Ordinary Council Meeting

Minutes

Grafton Chambers

Tuesday, 21 November 2017 - 2.00 pm
Agenda

OPENING OF ORDINARY MEETING

ACKNOWLEDGEMENT OF THE TRADITIONAL CUSTODIANS OF THE LAND

OPENING PRAYER BY REV ADRIAN VAN ASH

STATEMENT IN RELATION TO RECORDING OF COUNCIL MEETINGS

APOLOGIES – CR TOMS

ANNOUNCEMENTS

PRESENTATIONS – Reiky Jiang, Director, Financial Audit, Audit Office of NSW

URGENT, SUPPLEMENTARY AND LATE ITEMS OF BUSINESS
A) GENERAL MANAGER (MATTERS IN RESPECT OF WHICH NOTICE HAS BEEN GIVEN)
B) GENERAL MANAGER (MATTERS OF WHICH NO PRIOR NOTICE HAS BEEN GIVEN)

DISCLOSURE AND DECLARATION OF INTERESTS

TABLING OF REPORTS AND PETITIONS

CONFIRMATION OF MINUTES OF ORDINARY MEETING HELD 17 OCTOBER 2017

MAYORAL MINUTES

RECOMMENDATIONS FOR ITEMS TO BE CONSIDERED IN CONFIDENTIAL SESSION
13.068/17 Senior Staff Contracts
   Under Local Government Act 1993 Section
   10A 2 (a) The report contains information on personnel matters concerning particular individuals (other than councillors)

REPORTS FROM THE GENERAL MANAGER
13.069/17 Memorandum of Understanding between Clarence Valley Council and Policy Citizens Youth Club
13.070/17 Revised 2017/18 Integrated Planning and Reporting Documents and Proposal for a Special Rates Variation
13.071/17 Draft Model Code of Conduct and Draft Procedures for the Administration of the Model Code of Conduct
13.072/17 December 2017 and January 2018 Meeting Arrangements
13.073/17 Community Sporting Priority Projects
13.074/17 2016/17 Annual Financial Statements
13.075/17 Grafton Depot Rationalisation Project – Project Control Group Minutes
13.076/17 Former South Grafton Sewage Treatment Plant Remediation
13.077/17 Assessment to the Joint Regional Planning Panel (2017NTH006) DA2017/0173 – Health Services Facility (Private Hospital and Medical Centre) – Lot A DP904084 and Lot 2 DP125156 – No. 201 Queen Street, Grafton
13.079/17 Code of Conduct Complaints 2016/17
*As per Council’s *Code of Meeting Practice, Section 3.24 (1) Block Voting: refer Page 34 of these Minutes.*

ENVIRONMENT, PLANNING AND COMMUNITY COMMITTEE REPORTS

*Items for Decision*

* 14.119/17 MOD2017/0055 – Modification of SUB2011/0051 to Allow Connection of 10 Lots to Access the Existing Private Water Line – No. 143 Carrs Drive, Yamba – Lot 48 DP751395

* 14.120/17 REV2017/0002 Review of Roadworks Conditions Approved Under DA2017/0076 - Staged Development Application for a Building Envelope on Lot 4 Section 69 DP758604, Richmond Street, Lawrence

* 14.121/17 DA2017/0202 – Alterations and Additions to Dwelling and Construction of Garage – No. 8 South Terrace, Wooli – Lot 4 Section 11 DP759114

14.122/17 Local Places Heritage Grants 2017/18 – Assessment of Applications

14.123/17 Clarence Valley Tourism Industry Advisory Committee

14.124/17 Sponsorship Request for 2018 Australian Wakeboard Open

14.125/17 Proposed 2018 Inspire the Nation (Sport Australia Hall of Fame) Event

14.126/17 Draft Future Transport 2056 Strategy

* 14.127/17 Flying Fox Dispersal

* 14.128/17 Clarence Valley Cultural and Sports Trust Fund

*Items for Notation*

* 14.129/17 Development Applications


* 14.131/17 Wooli Beach Scraping Project - Progress Report


CORPORATE, GOVERNANCE & WORKS COMMITTEE REPORTS

*Items for Decision*

15.218/17 Sporting Facilities Advertising Signage Policy

15.219/17 Request from Water Account 2144152 for Additional Reduction due to Concealed Leak

* 15.220/17 Financial Planning Policy

* 15.221/17 Sale of Land for Unpaid Rates & Charges


* 15.223/17 Council Meeting Checklist – Update on Actions Taken

* 15.224/17 Audit Committee Membership

* 15.225/17 Alumy Creek Advisory Committee – Appointment of Members

* 15.226/17 Floodplain Risk Management Committee

* 15.227/17 Local Traffic Committee

* 15.228/17 Contract 16/045 – Yamba Reservoir Roof Replacement – Client Requested Variations

*Items for Notation*

* 15.229/17 Review of Light Fleet and Heavy Plant - Update

* 15.230/17 September Quarter Waste Services

* 15.231/17 2017/18 Safer Roads Pedestrian Infrastructure Around Schools

* 15.232/17 Rehabilitation of Former Maclean, Townsend & Ilarwill Sewage Treatment Plants - Update

* 15.233/17 Works Report

* 15.234/17 2017-18 Operational Plan – Quarterly Performance Review as at 30
* 15.235/17 Reporting of General Manager’s Expenses 146
* 15.236/17 Loan Borrowing Portfolio Update as at 30 September 2017 148
* 15.238/17 2017-18 Quarterly Budget Review Statement – September 2017 160

Items for Information
15.239/17 1. Coaldale Barretts Creek Hall Committee 164
          2. Wooloweyah Parks & Reserves Management Committee
          3. Audit Committee

Motions on Notice
17.010/17 Waiving of Excess Water Balance Account 2030856 166
17.011/17 Future Works Program – Sealing of Gravel Roads 169

TENDERS AND CONTRACTS FOR SUPPLY
16.019/17 Debt Recovery Services Tender 173

MOTIONS ON NOTICE

FUNCTIONS ATTENDED AND REPORTS FROM COUNCIL DELEGATES 176

AUTHORITY TO AFFIX THE COMMON SEAL OF COUNCIL FOR ITEMS NOT INCLUDED IN REPORTS 177

OPEN FORUM 177

FORWARD MEETING DATES 177

CONFIDENTIAL BUSINESS
13.068/17 Senior Staff Contracts 178

Under Local Government Act 1993 Section 10A 2 (a) The report contains information on personnel matters concerning particular individuals (other than councillors)

CLOSE OF ORDINARY MEETING 179
MINUTES of the ORDINARY MEETING of the CLARENCE VALLEY COUNCIL held in the Council Chambers, Grafton, 21 November 2017, commencing at 2.00 pm.

PRESENT

Cr Jim Simmons (Mayor), Cr Jason Kingsley (Deputy Mayor), Cr Andrew Baker, Cr Greg Clancy, Cr Peter Ellem, Cr Debrah Novak, Cr Richie Williamson, Cr Arthur Lysaught (until 5.56 pm), General Manager (Ashley Lindsay) Director Environment Planning & Community (Des Schroder), Director Works & Civil (Troy Anderson), Acting Director Corporate & Governance (Tim Howarth), Youth Mentor (Matthew Farrell) and Minutes Secretaries (Lesley McBay and Karlie Chevalley).

ACKNOWLEDGEMENT OF THE TRADITIONAL CUSTODIANS OF THE LAND

We acknowledge the Bundjalung peoples, Traditional Custodians of these lands on which this meeting is taking place, and pay tribute and respect to the Elders both past and present of the Bundjalung, Gumbaynggirr and Yaegl nations which lie within the Council boundaries.

OPENING PRAYER

Rev Adrian Van Ash opened the meeting with a prayer.

STATEMENT IN RELATION TO RECORDING OF MEETINGS

I advise all present that this meeting is being broadcast and audio recorded. The recordings of the non-confidential parts of the meeting will be made available on Council’s website once the Minutes have been finalised. Speakers are asked not to make insulting or defamatory statements, and to take care when discussing other people’s personal information. No other persons are permitted to record the meeting, unless specifically authorised by Council to do so.

APOLOGIES

COUNCIL RESOLUTION – 04.006/17

Williamson/Kingsley

That an apology for unavoidable absence, lodged on behalf of Councillor Karen Toms be accepted and leave of absence granted.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

ANNOUNCEMENTS – Nil

PRESENTATIONS – 06.002/17

Reiky Jiang, Director, Financial Audit, Audit Office of NSW
URGENT, SUPPLEMENTARY AND LATE ITEMS OF BUSINESS

COUNCIL RESOLUTION – 07.004/17

Williamson/Kingsley

That Item 19.008/17 Authority to Affix the Council Seal be accepted as a late item of business.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

DISCLOSURE AND DECLARATIONS OF INTEREST - 08.010/17

Summary of Declarations to Committees

<table>
<thead>
<tr>
<th>Name</th>
<th>Item</th>
<th>Nature of Interest</th>
<th>Reason/Intended Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cr Ellem</td>
<td>15.239/17</td>
<td>☒ Non-Significant Non Pecuniary</td>
<td>Reason: Wife is on Wooloweyah Parks &amp; Reserves Committee</td>
</tr>
</tbody>
</table>

Declarations received at the commencement of the Ordinary Meeting

<table>
<thead>
<tr>
<th>Name</th>
<th>Item</th>
<th>Nature of Interest</th>
<th>Reason/Intended Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Anderson</td>
<td>13.068/17</td>
<td>☒ Pecuniary ☐ Significant Non Pecuniary ☐ Non-Significant Non Pecuniary</td>
<td>Reason: Report relates to my position as Director</td>
</tr>
<tr>
<td>Mr Schroder</td>
<td>13.068/17</td>
<td>☒ Pecuniary ☐ Significant Non Pecuniary ☐ Non-Significant Non Pecuniary</td>
<td>Reason: Report relates to my position as Director</td>
</tr>
<tr>
<td>Cr Simmons</td>
<td>13.077/17</td>
<td>☐ Pecuniary ☐ Significant Non Pecuniary ☒ Non-Significant Non Pecuniary</td>
<td>Reason: Member of the JRPP</td>
</tr>
<tr>
<td>Cr Kingsley</td>
<td>13.077/17</td>
<td>☐ Pecuniary ☐ Significant Non Pecuniary ☒ Non-Significant Non Pecuniary</td>
<td>Reason: Member of the JRPP</td>
</tr>
</tbody>
</table>

TABLING OF REPORTS AND PETITIONS – Nil

CONFIRMATION OF MINUTES

COUNCIL RESOLUTION – 10.010/17

Williamson/Ellem

That the Minutes of the Ordinary Meeting of Council dated 17 October 2017, copies of which have been circulated, be taken as read and be confirmed.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil
MAYORAL MINUTES - Nil

RECOMMENDATION FOR ITEM TO BE CONSIDERED IN CONFIDENTIAL SESSION

That the following item be considered in Confidential Session in accordance with the Local Government Act Section 10A 2 (c) as the report contains information on personnel matters concerning particular individuals (other than councillors) - Item 13.068/17 Senior Staff Contracts
REPORTS FROM THE GENERAL MANAGER

<table>
<thead>
<tr>
<th>ITEM</th>
<th>13.069/17</th>
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<tbody>
<tr>
<td>MEMORANDUM OF UNDERSTANDING BETWEEN CLARENCE VALLEY COUNCIL AND POLICE CITIZENS YOUTH CLUB</td>
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<table>
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<tr>
<th>Meeting</th>
<th>Council</th>
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<tbody>
<tr>
<td>Directorate</td>
<td>Environment, Planning &amp; Community</td>
</tr>
<tr>
<td>Reviewed by</td>
<td>Director - Environment, Planning &amp; Community (Des Schroder)</td>
</tr>
<tr>
<td>Attachment</td>
<td>Yes</td>
</tr>
</tbody>
</table>

21 November 2017

SUMMARY

With a focus on bringing the Police and Citizens Youth Club (PCYC) to the Clarence, a Memorandum of Understanding (MOU) is being developed. The purpose of this MOU is to establish communication pathways, identify stakeholders and pave a way to the possible establishment of an agreement between Clarence Valley Council (CVC) and PCYC to establish at the Grafton Sports Centre.

OFFICER RECOMMENDATION

That Council endorse the draft MOU, attached, between CVC and the PCYC to allow advanced negotiation between all stakeholders, with an aim to establish a PCYC at the Grafton Sports Centre.

COUNCIL RESOLUTION – 13.069/17

Kingsley/Lysaught

That Council endorse the draft MOU, attached, between CVC and the PCYC to allow advanced negotiation between all stakeholders, with an aim to establish a PCYC at the Grafton Sports Centre.

Voting recorded as follows:

For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught

Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 1  Society

Objective 1.2  We will have a safe, active and healthy region

Strategy 1.2.1  Provide, maintain and develop sport and recreational facilities and encourage greater utilisation and participation

BACKGROUND

CVC has been working with PCYC, over a number of years, to identify the possibility of bringing the service to the Clarence Valley. A range of options has been investigated and the Grafton Sports Centre was identified as the most viable. Negotiations have reached a point requiring the implementation on an MOU to successfully guide the process.

KEY ISSUES

- PCYC would be an additional service focused on youth mental health and wellbeing in the Clarence.
- Establishment of a PCYC requires that two additional Police officers would be stationed in the Clarence, at the Centre.
- An organisation focused on development and running of sports facilities will:
o Improve the asset through capital investment, evidenced by other recent PCYC acquisitions.
o Improved usage of the Centre by the community.
• Council currently has a service provision contract in place with the Grafton Basketball Association (GBA).

COUNCIL IMPLICATIONS

Budget/Financial
• The development of a MOU and ongoing negotiations will have minimal cost, mostly pertaining to staff time dedicated to negotiation.
• Detailed cost implication will be developed and delivered prior to any contract agreement, beyond the MOU, being implemented.

Asset Management
The proposed MOU focuses on the Grafton Sports Centre, with PCYC aiming to create partnerships with users of surrounding open spaces and facilities.

Policy or Regulation
N/A

Consultation
• Grafton Basketball Association, Grafton Ghosts Junior Rugby League Football Club and the Department of Education have been involved in ongoing discussions over possibilities for the Centre. Preliminary consultation with the Clubs’ executive has been positive.
• Discussions with Grafton Ghosts Senior Rugby League Football Club and other Centre users will need to take place prior to any contracts being finalised.

Legal and Risk Management
The contract with Grafton Basketball Association to currently run the Sports Centre will need to be renegotiated as part of any PCYC agreement.

<table>
<thead>
<tr>
<th>Prepared by</th>
<th>Dan Griffin, Coordinator Community Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment</td>
<td>Draft MOU</td>
</tr>
</tbody>
</table>
ITEM 13.070/17 REVISED 2017/18 INTEGRATED PLANNING AND REPORTING DOCUMENTS AND PROPOSAL FOR A SPECIAL RATES VARIATION

Meeting: Council 21 November 2017
Directorate: Office of General Manager
Reviewed by: General Manager - Ashley Lindsay
Attachment: Yes

SUMMARY

This report documents the methods used to support Council’s 15 August 2017 Ordinary Council meeting resolution for item 13.052/17 on a Special Rates Variation (SRV) consultation plan and amendments to the associated integrated planning and reporting documents. It provides results of a community-wide survey and submissions received as a result of that community consultation.

This report also recommends Council make application to the Independent Pricing and Regulatory Tribunal (IPART) for a SRV of 8% (including the assumed rate peg of 2.5%) each year for three years (from 2018/19 to 2020/21) and adopt the revised Delivery Program 2017-2021 & 2017/18 Operational Plan, revised 2017/18 to 2026/27 Long Term Financial Plan, and revised 2017/18 to 2026/27 Asset Management Strategy which will support that application. The cumulative impact of the SRV would be a rise in the general (ordinary) rate of 25.97%, which would be retained permanently in Council’s rate base, raising an additional $10.122 million in rate income over the rate peg (based on the assumed rate peg of 2.5% p.a.) over the 3 years 2018/19 to 2020/21 to improve Council’s financial and asset sustainability.

OFFICER RECOMMENDATION

That Council:

2. Apply to Independent Pricing and Regulatory Tribunal (IPART) for a Special Rate Variation (SRV) of 8% (including the assumed rate peg of 2.5%) per year for three (3) years from 2018/19 to 2020/21 in accordance with Section 508(A) of the Local Government Act, which will remain permanently in Council’s rate base, being a total cumulative increase of 25.97% (inclusive of the assumed rate peg) over the 3 year term. The increased general (ordinary) rate revenue above the rate peg amount for each year ($10.122 million based on the assumed rate peg of 2.5% p.a. over the 3 years 2018/19 to 2020/21) to be specifically used to improve Council’s General Fund financial sustainability and Council’s General Fund asset sustainability (asset renewals only for 2018/19 to 2020/21, and asset renewals and asset maintenance from 2021/22).

3. Apply to IPART to increase the minimum ordinary rates above the statutory minimum amount by the 8% special variation.

4. Publish in the annual report a list of projects and the cost for each project that have been achieved by the extra funds made available by any special rate variation.

COUNCIL RESOLUTION – 13.070/17

Simmons/Williamson

That Council:
2. Apply to Independent Pricing and Regulatory Tribunal (IPART) for a Special Rate Variation (SRV) of 8% (including the assumed rate peg of 2.5%) per year for three (3) years from 2018/19 to 2020/21 in accordance with Section 508(A) of the Local Government Act, which will remain permanently in Council’s rate base, being a total cumulative increase of 25.97% (inclusive of the assumed rate peg) over the 3 year term. The increased general (ordinary) rate revenue above the rate peg amount for each year ($10.122 million based on the assumed rate peg of 2.5% p.a. over the 3 years 2018/19 to 2020/21) to be specifically used to improve Council’s General Fund financial sustainability and Council’s General Fund asset sustainability (asset renewals only for 2018/19 to 2020/21, and asset renewals and asset maintenance from 2021/22).

3. Apply to IPART to increase the minimum ordinary rates above the statutory minimum amount by the 8% special variation.

4. Publish in the annual report a list of projects and the cost for each project that have been achieved by the extra funds made available by any special rate variation.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Williamson, Lysaught
Against: Novak

LINKAGE TO OUR COMMUNITY PLAN

Theme 5  Leadership
Objective 5.2  We will have an effective and efficient organisation
Strategy 5.2.1  Operate in a financially responsible and sustainable manner

BACKGROUND

As part of measures to meet the NSW Government’s Fit for the Future benchmarks, Councillors and senior staff met officers from the Office of Local Government (OLG) for a full-day workshop in Grafton on 4 April 2017. These discussions centred on measures required to contain costs or increase revenues in order to deliver the primary OLG benchmark of an Operating Performance Ratio greater than or equal to breakeven by 2020/21 (achieved through a balanced General Fund net operating result before grants and contributions for capital purposes by 2020/21). Councillors were presented with a variety of scenarios in order to reach the benchmark ranging from cutting programs/services, reviewing the potential to reduce the reliance on rates through increased revenues from other sources (e.g. fees and charges), implementing an SRV, or a combination of these scenarios.

Several workshops were undertaken with Councillors and the Executive Team to discuss a range of options to reduce the General Fund 2017/18 budget deficit of some $15.3m (inclusive of depreciation) over four years i.e. from 2017/18 to 2020/21. At the 18 April 2017 Ordinary Council meeting a report ‘2017/18 to 2020/21 Efficiency Savings and Improvement Opportunities’ (Item 13.016/17) was presented to Council. This report presented a range of efficiency savings and improvement opportunities and proposed a SRV. Council resolved firstly that the range of efficiency savings and improvement opportunities identified in the report be incorporated into Council’s Draft 2017/18 Budget and Draft 2017/18 to 2026/27 Long Term Financial Plan. Secondly, it was resolved that Council incorporate the proposal for an SRV of 8% per year for three years (including the assumed rate peg 2%) commencing 2018/19 (with the cumulative increase of 25.97% by 2020/21 to be retained permanently in Council’s rate base) in Council’s 2017/18 Integrated Planning and Reporting documents.

On 21 April 2017, Councillors started informal consultations about a possible SRV application when they manned a pop-up information stand at Grafton Shoppingworld. Similar pop-up stands were held in the
main street of Yamba, South Grafton CBD, Iluka CBD, Maclean CBD, Grafton Shoppingworld (again) and Yamba Shopping Fair between 28 April and 2 June 2017.

The Draft 2017/18 Integrated Planning and Reporting documents including the proposed SRV were adopted for community consultation at the 16 May 2017 Ordinary Council meeting (Item 13.026/17). As a result further face-to-face consultations involving Councillors and senior staff were held as per the tables below.

### Drop-in centres

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maclean (Council Chambers) and Iluka Library</td>
<td>Wednesday, 31 May</td>
<td>10am-2pm</td>
</tr>
<tr>
<td>Grafton (Community &amp; Function Centre), South Grafton (New School of Arts)</td>
<td>Thursday, 1 June</td>
<td>10am-2pm</td>
</tr>
<tr>
<td>Yamba (Yamba Shopping Fair)</td>
<td>Friday, 2 June</td>
<td>10am-2pm</td>
</tr>
</tbody>
</table>

### Roundtables

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iluka (Library)</td>
<td>Thursday, 1 June</td>
<td>5.30-7.30pm</td>
<td>7 members of the public</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5 Councillors</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4 staff</td>
</tr>
<tr>
<td>Maclean (Council Chambers)</td>
<td>Friday, 2 June</td>
<td>5.30-7.30pm</td>
<td>9 members of the public</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4 Councillors</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5 staff</td>
</tr>
<tr>
<td>South Grafton (New School of Arts)</td>
<td>Saturday, 3 June</td>
<td>4.00-6.00pm</td>
<td>12 members of the public</td>
</tr>
<tr>
<td></td>
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<td>4 Councillors</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>4 staff</td>
</tr>
<tr>
<td>Yamba</td>
<td>Sunday, 4 June</td>
<td>11.00am-1.00pm</td>
<td>15 members of the public</td>
</tr>
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<td></td>
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<td>4 Councillors</td>
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<td></td>
<td></td>
<td></td>
<td>2 staff</td>
</tr>
</tbody>
</table>

These sessions were promoted through media releases, promotions on Council’s Facebook page and in paid advertising in local newspapers. This community engagement was undertaken on an assumed rate peg limit of 2% per annum.

At the 27 June Ordinary Council meeting the suite of Integrated Planning and Reporting documents for 2017/18 was adopted (Item 13.035/17). Several of these documents and the Council resolution referred to an assumed rate peg of 2% in the forward years. However, in subsequent discussions with IPART in July 2017 Council staff were advised that in order to satisfy the requirements for the 2018/19 SRV application, the assumed rate peg should be 2.5% from 2018/19 onwards. Documents that referenced the assumed 2% rate peg were revised to show an assumed rate peg of 2.5% and adopted for exhibition at the 15 August 2017 Ordinary Council meeting (Item 13.052/17). The revised Delivery Program 2017-2021 & 2017/18 Operational Plan, revised 2017/18 to 2026/27 Long Term Financial Plan, and revised 2017/18 to 2026/27 Asset Management Strategy were exhibited from 29 September 2017 to 3 November 2017.

Also at the 15 August 2017 Ordinary Council meeting a SRV community engagement plan (Item 13.052/17 Attachment G) was adopted that set out the methods to be used to inform and engage the community about Council’s financial position, including the need to meet the NSW Government’s Fit for the Future General Fund operating performance ratio benchmark (i.e. a balanced General Fund net operating result before grants and contribution for capital purposes by 2020/21) and a proposal to apply for a SRV of 8% a
Ordinary Council Meeting
21 November 2017

This is page 9 of the Minutes of the Ordinary Meeting of Clarence Valley Council held 21 November 2017

year for three years from 2018/19 (a cumulative total 25.97% by 2020/21 permanently built into Council’s general rate base).

The following methods were used to inform and engage the community:

- Deployed and promoted an online rates estimator so ratepayers could estimate what impact the proposed SRV might have on their property. The number of total visits to the Rates Estimator Page was 1,270 of which 571 were Unique Page views i.e. the distinct number of IP addresses visiting a page (each customer is only counted once regardless of how many times they accessed the estimator).
- Produced and distributed a survey (Attachment D), a pamphlet (see Attachment E), a letter from the General Manager and Mayor (Attachment F), and reply paid envelope through an Australia Post premium unaddressed material service to all residents of the Clarence Valley. Copies were also provided via a link on Council’s website and in hard copy at Council’s offices and libraries.
- Utilised local newspapers through media releases and paid advertising.
- Radio advertising and talkback with the General Manager.
- Council’s Facebook page used to inform residents of community information meetings.
- Key messages and frequently asked questions (FAQs) provided via a link on council’s website. These were available in hard copy on request.
- Dedicated web page utilising EngagementHQ (Bang the Table) providing background material, a downloadable version of the pamphlet, survey, FAQs and link to the rates estimator.
- Four (4) community information meetings were conducted, details of which are:

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grafton Council Chambers</td>
<td>Monday, 23 October</td>
<td>5.30-7.30pm</td>
<td>20 members of the public</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3 Councillors</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6 staff</td>
</tr>
<tr>
<td>Maclean Council Chambers</td>
<td>Tuesday, 24 October</td>
<td>5.30-7.30pm</td>
<td>13 members of the public</td>
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<td>2 Councillors</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6 staff</td>
</tr>
<tr>
<td>Yamba (Treelands Drive Community Centre)</td>
<td>Wednesday, 25 October</td>
<td>5.30-7.30pm</td>
<td>20 members of the public</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4 Councillors</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5 staff</td>
</tr>
<tr>
<td>Iluka Library</td>
<td>Thursday, 26 October</td>
<td>5.30-7.30pm</td>
<td>18 members of the public</td>
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<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4 staff</td>
</tr>
</tbody>
</table>

In response, Council received 3,305 completed printed survey forms and 22 completed electronic survey forms. All answers were tallied but not all questions were answered in every survey. Survey results are attached to this report (Attachment A and Attachment B).

Council also received 138 written submissions. A summary of those submissions is attached to this report (Attachment C) and full submissions (Attachment G to be tabled). Written submissions overwhelmingly opposed the proposed rate increases, but few offered practical suggestions on how Council could reach the balanced operating performance ratio required to meet the Fit for the Future benchmark.

A common response in formal submissions was from people who said they were pensioners saying that with other cost of living increases they would have difficulty meeting the payments. Thirty six submissions said simply “I do not support SRV” or similar wording. Many said financial issues were a result of incompetence, mismanagement or overspending on projects and ratepayers “shouldn’t have to bail council out”. Others said Council should operate more like a business or there should be more use of contractors, particularly for seasonal jobs like lawn mowing. Some, notably those on pensions, suggested pensioner rebates should be increased to compensate for any increase in rates. Several said a number of Councillors were elected on no rate increase platforms and should stick with that.
Some suggested Council should seek additional funding from the NSW Government, reduce staff wages, improve management, get areas of high property values to pay more while others believed the areas of high property values would be forced to pay substantially more than those areas with lower property values. Construction of the new works depot in South Grafton and McLachlan Park in Maclean were cited as areas where money was wasted.

KEY ISSUES

Rate Peg for 2018/19

The rate peg announcement for 2018/19 by IPART is expected in late November 2017. At this stage it is anticipated that Council may still require the cumulative increase of 25.97% in general rates from a SRV commencing 2018/19 to 2020/21 to be retained permanently in Council’s rate base. However, should the actual rate peg for 2018/19 be less than the assumed 2.5% the impact of this change will be updated in Council’s Revised 2017/18 to 2026/27 Long Term Financial Plan/Revised 2017-2021 Delivery Plan/ Revised 2017/18 to 2026/27 Asset Management Strategy and these updated documents will be reported to the community and presented to Council at the 12 December 2017 Ordinary Council meeting.

SRV Application Timetable

On 9 November 2017 the OLG released Circular 17-35 ‘Special Variation and Minimum Rate Variation Guidelines and Process for 2018/19’ (Attachment H). The circular refers to the 2018/19 OLG ‘Guidelines for the Preparation of an Application for a Special Variation to General Income’ (Attachment I) and contains the following timetable for SRV applications for 2018/19:

- Special Variation notifications due to be made to IPART (15 December 2017)
- Special Variation applications to be submitted to IPART (12 February 2018)
- Minimum Rate variation applications to IPART (12 March 2018)
- IPART determinations on special rate variation and minimum Rate variation applications announced (15 May 2018)

If the revised 2017/18 Integrated Planning & Reporting documents (i.e. 2017/18 to 2026/27 Long Term Financial Plan/Revised 2017-2021 Delivery Plan/Revised 2017/18 to 2026/27 Asset Management Strategy) which will be updated for the IPART announced 2018/19 Rate Peg are adopted by Council at the 12 December 2017 Ordinary Council meeting for exhibition over December 2017 to January 2018, then an Extraordinary Council Meeting needs to be held to adopt the Revised 2017/18 Integrated Planning & Reporting documents once they come off exhibition but before 12 February 2018 which is the due date for Special Variation applications to be submitted to IPART.

Impact on Rate Payers

The impact of the proposed SRV on ratepayers is presented in Appendix B to Council’s revised Delivery Program 2017/18 to 2020/21 and Operational Plan 2017/18 (exhibited from 29 September 2017 to 3 November 2017) which shows the Annual $ and Annual % increases for average ratepayers in each Rating Sub Category for each year of the proposed SRV period (i.e. 2018/19 to 2020/21) and the Cumulative $ and Cumulative % increases for average ratepayers in each Rating Sub Category at Year 3 (2020/21).

Should an SRV be approved, Council has taken into consideration what impact an SRV may have on the Clarence Valley Council community. Along those lines Council has a ‘Rates Hardship Policy’ which is further explained at Section E9 of the Revised Delivery Program (2017/18 to 2020/21) and Operational Plan (2017/18). This policy provides assistance for all ratepayers suffering from financial hardship, including writing off interest accrued on unpaid rates and legal costs. The potential beneficiaries of Council’s
Hardship Policy are any rateable people within the Clarence Valley Council Local Government Area that meets the criteria as stated in the policy.

Council’s ‘Rates Hardship Policy’ can be accessed via Council’s website.

Councils ‘Rates Hardship Application Forms’ can be accessed via Council’s website.

The impact on ratepayers of the proposed SRV will be substantial (a cumulative impact of 25.97% between 2018/19 and 2020/21 inclusive of an assumed 2.5% p.a. rate peg), but reasonable given that the Council’s 2015/16 average residential rates ($934) were below the OLG Group 4 average (based on the 2015/16 Time Series data from the OLG) ($1,012) by 7.7%, the average business rates in the same period ($2,651) were below the OLG Group 4 average ($3,438) by 22.9%, and the average farmland rates in the same period ($1,306) were below the OLG Group 4 average ($2,100) by 37.8%.

Recent ABS census data also indicates an increased capacity to pay an SRV for Clarence Valley Council ratepayers with Clarence Valley Council Local Government Area Median Weekly Household Income increasing by 18.5% from $768 in 2011 to $910 in 2016.

Furthering the community’s capacity pay is the downward trend in Council’s General Fund Rates and Annual Charges Outstanding Percentage between 2011/12 and 2016/17 (which at 6.74% in 2016/17 is below the OLG’s 10% benchmark for Regional and Rural Council’s). In 2017/18 additional payment channels and debt management procedures will also be implemented which are expected to prevent any increase in the General Fund Rates and Annual Charges Outstanding Percentage from adopting the SRV.

The proposed SRV Rate Structure is provided in Appendix D (Property Rate Comparisons - 2017/18 Rate Levy with 1.5% Rate Peg plus SRV 8% (inclusive of assumed 2.5% p.a. rate peg) for next 3 years to 2020/21) and Appendix E (Land Value Comparisons for the SRV from 2017-18 to 2020-21 for Rate Structure of Rate Peg 1.5% 2017/18 and 8% SRV (inclusive of assumed 2.5% p.a. rate peg) for each year from 2018/19 to 2020/21) of the Revised Delivery Program 2017-2021 and Operational Plan 2017/18.

COUNCIL IMPLICATIONS

Budget/Financial

Scenario 1 (Base Case) of the Revised 2017/18 Long Term Financial Plan includes Improvement Strategies commencing in 2017/18 increasing each year and reaching $8.6 million for the 2020/21 financial year, which results in Council’s General Fund net operating result before grants & contributions for capital purposes being an operating deficit of $5M by 2020/21. The Base Case shows an operating deficit each year of the revised 2017/18 to 2026/27 Long Term Financial Plan. The Base Case scenario also demonstrates Council has insufficient “available” cash reserves to achieve financial and asset sustainability.

To address the financial sustainability and asset sustainability challenges arising from the Revised 2017/18 to 2026/27 LTFP Scenario 1 of continuing General Fund operating deficits before grants & contributions for capital purposes, limited Unrestricted Reserves available for renewals and maintenance, and the inability to achieve the target General Fund Operating Performance Ratio by 2020/21, a SRV Scenario of the Revised 2017/18 to 2026/27 Long Term Financial Plan (Scenario 2) was proposed.

Scenario 2 of the Revised 2017/18 to 2026/27 Long Term Financial Plan (Base Case plus SRV) will provide Council with an additional $14.490 million ($2.290 million 2018/19, $4.764 million 2019/20, and $7.436 million 2020/21) inclusive of assumed rate peg of 2.5% p.a. over the three (3) years 2018/19 to 2020/21 or
$10.122 million ($1.575 million 2018/19, $3.314 million 2019/20, and $5.233 million 2020/21) above the assumed rate peg over the three (3) years 2018/19 to 2020/21. The additional revenue of $10.122 million above the assumed rate peg over the three (3) years 2018/19 to 2020/21 from the Section 508 (A) SRV under Scenario 2 of the Revised 2017/18 to 2026/27 Long Term Financial Plan enables Council to meet the Fit for the Future General Fund Operating Performance ratio by achieving a General Fund operating surplus before grants and contributions for capital purposes of $131,370 in 2020/21, and this allows Council to bridge the General Fund asset renewal ratio gap and General Fund asset maintenance ratio gaps over the 10 year period of the Revised 2017/18 to 2026/27 Long Term Financial Plan.

Asset Management
The revised 2017/18 to 2026/27 Asset Management Strategy has been developed in line with Council’s Revised 2017/18 to 2026/27 Long Term Financial Plan. Two Scenarios are outlined from the Revised 2017/18 to 2026/27 Long Term Financial Plan and how they impact the Revised 2017/18 to 2026/27 Asset Management Strategy are as follows:

Scenario 1 – Base Case, No SRV

This represents Council’s base case position (rate peg only). The future sustainability of Council is dependent upon generating sufficient funds to meet the costs of maintaining and renewing assets to deliver services. The medium term projected expenditure for Scenario 1 is $47.7M per the General Fund Asset Management Plans per year (average operations and maintenance expenditure plus projected renewals required over 10 years). The medium term Long Term Financial Plan budgeted expenditure over the 10 year planning period is $40M per year (average operations and maintenance plus capital renewal budgeted expenditure in the Long Term Financial Plan over 10 years).

The financing shortfall is $7.7M per year, a medium term (10 year) financing indicator of 84%. This scenario is not financially sustainable in the long term. Infrastructure renewals aren’t performed when required under this scenario, generating a backlog of renewal works. With the ageing infrastructure, asset conditions will deteriorate which significantly increases levels of risk and potential of failure. Levels of service will have to decrease to sustain available funding.

The Asset Sustainability Ratio (planned capital expenditure on renewing and replacing existing assets (net of proceeds from sale of replaced assets) divided by the optimal level proposed in Council’s Asset Management Plans) indicates Council will have 74% of the funds required for the optimal renewal and replacement of its assets, which is outside Council’s target Financial Planning Policy range of 90% to 110%. The ratio indicates assets are deteriorating at a greater rate than the budgeted capital expenditure on renewals and replacements.

Scenario 2 – Base Case PLUS Section 508(A) SRV 8% p.a. inclusive of assumed 2.5% rate peg, from 2018/19 to 2020/21, which is a cumulative increase of 25.97% by 2020/21 inclusive of assumed rate peg to be retained permanently in Council’s rate base.

This represents Council’s Achieve Financial Sustainability and Asset Sustainability scenario. This option will provide Council from 2018/19 to 2020/21 with an additional $10.122 million above the assumed rate peg. These funds are to be used to improve Council’s General Fund financial sustainability and General Fund asset sustainability (asset renewals only from 2018/19 to 2020/21, and asset renewals and asset maintenance from 2021/22 onwards).

The medium term projected expenditure for Scenario 2 is $47.7M per the General Fund Asset Management Plans per year (average operations and maintenance expenditure plus projected renewals required over 10 years).
The medium term Long Term Financial Plan budgeted expenditure over the 10 year planning period is $44.7M per year (average operations and maintenance plus capital renewal budgeted expenditure in the Long Term Financial Plan over 10 years).

The financing shortfall is $3M per year, a medium term (10 year) financing indicator of 94%. This scenario is financially sustainable in the long term. Council will be able to maintain the condition of infrastructure assets in a sustainable fashion. Performing renewals as they are required will stop the deterioration and failure of assets reducing the levels of risk. Levels of service can be maintained at current levels.

The Asset Sustainability Ratio indicates Council will have 95% of the funds required for the optimal renewal and replacement of its assets, this is within Council’s target range of 90% to 110%. The ratio indicates optimised budgeted capital expenditure assisting in minimising the life cycle costs of the assets.

Policy or Regulation
IPART assesses and determines special variation applications by councils under powers delegated by the Minister for Local Government in accordance with the following sections of the Local Government Act 1993: sections 506, 507, 508(2), 508(3), 508(6), 508(7), 508A, 548(3) and 548(8).

Consultation
As outlined in the background section of this report.

Legal and Risk Management
This report demonstrates that Council’s management systems are accountable and comply with relevant legislation i.e. Local Government Act (Section 404/405) for the Delivery Program and Operational Plan, and the Local Government Amendment (planning and reporting) Act 2009 and the associated Guidelines and Manual for the Resourcing Strategy (which includes the Asset Management Strategy and the Long Term Financial Plan).

Prepared by
Matthew Sykes (Manager Finance & Supply) and
David Bancroft (Communications Coordinator)

Attachment
A: Survey results
B: Electronic survey results (via Clarence Conversations)
C: SRV submission summary
D: SRV Survey form
E: SRV Pamphlet
F: Letter from the General Manager and Mayor
G: Collated submissions (to be tabled)
H: OLG Circular Special Variation and Minimum Rate Variation Guidelines for 2018/19
I: 2018/19 OLG Guidelines

To be Tabled
J: Delivery Program/Operational Plan
K: Long Term Financial Plan
L: Asset Management Strategy
ITEM 13.071/17 DRAFT MODEL CODE OF CONDUCT AND DRAFT PROCEDURES FOR THE ADMINISTRATION OF THE MODEL CODE OF CONDUCT

Meeting Council 21 November 2017
Directorate Corporate & Governance
Reviewed by Governance & Organisation Performance
Attachment Nil

SUMMARY

This report concerns whether Council should make any submissions to the Office of Local Government (OLG) in relation to its consultation drafts of the Model Code of Conduct and the Procedures for the Administration of the Model Code of Conduct.

OFFICER RECOMMENDATION

That Council not make a submission to the Office of Local Government in relation to the Model Code of Conduct and the Procedures for the Administration of the Model Code of Conduct.

COUNCIL RESOLUTION – 13.071/17

Kingsley/Baker

That Council not make a submission to the Office of Local Government in relation to the Model Code of Conduct and the Procedures for the Administration of the Model Code of Conduct.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 5 Leadership
Objective 5.1 We will have a strong, accountable and representative Government
Strategy 5.1.8 Ensure good governance, effective risk management and statutory compliance

BACKGROUND

On 23 October 2017 the OLG issued consultation drafts of the Model Code of Conduct and Procedures for the Administration of the Model Code of Conduct for comment. Due date for submissions is 4 December 2017. It is proposed that the revised Model Code of Conduct and Procedures for the Administration of the Model Code of Conduct will supersede those currently in place.

KEY ISSUES

The main issue is whether or not Council should consider making a submission to OLG in relation to the proposed Model Code of Conduct and/or Procedures for the Administration of the Model Code of Conduct.

Both documents have been reviewed in their entirety and in comparison with the current Code of Conduct and Procedures adopted by Council. There are significant similarities and changes. These include:
1. The majority of the provisions are similar and in many cases identical to the provisions of the current Code of Conduct.

2. The proposed changes incorporate other policy and procedures currently in place. For example, the proposed Model Code of Conduct incorporates pecuniary interest provisions based on the provisions of the *Local Government Act 1993* and also includes extensive non-pecuniary interest.

3. The proposed Model Code Procedures provides a more robust complaints-handling procedure, greater transparency in decision-making and an increased array of alternative means available to decision-makers to resolve code of conduct complaints.

On review of the documents we are of the view that there no substantial errors or areas prejudicial to Council’s interests that a submission to OLG is warranted.

On receipt of the final Model Code of Conduct and Procedures for the Administration of the Model Code of Conduct from OLG they will be reviewed and put forward to Council for comment/adoption.

**COUNCIL IMPLICATIONS**

**Budget/Financial**
N/A

**Asset Management**
N/A

**Policy or Regulation**
Code of Conduct Policy
Local Government Act 1993 (NSW)
Local Government Regulation 2005 (NSW)
Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW – March 2013

**Consultation**
N/A

**Legal and Risk Management**
Probity, conflict of interest, accountability and administrative decision-making may be subject to review by an external agency or a Court or Tribunal.

<table>
<thead>
<tr>
<th>Prepared by</th>
<th>Stephen McAlister, Governance Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment</td>
<td>Nil</td>
</tr>
</tbody>
</table>
ITEM 13.072/17 DECEMBER 2017 AND JANUARY 2018 MEETING ARRANGEMENTS

Meeting Council 21 November 2017
Directorate Office of General Manager
Reviewed by General Manager - Ashley Lindsay
Attachment Nil

SUMMARY

This report concerns the setting of dates for Council and Committee meetings in December 2017 and January 2018.

OFFICER RECOMMENDATION

That the following adjusted meeting schedule be adopted:

Tuesday, 12 December 2017 Combined Committee/Council Meeting at Maclean Chambers commencing at 2.00 pm
Tuesday, 16 January 2018 Tentative date for Ordinary Council Meeting for urgent matters only and subject to a quorum being available commencing at 2.00 pm. Venue to be advised.

COUNCIL RESOLUTION – 13.072/17

Lysaught/Kingsley

That the following adjusted meeting schedule be adopted:

Tuesday, 12 December 2017 Combined Committee/Council Meeting at Maclean Chambers commencing at 2.00 pm
Tuesday, 16 January 2018 Tentative date for Ordinary Council Meeting for urgent matters only and subject to a quorum being available commencing at 2.00 pm. Venue to be advised.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 5 Leadership
Objective 5.1 We will have a strong, accountable and representative Government
Strategy 5.1.4 Ensure transparent and accountable decision making for our community

BACKGROUND

With the Christmas holiday period, it has been the practice for Council to adjust the meeting cycle in December and January. The primary reason for this is to provide sufficient time following the meeting for staff to action the decisions arising from the meeting prior to the Christmas break.
KEY ISSUES

Due to its proximity to the Christmas holiday period, it is recommended that a combined Committee/Council meeting be held on the Committee meeting day in December (scheduled for the second Tuesday) and commencing at the usual time of 2.00 pm. This would allow sufficient time for the bulk of Council decisions made at that meeting to be implemented prior to the vacation period. The usual practice has been to suspend standing orders to allow for the deputations normally considered at the Committee meetings, to be held at the Council meeting.

With respect to the month of January, the practice adopted over the past few years has been to only meet in January if matters of an urgent nature arose and provided a quorum was available.

At this stage no urgent matters have been identified or anticipated for next January. Nevertheless, tentative arrangements have been made to reserve Tuesday, 16 January 2018 for a meeting if required. The lack of a meeting in January has not caused any problems in the past as the arrangements generally coincide with the holiday period for both the business sector and the development industry.

A return to the normal cycle of Council meetings is recommended from February 2018, with the first meetings to be held in the Grafton Chambers.

COUNCIL IMPLICATIONS

Budget/Financial
N/A

Asset Management
N/A

Policy or Regulation
Code of Meeting Practice

Consultation
The practice of adjusting the meeting cycle to mesh with the vacation period, for the benefit of both Councillors and staff, is appropriate in the circumstances. By making arrangements now, adequate public notice of the proposed arrangements can be given.

