

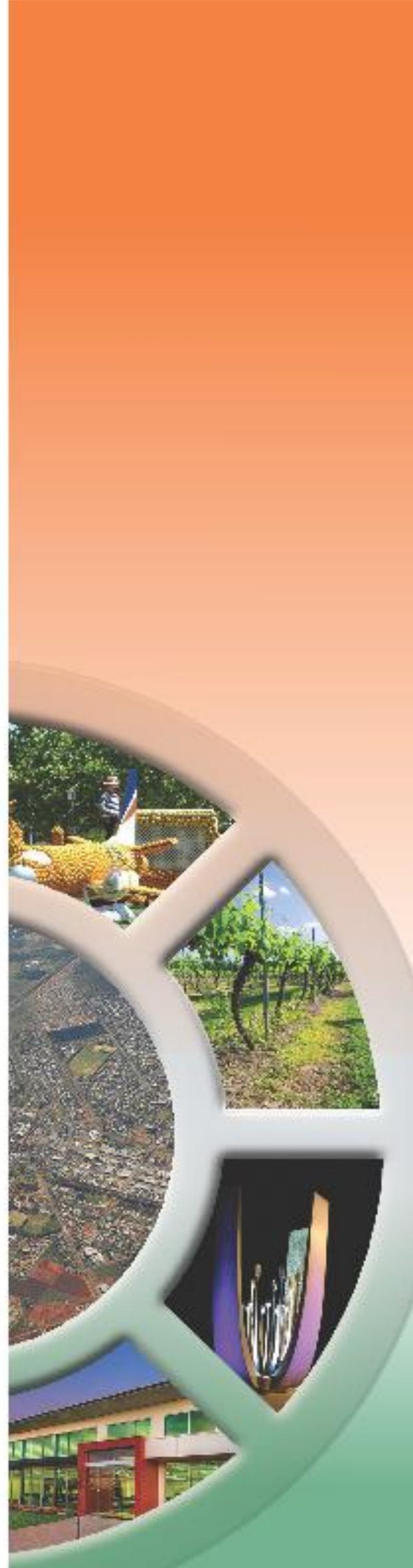


Ordinary Meeting

Tuesday, 9 September 2025

ATTACHMENTS UNDER SEPARATE COVER

- CL01 DA 82/2025 - Multi-dwelling Development consisting of Four (4) Two-Storey Dwellings**
- CL02 Adoption of Local Policies - Tree Preservation Order, Tree Policy and Onsite Detention Policy**
Minutes of the Audit, Risk and Improvement Committee Meeting held on 20 August 2025



ATTACHMENTS UNDER SEPARATE COVER

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Attachment A – Draft Conditions of Consent

Administrative Conditions

The development must be carried out in accordance with the following conditions of consent.

(1) Approved Development

Development consent has been granted for multi-dwelling housing development with four (4) two-storey dwellings at LOT: 31 DP: 1083401 6 Antonio Place GRIFFITH.

It is advised that the proposed development has been assessed in regards to the provision of the Griffith Local Environmental Plan 2014 and is considered to be a **multi dwelling housing**, which is defined as:

Multi dwelling housing means 3 or more dwellings (whether attached or detached) on one lot of land, each with access at ground level, but does not include a residential flat building.

The development must be implemented in accordance with Development Application No. 82/2025(1) accepted by Council on 21 May 2025 and the below mentioned plans and/or documents, except where amended in red on the attached plans or modified by the conditions of this consent.

Drawing / Plan	Date Accepted by Council	Prepared or Drawn By
Architectural Plans (25/57287)	21 May 2025	Mick Fallon building designers
Shadow Diagrams (No.25/98083)	3 June 2025	Mick Fallon building designers

Document	Date Accepted by Council	Prepared or Drawn By
Statement of Environmental Effect (25/99221)	3 June 2025	Planningmatters
BASIX Certificate - Certificate number: 1777838M_02 dated 27 March 2025 (25/57293)	21 May 2025	Energysraters
NatHERS Certificates Summary #HR-AOLD5V-01 (25/57292)	21 May 2025	Energysraters
NatHERS Certificates – Unit 1 #HR-T7VUZB-01 (25/57291)	21 May 2025	Energysraters
NatHERS Certificates – Unit 2 (25/57290)	21 May 2025	Energysraters
NatHERS Certificates – Unit 3 (25/57289)	21 May 2025	Energysraters
NatHERS Certificates – Unit 4 (25/57288)	21 May 2025	Energysraters

If there is any inconsistency between the approved plans and documents referred to above, the conditions shall prevail.

(2) Construction Certificate (Building Works)

In accordance with the provisions of Part 6, Divisions 6.2 and 6.3 of the Environmental Planning and Assessment Act, 1979 a person must not carry out building works, including associated excavation works (as applicable) until such time as:

- (a) A *Construction Certificate* has been obtained from either Griffith City Council or an *Accredited Certifier* holding the appropriate accreditation under the Building Professions Act, 2005;
- (b) A *Principal Certifier* has been appointed; and
- (c) The person with the benefit of the development consent has given at least two (2) days notice to Griffith City Council and the *Principal Certifier* of the person's intention to commence the erection of the building.

Note 1: Griffith City Council can issue your *Construction Certificate* and be appointed as your *Principal Certifier* for the development to undertake inspections and ensure compliance with development consent and relevant building regulations. For further details contact Council on 1300 176 077.

Note 2: Should the plans submitted with the Construction Certificate differ substantially from the plans approved as part of the development consent then a Section 4.55 modification of consent will be required to be made to Council.

(3) Provision of Services

The applicant is to be responsible for all amplification, extension and adequate provision for connection to services at their own expense. The work is to be in accordance with Council's *Engineering Guidelines – Subdivisions and Development Standards* and relevant authorities' specifications.

(4) Lapsing of Consent

In accordance with Section 4.53 of the Environmental Planning and Assessment Act, 1979 this consent is valid for a period of five (5) years from the date of consent.

Note 1: Development consent for the purpose of the erection of a building or the subdivision of land or the carrying out of a work does not lapse if building, engineering or construction work relating to the development is lawfully and physically commenced on the land to which the consent applies before the date on which the consent would otherwise lapse.

Note 2: Development consent for the purpose of the use of the land, building or work the subject of the consent does not lapse if it is actually commenced the date on which the consent would otherwise lapse.

(5) Damage to Council property

If any damage is occasioned to Council property during construction and associated works, the cost of repairs will be recoverable. It is therefore requested that any damage which is obvious before works commence be immediately notified to Council to avoid later conflict.

(6) Existing Services

The applicant must check that the proposed works do not affect any Council, electricity, telecommunications, gas or other services. Any required alterations to services will be at the developer's expense.

(7) Tree Preservation

The applicant is advised that the land is subject to Council's Tree Policy and the requirements of that policy are to be strictly adhered to. Should the applicant/owner require advice in this regard they are to contact Council's Parks and Gardens Department.

(8) Aboriginal Heritage

No Aboriginal objects may be harmed without an approval from Heritage NSW under the National Parks and Wildlife Act 1974.

If any Aboriginal object is discovered and/or harmed in, or under the land, while undertaking the proposed development activities, the proponent must:

- (a) Not further harm the object(s).
- (b) Immediately cease all work at the particular location.
- (c) Secure the area so as to avoid further harm to the Aboriginal object(s).
- (d) Notify the NSW Environment Line as soon as practical by calling 131 555 or emailing: info@environment.nsw.gov.au, providing any details of the Aboriginal object and its location.
- (e) Not recommence any work at the particular location unless authorised in writing by Heritage NSW.

If harm to Aboriginal objects cannot be avoided, an application for an Aboriginal Heritage Impact Permit must be prepared and submitted to heritage NSW before work may continue.

In the event that skeletal remains are unexpectedly encountered during the activity, work must stop immediately, the area secured to prevent unauthorised access and NSW Police and the Department contacted of Planning, Industry and Environment

(9) Other Cultural Heritage

Should any cultural artefacts, archaeological relics or any object having interest due to its age or association with the past be located during the course of works, all works are to cease immediately and notification shall be provided to the Office of Environment and Heritage in accordance with the *National Parks and Wildlife Act 1974*. Work shall not recommence in the area until this is authorised by the Office of Environment and Heritage.

Note. Depending on the significance of the object uncovered, an archaeological assessment and excavation permit under the Heritage Act 1977 may be required before further the work can continue.

(10) Property Number

The proposed dwellings have been allocated the following street numbers:

Proposed Dwelling 1 – 6A Antonio Place

Proposed Dwelling 2 – 6B Antonio Place
 Proposed Dwelling 3 – 6C Antonio Place
 Proposed Dwelling 4 – 6D Antonio Place

These numbers are to be prominently displayed at the street frontage or any other position which is clearly visible from the street during construction and at completion.

(11) National Construction Code

All building work must comply with and be carried out in accordance with the requirements of the Building Code of Australia.

All plumbing and drainage works must comply with and be carried out in accordance with the requirements of the Plumbing Code of Australia.

Prior to the issue of a Construction Certificate

Prior to commencing construction work, you will need a Construction Certificate for building works issued by Griffith City Council or an Accredited Certifier. Before a Construction Certificate can be issued, compliance with the following conditions is to be demonstrated.

(12) Section 7.12 Development Contributions

In accordance with Section 7.12 of the *Environmental Planning and Assessment Act 1979* (former S94A) and Council's Development Contribution Plan 2010, this development requires the payment of a 7.12 contribution. The Section 7.12 Contribution is required towards the provision of public amenities and services in accordance with Councils adopted *Section 94A Contributions Plan 2010 (Amendment 2013)*. A copy of this policy is publicly available from Council's website www.griffith.nsw.gov.au.

Total payment shall be **\$16,520.00** (1% of the proposed cost of carrying out the development). In accordance with Council's Section 94A Contributions Plan 2010 (Amended 2013) the total payment amount will be indexed by the Consumer Price Index (All Groups Index for Sydney as published by the Australian Bureau of Statistics), applicable at the date of payment.

The contribution is to be paid **prior to the issue of the Construction Certificate**. Payment is to be in the form of cash or bank cheque. Where bonding is accepted a bank guarantee is required.

(13) Section 64 Water Supply, Sewerage and Drainage Contributions

Pursuant to Section 64 of the *Local Government Act 1993* and the *Water Management Act 2000*, this development requires a payment of a S64 contribution. The amount payable at the time of issue of this consent is set out in the table below.

Table of Contributions Required – Water, Sewerage & Drainage

Type of contribution	Location	Amount per tenement	Number of tenements	Amount to be paid
Water supply	Griffith	\$ 9,477.00	3 ET	\$28,431.00

Sewerage	Griffith	\$ 6,643.00	3 ET	\$19,929.00
Drainage	Collina	\$ 5,220.00	3 ET	\$15,660.00
Total				\$64,020.00

The total amount payable will be subject to review in accordance with Council's Revenue Policy current at the time of payment.

The contribution is to be paid **prior to the issue of the Construction Certificate** unless other arrangements acceptable to Council are made.

The contribution is exclusive of the fees for the connection of water services to the individual allotments. Payment is to be in the form of cash or bank cheque. Where bonding is accepted a bank guarantee is required.

Reason: Pursuant to Section 64 of the *Local Government Act 1993* and the *Water Management Act 2000*, the applicant is required to apply to Council for a Compliance Certificate under the provisions of S305 of the *Water Management Act 2000*.

(14) Payment of building and construction industry long service levy

Prior to the issue of a Construction Certificate, the applicant is to ensure that the person liable pays the long service levy as calculated at the date of this consent to the Long Service Corporation or Council under section 34 of the Building and Construction Industry Long Service Payments Act 1986 and provides proof of this payment to the certifier.

(15) S138 Roads Act

Prior to the issue of a Construction Certificate, a Section 138 Roads Act application, including payment of fees, shall be lodged with Griffith City Council, as the Roads Authority for any works required within a public road. These works may include but are not limited to:

- a) Vehicular crossings (including kerb reinstatement of redundant vehicular crossings)
- b) Road opening for utilities and stormwater (including stormwater connection to Council Infrastructure).
- c) Road Occupancy or road closures

All works shall be carried out with the Roads Act approval, the development consent including the stamped plans and Griffith City Council specifications.

(16) Section 68 of the Local Government Act 1993 Application

Prior to the commencement of works on Council's sewer main or stormwater drainage system a Section 68 application in accordance with the Local Government Act 1993 is to be obtained through Council by submitting an application via the NSW Planning Portal and linking it to the Development Application or Construction Certificate application. The application is to include design drawings and details that comply with Council's *Engineering Guidelines - Subdivisions and Development Standards* and the *Water Services Association of Australia - Gravity Sewerage Code of Australia WSA 02—2014*. All works associated with the sewer and stormwater works are to be completed at the expense of the applicant.

(17) Internal Sewer Main

A private service sewer main, within the bounds of the development, is to be constructed to provide a point of connection for each of the proposed units. The private service sewer main

is to connect to Council's sewer main at the existing manhole located in the western corner of the subject allotment via an external sewer drop. All internal sewer infrastructure required to service the proposed units are to be connected to the private service sewer main. Each of the proposed units are to connect to the private service sewer main with one (1) sewer junction per two (2) dwellings.

The design for pipelines, as well as manholes and other associated components normally associated with sewerage main installations are to be in accordance with the standards prescribed in Council's *Engineering Guidelines- Subdivisions and Development Standards* and the *Water Services Association of Australia - Gravity Sewerage Code of Australia WSA 02—2014*. Details and designs are to be submitted to Council and approved by Council's Engineers **prior to the issue of a Construction Certificate**.

(18) Stormwater Drainage

All stormwater runoff shall be directed to Council's street system via the onsite stormwater detention system for disposal. Stormwater runoff shall not be permitted to flow over property boundaries onto the adjoining properties unless legally created easements in accordance with Section 88B of the Conveyancing Act are created. Detailed design drawings for the proposed drainage system are to comply with Council's *Engineering Guidelines – Subdivision and Development Standards* and Council's *Stormwater Drainage & Disposal Policy (CS-CP-310)* and are to be submitted to Council for approval **prior to the issue of a Construction Certificate**.

(19) Onsite Detention

Stormwater detention is to be created onsite for all events up to and including the critical storm event. The proposed onsite stormwater detention system is to be designed to ensure stormwater discharge from the proposed development does not exceed the calculated discharge of the site being developed with 60% of impervious area. Design and details in accordance with *Council's Engineering Guidelines – Subdivision and Development Standards*, *Council's Onsite Detention Policy (CS-CP-404)* and *Council's Stormwater Drainage & Disposal Policy (CS-CP-310)* are to be submitted to Council and approved by Council's Engineers **prior to the issue of a Construction Certificate**.

A qualified Civil Engineer with experience in Hydraulic Analysis shall design and certify the Onsite Detention System, which shall be maintained for the life of the project. The consultant is to sign off all drawings and calculations.

(20) Landscape Plan

Prior to the issue of the Construction Certificate, a detailed landscaping plan shall be designed for the proposed development. An electronic copy of the plan is to be submitted to and approved by Council.

The landscaping plan shall be drawn to scale (minimum 1:200) by a suitably qualified person and include:

- (a) Identification of all trees to be retained, removed or transplanted
- (b) The location of all existing and proposed tree and shrub species
- (c) Any trees within the road reserve to be removed should be replaced at a suitable location and be of the same species as the existing street trees
- (d) Height and spread of selected species at maturity
- (e) Elevation of landscaped areas
- (f) Irrigation measures

- (g) The nature strip and the footpath areas of the development are to be incorporated into the overall landscaped area of the development.

Landscaping to be provided within the site or along the boundary with any adjoining road reserve is to be designed and maintained to provide safe sight distance for pedestrians and motorists entering and exiting the site.

(21) Floor Levels

Floor levels of habitable rooms are subject to Council's Buildings - Floor Heights Policy. Design drawings with details of floor levels are to be submitted to the Principal Certifying Authority for approval **prior to the issue of a Construction Certificate.**

Prior to Commencement of Works

The following conditions need to be met prior to the commencement of works. The necessary documentation and information must be provided to the Principal Certifying Authority (PCA), as applicable.

(22) Protection of adjoining areas

A temporary hoarding or temporary construction site fence must be erected between the work site and adjoining lands before the works begin and must be kept in place until after the completion of the works if the works:

- (a) could cause a danger, obstruction or inconvenience to pedestrian or vehicular traffic, or
- (b) could cause damage to adjoining lands by falling objects, or
- (c) involve the enclosure of a public place or part of a public place.

(23) Notification of Commencement

Prior to commencing work the person having the benefit of the consent has:

- (a) given at least 2 days notice to the council, and the principal certifier if not the council, of the person's intention to commence the erection of the building, and
- (b) if not carrying out the work as an owner-builder, has:
 - i appointed a principal contractor for the building work who must be the holder of a contractor licence if any residential building work is involved, and
 - ii notified the principal certifying authority of any such appointment, and
 - iii unless that person is the principal contractor, notified the principal contractor of any critical stage inspections and other inspections that are to be carried out in respect of the building work.

(24) Signs on site

A sign must be erected in a prominent position on any site on which building work or demolition work is being carried out:

- (a) showing the name, address and telephone number of the principal certifier for the work, and
- (b) showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
- (c) stating that unauthorised entry to the work site is prohibited.

Any such sign is to be maintained while the building work, or demolition work is being carried out, but must be removed when the work has been completed.

Note: This does not apply in relation to building work or demolition work that is carried out inside an existing building that does not affect the external walls of the building.

(25) Home Building Act requirements

Residential building work within the meaning of the Home Building Act 1989 must not be carried out unless the principal certifier for the development to which the work relates (not being the council) has given the council written notice of the following information —

- (a) In the case of work for which a principal contractor is required to be appointed:
 - (i) the name and licence number of the principal contractor, and
 - (ii) the name of the insurer by which the work is insured under Part 6 of that Act,
- (b) In the case of work to be done by an owner-builder:
 - (i) the name of the owner-builder, and
 - (ii) if the owner-builder is required to hold an owner-builder permit under that Act, the number of the owner-builder permit.

If arrangements for doing the residential building work are changed while the work is in progress so that the information notified becomes out of date, further work must not be carried out unless the principal certifier for the development to which the work relates (not being the Council) has given the Council written notice of the updated information.

(26) Traffic Control Plan (TCP)

A traffic control plan is to be submitted to Council satisfying the provisions of Australian Standard 1742.3, for acceptance **prior to the commencement of work within Council's road reserve**. Strict compliance to the traffic control plan is to be maintained throughout the duration of the construction work.

(27) Traffic Management Plan (TMP)

A Traffic Management Plan (TMP) with all supporting documentation, including all relevant Traffic Guidance Schemes (TGS), is to be submitted to Council for approval **prior to the commencement of work** within Council's road reserve. The TMP must comply with the requirements of Transport for New South Wales' Traffic Control at Work Sites Technical Manual (TCAWS Manual), Standards Australia's Manual of uniform traffic control devices, Part 3: Traffic control for works on roads (AS1742.3), and Austroads' Guide to Temporary Traffic Management (AGTTM).

The TMP must be prepared by a person/s with a 'Prepare a Work Zone Traffic Management Plan' qualification. Strict compliance to the TMP is to be maintained throughout the duration of the works. All inspections of the TMP and collection of records must comply with the requirements of the TCAWS Manual.

(28) Construction Management Plan (CMP)

Prior to the commencement of work, a Construction Management Plan is to be prepared by a suitably qualified professional detailing the proposed traffic control and traffic management arrangements during the construction of the development. The Construction Management Plan is to be submitted to Council for approval and is to address, but not be limited to, the following:

- a. the management of traffic during construction;
- b. the management of loading and unloading of construction materials on site;
- c. material stockpiling/storage;
- d. identify parking for construction worker vehicles;
- e. dust mitigation measures; and
- f. complaint management and contingency measures.

The construction and traffic management measures specified in the approved Construction Management Plan shall be implemented for duration of construction.

(29) Accessway levels

Driveway construction is subject to *Council's Engineering Guidelines - Subdivisions and Development Standards*. The finished level of the driveway at the property boundary shall be 130mm above the top of kerb. Upon completion of the formwork and string lines for the driveway, the applicant shall arrange for Council's Surveyors to inspect these works **prior to the pouring of concrete for the driveway**. In the event that this level is unachievable, documentary evidence, including a detailed design is to be submitted to Council for approval **prior to the commencement of driveway construction**.

Failure to construct to the given levels or without Council approval will render the owner liable for any necessary reconstruction costs to alter work not in conformity with such levels

(30) Sedimentation and Erosion Controls

Effective dust, noise, sedimentation and erosion controls are to be implemented prior to the commencement of site works. This is to include (as a minimum):

- (a) the installation of a sediment fence with returned ends across the low side of the works; and
- (b) a temporary gravel driveway into the site. All vehicles needing to access the site are to use the temporary driveway.

The control measures are to be installed **prior to the commencement of site works** and maintained during works in order to ensure that site materials do not leave the site and/or enter the stormwater system and to maintain public safety/amenity.

(31) Plumbing and Drainage Inspections

The carrying out of Water Supply Work, Sewerage Work and Stormwater Drainage Work requires an approval under Section 68 of the Local Government Act 1993. Approval and Inspection is required by the Regulatory Authority being the NSW Office of Fair Trading who has delegated authority to Griffith City Council to carry out these tasks.

The following inspections are required to be carried out.

- (a) Internal / External sanitary drainage (including sanitary plumbing) prior to covering.
- (b) Stormwater Drainage. - External drains connection from base of down pipes to designated disposal point.

Note: All plumbing and drainage work is to be carried out by licensed tradesman and necessary S68 approval permits obtained through Council prior to works commencing, by submitting a Notice of Works form.

Note: A Certificate of Compliance will need to be submitted, along with a Works as Executed Drawing, at the completion of works. Inspection fees will apply in accordance with Councils revenue policy and are required to be paid prior to inspection.

Should adequate notice not be given for cancellation of an inspection, or if works have not progressed to a stage where an inspection can be completed, a default penalty may be imposed upon the applicant by Council.

Twenty four (24) hours notice is to be given to Council's Customer Service by telephoning 1300 176 077 to arrange for an inspection to be carried out.

During Construction

The following conditions of consent must be complied with at all times during the demolition, excavation and construction of the development.

(32) No obstruction of public way

The public walkway must not be obstructed by any materials, vehicles, refuse, skips or the like, without prior approval of Council.

(33) Shoring and adequacy of adjoining property (if applicable)

If the development involves an excavation that extends below the level of the base of the footings of a building, structure or work on adjoining land (including any structure or work within a road or rail corridor), the person having the benefit of the development consent must, at the person's own expense:

- (a) protect and support the building, structure or work from possible damage from the excavation, and,
- (b) where necessary, underpin the building, structure or work to prevent any such damage.

The condition does not apply if the person having the benefit of the development consent owns the adjoining land or the owner of the adjoining land has given consent in writing to that condition not applying.

(34) Sedimentation and Erosion Controls

The approved erosion and sediment control measures shall be implemented and maintained during works.

(35) Maintenance of site

All materials and equipment must be stored wholly within the work site unless an approval to store them elsewhere is held.

Waste materials (including excavation, demolition and construction waste materials) must be managed on the site and then disposed of at a waste management facility.

Copies of receipts stating the following must be provided to the consent authority on request:

- (a) the place to which waste materials were transported,
- (b) the name of the contractor transporting the materials,

- (c) the quantity of materials transported off-site and recycled or disposed of.

Any run-off and erosion control measures required must be maintained within their operating capacity until the completion of the works to prevent debris escaping from the site into drainage systems, waterways, adjoining properties and roads.

During construction:

- (a) all vehicles entering or leaving the site must have their loads covered, and
- (b) all vehicles, before leaving the site, must be cleaned of dirt, sand and other materials, to avoid tracking these materials onto public roads.

At the completion of the works, the work site must be left clear of waste and debris.

(36) Toilet Facilities

Adequate toilet facilities are to be provided on the site throughout the demolition/construction phase of the development. Such toilet facilities are to be provided, at the ratio of one (1) toilet for every twenty (20) persons (or part thereof) employed/working on the site. Each toilet provided must be a standard flushing toilet and must be connected to a public sewer, or an accredited sewage management facility approved by council. If connection to either a public sewer or an accredited sewage management facility is not practicable, it shall be connected to some other sewage management facility approved by council. Toilet facilities must be provided and functioning **prior to the commencement of work**. In this clause:

accredited sewage management facility means a sewage management facility to which Part 2 of the Local Government (General) Regulation 2005 applies, being a sewage management facility that is installed or constructed to a design or plan the subject of a certificate of accreditation referred to in clause 41 of the Regulation.

public sewer has the same meaning as it has in the Local Government (General) Regulation 2005.

sewage management facility has the same meaning as it has in the Local Government (General) Regulation 2005.

(37) SafeWork NSW

The developer is required to comply with any and all requirements of the SafeWork NSW.

(38) Required documentation

For the duration of any work on site, the builder must maintain a copy of the specification, stamped approved plans, copy of Development Consent (Notice of Determination) and Construction Certificate on site.

(39) Access location

The driveway access to each proposed lot is to be located a minimum of one (1) metre away from all services (e.g.: stormwater pits, electricity poles, service pits, etc.), a minimum of one (1) metre away from proposed neighbouring property boundaries, and, a minimum of one (1) metre away from adjoining accessways/driveways.

(40) Survey of Building Location

A survey report, prepared by a registered and practising Land Surveyor is required to verify the siting of the building in relation to adjacent boundaries. This survey shall be undertaken prior to work proceeding past the completion of footings and before concrete is poured. A copy of this report shall be submitted to Council **prior to the issue of the Occupation Certificate.**

(41) Kerb Adaptors

Where required, kerb outlets for stormwater to be saw cut with suitably approved kerb adaptors to be installed using 20 MPa concrete.

(42) Hours of Work

The principal certifier must ensure that building work, demolition or vegetation removal is only carried out between:

7.00am to 6.00pm on Monday to Saturday.

The principal certifier must ensure building work, demolition or vegetation removal is not carried out on Sundays and public holidays, except where there is an emergency.

Unless otherwise approved within a construction site management plan, construction vehicles, machinery, goods or materials must not be delivered to the site outside the approved hours of site works.

Note: Any variation to the hours of work requires Council's approval.

Prior to the issue of the Occupation

An Occupation Certificate must be obtained from the Principal Certifying Authority (PCA) prior to occupation of the new building, part of the building, or a change of building use. Prior to issue of an Occupation Certificate compliance with the following conditions is to be demonstrated.

(43) BASIX

Prior to the issue of the Occupation Certificate the applicant is to demonstrate to the Principal Certifier compliance with all required BASIX Certificate commitments.

(44) Accessway construction

Prior to the issue of an Occupation Certificate, a concrete vehicular crossing is to be constructed between the property boundary and road carriageway for each proposed dwelling. Accessway and layback construction for the proposed development is to be completed in accordance with the approved plan and *Council's Engineering Guidelines – Subdivisions and Development Standards*.

(45) Internal driveways

Prior to the issue of an Occupation Certificate the internal driveway to each of the proposed units is to be constructed of concrete in accordance with *Council's Engineering Guidelines – Subdivisions and Development Standards* and *Council's Residential Development Control Plan 2020*.

(46) Submission of Survey of Building Location

A survey report, prepared by a registered and practising Land Surveyor is required to verify the siting of the building in relation to adjacent boundaries. This survey shall be submitted to Council **prior to the issue of the Occupation Certificate**.

(47) Drainage Diagram

Where development includes the installation of sanitary plumbing and drainage works between the building and Council's sewer, the applicant is required to submit to Council a drainage diagram. This diagram shall be prepared and submitted to Council **prior to the issue of the Occupation Certificate**. The diagram shall be drawn to scale at a ratio of 1:100 showing the location of the buildings and fittings and all pipelines, junctions, inspection openings and the like. Alternatively, Council can be requested to carry out the work upon payment of the fee listed in Council's current Revenue Policy

(48) S138 Roads Act Approval

Prior to the issue of an Occupation Certificate, the Principle Certifying Authority shall ensure that all works associated with a S138 Roads Act approval have been inspected and signed off by Griffith City Council.

(49) Section 68 of the Local Government Act 1993 Final Certificate of Completion

Prior to the issue of an Occupation Certificate, a Section 68 of the Local Government Act 1993 Final Compliance Certificate is to be issued by Council at the completion of the works on Council's Sewer main and stormwater drainage system.

(50) Internal Sewer Main

Prior to the issue of an Occupation Certificate, a private service sewer main, within the bounds of the development, is to be constructed to provide a point of connection for each of the proposed units. The private service sewer main is to connect to Council's sewer at the existing manhole located in the western corner of the subject allotment main via an external sewer drop. All internal sewer infrastructure required to service the proposed units are to be connected to the private service sewer main. Each of the proposed units are to connect to the private service main with one (1) sewer junction per two (2) dwellings. All works shall be in accordance with the standards prescribed in *Council's Engineering Guidelines – Subdivision and Development Standards* and the *Water Services Association of Australia - Gravity Sewerage Code of Australia WSA 02—2014*.

(51) Separate water meters

Prior to the issue of an Occupation Certificate, separate water meters are to be connected to each of the proposed dwellings. A separate application is to be submitted to Council for additional connections to Council's potable water main.

Where the connection is 25mm or greater to serve the needs of the development, the application shall be supported with hydraulic calculations prepared by an appropriate consultant, including reference to a water pressure and flow rate test of the adjacent mains.

(52) Installation of stormwater infrastructure

Prior to the issue of an Occupation Certificate, stormwater infrastructure and the approved onsite detention system is to be installed in accordance with the approved plan, Council's *Engineering Guidelines – Subdivisions and Development Standards*, and Council's *Stormwater Drainage & Disposal Policy (CS-CP- 310)*.

(53) Protection of Onsite Detention System

The onsite detention, associated floodways and flow paths shall be protected by a Section 88E covenant in favour of Griffith City Council. The instrument is to be submitted to Council and approved, **prior to the issue of an Occupation Certificate**.

(54) Landscaping

Prior to the issue of the Occupation Certificate, the landscaping area shown on the approved plan submitted via the Construction Certificate application shall be landscaped and maintained to the satisfaction of Council at all times.

On-Going Requirements

The following conditions or requirements must be complied with at all times, throughout the use and operation of the development.

(55) Letter Boxes

Separate letter boxes, which meet the requirements of Australia Post are to be provided for each unit adjacent to the street frontage.

(56) Garbage Bins

Each unit shall be provided with approved garbage bins (general waste and recycling) and storage areas shall be provided at the rear of each unit for these waste receptacles.

(57) Accessible water meter

The water meter servicing the subject allotment is to be kept free of any obstructions and is to be located outside the fenced area to ensure that the meter is accessible to Council officers at all times.

(58) Manholes to be kept free of obstruction

All existing/proposed sewer manholes are to be kept free of any obstructions so that their positioning and maintenance are easily obtainable.

(59) Maintenance of Onsite Detention System

The onsite detention system constructed as part of the subject Development Application is to be maintained by the owners of the allotments for the lifetime of the subject development.

(60) Access maintenance

The property owner remains responsible for the upkeep and maintenance of the accessway and associated facilities for the lifetime of the proposed development.

DRAFT

Attachment C – Advisory Notes

The following information is provided for your assistance to ensure compliance with the *Environmental Planning & Assessment Act 1979*, *Environmental Planning & Assessment Regulation 2021*, or other relevant legislation and Council's policies. This information does not form part of the conditions of development consent pursuant to Section 4.16 of the Act.

(1) Before You Dig

If excavating, it is recommended you go to Before You Dig Australia at www.byda.com.au and lodge a free enquiry that helps keep people safe and protect underground infrastructure.

