMEND COUNCIL DOCUMENTS CONCERNING THEIR PERSONAL AFFAIRS**

Council's [Privacy Policy \(Handling of Personal Information\)](#) (GC-CP-602) sets out its policies and practices for dealing with privacy and personal information. The policy is accessible on Council's web page and at Council's office.

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A person's rights of access under the privacy legislation is quite separate from his or her rights under the GIPA Act but are limited to "personal information" as defined in the privacy legislation. A person has a right to access any information held by Council which relates to their personal affairs. This information will be made available to the individual free of charge and wherever possible without the need for a formal access application. A person may request to amend his or her personal information held by Council.

Persons who wish to seek an amendment to the Council's records concerning their personal affairs, should contact:

**Griffith City Council Customer Service Counter**  
1 Benerambah Street, Griffith NSW 2680  
Operating Hours 8.15am - 4pm Monday to Friday

**Griffith City Council Customer Service Call Centre**  
Operating Hours 8.15am - 5pm Monday to Friday  
P: 02 6962 8100  
F: 02 6962 7161  
E: [admin@griffith.nsw.gov.au](mailto:admin@griffith.nsw.gov.au)

~~a Customer Service Officer between the hours of 8.15 am and 4.00 pm, Monday to Friday (except public holidays) by visiting the Council Administration Officer at 1 Benerambah Street, Griffith or phone 02 6962 8100 email Council admin@griffith.nsw.gov.au~~

~~For further enquiries about any document, a Customer Services Officer should be contacted. If you experience any difficulty in obtaining documents or information, you should contact Council's Right to Information Officer or the Principal Officer on 02 6962 8100.~~

### **13.12. RIGHT TO INFORMATION OFFICER**

~~The Manager Executive Services has been appointed as the Right to Information Officer.~~

~~The Right to Information Officer is responsible for determining applications for access to information or for the amendment of records. If you have any difficulty in obtaining access to Council information, you may wish to refer your enquiry to the Principal Officer. If you would like to amend a document of Council which you feel is incorrect it is necessary for you to make written application to the Principal Officer in the first instance.~~

~~The Manager Governance has been appointed as the Right to Information Officer.~~

~~Enquiries should be addressed as follows:~~

~~General Manager  
Griffith City Council  
PO Box 485  
GRIFFITH NSW 2680~~

~~Telephone: (02) 6962 8100  
Email: [admin@griffith.nsw.gov.au](mailto:admin@griffith.nsw.gov.au)~~

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### **14.13. PRINCIPAL OFFICER**

The General Manager has been appointed the Principal Officer.

Amongst other duties the Principal Officer may deal with requests from the public concerning the Council's affairs and has the responsibility of assisting people to gain access to public documents / information of the Council.

### **12.14. PUBLIC OFFICER**

It should be noted that the ~~Manager-Executive Services~~ **Manager Governance** has been appointed as the Public Officer. ~~Among other duties, the Public Officer may deal with requests from the public concerning Council's affairs.~~

~~Under the Local Government Act each Council must appoint a Public Officer. Amongst other duties, Council's Public Officer may deal with requests from the public concerning Council's affairs, has the responsibility of assisting people to gain access to public documents of Council and may receive submissions or accept service of documents on behalf of Council. The Public Officer may also determine applications for access to documents under the GIPA Act or for the amendment of records.~~

~~The functions of the Public Officer can be found under [section 343 of the Local Government Act 1993](#).~~

### **14.15. OFFICE OF THE INFORMATION & PRIVACY COMMISSION NSW**

The Office of the Information and Privacy Commission NSW has been established to oversee the *GIPA Act*.

~~Questions concerning the GIPA Act or access to government information can be directed to the Office of the Information and Privacy Commission who can be contacted on: If you require any other advice or assistance about access to information you may contact the Office of the Information and Privacy Commission NSW by:~~

Telephone: 1800 472 679 (free call) Monday to Friday, 9.00 am to 5.00 pm (excluding public holidays)  
Fax: (02) 8114 3756  
Email: [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au)  
Mail: GPO Box 7011, Sydney NSW 2001 ~~or visit in person at Level 11, 1 Castlereagh Street, Sydney NSW 2000.~~  
~~In person: Sydney Office, Level 17, 201 Elizabeth Street, Sydney between 9.00 am to 5.00 pm, Monday to Friday (excluding public holidays)~~

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Date of Adoption:	13 July 2010	Minute No: 0240
Date of Revision:	14 June 2011	Minute No. 0173
Date of Revision:	28 August 2012	Minute No. 0292
Date of Revision:	10 December 2013	Minute No.0409
Date of Revision:	14 July 2015	Minute No.15/197
Date of Revision:	8 May 2018	Minute No.

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**CLAUSE**      **CL11**

**TITLE**            **Formation of Rose Garden Working Group**

**FROM**            **Shireen Donaldson, Director Economic & Organisational Development**

**TRIM REF**      **18/45446**

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### **SUMMARY**

It was resolved at the 27 March 2018 Ordinary Meeting of Council that:

- (a) *Council consider in its draft budget deliberations for 2018/2019 the establishment of a heritage style Rose Garden at the old bowling green site adjacent to the Visitor Information Centre (Crown Reserve).*
- (b) *Council establish a Rose Garden Working Group to include community members.*
- (c) *The Rose Garden project be placed on Council's 10 year Capital Works Program, commencing 2018/2019 budget year as part funded.*
- (d) *Council ask Austin Evans, local State Member to approach the Minister for Lands for the Minister's approval for Council to use the Crown Reserve for a Rose Garden.*

This report is presented to formalise the establishment of a Rose Garden Working Group.

Draft Guidelines were formulated to provide focus and direction for the Rose Garden Working Group (attachment a). Advertisements were then placed in local and social media seeking community application to this Group.

Applications received are provided under separate cover to Councillors.

Once applications are endorsed, successful applicants will be notified and the Group can commence meeting.

It is anticipated staff support provided to the Rose Garden Working Group will include:

- Director Economic and Organisational Development
- Visitor Centre Coordinator
- Urban Design Project Planner
- Parks & Gardens Manager/Overseer
- Governance (Minute Taker)

### **RECOMMENDATION**

**Council endorse the membership of community applicants to the Rose Garden Working Group.**

### **OPTIONS**

Option A

As recommended

Option B

Any other resolution of Council

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

The Rose Garden will be funded in the 2018/19 budget

### **LEGAL/STATUTORY IMPLICATIONS**

Nil

### **ENVIRONMENTAL IMPLICATIONS**

The Rose Garden will impact the built environment in the Yambil Street precinct

### **COMMUNITY IMPLICATIONS**

The Rose Garden will improve amenity in the public realm

### **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan item 8.3 Improve the aesthetic of the City and villages, by developing quality places and improved public realm.

### **CONSULTATION**

Senior Management Team

### **ATTACHMENTS**

(a) Draft - Guidelines for Rose Garden Working Group - Apr 2018 [↓](#)

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## **DRAFT**

### **Guidelines for Rose Garden Working Group**

#### **1. Introduction**

- 1.1 Working Groups (WG) are established by Council for the detailed discussion of issues of interest and concern relating to a specific facility or service of Council.
- 1.2 Each WG of Council is affiliated to a parent Committee of Council.

#### **2. Membership**

- 2.1 Membership to a Council WG will be determined by the Chair of the parent Committee and is for the current term of Council.
- 2.2 The selection of members will be based on the level of interest and expertise in gardening and landscaping design
- 2.3 The WG is convened by the Chairperson of the parent Committee or his/her delegate.
- 2.4 The business of the WG is coordinated by the Manager of the specific facility or service.
- 2.5 Other interested parties may take part in the work of the WGs upon the invitation of the Convenor of the particular WG.
- 2.6 The WG is bound by practices as established in Council policies:
  - Code of Conduct
  - Meeting Code of Practice
  - Statements to the Media Policy

It is the responsibility of all WG members to familiarise themselves with and follow practices as contained in the above. This includes responsibilities pertaining to declarations of interest and awareness of confidentiality obligations.

#### **3. Duties of the Convener**

- 3.1 Organisation of the WG:
  - take care that the composition of the WG is well balanced
  - prioritise the tasks of the WG

**3.2 Organisation of meetings:**

- encourage the participants, attending the meeting, to collaborate actively;
- set up the clear agenda of the meeting and take care that its content is within the TOR of the parent Committee;
- identify activities within the working groups that should be progressed to Committee level;
- manage the meeting in such a way as to identify the priorities and the process of taking decisions;
- bring in special expertise when required.

**3.3 Co-operation with the Committee:**

- pass on the comments that are to be understood as the position of the WG
- report to the Committee on the WG work programme and the progress of the work as required by the parent Committee.

**4. Role of the Manager**

- 4.1 Provide administrative support to the WG.
- 4.3 Arrange note taking of proceedings of Working Group activities.
- 4.4 Coordinate reports from the WG to be presented to the parent Committee.
- 4.5 The Manager of the facility or service retains delegation as provided to manage the facility or services.
- 4.6 Matters that arise within a WG that are outside of staff delegation shall be referred to the Convenor of the WG who can determine to escalate the matter to the parent Committee of the WG.

**5. Role of the WG member**

- 5.1 Attend meetings and be punctual.
- 5.2 Raise issues and concerns, and report on initiatives and issues which may be relevant to or of interest to other members.
- 5.3 Participate in discussions and decision making.

**6. Meetings**

**6.1. Management of the meetings**

- 6.1.1 WG arrange their own programmes and will hold meetings as and when necessary, as well as conducting business by correspondence. Invitations with all the meeting documents and the

reports of meetings of each WG are sent to members of the WG.

- 6.1.2 The meetings of WGs should not take place within 3 weeks before the Committee meeting in order to provide the Committee with all the information related to the work of WGs on time.

## 6.2. Voting

- 6.2.1 There is no formal voting structure within a WG.
- 6.2.2 The members of a WG shall attempt to reach conclusions by consensus.
- 6.2.3 The position and views of the WG on a matter is organised at the level of WG, and then forwarded by way of report to the parent Committee for consideration and possible recommendation to Council.

## 7. Purpose and Scope

The purpose and scope of the Rose Garden Working Group is to:

- 7.1 To actively participate in assessing the issues and opportunities in developing a Rose Garden at Jondaryan Avenue
- 7.2 To actively participate in researching existing public rose gardens
- 7.3 To provide advice concerning the design of the proposed Rose Garden at Jondaryan Avenue
- 7.4 To contribute the selection criteria of plantings and amenity associated to the proposed Rose Garden
- 7.5 To actively participate in community consultation relating to the proposed Rose Garden
- 7.6 To report to the General Facilities Committee on progress of the project

**CLAUSE**      **CL12**

**TITLE**        **Investments at 30 April 2018**

**FROM**        **Vanessa Edwards, Finance Manager**

**TRIM REF**    **18/41653**

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### **SUMMARY**

This report details Council's investments performance for the month of April 2018.

### **RECOMMENDATION**

**The report be noted by Council.**

### **REPORT**

In accordance with Section 212 of the Local Government (General) Regulation 2005, it is hereby certified that the investments detailed in the attached schedules have been made in accordance with Section 625 of the Local Government Act 1993, its Regulations and Council's current investment policy and strategy which were last amended and adopted on 13 February 2018.

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

### **OPTIONS**

Not Applicable.

### **POLICY IMPLICATIONS**

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

### **FINANCIAL IMPLICATIONS**

As at the 30 April 2018, Council had received a total of \$1,125,277 in interest coupon payments and a further \$50,509 interest from its ordinary trading account, giving a total of cash received of \$1,175,786 YTD.

The overall net interest income recognised (when combining both interest received and mark-to-market entries) at 30 April 2018 was \$1,178,900 against a revised YTD budget of \$1,105,953.

In the ongoing low interest rate environment, it is difficult to obtain higher yields on investments. Council's investments are diversified primarily across TCorp Managed Funds, term deposits, fixed income bonds and floating rate notes which are largely determined by the restrictions in place by the Minister's Order. Council's investments are diversified, all highly rated and of high quality.

### **LEGAL/STATUTORY IMPLICATIONS**

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

### **ENVIRONMENTAL IMPLICATIONS**

Not Applicable.

### **COMMUNITY IMPLICATIONS**

Not Applicable.