Legal and Risk Management
N/A

Prepared by | Lesley McBay, Executive Support Coordinator
Attachment | Nil
ITEM 13.073/17 COMMUNITY SPORTING PRIORITY PROJECTS

Meeting Council 21 November 2017
Directorate Works & Civil
Reviewed by Manager - Open Spaces & Facilities (Peter Birch)
Attachment Nil

SUMMARY

Clarence Valley Council was requested by the Member for Clarence to submit a priority list of community sporting projects.

OFFICER RECOMMENDATION

That Council:
1. Receive and note the community sporting priorities; and
2. Forward these community sporting priorities to the State Member for Clarence.

MOTION

Simmons/Novak

That Council suspend standing orders to enable discussion of this item.
CARRIED.

The Ordinary Council meeting suspended standing orders at 2.27 pm.

MOTION

Lysaught/Williamson

That Council resume standing orders of the Ordinary meeting at 2.43 pm.
CARRIED.

MOTION

Williamson/Ellem

That this item be dealt with later in the agenda.
CARRIED.

The meeting continued and returned to consider this Item at 4.54 pm.

COUNCIL RESOLUTION – 13.073/17

Williamson/Baker

That
1. Council prioritise the projects as follows:
   • High priority: Ngayundi Yamba Sports Complex, Rushforth Park, Ellem Oval (Upper Fisher Park) Lower Fisher Park, Tennis Centre and Ken Leeson Oval
   • Medium priority: Hawthorne Park, Maclean Pool and Grafton Aquatic Centre
   • Low priority: Maclean Showground, Yamba Oval and Skate Park and North Park
2. Council forward these community sporting projects and priorities to the State Member for Clarence.
Voting recorded as follows:

For:  Williamson, Baker, Simmons, Clancy, Ellem, Kingsley, Lysaught, Novak
Against:  Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme  1 Society
Objective  1.2  We will have a safe, active and healthy region
Strategy  1.2.1  Provide, maintain and develop sport and recreational facilities and encourage greater utilisation and participation

BACKGROUND

A request was received from Chris Gulaptis MP, State Member for Clarence to provide a list of community sporting priorities.

Sporting infrastructure projects were extracted from Clarence Valley Council’s Operational Plan, which informs the direction of Council priorities.

All projects in the plan were considered and prioritised based on officer knowledge of the facilities, sporting requirements and community need and expectation.

KEY ISSUES

The list has been prepared around the top ten priorities identified and summarised as follows:
<table>
<thead>
<tr>
<th>Priority Ranking (1-10)</th>
<th>Title of Facility Project</th>
<th>Sport Users/Partners</th>
<th>Project Description</th>
<th>Estimated Cost</th>
<th>Council Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ellem Oval (Upper Fisher Park), Lower Fisher Park Grafton, Tennis Centre</td>
<td>AFL, Clarence River Cricket Association; Clarence River Junior Cricket Association; All user groups/community</td>
<td>Complete Ellem Oval regrade, new irrigation system, complete fencing and reconfigured turf wicket and turf change rooms.</td>
<td>$400,000.00</td>
<td>$200,000.00</td>
</tr>
<tr>
<td>2</td>
<td>Ngayundi Yamba Sports Complex</td>
<td>Yamba Football; Lower Clarence Magpies; Lower Clarence Junior Cricket Association; Ortag; U3A; All user groups/community</td>
<td>Review feasibility of plans for field sport stadium development as part of master plan process. Priority actions include additional toilets, change and canteen facilities in new facility.</td>
<td>$250,000.00</td>
<td>$125,000.00</td>
</tr>
<tr>
<td>3</td>
<td>Rushforth Park</td>
<td>Grafton, Junction Hill, Couts Crossing football associations; Clarence River Cricket Association; Clarence River Junior Cricket Association; All user groups/community</td>
<td>Grafton, Junction Hill, Couts Crossing football associations; Clarence River Cricket Association; Clarence River Junior Cricket Association; All user groups/community</td>
<td>$450,000.00</td>
<td>$225,000.00</td>
</tr>
<tr>
<td>4</td>
<td>Ken Leeson Oval</td>
<td>Lower Clarence Cricket Association; Lower Clarence Junior Cricket Association; Iluka football; Cossacks Rugby Union Club; Netball Association; Tennis Club; All user groups/community</td>
<td>Stage 1 upgrade from Masterplan, regrade and irrigation complete levelling and drain field. New public toilets / showers and new canteen needed.</td>
<td>$300,000.00</td>
<td>$150,000.00</td>
</tr>
<tr>
<td>5</td>
<td>Grafton Aquatic Centre</td>
<td>All user groups/community</td>
<td>Finalise precinct master plan for the facility, from this confirm future development priorities. Develop spectator amenities with additional toilets, change facilities, showers and new canteen needed.</td>
<td>$4,000,000.00</td>
<td>$2,000,000.00</td>
</tr>
<tr>
<td>6</td>
<td>Hawthorne Park</td>
<td>Hawthorne Park Equestrian User Group; visiting equestrian associations; Equestrian user groups/community</td>
<td>Hawthorne Park Equestrian User Group; visiting equestrian associations; Equestrian user groups/community</td>
<td>$40,000.00</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>7</td>
<td>Maclean Pool</td>
<td>All user groups/community</td>
<td>Maclean Pool Equestrian User Group; visiting equestrian associations; Equestrian user groups/community</td>
<td>Upgrading electrical supply and lighting to the precinct will allow for better event management. But no major facility investment should be undertaken until a new master plan is developed.</td>
<td>$300,000.00</td>
</tr>
<tr>
<td>8</td>
<td>Maclean Showground</td>
<td>Maclean Show Society; Lawrence Rodeo; Lower Clarence Pony Club; All user groups/community</td>
<td>Maclean Show Society; Lawrence Rodeo; Lower Clarence Pony Club; All user groups/community</td>
<td>Lighting upgrade to enable greater use of oval for competition and events.</td>
<td>$1,750,000.00</td>
</tr>
<tr>
<td>9</td>
<td>Yamba Oval &amp; Skate Park</td>
<td>Yamba Buccaneers Rugby Union; Lower Clarence Junior Cricket Association; U3A; All user groups/community</td>
<td>Yamba Buccaneers Rugby Union; Lower Clarence Junior Cricket Association; U3A; All user groups/community</td>
<td>Upgrade player amenities (change and toilets)</td>
<td>$300,000.00</td>
</tr>
<tr>
<td>10</td>
<td>North Park</td>
<td>Grafton Ghosts RFCl; Grafton Ghosts Junior RFCl; All user groups/community</td>
<td>Grafton Ghosts RFCl; Grafton Ghosts Junior RFCl; All user groups/community</td>
<td>New spectator seating, etc.</td>
<td>$420,000.00</td>
</tr>
</tbody>
</table>

**Projects**

Most facilities and projects listed above have several individual projects that have been identified within Council’s Sports Facilities Plan, Open Spaces Strategic Plan/Section 94 Open Spaces Contribution Plan 2011, Open Spaces Asset Management Plan, Aquatic Facilities Strategy and Council’s Delivery/Operational Plan.

**Estimated Cost**

The costs listed are estimated only, and subject to change based on current market costs.

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This is page 20 of the Minutes of the Ordinary Meeting of Clarence Valley Council held 21 November 2017
COUNCIL IMPLICATIONS

Budget/Financial
External funding has been sought for some projects listed above.

While all projects have been identified through Council’s operational and other approved plans, no budget has been allocated for these projects to proceed.

Asset Management
Some of the projects listed have been identified through Council’s Asset Management Plans as needing repair/replacement.

Other projects are new infrastructure and would need consideration for ongoing asset maintenance and renewal.

Policy or Regulation
Clarence Valley Council’s Operational Plan
Clarence Valley Sports Facilities Plan
Clarence Valley Aquatic Facility Strategy
Open Spaces Asset Management Plan
Swimming Pools Asset Management Plan
Clarence Valley Open Space Strategic Plan

Consultation
The Clarence and Lower Clarence Sports Committees have been advised at the meeting held on 13 November, 2017 of the proposed list included in this report.

Legal and Risk Management
N/A

Prepared by | Rachelle Passmore – Senior Parks & Recreation Officer
Attachment | Nil
This report presents Council’s consolidated Audited 2016/17 Annual Financial Statements to the public in accordance with Section 419 (1) of the Local Government Act (LGA).

OFFICER RECOMMENDATION

That Council receive and note the Audited 2016/17 Annual Financial Statements and any public submissions received in relation to the Annual Financial Statements be reported to Council’s 12 December 2017 Ordinary Council meeting.

COUNCIL RESOLUTION – 13.074/17

Kingsley/Lysaught

That Council receive and note the Audited 2016/17 Annual Financial Statements and any public submissions received in relation to the Annual Financial Statements be reported to Council’s 12 December 2017 Ordinary Council meeting.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 5  Leadership
Objective 5.2  We will have an effective and efficient organisation
Strategy 5.2.1  Operate in a financially responsible and sustainable manner

BACKGROUND

In accordance with Section 419(1) of the LGA, Council is required to present its audited consolidated Annual Financial Statements to the public.

Section 418(2) requires public notice of at least 7 days be given of the Council meeting date fixed for presentation of the audited financial statements. Public notice of the presentation of the audited financial statements was advertised in Coastal Views on Friday 10 November 2017 and the Daily Examiner on Saturday 11 November 2017.

Section 420 makes provision for any person to make submissions to the Council with respect to the financial statements or auditors report. Such submission must be made within 7 days after the reports are presented to the public. Copies of submissions must be referred to the auditor and, if required, amendments made to the financial reports.
A copy of Council’s Audited 2016/17 Annual Financial Statements is tabled at this meeting and is available on Council’s website. At its meeting of 17 October 2017 the report “2016-17 General Purpose Financial Statements Refer to Audit” (13.066/17) was presented to Council. This report contained information in relation to Council’s financial result, cash reserve movements and key financial performance indicators for 2016/17 and should be referred to in conjunction with this report.

KEY ISSUES

2016/17 Financial Statements & Audit Report

Included in the tabled 2016/17 Annual Financial Statements are the Auditor-General New South Wales Independent Auditor’s Reports and the four consolidated statutory reports required by Australian Accounting Standards and the Office of Local Government’s Code of Accounting Practice and Financial Reporting (Update #25). The purpose of these four reports is as follows:

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income Statement and Statement of Comprehensive Income</td>
<td>The change in net assets resulting from operations. The income statement and statement of comprehensive income discloses all revenues and expenses from ordinary activities for the financial year in accordance with AASB 101.</td>
</tr>
<tr>
<td>Statement of Financial Position</td>
<td>The net ownership of assets after the deduction of liabilities in accordance with AASB 101.</td>
</tr>
<tr>
<td>Statement of Changes in Equity</td>
<td>The statement of changes in equity to disclose a reconciliation of the opening and closing balances of each class of equity for the reporting period detailing the nature and amount of movements in those classes of equity (AASB 101).</td>
</tr>
<tr>
<td>Statement of Cash Flows</td>
<td>The effect on Council’s cash resources for the year prepared in accordance with AASB 107.</td>
</tr>
</tbody>
</table>

The Auditor-General New South Wales is required to prepare:

1. an independent Audit Report for the General Purpose Financial Reports (Section 417 (2) of the LGA);

2. an independent Audit Report on the Conduct of the Audit (Section 417 (3) of the LGA). The report includes additional statements regarding the conduct of the audit, operating result for the year, statement of cash flows movements, statement of financial position movements, performance ratios results and other matters; and

3. an independent Audit Report for the Special Purpose Financial Reports.

COUNCIL IMPLICATIONS

Budget/Financial

Council’s Net Operating Result for the financial year ended 30 June 2017 was a loss (deficit) of $11.696M which includes Capital Income of $7.298M and an advance Financial Assistance Grant payment of $5.263M. This compares to a loss (deficit) in 2016 of $5.411M (including Capital Income of $11.376M).
The 2017 consolidated result can be summarised as follows:

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income from Continuing</td>
<td>127,372</td>
<td>117,778</td>
</tr>
<tr>
<td>Operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenses from Continuing</td>
<td>(90,608)</td>
<td>(87,543)</td>
</tr>
<tr>
<td>Operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Result from ordinary</td>
<td>36,764</td>
<td>30,235</td>
</tr>
<tr>
<td>activities before depreciation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less Depreciation</td>
<td>(41,949)</td>
<td>(35,805)</td>
</tr>
<tr>
<td>Less Impairment</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Result from Continuing</td>
<td>(5,185)</td>
<td>(5,570)</td>
</tr>
<tr>
<td>Operations before capital</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital grants and</td>
<td>7,298</td>
<td>11,376</td>
</tr>
<tr>
<td>contributions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loss on disposal of assets</td>
<td>(13,809)</td>
<td>(11,217)</td>
</tr>
<tr>
<td>Net Operating Result for the Year – Net Loss</td>
<td>(11,696)</td>
<td>(5,411)</td>
</tr>
<tr>
<td>Less advanced Financial Assistance Grant</td>
<td>(5,263)</td>
<td>-</td>
</tr>
<tr>
<td>Net Operating Result for the Year – Net Loss adjusted for advanced Financial Assistance Grant</td>
<td>(16,959)</td>
<td>(5,411)</td>
</tr>
</tbody>
</table>

Financial implications were previously outlined in Council Minute (13.066/17) – “2016/17 General Purpose Financial Statements Refer to Audit” on 17 October 2017.

Asset Management
N/A

Policy or Regulation
The purpose of this report is to comply with Section 419 (1) of the Local Government Act 1993 wherein Council is required to present its audited consolidated annual financial statements to the public.

Consultation
This report has been prepared in consultation with Council’s Finance Staff.

Legal and Risk Management
N/A

Prepared by  Michael Salvestro – Financial Accountant
Attachment  Audited 2016/17 Annual Financial Statements – To be tabled
ITEM 13.075/17  GRAFTON DEPOT RATIONALISATION PROJECT – PROJECT CONTROL GROUP

Meeting Council 21 November 2017
Directorate Works & Civil
Reviewed by General Manager - Ashley Lindsay
Attachment Yes

SUMMARY

This report presents the minutes of the Project Control Group (PCG) for the Grafton Depot Rationalisation Project, held on 19 October 2017 to Council.

OFFICER RECOMMENDATION

That Council receive and note the minutes of the Depot and Office Rationalisation Project Control Group meeting from 19 October 2017.

COUNCIL RESOLUTION – 13.075/17

Williamson/Kingsley

That Council receive and note the minutes of the Depot and Office Rationalisation Project Control Group meeting from 19 October 2017.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Williamson, Lysaught
Against: Novak

LINKAGE TO OUR COMMUNITY PLAN

Theme 5 Leadership
Objective 5.2 We will have an effective and efficient organisation
Strategy 5.2.1 Operate in a financially responsible and sustainable manner

BACKGROUND

Project Control Group
The PCG for the depot and accommodation rationalisation project was established in April 2014 – resolution (13.063/14).

KEY ISSUES

The PCG met on 19 October 2017 and the minutes of that meeting are attached for Council’s information.

Glossary of abbreviations used in the minutes:
• CVC – Clarence Valley Council
• EOT – Extension of Time
• HB – Hutchinson Builders
• QS – Quantity Surveyor
• PC – Practical Completion
• RPM – Ridgemill Project Management
• VO – Variation Order
• EE – Essential Energy

Construction of the facility is progressing well and since the last report to Council considerable works have been undertaken on the facility. Weather has delayed construction works at the facility, however the contractor is progressing with building and pavement works.

Current Project Risk
Electrical Supply
As reported to Council’s October meeting, electricity supply continues to be a project risk due to Essential Energy’s changing requirements and the associated design and administrative requirements associated with these changes. Interim alternate supply arrangements are currently being investigated as a contingency plan.

COUNCIL IMPLICATIONS

Budget/Financial
Construction Project
Awarded contract sum: $11,986,985
Variations (including forecast): $ 822,065
Construction budget: $12,820,732

Including the forecast costs, the project remains within the allocated budget. However, it is important to note that only $11,682 of the actual project contingency remains and that the majority of the contingency has been utilised in dealing with ground works and associated ground conditions.

Previous cost savings presented to Council have not been included in the attached budget summary.

Asset Management
N/A

Policy or Regulation
N/A

Consultation
N/A

Legal and Risk Management
N/A

Prepared by | Troy Anderson – Director (Works & Civil)
Attachment | PCG Minutes – 19 October 2017
ITEM 13.076/17  FORMER SOUTH GRAFTON SEWAGE TREATMENT PLANT REMEDIATION

Meeting Council  21 November 2017
Directorate General Manager
Reviewed by General Manager - Ashley Lindsay
Attachment Yes

SUMMARY

This report provides an update to the remediation works associated with the former South Grafton Sewage Treatment Plant.

OFFICER RECOMMENDATION

That Council receive and note the monthly progress report on the remediation of the former South Grafton Sewage Treatment Plant.

COUNCIL RESOLUTION – 13.076/17

Kingsley/Williamson

That Council receive and note the monthly progress report on the remediation of the former South Grafton Sewage Treatment Plant.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Novak, Williamson, Lysaught
Against: Ellem

LINKAGE TO OUR COMMUNITY PLAN

Theme  5  Leadership
Objective  5.2  We will have an effective and efficient organisation
Strategy  5.2.1  Operate in a financially responsible and sustainable manner

BACKGROUND

During the period of 1936 – 2010 Council operated a Sewage Treatment Plant (STP) at the corner of Tyson and Skinner Streets, South Grafton. In order to surrender its Environmental Protection License (EPL) for the site Council had to remediate the site in accordance with the requirements of the NSW Environmental Protection Authority (NSW EPA). Remediation of the site was required to be undertaken regardless of the end use of the land.

At the November 2016 ordinary meeting, Council was advised that there were latent conditions associated with the site and resolved (13.062/16) in part that:

2.  The General Manager be given Delegated Authority to continue with the remediation of the site in accordance with the requirements of the Environmental Protection Authority, including the treatment and removal of historic uncontrolled fill and waste upon the site.

3.  The progress and costs associated with Point 2 be reported to Council monthly.

This report presents an update to Council in accordance with point 3 of resolution 13.062/16.
KEY ISSUES

Progress
As reported to Council’s March 2017 meeting the site remediation works are now complete. The NSW EPA required validation report has been received by council and is currently being reviewed. Upon completion of the review it will be reported to Council.

Cost
The current estimate of cost (attached) is $108,678.50 less than previously reported to Council in October 2017.

COUNCIL IMPLICATIONS

Budget/Financial
An estimate of the current and forecast costs currently totals $7.332M. In accordance with Point 4 of resolution 13.062/16, all costs associated with the remediation are attributed to Council’s sewerage fund.

Asset Management
N/A

Policy or Regulation
The Protection of the Environment Operations (Waste) Regulation 2014
The Protection of the Environment Operations (General) Regulation 2009
Contaminated Land Management Act 1997
Work Health Safety Act 2011

Consultation
Consultation was held with NSW EPA and Safework NSW.

Legal and Risk Management
N/A

Prepared by    Troy Anderson – Director (Works & Civil)
Attachment    Cost estimate of remediation works
ITEM 13.077/17

ASSESSMENT TO THE JOINT REGIONAL PLANNING PANEL (2017NTH006)
DA2017/0173 – HEALTH SERVICES FACILITY (PRIVATE HOSPITAL AND MEDICAL CENTRE) - LOT A DP904084 AND LOT 2 DP125156 - NO. 201 QUEEN STREET, GRAFTON

Meeting Council 21 November 2017
Directorate Environment, Planning & Community
Reviewed by Manager - Environment, Development & Strategic Planning (David Morrison)
Attachment To be tabled

SUMMARY

Applicant Grafton Private Hospital Unit Trust C/- Planit Consulting
Owner Grafton Orthopaedics Property Pty Ltd
Address 201 Queen Street, Grafton
Submissions Nil

Development Application DA2017/0173 (JRPP Reference No. 2017NTH006) seeks consent for a Health Services Facility including private hospital and medical centre upon Lot A DP904084 and Lot 2 DP125156 being No. 201 Queen Street, Grafton. Lot A currently sites the Albion Hotel which is identified as a heritage item and Lot 2 is currently used as an unformed car park.

Attached is the Assessment Report and Recommendation to the Joint Regional Planning Panel (JRPP) – Northern. The report is provided to Council for information and to assist in deciding if they wish to make a representation to the Panel.

The proposed development is classified as regionally significant development under Schedule 4A Clause 6 of the Environmental Planning and Assessment Act, 1979 (EP&A Act) as it is Private Infrastructure and Community Facilities with a value over $5 million. In accordance with the Act, the proposed development has triggered referral to the Joint Regional Planning Panel for a decision.

No submissions were received during notification of the proposed development.

OFFICER RECOMMENDATION

That the report to the Joint Regional Planning Panel for determination of the Health Services Facility (Private Hospital and Medical Centre) be noted.

Moved by Cr Lysaught, seconded by Cr Ellem, that Cr Williamson assume the Chair for this Item. CARRIED.

Having declared an interest Crs Simmons and Kingsley left the Ordinary Council meeting at 2.48 pm and returned at 2.49 pm after voting on this item. Cr Simmons then resumed the Chair.

COUNCIL RESOLUTION – 13.077/17

Williamson/Ellem

That
1. The report to the Joint Regional Planning Panel for determination of the Health Services Facility (Private Hospital and Medical Centre) be noted.
2. Council inform the Joint Regional Planning Panel that Council is supportive of the application with appropriate conditions.
Voting recorded as follows:
For: Williamson, Baker, Clancy, Ellem, Novak, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 5 Leadership
Objective 5.1 We will have a strong, accountable and representative Government
Strategy 5.1.4 Ensure transparent and accountable decision making for our community

Regional Panel meetings to determine a DA are generally conducted in a public forum. The applicant and any person who has made a submission can make a presentation to the Regional Panel to express their views on the DA. Comments made at the public meeting are considered by the Regional Panel members when making a decision on the DA.

Briefing meetings may also be held, on request from the Chair. These meetings provide an opportunity for the Council to brief the Regional Panel on the key elements of a proposed development and planning controls that affect it.

A formal site visit by the Regional Panel will be arranged prior to the meeting at the discretion of the chair.

For more information on the panel meeting assessment and determination process please refer to the operational procedures and the Code of Conduct as well as the FAQ’s. Anyone wishing to address the Regional Panel at a determination meeting must register with the regional secretariat before the meeting. The meeting is scheduled to be held on 29 November 2017. For more information telephone (02) 9228 2060 or email jrppenquiry@jrpp.nsw.gov.au.

Prepared by Carmen Landers, Development Planner
Attachment JRPP Report - To be tabled
ITEM  13.078/17  ANNUAL REPORT – 2016/17

Meeting  Council  21 November 2017
Directorate  Corporate & Governance
Reviewed by  Governance & Organisation Performance
Attachment  To be tabled

SUMMARY

The Annual Report is one of the key points of accountability between Council and its community. The report outlines the Council’s achievements in implementing its Delivery Program.

OFFICER RECOMMENDATION


COUNCIL RESOLUTION – 13.078/17

Kingsley/Ellem


Voting recorded as follows:
For:  Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against:  Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme  5  Leadership
Objective  5.1  We will have a strong, accountable and representative Government
Strategy  5.1.8  Ensure good governance, effective risk management and statutory compliance

BACKGROUND

The guidelines for Integrated Planning and Reporting instruct councils to prepare an annual report within five months of the end of the financial year.

KEY ISSUES

The report covers all reportable aspects of Council operations under the Office of Local Government’s guidelines for Annual Reporting requirements.

COUNCIL IMPLICATIONS

Budget/Financial
Contains the Council’s audited financial statements and notes and any information required by the Regulation and Guidelines.

Asset Management
N/A
Policy or Regulation
Section 404 of the Act and Clause 217 of the Regulation

Consultation
All managers were consulted in the development of the Annual Report.

Legal and Risk Management
N/A

<table>
<thead>
<tr>
<th>Prepared by</th>
<th>Phillip Chambers – Business Improvement Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be tabled</td>
<td>Annual Report 2016-17</td>
</tr>
</tbody>
</table>
ITEM 13.079/17 CODE OF CONDUCT COMPLAINTS 2016/17

Meeting Council 21 November 2017
Directorate Corporate & Governance
Reviewed by General Manager - Ashley Lindsay
Attachment Yes

SUMMARY

In accordance with Council’s Code of Conduct Procedures and Office of Local Government (OLG) requirements, Council’s Complaints Coordinator must, within 3 months of the end of September each year, report a range of complaints statistics to Council and the OLG. The statistics reported on are set out in clause 12.1 of the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW.

OFFICER RECOMMENDATION

That the report on Code of Conduct Complaints 2016/17 be received and noted.

COUNCIL RESOLUTION – 13.079/17

Kingsley/Novak

That the report on Code of Conduct Complaints 2016/17 be received and noted.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 5 Leadership
Objective 5.1 We will have a strong, accountable and representative Government
Strategy 5.1.8 Ensure good governance, effective risk management and statutory compliance

BACKGROUND

In accordance with clause 12.1 of the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW, Council’s Complaints Coordinator must report annually on a range of complaint statistics the OLG within 3 months of the end of September. The 2016/17 Code of Conduct Complaints statistical return covers the twelve months ended 31 August 2017 and is attached to this report.

KEY ISSUES

Council received eight new complaints during the 2016/17 reporting period. Of those received seven were finalised within the period. No Code of Conduct breaches were determined to have occurred within the reporting period.
COUNCIL IMPLICATIONS

Budget/Financial
The costs associated with Code of Conduct investigations are included in the attached report.

Asset Management
N/A

Policy or Regulation
Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW

Consultation
N/A

Legal and Risk Management
N/A

Prepared by Stephen McAlister, Governance Coordinator
Attachment Model Code of Conduct Complaints Report 16/17

BLOCK VOTE

Williamson/Lysaught

That the following Items be adopted:

14.119/17 15.219/17 15.229/17
14.120/17 15.220/17 15.230/17
14.121/17 15.221/17 15.231/17
14.127/17 15.222/17 15.232/17
14.128/17 15.223/17 15.233/17
14.129/17 15.224/17 15.234/17
14.130/17 15.225/17 15.235/17
14.131/17 15.226/17 15.236/17
15.228/17 15.238/17

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Ellem, Clancy, Novak, Williamson, Lysaught
Against: Nil
ENVIRONMENT, PLANNING & COMMUNITY COMMITTEE

MINUTES of a meeting of the ENVIRONMENT, PLANNING & COMMUNITY COMMITTEE of Clarence Valley Council held in the Council Chambers, Grafton on Tuesday, 14 November 2017 commencing at 3.30 pm.

ACKNOWLEDGEMENT OF THE TRADITIONAL CUSTODIANS OF THE LAND

I acknowledge the Bundjalung peoples, Traditional Custodian of these lands on which this meeting is taking place and pay tribute and respect to the Elders both past and present of the Bundjalung, Gumbaynggirr and Yaegl nations which lie within the Council boundaries.

ANNOUNCEMENT

All present are advised that this meeting is being broadcast and audio recorded. The recordings of the non-confidential parts of the meeting will be made available on Council’s website once the Minutes have been finalised. Speakers are asked not to make insulting or defamatory statements and to take care when discussing other people’s personal information. No other persons are permitted to record the meeting unless specifically authorised by Council to do so.

PRESENT

Cr Andrew Baker, Cr Greg Clancy, Cr Peter Ellem, Cr Jim Simmons (Mayor) and Cr Richie Williamson

Cr Jason Kingsley, Cr Debrah Novak, Cr Arthur Lysaught, Mr Ashley Lindsay (General Manager), Mr Des Schroder (Director – Environment, Planning & Community), Mr Troy Anderson (Director – Works & Civil) and Matthew Farrell (Youth Mentor) were in attendance.

APOLOGIES – Nil

ANNOUNCEMENTS – Nil

DISCLOSURE AND DECLARATIONS OF INTEREST – Nil

Declarations received during the Meeting – Nil

PRESENTATIONS – Nil

DEPUTATIONS – Nil

REPORTS

Meeting Environment, Planning & Community Committee 14 November 2017
Directorate Environment, Planning & Community
Reviewed by Manager Environment, Development and Strategic Planning (David Morrison)
Attachment Yes

SUMMARY

Applicant M Mitchell
Owner M & L Mitchell
Address 143 Carrs Drive, Yamba
Submissions Nil

At its meeting of 19 April 2016 (Item No. 15.027/16), Council resolved to revoke the Private Water Line Connection Policy, noting that the “grandfathering” conditions will continue to apply for existing services and properties serviced by private services which are being charged water availability, including servicing of development approvals SUB2011/0057 and SUB2014/0014.

This report seeks approval from Council to extend the policy resolution to include the subject land and servicing of the existing subdivision approved under SUB2011/0051 by use of the “grandfathering” conditions that apply for existing services and properties serviced by private services as an interim measure until reticulated water becomes available. Council’s Water Cycle Section supports the request.

OFFICER RECOMMENDATION

That Council extend use of the “grandfathering” conditions of the Private Water Line Connection Policy and permit the connection of up to 10 allotments approved under SUB2011/0051 to connect to water from the existing private water line servicing No. 143 Carrs Drive subject to the new advice and condition contained in Schedule 1.

COMMITTEE RECOMMENDATION

Ellem/Williamson

That the Officer Recommendation be adopted.

Voting recorded as follows:
For: Williamson, Simmons, Ellem, Baker
Against: Clancy

COUNCIL RESOLUTION – 14.119/17

Williamson/Lysaught

That Council extend use of the “grandfathering” conditions of the Private Water Line Connection Policy and permit the connection of up to 10 allotments approved under SUB2011/0051 to connect to water from the existing private water line servicing No. 143 Carrs Drive subject to the new advice and condition contained in Schedule 1.
Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 5 Leadership
Objective 5.1 We will have a strong, accountable and representative Government
Strategy 5.1.4 Provide open, accountable and transparent decision making for the community

BACKGROUND

SUB2011/0051 was approved by Council on 20 November 2012 for a 14 lot rural residential subdivision. The application was initially reported to Council due to issues raised in the submissions including potential threats to flood / vegetation corridor and impact on endangered ecological communities; flooding impacts from rising sea levels; filling of land and potential impacts to surrounding area; high water table in relation to onsite wastewater and availability of reticulated sewer.

In the original application, the applicant chose to provide water reticulation based on a belief they could obtain an agreement with other developers in the West Yamba Urban Release Area (WYURA) even though the property was outside of the distance Council could require a connection. The NSW Local Government Act specifies that Council can require a connection for water if the property is within 225m of reticulated water and a connection for sewer if located within 75m of reticulated sewer.

The subject land is located approximately 500m from any reticulated service and due to the inability of different landowners to agree to the shared cost of construction of a water main to supply the development, the land owner sought approval to remove the conditions requiring the connection to reticulated services. This was supported and approved under MOD2015/0029.

In order to provide a water service to some of the new lots, the developer has requested Council extend the use of the grandfathering conditions of the Private Water Line Connection Policy to the development. This is discussed in detail below.

KEY ISSUES

1. Private Water Line Connection Policy

The Private Water Line Connection Policy was revoked to prohibit any new private water line connections due to ongoing issues for Council generated from existing private connections. The issues surrounding private connections were detailed in the Council resolution dated 19 April 2016 (Item No. 15.027/16). However, as part of that resolution Council noted that the grandfathering conditions will continue to apply for existing services and properties serviced by private water lines including the servicing of two subdivisions along Carrs Drive issued under SUB2011/0057 and SUB2014/0014.

The developer of the subdivision approved under SUB2011/0051 has requested Council include the development under the grandfathering conditions of the Private Water Connection Policy in line with a previous Council resolution from 19 April 2016 which permitted the use of a private water line to service lots approved under SUB2011/0057 and SUB2014/0014. Currently it is unclear as to the location and size of the water main that services No. 143 Carrs Drive, however if this modification is approved a condition will be placed on the approval such that a detailed survey be conducted to locate and verify the size of the existing private water main.
Comment

As there is no reticulated water supply currently available to R5 zoned land along Carrs Drive, the extension of the “grandfathering” conditions of the Private Water Line Connection Policy to include SUB2011/0051 is supported as an interim measure until reticulated water becomes available. This will enable the developer to connect up to 10 lots of the subdivision to water. It should be noted that the developer is still required to pay a capital contribution towards water supply works for each lot released so that when reticulated water becomes available the new land owners can connect without bearing the costs of the capital contribution.

The modification is recommended for approval as a nexus already exists in allowing SUB2011/0057 and SUB2014/0014 to use the grandfathering conditions of the Private Water Line Connection Policy. The modification is also supported by Council’s Water Cycle Section.

COUNCIL IMPLICATIONS

Budget/Financial
Each allotment released as part of the subdivision will pay a capital contribution for water in line with Council’s current Section 64 plan. All costs associated with the extension of the existing private water line will be borne by the developer and not Council.

Asset Management
The existing private water line is owned and maintained by the property owner and therefore there is no increase of Council’s owned and managed assets from an amendment to include the subject land in the grandfathering conditions.

Policy or Regulation
Environmental Planning and Assessment Act 1979
Environmental Planning and Assessment Regulations 2000
Local Government Act 1993
Clarence Valley Local Environmental Plan 2011
Residential Zones Development Control Plan (DCP)
Private Water Line Connection Policy

Consultation

<table>
<thead>
<tr>
<th>Internal Section or Staff Member</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Engineer</td>
<td>Supported with amended Conditions</td>
</tr>
<tr>
<td>Water Cycle</td>
<td>Supported with amended Conditions</td>
</tr>
</tbody>
</table>

Legal and Risk Management
The applicant may appeal Council’s determination in the NSW Land and Environment Court for which there could be a financial cost to Council.

Prepared by                      Carmen Landers, Development Planner
Attachment                      Section 96 Assessment Report
Schedule 1
Draft Advices and Conditions

New Advice

16a. The applicant is advised that a 40mm water service can cater for a maximum catchment of 10 lots. This advice applies to this application only and does not apply to Council’s water reticulation main.

New Condition

19b. Prior to release of the Subdivision Certificate, a detailed survey must be conducted by a Registered Surveyor to locate and verify the size of the existing private water main servicing No. 143 Carrs Drive, Yamba. The information must be certified by a Registered Surveyor.
### SUMMARY

<table>
<thead>
<tr>
<th><strong>Applicant</strong></th>
<th>Debra Colleen Daniels</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Owner</strong></td>
<td>Debra Colleen Daniels</td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td>Lot 4 Section 69 DP758604 Richmond Street, Lawrence</td>
</tr>
<tr>
<td><strong>Submissions</strong></td>
<td>Nil</td>
</tr>
</tbody>
</table>

At its meeting of 18 April 2017 Council approved the staged development application for a building envelope on the subject lot.

The applicant is seeking a review of the determination and that Council modify the consent to not accept the road as a category 2 road and leave the maintenance of the road to the applicant and other owner.

### OFFICER RECOMMENDATION

That the applicant's reasons for the review application not be supported and the Notice of Determination issued for DA2017/0076 on 20 April 2017 not be amended.

### COMMITTEE RECOMMENDATION

Williamson/Ellem

That the item be deferred to the December Council meeting.

Voting recorded as follows:
For: Baker, Clancy, Ellem, Simmons, Williamson
Against: Nil

### COUNCIL RESOLUTION – 14.120/17

Williamson/Lysaught

That the item be deferred to the December Council meeting.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

### LINKAGE TO OUR COMMUNITY PLAN

**Theme** 5  Leadership

**Objective** 5.1 We will have a strong, accountable and representative Government

**Strategy** 5.1.4 Provide open, accountable and transparent decision making for the community
BACKGROUND

Under DA2017/0076 the applicant sought approval for Council to accept the Crown road used to access the property as a Category 2 unmaintained Council road as per section 5.3 of the Clarence Valley Roads Policy.

The proposal was reported to the meeting on 18 April 2017 and Council’s resolution was as follows:

That:  
1. Council accept the transfer of approximately 60 metres of Crown Road reserve and add it to Council’s Roads Asset Register as a Category 2 road under Council’s Roads Policy; and  
2. Support a variation to Clause C24.5 of the Development in Residential Zones Development Control Plan to accept a lesser standard of road to allow access to a dwelling house; and  
3. Approve DA2017/0076 for a building envelope for future dwelling purposes on Lot 4 Section 69 DP758604 subject to the advices and conditions as included in Schedule 1.

Condition 4 of the Notice of Determination provides the road upgrade requirements and is worded as follows:

4. Upon transfer of the Crown Road to Council, it will be necessary for the applicant to construct a gravel surfaced road to provide access to Lot 4 Sec 69 DP758604. Details of the requirements include:
   • 150mm compacted gravel upgrade from Richmond Street to the property boundary of Lot 4 Section 69 DP758604 (approx. 70m)
   • Provision of drainage in road reserve (on property owner’s side) with tail-out at end.
   • Approval to conduct these works is to be obtained under s138 of the Roads Act by applying to Council for a Civil Construction Certificate.

On 26 September 2017 the Applicant lodged a Section 82A Review of the Notice of Determination on the basis that the terms of the consent are onerous, Council did not fully explore all options nor provide a reason for not doing so and the proposed terms, if maintained, will lead to imminent litigation by the applicant. The onerous terms are set out in the applicant’s submission and discussed in this report.

KEY ISSUES

Under DA2017/0076 the application was made with the following statement ‘Pursuant to section 5.3 of the Clarence Valley Roads Policy I am seeking approval for Council to accept the Crown road situated at the above address as a Category 2 unmaintained Council road’.

The applicant has requested Council consider that “Council may opt to approve the development application without accepting the road as a Category 2 road and leave the maintenance of the road to the owner”.

The applicant has provided a statement outlining 11 onerous terms, comments to the items are provided below:

1. The cost of the gravel alone (pursuant to Council’s requirements) is just under $11,000.00 Dollars. I have not been able secure (sic) a written quote for the civil engineering work however after talking to a number of civil engineers and traffic response persons I am also required to provide a report and plan re traffic) it appears the cost of the upgrade pursuant to council requirements will be in the vicinity of $25,000.00E Dollars. Given Council require a bond to the value of 130 per cent of the value of the road works i.e $32,500E Dollars bond this places me in an arduous financial position. The land price was only $45,000.00 Dollars.
2. I am required to connect services to my land. Councils current requirements will mean that I will have to spend the $25,000.00 dollars to upgrade the laneway and pay the bond of $32,500.00 dollars and then have to dig up the laneway to connect services to my land and then of course ensure that after the connection work is completed the road work improvements are returned to their previous upgraded state.

3. Lot 5 was initially granted DA approval on the provision they upgrade and maintain the laneway. That decision was made by the previous council prior to amalgamation. Clarence Valley Council are bound by the decisions made by previous Council as such Council could insist the owner of lot 5 maintain the laneway, which would of course would entail the owners of Lot 5 upgrading the laneway to where it should be had it been maintained.

4. The laneway does not need an upgrade to the extent required. Even if the road was to become a Category 2 road there is no need for the public to utilise the road as it is exclusively used to access lot 4 and lot 5 only, it does not allow access to any other road/laneway.

5. Currently Lot 4 (my lot] is landlocked. I am unable to sell the land as Council require me to provide any future owner with a copy of the road upgrade requirements. Who would buy land given such onerous terms? (Given the land is only worth $45,000.00.). Council require a $25k spend and a $32,500K Bond. Onerous and absurd.

6. Council should not expect that I be solely responsible for the financial cost associated with the upgrade of the laneway given the resident at lot 5 DP 248219 will also need and requires access via the laneway.

7. The laneway in its current state is suffice to support the occupants of lot 4 and lot 5.

8. The laneway has a gradient that allows water to run off to the bottom of lot 4 without causing any problem to Lot 5 or Lot 4.

9. There will no (sic) detriment, financial or legal, to council should they opt to approve my development application (I intend to place a relocatable home from a caravan park, on the land) without accepting the road as Category 2 road and leave the maintenance of the road to myself and the other owner.

10. By adopting my request there will be no cost to Council current or in the future.

11. Council should have disclosed in the sl49 the issue that DA approval cannot be granted given the lack of access.

Comments

The road conditions approved in the Development Application have allowed the road to be constructed to a lesser standard road than that required by the Northern Rivers Local Government Development and Design Manual (NRDC) which would require a 6m wide seal with 1.0m shoulders. The road will also be included in Council’s Road Asset list thereby the Council will maintain the road in accordance with the Roads Policy.

The bond of 130% is for uncompleted works and this type of bond is only applied if the applicant decides or requests for the Construction Certificate to be released without constructing the road in the interim while the house is being constructed. Once the road is constructed the 130% bond is released in accordance with Council’s procedure.

Should the applicant decide to construct the road, then an on-maintenance bond is required in the amount of 5% of the value of works. Upon successful on-maintenance period of 6 months the bond will be returned to the applicant with interest.

The price of land is an independent value to the cost of road works. The sale price of the land likely compensated for improvements required to the land, including constructing a suitable road access.

While a dwelling is constructed on adjoining Lot 5, the approval for the dwelling was in November 2003 which predates Council’s Roads Policy and the NSW DPI Crown Land requirements at that time. It would be unreasonable for Council to require the owner of Lot 5 to upgrade the laneway to benefit the development on the applicant’s land. The works required for that development have been completed.
NSW DPI Crown Lands does not support the development of crown roads for new or more intensely used access to private property unless arrangements to transfer such road to the local council or to private ownership are also proposed.

Unsealed roads can be adopted into the Roads Policy as either Category 1 or Category 2 roads – there are no other categories. The Council adopted Roads Policy requires that “Developments (including dwelling houses/residential development) and subdivision must be serviced by a sealed constructed vehicular access that has direct frontage to a road that is listed in Council’s adopted Road Maintenance Policy.” The current access caters for the existing user and is not constructed to a sufficient standard to service the additional traffic generated by the development. The increase in traffic from this development application intensifies the use of the road and triggers the requirement to upgrade the road in accordance with Council’s Roads Policy.

The development is required to be serviced by a Council maintained road (a public road) and Council has an obligation to ensure that the public road is constructed and maintained to a suitable standard. As per the Roads Policy, Council should endeavour to manage the road network to assist in minimising potential hazards to road users which can result in public liability claims or injuries and place a significant burden on Council and the community.

On transfer of the road reserve Council will be the Road Authority for the road and Council will owe a duty of care to users of the road. Allowing a public road that is not suitably constructed and allowed to be maintained by a road user creates potential liability to Council. Moreover, should the lots accessing the un-upgraded access/road be sold to another party, the maintenance component may become an issue between the owners and the level of service may not be maintained to an acceptable level. Adopting the request will not comply with Council’s Development Control Plan, Northern Rivers Local Government Development and Design Manuals (NRDC) and Council’s Roads Policy.

The only other option available for lawful access would be for the applicant or the other user to apply to NSW DPI Crown Lands to close the road reserve and acquire it; access over this land by other parties would be subject to a right of way over that land. This would create a lawful access to a Council maintained road being Richmond Street. However it is acknowledged that this process can take some time for NSW DPI Crown Lands to process.

COUNCIL IMPLICATIONS

Budget/Financial
There will be minimal cost to Council as the road has been classified as Category 2 unsealed road and maintenance will only occur as resources permit. The cost of any signage will be at the expense of Council.

Asset Management
If the road is adopted as a Category 2 Road the additional 60m road length will be included in Council’s Roads Asset Register and maintained as resources permit.

Policy or Regulation
Environmental Planning and Assessment Act, 1979
Environmental Planning and Assessment Regulations, 2000
State Environmental Planning Policy No. 55 Remediation of Land
State Environmental Planning Policy No. 71 – Coastal Protection
Draft State Environmental Planning Policy – Coastal Management
Clarence Valley Local Environmental Plan 2011
Residential Zones Development Control Plan (DCP)
Roads Policy
Consultation

<table>
<thead>
<tr>
<th>Internal Section or Staff Member</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Engineer</td>
<td>The proposed road modifications are not supported</td>
</tr>
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</table>

Legal and Risk Management

By including the section of Crown Road as a Category 2 Road, Council potentially reduces its risk of litigation because the road is then included onto the road maintenance schedule while acknowledging that, as a Category 2 Road, it will be maintained as resources permit.

The applicant may appeal Council’s determination in the NSW Land and Environment Court for which there could be a financial cost to Council.