(2) Essential Energy

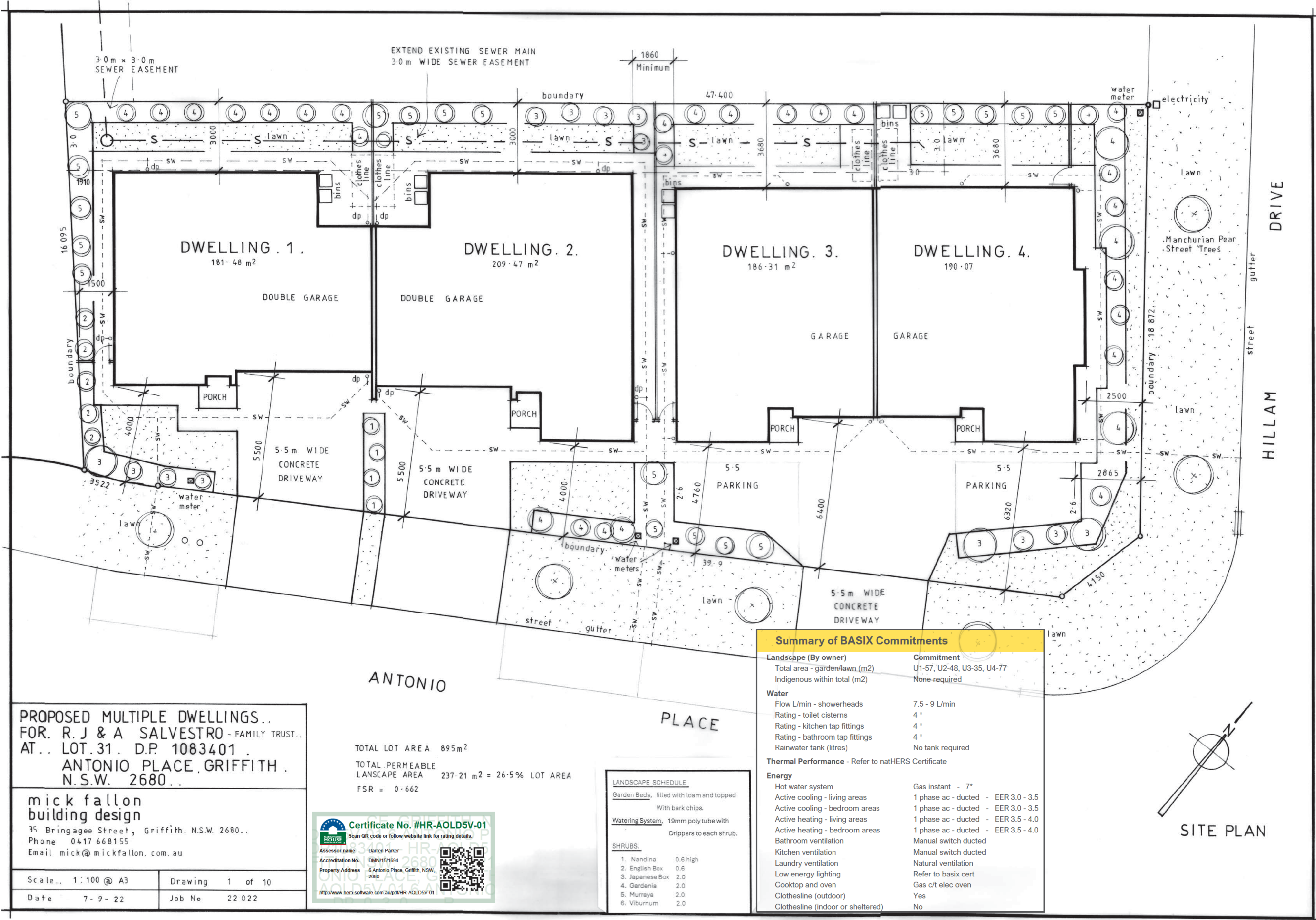
- a) Any existing encumbrances in favour of Essential Energy (or its predecessors) noted on the title of the above property should be complied with;
- b) Essential Energy's records indicate there is electricity infrastructure located within the property. Any activities within this location must be undertaken in accordance with the latest industry guideline currently known as ISSC 20 Guideline for the Management of Activities within Electricity Easements and Close to Infrastructure. Approval may be required from Essential Energy should activities within the property encroach on the electricity infrastructure. <https://energy.nsw.gov.au/sites/default/files/2018-09/ISSC-20-Electricity-Easements.pdf>
- c) Prior to carrying out any works, a "Dial Before You Dig" enquiry should be undertaken in accordance with the requirements of *Part 5E (Protection of Underground Electricity Power Lines)* of the *Electricity Supply Act 1995* (NSW).
- d) Given there is electricity infrastructure in the area, it is the responsibility of the person/s completing any works around powerlines to understand their safety responsibilities. SafeWork NSW (www.safework.nsw.gov.au) has publications that provide guidance when working close to electricity infrastructure. These include the Code of Practice – Work near Overhead Power Lines and Code of Practice – Work near Underground Assets.

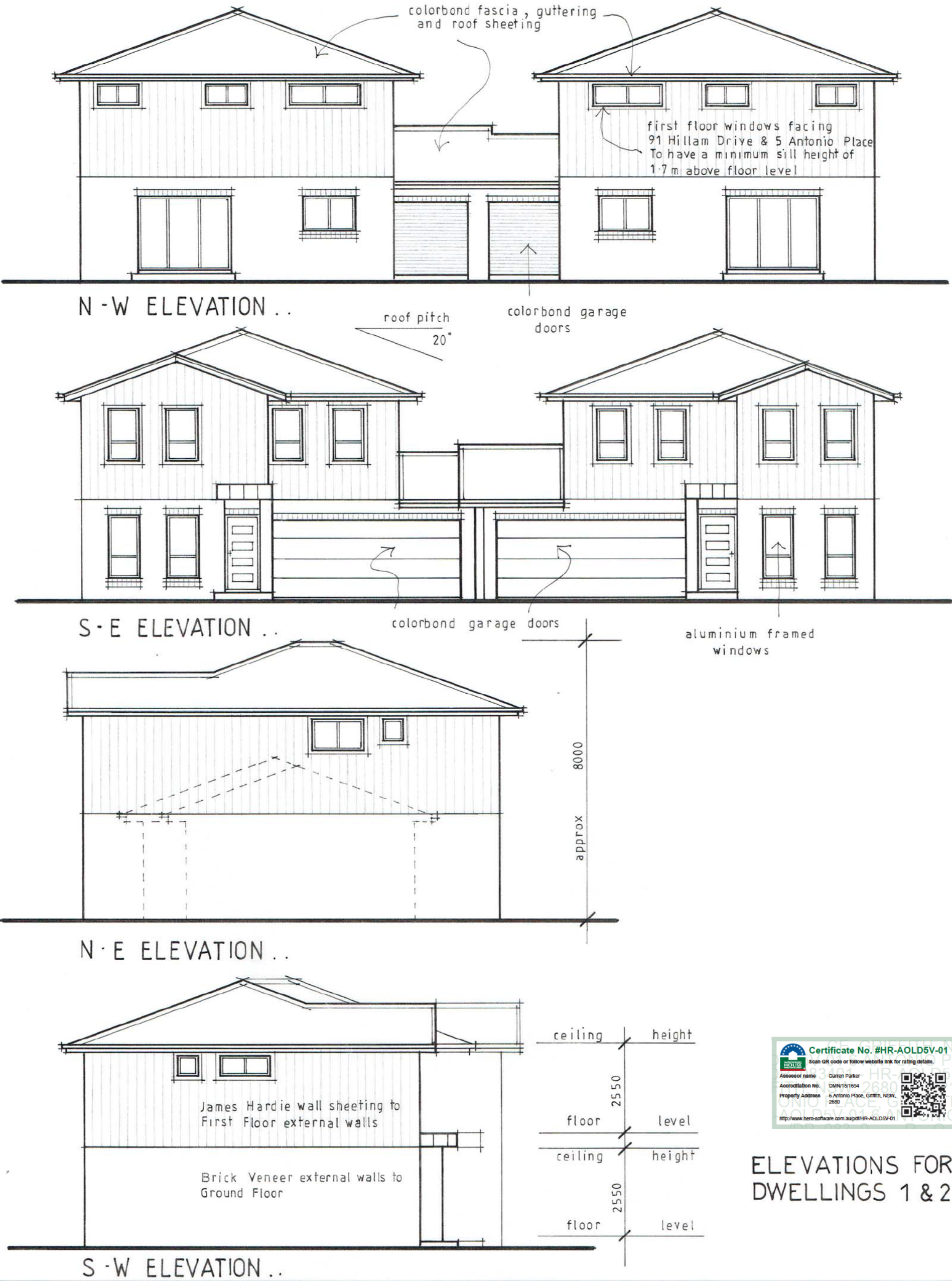
Attachment D – Other Council Approvals and Consents

Section 68 Local Government Act 1993 Approvals

This consent includes the following approvals under Section 4.12 of the *Environmental Planning and Assessment Act 1979* and Section 68 of the *Local Government Act 1993*.

nil





ELEVATIONS FOR DWELLINGS 1 & 2

PROPOSED MULTIPLE DWELLINGS..
FOR.. R.J & A SALVESTRO..
AT .. LOT. 31. D.P. 1083401..
ANTONIO PLACE, GRIFFITH.. N.S.W..

Scale..	1:100 @ A3
Drawing	6 of 11
Date	7- 9- 22
Job No.	22 022

mick fallon
building design
35 Bringagee Street,
Griffith. N.S.W. 2680 .
Phone 0417 668155
Email mick@mickfallon.com.au

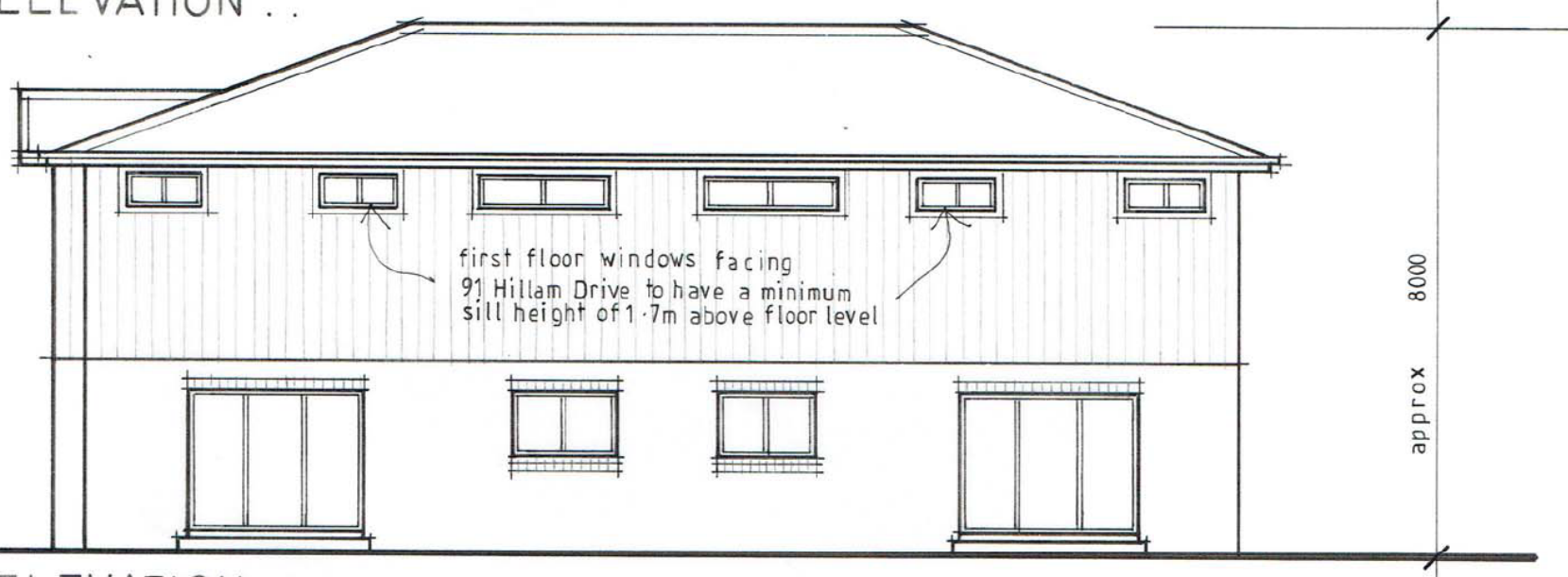


ELEVATIONS FOR.. DWELLINGS 3 & 4

S - W ELEVATION ..



N - E ELEVATION ..



N - W ELEVATION ..



S - E ELEVATION ..

PROPOSED MULTIPLE DWELLINGS
FOR. R.J & A SALVESTRO..
AT.. LOT. 31. D.P. 1083401..
ANTONIO PLACE GRIFFITH N S W

Scale..	1:100 @ A3
Drawing	7 of 11
Date	7-9-22

mick fallon
building design
35 Bringagee Street,
Griffith, N.S.W. 2680 ?
Phone 0417 668155

Design Matters Building Element Summary Table			
Insulation & Colour Details			
Ceiling under roof (excludes garage) - R5.0			
Roof - R1.3 Blanket			
Roof colour - any - (natHERS defaults certified)			
External walls - R2.5 - Wall Wrap (E = 0.9/0.9)			
Internal walls residence/garage - R2.5			
GF party walls - Cavity brick			
FF party walls - Plaster - R2.5 each side shaftliner			
Slab on ground			
Floor above garage - R5.0			
Suspended external floor - R5.00			
Timber frame - no thermal break required			
Window Details			
	WERS code	Max U-value	SHGC +/-5%
Tim Hinged Door SG	STG-037-001	4.3	0.55
#AI Sliding Door SG/CP	DOW-006-010	4.3	0.58
AI Sliding Door SG	DOW-006-004	6.2	0.72
*AI Sliding SG/CP	DOW-001-008	4.5	0.60
AI Sliding SG	DOW-001-001	6.4	0.75
#Unit 1 & 4 only			
*Unit 1 only			
Building sealing			
Downlights are IC rated & sealed (insulated over)			
Exhaust fans - sealed (max 160mm rangehood exhaust)			
Air infiltration seals to external residence and garage internal doors			
Additional details refer to NatHERS Certificate			



Certificate No. #HR-AOLD5V-01

Scan QR code or follow website link for rating details.

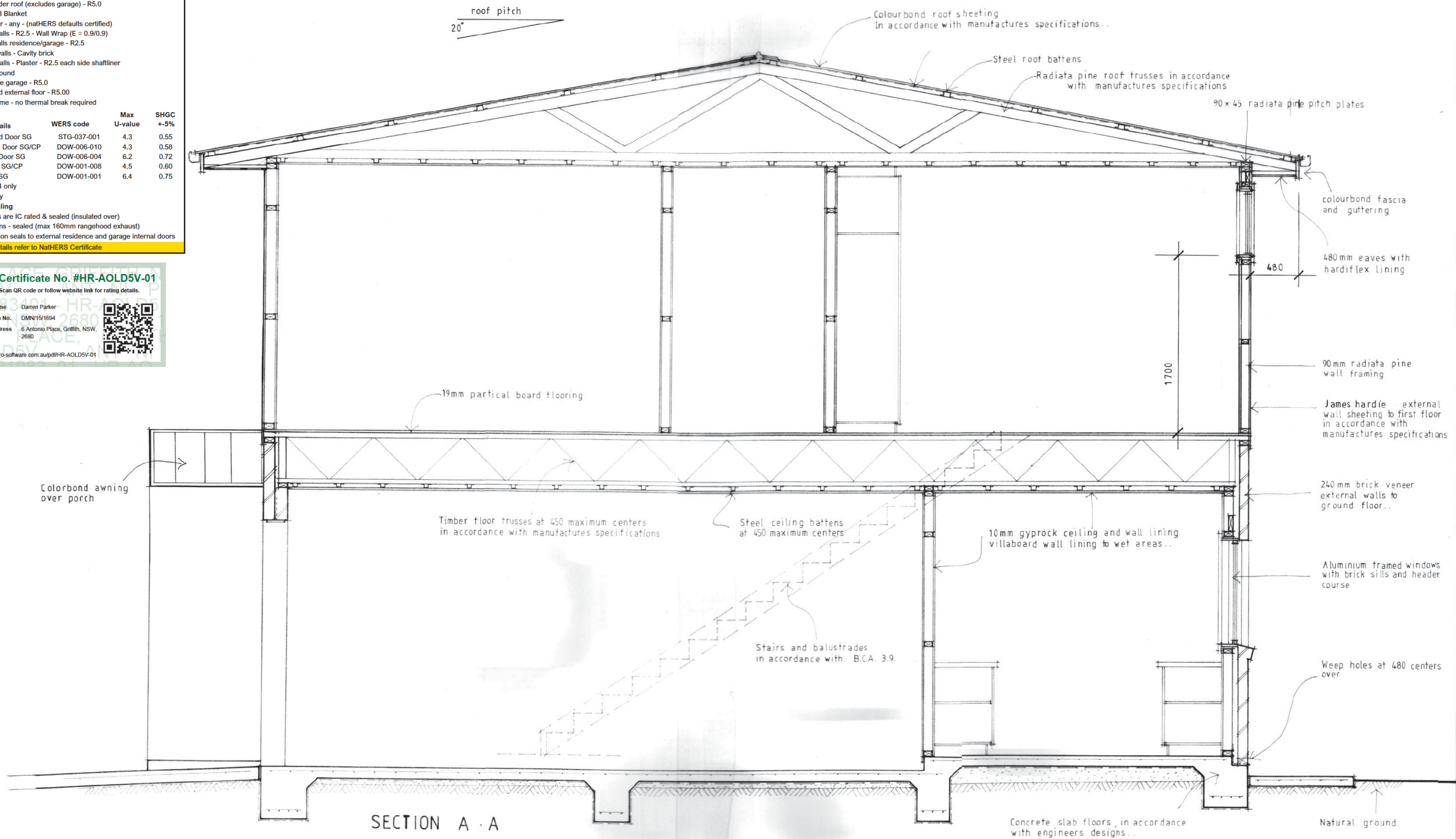
Assessor name: Darren Parker

Accreditation No.: DMN/15/1694

Property Address: 6 Antonio Place, Griffith, NSW, 2680

<http://www.hero-software.com.au/pdf/HR-AOLD5V-01>

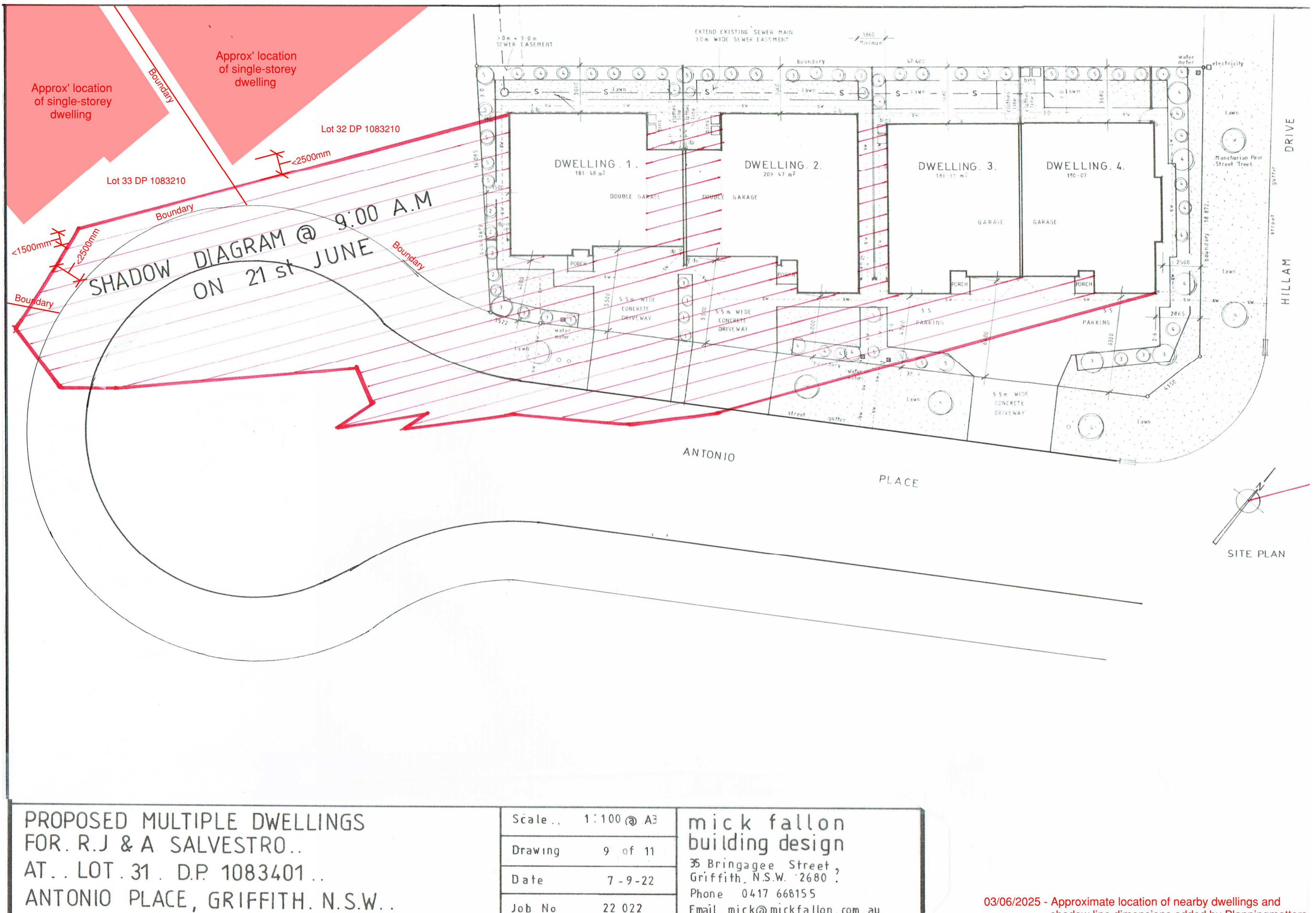


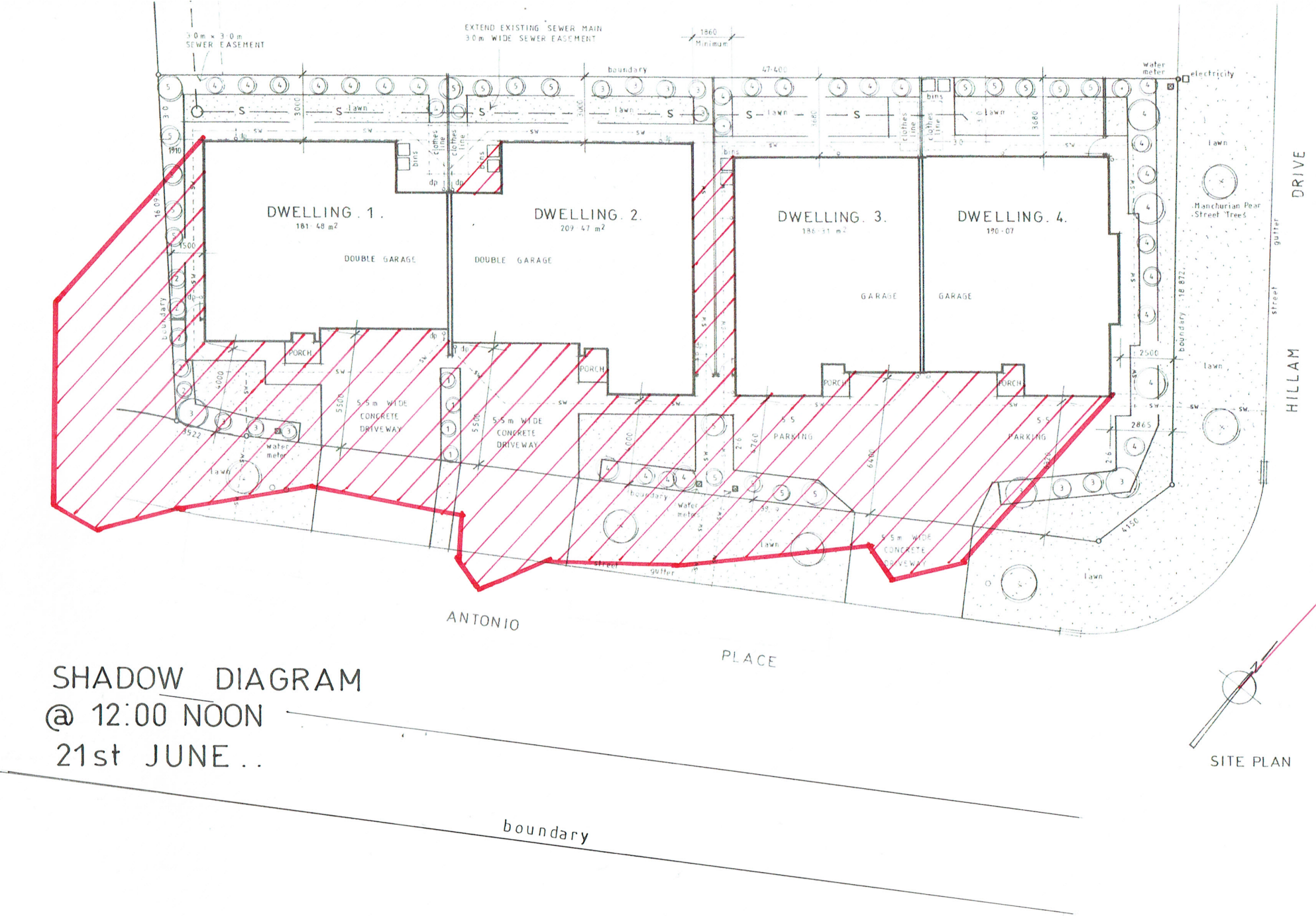


NOTES:
REFER TO ENGINEERS DRAWINGS FOR
CONCRETE FOOTING, SLAB AND ALL STRUCTURAL STEEL DESIGNS...
ALL STRUCTURAL TIMBER FRAMING TO COMPLY WITH
THE NATIONAL TIMBER FRAMING CODE AS 1684...
TERMITE CONTROL IN ACCORDANCE WITH AS 3660.1

Scale.. 1:25 @ A2	mick fallon building design 35 Bringagee Street, Griffith, N.S.W. 2680. Phone 0417 668155 Email mick@mickfallon.com.au
Drawing 8 of 11	
Date 7-9-22	
Job No 22022	

PROPOSED MULTIPLE DWELLINGS..
FOR.. R.J & A. SALVESTRO - FAMILY TRUST..
AT .. LOT 31. D.P 1083401..
.. ANTONIO PLACE, GRIFFITH. N.S.W..

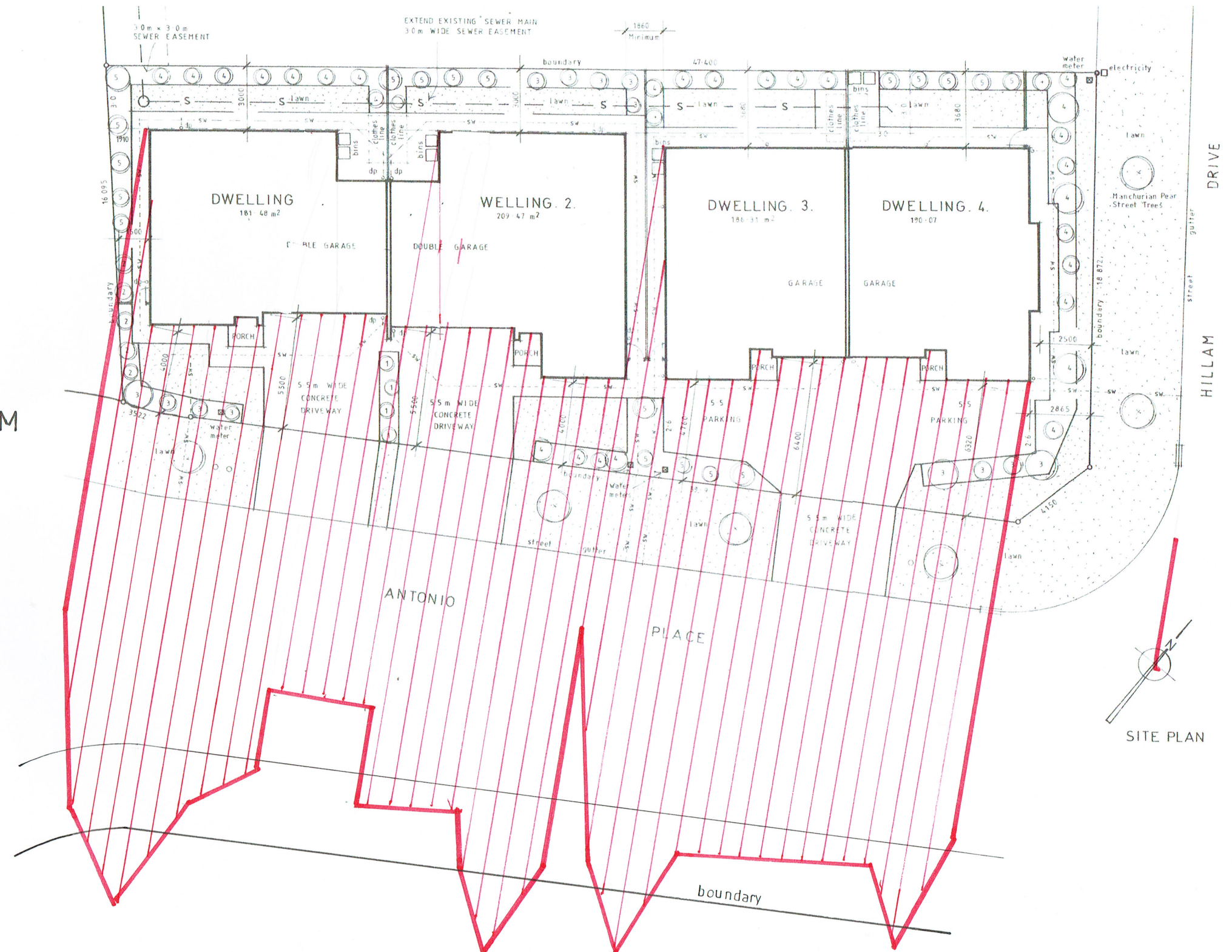




PROPOSED MULTIPLE DWELLINGS
FOR R.J & A SALVESTRO..
AT.. LOT. 31. D.P. 1083401..
ANTONIO PLACE, GRIFFITH. N.S.W..

Scale..	1:100 @ A3	mick fallon building design 35 Bringagee Street, Griffith, N.S.W. 2680 ? Phone 0417 668155 Email mick@mickfallon.com.au
Drawing	10 of 11	
Date	7-9-22	
Job No	22-022	

SHADOW DIAGRAM
3:00 P.M.
21st JUNE..



PROPOSED MULTIPLE DWELLINGS
FOR R.J & A SALVESTRO..
AT.. LOT.. 31.. D.P. 1083401..
ANTONIO PLACE, GRIFFITH. N.S.W..

Scale..	1:100 @ A3	mick fallon building design 35 Bringagee Street, Griffith, N.S.W. 2680 Phone 0417 668155 Email mick@mickfallon.com.au
Drawing	11 of 11	
Date	7-9-22	
Job No	22 022	

Statement of Environmental Effects

Development on
Lot 31 DP 1083401, Antonio Place, Griffith, NSW.



2022.13B

April 2025

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Prepared for:

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[REDACTED]
Griffith NSW 2680

Prepared by:

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Disclaimer:

This document has been prepared by Planningmatters Development Service for Salvestro Enterprises Pty Ltd (the 'client', proponent & 'landowner'). In preparing this document Planningmatters Development Service may have relied upon information and/or data supplied by the client, proponent, landowner, Mick Fallon Drafting (the 'draftsman'), Griffith City Council (the 'Council') or other parties. On this basis, Planningmatters Development Service cannot warrant or verify that the information contained in this document is entirely accurate. This document has been prepared in good faith on behalf of the client (as if it were their own publication) to accompany a Development Application (DA) to Council for the construction of a multiple dwelling development on Lot 31 DP 1083401, Antonio Place, Griffith, NSW.

The client has authorised Planningmatters Development Service to liaise with Council regarding this proposal.

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1.0 DESCRIPTION OF THE SITE & LOCALITY:

The subject land comprises Lot 31 DP 1083401, located on the corner of Hiram Drive and Antonio Place, Griffith, NSW. The site has an area of approximately 895m² and is currently vacant with no vegetation.

The surrounding locality comprises a recently established residential precinct that is occupied by residential dwellings.

Vehicular access to the site can currently be gained informally via either Antonio Place or Hiram Drive. The surrounding road hierarchy is considered to comprise Clifton Boulevard, Hiram Drive and Antonio Place, respectively. Surrounding roads provide for the two-way movement of vehicles and have a speed limit of 50km/h. All surrounding roads are classified as 'local' roads under the control of Griffith City Council.

The subject land is provided with all required essential services such as electricity, reticulated potable water, reticulated sewerage, stormwater drainage, telecommunications and natural gas.

The Neo-Collina residential housing estate within which the subject allotment was created was previously used for horticultural purposes. The former farm was cleared when the residential estate was being constructed. As such, no vegetation existed on either the subject land or adjoining allotments when they were created.



Source: maps.six.nsw.gov.au

Figure 1.1: Aerial image of the immediate locality identifying the subject site.

2.0 DESCRIPTION OF THE PROPOSAL:

2.1 Nature of the proposal & land-use:

The proposed development relates to a new multiple dwelling development on Lot 31 DP 1083401, which is located on the corner of Antonio Place and Hillam Drive, Griffith. The proposal comprises the construction of four (4) free-standing double-storey dwellings with attached garages, three (3) new driveways, front fencing and landscaped areas.

Units 1 & 2 will comprise semi-attached double-storey dwellings with: double garages, a kitchen & dining/living areas on the ground; and 3 x bedrooms, a study, bathrooms & a laundry on the first floor.

Units 3 & 4 will comprise attached double-storey dwellings with: single garages, a kitchen & dining/living areas on the ground; and 4 x bedrooms, a study, bathrooms & a laundry on the first floor.

2.2 Subdivision:

The subject land currently comprises one (1) Torrens title allotment. This DA does not include subdivision of the site. The proposal includes the retention of an easement for sewage burdening the allotment in favour of Council. If Council requires the extension of Council's sewermain to service proposed Units 3 & 4 an easement can be provided over this new sewermain.

2.3 External design:

Whilst the proposal relates to the construction of double-storey dwellings that are not consistent with the height of existing nearby dwellings, the buildings have been purposefully designed not to overlook or overshadow adjoining & adjacent dwellings. The proposed dwellings will have setbacks similar to other dual occupancy & multiple dwelling developments within the wider locality and are not considered to be necessarily incompatible with the design of other dwellings within the wider locality.

2.4 Vehicular access & carparking:

Vehicular access to the site can currently be gained informally off both Antonio Place and Hillam Drive. It is proposed to construct three (3) new driveways off Antonio Place to service the new dwellings, as shown on the submitted plan. The new driveways comprise separate 5.5m wide driveways to service Unit 1 & Unit 2 and a 5.5m wide driveway to service both Units 3 & 4.