### **LINK TO STRATEGIC PLAN**

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

### **CONSULTATION**

Senior Management Team

### **ATTACHMENTS**

- |     |  |     |
|-----|--|-----|
| (a) | Statement of Funds at 30 April 2018 <a href="#">↓</a>              | 174 |
| (b) | Investment Returns Analysis 12 Months Annualised <a href="#">↓</a> | 175 |

**(a) Statement of Funds at 30 April, 2018****GRIFFITH CITY COUNCIL****Statement of Funds Invested under Section 625 of the Local Government Act, 1993  
30 April, 2018****INVESTMENTS**

Annualised Return %	Type	Valuation Balance as at 30 April, 2018	Cash Flows for April, 2018	Non-Cash Valuation Adj's April, 2018	Fund as a Percentage of Total Investments
<b>Cash/Managed Funds</b>					
2.740%	BT Institutional Cash Fund	7,398.02	15.35		0.02%
5.440%	Perpetual Credit Income Fund	838,005.12	3,395.50		2.07%
7.680%	NSW Treasury Corp -Long Term Growth Fund	4,399,967.06	79,856.66		10.88%
3.850%	NSW Treasury Corp -Medium Term Growth Fund	4,616,780.62	34,450.09		11.42%
1.530%	NSW Treasury Corp -Cash Fund	5,062,703.95	8,518.15		12.52%
1.650%	UBS Cash Management Trust Account	61,554.10	95.13		0.15%
N/A	ANZ Premium Business Saver Account	7,632.60	(4.34)		0.02%
<b>Term Deposits</b>					
2.450%	AMP 270 Day Term Deposit Maturity 18/9/18	2,000,000.00	4,367.13		4.95%
4.100%	Westpac Bank 48 Month Term Deposit Maturity 29/08/18	1,000,000.00	3,416.67		2.47%
5.100%	BOQ 5 Yr Term Deposit Maturity 5/12/18	1,000,000.00	4,250.00		2.47%
5.150%	ME Bank 5 Yr Term Deposit Maturity 5/12/18	500,000.00	2,145.83		1.24%
5.100%	ING 5 Yr Term Deposit Maturity 5/12/18	1,500,000.00	6,375.00		3.71%
2.400%	Westpac Bank Notice Saver 60 Day	2,159,208.36	4,533.67		5.34%
2.350%	Westpac Bank Notice Saver 31 Day	4,396,479.93	9,039.32		10.87%
<b>Bank Bonds/Floating Rate Notes</b>					
4.500%	CBA 5 Year Bank Bonds Maturity 31/10/18	2,020,840.00	45,000.00	(4,560.00)	5.00%
3.100%	Bank of Queensland Floating Rate Note Maturity 24/06/19	2,004,780.00		(1,420.00)	4.96%
2.865%	Bendigo Adelaide Bank Floating Rate Note Maturity 18/08/20	1,005,770.00		(1,167.50)	2.49%
2.865%	Bendigo Adelaide Bank Floating Rate Note Maturity 18/08/20	1,005,770.00		(1,167.50)	2.49%
3.015%	AMP Bank Floating Rate Note Maturity 11/6/19	754,912.50		(277.50)	1.87%
3.320%	Rabo Bank Floating Rate Note Maturity 4/3/21	1,533,300.00		(1,140.00)	3.79%
2.965%	ANZ Bank Floating Rate Note Maturity 7/4/21	1,014,990.00	7,442.05		2.51%
3.010%	CBA 5 Year FRN Maturity 12/7/21	1,015,600.00	7,422.00	930.00	2.51%
2.800%	Westpac Domestic Note Bond Maturity 7/2/2022	1,523,295.00			3.77%
3.080%	AMP Bank Floating Rate Note Maturity 30/03/22	1,003,000.00		(4,470.00)	2.48%
<b>Total</b>		<b>40,431,987.26</b>	<b>220,318.21</b>	<b>(13,272.50)</b>	<b>100%</b>

Balance of Griffith City Council Trading Bank Account

4,877,551.31

GHFL/HHF Bank Account Balances

23,262.52

**Total Cash & Investments at 30/4/18****45,332,801.09****INTEREST**

Interest Analysis	Actual
Accumulated Interest Brought Forward	966,127.46
Interest received on Griffith Health Facilities Limited Bank Accounts YTD April 2018	86.51
Investment Interest for the month of April 2018	207,045.71
Current Bank Account Interest for the month of April 2018	5,640.17
<b>Total Interest at 30 April 2018</b>	<b>1,178,899.85</b>
<b>Original Estimated Investment Income YTD @ April 2018</b>	<b>798,334.00</b>
<b>Revised Estimated Investment Income YTD @ April 2018</b>	<b>1,105,953.00</b>
Over (Under) Original Estimate	380,565.85
Over (Under) Revised Estimate	72,946.85
Percentage of Original Estimate Raised	147.67%
Percentage of Revised Estimate Raised	106.60%
Percentage of Year at Report Date	83.33%

Fund	Original Estimate YTD	Revised Estimate YTD	Actual YTD	Percentage of Original Estimate	Percentage of Revised Estimate
Ordinary Fund	333,333.00	448,340.00	429,162.34	128.75%	95.72%
Water Fund	266,667.00	403,720.00	443,636.68	166.36%	109.89%
Sewerage Fund	129,167.00	129,170.00	162,903.01	126.12%	126.12%
Waste Fund	66,667.00	122,223.00	140,471.21	210.71%	114.93%
Western Riverina Library	2,500.00	2,500.00	2,726.61	109.06%	109.06%
<b>Total</b>	<b>798,334.00</b>	<b>1,105,953.00</b>	<b>1,178,899.85</b>	<b>147.67%</b>	<b>106.60%</b>
<b>Percentage of Year at Report Date</b>			<b>83.33%</b>		

In accordance with Section 212 of the Local Government (General) Regulation 2005, I hereby certify that the investments detailed above are made in accordance with the Local Government Act, its regulations and Council's investment policy adopted on 13 February, 2018.


**RESPONSIBLE ACCOUNTING OFFICER**

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

<b>INVESTMENT RETURNS ANALYSIS - 12 MONTH ANNUALISED YIELDS</b>			
<b>Month</b>	<b>Average Funds Invested for the month</b>	<b>Interest Earned</b>	<b>Yield %</b>
May-17	\$31,305,351	\$133,728	0.43%
Jun-17	\$30,874,731	\$87,117	0.28%
Jul-17	\$32,635,116	\$48,683	0.15%
Aug-17	\$35,419,354	\$119,143	0.34%
Sep-17	\$35,978,171	\$121,268	0.34%
Oct-17	\$36,080,557	\$223,579	0.62%
Nov-17	\$35,444,282	\$140,412	0.40%
Dec-17	\$37,994,590	\$75,918	0.20%
Jan-18	\$41,297,996	\$125,941	0.30%
Feb-18	\$40,842,202	\$42,780	0.10%
Mar-18	\$40,323,166	\$23,536	0.06%
Apr-18	\$40,368,674	\$207,046	0.51%
<b>12 Month Annualised Performance</b>			<b>3.73%</b>
<b>Current Year Performance Jul 17 - Apr 18</b>			<b>3.02%</b>
<b>(Cash basis only, net of fees)</b>			

**CLAUSE** CL13**TITLE** Councillor Workshops Held Externally to the Council Chambers**FROM** Shireen Donaldson, Director Economic & Organisational Development**TRIM REF** 18/44463

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### **SUMMARY**

At the Ordinary Meeting of Council held 8 May 2018, it was resolved “*that a report be provided to Councillors, on the cost to the 2018/19 budget, on the proposal to have Council hold every alternate workshop meeting external from the Council Chambers.*”

This report supplies costings for the provision of a Councillor Workshop external to the Council Chambers.

### **RECOMMENDATION**

**For the information of Councillors.**

### **REPORT**

Councillors attend one Council Workshop each month which is held at the Council Chambers. Workshops are held for the purpose of providing information to Councillors which is delivered by the General Manager and Senior Staff. Guest presenters may also attend Workshops by invitation to make presentations to Councillors on current and relevant topics of note.

Workshops generally run for between two to three hours and are a vital tool for Councillors to gain in-depth information, ask questions in a closed forum and be updated on the ongoing functions of Council. Workshops are not adjunct to a Council Meeting, and as such no decisions or motions are made at a Workshop. Additionally, Workshops are held in a closed and confidential environment.

To enable the Workshop to start and end promptly, a light meal is served prior to the Workshop to provide Councillors networking opportunities with each other, Senior Staff and guest presenters. Attendance at the meal is optional and so numbers served each month fluctuates depending on RSVPs and staff and guests attending the Workshop.

Workshops are held in the Council Chambers where there is sufficient seating and space for Councillors, Senior Staff, additional staff and guest presenters with access to microphones, data projectors, laptops and screens.

Quotations have been sought from three local venues who would be able to provide a suitable private function space and meal. Associated room hire and equipment fees are also included (if applicable).

Venue	Set Menu Prices – Alternate Meals Per Head	Room Hire Fees	Equipment Hire Fees	Total based on 16 Persons	Total Per Person
Club 1	\$32.50 (2 course) (16 persons \$520)	\$120	\$80	\$720	\$45
	\$37.50 (3 course) (16 persons \$600)	\$120	\$80	\$800	\$50
Club 2*	\$26.00 (2 course)	Included	Included	\$416	\$26
	\$36.00 (3 course)			\$576	\$36
Restaurant	\$45.00 (2 course)	Nil	Must take own equipment	\$720	\$45
	\$55.00 (3 course)			\$880	\$55

\*Club 2 will not have function rooms available between June – September 2018.

For comparative purposes, the cost of 2018 Workshops held at the Council Chambers are also provided:

Date	Location	Catered For	Meals	Total Per Person
		<b>Total No.</b>		
16-Jan-18	Italian Takeaway	14	\$244.50	\$17.46
20-Feb-18	Chinese Takeaway	16	\$260.00	\$16.25
20-Mar-18	Italian Takeaway	18	\$317.50	\$17.64
28-Mar-18	Chinese Takeaway	15	\$200.00	\$13.33
17-Apr-18	Italian Takeaway	17	\$250.00	\$14.71

It should be noted that neither the costing or quotation tables include the cost of drinks (non-alcoholic or otherwise).

### OPTIONS

For the information of Councillors.

### POLICY IMPLICATIONS

Nil.

### **FINANCIAL IMPLICATIONS**

External Workshops would incur a higher cost than an internal Workshop if attempting to replicate a Workshop as held in the Council Chambers.

There is also an FBT implication for staff that have a meal whilst attending a workshop off-site. The value of the meal for the employees (not Councillors) is to be grossed up by 1.8868 and taxed at 47%.

### **LEGAL/STATUTORY IMPLICATIONS**

Nil.

### **ENVIRONMENTAL IMPLICATIONS**

Nil.

### **COMMUNITY IMPLICATIONS**

Community have expectation Councillors are able to make well informed decisions based on the provision of applicable information.

### **LINK TO STRATEGIC PLAN**

This item links to Council's Strategic Plan item 1.1 Provide clear and transparent communication to the community.

### **CONSULTATION**

Senior Management Team

### **ATTACHMENTS**

Nil

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**DISABILITY INCLUSION & ACCESS COMMITTEE  
HELD IN COUNCIL CHAMBERS, GRIFFITH ON  
TUESDAY, 22 MAY 2018 COMMENCING AT 2:00 PM**

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## **PRESENT**

Councillor Rina Mercuri, (Chair), Anne Napoli (Councillor Alternate), Mary Catanzariti (Community Representative)

Quorum = 3

## **STAFF**

Principal Planner Urban Design & Strategic Planning, Peter Badenhurst, Road Safety & Traffic Officer, Greg Balind, Technical Support Officer, Binita Shrestha, Trainee Engineer Traffic & Civil, James Tomarchio, Minute Secretary, Marisa Martinello and Shireen Donaldson, Executive Services Manager

## **1 APOLOGIES**

**RECOMMENDED** on the motion of Mary Catanzariti and Anne Napoli that apologies be received from Councillor Mike Neville, Phil Harding and Nathan Farnell.

Absent: Belinda Black, Simone Murphy, George Youssef and David Jones.

## **2 CONFIRMATION OF MINUTES**

**RECOMMENDED** on the motion of Mary Catanzariti and Anne Napoli that the minutes of the previous meeting held on 27 February 2018, having first been circulated amongst all members, be confirmed.

## **3 BUSINESS ARISING**

Nil

## **4 DECLARATIONS OF INTEREST**

### **Pecuniary Interests**

There were no pecuniary interests declared.

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

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

Councillor Anne Napoli

Action Report – Regarding: Ramp

Reason – A member of Councillor Napoli's family was asked to provide a quote for a ramp.

## **Less Than Significant Non-Pecuniary Interests**

There were no significant non-pecuniary interests declared.

### **New Member Induction**

Mrs Donaldson, Manager Executive Services welcomed new member Mary Catanzariti to the Disability Inclusion & Access Committee and provided an induction pack which included copies of Council's Code of Conduct Policy, Code of Meeting Practice Policy and Statements to the Media Policy.

Business Arising was discussed at this part of the meeting.

## **BUSINESS ARISING**

### **Disabled Parking – Kooyoo Street**

Mr Tomarchio advised that there has been minor changes to the eastern and western end of Kooyoo Street. This is still under investigation.

## **5 ITEMS OF BUSINESS**

### **CL01 LIBERTY SWING UPDATE**

Mr Badenhorst advised the Committee that the Liberty Swing has now been relocated to City Park and thanked Mrs Shrestha the Project Officer for the Liberty Swing for all her work. The swing has been relocated at City Park near the bridge which was approved by MI to locate to this position.

Councillor Mercuri enquired about the extra equipment to be located near the liberty swing.

Councillor Napoli was concerned that the Master Locksmiths Access Key (MLAK) may not be readily available for users. Mr Badenhorst advised that the gardener has a key to access the liberty swing. It was also advised that a contact number for the key to access the swing would be recommended.

### **CL02 AMENITY BLOCK AT CITY PARK**

Mr Badenhorst advised that it was first thought to change the existing storeroom at City Park and adding a toilet. But after research and investigation it was noted that it was going to be too expensive to go ahead.

Mr Badenhorst advised that a separate new amenities toilet block at City Park will be applied for with the Community Stage (Community Gardens) Funding Grant Application.

## **6 OUTSTANDING ACTION REPORT**

27/02/2018 – Disabled Parking / Drop Off Area in Front of Griffith City Library, Banna Avenue – Suggestion to be dropped off at the back of the Library is a security concern.

Mr Balind to investigate loading zone concept for disabled parking / drop off at the Griffith City Library.

This will need to go through the Traffic Committee for approval before being reported back to the Disability Inclusion & Access Committee meeting.

Councillor Anne Napoli left the meeting the time declaring a significant non-pecuniary interest being 2:25 pm.

The outstanding action report was noted.

Councillor Anne Napoli returned to the meeting the time being 2:30 pm.

**7 GENERAL BUSINESS**

Nil

**8 NEXT MEETING**

The next meeting of the Disability Inclusion & Access Committee is to be held on Tuesday, 28 August 2018 at 2:00 pm

There being no further business the meeting terminated at 2:32 pm.

Confirmed: .....

CHAIRPERSON

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**FLOODPLAIN MANAGEMENT COMMITTEE  
HELD IN COUNCIL CHAMBERS ON  
TUESDAY, 15 MAY 2018 COMMENCING AT 1:15 PM**

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**PRESENT**

Councillor John Dal Broi (Chair), Councillor Dino Zappacosta, Peter Budd (Community Representative), Joseph Dal Broi (Community Representative), Steve Manwaring (Stakeholder), Steve Mortlock (Stakeholder), Lindsay Golsby-Smith (Stakeholder), Jon Gregory (Stakeholder)

Quorum = 3

**STAFF**

Director Utilities, Graham Gordon, Senior Infrastructure Planning Coordinator, Durgananda Chaudhary, Engineering Design & Approvals Manager, Joe Rizzo, Minute Secretary, Marisa Martinello and Acting Director Sustainable Development, Phil Harding

**CONSULTANTS**

Daniel Williams & Stephanie Lyons (BMT WBM), Scott Brisbin (Cardno), Justin Robinson & Wei Wang (Bureau of Meteorology)

**1 APOLOGIES**

**RECOMMENDED** on the motion of Councillor Dino Zappacosta and Steve Mortlock that apologies be received from Brett Stonestreet, Alan Shea and Sally Jones.