Prepared by Pat Ridgway, Senior Development Planner

Attachment

1. Notice of Determination DA2017/0076 issued on 20 April 2017
2. Council minutes 18 April 2017
3. Applicant’s submission
ITEM 14.121/17 DA2017/0202 – ALTERATIONS AND ADDITIONS TO DWELLING AND CONSTRUCTION OF GARAGE – NO. 8 SOUTH TERRACE, WOOLI – LOT 4 SECTION 11 DP759114

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<th>Environment, Planning &amp; Community Committee</th>
<th>14 November 2017</th>
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<td>Manager Environment, Development and Strategic Planning (David Morrison)</td>
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<td>Attachment</td>
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**SUMMARY**

**Applicant**  Peggy Johnson

**Owner**  Peggy Johnson

**Address**  8 South Terrace, Wooli

**Submissions**  Nil

Council at its October 2017 Meeting (Item No. 14.103/17) resolved that determination of DA2017/0202 be deferred to the November Council Meeting to allow the applicant to further liaise with Council staff regarding non compliances with the Residential Zones Development Control Plan (DCP) with respect to the Wooli Beach Coastline Management Plan.

After liaising with the applicant, the application has been amended to delete the eastern deck component within the immediate coastline hazard zone; raising of the dwelling and brick foundations and retaining wall. As such this development is now recommended for approval.

**OFFICER RECOMMENDATION**

That DA2017/0202 be approved subject to the conditions in Schedule 1.

**COMMITTEE RECOMMENDATION**

Simmons/Ellem

That the Officer Recommendation be adopted.

Voting recorded as follows:
For:  Ellem, Simmons, Williamson, Baker
Against:  Clancy

**COUNCIL RESOLUTION – 14.121/17**

Williamson/Lysaught

That DA2017/0202 be approved subject to the conditions in Schedule 1.

Voting recorded as follows:
For:  Simmons, Kingsley, Baker, Ellem, Novak, Williamson, Lysaught, Clancy
Against:  Nil

**LINKAGE TO OUR COMMUNITY PLAN**

Theme  5 Leadership

Objective  5.1 We will have a strong, accountable and representative Government
Strategy 5.1.4 Provide open, accountable and transparent decision making for the community

BACKGROUND

DA2017/0202 was submitted to Council on 6 April 2017 for alterations and additions to dwelling and construction of a garage. The proposed works included:

- Raising of the existing dwelling by 900mm
- New foundations and retaining wall around entire dwelling
- Remove asbestos cladding and roof and replace with cladding and colorbond
- New covered verandah to western side of building 3.6m x 13.77 with stairs to ground level
- New cantilevered covered verandah on eastern side of building 1.5m x 13.77m
- Relocatable garage/boat shed on northern side of property
- Relocate existing second bathroom downstairs to northern side of dwelling

The application as reported to the October 2017 Council Meeting was recommended for refusal due to non compliances with Clause 7.5 of the Clarence Valley Local Environmental Plan 2011 (LEP) and Part V of the Residential Zones DCP and the Wooli Beach Coastline Management Plan.

Since that report, Council staff have liaised with the applicant who has subsequently amended the application to delete the eastern deck component within the immediate coastline hazard zone; raising of the dwelling and brick foundations and retaining wall.

Council staff also further clarified with the applicant as to what constitutes maintenance works and advised the type of works that could be undertaken without Council approval. This includes:

1. Replacement of roof cladding
2. Replacement of wall cladding
3. Replacement of termite damaged timber stumps and sub floor timbers
4. Replacement of any damaged or dilapidated building elements with like for like materials (or reasonably similar materials if original materials are no longer available or are not approved for use by the current building regulations).

It was also confirmed that the applicant could remove part of the glazed/enclosed area of the existing ocean front sunroom to return it to its original state as an open deck area without further consent from Council.

The maintenance works as described above will allow the applicant to achieve levelling of the building and provision of a front deck on the eastern side of the dwelling within the existing building footprint without compromising the provisions of Clause 7.5 of the Clarence Valley Local Environmental Plan 2011 and Part V of the Residential Zones DCP and Wooli Beach Coastline Management Plan.

KEY ISSUES

1. Variation to setback of garage from South Terrace

Under Part C General Controls of the Residential Zones DCP, a six (6) metre front setback is generally required. The proposed garage is setback 1m from the boundary in South Terrace.

Comment
A variation to the garage component in this instance is supported by Council staff given the loss of developable land due to the location of the immediate hazard zone over the property under the provisions of Part V of the DCP.
As demonstrated below, a nexus already exists in the Wooli village to allow the location of other structures within the front setback area and the garage is consistent with the residential character of the area.

Wooli Village - Extract from IntraMaps

COUNCIL IMPLICATIONS

Budget/Financial
There may be a financial cost to Council if the applicant appeals Council’s decision.

Asset Management
N/A

Policy or Regulation
Environmental Planning and Assessment Act, 1979
Environmental Planning and Assessment Regulation, 2000
State Environmental Planning Policy No. 71 – Coastal Protection
Clarence Valley Local Environmental Plan 2011
Residential Zones Development Control Plan (DCP)
Wooli Beach Coastline Management Plan
Draft Wooli Beach Coastline Management Plan
Draft State Environmental Planning Policy (Coastal Management)

Consultation

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<tr>
<th>Internal Section or Staff Member</th>
<th>Comment</th>
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<td>Health and Building</td>
<td>Supported with Conditions</td>
</tr>
<tr>
<td>Strategic Planning</td>
<td>Supported with Conditions</td>
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</table>

Legal and Risk Management
Should the applicant be dissatisfied with Council’s determination of the application, they may appeal to the Land and Environment Court which would incur costs for all parties.

Prepared by Carmen Landers, Development Planner

Attachment
1. Plans
2. Section 79C Assessment
Schedule 1
Draft Advices and Conditions of Consent for DA2017/0202

Advices

1. No construction is to be commenced until a Construction Certificate has been issued.

Conditions

1. The development being completed in conformity with the Environmental Planning & Assessment Act, 1979, the Regulations thereunder, the Building Code of Australia (BCA) and being generally in accordance with unnumbered plans dated 10 July 2017 (3 sheets) prepared by PJ Dougherty, as amended in red, or where modified by any conditions of this consent.

2. The garage is not to be used for human habitation or any industrial or commercial purposes.

3. Roof water, including overflow from a tank, is to be discharged into the most appropriate street gutter. Provide non breakable fittings where the stormwater pipe meets the kerb. Where the gutter is unformed, concrete protection is to be provided to the end of the pipe.

4. The raising of the dwelling and eastern deck are not approved by this consent.

5. Working/Construction Hours. Working hours on the construction project being limited to the following:

   **7.00am to 6.00pm 6 days per week. No work permitted on Sundays and public holidays**

   The builder to be responsible to instruct and control sub contractors regarding the hours of work and the requirements of the Protection of the Environment Operations Act 1997 and Regulations.

6. The development is not to be occupied or used until such time as an Occupation Certificate has been issued.

7. Building equipment and/or materials shall be contained wholly within the site and shall not be stored or operated on the footpath or roadway, unless specific written approval has been obtained from Council beforehand.

   All excavations and back filling associated with the erection and demolition of a building must be executed safely and in accordance with appropriate professional standards and must be properly guarded and protected to prevent them from being dangerous to life or property.
ITEM 14.122/17  LOCAL PLACES HERITAGE GRANTS 2017/18 – ASSESSMENT OF APPLICATIONS

Meeting Environment, Planning & Community Committee 14 November 2017
Directorate Environment, Planning & Community
Reviewed by Manager - Environment, Development & Strategic Planning (David Morrison)
Attachment Yes

SUMMARY

Council has received 24 applications seeking funding under the 2017/18 Local Places Heritage Grants program to assist with costs of heritage projects. Assessment of the applications has been completed and it is recommended that Council now offer funding assistance to the 20 highest ranked projects in accordance with the adopted budget and the 2017/18 Operational Plan Action – Ongoing implementation of the Heritage Assistance Program. The total value of works proposed in the top 20 projects is $322,490.

OFFICER RECOMMENDATION

1. That Council allocate funding to applicants in accordance with the ‘Funding Offer’ column in the table at Attachment 1 to this report with each Applicant required to sign a written agreement and comply with any relevant conditions for payment and acquittal requirements.

2. The General Manager be authorised to reallocate any funding offers that are not taken up to the next highest unallocated priority.

COMMITTEE RECOMMENDATION

Clancy/Ellem

That the Officer Recommendation be adopted.

Voting recorded as follows:
For: Baker, Clancy, Ellem, Simmons, Williamson
Against: Nil

MOTION

Simmons/Novak

That
1. Council allocate funding to applicants in accordance with the ‘Funding Offer’ column in the table at Attachment 1 to this report with each Applicant required to sign a written agreement and comply with any relevant conditions for payment and acquittal requirements.

2. The General Manager be authorised to reallocate any funding offers that are not taken up to the next highest unallocated priority.
AMENDMENT TO MOTION

Baker/Ellem

That
1. Subject to each project being in conformity with Council’s policy, that Council allocate funding to applicants in accordance with the ‘Funding Offer’ column in the table at Attachment 1 to this report with each Applicant required to sign a written agreement and comply with any relevant conditions for payment and acquittal requirements.

2. The General Manager be authorised to reallocate any funding offers that are not taken up to the next highest unallocated priority.

Voting recorded as follows:
For: Simmons, Baker, Clancy, Ellem, Novak, Williamson,
Against: Lysaught, Kingsley

The Amendment to Motion was put and declared CARRIED. The Amendment became the Motion.

COUNCIL RESOLUTION – 14.122/17

Simmons/Novak

That
1. Subject to each project being in conformity with Council’s policy that Council allocate funding to applicants in accordance with the ‘Funding Offer’ column in the table at Attachment 1 to this report with each Applicant required to sign a written agreement and comply with any relevant conditions for payment and acquittal requirements.

2. The General Manager be authorised to reallocate any funding offers that are not taken up to the next highest unallocated priority.

Voting recorded as follows:
For: Simmons, Baker, Clancy, Ellem, Novak, Williamson
Against: Kingsley, Lysaught

LINKAGE TO OUR COMMUNITY PLAN

Theme 1 Society
Objective 1.1 We will have proud and inviting communities
Strategy 1.1.2 Respect the heritage of the region by highlighting and enhancing our unique characteristics

BACKGROUND

Council has offered and administered a Heritage Grant program on an annual basis since 2003, funded by Council and the NSW Office of Environment and Heritage’s Local Heritage Assistance Program. Each year a different priority area is selected in an attempt to focus the greater share of available funds to that area/location. Priority areas are rotated around the Clarence Valley LGA to provide equitable opportunity for owners and managers of heritage items and places of heritage value. The 2017/18 round of Local Heritage Grants is prioritised to Maclean and surrounding areas, (comprising the area of the Maclean Shire Community Based Heritage Study). Twenty-four (24) applications have been submitted, 23 have been
deemed to be eligible applications, with 18 of these within the priority area and 5 eligible applications from other parts of the LGA.

Council’s Operational Plan (2017/18) contains the Action - Ongoing implementation of the Heritage Assistance Program with a KPI to spend or commit 100% of available funding before 30 June 2018. The recommendation of this report is to commit 100% of the available $37,000 funding for this program in the 2017/18 year.

The applications have been reviewed by two officers using the criteria provided by the Office of Environment and Heritage’s assessment guide and applications given a score and priority ranking.

KEY ISSUES

Application Overview
A summary of the eligible applications and recommended funding is set out in Attachment 1 to this report. All applications were assessed on merit.

The majority of applications (18) relate to heritage listed items which are located within a Heritage Conservation Area. The remainder includes one rural heritage item and 4 non-listed buildings in Heritage Conservation Areas.

Proposed Works
The eligible projects for which funding assistance is sought include the following types of work:

(NOTE: Some projects include more than one category of work)

- Re-roofing / roof repairs: 6
- Repainting in a heritage colour scheme: 11
- Replacement of guttering/downpipes: 4
- Timber and joinery repairs: 3
- Repointing of historic brickwork in lime mortar: 1
- Reconstruction of details: 1
- Removal of unsympathetic later alterations: 1
- Historical Research: 1

Economic Benefit
The total estimated value of the proposed projects to be supported is $322,490. The available budget of $37,000 represents 11% of this value indicating that it has an economic multiplier effect of up to 9 times (assuming that the projects would not have been proposed without this opportunity for funding assistance).

Public Education and Awareness
The heritage grants are a valuable tool to assist in heritage management. In addition to stimulating projects for maintenance and restoration, which are essential for long term conservation of the heritage items, they also raise landowner and public awareness of best management practices for managing heritage values. These outcomes provide a positive message to the community that has ongoing benefits for management of the Valley’s heritage values.

Assessment Process
The following criteria were used to determine if a proposed project/application was eligible to be considered for funding:

1. The place/premises is a heritage item or in a heritage conservation area Y/N
2. The application is complete and contains all essential details, e.g. at least 1 quote Y/N
3. The application is not retrospective, i.e. for works already completed Y/N
4. The proposed work is not on the list of ineligible works. Y/N
5. The Applicant has advised the work can be completed before 31/3/2018. Y/N
6. The proposed work is consistent with the purpose of the Local Heritage Assistance Program, to improve the maintenance of heritage items and increase local government engagement with local heritage owners. Y/N

One application was considered ineligible as it was neither listed as a heritage item or within a Conservation Area.

All eligible applications were assessed against a number of common selection criteria (see table below), with respect to the heritage value of the place/premises, the merit of the proposed work and public benefit. Scores against each criterion were recorded, tallied and applications ranked in order from highest to lowest score. The applications in the table at Attachment 1 are listed in ranked order with the priority ‘Maclean area’ applications listed first followed by applications for non-priority areas.

<table>
<thead>
<tr>
<th>Selection criteria</th>
<th>Potential Score for criteria</th>
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<tbody>
<tr>
<td>Heritage value of place/premises</td>
<td>20</td>
</tr>
<tr>
<td>Heritage Item</td>
<td>15</td>
</tr>
<tr>
<td>In a conservation area</td>
<td>5</td>
</tr>
<tr>
<td>Merit of the proposed work</td>
<td>60</td>
</tr>
<tr>
<td>Located in well-maintained streetscape/setting</td>
<td>10</td>
</tr>
<tr>
<td>Public access and visibility</td>
<td>10</td>
</tr>
<tr>
<td>Urgent maintenance to avert risks to place/premises</td>
<td>10</td>
</tr>
<tr>
<td>Located in heritage group or main street precinct</td>
<td>10</td>
</tr>
<tr>
<td>Work for fire, service and access upgrades for Building Code</td>
<td>10</td>
</tr>
<tr>
<td>Works additional to maintenance, e.g. remove unsympathetic works</td>
<td>10</td>
</tr>
<tr>
<td>Common Selection Criteria</td>
<td>20</td>
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<tr>
<td>Sustainable long term heritage benefits</td>
<td>5</td>
</tr>
<tr>
<td>Public benefit and enjoyment</td>
<td>5</td>
</tr>
<tr>
<td>Innovation/creativity</td>
<td>5</td>
</tr>
<tr>
<td>Capacity/commitment to complete project on time</td>
<td>5</td>
</tr>
<tr>
<td>Total</td>
<td>Score out of 100</td>
</tr>
</tbody>
</table>

**Allocation of funds**

In accordance with the assessment criteria and pre-established principles, either $2,000 or 50% of the project cost (whichever is the lesser) was allocated to each eligible project in the priority area, in ranked order. Whilst some projects have a substantial total cost, the public notice of this funding program stated that “Grants will generally be offered up to a maximum of $2,000 per item, on a dollar for dollar basis”.

The total value of grants allocated to the priority ‘Maclean area’ is $34,100, leaving a balance of $2,900 for allocation to the non priority area. This will enable funding support for the two highest ranked projects in the non-priority area. The remaining three projects in the non priority area were ranked lower, due to less potential conservation gain, public visibility or benefit, and hence it is not recommended that they receive any funding in the circumstances.

The proposed final grant allocations are set out in Attachment 1 on the basis of this assessment. Council has the option to allocate some funding to all eligible applications. This has not been recommended as each project has been assessed on its merit consistent with the funding assessment criteria, there is a limited budget available and the number of eligible applications exceeds the funding availability. Applicants that are unsuccessful may have the opportunity to seek funding through other programs, such as grants offered by the NSW Office of Environment and Heritage or future Local Heritage Assistance Programs administered by Council. These alternative funding opportunities will be made known to successful applicants that are seeking additional funding or to applicants who have been unsuccessful in the current program.
COUNCIL IMPLICATIONS

Budget/Financial
Council’s Operational Plan (2017/18) contains Action – *Ongoing implementation of the Heritage Assistance Program* with a KPI to spend or commit 100% of funding before 30 June 2018. The recommendation of this report is to commit 100% of the available funding, being $37,000, for this program in the 2017/18 year.

Asset Management
None of the applications relate to Council owned assets.

Policy or Regulation
The majority of the proposed works will be assessed as ‘maintenance and works of a minor nature’ which can be approved as part of the grant notice under Clause 5.10(3) heritage exemption provisions of the *Clarence Valley Local Environmental Plan 2011*, prior to works commencing. Where development consent is required the applicants will be advised accordingly.

Consultation
The 2017/18 Clarence Valley Local Heritage Grants program was publicly advertised for persons to make applications. Applications closed at midnight on 18 August 2017. Assessment of applications has been completed by two officers in the Strategic Planning team.

Legal and Risk Management
N/A

<table>
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<th>Prepared by</th>
<th>Deborah Wray, Senior Strategic Planner</th>
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<tr>
<td>Attachment</td>
<td>2017/18 Local Heritage Grant Applications and Recommended Allocations</td>
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</table>
ITEM 14.123/17 CLARENCE VALLEY TOURISM INDUSTRY ADVISORY COMMITTEE

Meeting Environment, Planning & Community Committee 14 November 2017
Directorate Environment, Planning & Community
Reviewed by Manager - Environment, Development & Strategic Planning (David Morrison)
Attachment Confidential

SUMMARY

Expressions of Interest were sought from industry to participate in the Clarence Tourism Industry Advisory Committee. This report outlines the process of calling for industry nominations for the Clarence Valley Tourism Industry Advisory Committee (CVTIAC) and the current industry development program.

OFFICER RECOMMENDATION

That Council:
1. Not establish a Clarence Valley Tourism Industry Advisory Committee; and
2. Continue liaising with industry through the business development and collaboration program; the Tourism & Hospitality Cluster.

MOTION

Baker/Simmons

That Council:
1. Not establish a Clarence Valley Tourism Industry Advisory Committee; and
2. Receive a report from the General Manager by February 2018 on the winding up and cessation of Council’s tourism promotion activities.

The Motion was withdrawn on a point of order.

COMMITTEE RECOMMENDATION

Williamson/Ellem

That the Officer Recommendation be adopted.

Voting recorded as follows:
For: Baker, Clancy, Ellem, Simmons, Williamson
Against: Nil

COUNCIL RESOLUTION – 14.123/17

Baker/Novak

That Council:
1. Not establish a Clarence Valley Tourism Industry Advisory Committee; and
2. Commit no further resources to liaison with Tourism & Hospitality Cluster pending a notice of motion to the December 2017 meeting to deal with Council’s tourism promotion activities.

Voting recorded as follows:
For: Simmons, Baker, Clancy, Novak, Williamson, Lysaught
Against: Ellem, Kingsley
LINKAGE TO OUR COMMUNITY PLAN

Theme  3 Economy
Objective  3.1 We will have an attractive and diverse environment for business, tourism and industry
Strategy  3.1.2 Grow the Clarence Valley economy through supporting local business and industry

BACKGROUND

At its meeting held 27 June 2017 Council resolved to:

Re-establish a Tourism Advisory Committee to oversee local tourism services in partnership with local industry operators and the constitution be reviewed by the Acting General Manager and a report be brought back to Council.

Subsequently a report was presented to 15 August 2017 meeting where Council resolved that:

1. Council endorse the attached draft Constitution for the Clarence Valley Tourism Industry Advisory Committee.
2. Councillors Toms, Baker and Clancy be declared as representatives for the Committee following a draw from a “hat”.
3. Council call for industry nominations for the Committee.
4. The proposed Constitution be amended as follows:
   a. Add to 4.1 “…with particular emphasis on the recommendations of initiatives and strategies by no later than 30 June 2018 to assist Council achieve full cost recovery from tourism promotion related activities.”
   b. Remove 6.5.3 and replace with “The position of Chair will be declared vacant at the meeting of the Committee at, or first after, September each year from September 2018.”
   c. Remove 7.5 and replace with “The term of Councillors on the Committee ends annually at the meeting of CVC in September each year from September 2018.”

This report outlines the process for calling for industry nominations for the Clarence Valley Tourism Industry Advisory Committee (CVTIAC) and the current industry development program.

KEY ISSUES

Clarence Valley Tourism Industry Advisory Committee
The call for nominations to the CVTIAC commenced on 1 September 2017, advertising across a number of mediums for a four (4) week period.
- Print media advertising appeared in the Daily Examiner and the Coastal Views on the following dates – 1 and 2, 8 and 9, 15 and 16, 22 and 23 September.
- Live on Clarence Valley Council website from 1 to 25 September including a ‘slider’ at the top of the homepage.
- Email database of nearly four hundred (400) industry contacts.
- Facebook – posts to economic development and tourism & hospitality pages. A total of six hundred and fifty-eight members (658)

Consequently two (2) applications were received – see confidential attachment.

Industry Development
In early 2017, a Clarence Valley Tourism Industry Development & Marketing Strategy commenced. This Strategy was developed by consultants Leonards Advertising utilising broad industry and community consultation (including the previous Clarence Valley Tourism Advisory Committee). A key goal in this
Strategy is ‘Unify, train and enable the local tourism industry’. To meet the actions of this Strategy a Tourism & Hospitality Cluster (T&H Cluster) was established. This new Cluster has been modelled on the successful Marine & Engineering Cluster which proven methodologies have seen local businesses gain skills and knowledge to enable them to successfully acquire contracts accredited to the current NSW infrastructure works.

To date twelve (12) skills development and networking events have been held with four hundred and three (403) registrations - an average of thirty-three (33) registrations per workshop, and two (2) workshops reached a maximum of sixty (60) participants.

Whilst there were only two (2) nominations received for the CVTIAC, there is clearly strong engagement with industry through the T&H Cluster program. The Clarence Valley economy is strongly aligned to a small and micro business environment. These owner operated businesses are time-poor and therefore invest carefully in their choices when engaging outside of their businesses. It is clear from the numbers presented that Clarence Valley businesses choose to invest in skills development and collaboration over committees.

OPTIONS

1. Given the lack of response from the tourism industry to participate on the Committee, Council not establish the Committee and instead utilise the existing Tourism & Hospitality Cluster as the key conduit between Council and the tourism industry.
2. Readvertise for tourism industry representation on the Committee. Given the extensive advertising undertaken to date and the lack of interest generated, it is unlikely that further advertising will garner increased response.
3. Formulate the Committee based on the two expressions of interest received and readvertise for additional member. This is not supported as the Committee with just two industry representatives is not effective or representative of the industry.

COUNCIL IMPLICATIONS

Budget/Financial
The Tourism & Hospitality Cluster skills development is funded through the Business Retention & Expansion Program.

Asset Management
N/A

Policy or Regulation
N/A

Consultation
N/A

Legal and Risk Management
N/A

Prepared by Elizabeth Fairweather, Economic Development Coordinator
Confidential Attachment CVTIAC applications
ITEM 14.124/17 SPONSORSHIP REQUEST FOR 2018 AUSTRALIAN WAKEBOARD OPEN

Meeting Environment, Planning & Community Committee 14 November 2017
Directorate Environment, Planning & Community
Reviewed by Manager - Environment, Development & Strategic Planning (David Morrison)
Attachment Nil

SUMMARY

Request for sponsorship for the 2018 Australian Wakeboard Open to be held in Grafton from 26–28 January 2018.

OFFICER RECOMMENDATION

That Council approve sponsorship of $8,000 (plus GST) to Wakeboard Queensland for the 2018 Australian Wakeboard Open to be held in Grafton on 26-28 January 2018. Funding to be covered from the Sports Tourism Program ($2,000) and the Special Events Sponsorship program ($6,000).

MOTION

Clancy/Simmons

That Council not approve sponsorship of $8,000 (plus GST) to Wakeboard Queensland for the 2018 Australian Wakeboard Open.

Voting recorded as follows:
For: Clancy
Against: Simmons, Williamson, Ellem, Baker

The Motion was put and declared LOST. The Foreshadowed Motion was then considered and became the Committee Recommendation.

COMMITTEE RECOMMENDATION

Williamson/Ellem

That the Officer Recommendation be adopted.

Voting recorded as follows:
For: Williamson, Ellem, Simmons, Baker
Against: Clancy

COUNCIL RESOLUTION – 14.124/17

Lysaught/Novak

That Council not approve sponsorship of $8,000 (plus GST) to Wakeboard Queensland for the 2018 Australian Wakeboard Open to be held in Grafton on 26-28 January 2018.

Voting recorded as follows:
For: Simmons, Baker, Ellem, Novak, Williamson, Lysaught, Clancy
Against: Kingsley
LINKAGE TO OUR COMMUNITY PLAN

Theme 3 Economy
Objective 3.1 We will have an attractive and diverse environment for business, tourism and industry
Strategy 3.1.5 Attract and grow events which contribute to the economy with a focus on high participatory events

BACKGROUND

Council resolved at its April 2013 meeting to engage Sports Marketing Australia (SMA) to deliver their Decentralization Program, to leverage economic benefits for the community and maximise the potential of the niche industry of sports tourism.

The Australian Wakeboard Open is one of two major events that are sanctioned by Wakeboard Australia. The Open is a two event series where riders are encouraged to compete in both events to accrue points to become the Australian Open series champions. The first event in the series will be held on 10 December 2017 in Canberra and the second is proposed for the 2018 Australia Day long weekend in Grafton. This event encompasses all levels of riding from juniors, professional level and adaptive (for disabled riders).

Wakeboard Queensland successfully delivered one of the largest Australian National Titles on the Gold Coast in March 2017.

KEY ISSUES

The details and economic benefit offered by hosting the Australian Wakeboard Open are as follows:

- Approximately 260 competitors and officials attend.
- 3 days of competition.
- There is a spread of competitors from across the nation and a team from New Zealand is expected.
- The accompanying partner rate is approximately 2:1
- January is an ideal time for an event in Grafton as it is traditionally a quiet time for local business as locals are holidaying away from home and there are no major events on at this time.
- The economic benefit is in the order of $601,380 based on Tourism Research Australia information that a sports tourist spends on average $257/person/day (updated June 2017).
- The sponsorship that Wakeboard Qld is seeking from Council for the event is $8,000 (plus GST).
- The return on investment for Council, based on an $8,000 hosting fee has a rating of 75:1 which compares well to other sports tourism events.

Normally this request would be reviewed by the Sports Tourism Partner decision making panel, however, to date there are not enough funds in the 2017/18 Sports Tourism Program to cover the $8,000 recommended sponsorship. It is therefore recommended that the remaining Sports Tourism Program fund of $2,000 be boosted by $6,000 from the Special Events Sponsorship program.

COUNCIL IMPLICATIONS

Budget/Financial

The sponsorship amount to be sourced as follows:

- $2,000 from the Sports Tourism Program (996035)
- $6,000 from the Special Events Sponsorship Program (996030). Currently there is $41,750 available in the 2017/18 budget allocation.
Asset Management  
N/A  

Policy or Regulation  
Special Event Sponsorship Policy  

Consultation  
Internal consultation occurred within the Strategic Planning and Economic team  

Legal and Risk Management  
N/A  

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<tr>
<th>Prepared by</th>
<th>Alicia Savelloni, Events and Promotions Officer</th>
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<td>Attachment</td>
<td>Nil</td>
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ITEM 14.125/17 PROPOSED 2018 INSPIRE THE NATION (SPORT AUSTRALIA HALL OF FAME) EVENT

Meeting Environment, Planning & Community Committee 14 November 2017
Directorate Environment, Planning & Community
Reviewed by Manager - Environment, Development & Strategic Planning (David Morrison)
Attachment Yes

SUMMARY
Request for hosting fees to underwrite the Sport Australia Hall of Fame’s ‘Inspire the Nation’ event. The fees will be recouped from event ticket sales.

OFFICER RECOMMENDATION
That Council approve hosting fees to Sport Australia Hall of Fame of $10,000 (plus GST) to host the ‘Inspire the Nation’ event in 2018. The fees will be recouped from event ticket sales.

COMMITTEE RECOMMENDATION
Baker/Williamson

That the Officer Recommendation be adopted.

Voting recorded as follows:
For: Ellem, Simmons, Williamson, Baker
Against: Clancy

COUNCIL RESOLUTION – 14.125/17

Novak/Clancy

That Council not approve hosting fees to Sport Australia Hall of Fame of $10,000 (plus GST) to host the ‘Inspire the Nation’ event in 2018.

Voting recorded as follows:
For: Simmons, Baker, Ellem, Novak, Williamson, Lysaught, Clancy
Against: Kingsley

LINKAGE TO OUR COMMUNITY PLAN
Theme 3 Economy
Objective 3.1 We will have an attractive and diverse environment for business, tourism and industry
Strategy 3.1.1 Promote the Clarence region as a wonderful place to invest, live, work and visit

BACKGROUND
Council resolved at its April 2013 meeting to engage Sports Marketing Australia (SMA) to deliver their Decentralization Program, to leverage economic benefits for the community and maximise the potential of the niche industry of sports tourism.
KEY ISSUES

SMA is proposing a new type of event, a little different from a traditional sporting event. They are working with the Sport Australia Hall of Fame in rolling out the Inspire the Nation tour nationally. Until now, these events have only been conducted in Metropolitan venues. SMA has been given the exclusive rights to take this event to 25 regional centres throughout Australia. The Clarence Valley has an opportunity to be one of these regions due to Council’s relationship with SMA.

The Inspire the Nation tour will have an underlying theme of ‘if you strive and work hard enough on a goal, and have the self-belief, anything is achievable’.

The tour revolves around a series of events (either lunches or dinners) that will feature 2 of the inductees from the Sport Australia Hall of Fame. The event would be Council operated and Council would receive the generated profit.

There are 407 athlete inductees to the Sport Australia Hall of Fame from a diverse number of sporting codes. The list below shows a selection of the quality of inductees:

<table>
<thead>
<tr>
<th>Ms Raelene Boyle AM MBE Athletics</th>
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<tbody>
<tr>
<td>Mr Wally Lewis AM Rugby League</td>
</tr>
<tr>
<td>Ms Anne Sargeant OAM Netball</td>
</tr>
<tr>
<td>Mr John Newcombe AO OBE Tennis</td>
</tr>
<tr>
<td>Mr John Bertrand AO Sailing</td>
</tr>
<tr>
<td>Ms Susie O'Neill OAM Swimming</td>
</tr>
<tr>
<td>Ms Catherine Freeman OAM Athletics</td>
</tr>
<tr>
<td>Mr John Raper MBE Rugby League</td>
</tr>
<tr>
<td>Mr Leigh Matthews Australian Football</td>
</tr>
<tr>
<td>Mr Kenneth Rosewall AM Tennis</td>
</tr>
<tr>
<td>Mr Greg Norman AC Golf</td>
</tr>
<tr>
<td>Mr Ron Barassi AM Australian Football</td>
</tr>
<tr>
<td>Mr John Landy AC MBE Athletics</td>
</tr>
<tr>
<td>Mr Rod Laver AC MBE Tennis</td>
</tr>
<tr>
<td>Mr Peter Thomson AO CBE Golf</td>
</tr>
<tr>
<td>Ms Heather McKay AM MBE Squash</td>
</tr>
<tr>
<td>Ms Margaret Court MBE Tennis</td>
</tr>
<tr>
<td>Mr Herb Elliott AC MBE Athletics</td>
</tr>
<tr>
<td>Ms Shane Gould MBE Swimming</td>
</tr>
<tr>
<td>Ms Marjorie Jackson Nelson AC CVO MBE Athletics</td>
</tr>
<tr>
<td>Ms Evonne Cawley AO MBE Tennis</td>
</tr>
<tr>
<td>Ms Dawn Fraser AO MBE Swimming</td>
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The key event information is:

- Dates: Sometime in the 2018 calendar year, suitable dates to be selected.
- Expected 300 + attendees based on other events that have been held nationally.
- 1 day (lunch or dinner)
- The Sport Australia Hall of Fame would provide 2 high profile members for the event. These members would talk about a number of topics relevant to sport in Australia as well as their own experiences and achievements as an elite sportsperson. It is possible for a local sports writer, television or radio personality to be the interviewer.
• A short list of 15 to 20 inductees and a number of dates will be provided to SMA and the best fit will then be decided according to availability.
• Council would be the host of the event and as such, be required to cover the rights hosting fee of $10,000 + GST. Council would also be responsible to pay for the costs associated with the production of the event.
• Council would retain all ticket revenue from the function.
• Council as host could invite Councillors and Council staff who would be provided with a great opportunity to network with the community and other delegates.
• Sport Australia Hall of Fame expects the event would attract significant media attention with local and regional media outlets. Media would be invited to the event.

This event provides a good opportunity to bring income into the Sports Tourism program. It will also be an opportunity to increase the positive image of the Clarence Valley, via the expected wide spread media coverage.

We currently have 5 sports tourism partners who contribute $15,000 annually and a media partner who contributes inkind promotion of the Sports Tourism program. This event will provide an appropriate way to thank our current sports tourism business partners and potentially attract new ones.

COUNCIL IMPLICATIONS

Budget/Financial
The goal for the event is to sell 300 tickets at $100 and thus make an income of $30,000. It is expected this will generate a net profit of $10,000 taking out the production costs and hosting fee. The profit will go to the Sports Tourism program, to continue to grow the number and quality of sporting events hosted in the Clarence Valley. Being conservative by selling only 200 tickets, this will make the event cost neutral.

Asset Management
N/A

Policy or Regulation
Event Sponsorship Policy

Consultation
Consultation occurred between the Strategic Planning and Economic team

Legal and Risk Management
N/A

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<th>Alicia Savelloni, Events &amp; Promotions Officer</th>
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<tr>
<td>Attachment</td>
<td>List of Sports Hall of Australia inductees</td>
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ITEM 14.126/17 DRAFT FUTURE TRANSPORT 2056 STRATEGY

Meeting Environment, Planning & Community Committee 14 November 2017
Directorate Environment, Planning & Community
Reviewed by Manager - Environment, Development & Strategic Planning (David Morrison)
Attachment Nil

SUMMARY

The Draft Future Transport 2056 Strategy is currently on exhibition and calling for submissions. Future Transport 2056 is a suite of plans made up of the Draft Future Transport Strategy, Draft Regional NSW Services & Infrastructure Plan and the Draft Greater Sydney Services & Infrastructure Plan. These are supported by supporting plans; Draft Road Safety Plan and Draft Tourism & Transport Plan. This report outlines the pretext for a submission to the Draft Future Transport 2056 Strategy.

OFFICER RECOMMENDATION

That Council tender a submission to the Draft Future Transport 2056 Strategy which includes the following points:

Clarence Valley Council:
• is supportive of infrastructure strategies, initiatives and improvements which promote sustainable economic and environmental development, and support the growth and well-being of local communities and businesses. In particular, the development of a “cruise terminal” for Yamba should be of an appropriate scale pertaining to the boutique port, the capacity of local physical, economic and social infrastructure, and sensitive to the local Aboriginal cultural beliefs.

• requests further consultation and engagement with Council and the broader community for those projects within the Future Transport 2056 Plan which are identified for investigation.

COMMITTEE RECOMMENDATION

Clancy/Ellem

That the item be deferred to the Council meeting.

Voting recorded as follows:
For: Baker, Clancy, Ellem, Simmons, Williamson
Against: Nil

MOTION

Clancy/Novak

That Council tender a submission to the Draft Future Transport 2056 Strategy which includes the following points:

Clarence Valley Council:
• is supportive of infrastructure strategies, initiatives and improvements which promote environmentally sustainable economic development, and support sustainable growth and well-being of local communities and businesses but specifically excludes the option of the development of a “cruise terminal” for Yamba due to adverse practical, cultural, environmental and social impacts.
- Requests further consultation and engagement with Council and the broader community for those projects within the Future Transport 2056 Plan which are identified for investigation.

**AMENDMENT TO MOTION**

Williamson/Kingsley

That Council tender a submission to the Draft Future Transport 2056 Strategy which includes the following point:

Clarence Valley Council requests further consultation and engagement with Council and the broader community for those projects within the Future Transport 2056 Plan which are identified for investigation.

Voting recorded as follows:
For: Williamson, Kingsley, Simmons, Baker, Lysaught
Against: Ellem, Clancy, Novak

The Amendment to Motion was put and declared CARRIED. The Amendment became the Motion.

**AMENDMENT TO MOTION**

Baker/Williamson

That Council tender a submission to the Draft Future Transport 2056 Strategy saying that:

Clarence Valley Council requests further consultation and engagement with Council and the broader community for those projects within the Future Transport 2056 Plan which are identified for investigation.

Voting recorded as follows:
For: Williamson, Kingsley, Simmons, Baker, Lysaught
Against: Ellem, Clancy, Novak

The Amendment to Motion was put and declared CARRIED. The Amendment became the Council Resolution.

**COUNCIL RESOLUTION – 14.126/17**

Clancy/Novak

That Council tender a submission to the Draft Future Transport 2056 Strategy saying that:

Clarence Valley Council requests further consultation and engagement with Council and the broader community for those projects within the Future Transport 2056 Plan which are identified for investigation.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Williamson, Lysaught
Against: Clancy, Ellem, Novak

**FORESHADOWED MOTION**

Baker

That Council make a submission to the Draft Future Transport 2056 Strategy saying only:
Clarence Valley Council:
1. is supportive of infrastructure strategies, initiatives and improvements that promote sustainable economic and environmental development and,
2. requests further consultation and engagement with Council, identified stakeholders and the broader community for those projects within the Future Transport 2056 Plan that are identified for investigation.

**LINKAGE TO OUR COMMUNITY PLAN**

Theme 2 Infrastructure
Objective 2.1 We will have communities that are well serviced with appropriate infrastructure
Strategy 2.1.5 Provide safe and effective vehicular and pedestrian networks that balance asset conditions with available resources

**BACKGROUND**

Future Transport 2056 is a new transport vision for NSW. Developed by Transport for NSW, it focuses on the decisions which need to be made now to prepare the State for the next forty (40) years.

Future Transport 2056 is a suite of plans made up of the Draft Future Transport Strategy, Draft Regional NSW Services & Infrastructure Plan and the Draft Greater Sydney Services & Infrastructure Plan. These are supported by supporting plans; Draft Road Safety Plan and Draft Tourism & Transport Plan.

The Draft Future Transport 2056 Strategy is currently on exhibition and calling for submissions. The deadline for submissions is 1 December 2017.

Having said this; the Future Transport 2056 website states “(the plan) moves away from a static, printed document rewritten every five years to an online document regularly updated to adapt to the rapidly changing landscape, and insights gained from community and industry consultation.”

The Future Transport 2056 and supporting plans can be found at - [https://future.transport.nsw.gov.au/](https://future.transport.nsw.gov.au/)

**KEY ISSUES**

The Plan outlines a number of strategies, policy/planning initiatives, service initiatives and infrastructure initiatives. Most of these are issues generally relating to Regional NSW. Specifically, with more clarification and detailed information, it is envisage some would be supported by Clarence Valley Council; for example:

- Integrate Cycling and Walking Programs for Regional Cities and Centre to complete missing links, create integrated transport networks and encourage sustainable travel.
- Introduce a service provider-neutral Transport Taxi Subsidy Scheme for people with disabilities across Regional NSW.
- Increase availability of regional slots at Sydney’s airports during peak hours.
- Resilience Package: improving immunity for flood prone local roads which provide key connections to Regional Cities or Centres.
- Regional Airport Program: Focus for the next 10 years will be the development of a ‘hub and spoke’ model to build efficiency, accessibility, competition, commercial viability and sustainability of key regional airports and a few smaller but strategically important airports.
- Boating NOW: Boating plays a key role in supporting the visitor economy.
- Nature Based Tourism: transport can facilitate growing nature and cultural tourism in more locations in NSW.
North Coast – Infrastructure initiatives identified for investigation that will impact directly on the Clarence Valley include:

- Linking the inland and coastal areas to cross the Great Dividing Range e.g. Gwydir Highway, to facilitate movement between centres and regions
- Summerland Way improvements (Grafton – Lismore)
- Pacific Highway – Woolgoolga to Ballina
- Sportsmans Creek Bridge
- Grafton Bridge
- Coffs Harbour/Yamba cruise terminal/infrastructure development

The timing of the exhibition period precludes a detailed submission being presented to Council but it is proposed that Clarence Valley Council submit the following:

Clarence Valley Council:
- is supportive of infrastructure initiatives and improvements which promote sustainable economic and environmental development and support the growth and well-being of local communities and business. In particular, the development of a “cruise terminal” for Yamba should be of an appropriate scale pertaining to the boutique port and sensitive to the local Aboriginal cultural beliefs.
- requests further consultation and engagement with Council and the broader community for those projects identified for investigation.

COUNCIL IMPLICATIONS

Budget/Financial
N/A

Asset Management
N/A

Policy or Regulation
N/A

Consultation
N/A

Legal and Risk Management
N/A

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<tr>
<th>Prepared by</th>
<th>Elizabeth Fairweather, Economic Development Coordinator</th>
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<tr>
<td>Attachment</td>
<td>Nil</td>
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ITEM 14.127/17 FLYING FOX DISPERSAL

Meeting Environment, Planning & Community Committee 14 November 2017
Directorate Environment, Planning & Community
Reviewed by Director - Environment, Planning & Community (Des Schroder)
Attachment Yes

SUMMARY

A full dispersal of Maclean Camp is unlikely to be viable due to the cost and approval process. The Flying Fox Dispersal Committee met on 30 October and resolved to support the update of the Maclean Flying-fox Management Strategy with a view to implementing further buffer areas around residents adjacent to the Maclean gully and substation area and identify new compensatory habitat. The proposal is then to ‘nudge’ the flying fox away from the houses into new habitat. ‘Nudging’ undertaken in the winter months may not need a licence to disperse.

OFFICER RECOMMENDATION

That Council:

1. Support the recommendation of the Flying Fox Dispersal Committee to look to extend buffers further up the hill as far as Kerry Street and examine further compensatory habitat options (possibly using biodiversity off-set funds to acquire land); this will require a review of the Maclean Flying Fox Management Strategy as a first step.

2. Liaise with the Interagency Working Group to match a funding application for up to $50,000 from the State Government (through mainly Crown Lands and the Department of Education) to be submitted by April to facilitate update of the Maclean Flying-fox Management Strategy and to further identify compensatory habitat areas and mechanisms to acquire this land.

3. If necessary, contribute $25,000 cash towards the funding application if State Government agency support cannot help fund the co-contribution. Note this could come from the 2018/19 Council budget.

4. Make representation to the Federal Government through the Federal Member, Kevin Hogan for the Government to fully implement the recommendations of the 2016 Parliamentary Inquiry into the management of nationally protected flying foxes in the eastern states of Australia.

COMMITTEE RECOMMENDATION

Williamson/Baker

That Council:

1. Support the recommendation of the Flying Fox Dispersal Committee to look to extend buffers further up the hill as far as Kerry Street and examine further compensatory habitat options (possibly using biodiversity off-set funds to acquire land); this will require a review of the Maclean Flying Fox Management Strategy as a first step.

2. Liaise with the Interagency Working Group to match a funding application for up to $50,000 from the State Government (through mainly Crown Lands and the Department of Education) to be submitted by April to facilitate update of the Maclean Flying-fox Management Strategy and to further identify compensatory habitat areas and mechanisms to acquire this land.
3. Contribute 50% of any funding application cost to a maximum of $25,000 – note this will come from the 2018/19 budget.

4. Make representation to the Federal Government through the Federal Member, Kevin Hogan for the Government to fully implement the recommendations of the 2016 Parliamentary Inquiry into the management of nationally protected flying foxes in the eastern states of Australia.