The two (2) driveways servicing Units 1 & 2 have been designed to provide access to each dwelling's double garage as well as 2 x stacked visitor parking spaces between the front property boundary and the garages. The single driveway servicing Units 3 & 4 has been designed to provide access to each dwelling's single garage as well as 2 x visitor parking spaces between the front property & each dwelling's living room. The three (3) driveways have been located so as to enable as much on-street parking as possible.

2.5 Traffic generation:

The proposed development comprises the construction of four (4) new dwellings on the subject land, which will result in an increase in the number of vehicle movements within the surrounding locality.

Sections 3.3.1 & 3.3.2 of Transport for NSW's (TfNSW's) *Guide to Traffic Generating Developments* dated October 2002 estimates that the average dwelling house generates approximately 9.0 vehicle trips per day and that 3+ bedroom units generate approximately 5.0-6.5 vehicle trips per day. On the basis that the proposal relates to the construction of two (2) new 3 x bedroom dwellings/units and two (2) new 4 x bedroom dwellings/units the proposal could result in approximately 26-36 additional vehicle trips within the locality per day. Given that any additional vehicle movements will be spread out over the course of the day, it is estimated that additional movements would be less than 5 per hour (based on the movements being spread over an 8 hour day). In any case, the number of vehicles likely to be generated by units on the subject site is anticipated to have been anticipated by Council when it allocated this site and other allotments fronting Antonio Place as a 'multiple dwelling allotments' as part of the original DA that created DP 1083401. The surrounding road network is considered to be able to adequately cater for the anticipated increase in traffic associated with the proposed development.

2.6 Essential services:

Potable water supply is available within the locality and runs along the south-western side of Hiram Drive & the north-western side of Antonio Place. It is proposed to provide four (4) potable water connections to service each of the dwellings. Whilst the potential locations for these new water meters have been identified on the submitted plan, the final location can be confirmed as part of the separate applications to install the water meters. It is acknowledged that Council will require the payment of monetary contributions towards water headworks based on three (3) additional tenements.

Reticulated sewerage is available within the locality. An existing sewer manhole is located in the south-western corner of the site. It is proposed to install a new sewermain running along the site's north-western boundary to service the proposed dwellings. It is acknowledged that Council will require the payment of monetary contributions towards sewer headworks based on three (3) additional tenements.

Underground electricity is available within the locality and runs along the northern side of Hiram Drive and the south-eastern side of Antonio Place. The site's existing electrical connection is located in the northern corner off Hiram Drive. It is proposed to provide electricity to service the proposed dwellings off the site's existing electrical connection.

Underground telecommunications are available within the locality and runs along the north-eastern side of Hiram Drive & the south-eastern side of Antonio Place. The site's existing telecommunications connection is located in the northern corner off Hiram Drive. It is proposed to provide telecommunications to service the proposed dwellings off the site's existing telecommunications connection.

Underground natural gas is available within the locality and runs along the north-eastern side of Hiram Drive & the south-eastern side of Antonio Place. The site's existing natural gas connection is located in the northern corner off Hiram Drive. It is proposed to provide natural gas to service the proposed dwellings off the site's existing telecommunications connection.

2.7 Drainage:

It is proposed to direct stormwater from Units 1, 2 & 3 to the street gutter on Antonio Place and the stormwater from Unit 4 to the street gutter on Hillam Drive. Confirmation of the exact points for stormwater discharge and pipe sizes can be submitted to Council in conjunction with an application for Section 68 Approval.

2.8 Waste:

Waste to be generated as part of this proposal is considered to comprise waste associated with construction of the dwellings and waste associated with occupation of the dwellings.

Waste to be generated during the construction period is anticipated to comprise general builder's debris such as timber, metal, plastics, etc. The proponent is aware that Council may impose a condition of consent requiring waste to be stored on-site during the construction period and disposed at a licensed facility. Provision exists to store waste bins on-site during the construction period.

Waste to be generated by occupants of the proposed dwellings is anticipated to be similar to the type & volume of waste generated by other residential dwellings in the locality. Solid waste generated by occupation/use of the proposed dwellings can be disposed of via Council's kerb-side collection service. It is proposed that each of the new dwellings will have separate garbage & recycling bins that can be stored on-site. Adequate provision exists for each dwelling's bins to be placed adjacent to the kerb on Antonio Place on collection days without restricting arrangements for vehicular access to either the proposed dwellings or other dwellings fronting Antonio Place.

2.9 Construction:

The proposal will require construction activity to be undertaken during daylight hours. Adequate provision exists to store building materials & waste receptacles on-site during the construction period.

3.0 CONSIDERATION OF RELEVANT LEGISLATION:

3.1 Local Government Act 1993:

3.1.1 Section 68 Approvals:

The proposed development will require connection to Council's reticulated water supply system and the provision of new/additional watermeters. A separate application for approval under the provisions of Section 68 of the Local Government Act 1993 can be submitted to Council at a later date.

The proposed development will require connection to Council's reticulated sewerage system and includes an extension of Council's sewer main. A separate application to undertake plumbing (sewer) work under the provisions of Section 68 of the Local Government Act 1993 can be submitted to Council at a later date.

The proposed development will require arrangements to be made for the disposal of stormwater from the dwellings. A separate application to undertake drainage work under the provisions of Section 68 of the Local Government Act 1993 can be submitted to Council at a later date.

3.2 Roads Act 1993

The proposal does not include the opening of any new public roads.

The proposal does include the construction of four (4) new driveways off Antonio Place, as shown on the submitted plan. A separate application for approval under the provisions of Section 138 of the Roads Act 1993 can be submitted to Council at a later date.

3.3 Environmental Planning & Assessment Act, 1979:

3.3.1 Section 4.15 – Evaluation of matters for consideration:

3.3.1.1 Provisions of any Environmental Planning Instruments:

Griffith Local Environmental Plan 2014 (GLEP2014):

Part 2: The subject site is zoned *R1 – General Residential* under the provisions of the GLEP2014. The construction of a multiple dwelling development is considered to be permissible on land zoned *R1* and not inconsistent with the zone's objectives.

Part 3: Not Applicable.

Part 4: cl 4.1: Noted. The minimum lot area requirement of 700m² is listed for Area 'Q' on Sheet LSZ_003C.

cl 4.1AA: Not Applicable.

cl 4.1A: Noted.

cl 4.1B: Noted.

cl 4.1C: Noted.

cl 4.2: Not Applicable.

cl 4.2A: Not Applicable.

cl 4.2B: Not Applicable.

cl 4.2C: Not Applicable.

- cl 4.2D: Not Applicable.
- cl 4.2E: Not Applicable.
- cl 4.2F: Not Applicable.
- cl 4.2G: Not Applicable.
- cl 4.3: Noted.
- cl 4.4: Noted.
- cl 4.5: Noted.
- cl 4.6: Noted.
- Part 5: cl 5.1: Not Applicable.
- cl 5.2: Not Applicable.
- cl 5.3: Not Applicable.
- cl 5.4: Not Applicable.
- cl 5.5: Noted.
- cl 5.6: Noted.
- cl 5.7: Noted.
- cl 5.8: Not Applicable.
- cl 5.9: Noted.
- cl 5.9AA: Noted.
- cl 5.10: Not Applicable.
- cl 5.11: Not Applicable.
- cl 5.12: Not Applicable.
- cl 5.13: Not Applicable.
- cl 5.14: Not Applicable.
- cl 5.15: Not Applicable.
- cl 5.16: Not Applicable.
- cl 5.17: Not Applicable.
- cl 5.18: Not Applicable.
- cl 5.19: Not Applicable.
- cl 5.20: Not Applicable.
- cl 5.21: Not Applicable.
- cl 5.22: Not Applicable.
- cl 5.23: Not Applicable.
- cl 5.24: Not Applicable.
- cl 5.25: Not Applicable.
- Part 6: cl 6.1: Not Applicable.
- cl 6.2: Not Applicable.
- cl 6.3: Noted.
- cl 6.4: Noted.
- Part 7: cl 7.1: Noted.
- cl 7.2: Not Applicable.
- cl 7.3: Not Applicable.
- cl 7.4: Not Applicable.
- cl 7.5: Not Applicable.
- cl 7.6: Not Applicable.
- cl 7.7: Not Applicable.
- cl 7.8: Not Applicable.
- cl 7.9: Not Applicable.
- cl 7.10: Complies.
- cl 7.11: Not Applicable.
- cl 7.12: Not Applicable.
- cl 7.13: Not Applicable.

3.3.1.2 Provisions of any proposed Environmental Planning Instruments:

There are no draft Environmental Planning Instruments that relate to the proposal.

3.3.1.3 Provisions of any Development Control Plans (DCPs):Griffith Community Participation Plan (Dec'2019):

It is anticipated that Council will notify the proposed multiple dwelling developments to surrounding landowners. Should any submissions be received, it is requested that Council provide the applicant & proponent with the opportunity to comment on issues raised in any submissions.

Griffith Residential Development Control Plan 2020 (GRDCP):

The following commentary is provided in relation to the Griffith Residential DCP that was updated in November 2024:

- 3.1: Not Applicable.
- 3.2: Not Applicable.
- 3.3: Not Applicable.
- 3.4: Not Applicable.
- 3.5: Not Applicable.
- 3.6: Not Applicable.
- 3.7: Not Applicable.
- 3.8: Not Applicable.
- 3.9: Not Applicable.
- 3.10: Not Applicable.
- 3.11: Not Applicable.
- 3.12: Not Applicable.
- 3.13: The subject site is located within Precinct 13 – *Old Collina*. The proposal complies with the precinct's specific controls of: a floor space ratio of 0.7 : 1; a maximum height of 9m; and a parking rate of 2 spaces per unit for 3+ bedroom dwelling.
The proposal does not provide for a dedicated visitor parking space seeing though the provisions of clause k in Section 5.5.2 of this DCP only requires the provision of a centrally located visitor parking space for developments containing 5 or more dwellings. That being said, provision exists for 2 x visitors associated with both Units 1 & 2 to park in a stacked format behind the garages and for visitors associated with Units 3 & 4 to park adjacent to the kerb on Antonio Place.
- 3.14: Not Applicable.
- 3.15: Not Applicable.
- 3.16: Not Applicable.
- 3.17: Noted.
- 4.0: This Section of the DCP relates to the construction of dwellings. The following commentary is provided in relation to Section 4.0:
 - 4.1: Noted.
 - 4.2: Whilst a site analysis plan has not been submitted with this DA the proponent's draftsman has taken into consideration the factors listed in Section 4.2 when designing the development.
 - 4.3: a): Complies.
b): Complies.

c): Noted.

Whilst the proposed dwellings are double-storey and therefore not consistent with the height & scale of immediately adjoining dwellings the site is not located amongst a strip of similar house styles fronting a straight length of roadway like most sites in the locality. The subject site is located on the corner of an intersection to a relatively short cul-de-sac that widens to a bulb immediately adjoining the site's south-western corner. This means that the site is not only relatively exposed but that it does not have the same street alignment as the adjoining allotment to the south.

The existing dwelling on adjoining Lot 32 DP1083401 has been sited towards the rear of its allotment, which provides for a considerable setback to not only Antonio place but the common side boundary with the subject site.

The existing dwelling on adjoining Lot 30 DP 1083401 has been sited towards Hillam Drive and oriented towards the west, which reduces the potential for impact arising from development on the subject site.

The dwelling on adjacent Lot 36 DP 1083401 fronts Hillam Drive and despite being oriented towards the west has been setback off Antonio Place, which reduces the potential for impact arising from development on the subject site.

d): Complies.

The garage doors of Units 1 & 2 slightly exceed 50% of the building's elevation facing Antonio Place and have been recessed behind the building's front elevation. In addition, a porch and windows on the ground floor & windows on the first floor have been provided to provide visual interest.

The garage doors of Units 3 & 4 do not exceed 50% of the building's elevation facing Antonio Place but have none-the-less been recessed behind the building's front elevation. In addition, a porch and windows on the ground floor & windows on the first floor have been provided to provide visual interest.

e): Complies.

Windows servicing the living rooms of units 1, 2, 3 & 4 have been provided facing Antonio Place.

f): Complies.

Landscaping will be provided within the building setback areas off both Hillam Drive & Antonio Place to enhance the appearance of the proposed development.

g): Noted.

Whilst there are not street trees along either Hillam Drive or Antonio Place, the proposed driveway locations would not restrict street trees from being planted along the site's nature strips to both Hillam Drive & Antonio Place.

4.4: a): Complies.

b): Complies.

c): Complies.

d): Complies.

e): Complies.

f): Complies.

- 4.5: a): Complies.
b): Noted.
Whilst the proposed development includes the construction of double-storey dwellings which will not be consistent with the height of surrounding dwellings, the proposed buildings will not unreasonably restrict sunlight into adjoining or adjacent properties. The proposed dwellings will disrupt the adjacent dwelling's view of Scenic Hill, but single-storey dwelling(s) with pitched roofs could result in almost the same amount of view loss as double-storey dwellings.
c): Noted.
d): Noted. A landscape schedule & accompanying plan can be submitted to Council for approval prior to the issue of a CC for building works.
- 4.6: a): Complies.
b): Complies.
c): Noted.
d): Noted.
e): Noted. Shadow diagrams for 9:00am; 12:00pm & 3:00pm on 21 June have been submitted with this DA.
- 4.7.1: a): Not Applicable. Refer to commentary relating to clause d below.
b): Not Applicable. Refer to commentary relating to clause d below..
c): Not Applicable. Refer to commentary relating to clause d below.
d): Complies.
The proposed dwellings have a minimum setback of 4.0m which extends to at least 5.5m at the garages along the primary street frontage (ie: Antonio Place).
e): Complies.
The proposed dwellings have a minimum setback exceeding 2.0m with no garages along the secondary street frontage (ie: Hiram Drive).
- 4.7.2: a): Complies.
The building articulation zones associated with Unit 1 comprises a porch which slightly encroaches the building setback area for the site's primary road frontage (ie: Antonio Place) as permitted by this clause.
b): Complies.
The building element (ie: porch) associated with Unit 1 that slightly encroaches the building setback area is external to the primary liveable floor area of the dwelling and does not include the garage.
c): Complies.
b): Noted.
- 4.7.3: a): Not Applicable.
b): Complies.
- 4.7.4: a): Complies.
b): Complies.
c): Noted.
- 4.8: Not Applicable.
- 4.9: a): Noted.
b): Not Applicable for Unit's 1, 2 & 3. Concession sought for Unit 4 on the basis that the living room window face a public road.
c): Noted.
d): Noted.
e): Noted.
- 4.10: a): Complies.
b): Noted.

- 4.11: a): Complies.
b): Noted.
c): Noted.
d): Noted.
- 4.12: a): Noted.
Whilst no street trees currently existing along either Hiram Drive or Antonio Place, new street trees can be planted in the nature strips adjoining the site's frontage to both Hiram Drive & Antonio Place.
b): Noted.
c): Noted.
d): Noted.
e): Noted.
f): Not Applicable.
- 4.13: a): Complies.
b): Complies.
c): Noted.
d): Complies.
e): Complies.
- 4.14: a): Complies.
b): Complies.
c): Noted.
- 4.15: Not Applicable.
- 4.16: a): Not Applicable.
b): Not Applicable.
c): Complies.
The side fence facing Hiram Drive will not exceed a height of 1.8m and will be provided in line with Unit 4's setback to Hiram Drive.
ii) Noted.
iii) Noted.
iv) Noted.
v) Noted.
- 4.17: a): Not Applicable.
b): Complies.
c): Not Applicable.
d): Not Applicable.
- 4.18: a): Noted.
b): Not Applicable.
c): Complies.
d): Noted.
- 4.19: Not Applicable.
- 4.20: a): Noted.
b): Noted.
c): Noted.
- 4.21: Not Applicable.
- 4.22: Not Applicable.
- 5.0: This Section of the DCP relates to the construction of medium density dwellings. The following commentary is provided in relation to Section 5.0:
- 5.1: Complies. The subject land is zoned R1 General Residential. The proposed development is considered to be a multiple dwelling development, which is a type of medium density housing.
- 5.2: Complies. The proposal is considered to be consistent with the objectives.
- 5.3: Not Applicable.
- 5.4: Not Applicable.
- 5.5.1: Not Applicable.
- 5.5.2: The following commentary is provided with regard to multi dwelling housing:

- a): Noted.
- b): Complies.
- c): Complies.
- d): Complies.
- e): Noted. A shared accessway has been provided to service Units 3 & 4.
- f): Not Applicable.
- g): Not Applicable.
- h): Not Applicable.
- i): Not Applicable.
- j): Complies. Provision can be made for at least three (3) cars to park adjacent to the kerb in front of the site on Antonio Place.
- k): The proposed development does not include the provision of a dedicated visitor parking space. It is noted that this clause only requires the provision of a centrally located visitor parking space for developments containing 5 or more dwellings.
- l): Not Applicable.
- m): Noted.
- n): Noted.
- o): Noted.
- p): Noted.
- q): Noted.
- r): Noted.
- s): Noted.
- t): Noted.
- u): Noted.
- v): Noted.
- w): Noted.
- x): Noted.
- y): Noted.
- z): Noted.
- 6.0: Not Applicable.
This section of the DCP relates to Residential Flat Buildings.
- 7.0: Not Applicable.
This section of the DCP relates to Boarding Houses.
- 8.0: Not Applicable.
This Section of the DCP relates to Large Lot Residential development.
- 9.0: Appendix 1 of the DCP requires the provision of 2 parking spaces for dwellings with 3 or more bedroom dwellings and 1 visitor space per 10 bedrooms.
The proposed development provides for two (2) garaged parking spaces for both Units 1 & 2 and one (1) garaged space & one (1) outdoor space for Units 3 & 4. The proposal provides for two (2) visiting vehicles to park in a stacked format in front both Units 1 & 2's garages and for visitors associated with Units 3 & 4 to park adjacent to the kerb on Antonio Place.
- 10.0: Not Applicable.
This Section of the DCP relates to Non-Residential Development.
- 11.0: Not Applicable.
This Section of the DCP relates to Subdivision.
- 12.0: Not Applicable.
This Section of the DCP relates to Site Specific Controls. Given that the site is not located within the Collina Growth Area the provisions of Section 12.0 are not considered to relate to this DA.

3.3.1.4 Any Planning Agreements:

There are understood to be no Planning Agreements that relate to the subject land.

3.3.1.5 Any matters prescribed by the Regulations:

There are not considered to be any matters prescribed by the Regulations that relate to the proposed development.

3.3.1.6 Any coastal zone management plan:

There are no coastal zone management plans that relate to the proposal.

3.3.1.7 The likely impact of the proposed development:

Context and Setting:

The subject land is located within an established residential precinct that is occupied by predominantly single-storey residential dwellings. Whilst the proposed development relates to the construction of double-storey dwellings, the site is considered to be ideal for this type of development seeing though it is located on the south-western side(s) of road carriageways and will not result in detrimental shadowing of adjoining dwellings.

Access, transport and traffic:

Adequate arrangements can be made for vehicular access to the garages associated with the proposed dwellings.

Public Domain:

The proposal is not considered to have a significantly detrimental impact on the public domain.

Utilities:

Adequate arrangements can be made for the provision of potable water supply, disposal of sewerage, drainage and other essential services.

Heritage:

The subject land is not listed as a Heritage item in Schedule 5 of the GLEP2014. The subject site is not considered to be located within a heritage conservation area.

Other land resources:

The proposal is not considered to have any impact on other land resources.

Water:

The proposal is not considered to have any impact on the conservation of water.

Soils:

The proposal is not considered to have a significant impact on soil conservation.

Air & Microclimate:

The proposal is not considered to have any impact on air quality.

Flora & Fauna:

The proposal is not considered to have any impact on flora or fauna.

Waste:

Adequate arrangements can be made for the storage & disposal of waste.

Energy:

The proposal is not considered to be significantly inefficient in term of energy demand.

Noise & Vibration:

The proposal will not result in the generation of offensive noise within the locality.

Natural hazards:

The proposal is not considered to result in any natural hazards.

Technological hazards:

The proposal is not considered to result in any technological hazards.

Safety, security & crime prevention:

The proposal is not considered to generate any significant safety or security issues.

Social impact:

The proposal is not considered to have a detrimental social impact on the locality.

Economic impact:

The proposal is not considered to have a detrimental economic impact.

Site Design and Internal Design:

Whilst the proposal relates to the construction of double-storey dwellings that are not consistent with the height of existing nearby dwellings, the buildings have been purposefully designed not to overlook or overshadow adjoining & adjacent dwellings.

Construction:

The proposal will involve construction activity to be undertaken during daylight hours.

Cumulative impacts:

The proposal is not considered to have a negative cumulative impact on the surrounding locality in terms of the provision of essential services, traffic or noise.

3.3.1.8 The suitability of the site for the development:

The subject site is located within an established residential precinct. Adequate arrangements can be made for vehicular access, drainage and essential services. On this basis, the subject land is considered to be suitable for the proposed development.

3.3.1.9 Any submissions made in accordance with the Regulations:

It is requested that the applicant & proponent be provided with the opportunity to address any issues raised in submissions received by Council.

3.3.1.10 The public interest:

There are not considered to be any Federal, State or Local Government nor Community interests regarding the proposed development.

4.0 CONCLUSION:

The proposed development relates to a new multiple dwelling development on Lot 31 DP 1083401, which is located on the corner of Antonio Place and Hiram Drive, Griffith. The proposal comprises the construction of four (4) free-standing double-storey dwellings with attached garages, three (3) new driveways, front fencing and landscaped areas. Adequate arrangements can be made for the provision of vehicular access, parking, drainage and essential services.

The proposal is considered to be permissible within the zone. The proposal is not considered to have a significantly detrimental impact on the surrounding locality. On this basis, the subject site is considered to be suitable for the proposed development.



ABN: 95 707 366 151

23 Noorilla Street
Griffith NSW 2680

Telephone: 02 6962 2696
Facsimile: 02 6962 2696
Email: info@planningmatters.net.au

Our Ref: 2022.13B
Your Ref: DA 82/2025

3 June 2025

I Mahanama
Assessment Officer
Griffith City Council
PO Box 485
GRIFFITH NSW 2680

Dear Inoka,

DA 82/2025 – Submission of additional information

I wish to acknowledge receipt of Council's letter dated 2 June 2025. Please find below a commentary regarding the number points listed in Council's letter:

1. Please find attached a written request for a variation to the development control listed in clause 4.13b) of the Griffith Residential Development Control Plan.
2. Please find attached an updated shadow diagram for 9am on 21st of June showing the approximate location of the existing dwellings on Lots 32 & 33 DP 1083210, which are located to the south-west of the site. you'll note that the 9:00am shadow is not expected to cause any overshadowing impact to the dwellings on Lot 32 or 33 DP 1083210.
3. The proposed development provides for at least 25% of the area located forward of the proposed building's facades to Antonio Place & Hillam Drive to be landscaped. In this regard, approximately 39% of the site's building setback area off Antonio Place and approximately 88% of the site's building setback area off Hillam Drive will be landscaped.

Should you have any other queries regarding this application please don't hesitate to contact me on 0427 844 374 or by email: mruggeri@planningmatters.net.au



Martin Ruggeri
Principal
Planningmatters Development Service

Request for a Variation to a development control in the Griffith Residential Development Control Plan 2020

A variation is sought to a development control listed in the Griffith Residential Development Control Plan 2020 (GRDCP). This request is sought under the provisions of Clause 1.5 of the GRDCP which provides for non-compliance with strict adherence to the controls listed in the GRDCP providing that a request for a variation is justified.

Below are details relating to proposed development:

Applicant's Name:	Planningmatters Development Service.
Application No:	DA 82/2025.
Consent Authority:	Griffith City Council.
Property Description:	Lot 31 DP 1083401, corner of Antonio Pl & Hillam Dr, Griffith.
Development Description:	Multiple dwelling development.

Below is a commentary relating to the points listed in clause 1.5 of the GRDCP:

1. What is the development control to be varied?

The proposed development seeks a concession to the provisions of Clause 4.13b) of the GRDCP, which relates to the provision of car parking for people visiting the proposed units.

2. Details of the extent of the variation being sought:

Clause 4.13 of the GRDCP requires carparking to be provided in accordance with: Council's Parking Code listed on Appendix 1 of the GRDCP; and the ratios provided for the relevant precinct listed in Section 3 of the GRDCP. The subject site is located in the 'New Collina Precinct, which requires the provision of 2 parking spaces for each 3+ bedroom dwelling & 1 visitor space per 4 units.

The proposed development relates to the construction of 4 x 4 bedroom dwellings, which requires the provision of a total of 9 parking spaces of which 4 need to be located undercover. The proposal provides for up to 6 garaged spaces servicing Units 1-4, 2 dedicated outdoor spaces servicing Units 3 & 4 and up to 4 stacked spaces in front of the garage(s) servicing units 1 & 2. In addition, provision exists to park at least 3 cars adjacent to the kerb on the north-western side of Antonio Place in front of the site, let alone additional spaces on Hillam Drive.

Unlike conventional multiple dwelling developments that often comprise a battle-axe or shared driveway that services most of not all of the proposed dwellings, this proposal provides for each dwelling to front Antonio Place and for 3 driveways to service the development. Whilst this provides for the proposed dwellings to have a street presence similar to dual occupancy developments that often provide for separate driveways servicing dwellings, it means that a single dedicated visitor carparking space is not provided on the site. In comparison, the proposal has been designed so that people visiting the occupants of the dwellings can park in a stacked format behind the garages of Units 1 & 2 and/or adjacent to the kerb on Antonio Place.

The parking requirements for dwellings listed in clause 4.13 of the GRDCP don't require vehicles to enter & leave the site in a forward direction. Nor do the parking requirements relating to Terrace Housing & Multi Dwelling developments listed in clauses 5.5.1 & 5.5.2 of the GRDCP unless the site fronts a busy road or has a driveway length exceeding 30m & 15m, respectively. Considering that clause 5.5.2 of the GRDCP only requires visitor parking spaces to be centrally located on a site if 5 or more dwellings are proposed, the provision of visitor parking in a stacked format on driveways behind garages is considered to be acceptable in this instance. Especially seeing though provision exists for at least 3 vehicles to park adjacent to the kerb on the north-western side of Antonio Place, which complies with the requirement for Terrace Housing listed in clause 5.5.1 of the GRDCP.

3. Details of the specific circumstances of the variation and why it's being requested:

A variation is sought from having to provide a single dedicated visitor carparking space on the basis that the proposed development actually provides for more than 1 vehicle visiting the dwelling(s) to park on-site. Infact at least 4 visiting vehicles can park in stacked format in front of Units 1 & 2's garages and ample provision exists for people visiting Units 3 & 4 to park adjacent to the kerb on the northern side of Antonio Place. Unlike conventional allotments which have a frontage of around 17-20, which only provide for 1 or 2 visitors to park adjacent to the kerb, this proposal provides for 3 visiting vehicles to park adjacent to the kerb on the northern side of Antonio Place. The proposed arrangements for visitor parking associated with the proposed dwellings on this site are not considered to detrimentally impact upon nearby dwellings considering the availability of driveway space available on-site and the site's relatively long frontage to both Antonio Place & Hillam Drive.

4. Are the controls considered unnecessary or unreasonable in the circumstances of the proposal ?

The requirement to provide visitor parking space(s) for multi-dwelling developments is considered to be reasonable, especially in instances where the developments are serviced by a single driveway that does not enable parking in a staked format in front of garage doors. That being said, it could be argued that the provision of dedicated visitor parking spaces is not necessary where dwellings have separate driveways off a public road and/or where visitors can park in a stacked format in front of garage doors. Especially in instances where on-street parking is also available adjacent to the kerb in front of the subject site. The proposed arrangements for visitor parking to cater for this development are no different to what is permitted for Dual Occupancy developments, especially on corner sites. For this reason, the provision of a dedicated visitor parking space is considered to be unnecessary & unreasonable in the circumstances of this proposal.

5. How does the variation achieve the objectives of the development control:

The objectives for medium density housing listed in Section 5.2 of the GRDCP are to: contribute to the availability of affordable housing; enable the development of a diversity of dwelling types; ensure medium density housing is designed to be compatible with the character of the locality and streetscape; encourage medium density affordable housing in areas central to essential community facilities, commercial areas and public transportation; and ensure that medium density housing has safe and efficient vehicle access, manoeuvring areas and car parking. The specific objective for Terrance Housing & multi dwelling developments is: to provide additional dwellings in strategic locations which do not impact the existing amenity of the locality.

The proposed development is considered to: contribute to the availability of affordable housing; and enable the development of a diversity of dwelling types. Whilst double-storey in nature, the external design of the proposed is not considered to be incompatible with the overall character of the wider locality and streetscape. The subject site is not located in an area that is specifically central to essential community facilities or commercial areas but public transport is available within the immediate locality (ie: bus route that travels along Hillam Drive), which connects the New Collina precinct to the city centre. The proposal provides for safe and efficient vehicle access, manoeuvring areas and car parking.

6. Justification as to why the development will not have additional adverse impacts as a result of the variation:

The proposed development provides for visitors to parking in a stacked format in front of multiple garages and adjacent to the kerb on the north-western side of Antonio Place. Considering that only 1 visitor parking space needs to be provided somewhere on the site and that a number of visitors can park in driveways on-site as well as adjacent to the kerb on the north-western side of Antonio Place, the proposed arrangement(s) for visitor are considered to be acceptable in this instance. Infact it could be argued that corner allotments that can be occupied by more than one (1) dwelling shouldn't need to provide a single visitor parking space providing that provision exists to park in a stacked format in front of garages & adjacent to the kerb in front of the site.

Alana McGibbon

From: [REDACTED]
Sent: Monday, 23 June 2025 7:09 PM
To: GCC Admin Mailbox
Subject: Objection to Development Application 82/2025 [SEC=UNOFFICIAL]

Griffith City Council
1 Benerembah Street
Griffith NSW 2680
23 June 2025

[REDACTED]
Griffith NSW 2680

Dear Sir/Madam,

I am writing to formally object to the proposed development application DA82/2025, relating to 4 residential units on the corner of Antonio Place and Hillam Drive, Griffith.

Antonio Place is a small and narrow cul-de-sac which comprises of six blocks. Three blocks have a house, and two blocks have three units on each. As a long-term resident of this quiet cul-de-sac, I have serious concerns regarding the impact this development will have on the amenity, character, and liveability of our street. My objections are outlined below:

The Development Application, 2.1, refers to this development as 4 free-standing double-storey dwellings. This is misleading as, in fact, this development is not free-standing but two storey duplexes.

Excessive shadowing and loss of sunlight - The proposed development will significantly increase overshadowing in the street. In accordance with the supplied shadow plans, at 9am, the shadowing could potentially impact upon my property. However, this is difficult to assess as the shadow plans do not show adjoining properties. The shadowing will have a significant impact upon the next-door property. Their entire front yard will be completely shaded, starving their plants and front lawn from the winter sun. By 3pm, the entirety of the entry to our street is cast in shadow. Additional structures of this scale will reduce visibility and light access, and detracting from the peaceful and sunny atmosphere our neighbourhood enjoys. The development will block the street view of Scenic Hill, an aesthetic appeal of the street and Collina area.

I respectfully request the shadow plans are resubmit, showing the buildings within the cul-de-sac.

Vehicle access within the cul-de-sac - Positioning of vehicle access within the cul-de-sac will exacerbate safety concerns for pedestrians and existing residents, particularly during peak hours. The narrowness of the road poses significant risks when multiple vehicles are entering and exiting simultaneously, especially for families with young children or elderly residents.

I bring to your attention the Fire and Rescue NSW, Fire Safety Guidelines, [Policy](#), 7.1.2, a minimum width required for general fire appliance access is 4.5 meters wide. If vehicles are parked on both sides of the street at the entrance to the cul-de-sac, this significantly impedes fire trucks from entering the street in an emergency, thus, putting lives and property at risk.

Increased vehicle traffic - The cul-de-sac currently accommodates vehicular traffic for the nine residential properties. By adding four additional units, increasing the total buildings in this small street from nine to 13, will result in a disproportionate rise in vehicle traffic and congestion. This is inappropriate for such a narrow and quiet street, especially one not designed to accommodate this level of density or traffic flow. In accordance with sections 3.3.1 & 3.3.2 of Transport for NSW's (TfNSW's) Guide to Traffic Generating Developments, dated October 2002, estimates that the average dwelling house generates approximately 9.0 vehicle trips per day and that 3+ bedroom units generate approximately 5.0-6.5 vehicle trips per day. On the basis that the proposal relates to the construction of two new 3 x bedroom dwellings/units and

two new 4 x bedroom dwellings/units the proposal could result in approximately 26-36 additional vehicle trips within the locality per day.

Given that there is already three x 4 bedroom dwelling houses and six x 3 bedroom units in the cul-de-sac, this equates to 57-66 vehicle trips per day. Add in 26-36 vehicle trips should this development be approved, and you have 83-102 vehicle trips per day within the cul-de-sac per day. Given the narrow size of the cul-de-sac, I believe it is excessive, placing pedestrians at risk. Therefore, it is not in the interest of the public to approve this Development Application.

The Site Analysis Plan is mentioned in the submitted Statement of Environmental Effects (SEE) but not attached. I respectfully request this document.