**2 CONFIRMATION OF MINUTES**

**RECOMMENDED** on the motion of Joseph Dal Broi and Steve Mortlock that the minutes of the previous meeting held on 27 February 2018, having first been circulated amongst all members, be confirmed.

**3 BUSINESS ARISING**

Nil

**4 DECLARATIONS OF INTEREST**

**Pecuniary Interests**

There were no pecuniary interests declared.

**Significant Non-Pecuniary Interests**

There were no significant non-pecuniary interests declared.

## **Less Than Significant Non-Pecuniary Interests**

There were no significant non-pecuniary interests declared.

## **5 ITEMS OF BUSINESS**

### **CL01 PRESENTATIONS AND REPORTS**

#### **1 YOOGALI MCCORMACK ROAD LEVEE AND CULVERT UPGRADE CARDNO**

Mr Scott Brisbin from Cardno provided a Power Point presentation. The following information was provided.

##### Introduction

Project includes:

- Levee along McCormack Road and Burley Griffin Way
- Culvert upgrades at two locations
- Intersection raising at two locations
- Option to raise Burley Griffin Way in place of currently proposed concrete barrier
- Public exhibition submissions

##### Proposed Site Feature



##### Road Raising Option – Introduction

Cardno has undertaken further assessment of another option suggested by GCC/OEH:

- Raising Burley Griffin Way (to act as a levee in place of the currently documented concrete carrier).

Works undertaken to date:

- RMS have confirmed no objection in principle.
- Preliminary concept design for raising Burley Griffin Way, including the intersection with McCormack Road.
- Construction cost estimate for the road raising works.
- Comparison of the cost of the road raising option vs the concrete levee option.
- Documents submitted for GCC/OEH consideration.

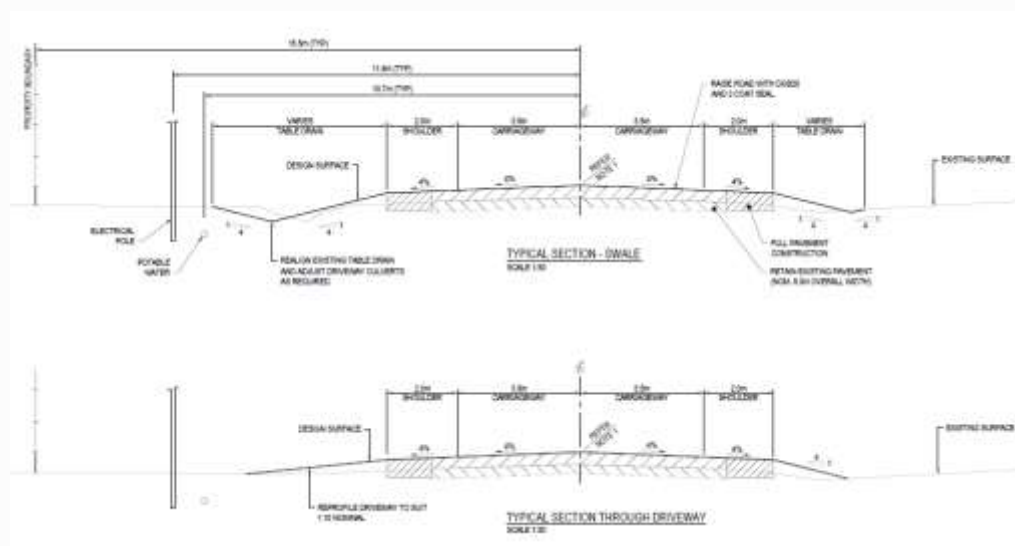
##### Concept Design – Raising Burley Griffin Way

- For this option, nominal road centreline level is defined as flood level + 500mm

freeboard.

- Road centreline level set to be no lower than top of concrete levee to achieve same flood Immunity to Yoogali Township.
- Travel lane and shoulder width per Griffith City Council meeting with RMS on 1 March 2018.
- Existing level and utility information based RMS 2008 site survey.
- Proposed works do not impact Telstra and Jemena assets adjacent to Main Drain J.
- Proposed works do not impact electrical and water assets on north side of Burley Griffin Way.

#### Concept Design – Raising Burley Griffin Way



#### Existing Burley Griffin Way



#### Construction Cost Estimate and Comparison

- Cardno prepared Construction Cost Estimates for both options for comparison:
  - Raising Burley Griffin Way: \$720,990 (ex GST and ex contingency)
  - Concrete Levee Along BGW: \$446,175 (ex GST and ex contingency)
- Thus, raising Burley Griffin Way increases capital costs by approximately +62%

compared to the concrete levee option.

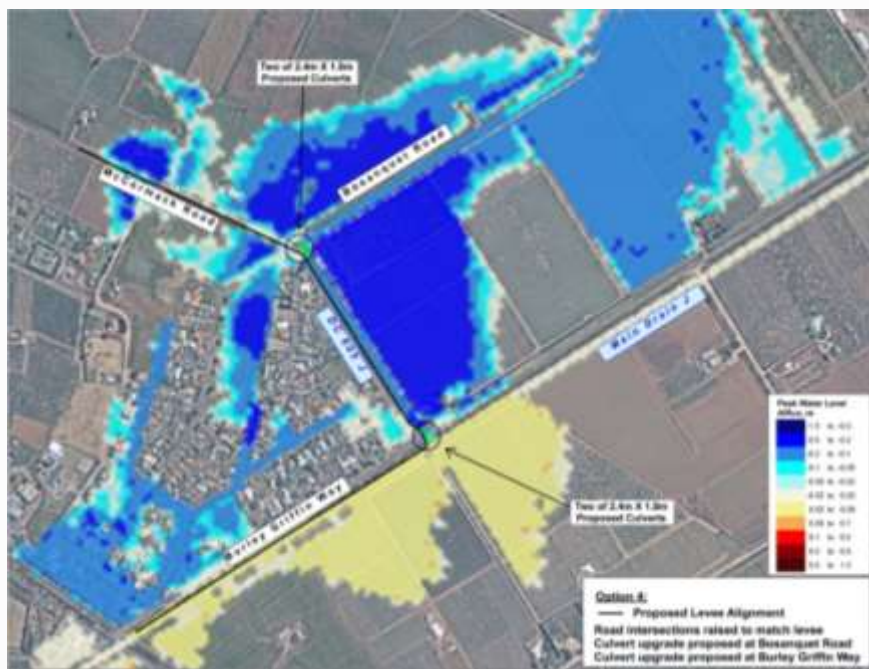
### Next Steps

- GCC/OEH to confirm preference for concrete levee or road raising along Burley Griffin Way.
- If road raising is preferred, next steps would include:
  - Detailed site survey.
  - Detailed road design and prepare engineering drawings.
  - Update to associated project documents.

### Public Exhibition

- Public exhibition period closed 4 May 2018.
- Two community information sessions were held.
- There were a few objections/concerns but overall the project was well received.
- One formal submission was received:
  - M & L Marin, 229 & 230 Pavese Road, Yoogali (South of Main Drain J).

### Public Exhibition Submission



### 229 and 230 Pavese Rd

As a result of the recommended option (Option 4), peak flood level on these properties increases by up to 5 cm during a 1% AEP event.

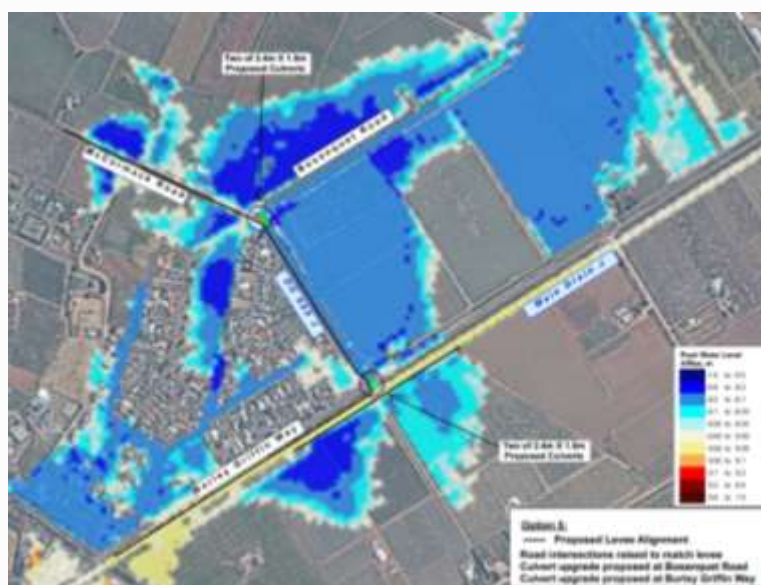
### M & L Marin Comments

M and L Marin Comments	Preliminary Response
Might support the levee but do not support the upgrade of Culverts.	Culvert upgrades are critical to the project as this greatly reduces the chances of spilling of floodwaters from DC 605J into the town of Yoogali during major flood events.
What is the peak discharge from the existing culverts?	<ul style="list-style-type: none"> <li>Intersection of McCormack Road/Bosanquet Road - 8.4m<sup>3</sup>/s</li> <li>Intersection of McCormack Road/Burley Griffin Way - 9.5m<sup>3</sup>/s</li> </ul>
What is the peak discharge from the upgraded culverts?	<ul style="list-style-type: none"> <li>Intersection of McCormack Road/Bosanquet Road – 13.3m<sup>3</sup>/s</li> <li>Intersection of McCormack Road/Burley Griffin Way – 13.2m<sup>3</sup>/s</li> </ul>
Is overall catchment flow included in the flood model?	Yes, the total catchments flows are included in the hydraulic model. Cardno utilised the same existing scenario model which was developed as part of the Main Drain J and Mirrool Creek Flood Study and Floodplain Risk Management Study and Plan (BMT WBM, 2015) which has been adopted by Council.
Concerned about maintenance of Main Drain J.	Responsibility of Murrumbidgee Irrigation.
Erosion to the channel banks of Main Drain J with more flows coming in from DC605J.	Has been considered in the detailed design of the culvert upgrade.
Upgrade of Railway Bridge and Syphon at Calabria Road.	Beyond the scope of the current project. Flood model based upon existing conditions railway bridge and Calabria Road syphon.

### Possible Mitigation Option

Possible mitigation option to minimise impacts on 229 and 230 Pavese Road – Option 5 which is Option 4 + levee along the left bank of Main Drain J.

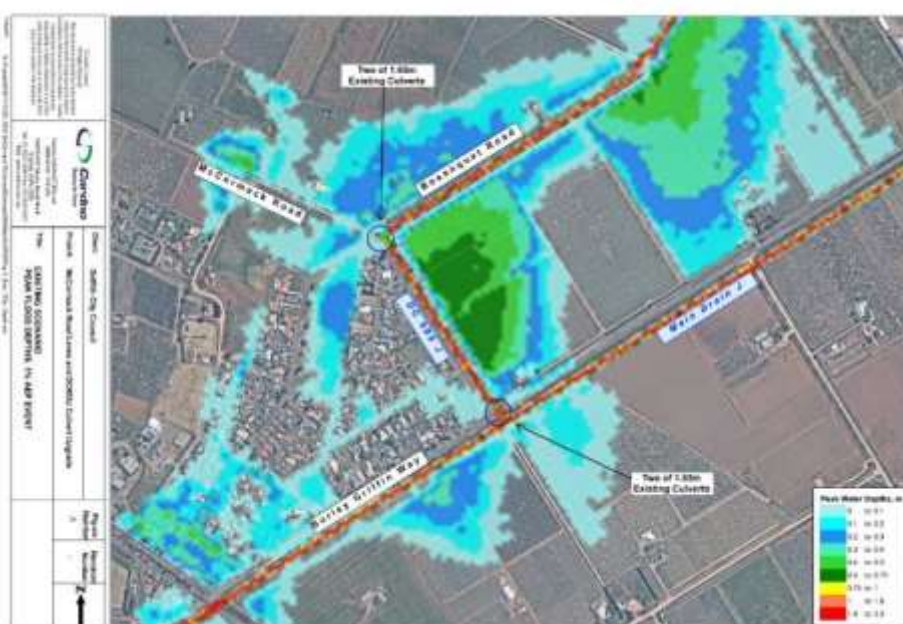
### 1% AEP Afflux Map



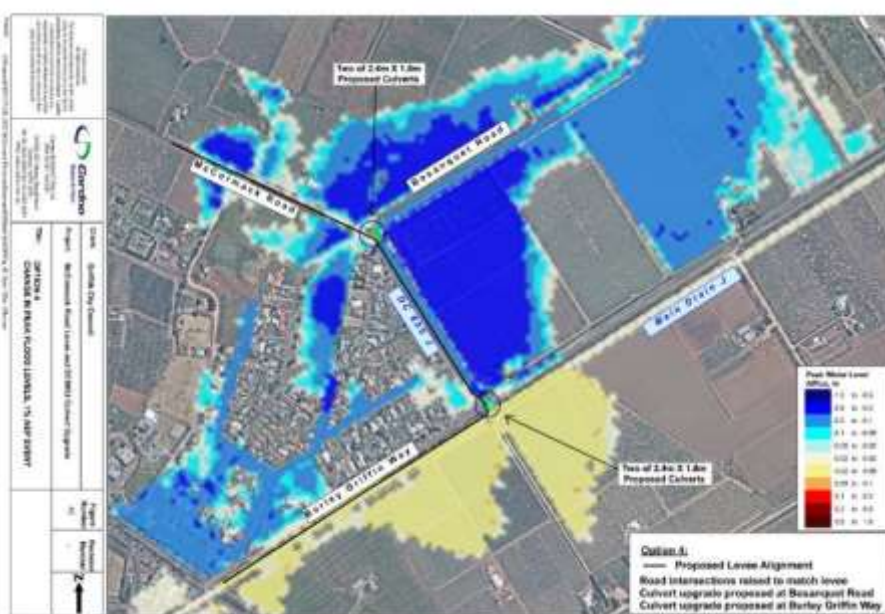
### Option 4 Flood Mapping

- The following slides present the existing condition flood depths, followed by Option 4 flood depths and afflux.
- All flood maps represent the design 1% AEP storm event.