Voting recorded as follows:
For: Ellem, Simmons, Baker, Williamson
Against: Clancy

COUNCIL RESOLUTION – 14.127/17

Williamson/Lysaught

That Council:
1. Support the recommendation of the Flying Fox Dispersal Committee to look to extend buffers further up the hill as far as Kerry Street and examine further compensatory habitat options (possibly using bio-diversity off-set funds to acquire land); this will require a review of the Maclean Flying Fox Management Strategy as a first step.

2. Liaise with the Interagency Working Group to match a funding application for up to $50,000 from the State Government (through mainly Crown Lands and the Department of Education) to be submitted by April to facilitate update of the Maclean Flying Fox Management Strategy and to further identify compensatory habitat areas and mechanisms to acquire this land.

3. Contribute 50% of any funding application cost to a maximum of $25,000 – note this will come from the 2018/19 budget.

4. Make representation to the Federal Government through the Federal Member, Kevin Hogan for the Government to fully implement the recommendations of the 2016 Parliamentary Inquiry into the management of nationally protected flying foxes in the eastern states of Australia.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Ellem, Novak, Williamson, Lysaught, Clancy
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 4 Our Environment
Objective 4.1 We will preserve the beautiful natural features of the Clarence Region
Strategy 4.1.2 Beautify our parks, gardens, open spaces and town entrances

BACKGROUND

The Maclean Flying Fox Colony is a nationally significant flying fox camp that is protected under both State and Federal legislation. The large number of flying foxes within the urban environment has caused conflict in the community for more than 20 years and especially affects adjoining landowners including residents, Maclean High School and Maclean TAFE.

Council has considered a number of reports over the last ten years on the Maclean camp and at the September 2017 meeting considered a report on potential dispersal of the camp. The issue was referred back to the Council Flying Fox Dispersal Committee on 30 October 2017. The group understands the cost and issues with dispersal and has recommended that Council consider applying for funding to facilitate update of the Maclean Flying Fox Management Strategy to look at increasing the buffer to the residents to reduce the impact on their amenity knowing that in the long run full dispersal may not be viable. The strategy update would need to look at further compensatory habitat, which may enable flying fox to be ‘nudged’ into these new areas.

**KEY ISSUES**

The current adopted strategy for Maclean maps a long term vegetation management buffer to provide some greater separation between sensitive receivers and the camp. At the time it was prepared flying foxes were not utilising the area further up the gully at the back of Kerry Street. However it was always understood that the long term objective was to move flying fox away from residents and back to the area where they traditionally used being the Maclean rainforest and riparian strip along the river. This was on the basis that buffers were in place around the school and the rainforest was fenced off from the school to manage the risks associated with having flying fox in this part of Maclean. It is also worth noting that since the strategy was adopted a number of actions in the strategy have been completed including air conditioning of all class rooms, placing high voltage electricity underground and construction of more covered areas at the school and TAFE. So to ensure a reasonable separation between residents and the camp further review of the strategy is required. Further modification of the habitat may require further offsetting of vegetation removal.

One of Council’s staff attended the National Flying Fox Forum in October and presentations at the forum summarised issues with conflict and research into flying fox behaviour and management. There are an increasing number of communities affected by flying foxes with camps establishing for the first time in Adelaide, Bega, Melbourne and other communities further south along the east coast in the past five years. Camps seem to be becoming more urbanised potentially in response to loss of traditional food sources with more and more clearing of native vegetation across the landscape. Evidence suggests that year round occupation of camps, which is a new phenomena in many areas, will be ongoing. Despite a public perception that flying fox numbers are increasing regular counts at all known camps does not support this. For Grey Headed flying fox the numbers appear relatively stable despite some significant losses with heat events. For other populations including the Little Red and Black the numbers are more uncertain because of their distribution across the Northern Territory in remote areas where monitoring is not undertaken. The outcome of the 2016 Federal Parliamentary Inquiry on flying foxes on the east coast was discussed and there was consensus from those at the forum that the Federal Government needs to act on the recommendations of the enquiry. The executive summary of the enquiry is provided as an attachment to this report.

It is clear that resources to manage flying foxes are finite and it is important if Council is to help facilitate a reduction in the impact of the Maclean camp on residents that any resources it commits are not wasted. It is also clear that help from the State and Federal Governments will be limited given the number of communities now affected. It is now prudent for Council to seek the aid of the Interagency Working Group to contribute to matching funding to apply for up to $50,000 from the State Government to review the Maclean Flying-fox Management Strategy. It maybe time Council considers bringing the Interagency Working Group and the Flying Fox Dispersal Committee together to harness the contributions being made by affected residents, the school and a range of volunteers to update the strategy. This would facilitate further consultation with all parties with a view to updating the Maclean Strategy to further review ways to put in place buffers between the residents and the camp that are sustainable.
COUNCIL IMPLICATIONS

Budget/Financial
Council has no budget for updating the strategy but could draw on some of the budget within 994540 and currently funded staff resources towards the 50% of funding required to seek grant funds of up to $50,000. It would be prudent depending on the level of financial and in-kind support from other stakeholders for Council to allocate $25,000 in the 2018/19 budget to help access grant funding for update of the strategy and potentially fund on ground works. While update of the strategy would not necessarily fund actual on ground works in may be able to reach consensus across all sections of the community on the best approach for Maclean and for that to happen all sections of the community need to be at the table.

Asset Management
Council only manages a very small part of the area the flying fox camp covers and it would be important that all land managers are involved in the process.

Policy or Regulation
The approach is consultative and demonstrates good governance.

Consultation
Detailed consultation was undertaken during development of the current Maclean Flying-fox Management Strategy and a summary of that is provided in table 3.1 of the strategy. However the representation from those most affected was relatively low in terms of participation in the Working Group and bringing all sides to the table may help with long term management of the camp.

The Interagency Working Group is scheduled to meet on 21 November 2017.

Legal and Risk Management
Council will need formal approval to move forward with a full dispersal and facilitating a dispersal would have a number of risks economic, social, and environmental that will need to be carefully managed. Looking at other ways to manage the camp and doing this under the umbrella of an approved camp management strategy will reduce the risk to Council. Given Council is only one of a number of land managers where the camp sets up it is important all land managers are in agreement on an approach.

Prepared by Rodney Wright, NRM Coordinator
Attachment Overview of State Flying Fox Forum and Australian Government Parliamentary Inquiry 2016 Recommendations
ITEM 14.128/17  CLARENCE VALLEY CULTURAL AND SPORTS TRUST FUND

Meeting Environment, Planning & Community Committee 14 November 2017
Directorate Environment, Planning & Community
Reviewed by Director - Environment, Planning & Community (Des Schroder)
Attachment Nil

SUMMARY

Council has received a request for assistance from the Clarence Valley Cultural and Sports Trust Fund on behalf of Tiahnee Cropper.

OFFICER RECOMMENDATION

That Council approve a donation of $500 to be allocated from the Clarence Valley Cultural and Sports Trust Fund to assist Tiahnee Cropper who has been selected to represent Australia in the Australian Country U21 Hockey Team at the Oceania Challenge / Fiji Invitational in Fiji from 7-19 December 2017.

COMMITTEE RECOMMENDATION

Simmons/Clancy

That the Officer Recommendation be adopted.

Voting recorded as follows:
For: Baker, Clancy, Ellem, Simmons, Williamson
Against: Nil

COUNCIL RESOLUTION – 14.128/17

Williamson/Lysaught

That Council approve a donation of $500 to be allocated from the Clarence Valley Cultural and Sports Trust Fund to assist Tiahnee Cropper who has been selected to represent Australia in the Australian Country U21 Hockey Team at the Oceania Challenge / Fiji Invitational in Fiji from 7-19 December 2017.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 1  Our Society
Objective 1.2  We will have a safe, active and healthy region
Strategy 1.2.4  Encourage community involvement and foster interconnected and supportive communities

BACKGROUND

Tiahnee Cropper of Grafton has been selected by Hockey Australia to represent in Australia’s Country U21 Hockey Team at the Oceania Challenge / Fiji Invitational in Fiji from 7-19 December 2017. The funding will assist with player levy, travel, accommodation and competition costs.
KEY ISSUES

The Trust provides financial support, in any calendar year, to a maximum of $250 for individuals to attend one event at National level and $500 per individual for one event at International level.

The applications as submitted meet the criteria for financial assistance from the Fund.

COUNCIL IMPLICATIONS

Budget/Financial

With the application of the Operational Result Improvement Strategies (May 2017 Item 13.026/17-attachment N) endorsed at the June Council meeting Item 13.035/17, the Community Donations Programs budget allocation for 2017/2018 is now $100,000. From this, $5,000 has been reserved for Sport and Cultural Trust fund applications. This may be reviewed throughout the year, depending on needs of this and the Community Initiatives Program.

This recommendation for support totals $500.00. The available budget held in Cost Centre 930 (PJ 997113-58-7012-2534) is as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds reserved for Sport &amp; Cultural Trust 2017/2018</td>
<td>$5,000</td>
</tr>
<tr>
<td>Less: allocations approved August</td>
<td>$750</td>
</tr>
<tr>
<td>Less: allocations approved September</td>
<td>$1,250</td>
</tr>
<tr>
<td>Funds available as at 31/09/17</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

Asset Management

N/A

Policy or Regulation

Cultural and Sports Trust Fund
Financial Assistance to the Clarence Valley Sporting Community

Consultation

N/A

Legal and Risk Management

N/A

Prepared by: Sammy Lovejoy, Community Projects Officer – Community Grants
Attachment: Nil
**ITEM 14.129/17 DEVELOPMENT APPLICATIONS**

**Meeting**
Environment, Planning & Community Committee

**Reviewed by**
Manager - Environment, Planning & Community

**Attachment**
Nil

**SUMMARY**

The Report provides an update on Development Applications received, estimated value of works, applications approved and average processing times. A summary of where Council has exercised assumed concurrence to vary development standards under Clause 4.6 of the Clarence Valley Local Environmental Plan 2011 (LEP) is also provided within the report.

**OFFICER RECOMMENDATION**

That the update on Development Applications be noted.

**COMMITTEE RECOMMENDATION**

Williamson/Clancy

That the Officer Recommendation be adopted.

Voting recorded as follows:

For: Baker, Clancy, Ellem, Simmons, Williamson
Against: Nil

**COUNCIL RESOLUTION – 14.129/17**

Williamson/Lysaught

That the update on Development Applications be noted.

Voting recorded as follows:

For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

**LINKAGE TO OUR COMMUNITY PLAN**

Theme 5 Our Leadership

Objective 5.1 We will have a strong, accountable and representative Government

Strategy 5.1.4 Provide open, accountable and transparent decision making for the community

**BACKGROUND**

The figures from 1 July 2017 to 30 October 2017 are:

<table>
<thead>
<tr>
<th>No. of Applications Received</th>
<th>No of Applications Approved</th>
<th>Value of Approved Works</th>
<th>No of Lots Approved</th>
<th>Average Processing Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>328</td>
<td>311</td>
<td>$44,121,607.00</td>
<td>97</td>
<td>39 (including stop-the-clock days)</td>
</tr>
</tbody>
</table>
Of the 311 approved Development Applications between 1 July 2017 and 30 October 2017, 209 were determined within 40 days or less (67%).

As of 1 November 2017 there were 151 outstanding development applications, which have been with Council for the following. A detailed table outlining the reasons for each outstanding Development Application over 40 days is provided in the table on page 2 of this report.

<table>
<thead>
<tr>
<th>Application No.</th>
<th>Property Description</th>
<th>Development Standard to be varied</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA2017/0440</td>
<td>195 River Street, Maclean Lot B DP409958</td>
<td>Commercial &amp; residential development (2 restaurants, 3 shops &amp; 3 residential units)</td>
<td>Clarence Valley Local Environmental Plan 2011 - Clause 4.3 Maximum height is 9m and the proposed height of 9.435m giving a total variation of less than 5%</td>
</tr>
</tbody>
</table>

**Exceptions to Development Standards under Clause 4.6 of the LEP**

There was one application determined using the provisions of Clause 4.6 during October 2017.

### Reasons for Undetermined Applications over 40 days

<table>
<thead>
<tr>
<th>Application No.</th>
<th>Received Date</th>
<th>Days</th>
<th>Description</th>
<th>Property</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA2017/0564</td>
<td>4/09/2017</td>
<td>41</td>
<td>Alterations and Additions</td>
<td>9 Heath Street MINNIE WATER NSW 2462</td>
<td>Variation to side setback being considered by DAP. Determination to be processed</td>
</tr>
<tr>
<td>DA2017/0565</td>
<td>4/09/2017</td>
<td>41</td>
<td>Dwelling</td>
<td>20 Kendall Avenue WOOLI NSW 2462</td>
<td>Additional Information Requested (OSM)</td>
</tr>
<tr>
<td>DA2017/0560</td>
<td>1/09/2017</td>
<td>42</td>
<td>Dwelling</td>
<td>27 Bryce Crescent LAWRENCE NSW 2460</td>
<td>Notice of Determination being finalised</td>
</tr>
<tr>
<td>DA2017/0555</td>
<td>31/08/2017</td>
<td>43</td>
<td>Internal alterations and boundary retaining walls</td>
<td>1AA Pilot Street YAMBA NSW 2464</td>
<td>Currently being assessed*</td>
</tr>
<tr>
<td>DA2017/0556</td>
<td>31/08/2017</td>
<td>43</td>
<td>Alterations and Additions</td>
<td>340 Dinjerra Road GLENUGIE NSW 2460</td>
<td>Additional information received and currently being assessed (Amended floor plan)</td>
</tr>
<tr>
<td>DA2017/0552</td>
<td>30/08/2017</td>
<td>44</td>
<td>Additions to dwelling &amp; flood mound</td>
<td>1993 Lawrence Road LOWER SOUTHGATE NSW 2460</td>
<td>Additional Information Requested (Use of flood mound and OSM)</td>
</tr>
<tr>
<td>DA2017/0546</td>
<td>29/08/2017</td>
<td>45</td>
<td>Primitive campground</td>
<td>Vere Street SOUTH GRAFTON NSW 2460</td>
<td>Notice of Determination being finalised</td>
</tr>
<tr>
<td>DA2017/0548</td>
<td>29/08/2017</td>
<td>45</td>
<td>Industrial storage (56 containers) premises</td>
<td>24 Clark Road TRENAKR NSW 2460</td>
<td>Notice of Determination being finalised</td>
</tr>
<tr>
<td>SUB2017/0020</td>
<td>28/08/2017</td>
<td>46</td>
<td>Two lot rural subdivision</td>
<td>159 Lurcocks Road GLENREAGH NSW 2450</td>
<td>Notice of Determination being finalised</td>
</tr>
<tr>
<td>DA2017/0539</td>
<td>25/08/2017</td>
<td>47</td>
<td>House raising &amp; additions</td>
<td>1419 Pacific Highway ULMARRA NSW 2462</td>
<td>Awaiting comments from Water Cycle regarding location of works over flood levee</td>
</tr>
<tr>
<td>DA2017/0535</td>
<td>24/08/2017</td>
<td>48</td>
<td>Dwelling &amp; shed</td>
<td>Frogmouth Drive GULMARRAD NSW 2463</td>
<td>Additional information requested (Baseline Ecological Assessment)</td>
</tr>
<tr>
<td>DA2017/0533</td>
<td>23/08/2017</td>
<td>49</td>
<td>Dwelling</td>
<td>Pacific Highway SOUTH GRAFTON NSW 2460</td>
<td>Additional information requested (Access to Pacific Highway)</td>
</tr>
<tr>
<td>DA2017/0525</td>
<td>22/08/2017</td>
<td>50</td>
<td>Shed</td>
<td>4 Kelly Street SOUTH GRAFTON NSW 2460</td>
<td>Additional information received and Notice of Determination being processed</td>
</tr>
<tr>
<td>DA2017/0527</td>
<td>22/08/2017</td>
<td>50</td>
<td>Dwelling</td>
<td>Bostock Road TUCABIA NSW 2462</td>
<td>Additional information requested 10/10/17 (Amended Baseline Ecological Assessment, OSM, building footprint)</td>
</tr>
<tr>
<td>DA2017/0528</td>
<td>22/08/2017</td>
<td>50</td>
<td>Five lot rural subdivision &amp; five dwellings</td>
<td>Bostock Road TUCABIA NSW 2462</td>
<td>Awaiting additional information (Revised Ecology and Bushfire Report)</td>
</tr>
<tr>
<td>DA2017/0529</td>
<td>22/08/2017</td>
<td>50</td>
<td>Filling of land and shed for boat storage</td>
<td>60 Careys Lane HARWOOD NSW 2465</td>
<td>Additional information requested (Traffic Impact Assessment and Stormwater)</td>
</tr>
<tr>
<td>DA2017/0524</td>
<td>21/08/2017</td>
<td>51</td>
<td>Replace jetty with pontoon</td>
<td>35 River Street PALMERS ISLAND NSW 2463</td>
<td>Awaiting external referrals (DPI Lands and DPI Water) and amended plans from applicant</td>
</tr>
<tr>
<td>Application No.</td>
<td>Received Date</td>
<td>Days</td>
<td>Description</td>
<td>Property</td>
<td>Reason</td>
</tr>
<tr>
<td>----------------</td>
<td>---------------</td>
<td>------</td>
<td>-------------</td>
<td>----------</td>
<td>--------</td>
</tr>
<tr>
<td>DA2017/0501</td>
<td>10/08/2017</td>
<td>58</td>
<td>Renovate existing dwelling &amp; construct six additional units (multi dwelling housing)</td>
<td>47 Turf Street GRAFTON NSW 2460</td>
<td>Additional information requested (Heritage, access and parking, variations to DCP,</td>
</tr>
<tr>
<td>DA2017/0503</td>
<td>10/08/2017</td>
<td>58</td>
<td>Alterations &amp; additions</td>
<td>2646 Armidale Road BLAXLANDS CREEK NSW 2460</td>
<td>Additional information requested (Bushfire and DSM)</td>
</tr>
<tr>
<td>DA2017/0496</td>
<td>9/08/2017</td>
<td>59</td>
<td>Deck extension &amp; amenities</td>
<td>38 River Lane WOOMBAH NSW 2469</td>
<td>Additional information received 27/10/17 and currently being assessed*</td>
</tr>
<tr>
<td>DA2017/0494</td>
<td>8/08/2017</td>
<td>60</td>
<td>Shed &amp; deck</td>
<td>2956 Coombabah Road COOMBABAH NSW 2460</td>
<td>Additional information received (Certification of works) and Notice of Determination being processed</td>
</tr>
<tr>
<td>DA2017/0484</td>
<td>2/08/2017</td>
<td>64</td>
<td>Dual occupancy, ecotourism accommodation - cabins and quarry (stone/sand)</td>
<td>369 McGills Road KREMNS NSW 2460</td>
<td>Awaiting additional information (Traffic Impact Assessment, Flora and Fauna report, Aboriginal Cultural Heritage Assessment)</td>
</tr>
<tr>
<td>DA2017/0477</td>
<td>1/08/2017</td>
<td>65</td>
<td>Dwelling</td>
<td>120 Grasstree Drive TALOUMBI NSW 2463</td>
<td>Request to withdraw DA received 27/10/17</td>
</tr>
<tr>
<td>DA2017/0449</td>
<td>20/07/2017</td>
<td>73</td>
<td>Dwelling</td>
<td>Erkias Drive ASHBY NSW 2463</td>
<td>Additional information received and Notice of Determination being finalised</td>
</tr>
<tr>
<td>DA2017/0450</td>
<td>20/07/2017</td>
<td>73</td>
<td>Convert Shed to Dwelling</td>
<td>650 Tullymorgan-Jackybulbin Road JACKY BULBIN FLAT NSW 2463</td>
<td>Currently being assessed*</td>
</tr>
<tr>
<td>DA2017/0430</td>
<td>12/07/2017</td>
<td>79</td>
<td>Hard stand storage area</td>
<td>320 Grays Road HALFWAY CREEK NSW 2460</td>
<td>Awaiting additional information (Confirmation of source and nature of fill material)</td>
</tr>
<tr>
<td>DA2017/0402</td>
<td>30/06/2017</td>
<td>87</td>
<td>Rural landssharing community (11 additional dwelling sites, community hall &amp; associated structures)</td>
<td>24 Church Street NYMBOIDA NSW 2460</td>
<td>Notice of Determination being finalised</td>
</tr>
<tr>
<td>DA2017/0395</td>
<td>28/06/2017</td>
<td>89</td>
<td>Additions &amp; alterations to dwelling</td>
<td>5 Angourie Street ANGOURIE NSW 2464</td>
<td>Additional information received and currently being assessed and Report scheduled to December Council Meeting</td>
</tr>
<tr>
<td>DA2017/0383</td>
<td>23/06/2017</td>
<td>92</td>
<td>Additions to dwelling</td>
<td>28 Moorhead Drive SOUTH GRAFTON NSW 2460</td>
<td>Applicant preparing new plans as contracted new builder</td>
</tr>
<tr>
<td>DA2017/0385</td>
<td>23/06/2017</td>
<td>92</td>
<td>Alterations &amp; additions (including amendment of Strata Plan)</td>
<td>Unit 1/69 Main Street WOOLI NSW 2462</td>
<td>Awaiting additional information received and currently being assessed*</td>
</tr>
<tr>
<td>DA2017/0364</td>
<td>16/06/2017</td>
<td>97</td>
<td>Deck/verandah additions</td>
<td>26 South Terrace WOOLI NSW 2462</td>
<td>Additional information from applicant received and currently being assessed (Wooli Beach Coastline Hazard Zone). Report to December Council Meeting</td>
</tr>
<tr>
<td>DA2017/0353</td>
<td>13/06/2017</td>
<td>100</td>
<td>Dwelling</td>
<td>10 Dalley Street PALMERS ISLAND NSW 2463</td>
<td>Additional information received and Notice of Determination being finalised</td>
</tr>
<tr>
<td>DA2017/0332</td>
<td>2/06/2017</td>
<td>107</td>
<td>Dwelling</td>
<td>60 Armidale Street SOUTH GRAFTON NSW 2460</td>
<td>Awaiting additional information (Stormwater Management Plan, floor levels with respect to flooding)</td>
</tr>
<tr>
<td>SUB2017/0005</td>
<td>1/05/2017</td>
<td>131</td>
<td>Two lot subdivision &amp; aquaculture</td>
<td>369 School Road PALMERS ISLAND NSW 2463</td>
<td>Additional information requested (Operational Management Plan)</td>
</tr>
<tr>
<td>DA2017/0239</td>
<td>20/04/2017</td>
<td>138</td>
<td>Multi dwelling housing (three dwellings)</td>
<td>165A Alice Street GRAFTON NSW 2460</td>
<td>Awaiting additional information (amended plans, stormwater, landscaping)</td>
</tr>
<tr>
<td>DA2017/0202</td>
<td>6/04/2017</td>
<td>148</td>
<td>Alterations &amp; additions to dwelling and garage</td>
<td>8 South Terrace WOOLI NSW 2462</td>
<td>Report to November Council meeting</td>
</tr>
<tr>
<td>DA2017/0173</td>
<td>23/03/2017</td>
<td>158</td>
<td>Health services facility (Private hospital &amp; medical centre)</td>
<td>201 Queen Street GRAFTON NSW 2460</td>
<td>Notification report to November Council Meeting and Report to December JRP Meeting</td>
</tr>
<tr>
<td>DA2017/0165</td>
<td>22/03/2017</td>
<td>159</td>
<td>Addition to dwelling</td>
<td>449 Bostock Road TUCABIA NSW 2462</td>
<td>Application to be withdrawn (Deceased Estate)</td>
</tr>
<tr>
<td>DA2017/0099</td>
<td>27/02/2017</td>
<td>176</td>
<td>As built dwelling</td>
<td>191 Dirty Creek Road DIRTY CREEK NSW 2456</td>
<td>Awaiting additional information (Site plan of existing structures and current)</td>
</tr>
<tr>
<td>DA2017/0048</td>
<td>2/02/2017</td>
<td>193</td>
<td>Dwelling</td>
<td>257 Rumble Road WATERVIEW HEIGHTS 2460</td>
<td>Awaiting additional information (unauthorised earthworks for dam)</td>
</tr>
<tr>
<td>SUB2016/0029</td>
<td>21/12/2016</td>
<td>224</td>
<td>Three lot subdivision</td>
<td>37 Old Woombah Road WOOMBAH NSW 2469</td>
<td>Awaiting additional information (Access and Bushfire)</td>
</tr>
<tr>
<td>DA2016/0563</td>
<td>7/10/2016</td>
<td>277</td>
<td>Dwelling</td>
<td>2 James Street GLENREAGH NSW 2450</td>
<td>Awaiting additional information (Amended design)</td>
</tr>
<tr>
<td>DA2016/0551</td>
<td>29/09/2016</td>
<td>283</td>
<td>Motel (12 units)</td>
<td>33 Fitzroy Street GRAFTON NSW 2460</td>
<td>Application amended and re-exhibited and notified until 20 November 2017</td>
</tr>
<tr>
<td>Application No.</td>
<td>Received Date</td>
<td>Days</td>
<td>Description</td>
<td>Property</td>
<td>Reason</td>
</tr>
<tr>
<td>----------------</td>
<td>---------------</td>
<td>------</td>
<td>-------------</td>
<td>----------</td>
<td>--------</td>
</tr>
<tr>
<td>DA2016/0504</td>
<td>13/09/2016</td>
<td>295</td>
<td>Dwelling</td>
<td>138 Main Street WOOLI NSW 2462</td>
<td>Additional information insufficient further request sent regarding Wooli coastal hazard line</td>
</tr>
<tr>
<td>DA2016/0387</td>
<td>18/07/2016</td>
<td>336</td>
<td>Front deck, rear deck &amp; carports</td>
<td>260 Bent Street SOUTH GRAFTON NSW 2460</td>
<td>Awaiting additional information (DCP variation, amended plans)</td>
</tr>
<tr>
<td>SUB2015/0034</td>
<td>11/12/2015</td>
<td>492</td>
<td>162 lot Residential Subdivision and new roads</td>
<td>Hickey Street ILUKA NSW 2466</td>
<td>Awaiting comments from Australian Government Department of Environment and Energy as application determined to be controlled action under EPBC Act</td>
</tr>
</tbody>
</table>

*Currently being assessed under Section 79C of the Environmental Planning & Assessment Act, 1979*

**KEY ISSUES**
N/A

**COUNCIL IMPLICATIONS**

**Budget/Financial**
N/A

**Asset Management**
N/A

**Policy or Regulation**
N/A

**Consultation**
N/A

**Legal and Risk Management**
N/A

Prepared by Carmen Landers, Development Planner

Attachment Nil
ITEM 14.130/17 FURTHER REPORT ON THE COLLECTION OF GULMARRAD DEVELOPER CONTRIBUTIONS AND THE PROVISION OF COMMUNITY FACILITIES AT GULMARRAD

Meeting Environment, Planning & Community Committee 14 November 2017
Directorate Environment, Planning & Community
Reviewed by Manager - Environment, Development & Strategic Planning (David Morrison)
Attachment Nil

SUMMARY

This report follows up the report to Council’s 17 October 2017 Ordinary meeting in relation to Councillor Baker’s 19 September 2017 Notice of Motion (NOM) pertaining to developer contributions collected and the provision of community facilities at Gulmarrad. It addresses the outstanding matter of the amounts expended and the project/s completed in the provision of community facilities related to those funds collected.

OFFICER RECOMMENDATION

That Council receive and note the report on developer contributions collected and the provision of community facilities at Gulmarrad.

COMMITTEE RECOMMENDATION

Baker/Williamson

That the Officer Recommendation be adopted.

Voting recorded as follows:
For: Baker, Clancy, Ellem, Simmons, Williamson
Against: Nil

COUNCIL RESOLUTION – 14.130/17

Williamson/Lysaught

That Council receive and note the report on developer contributions collected and the provision of community facilities at Gulmarrad.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 2 Infrastructure
Objective 2.1 We will have communities that are well serviced with appropriate infrastructure
Strategy 2.1.4 Manage and enhance our parks, open spaces and facilities
BACKGROUND

As a result of considering a Notice of Motion (NOM) from Councillor Baker, Council on 19 September 2017 resolved to receive a report to the October 2017 meeting detailing:

1. An account of the Gulmarrad Developer Contributions collected by Clarence Valley Council and Maclean Shire Council to provide for Community Facilities and Open Space and,
2. An account of the amounts expended and the project/s completed in the provision of community facilities related to those funds collected and,
3. The plan/s adopted by Council specific to the provision to the Gulmarrad community of Community Facilities and Open Space.

The report considered by Council on 17 October 2017 addressed Items 1 and 3 of the Council resolution/NOM. It indicated that the matter of the “amounts expended and the project/s completed in the provision of community facilities related to those funds collected” would be addressed in the November report. Council on 17 October 2017 resolved to “…receive and note the report on developer contributions collected and the provision of community facilities at Gulmarrad and receive a further more detailed report at its November 2017 meeting”.

KEY ISSUES

The table below indicates the transactions (expenditures) that have been recorded against Section 94 accounts for Open Space/Recreational Facilities and CVC Community Facilities since December 2011.

<table>
<thead>
<tr>
<th>CVCP 2011 item</th>
<th>Amount</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>92012 S94 CVC Open Space/Rec Facilities – Coast</td>
<td>Nil</td>
<td>N/A</td>
</tr>
<tr>
<td>92010 S94 CVC Open Space/Rec Facilities – LGA</td>
<td>$20,139.80</td>
<td>Barnier Park replace fencing (PJ540130; 2012/13)</td>
</tr>
<tr>
<td></td>
<td>$1,781.64</td>
<td>Barnier Park athletics track upgrade (PJ 541332; 2013/14)</td>
</tr>
<tr>
<td>92022 S94 CVC Community Facilities – Maclean and Surrounds</td>
<td>Nil</td>
<td>N/A</td>
</tr>
<tr>
<td>92020 S94 CVC Community Facilities – LGA</td>
<td>Nil</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* - Gulmarrad is part of these s94 Plan “service catchments”

As advised in the report 17 October 2017 contributions from a specific area are allocated to LGA-wide facilities and to a local catchment. In the case of Gulmarrad, open space and recreational facilities fall within a “Coastal” service catchment, and community facilities in a “Maclean and Surrounds” catchment.

The table shows that no Section 94 contributions have been expended on either Open Space/Recreational Facilities or Community Facilities for the area in which Gulmarrad is located since December 2011.

COUNCIL IMPLICATIONS

Budget/Financial

Section 94 developer contributions are one part of the funding mix for the provision or capital upgrade of open space & recreation facilities and community facilities. Monies collected from development consents imposing conditions requiring section 94 contributions to be paid need to be properly applied towards the purpose/s identified in the section 94 contributions plan.
Asset Management
The inclusion of additional facilities, infrastructure or projects in the Open Space/Recreational Facilities and Community Facilities works schedules of the Clarence Valley Contributions Plan 2011 will have asset management implications that need to be assessed at the time when such inclusion is being contemplated.

Policy or Regulation
- Environmental Planning and Assessment Act 1979
- Environmental Planning and Assessment Regulation 2000
- Clarence Valley Contributions Plan 2011

Consultation
The data provided in this report has been collated by Council’s Finance team.

Legal and Risk Management
Council needs to ensure that it expends section 94 funds in accordance with the adopted section 94 plan including the projects identified in the works schedule/s of the adopted plan.

Prepared by
- Terry Dwyer, Senior Strategic Planner (Policy)
- David Morrison, Manager Environment, Development & Strategic Planning

Attachment
Nil
ITEM 14.131/17  WOOLI BEACH SCRAPING PROJECT - PROGRESS REPORT

Meeting Environment, Planning & Community Committee 14 November 2017
Directorate Environment, Planning & Community
Reviewed by Manager - Environment, Development & Strategic Planning (David Morrison)
Attachment Nil

SUMMARY

Council resolved at its meeting on Tuesday, 15 August 2017 to commit to funding and preparation for beach scraping works at Wooli Beach in partnership with the Coastal Communities Protection Alliance (Wooli) Inc. An agreement between Council and the Alliance has been prepared in accordance with that resolution and is reported to Council for information. This report also utilises the opportunity to provide an update on the project.

OFFICER RECOMMENDATION

That the:
1. Agreement between Council as project manager and the Coastal Communities Protection Alliance (Wooli) Inc be noted.
2. Current status of the beach scraping project for Wooli Beach be noted.

COMMITTEE RECOMMENDATION

Williamson/Ellem

That the Officer Recommendation be adopted.

Voting recorded as follows:
For: Baker, Clancy, Ellem, Simmons, Williamson
Against: Nil

COUNCIL RESOLUTION – 14.131/17

Williamson/Lysaught

That the:
1. Agreement between Council as project manager and the Coastal Communities Protection Alliance (Wooli) Inc be noted.
2. Current status of the beach scraping project for Wooli Beach be noted.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 4 Environment
Objective 4.2 We will foster a balance between development and the environment considering climate change impacts
Strategy 4.2.2 Plan, resource and respond to natural hazards and disasters taking into account impacts from climate change
BACKGROUND

The Coastal Communities Protection Alliance (Wooli) Inc and Council have jointly committed to pursue beach scraping works at Wooli Beach. The Alliance submitted a proposal that was considered by Council at its 15 August 2017 Council meeting and Council resolved as follows:

That:
1. Council agree to make the following commitments:
   (a) Contribute $25,000 in funding to match the Coastal Communities Protection Alliance’s (CCPA) $25,000;
   (b) Write to the NSW Minister for the Environment to confirm the joint Council and CCPA commitment and make application to the NSW Government seeking 50% funding for the completion of one round of beach scraping works (including monitoring) at Wooli Beach;
   (c) Pursue a completion date for beach scraping works before 8 December 2017 subject to necessary funding and environmental and other approvals being in place in time; and
   (d) Form a joint working group comprising CVC, CCPA and relevant State Government representatives to oversee the project.

2. Council’s 25% share of project costs, being $25,000, be funded equally from the Clarence Coast Reserve Trust and General Fund, ie $12,500 from each fund.

3. Council as project manager enter into an agreement with the Alliance to coordinate aspects of project management with details of the agreement to be reported to a future Council meeting.

4. The total cost of the beach scraping project be limited to $100,000 and that works occur on Wooli Beach adjacent to the southern 800 metres of the Wooli village frontage, being the section of beach at most risk from coastal erosion events, as well as to raise isolated low spots in the foredune adjacent to the northern section of the village.

This report addresses Item 3 of the above resolution.

KEY ISSUES

The Alliance’s Executive and Council’s Environmental Planning Coordinator have been working closely in preparation for the beach scraping project at Wooli Beach. To date the combined effort, utilising the partners different strengths and relevant contacts, has been collaborative and productive. Regular and positive communication has been a feature of the partnership to date.

Agreement between Council and the Alliance

The terms of an agreement between Council and the Alliance has been drafted. The intent is to make the agreement simple, whilst retaining important elements. The draft terms of agreement is as follows:

The following agreement between the Clarence Valley Council and the Coastal Communities Protection Alliance (Wooli) Inc has effect with regard to the Wooli Beach beach scraping project that Council resolved to commit to via resolution at its meeting on 15 August 2017 (Item No 14.076/17).

The parties jointly agree to:
1. Fund up to $25,000 (each) towards capital costs, including civil construction/earthmoving works and ancillary project costs;
2. Pursue a completion date for the project before 8 December 2017 subject to necessary funding, environmental and other approvals being in place in time. Where this timing cannot be achieved then the commencement of the works be deferred until the earliest practicable date in 2018, after the Christmas/New Year school holidays and subject to weather and beach conditions;
3. Contribute ‘in kind’ labour to prepare for and project manage the beach scraping project from 15 August 2017 through to project completion (estimated August 2018);

4. Pursuant to item 1 above, contribute pro-rata funding as required for payment of accounts through the project;

5. Maintain regular communication between each other and actively participate in any deliberations of the Beach Scraping Joint Working Group (JWG);

6. Inform the Wooli community of the project using respective websites, email lists and other available resources as appropriate; and

7. Jointly promote the project, as agreed to from time to time, with the partnership between CVC, the CCPA, any other funding partners (as applicable) and the role of the JWG being clearly acknowledged in any such promotions or communications; and

8. Liaise within Council with a view to encouraging much needed repairs to the beach access ways within the beach scraping zone.

In addition to the joint items listed above, CVC agrees to:

1. Write to the NSW Minister for the Environment to make an application to the NSW Government seeking $50,000 funding for the completion of one round of beach scraping works (including monitoring);

2. Establish a JWG for the project comprising representatives of the CVC, CCPA, Department of Industry – Lands and Forestry, Office of Environment and Heritage and Department of Primary Industries;

3. Engage a preferred contractor/s using adopted procurement procedures in liaison with the CCPA;

4. Manage project finances, payment of accounts and preparation of project documentation including Milestone and Acquittal reports for funding partners;

5. Prepare project documentation, including review of environmental factors (REF), and submit applications for any licence/s and approval/s required by government agencies;

6. Provide and/or organise training and instruction for tasks to be completed by DuneCare volunteers; and

7. Source materials for the dune and access fencing.

In addition to the joint items listed above, CCPA agrees to:

1. Seek ‘in kind’ assistance from Wooli DuneCare to implement this project, including dune replanting/rehabilitation, fauna monitoring and monitoring access.

The above terms of the agreement are acceptable to the Alliance’s Executive and are deemed to be fit for purpose and foster the intent of working together to achieve the common goal.

Status of the project

The Minister for Environment has been requested to provide matching funding of $50,000 towards the project. Council has subsequently received advice that funding needs to be sought through the Coastal Management Program and an application has been submitted. That application is being processed. The timing of any offer of funding from the Government is unknown and is largely dependent on whether or not the Minister needs to sign off on the funding. Council’s application included a request for the funding to be considered with the Office of Environment and Heritage as the project is of a type promoted by the Minister in correspondence to Council in May 2017.

Council’s commitment to contribute $25,000 was based on the Alliance’s matching contribution and for the combined $50,000 funding from the project partners to be matched by the NSW Government. Any funding under the Coastal Management Program cannot be provided for works that are already completed, hence it is proposed that the project not commence until the Government makes a decision on whether it provides funding. Should the Government funding not be forthcoming or a lesser amount be offered then it will be appropriate for Council and the Alliance to make a decision on whether to proceed with the project, albeit with a reduced scale or scope.

Draft applications for Crown land licencing and a permit from the Department of Primary Industries for works within the Solitary Islands Marine Park have been prepared and referred to those agencies for preliminary comment. A Review of Environmental Factors (REF) (being a report that provides information
on the project, potential impacts from the project and how such impacts will be mitigated) to support those applications is in preparation and will be submitted to those agencies prior to the Committee meeting on 14 November 2017. Hence, the timeframe for those agencies to provide approval prior to the planned start date of 20 November 2017 is short.

The Department of Industry – Forestry and Lands has advised that prior to issuing a licence that consultation with the Yaegl Traditional Owners Aboriginal Corporation (TOAC) will be required. Council has consulted with the traditional owners, as well as Birrigan-Gargle Local Aboriginal Land Council due to an Aboriginal Land Claim existing over part of the subject land. Formal feedback from these Aboriginal groups at the time of writing this report has been positive. A site inspection with a Yaegl TOAC Director and sites officer on Friday, 27 October 2017 suggested some concerns that Council officers have requested to be subject to further discussion. It is unknown how long these matters will take to resolve, however it is likely that the proposed November start date will need to be adjusted.

The intent to complete the scraping of sand and dune rebuilding works prior to 8 December 2017 was in part to avoid potential conflict with visitors to Wooli over the summer school holidays. A delay in the project commencement beyond 20 November 2017 would necessitate the project being deferred for commencement until after the school holidays. The draft agreement caters for this if necessary.

COUNCIL IMPLICATIONS

Budget/Financial
See ‘Key Issues’ section earlier.

Asset Management
Some Council assets occupy Crown Reserves under management of the Clarence Coast Reserve Trust as corporate manager. The project is primarily intended to build resilience in the dune located seaward of these public assets as well as many private dwellings and related land assets.

Policy or Regulation
Environmental Planning and Assessment Act 1979
Environmental Planning and Assessment Regulation 2000
A range of legislation is relevant to assessment of the project and preparation of the REF most relevantly State Environmental Planning Policy (Infrastructure) 2007, the Crown Lands Act 1989, the Marine Estate Management Act 2014 and others.

Consultation
Planning for the project has involved positive, cooperative and productive consultation between Council staff and with the Alliance’s Executive. In turn, the Alliance has been communicating with their members, a coastal management consultant as well as the Wooli DuneCare Coordinator to better inform preparation for the project. Consultation with Aboriginal groups and relevant State agencies (Office of Environment and Heritage, Department of Industry – Forestry and Lands and the Department of Primary Industries) is ongoing to obtain necessary approvals to commence the project.

Legal and Risk Management
The project is proposed to reduce risk from minor coastal storm events and improve resilience of the coastal dune between the beach and adjacent private and public assets.

Prepared by | Scott Lenton, Environmental Planning Coordinator
Attachment | Nil
ITEM 14.132/17  ITEMS FOR INFORMATION

Meeting Environment, Planning & Community Committee 14 November 2017
Directorate Environment, Planning & Community
Reviewed by Director - Environment, Planning & Community (Des Schroder)
Attachment Yes

OFFICER RECOMMENDATION

That the Items for Information as listed below be adopted:
2. Clarence Valley Cultural Committee: Minutes of meeting held 9 October 2017.
3. CVC Flying Fox Dispersal Committee: Minutes of meeting held 30 October 2017.
4. Lower Clarence Arts & Crafts Association: Thanking Council for their support and sponsorship towards the 52nd Annual Open Arts, Crafts & Quilt Exhibition 2017.

COMMITTEE RECOMMENDATION

Williamson/Baker

That the Officer Recommendation be adopted.

Voting recorded as follows:
For: Baker, Clancy, Ellem, Simmons, Williamson
Against: Nil

COUNCIL RESOLUTION – 14.132/17

Williamson/Lysaught

That the Items for Information as listed below be adopted:
2. Clarence Valley Cultural Committee: Minutes of meeting held 9 October 2017.
3. CVC Flying Fox Dispersal Committee: Minutes of meeting held 30 October 2017.
4. Lower Clarence Arts & Crafts Association: Thanking Council for their support and sponsorship towards the 52nd Annual Open Arts, Crafts & Quilt Exhibition 2017.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 5 Leadership
Objective 5.1 We will have a strong, accountable and representative Government
Strategy 5.1.4 Ensure transparent and accountable decision making for our community

Prepared by Debbie McGilvray, Executive Support Officer
Attachment As above
URGENT, SUPPLEMENTARY AND LATE ITEMS OF BUSINESS - Nil

MOTIONS ON NOTICE - Nil

CONFIDENTIAL BUSINESS - Nil

CLOSE OF COMMITTEE MEETING

There being no further business the Environment, Planning & Community Committee meeting closed at 4.25 pm.
CORPORATE, GOVERNANCE & WORKS COMMITTEE

MINUTES of a meeting of the CORPORATE, GOVERNANCE & WORKS COMMITTEE of Clarence Valley Council held in the Council Chambers, Grafton on Tuesday 14 November 2017 commencing at 2:00 pm.

ACKNOWLEDGEMENT OF THE TRADITIONAL CUSTODIANS OF THE LAND

I acknowledge the Bundjalung peoples, traditional custodians of these lands on which this meeting is taking place and pay tribute and respect to the Elders both past and present of the Bundjalung, Gumbaynggirr and Yaegl nations which lie within the Council boundaries.

ANNOUNCEMENT

All present are advised that this meeting is being broadcast and audio recorded. The recordings of the non-confidential parts of the meeting will be made available on Council’s website once the Minutes have been finalised. Speakers are asked not to make insulting or defamatory statements and to take care when discussing other people’s personal information. No other persons are permitted to record the meeting unless specifically authorised by Council to do so.

PRESENT

Cr Jason Kingsley (Chair), Cr Jim Simmons (Mayor), Cr Debrah Novak, Cr Arthur Lysaught

Cr Andrew Baker, Cr Greg Clancy, Cr Peter Ellem, Cr Richie Williamson, Mr Ashley Lindsay (General Manager), Mr Des Schroder (Director – Environment, Planning & Community), Mr Troy Anderson (Director – Works & Civil) and Matthew Farrell (Youth Mentor) were in attendance.

APOLOGY - Cr Karen Toms

Lyshaught/Simmons

That a leave of absence be granted to Cr Toms. CARRIED.

