



# ORDINARY MEETING OF COUNCIL

## Agenda

Tuesday, 22 July 2014 at 7:00 pm

## **CONFLICTS OF INTEREST**

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

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

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

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

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

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

## **COUNCIL CODE OF CONDUCT**

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

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

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

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

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

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

## STAFF RESPONSIBILITY AND REPORT AUTHOR CODES

### REPORT AUTHORS

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

## **PUBLIC QUESTION TIME**

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

### **34. Question time – members of public**

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

## **COUNCILLOR QUESTION TIME**

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

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

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



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

Griffith City Council  
PO Box 485  
GRIFFITH NSW 2680

Mayor and Councillors:

**NOTICE OF MEETING**

I have to inform you that an **ORDINARY MEETING** of the Council will be held in the **Council Chambers, Griffith** at **7.00 pm** on **TUESDAY, 22 JULY 2014**.

The agenda for the meeting is:

- 1 Acknowledgement and Council Prayer
- 2 Apologies
- 3 Confirmation of Minutes
- 4 Matters Arising from the Minutes
- 5 Declarations of Interest
- 6 Presentations
  
- 7 Mayoral Minutes
  
- 8 General Manager's Report
  
- CL01 p 17 Sports Marketing Australia Report
- CL02 p 19 Update on Amendments to the Local Environmental Plan 2014
- CL03 p 34 Council Adoption of the Risk Based Drinking Water Management System
- CL04 p 36 Local Government NSW Annual Conference 2014
  
- 9 Information Reports
  
- 10 Adoption of Committee Minutes
  
- p 42 Minutes of the Griffith Community Private Hospital Committee Meeting held on 24 June 2014

## AGENDA

p 44 Minutes of the General Facilities Committee Meeting held on 1 July 2014

p 48 Minutes of the Transport Committee Meeting held on 7 July 2014

### 11 Business with Notice - Rescissions Motions

p 52 Rescission Motion - Amendment to Council's On-Site Detention Policy

### 12 Business with Notice - Other Motions

p 65 Notice of Motion - Draft Amendments to On-site Detention Policy

### 13 Question Time

### 14 Outstanding Action Report

### 15 Matters to be dealt with by Closed Council

Yours faithfully

**LEANNE AUSTIN**  
**SENIOR GOVERNANCE OFFICER**



**MINUTES OF THE ORDINARY MEETING HELD IN THE COUNCIL  
CHAMBERS, GRIFFITH ON 8 JULY 2014 COMMENCING AT 7.00 PM**

**PRESENT**

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

**STAFF PRESENT**

General Manager, Brett Stonestreet; Director Infrastructure and Operations, Dallas Bibby; Acting Director Utilities, Stephanus Oosthuysen, Director Sustainable Development, Neil Southorn; Director Business, Cultural & Financial Services, Max Turner; Manager Executive Services, Shireen Donaldson and Minute Secretary, Jennifer O'Donnell-Priest.

**MEDIA**

Jack Morphett, The Area News

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

**PROCEDURAL MATTERS**

**APOLOGIES**

0214

**RESOLVED** on the motion of Councillors Thorpe and Stead that an apology be received from Councillor Mike Neville and a leave of absence granted.

**CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL  
HELD 24 JUNE 2014**

0215

**RESOLVED** on the motion of Councillors Thorpe and Stead that the minutes of the Ordinary Meeting of Council held in the Council Chambers, Griffith on 24 June 2014 having first been circulated amongst all members of Council, be confirmed.

**BUSINESS ARISING FROM THE ORDINARY MEETING OF COUNCIL HELD 24  
JUNE 2014**

**MM02 Fee Waiver Report - Re Fundraiser for St Vincent's Private Community Hospital Griffith**

Councillor Balind requested an update on donations for the St Vincent's Private Community Hospital Griffith specifically in relation to a recently significant donation from a local company. The Mayor advised that a recent pledge of \$100k had been received from Milbrae Quarries which brings the total amount raised to \$850k with future donations expected from other fundraising events.

**Question Time - Community Development Council of Griffith**

Councillor Croce referred to the questions regarding Willandra Ave crossing and requested that this be forwarded to the Traffic Committee. Mr Bibby advised that the requests have been responded to and the Willandra Ave crossing work was scheduled to start today and the other matters are being looked at by the relevant committees.

**DECLARATIONS OF INTEREST**

**NON-PECUNIARY INTERESTS**

The following Councillors declared non-pecuniary interests in the following clauses:

Councillor Paul Rossetto

CL04 - Lease Agreement Over Part Drainage Reserve 159011 (Lot 18 Section 48 DP758476) with St Vincent De Paul Society NSW

Reason: Councillor Rossetto is a member of St Vincent De Paul Society. Not a significant position.

*Make a declaration, stay in the Chamber and participate in the debate and vote.  
(Non Significant Non Pecuniary Interest Declaration)*

CL06 - Review of Community Donations Policies and Budget 2014/15

Reason - Councillor Rossetto's wife is a committee member on FM 95.1. No influence.