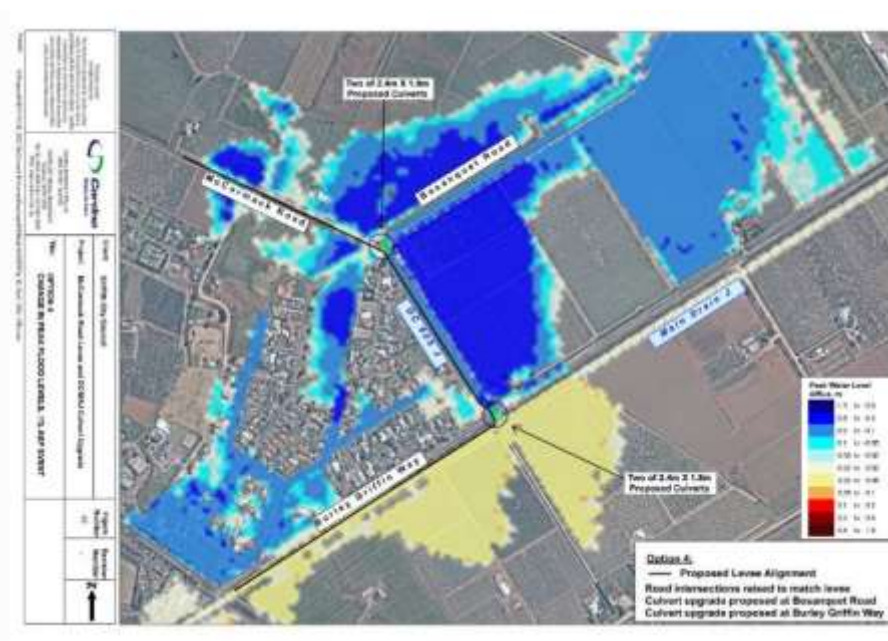
## Existing - 1% AEP Event – Depth



## Option 4 - 1% AEP Event – Depth



## Option 4 - 1% AEP Event – Afflux



Councillor Dal Broi asked will the cost difference with lifting the Burley Griffin Way compared to the concreting be covered.

Mr Gordon advised that RMS have come on board in principle for the approval of lifting the road height. Will need to gauge which of the infrastructure stakeholders can contribute to the project before applying for funding for the lifting of the road.

Mr Budd asked at what height will the road need to be raised as opposed to a concrete levee.

If the road is raised the road will be raised half a metre and building the road up will not cause any issues with gas lines, electricity and water mains.

Mr Brisbin advised that one formal submission had been received from M & L Marin who is situated south of the Main Drain-J that believes that their property will be affected and advises that they are in favour of the levee but not the culvert with the Yoogali McCormack Road levee and culvert upgrade.

Mr Gordon advised that there is a residence on the property and that no direct impact on the home in the area will be affected with the upgrade and if a flood event was to occur.

Mr Brisbin advised that the reason for the Marin's objection to the upgrade of the culverts was that it sends more water towards Main Drain-J. The culverts will be put in place to achieve the reduction to the upstream water flow.

Councillor Zappacosta was concerned with the erosion on the south bank of Main Drain J. Mr Brisbin advised that what happens in McCormack Road will not affect the southern bank.

Mr Budd asked the following question:

Where will it flood on M & L Marin's property and is there a potential to damage crops with a flood.

Mr Gordon advised that the same question was asked at the Public Forum Meeting held recently. As from the 2012 flood event that within 24-48 hours the water dispersed quite quickly.

Mr Joe Dal Broi advised that a larger pipe is going to pipe the water out quicker this will be a positive effect to all farmers. Concerns that the railway bridge should be upgraded to have the water flow away quicker.

Mr Brisbin looked at the original options - option no. 5 the same as option no.4 with an addition levee along the south of MDJ. There is additional cost for the extra levee and will retain more water and not flood as much. This is an engineering solution that will work but will add more cost to the construction of the project.

## **HANWOOD STORMWATER PUMP AND LEVEE – CARDNO**

Mr Scott Brisbin from Cardno provided a Power Point presentation. The following information was provided.

### **INTRODUCTION**

- Cardno was engaged by Griffith City Council in March 2018 for the Investigation and Design of Hanwood Stormwater Pump and Levee.
- The Cardno project team is largely the same as the Yoogali levee project.

### **BACKGROUND**

To alleviate existing flooding in Hanwood, the "Griffith Main Drain J and Mirrool Creek Floodplain Risk Management Study and Plan" (BMT WBM, 2015) proposed the following flood mitigation works:

- Approximately 700m of earthen bund constructed along left bank alignment of DC 'DA' and DC 'HANDEPOT'.
- Provision of one-way flow structures on DC '0491D' and DC 'HANDEPOT'.
- The installation of pumps on DC '0491D' and DC 'HANDEPOT' to discharge local catchment runoff from behind the bund into DC 'DA' during periods when the one-way flow structures are 'locked'.

It is preferred to install a single, larger stormwater pump station in place of the two smaller pump stations nominated above.



## PROJECT LOCATION



## PROJECT SCOPE

### Stage 1 – Investigation and Preliminary Design

- Geotechnical Investigation
- Preliminary Environmental Assessment
- Hydrological and Hydraulic Analysis
- Benefit Cost Analysis
- Concept Options Assessment and Recommendation

### Stage 2 – Detail Design

- Review of Environmental Factors (REF)
- Engineering Design and Drawings including civil, mechanical, electrical and SCADA works
- Bill of Quantities
- Tender Specification
- Operation and Maintenance Manual

## PROJECT PROGRAM

- March 2018 – Project Initiation – Completed
- April 2018 – Detail Ground Survey – Preliminary Environmental Assessment – Geotechnical Investigation – Complete
- July 2018 – Stage 1 Draft Preliminary Design
- August 2018 – Stage 1 Final Preliminary Design
- October 2018 – Stage 2 Draft Detailed Design and Documentation
- November 2018 – Stage 2 Final Detailed Design and Documentation
- February 2019 – Project Completion and Handover

SITE FEATURES – DC HANDEPOT



SITE FEATURES – MALLEE ST AND DC DA



SITE FEATURES – TELSTRA EXCHANGE AND DC DA



SITE FEATURES – SERVICES AT KIDMAN WAY



SITE FEATURES – LEONARD ROAD AND DC DA



SITE FEATURES – INTERSECTION



## **NEXT STEPS**

- Finalise geotechnical lab testing and reporting.
- Finalise preliminary environmental assessment.
- Undertake options assessment and supporting hydrological and hydraulic analysis.
- Prepare options assessment report including benefit cost assessment.
- Submit draft report July 2018.

## **EMERGENCY BREACHING PROTOCOLS – BMT**

Mr Daniel Williams from BMT provided an overview of the protocols of findings together with Stephanie Lyons for the EMR Emergency Breaching Protocols and Decision Support Framework.

The Griffith Main Drain J and Mirrool Creek Floodplain Risk Management Study and Plan was completed for Griffith City Council by BMT WBM in August 2015. The study had been commissioned in response to the devastating flood of March 2012, which severely impacted Yenda.

The document establishes the protocols to be followed in the event of a flood of Mirrool Creek including emergency breaching of the Main Canal, if required.

Mr Williams advised that at the Workshop held earlier that morning of the 15 May 2018, before the Floodplain meeting a review of the document with some amendments were made of the Emergency Breaching Protocols.

The EMR Breaching Protocols and Decision Support Framework document consists of the following:

- Advanced warning and preparation
- Flood event monitoring and response
- Emergency breaching

Mr Williams gave an overview of the findings of the Technical Analysis:

### **Mirrool Creek Flood Warning System**

- Key components of the warning system that has gone in and is operational and the Bureau of Meteorology will finalise their side of the system which will form the overall support framework for the protocols.
- Thorough research that has been conducted for the flood warning BMT have developed 300 peak flood estimation flow model tools
  - Simulation to catch flows and moisture
  - Summaries of model charts formed to estimate flood flow from rainfalls
  - Estimating the flows at the EMR.
- This will assist with the understanding of the rain event.
- Warning gauges has gone in and operational
  - Flood Warning Classification at the EMR
    - Minor 0.9 (132.58 m AHD)– Potential Operation of Dalton's Runner
    - Moderate 1.9 (133.58 m AHD) – Likely Operation of EMR Flood Gates
    - Major 2.3 – Likely Implementation of EMR Emergency Breaching Protocols.
- The warning system will form part of the support framework.

### Catchment Soil Moisture Conditions

- The source of catchment soil moisture and analysis of expected flows at the EMR and trigger points can be accessed on the ALWB website <http://www.bom.gov.au/water/landscape/#>
- Peak flood flow warning estimation tools are set up at Barellan Bridge, Arianah Park and the EMR and this enables the monitoring of conditions.
- Monitoring catchment soil moisture to estimate peak flood flow with the estimate tools would have given advance warning for the 2012 floods.

### Timeframes for Decision Making

- The principal factor that affects the available timeframes in the decision-making process is the overall spatial distribution of rainfall across the catchment.
- Rainfall in the lower catchment provides a shorter amount of time to plan and respond to an event than rainfall across the upper catchment.
- Available warning time is more critical for the preparation and execution of an emergency breaching of the Main Canal. Excavators need to be sourced and driven to the breach location prior to accessibility being compromised.

### Recorded Rainfall

Live rainfall conditions for gauges within BoMs flood forecasting network can be accessed via the following link: <http://www.bom.gov.au/nsw/flood/centralwest.shtml>

### Mirrool Creek at Barellan Gauge Monitoring & Mirrool Creek at EMR Gauge Monitoring

Mirrool Creek at Barellan and EMR gauge is operated by Water NSW the website with updated data can be accessed via the following link: <http://realtime.water.nsw.gov.au/water.stm>

### Operation of Daltons Runner

The Dalton Runner forms part of the established floodway to manage Mirrool Creek catchment flooding approaching the main Canal around the south of Merribee Hill. Daltons Runner is effectively an easement containing the local irrigation supply canal.

The requirements to operate Daltons Runner for the purposes of flood management is best assessed through the monitoring of local flood conditions.

### Operation of EMR Flood Gates

The operation of the flood gates at the EMR may be undertaken to relieve localised flood inundation in conjunction with the discharging of flood waters from Daltons Runner into the Main Canal.

The moderate flood level at the EMR gauge is around 133.6 m AHD. If the water level at the gauge reaches this threshold then the flood gates should be opened fully if not already done so.

### Initiation of Emergency Breaching

The initiation of Emergency Breaching of the Main Canal requires forward planning. The preparation for the subsequent execution of emergency breaching of the Main Canal needs to be undertaken with consideration of the expected flood conditions at the EMR and current flood conditions at Barellan.

Localised earthworks for emergency breaching would be in place to implement the breach when the floods are at 132.5 m downstream and upstream 133.5 m. This would be a reasonable compromise with a 40 m breach and may need to go wider to keep the breach contained.

### Preparing for a Breach

The forming of an Emergency Breaching executive Committee needs to be assembled with the representatives from the key stakeholders in the planning and execution of the breaching of the main Canal including – Griffith City Council, as the authority responsible for floodplain risk management, SES, as the authority responsible for overall emergency flood response, Murrumbidgee irrigation, as owners and operators of the main Canal infrastructure.

The task of the committee is to plan the logistics of the deployment of excavators to the emergency breaching location.

### Discussion at Workshop held 15 May 2018

#### Responsibilities

Mr Williams advised that the main content of the document will be updated with more information in depth.

The procedures for the Emergency Breach will be at the front end of the document in a more simple format and easy to read.

At the Workshop held 15 May 2018 discussion took place with the roles and responsibility of various authorities and stakeholders.

In summary:

- Griffith City Council will be responsible for executing the breach.
- MI undertake the breach upon direction.
- SES will respond to the Breach.
- BoM will provide the flood warnings.

Mr Budd asked who would supply the equipment for the breach in less than 16 hours to 24 hours' notice to an event.

Mr Williams advised that one would have more than 24 hours' notice because of the prior rain events.

Ms Golsby-Smith, Murrumbidgee Irrigation, responded that MI has equipment available and would prioritise this type of scenario and have the equipment on site to respond accordingly.

Mr Williams advised that the document will be brought back for the final adoption. It will go out on public exhibition and then to Council for adoption.

Mr Gordon wished to officially thank all the agencies SES, MI, BoM, BMT WBM, Cardno and Griffith City Council who were all present at the Workshop this morning, 15 May 2018. For all the good suggestions that were shared eg. list of contacts and prequalified local contractors to be listed in the document for use in an emergency.

Following on from the Workshop the actual engagement and commitment by the agencies involved and BoM that give the early warning signs, along with DPI Water.

Mr Gordon went on to say that the document had been long awaited since the 2012 floods with the commitment by the board Council, CEO and staff. The document will be signed off

by the agencies and that this document will form part of the appendices of Council's Emergency Management Plan.

Mr Gordon advised that reinstatement of the EMR gates will be carried out by MI. Work will be carried out through the winter months and are scheduled to be finalised in October 2018.

Mr Gordon explained the importance of all the agencies being on the same page when an emergency breach needs to occur at the EMR with a flooding event. That the templates in the document to be filled out by agencies sending the same message out to the community.

When the final draft of the EMR Breaching Protocols – BMT document is finalised, it is to be emailed to all the Committee members for their approval and then place the document on **Public Exhibition** and then finalisation and adoption of the EMR Breaching Protocols – BMT document at a Council Meeting.