Garbage collection issues - Garbage bin collection is already challenging due to limited kerb space and the confined nature of the cul-de-sac. With four additional units, the number of bins requiring placement on collection day will significantly increase, leading to overcrowding of the kerb, potential blocking of driveways, and poor visual presentation. As it already is, residents can't park their cars in the street on bin nights due to the number of bins and access issues for the truck driver.

Inadequate green space and visual amenity - The proposed development appears to provide limited private green space for each unit, which is inconsistent with the established residential character of our neighbourhood. Furthermore, the design and appearance of the units are not in keeping with the existing homes in the area, which value generous landscaping, street setbacks, and aesthetic harmony.

Poor street appeal and over development - With this proposal, the number of buildings in the street would increase from nine to 12, dramatically increasing the build density without adequate infrastructure or space to support it. The development represents an over-intensification of the site and lacks the balance and sensitivity expected in responsible urban planning. There are no other two storey buildings in the immediate area, making these units out of character for the street and an eye sore. These units are asylum in appearance and significantly subtract from the street appeal, potentially impacting upon property prices.

For the above reasons, I respectfully urge Griffith City Council to reject this development application in its current form. The proposal is incompatible with the existing residential character, places unreasonable pressure on infrastructure, and poses multiple safety concerns for surrounding residents.

In 2023, a development application for three single storey units to be built on this site was rejected. This was based upon a number of reason including overdevelopment of the site as it was not with the public interest. I find it difficult to justify the proposal for four units on this site given the evident limitations.

I can be contacted on [REDACTED]. I respectfully request my name, address and contact details are withheld.

Regards,
[REDACTED]

Alana McGibbon

From: [REDACTED]
Sent: Friday, 27 June 2025 2:49 PM
To: GCC Admin Mailbox
Subject: Fw: Objection to Development Application 82/2025 [SEC=UNOFFICIAL]

Good afternoon,

Further to my below objection to DA 82/2025, I acknowledge the uploading of shadow diagrams depicting the current residents. While the shadowing does not impact my boundaries, I raise concern for my neighbours' boundaries, which this will impact upon. This shadowing will have an impact upon their front yards; lawns and gardens, which will suffer as a result of the limited winter sunlight.

I object to the proposed use of James Hardie sheeting as the primary external wall material for the first floor units of this proposed development. The established character of the surrounding neighbourhood consists full brick veneer dwellings, which contribute to a consistent and cohesive streetscape. The proposed lightweight cladding is visually inconsistent with the existing built form and fails to complement the prevailing building materials and architectural style of the area. Allowing this development in its current form would undermine the neighbourhood's established character and set an undesirable precedent for future developments. I also fear the appearance of this development will have a negative impact upon house prices.

I acknowledge the document titled Variation Document, number 25/63788. I raise the following objections to this document:

Section 2 states "The proposed development relates to the construction of 4x4 dwellings". This is incorrect and misleading as the plans show 2 x 4 and 2 x 3 dwellings. I question what else is incorrect or misleading in these plans.

Sections 3 talks of "ample provision" for car parking to these units, acknowledging cars will park at the northern (entrance) to Antonio Place.

A development of this capacity comes with a number of people to reside in these units. More residents comes with more cars. More residents also comes with more visitors in cars, causing congesting at the entrance to the cul-de-sac. I bring your attention to the level of congestion at the entrance to cul-de-sac when cars park on either side. I refer to the photo below. This photo clearly shows the congestion and how narrow the entrance to the cul-de-sac is. I again raise serious concern for the safety of people and property should Fire and Rescue NSW be required to attend a fire at a residence within the head of the cul-de-sac.



Section 5 refers to medium density, affordable housing. The Collina area and, in particular, Antonio Place offers predominately houses with open green spaces, landscaped gardens and peaceful surroundings. The proposed development is a typical inner Sydney development and does not complement the neighbourhood.

I strongly oppose this development.

I am happy to speak with you further if required and thank you for your support.

Regards,

[Redacted Signature]

Sent from [Outlook](#)

From: [Redacted]
Sent: Monday, June 23, 2025 7:08 PM
To: GCC Admin Mailbox
Subject: Objection to Development Application 82/2025 [SEC=UNOFFICIAL]

Griffith City Council
1 Benerembah Street
Griffith NSW 2680
23 June 2025

[Redacted Address]

Griffith NSW 2680

Dear Sir/Madam,

I am writing to formally object to the proposed development application DA82/2025, relating to 4 residential units on the corner of Antonio Place and Hillam Drive, Griffith.

Antonio Place is a small and narrow cul-de-sac which comprises of six blocks. Three blocks have a house, and two blocks have three units on each. As a long-term resident of this quiet cul-de-sac, I have serious concerns regarding the impact this development will have on the amenity, character, and liveability of our street. My objections are outlined below:

The Development Application, 2.1, refers to this development as 4 free-standing double-storey dwellings. This is misleading as, in fact, this development is not free-standing but two storey duplexes.

Excessive shadowing and loss of sunlight - The proposed development will significantly increase overshadowing in the street. In accordance with the supplied shadow plans, at 9am, the shadowing could potentially impact upon my property. However, this is difficult to assess as the shadow plans do not show adjoining properties. The shadowing will have a significant impact upon the next-door property. Their entire front yard will be completely shaded, starving their plants and front lawn from the winter sun. By 3pm, the entirety of the entry to our street is cast in shadow. Additional structures of this scale will reduce visibility and light access, and detracting from the peaceful and sunny atmosphere our neighbourhood enjoys. The development will block the street view of Scenic Hill, an aesthetic appeal of the street and Collina area.

I respectfully request the shadow plans are resubmit, showing the buildings within the cul-de-sac.

Vehicle access within the cul-de-sac - Positioning of vehicle access within the cul-de-sac will exacerbate safety concerns for pedestrians and existing residents, particularly during peak hours. The narrowness of the road poses significant risks when multiple vehicles are entering and exiting simultaneously, especially for families with young children or elderly residents.

I bring to your attention the Fire and Rescue NSW, Fire Safety Guidelines, [Policy](#), 7.1.2, a minimum width required for general fire appliance access is 4.5 meters wide. If vehicles are parked on both sides of the street at the entrance to the cul-de-sac, this significantly impedes fire trucks from entering the street in an emergency, thus, putting lives and property at risk.

Increased vehicle traffic - The cul-de-sac currently accommodates vehicular traffic for the nine residential properties. By adding four additional units, increasing the total buildings in this small street from nine to 13, will result in a disproportionate rise in vehicle traffic and congestion. This is inappropriate for such a narrow and quiet street, especially one not designed to accommodate this level of density or traffic flow. In accordance with sections 3.3.1 & 3.3.2 of Transport for NSW's (TfNSW's) Guide to Traffic Generating Developments, dated October 2002, estimates that the average dwelling house generates approximately 9.0 vehicle trips per day and that 3+ bedroom units generate approximately 5.0-6.5 vehicle trips per day. On the basis that the proposal relates to the construction of two new 3 x bedroom dwellings/units and two new 4 x bedroom dwellings/units the proposal could result in approximately 26-36 additional vehicle trips within the locality per day.

Given that there is already three x 4 bedroom dwelling houses and six x 3 bedroom units in the cul-de-sac, this equates to 57-66 vehicle trips per day. Add in 26-36 vehicle trips should this development be approved, and you have 83-102 vehicle trips per day within the cul-de-sac per day. Given the narrow size of the cul-de-sac, I believe it is excessive, placing pedestrians at risk. Therefore, it is not in the interest of the public to approve this Development Application.

The Site Analysis Plan is mentioned in the submitted Statement of Environmental Effects (SEE) but not attached. I respectfully request this document.

Garbage collection issues - Garbage bin collection is already challenging due to limited kerb space and the confined nature of the cul-de-sac. With four additional units, the number of bins requiring placement on collection day will significantly increase, leading to overcrowding of the kerb, potential blocking of driveways, and poor visual presentation. As it already is, residents can't park their cars in the street on bin nights due to the number of bins and access issues for the truck driver.

Inadequate green space and visual amenity - The proposed development appears to provide limited private green space for each unit, which is inconsistent with the established residential character of our neighbourhood. Furthermore, the design and appearance of the units are not in keeping with the existing homes in the area, which value generous landscaping, street setbacks, and aesthetic harmony.

Poor street appeal and over development - With this proposal, the number of buildings in the street would increase from nine to 12, dramatically increasing the build density without adequate infrastructure or space to support it. The development represents an over-intensification of the site and lacks the balance and sensitivity expected in responsible urban planning. There are no other two storey buildings in the immediate area, making these units out of character for the street and an eye sore. These units are asylum in appearance and significantly subtract from the street appeal, potentially impacting upon property prices.

For the above reasons, I respectfully urge Griffith City Council to reject this development application in its current form. The proposal is incompatible with the existing residential character, places unreasonable pressure on infrastructure, and poses multiple safety concerns for surrounding residents.

In 2023, a development application for three single storey units to be built on this site was rejected. This was based upon a number of reason including overdevelopment of the site as it was not with the public interest. I find it difficult to justify the proposal for four units on this site given the evident limitations.

I can be contacted on [REDACTED] I respectfully request my name, address and contact details are withheld.

Regards,

[REDACTED]

Alana McGibbon

From: [REDACTED]
Sent: Wednesday, 25 June 2025 10:54 PM
To: GCC Admin Mailbox
Subject: Objection to Development Application 82/2025 [SEC=UNOFFICIAL]

Dear Sir/Madam,

I am writing to formally object to the proposed development application DA82/2025, relating to 4 residential units on the corner of Antonio Place and Hillam Drive, Griffith.

Antonio Place is a small and narrow cul-de-sac which comprises of six blocks. Three blocks have a house, and two blocks have three units on each. As a long-term resident of this quiet cul-de-sac, I have serious concerns regarding the impact this development will have on the amenity, character, and liveability of our street. My objections are outlined below:

The Development Application, 2.1, refers to this development as 4 free-standing double-storey dwellings. This is misleading as, in fact, this development is not free-standing but two storey duplexes.

Excessive shadowing and loss of sunlight - The proposed development will significantly increase overshadowing in the street. In accordance with the supplied shadow plans, at 9am, the shadowing could potentially impact upon my property. However, this is difficult to assess as the shadow plans do not show adjoining properties. The shadowing will have a significant impact upon the next-door property. Their entire front yard will be completely shaded, starving their plants and front lawn from the winter sun. By 3pm, the entirety of the entry to our street is cast in shadow. Additional structures of this scale will reduce visibility and light access, and detracting from the peaceful and sunny atmosphere our neighbourhood enjoys. The development will block the street view of Scenic Hill, an aesthetic appeal of the street and Collina area.

I respectfully request the shadow plans are resubmit, showing the buildings within the cul-de-sac.

Vehicle access within the cul-de-sac - Positioning of vehicle access within the cul-de-sac will exacerbate safety concerns for pedestrians and existing residents, particularly during peak hours. The narrowness of the road poses significant risks when multiple vehicles are entering and exiting simultaneously, especially for families with young children or elderly residents.

I bring to your attention the Fire and Rescue NSW, Fire Safety Guidelines, [Policy](#), 7.1.2, a minimum width required for general fire appliance access is 4.5 meters wide. If vehicles are parked on both sides of the street at the entrance to the cul-de-sac, this significantly impedes fire trucks from entering the street in an emergency, thus, putting lives and property at risk.

Increased vehicle traffic - The cul-de-sac currently accommodates vehicular traffic for the nine residential properties. By adding four additional units, increasing the total buildings in this small street from nine to 13, will result in a disproportionate rise in vehicle traffic and congestion. This is inappropriate for such a narrow and quiet street, especially one not designed to accommodate this level of density or traffic flow.

In accordance with sections 3.3.1 & 3.3.2 of Transport for NSW's (TfNSW's) Guide to Traffic Generating Developments, dated October 2002, estimates that the average dwelling house generates approximately 9.0 vehicle trips per day and that 3+ bedroom units generate approximately 5.0-6.5 vehicle trips per day. On the basis that the proposal relates to the construction of two new 3 x bedroom dwellings/units and two new 4 x bedroom dwellings/units the proposal could result in approximately 26-36 additional vehicle trips within the locality per day.

Given that there is already three x 4 bedroom dwelling houses and six x 3 bedroom units in the cul-de-sac, this equates to 57-66 vehicle trips per day. Add in 26-36 vehicle trips should this development be approved, and you have 83-102 vehicle trips per day within the cul-de-sac per day. Given the narrow size of the cul-de-sac, I believe it is excessive, placing pedestrians at risk. Therefore, it is not in the interest of the public to approve this Development Application.

The Site Analysis Plan is mentioned in the submitted Statement of Environmental Effects (SEE) but not attached. I respectfully request this document.

Garbage collection issues - Garbage bin collection is already challenging due to limited kerb space and the confined nature of the cul-de-sac. With four additional units, the number of bins requiring placement on collection day will significantly increase, leading to overcrowding of the kerb, potential blocking of driveways, and poor visual presentation. As it already is, residents can't park their cars in the street on bin nights due to the number of bins and access issues for the truck driver.

Inadequate green space and visual amenity - The proposed development appears to provide limited private green space for each unit, which is inconsistent with the established residential character of our neighbourhood. Furthermore, the design and appearance of the units are not in keeping with the existing homes in the area, which value generous landscaping, street setbacks, and aesthetic harmony.

Poor street appeal and over development - With this proposal, the number of buildings in the street would increase from nine to 12, dramatically increasing the build density without adequate infrastructure or space to support it. The development represents an over-intensification of the site and lacks the balance and sensitivity expected in responsible urban planning. There are no other two storey buildings in the immediate area, making these units out of character for the street and an eye sore. These units are asylum in appearance and significantly subtract from the street appeal, potentially impacting upon property prices.

For the above reasons, I respectfully urge Griffith City Council to reject this development application in its current form. The proposal is incompatible with the existing residential character, places unreasonable pressure on infrastructure, and poses multiple safety concerns for surrounding residents.

In 2023, a development application for three single storey units to be built on this lot was rejected. This was based upon building articulation zone elements, rear seatback, landscaping and overdevelopment of the site which was not with the public interest. I now struggle to understand how a development application for four units could be proposed for this site.

I can be contacted on [REDACTED] I respectfully request my name, address and contact details are withheld.

Regards,

[REDACTED]

This email and any attachments may be confidential and contain privileged information. It is intended for the addressee only. If you are not the intended recipient you must not use, disclose, copy or distribute this communication. Confidentiality or privilege are not waived or lost by reason of the mistaken delivery to you. If you have received this message in error, please delete and notify the sender.



To the General Manager

SUBMISSION IN RELATION TO DA 82/2025 – 6 ANTONIO PLACE GRIFFITH

We wish to lodge an objection in regards to DA 82/2025, a multiple dwelling subdivision of 4 dwellings proposed for 6 Antonio Place Griffith.

Our primary concerns are based on the suitability of the Lot to become a double-storey multiple dwelling site rather than a dual occupancy site, as is consistent with other recent development in the neighbourhood, and the effect this will have in relation to pedestrians and kerbside parking as well as obstruction of views for all residents and visitors of Antonio Place.

Suitability of Lot 31 as a multiple dwelling site

The size of Lot 31 is 895m² and this current development application is for **4** freestanding double-storey dwellings. A previous development application 157/2023 for **3** single-storey villas on this Lot was refused as per the Notice of Determination issued 5 June 2024, due to:

- Building articulation zone elements
- Rear setback
- Landscaping
- Overdevelopment of the site
- Against the public interest

According to the Griffith Residential DCP 2020, the Private Open Space (POS) area for a three-bedroom (or larger) unit must each provide a minimum of **90 m²** of private open space per dwelling with at least **50%** of that private open space to be **directly accessible** from a living room and the POS must have a **minimum dimension of 4 m** in any direction to be functionally usable.

Dwellings 1 and 2 have a small, approximately 25m², POS in front of both of the buildings and approximately 45m² POS each in the rear. This is around 70m² in total which is under the minimum 90m² required. It is also clear that the rear yards do not meet the minimum 4 metres in any direction given that they are only 3.6 metres wide.

Dwelling 3 has significantly less POS than Dwellings 1 and 2 and therefore does not meet the minimum POS size and the minimum 4 metres in any direction.

Dwelling 4 has a similar total POS area as Dwellings 1 and 2, which still does not meet the minimum 90m² and also does not meet the minimum 4 metres in any direction.

The allocated car parking areas in front of Dwellings 3 and 4 cannot be included as POS as it is classified as a service area, whereas POS is defined as an area set aside for outdoor living and recreation.

Shadow diagrams for 91 Hillam Drive (a single-storey dwelling located north of 6 Antonio Place), indicate that the rear yards and designated clothes drying areas of Dwellings 3 and 4 don't receive the minimum 2 hours of winter sun. By 10am on June 21 the clothes drying areas are in shade and remain so until the following day. This is not receiving suitable winter sun times between 9am to 3pm as per the DCP.



Diagram showing shade at 10:15am from 91 Hillam Drive into the rear yard of Dwellings 3 and 4

Simply put, 6 Antonio Place, with a Lot size of 895m², cannot adequately accommodate 3 or more 3+ bedroom dwellings and meet the required minimum POS requirements. The Lot is not of an appropriate size and shape for a multiple dwelling development.

Car parking and pedestrian safety

Antonio Place is a small 73-metre-long cul-de-sac that also services a pedestrian walkway, originally developed with six Lots. Two of those Lots are now multiple dwelling sites each containing 3 dwellings. If this proposed development of 4 dwellings is approved, there would be 13 dwellings located within a very short dead-end road. It is also worth noting that the 2 existing multiple dwelling sites in Antonio Place share common driveways - unlike this development application which is proposing three double-car widths 5.5-metre-wide driveways all located along Antonio Place.



Diagram showing existing dwellings and the length of Antonio Place

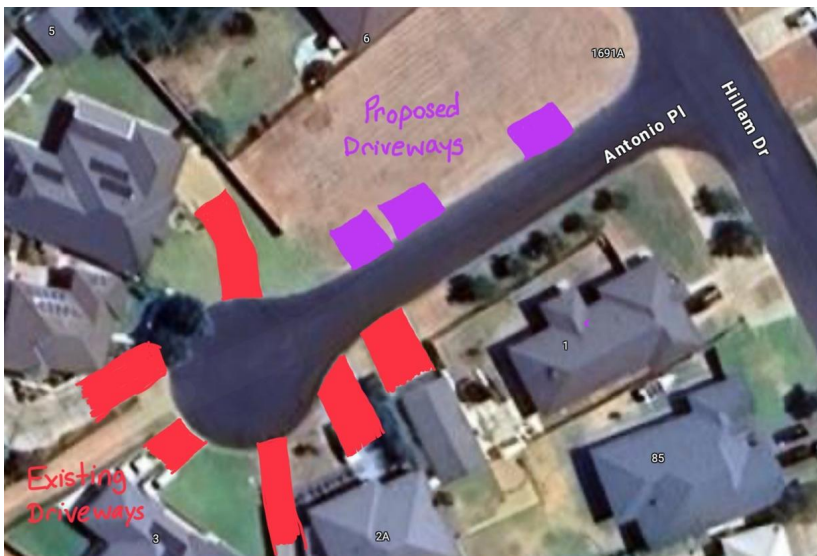


Diagram showing existing and proposed driveways in Antonio Place, limiting car parking

As an owner-occupier resident of Antonio Place for six years, we frequently observe how limited this road is for parking. This regularly interferes with rubbish collection, mail delivery, grocery deliveries, and most importantly, heavy pedestrian movement in the small cul-de-sac due to the walkway.

There are 8 dwellings located in the 'bulb' of the Antonio Place cul-de-sac with extremely limited on-street parking in front of their properties. Most parking occurs within the 45 metre straight section of Antonio Place. This development application is proposing 3 more 5.5-metre-wide driveways along this section which result in less parking and delivery options.

There is a pedestrian walkway at the end of the cul-de-sac that is heavily used. The people using this walkway are school-aged children, young families with prams and children riding bikes or scooters, or residents walking their dogs. At present, these pedestrians walk along Antonio Place in the middle of the road as it's the safest option and most direct route to the walkway. Adding another 4 dwellings, with 3 double-car width driveways, all facing Antonio Place, will make pedestrian movement dangerous and hazardous with greatly increased vehicle movement, limited visibility due to proposed landscaping and cars exiting driveways.

The other issue is bin collection. The placing of bins is already extremely tight. With less kerbside available and introducing 4 more dwellings, there simply will not be enough room left for street parking to service 13 dwellings. This issue will be compounded when Griffith City Council introduce a third bin per dwelling for kerbside collection of food and organic waste.

As previously mentioned, Antonio Place is a short road that is almost at capacity in terms of the number of dwellings.

Building design

Building multiple double-storey buildings does not suit the streetscape or aesthetic of the neighbourhood and impedes view corridors, especially of Scenic Hill.

██████████ Antonio Place, ██████████ to the proposed development. As is the nature of Lots at the end of cul-de-sacs, Lots are typically narrow at the front and wide at the rear of the property. This usually results in buildings having to be constructed further back from the front boundary as is my situation. The view from the front of my property and the front living areas will be affected significantly by the South West elevation of the 8-metre-high dwellings. A single-storey building would have a far less impact and still provide adequate easterly views. We would not be able to view the morning sunrise or observe the weather towards the east. Our neighbour at 1 Antonio Place would have their views of sunsets and Scenic Hill severely impacted, as would the people out walking and taking in the scenery. We are also greatly concerned about the excessive shadowing across the front of our property, garden and road reserve.

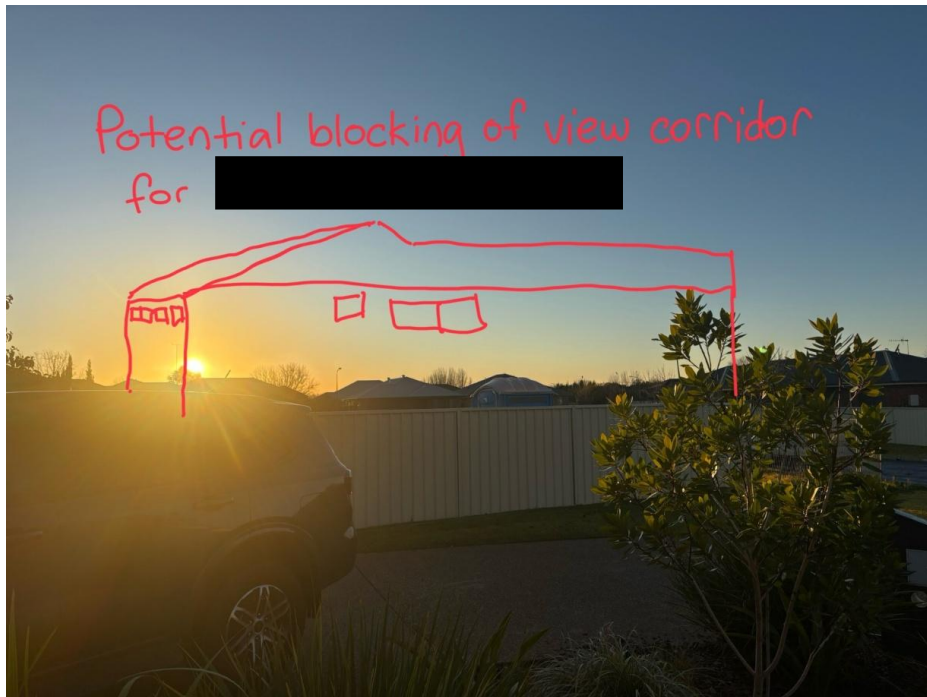


Diagram showing the impact of views from the front of our property, [redacted]

The Griffith residential DCP states that garages must not be over 50% of the front elevation of a building. The width of the garage for Dwellings 1 and 2 exceed this requirement.

Parking for Dwellings 3 and 4 are also an issue. In order to provide enough off-street parking, the single outdoor parking space for each dwelling prevents the site from meeting minimum POS requirements and makes reversing out of these uncovered car spaces very difficult to manoeuvre and potentially hazardous if all spaces were occupied.

Conclusion

Antonio Place is a small, quiet, peaceful and safe cul-de-sac with friendly neighbours that look out for each other – this is one of the primary reasons we chose to purchase our home in this street. The proposed development application, if approved, would negatively impact all residents of Antonio Place a great deal.

DA 82/2025 should be refused for the following reasons:

- The design of the development and size of Lot 31 means that Private Open Space requirements cannot be met;
- Antonio Place is already heavily developed with multiple dwelling Lots already constructed, and with 4 extra dwellings proposed, on-street parking for visitors, delivery access and bin collection will be majorly affected;
- Pedestrian safety will be impacted due to the extra driveways and cars parked on the street, leaving these users to walk in the middle of the road;

- 4 double-storey buildings do not suit the streetscape and impacts on several residents view corridors;
- Adequate parking cannot be provided for Dwellings 3 and 4 without affecting the other dwellings visitor off-street parking.


Considering Council's refusal of DA 157/2023 for 3 single-story dwellings for reasons previously stated above in the issued Notice of Determination, we would be extremely disappointed if Council approves this development proposal.

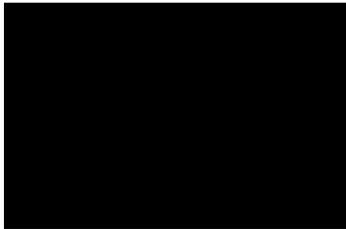
We trust that Council will give the above reasons for objection the due consideration required and refuse the proposed multi-dwelling development for DA 82/2025. Thank you for the opportunity to submit this objection.

Yours faithfully,

[Redacted Signature]



Sent: Tuesday, 1 July 2025 10:19 AM
To: GCC Admin Mailbox; 
Subject: Submission on Development Application No. 82/2025



Date: 1/07/2025

To
The General Manager
Griffith

Good Morning Inoka,

I am writing in response to the public notification of Development Application No. 82/2025 for the proposed construction of four freestanding storey dwellings with attached garages at 6 Antonio Place Griffith

As a nearby resident, I wish to lodge my submission regarding this proposal.

I have the following concerns about the potential impacts of the development:

1.Privacy :The height and positioning of the dwellings may result in overlooking into property , which would reduce the privacy of existing residents.

2.Overshadowing: The scale of the proposed buildings may cause overshadowing, particularly during winter months, impacting access to natural light to my home and garden.

3.Traffic and parking: The addition of multiple new dwellings may increase traffic flow on Antonio Place, and there may be insufficient on-site parking to accommodate residents and visitors, potentially leading to congestion or on-street parking issues.

4.Neighbourhood character: The proposed design appears more intensive than the existing pattern of development in the area, and I am concerned it may not align with the established character .

I respectfully request that Council carefully consider these concerns when assessing the Development Application.

If possible, I would appreciate the opportunity to be informed of any decision or further meetings regarding this proposal through email as I only received letter yesterday .

Thank you for your attention to this matter.

Yours faithfully,

[Redacted Signature]



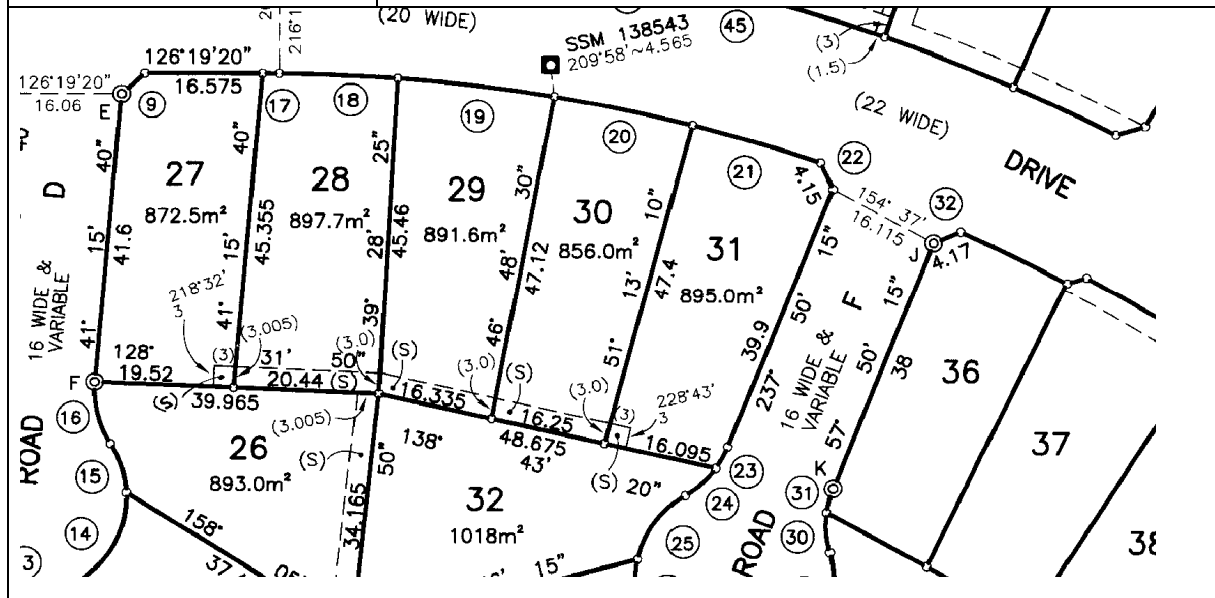
Development Assessment Report

PART ONE: GENERAL ADMINISTRATION

DA No:	82/2025(1)
Property description:	LOT: 31 DP: 1083401 6 Antonio Place GRIFFITH
Description of proposed development:	Multi-dwelling housing development with four (4) two-storey dwellings
Type of development:	Local
DCP Variation	Building Line – two (2) outdoor car spaces forward of building line
Applicant's details:	Planningmatters Development Service 23 Noorilla Street GRIFFITH NSW 2680
Landowner's details:	Salvestro Enterprises Pty Ltd 15 Summers Street GRIFFITH NSW 2680
Landowner's consent:	All landowners have provided consent
Cost of works:	\$1,652,000.00

PART TWO: SITE HISTORY

Proposal	<p>Multi-dwelling housing development with four (4) two-storey dwellings.</p> <p>The proposal comprises the construction of four (4) double-storey dwellings with attached garages, three (3) new driveways, front fencing and landscaped areas.</p> <p>Dwellings 1 & 2 will comprise semi-attached double-storey dwellings with double garages, a kitchen & dining/living area on the ground floor and three (3) bedrooms, a study, bathrooms & a laundry on the first floor.</p> <p>Dwellings 3 & 4 will comprise attached double-storey dwellings with single garages, a kitchen & dining/living area on the ground floor and four (4) bedrooms, a study, bathrooms & a laundry on the first floor. The extra single car spaces for each dwelling are located forward of the proposed dwellings.</p>
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<p>Site description & current land uses</p>	<p>The subject site is located on the corner of Hiram Drive and Antonio Place. The site is currently vacant with no vegetation.</p> <p>The site has an area of approximately 895m², with a lot width of approximately metres to 18.87m to Hiram Drive and a length of 39.9 metres to the Antonio Place. Rear of the lot is burdened by 3m sewer easement from north western boundary.</p> <p>The surrounding locality comprises an established residential precinct that is occupied by low and medium density residential dwellings and some outbuildings.</p> <p>Essential services such as electricity, reticulated potable water, reticulated sewerage, telecommunications, storm water drainage and natural gas are available in the locality.</p> <p>Vegetation within the locality comprises landscaping associated with residential dwellings and street trees.</p> <p>The lot was designated for multi-dwelling development at the time of the overall subdivision and it is within the Section 88B instrument for that purpose.</p>
	



Disclaimer: This map is intended for general information purposes only. Griffith City Council does not guarantee its accuracy, completeness or suitability for any particular purpose. Users must exercise their own skill and care in using this map and carefully evaluate the accuracy, currency, completeness and relevance of the map before relying on it. The map is not a substitute for independent professional advice and, to the extent permitted by law, Griffith City Council is not liable for any loss or damages arising out of any inaccuracy, error or omission contained in the map.



Projection: GDA2020 / MGA zone 55

Date: 25/08/2025

Drawn By: Kerry Rourke

DA 82/2025 - Multi-dwelling Development - 6 Antonio Place Griffith

Map Scale: 1:2000 at A4

Previous applications	DA 157/2023 - Multi dwelling housing and Strata Subdivision- Refused
Previous subdivisions & related properties	DA 138/2003 - Subdivision
Restrictions on the title of land	<ol style="list-style-type: none"> 1. The lot was designated for multi-dwelling use under the Section 88B instrument- Terms of Restriction on use of seventhly referred. 2. Hight of the dwelling in excess of 8.0m – Terms of Restriction on use of fourthly referred – (g)

DP1083401

(Sheet 3 of ³ sheets)

7. Identity of restriction to be created and seventhly referred to in the plan:

Restriction as-to-use on the use of land

Schedule of Lots Affected

Burdened Lots

1-18, 20, 22,
24-26, 28-30,
32, 34, 37-49,
51-56, 58-60,
62, 64, 66-80

Benefited Lots or Authorities

Every other Lot and
Griffith City Council

2. Terms of restriction on use seventhly referred to in the plan The owner of the lot burdened must not erect more than one residence comprising a single dwelling unit on the lot.	
Easement or infrastructure affecting the land	The site contains a 3m sewer easement parallel to the north western /rear boundary.
Existing & proposed development on adjoining land	Dwellings, Multi dwellings and associated outbuildings
Pre-lodgement discussions	Council officers had pre-lodgement discussion in vetting stage. <ul style="list-style-type: none"> • Car parking spots forward of the 2 northern units • Driveway for Unit 1 & 2 - condition driveway separation to be 1m • Previous DA 157/2023
Any previous compliance or enforcement actions	Not aware of compliance or enforcement actions as the land is vacant.