ANNOUNCEMENTS – Nil

DISCLOSURE AND DECLARATIONS OF INTEREST

<table>
<thead>
<tr>
<th>Name</th>
<th>Item</th>
<th>Nature of Interest</th>
<th>Reason/Intended Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cr Ellem</td>
<td>15.239/17</td>
<td>☐ Pecuniary</td>
<td>Reason: Wife is on Wooloweyah Parks &amp; Reserves Committee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Significant Non Pecuniary</td>
<td>Intended action: Leave the Chamber</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☑ Non-Significant Non Pecuniary</td>
<td></td>
</tr>
</tbody>
</table>

PRESENTATIONS – Nil

DEPUTATIONS

Item 17.010/17 – Waiving of Excess Water Balance Account 2030856

- Reg McLennan – Property Owner

Item 15.218/17 – Sporting Facilities Advertising Signage Policy

- Grafton Tennis Club - User
REPORTS

ITEM 15.218/17 SPORTING FACILITIES ADVERTISING SIGNAGE POLICY

Meeting Corporate, Governance & Works Committee 14 November 2017
Directorate Works & Civil
Reviewed by Director - Works & Civil (Troy Anderson)
Attachment Yes

SUMMARY

A draft Sporting Facilities Advertising Signage Policy was developed to provide a framework for the approval and installation of signage by sporting organisations in a manner which is consistent with environmental planning policies. Changes to the draft policy have been made based on issues raised during the period of public exhibition. The policy is to be finalised and implemented.

OFFICER RECOMMENDATION

That Council:
1. Note the changes to the draft Sporting Facilities Advertising Signage Policy based on issues raised during the public exhibition.
2. Adopt the Sporting Facilities Advertising Signage Policy.
3. Assess all existing sporting facilities advertising signage and enter into discussions with sporting organisations to address any identified inconsistencies with the policy.
4. Update its Sports Management Policy, Seasonal Hiring Agreement, Casual Hiring Agreement and Lease Agreements to reflect the Sporting Facilities Advertising Signage Policy.
5. Adopt the application fee of $94.80 under Council’s existing Fees and Charges (Sandwich Board Signs/Merchandising Displays Application Fee) for the Approval of Sporting Facilities Advertising Signage.

COMMITTEE RECOMMENDATION

Lysaught/Novak

That Council:
1. Note the changes to the draft Sporting Facilities Advertising Signage Policy based on issues raised during the public exhibition.
2. Adopt the Sporting Facilities Advertising Signage Policy with an amendment to allow sporting groups to have outward facing advertising signs.
3. Assess all existing sporting facilities advertising signage and enter into discussions with sporting organisations to address any identified inconsistencies with the policy.
4. Update its Sports Management Policy, Seasonal Hiring Agreement, Casual Hiring Agreement and Lease Agreements to reflect the Sporting Facilities Advertising Signage Policy.
5. Adopt the application fee of $94.80 under Council’s existing Fees and Charges (Sandwich Board Signs/Merchandising Displays Application Fee) for the Approval of Sporting Facilities Advertising Signage.

Voting recorded as follows
For: Simmons, Kingsley, Lysaught, Novak
Against: Nil
COUNCIL RESOLUTION – 15.218/17

Kingsley/Simmons

That this matter be deferred to December 2017 Council meeting to enable further advice to be provided with regard to planning regulations and traffic matters.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson
Against: Lysaught

FORESHADOWED MOTION

Lysaught

That Council:
1. Note the changes to the draft Sporting Facilities Advertising Signage Policy based on issues raised during the public exhibition.
2. Adopt the Sporting Facilities Advertising Signage Policy with an amendment to allow sporting groups to have outward facing advertising signs.
3. Assess all existing sporting facilities advertising signage and enter into discussions with sporting organisations to address any identified inconsistencies with the policy.
4. Update its Sports Management Policy, Seasonal Hiring Agreement, Casual Hiring Agreement and Lease Agreements to reflect the Sporting Facilities Advertising Signage Policy.
5. Adopt the application fee of $94.80 under Council’s existing Fees and Charges (Sandwich Board Signs/Merchandising Displays Application Fee) for the Approval of Sporting Facilities Advertising Signage.

LINKAGE TO OUR COMMUNITY PLAN

Theme 1 Society
Objective 1.2 We will have a safe, active and healthy region
Strategy 1.2.1 Provide, maintain and develop sport and recreational facilities and encourage greater utilisation and participation

BACKGROUND

The following resolution from a Council Report (Minute 15.134/17) was adopted at the July 2017 Ordinary Council meeting -

‘That Council place the draft Sporting Facilities Advertising Signage Policy on public exhibition for a minimum period of 30 days.’

KEY ISSUES

Four submissions were received during the exhibition period with two submissions being non-supportive, one submissions being supportive and one submission being non-committal. The issues raised in the submissions are summarised in the table below, along with Council’s response:
## NON-SUPPORTIVE

<table>
<thead>
<tr>
<th>SPORTING ORGANISATION</th>
<th>ISSUE/S</th>
<th>CVC RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grafton City Tennis Club <em>(DWS#: 1966492)</em></td>
<td>The proposed draft is unsupportive of community needs: 1. Signage has been used for years to fund our sports clubs. 2. To have existing signage removed without warning, and for the sporting organisation to be charged with the removal costs seems like an extreme punishment for not adhering to guidelines. 3. To place all signage facing inwards is not appealing for sporting facilities with less traffic. These are in most need for income from sign advertising. The amount of traffic of local tennis club members does not attract sponsors to erect signage facing inwards at our tennis club. 4. Specifically our sponsors would not consider paying for sign fees if the signs would need to be moved according to the SFAS policy, and our tennis court fences would not be able to support the weight of the signs. 5. The sponsorship fees from the signage is used to continue to keep membership costs at an affordable level for our community. 6. The GDSC has tennis courts for free hire, which makes it hard for our tennis club to attract members making our sponsors a valued income source. We suggest: 1. Existing signage should be exempt (unless in a dilapidated state). 2. If signage shall be removed due to non-adherence to the rules and guidelines, the sporting organisation will receive 3 months notice (this timeline is due to the nature of club workers as volunteer labourers). 3. Signs may face outwards towards more trafficked areas.</td>
<td>1. Noted. The policy acknowledges that sponsorship agreements incorporating advertising signage provide clubs with an important source of income that helps support the provision of sporting activities and opportunities. 2. Noted. Policy amended to detail that discussions will be held with sporting organisations over any existing signage identified as being inconsistent with the policy. Existing signage deemed by Council to be dangerous to users or members of the public will still be removed immediately by Council without prior notice. 3. Noted. Signage principally aimed at people beyond the facility and not inward facing is already prohibited under environment planning policies and Council’s Seasonal Hiring Agreement, Casual Hiring Agreement and/or Lease Agreements. 4. Noted. See Point 3. 5. Noted. The potential to generate sponsorship fees from signage is maintained under the policy. Sporting organisations can explore innovative sponsorship arrangements. 6. See Point 5. In response to suggestions: 1. See Point 3. 2. See Point 2. 3. See Point 3.</td>
</tr>
</tbody>
</table>

| Clarence River Cricket Association *(DWS#: 2007423)* | Received after public exhibition deadline of 3:00pm September 11 2017. Letter of Support for Grafton City Tennis Club submission. | Noted. See above response. |

## SUPPORTIVE

<table>
<thead>
<tr>
<th>SPORTING ORGANISATION</th>
<th>ISSUE/S</th>
<th>CVC RESPONSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFL NSW/ACT <em>(DWS#: 2007464)</em></td>
<td>Received after public exhibition deadline of 3:00pm September 11 2017. Supportive of the draft policy, and thanked Council for allowing collaboration during this process.</td>
<td>Support noted.</td>
</tr>
</tbody>
</table>

This is page 89 of the Minutes of the Ordinary Meeting of Clarence Valley Council held 21 November 2017.
<table>
<thead>
<tr>
<th>NAME/BUSINESS</th>
<th>ISSUE/S</th>
<th>CVC RESPONSE</th>
</tr>
</thead>
</table>
| North Coast Football (DWS#: 1802753) | I have no issues with the Policy, but do have some things for consideration in relation to any implementation of the process.  
1) What will the timeframes from application to approval be – minutes, hours, days, weeks, etc.?  
This could have implications on events being held with short notice.  
2) Is this likely to be an online / paper or both formats Form?  
3) Any Fee for this approval likely now or in the foreseeable future?  
4) What are the implications for offences, one off, repeated? | 1) Noted. A formal response to an application is to be issued within 10 business days as per Customer Service Policy. An exact timeframe from application to approval is difficult to define due to different land tenure requirements. Note the current target timeframe for Development Application approval is 40 days.  
2) Noted. The Application for Installation of Advertising Signage at a Sporting Facility form will be available as a download from the Council website or alternatively as an electronic or hard copy format upon request.  
3) Noted. Council has introduced a user-pays regime for the use of its sports fields and facilities. An approval fee will need to be defined and adopted under Council’s Fees and Charges.  
4) Noted. Offences will be directly in breach of Council’s Seasonal Hiring Agreement, Casual Hiring Agreement and/or Lease Agreements. Any offences will be taken into consideration when assessing future agreements. Repeated offences may result in the revoking of such agreements. |

In summary, the proposed amendments to the draft Sporting Facilities Advertising Signage Policy are:

1) Title page Related documents – addition of the “Customer Service Policy”.
2) Section 1 Purpose – replace “maintaining the visual and aesthetics of sporting facilities” with “whilst ensuring consistency with relevant environmental planning policies”.
3) Section 4 Policy statement – addition of dot point “Ensure consistency with relevant environmental planning policies”.
4) Section 5.1 – Approval of Advertising Signage – addition of “Council has introduced a user-pays regime for the use of its sports fields and facilities. An approval fee for advertising signage will be defined and adopted under Council’s Fees and Charges”.
5) Section 5.2 Planning Controls – replace “Planning Scheme” with “Local Environmental Plan”.
6) Section 5.5 Removal of Signage – addition of “Council will assess all existing sporting facilities advertising signage and enter into discussions with sporting organisations to address any identified inconsistencies with the policy and outline an agreed course of action”.
7) Section 5.5 Removal of Signage – reword “Council reserves the right to arrange the removal of any signage at any time, should the sporting organisations not meet the conditions outlined in this policy” to “Council reserves the right to arrange the removal of any signage at any time, should the sporting organisations not meet an agreed course of action for existing signage or the conditions outlined in this policy for new signage”.

COUNCIL IMPLICATIONS

Budget/Financial
Council has introduced a user-pays regime for the use of its sports fields and facilities. An approval fee will need to be defined and adopted under Council’s Fees and Charges for the Approval of Sporting Facilities Advertising Signage. It is recommended that Council adopts an application fee of $94.80, inline with Sandwich Board Signs/Merchandising Displays Application Fee – Initial Application (Code: 1030.000; Permit
Fee), under Council’s Fees and Charges for the Approval of Sporting Facilities Advertising Signage. It is not intended to retrospectively apply this fee to existing signage.

The responsibility for establishment, maintenance and removal of the sporting facilities advertising signage fall to the proponent. The draft policy outlines that any advertising signage in a public place that is not maintained may be directed to be removed by Council at the proponent’s expense.

Asset Management
N/A

Policy or Regulation
Standards and Commissions:
- AS/NZS 1170.0:2002 Structural design actions, Part 0: General principles
- AS/NZS 1170.2:2011 Structural design actions, Part 2: Wind actions

Legislative Requirements:
- Clarence Valley Local Environmental Plan 2011
- Development Control Plan: Development in Environmental Protection, Recreation and Special Use Zones 2011
- State Environmental Planning Policy No 64—Advertising and Signage
- State Environmental Planning Policy (Exempt and Complying Development Codes) 2008

Consultation
The draft Sporting Facilities Advertising Signage policy was placed on public exhibition, for a minimum period of 30 days, from Friday 11 August 2017 to 3:00pm September 11 2017. Public exhibition included:
- Block Ads placed in the Coastal Views on Friday 11 August 2017 and Daily Examiner on Saturday 12 August 2017;
- Dedicated On Exhibition webpage on the Clarence Valley Councils website;
- Direct email to delegates of the Clarence Sports Committee and Lower Clarence Sports Committee;
- Agenda item at the Clarence Sports Committee and Lower Clarence Sports Committee meetings held on Monday 14 August 2017.

Legal and Risk Management
Council is required to regulate signage at its sporting facilities to ensure compliance with environmental planning policies, providing a policy guideline will assist to manage risks around this issue.

Prepared by | Gavin Beveridge, Parks and Recreation Officer
Attachment | Draft Sporting Facilities Advertising Signage Policy
ITEM 15.219/17

REQUEST FROM WATER ACCOUNT 2144152 FOR ADDITIONAL REDUCTION DUE TO CONCEALED LEAK

Meeting
Corporate, Governance & Works Committee

Directorate
Corporate & Governance

Reviewed by
Manager - Finance & Supply (Matthew Sykes)

Attachment
Confidential

SUMMARY

Council has received a further request from the owner of Water Account 2144152 for a further reduction after the granting of a concealed leak in the sum of $859.50 in August 2016.

OFFICER RECOMMENDATION

That as Council has previously granted the maximum concession available in accordance with the Concealed Water Leak Allowance Policy no further concession should be applied.

COMMITTEE RECOMMENDATION

Simmons/Kingsley

That the Officer Recommendation be adopted.

Voting recorded as follows
For: Simmons, Kingsley, Lysaught, Novak
Against: Nil

COUNCIL RESOLUTION – 15.219/17

Williamson/Lysaught

That as Council has previously granted the maximum concession available in accordance with the Concealed Water Leak Allowance Policy no further concession should be applied.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 5 Leadership
Objective 5.2 We will have an effective and efficient organisation
Strategy 5.2.1 Operate in a financially responsible and sustainable manner

BACKGROUND

Council received a request from the Water Account 2144152 owner on 16 August 2016 (Confidential Attachment A) to assess the water account after a leak was identified on the 18 April 2016.
The correspondence outlined a burst water line at the property address as the cause of the water account due on 29 July 2016 being $15,451.96 (Confidential Attachment B). A plumbing inspection report confirmed that the water line had been repaired satisfactorily (Confidential Attachment C).

Council amended the water account to reduce the account by $859.50 (Confidential Attachment D), the maximum allowable under the Concealed Water Leak Allowance Policy (450Kl @ $1.91/Kl).

On 11 October 2017 (Confidential Attachment E) Council received a request from Water account 2144152 owner to have the account due on 29 July 2016 re-considered for a further reduction.

KEY ISSUES

Council’s Concealed Water Allowance Policy states:

3.4 The allowance will apply to the potable (drinking water) service and/ or recycle water service to a maximum of 450 kilolitres for each water service. The allowance will be calculated on the average daily consumption during the meter reading period where the leak occurred on the basis of the consumption of the previous 4 full reading periods where normal average consumption has occurred (excludes nil consumption periods and replaced meter periods) with priority placed on the previous corresponding period where possible. If the concealed leak allowance is granted for residential customers and the stepped tariff has not applied in previous consumption periods for residential customers, the calculated charge will not include the stepped tariff.

COUNCIL IMPLICATIONS

Budget/Financial
If no further adjustment is granted there will be no impact on the income for the 2017/18 financial year, however if a further concession is granted to reduce this account as per the owners request the 2017/18 financial year PJ 902125-03-6218-1241 (Water – Rates Charges Usage Non Residential) income will be reduced.

Asset Management
N/A

Policy or Regulation
Concealed Water Leak Allowance Policy

Consultation
N/A

Legal and Risk Management
N/A

Prepared by Ashleigh Gibbins, Acting Revenue Co-ordinator

Confidential Attachments
A – 16/8/16 Request for concealed leak
B – Water Account due on 29 July 2016
C – Plumbers Repair Report
D – Council letter advising amendment of account
E – 11/10/17 Request for further consideration

This is page 93 of the Minutes of the Ordinary Meeting of Clarence Valley Council held 21 November 2017
ITEM 15.220/17 FINANCIAL PLANNING POLICY

Meeting Corporate, Governance & Works Committee 14 November 2017
Directorate Corporate & Governance
Reviewed by Manager - Finance & Supply (Matthew Sykes)
Attachment Yes

SUMMARY

This report seeks the adoption of the Financial Planning Policy following its public exhibition.

OFFICER RECOMMENDATION

That the Financial Planning Policy as attached be adopted.

COMMITTEE RECOMMENDATION

Lysaught/Novak

That the Officer Recommendation be adopted.

Voting recorded as follows
For: Simmons, Kingsley, Lysaught, Novak
Against: Nil

COUNCIL RESOLUTION – 15.220/17

Williamson/Lysaught

That the Financial Planning Policy as attached be adopted.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 5 Leadership
Objective 5.2 We will have an effective and efficient organisation
Strategy 5.2.1 Operate in a financially responsible and sustainable manner

BACKGROUND

At the 19 September 2017 Ordinary Council Meeting (Item 15.177/17) Council resolved to endorse the amended Financial Planning Policy and that it be placed on public exhibition for a period of 28 days for community comment. The amended policy incorporated changes to definitions to align with the Office of Local Government Local Government Code of Accounting Practice and Financial Reporting Update 25, and setting Council’s goal for the ‘Cost to bring assets to agreed service level’ Key Financial Indicator (KFI).

The amended policy was placed on public exhibition for a period of 28 days.
KEY ISSUES

The 28 day community consultation period ended 20 October 2017 and no submissions were received

COUNCIL IMPLICATIONS

Budget/Financial
N/A

Asset Management
N/A

Policy or Regulation
- Local Government Act 1993
- Local Government General Regulation 2005
- Australian Accounting Standards
- Office of Local Government Fit For The Future Financial criteria reassessment Round 2 guidelines – August 2016

Consultation
The amended policy was placed on public exhibition from 22 September 2017 until 20 October 2017. Public exhibition included:
- Block ads placed in the Coastal Views on Friday 29 September 2017 and Daily Examiner on Saturday 30 September 2017;
- Dedicated ‘On Exhibition’ webpage on the Clarence Valley Council’s website;
- Hard copies placed at offices at Maclean and Grafton.

Legal and Risk Management
N/A

Prepared by | Nathan Binns, Corporate Financial Planner
---|---
Attachment | Financial Planning Policy V4.0 as exhibited
ITEM 15.221/17  SALE OF LAND FOR UNPAID RATES & CHARGES

Meeting  Corporate, Governance & Works Committee  14 November 2017
Directorate  Corporate & Governance
Reviewed by  Manager - Finance & Supply (Matthew Sykes)
Attachment  To be tabled

SUMMARY

Further to Council’s report to the October 2017 meeting (refer Item 15.205/17) this report presents to Council an updated list of properties, the General Manager’s Certificates detailing all outstanding rates and charges for each property greater than 5 years applicable for Sale of Land under section 713 of the Local Government Act.

OFFICER RECOMMENDATION

That
1. In accordance with the provisions of Section 713 of the Local Government Act 1993, Council sell the properties detailed in the property schedule (Confidential Attachment A) for rates arrears and charges.

2. Council notify all persons having an interest in the land of the sale.

3. Advertisement for the auction be placed in the “NSW Government Gazette”, The Daily Examiner, on Council’s website and on Council’s Facebook page. The advertisement must conform to the provisions of Section 715(1) of the Local Government Act.

4. Council delegate the General Manager authority to set a reserve sale price for each property listed in Confidential Attachment A in consultation with an approved real estate agent. The reserve is to be set having regard to all relevant legislative and common law considerations.

5. Listed properties be withdrawn from sale only if arrangements satisfactory to Council to avoid properties being sold for unpaid rates will require the amount of Rates & Charges (including extra charges) overdue for more than five (5) years to be paid in full and the remaining outstanding balance to be paid within 12 months of the date of the arrangement being made.

6. Property which does not sell at auction be offered for sale by private treaty having regard to the provisions of Section 716 of the Local Government Act 1993.

7. All documents in relation to the Sale of Land are executed under Council Seal.

8. A further report be prepared to advise the appointing Real Estate agent and Auctioneer with the date and location of the auction for the sale of land. The auction date must be between three and six months of the publication in the “Government Gazette”.

COMMITTEE RECOMMENDATION

Lysaught/Novak

That the Officer Recommendation be adopted.

Voting recorded as follows
For: Simmons, Kingsley, Lysaught, Novak
COUNCIL RESOLUTION – 15.221/17

Williamson/Lysaught

That

1. In accordance with the provisions of Section 713 of the Local Government Act 1993, Council sell the properties detailed in the property schedule (Confidential Attachment A) for rates arrears and charges.

2. Council notify all persons having an interest in the land of the sale.

3. Advertisement for the auction be placed in the “NSW Government Gazette”, The Daily Examiner, on Council’s website and on Council’s Facebook page. The advertisement must conform to the provisions of Section 715(1) of the Local Government Act.

4. Council delegate the General Manager authority to set a reserve sale price for each property listed in Confidential Attachment A in consultation with an approved real estate agent. The reserve is to be set having regard to all relevant legislative and common law considerations.

5. Listed properties be withdrawn from sale only if arrangements satisfactory to Council to avoid properties being sold for unpaid rates will require the amount of Rates & Charges (including extra charges) overdue for more than five (5) years to be paid in full and the remaining outstanding balance to be paid within 12 months of the date of the arrangement being made.

6. Property which does not sell at auction be offered for sale by private treaty having regard to the provisions of Section 716 of the Local Government Act 1993.

7. All documents in relation to the Sale of Land are executed under Council Seal.

8. A further report be prepared to advise the appointing Real Estate agent and Auctioneer with the date and location of the auction for the sale of land. The auction date must be between three and six months of the publication in the “Government Gazette”.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 5 Leadership
Objective 5.2 We will have an effective and efficient organisation
Strategy 5.2.1 Operate in a financially responsible and sustainable manner

BACKGROUND

Section 713 of the Local Government Act provides that Council is empowered to effect sale of land for rates and charges when:

- In the case of vacant land, it has remained unpaid for more than one year, and the rates owing are higher than the valuation or,
- In the case of any other land, it has remained unpaid for more than five years from the date on which it became payable.
One property has been withdrawn from the list of properties considered by Council at the October meeting (refer Item 15.205/17) as Council staff were unable to obtain a Certificate of Title from the Land Titles office for the property. The updated list of properties in Confidential Attachment A have outstanding rates within the meaning of Section 713 of the Local Government Act. The current rates, charges and water consumption debt that is attributable to these properties as at 30 June 2017 totals $347,767.29 (Rates & Charges $334,139.15, Water Consumption $13,628.14 – see Confidential Attachment D).

**KEY ISSUES**

The properties listed in Confidential Attachment A have rates and charges outstanding for 5 years or greater as at 30 June 2017. Further details are provided in the General Managers Certificates (Confidential Attachment B) which show the rates and charges outstanding as at 30 June 2017.

The General Manager certifies in writing:
- What rates and charges are payable on the land
- When each of those rates and charges was made and how it was levied
- When each of those rates and charge became payable
- What amounts are payable by way of overdue rates and charges on the land
- What amounts are payable by way of rates and charges (other than overdue rates and charges) on the land.

Section 715 of the Local Government Act requires Council to conduct searches to ascertain and notify all persons who have an interest in the property (see Confidential Attachment C).

Section 715 of the Act does not allow a Council to proceed with the sale of a property if all rates and charges are paid or satisfactory arrangement is entered into with Council for payment of the debt.

Land that is not sold at auction can be offered for sale by private treaty. However, no Councillor, staff member or relatives of Councillors or staff members can purchase property by private treaty (Section 716 of the Act).

At the conclusion of the auction, and once settlement of purchased properties has occurred, sale proceeds will be allocated between rates, charges and water (if applicable). Costs, including advertising, solicitor and real estate agents costs are added to the debt. Any surplus funds are returned to the ratepayer. Any property debts remaining will be written off after the presentation to Council.

**COUNCIL IMPLICATIONS**

**Budget/Financial**

Outstanding rates and charges and water consumption debts create cash flow deficits for Council.

Costs currently incurred are for costs of title searches and these costs are recoverable in the sale of land process.

In undertaking the sale of land process, Council will ensure that residents are treated fairly whilst continuing to provide efficient and effective services.

**Asset Management**

N/A

**Policy or Regulation**

Consultation
N/A

Legal and Risk Management
Collection of outstanding rates will contribute to Council’s ability to provide services for the community.

<table>
<thead>
<tr>
<th>Prepared by</th>
<th>Ashleigh Gibbins, Acting Revenue Co-ordinator</th>
</tr>
</thead>
</table>
| Confidential – To be tabled | A – Properties for potential sale of land & associated recovery action  
B – General Managers Certificates  
C – Title Searches for each property  
D – Total outstanding rates and charges & water consumption balance as at 30 June 2017 |
ITEM 15.222/17  2017/18 MONTHLY FINANCIAL REPORT – OCTOBER 2017

Meeting Corporate, Governance & Works Committee 14 November 2017
Directorate Corporate & Governance
Reviewed by Manager - Finance & Supply (Matthew Sykes)
Attachment Yes

SUMMARY

The September Monthly Financial Report reported a projected General Fund surplus of $273,910. Subsequent Council Resolutions processed in October 2017 have further impacted the General Fund expected surplus, decreasing it to $165,003. This monthly financial report is recommending budget variations of $220,245 resulting in a projected General Fund deficit for 2017/18 of $55,242.

The result for the previous period indicated a projected increase in external and internal reserve funds to $4,881,887. Subsequent Council resolutions processed in October 2017 including the 2016-17 Carry Forwards have impacted the projected reserves budget by $14,845,458, resulting in a projected decrease in reserves $9,963,571. This budget review is recommending reserve budget variations of $2,104,638 which results in a further decrease in the projected External and Internal Reserve Funds of $12,068,209.

The opening balance of the reserves remains an estimate until 2016-17 Financial Statements have been endorsed. The estimated opening balance is $102,430,461. Based on the Council resolutions processed in October 2017 the projected reserves balance as at 30 June 2018 will be decreased to $90,362,252.

OFFICER RECOMMENDATION

That Council:
1. Approve the proposed General Fund variations as set out in this report totalling $220,245 which decreases the projected General Fund budget surplus resulting in a projected General Fund budget deficit of $55,242 for the year.
2. Approve the proposed variations for the Financial Reserves as set out in this report totalling $2,104,638 which results in a projected decrease in the External and Internal Reserves Funds of $12,068,209.

COMMITTEE RECOMMENDATION

Simmons/Novak

That the Officer Recommendation be adopted.

Voting recorded as follows
For: Simmons, Kingsley, Lysaught, Novak
Against: Nil

COUNCIL RESOLUTION – 15.222/17

Willmston/Lysaught

That Council:
1. Approve the proposed General Fund variations as set out in this report totalling $220,245 which decreases the projected General Fund budget surplus resulting in a projected General Fund budget deficit of $55,242 for the year.
2. Approve the proposed variations for the Financial Reserves as set out in this report totalling $2,104,638 which results in a projected decrease in the External and Internal Reserves Funds of $12,068,209.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 5 Leadership

Objective 5.2 We will have an effective and efficient organisation

Strategy 5.2.1 Operate in a financially responsible and sustainable manner

BACKGROUND

Section 202 of the Local Government (General) Regulation 2005 requires that the responsible accounting officer of a council must:

a) Establish and maintain a system of budgetary control that will enable the council’s actual income and expenditure to be monitored each month and to be compared with the estimate of the council’s income and expenditure, and

b) If any instance arises where the actual income or expenditure of the council is materially different from its estimated income or expenditure, report the instance to the next meeting of the council.

KEY ISSUES

Major Variations – General Fund

Following is a list of the major proposed variations (greater than $2,000) for the current month for each Sub-Service that is reflected in Attachment C.

Major Variations – General Fund – decrease in the previously reported surplus by $220,245

<table>
<thead>
<tr>
<th>Sub Service</th>
<th>Variation Comments</th>
<th>Amount Deficit/(Surplus)</th>
</tr>
</thead>
</table>
| 552         | Service – Elected Members  
Sub-Service – Elected Members  
- Increase contribution to the provision for the 2020 Local Government councillor elections. Contribution to Election Cost Reserve RA 10360 now $75K per annum. | $7,500 |
| 825         | Service – Civil & Works Administration  
Sub-Service – Operational Administration  
- Reduce revenue budget for regulatory and statutory fees as overstated in 2017/18 Original Budget. | $40,974 |
| 826         | Service – Civil & Works Administration  
Sub-Service – Roads Ancillary  
- Increase revenue budget for regulatory and statutory fees to reflect projected revenue | ($27,500) |
| 834         | Service – Emergency Services and Natural Disasters  
Sub-Service – SES Operations  
- Reduction of quarterly emergency levies (NSW SES) budget in line with 2017/18 levy. | ($10,427) |
### Service – Emergency Services and Natural Disasters
Sub-Service – RFS Operations
- Increase quarterly emergency levies (NSW RFS) budget in line with 2017/18 levy $20,680.
- Increase quarterly emergency levies (Fire & Rescue NSW) budget in line with 2017/18 levy $4,242.
- Remove revenue budget for Volunteer Administration Support Services (VASS) funds included in 2017/18 Original Budget $273,675.  
<table>
<thead>
<tr>
<th>Variation Comments</th>
<th>Amount Deficit/(Surplus)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$298,597</td>
</tr>
</tbody>
</table>

### Service – Buildings, Properties & Leases
Sub-Service – Commercial and Residential Properties
- Increase building rental received to date McDonalds Building ($7,341).
- Increase building rental received to match lease Civic Hall & Offices 48 River Street Maclean ($29,235).
- Increase building rental received to date Ferry Park Building ($33,305).  
<table>
<thead>
<tr>
<th>Variation Comments</th>
<th>Amount Deficit/(Surplus)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>($69,881)</td>
</tr>
</tbody>
</table>

### Service – Land Use Planning
Sub-Service – Land Use Planning
- Allocate balance of grant funds due 2017/18 for Glenreagh Floodplain Risk Management Study & Plan ($10,904).
- Allocate balance of grant funds due 2017/18 from Coastcare for Pilot Hill Slope Stability Data Monitoring ($8,440).  
<table>
<thead>
<tr>
<th>Variation Comments</th>
<th>Amount Deficit/(Surplus)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>($19,344)</td>
</tr>
</tbody>
</table>

### Various
- Minor Variations  
<table>
<thead>
<tr>
<th>Variation Comments</th>
<th>Amount Deficit/(Surplus)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$326</td>
</tr>
</tbody>
</table>

### TOTAL VARIATIONS
$220,245

---

**External and Internal Financial Reserve Funds – Proposed Variations**

Tabled below is a list of External and Internal Reserve Funds proposed variations (greater than $2,000) for the current month that is reflected in Attachment D.

**Fund 1 – General Fund – balance of reserves decreased by $217,950**

<table>
<thead>
<tr>
<th>RA Number</th>
<th>Movement Comments</th>
<th>Amount RA Transfer From/(To)</th>
</tr>
</thead>
</table>
| 10360     | IR – Election Cost Reserve  
- Sub-Service 552 – PJ 991001 – Increase transfer of annual contribution to reserve to $75,000 per annum | ($7,500) |
| 10520     | IR – Strategic Building Reserve  
- Sub-Service 866 – PJ 995005 – Transfer from reserve to fund return to Office of Environment and Heritage a portion of proceeds of sale of 110 Spring Street, as the land was originally purchased by Council through the Flood Prone Land Acquisition Program which was funded 2:2:1 between Commonwealth Government, State Government and Council respectively. | $210,708 |
<table>
<thead>
<tr>
<th>RA Number</th>
<th>Movement Comments</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>RA Transfer</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>From/(To)</td>
<td></td>
</tr>
<tr>
<td>10818</td>
<td><strong>IR – Sustainability Reserve</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Sub-Service 881 – PJ 994651 – Allocate internal contribution towards Domestic Waste education programs from State Waste Rebate 2017/18 – Better Waste Recycling</td>
<td>$45,000</td>
</tr>
<tr>
<td>10818</td>
<td><strong>IR – Sustainability Reserve</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Sub-Service 875 – PJ 994452 – Internal contribution from additional revenue raised by Domestic Waste Management</td>
<td>($30,258)</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL VARIATIONS</strong></td>
<td><strong>$217,950</strong></td>
</tr>
</tbody>
</table>

**Fund 4 – Clarence Coastal Reserve Trust – balance of reserves decreased by $28,548**

<table>
<thead>
<tr>
<th>RA Number</th>
<th>Movement Comments</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>RA Transfer</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>From/(To)</td>
<td></td>
</tr>
<tr>
<td>70224</td>
<td><strong>ER – CCRT McLachlan Park Redevelopment</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Sub-Service 840 – PJ 540098 – Transfer from reserve to fund final stage of McLachlan Park capital project</td>
<td>$34,837</td>
</tr>
<tr>
<td>70010</td>
<td><strong>ER – CCRT Maintenance Reserve</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Sub-Service 840 – PJ 550197 – Return surplus funds for Diggers Camp Water Tank project to reserve</td>
<td>($6,289)</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL VARIATIONS</strong></td>
<td><strong>$28,548</strong></td>
</tr>
</tbody>
</table>

**Fund 7 – CVC Domestic Waste Management Fund – balance of reserves increased by $14,742**

<table>
<thead>
<tr>
<th>RA Number</th>
<th>Movement Comments</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>RA Transfer</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>From/(To)</td>
<td></td>
</tr>
<tr>
<td>40000</td>
<td><strong>ER – Domestic Waste Management Reserve</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Sub-Service 876 – PJ 994420 – Internal contribution to Sustainability Reserve from Domestic Waste Management</td>
<td>$30,258</td>
</tr>
<tr>
<td>40000</td>
<td><strong>ER – CCRT Maintenance Reserve</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Sub-Service 876 – PJ 994425 – Allocate internal contribution to Domestic Waste Education Operations from Better Waste Fund</td>
<td>($45,000)</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL VARIATIONS</strong></td>
<td><strong>($14,742)</strong></td>
</tr>
</tbody>
</table>
Fund 8 – Community Support Services – balance of reserves decreased by $1,872,882

<table>
<thead>
<tr>
<th>RA Number</th>
<th>Movement Comments</th>
<th>Amount Transfer From/(To)</th>
</tr>
</thead>
</table>
| 83185     | UG – DSS - Short Term Restorative Care Reserve  
• Sub-Service 974 – PJ 999001 – Transfer unspent grants from prior years from reserve to fund Short Term Restorative Care project | $2,774 |
| 83382     | UG – Department Health Aging EACH Reserve  
• Sub-Service 972 – PJ Various – Transfer unspent grants from prior years from reserve to fund various Home Care Service projects | $1,870,108 |

TOTAL VARIATIONS $1,872,882

Budget Variations adopted through other Council Minutes
Listed below are variations posted in September that have previously been resolved by Council. These variations increased the projected surplus for the General Fund by $108,907

<table>
<thead>
<tr>
<th>Sub Service</th>
<th>Variation Comment</th>
<th>General Fund Impact</th>
<th>Council Resolution</th>
</tr>
</thead>
</table>
| 717         | Service – Finance and Supply  
Sub-Service – Administration and Overhead Management  
• Improvement Strategy 1 Recognition of service review due to staff reduction ($181,304). | Nil | CM 13.035/17 |
| 805         | Service – Roads  
Sub-Service – Urban Roads  
• Increase Revenue Budget due to soft soil requiring excavation, cobble and geo-fabric treatments – Carpark Argyle Street, Maclean. ($259,084) RA 11318. | Nil | CM 13.058/17 |
| 805         | Service – Roads  
Sub-Service – Urban Roads  
• Improvement Strategy 26 Recognition of service reduction to street sweeping. ($108,947). | Nil | CM 13.035/17 |
| 817         | Service – Airports  
Sub-Service – Regional Airport  
• Increase the contractor budget for Airports to fund the contract manager of the airport in the period 17 October 2017 – 19 January 2018 to be funded $16,533 from RA10040 and $53,907 from Council’s working fund surplus. | $53,907 | CM 13.067/17 |
| 825         | Service – Civil & Works Administration  
Sub-Service – Operational Administration  
• Improvement Strategy 1 Recognition of service review due to staff reduction ($96,329). | Nil | CM 13.035/17 |
<table>
<thead>
<tr>
<th>Sub Service</th>
<th>Variation Comment</th>
<th>General Fund Impact</th>
<th>Council Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>840</td>
<td>Service – Parks &amp; Open Spaces Sub-Service – Parks &amp; Open Spaces • Distribution of grant offer accepted from Department of Infrastructure and Regional Development of a $1.8M grant for the Maclean Riverside Precinct Project to relevant projects ($1.8M).</td>
<td>Nil</td>
<td>CM 15.107/17</td>
</tr>
<tr>
<td>840</td>
<td>Service – Parks &amp; Open Spaces Sub-Service – Parks &amp; Open Spaces • Improvement Strategy 36 Recognition of service review due to staff reduction ($7,649).</td>
<td>Nil</td>
<td>CM 13.035/17</td>
</tr>
<tr>
<td>841</td>
<td>Service – Sporting Facilities Sub Service – Sporting Facilities • Allocation of budget for management of Maclean Indoor Sports Centre.</td>
<td>$50,000</td>
<td>CM 16.014/17</td>
</tr>
<tr>
<td>861</td>
<td>Service – Buildings, Properties &amp; Leases Sub Service – Commercial and Residential Properties • Allocation of budget for partial refund to Grafton Senior Citizens Incorporated for December 2001 donation of $20,000.</td>
<td>$5,000</td>
<td>CM 14.098/17</td>
</tr>
<tr>
<td>871</td>
<td>Service – Aquatic Facilities Sub Service – Aquatic Facilities • Reallocate surplus budget from Yamba Heated Pool Materials to allow for donation to Ulmarra Public School for transport to another pool facility, due to closure of Ulmarra pool ($1,500).</td>
<td>Nil</td>
<td>CM 15.150/16</td>
</tr>
<tr>
<td>917</td>
<td>Service – Regulatory Services Sub Service – Parking Compliance • Improvement Strategy 11 Recognition of additional revenue due to FT Parking Officer/Footpath Dining/Dog Registrations Officer ($62,220).</td>
<td>Nil</td>
<td>CM 13.035/17</td>
</tr>
<tr>
<td>920</td>
<td>Service – Development &amp; Environmental Services Sub Service – Planning and Assessment Services • Improvement Strategy 19 Recognition of service review due to staff reduction ($196,453).</td>
<td>Nil</td>
<td>CM 13.035/17</td>
</tr>
<tr>
<td>920</td>
<td>Service – Development &amp; Environmental Services Sub Service – Planning and Assessment Services • Improvement Strategy 10 Recognition of addition revenue due to increase in Development Meeting Fees ($21,651)</td>
<td>Nil</td>
<td>CM 13.035/17</td>
</tr>
<tr>
<td>920</td>
<td>Service – Development &amp; Environmental Services Sub Service – Planning and Assessment Services</td>
<td>Nil</td>
<td>CM 13.035/17</td>
</tr>
</tbody>
</table>
This is page 106 of the Minutes of the Ordinary Meeting of Clarence Valley Council held 21 November 2017
<table>
<thead>
<tr>
<th>2017/18 Improvement Strategy</th>
<th>Action</th>
<th>2017/18 Original Budget Target</th>
<th>Amount Recognised to Date</th>
<th>Amount Funded in this Monthly Report</th>
<th>Amount Yet to be Recognised</th>
<th>FTE Target</th>
<th>FTE Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Services (DMU Charges)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item 11 - Full Time Parking officer, Footpath dinning and Dog Registrations Officer</td>
<td>Additional Revenue</td>
<td>$62,220</td>
<td>$0</td>
<td>$62,220</td>
<td>$0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Item 12 - Review of DA and CC Lodgement Procedures</td>
<td>Additional Revenue</td>
<td>$43,302</td>
<td>$0</td>
<td>$43,302</td>
<td>$0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Item 13 - Improved Procurement Strategies</td>
<td>Cost Reduction</td>
<td>$100,000</td>
<td>$0</td>
<td>$0</td>
<td>$100,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Item 14 - Water Fund Dividend Payment</td>
<td>Additional Revenue</td>
<td>$164,000</td>
<td>$0</td>
<td>$0</td>
<td>$164,000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Item 16 - Phone line audit and true up</td>
<td>Cost Reduction</td>
<td>$30,750</td>
<td>$0</td>
<td>$0</td>
<td>$30,750</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Item 17 - Tourist Information</td>
<td>Change in Service Delivery</td>
<td>$167,000</td>
<td>$0</td>
<td>$0</td>
<td>$167,000</td>
<td>1.0</td>
<td>0</td>
</tr>
<tr>
<td>Item 18 - Community Centres</td>
<td>Change in Service Delivery</td>
<td>$165,150</td>
<td>$88,564</td>
<td>$62,333</td>
<td>$14,253</td>
<td>1.6</td>
<td>1.6</td>
</tr>
<tr>
<td>Item 19 - Review Environment Planning and Community Directorate Structure</td>
<td>Service Review</td>
<td>$607,432</td>
<td>$309,506</td>
<td>$196,453</td>
<td>$101,473</td>
<td>5.0</td>
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<tr>
<td>Item 20 – Regional Gallery Operations</td>
<td>Service Review</td>
<td>$10,000</td>
<td>$0</td>
<td>$10,000</td>
<td>$0</td>
<td>0</td>
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<tr>
<td>Item 21 - Review Library Operations</td>
<td>Cost Reduction</td>
<td>$60,000</td>
<td>$0</td>
<td>$60,000</td>
<td>$0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Item 22 - Review Natural Resource Management Services</td>
<td>Service Reduction</td>
<td>$287,551</td>
<td>$95,383</td>
<td>$0</td>
<td>$192,168</td>
<td>3.8</td>
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<td>Item 23 - Review Executive Support Services</td>
<td>Service Review</td>
<td>$76,622</td>
<td>$0</td>
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<td>$76,622</td>
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<tr>
<td>2017/18 Improvement Strategy</td>
<td>Action</td>
<td>2017/18 Original Budget Target</td>
<td>Amount Recognised to Date</td>
<td>Amount Funded in this Monthly Report</td>
<td>Amount Yet to be Recognised</td>
<td>FTE Target</td>
<td>FTE Achieved</td>
</tr>
<tr>
<td>------------------------------</td>
<td>---------------------------------</td>
<td>--------------------------------</td>
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<td>-------------------------------------</td>
<td>-----------------------------</td>
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<tr>
<td>Item 26 - Street Sweeping Operations review</td>
<td>Service Reduction</td>
<td>$108,947</td>
<td>$0</td>
<td>$108,947</td>
<td>$0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Item 27 – Graphic Design Position to be fully cost recovered</td>
<td>Additional Revenue</td>
<td>$36,014</td>
<td>$0</td>
<td>$0</td>
<td>$36,014</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Item 28 - Contribution to Roads re damage to road infrastructure</td>
<td>Additional Revenue</td>
<td>$180,000</td>
<td>$0</td>
<td>$0</td>
<td>$180,000</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Item 29 - Community Initiatives Program</td>
<td>Cost Reduction</td>
<td>$14,858</td>
<td>$14,858</td>
<td>$0</td>
<td>$0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Item 30 - Events &amp; Festivals Contributions</td>
<td>Cost Reduction</td>
<td>$22,750</td>
<td>$22,750</td>
<td>$0</td>
<td>$0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Item 31 – Purchase New Mapping Solution</td>
<td>Cost Reduction</td>
<td>$46,104</td>
<td>$0</td>
<td>$0</td>
<td>$46,104</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Item 32 - Review General Manager Sub Service</td>
<td>Cost Reduction</td>
<td>$86,000</td>
<td>$50,000</td>
<td>$0</td>
<td>$36,000</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Item 33 - Review Corporate and OPAG Service</td>
<td>Service Review</td>
<td>$669,646</td>
<td>$209,407</td>
<td>$0</td>
<td>$460,239</td>
<td>5.6</td>
<td>3.0</td>
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<tr>
<td>Item 34 - Review Asset Management Sub-Service</td>
<td>Service Review</td>
<td>$73,322</td>
<td>$73,322</td>
<td>$0</td>
<td>$0</td>
<td>1.0</td>
<td>1.0</td>
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<tr>
<td>Item 35 – Civil &amp; Works Administrative Service</td>
<td>Service Review</td>
<td>$100,693</td>
<td>$0</td>
<td>$0</td>
<td>$100,693</td>
<td>2.0</td>
<td>0</td>
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<tr>
<td>Item 36 – Review Parks &amp; Open Space Service</td>
<td>Service Review</td>
<td>$72,028</td>
<td>$0</td>
<td>$7,649</td>
<td>$64,379</td>
<td>1.0</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>****</td>
<td><strong>$3,794,870</strong></td>
<td><strong>$863,790</strong></td>
<td><strong>$850,188</strong></td>
<td><strong>$2,080,892</strong></td>
<td><strong>27.0</strong></td>
<td><strong>17.6</strong></td>
</tr>
</tbody>
</table>

**Explanation of Attachments**

When comparing the budget to the actuals year to date in the attachments it needs to be understood that currently not all transactions are posted on a monthly basis. Examples include:
- Leave accruals are not posted until after the end of the financial year.
• Funding not received throughout the year but due, is not accrued until after the end of the financial
  year, this includes Grants and Reserves.
• Some depreciation expenses are not posted on a monthly basis.