Councillor Dino Zappacosta left the meeting the time being 2.30 pm.

Mr Budd enquired how many houses will be affected in the area with the gates operational.

Mr Williams advised that with the gates operational some small level of breach will occur with the impact mostly downstream and will not affect any homes.

Mr Gordon advised that in the 2012 flood event uncontrolled breaching had occurred and Widgelli was affected

#### **REINSTATEMENT OF DECOMMISSIONED FLOODGATES AT EMR**

Mr Gordon advised the following:

- i Reinstatement of Decommissioned floodgates at EMR – Works will be done through the winter months and are scheduled to be finalised in October 2018.

#### **FARM LEVEES ON MIRROOL CREEK FLOODPLAINS**

- ii Farm Levees on Mirrool Creek Floodplains – Collecting data pre 2012 flood event and collection of data after 2012 flood event of what has been done. A report will be brought back to Council after being presented at the July Workshop and then back to the Committee towards the end of 2018.

#### **FMA NATIONAL CONFERENCE 29 MAY – 1 JUNE 2018 GOLD COAST**

- iii FMA National Conference 29 May – 1 June 2018 Gold Coast – Paper information that will be presented at the Conference – Emergency Breaching Protocols for the Protection of Yenda.

#### **MIRROOL CREEK FLOOD MANAGEMENT STRATEGY**

- iv Mirrool Creek Flood Management Strategy – Unique mitigating flood to be presented at the Flood Management Association – Protocols of Infrastructure built.
  - Local Government Excellence Award 7 June 2018 - Award finalist – showing the Community what is being done.
  - FMA Excellence Award Submission – Waiting on a response.
  - Paper Presentation to the FMA Conference

Mr Budd asked a question regarding breaching protocols.

Is there something in place if there was to be a flood event and the responsible person at Griffith City Council was away? Would there be something in place for someone else to know what he needed to do in making the decisions on the breach protocols.

Mr Gordon advised that the EMR Breaching Protocol document has a step by step procedure in place for the protocols to be followed in the EMR Protocol document. All the agencies - BMT, BoM, SES, MI, WBM and Griffith City Council have produced the EMR Breaching Protocol document and this will be reviewed every 5 years as per statutory requirements with the Floodplain Management Committee to be followed.

Councillor Dal Broi wished to thank all the agencies BMT, BoM, SES, MI, WBM and Griffith City Council staff for their involvement in the project.

Councillor Dal Broi advised that the Community of Yenda will need to be informed of the work that has been completed and that the Protocols are in place.

## **6 OUTSTANDING ACTION REPORT**

The outstanding action report was noted.

## **7 GENERAL BUSINESS**

Nil

## **8 NEXT MEETING**

The next meeting of the Floodplain Management Committee is to be notified.

There being no further business the meeting terminated at 2.40 pm.

Confirmed: .....

CHAIRPERSON

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**TOURISM AND EVENTS COMMITTEE  
HELD IN COUNCIL CHAMBERS ON  
THURSDAY, 17 MAY 2018 COMMENCING AT 5:43 PM**

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**PRESENT**

Councillor Christine Stead (Chair), Councillor Rina Mercuri, Cassandra Smeeth (Community Representative), Ricky Chugha (Community Representative)  
Quorum = 3

**STAFF**

Director of Sustainable Development, Phil Harding; Visitor Information Centre Coordinator, Mirella Guidolin; Marketing & Promotions Officer, Paige Campbell; Events Coordinator, Karly Sivewright; Economic Development Officer & Minute Taker, Leanne Austin; Project Planner, Nathan Farnell

**1 APOLOGIES**

**RECOMMENDED** on the motion of Ricky Chugha and Councillor Rina Mercuri that apologies be received from Linda Pasquetti, Robyn Turner, Denny Fachin, Councillor Dino Zappacosta (Councillor - Alternate), Lorraine Sutton and Roly Zappacosta.

**2 CONFIRMATION OF MINUTES**

**RECOMMENDED** on the motion of Ricky Chugha and Councillor Rina Mercuri that the minutes of the previous meeting held on 15 February 2018, having first been circulated amongst all members, be confirmed.

**3 BUSINESS ARISING**

**3.1 Digital Board**

Mr Chugha enquired when the new Digital Board was to be erected on the land adjacent to the Visitors Centre. Mr Harding advised this is still being investigated and researched. Councillor Stead stated she enquired if Parkes have a digital sign on her recent visit there. However, she was advised a portable sign is hired when needed for specific events.

**3.2 Riverina Field Days**

Councillor Stead thanked Ms Campbell and Mrs Sivewright for representing Council at the Field Days and suggested that additional signage be purchased to identify Council's site. Ms Campbell to investigate signage and banners that would be suitable for outdoor pop up displays.

Mr Harding stated that the Field Day is a great opportunity to promote Griffith, upcoming events and projects Council is undertaking.

Councillor Stead advised that the Showground is considering installing a corrugated iron tank to display historical information about the Showground. Mr Farnell to send information through. Ms Campbell added that it would be great publicity to have an orange sculpture erected at the next Field Day event.

*Councillor Mercuri entered the meeting the time being 5:52 pm.*

### **3.3 Silo Art**

Mr Harding advised SMT have discussed artwork application around the water tank near Pioneer Park however there are a number of safety issues at this location as well as maintenance considerations.

*Cassandra Smeeth entered the time being 5:45 pm.*

## **4 DECLARATIONS OF INTEREST**

### **Pecuniary Interests**

There were no pecuniary interests declared.

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

There were no significant non-pecuniary interests declared.

### **Less Than Significant Non-Pecuniary Interests**

There were no significant non-pecuniary interests declared.

## **5 ITEMS OF BUSINESS**

### **CL01 VERBAL UPDATE FROM NATHAN FARNELL**

Mr Farnell presented a draft plan for the upgrade to Memorial Gardens. Grant funding was successful to upgrade the toilet block, provide landscaping and activities in the park and rejuvenate the use of the park while being respectful of the soldiers' memorial. A new stage is to be constructed, located in the right hand corner adjacent to Railway Street. This site has access to existing power. The stage will be constructed as a shelter with roofing and screens at the back. Mr Farnell asked the Committee for their feedback on the draft designs.

Councillor Mercuri requested that consideration be given to ensure that the roof is acoustically suitable. Mr Farnell advised musicians have been consulted and are happy with the proposed design. Councillor Stead stated her concerns with heat and sun exposure during the hotter months. Mrs Sivewright suggested storage and change rooms be provided and that provisions be made for a sound engineer's desk, lighting and speakers. Mrs Sivewright also suggested that temporary flooring be considered to create a dance platform on the grass in front of the stage when required. Mr Farnell replied that the additional flooring would be the responsibility of the performers to provide and that larger events would be catered for at the Community Gardens stage facility. Mr Farnell stated that it could be possible to incorporate storage facilities at the new toilet block.

Ms Campbell enquired if the stage would be appropriate for screening movies. Mr Farnell advised that a screen would need to be erected.

Mr Chugha enquired if any trees were to be removed. Mr Farnell replied that no park trees would be removed.

Councillor Mercuri requested that consultation be undertaken in relation to what types of plants and landscaping. Mr Farnell advised he is happy to consult with a number of Committees and may enlist the assistance of a landscape architect. Mr Farnell advised that additional resources may be required for ongoing maintenance.

Councillor Mercuri advised that the roses at the Visitors Information Centre appear to be over watered. Council staff to check with the Parks and Gardens department if there may be a leak in the watering system.

Mr Harding advised that it was raised at a recent Council Workshop that the RSL members need to be briefed. Nathan responded that he spoke to the President previously but will follow up to provide an update. Councillor Stead advised Ffiona Beverley is a contact for the RSL and Terry Walsh is President.

Mr Farnell left the meeting the time being 6:14 pm.

## **CL02 TOURISM AND ECONOMIC DEVELOPMENT UNIT UPDATE**

Mrs Sivewright provided details on the success of the Griffith Easter Party. Mrs Smeeth reported that Pioneer Park Action Day was very successful with approximately 4,000 people in attendance however there may be a need to address lack of shade. Councillor Stead also suggested additional toilets be provided when large crowds are in attendance.

Mrs Smeeth suggested video footage be utilised to promote this event further. Ms Campbell advised that as Action Day only occurs one day a year it needs to be carefully promoted so visitors don't expect to see the park fully operational every day.

Mrs Sivewright provided an update on Springfest. Sponsorship is being sought and two gardens are still required. Volunteers are also required for the citrus sculptures and launch party. Ms Guidolin advised the Visitors Information Centre has 16 coach groups booked in to date from a number of different areas.

Ms Campbell updated the Committee on Thrive (Riverina Regional Tourism). The funding model for this organisation has changed as Thrive now no longer gets funding from Destination NSW (DNSW) and is reliant on funding from Riverina councils. Nine councils have confirmed membership for 2018/19, each committing \$3,500 annually to keep the organisation operational and to deliver tactical activities to increase awareness of events and attractions in each LGA: Wagga, Temora, Snowy Valleys, Murrumbidgee, Lockhart, Leeton, Griffith, Cootamundra - Gundagai and Carrathool. The Thrive Board is working with Destination Riverina Murray to submit an application to DNSW for a Riverina collaborative marketing campaign. A \$200,000 campaign (includes \$100,000 matched funding from DNSW, \$50,000 from DRM and \$50,000 from contributing LGA's) will deliver: Distinctive, high-level destination awareness campaign designed to put the Riverina on the map and new branding for the Riverina, based on consumer research, over a 2 year period.

Ms Campbell advised the Tourism and Events team are working with Council's Communication department to improve the Visit Griffith website. It is hoped this will be launched in July 2018.

Mrs Sivewright updated the Committee on the MyFest event which will be held 27 October 2018. It is proposed the event will be a licenced outdoor concert in front of Griffith Regional Theatre, aimed at young people and will feature 3 Australian headline acts. Mrs Smeeth stated her concerns with alcohol being available at the event when it is aimed at youth and

suggested that perhaps the reason last year's event wasn't successful in terms of numbers was that we weren't getting the message to the youth in the right way. Mrs Sivewright advised that the MyFest Committee consists of around 14 young people as well as Council staff from the Art Gallery, Theatre, Community Development, Events and Pioneer Park.

Councillor Stead suggested that the addition of alcohol needs to be reconsidered. Mr Harding suggested a separate fenced area for over 18 year olds. Councillor Stead suggested Mrs Smeeth talk to Council's Manager Regional Theatre and Art Gallery, Raina Savage, to voice her concerns.

Mrs Sivewright advised Council has applied for grant funding for the official opening of the Skate Park – My Skate, to be held 15 September 2018. However, there may be a 'soft' opening at an earlier date.

Ms Guidolin provided an overview of VIC stats advising that visitor numbers and enquiries in Griffith are up with the main enquiries being in relation to the Easter and June long weekend. June accommodation is already booked out. Every month Visitors Centre statistics are submitted to the Accredited Visitor Information Centre Network (AVIC) for walk in visitors, phone calls and email enquiries. Griffith VIC is reported on as part of the Riverina Murray region. A total average is provided each month and compared with 19 other centres that also submit their stats in our region (including Wagga & Albury). It's very pleasing to see that our numbers are sometimes double or triple the average.

<b>JANUARY 2018</b>	<b>Riverina Murray Average</b>	<b>Griffith VIC</b>
Walk Ins	1288	2394
Phone calls	112	391
Email Enquiries	93	97
<b>FEBRUARY 2018</b>		
Walk Ins	1019	1761
Phone calls	133	335
Email Enquiries	122	152
<b>MARCH 2018</b>		
Walk Ins	1408	3413
Phone calls	232	419
Email Enquiries	116	165

Mr Harding requested that staff obtain comparisons against other regions to present to the next meeting.

Councillor Stead thanked the Visitors Centre staff for their assistance to Griffith Caravaners who hosted a rally recently at the Showground.

Councillor Stead advised a ball to raise money for the Children's Ward at Griffith Base Hospital is to be held in June.

Sussan Ley MP is promoting our region at the Farrer Food Fair in Canberra. Mrs Smeeth stated it would be a good opportunity for Council to promote Griffith. Staff to obtain more information.

Ms Guidolin provided an overview of the recent Visitors Centre Open Day with over 300 people attending. Staff were very happy with the positive feedback and have been asked to do presentations to local organisations as a result of the promotion. Thank you to Leith Fry & Sing Australia Griffith for giving up their time and entertaining everyone on the day, Bertoldo's Bakery, SunRice, Real Juice Company and Almondco for their kind donations and Griffith East Rotary Club for preparing and cooking the sausage sizzle on the day. Thanks also to Morella Grove, Dissegna Premium Family Produce & O'Donnells for giving up their time on the day by providing free tastings and talks.

Mr Harding updated the Committee on the Griffith Now Hiring initiative advising that Phase 1 had been acquitted. Phase 2 is moving forward with 15 partnering businesses involved. Council is administering the project, uploading social media posts and fortnightly newsletters and the marketing campaign will be rolled out, identifying the target market.

Mr Harding advised the Committee that Council had prepared a submission for the Qantas Pilot Academy. A detailed EOI has been recently distributed and Council will refine its submission in accordance with the criteria provided.

Ms Campbell left the meeting the time being 6:52 pm.

Mr Harding advised Council has had discussions with a provider interested in starting up a Griffith to Melbourne air passenger service. A proposal is to be prepared for Council to consider.

Mrs Sivewright presented information to the Committee on Slideapalooza, an event idea during summer in Griffith, targeted at local families and to help attract overnight visitors. Considerations include cost, sponsorship, tents, heat/shade facilities, location, and staff resources during school holidays. Mrs Sivewright to obtain more information and report back to the Committee with a view to holding the event January 2020.

### **CL03 TOURISM AND EVENTS QUARTERLY REPORT - JAN TO MAR 2018**

The report was presented for information.

Mr Harding suggested Rex be contacted regarding additional flights Fridays.