PART THREE: MATTERS FOR CONSIDERATION

Development Assessment Panel (DAP) meeting held on 82/2025.

Issues identified:

- Carparking forward of the building line for units 3 & 4 to determine is a DCP variation is required – if so, request a variation statement under Section 1.5 of DCP.

Additional information

Date requested:	2 June 2025
Details of request:	1. A written request for a variation to controls, in accordance with Part 1.5 of the GRDCP, relating to Part 4.13(b) – Specifically, this relates to the requirement for one (1) visitor parking space per four (4) units in the New Collina precinct (Section 3.14) 2. Amended shadow diagrams, prepared in accordance with Part 4.6(e) 3. Confirmation that 25% of the area forward of the building line is landscaped, in accordance with the Streetscape Controls – Part 5.5.2(n).
Date received:	3 June 2025

SECTION 4.15 Evaluation

Griffith Local Environmental Plan 2014	
Zoning	The subject land is zoned R1 General Residential
Zone objectives	The proposed development is consistent with zone objectives <ul style="list-style-type: none"> • To provide for the housing needs of the community. • To provide for a variety of housing types and densities. • To enable other land uses that provide facilities or services to meet the day to day needs of residents. • To facilitate development of social and community infrastructure to meet the needs of future residents.

	<ul style="list-style-type: none"> To allow people to carry out a reasonable range of activities from their homes, if such activities do not adversely affect the living environment of neighbours. <p>Council can be satisfied that the proposed development is consistent with the aims of the plans and the objectives of the R1 General Residential zone.</p>
Landuse definition	<p>Multiple dwelling development</p> <p>multi dwelling housing means 3 or more dwellings (whether attached or detached) on one lot of land, each with access at ground level, but does not include a residential flat building.</p> <p>Note— Multi dwelling housing is a type of residential accommodation—see the definition of that term in this Dictionary.</p> <p>residential accommodation means a building or place used predominantly as a place of residence, and includes any of the following—</p> <p>(a) attached dwellings, (b) ... (g) multi dwelling housing, (h) ... but does not include tourist and visitor accommodation or caravan parks.</p>
Permissibility	<p>The subject land is zoned R1 General Residential and under Part 2 Land Use Table of Griffith Local Environmental Plan 2014 indicates that multi dwelling residential development permitted with the consent of Council. On this basis the proposed development is considered permissible.</p>
Applicable clauses of the GLEP2014 that relate to the application:	
Clause 7.1 Earthworks	<p>Earthworks associated with construction are proposed.</p>
Clause 5.21 Flood planning	<p>The land is not flood liable.</p>
Clause 7.10 Essential services	<p><i>Development consent must not be granted to development unless the consent authority is satisfied that any of the following services that are essential for the development are available or that adequate arrangements have been made to make them available when required:</i></p> <p>(a) <i>the supply of water</i> (b) <i>the supply of electricity</i> (c) <i>the disposal and management of sewage</i> (d) <i>stormwater drainage or on-site conservation</i> (e) <i>suitable vehicular access</i></p> <p>The site is connected to Council's potable water, sewer, underground electricity, natural gas and telecommunication facilities.</p> <p>Council's drainage system services the site and stormwater to be directed to the street via on-site detention system.</p> <p>A council sewer manhole is located in the western corner of the site. A reticulated sewage system services the site and the new dwellings will create new junctions with the sewer main at the rear of the site.</p>

	The development includes the construction of three new accessways from Antonio Place. Vehicles can enter the site in a forward direction and exist in reverse onto Antonio place.
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State Environmental Planning Policies

The following SEPPs apply to this development:

State Environmental Planning Policies	Assessment
<i>Transport and Infrastructure 2021 – Section 2.48 Electricity</i>	Standard conditions apply.
<i>Housing 2021</i>	NA
<i>Sustainable Buildings SEPP</i>	BASIX certificate is provided with the application and considered acceptable. NatHERS certificates have also been provided.
<i>Transport and Infrastructure 2021</i>	NA


Draft Environmental Planning Instruments

There are no draft EPI's which apply to the proposal.

Development Control Plans

The following development control plans are applicable to the proposed development:

GRIFFITH RESIDENTIAL DEVELOPMENT CONTROL PLAN – SINGLE DWELLING CONTROLS

Provision	Control	Proposal Outline
Floor Space Ratio	Has an FSR calculation been provided for the site in accordance with section 5.3? Does the FSR meet the maximum allowed in the precinct statement?	Compiles. The applicant indicates that the application complies with the DCP provisions related to Floor Space Ratio (FSR) – 0.662:1 It meets the standard of 0.7:1 for the New Collina Precinct and supports maintaining the area as a low-density neighbourhood with strategically located multi-dwelling housing
Maximum Height	Is the dwelling below the maximum height level for the precinct? Has this been shown on the plans in accordance with clause 4.6?	Compiles. 8.0m The height of the dwelling suits the streetscape maintain view corridors.
Parking	Has parking been provided in accordance with the rates in the precinct statement? 	Satisfactory. Three Bedroom Unit - 2 space Visitors – 1 Space per 4 units 4 x Three Bedroom Units – 2x4 = 8 spaces Requirement - 9 parking spaces and 4 need to be located undercover Provided –

Provision	Control	Proposal Outline
		<p>Dwelling 1 and 2 – 4 spaces - undercover parking spaces Dwelling 3 and 4 – 2 spaces undercover parking spaces Two (2) stacked spaces in front of the garage(s) for Dwellings 1 and 2</p> <p>Two (2) onsite outdoor parking spaces are provided in front of Dwellings 3 and 4.</p> <p>The application proposes the addition of two (2) outdoor parking spaces within the site, as there are no alternative locations available for a second car space for dwellings 3 and 4 parking.</p> <p>According to the precinct statement for New Collina, eight (8) parking spaces are required; six (6) undercover spaces have been provided. A variation statement has been submitted by the applicant for the two external spaces adjacent to the property frontage.</p> <p>The proposed development also provides more than 25% of the area in front of the building facades facing Antonio Place and Hiram Drive as landscaped space. Specifically, approximately 39% of the setback area along Antonio Place and 88% along Hiram Drive will be landscaped. Therefore, the proposed two (2) dedicated outdoor parking spaces for Dwellings 3 and 4 are considered acceptable in this instance.</p> <p>Ten (10) parking spaces in total have been provided in accordance with the rates outlined in the Precinct Statement (New Collina) and the Griffith Parking Code.</p> <p>Six (6) undercover parking spaces are included in the development, exceeding the minimum requirement of four (4) spaces under Section 5.5.2(c).</p> <p>As such, the proposal complies with the parking requirements of the DCP. Parking has been provided in accordance with the rates specified in the Precinct Statement.</p> <p>Refer to Conditions for further details.</p>
Precinct Statement	Has the Applicant provided justification the development achieves the outcomes in the Precinct Statement, if applicable?	<p>Satisfactory</p> <p>The site is located within the New Collina Precinct. The Precinct Statement provides the following guidance:</p> <p><i>Future Character</i> – The projected future character of the precinct is to remain a low-density</p>

Provision	Control	Proposal Outline
		neighbourhood with strategically located multi-dwelling housing. The proposed development is in keeping with the character of the precinct and achieves the outcomes outlined in the Precinct Statement
Minimum Site Controls		
5.5.2(b)	Is the minimum lot area 600m ² with a width at the building line of 18m?	Satisfactory. Area of the land – 895 m ² Primary street frontage – 39.9m Secondary street frontage – 18.87m The area of the site is 895m ² , which is significantly larger than the minimum lot size of 600m ² required for multi-dwelling housing. The site is clearly large enough to accommodate four (4) two - storey dwellings. (2 x 3 bed and 2 x 4 bed dwellings) The future planned densities for the New Collina Precinct encourage multi-dwelling housing, which is consistent with this proposal.
Site analysis plan		
4.2	Has a Site Analysis Plan been submitted with the DA?	Satisfactory.
Streetscape		
4.3(a)	If the dwelling is on a corner block, does it address both street frontages?	Satisfactory. The proposed multi-dwelling development is located on a corner lot and addresses both frontages.
4.3(b)	The primary street façade of a dwelling should address the street and incorporate at least two of the design features: • entry feature or porch; • awnings or other features over windows; • recessing or projecting architectural elements; • open verandah; or • bay windows or similar features	Satisfactory. Entry porches with doors and garages with Colorbond doors are designed on the primary façade, incorporating both recessed and projecting elements. A projected side wall with a gable-end roof serves as an architectural feature on the secondary façade of Dwelling 4. Aluminium-framed windows have been incorporated to enhance both street-facing façades and improve the overall aesthetic of the dwellings.
4.3 (c)	Does the proposal fit in with the scale or character of surrounding development? Or, does the development achieve the future development goals of	Satisfactory. The proposal fits in with the scale and character of the surrounding development. The projected future character of the area is to increase residential density through a variety of

Provision	Control	Proposal Outline
	the Precinct as described in the Precinct Statement?	<p>housing types. A low- to medium-density Floor Space Ratio (FSR) has been adopted to encourage higher densities while retaining landscaped areas on individual lots.</p> <p>The lot was designated for multi-dwelling development within the Section 88B instrument for that purpose.</p> <p>The proposed development brings the desired outcomes identified in the Part 2.4.2 of the Griffith Housing Strategy by facilitating an increase in the supply of multi-dwelling housing.</p>
4.3(d)	Is the garage a maximum of 50% of the buildings front elevation?	<p>Satisfactory.</p> <p>The proposed garages, recessed 5.5 metres behind the front building line of the dwellings, incorporate front porches and windows to enhance visual interest and comply with the relevant requirement.</p>
4.3 (e)	Does a window to a habitable room face the street?	<p>Satisfactory.</p> <p>Windows in the habitable rooms are oriented toward the street to enhance the streetscape.</p>
5.5.2(n)	At least 25% of the area forward of the building line is to be landscaped	<p>Satisfactory.</p> <p>The applicant confirms that the application complies with the landscaping provisions of the DCP.</p> <p>Total Area 895m² Total Permeable Landscape Area 237.21m² = 26.5% of Lot area</p> <p>Total landscape area of the – 237.21m² (app. 26.5 % of total area.) Building setback area off Antonio Place - 39% Building setback area off Hillam Drive - 88%</p> <p>Refer to Conditions for further details.</p>
5.5.2(o)	The MDH should be designed to suit the scale and character of the area	<p>Satisfactory.</p> <p>The proposed double-storey dwellings are designed to be consistent with the scale and character of the multi-dwelling developments in the area.</p>
5.5.2(p)	The dwelling forming the front building line to a road is to be designed to address the street. Blank walls with little or no articulation are to be avoided	<p>Satisfactory.</p> <p>Porches, brick veneer external walls on the ground floor, James Hardie wall sheeting on the first floor, and aluminium-framed windows with moulding provide articulation to the dwellings facing Antonio Place and Hillam Drive.</p>

Provision	Control	Proposal Outline
5.5.2(q)	The maximum width of garage door openings facing a primary or secondary road	Satisfactory. The garage door openings measure 5.98 metres wide for double garages and 3.36 metres wide for single garages.
Building Design		
4.4(a)	Is the design generally in accordance with the precinct statement?	Satisfactory. The design is generally consistent with the provisions of the Precinct Statement.
4.4(b)	Are blank front walls spanning 5 m without a physical change avoided?	Satisfactory. Physical changes such as aluminium-framed windows, porches, and Colorbond garage doors are visible from Antonio Place and Hillam Drive and are appropriate to the character of the area.
4.4(c)	Do the side walls visible from the street have a length of 10 m without a physical change?	Satisfactory. The side walls, featuring aluminium-framed windows, are clearly visible from Hillam Drive.
4.4(d)	Are windows facing the street provided in a balanced manner?	Satisfactory. The windows facing the street are provided in a balanced manner.
4.4(e)	Are the materials generally consistent with other buildings in the locality? Have the materials been shown on the plans?	Satisfactory. Materials including brick veneer walls, aluminium-framed windows, Colorbond roofs, gutters and garage doors, brick veneer for the ground floor external walls, and James Hardie wall sheeting for the first floor external walls are selected to ensure consistency with other buildings in the locality.
4.4(f)	Will the proposal overshadow adjacent private open spaces or habitable rooms? (development applications for two storey dwellings should include shadow diagrams or solar study)	Satisfactory. The proposal will have minimal impact on adjoining properties in terms of overshadowing. Overshadowing diagrams have been provided for 21 June, the shortest day of the year, showing that shadowing is limited to a small portion of the front yards of Lots 32 and 33, as well as the Antonio Place Road reserve. The proposal will not overshadow the adjacent private open spaces or habitable rooms, except for a small area at the corner of the lot near the driveway of 5 Antonio Place at 9:00 am and 12:00 pm on 21 June.
5.6.2(r)	Must be a maximum of two storeys above ground level (existing)	Satisfactory. The proposal includes four (4) double-storey dwellings, all with a maximum height below 9 metres.
5.5.2(s)	Where possible, bedrooms should not to be located next to	Satisfactory.

Provision	Control	Proposal Outline
	vehicular accessways, parking areas, air conditioning units or other noise sources.	Driveways are located at the front of the dwellings and provide direct access to each garage.
5.5.2(t)	The windows of habitable rooms in dwellings on opposite sides of an accessway are to be screened by dense landscaping.	Satisfactory. The windows of the living rooms are screened by the proposed landscaping.
5.5.2(u)	The minimum separation between two or more buildings containing a dwelling on the same lot is 1.8 m.	Satisfactory. Dwellings 1 and 2 are separated from Dwellings 3 and 4 by a distance of 1.86 metres.
Height		
4.5(a)	Is the dwelling height less than 9 m?	Satisfactory. Each dwelling has a maximum height of 8.0 metres.
4.5(b)	Does the height of the dwelling suit the streetscape?	Satisfactory. Two-storey houses are not uncommon in the Collina area, and the proposed two-storey development seeks to maximise the number of dwellings within the site. The proposal is consistent with and supports the objectives of the Griffith Housing Strategy.
4.5 (c)	Development plans submitted for two storey dwellings must show Reduced Levels. (RL)	Satisfactory.
4.5(d)	Are the proposed tree heights consistent with dwelling scale?	Satisfactory. Manchurian pear trees are proposed as street trees, as shown in the preliminary landscaping plan submitted with the application. Refer to Conditions for further details.
Solar Access and Energy Efficiency		
4.6(a)	Solar access must be available between the hours of 9 am and 5 pm for a minimum duration of 3 hours to any living area on the 22nd of June for each respective dwelling.	Satisfactory. The solar access of the dwelling has its potential to receive adequate sunlight to living and recreational area.
4.6(b-c)	Where possible, buildings should be oriented on a north-south, east-west axis to maximise solar access to living areas. Windows should be located and shaded so as to reduce summer heat load and to permit entry of winter sunlight.	Satisfactory. The dwellings are oriented to the south-east to maximise solar access to the living and recreational areas.
4.6(d)	Has the location of outdoor clothes drying areas been provided with access to sunlight? Or is there a suitable location for such facilities?	Satisfactory. Outdoor clothes drying areas have been provided in suitable locations with access to sunlight.

Provision	Control	Proposal Outline
4.6(e)	If the dwelling is two storeys, shadow diagrams or a solar study should be provided.	Satisfactory. Shadow diagrams have been provided, demonstrating that the loss of sunlight to adjoining lots is minimal due to the orientation of the property. The proposal complies with the solar access and energy efficiency requirements for both the proposed dwellings and the surrounding properties.
Setbacks		
4.7.1(a-c)	Front Setbacks – Front setbacks must generally be 6 m, however a reduced setback will be considered provided adequate justification is detailed in a Variation Request as per section 1.5.	Not applicable.
4.7.1(d-e)	Front Setbacks – Corner Lots Primary: dwelling – 4 m and garages 5.5, Secondary: dwelling 2.5 m and garages 3.5 m	Satisfactory. Primary road frontage - 4.0 m Garage setback -5.5 m Secondary road frontage - 2.5 m
4.7.2	Building articulation permitted in front setbacks – The building articulation zone is 1.5 m for the primary street frontage	Satisfactory. Dwelling 1 includes a porch that slightly encroaches into the building setback area.
4.7.3(a-b)	Side Setbacks – single storey = 0.9 m with an eaves setback of 450mm Side Setbacks – two storey = 1.5 m with an eaves setback of 900mm	Not applicable Satisfactory. A 1.5-metre setback is provided along the south-western boundary.
4.7.4 (a-b)	Rear Setbacks – ground level = 2m and upper storeys = 3 m	Satisfactory. A 3-metre setback is provided along the rear boundary.
Character Conservation Areas		
4.8 (a) – (c)	This applies to specific Character Conservation Area	Not applicable – this site is not one of those specific areas
Visual and Acoustic Privacy		
4.9(a-b)	Has the development considered the location of windows, and private open space of adjacent dwellings? Has overlooking been considered?	Satisfactory. The required setbacks are provided from all boundaries, and the proposed landscaping and fencing offer adequate privacy to the private open spaces and living areas.
4.9(c)	b) A privacy screen must be provided for any part of a window to a habitable room that is less than 1.5m above the finished floor level of that room if—	Satisfactory. The required setbacks are provided from all four boundaries, with a 1.5-metre setback to the side boundary and a 3-metre setback to the rear boundary. The location of windows has been designed to

Provision	Control	Proposal Outline
	I. the window faces and is less than 3m from a side or rear boundary and the room has a finished floor level of more than 1m above ground level (existing), or II. the window faces and is at least 3m, but not more than 6m, from a side or rear boundary and the room has a finished floor level of more than 3m above ground level (existing).	minimise privacy impacts, with a minimum sill height of 1.7 metres proposed for first-floor windows facing the side and rear boundaries
4.9(d)	Are noise generating plant and equipment shown on the plans and located and screened away from bedrooms on adjacent properties?	Not applicable.
4.9(e)	Does the dwelling include a balcony, if so has overlooking been considered?	Not applicable. No balconies are proposed.
Private Open Space		
4.10(a)	Has a minimum of 15 m ² of PPOS been provided in a location that will receive a good amount of sunlight and with a width of a minimum of 3 m and is directly accessible from a communal living area?	Satisfactory. Each dwelling has garden area greater than 15m ² and direct access from living and dining areas.
4.10(b)	PPOS must not include driveways, turning areas, car spaces, narrow elongated curtilage areas and service areas. Screening must be provided to ensure privacy to users of the PPOS which can include fencing or planted screens.	Satisfactory. The outdoor parking spaces for Dwellings 3 and 4, as well as their private open spaces (POS), are screened by the proposed landscaping. Neighbouring sites are also screened by existing and proposed fences and landscaping. A preliminary landscaping plan has been submitted with the application. Refer to Conditions for further details.
5.5.2(x)	POS must be provided for each dwelling in accordance with Section 4.10	Satisfactory.
Landscape Area Controls		
4.11(b-c)	Can the landscaping areas generally be planted and maintained in accordance with 4.11(b-c)?	Satisfactory. Approximately 26.5% (237.21 m ²) of the total site area is provided as landscaped space. Refer to Conditions for further details.
5.5.2(v- w)	Do the plans show that 15% of the site can be landscaped? A preliminary Landscape Plan must include the nature strip and a combination of tree	Satisfactory. The applicant indicates the application is compliant with these DCP provisions of landscaping area controls.

Provision	Control	Proposal Outline
	planting, for shade, mid height shrubs, lawn and ground covers; 50% of the overall number of trees and shrubs should be species native to the region; a reticulated sprinkler system should be provided; and an ongoing maintenance plan.	<p>The applicant indicates that the application complies with the landscaping area controls outlined in the DCP provisions.</p> <p>Total Area 895m² Total Permeable Landscape Area 237.21m² = 26.5% of Lot area</p> <p>The proposed development provides more than 25% of the area forward of the building facades facing Antonio Place and Hillam Drive as landscaped space. Approximately 39% of the setback area along Antonio Place and 88% of the setback area along Hillam Drive will be landscaped.</p>
Street Trees		
4.12(a-f)	Have street trees been proposed in accordance with 4.12 (a-f)?	<p>Satisfactory. Six (6) street trees, specifically Manchurian Pears, are proposed on the application plans.</p> <p>Refer to Conditions for further details.</p>
Vehicle access and parking		
4.13(a)	Has at least one undercover parking space been provided in a carport or a garage?	<p>Satisfactory. The development provides six (6) undercover parking spaces, exceeding the requirement of four (4) spaces.</p>
4.13(b-d)	Refer to the precinct statement for parking rates and Appendix 1 and Council's <i>Engineering Standards: Subdivision and Development</i> (as amended) for design requirements.	<p>Satisfactory. A minimum of nine (9) parking spaces are required under the provisions of the GRDCP, and ten (10) spaces are provided on-site for this development.</p> <p>Refer to Conditions for further details.</p>
4.13(e)	Are the internal driveways a minimum of 3.5 m wide.	Complies.
5.5.2(c)	Has at least one undercover parking space been provided in a carport or a garage?	<p>Complies. The development provides six (6) undercover parking spaces, exceeding the requirement of four (4) spaces.</p> <p>Dwelling 1 and 2 – Double garages - 4 spaces Dwelling 3 and 4 – Two Single garages and 2 outdoor parking spaces located forward of the dwellings – 4 spaces</p>
5.5.2(d)	Driveways must be a minimum of 3.5 m wide	<p>Complies. The proposed driveways are a 5.5m in wide.</p>
5.5.2(e)	Shared accessways should be used where possible	<p>Complies. Three (3) accessways are proposed.</p>

Provision	Control	Proposal Outline
5.5.2(f)	Should the lot have rear lane access, parking garages must be positioned at the rear of the site	Not applicable
5.5.2(g)	Driveways must be designed to allow vehicles to enter and leave the site in a forward direction for frontages on busy roads or where driveway lengths are greater than 15 m	Satisfactory. Antonio Place is not a busy road. The three driveways allow vehicles to enter the site in a forward direction, and vehicles can safely exit from the garages.
5.5.2(h)	Should three or more dwellings be proposed with a shared access on busy roads, the driveway is to be a minimum width of 5.5 m for the first 6 m in length	Satisfactory. One (1) shared accessway is proposed, with a minimum width of 5.5 metres.
5.5.2(i)	New internal lanes or driveways.	Not applicable. No internal lanes or driveways are proposed.
5.5.2(j)	Where on street parking is currently available in front of the development, the proposed driveways are located so that at least one parking space remains.	Satisfactory. The road can be used for parking by other residents or visitors to existing development within Antonio Place.
5.5.2(k)	Visitor parking is to be located centrally within a development containing 5 or more dwellings New Collina- <small>Precinct Specific Controls</small>	Complies. As the proposed development contains four dwellings, one (1) visitor parking space is required. Two (2) parking spaces are provided in a tandem arrangement for Dwellings 1 and 2 within the driveway forward of the double garages which could be used by visitors to those units.
5.5.2(l)	Internal driveway and lanes are to have lighting designed in accordance with AS 1158.3.1	Not applicable. No internal driveways and lanes are proposed.
5.5.2(m)	Footpaths are to be provided in accordance with Council's Pedestrian & Bicycle Strategy 2018 and Council's Engineering Standards: Subdivision and Development.	Satisfactory. No footpath is required along the nature strip of the site fronting Antonio Place, in accordance with Council's adopted Griffith Pedestrian & Bicycle Strategy. The proposed off-road shared path commences at Hiram Drive and will be constructed along the Hiram Drive boundary of the site.
Parking Design Appendix 1 3.2 Access -	The design of access points and internal circulation should be such that all vehicles can enter and leave the site in a forward direction. - Access to or from a site must be located where it causes the	Satisfactory. Vehicles are able to enter the site in a forward direction.

Provision	Control	Proposal Outline
	<p>least interference to vehicular and pedestrian traffic on a public road.</p> <p>The number of access points from a site to any one street frontage must be limited to 1 entrance and 1 exit (or 1 combined entrance/access) –</p> <p>The potential for on-street queuing should be eliminated by the provision of sufficient standing area for vehicles entering the carpark and loading areas. –</p> <p>Driveway exits need to be located and constructed so that there is adequate intersection sight distance to traffic on the frontage road and sight distance to pedestrians on the frontage road footpath –</p> <p>Accessways must be designed and constructed in accordance with Council's Engineering Standards: Subdivision and Development Standards.</p>	<p>Turning path diagrams are not required for the development.</p> <p>Three (3) access points with a combined entrance are proposed along the site's primary street frontage on Antonio Place. These are not expected to impact the safety or efficiency of the road network.</p> <p>Adequate intersection sight distance is provided for traffic on the frontage road.</p> <p>The access points are located a sufficient distance from the intersection.</p>
3.2.2	Parking area design, dimensions and driveway/aisle widths	Satisfactory.
3.2.3	<p>Vehicle stacking (tandem parking)</p> <p>a) The provision of tandem parking, that is parking of a vehicle directly behind another vehicle, where access to the parking space is via the end of the space, is generally not included for the purpose of tallying car space numbers, except for:</p> <p>i. Single dwellings and residential units where one space may be provided in front of a garage or carport for every residence or unit; and</p>	<p>Satisfactory.</p> <p>Stacked parking for two vehicles is provided for visitors to Dwellings 1 and 2, which have double garages.</p>
3.2.4	<p>Manoeuvrability</p> <p>The minimum turning path for vehicles must be in accordance with AS2890: - For all residential developments a design car turning path will be applied with a minimum design turning circle of 11.5m diameter; -</p> <p>Reversing of a vehicle to exit a carparking space and/or parking</p>	<p>Satisfactory.</p> <p>Turning path diagrams are not required.</p> <p>Not applicable.</p>

Provision	Control	Proposal Outline
	area must not exceed 15 metres in length.	
4.0 4.1	Parking construction Gradients: No access way, driveway, or turning area must have a longitudinal gradient exceeding 10%.	Satisfactory.
4.2	Materials and standards for construction: All areas used for standing and manoeuvring of vehicles must be designed in accordance with Council's Engineering Standards: Subdivision and Development	Satisfactory. The access and parking areas will be constructed of concrete.
Site Facilities		
4.14 (a-c)	Mail boxes, garbage enclosures cloth lines and other site facilities should be integrated in to the development.	Satisfactory
5.6.2(y-z)	Garbage bins are to be stored in the rear yard, side setback or garage of the dwelling. Mailboxes must be provided in accordance with Australia Post's requirements.	Satisfactory Garbage bins are to be stored in the rear yard of each dwelling. Mail boxes can be accommodated within the front setback area.
Rainwater Tanks		
4.15 (a-f)	Are rainwater tanks proposed, if so, do they meet the requirements of 4.15(a-f)? Are all BASIX requirements for rainwater tanks shown on the plans?	Not Applicable Rainwater tanks are not proposed. Complies.
Fencing		
4.16 (a-b)	Front Fences Has a front fence been proposed? If so, review front fence requirements and ensure suitable plans including elevations have been provided.	Not Applicable Front fencing is not proposed.
4.16l	Side And Rear Fences <ul style="list-style-type: none"> New dwellings should show the location and height of side and rear fences on the plans if they are not existing already. Fences should generally be a maximum of 1.8 m tall with a 300 lattice above if proposed, unless adjacent to 	Complies. The side fence facing Hillam Drive will not exceed a height of 1.8m and will be provided in line with dwelling 4's setback to Hillam Drive. Not applicable. Satisfactory. The fencing starts 2.865m behind the building façade.

Provision	Control	Proposal Outline
	a park, reserve, laneway and channels then a height of 2.2 m is permitted. <ul style="list-style-type: none"> Fencing on corner lots should be in accordance with Figure 22. 	
Outbuildings, garages and carports		
4.17	Refer to separate checklist	Not applicable. No outbuildings are proposed.
Stormwater		
4.18	<ul style="list-style-type: none"> Is onsite detention required in accordance with Council's Onsite Detention Policy (CS-CP-404)? Has the detention system been shown on the plans, if not can this be conditioned? Has the stormwater lines discharging to the legal point of discharge been provided on the plans? 	Satisfactory. Onsite detention is required in accordance with Council's Onsite Detention Policy (CS-CP-404). All stormwater runoff must be directed to Council's street system via the onsite stormwater detention system for disposal. The on-site detention tanks are to be provided as per the engineers' details. Refer to Conditions for further details.
Swimming Pools		
4.19	Refer to separate checklist	Not applicable.
Essential Services		
4.20(a)	Is there Electrical Infrastructure located in proximity to the site? If so, has this been considered in the development application?	Not applicable. No above ground electrical Infrastructure is located in proximity to the site.
4.20(b)	Are underground electrical lines proposed to the dwelling?	Satisfactory An underground connection line will be provided to service all four dwelling units.
4.20(c)(i)	Have connections to Council's water and sewer infrastructure been shown on plans?	Satisfactory. A new sewer junction is proposed for the dwellings. Council's sewer main is located in the western corner of the subject allotment. A private service sewer main will be constructed within the development boundaries to provide a connection point for each of the proposed dwellings.
4.20(c)(ii)	If the lot cannot be connected to Council's reticulated sewer service has a land capability assessment been provided? Is the effluent disposal area located on the site plans including an area of at least 200 m ² ?	Not Applicable.
Bushfire Risk		
4.21	Check if the site is considered bushfire prone land.	Not applicable. The site is not classified as bushfire-prone land.
Frost Control Fans		

Provision	Control	Proposal Outline
4.22	Check if any frost control fans within 1000 m of the site.	Not applicable. There is no frost control fan located within 1000 m of the site.

Council Policies

Community Participation Plan	The proposal was required to be notified under CPP Notification period: 10 June – 27 June 2025 Submissions received: Four (4) submissions received. Refer the Attachment C of Business Paper
Section 7.12 (94A) Contributions Plan	A contribution of is payable based on a total cost of \$1,652,000.00 – \$16,520.00 will be conditioned.
Section 64 Developer Services Plans	<div><div>Section 64:Development Services Plan 2012</div><div><div>1 Development Application Details</div><div><div>DA No. 82/2025</div><div>Address: 6 Antonio Place</div></div></div><div><div>2 How Many Equivalent Tenants?</div><div><div><div>Water</div><div>4</div><div>1</div></div><div><div>Sewer</div><div>4</div><div>1</div></div><div><div>Drainage</div><div>4</div><div>1</div></div></div></div><div><div>Contribution Rates</div><div><div>Water</div><div>Water Supply Development Servicing Plan No.1 (Nov 2012)</div><div>\$</div><div>9,477.00</div></div><div><div>as adjusted by the Revenue Policy 2018/2019</div></div><div><div>Sewer</div><div>Sewerage Development Servicing Plan No.1 (Nov 2012)</div><div>\$</div><div>6,643.00</div></div><div><div>as adjusted by the Revenue Policy 2018/2019</div></div><div><div>Drainage</div><div>Collina Drainage Developer Servicing Plan</div><div>\$</div><div>5,220.00</div></div><div><div>as adjusted by the Revenue Policy 2018/2019</div></div></div></div> <div><div>3</div><div><div>Water Development Contribution</div><div>\$</div><div>28,431.00</div></div><div><div>Sewer Development Contribution</div><div>\$</div><div>19,929.00</div></div><div><div>Stormwater Contribution</div><div>\$</div><div>15,660.00</div></div><div><div>Total S64 Development Contribution</div><div>\$</div><div>64,020.00</div></div></div>
Use of Council’s Footpath	Conditions to be applied
Floor Height Policy	Standard condition CCB1258 to be included for floor height
Engineering Guidelines: Subdivision and Development Standards	Have been conditioned where applicable
Building near sewer and water assets	The proposed development is located near Council’s water or sewerage assets.
Onsite Detention Policy	<div><div><input type="checkbox"/> The development falls within OSD affected land the development does exceed 100m²</div><div><input type="checkbox"/> standard OSD conditions to be applied</div></div>

Sealing of Parking & Manoeuvring Areas	Conditions to be applied
Flood Liable Land Policy	The land is not flood liable.
Tree Policy	standard conditions to be applied relating to tree removal

Matters prescribed by the regulations

The regulations Sections 61 (demolition), 62 (fire safety), 63 (temporary structures) and 64 (upgrade of buildings) have been considered as part of this development.

The likely impacts of the development

Consideration	Assessment
Built Environment	The development has been designed sympathetic to the existing dwellings and will not adversely affect the streetscape and the locality. There are also no adverse impacts on the adjoining neighbours' habitable rooms, traffic and parking spaces, solar access or private open space. As such, proposed development is considered acceptable.
Context and Setting	The proposed development meets the requirements of the DCP and will be consistent with the existing and future residential character of the area.
Solar access, privacy and views	Height, design and location of the development will not affect the solar access, views or private open space of the nearest adjoining neighbours' properties.
Access Transport and Traffic	Three driveways proposed
Heritage	No known heritage significance of the site or adjoining properties. The site is not within a heritage conservation area.
Site design and internal design	Suitable for its intended purpose and consistent with the existing and future character of the area.
Stormwater management	<input type="checkbox"/> Stormwater is to connect to the existing system. <input type="checkbox"/> Onsite detention required. Pre and post hydraulic calculations required prior to issue of CC.