Also the timing of project transactions will have an impact on the comparison of budget to actual amounts
on a monthly basis i.e. not all projects are evenly transacted throughout the year as some transactions
occur quarterly or annually.

Income & Expenditure Statement by Fund (Attachment A)
This statement includes the following information by Fund including a Consolidated Fund position:
  • Income and Expenditure Types
  • Balance sheet movements/Non-cash Adjustments
  • Transfers to/from Reserve
  • Net Results

For each of the above the report indicates the original budget, approved changes, revised budget,
variations for this period, projected year end result, and actual year to date figures.

Budget Review Summary by Service (Attachment B)
This summary includes net income and expenditure positions by Service. The report indicates the original
budget, approved changes, revised budget, variations for this period, projected year end result, and actual
year to date figures.

Detailed Budget Review by Sub-Service (Attachment C)
This report includes the original budget, monthly adjustments, revised budget, and actuals year to date for
each Service and Sub-Service split by:
  • Income
  • Expenditure
  • Transfers to and from reserves

The net result by Service and Sub service is also indicated.

Reserve Statement by Fund (Attachment D)
This statement includes the following information:
  • Each financial reserve by fund
  • Estimated opening balance of each reserve as at 1 July 2017
  • Original budget movement
  • Reporting month proposed variations
  • Revised budget movements
  • Projected balance as at 30 June 2018

Detailed Income & Expenditure by Service (Attachment E)
This statement includes the following information by Service:
  • Income and Expenditure Types
  • Balance sheet movements/Non-cash Adjustments
  • Transfers to/from Reserve
  • Net Results

For each of the above the report indicates the original budget, approved changes, revised budget,
variations for this period, projected year end result, and actual year to date figures.
Major budget reallocations and fully funded projects – (Attachment F)
This statement includes the following information:
• Variations of greater than $2,000 by sub service where there is no impact on the final result as they are fully funded either from grant funds or a transfer of funds between projects.

COUNCIL IMPLICATIONS

Budget/Financial
Projected General Fund Result – (Attachment A)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original 2017/18 Budget Surplus</td>
<td>($141,565)</td>
</tr>
<tr>
<td>Previous adopted variations</td>
<td>($132,345)</td>
</tr>
<tr>
<td>Subsequent Council minute adjustments reflected in October 2017</td>
<td>$108,907</td>
</tr>
<tr>
<td>October 2017 proposed variations</td>
<td>$220,245</td>
</tr>
<tr>
<td>Proposed Revised General Fund 2017/18 Budget Result as at 31 October 2017</td>
<td></td>
</tr>
</tbody>
</table>

Deficit $55,242

External and Internal Financial Reserve Funds Result – (Attachment D)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revised budget - Increase in reserves</td>
<td>($4,881,887)</td>
</tr>
<tr>
<td>Subsequent Council minute adjustments reflected in October 2017 including 2016/17 Carry Forwards – decrease in reserves</td>
<td>$14,845,458</td>
</tr>
<tr>
<td>October 2017 proposed variations – decrease in reserves</td>
<td>$2,104,638</td>
</tr>
<tr>
<td>Proposed Revised External and Internal Reserves Funds Budget Result - Decrease in reserves as at 31 October 2017</td>
<td>$12,068,209</td>
</tr>
</tbody>
</table>

Estimated Balance of Working Capital

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Estimated General Fund working capital as at 30 June 2017</td>
<td>$5,769</td>
</tr>
<tr>
<td>Adopted Original Budget for 2017/2018 (surplus)</td>
<td>$142</td>
</tr>
<tr>
<td>Adopted Variations previously Approved by Council Minute (July to Previous Month minutes)</td>
<td>$23</td>
</tr>
<tr>
<td>Variations proposed this report</td>
<td>($220)</td>
</tr>
<tr>
<td>Estimated Balance of Working Capital at 30 June 2018</td>
<td>$5,714</td>
</tr>
</tbody>
</table>
Council’s adopted benchmark goal for the General Fund working funds position is for it to be maintained above $4M. The balance of the available working funds for General Fund at 30 June 2018 is estimated to be $5.714M. This projected result is above Council’s benchmark and can be considered a satisfactory result as at 30 June 2018.

**Asset Management**
N/A

**Policy or Regulation**
Section 202 of the *Local Government (General) Regulation 2005*

**Consultation**
This report has been prepared after consultation with the Corporate Business Team.

**Legal and Risk Management**
N/A

<table>
<thead>
<tr>
<th>Prepared by</th>
<th>Christi Brown, Management Accountant Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment</td>
<td>A Income and Expenditure Statement by Fund</td>
</tr>
<tr>
<td></td>
<td>B Budget Review Summary by Service</td>
</tr>
<tr>
<td></td>
<td>C Detailed Budget Review by Sub-Service</td>
</tr>
<tr>
<td></td>
<td>D Reserve Statement by Fund</td>
</tr>
<tr>
<td></td>
<td>F Major Budget Reallocations &amp; Fully Funded Projects</td>
</tr>
<tr>
<td>To be tabled</td>
<td>E Detailed Income and Expenditure by Service</td>
</tr>
</tbody>
</table>
COUNCIL MEETING CHECKLIST – UPDATE ON ACTIONS TAKEN

Meeting: Corporate, Governance & Works Committee
Directorate: Organisation Performance & Governance
Reviewed by: General Manager - Ashley Lindsay
Attachment: Yes

SUMMARY

This report updates Councillors on actions taken to implement resolutions of previous Council meetings.

OFFICER RECOMMENDATION

That the schedule of actions taken on Council resolutions be noted and those resolutions marked as complete, i.e. C in the status column, be removed from the checklist.

COMMITTEE RECOMMENDATION

Lysaught/Simmons

That the Officer Recommendation be adopted.

Voting recorded as follows:
For: Simmons, Kingsley, Lysaught, Novak
Against: Nil

COUNCIL RESOLUTION – 15.223/17

Williamson/Lysaught

That the schedule of actions taken on Council resolutions be noted and those resolutions marked as complete, i.e. C in the status column, be removed from the checklist.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 5 Leadership
Objective 5.1 We will have a strong, accountable and representative Government
Strategy 5.1.4 Ensure transparent and accountable decision making for our community

BACKGROUND

A formal monthly report is required for each Council meeting to include the full checklist from the previous month and any outstanding items from earlier meetings.
KEY ISSUES

A checklist is issued to Managers and relevant staff after each Council meeting to enable them to provide comments on the status of resolutions adopted by Council.

The attached checklist contains actions taken on all Council resolutions from the prior month’s meeting and the status/progress on all Council resolutions that have not yet been fully implemented.

COUNCIL IMPLICATIONS

Budget/Financial
N/A

Asset Management
N/A

Policy or Regulation
Local Government Act 1993 S335 (1)

Consultation
Staff and Managers

Legal and Risk Management
N/A

Prepared by | Lesley McBay and Karlie Chevalley, Executive Support Officers
Attachment | Checklist
ITEM 15.224/17 AUDIT COMMITTEE MEMBERSHIP

Meeting Corporate, Governance & Works Committee 14 November 2017
Directorate Corporate & Governance
Reviewed by Acting Director - Corporate & Governance (Kristian Enevoldson)
Attachment Confidential

SUMMARY

The purpose of this report is to appoint a third independent member to Council’s Audit Committee.

OFFICER RECOMMENDATION

That Mr Simon Adcock be appointed to Council’s Audit Committee for the term of the current Council.

COMMITTEE RECOMMENDATION

Lysaught/Novak

That the Officer Recommendation be adopted.

Voting recorded as follows
For: Simmons, Kingsley, Lysaught, Novak
Against: Nil

COUNCIL RESOLUTION – 15.224/17

Williamson/Lysaught

That Mr Simon Adcock be appointed to Council’s Audit Committee for the term of the current Council.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 5 Leadership
Objective 5.1 We will have a strong, accountable and representative Government
Strategy 5.1.8 Ensure good governance, effective risk management and statutory compliance

BACKGROUND

Under the Audit Committee Charter the voting membership includes two Councillors and three independents, with independent members appointed for the term of Council and Councillors’ term “determined upon appointment, but will generally be for the term of Council”. At the time of this report the voting membership consisted of Mr Ross Bryant (Chair), Mr Eric Muir, Cr Kingsley and Cr Lysaught.
KEY ISSUES

Advertising for a new independent committee member was undertaken for a three weeks period, closing 6th October. One application was received, from Mr Simon Adcock. His application demonstrates extensive experience in corporate services in local government and a strong background in accounting and financial management. He has also implemented and operated audit standards and frameworks within the public sector.

COUNCIL IMPLICATIONS

Budget/Financial
The annual budget for the Audit Committee is $36,900.

Asset Management
N/A

Policy or Regulation
The Audit Committee is subject to the Audit Committee Charter

Consultation
N/A

Legal and Risk Management
The Audit Committee is an integral component of Council’s risk management framework

Prepared by Kristian Enevoldson, Acting Director Corporate and Governance
Confidential Attachment Application - Simon Adcock
ITEM  15.225/17 ALUMY CREEK ADVISORY COMMITTEE - APPOINTMENT OF MEMBERS

Meeting Corporate, Governance & Works Committee  14 November 2017
Directorate Works & Civil
Reviewed by Manager - Water Cycle (Greg Mashiah)
Attachment Confidential

SUMMARY

Membership of the Alumy Creek Advisory Committee lapsed after last year’s Council election. The purpose of this report is to appoint the Committee members for a further 4 years.

OFFICER RECOMMENDATION

That Council endorse the following members of the Alumy Creek Advisory Committee:
Fiona Leviny Landholder
Joanne Doherty Landholder
Paul Tarrant Landholder
Rodney Gray Landholder
Warren Doust Landholder
Rod Ensbey Department of Primary Industries (Agriculture)
Simon Walsh Department of Primary Industries (Fisheries)
Nigel Blake Local Land Services
Peter Hackett Water NSW
Trisha Beatty Professional Fishermen's Association

COMMITTEE RECOMMENDATION

Novak/Lysaught

That the Officer Recommendation be adopted.

Voting recorded as follows
For: Simmons, Kingsley, Lysaught, Novak
Against: Nil

COUNCIL RESOLUTION – 15.225/17

Williamson/Lysaught

That Council endorse the following members of the Alumy Creek Advisory Committee:
Fiona Leviny Landholder
Joanne Doherty Landholder
Paul Tarrant Landholder
Rodney Gray Landholder
Warren Doust Landholder
Rod Ensbey Department of Primary Industries (Agriculture)
Simon Walsh Department of Primary Industries (Fisheries)
Nigel Blake Local Land Services
Peter Hackett Water NSW
Trisha Beatty Professional Fishermen's Association
Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 4 Environment
Objective 4.1 We will preserve and enhance our natural environment
Strategy 4.1.1 Manage our coastal zone, waterways, catchments and floodplains in an ecologically sustainable manner

BACKGROUND

Alumy Creek has a long history of poor water quality, aquatic weed problems and stakeholder conflict. Council resolved in November 2010 to establish the Alumy Creek Advisory Committee to advise Council on the management of the Creek.

The ecology of the creek has improved since the establishment of the Committee and the active weed management program undertaken by Council.

An advertisement was placed inviting expressions of interest for the new Committee.

While there have been few formal meetings by the committee in recent years, regular contact is made to members through email and phone of management decisions. It’s considered worthwhile to maintain the committee structure in case conflict between stakeholders should again arise.

KEY ISSUES

The following have expressed their interest in being part of the new Committee:

Fiona Leviny Landholder
Joanne Doherty Landholder
Paul Tarrant Landholder
Rodney Gray Landholder
Warren Doust Landholder (New member)
Rod Ensbey Department of Primary Industries (Agriculture)
Simon Walsh Department of Primary Industries (Fisheries)
Nigel Blake North Coast Local Land Services
Peter Hackett Water NSW
Trisha Beatty Professional Fishermen’s Association

The Constitution allows for up to eight landholder representative and additional landholders may be appointed in the future if they express an interest in being involved.

COUNCIL IMPLICATIONS

Budget/Financial
Financial costs are limited to Council staff time to support the Committee and attend meetings.

Asset Management
N/A
Policy or Regulation
Membership of current S355 Committee lapsed after the election of a new Council.

Consultation
An advertisement was placed in local newspapers on 10/11 February 2017 inviting expression of interest for the new Committee. Expression of interest closed on 9 March 2017. Two landholder members expressed an interest in joining the new Committee (see Confidential Attachment). Three other Alumy Creek landowners expressed a verbal interest in participating in the Committee and they are also recommended as members.

Legal and Risk Management
N/A

<table>
<thead>
<tr>
<th>Prepared by</th>
<th>Peter Wilson, Senior NRM Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confidential Attachment</td>
<td>Received nominations</td>
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</table>
ITEM 15.226/17 FLOODPLAIN RISK MANAGEMENT COMMITTEE

Meeting Corporate, Governance & Works Committee 14 November 2017
Directorate Works & Civil
Reviewed by Manager - Water Cycle (Greg Mashiah)
Attachment Confidential

SUMMARY

Item 15.155/17 at Council’s 15 August 2017 meeting resolved that Council advertise for community representatives for its advisory Floodplain Risk Management Committee (FPRMC) in accordance with the Committee’s Constitution and subsequently seek Council’s endorsement to appoint these community representatives. Eight community representatives have nominated, and it is recommended that all nominees be appointed to the FPRMC.

OFFICER RECOMMENDATION

That the following 8 nominees be appointed as members of the Floodplain Risk Management Committee:
• Des Harvey (Grafton Chamber of Commerce),
• Paul O’Halloran (Maclean property owner),
• Andrew Skinner (South Arm property owner),
• Ross Farlow (Clarence Cane Growers Association Inc),
• Lola Topsom-Southwood (Shark Creek property owner),
• Darren Finlay (South Grafton resident),
• Robert Tyler (Grafton property owner and former Ulmarra SES volunteer), and
• Deanna Fernance (Junction Hill resident and environmental professional).

COMMITTEE RECOMMENDATION

Simmons/Novak

That the Officer Recommendation be adopted.

Voting recorded as follows
For: Simmons, Kingsley, Lysaught, Novak
Against: Nil

COUNCIL RESOLUTION – 15.226/17

Williamson/Lysaught

That the following 8 nominees be appointed as members of the Floodplain Risk Management Committee:
• Des Harvey (Grafton Chamber of Commerce),
• Paul O’Halloran (Maclean property owner),
• Andrew Skinner (South Arm property owner),
• Ross Farlow (Clarence Cane Growers Association Inc),
• Lola Topsom-Southwood (Shark Creek property owner),
• Darren Finlay (South Grafton resident),
• Robert Tyler (Grafton property owner and former Ulmarra SES volunteer), and
• Deanna Fernance (Junction Hill resident and environmental professional).
Voting recorded as follows:

For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 2 Infrastructure
Objective 2.1 We will have communities that are well serviced with appropriate infrastructure
Strategy 2.1.2 Ensure adequate natural disaster management

BACKGROUND

Section 733(1) of the Local Government Act provides Council with an exemption from liability related to Floodplain management provided that Council acts “in good faith”, and Sections 733(4) and 733(5)(a) specifically indicates that a Council is taken to have acted in good faith if it has followed the principles outlined in the NSW Floodplain Development Manual.

The Floodplain Development Manual provides that a FPRMC is to be involved throughout each step of the “Floodplain Risk Management Process”. The role of the FPRMC is to provide strategic oversight of the floodplain process, and will be both the focus of, and a forum for, the discussion of technical, social, economic and ecological floodplain issues and for the distillation of possibly differing viewpoints on these issues.

KEY ISSUES

The Clarence Valley Floodplain Risk Management Committee Constitution, which was adopted by Council at its meeting of 15 August 2017 (Resolution 15.155/17) states:

Up to a maximum of 8 community representatives. Community representatives should be sought from a variety of geographic areas of the Clarence Valley catchment area. Community representatives may include relevant industry bodies (e.g. Chambers of Commerce), environmental groups, or flood affected residential and business landholders.

At the closing time Council received 8 nominations from community representatives, and they cover a wide variety of experience and background. While the nominees meet the criteria of a variety of geographic areas, it must be noted that they are all from the “floodplain” section of the Clarence River, and that no nominations were received from either the Orara or Wooli catchments. Council is currently in the process of developing the Glenreagh Floodplain Risk Management plan on the Orara catchment and the Wooli Wooli River floodplain plan is due to be reviewed in the near future. The Wooli Chamber of Commerce were approached directly and asked to consider nomination but declined (see confidential attachment).

COUNCIL IMPLICATIONS

Budget/Financial
There will be limited direct impact on Council budgets arising from the operation of the FPRMC. The only implication is the cost of staff time associated with providing support for and attendance at the FPRMC meetings. The Constitution nominates meetings are to be held at least twice per year

Asset Management
N/A
Policy or Regulation
NSW Local Government Act 1993
Floodplain Development Manual 2005

Consultation
The call for community representatives used the following communication strategies:
- newspaper advertising in Council’s block notices on 25/26 August,
- advice on Council’s website,
- a post on Council’s Facebook page on 26 September, and
- Direct approach to people and organisations who had previously expressed an interest in floodplain topics to advise them of the opportunity to nominate for the Committee.

Nominations originally closed on 18 September 2017 but were extended until 10 October 2017.

Consultation in the preparation of this report was undertaken with the Environment, Development and Strategic Planning section.

Legal and Risk Management
The Floodplain Development Manual 2005 has been gazetted as the manual relating to the management of flood liable land for the purposes of section 733 of the Local Government Act 1993. The organisational risk of failing to comply with the process as described in the Manual may leave Council without exemption from liability under Section 733 of the NSW Local Government Act.

Prepared by
Kieran McAndrew, Water Cycle Project Coordinator

Confidential Attachments
(1) 8 Nomination forms
(2) Correspondence with Wooli Chamber of Commerce
ITEM 15.227/17 LOCAL TRAFFIC COMMITTEE

Meeting Corporate, Governance & Works Committee 14 November 2017
Directorate Works & Civil
Reviewed by Manager - Civil Services (Tim Jenkins)
Attachment Yes

SUMMARY

This report lists the recommendation made at 17 October 2017 meeting of the Clarence Valley Council Local Traffic Committee.

OFFICER RECOMMENDATION

That the recommendations of the Local Traffic Committee included in the Minutes of its 17 October 2017 meeting be adopted by Council.

COMMITTEE RECOMMENDATION

Simmons/Lysaught

That the Officer Recommendation be adopted.

Voting recorded as follows
For: Simmons, Kingsley, Lysaught, Novak
Against: Nil

COUNCIL RESOLUTION – 15.227/17

Williamson/Lysaught

That the recommendations of the Local Traffic Committee included in the Minutes of its 17 October 2017 meeting be adopted by Council.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 2 Infrastructure
Objective 2.1 We will have communities that are well serviced with appropriate infrastructure
Strategy 2.1.5 Provide safe and effective vehicular and pedestrian networks that balance asset conditions with available resources

BACKGROUND

The following items were discussed at the Local Traffic Committee held on 17 October 2017.
Item: 035/17  SPEED REVIEW SOUTH ARM AND SOUTH ARM ROADS WOODFORD ISLAND
That the request for a speed zone review of South Arm Roads and South Arm School Road Woodford Island between Maclean and Brushgrove be forwarded to Roads and Maritime Services for assessment.

Item: 036/17  EVENT APPLICATION – MACLEAN MACMARKETS 2018
That this event be approved subject to the compliance to the relevant conditions below.

1. Valid public liability insurance being held by the event organiser (minimum $20,000,000 where event uses a Roads and Maritime asset such as a bridge, Motorway or viaduct) – Provided
2. NSW Police approval is obtained – Application lodged awaiting approval confirmation.
5. The submission and approval of relevant council event application/s and compliance with any conditions imposed therein – Provided
6. Local Traffic Committee advice is sought for the event Traffic Management Plan prior to approval of traffic control devices. This includes a Risk Management Plan and Traffic Control Plan/s. The following traffic control conditions shall also be observed;
   a. Traffic Control Plans to include a map indicating any alternative routes required for traffic detours. – Provided
   b. Traffic Control Plans to be drawn to scale and indicate the provision of passageways and clearances for pedestrian and emergency access. Plans should be prepared in accordance with Roads & Maritime Services Guide to Traffic Control at Worksites – Provided
   c. All signage erected for the event should not cause a hazard for motorists or pedestrians and be removed immediately following the completion of the event – As per Traffic Control Plan provided.
   d. Conformance with approved Traffic Management Plan and associated Traffic Control Plans which shall be implemented and controlled by Roads & Maritime Services accredited persons – Approved contract supplier
7. Consultation with emergency services (Fire & Ambulance) and any identified issues addressed in a timely manner – to be undertaken by applicant prior to event after approval
8. Consultation with bus and taxi operators and arrangements made for provision of services during conduct of the event – to be undertaken by applicant prior to event after approval
9. Community and affected business consultation including adequate response/action to any raised concerns – to be undertaken by applicant prior to event after approval
10. Arrangements made for private property access and egress affected by the event – to be undertaken by applicant prior to event after approval
11. The event organiser notifies local community of the impact of the event/s by advertising in the local paper/s a minimum of one week prior to the operational impacts taking effect. The advertising must include the event name, specifics of any traffic impacts or road closures and times, alternative route arrangements, event organiser, a personal contact name and a telephone number for all event related enquiries or complaints – to be undertaken by applicant prior to event after approval
12. That the applicant organise for the events to be listed on council’s web page – to be undertaken by applicant prior to event after approval.

Item: 037/17  DA2015/0037, MOD2016/0041, CC2017/0079 – SUPERMARKET, LIQUOR OUTLET, CARPARKING
That Council confirm that the Traffic Impact Assessment for the proposed Maclean IGA supermarket identifies a marked pedestrian crossing to be provided on a raised platform across Argyle Street Maclean to provide a link between the new car park and the proposed Supermarket, and that this crossing be implemented subject to compliance with current design standards and acceptable safety standards.

Item: 038/17  OLD LILYPOOL ROAD, SOUTH GRAFTON – SPEEDING VEHICLES
That the Police to monitor the area.

KEY ISSUES

Agenda, minutes and attachments are attached.
COUNCIL IMPLICATIONS

Budget/Financial
As per minutes.

Asset Management
N/A

Policy or Regulation
N/A

Consultation
N/A

Legal and Risk Management
N/A

Prepared by  Tim Jenkins – Manager Civil Services
Attachment  Traffic Committee Minutes
At its meeting of 16 May 2017 Council resolved (Item 16.010/17) to award Tender 16/045 (Yamba Reservoir Roof Renewal) to Andrew Harris Engineering. Removal of the existing reservoir roof permitted a full inspection of the reservoir, and subsequently Council staff assessed that renewal and/or repair of some additional reservoir components was required.

Council’s contractor was requested to provide variation prices for undertaking the work in conjunction with the contract and also budget estimates for undertaking the work in the future as a standalone project. Savings of nearly $97,000 have been identified if the works are undertaken in conjunction with the contract.

The cost of these additional renewals and repairs will exceed the variation delegation from the previous resolution.

OFFICER RECOMMENDATION

That Council authorise the undertaking of repairs and/or renewal of additional components as client requested variations in conjunction with Contract 16/045 (Yamba Reservoir Roof Renewal).

COMMITTEE RECOMMENDATION

Novak/Lysaught

That the Officer Recommendation be adopted.

Voting recorded as follows:
For: Simmons, Kingsley, Lysaught, Novak
Against: Nil

COUNCIL RESOLUTION – 15.228/17

Williamson/Lysaught

That Council authorise the undertaking of repairs and/or renewal of additional components as client requested variations in conjunction with Contract 16/045 (Yamba Reservoir Roof Renewal).

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 2 Infrastructure
Objective 2.1 We will have communities that are well serviced with appropriate infrastructure

Strategy 2.1.1 Maintain and renew water and sewer networks

BACKGROUND

When the existing Yamba reservoir roof was removed and a full inspection could be undertaken, it was determined that several other reservoir components were nearing the end of their service life and/or required maintenance. In order to affect efficiency savings associated with the current works, Council’s contractor was requested to provide quotations to undertake the additional renewal and/or maintenance works in conjunction with the contract. The contractor was also requested to provide quotations for undertaking those works as future “standalone” projects.

KEY ISSUES

Reservoir components for which quotations were requested from the Contractor in association with the roof renewal are:

- Replace bird mesh with aluminium infill. Bird access to reservoirs is identified as a high risk to water quality and bird mesh requires regular inspection and maintenance to ensure its integrity. Although the existing bird mesh was installed when the reservoir was relined in 2010, it had deteriorated significantly due to the proximity to the ocean. It is difficult to replace the bird mesh without removing the roof, and aluminium infill would provide better service life and eliminate future maintenance costs. This will also reduce salt ingress which is considered a factor in reservoir deterioration;

- Replacement of ridge capping and flashing. The tender originally proposed to reuse the ridge capping and flashing from the existing reservoir but when the existing material was removed and assessed it was determined that it would be more cost effective to replace the ridge capping and flashing;

- Repair of rust on support beams. It was not possible to determine the condition of the beams until the roof was removed, and it is not possible to repair the rust as a “standalone project”;

- Relocating a third party communications antenna from the middle to the edge of the reservoir. The existing antenna is supported by stay wires which would have required penetrations in the new roof and an access to the antenna would also need to have been reinstated,

- Replacing the galvanised hand rails and access ladders with aluminium. Due to the proximity to the ocean, galvanised material has a much shorter service life than aluminium; and

- Replacing faulty guttering and down pipes.

Additionally, the supplier of the roofing material recommended that, due to the proximity of the reservoir to the ocean, denso tape with a primer be used in lieu of bituminous coating as included in the specification.

As outlined in the confidential attachment, the cost of undertaking these works in the future as “standalone” projects is significantly higher than undertaking them as a client requested variation to the Contract. As the total of the proposed variations will be in the order of 22% of the contract sum, which is higher than the contract sum approved by Council, this matter is being reported to Council for approval.

COUNCIL IMPLICATIONS

Budget/Financial

Resolution 16.010/17 awarded Contract 16/045 to Andrew Harris Engineering Pty Ltd in the amount of $192,775.17 (ex GST), and approved variations of up to 15% of the contract sum. The client requested variations outlined in this report are anticipated to increase the total contract sum to $234,351.79

The 2017/18 budget for PJ902037 (Reservoir Renewals) is $536,384. As noted in Attachment C to Report 15.208/17 to the 17 October 2017 Council meeting, the projects funded by this budget are:
• Yamba reservoir renewal,
• Decommissioning of Southgate reservoir, and
• Lawrence reservoir renewal (design in progress).
• There is adequate funding within the Reservoir renewals budget to allow these works to occur.

As outlined in the confidential attachment, the replacement of the bird mesh, hand rails and guttering as client requested variations to the contract is estimated to save Council nearly $97,000 compared with undertaking these works in the future as a “standalone” project.

Asset Management
The renewal of the additional reservoir components being undertaken as variations to this contract brings forward necessary renewal works. Due to the small value of the components compared with the assessed value of the total reservoir, the additional renewal works will not change the assessed condition (and hence the accounting value) of the reservoir.

Policy or Regulation
Local Government Act, 1993

Consultation
Nil

Legal and Risk Management
N/A

<table>
<thead>
<tr>
<th>Prepared by</th>
<th>Greg Mashiah, Manager Water Cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confidential Attachment</td>
<td>Assessment of variations compared with undertaking as “standalone” project</td>
</tr>
</tbody>
</table>
ITEM 15.229/17 REVIEW OF LIGHT FLEET AND HEAVY PLANT - UPDATE

Meeting Corporate, Governance & Works Committee 14 November 2017
Directorate Works & Civil
Reviewed by Director - Works & Civil (Troy Anderson)
Attachment Yes

SUMMARY

At its 19 April 2016 meeting Council resolved, in part, to be provided with quarterly updates regarding the review, investigation and implementation of the Uniqco report. The following report provides the latest update on actions taken.

OFFICER RECOMMENDATION

That the report on the review of light fleet and heavy plant be received and noted.

COMMITTEE RECOMMENDATION

Lysaught/Simmons

That the Officer Recommendation be adopted.

Voting recorded as follows
For: Simmons, Kingsley, Lysaught, Novak
Against: Nil

COUNCIL RESOLUTION – 15.229/17

Williamson/Lysaught

That the report on the review of light fleet and heavy plant be received and noted.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 5 Leadership
Objective 5.2 We will have an effective and efficient organisation
Strategy 5.2.1 Operate in a financially responsible and sustainable manner

BACKGROUND

Council considered and adopted the Uniqco Review of Light Fleet and Heavy Plant (Item 15.019/16) at the Council meeting of 19 April 2016. Included in the resolution (point 4) was that “Quarterly updates regarding the review, investigation and implementation be reported to Council”.

Meetings of the Light Fleet and Heavy Plant Staff Steering Group was held on 22 June 2017 and 4 October 2017, where each of the current outstanding recommendations of the Uniqco report was reviewed and the
status updated. A copy of the minutes of these meetings including the updated Uniqco action plan is attached for Council information. The next Steering Group meeting is scheduled for 6 December 2017.

KEY ISSUES

The main issues considered at the meetings included:

**22 June 2017**

<table>
<thead>
<tr>
<th>Increase in downtime of older plant and increase operational costs</th>
<th>Council is carrying increased risks for downtime and increased repair costs where Council is holding plant above the recommended Uniqco replacement schedule. Plant currently above the Uniqco replacement targets are detailed in the minutes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plant 5900 – Landfill Compactor</td>
<td>Listed for replacement 17/18 – commence replacement process following adopted of budget.</td>
</tr>
<tr>
<td>Vacuum Truck/Unit purchase.</td>
<td>Water Cycle to provide a report to the next meeting detailing: • The plant item required (truck or trailer); • Work to be completed; • Whether there is any plant reduction as an offset; • Is there any current plant that can do some of the work (e.g. street sweeper)</td>
</tr>
</tbody>
</table>

**4 October 2017**

<table>
<thead>
<tr>
<th>Uniqco Recommendations Update</th>
<th>Uniqco Recommendations Action Plan attached.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pool cars at Maclean Office</td>
<td>Option for additional car to be supplied (item deferred from last meeting). Recommended no changes to current position.</td>
</tr>
<tr>
<td>Work gangs transport vehicles</td>
<td>Report that current transport vehicles are uncomfortable and provide a rough ride. Request to look at alternatives (possibly Landcruiser with modifications). Issues need to be considered include carrying capacity, ability for seating in rear seat and over-all suitability. Fleet Coordinator examining options and will report back to affected staff.</td>
</tr>
<tr>
<td>Vacuum Excavation Unit</td>
<td>That representatives of Water Cycle examine the vacuum truck (including jetter option) for suitability. The Committee agrees with the recommendation (below) subject to the suitability of the unit as assessed by the work groups. 1. Council further investigate the purchase of a truck mounted vacuum unit that could also potentially fulfil the functions of the Jetter trailer; and 2. Council include the purchase of a truck mounted vacuum unit in the forward replacement program, with the date to be determined by the availability of funding from Water Cycle.</td>
</tr>
<tr>
<td>Buses (2) with Community Services</td>
<td>Recommended to extend the replacement cycle to 8 years or 250,000 km, subject to annual inspection using the Plant Risk Inspection Form.</td>
</tr>
<tr>
<td>Purpose built light vehicles</td>
<td>Recommended to extend the replacement cycle to 8 years or 250,000 km, subject to annual inspection using the Plant Risk Inspection Form.</td>
</tr>
</tbody>
</table>
Cranes on light vehicles

Recommended that craness not be fitted to light vehicles. If required they should go onto a light truck (car licence style) due to the cost required to upgrade the light vehicle and implications in reduction of carrying capacity.

Grader tenders

Closed 29/9/17 and under analysis.

Light fleet specification and supply

Specifications reviewed and Council to commence purchasing vehicles.

Also listed below is a summary of the reduction in plant items that has occurred since Council commenced reviewing plant (light and heavy) utilisation.

**Light Plant**

**Light Fleet – Items Disposed**

<table>
<thead>
<tr>
<th>Plant No.</th>
<th>Plant Description</th>
<th>Sale/Disposal $$</th>
</tr>
</thead>
<tbody>
<tr>
<td>0125-03</td>
<td>Subaru Forester</td>
<td>$18,000.00</td>
</tr>
<tr>
<td>0129-04</td>
<td>Subaru Forester</td>
<td>$16,000.00</td>
</tr>
<tr>
<td>0117-02</td>
<td>Toyota Hiace Bus</td>
<td>$18,500.00</td>
</tr>
<tr>
<td>0182-06</td>
<td>Subaru Forester</td>
<td>$16,750.00</td>
</tr>
<tr>
<td>0139-04</td>
<td>Toyota Rav 4</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>0103-06</td>
<td>Toyota Rav 4</td>
<td>$17,000.00</td>
</tr>
<tr>
<td>0191-05</td>
<td>Subaru Forester</td>
<td>$15,100.00</td>
</tr>
<tr>
<td>0242-03</td>
<td>Holden Commodore</td>
<td>$7,500.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$123,850.00</strong></td>
</tr>
</tbody>
</table>

**Light Fleet – Items in Process of Disposal**

<table>
<thead>
<tr>
<th>Plant No.</th>
<th>Plant Description</th>
<th>Anticipated Sale/Disposal $$</th>
</tr>
</thead>
<tbody>
<tr>
<td>0197-06</td>
<td>Toyota Corolla</td>
<td>$7,000.00</td>
</tr>
<tr>
<td>0212-04</td>
<td>Mitsubishi Triton</td>
<td>$13,000.00</td>
</tr>
<tr>
<td>0235-03</td>
<td>Toyota Corolla</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>0149-06</td>
<td>Toyota Rav 4</td>
<td>$12,000.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$42,000.00</strong></td>
</tr>
</tbody>
</table>

**Heavy Plant – Items Disposed**

<table>
<thead>
<tr>
<th>Plant No.</th>
<th>Plant Description</th>
<th>Sale/Disposal $$</th>
</tr>
</thead>
<tbody>
<tr>
<td>1313-02</td>
<td>Hino FC1018 Tipper</td>
<td>$49,887.75</td>
</tr>
<tr>
<td>2007-01</td>
<td>Peak Tipper Dog Trailer</td>
<td>$8,987.00</td>
</tr>
<tr>
<td>2008-01</td>
<td>Peak Tipper Dog Trailer</td>
<td>$8,673.50</td>
</tr>
<tr>
<td>2208-01</td>
<td>Dean Tandem Axle Plant Trailer</td>
<td>$5,544.00</td>
</tr>
<tr>
<td>2209-01</td>
<td>Dean Tandem Axle Plant Trailer</td>
<td>$5,049.00</td>
</tr>
<tr>
<td>2211-01</td>
<td>Shepherd Single axle plant trailer</td>
<td>$16,604.50</td>
</tr>
<tr>
<td>2215-01</td>
<td>Dean No 19 Tilt Bed Trailer</td>
<td>$3,077.91</td>
</tr>
<tr>
<td>2456-01</td>
<td>Tandem axle car trailer</td>
<td>$2,879.91</td>
</tr>
<tr>
<td>3000-02</td>
<td>Caterpillar 12H2 Motor Grader</td>
<td>$109,835.00</td>
</tr>
<tr>
<td>3303-01</td>
<td>Bobcat S330 Loader Skidsteer</td>
<td>$3,870.625</td>
</tr>
<tr>
<td>3350-02</td>
<td>Kanga DA-625 Loader</td>
<td>$26,125.00</td>
</tr>
<tr>
<td>3400-01</td>
<td>Caterpillar 432D Backhoe</td>
<td>$34,185.00</td>
</tr>
<tr>
<td>3403-02</td>
<td>Komatsu WB97F Backhoe</td>
<td>$33,880.00</td>
</tr>
</tbody>
</table>
COUNCIL MEETING

ORDINARY COUNCIL MEETING

21 NOVEMBER 2017

This is page 131 of the Minutes of the Ordinary Meeting of Clarence Valley Council held 21 November 2017

<table>
<thead>
<tr>
<th>Plant No.</th>
<th>Plant Description</th>
<th>Sale/Disposal $$</th>
</tr>
</thead>
<tbody>
<tr>
<td>4000-02</td>
<td>Agrifarm Slasher/Mower</td>
<td>$6,396.50</td>
</tr>
<tr>
<td>4005-02</td>
<td>Howard EDH 6ft Slasher</td>
<td>$4,504.50</td>
</tr>
<tr>
<td>4204-01</td>
<td>John Deere 6020SE Tractor</td>
<td>$23,449.25</td>
</tr>
<tr>
<td>4610-01</td>
<td>John Deere Z820A</td>
<td>$5,395.50</td>
</tr>
<tr>
<td>4714-02</td>
<td>Kubota F2880 Out Front Mower</td>
<td>$10,939.50</td>
</tr>
<tr>
<td>4725-02</td>
<td>John Deere X300 Ride on</td>
<td>$1,870.11</td>
</tr>
<tr>
<td>6500-01</td>
<td>CompAir Holman Air compressor</td>
<td>$4,137.21</td>
</tr>
<tr>
<td>6600-02</td>
<td>A1 Solar Portable Traffic Lights</td>
<td>$8,514.00</td>
</tr>
<tr>
<td>6800-01</td>
<td>Stessel Edgetracker Boat</td>
<td>$2,653.20</td>
</tr>
<tr>
<td>6900.01</td>
<td>Caravan</td>
<td>$5,255.91</td>
</tr>
<tr>
<td>7256-01</td>
<td>Trench Digger - Ditch Witch</td>
<td>$11,085.00</td>
</tr>
<tr>
<td></td>
<td>Clam Shell Bucket</td>
<td>$543.51</td>
</tr>
<tr>
<td></td>
<td>Stanbar Broom</td>
<td>$632.61</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>$428,811.62</td>
</tr>
</tbody>
</table>

COUNCIL IMPLICATIONS

Budget/Financial
Cost/saving implications of the implementation of any actions will be included in the action plan and meeting minutes.

Asset Management
Council’s fleet management practices will be amended as aspects of the Uniqco Review of Light Fleet and Heavy Plant recommendations are implemented over time.

Policy or Regulation
Not applicable.

Consultation
Representatives of the Group will consult and liaise with staff and other organisations as required in reviewing the Uniqco recommendations.

Legal and Risk Management
Not applicable.

Prepared by
Tim Jenkins – Manager Civil Services

Attachment
Uniqco Review of Light Fleet and Heavy Plant Action Plan
Minutes of the Light Fleet and Heavy Plant Staff Steering Group meeting of 22 June 2017.
Minutes of the Light Fleet and Heavy Plant Staff Steering Group meeting of 4 October 2017.
ITEM 15.230/17 SEPTEMBER QUARTER WASTE SERVICES

Meeting Corporate, Governance & Works Committee 14 November 2017
Directorate Select Directorate
Reviewed by Manager - Open Spaces & Facilities (Peter Birch)
Attachment Nil

SUMMARY

Clarence Valley Council provides a comprehensive waste management service to all sectors of the Clarence community. The following report provides an overview of waste services during the September quarter 2017.

OFFICER RECOMMENDATION

That the waste activity report be received and noted.

COMMITTEE RECOMMENDATION

Lysaught/Simmons

That the Officer Recommendation be adopted.

Voting recorded as follows:
For: Simmons, Kingsley, Lysaught, Novak
Against: Nil

COUNCIL RESOLUTION – 15.230/17

Williamson/Lysaught

That the waste activity report be received and noted.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 4 Environment
Objective 4.2 We will foster a balance between development and the environment considering climate change impacts
Strategy 4.2.3 Provide efficient and effective solid waste management services which prioritises resource recovery and minimises environmental impacts

BACKGROUND

Clarence Valley Council provides a wide range of waste management services with the primary aim of resource recovery and minimising waste going to landfill.

The service includes:
- Kerbside residual waste, recycling and organics collection to approximately 21,500 households
• Processing of organics and recyclables at processing facilities located at the Grafton Regional Landfill
• Commercial waste management services to approx. 850 businesses
• Management of Public Place bins
• Operation of Grafton Regional Landfill
• Operation of a network of eight Waste Transfer Stations across the valley
• Waste Education including the Environmental Learning Facility (ELF) located at the Grafton Regional Landfill
• Host Council and member of North East Waste who deliver waste projects across the north east region
• Response to Illegal Dumping in association with compliance staff and other section of Council

KEY ISSUES

The following table presents quarterly data (to 30 September 2017) on key waste activities.

<table>
<thead>
<tr>
<th>Activity</th>
<th>September</th>
<th>December</th>
<th>March</th>
<th>June</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kerbside Residual Waste to Landfill (t)</td>
<td>2055.68</td>
<td></td>
<td></td>
<td></td>
<td>2055.68</td>
</tr>
<tr>
<td>Kerbside Bulky Waste to Landfill (t)</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Kerbside Recyling (t)</td>
<td>1575.54</td>
<td></td>
<td></td>
<td>1575.54</td>
<td></td>
</tr>
<tr>
<td>Kerbside Food &amp; Garden Organics (t)</td>
<td>1412.42</td>
<td></td>
<td></td>
<td>1412.42</td>
<td></td>
</tr>
<tr>
<td>Kerbside Service Diversion Rate</td>
<td>59.2%</td>
<td></td>
<td></td>
<td></td>
<td>59.2%</td>
</tr>
<tr>
<td>Recycling Service Contamination Rate</td>
<td>4.0%</td>
<td></td>
<td></td>
<td></td>
<td>4.0%</td>
</tr>
<tr>
<td>Organics Service Contamination Rate</td>
<td>0.6%</td>
<td></td>
<td></td>
<td></td>
<td>0.6%</td>
</tr>
<tr>
<td>Landfill airspace consumed</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Concrete/masonry crushed</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Scrap metal recovered at landfill</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Illegal Dumping Reports</td>
<td>62</td>
<td></td>
<td></td>
<td></td>
<td>62</td>
</tr>
</tbody>
</table>

Compliance
EPA Licence – Council met its licence conditions under the Protection of the Environment Operation Act for the Grafton Regional landfill.

Education
The Clarence Valley Waste APP was released in July 2017. The free App is available to iPhone and Android phone users and provides easy access to a wide range of waste information including a personalised collection calendar, A to Z guide, waste facilities information and council messaging ability.

In the first quarter, the Clarence ELF hosted 13 events involving 161 students and 172 adults for a range of learning activities, including: HSC geography; senior science; preschool and primary school excursions; work skills; community meetings and training days; upcycled workshops and other presentations.

Council’s outreach education program reached a further 650 students (almost the entire Grafton Public School community in an intensive 2 week stay), business owners and community members at activities delivered off-site, including a ‘plastic-free picnic’ during plastic free July at Yamba markets. The ‘Love Food Hate Waste Team’ reinforced the message to 150 Public Health workers at the Grafton Base Hospital in a series of workshops, and assistance to businesses through the Business Waste Reduction Project was continued.

Assistance was given to the Yamba River Market coordinators to introduce organic recycling (green bins) to the monthly market.
Our regional *Household Asbestos Disposal Scheme and Asbestos Testing Kits* continue to assist residents to identify and safely dispose of asbestos from their house.

**Community Recycling Centres**
There are three community recycling centres at Grafton and Maclean Transfer Stations and Grafton Regional Landfill where residents can drop off household problem waste items for free disposal, in a way that will minimise their impact on the environment. These include, paint (oil and water based), gas bottles & fire extinguishers, fluorescent light globes and tubes, household batteries, car batteries, motor and other oils, smoke detectors and E-waste.