### **CL04 MINUTES OF THE PIONEER PARK MUSEUM WORKING GROUP**

Councillor Stead requested that the Minutes be adopted with the exception of CL01 – Australia Day Wind Up as she would like this matter to be discussed further with the Australia Day Committee and Pioneer Park.

The Committee discussed a number of options including holding the breakfast at the Theatre, having the ceremony the night before, type of food available as a number of new citizens are vegetarian, availability of Ambassador, heat at this time of year.

Councillor Stead invited Pioneer Park staff to attend the next Australia Day meeting on 23 May at 5:15 pm to discuss.

**RECOMMENDED** on the motion of Cassandra Smeeth and Ricky Chugha that the

Committee note the report with the exception of CL01 – Australia Day Wind Up.

#### **CL05 MINUTES OF THE FESTIVAL OF GARDENS WORKING GROUP 7 FEBRUARY**

Councillor Mercuri advised the alcohol free zone had been approved for the launch party. Griffith Retirement Village have agreed to be a sponsor/host for the Saturday evening event – canapés and drinks. There will be a ticketed VIP area at the launch party with celebrity guest and grazing table for over 18s only.

**RECOMMENDED** on the motion of Councillor Rina Mercuri and Ricky Chugha that the information be received.

#### **6 OUTSTANDING ACTION REPORT**

The Committee updated the Action Report.

#### **7 GENERAL BUSINESS**

##### **7.1 Nutella Van**

Mrs Smeeth advised the location of the visiting Nutella Van at City Park, situated along Willandra Avenue, was not suitable. Council staff to investigate and report back to the Committee.

##### **7.2 Promotion of Griffith City Council**

Mrs Smeeth advised she had recently visited Wagga and there were no signs of Griffith brochures/marketing in the accommodation she had stayed in.

##### **7.3 Visitors Centre Rose Garden**

Mrs Smeeth advised that Orange Visitors Centre has a lot to offer and is worthwhile looking at for ideas. Ms Guidolin advised there is potential at the Griffith centre for a café however seating/rest areas need to be provided. Mrs Smeeth enquired if the rose garden is confirmed and suggested that the proposed area should be a modern, interactive attraction.

##### **7.4 Travel Expo**

Mrs Smeeth suggested Council attend a travel industry expo 21 & 22 August 2018 in Sydney. Council staff to investigate.

##### **7.5 Sydney Weekender**

Mrs Smeeth advised that Bella Vita will be featured by Sydney Weekender with a tour Friday 8 June 2018. Councillor Stead offered the Committee's assistance.

##### **7.6 New Griffith Region Cheeseboards**

Ms Guidolin showed the Committee the new engraved wooden cheeseboards that are now available to buy from the Visitors Centre.

##### **7.7 Warangesda Mission Site Tour**

Ms Guidolin advised the Visitors Centre are promoting and taking bookings for tours to Warangesda Mission at Darlington Point. The Warangesda mission site contains a rare suite

of Aboriginal Mission and Station building ruins and archaeological relics. Tours will be running 5 and 12 June 2018 with the possibility of continuing.

#### **7.8 Gift Store/Café Darlington Point**

Councillor Stead advised a new café/gift shop is open at Darlington Point. Visitors Centre staff to contact and invite to tourism social nights.

### **8 NEXT MEETING**

The next meeting of the Tourism and Events Committee is to be held on Thursday, 16 August 2018 at 5:30 pm.

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

Confirmed: .....

CHAIRPERSON

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**COMMUNITIES COMMITTEE  
HELD IN MURRAY ROOM, GRIFFITH ON  
TUESDAY, 15 MAY 2018 COMMENCING AT 4:05 PM**

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**PRESENT**

Councillor Anne Napoli (Chair), Councillor Deb Longhurst, Rina Mercuri (Councillor - Alternate), Monica Beckman (Community Representative), Patricia Cox (Community Representative), Olga Forner (Community Representative), Lexi Hone (Community Representative)

Quorum = 3

**STAFF**

Community Development Coordinator, Peta Dummett, Director Sustainable Development, Phil Harding, Community Development Officer - Aboriginal Liaison, Will Carter and Community Development Officer, Tanya Aramini, and Minute Taker, Kirsty McKenzie

**1 APOLOGIES**

**RECOMMENDED** on the motion of Patricia Cox and Lexi Hone that apologies be received from Manjit Singh Lally.

**2 CONFIRMATION OF MINUTES**

**RECOMMENDED** on the motion of Patricia Cox and Councillor Deb Longhurst that the minutes of the previous meeting held on 10 April 2018, having first been circulated amongst all members, be confirmed.

**3 BUSINESS ARISING**

Nil.

**4 DECLARATIONS OF INTEREST**

**Pecuniary Interests**

There were no pecuniary interests declared.

**Significant Non-Pecuniary Interests**

There were no significant non-pecuniary interests declared.

**Less Than Significant Non-Pecuniary Interests**

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

Ms Lexi Hone  
CL02 – Mr Mike Bartlett  
Reason – She is the Chair for the LCN Committee

## **5 ITEMS OF BUSINESS**

### **CL01 COMMUNITY DEVELOPMENT UPDATE**

Ms Peta Dummett gave a verbal update to her report and the ensuing discussions included the following:

#### **Grant Writing Workshop**

A Grant Writing Workshop will be held on Tuesday, 12 June 2018 from 9.00 am to 3.00 pm.

The Committee held a vote to determine if there should be a non-refundable registration fee. On a vote, of 2 for a \$5.00 fee and 3 for a \$10.00 fee, it was carried to charge all participants \$10.00 towards catering and room hire.

ACTION: Ms Dummett is to:

- request Mrs Leanne Austin promote the workshop through the Economic Development Department's contacts; and
- invite neighbouring Shires to attend.

*4.18 pm – Cr Napoli left*

#### **CDAT**

The T-Shirts have yet to be finalised.

#### **J4Y**

- Postcards have been sent to four government ministers requesting support; and
- a reply to a request for Centacare to consider being the auspice for the J4Y committee has not been received.

#### **Citizenship Ceremony**

Instructions were received to ensure compliance of invitations to citizenship ceremonies and procedures. The Hon Sussan Ley MP, Member for Farrer, is to be invited to future ceremonies to read the Minister's speech.

#### **NSW Office of Sport – Southern Region**

- To be held on Wednesday, 25 July 2018; and
- Ms Dummett will book the venue as soon as she can ascertain participant numbers.

*4.25 pm – Cr Napoli returned to meeting*

#### **NAIDOC Week – Because of her, we can!**

- 9 July 2018 is the date for the Flag Raising Ceremony at Council.

- Judy Johnston will be invited to be the Guest Speaker.
- Aunty Gloria will be invited to do the Welcome to Country.
- Women who are nominated for a local award are encouraged not to be in paid employment

**RECOMMENDED** on the motion of Patricia Cox and Lexi Hone that the Committee note the report.

### **CL02 MIKE BARTLETT - VERBAL PRESENTATION TO COMMITTEE**

Mr Phil Harding, Ms Peta Dummett and Mr Brett Stonestreet met with Mr Mike Bartlett and Ms Christine Bird on Monday night, 14 May 2018. The meeting was to identify various areas of land that could be utilised and zoning laws. Unfortunately, they were unable to stay to give the presentation to the Committee. Mr Harding gave a verbal rendition of their meeting which included the following:

- Mr Mike Bartlett is involved in both business and the philanthropic sectors known as Global Domes with one area providing Community Housing, for families experiencing extreme domestic violence. Mr Bartlett is keen to establish an eco-village on the outskirts of Griffith that supports women and children who have experienced trauma from domestic violence; and
- The village would consist of approximately 10 to 25 family units.

### **CL03 GRANTS UPDATE**

Ms Dummett gave a verbal update to advise of alterations made to the Grants' allocations by the Councillors at the Council Workshop on 17 April 2018 (Attachment A). Also to advise of SMT's requirements regarding review of the grants program, which are as follows:

#### **SMT Comments**

**It is intended that following the completion of the 2017/18 Community Grants Funding allocation to undertake a thorough review of the program. The review will include several components.**

- 1. To undertake an audit of the Community Grants Program commencing 2012. The audit is to include the names of the Grant recipient, the year/s they received funding, the dollar value of the funding and details of the acquittal provided to Council.**
- 2. Review of the Community Grants Policy.**
- 3. Review of the application process.**
- 4. Review of the assessment process. Currently the assessment involves:**
  - **Officers of Council providing recommendation to the Communities Committee.**
  - **A recommendation by the Communities Committee to Council.**

- **Discussion of Communities recommendation at Councillor Workshop.**
- **Determination of final grant allocation by Council.**

**An initial Council Workshop has been allocated for 17 July 2018.**

#### **CL04 YOUTH WEEK UPDATE**

The Griffith Youth Committee held their first successful event on Saturday 12 May 2018. The event was an outdoor movie night featuring two movies, Ferris Buellers Day Off and The Breakfast Club. The movie night was held in Community Gardens with more than 70 people attending. The event was supported by Council, Youthlinks, PCYC and The Threeways Football Club committee members.

*4.43 pm – Mr Carter left*

*4.48 pm – Mr Carter returned*

#### **CL05 COMMUNITIES COMMITTEE MEMBERSHIP**

The Committee held discussions and the following ACTIONS were decided upon:

- The wording in the updated Terms of Reference is to be clarified as they appear to be ambiguous, especially in relation to Membership and Voting Members; and
- As Manjit Singh Lally appears to be having difficulty attending these meetings he is to be asked if he would prefer not to be on the committee.

### **6 GENERAL BUSINESS**

#### **6.1 Will Carter**

The Committee was advised of Mr Carter's resignation from Council. His last day will be 31 May 2018.

Councillor Napoli thanked Mr Carter for his, short, but enthusiastic contribution.

Ms Dummett concurred, also stating that Mr Carter would be missed in the team and thanked him for his contribution and ideas for advancing the relationships in the Aboriginal community

### **7 NEXT MEETING**

The next meeting of the Communities Committee is to be held on Tuesday, 21 August 2018 at 4:00 pm

There being no further business the meeting terminated at 5.00 pm.

Confirmed: .....  
CHAIRPERSON

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#### **Attachments:**

- Amended Grants Matrix – Second Round – 2018

Attachment A - Amended Grants Matrix – Second Round – 2018

Number	Name	Type of Applicant	Project	Amount requested (\$)	%/100	Committee Recommendation	Amount Suggested (\$)	Consultation Council Workshop 17 April 2018	Final Outcome
1.a	Sarah Keenan	Individual	Selected for Aust'n triathlon Championship	750		Approved -	\$750	\$750	
1	Griffith Dragon Boat Club Inc	Agency	Promotion and marketing to advertise newly establish a new sporting club – radio/television/cinema	2500	90	Approved	\$2500	\$2500	
2	Centacare	Agency	Refugee Week Dinner for new arrivals and community	400	80	Approved	\$400	\$400	
3	Youth Off The Streets	Agency	Fitness Beyond Barriers – activities money	2500	75	Approved	\$2500	\$2500	
4	Junior Basketball	Agency	Basketball coaching referee clinic	2000	90	Approved	\$2000	\$2000	
5	Griffith North Public	Agency	Keeping Kids Active Project	3600	80	Approved but lesser amount	\$2500	\$2500	
6	Griffith Aboriginal Medical Service	Agency	Reconciliation Cup	4000	80	Approved but lesser amount	\$2500	\$2500	
7	Meals On Wheels	Agency	Computer Software	3060	15	Approved but lesser amount	\$2500	\$2500	
8	Griffith Community Centre	Agency	Promotional Resources – banners/fliers/ etc	1158.88	60	Approved	\$1158.88	\$1158.88	
9	Can Assist	Agency	Fuel vouchers for clients	2500	50	Approved	\$2500	\$2500	
10	Griffith Aged Support	Agency	Seniors week Booklet	1430	70	Ineligible this round		-	

Attachment A - Amended Grants Matrix – Second Round – 2018 (continued)

11	Griffith Showground trust	Agency	Security Camera	1930	80	Approved	\$1930	\$1930	
12	Conservatorium	Agency	Establish & Refurbish newly acquired premises	4000	90	Approved	\$4000	\$4,000	
13	War Memorial Museum	Agency	Promotional materials eg banners, pamphlets	860	80	Approved	\$860	\$860	
1.b	Mason Donadel	Individual	Overseas - Futsal	750		Ineligible – decision amended		\$750	
14	Ningana Enterprises	Agency	Dishwasher for day program	2500	-10	Ineligible – decision amended		\$500	
15	Diabetes Assoc Griffith	Agency	Funds to purchase diabetic pumps	5000	10	Ineligible – decision amended		\$2500	
16	Soroptimist Griffith	Agency	Elder Abuse Forum	2500	100	Ineligible – funded in round 1.		-	
17	Griffith Shed for Men	Agency	Lawn Mower	799	25	Ineligible – funded in round 1.		-	
18	Airforce Cadets	Agency	Financial support to relocate to Marion Catholic College	0.00	-	Ineligible – decision amended		\$500	
19	headspace Griffith	Agency	Resources to engage youth when attending service	2500	55	Approved	\$2500	\$2500	

**\$32,849.90**

**Total Amount Awarded**

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**TRAFFIC COMMITTEE  
HELD IN MURRAY ROOM, GRIFFITH ON  
TUESDAY, 8 MAY 2018 COMMENCING AT 10:30 AM**

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## **PRESENT**

Simon Croce (Chair), Sergeant Matt Carroll (Police), John Bonetti (representing Austin Evans), Greg Minehan (RMS)

## **STAFF**

Road Safety & Traffic Officer, Greg Balind, Trainee Engineer Traffic & Civil, James Tomarchio and Minute Secretary, Kirsty McKenzie

## **1 APOLOGIES**

**RECOMMENDED** on the motion of John Bonetti and Sergeant Matt Carroll that apologies be received from Councillor Doug Curran and Joe Rizzo.

## **2 CONFIRMATION OF MINUTES**

**RECOMMENDED** on the motion of John Bonetti and Sergeant Matt Carroll that the minutes of the previous meeting held on 10 April 2018, having first been circulated amongst all members, be confirmed.