The suitability of the site

The subject site is zoned R1 General Residential and the permissibility of the development under Griffith Local Environmental Plan 2014 provides a broad indication that the site is suitable for the proposed development. Based on the assessment under this and other sections within this report it is considered that the site is suitable for the proposed development.

Submissions made in accordance with the Act

The provisions of the Environmental Planning and Assessment Act 1979 the Environmental Planning and Assessment Regulation 2021 and Griffith Community Participation Plan set down consultation, concurrence and advertising requirements for specific types of development applications and taking into consideration any submissions received in response to the notification process.

Notification Description	Required	Submission Period
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Publication in Council Catchup Yes 10 June 2015 – 27 June 2025
and on Facebook

Letters to Neighbours Yes 10 June 2025 – 27 June 2025

Following the closure of the notification period, Council received four (4) submissions of objection and the public participation process has been completed (see Attachment C for Submissions).

The applicant has not provided a response to the concerns raised in the four (4) submissions.

A summary of the issues raised in the submissions is detailed in the table below, however the applicant did not provide any response to the issues raised in the submission, thus comments made in the Statement of Environmental Effects is provided as a response to some of the issues raised.

Submitters' Issues, Applicant's SEE Commentary & Council Assessment	
Excessive shadowing and loss of sunlight	The proposed development will significantly increase overshadowing in the street, have a substantial impact on the adjacent properties, reduce visibility and light access, and detract from the peaceful and sunny atmosphere.
	<u><i>Applicant's SEE Commentary:</i></u> <i>The proposal relates to the construction of double-storey dwellings that are not consistent with the height of existing nearby dwellings, the buildings have been purposefully designed not to overlook or overshadow adjoining & adjacent dwellings and will not unreasonably restrict sunlight into adjoining or adjacent properties.</i>
	<u>Council Officer's Assessment:</u> <u>Overshadowing</u> The proposed development will have minimal overshadowing impact on the adjacent dwellings, as the subject site faces a south-east direction being Antonio Place. However, the proposed dwellings will result in some overshadowing of the front yard of the adjacent properties at 4 and 5 Antonio Place at 9.00am and 12.00pm. Concerns have been raised that the two-storey design of the buildings may lead to overshadowing and a loss of solar access to the private open space areas of these dwellings. Shadow diagrams indicate that parts of the private open space at 4 and 5 Antonio Place, as well as part of the road and nature strip, will be in shadow during mid-winter (21 June). (Refers to Attachments B – Shadow diagrams). DCP Residential Part 4.6 (a) states, a) Solar access must be available between the hours of 9 am and 5 pm for a minimum duration of 3 hours to any living area on the 22nd of June for each respective dwelling. b) It should be noted that the proposed development will not impact the living room areas of the adjacent dwellings. The proposed dwellings are expected to have minimal overshadowing impact on neighbouring properties. Shadowing is primarily cast onto Antonio Place and the nature strip, both non-habitable spaces where overshadowing is considered acceptable in this context. The applicant has submitted shadow diagrams at 9:00 am, 12:00 pm, and 3:00 pm on 21 June, demonstrating that overshadowing from the development will not unreasonably restrict sunlight access to adjacent properties.

Submitters' Issues, Applicant's SEE Commentary & Council Assessment	
	<p>Where overshadowing does occur on adjoining properties, it is limited to portions of the private open space areas.</p> <p>The diagrams provided indicate that shadows cast by the proposed two-storey dwellings will occur in the month of June, and that neighbouring properties will continue to receive a minimum of three hours of direct sunlight.</p> <p>Accordingly, it is considered that these areas will achieve an adequate level of solar access.</p> <p><u>Structures of this scale will reduce visibility and light access</u></p> <p><i>DCP Residential Part 4.5 (a) and (b) states,</i> a) <i>The maximum height of new dwellings should not exceed 9.0 m above the natural ground level measured to the ridge of the roof</i> b) <i>The height of a dwelling should suit the streetscape, maintain view corridors and not unreasonably restrict sunlight to adjacent properties.</i></p> <p>As such, it is understood that the provisions of the GRDCP apply to the proposed two-storey development, which does not prescribe a maximum building height. The height of the proposed dwellings is 8 metres to the ridge, with garage roofs designed at single-storey height. As previously discussed, the development will not unreasonably restrict sunlight access to adjacent properties.</p> <p>It is considered that the height and overall design of the two-storey dwellings are acceptable.</p> <p>The proposal complies with the height and solar access provisions of the GRDCP and is consistent with the established character of the surrounding area. The potential overshadowing impact on neighbouring properties is not considered significant, and solar access to these properties will not be adversely affected by the development.</p>
Private Open Space	<p>The proposed dwellings do not meet the minimum Private Open Space (POS) requirements as stipulated in the GRDCP</p> <p><u>Applicant's SEE Commentary:</u> <i>The proposed dwellings will have setbacks similar to other dual occupancy & multiple dwelling developments within the wider locality and are not considered to be necessarily incompatible with the design of other dwellings within the wider locality.</i></p> <p><u>Council Officer's Assessment:</u> <i>DCP Residential Part 4.10 (a) states,</i> a) <i>Principal Private Open Space (PPOS) must incorporate an envelope with a width of a minimum of 3 m and a minimum area of 15 m² which is directly accessible from a communal living area. 50% of this envelope should receive direct sunlight for three hours between 9am and 5pm on 22nd June.</i></p> <p>Each dwelling is provided with private open space (POS) areas located in the backyard, with a minimum width of 3 metres. These areas are directly accessible from the living and dining rooms and relate well to the internal living areas of the proposed dwellings. The POS areas receive a minimum of three hours of direct sunlight between 9:00 am and 5:00 pm on 22 June, in accordance with solar access requirements.</p>

Submitters' Issues, Applicant's SEE Commentary & Council Assessment	
	<p><i>(Refers to Attachments B– Shadow diagrams).</i></p> <p>The POS areas provided are as follows: Dwellings 1 and 2: 33.9m² each Dwellings 3 and 4: 26.25m² each</p> <p>The proposal complies with the POS provisions of the GRDCP.</p>
Lot size	<p>The lot is not of a suitable size or shape to accommodate a multi-dwelling development.</p>
	<p><u><i>Applicant's SEE Commentary:</i></u> <i>The subject land is zoned R1 General Residential. The proposed development is considered to be a multiple dwelling development, which is a type of medium density housing.</i></p>
	<p><u><i>Council Officer's Assessment:</i></u></p> <p><i>Residential DCP Part 5.2.2 (b) states,</i> <i>b) The minimum lot size for carrying out MDH is 600 m2 with a width at the building line of 18 m.</i></p> <p>Area of the lot – 895m²</p> <p>The proposal complies with Part 5.5.2(b) of the RDCP. The subject site, with an area of 895.0m², satisfies the minimum lot size requirement for multi-dwelling development.</p> <p>The lot was designated for multi-dwelling development at the time of the overall subdivision and it is within the Section 88B instrument for that purpose.</p> <p>The proposal is consistent with and supports the objectives of the Griffith Housing Strategy.</p>
Car parking, pedestrian safety and increased vehicle traffic	<p>The cul-de-sac currently accommodates vehicular traffic for the nine residential properties. By adding four additional units, increasing the total buildings in this small street from nine to 13, will result in a disproportionate rise in vehicle traffic and congestion.</p> <p>Adding another 4 dwellings, with 3 double-car width driveways, all facing Antonio Place, will make pedestrian movement dangerous and hazardous with greatly increased vehicle movement, limited visibility due to proposed landscaping and cars exiting driveways</p>
	<p><u><i>Applicant's SEE Commentary:</i></u></p> <p><i>Clause 4.13 of the GRDCP requires carparking to be provided in accordance with: Council's Parking Code listed on Appendix 1 of the GRDCP; and the ratios provided for the relevant precinct listed in Section 3 of the GRDCP. The subject site is located in the 'New Collina Precinct, which requires the provision of 2 parking spaces for each 3+ bedroom dwelling & 1 visitor space per 4 units. The provision of visitor parking in a stacked format on driveways behind garages is considered to be acceptable in this instance.</i></p>
	<p><i>The proposed development comprises the construction of four (4) new dwellings on the subject land, which will result in an increase in the number of vehicle movements</i></p>

Submitters' Issues, Applicant's SEE Commentary & Council Assessment																
	<p><i>within the surrounding locality. The surrounding road network is considered to be able to adequately cater for the anticipated increase in traffic associated with the proposed development.</i></p> <p><u>Council's Assessment:</u> The proposal meets the parking requirements of the GRDCP and is consistent with the objectives outlined in Part 4.13 of the DCP.</p> <p><u>Precinct Specific Controls</u></p> <table><tr><th>Max. FSR</th><th>Max. Height</th><th>Parking</th></tr><tr><td>0.5:1</td><td>9 m</td><td>1 Bedroom Unit</td></tr><tr><td>Corner Lot</td><td>-</td><td>2 Bedroom Unit</td></tr><tr><td>0.7:1</td><td></td><td>3+ Bedroom Unit</td></tr><tr><td></td><td></td><td>Visitors</td></tr></table> <p>Requirement – Three Bedroom Units - 2 space Visitors – 1 Space per 4 Units 4 x Four /Three Bedroom Units – 2x4 = 8 spaces 9 parking spaces where only 4 need to be located undercover Provided – Dwelling 1 and 2 – 4 spaces - undercover parking spaces Dwelling 3 and 4 – 2 spaces undercover parking spaces</p> <p>Two stacked parking spaces are provided in front of the garages for Dwellings 1 and 2 (Appendix 1 – Griffith Parking Code 3.2.2(i)).</p> <p>Two onsite outdoor parking spaces are provided in front of Dwellings 3 and 4. A variation statement has been submitted by the applicant.</p> <p>In total, ten (10) parking spaces have been provided, consistent with the parking rates outlined in the Precinct Statement (New Collina) and the Griffith Parking Code.</p> <p>The development provides six (6) undercover parking spaces, exceeding the requirement of four (4) spaces as stipulated in Section 5.5.2(c) of the GRDCP.</p> <p>Accordingly, the proposal meets the parking requirements by offering sufficient and convenient parking for both residents and visitors, thereby maintaining the amenity of the site and adjoining properties.</p> <p>Additionally, the proposal includes two (2) extra parking spaces intended for visitor use, arranged in a stacked format behind the garages of Dwellings 1 and 2.</p> <p>The design ensures that vehicle movements will enter and exit the site in a forward direction, enhancing safety and traffic flow.</p> <p>Antonio Place is a local street and the number of dwellings and thus vehicles within the street are within the environmental capacity of the road network. There is adequate room for both vehicles and pedestrians to utilities the street.</p> <p>Hillam Drive is a local access road with moderate current traffic volumes typical of a residential street. The additional traffic generated by the proposed development will not exceed the capacity of the road.</p> <p>Therefore, the development is not expected to cause an unreasonable increase in traffic or adversely affect the amenity of the surrounding residential neighbourhood.</p>	Max. FSR	Max. Height	Parking	0.5:1	9 m	1 Bedroom Unit	Corner Lot	-	2 Bedroom Unit	0.7:1		3+ Bedroom Unit			Visitors
Max. FSR	Max. Height	Parking														
0.5:1	9 m	1 Bedroom Unit														
Corner Lot	-	2 Bedroom Unit														
0.7:1		3+ Bedroom Unit														
		Visitors														
Garbage collection	<p>With four additional units, the number of bins requiring placement on collection day will significantly increase, leading to overcrowding of the kerb, potential blocking of driveways, and poor visual presentation.</p>															

Submitters' Issues, Applicant's SEE Commentary & Council Assessment	
	<p>The addition of four units will significantly increase the number of bins requiring placement on collection day, which may result in kerbside overcrowding, potential obstruction of driveways, and a negative visual impact on the streetscape.</p> <p><u>Applicant's SEE Commentary:</u></p> <p><i>Solid waste generated by occupation/use of the proposed dwellings can be disposed of via Council's kerb-side collection service. It is proposed that each of the new dwellings will have separate garbage & recycling bins that can be stored on-site. Adequate provision exists for each dwelling's bins to be placed adjacent to the kerb on Antonio Place on collection days without restricting arrangements for vehicular access to either the proposed dwellings or other dwellings fronting Antonio Place.</i></p> <p><u>Council's Assessment:</u></p> <p>The site is designated for multi-dwelling development and it has two street frontages. It is likely that the northern unit can utilise Hillam Drive for their garbage bins. There is adequate parking on site for 2 - 4 vehicles per unit so that their cars are on site on bin day.</p>
Fire vehicle	<p>The Fire and Rescue NSW, Fire Safety Guidelines, Policy, 7.1.2, a minimum width required for general fire appliance access is 4.5 meters wide. If vehicles are parked on both sides of the street at the entrance to the cul-de-sac, this significantly impedes fire trucks from entering the street in an emergency, thus, putting lives and property at risk.</p> <p><u>Applicant's SEE Commentary:</u></p> <p>Not addressed in the SoEE.</p> <p><u>Council's Assessment:</u></p> <p>This is outside the bounds of Council's approval process and isn't something that Council has any control over.</p>
Poor street appeal, over development reduce value of the property	<p>The proposed units are considered out of character with the existing streetscape and are likely to detract significantly from the visual appeal of the street.</p> <p><u>Applicant's SEE Commentary:</u></p> <p><i>Landscaping will be provided within the building setback areas off both Hillam Drive & Antonio Place to enhance the appearance of the proposed development.</i></p> <p><i>The proposed development provides for at least 25% of the area located forward of the proposed building's facades to Antonio Place & Hillam Drive to be landscaped. In this regard, approximately 39% of the site's building setback area off Antonio Place and approximately 88% of the site's building setback area off Hillam Drive will be landscaped.</i></p> <p><u>Council's Assessment:</u></p> <p>The loss of property values is not a matter of consideration under the Environmental Planning and Assessment Act.</p> <p>The applicant indicates that the proposal complies with the Floor Space Ratio (FSR) provisions of the DCP – FSR = 0.662:1.</p>

Submitters' Issues, Applicant's SEE Commentary & Council Assessment	
	<p>The development meets the FSR standard of 0.7:1 applicable for the corner lots to the New Collina Precinct, which supports the retention of a low-density character while allowing for strategically located multi-dwelling housing.</p> <p>The proposed multi-unit development is situated on a corner lot and addresses both frontages. Entry porches have been incorporated into the primary façade design, which features a combination of recessed and projecting elements to create visual interest. The garages are recessed 5.5 metres behind the front building line, reducing their visual prominence and contributing to a more pedestrian-friendly streetscape.</p> <p>Additionally, a projected side wall with a gable-end roof, along with aluminium-framed windows, has been included to enhance the architectural detailing and improve the overall aesthetic quality of the street façade along Hiram Drive. (Refer to Attachment B – Front Elevations of the dwellings).</p> <p>Many of the existing houses in the Collina area have been constructed using standard housing plans provided by various project home builders, resulting in predominantly single-storey dwellings with limited variation in the streetscape.</p> <p>While the proposed multi-dwelling development differs in form from the surrounding built environment, it is not inconsistent with the broader character of the area. Two-storey dwellings are not prohibited in Griffith, and there are examples of such developments that integrate successfully without dominating the streetscape.</p> <p>The proposal is compliant with the relevant provisions of the GRDCP and is considered to be consistent with the intended character of the Collina area. Accordingly, the proposed development is not expected to have a detrimental impact on the streetscape or the aesthetic quality of the neighbourhood.</p> <p>The use of James Hardie cladding for the first floor, in combination with brick veneer at the ground level, is consistent with material finishes found within the locality and does not present an adverse visual impact on the streetscape.</p> <p>Overall, the proposed dwellings are considered to maintain and complement Griffith's built character and integrate appropriately into the existing urban context.</p> <p>The lot was designated for multi-dwelling development at the time of the overall subdivision and it is within the Section 88B instrument for that purpose.</p> <p>The proposed development brings the desired outcomes identified in Part 2.4.2 of the Griffith Housing Strategy 2019 by facilitating an increase in the supply of multi-dwelling housing.</p>
Privacy	The proposed dwellings may result in a reduction of privacy for existing residents.
	<u>Applicant's SEE Commentary:</u>
	<i>The proposal relates to the construction of double-storey dwellings that are not consistent with the height of existing nearby dwellings, the buildings have been purposefully designed not to overlook or overshadow adjoining & adjacent dwellings.</i>
	<u>Council's Assessment:</u>
	The upper floors of each proposed dwelling contain bedrooms, while the main living areas are located at ground level.

Submitters' Issues, Applicant's SEE Commentary & Council Assessment	
	<p>Part 4.9 (c) states, <i>a) Dwellings or additions should be designed so that windows, balconies and decks are not situated directly opposite windows of primary rooms (living, kitchen, dining) of any adjoining dwellings, unless privacy issues can be addressed.</i></p> <p>The required setbacks have been provided from all four boundaries, with a 1.5-metre setback to the side boundary and a 3-metre setback to the rear boundary. No balconies are proposed as part of the development. A minimum sill height of 1.7 metres is proposed for all first-floor windows facing the side and rear boundaries, in accordance with privacy requirements.</p> <p>Proposed landscaping and boundary fencing will provide adequate privacy to the ground floor living/dining areas and private open space (POS).</p> <p>No windows are proposed to the upper-floor bedrooms on the north-western and south-western elevations that would result in overlooking of adjacent properties. In addition, views into neighbouring properties are further obscured by existing boundary fencing and the proposed landscaping treatments.</p> <p>As such, the proposal complies with the privacy provisions of the GRDCP and is consistent with the objectives of Part 4.9 of the DCP.</p> <p>Based on the above, it is considered that the proposed development will have minimal impact on the privacy of adjoining properties.</p>
Summary	<p><u>Council's Assessment:</u></p> <p>The proposed development is consistent with the aims and objectives of the Griffith Local Environmental Plan 2014 and complies with the relevant controls outlined in the Griffith Residential Development Control Plan 2020.</p> <p>The multi-dwelling housing proposal aligns with the intended future character of the New Collina Precinct and satisfies the provisions of Part 5.2.2 of the RDCP and Part 2.4.2 of Griffith Housing Strategy 2019.</p> <p>Having considered the submissions received, the assessment has determined that the proposal is in accordance with the applicable planning controls and principles relating to height, bulk, scale, privacy, solar access, and. Parking requirement. On this basis, Council can support the development application, and approval is recommended.</p>

The public interest

The Public Interest	COMMENTS
Federal, State, Local Government interests and community interests	<p>The health and safety of the public will not be adversely affected by the proposal.</p> <p>The proposal is not contrary to any Government policy.</p>

Other applicable legislation i.e. Biodiversity Conservation Act, Local Land Services Act – there are no implications under this legislation for the subject development; the land is vacant residential land within an existing urban area.

PART FOUR: DETERMINATION

It is recommended that Development application 82/2025(1) be determined as **APPROVED**, subject to conditions of consent set out in Attachment A of the Business Paper.

<u>Responsible Officer / Delegated Officer</u> Name: Inoka Mahanama Title: Assessment Officer Date: 18 August 2025	Signature:
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Tree Preservation Order PG-CP-401 (LOCAL POLICY)

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	13 Aug 1996	499	13 Aug 1996
2	14 Jan 2003	25	14 Jan 2003
3	11 May 2010	0142	11 May 2010
4	13 Aug 2013	0255	13 Aug 2013
5	22 Aug 2017	17/205	22 Aug 2017
6	23 Aug 2022	22/209	23 Aug 2022
<u>7</u>	<u>TBA</u>	<u>TBA</u>	<u>TBA</u>

2 Policy Objective

This policy allows for the removal of unsafe or unsuitable trees on public and non-rural land while encouraging replacement vegetation to ensure the tree canopy maintains visual amenity, special landscape characteristics, unique vegetation qualities, and the economic, social and ecological values within the Griffith LGA. For example, native vegetation supports the views and aspects that are important to our tourism industry and minimizes the risk of destabilisation of land, due to inappropriate tree removal.

The objectives of this policy are:

- The protection and conservation of treesTo protect and enhance trees and vegetation in non-rural area including street trees, park trees (including bushland) and trees on private property as an important community and tourism asset;
- The conservation of the natural heritageTo facilitate the removal or pruning of undesirable exotics, environmental weeds, noxious weeds, dangerous trees and any other inappropriate plantings e.g. that are causing damage to buildings or other infrastructure;
- The promotion of a shady and comfortable living environmentTo facilitate the removal or pruning of vegetation for maintenance of existing infrastructure; and
- The provision of environmental corridors for native fauna and floraTo minimise impacts to vegetation with high environmental value eg threatened ecological communities, threatened species and their habitats



3 Policy Statement

The following statements require an understanding of the definitions listed in section 4

3.1 ~~What actions~~Actions that require Council approval?

~~The ringbarking, cutting down, lopping, topping, removing, injuring, poisoning or wilful destruction of any tree or trees within urban areas, including villages.~~

Council approval is required for any tree work including, cutting down, lopping, topping, removal, of any tree or trees within urban areas, including villages.

Trees must not be ringbarked, injured, poisoned or wilfully destroyed within urban areas including villages.

3.2 ~~What is meant by 'tree'?~~

~~A 'tree' means a perennial plant more than one three metres in height, having a permanent woody self-supporting main stem or trunk. For the purposes of this plan those trees requiring approval will have attained:~~

- ~~• height of 3.5 3.0m, or~~
 - ~~• canopy diameter of 1 m3.0m, or~~
 - ~~• trunk diameter of 200 400mm at the ground.~~
- As per the definition of a tree

3.3 ~~What is meant by lopping?~~

~~Reducing the height or branch spread of the tree by more than 10%.~~

3.42 ~~What is excluded in this order?~~Exclusions from this order

- Removal or pruning of any fruit tree or pruning of any tree for regeneration. For example pollarding. Not all species of trees are suitable for pollarding and professional advice from a qualified arborist ought to be obtained
- Any tree which is dying or dead or which has become dangerous to human life or could cause significant property loss.
- Biosecurity Authorisation under the Biosecurity Act 2015

3.5 ~~If the tree/vegetation is a bushfire hazard can I remove it?~~ Tree removal for bushfire hazard reduction

~~You are able to remove/interfere with a tree or vegetation on land when:~~ Prior to the removal of a tree for bushfire hazard reduction



- (a) ~~(a) it is located within a recognised asset protection zone or fire trail and is a bushfire hazard, and Rural fires authorisation must be obtained under the Rural Fires Act 1997 e.g. in accordance with the NSW Rural Fires Act 1997, and~~
 - (b) The tree must be located within a recognised asset protection zone or fire trail and is a bushfire hazard, and
 - (c) ~~you have~~ Council has been advised ~~the council~~ in writing at least 14 days prior to ~~your the~~ action to remove/interfere with the tree(s)/vegetation and ~~council had previously advised you that~~
- ~~———— (i) the tree/vegetation was located within a asset protection zone or fire trail, and~~
~~———— (ii) the tree/vegetation was of a type that was likely to present a fire hazard~~
~~———— OR~~
~~———— (c) such action would protect human life, buildings or other property from imminent danger from a bushfire burning in the vicinity.~~

3.6 Approval

Approval is obtained by completing the Tree Preservation Order (PG-FO-401) form at Council's Customer Service Centre, 1 Benerembah Street, Griffith. You should make sure that you include a diagram showing where the tree you want to remove or lop is located and list reasons for the lopping/removal. This will assist the inspector in deciding whether to approve the request.

3.7 Development Applications

Approval to remove trees as defined by this policy is granted whereby a Development Application has been approved, and the tree in question is located directly within the footprint of the proposed building development. Other trees may also be removed where they have been indicated on the approved plans and not otherwise conditioned to be retained on the Notice of Determination.

3.8 Trees on Public Land

If you have issues with trees on public land phone Griffith City Council's Customer Service on 1300 176 077.

3.9 Trees on Neighbours Property

Council has no power to order the owner of a tree to remove or prune a tree on their property apart from under the provisions of the Biosecurity Act 2015.

When a tree is growing on a boundary, ownership is determined by which side of the boundary the centre of the trunk originated, or which side of the boundary, the majority of the trunk's diameter exists (at ground level).



If you have issues with trees on your neighbour's property, contact the Community Justice Centre (www.cjc.nsw.gov.au) on 1800 990 777 or via email cjc-info@agd.nsw.gov.au.

If all mediation attempts between neighbours fail, contact NSW Land and Environment Court (www.lawlink.nsw.gov.au/lec) on 02 9113 8200.

4 Definitions

Tree

A 'tree' is a perennial plant more than three metres in height, having a permanent woody self-supporting main stem or trunk. For the purposes of this plan those trees requiring approval will have attained:

- height of 3.0m, or
- canopy diameter of 3.0m, or
- trunk diameter of 400mm at the ground.

Lopping

Lopping is the action of removing branches and limbs, resulting in the reduction of height or branch spread of a tree by more than 10%. Lopping is different to pollarding.

Pollarding

Pollarding is a pruning technique where the upper branches of a tree are removed, typically to a specific height, to encourage dense, new growth. It's a way to control a tree's size and shape, often used in urban areas to manage tree size near power lines or buildings. Not all species of trees are suitable for pollarding and professional advice from a qualified arborist ought to be obtained.

~~None~~

5 Exceptions

~~None~~The removal or pruning of trees by Council on Council owned/managed land authorised by Griffith City Council and provided that an assessment of the tree work is carried out in accordance with this policy or in accordance with a plan of management for the land.

The removal of vegetation by Council in accordance with Council's Tree Policy shall be recorded in Council's Tree register.



6 Legislation

[State Environmental Planning Policy \(Biodiversity and Conservation\) 2021](#)
[State Environmental Planning Policy \(Vegetation in Non-Rural Areas\) 2017](#)
[Section 629 of the Local Government Act 1993](#)
[Environmental Planning and Assessment Act 1979](#)
[Biodiversity Conservation Act 2016](#)
[Local Land Services 2013](#)

None

7 Related Documents

None

8 Directorate

Sustainable Development



Tree Policy PG-CP- 402 (LOCAL POLICY)

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	9 Oct 2007	0357	9 Oct 2007
2	9 Sep 2008	0363	9 Sep 2008
3	11 May 2010	0142	11 May 2010
4	13 Aug 2013	0255	13 Aug 2013
5	22 Aug 2017	17/205	22 Aug 2017
6	23 Aug 2022	22/209	23 Aug 2022
<u>7</u>			

2 Policy Objective

2.1 Tree Policy Aims

Introduction

This policy (document) is designed to help residents, property owners, authorities, Council officers, contractors, developers and those working with Council to understand the City's requirements for tree management.

The Policy Aims

1. The aim of the tree policy is to improve the quality of streetscapes, parklands and private land in urban areas within the Council area:
 - (a) Establishing and maintaining maximum tree canopy cover within the City including an optimal level of age and species diversity.
 - (b) Promoting efficient and cost-effective management of the urban trees.
 - (c) Integration of tree management with corporate goals and other policy objectives.
 - (d) Maintaining trees in a healthy condition through appropriate and recognised current practices.
 - (e) Providing criteria for the selection of trees and parklands that provides a more cohesive approach throughout the City.
 - (f) Selecting, situating, and maintaining trees appropriately to maximise their benefit and minimise hazards, nuisance, infrastructure and hard surface damage and maintenance costs.
 - (g) Providing a framework to ensure retention of trees where appropriate through the development process.
 - (h) Residents are to be aware that, when planting trees and shrubs, some areas within the Griffith LGACouncil have a high salt table.



- (i) Soil erosion should also be taken into consideration at all times and steps taken to overcome it.
- (j) Providing a framework to ensure space for the planting of trees (especially large trees) within the suburban development process.
- (k) Defining a framework and criteria for the listing and management of significant trees.
- (l) Informing and educating the community in regard to public tree management.
- (m) Maintaining an up-to-date computerised tree management system for street trees and trees in public open space.
- (n) Provides a mechanism which places a monetary value on Council's street trees.

3 Policy Statement

3.1 Tree Establishment and Protection for Private Development Sites

The City **considers** trees and vegetation important elements of the physical environment and understands the range of benefits they provide the community.

A fundamental aspect to the successful establishment of the new trees and preservation and management of existing urban trees is the provision of sufficient space to allow trees to grow and develop without conflicting with surrounding infrastructure with private development sites. This includes the protection of established trees from damage when changes to their surrounding environment occur.

Private developers will be **required** to protect large healthy trees through the development process and to set aside landscaped areas for new tree planting.

- (a) Landscaped envelopes that provide sufficient space to facilitate successful tree planting and establishment and will form an integral component of maintaining a treed city. The requirement for landscaped envelopes will encourage developers and residents to provide adequate space and undertake tree planting on private sites.
- (b) To assist with the preservation of established elements of Griffith's urban trees, protection of trees suitable for retention within development sites and those trees adjacent to development sites identified as potentially being impacted by such development will require protection. Property owners therefore will be required to protect identified trees.
- (c) Council will develop and maintain a set of tree protection guidelines (and Development Assessment conditions) to assist with preservation of trees on or adjacent to development sites (refer to "*Tree Preservation Policy*"). The retention of trees identified for preservation will be facilitated by the requirement to establish a Tree Protection Zone (TPZ) during development works. Tree protection zones establish a buffer zone around established trees sufficient for successful tree retention.



- (d) Preparation of a *Tree Management Plan* (TMP) will be required for development applications where retained trees within the site or adjacent the site will potentially be impacted by the development. The development site Tree Management Plan will be required to demonstrate adequate tree protection measures for individual or groups of trees to be retained.

3.2 The Value of Trees

Trees are highly valued in the City of Griffith and there is overwhelming support for the provision of treed landscapes. Trees are important to the liveability and identity of the city and provide a fundamental contribution to the amenity of our streets and parks. Trees are considered valuable as they:

- (a) Soften the built environment and lessen the visual dominance of buildings, creating a more pleasing environment for pedestrians and motorists.
- (b) Provide aesthetic benefits creating seasonal interpretation, providing texture, form, colour and scents which bring our streets to life. Trees can attract fauna and provide wildlife corridors through our villages.
- (c) Add economic value to properties and increase the desirability of a neighbourhood. They increase the attractiveness of commercial areas and can moderate the otherwise stark appearance of industrial areas.

Council places the following monetary values on trees to protect the new and existing trees that are on Council's streets and road verges:

- \$7000 for large established tree over six metres,
 - \$5000 for trees between four and six metres and
 - \$3000 for smaller trees
- (d) Council may progress legal action under the provisions of the Environmental Planning & Assessment Act 1979, against parties who remove trees without approval.

Good tree management is based on an understanding of the dynamic nature of the resource, balancing aesthetic and safety requirements, public attitude and perception and Council's commitment to engaging and working with the community.

All trees have a finite lifespan eventually requiring removal and replacement where appropriate. As trees age they require increasing management to maintain them in a safe and attractive condition. Therefore in order to sustain the landscape, maintain safety and meet public expectations, a well managed and coordinated approach is necessary when trees are planted and established, maintained and removed and refer to *Best Practice Manual – Tree and Tree Root Management*



3.3 Tree Assessment

Upon receipt of a request to remove a tree, an authorised, **qualified** Council officer or approved person shall assess the tree for its condition, suitability and significance.

Assessment of condition shall be based on:

- Health
- Structure
- Form
- Useful life expectancy
- Safety
- Damage caused

Assessment of suitability will be based on:

- Compatibility with surrounding streetscape or landscape
- Compliance with any existing streetscape policy or management plan
- Potential to cause damage
- Suitability of species to growing space and conditions

Criteria which **will not** be considered as justifying action:

- dropping of leaves, twigs or other litter,
- overshadowing of property,
- obscures, or otherwise detracts from advertising signage.

A tree will be considered significant if it:

- Has a major impact on the streetscape or landscape
- Has outstanding visual appeal
- Is very large (more than 15 m high or 10 m wide)
- Is very old (more than 40 years)
- Is one of locally rare species
- Provides a habitat for native fauna
- Has historical associations
- Is a remnant specimen

Note: Refer to Best Practice Manual – Trees and Tree Root Management by Statewide and Australian Standard [AS4343-AS4373](#) – 2007: Pruning of Amenity Trees.

3.4 Tree Planting

Replacement of trees is an essential component of the management of Council's tree assets.

The planting of trees on nature strips is an activity which is generally well received by residents and one for which Council receives much praise and very little criticism.



Management issues associated with street tree planting are prioritising of planting sites, planting locations, species selection and post planting maintenance.

3.4.1 Tree Planting – General

Griffith encourages community ownership and pride in public spaces and promotes tree planting as a means of achieving this aim.

To ensure a high level of consistency in tree quality and to assist with tree management:

- (a) Consistent street tree themes are implemented to prioritise community based street tree plans.
- (b) Rationalise inappropriate plantings – remove trees and shrubs that are adhoc or contribute to a perception of an unsafe place.
- (c) All tree planting undertaken on public managed land throughout the City are to comply with the Council requirements contained in this document and other relevant documents (refer to Best Practice Manual - 'Trees and Tree Root Management' by Statewide).
- (d) Tree planting proposed for developments and new subdivisions are to generally comply with the City of Griffith recommended species list and the City of Griffith tree retention, planting and establishment specifications (refer to Best Practice Manual – 'Trees and Tree Root Management' by Statewide).
- (e) Where appropriate, Council will provide advice to community members wishing to plant trees on private land to complement the landscape character of the City.

