


7th September 2021

Mayor Jim Simmons
Clarence Valley Council
Locked Bag 23
GRAFTON NSW 2460

Dear Jim,

Re: Leave Request and Transition to Retirement/Resignation

In my correspondence to you and Council last August 2020 I advised that it was my intention to seek approval to go on long service leave from October/November 2021 for a period of 12 months with my termination from Council being in November 2022.

In accordance with Clause 10.3.2 of my employment contract with Council I am required to provide 4 weeks written notice of my termination from Council.

I am now seeking your approval for me to take 225 days leave (combination of annual & long service leave) from Monday 29 November 2021 with my final leave day being Friday 7 October 2022 which will be my termination from Council.

As you know I joined Clarence Valley Council from the former Maclean Shire Council and I have been employed with Council now for just over 22 years. The last 4 as General Manager have been professionally the most rewarding for me but also the most challenging and I sincerely thank you for your support and guidance during this period. As a Council we have achieved significant progress over the last 4 years with the organisation now well on the pathway to being financially sustainable.

It has been a great honour for me to serve the Clarence Valley community in my role as General Manager and I thank you again Jim for your support.

It is time for me to have a rest and resign from public life.

Yours sincerely,


Ashley Lindsay