**Mattress Recycling**
During the September quarter a total of 415 mattresses were diverted from landfill.

**Illegal Dumping**
In association with North East Waste, Ballina and Richmond Valley Shire, Council has shared the resources of a specialised illegal dumping officer to improve Councils management and reporting of Illegal Dumping. The program was hosted through CVC and identified local illegal dumping sites and strategies to prevent and combat further illegal dumping. Surveillance cameras are currently being used at targeted hot spots throughout the Valley.

**Second Hand Saturday**
In September 2017 a total of 91 Clarence Valley households and 4 not for profit organisations, conducted a garage sale (or two) as part of Second Hand Saturday (SHS). SHS is an initiative which aims to re-use and recycle unwanted household items, saving valuable landfill space. In 2017, Council’s waste icon dirtgirl (with local stars of the Get Grubby tv show, chicken girl and landfill lady) visited garage sales across the Valley to promote participation and to demonstrate our new Waste App. Live feeds to the SHS facebook page and local radio stations helped lift the profile of the annual event.

**Business Waste Reduction**
The Business Waste Reduction Project aims to achieve a measurable reduction in the amount of waste going to landfill from businesses while also reducing waste disposal costs. Using the EPA’s *BinTrim* program, trained waste assessors visit business sites and undertake an audit with the business operators looking for efficiencies and cost savings.

A local participant in the program is Zig Zag Hair from Yamba who are leading the way in sustainable salons. Zig Zag Hair are closing the loop on recycling by using recycled materials and recovering as much of their waste as possible. They use Refoil, a recycled aluminium foil and donate all of their hair clippings to mopping up oil spills. Longer hair is donated to make wigs for people with Alopecia. They purchase in bulk, use low-flow shower heads and recycle all of their product containers.

**Container Deposit Scheme**
There is very little information available on the role out of the container deposit system which will commence on 1 December 2017. It is likely that the Clarence Valley will be serviced by two reverse vending machines however the location and when they will be available is not known. There is considerable concern that the system will be introduced before many areas; particularly in regional areas have access to adequate infrastructure to redeem the value of the containers.

**China’s Ban on Waste Imports**
In July 2017 China announced a ban on the import of 24 types of waste as a campaign against “foreign garbage” and environmental pollution. The ban which includes paper and plastic is being progressively implemented and is starting to have a major impact both within China and in many other countries including Australia. With most Australian waste paper (not cardboard) and mixed plastic being processed and recycled in China, the impact of the ban will potentially flow through to the Clarence Valley kerbside recycling system. At this point it is too early to assess the long-term ramifications.
COUNCIL IMPLICATIONS

Budget/Financial
Waste management activities during 2017/18 are self funded by way of the annual domestic waste charge, user fees, annual waste levy and State Government grants.

Asset Management
Council maintains its waste assets as per Council’s Waste Asset Management Plan.

Policy or Regulation
Council’s Landfill and network of waste transfer stations are operated in accordance with the Protection of the Environment Operations Act and the POEO (Waste) Regulation.

Consultation
N/A

Legal and Risk Management
N/A

Prepared by | Ken Wilson
Attachment | Nil
ITEM 15.231/17  2017/18 SAFER ROADS PEDESTRIAN INFRASTRUCTURE AROUND SCHOOLS

Meeting Corporate, Governance & Works Committee  14 November 2017
Directorate Works & Civil
Reviewed by Director - Works & Civil (Troy Anderson)
Attachment Nil

SUMMARY

Council has received a funding offer from Roads and Maritime Services for the construction of traffic calming measures in Charles Street, Iluka adjacent to the Iluka Public School.

OFFICER RECOMMENDATION

That Council note that the following funding offer from Roads and Maritime Services has been accepted:

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
<th>Project Cost</th>
<th>2017/18 RMS Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pedestrian Infrastructure Around Schools (26337)</td>
<td>Iluka Public School Charles Street – install traffic calming devices and drop off zone.</td>
<td>$50,000</td>
<td>$50,000</td>
</tr>
</tbody>
</table>

COMMITTEE RECOMMENDATION

Lysaught/Novak

That the Officer Recommendation be adopted.

Voting recorded as follows
For: Simmons, Kingsley, Lysaught, Novak
Against: Nil

COUNCIL RESOLUTION – 15.231/17

Williamson/Lysaught

That Council note that the following funding offer from Roads and Maritime Services has been accepted:

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
<th>Project Cost</th>
<th>2017/18 RMS Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pedestrian Infrastructure Around Schools (26337)</td>
<td>Iluka Public School Charles Street – install traffic calming devices and drop off zone.</td>
<td>$50,000</td>
<td>$50,000</td>
</tr>
</tbody>
</table>

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme  2 Infrastructure
Objective  2.1 We will have communities that are well serviced with appropriate infrastructure

Strategy  2.1.5 Provide safe and effective vehicular and pedestrian networks that balance asset conditions with available resources

BACKGROUND

Council has received a funding offer from Roads and Maritime Services (RMS) for funding towards the installation of traffic calming devices and a drop off zone in Charles Street, Iluka. This work will compliment the footpath works completed last financial year. There is no Council funding contribution required for this project.

Details of the funding offer are:

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
<th>Project Cost</th>
<th>201718 RMS Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pedestrian Infrastructure Around Schools (26337)</td>
<td>Iluka Public School Charles Street – install traffic calming devices and drop off zone.</td>
<td>$50,000</td>
<td>$50,000</td>
</tr>
</tbody>
</table>

KEY ISSUES

The funding offer was made to Council on 3 October 2017, with a response required by 13 October 2017. As the project does not require a Council funding contribution, Council has accepted the funding offer.

COUNCIL IMPLICATIONS

Budget/Financial
The financial details are included in the above sections.

Asset Management
The constructed works will be added to Council’s asset register once works are completed.

Policy or Regulation
N/A

Consultation
N/A

Legal and Risk Management
N/A

Prepared by  Tim Jenkins – Manager Civil Services
Attachment  Nil
ITEM 15.232/17 REHABILITATION OF FORMER MACLEAN, TOWNSEND & ILARWILL SEWAGE TREATMENT PLANTS – UPDATE

Meeting Corporate, Governance & Works Committee 14 November 2017
Directorate Works & Civil
Reviewed by Director - Works & Civil (Troy Anderson)
Attachment Nil

SUMMARY

This report updates Council on progress with rehabilitation of the Maclean, Townsend and Ilarwill Sewage Treatment Plants (STP).

OFFICER RECOMMENDATION

That Council receive and note the update report on rehabilitation of the former Sewage Treatment Plant sites at Maclean, Townsend and Ilarwill.

COMMITTEE RECOMMENDATION

Simmons/Lysaught

That the Officer Recommendation be adopted.

Voting recorded as follows
For: Simmons, Kingsley, Lysaught, Novak
Against: Nil

COUNCIL RESOLUTION – 15.232/17

Williamson/Lysaught

That Council receive and note the update report on rehabilitation of the former Sewage Treatment Plant sites at Maclean, Townsend and Ilarwill.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 2 Infrastructure
Objective 2.1 We will have communities that are well serviced with appropriate infrastructure
Strategy 2.1.1 Maintain and renew water and sewer networks

BACKGROUND

At its meeting of 15 November 2016 Council awarded a Tender for rehabilitation of Maclean, Townsend and Ilarwill Sewage Treatment Plants (STP) to Leadonne Constructions Pty Ltd and engaged Public Works Advisory to undertake Project Management services of the contract (Resolution 16.023/16). The tender documents proposed that where possible material be reused on site on the basis that most of the material
met the requirements of the New South Wales Environmental Protection Authority (NSWEPA) *Environmental Guidelines: Use and Disposal of Biosolids Products* (The Guidelines”). The Tender accepted by Council in the amount of $1,595,388 (including GST) was prepared on that basis.

**KEY ISSUES**

**a) Ilarwill STP**

Preliminary groundwater and biosolids sampling results have been received for Ilarwill. The current schedule is for the site Remediation Action Plan (RAP) to be prepared and approved by December 2017, with rehabilitation to be undertaken in January and February 2018.

**b) Maclean STP**

Preliminary groundwater and biosolids sampling results have been received for Maclean. An exemption for biosolids reuse on site is required from the EPA due to the depth to groundwater, and the current schedule proposes to seek this exemption when the final sampling results are received. Alternative options for off-site beneficial reuse of biosolids are also currently being explored.

Approximately 4000 tonnes of Excavated Natural Material (ENM) from a subdivision development was transported to the site in early October for use in site excavation. The imported ENM reduces the volume of imported fill required if the EPA exemption to reuse biosolids on site is not granted; if the EPA exemption is granted the imported ENM material reduces the volume of site cut to fill required for rehabilitation.

The current schedule allows 30 days for EPA to consider an exemption, with a site RAP scheduled to be approved by December 2017. Rehabilitation works are scheduled to be undertaken between February and May 2018.

**c) Townsend STP**

As reported in the Supplementary report to Council’s 19 September 2017 meeting, preliminary groundwater and biosolids sampling results have been received for Townsend. The current schedule is for the site RAP to be prepared and approved by December 2017, with rehabilitation to be undertaken in January and February 2018.

**d) Rezoning of sites**

Council approved a planning proposal for rezoning of the sites at its June meeting (Resolution 14.051/17).

**COUNCIL IMPLICATIONS**

**Budget/Financial**

At its meeting of 15 November 2016 Council adopted a revised budget of $1.950 million for this project, which included a 15% allowance for variations. To date two variations have been approved in the amount of $89,719.20 (ex GST) being for additional work required in order to produce a Remediation Action Plan that will allow the level of remediation agreed with the Site Auditor. Expenditure and commitments to date total $1.735 million, leaving a contingency balance of $0.215 million.

The cost of transporting the ENM material is currently included within the contract sum as an offset against the tendered cost of on-site cut to fill but, should a biosolids reuse exemption not be granted, the ENM will reduce the required importation fill volume by 4000 tonnes. The contract provided a provisional rate for importing fill to the site, and the 4000 tonnes of ENM material represents a potential saving of about $80,000 (ex GST) compared with importing a similar volume of fill.

If the EPA does not approve reuse of biosolids at the Maclean STP site and reuse of the stockpiled material at the Townsend STP site, the material will need to be disposed off site, which may incur additional costs.
Asset Management
The former STP sites are decommissioned assets which are assessed as having no residual value.

Policy or Regulation
Contaminated Land Management Act, 1997

Consultation
Public Works Advisory; Ledonne Constructions

Legal and Risk Management
A project risk is that EPA may not approve reuse of material on-site which, as outlined in the Budget/Financial section, may incur additional costs. A risk to the proposed schedule is wet weather.

<table>
<thead>
<tr>
<th>Prepared by</th>
<th>Greg Mashiah, Manager Water Cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment</td>
<td>Nil</td>
</tr>
</tbody>
</table>
ITEM 15.233/17 WORKS REPORT

Meeting Corporate, Governance & Works Committee 14 November 2017
Directorate Works & Civil
Reviewed by Manager - Civil Services (Tim Jenkins)
Attachment Yes

SUMMARY

Reports on capital and major maintenance works carried out by the Works and Civil Group up until late October 2017.

OFFICER RECOMMENDATION

That the Works Report be received and noted.

COMMITTEE RECOMMENDATION

Simmons/Novak

That the Officer Recommendation be adopted.

Voting recorded as follows
For: Simmons, Kingsley, Lysaught, Novak
Against: Nil

COUNCIL RESOLUTION – 15.233/17

Williamson/Lysaught

That the Works Report be received and noted.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 2 Infrastructure
Objective 2.1 We will have communities that are well serviced with appropriate infrastructure
Strategy 2.1.5 Provide safe and effective vehicular and pedestrian networks that balance asset conditions with available resources

BACKGROUND

Works are undertaken to maintain Council assets and undertake construction within budgets and timeframes established by Council. Departures from set programs and budgets are reported to Council as part of the works program reporting.
KEY ISSUES

The summary of works undertaken in October is attached.

COUNCIL IMPLICATIONS

Budget/Financial
Financial details are provided in the attached works summary.

Asset Management
Maintenance standards are undertaken in accordance with that detailed in the relevant Asset Management Plan. Capital works are as detailed in the Delivery Plan and Operational Plan.

Policy or Regulation
There are no policy or regulation implications.

Consultation
Consultation has been held internally with Civil Services Section and Water Cycle Section and Open Spaces and Facilities Section.

Legal and Risk Management
There are no legal or risk management implications.

Prepared by | Tim Jenkins, Greg Mashiah, Peter Birch
Attachment | Works Program
ITEM 15.234/17 2017-18 OPERATIONAL PLAN – QUARTERLY PERFORMANCE REVIEW AS AT 30 SEPTEMBER 2017

Meeting Corporate, Governance & Works Committee 14 November 2017
Directorate Corporate & Governance
Reviewed by Acting Director - Corporate & Governance (Kristian Enevoldson)
Attachment Yes

SUMMARY

This report provides a quarterly review on Council’s performance of fulfilling its actions, services, projects and programs in the 2017/18 Operational Plan.

OFFICER RECOMMENDATION

That the Quarterly Operational Plan outcomes as at 30 September 2017 be noted.

COMMITTEE RECOMMENDATION

Lysaught/Novak

That the Officer Recommendation be adopted.

Voting recorded as follows
For: Simmons, Kingsley, Lysaught, Novak
Against: Nil

COUNCIL RESOLUTION – 15.234/17

Williamson/Lysaught

That the Quarterly Operational Plan outcomes as at 30 September 2017 be noted.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 5 Leadership
Objective 5.2 We will have an effective and efficient organisation
Strategy 5.2.3 Foster an organisational culture focused on customer service excellence, innovation and continuous improvement

BACKGROUND

On 27 June 2017 Council adopted the 2017-18 Operational Plan which specifies the objectives, strategies and activities to be achieved in this financial year.

The Clarence 2027 identified five themes which are then broken down into objectives for Council to aspire to when setting the strategies and activities for the 2017-18 financial year.
<table>
<thead>
<tr>
<th>THEMES</th>
<th>OBJECTIVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCIETY</td>
<td>1.1 We will have proud and inviting communities</td>
</tr>
<tr>
<td></td>
<td>1.2 We will have a safe, active and healthy region</td>
</tr>
<tr>
<td></td>
<td>1.3 We will have a diverse and creative culture</td>
</tr>
<tr>
<td></td>
<td>1.4 We will have access and equity of services</td>
</tr>
<tr>
<td>INFRASTRUCTURE</td>
<td>2.1 We will have communities that are well serviced with appropriate infrastructure</td>
</tr>
<tr>
<td>ECONOMY</td>
<td>3.1 We will have an attractive and diverse environment for business, tourism and industry</td>
</tr>
<tr>
<td>ENVIRONMENT</td>
<td>4.1 We will preserve and enhance our natural environment</td>
</tr>
<tr>
<td></td>
<td>4.2 We will foster a balance between development and the environment considering climate change impacts</td>
</tr>
<tr>
<td>LEADERSHIP</td>
<td>5.1 We will have a strong, accountable and representative Government</td>
</tr>
<tr>
<td></td>
<td>5.2 We will have an effective and efficient organisation</td>
</tr>
</tbody>
</table>

**KEY ISSUES**

The one year Operational Plan is a sub-plan of the 2017/18-2020/21 Delivery Program which identifies activities (programs, services and projects) to be delivered by Council during the 2017-18 financial year. The General Manager is required to ensure regular progress reports are provided to Council with respect to the principal activities.

Detailed progress updates for the September 2017 quarter is contained in the attached report.

The overall achievement against the Operational Plan is 26% completion for the first quarter. Overall this is considered a very good result and ‘on track’ as we aim to be as close as possible to 100% complete by the end of the fourth quarter this financial year.

**COUNCIL IMPLICATIONS**

**Budget/Financial**
Actions contained in the 2017-18 Operational Plan that have a financial implication are included in the adopted budget which is reported to Council each month.

**Asset Management**
N/A

**Policy or Regulation**
Section 404(5) of the Local Government Act 1993

**Consultation**
Outcomes based on information provided by all section managers and directors.
Legal and Risk Management
N/A

<table>
<thead>
<tr>
<th>Prepared by</th>
<th>Phillip Chambers, Business Improvement Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment</td>
<td>Quarterly Progress Report (Sept 2017)</td>
</tr>
</tbody>
</table>
ITEM 15.235/17  REPORTING OF GENERAL MANAGER’S EXPENSES

Meeting Corporate, Governance & Works Committee 14 November 2017
Directorate Corporate & Governance
Reviewed by Manager - Finance & Supply (Matthew Sykes)
Attachment Yes

SUMMARY

The purpose of this report is to inform Council of the details of the General Manager’s expenses for the period 1 September 2016 to 30 June 2017.

OFFICER RECOMMENDATION

That the report indicating the General Manager’s expense summary for the period 1 September 2016 to 30 June 2017 be received and noted.

COMMITTEE RECOMMENDATION

Novak/Simmons

That the Officer Recommendation be adopted.

Voting recorded as follows:
For: Simmons, Kingsley, Lysaught, Novak
Against: Nil

COUNCIL RESOLUTION – 15.235/17

Williamson/Lysaught

That the report indicating the General Manager’s expense summary for the period 1 September 2016 to 30 June 2017 be received and noted.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 5 Leadership
Objective 5.2 We will have an effective and efficient organisation
Strategy 5.2.1 Operate in a financially responsible and sustainable manner

BACKGROUND

In March 2016, it was resolved that a bi-annual report be provided to Council, detailing the General Manager’s expense statements (Resolution 11.004/16, 15 March 2016).

The General Manager incurs various expenses in the course of his duties such as mobile phone, business travel, seminars, training and conferences. During the period covered by this report Council had two
general managers, Scott Greensill (until March 2017) and Ashley Lindsay was appointed Acting General Manager from 13 March 2017 (refer Item 11.002/17 Extraordinary Council Meeting 3 March 2017).

KEY ISSUES
N/A

COUNCIL IMPLICATIONS

Budget/Financial
Total costs incurred for the period 1 September 2016 to 30 June 2017 was $4,982.00.

Asset Management
N/A

Policy or Regulation
The Guidelines for the Appointment and Oversight of General Managers issued by the Office of Local Government in accordance with Section 23A of the Local Government Act 1993 recommends that the governing body of council should ensure there are adequate policies in place with respect to expenditure of council funds, as well as adequate reporting in relation to that expenditure.

Consultation
N/A

Legal and Risk Management
N/A

Prepared by  Michael Salvestro, Financial Accountant
Attachment  Schedule of Expenses - 1 September 2016 to 30 June 2017
ITEM 15.236/17  LOAN BORROWING PORTFOLIO UPDATE AS AT 30 SEPTEMBER 2017

Meeting Corporate, Governance & Works Committee
Directorate Corporate & Governance
Reviewed by Manager - Finance & Supply (Matthew Sykes)
Attachment Yes

14 November 2017

SUMMARY

The purpose of this report is to inform Council of the details of Council’s loan borrowing portfolio as at the end of each quarter.

OFFICER RECOMMENDATION

That the report indicating Council’s loan borrowing portfolio for the quarter ended 30 September 2017 be received and noted.

COMMITTEE RECOMMENDATION

Lysaught/Simmons

That the Officer Recommendation be adopted.

Voting recorded as follows
For: Simmons, Kingsley, Lysaught, Novak
Against: Nil

COUNCIL RESOLUTION – 15.236/17

Williamson/Lysaught

That the report indicating Council’s loan borrowing portfolio for the quarter ended 30 September 2017 be received and noted.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 5  Leadership
Objective 5.2  We will have an effective and efficient organisation
Strategy 5.2.1  Operate in a financially responsible and sustainable manner

BACKGROUND

This report is to provide information for the September, December, March and June quarters of the principal outstanding on a fund and financial institution basis. The report will include internal and external borrowings.
KEY ISSUES

As at 30 September 2017, Council’s loan borrowing portfolio had a principal outstanding balance of $122,752,860.

On a Fund basis the balance is comprised of:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund loans</td>
<td>$17,949,815</td>
</tr>
<tr>
<td>Water Fund loans</td>
<td>$24,045,870</td>
</tr>
<tr>
<td>Sewer Fund loans</td>
<td>$73,988,688</td>
</tr>
<tr>
<td>Domestic Waste Management Fund loans</td>
<td>$6,768,487</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$122,752,860</td>
</tr>
</tbody>
</table>

Council does not have any internal borrowings.

Further details of all loans held by Council as at 30 September 2017 are provided in the attachment to this report.

On an Institution basis the loan borrowing portfolio outstanding balance as at 30 September 2017 is comprised of:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANZ</td>
<td>$15,793,932</td>
</tr>
<tr>
<td>CBA</td>
<td>$178,506</td>
</tr>
<tr>
<td>DEXIA</td>
<td>$65,502,022</td>
</tr>
<tr>
<td>NAB</td>
<td>$36,879,058</td>
</tr>
<tr>
<td>NSW TREASURY</td>
<td>$302,100</td>
</tr>
<tr>
<td>WESTPAC</td>
<td>$4,097,242</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$122,752,860</td>
</tr>
</tbody>
</table>

The ANZ balance in the above table includes a $15M interest only Sewer Fund loan (loan number 1094 in the attachment). A Sinking Fund has been established for this loan, the purpose of which is to set aside funds as restricted reserve funds within the sewer fund to provide Council with the option of paying down a portion of the principal outstanding on the loan when the 5 year interest only period expires in June 2020.

COUNCIL IMPLICATIONS

Budget/Financial

Council made $3,207,721 in loan repayments for the September 2017 quarter, which comprised $1,207,099 of principal and $2,000,622 of interest. These payments are included in Council’s 2017/18 budget.

Key Performance Indicators related to Council’s loan portfolio are the Debt Service Ratio and the Debt Service Cover Ratio. Estimated results for these ratios projected to 30 June 2018 as reported elsewhere to this Council meeting for the September 2017 Quarterly Budget Review Statement are:

**Debt Service Ratio:**

<table>
<thead>
<tr>
<th>Fund</th>
<th>2017/18 Projected Result</th>
<th>Benchmark from Council Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>3.68%</td>
<td>&lt;12%</td>
</tr>
<tr>
<td>Water Fund</td>
<td>15.07%</td>
<td>&lt;=50%</td>
</tr>
<tr>
<td>Sewer Fund</td>
<td>40.65%</td>
<td>&lt;=50%</td>
</tr>
</tbody>
</table>
This ratio assesses the impact of loan principal and interest repayments on the discretionary revenue of Council. The calculation is:

\[
\text{Debt Service Cost} \quad \frac{\text{Income from Continuing Operations excluding Capital Items & Specific Purpose Grants/Contributions}}{\text{Debt Service Cost}}
\]

**Debt Service Cover Ratio:**

<table>
<thead>
<tr>
<th>Fund</th>
<th>2017/18 Projected Result</th>
<th>OLG Benchmark</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>4.68</td>
<td></td>
</tr>
<tr>
<td>Water Fund</td>
<td>4.72</td>
<td></td>
</tr>
<tr>
<td>Sewer Fund</td>
<td>1.74</td>
<td></td>
</tr>
<tr>
<td>Consolidated Funds</td>
<td>3.09</td>
<td>&gt;2.00</td>
</tr>
</tbody>
</table>

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments. The calculation is:

\[
\frac{\text{Operating results before interest and depreciation (EBITDA)}}{\text{Principal repayments from the statement of cash flows + borrowing interest costs from the income statement}}
\]

**Asset Management**

N/A

**Policy or Regulation**


**Consultation**

N/A

**Legal and Risk Management**

N/A

Prepared by Michael Salvestro, Financial Accountant

Attachment Loan Principal Outstanding as at 30 September 2017 by Fund
ITEM 15.237/17 MONTHLY INVESTMENT REPORT – SEPTEMBER 2017

Meeting Corporate, Governance & Works Committee 14 November 2017
Directorate Corporate & Governance
Reviewed by Manager - Finance & Supply (Matthew Sykes)
Attachment Yes

SUMMARY

The purpose of this report is to inform Council of the details of Council’s investment funds as at the end of each month.

OFFICER RECOMMENDATION

That the report indicating Councils funds investment position as at 30 September 2017 be received and noted.

COMMITTEE RECOMMENDATION

Lysaught/Novak

That the Officer Recommendation be adopted.

Voting recorded as follows
For: Simmons, Kingsley, Lysaught, Novak
Against: Nil

COUNCIL RESOLUTION – 15.237/17

Williamson/Lysaught

That the report indicating Councils funds investment position as at 30 September 2017 be received and noted.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 5 Leadership
Objective 5.1 We will have a strong, accountable and representative Government
Strategy 5.1.8 Ensure good governance, effective risk management and statutory compliance

BACKGROUND

This report has been completed in accordance with the Local Government Act 1993, Part 9, Division 5, Clause 212 of the Local Government (General) Regulation 2005, and Council’s Investment Policy, which requires a monthly report to Council. The report is to include the source and amount of funds invested, terms of performance, and a statement of compliance in relation to the Local Government Act 1993.
KEY ISSUES

Source of Funds Invested

The funds invested are funds held under internal and external restrictions. External Restricted Funds are primarily from Sewer & Water, Granting bodies and Developer Contributions. Internal restrictions are primarily sourced from General Revenue Funding and Unspent Loans.

The closing balance for all Reserves are an estimate only as the 2016-17 financial statements audit is still being finalised. On this basis, as at 30 June 2017, funds have been sourced from the following areas:

<table>
<thead>
<tr>
<th>External Reserves</th>
<th>Internal Reserves</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sewerage Funds</td>
<td>Plant Equipment Reserve</td>
</tr>
<tr>
<td>Water Supply Funds</td>
<td>Regional Landfill Reserves</td>
</tr>
<tr>
<td>Developer Contributions</td>
<td>Infrastructure Assets Renewals</td>
</tr>
<tr>
<td>Unexpended Grants</td>
<td>Fin. Assist Grants paid in advance</td>
</tr>
<tr>
<td>Domestic Waste Management</td>
<td>Employee Leave Entitlements</td>
</tr>
<tr>
<td>Clarence Coast Reserve</td>
<td>Strategic Building Reserve</td>
</tr>
<tr>
<td>Deposits, Retentions and Bonds</td>
<td>Roads &amp; Quarries Reserves</td>
</tr>
<tr>
<td>Other</td>
<td>Other</td>
</tr>
<tr>
<td><strong>Total External &amp; Internal Reserves</strong></td>
<td></td>
</tr>
</tbody>
</table>

Portfolio Credit Limits

Tabled below is a summary of Councils investments as at 30 September 2017 which details compliance with Councils Investment Policy Portfolio Credit Limits.

<table>
<thead>
<tr>
<th>Credit Rating</th>
<th>Investment Policy Maximum Holding</th>
<th>Total Investments Held</th>
<th>% of Total Investments</th>
<th>Complies with Policy (yes/no)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA</td>
<td>100.00%</td>
<td>4,906,755</td>
<td>4.81%</td>
<td>Yes</td>
</tr>
<tr>
<td>AA</td>
<td>100.00%</td>
<td>30,613,699</td>
<td>29.98%</td>
<td>Yes</td>
</tr>
<tr>
<td>A</td>
<td>60.00%</td>
<td>21,080,870</td>
<td>20.65%</td>
<td>Yes</td>
</tr>
<tr>
<td>BBB</td>
<td>50.00%</td>
<td>45,507,270</td>
<td>44.57%</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>TOTAL INVESTMENTS</strong></td>
<td></td>
<td><strong>102,108,594</strong></td>
<td><strong>100.00%</strong></td>
<td></td>
</tr>
</tbody>
</table>

Note: A permanent cap of $250,000 per person per institution on deposits is guaranteed by the Federal Government under the Financial Claims Scheme and hence receives a rating of AAA.
Individual Institution or Counterparty Limits

Tabled below is a summary of Council's investments as at 30 September 2017 which details compliance with Council's Investment Policy Counterparty Limits.

<table>
<thead>
<tr>
<th>Financial Institution</th>
<th>Credit Rating Long Term</th>
<th>Investment Policy Maximum Holding</th>
<th>Total Investments Held</th>
<th>% of Total Investments</th>
<th>Complies with Policy (yes/no)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMP</td>
<td>A</td>
<td>15.00%</td>
<td>1,000,000</td>
<td>0.98%</td>
<td>Yes</td>
</tr>
<tr>
<td>BoQ</td>
<td>BBB+</td>
<td>15.00%</td>
<td>13,000,000</td>
<td>12.73%</td>
<td>Yes</td>
</tr>
<tr>
<td>Bendigo</td>
<td>BBB+</td>
<td>15.00%</td>
<td>6,000,000</td>
<td>5.88%</td>
<td>Yes</td>
</tr>
<tr>
<td>Bendigo*</td>
<td>BBB+</td>
<td>15.00%</td>
<td>1,007,270</td>
<td>0.99%</td>
<td>Yes</td>
</tr>
<tr>
<td>Rural Bank</td>
<td>BBB+</td>
<td>15.00%</td>
<td>4,000,000</td>
<td>3.92%</td>
<td>Yes</td>
</tr>
<tr>
<td>Credit Union Australia</td>
<td>BBB</td>
<td>15.00%</td>
<td>9,000,000</td>
<td>8.81%</td>
<td>Yes</td>
</tr>
<tr>
<td>Defence</td>
<td>BBB</td>
<td>15.00%</td>
<td>1,000,000</td>
<td>0.98%</td>
<td>Yes</td>
</tr>
<tr>
<td>G&amp;C Mutual</td>
<td>BBB-</td>
<td>15.00%</td>
<td>1,000,000</td>
<td>0.98%</td>
<td>Yes</td>
</tr>
<tr>
<td>IMB</td>
<td>BBB</td>
<td>15.00%</td>
<td>1,000,000</td>
<td>0.98%</td>
<td>Yes</td>
</tr>
<tr>
<td>ING Direct</td>
<td>A-</td>
<td>15.00%</td>
<td>3,000,000</td>
<td>2.94%</td>
<td>Yes</td>
</tr>
<tr>
<td>Macquarie*</td>
<td>A</td>
<td>15.00%</td>
<td>1,012,560</td>
<td>0.99%</td>
<td>Yes</td>
</tr>
<tr>
<td>ME Bank</td>
<td>BBB</td>
<td>15.00%</td>
<td>6,000,000</td>
<td>5.88%</td>
<td>Yes</td>
</tr>
<tr>
<td>NAB</td>
<td>AA-</td>
<td>30.00%</td>
<td>16,000,000</td>
<td>15.67%</td>
<td>Yes</td>
</tr>
<tr>
<td>P&amp;N</td>
<td>BBB</td>
<td>15.00%</td>
<td>3,000,000</td>
<td>2.94%</td>
<td>Yes</td>
</tr>
<tr>
<td>People’s Choice</td>
<td>BBB</td>
<td>15.00%</td>
<td>3,000,000</td>
<td>2.94%</td>
<td>Yes</td>
</tr>
<tr>
<td>RaboDirect</td>
<td>A+</td>
<td>15.00%</td>
<td>7,000,000</td>
<td>6.86%</td>
<td>Yes</td>
</tr>
<tr>
<td>Suncorp</td>
<td>A+</td>
<td>15.00%</td>
<td>5,000,000</td>
<td>4.90%</td>
<td>Yes</td>
</tr>
<tr>
<td>Westpac</td>
<td>AA-</td>
<td>30.00%</td>
<td>3,000,000</td>
<td>2.94%</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>TOTAL TERM DEPOSITS &amp; FRNs</strong></td>
<td></td>
<td></td>
<td><strong>84,019,830</strong></td>
<td><strong>82.28%</strong></td>
<td></td>
</tr>
<tr>
<td><strong>MANAGED FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TCorp</td>
<td>AAA</td>
<td>40.00%</td>
<td>406,755</td>
<td>0.40%</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>TOTAL MANAGED FUNDS</strong></td>
<td></td>
<td></td>
<td><strong>406,755</strong></td>
<td><strong>0.40%</strong></td>
<td></td>
</tr>
<tr>
<td><strong>FUNDS AT CALL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMP</td>
<td>A</td>
<td>15.00%</td>
<td>5,068,310</td>
<td>4.96%</td>
<td>Yes</td>
</tr>
<tr>
<td>ANZ</td>
<td>AA-</td>
<td>30.00%</td>
<td>7,155,538</td>
<td>7.01%</td>
<td>Yes</td>
</tr>
<tr>
<td>CBA</td>
<td>AA-</td>
<td>30.00%</td>
<td>5,458,161</td>
<td>5.35%</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>TOTAL FUNDS AT CALL</strong></td>
<td></td>
<td></td>
<td><strong>17,682,009</strong></td>
<td><strong>17.32%</strong></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL INVESTMENTS</strong></td>
<td></td>
<td></td>
<td><strong>102,108,594</strong></td>
<td><strong>100.00%</strong></td>
<td></td>
</tr>
</tbody>
</table>
Portfolio Holdings by Maturity

Illustrated and tabled below is a summary of Council’s investments by maturity as at 30 September 2017. Excluding “at-call” working capital, 50.93% of Council’s investments are maturing within the next twelve months.
<table>
<thead>
<tr>
<th>Financial Institution</th>
<th>Total Investments Held</th>
<th>% of Total Investments</th>
<th>Maturity Date</th>
<th>Investment Return</th>
<th>Credit Rating</th>
<th>Long Term</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WORKING CAPITAL (0-3 MONTHS)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>T-CorpIM Cash Fund</td>
<td>406,755</td>
<td>0.40%</td>
<td>n/a</td>
<td>1.80%</td>
<td>AAA</td>
<td></td>
</tr>
<tr>
<td>AMP Bank Ltd</td>
<td>5,068,310</td>
<td>4.96%</td>
<td>n/a</td>
<td>2.15%</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>ANZ Banking Group Ltd</td>
<td>7,155,538</td>
<td>7.01%</td>
<td>n/a</td>
<td>2.15%</td>
<td>AA-</td>
<td></td>
</tr>
<tr>
<td>Commonwealth Bank of Australia</td>
<td>5,458,163</td>
<td>5.35%</td>
<td>n/a</td>
<td>1.40%</td>
<td>AA-</td>
<td></td>
</tr>
<tr>
<td>Bendigo Bank</td>
<td>3,000,000</td>
<td>2.98%</td>
<td>21/11/2017</td>
<td>2.70%</td>
<td>BBB+</td>
<td></td>
</tr>
<tr>
<td>ING Bank (Australia) Ltd</td>
<td>1,000,000</td>
<td>0.98%</td>
<td>02/11/2017</td>
<td>2.70%</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>National Australia Bank</td>
<td>2,000,000</td>
<td>1.96%</td>
<td>09/11/2017</td>
<td>2.46%</td>
<td>AA-</td>
<td></td>
</tr>
<tr>
<td>National Australia Bank</td>
<td>2,000,000</td>
<td>1.96%</td>
<td>11/12/2017</td>
<td>2.74%</td>
<td>AA-</td>
<td></td>
</tr>
<tr>
<td>People’s Choice</td>
<td>2,000,000</td>
<td>1.96%</td>
<td>11/12/2017</td>
<td>2.80%</td>
<td>BBB</td>
<td></td>
</tr>
<tr>
<td>People’s Choice</td>
<td>1,000,000</td>
<td>0.98%</td>
<td>08/11/2017</td>
<td>2.65%</td>
<td>A+</td>
<td></td>
</tr>
<tr>
<td>Suncorp</td>
<td>1,000,000</td>
<td>0.98%</td>
<td>12/11/2017</td>
<td>2.80%</td>
<td>BBB</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL WORKING CAPITAL (0-3 MONTHS)</strong></td>
<td>28,088,764</td>
<td>27.51%</td>
<td></td>
<td>2.19%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SHORT TERM (3-12 MONTHS)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMP Bank Ltd</td>
<td>1,000,000</td>
<td>0.98%</td>
<td>08/03/2018</td>
<td>3.20%</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Bank Of Queensland Ltd</td>
<td>1,000,000</td>
<td>0.98%</td>
<td>03/07/2018</td>
<td>3.15%</td>
<td>BBB+</td>
<td></td>
</tr>
<tr>
<td>Bendigo Bank</td>
<td>2,000,000</td>
<td>1.96%</td>
<td>18/08/2018</td>
<td>2.60%</td>
<td>BBB+</td>
<td></td>
</tr>
<tr>
<td>Bendigo Bank</td>
<td>2,000,000</td>
<td>1.96%</td>
<td>05/03/2018</td>
<td>2.65%</td>
<td>BBB+</td>
<td></td>
</tr>
<tr>
<td>Credit Union Australia</td>
<td>3,000,000</td>
<td>2.94%</td>
<td>13/02/2018</td>
<td>2.80%</td>
<td>BBB</td>
<td></td>
</tr>
<tr>
<td>Credit Union Australia</td>
<td>2,000,000</td>
<td>1.96%</td>
<td>20/02/2018</td>
<td>2.75%</td>
<td>BBB</td>
<td></td>
</tr>
<tr>
<td>Credit Union Australia</td>
<td>1,000,000</td>
<td>0.98%</td>
<td>26/02/2018</td>
<td>2.75%</td>
<td>BBB</td>
<td></td>
</tr>
<tr>
<td>Credit Union Australia</td>
<td>3,000,000</td>
<td>2.94%</td>
<td>25/05/2018</td>
<td>2.80%</td>
<td>BBB</td>
<td></td>
</tr>
<tr>
<td>Defence Bank</td>
<td>1,000,000</td>
<td>0.98%</td>
<td>28/02/2018</td>
<td>2.80%</td>
<td>BBB</td>
<td></td>
</tr>
<tr>
<td>IMB</td>
<td>1,000,000</td>
<td>0.98%</td>
<td>01/06/2018</td>
<td>2.54%</td>
<td>BBB</td>
<td></td>
</tr>
<tr>
<td>ING Bank (Australia) Ltd</td>
<td>1,000,000</td>
<td>0.98%</td>
<td>17/08/2018</td>
<td>2.61%</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>ME Bank Pty Ltd</td>
<td>2,000,000</td>
<td>1.96%</td>
<td>09/03/2018</td>
<td>2.65%</td>
<td>BBB</td>
<td></td>
</tr>
<tr>
<td>ME Bank Pty Ltd</td>
<td>2,000,000</td>
<td>1.96%</td>
<td>08/05/2018</td>
<td>2.75%</td>
<td>BBB</td>
<td></td>
</tr>
<tr>
<td>National Australia Bank</td>
<td>3,000,000</td>
<td>2.94%</td>
<td>21/07/2018</td>
<td>2.55%</td>
<td>AA-</td>
<td></td>
</tr>
<tr>
<td>National Australia Bank</td>
<td>2,000,000</td>
<td>1.96%</td>
<td>27/07/2018</td>
<td>2.54%</td>
<td>AA-</td>
<td></td>
</tr>
<tr>
<td>National Australia Bank</td>
<td>2,000,000</td>
<td>1.96%</td>
<td>05/09/2018</td>
<td>2.58%</td>
<td>AA-</td>
<td></td>
</tr>
<tr>
<td>National Australia Bank</td>
<td>3,000,000</td>
<td>2.94%</td>
<td>05/09/2018</td>
<td>2.58%</td>
<td>AA-</td>
<td></td>
</tr>
<tr>
<td>National Australia Bank</td>
<td>2,000,000</td>
<td>1.96%</td>
<td>13/09/2018</td>
<td>2.72%</td>
<td>AA-</td>
<td></td>
</tr>
<tr>
<td>Rural Bank</td>
<td>2,000,000</td>
<td>1.96%</td>
<td>08/02/2018</td>
<td>2.70%</td>
<td>BBB+</td>
<td></td>
</tr>
<tr>
<td>Rural Bank</td>
<td>2,000,000</td>
<td>1.96%</td>
<td>02/03/2018</td>
<td>2.70%</td>
<td>BBB+</td>
<td></td>
</tr>
<tr>
<td>SunCorp</td>
<td>3,000,000</td>
<td>2.94%</td>
<td>29/01/2018</td>
<td>2.60%</td>
<td>A+</td>
<td></td>
</tr>
<tr>
<td>SunCorp</td>
<td>1,000,000</td>
<td>0.98%</td>
<td>06/04/2018</td>
<td>2.55%</td>
<td>A+</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL SHORT TERM (3-12 MONTHS)</strong></td>
<td>42,000,000</td>
<td>41.13%</td>
<td></td>
<td>2.69%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SHORT - MEDIUM TERM (1-2 YEARS)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Of Queensland Ltd</td>
<td>1,000,000</td>
<td>0.98%</td>
<td>17/06/2019</td>
<td>3.55%</td>
<td>BBB+</td>
<td></td>
</tr>
<tr>
<td>ING Bank (Australia) Ltd</td>
<td>2,000,000</td>
<td>1.96%</td>
<td>17/12/2018</td>
<td>3.70%</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>RaboDirect (Australia) Ltd</td>
<td>2,000,000</td>
<td>1.96%</td>
<td>13/02/2019</td>
<td>3.70%</td>
<td>A+</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL SHORT-MEDIUM TERM (1-2 YEARS)</strong></td>
<td>5,000,000</td>
<td>4.90%</td>
<td></td>
<td>3.27%</td>
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<td></td>
</tr>
<tr>
<td><strong>MEDIUM TERM (2-5 YEARS)</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Of Queensland Ltd</td>
<td>1,000,000</td>
<td>0.98%</td>
<td>26/10/2020</td>
<td>3.20%</td>
<td>BBB+</td>
<td></td>
</tr>
<tr>
<td>Bank Of Queensland Ltd</td>
<td>1,000,000</td>
<td>0.98%</td>
<td>26/10/2020</td>
<td>3.20%</td>
<td>BBB+</td>
<td></td>
</tr>
<tr>
<td>Bank Of Queensland Ltd</td>
<td>1,000,000</td>
<td>0.98%</td>
<td>02/12/2020</td>
<td>3.60%</td>
<td>BBB+</td>
<td></td>
</tr>
<tr>
<td>Bank Of Queensland Ltd</td>
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<td>1.96%</td>
<td>12/01/2021</td>
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<td>BBB+</td>
<td></td>
</tr>
<tr>
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<td>29/06/2021</td>
<td>3.45%</td>
<td>BBB+</td>
<td></td>
</tr>
<tr>
<td>Bank Of Queensland Ltd</td>
<td>2,000,000</td>
<td>1.96%</td>
<td>02/12/2021</td>
<td>3.60%</td>
<td>BBB+</td>
<td></td>
</tr>
<tr>
<td>Bank Of Queensland Ltd</td>
<td>1,000,000</td>
<td>0.98%</td>
<td>09/05/2022</td>
<td>3.60%</td>
<td>BBB+</td>
<td></td>
</tr>
<tr>
<td>Bank Of Queensland Ltd</td>
<td>1,000,000</td>
<td>0.98%</td>
<td>03/08/2022</td>
<td>3.60%</td>
<td>BBB+</td>
<td></td>
</tr>
<tr>
<td>Bendigo Bank</td>
<td>2,000,000</td>
<td>1.96%</td>
<td>28/10/2019</td>
<td>2.95%</td>
<td>BBB+</td>
<td></td>
</tr>
<tr>
<td>G&amp;C Mutual Bank</td>
<td>1,000,000</td>
<td>0.98%</td>
<td>18/03/2020</td>
<td>4.00%</td>
<td>BBB</td>
<td></td>
</tr>
<tr>
<td>ME Bank Pty Ltd</td>
<td>2,000,000</td>
<td>1.96%</td>
<td>06/05/2020</td>
<td>3.11%</td>
<td>BBB</td>
<td></td>
</tr>
<tr>
<td>P&amp;N Bank</td>
<td>3,000,000</td>
<td>2.94%</td>
<td>11/03/2021</td>
<td>3.82%</td>
<td>BBB</td>
<td></td>
</tr>
<tr>
<td>RaboDirect (Australia) Ltd</td>
<td>2,000,000</td>
<td>1.96%</td>
<td>14/06/2021</td>
<td>3.02%</td>
<td>A+</td>
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</tr>
<tr>
<td>RaboDirect (Australia) Ltd</td>
<td>1,000,000</td>
<td>0.98%</td>
<td>21/06/2021</td>
<td>3.07%</td>
<td>A+</td>
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<tr>
<td>RaboDirect (Australia) Ltd</td>
<td>2,000,000</td>
<td>1.96%</td>
<td>13/09/2021</td>
<td>3.40%</td>
<td>A+</td>
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<tr>
<td>Westpac Bank</td>
<td>1,000,000</td>
<td>0.98%</td>
<td>16/11/2021</td>
<td>2.92%</td>
<td>AA-</td>
<td></td>
</tr>
<tr>
<td>Westpac Bank</td>
<td>2,000,000</td>
<td>1.96%</td>
<td>18/07/2022</td>
<td>3.05%</td>
<td>AA-</td>
<td></td>
</tr>
<tr>
<td>Bendigo Bank (3m BBSW+110bps) (Principal Value $1,000,000)</td>
<td>2,000,000</td>
<td>1.96%</td>
<td>21/02/2020</td>
<td>2.82%</td>
<td>BBB+</td>
<td></td>
</tr>
<tr>
<td>Macquarie Bank (3m BBSW+130bps) (Principal Value $1,000,000)</td>
<td>1,002,560</td>
<td>0.99%</td>
<td>03/03/2020</td>
<td>2.84%</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL MEDIUM TERM (2-5 YEARS)</strong></td>
<td>27,019,830</td>
<td>26.46%</td>
<td></td>
<td>3.33%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL INVESTMENTS</strong></td>
<td>102,108,594</td>
<td>100.00%</td>
<td></td>
<td>2.75%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
COUNCIL IMPLICATIONS

Budget/Financial

<table>
<thead>
<tr>
<th>Portfolio Investment Returns to 30 September 2017</th>
<th>Actual</th>
<th>Budget 2017/18</th>
<th>Over/(Under)</th>
</tr>
</thead>
<tbody>
<tr>
<td>This Month</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Deposits &amp; FRNs</td>
<td>$229,043</td>
<td>$186,940</td>
<td>$42,103</td>
</tr>
<tr>
<td>Managed Funds</td>
<td>$626</td>
<td>$750</td>
<td>($124)</td>
</tr>
<tr>
<td></td>
<td><strong>$229,669</strong></td>
<td><strong>$187,690</strong></td>
<td><strong>$41,979</strong></td>
</tr>
<tr>
<td>Year to Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Deposits &amp; FRNs</td>
<td>$698,238</td>
<td>$560,820</td>
<td>$137,418</td>
</tr>
<tr>
<td>Managed Funds</td>
<td>$2,107</td>
<td>$2,250</td>
<td>($143)</td>
</tr>
<tr>
<td></td>
<td><strong>$700,345</strong></td>
<td><strong>$563,070</strong></td>
<td><strong>$137,275</strong></td>
</tr>
</tbody>
</table>

- Actual results have shown that total interest income to 30 September 2017 is $0.137M above the 2017-18 YTD budget of $0.563M.
- As at 30 September 2017 the Floating Rate Notes (FRNs) had an unrealised capital gain of $14,140.
• Running yields* to 30 September 2017 have been:

- AMP Business 2.05%
- AMP 31 Day Notice 2.25%
- ANZ Premium Business 2.15%
- Floating Rate Notes 2.83%
- CBA General 1.35%
- 24hr Call Account 1.45%
- T-CorpiM Cash Fund 1.80%
- Term Deposits 2.93%
- Total 2.75%

*Running yield is a measure of the return (before costs) that would be earned from current positions if there were no trades and no fluctuation in market yields.