3.4.2 Tree Planting by Property Owners and Residents on Council Land

- (a) Residents must first seek and obtain permission from Council before planting trees and shrubs within the nature strip, other sites within the road reserve, within a Council managed park or any other public open space.
- (b) Residents can request Council to undertake tree planting within their street or road reserve. Council officers will advise the appropriateness and priority for tree planting and designate suitable tree species based on any relevant site master plan or existing street tree theme.
- (c) Council may be obliged to remove unauthorised plantings in nature strips or other sites within the road reserve, within a Council managed park or any other public open space.



- (d) No compensation will be available to persons for the removal of trees or shrubs planted on Council land without consent.
- (e) Where unauthorised vegetation is required to be removed, Council will generally provide notification to allow residents to remove the vegetation themselves. If a request to remove vegetation is not actioned within four weeks, Council staff or contractors will remove the planted material without further notification.

3.5 Planting Location

Selection of an appropriate planting site is a crucial factor in determining the long term viability and cost effectiveness of a street tree. A poorly positioned tree has the potential to diminish the visual appeal of a streetscape, cause structural damage, become hazardous or require excessive spending on maintenance and pruning.

Planting sites should be chosen to comply with existing landscape character of the street and the preferences of adjacent residents, while allowing for the functional limitations imposed by the street environment.

3.6 Species Selection

Street Tree Species selection shall take into account and be based on the following:

- Existing streetscape character.
- Environmental conditions.
- Growing space and conditions.
- Traffic conditions.
- Scale of the street.
- Existing themes.
- Proximity of underground services.

3.6.1 Utilities and Services

Street Tree shall not be planted:

- Within 1 metre of a storm water drain pipe
- Within 1 metre of a sewer
- Within 1 metre of a residential water supply main including a water service or future connection to water mains.
- ~~Within 2 metres of a fire hydrant or drainage pit.~~
- Within 1 metre of a Utility Provider's inspection pit.
- Within 1 metre of underground electricity cables.
- Within 1 metre of a gas main
- ~~Within 2 metres of a fire hydrant or drainage pit.~~
- Within 3 metres of an electricity pole (except for species which at maturity, have a canopy spread of less than 4 metres and a potential height of no more than 4 metres).



• ~~Gas Mains within 1m.~~

3.7 Traffic Safety

- (a) Trees shall not be planted within 10 metres of an intersection or pedestrian crossing.
- (b) Shrubs over 600mm in height shall not be planted within 10 metres of an intersection or pedestrian crossing.
- (c) Only trees with a clean trunk to 2 metres shall be planted at least 10 metres from an intersection or pedestrian crossing.
- (d) Only trees with a clean trunk to 2 metres or shrubs lower than 600 mm shall be planted within 5 metres of a vehicle crossover.

3.8 Planting in Parks

Tree planting in parks shall be in accordance with park management plans. Where no management plan exists and there is community pressure for tree planting in a particular park, the park shall be assessed by the Parks and Gardens Manager and prioritised according to:

- Existing tree cover
- Level of community interest
- Level of park usage

Where planting is deemed to be warranted and no management plan exists, species selection shall be made by Parks and Gardens Manager based on:

- Existing landscape character
- Environmental conditions
- Submissions by residents
- Effect on local fauna Fire Safety

3.9 Trees Planted by Residents

Planting of trees by residents should only be undertaken with the cooperation of Council officers as part of a community planting scheme.

Unauthorised planting of street trees by residents shall be discouraged but recently planted trees shall be allowed to remain provided they are:

- Of a suitable species which is compatible with the surrounding streetscape,
- Good quality specimens.
- In a suitable location.
- Planted to Council standards.
- Species non-threatening to underground services.



Where a tree does not meet these conditions, the Council may remove the tree or arrange for its appropriate pruning in accordance with Clause 3.4.1(c).

3.10 Tree Pruning Goals

Council trees shall be pruned to:

- Maintain public safety through the removal of structurally unsound limbs.
- Maintain tree health through the removal of dead or diseased material.
- Maintain prescribed clearances from services and traffic thoroughfares.
- Maintain tree form through the removal of misshapen limbs.
- Minimise future work requirements through the removal of potential problems at an early stage.

3.11 Standard

Tree pruning shall be in accordance with Australian Standard *AS4373 - 2007: Pruning of Amenity Trees* for Tree Pruning

3.11.1 Tree Pruning

Griffith City Council will maintain appropriate tree management standards. Any operation that is known to be detrimental to long-term tree health would not be appropriate.

- (a) All pruning undertaken on trees within the Griffith Local Government Area will comply with ~~AS4343~~ AS4373 - 2007: *Pruning of Amenity Trees*. This Standard describes methods for pruning of trees and encourages correct and uniformed practices. It is for use on amenity trees and includes formative pruning, hazard reduction, selective pruning and thinning.
- (b) Council will maintain tree clearances in accordance with current and relevant State Government legislation and relevant standards.
- (c) Council will prune under and around electrical services, with overhead pruning to be carried out by the Utility Provider or their agent. Council will assist with clearing.
- (d) If a resident requires the pruning of a Council tree, residents or property owners are advised to request the pruning service be carried out by the Council.
- (e) Residents have the legal right to prune overhanging foliage and branches from a tree, whether public or private that overhangs their property line. However residents must endeavour to undertake any pruning of overhanging trees in accordance with AS 4373-~~1996~~2007: *Pruning of Amenity Trees*. Council will request residents to notify Council prior to works being undertaken.



- (f) No resident is entitled to remove branches or foliage outside their property line on public land.
- (f) Should residents or property owner damage a Council Street or park tree, make a tree structurally unsound or compromise the aesthetics of the tree through inappropriate pruning, Council will seek reimbursement of the damage for lost amenity and value of that tree.

3.12 Pruning of Council Trees by Residents

Pruning of Council owned trees by anyone other than Council staff or contractors engaged by Council shall not be permitted.

3.13 Clearances

Trees shall be pruned to maintain the following clearances:

Powerlines: As per the Utility Provider's Guidelines ([see Appendix A](#)).

Footpaths: 2.5 m to lowest foliage or limb.

Driveways: 3.0 m to lowest foliage or limb.

Roadways: 3.5 m at kerb, 4.5 m over road to lowest structural limb.

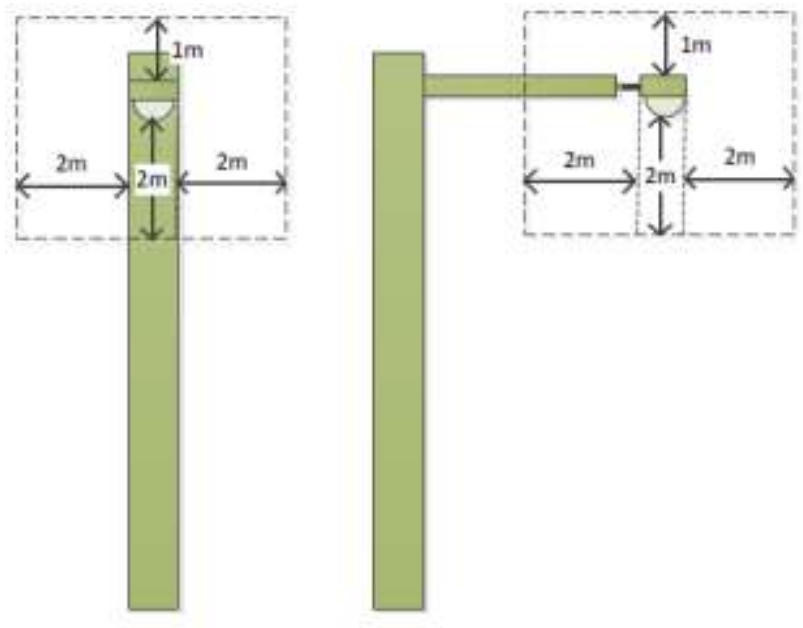
Street Names: to be visible from 50 m in either direction.

Traffic Sight Lines: vehicles approaching an intersection must be visible to pedestrians and other vehicles from the following distances:

Speed Limit (kph)	Distance (m)
40	40
60	60
80	80
120	120

Road Signs: must be visible from the distance outlined above.

Street Lights: must be able to radiate clearly to ground level at 45 degrees.
Vegetation trimming clearances for street lights shall be in accordance with the requirement specified below.



Essential Energy Streetlighting Clearances

Maintenance of Vegetation surrounding streetlights is the responsibility of the streetlight owner. Where a streetlight is supplied electricity by an overhead cable, Essential Energy will ensure Vegetation is pruned at least 2m to the sides and underneath, and 1m above, the lantern. Reference – Essential Energy Vegetation Management Plan CEOP8008

3.14 Tree Removals - General

Griffith City Council will maintain healthy and aesthetically pleasing landscape by removing dead, poor performing, hazardous and inappropriate trees.

- (a) Council will only authorise the removal of trees when one or more of the Tree Removal Criteria in the *Best Practice Manual 'Trees and Tree Root Management' by Statewide* are met, [see section 3.3](#). ~~This may include but is not restricted to dead or dying trees, trees that demonstrate an extreme public nuisance, trees included in the street tree rejuvenation programs and trees that pose a hazard to public safety.~~



- (b) ~~Residents will request Requests for~~ the removal of a tree within public land ~~by will be considered submitting when~~ a request for removal ~~is submitted to the Council's~~ Parks and Gardens Department. Council ~~will may~~ authorise resident and property owner requests for tree removal when one or more of the criteria set out in the "Tree Removal Criteria" in the *Best Practice Manual 'Trees and Tree Root Management' by Statewide* are met.
- (c) As appropriate to the scale of the works, Council may inform and consult with residents and affected persons on street tree removal decisions prior to the works being undertaken in a road reserve. In circumstances where Council decides to inform ~~friends of groups~~, the community **and** residents immediately adjoining or adjacent to the site ("visually" affected by the tree's removal) shall be given fourteen (14) days written notice of the proposed action.
- (d) Residents may make written submissions objecting to the decision to remove a tree, which will be considered before any works occur unless the tree is deemed to be hazardous.
- ~~(e) Compensation will be payable to Council for the economic value of a tree when a resident or developer is granted approval for If a resident or developer requests the removal of street trees on Council's road reserves and streets to allow development then the The following Table will guide the fee may be payable to Council if the removal is approved within the policy guidelines or by resolution of Council.~~
- ~~• \$7000 for large established tree over six metres~~
 - ~~• \$5000 for trees between four and six metre and~~
 - ~~• \$3000 for trees under four metres.~~

3.14.1 Tree Removals in Parklands and Other Council Managed Land

- (a) As appropriate to the scale of the works, Council may inform and consult with residents and affected persons on the tree removal decisions prior to the works being undertaken in parklands and other Council managed land. In circumstances where Council does inform the community, residents immediately adjoining or adjacent to the site ("visually" affected by the tree's removal), Park Committees and Friends of Groups are to be given fourteen (14) days written notice of the proposed action.

3.14.2 Tree Removal – Dead or Dangerous

- (a) Where a street tree or tree in parkland or other Council managed land is determined by Council or an approved contractor to be dead or diseased Council is not obliged to inform affected residents. The rationale for this is that the tree may be dangerous and therefore pose a hazard to public safety.

3.14.3 Tree Removal Associated with Infrastructure Improvements by Council or Public Authority



There will be instances where utilities, Council and other public authorities require the removal of trees to facilitate the construction of new infrastructure or the maintenance of existing infrastructure.

- (a) When alternatives to tree removal cannot be established and the infrastructure works require the removal of the trees or the works will have detrimental impact on the health and structure of the trees the affected residents may be notified of the proposed tree removal.

3.15 Significant Trees

Significant trees within Griffith City Council will be identified by listing in a-Council's tree register and appropriately managed. Once identified, protection for individual trees or groups of trees within the local government area will be provided as appropriate. Significant trees may include but not be limited to those trees that may be of environmental, historical or cultural, or botanical significance to the City of Griffith.

3.15.1 Significant Trees

Trees which are considered significant shall not be removed unless;

- They are dead or dying;
- They pose a hazard which cannot be alleviated through means other than removal;
- They are causing structural damage which cannot be alleviated through means other than removal.

AND

A thorough consultation process has taken place which shall include:

- Notification in writing to affected residents, community groups and landowners;
- Report to Council;
- A press release to local newspapers;
- An appropriate period for lodgement of objections.

Where the Parks and Gardens Manager has recommended that a tree be removed but has received objections from concerned parties, he/she shall attempt to allay the concerns of the objector or pursue alternatives to removal. If removal remains the preferred option but the objection remains, the matter shall be referred to Council for consideration.

4 Definitions

NoneStreet Tree – A tree planted within the road corridor



5 Exceptions

None

6 Legislation

~~None~~ [State Environmental Planning Policy \(Biodiversity and Conservation\) 2021](#)
[State Environmental Planning Policy \(Vegetation in Non-Rural Areas\) 2017](#)

7 Related Documents

Tree Preservation Order Policy – PG-CP-401
[Statewide Best Practice Manual “Trees and Tree Roots”](#)

8 Directorate

Infrastructure & Operations

APPENDIX A – Essential Energy Trees and Powerlines

Trees and powerlines



Improving the way we manage vegetation near powerlines to improve how our communities look.

Why does Essential Energy need to manage trees?

Trees growing into or falling onto powerlines pose a significant safety and power supply risk to our community.

Essential Energy and landowners have shared responsibilities under the NSW Electricity Supply Act 1995 for preventing trees from impacting electricity network operation.

How are trees trimmed?

Most trees near our powerlines network are trimmed using arborist techniques.

Why does Essential Energy require some trees to be removed?

Trees are only removed where:

- > It is necessary to protect the power lines or safety of persons or property near the power lines
- > Alternatives (such as undergrounding the powerline) are known to not be feasible (including economically feasible)
- > Acting in accordance with our Vegetation Management Plan.

Who will remove the tree?

Where a tree must be removed, Essential Energy employs qualified vegetation management specialists to consult with the tree owner to explain why and how the tree removal must occur.

Tree removal must be undertaken in a safe manner and sometimes this requires powerline de-energisation or road traffic control.

Examples of trees Essential Energy may seek to remove



Poor tree health posing safety risk.



Fast branch regrowth exceeding trimming frequency.



Tree physically unable to live outside of clearance space.




Does not respond to directional pruning techniques.



Aesthetics of the tree after pruning are unacceptable such that it would be more appropriate to fully remove.

APPENDIX A – Essential Energy Trees and Powerlines

Trees and powerlines



How often are trees near powerlines inspected?

Inspection cycle times are dependant upon factors such as rate of growth, possible fire risk, climate and type of vegetation.

Will I be notified if work is required?

Essential Energy will consult with the landholder if vegetation is identified as encroaching upon or has the potential to encroach upon minimum safe vegetation clearances.


Notification of intended vegetation works may include:

- > An initial site inspection to scope required works
- > Discussions with the landholder, either verbal or by Notification letter, advising the scope of work
- > Notification letters provide details of work required and include contact details
- > Landholder notification is provided for works involving tree removal and consent is sought prior to work commencing.

Managing street trees?

Essential Energy will work with Councils in a cooperative manner to ensure effective vegetation management in the best interests of the community as a whole.

Essential Energy will consult with councils where specific street trees are identified for removal.



Scan QR code to learn more.
More information on how and why Essential Energy manages vegetation near powerlines can also be found at essentialenergy.com.au/trees

Who should I speak to if I have further questions?

For vegetation enquiries call **13 23 91**
For supply interruptions call **13 20 80**

If you see trees or tall growing vegetation touching or overhanging powerlines, please call Essential Energy on **13 23 91** so we can investigate.

If you see a tree in contact with powerlines following hazardous weather or any other incident, call us immediately and ensure all onlookers remain at least **8 metres clear**.

Comments:



Onsite Detention CS-CP-404 (LOCAL POLICY)

Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	11 Oct 2011	0353	11 Oct 2011
2	13 Aug 2013	0255	13 Aug 2013
3	23 Sep 2014	0312	23 Sep 2014
4	22 Aug 2017	17/205	22 Aug 2017
5	23 Aug 2022	22/209	23 Aug 2022

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Glossary

AHD	Australian Height Datum
PMF	Probable Maximum Flood
AEP	Annual Exceedance Probability - The change of flood of a given or larger size occurring in any one year, usually expressed as a percentage, e.g. if a peak flood discharge of 500m ³ /s has an AEP of 5% it means that there is a 5% chance (that is one-in-20 chance) of a 500m ³ /s or larger events occurring in any one year
OSD	On-site Stormwater Detention
SRD	Site Reference Discharge
SSR	Site Storage Requirement
WSUD	Water Sensitive Urban Design

1 Introduction

1.1 Background

A comprehensive assessment of flooding within the Griffith area has been completed and is outlined in the following studies:

- Aerodrome Overland Flow Flood Study (2010)
- Aerodrome Overland Flow Floodplain Risk Management Study and Plan (2011)
- CBD Overland Flow Flood Study (2012)
- CDB Overland Flow Floodplain Risk Management Study and Plan (2013)
- Lake Wyangan Flood Study (2012)
- Lake Wyangan Floodplain Risk Management Study and Plan (2013)
- Griffith Main Drain J and Mirrool Creek Flood Study 2015 Vol 1
- Griffith Main Drain J and Mirrool Creek Flood Study 2015 Vol 2 - Part 1



- Griffith Main Drain J and Mirrool Creek Flood Study 2015 Vol 2 - Part 2
- Griffith Main Drain J and Mirrool Creek Flood Study 2015 Vol 2 - Part 3
- Griffith Main Drain J and Mirrool Creek Flood Study 2015 Vol 2 - Part 4
- Griffith Main Drain J and Mirrool Creek Floodplain Risk Management Study and Plan (2015)

The studies determined that flooding presents significant financial and consequential risk to properties, business and agriculture within the Griffith LGA.

At Griffith, the Main Branch Canal forms a significant barrier to discharge from the majority of urban areas. Run-off generated within urban areas ponds behind Main Branch Canal until it is discharged via a number of subways situated beneath the Main Branch Canal. The present arrangement of subways do not have sufficient capacity to adequately convey the existing peak discharge generated within their respective sub-catchments.

The findings from the flood studies completed for the Griffith LGA highlight the need to manage the discharge of run-off within the LGA. Specifically, there is a need to ensure that any future development within the LGA does not exacerbate existing flood issues.

The construction of buildings, roads, paved areas and similar features is likely to increase the impermeable proportion of the catchment area. An increase in the proportion of impermeable land typically generates an increase in the peak and volume of run-off. Additionally, it may reduce the available flood warning time for properties located downstream.

Accordingly, there is a need for an On-site Stormwater Detention Policy to provide guidelines for the management of run-off from development areas, which covers both new developments and modifications to existing developments.

1.2 Policy Statement

The primary aim of the OSD policy is to ensure that new developments and redevelopments do not increase the volume or peak discharge of run-off within a catchment or modify the temporal distribution of stormwater discharge whereby flood impacts are adversely affected at sites situated downstream during critical storm events up to and including the 1% AEP event.

The OSD solution should create a sustainable solution for stormwater flow management, which complements any Water Sensitive Urban Design (WUSD) aspects of the development. There should be neither increase in the site discharge to the downstream drainage system nor reduction in the volume of storage provided unless specifically allowed in the following sections.

1.3 Objectives

The On-Site Stormwater Detention (OSD) Policy for the Griffith City Council LGA has been developed to manage the discharge of stormwater from new dwellings,



developments, sub-divisions and alterations to existing dwellings/developments. The objectives include the following:

- restrict peak flows from developments to which OSD restrictions apply, for all events up to and including the 1% AEP event, to estimated peak flows under pre-development conditions.
- ensure that development does not adversely affect the volume and temporal distribution of run-off conveyed via existing subways;
- manage the volume and distribution of run-off conveyed via secondary and tertiary drainage channels situated within the floodplain;
- prevent increases in downstream flooding and drainage problems that could:
 - increase flood losses
 - damage public assets
 - reduce property values
 - require additional expenditure on flood mitigation or drainage works.
- reduce post development peaks, throughout the catchment, to as close to natural levels as practical;
- encourage integration of OSD systems into the architectural design and layout of the development so that adequate storage areas are included in the initial stages of the site design;
- encourage integration of the OSD facilities into a sustainable overall water management plan for the site; and,
- require construction supervision of OSD systems by the OSD designer to improve construction standards.

1.4 Areas to Which the Policy Applies

It is important to recognise that two different types of flooding occur within the Griffith Local Government Area. The division in flooding has arisen from the varying types of geography within the Main Drain 'J' catchment and the presence of man-made structures, especially the Main Branch Canal. In general, the two types of flooding may require different approaches towards on-site stormwater detention management.

Differentiating the basis for determining on-site detention is derived from the location of the development site relative to the Main Branch Canal. Typically, areas situated to the north of the Main Branch Canal are locations where it is imperative that run-off is retained on site. However, within certain areas to the south of the Main Branch Canal, there may be benefit gained from allowing run-off to freely discharge off-site.

2 OSD Assessment Requirements

The assessment of OSD requirements has been developed in consideration of the cumulative impact of urbanisation on run-off within the Griffith Local Government Area.



2.1 Developments to Which OSD Applies

OSD requirements generally apply to all types of development and redevelopment on both flood liable and flood-free sites. These include but are not limited to the following:

- all subdivisions;
- single dwellings on lots created by a subdivision approved, unless a communal OSD system was constructed as part of the subdivision;
- all commercial, industrial and special-use developments and buildings;
- town houses, villas, home units, duplexes and dual occupancies;
- semi-detached residential/commercial and residential/industrial properties;
- buildings, car parks and other sealed areas of public sport and recreational facilities;
- single dwellings, extensions and additions;
- sites that include WSUD and water re-use .
- tennis courts;
- roads, car parks, paths and other sealed areas; and
- public buildings.

Consideration will be given to variations to the OSD only where it has been proven conclusively that infiltration/recycling or reuse of run-off will invariably reduce the site stormwater discharge for the full range of storm events and infiltration will not contribute to urban salinity.

2.2 Developments to Which OSD Does Not Apply

The Griffith OSD policy does not apply to:

- sub-divisions of existing dual occupancies where no changes to the buildings or site are proposed;
- boundary adjustments and consolidations of allotments where no additional lots are created;
- minor developments, minor additions and repairs where the proposed development area is less than 100 m² (subsequent minor developments or additions shall require OSD).
- change of use where no physical changes to the outside of the building are proposed;
- new developments in subdivisions where OSD has already been provided for the entire subdivision (this will be assessed on a case by case basis);
- developments which do not increase the total roof and hardstand (concrete/paved/sealed) areas of an existing development, including developments whereby existing roof and hardstand areas are removed and replaced with roof and hardstand areas that do not increase the roof and hardstand area of the former development.

2.3 Area of the Site to Which OSD Applies

Generally, OSD applies to the entire site, but there may be exceptions in certain circumstances, as follows:



2.3.1 Additions & extensions

On an already-developed property, the OSD requirements apply only to the area of the new development, provided run-off from previously developed areas can be excluded from the OSD storage.

2.3.2 Dual occupancies

Where an additional dwelling is proposed on a lot with an existing dwelling, the OSD requirements will relate to the additional dwelling and a curtilage for anticipated paths, driveways and paved areas. In the absence of details on the plans, the curtilage will be taken as 10% of the area of the proposed second dwelling. Where two or more dwellings are constructed on the same lot at the same time, the OSD requirements will be applied to the entire site.

2.3.3 Subdivision of an existing residential property

When an existing residential property is subdivided to create a single additional lot, the OSD requirements will relate only to the area of the new allotment. The OSD storage facilities may be located on the remainder of the original property, provided the combined peak discharge (from both lots) is no greater than if the OSD systems were located on the new lot.

2.3.4 Subdivisions creating new public or private roads and paths

The OSD requirements apply to the whole development area including roads and paths, not just the individual lots. The best solution will normally be for the detention storage to be located on one lot for the whole subdivision.

2.3.5 Undeveloped portions of a lot

Portions of large lots which are unaffected by the development may be excluded from the area to be controlled by the OSD systems, provided flows from these areas can be diverted around the OSD system. Council approval must be obtained before excluding portions of a lot from the OSD requirements.

2.3.6 Floodways

Creeks, waterways and drainage swales that carry major concentrated flows around the storage area are defined as floodways. The area of the floodway can be excluded from the site area for the purpose of calculating the site storage requirements, provided that the area is protected from development by an appropriate covenant or easement.



2.3.7 New development or redevelopment

Where the proposed development is of a vacant site or a complete redevelopment of an already-developed property, the OSD requirement will relate to the unsealed area of the property.

2.3.8 Battle-axe blocks

The access driveway to battle-axe blocks shall be included in the site area used for calculation of the site storage requirements.

2.4 Policy Variations

Council will consider requests to vary control standards or provide/contribute to alternative storage facilities in accordance with the procedures outlined in Appendix A. For equity reasons, where OSD is waived for a particular site, equivalent expenditure on measures providing environmental and/or community benefits from the development, such as water quality improvements, will be required.

In some situations, where the site is flood prone and the watercourse flows through the site, Council may accept the provision of additional mainstream flood storage in lieu of OSD. In these cases, the storage must be available over the full range of storm events and allow for the fact that mainstream flood levels will tend to decrease over time. The additional storage required is expected to be comparable but not less than the site's OSD storage requirement. Any such provision will need to be considered in the context of the preliminary floodway line which has been developed for Main Drain 'J' and its tributaries.

3 Control Standards

3.1 Catchment Areas to the North of Main Branch Canal

Flooding and drainage issues within catchments situated to the north of the Main Branch Canal are exacerbated by the presence of man-made embankments. Of these, the Main Branch Canal is the most significant barrier overland flow, which causes floodwaters to pond behind the embankment for flood events up to and including the 1% AEP event. Discharge of waters ponded behind the Main Branch Canal is controlled via a series of "subways" which are located along the Main Branch Canal. The areas covered by the OSD Policy are identified on Figure 1.

3.1.1 Site Reference Discharge

The Site Reference Discharge (SRD) for the orifice outlet is 65 L/s/ha.

On a case by case basis, with the written approval from Council's Director of Utilities, The Site Reference Discharge can be adjusted in accordance with the procedures outlined in Section 5.1 of the Upper Parramatta River Catchment Trust On-site Stormwater Detention Handbook.



This has been derived from consideration of the critical storm for the the 1% AEP event occurring in catchments situated to the north of Main Drain 'J'.

3.1.2 Site Storage Requirements

The Site Storage Requirements (SSR) is determined by the consultant and shape of the storage so as to ensure a maximum discharge of 65 L/s/ha at the critical the 1% AEP storm.

3.1.3 Minimum outlet size

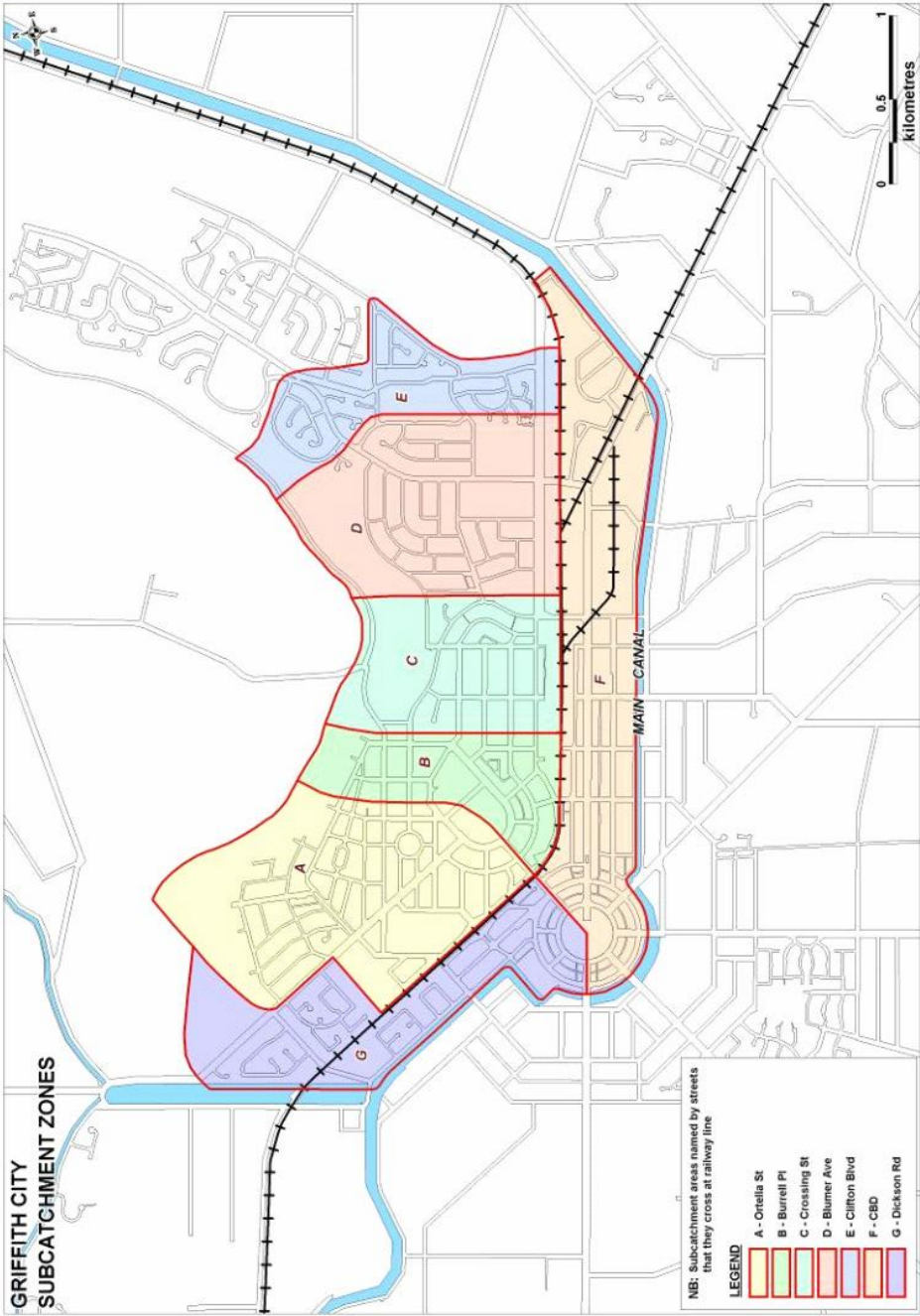
To reduce the likelihood of the primary or secondary outlets being blocked by debris, the outlet openings shall have a minimum internal diameter or width of at least 25 mm and shall be protected by an approved mesh screen. Minimum 90mm diameter pipelines within developments will only be accepted.

3.1.4 Ponding depths

Guidelines to assist in determining depths and frequencies of ponding for different classes of storages are given in Table 1 Suggested Ponding Depths for Various Storm Events.



Figure 1 Griffith Urban Sub Catchment



**Table 1 Suggested Ponding Depths for Various Storm Events**

STORAGE AREA TYPE	SUGGESTED DEPTH	FREQUENCY OF INUNDATION
Pedestrian areas	Beginning to pond	5% AEP
	50 mm	1% AEP
Parking and driveways	Beginning to pond	10% AEP
	100 mm	5% AEP
	200 mm	1% AEP
Gardens	Beginning to pond	100% AEP
	200 mm	50% AEP
	400 mm	10% AEP
	600 mm	1% AEP
Private courtyards (where the area is between 25 -60 metres squared)	Beginning to pond	20% AEP
	300 mm	5% AEP
	600 mm	1% AEP
Paved recreation in common areas	Beginning to pond	6 times per year

It is emphasised that these are general guidelines that will be varied according to the nature of the development and the location of the storage. The maximum depth of ponding in above ground storages is 600 mm.

Council may approve deeper ponding in individual cases where the applicant demonstrates that safety issues have been adequately addressed. For example warning signs and or fencing should be installed where the depth exceeds 600 mm or adjacent to pedestrian traffic areas.

3.1.5 Safety fences

Surface storages should be constructed to be easily accessible, with gentle side slopes permitting walking in or out. A maximum gradient of 1(V):4(H) (ie. 1 vertical to 4 horizontal) will be required on at least one side to permit safe egress in an emergency. Where steep or vertical sides are unavoidable, due consideration should be given to safety aspects, such as the need for fencing or steps or a ladder, both when the storage is full and empty. Balustrades (fences) must comply with the Building Code of Australia while safety fences should comply with the Swimming Pool Act 1992.

3.1.6 Internal drainage system

The stormwater drainage system (*including surface gradings, gutters, pipes, surface drains and overland flowpaths*) for the property must:



- be able to collectively convey all run-off to the OSD system in a the 1% AEP event with a duration equal to the time of concentration of the site; and
- ensure that the OSD storage is by-passed by all run-off from neighbouring properties and any part of the site not being directed to the OSD storage, for storms up to and including the the 1% AEP event.

3.1.7 Signage

Small OSD signs (*refer* Figure N3 in the Appendix of the Upper Parramatta Trust Onsite Stormwater Detention Handbook) shall be located in or near the OSD facility to alert future owners of their obligations to maintain the facility.

OSD Warning Signs (see Figure N1 of the Upper Parramatta Trust Onsite Stormwater Detention Handbook) are only required for OSD systems where deemed necessary by a Council because of the depth and/or location of the storage.

Signs are required at each entry into confined spaces, such as deep pits or underground storages. Guidance on the size of signs and appropriate materials is given in Appendix N of the Upper Parramatta River Catchment Trust On-Site Storm Water Detention Handbook.