## **3 BUSINESS ARISING**

### **3.1 Disabled Parking – Kooyoo Street**

The Committee agreed the redundant driveway on the eastern side of Kooyoo Street (in front of Ningana Enterprises) should be converted into a disabled parking spot.

### **3.2 Road Trains on Tyson Lane**

Mr Tomarchio advised the road was still available for road train use subject to imposed conditions.

## **4 DECLARATIONS OF INTEREST**

### **Pecuniary Interests**

There were no pecuniary interests declared.

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

There were no significant non-pecuniary interests declared.

### **Less Than Significant Non-Pecuniary Interests**

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

Mr Greg Balind

7.2 – Marian College Illegal Parking

Reason – Mr Balind has family associations with the school.

Sergeant Matt Carroll

7.1 – Beelbanger School Parking

Reason – Sergeant Carroll has children who attend the school.

Mr John Bonetti

7.4 – Bromley Road

Reason – Mr Bonetti's family owns a house and farm next to subject road.

## **5 ITEMS OF BUSINESS**

### **CL01 REQUEST FOR EXTENSION OF RESTRICTED PARKING TO 2 HOURS - ULONG STREET**

**RECOMMENDED** on the motion of John Bonetti and Sergeant Matt Carroll that the restricted parking on the western side of Ulong Street between Banna Lane and Banna Avenue remain restricted to 1 hour.

### **CL02 SIKH GAMES 2018 - TRAFFIC MANAGEMENT PLAN**

Mr Tomarchio presented his report and the following was discussed:

- Approximately 15,000 people are expected to attend the games this year;
- This is the first year there has been a Traffic Management Plan put in place for these games;
- The Traffic Management Plan incorporates a bus service to be run from Ted Scobie Oval along a prescribed route through Griffith stopping at the Visitors Centre before reaching the Sikh Temple. This service is to encourage participants and spectators of the game to find alternate parking.
- Mr Croce questioned whether the Sikh community could allocate traffic marshals which would look for illegally parked cars and to have the vehicles moved. Mr Tomarchio advised that this was incorporated in the TMP.
- Mr Bonetti suggested that resources (ie. Rangers) be allocated for monitoring of the event.
- Mr Tomarchio advised a debrief of the event will be arranged and that the information will be presented to the subsequent Traffic Committee meeting.
- Sergeant Carroll confirm there will be a police presence as in previous years and that a proactive approach was better than a reactive one.
- The Committee suggested that two variable message boards should be implemented by the event organisers warning drivers of increased pedestrian activity.

- Investigation into whether future events will require assessment via the DA process due to the size of the event.

**RECOMMENDED** on the motion of John Bonetti and Sergeant Matt Carroll that:

- (a) The Traffic Committee support the Traffic Management Plan and associated Traffic Control Plan for the Sikh Games;
- (b) The General Manager be approached to allocate funds for monitoring purposes; and
- (c) Two VMB's (Variable Message Boards) are to be implemented, one to be provided by Council and one to be provided by the Sikh Community.

## **6 OUTSTANDING ACTION REPORT**

The Committee discussed and updated the Outstanding Action Report.

## **7 GENERAL BUSINESS**

### **7.1 Beelbanger School Parking**

Sergeant Carroll asked for an update on the parking restrictions relating to the northern side of Rankins Springs Road. He advised the Committee that the school was provided with incorrect information by Rangers relating to restricted parking on that section of the road.

Assessments have since been undertaken on the site which revealed parking was permitted on the northern side of Rankins Springs Road due that area being classed as a 'shoulder.' Mr Balind advised the Committee he would approach Council's Manager of Executive Services to contact the school to clarify permissive parking on Rankins Springs Road.

Sergeant Carroll also asked whether Council and RMS were considering strategies to cater for traffic in readiness for expansion of the school due to it being in the Collina catchment area. Mr Balind advised that he was liaising with the RMS Safety Around Schools Officer to discuss long term options.

### **7.2 Marian College Illegal Parking**

Mr Balind advised that Council's Compliance Officers had received legal advice confirming enforcement maybe undertaken with respect to drivers stopping in the No Stopping zone on Macarthur Street. An additional Police/Council/school education phase will commence this week and continue for 4 weeks. Enforcement targeting non-compliant drivers will commence following the conclusion of that period.

### **7.3 Pedley Road**

The Committee discussed trucks entering and utilising Pedley Road. The discussion included the following:

- Mr Balind confirmed that it has been approved for trucks to enter from the east of Pedley Road into the RMS Checking Station, under permit and will be strongly monitored
- It was suggested signage be erected for Trucks Only 40km/h

- Mr Minehan advised that Council would have to make application for any speed signage and the request would have to go through the regular RMS process
- The question was posed to the RMS if they would consider contributing to sealing the road and intersection treatments
- It was agreed that the preference was for trucks attending the RMS Checking Station to enter via Kidman Way. However, this would require some major roadworks

The following preferred solutions were noted as being:

- move RMS Checking Station
- access to RMS Checking Station from Kidman Way
- seal Pedley Road
- erect signage for a reduced speed limit along Pedley Road to 40km/hr for Trucks Only

#### **7.4 Bromley Road Update**

Mr Bonetti requested an update on the Bromley Road roadworks. Mr Tomarchio advised he will email an update to all the Committee members.

#### **7.5 Willbriggie / Kidman Way Railway Crossing near rice sheds**

Mr Balind raised an issue relating to the safety the Kidman Way in the vicinity of the Willbriggie rail crossing following another car crash reported at the site last week. In addition a truck recently lost part of its load at the site several weeks prior. A combination of the curve, redundant rail crossing and sunken culvert have resulted in an increase in crashes at the location. He has asked the RMS to conduct an additional assessment on the site with the view of improving safety.

#### **7.6 Cars for Sale along Prod Straight**

Mr Balind advised Council has received a number of complaints about private vehicles being offered for sale on the southern side of Banna Avenue (Prods Straight area) now overflowing onto the northern side of the road. Business owners have requested timed parking along the northern side due to vehicles for sale taking up spaces otherwise used for customers.

Previous investigations revealed there was no easy solution to address the problem as vendors simply shifted their vehicles to other unrestricted parking locations. Mr Balind added that perhaps the reliance on Section 68 of the Local Government Act (activities requiring council approval) could be revisited.

The ensuing Committee discussion included the following:

- erecting a two (2) hour parking limit in front of the businesses along Prod Straight
- alternative venues are to be researched
- Mr Balind advised he has had discussions with other regional areas to determine how they handle this type of problem

- using the Showgrounds had been suggested previously, however this would remove the potential for exposure to passing drivers.

#### **7.7 Works on Gardner Road, Yoogali**

Councillor Croce asked about works in the railway corridor on Gardiner Road. Mr Balind advised he will make enquiries with John Holland to determine the scope of works.

#### **7.8 Yoogali Intersection**

Council staff advised a number of concepts have been viewed however the status of the works is unknown at this stage. An update will be provided to the next Traffic Committee meeting.

### **8 NEXT MEETING**

The next meeting of the Traffic Committee is to be held on Tuesday, 12 June 2018 at 10:30 am

There being no further business the meeting terminated at 11.32 am.

Confirmed: .....  
CHAIRPERSON

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**TRANSPORT COMMITTEE  
HELD IN MURRAY ROOM, GRIFFITH ON  
MONDAY, 16 APRIL 2018 COMMENCING AT 5.30 PM**

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**PRESENT**

Councillor Simon Croce (Chair), Councillor Doug Curran, Christine Stead (Councillor - Alternate), Ray Ellis (Community Representative), Denny Fachin (Community Representative), Alessio Martinello (Community Representative), Chris Mitchell (Community Representative), Gerry Wilcox (Community Representative)

Quorum = 3

**STAFF**

Director Infrastructure & Operations, Phil King, Engineering Design & Approvals Manager, Joe Rizzo, Road Safety & Traffic Officer, Greg Balind, Trainee Engineer Traffic & Civil, James Tomarchio, Airport Coordinator, Bob Campbell, Manager Works Maintenance Alternate, Manjit Chugha and Minute Secretary, Kirsty McKenzie

**1 APOLOGIES**

**RECOMMENDED** on the motion of Councillor Doug Curran and Alessio Martinello that apologies be received from Denny Fachin and Gerry Wilcox.

**2 CONFIRMATION OF MINUTES**

**RECOMMENDED** on the motion of Councillor Doug Curran and Alessio Martinello that the minutes of the previous meeting held on 11 December 2017, having first been circulated amongst all members, be confirmed.

**3 BUSINESS ARISING**

Nil.

**4 DECLARATIONS OF INTEREST**

**Pecuniary Interests**

There were no pecuniary interests declared.

**Significant Non-Pecuniary Interests**

There were no significant non-pecuniary interests declared.

## **Less Than Significant Non-Pecuniary Interests**

There were no significant non-pecuniary interests declared.

## **5 ITEMS OF BUSINESS**

### **CL01 AIRPORT CARPARK - CAPACITY AND HIRE CAR USAGE**

Mr Bob Campbell presented his report and verified the following:

- There have been some slight improvements with freeing up parking spaces as:
  - Avis and Thrifty, who run their business out of the Airport, have moved their cars out of the car parking area and into the paddock next to the car parking area; and
  - Hertz has always been compliant.

*Phil King arrived 5.33 pm*

The Committee participated in a discussion which included the following:

- the parking issues will have to be addressed
- the Airport will need to bring in some form of paid parking eventually

*Manjit Chugha, Joe Rizzo and Christine Stead arrived at 5.35 pm*

- money raised from the paid parking could be directed back into the Airport's parking facilities

**RECOMMENDED** on the motion of Chris Mitchell and Councillor Christine Stead that:

- (a) The Committee support the design and enlargement of the Airport car park
- (b) The Committee support the further study, design and feasibility of installing paid car parking for Griffith Airport
- (c) The Committee examine the creation of a leased area in close proximity to the Airport car park for the use of Avis and Thrifty Hire car companies.

### **CL02 GRIFFITH PEDESTRIAN AND BICYCLE STRATEGY**

**RECOMMENDED** on the motion of Alessio Martinello and Chris Mitchell that the Transport Committee recommend the inclusion of the four outcomes listed in the report as a part of the "Griffith Pedestrian and Bicycle Strategy".

## **6 GENERAL BUSINESS**

### **6.1 Beverley Road, Hanwood**

Councillor Stead informed the Committee of the concerns expressed by a farmer on Beverley Road, Hanwood regarding the large amount of dust from the road which is adversely affecting his grapes. Councillor Stead was advised Manjit Chugha's,

Council's Works Maintenance Manager, assessment of Beverley Road determined the road doesn't comply with requirements for sealing.

## **6.2 Lost Contract at Airport**

Councillor Stead informed the Committee of the concerns expressed by a former business owner at the Griffith Airport who lost a tender process for services to an out of town business. The Committee noted the concerns.

## **6.3 Rifle Range Road Speed Reduction**

Safety concerns were raised regarding the Annie's Lane intersection on Rifle Range Road and a suggestion tabled that the speed limit for this area should be reduced. The Committee agreed traffic counts and statistics for this intersection should to be undertaken and evaluated by staff before any action can be discussed.

## **6.4 Blinds at Airport Terminal**

Mr Campbell advised that something needed to be done about the high windows at the terminal. He suggested having the windows tinted rather than installing blinds, due to spiders.

## **6.5 Rankins Springs Road, Beelbanger**

A question regarding when or if the speed limit would be reduced to 50km was raised. The committee was informed that the issue should be resolved within the week.

## **6.6 Yoogali Intersection**

The RMS and Council staff are in consultation regarding design options and proposals.

## **7 NEXT MEETING**

The next meeting of the Transport Committee is to be held on Monday, 18 June 2018 at 5:30 pm

There being no further business the meeting terminated at 6.00 pm.

Confirmed: .....

CHAIRPERSON

**TITLE** Outstanding Action Report

**TRIM REF** 18/45902

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**RECOMMENDATION**

The report be noted.

**ATTACHMENTS**

(a) Outstanding Action Report [↓](#)

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Council Meeting Date	Meeting Item	Action Officer	CRM No.	Minute No.	Council Resolution	Additional Information
22 May 2018	<b><u>QUESTION TIME BY COUNCILLOR PAUL SNAIDERO</u></b>	GM	55426		<p><b>To the GM, given the current demand for residential land, could a report be prepared on the amount of land allotments that currently do not qualify for a dwelling entitlement within the city.</b></p> <p>Mr Stonestreet advised that he would make arrangements for a report to be prepared and presented to Council.</p>	<p>04/06/2018: To be scheduled for discussion at the 19 June 2018 Workshop to scope the brief for the report and to subsequently prepare a costing with respect to the brief.</p>
22 May 2018	<b><u>QUESTION TIME BY COUNCILLOR PAUL SNAIDERO</u></b>	GM	55428		<p><b>At the previous Council workshop information was supplied that concerned Councillors, as to the amounts debited to individual Councillor Expenses. Could a report be prepared showing all individual Councillor Expenses, including the Mayoral credit card?</b></p> <p>Mr Stonestreet advised that as of the 2018/19 Financial Year, Councillors will have individualised expense accounts and reports would be provided quarterly. Mr Stonestreet added that the information provided during the Councillor Workshop was a 'screen dump' rather than an in depth report and in order to provide individual reports for the 2017/18 Financial Year, significant resources would be required and with that in mind, it would be best to start the individual reports as planned as from 1 July 2018.</p>	<p>24/05/2018: Reports to commence from 1st Quarter 2018/19.</p> <p>04/06/2018: Internal audit report regarding corporate credit cards to be presented at Council Meeting on 26 June 2018.</p>

Council Meeting Date	Meeting Item	Action Officer	CRM No.	Minute No.	Council Resolution	Additional Information
8 May 2018	<b><u>CL04 REVIEW OF INFORMATION GUIDE</u></b>	GC	54942		Councillor Neville moved that CL04 Review of the Information Guide LAY ON THE TABLE for further information on Schedule 1 Section 6 to be presented to Council.	28/05/2018: Report to be presented at the next Council meeting on 12 June 2018.
8 May 2018	<b><u>BUSINESS WITH NOTICE - PEDLEY AND BEVERLEY ROADS HANWOOD</u></b>	DIO	54945	18/148	<p><b>RESOLVED</b> on the motion of Councillors Brian Simpson and Anne Napoli that:</p> <p>(a) Council staff prepare for Council a detailed drawing and costs budget for the appropriate hard sealing of Pedley and Beverley Roads in Hanwood.</p> <p>(b) Council consider the hard sealing of Pedley and Beverley Roads in Hanwood for the 2019/2020 capital works budget.</p> <p>Councillors Dino Zappacosta and Christine Stead moved the following AMENDMENT that:</p> <p>(a) Council staff prepare for Council a detailed drawing and costs budget for the appropriate hard sealing of Pedley, Beverley and Ray Road in Hanwood.</p> <p>(b) Council consider the hard sealing of Pedley and Beverley Roads in Hanwood for the 2019/2020 capital works budget.</p>	21/05/2018: Council design staff have been tasked with preparing a design and cost estimate for sealing Pedley, Beverley and Ray Roads in Hanwood.