• The RBA cash rate at the end of September was 1.50%. The benchmark AusBond Bank Bill Index was 1.76% for September.

• The current running yield of the total investment portfolio remains at elevated levels above the cash rate. At month-end, it stood at +2.75% (August +2.69%).

![Performance v Benchmark](image)

• The following investments were arranged since the previous report:
  - $2.0M Term Deposit ING Bank Australia (A-) matured 22/09/17 – reinvested for 15 months @ 2.70% maturing 17/12/18;
  - $3.0M Term Deposit ANZ Bank (AA-) matured 26/09/17 – redeemed; and
  - New $1.0M Term Deposit ING Bank Australia (A-) invested 04/10/17 for 5 years @ 3.66% maturing 04/10/22.
Quarterly Investment Report 30 September 2017 (provided by CPG Research & Advisory)

The CPG report indicates that Council’s Investments as at 30 September 2017 is materially consistent with Policy. Council staff continue to place investments in accordance with Council’s cash flow requirements whilst maximising investment returns where possible. Key points from the CPG report include:

- As at the end of September, deposits yielded a strong +2.93% p.a.; +143 basis points above the official cash rate. The benchmark return and declining cash returns over time, reflect a record-low Official Cash Rate.

- Council’s portfolio is sufficiently liquid with 17% at-call, a total of 28% of assets in working capital (i.e. maturing within 3 months)) and an additional 41% maturing within 12 months. Securities also provide additional liquidity in an emergency.

- Council’s investment portfolio of $102.1m is primarily invested in fixed and floating term deposits (80%). The remaining investments are directed to liquid at-call accounts (17%), cash notice accounts (1%) and FRNs (2%). The portfolio’s TD allocation has slightly increased from the previous quarter.

Minutes from RBA on 3 October 2017 (Media Release 2017-21)

Statement by Philip Lowe, Governor: Monetary Policy Decision

At its meeting today, the Board decided to leave the cash rate unchanged at 1.50 per cent.

Conditions in the global economy have improved. Labour markets have tightened and above-trend growth is expected in a number of advanced economies, although uncertainties remain. Growth in the Chinese economy is being supported by increased spending on infrastructure and property construction, with the high level of debt continuing to present a medium-term risk. Australia's terms of trade are expected to decline in the period ahead but remain at relatively high levels.

Wage growth remains low in most countries, as does core inflation. Headline inflation rates are generally lower than at the start of the year, largely reflecting the earlier decline in oil prices. In the United States, the Federal Reserve has indicated that it will begin the process of balance sheet normalisation in October and that it expects to increase interest rates further. In the other major economies, there is no longer an expectation of additional monetary easing. Financial markets have been functioning effectively and volatility remains low.

The Australian economy expanded by 0.8 per cent in the June quarter. This outcome and other recent data are consistent with the Bank’s expectation that growth in the Australian economy will gradually pick up over the coming year.

Over recent months there have been more consistent signs that non-mining business investment is picking up. A consolidation of this trend would be a welcome development. Business conditions as reported in surveys are at a high level and capacity utilisation has risen. A large pipeline of infrastructure investment is also supporting the outlook. Against this, slow growth in real wages and high levels of household debt are likely to constrain growth in household spending.

Employment has continued to grow strongly over recent months. Employment has increased in all states and has been accompanied by a rise in labour force participation. The various forward-looking indicators point to solid growth in employment over the period ahead, although the unemployment rate is expected to decline only gradually over the next couple of years.
Wage growth remains low. This is likely to continue for a while yet, although the stronger conditions in the labour market should see some lift in wage growth over time. Inflation also remains low and is expected to pick up gradually as the economy strengthens.

The Australian dollar has appreciated since mid year, partly reflecting a lower US dollar. The higher exchange rate is expected to contribute to continued subdued price pressures in the economy. It is also weighing on the outlook for output and employment. An appreciating exchange rate would be expected to result in a slower pick-up in economic activity and inflation than currently forecast.

Growth in housing debt has been outpacing the slow growth in household incomes for some time. To address the medium-term risks associated with high and rising household indebtedness, APRA has introduced a number of supervisory measures. Following some tightening in credit conditions, growth in borrowing by investors has slowed a little recently. In the housing market, conditions continue to vary considerably around the country. Housing prices have been rising briskly in some markets, while in others they have been declining. In Sydney, where prices have increased significantly, there have been further signs that conditions are easing. In the eastern capital cities, a considerable additional supply of apartments is scheduled to come on stream over the next couple of years. Rent increases remain low in most cities.

The low level of interest rates is continuing to support the Australian economy. Taking account of the available information, the Board judged that holding the stance of monetary policy unchanged at this meeting would be consistent with sustainable growth in the economy and achieving the inflation target over time.

Asset Management
N/A

Policy or Regulation
- *Local Government Act 1993*
- Part 9, Division 5, Clause 212 of the *Local Government (General) Regulation 2005*
- Investment Policy

Consultation
N/A

Legal and Risk Management
N/A

CERTIFICATION – RESPONSIBLE ACCOUNTING OFFICER

I, Manager – Finance & Supply, hereby certify that the investments listed in the attached report have been made in accordance with Section 625 of the *Local Government Act 1993, Local Government (General) Regulation 2005* and Council’s investment policies.

I, Manager – Finance & Supply, hereby certify that Council’s Cash Book and ledger have been reconciled to Bank Statements as at 30 September 2017.

<table>
<thead>
<tr>
<th>Prepared by</th>
<th>Michael Salvestro – Financial Accountant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment</td>
<td>A: Movement of funds between months – September 2017</td>
</tr>
<tr>
<td>To be tabled</td>
<td>B: CPG Research &amp; Advisory Quarterly Investment Report – as at 30 September 2017</td>
</tr>
</tbody>
</table>
ITEM 15.238/17  2017-18 QUARTERLY BUDGET REVIEW STATEMENT – SEPTEMBER 2017

Meeting Corporate, Governance & Works Committee  14 November 2017
Directorate Corporate & Governance
Reviewed by Manager - Finance & Supply (Matthew Sykes)
Attachment Yes

SUMMARY

This report presents to Council the September Quarterly Budget Review Statement (QBRS) reports for the period 1 July 2017 to 30 September 2017.

This notation report, reviews, reflects and reports on the impacts that the preceding quarter approved monthly budget variations and any other Council minute budget variations, have had on the projected financial position as at the end of the September 2017 quarter.

OFFICER RECOMMENDATION

That the September 2017 Quarterly Budget Review Statement be noted.

COMMITTEE RECOMMENDATION

Lysaught/Novak

That the Officer Recommendation be adopted.

Voting recorded as follows
For: Simmons, Kingsley, Lysaught, Novak
Against: Nil

COUNCIL RESOLUTION – 15.238/17

Williamson/Lysaught

That the September 2017 Quarterly Budget Review Statement be noted.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 5 Leadership
Objective 5.1 We will have a strong, accountable and representative Government
Strategy 5.1.8 Ensure good governance, effective risk management and statutory compliance

BACKGROUND

With the introduction of IP&R, changes have been made to the Local Government Act 1993 and the Local Government (General) Regulation 2005.
Clause 203(1) of the Local Government (General) Amendment (planning and reporting) Regulation 2011 requires that not later than 2 months after the end of each quarter (except the June quarter), the responsible accounting officer of a council must prepare and submit to the council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the statement of council’s revenue policy included in the operational plan for the relevant year, a revised estimate of the income and expenditure for that year.

The QBRS presents a summary of Council’s financial position at the end of each quarter. It is the mechanism whereby Councillors and the community are informed of Council’s progress against the Operational Plan (original budget) and the last adopted revised budget. The QBRS is to also include a report by the Responsible Accounting Officer as to whether or not they consider the statement indicates Council to be in a satisfactory financial position (with regard to its original budget) and if not, to include recommendations for remedial action.

The OLG guidelines require the QBRS to be comprised of, but not limited to, the following budget review components:

- Statement by the Responsible Accounting Officer on Council’s financial position at the end of the year based on the information in the QBRS (refer Appendix 1);
- Budget Review Income and Expenses Statement in one of the following formats:
  - Consolidated (Attachment A)
  - By fund, e.g. General Fund; Water Fund; Sewer Fund. (Attachment A)
  - By function, activity, program etc. to align with the Operational Plan (Attachment B);
- Budget Review Capital Budget (Attachment C);
- Budget Review Summary of Restrictions (Attachment D);
- Budget Review Key Performance Indicators (Attachment E); and,
- Budget Review Contracts and Other Expenses (Attachment F).

Council’s September 2017 QBRS Income and Expenses Statement have been prepared by Fund (Attachment A) and by Theme, by Sub Service (Attachment B) in accordance with the adopted 2017/18 Operational Plan.

KEY ISSUES

The September 2017 Quarter Approved General Fund Budget Variations reports a General Fund budget surplus of $273,910. The September 2017 Quarter Approved Reserve Funds Variations, reports a net increase of $4,881,887 in Reserve Funds.

The table below summarises the General Fund budget variations approved during the quarter and the impact on the overall projected result.

<table>
<thead>
<tr>
<th>September 2017 Quarter Budget Variations Approved</th>
<th>Council Minutes Actioned</th>
<th>Budget Review Variations</th>
<th>$</th>
<th>Net Impact</th>
<th>Council Minute Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>July Review</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>Nil</td>
<td>15.159/17</td>
</tr>
<tr>
<td>August Review</td>
<td>$12,500</td>
<td>$3,000</td>
<td>$15,500</td>
<td>Deficit</td>
<td>15.174/17</td>
</tr>
<tr>
<td>September Review</td>
<td>($143,345)</td>
<td>($4,500)</td>
<td>($147,845)</td>
<td>Surplus</td>
<td>15.207/17</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>($130,845)</strong></td>
<td><strong>($1,500)</strong></td>
<td><strong>($132,345)</strong></td>
<td><strong>Surplus</strong></td>
<td></td>
</tr>
</tbody>
</table>

| Original Adopted Budget Movement                   |                          | ($141,565)               | Surplus |
| September Quarter Approved Variations             | ($130,845)               | ($1,500)                 | ($132,345) | Surplus |
| Revised Budget as at 30 September 2017            |                          |                          | ($273,910) | Surplus |
The table below summarises the External/Internal Reserve budget variations approved during the quarter and the impact on the overall projected result.

<table>
<thead>
<tr>
<th>September 2017 Quarter Reserve Funds Variations Approved</th>
<th>Council Minutes Actioned</th>
<th>Budget Review Variations</th>
<th>$</th>
<th>Net Impact</th>
<th>Council Minute Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>July Review</td>
<td>0</td>
<td>$33,539</td>
<td>$33,539</td>
<td>Deficit</td>
<td>15.159/17</td>
</tr>
<tr>
<td>August Review</td>
<td>$88,500</td>
<td>0</td>
<td>$88,500</td>
<td>Deficit</td>
<td>15.174/17</td>
</tr>
<tr>
<td>September Review</td>
<td>$57,000</td>
<td>0</td>
<td>$57,000</td>
<td>Deficit</td>
<td>15.207/17</td>
</tr>
<tr>
<td>Total</td>
<td>$145,500</td>
<td>$33,539</td>
<td>$179,039</td>
<td>Deficit</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Original Adopted Budget Reserve Funds Movement</th>
<th></th>
<th>($5,060,926)</th>
<th>Surplus</th>
</tr>
</thead>
<tbody>
<tr>
<td>September Quarter Approved Variations</td>
<td>$145,500</td>
<td>$33,539</td>
<td>$179,039</td>
</tr>
<tr>
<td>Revised Budget as at 30 September 2017</td>
<td></td>
<td>($4,881,887)</td>
<td>Surplus</td>
</tr>
</tbody>
</table>

COUNCIL IMPLICATIONS

Budget/Financial
The approved General Fund budget variations for the September 2017 Quarter has resulted in a Revised 2017/18 Budget as at 30 September 2017 of a $273,910 Surplus.

The approved Reserve Funds variations for the September 2017 Quarter has resulted in a Revised 2017/18 Budget Reserve Funds movement as at 30 September 2017 of a $4,881,887 Surplus.

Asset Management
N/A

Policy or Regulation
The reports presented are in accordance with the requirements outlined in the Code of Accounting Practice and Financial Reporting, and clause 203(1) of the Local Government (General) Regulations applicable from 1 July 2011 including the format required under the Integrated Planning and Reporting (IP&R) framework.

Consultation
Report has been prepared in consultation with the Management Accounting staff and Section budget managers.

Legal and Risk Management
N/A

Prepared by Nathan Binns – Corporate Financial Planner

Attachment
A Quarterly Budget Review Income Statement by Fund
B Quarterly Budget Review Theme/Sub Service Summary
C Quarterly Budget Review Capital Budget
D Quarterly Budget Review Summary of Restrictions
E Quarterly Budget Review Key Performance Indicators
F Quarterly Budget Review Contracts and Other
Appendix 1

Report by Responsible Accounting Officer – 2017/18 December Quarter Budget Review

The following statement is made in accordance with clause 203(2) of the Local Government (General) Regulation 2005.

It is my opinion that the Quarterly Budget Review Statement for Clarence Valley Council for the quarter ended 30 September 2017 indicates that Council’s projected short term financial position at 30 June 2018 will be satisfactory, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

The available working capital for Council’s General Fund as at 30 June 2017 was $5.769m.

For clarification, the available working capital is regarded as funds that are currently not restricted for any use by Council for either internal or external purposes. In summary, the estimated balance of available working capital as at 30 June 2018 is as follows:

<table>
<thead>
<tr>
<th>Estimated Balance of Working Capital</th>
<th>Amount $’000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated General Fund working capital as at 30 June 2017</td>
<td>$5,769</td>
</tr>
<tr>
<td>Adopted original budget for 2017/18 – Surplus</td>
<td>$142</td>
</tr>
<tr>
<td>Variations previously approved by Council for September 2017 Quarterly Review – Surplus</td>
<td>$132</td>
</tr>
<tr>
<td><strong>Estimated Balance of Working Capital at 30 June 2018</strong></td>
<td><strong>$6,043</strong></td>
</tr>
</tbody>
</table>

Council’s adopted benchmark goal for the General Fund working funds position is for it to be maintained above $4m. The balance of the available working funds for General Fund at 30 June 2018 is estimated to be $6.043m. This projected result is above Council’s benchmark and can be considered a satisfactory result as at 30 June 2018. However, Council must continue to maximise its revenue and contain expenditure to budget expectations to ensure the forecast for 2017/18 does not deteriorate.

Signed Matthew Sykes, Responsible Accounting Officer, Clarence Valley Council
Date 21/11/17
ITEM 15.239/17  ITEMS FOR INFORMATION

Meeting Corporate, Governance & Works Committee 14 November 2017
Directorate General Manager
Reviewed by General Manager - Ashley Lindsay
Attachment Yes

OFFICER RECOMMENDATION

That the Items for Information as listed below be adopted:
1. Coaldale Barretts Creek Hall Committee – Minutes of meeting held 14 October 2017.
2. Wooloweyah Parks & Reserves Management Committee – Minutes of meetings held July and August 2017.
3. Audit Committee – Minutes of meetings held 28 September and 3 November 2017.

Having declared an interest, Cr Ellem left the CG&W Committee meeting at 2.59 pm and returned at 3.00 pm.

COMMITTEE RECOMMENDATION

Lysaught/Novak

That the Officer Recommendation be adopted.

Voting recorded as follows:
For: Simmons, Kingsley, Lysaught, Novak
Against: Nil

Having declared an interest, Cr Ellem left the Ordinary Council meeting at 5.01 pm and returned 5.02 pm.

COUNCIL RESOLUTION – 15.239/17

Williamson/Kingsley

That the Items for Information as listed below be adopted:
1. Coaldale Barretts Creek Hall Committee – Minutes of meeting held 14 October 2017.
2. Wooloweyah Parks & Reserves Management Committee – Minutes of meetings held July and August 2017.
3. Audit Committee – Minutes of meetings held 28 September and 3 November 2017.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Novak, Williamson, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 5 Leadership
Objective 5.1 We will have a strong, accountable and representative Government
Strategy 5.1.3 Engage with the community to inform decision making
URGENT, SUPPLEMENTARY AND LATE ITEMS OF BUSINESS - Nil
ITEM 17.010/17 WAIVING OF EXCESS WATER BALANCE ACCOUNT 2030856

Meeting Corporate, Governance & Works Committee 14 November 2017
Directorate Notice of Motion
Submitted by Cr Debrah Novak
Attachment Yes

To the General Manager, Clarence Valley Council, I propose that the following report and notice of motion be submitted to Council.

PROPOSED MOTION

That Council waive the outstanding excess water balance of $3,879.40 of owner 2030856 (AC NO 9021250362181240) Reg McLennan North Street Grafton.

MOTION

Novak/Simmons

That Council waive the outstanding excess water balance of $3,879.40 of owner 2030856 (AC NO 9021250362181240) Reg McLennan North Street Grafton.

AMENDMENT TO MOTION

Lysaught/Kingsley

That Council waive an amount of $1,200 from the outstanding excess water balance of $3,879.40 of owner 2030856 (Account No. 9021250362181240) Reg McLennan, North Street, Grafton.

Voting recorded as follows
For: Simmons, Kingsley, Lysaught, Novak
Against: Nil

The Amendment to Motion was put and declared CARRIED. The Amendment became the Motion.

COMMITTEE RECOMMENDATION

Novak/Simmons

That Council waive an amount of $1,200 from the outstanding excess water balance of $3,879.40 of owner 2030856 (Account No. 9021250362181240) Reg McLennan, North Street, Grafton.

Voting recorded as follows
For: Simmons, Kingsley, Lysaught, Novak
Against: Nil
COUNCIL RESOLUTION – 17.010/17

Novak/Lysaught

That Council waive an amount of $1,200 from the outstanding excess water balance of $3,879.40 of owner 2030856 (Account No. 9021250362181240) Reg McLennan, North Street, Grafton.

Voting recorded as follows:
For: Novak, Lysaught, Simmons, Ellem, Clancy
Against: Kingsley, Baker, Williamson

FORESHADOWED MOTION

Kingsley

That Council
1. Not waive the outstanding amount to owner of property 2030856 (Mr McLennan).
2. Enter into a payment arrangement with property owner Mr McLennan for the outstanding amount over a 36 month period interest free.

LINKAGE TO OUR COMMUNITY PLAN

Theme 5  Leadership
Objective 5.1  We will have a strong, accountable and representative Government
Strategy 5.1.4  Ensure transparent and accountable decision making for our community

BACKGROUND

At the June 2017 meeting council resolved the following: COUNCIL RESOLUTION – 15.121/17 Baker/Kingsley

That as Council has previously granted the maximum allowance available ($859.50) in accordance with the Concealed Water Leak Allowance Policy no further allowance should be granted.

Grafton ratepayer Reg McLennan’s believes he was denied the opportunity to present his case in person as he was told at the Grafton CVC counter that he would be notified when his issue was coming before council so he could make a deputation.

The next time he heard from CVC was when they contacted him to inform him of the decision the councillors had made.

He believes council is at fault because when CVC changed the water meter they didn’t tell him why they changed it. Prior to this his water bill had never changed and there had never been any leaks.

Two weeks later CVC workers were back and checked the meter and the workers said it looked like there was either a leak somewhere or the new meter was faulty because of the exorbitant water use over the past two-week period.

Mr McLennan wants to know:

1) Why did CVC change my water meter?
2) Mr McLennan wasn’t notified anyone was coming onto his property on North Street.
3) Did CVC know there was too much water going through the water meter?
4) If so why didn't they tell me so I could check for leaks, remembering that this was a concealed leak, no water came to the top of the ground so I had no way of knowing that there was a leak.
5) Mr McLennan believes when CVC replaced the water meter with a new one they must have known that there was a leak, by the way the meter was spinning. Did they check the new meter when they put it on to see if it was working ok?
6) If so they would have seen that it was spinning like mad. It wasn’t until they came back a fortnight later and checked the meter that they told me that there was a lot of water had gone through it since they fitted it and I should check for a leak.
7) Why did they come back a fortnight later and check the meter. They must have known that there was something wrong and that there was a leak.
8) If they had told me when they changed the meter that something was wrong I would have checked for leaks and found it just like I did when they came back a fortnight later. I have been trying to talk to someone about this

KEY ISSUES

Mr McLennan feels he has been denied his right to speak to the elected council on his matter because of lack of due process not being followed CVC staff.

He believes CVC staff are at fault because they withheld knowledge about a potential water leak and possible broken water meter.

COUNCIL IMPLICATIONS

Budget/Financial
$3,879.40

Policy or Regulation
Concealed Water Leak Allowance Policy

STAFF COMMENT Refer to the attached report which was considered by Council at the 27 June 2017 meeting (refer Item 15.121/17).

Attachment | Report 15.121/17 Council meeting 27 June 2017
ITEM 17.011/17  FUTURE WORKS PROGRAM – SEALING OF GRAVEL ROADS

Meeting  Corporate, Governance & Works Committee  14 November 2017
Directorate  Works & Civil
Submitted by  Cr Peter Ellem
Attachment  Yes

To the General Manager, Clarence Valley Council, I propose that the following report and notice of motion be submitted to Council.

SUMMARY

Council receives ongoing complaints from ratepayers regarding the poor condition of some gravel roads, particularly after adverse weather events, leading to heightened concerns for road safety and angst over the cost of repairing damaged vehicles.

PROPOSED MOTION

That
1. Council request a report from engineering staff to review and update its June 2011 priority list under a future works program – sealing of gravel roads (see attached report) to improve road safety and connectivity for local communities.

2. This report include an audit of whether any sections of 43 then identified priority gravel roads have been sealed in the intervening years; a cost-benefit analysis of sealing listed roads based on a current estimate of $600,000 per kilometre; and a re-checking of the list based on technical grounds such as current condition, usage, public safety, developer contributions, and whole-of-life maintenance costs.

3. This report identify all potential funding opportunities, particularly under infrastructure streams of the New South Wales Government’s recently released $1.3-billion Regional Growth Fund, to kick-start and/or accelerate a shovel-ready works program over the next four years and beyond.

4. This report also include a cost-benefit analysis of increasing Council’s existing policy of grading non-bus route gravel roads from twice a year to three times a year, identifying all potential funding opportunities for this purpose.

5. This report be available to Council by its March 2018 meeting cycle.

COMMITTEE RECOMMENDATION

Kingsley/Novak

That the matter be deferred to Ordinary Council meeting 21 November 2017.

Voting recorded as follows
For:  Simmons, Kingsley, Lysaught, Novak
Against:  Nil
COUNCIL RESOLUTION – 17.011/17

Ellem/Novak

That
1. Council request a report from engineering staff to review and update its June 2011 priority list under a future works program – sealing of gravel roads (see attached report) to improve road safety and connectivity for local communities.

2. This report include an audit of whether any sections of 43 then identified priority gravel roads have been sealed in the intervening years; a cost-benefit analysis of sealing listed roads based on a current estimate of $600,000 per kilometre; and a re-checking of the list based on technical grounds such as current condition, usage, public safety, developer contributions, and whole-of-life maintenance costs.

3. This report identify all potential funding opportunities, particularly under infrastructure streams of the New South Wales Government’s recently released $1.3-billion Regional Growth Fund, to kick-start and/or accelerate a shovel-ready works program over the next four years and beyond.

4. This report also include a cost-benefit analysis of increasing Council’s existing policy of grading non-bus route gravel roads from twice a year to three times a year, identifying all potential funding opportunities for this purpose.

5. This report be available to Council by its March 2018 meeting cycle.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 2 Infrastructure
Objective 2.1 We will have communities that are well serviced with appropriate infrastructure
Strategy 2.1.5 Provide safe and effective vehicular and pedestrian networks that balance asset conditions with available resources

BACKGROUND

The Clarence Valley Local Government Area has an unsealed road network totalling 1017.3 kilometres, made up of 959.4 kilometres of rural local unsealed roads (bus route lengths account for 71.8km); 23.3 kilometres of urban local unsealed roads (no bus routes), and 34.6 kilometres of regional unsealed roads (all on bus routes).

The total annual cost of grading these gravel roads is $2,547,054, $2,438,339 of which is funded from general revenue or the roads component of the Australian Government’s annual Financial Assistance Grant. A Roads and Maritime Services block grant of $108,716 funds grading of regional unsealed roads.

Many of these gravel roads were constructed decades ago and are used daily by local residents; school buses; cane haulage operators, timber, cattle and quarry trucks; and in some cases, tourists.

With tree-changers seeking a hobby farmer or rural residential lifestyle, there have been more homes built along some of these roads, leading to an increase in local traffic movements.
 Council in early 2011 requested that a future works program for the sealing of gravel roads be prepared.

On June 14, 2011, Council unanimously resolved to note a draft sealing of gravel roads program and that priorities - from a priority list of 43 sections of roads - be determined at a future workshop.

A report to Council at the time only constituted a preliminary assessment of the unsealed road network.

The priority list concentrated on those unsealed roads which presented continual maintenance problems for council’s road maintenance staff and the community.

However, there was a subsequent change of general manager and restructure of senior staff, and gravel roads remained in the too hard basket.

**KEY ISSUES**

The key issues – the need for a cost-benefit analysis and identification of potential funding sources – largely are unchanged from 2011.

The sealing of gravel roads would provide an increased level of service to the community.

The whole-of-life costs for sealed roads are generally dearer than for unsealed roads but a higher level of service is provided to the community.

A detailed assessment of the unsealed road network on a cost-benefit analysis has not been undertaken. Such an analysis would take a significant amount of time but there have been advances in technology used to more accurately assess the condition of roads under asset management reporting and forward planning. A revised priority list based purely on technical grounds would remove any scope for local politics to influence the order, ensuring fairness and equity across the Clarence Valley.

This is an attempt to revisit a previous resolution of Council and to gauge whether there is the political will to move from maintenance mode to proactive sealing.

Council now may be in a position to leverage once-in-a-lifetime State Government funding (as the LGA is being treated as one of 32 regions within NSW) to reduce financial impacts on Council’s budget.

Even if several sections of gravel roads could be sealed each year for the next decade, Council would be demonstrating leadership and action.

A shovel-ready program could be accelerated over four years if Council was successful in justifying an application under the Regional Growth Fund.

**COUNCIL IMPLICATIONS**

**Budget/Financial**

The intention would be to fund the sealing works program from external funding sources, mindful of Council’s budgetary challenges. Lifting the frequency of grading gravel roads in the interim would require an additional $1.25 million in funding per year.

**Asset Management**

Relevant as the proposed cost-benefit analysis of sealing and of increased grading are directly linked to asset management planning.
Policy or Regulation
Yes. Involves a fundamental shift from existing policy of maintaining gravel roads through grading to a mix of increased grading and sealing over time.

Consultation
Yes, more internal consultation between senior engineering staff and road maintenance staff required.

Legal and Risk Management
N/A

Attachment
Pages 224 to 230 from the Minutes of the Ordinary Council Meeting of Clarence Valley Council held on June 14 2011

CONFIDENTIAL BUSINESS – Nil

CLOSE OF COMMITTEE MEETING

There being no further business the Corporate, Governance & Works Committee meeting closed at 3.14 pm.
TENDERS AND CONTRACTS FOR SUPPLY

<table>
<thead>
<tr>
<th>ITEM</th>
<th>16.019/17</th>
<th>DEBT RECOVERY SERVICES TENDER</th>
</tr>
</thead>
</table>

Meeting: Council 21 November 2017
Directorate: Corporate & Governance
Reviewed by: Manager - Finance & Supply (Matthew Sykes)
Attachment: Confidential

SUMMARY

Council’s contract for debt recovery services ended 30 June 2017. Council staff have assessed suppliers available for debt recovery services via NSW Local Government Procurement Contract (LGP109-3) using the Preferred Supplier Panel to complete the tender review process (Reference No. VP86503). There are currently 16 recommended suppliers on the panel with 13 responding to Council’s request for submissions, and the pricing list for legal services including disbursements, fees and court appearances are available as Part K of the Local Government Procurement tender for Debt Recovery Services.

OFFICER RECOMMENDATION

That Council accept the tender response from Recoveries & Reconstruction (Aust) Pty Ltd for tender number VP86503 for Debt Recovery Services via NSW Local Government Procurement Contract LGP109-3 for a three (3) year period to 30 June 2020.

COUNCIL RESOLUTION – 16.019/17

Williamson/Novak

That Council accept the tender response from Recoveries & Reconstruction (Aust) Pty Ltd for tender number VP86503 for Debt Recovery Services via NSW Local Government Procurement Contract LGP109-3 for a three (3) year period to 30 June 2020.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

LINKAGE TO OUR COMMUNITY PLAN

Theme 5 Leadership
Objective 5.2 We will have an effective and efficient organisation
Strategy 5.2.1 Operate in a financially responsible and sustainable manner

BACKGROUND

Council’s gross debt recovery costs are in excess of $150,000.00 each year, inclusive of GST, and Council is legally required to tender for services that exceed this annual limit. Council’s contract for debt recovery services with Recoveries & Reconstruction (Aust) Pty Ltd ended 30 June 2017. Since 1 July 2017 Council has continued engaging Recoveries & Reconstruction (Aust) Pty Ltd for debt recovery services.

For the Debt Recovery Services contract 1 July 2017 to 30 June 2020, Council engaged the services of Local Government Procurement (LGP) to supply information and a recommended panel list of preferred
suppliers. LGP is a business arm of Local Government New South Wales (LGNSW) and has a current Debt Recovery contract (LGP109-3) available to Council’s to assist with the tender process. There were 16 suppliers on the Debt Recovery Services preferred supplier list of which 13 responded with tender submissions. The suppliers which responded were:

- Outstanding Collections Pty Ltd
- Custom Commercial Services Pty Ltd
- Australian Receivables Limited
- Executive Collections
- Persuasion Pty Ltd
- MidState Credit Collect Pty Ltd
- Pro-Collect Pty Ltd
- Redenbach Lee Lawyers
- Legal Force Specialist Debt Collectors
- Credit Collection Services Group Pty Ltd
- Recoveries & Reconstruction (Aust) Pty Ltd
- Collection House Limited
- Probe Group Pty Ltd

Tender process

LGP as part of the tender process for the Debt Recovery Contract (LGP109-3) Part K required suppliers to provide up to date fees and charges applied for debt recovery services – with the Statement of Claim, Default Judgement, Writ of Execution, Examination of Summons, Warrant of Apprehension, Garnishee Orders (which include court costs, service fees and solicitor costs applicable to each section).

A schedule of disbursements and other fees was also included and suppliers were required to submit details of the charges they apply for Searches, Preparation fees – Statement of Claim, Bankruptcy notices and other documents. Suppliers were also required to advise fees levied for court appearances on behalf of Council.

In order to compare these tenders, a Tender Evaluation Summary was completed during the evaluation process. The evaluation was based on criteria and the weighing as indicated in the tender process, shown in Table 1:

<table>
<thead>
<tr>
<th>Table 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule of costs</td>
<td>40%</td>
</tr>
<tr>
<td>Experience, capacity and past performance</td>
<td>35%</td>
</tr>
<tr>
<td>Plan for proposed services</td>
<td>20%</td>
</tr>
<tr>
<td>Quality assurance</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Assessments of schedule of costs were based on a debtor’s account of $3,000 being referred to Debt Recovery agencies as due to legal costs referring accounts of a lower amount to Debt Recovery agencies is not viable.

Suppliers were also asked to indicate the process used to progress from a reminder letter to legal services (e.g. Letter, phone call etc.) and were advised of:

- The legal proceedings types and quantities carried out in 2016/17 for Rates and Charges as well as Water Accounts and Sundry Debtors.
- Council’s estimated Rates and Annual Charges Outstanding percentage as at 30 June 2017 being 6% for 2016/17. Council’s benchmark goal is 5%.
KEY ISSUES

In order to provide sustainable services across all of its programs and activities, Council must have adequate arrangements for the collection of amounts outstanding. Council does not have the capacity to internally manage the legal processes therefore outsourcing debt recovery assistance is necessary to reduce the level of outstanding accounts.

The tenders have been evaluated by 3 Council staff (Manager Finance & Supply, Revenue Coordinator and Revenue Officer – Valuations) with the outcome of the evaluation being a recommendation that Council appoint Recoveries and Reconstruction (Aust) Pty Ltd, for a three (3) year period up until 30 June 2020, for the following reasons:

- The fees for service of documents and solicitor’s costs are more competitive and mostly cost neutral to Council.
- The recoverable fees are also competitive and reasonable from the debtor’s perspective.
- The commitment to achieving work programs, past performance, in-house legal advice and support, detailed in the tender submission document, will assist Council in the recovery of outstanding debts.

The confidential attachment to this report is the combined tender evaluation panel evaluation of the 13 tender responses based upon the evaluation summary.

COUNCIL IMPLICATIONS

Budget/Financial
The amount payable under the tender is geared to the quantity and level of debts being pursued. It will gradually reduce as the level of outstanding debts decline and debtors who might otherwise fall behind realise that it is best to maintain their accounts as current.

The available budget for the current year for the tender is $250,750 (Rate Management Legal Expenses PJ 993075-55-7353-2561 $220,000.00 and Water Billing Management Legal Expenses PJ 993076-55-7353-2561 $30,750.00). Most of the debt recovery fees are recoverable against the debtor.

Asset Management
N/A

Policy or Regulation
The tendering process followed is consistent with the requirement of the Local Government Act 1993 and Local Government (General) Regulation 2005 and Council’s Sustainable Procurement Policy. In accordance with Council’s Sustainable Purchasing Policy the local supply provisions of the Policy were assessed by the Project Manager (Revenue Coordinator) as not being relevant due to the specialist nature of the services being sourced by the tender.

Consultation
The tender has been finalised in consultation with LGP staff.

Legal and Risk Management
N/A

Prepared by Ashleigh Gibbins – Acting Revenue Co-ordinator
Confidential Attachment Debt Recovery Tender Evaluation Panel Summary
MOTIONS ON NOTICE

- Nil Items

FUNCTIONS ATTENDED AND REPORTS FROM COUNCIL DELEGATES

<table>
<thead>
<tr>
<th>ITEM</th>
<th>18.012/17</th>
<th>FUNCTIONS ATTENDED BY MAYOR JIM SIMMONS – 1 OCTOBER 2017 TO 31 OCTOBER 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Council</td>
<td>21 November 2017</td>
</tr>
<tr>
<td>Directorate</td>
<td>General Manager</td>
<td></td>
</tr>
<tr>
<td>Reviewed by</td>
<td>General Manager - Ashley Lindsay</td>
<td></td>
</tr>
<tr>
<td>Submitted by</td>
<td>Cr Jim Simmons</td>
<td></td>
</tr>
</tbody>
</table>

3.10.17 Citizenship Ceremony – Grafton
GM Performance Agreement – Maclean
Councillor Workshop – Maclean

9.10.17 Sod turning at MacNaughton Place – Maclean

10.10.17 Meeting regarding Boombera Park Macadamia Project – Maclean
GM Performance Agreement - Local Govt Management Solutions – Maclean
Corporate, Governance & Works Committee meeting and Environment, Planning & Community Committee meeting – Maclean

14.10.17 Australian Wave Ski Championship Awards – Yamba
Maclean Rotary Club Fundraising Dinner – Maclean

17.10.17 Maclean Chamber of Commerce Executive meeting – Maclean
Ordinary Council meeting – Maclean

18.10.17 Maclean Scottish Town Assoc AGM – Maclean

19.10.17 Mental Health Month Event - Saleyards – Grafton
Pacific Valley Christian School - opening of H block – Townsend
Depot Control Group meeting – Grafton

20.10.17 Training - Code of Conduct & Meeting Procedures – Grafton

21.10.17 South Grafton Public School celebrating 150 years of education – South Grafton

23.10.17 Interviews - Director of Corporate & Governance – Maclean

25.10.17 Youth Frontiers Showcase – Grafton

27.10.17 Clarence Valley Seniors Computer Club AGM – Maclean
Mareeba Aged Care meeting – Maclean
Clarence Valley Country Muster – Ulmarra
Wine & Cheese Evening Northern Rivers Woodworkers Assoc – South Grafton

28.10.17 Mareeba Aged Care and Westpac Rescue Helicopter 35 years of service – Maclean
Jacaranda Queen Crowning – Grafton

29.10.17 Grafton Presbyterian Church - 2017 Jacaranda Service – Grafton

30.10.17 Clarence Village Ltd AGM – Grafton

31.10.17 CV Ramblers Mini Motorhome Rally – Grafton

Cr Jim Simmons
MAYOR
ITEM 19.008/17 AFFIXING THE COMMON SEAL OF COUNCIL

Meeting Council 21 November 2017
Directorate Corporate
Reviewed by General Manager - Ashley Lindsay
Attachment Nil

OFFICER RECOMMENDATION

To Deed of Novation for Argyle Street Carpark to take effect from the date of practical completion of the carpark between Chums’ Investments Pty Ltd (Retiring Party), Clarence Valley Council (Approved Assignee) and J. Hutchinson Pty Ltd (Remaining Party). The Deed of Novation provides Council with the rights, benefits and obligations of Chums’ Investments Pty Ltd in their contract with J. Hutchinson Pty Ltd for the construction of the Argyle Street Carpark.

COUNCIL RESOLUTION – 19.008/17

Williamson/Kingsley

To Deed of Novation for Argyle Street Carpark to take effect from the date of practical completion of the carpark between Chums’ Investments Pty Ltd (Retiring Party), Clarence Valley Council (Approved Assignee) and J. Hutchinson Pty Ltd (Remaining Party). The Deed of Novation provides Council with the rights, benefits and obligations of Chums’ Investments Pty Ltd in their contract with J. Hutchinson Pty Ltd for the construction of the Argyle Street Carpark.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Clancy, Ellem, Novak, Williamson, Lysaught
Against: Nil

OPEN FORUM

Mr Terry Elvey addressed Council for 5 minutes on the New Grafton Correctional Centre.

FORWARD MEETING DATES

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspections (if any)</td>
<td>Tuesday 12 December 2017</td>
<td></td>
<td>To be advised</td>
</tr>
<tr>
<td>Council Meeting</td>
<td>Tuesday 12 December 2017</td>
<td>2.00pm</td>
<td>Maclean Chambers</td>
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CONFIDENTIAL BUSINESS

<table>
<thead>
<tr>
<th>ITEM</th>
<th>13.068/17</th>
<th>SENIOR STAFF CONTRACTS</th>
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<tbody>
<tr>
<td>Meeting</td>
<td>Council</td>
<td>17 October 2017</td>
</tr>
<tr>
<td>Directorate</td>
<td>Corporate</td>
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<tr>
<td>Reviewed by</td>
<td>General Manager - Ashley Lindsay</td>
<td></td>
</tr>
<tr>
<td>Attachment</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

CONFIDENTIAL

The General Manager advises that the following matter be dealt with in Closed Session as the matter and information are confidential in accordance with the Local Government Act 1993 Section: 10A 2 (a) The report contains information on personnel matters concerning particular individuals (other than councillors)

SUMMARY

This report presents to Council the outcome of recent interviews for the senior staff position of Director Corporate & Governance and also presents recommendations to Council regarding the renewal of contracts for the senior staff positions of Director Works & Civil and Director Environment, Planning and Community.

COUNCIL RESOLUTION – 22.019/17

Williamson/Kingsley

That Council move into the Committee of the Whole in accordance with the Local Government Act 1993 Section 10A 2 (a) to consider Item 13.068/17 Senior Staff Contracts in Closed Session.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Ellem, Williamson, Clancy, Novak, Lysaught
Against: Nil

Having declared an interest, Messrs Anderson and Schroder left the Ordinary Council meeting at 5.45 pm. Council moved into Closed Session at 5.45 pm. The press and public were excluded from the meeting and the microphones turned off.

During Closed Session Cr Lysaught left the meeting at 5.56 pm.

COUNCIL RESOLUTION – 22.020/17

Williamson/Kingsley

That Council move out of the Committee of the Whole Closed Session.

Voting recorded as follows:
For: Simmons, Kingsley, Baker, Ellem, Williamson, Clancy, Novak
Against: Nil

Council moved into Open Forum at 6.08 pm. The microphones were turned on and the Chambers opened to the press and public.
COUNCIL RESOLUTION – 13.068/17

Williamson/Kingsley

That the Committee of the Whole recommendation be adopted as follows:

That Council note:

1. The appointment of Laura Black to the senior staff position of Director Corporate & Governance on a 5 year performance based senior staff contract with a commencing total remuneration package of $215,000, effective from Monday 8 January 2018.

2. The re-appointment of Troy Anderson to the position of Director Works & Civil on a 5 year performance based senior staff contract with a commencing total remuneration package of $215,000, effective from 27 May 2018.

3. The re-appointment of Des Schroder to the position of Director Environment, Planning & Community on a 3 year performance based senior staff contract with a commencing total remuneration package of $215,000, effective from 27 May 2018.

Voting recorded as follows:

For: Simmons, Kingsley, Baker, Williamson

Against: Ellem, Clancy, Novak

CLOSE OF ORDINARY MEETING

There being no further business the Ordinary Council meeting closed at 6.11 pm.