3.2 Catchment Areas to the South of Main Branch Canal

On Site Stormwater Detention requirements for development catchment areas to the south of the main branch canal will be assessed on a case by case basis. The villages of Yoogali, Hanwood & Yenda will be required to limit post development flows to pre development flows. In some instances, release of excess stormwater earlier on in a rainfall event may be more beneficial when considering the overall impacts on flooding.

4 Assessment and Approval of OSD

4.1 Development Approvals for Subdivisions

In general, OSD requirements are imposed at the subdivision stage, in the following manner:

- Development Application – submission and approval of a conceptual layout of the OSD system (Stormwater Concept Plan);
- Submission of Engineering Plans – submission and approval of the detailed design, including calculations and construction plans and details; and
- Release of Subdivision Certificate/Linen Plans – submission and approval of work-as-executed drawings, certificates of hydraulic compliance, and legal instruments on property titles protecting the OSD system.



An OSD system should be constructed at the time of subdivision and not deferred until the construction of the individual dwellings, except if it is proven that there are site restrictions (See Section 4 of the Upper Parramatta Trust Onsite Stormwater Detention Handbook).

4.2 Development Approvals and Construction Certificates

When the OSD requirements are implemented through the development approval and construction certificate process, the approval is in three stages:

- Development Application – submission and approval of a conceptual layout of the OSD system (Stormwater Concept Plan);
- Construction certificate – submission and approval of the detailed design, including calculations and construction plans and details;
- Final Approval (Occupation Certificate) – submission and approval of work-as-executed drawings, certificates of hydraulic (and structural, if required) compliance and legal instruments protecting the OSD system.
- If the OSD system was constructed at the subdivision stage on individual allotments, the system should be re-certified at final approval (i.e. Occupation Certificate) to ensure it will function as designed and that run-off from the roof, paved areas and landscaped areas is directed to the OSD system.

5 References

- Engineers Australia, 'Australian Rainfall and Runoff – A Guide to Flood Estimation'; Books 1 to 9.
- Upper Parramatta River Catchment Trust (1999), 'On-site Stormwater Detention Handbook', Third Edition, December 1999.



Terms of Reference

Griffith City Council

Audit, Risk and Improvement Committee

Griffith City Council has established an Audit, Risk and Improvement Committee in compliance with section 428A of the *Local Government Act 1993*, the *Local Government (General) Regulation 2021* and the Office of Local Government's *Guidelines for risk management and internal audit for local government in NSW*. These terms of reference set out the Committee's objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

Objective

The objective of Griffith City Council's Audit, Risk and Improvement Committee is to provide independent assurance to Council by monitoring, reviewing and providing advice about the Council's governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

Independence

The Committee is to be independent to ensure it has no real or perceived bias or conflicts of interest that may interfere with its ability to act independently and to provide Council with robust, objective and unbiased advice and assurance.

The Committee is to have an advisory and assurance role only and is to exercise no administrative functions, delegated financial responsibilities or any management functions of the Council. The Committee will provide independent advice to the Council that is informed by the Council's internal audit and risk management activities and information and advice provided by staff, relevant external bodies and subject matter experts.

The Committee must always ensure it maintains a direct reporting line to and from the Council's internal audit function and act as a mechanism for internal audit to report to the governing body and the General Manager on matters affecting the performance of the internal audit function.

Authority

Council authorises the Committee, for the purposes of exercising its responsibilities, to:

- access any information it needs from the Council
- use any Council resources it needs
- have direct and unrestricted access to the General Manager and senior management of the Council
- seek the General Manager's permission to meet with any other Council staff member or contractor
- discuss any matters with the external auditor or other external parties
- request the attendance of any employee at Committee meetings, and
- obtain external legal or other professional advice in line with Councils' procurement policies.



Terms of Reference Griffith City Council Audit, Risk and Improvement Committee

Information and documents pertaining to the Committee are confidential and are not to be made publicly available, with the exception of publishing the Minutes. The Committee may only release Council information to external parties that are assisting the Committee to fulfil its responsibilities with the approval of the General Manager, except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

Composition and tenure

The Committee consists of an **independent Chair** and minimum of **two** independent members who have voting rights and one non-voting councillor as required under the *Guidelines for risk management and internal audit for local government in NSW*.

The governing body is to appoint the Chair and members of the Committee.

All Committee members must meet the independence and eligibility criteria prescribed in the *Guidelines for risk management and internal audit for local government in NSW*.

Members will be appointed for up to a four-year term. Members can be reappointed for one further term, but the total period of continuous membership cannot exceed eight years. This includes any term as Chair of the Committee. Members who have served an eight-year term (either as a member or as Chair) must have a two-year break from serving on the Committee before being appointed again. To preserve the Committee's knowledge of Council, ideally, no more than one member should retire from the Committee because of rotation in any one year.

The terms and conditions of each member's appointment to the Committee are to be set out in a letter of appointment. New members will be thoroughly inducted to their role and receive relevant information and briefings on their appointment to assist them to meet their responsibilities.

Prior to approving the reappointment or extension of the Chair's or an independent member's term, the governing body is to undertake an assessment of the Chair's or Committee member's performance. Reappointment of the Chair or a Committee member is also to be subject to that person still meeting the independence and eligibility requirements.

Members of the Committee must possess and maintain a broad range of skills, knowledge and experience relevant to the operations, governance and financial management of Council, the environment in which Council operates, and the contribution that the Committee makes to Council. At least one member of the Committee must have accounting or related financial management experience with an understanding of accounting and auditing standards in a local government environment. All members should have sufficient understanding of the Council's financial reporting responsibilities to be able to contribute to the Committee's consideration of Council's annual financial statements.



Terms of Reference Griffith City Council Audit, Risk and Improvement Committee

Role

As required under section 428A of the *Local Government Act 1993* (the Act), the role of the Committee is to review and provide independent advice to Council regarding the following aspects of Council's operations:

- compliance
- risk management
- fraud control
- financial management
- governance
- implementation of the strategic plan, delivery program and strategies
- service reviews
- collection of performance measurement data by Council, and
- internal audit.

The Committee must also provide information to Council for the purpose of improving Council's performance of its functions.

The Committee's specific audit, risk and improvement responsibilities under section 428A of the Act are outlined in Schedule 1 to this charter.

The Committee will act as a forum for consideration of Council's internal audit function and oversee its planning, monitoring and reporting to ensure it operates effectively.

The Committee has no power to direct external audit or the way it is planned and undertaken but will act as a forum for the consideration of external audit findings.

The Committee is directly responsible and accountable to the governing body for the exercise of its responsibilities. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the governing body and the General Manager.

The responsibilities of the Committee may be revised or expanded in consultation with, or as requested by, the governing body from time to time.



Terms of Reference Griffith City Council Audit, Risk and Improvement Committee

Responsibilities of members

Independent members

The Chair and members of the Committee are expected to understand and observe the requirements of the *Guidelines for risk management and internal audit for local government in NSW*. Members are also expected to:

- make themselves available as required to attend and participate in meetings
- contribute the time needed to review and understand information provided to it
- apply good analytical skills, objectivity and judgement
- act in the best interests of Council
- have the personal courage to raise and deal with tough issues, express opinions frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of inquiry
- maintain effective working relationships with Council
- have strong leadership qualities (Chair)
- lead effective Committee meetings (Chair), and
- oversee Council's internal audit function (Chair).

Councillor members

To preserve the independence of the Committee, the Councillor member of the Committee is a non-voting member. Their role is to:

- relay to the Committee any concerns the governing body may have regarding Council and issues being considered by the Committee
- provide insights into local issues and the strategic priorities of Council that would add value to the Committee's consideration of agenda items
- advise the governing body (as necessary) of the work of the Committee and any issues arising from it, and
- assist the governing body to review the performance of the Committee.

Issues or information the Councillor member raises with or provides to the Committee must relate to the matters listed in Schedule 1 and issues being considered by the Committee.

The Councillor member of the Committee must conduct themselves in a non-partisan and professional manner. The Councillor member of the Committee must not engage in any conduct that seeks to politicise the activities of the Committee or the internal audit function or that could be seen to do so.

If the Councillor member of the Committee engages in such conduct or in any other conduct that may bring the Committee and its work into disrepute, the Chair of the Committee may recommend to Council, that the Councillor member be removed from membership of the Committee. Where Council does not agree to the Committee Chair's recommendation, Council must give reasons for its decision in writing to the Chair.



Terms of Reference Griffith City Council Audit, Risk and Improvement Committee

Conduct

Independent Committee members are required to comply with Council's Code of Conduct.

Complaints alleging breaches of Council's Code of Conduct by an independent Committee member are to be dealt with in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*. The General Manager must consult with the governing body before taking any disciplinary action against an independent Committee member in response to a breach of Council's Code of Conduct.

Conflicts of interest

Once a year, Committee members must provide written declarations to Council stating that they do not have any conflicts of interest that would preclude them from being members of the Committee. Independent Committee members are 'designated persons' for the purposes of Council's Code of Conduct and must also complete and submit returns of their interests.

Committee members and observers must declare any pecuniary or non-pecuniary conflicts of interest they may have in a matter being considered at the meeting at the start of each meeting or as soon as they become aware of the conflict of interest. Where a Committee member or observer declares a pecuniary or a significant non-pecuniary conflict of interest, they must remove themselves from Committee deliberations on the issue. Details of conflicts of interest declared at meetings must be appropriately minuted.

Standards

The Committee is to conduct their work in accordance with the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and current Australian risk management standard, where applicable.

Work plans

The work of the Committee is to be thoroughly planned and executed. The Committee must develop a strategic work plan every four years to ensure that the matters listed in Schedule 1 are reviewed by the Committee and the internal audit function. The strategic work plan must be reviewed at least annually to ensure it remains appropriate.

The Committee may, in consultation with the governing body, vary the strategic work plan at any time to address new or emerging risks. The governing body may also, by resolution, request the Committee to approve a variation to the strategic work plan. Any decision to vary the strategic work plan must be made by the Committee.

The Committee must also develop an annual work plan to guide its work, and the work of the internal audit function over the forward year.



Terms of Reference Griffith City Council Audit, Risk and Improvement Committee

The Committee may, in consultation with the governing body, vary the annual work plan to address new or emerging risks. The governing body may also, by resolution, request the Committee to approve a variation to the annual work plan. Any decision to vary the annual work plan must be made by the Committee.

When considering whether to vary the strategic or annual work plans, the Committee must consider the impact of the variation on the internal audit function's existing workload and the completion of pre-existing priorities and activities identified under the work plan.

Assurance reporting

The Committee must regularly report to Council to ensure that it is kept informed of matters considered by the Committee and any emerging issues that may influence the strategic direction of Council or the achievement of Council's goals and objectives.

The Committee will provide an update to the governing body and the General Manager of its activities and opinions after every Committee meeting.

The Committee will provide an annual assessment to the governing body and the General Manager on the Committee's work and its opinion on how Council is performing.

The Committee will provide a comprehensive assessment every Council term of the matters listed in Schedule 1 to the governing body and the General Manager.

The Committee may at any time report to the governing body or the General Manager on any other matter it deems of sufficient importance to warrant their attention. The Mayor and the Chair of the Committee may also meet at any time to discuss issues relating to the work of the Committee.

Should the governing body require additional information, a request for the information may be made to the Chair by resolution. The Chair is only required to provide the information requested by the governing body where the Chair is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the Local Government Act. Individual Councillors are not entitled to request or receive information from the Committee.

Administrative arrangements

Meetings

The Committee will meet at least 4 times per year, including a special meeting to review Council's financial statements.

The Committee can hold additional meetings when significant unexpected issues arise, or if the Chair is asked to hold an additional meeting by a Committee member, the General Manager or the governing body.



Terms of Reference Griffith City Council Audit, Risk and Improvement Committee

Committee meetings can be held in person, by telephone or videoconference. Proxies are not permitted to attend meetings if a Committee member cannot attend.

A quorum will consist of a majority of independent voting members.

Where the vote is tied, the Chair has the casting vote.

The Chair of the Committee will decide the agenda for each Committee meeting. Each Committee meeting is to be minuted to preserve a record of the issues considered and the actions and decisions taken by the Committee.

The General Manager and the Internal Audit Coordinator should attend Committee meetings as non-voting observers. The external auditor (or their representative) is to be invited to each Committee meeting as an independent observer. The Chair can request Council's Director Business, Cultural Financial Services, head of risk management function, Senior Managers, any Councillors, any employee/contractor of Council and any subject matter expert to attend Committee meetings. Where requested to attend a meeting, persons must attend the meeting where possible and provide any information requested. Observers have no voting rights and can be excluded from a meeting by the Chair at any time.

The Committee can hold closed meetings whenever it needs to discuss confidential or sensitive issues with only voting members of the Committee present.

The Committee must meet separately with the Internal Audit Coordinator and Council's external auditor at least once each year.

Dispute resolution

Members of the Committee and Council's management should maintain an effective working relationship and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between the Committee and the General Manager or other Senior Managers, the dispute is to be resolved by the governing body.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive in writing.

Secretariat

The General Manager will nominate a staff member to provide secretariat support to the Committee. The secretariat will ensure the agenda for each meeting and supporting papers are circulated after approval from the Chair at least 3 working days before the meeting and ensure that minutes of meetings are prepared and maintained. Minutes must be approved by the Chair and circulated within 10 working days of the meeting to each member.



Terms of Reference Griffith City Council Audit, Risk and Improvement Committee

Resignation and dismissal of members

Where the Chair or a Committee member is unable to complete their term or does not intend to seek reappointment after the expiry of their term, they should give 3 months' notice to the Chair and the governing body prior to their resignation to allow Council to ensure a smooth transition to a new Chair or Committee member.

The governing body can, by resolution, terminate the appointment of the Chair or an independent Committee member before the expiry of their term where that person has:

- breached Council's Code of Conduct
- performed unsatisfactorily or not to expectations
- declared, or is found to be in, a position of a conflict of interest which is unresolvable
- been declared bankrupt or found to be insolvent
- experienced an adverse change in business status
- been charged with a serious criminal offence
- been proven to be in serious breach of their obligations under any legislation, or
- experienced an adverse change in capacity or capability.

The position of a Councillor member on the Committee can be terminated at any time by the governing body by resolution.

Review arrangements

At least once every Council term, the governing body must review or arrange for an external review of the effectiveness of the Committee.

These terms of reference must be reviewed annually by the Committee and once each Council term by the governing body. Any substantive changes are to be approved by the governing body.

Further information

For further information on Council's Audit, Risk and Improvement Committee, contact Council's Governance Manager, Leanne Austin on Leanne.Austin@griffith.nsw.gov.au or by phone (02) 6962 8186.



Terms of Reference Griffith City Council Audit, Risk and Improvement Committee

Reviewed by Chair of the Audit, Risk and Improvement Committee

Stuart Heffer

Date

Reviewed by Council in accordance with a resolution of the governing body.

Adopted: Council Meeting – 14 February 2023 – Minute Number 23/038

Adopted: Council Meeting – 27 February 2024 – Minute Number 24/049

Adopted: Council Meeting – xxxx – Minute Number xxxx

Next review date: August 2026



Terms of Reference Griffith City Council Audit, Risk and Improvement Committee

Schedule 1 – Audit, Risk and Improvement Committee Responsibilities

[Note: each council is to determine the responsibilities of its committee related to each matter listed in section 428A of the Local Government Act 1993 and list them in Schedule 1 to the committee's terms of reference. Suggested responsibilities are provided below and further detailed in core requirement 1 and Appendix 2 of these Guidelines.]

Audit

Internal audit

- Provide overall strategic oversight of internal audit activities
- Act as a forum for communication between the governing body, General Manager, Senior Management, the internal audit function and external audit
- Coordinate, as far as is practicable, the work programs of internal audit and other assurance and review functions
- Review and advise Council:
 - on whether Council is providing the resources necessary to successfully deliver the internal audit function
 - if Council is complying with internal audit requirements, including conformance with the International Professional Practices Framework
 - if Council's internal audit charter is appropriate and whether the internal audit policies and procedures and audit/risk methodologies used by Council are suitable
 - of the strategic four-year work plan and annual work plan of internal audits to be undertaken by Council's internal audit function
 - if Council's internal audit activities are effective, including the performance of the Internal Audit Coordinator and the internal audit function
 - of the findings and recommendations of internal audits conducted, and corrective actions needed to address issues raised
 - of the implementation by Council of these corrective actions
 - on the appointment of the Internal Audit Coordinator and external providers, and
 - if the internal audit function is structured appropriately and has sufficient skills and expertise to meet its responsibilities.



Terms of Reference Griffith City Council Audit, Risk and Improvement Committee

External audit

- Act as a forum for communication between the governing body, General Manager, Senior Management, the internal audit function and external audit
- Coordinate as far as is practicable, the work programs of internal audit and external audit
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided
- Review all external plans and reports in respect of planned or completed audits and monitor council's implementation of audit recommendations
- Provide advice to the governing body and/or General Manager on action taken on significant issues raised in relevant external audit reports and better practice guides

Risk

Risk management

Review and advise Council:

- if Council has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard
- whether Council is providing the resources necessary to successfully implement its risk management framework
- whether Council's risk management framework is adequate and effective for identifying and managing the risks Council faces, including those associated with individual projects, programs and other activities
- if risk management is integrated across all levels of Council and across all processes, operations, services, decision-making, functions and reporting
- of the adequacy of risk reports and documentation, for example, Council's risk register and risk profile
- whether a sound approach has been followed in developing risk management plans for major projects or undertakings
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- if Council has taken steps to embed a culture which is committed to ethical and lawful behaviour
- if there is a positive risk culture within Council and strong leadership that supports effective risk management
- of the adequacy of staff training and induction in risk management
- how Council's risk management approach impacts on Council's insurance arrangements
- of the effectiveness of Council's management of its assets, and
- of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.



Terms of Reference Griffith City Council Audit, Risk and Improvement Committee

Internal controls

Review and advise Council:

- whether Council's approach to maintaining an effective internal audit control framework, including over external parties such as contractors and advisors, is sound and effective
- whether Council has in place relevant policies and procedures and that these are periodically reviewed and updated
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with
- if Council's monitoring and review of controls is sufficient, and
- if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately

Compliance

Review and advise Council of the adequacy and effectiveness of Council's compliance framework, including:

- if Council has appropriately considered legal and compliance risks as part of the Council's risk management framework
- how Council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and
- whether appropriate processes are in place to assess compliance.

Fraud and corruption

Review and advise Council of the adequacy and effectiveness of Council's fraud and corruption prevention framework and activities, including whether Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

Financial management

Review and advise Council:

- if Council is complying with accounting standards and external accountability requirements
- of the appropriateness of Council's accounting policies and disclosures
- of the implications for Council of the findings of external audits and performance audits and Council's responses and implementation of recommendations
- whether Council's financial statement preparation procedures and timelines are sound
- the accuracy of Council's annual financial statements prior to external audit, including:
 - management compliance/representations
 - significant accounting and reporting issues



Terms of Reference Griffith City Council Audit, Risk and Improvement Committee

- the methods used by Council to account for significant or unusual transactions and areas of significant estimates or judgements
- appropriate management signoff on the statements
- if effective processes are in place to ensure financial information included in Council's annual report is consistent with signed financial statements
- if Council's financial management processes are adequate
- the adequacy of cash management policies and procedures
- if there are adequate controls over financial processes, for example:
 - appropriate authorisation and approval of payments and transactions
 - adequate segregation of duties
 - timely reconciliation of accounts and balances
 - review of unusual and high value purchases
- if policies and procedures for management review and consideration of the financial position and performance of Council are adequate
- if Council's grants and tied funding policies and procedures are sound.

Governance

Review and advise Council regarding its governance framework, including Council's:

- decision-making processes
- implementation of governance policies and procedures
- reporting lines and accountability
- assignment of key roles and responsibilities
- Committee structure
- management oversight responsibilities
- human resources and performance management activities
- reporting and communication activities
- information and communications technology (ICT) governance, and
- management and governance of the use of data, information and knowledge.

Improvement

Strategic planning

Review and advise Council:

- of the adequacy and effectiveness of Council's integrated, planning and reporting (IP&R) processes
- if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives, and
- whether Council is successfully implementing and achieving its IP&R objectives and strategies.



Terms of Reference Griffith City Council Audit, Risk and Improvement Committee

Service reviews and business improvement

- Act as a forum for communication and monitoring of any audits conducted by external bodies and the implementation of corrective actions (for example, NSW government agencies, Commonwealth government agencies, insurance bodies)
- Review and advise Council:
 - If Council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance
 - if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and
 - how Council can improve its service delivery and Council's performance of its business and functions generally.

Performance data and measurement

Review and advise the Council:

- if Council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives
- if the performance indicators Council uses are effective, and
- of the adequacy of performance data collection and reporting.



Internal Audit Charter Griffith City Council

Griffith City Council has established its internal audit function as a key component of Council's governance and assurance framework, in compliance with the Departmental Chief Executive's *Guidelines for risk management and internal audit for local government in NSW*. This charter provides the framework for the conduct of Council's internal audit function and has been approved by the governing body taking into account the advice of Council's Audit, Risk and Improvement Committee.

Purpose of internal audit

Internal audit is an independent, objective assurance and consulting activity designed to add value and improve Council's operations. It helps Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

Internal audit provides an independent and objective review and advisory service to provide advice to the governing body, the General Manager and the Audit, Risk and Improvement Committee about Council's governance processes, risk management and control frameworks and its external accountability obligations. It also assists Council to improve its business performance.

Independence

The internal audit function is to be independent of Council so it can provide an unbiased assessment of Council's operations and risk and control activities.

The Internal Audit Coordinator reports functionally to Council's Audit, Risk and Improvement Committee on the results of completed audits, and for strategic direction and accountability purposes, and reports administratively to the General Manager to facilitate day-to-day operations. Internal audit activities are not subject to direction by Council, and Council's management has no role in the exercise of the Council's internal audit activities.

The Audit, Risk and Improvement Committee is responsible for communicating any internal audit issues or information to the governing body. Should the governing body require additional information, a request for the information may be made to the Chair by resolution. The Chair is only required to provide the information requested by the governing body where the Chair is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the Local Government Act. Individual Councillors are not entitled to request or receive information from the Committee.

The General Manager must consult with the Chair of Council's Audit, Risk and Improvement Committee before appointing or making decisions affecting the employment of the Internal Audit Coordinator. If the Internal Audit Coordinator is dismissed, the General Manager must report the reasons for their dismissal to the governing body.

Where the Chair of Council's Audit, Risk and Improvement Committee has any concerns about the treatment of the Internal Audit Coordinator, or any action taken that may compromise their ability to undertake their functions independently, they can report their concerns to the governing body.



Internal Audit Charter Griffith City Council

The Internal Audit Coordinator is to confirm at least annually to the Audit, Risk and Improvement Committee the independence of internal audit activities from Council.

Authority

Council authorises the internal audit function to have full, free and unrestricted access to all functions, premises, assets, personnel, records and other documentation and information that the Internal Audit Coordinator considers necessary for the internal audit function to undertake its responsibilities.

All records, documentation and information accessed while undertaking internal audit activities are to be used solely for the conduct of those activities. The Internal Audit Coordinator and individual internal audit staff are responsible and accountable for maintaining the confidentiality of the information they receive when undertaking their work.

All internal audit documentation is to remain the property of Council, including where internal audit services are performed by an external third-party provider.

Information and documents pertaining to the internal audit function are not to be made publicly available. The internal audit function may only release Council information to external parties that are assisting the internal audit function to undertake its responsibilities with the approval of the General Manager, except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

Role

The role of Internal Audit is to support Council's Audit, Risk and Improvement Committee to review and provide independent advice to Council in accordance with section 428A of the Local Government Act 1993. This includes conducting internal audits of Council and monitoring the implementation of corrective actions.

The internal audit function is to also play an active role in:

- developing and maintaining a culture of accountability and integrity
- facilitating the integration of risk management into day-to-day business activities and processes, and
- promoting a culture of high ethical standards.

Internal Audit has no direct authority or responsibility for the activities it reviews. It has no responsibility for developing or implementing procedures or systems and does not prepare records or engage in Council functions or activities (except in carrying out its own functions).



Internal Audit Charter Griffith City Council

Head of internal audit function

Council's internal audit function is to be led by a member of Council's staff with sufficient skills, knowledge and experience to ensure it fulfils its role and responsibilities to the Council and the Audit, Risk and Improvement Committee. The Internal Audit Coordinator must be independent, impartial, unbiased and objective when performing their work and free from any conflicts of interest.

Responsibilities of the Internal Audit Coordinator include:

- managing the internal audit budget
- managing the contract for outsourcing internal audit services to an external provider
- ensuring the external provider completes internal audits in line with the audit, risk and improvement committee's annual work plan and four-year strategic work plan
- forwarding audit reports by the external provider to the audit, risk and improvement committee
- acting as a liaison between the external provider and the audit, risk and improvement committee
- monitoring Council's implementation of corrective actions that arise from the findings of audits and reporting progress to the audit, risk and improvement committee, and
- assisting the audit, risk and improvement committee to ensure Council's internal audit activities comply with the *Guidelines for risk management and internal audit for local government in NSW*.

Outsourced internal audit services

Council is to contract an external third-party provider to undertake its internal audit activities. To ensure the independence of the external provider, the Internal Audit Coordinator is to ensure the external provider:

- does not conduct any audits on specific Council operations or areas that they have been responsible for within the last two years
- is not the same provider conducting the Council's external audit
- is not the auditor of any contractors of the Council that may be subject to internal audit, and
- can meet the Council's obligations under the *Guidelines for risk management and internal audit for local government in NSW*.

The Internal Audit Coordinator must consult with the Audit, Risk and Improvement Committee and General Manager regarding the appropriateness of the skills, knowledge and experience of any external provider before they are engaged by the Council.



Internal Audit Charter Griffith City Council

Performing internal audit activities

The work of Internal Audit is to be thoroughly planned and executed. Council's Audit, Risk and Improvement Committee must develop a strategic work plan every four years to ensure that the matters listed in Schedule 1 are reviewed by the Committee and the internal audit function. The strategic work plan must be reviewed at least annually to ensure it remains appropriate.

The Committee must also develop an annual work plan to guide the work of Internal Audit over the forward year.

All internal audit activities are to be performed in a manner that is consistent with relevant professional standards including the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and current Australian risk management standard.

The Internal Audit Coordinator is to provide the findings and recommendations of internal audits to the Audit, Risk and Improvement Committee at the end of each audit. Each report is to include a response from the relevant senior manager.

The Internal Audit Coordinator is to establish an ongoing monitoring system to follow up Council's progress in implementing corrective actions.

The General Manager in consultation with the Audit, Risk and Improvement Committee, is to develop and maintain policies and procedures to guide the operation of Council's internal audit function.

The Internal Audit Coordinator is to ensure that the Audit, Risk and Improvement Committee is advised at each of the Committee's meetings of the internal audit activities completed during that quarter, progress in implementing the annual work plan and progress made implementing corrective actions.

Conduct

Internal audit personnel (including external service providers) must comply with Council's Code of Conduct. Complaints about breaches of Council's Code of Conduct by internal audit personnel are to be dealt with in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*. The General Manager must consult with Council's Audit, Risk and Improvement Committee before any disciplinary action is taken against the Internal Audit Coordinator in response to a breach of Council's Code of Conduct.

Internal auditors must also comply with the Code of Ethics for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors.



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Administrative arrangements

Audit, Risk and Improvement Committee meetings

The Internal Audit Coordinator will attend Audit, Risk and Improvement Committee meetings as an independent non-voting observer. The Internal Audit Coordinator can be excluded from meetings by the Committee at any time.

The Internal Audit Coordinator must meet separately with the Audit, Risk and Improvement Committee at least once per year.

The Internal Audit Coordinator can meet with the Chair of the Audit, Risk and Improvement Committee at any time, as necessary, between Committee meetings.

External audit

Internal and external audit activities will be coordinated to help ensure the adequacy of overall audit coverage and to minimise duplication of effort.

Periodic meetings and contact between internal and external audit shall be held to discuss matters of mutual interest and to facilitate coordination.

External audit will have full and free access to all internal audit plans, working papers and reports.

Dispute resolution

Internal Audit should maintain an effective working relationship with Council and the Audit, Risk and Improvement Committee and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between Internal Audit and Council, the dispute is to be resolved by the General Manager and/or the Audit, Risk and Improvement Committee. Disputes between Internal Audit and the Audit, Risk and Improvement Committee are to be resolved by the governing body.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive in writing.

Review arrangements

Council's Audit, Risk and Improvement Committee must review the performance of the internal audit function each year and report its findings to the governing body.

A strategic review of the performance of the internal audit function must be conducted each Council term. This review must consider the views of a suitably qualified external party engaged to review the function and report its findings to the governing body.

This charter is to be reviewed annually by the Committee and once each Council term by the governing body. Any substantive changes are to be approved by the governing body.



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Further information

For further information on Council's internal audit activities, contact Council's Internal Audit Coordinator/Governance Manager, Leanne Austin on leanne.austin@griffith.nsw.gov.au or by phone (02) 6962 8186.

Reviewed by Leanne Austin, Internal Audit Coordinator/Governance Manager

[sign and date]

Reviewed by Chair of Council's Audit, Risk and Improvement Committee, Stuart Heffer

[sign and date]

Reviewed by General Manager, Scott Grant

[sign and date]

Reviewed by Council in accordance with a resolution of the governing body

[sign and date]

[resolution reference]



Internal Audit Charter

Griffith City Council

Schedule 1 – internal audit function responsibilities

Audit

Internal audit

- Conduct internal audits as directed by Council's Audit, Risk and Improvement Committee.
- Implement Council's annual and four-year strategic internal audit work plans.
- Monitor the implementation by Council of corrective actions.
- Assist Council to develop and maintain a culture of accountability and integrity.
- Facilitate the integration of risk management into day-to-day business activities and processes.
- Promote a culture of high ethical standards.

External audit

- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided.
- Review all external plans and reports in respect of planned or completed audits and monitor Council's implementation of audit recommendations.
- Provide advice on action taken on significant issues raised in relevant external audit reports and better practice guides.

Risk

Risk management

Review and advise:

- if Council has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard
- whether Council's risk management framework is adequate and effective for identifying and managing the risks Council faces, including those associated with individual projects, programs and other activities
- if risk management is integrated across all levels of Council and across all processes, operations, services, decision-making, functions and reporting
- of the adequacy of risk reports and documentation, for example, Council's risk register and risk profile
- whether a sound approach has been followed in developing risk management plans for major projects or undertakings
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- if Council has taken steps to embed a culture which is committed to ethical and lawful behaviour



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- if there is a positive risk culture within Council and strong leadership that supports effective risk management
- of the adequacy of staff training and induction in risk management
- how Council's risk management approach impacts on Council's insurance arrangements
- of the effectiveness of Council's management of its assets, and
- of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

Internal controls

Review and advise:

- whether Council's approach to maintaining an effective internal control framework, including over external parties such as contractors and advisors, is sound and effective
- whether Council has in place relevant policies and procedures and that these are periodically reviewed and updated
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with
- if Council's monitoring and review of controls is sufficient, and
- if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately.

Compliance

Review and advise of the adequacy and effectiveness of Council's compliance framework, including:

- if Council has appropriately considered legal and compliance risks as part of Council's risk management framework
- how Council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and
- whether appropriate processes are in place to assess compliance.

Fraud and corruption

Review and advise of the adequacy and effectiveness of Council's fraud and corruption prevention framework and activities, including whether Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

Financial management

Review and advise:

- if Council is complying with accounting standards and external accountability requirements
- of the appropriateness of Council's accounting policies and disclosures
- of the implications for Council of the findings of external audits and performance audits and Council's responses and implementation of recommendations



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- whether Council's financial statement preparation procedures and timelines are sound
- the accuracy of Council's annual financial statements prior to external audit, including:
 - management compliance/representations
 - significant accounting and reporting issues
 - the methods used by Council to account for significant or unusual transactions and areas of significant estimates or judgements
 - appropriate management signoff on the statements
- if effective processes are in place to ensure financial information included in Council's report is consistent with signed financial statements
- if Council's financial management processes are adequate
- the adequacy of cash management policies and procedures
- if there are adequate controls over financial processes, for example:
 - appropriate authorisation and approval of payments and transactions
 - adequate segregation of duties
 - timely reconciliation of accounts and balances
 - review of unusual and high value purchases
- if policies and procedures for management review and consideration of the financial position and performance of Council are adequate
- if Council's grants and tied funding policies and procedures are sound.

Governance

Review and advise of the adequacy of Council's governance framework, including the Council's:

- decision-making processes
- implementation of governance policies and procedures
- reporting lines and accountability
- assignment of key roles and responsibilities
- committee structure
- management oversight responsibilities
- human resources and performance management activities
- reporting and communication activities
- information and communications technology (ICT) governance, and
- management and governance of the use of data, information and knowledge.

Improvement

Strategic planning

Review and advise:

- of the adequacy and effectiveness of Council's integrated, planning and reporting (IP&R) processes



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- if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives, and
- whether Council is successfully implementing and achieving its IP&R objectives and strategies.

Service reviews and business improvement

Review and advise:

- if Council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance
- if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and
- how Council can improve its service delivery and Council's performance of its business and functions generally

Performance data and measurement

Review and advise:

- if Council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives
- if the performance indicators Council uses are effective, and
- of the adequacy of performance data collection and reporting.