Council Meeting Date	Meeting Item	Action Officer	CRM No.	Minute No.	Council Resolution	Additional Information
					The amendment was PUT and CARRIED.	
8 May 2018	<b><u>PROPOSAL TO HOLD EXTERNAL WORKSHOP MEETINGS</u></b>	ESM	54946	18/149	<b>RESOLVED</b> on the motion of Councillors Paul Snaidero and Dino Zappacosta that a report be provided to Councillors, on the cost to the 2018/19 budget, on the proposal to have Council hold every alternate workshop meeting external from the Council Chambers.	28/05/2018: For discussion at the next Council meeting on 12 June 2018. 04/06/2018: Report has been prepared for Council Meeting on 12 June 2018.
10 Apr 2018	<b>PARK RENAMING - HAINES PARK</b>	CDA	53600	18/125	<b>RESOLVED</b> on the motion of Councillors Dino Zappacosta and Simon Croce that: (a) Council support the proposed renaming of the park situated on Lot 17 DP 260185, known as Haines Park, to Baden Harrison Park. (b) The proposal be advertised for a period of 28 days to allow for public comment.	16/04/2018: On Public Exhibition until 11/05/2018. 14/05/2018: Submissions received. Report to be presented back to Council. 04/06/2018: Report to be presented at Council Meeting on 12 June 2018.
10 Apr 2018	<b>ENDORSEMENT OF THE DRAFT DELIVERY PROGRAM 2017/18 – 2020/21 INCORPORATING THE DRAFT OPERATIONAL PLAN (BUDGET) FOR THE 2018/19 FINANCIAL</b>	MES	53594	18/121	<b>RESOLVED</b> on the motion of Councillors Simon Croce and Anne Napoli that: (a) Council endorse the draft Delivery Program 2017/18 - 2020/21 incorporating the Operational Plan (Budget) 2018/19 and draft Ten Year Long Term Financial Plan 2018/19 to 2027/28.	16/04/2018: On Public Exhibition until 11/05/2018. 14/05/2018: Adoption report & submissions to be presented 12 June 2018.

Council Meeting Date	Meeting Item	Action Officer	CRM No.	Minute No.	Council Resolution	Additional Information
	YEAR				<p>(b) Council place the draft Delivery Program 2017/18 - 2020/21 incorporating the Operational Plan (Budget) 2018/19 and draft Ten Year Long Term Financial Plan 2018/19 to 2027/28 on public display for 28 days during which time a community consultation process will be implemented including community information session.</p> <p>(c) Following the public exhibition period, the draft Delivery Program 2017/18 - 2020/21 incorporating the Operational Plan (Budget) 2018/19 and draft Ten Year Long Term Financial Plan 2018/19 to 2027/28 be presented to Council for adoption by 30 June 2018.</p> <p>(d) The upgrade of Henderson Oval at Yoogali be considered in the 2019/2020 budget.</p>	
27 Mar 2018	<b>CONSIDERATION OF A ROSE GARDEN ON EX-SERVICEMAN'S CLUB BOWLING GREENS AND PLANTING AT BAGTOWN ROUNDABOUT</b>	DIO	53114	18/108	<p><b>RESOLVED</b> on the motion of Councillors Dino Zappacosta and Rina Mercuri that:</p> <p>(a) Council consider in its draft budget deliberations for 2018/2019 the establishment of a heritage style Rose Garden at the old bowling green site adjacent to the Visitor Information Centre</p>	<p>16/04/2018:</p> <p>(a) The budget amount is included with the draft 2018/19 budget as an addendum.</p> <p>(b) Council will advertise for the Rose Garden Working Group.</p>

Council Meeting Date	Meeting Item	Action Officer	CRM No.	Minute No.	Council Resolution	Additional Information
					<p>(Crown Reserve).</p> <p>(b) Council establish a Rose Garden Working Group to include community members.</p> <p>(c) The Rose Garden project be placed on Council's 10 year Capital Works Program, commencing 2018/2019 budget year as part funded.</p> <p>(d) Council ask Austin Evans, local State Member to approach the Minister for Lands for the Minister's approval for Council to use the Crown Reserve for a Rose Garden.</p>	<p>(c) Letter to be sent to Crown land Office seeking endorsement of Council's resolution.</p> <p>(d) Letter written by Council to Crown Lands 19 April 2018.</p> <p>(d) Advertisements published for the rose Working Group Area News, Facebook, COG &amp; Radio.</p> <p>04/06/2018:</p> <p>(b) Report being presented at Council Meeting on 12 June 2018.</p>
13 Mar 2018	<b>ADOPTION OF SUSTAINABLE DEVELOPMENT DIRECTORATE'S PUBLIC POLICIES</b>	GC	52495	18/084	<p>RESOLVED on the motion of Councillors Doug Curran and Deb Longhurst that:</p> <p>(a) Council endorse the Sustainable Development Directorate's reviewed policies for public exhibition for a period of 28 days.</p> <p>(b) Following the public exhibition period, if no submissions are received, the policies be</p>	<p>21/03/2018: Policies on Public Exhibition until 13/04/2018.</p> <p>30/4/2018: Submissions received further report to Council 22 May 2018.</p> <p>14/05/2018: Report to Council 12 June 2018.</p>

Council Meeting Date	Meeting Item	Action Officer	CRM No.	Minute No.	Council Resolution	Additional Information
					considered formally adopted. (c) Policies that receive a submission be reported back to Council.	
13 Feb 2018	<b>NOTICE OF MOTION - BLUE GREEN ALGAE - LAKE WYANGAN</b>	DSD	51429	18/055	RESOLVED on the motion of Councillors Dino Zappacosta and Christine Stead that Council call for Expressions of Interest from individuals or corporations to present options to Council for the control of Blue Green Algae (incorporating costings) as soon as possible with presentation at a future Council Workshop.	5/03/2018: Special Council Workshop on the 28/03/2018 to discuss Lake Wyangan Catchment Management Study workshop to inform drafting of EOI. 3/04/2018: Workshop held on 28 March 2018. EOI to be exhibited during April. 30/4/2018: EOI has been advertised 4 May 2018. Submissions close 4 June 2018.
23 Jan 2018	<b>DA 158/2015 – TERRA AG</b>	GM	50365	18/027	RESOLVED on the motion of Councillors Paul Snaidero and Simon Croce that: (a) The proponent and objectors for DA 158/2015 be invited to an informal mediation to be chaired by the Mayor. (b) A further report be presented to Council at the 13 February 2018 Meeting.	08/02/2018: Informal mediation held Monday 29 January 2018. Report to Extraordinary Council Meeting Thursday 1 February 2018. Council's Lawyers informed that it will participate in Conciliation. 5/03/2018: Conciliation scheduled 16 March 2018 in Sydney.

Council Meeting Date	Meeting Item	Action Officer	CRM No.	Minute No.	Council Resolution	Additional Information
					(c) Council participate in a Section 34 conciliation conference in accordance with the Land and Environment Court Act 1979 and that Council's input to the conciliation conference will be determined by Council's resolution at the Council Meeting of 13 February 2018.	<p>3/04/2018: Report to Council to follow further conciliation meeting in April.</p> <p>30/4/2018: Terra Ag and Council have reached agreement. Court conciliation during week commencing 30/4/2018.</p> <p>14/05/2018: Outcome to be placed on Public Exhibition.</p> <p>04/06/2018: Outcome was placed on public exhibition on Friday, 1 June 2018 and closes on Friday, 29 June 2018.</p>
12 Dec 2017	<b>MINUTES OF THE LAKE WYANGAN &amp; CATCHMENT MANAGEMENT COMMITTEE MEETING HELD ON 14 NOVEMBER 2017</b>	GM	49762		<p>Councillor Simpson requested that the Project Officer be looked at by SMT.</p> <p>Mr Stonestreet advised that a new restructure will be looked at and a report will be presented at the 27 February 2018 Council Meeting with regard to a review of the Organisation Structure. The position of Project Officer Lake Wyangan Catchment will be included in the report.</p>	<p>15/01/2018: Report to Council Meeting 27 February 2018 regarding Organisation Structure will make reference to position of Project Officer Lake Wyangan Catchment.</p> <p>5/03/2018: Organisational Structure adopted at 27 February 2018 Council Meeting. Project Officer recruitment will be progressed following further discussions with</p>

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						<p>Councillors.</p> <p>3/04/2018: Lake Wyangan Project Officer position EOI drafted.</p> <p>30/4/2018: Project Officer and EOI advertised.</p>
14 Nov 2017	<b>ESTABLISHMENT OF ROSE GARDEN</b>	DIO	47939	17/302	<p><b>RESOLVED</b> on the motion of Councillors Dino Zappacosta and Christine Stead that:</p> <p>(a) That Council investigate the possibility of establishing a Rose Garden in the old Ex-Servicemen's Club Bowling Greens, with the report to include possible costings and maintenance issues for such a Garden.</p> <p>(b) That Council investigate the possibility of planting groundcover roses in the centre of the Bagtown Roundabout to enhance the area, with the report to include possible costings and maintenance issues.</p>	<p>22/11/2017: Report to be presented to Council in February 2018.</p> <p>19/02/2018: Letter received from the NSW Department of Crown Lands and being presented to Council Workshop on 20 February 2018.</p> <p>19/03/2018: To be presented at the Council Meeting on 27 March 2018.</p> <p>3/04/2018: Project added as an Addendum to draft budget to be presented at 10 April Council Meeting.</p> <p>30/4/2018: Letter written by Council to Crown Lands 19 April 2018.</p> <p>Advertisements published for the Rose Working Group in the Area News, Facebook, COG &amp; Radio.</p>

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22 Aug 2017	<b>ASPHALT PUMP TRACK</b>	PP	44607	17/213	<p><b>RESOLVED</b> on the motion of Councillors Doug Curran and Christine Stead that :</p> <p>(a) Council fund the attached quote to design an Asphalt Pump track, to be placed adjacent to the proposed new Skate Park.</p> <p>(b) Council also fund the additional review of Scenic Hill for a concept plan for some form of track on Scenic Hill.</p> <p>(c) Council funds this by way of a Quarterly Review in lieu of any available grant funds, with the design to be completed by 31 December 2017.</p>	<p>05/09/2017: Nathan Farnell has contacted the Griffith Mountain Bike Reference Group to provide Council information that can allow Council to ask for additional quotes (procurement policy requires that Council has two other written quotes for amounts over 15,000). Group yet to provide the information. Management Accountant has created a job number for the pump track project (design).</p> <p>4/12/2017: Design of Pump Track will be available 31 March 2018.</p> <p>3/04/2018: Design to be considered at next CBD Working Group Meeting.</p> <p>04/06/2018: Concept design has been presented to CBD Working Group and further action to be advised.</p>
11 July 2017	<b>QUESTION FROM CR SIMPSON – MIRROOL CREEK FLOODWAY</b>	DU	42798		<p><b>“What actions are the Council taking in relation to reports of a number of levy banks and reticulation channels being constructed adjacent to the Mirrol Creek (Mirrool Branch Canal</b></p>	<p>31/07/2017: Investigations continuing.</p> <p>14/08/2017: Will be discussed at Workshop in</p>

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					<p>Rd &amp; Irrigation Way) that will be blocking the Creek floodway and potentially flood winegrape properties &amp; Yoogali Village basin.”</p> <p>Mr Gordon advised that Council staff were currently investigating works brought to their attention and that once the investigation process is complete the information would be presented at a Councillor Workshop and subsequently reported to Council.</p>	<p>September 2017.</p> <p>3/10/2017: Discussed at Floodplain Management Committee on 22 September.</p> <p>10/10/2017: Mr Gordon noted staff are conscious of the work being undertaken, however could not give a definitive timeframe for the reports to come to Council. Mr Gordon added he was looking to have it raised at the Floodplain Management Committee Meeting to be held in December. (CRM 46658)</p> <p>15/01/2018:</p> <p>Matter raised by the Director of Utilities at the Floodplain Committee Meeting held 14 December 2017.</p> <ul style="list-style-type: none"> <li>• Topography level as at 2012 on hand.</li> <li>• Relative topography levels 2018 to be correlated against 2012 levels.</li> <li>• Results to be</li> </ul>

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						workshopped with Councillors. 30/4/2018: Presentation scheduled 17 July 2018.
13 June 2017	<b>NOTICE OF MOTION - CYCLEWAY PATH BETWEEN GRIFFITH AND HANWOOD</b>	DIO	41468	17/151	<b>RESOLVED</b> on the motion of Councillors Dino Zappacosta and Simon Croce that Council prepare a report on a cycleway path between Griffith and Hanwood ending at the intersection of Murphy Road and Kidman Way. Report to include approximate costs and possible placement of path along Kidman Way.	3/07/2017: Report to be presented on 22 August 2017. 4/09/2017: Project included in the Stronger Country Communities Fund short list. 16/10/2017: Submission made to RMS Active Transport Funding following State Government announcement refunding commitment of \$800K. 04/06/2018: Council's funding application was successful and detailed designs are scheduled for completion in 2018/19.