*Make a declaration, stay in the Chamber and participate in the debate and vote.  
(Non Significant Non Pecuniary Interest Declaration)*

**PECUNIARY INTERESTS**

The following Councillor declared a pecuniary interest in the following clause:

Councillor Pat Cox

CL03 - Griffith War Memorial Museum reserve Trust - Lease Agreement with Griffith City Council for Griffith Regional Art Gallery

Reason - Councillor Cox is Secretary of War Memorial Museum Trust.

Councillor Leon Thorpe

CL06 - Review of Community Donations Policy and Budget 2014/15

Reason - Councillor Thorpe has connections with service club movement and relative matters.

**PRESENTATIONS**

Cheryl Mayberry from CWA Conference Organising Committee in conjunction with Councillor Pat Cox presented the Mayor with a Certificate of Appreciation to Griffith City Council for assistance in holding the recent CWA State Conference in Griffith on behalf of the CWA NSW Annual Conference Organising Committee.

**MAYORAL MINUTES****MM01 PROPOSAL FOR A GRIFFITH LOCAL ECONOMIC DEVELOPMENT ASSISTANCE PROGRAM**

(M)

0216

**RESOLVED** on the motion of Councillors Napoli and Thorpe that:

- (a) The draft Griffith City Council Local Economic Development Assistance Program be exhibited for 28 days.
- (b) Should there be no objections received, the Policy be adopted.
- (c) Should objections be received, there be a further report to Council.
- (d) Once adopted, the level and value of development activity be monitored and reported annually to the Business, Development and Major Projects Committee and Council with a view to determining the success of the program and if continuance past the sunset period should be warranted.

**MM02 REVIEW OF REAL JUICE COMPLIANCE WITH OPERATING HOURS**

(M)

0217

**RESOLVED** on the motion of Councillors Thorpe and Balind that Standing Orders be suspended to allow Mr John Dickens to address Council.

Mr Dickens addressed Council, speaking against the recommendation, the time being 7.13 pm.

Prior to moving the recommendation, Councillor Zappacosta requested an update on the company's compliance to the conditions of consent. Mr Southorn reported on the three main areas of concern i.e. Hours of Operation, Fire Safety Compliance, Waste Water Control and stated that there had been satisfactory progression towards compliance. Mr Southorn advised that these and other matters need to be fully satisfied prior to issuing an Occupation Certificate.

0218

**RESOLVED** on the motion of Councillors Zappacosta and Rossetto that Council continue to suspend further enforcement action against Real Juice with respect to non compliance with conditions of consent in relation to operating hours, and that previously revised hours of operation, being from 6.00 am to 12.00 am 6 days per week, continue until 25 September 2014 after which this will be reviewed.**GENERAL MANAGER'S REPORT****CL01 AMENDMENTS TO COUNCIL'S ON-SITE DETENTION POLICY**

(EDAM)

0219

**RESOLVED** on the motion of Councillors Lancaster and Thorpe that Council decline the proposed amendments to the Council's on site detention policy (CS-CP-404) and rescind its decision to prepare a draft amendment as resolved at the Council Meeting of 11 February 2014.

**CL02 AMENDMENTS TO GRIFFITH CITY COUNCIL'S ENGINEERING GUIDELINES**

(EDAM)

0220

**RESOLVED** on the motion of Councillors Thorpe and Rossetto that:

- (a) Council exhibit the draft amendments to the Engineering Guidelines as per attachment A for a period of 28 days,
- (b) Following the exhibition period should objections be received, these be reported to Council for consideration. Should no objections be received and subject to the adoption of the Sealing of Parking and Manoeuvring Areas Policy as exhibited, that Council adopt the revised Engineering Guidelines.

**CL03 GRIFFITH WAR MEMORIAL MUSEUM RESERVE TRUST - LEASE AGREEMENT WITH GRIFFITH CITY COUNCIL FOR GRIFFITH REGIONAL ART GALLERY**

(CPO)

*Councillor Cox vacated the chambers, the time being 7.44 pm.*

0221

**RESOLVED** on the motion of Councillors Napoli and Stead that:

- (a) Council enter into a lease agreement with Griffith War Memorial Museum Reserve Trust for that part of the building occupied by Griffith Regional Art Gallery and to include the Shared Areas.
- (b) The term of the agreement shall be 1 July 2014 and terminate on the 30 June 2024 together with all terms and conditions as set out in the draft lease agreement (Attachment (a)).
- (c) Council authorise the Mayor and General Manager to execute the lease agreement on behalf of Council under the Common Seal.

*Councillor Cox returned to the chamber, the time being 7.45 pm.*

**CL04 LEASE AGREEMENT OVER PART DRAINAGE RESERVE 159011 (LOT 18 SECTION 48 DP758476) WITH ST VINCENT DE PAUL SOCIETY NSW**

(CPO)

0222

**RESOLVED** on the motion of Councillors Napoli and Croce that:

- (a) The report be raised from the table.
- (b) Council approve to enter into a lease agreement with St Vincent de Paul Society NSW over part drainage reserve 159011 (Lot 18 Section 48 DP758476) for a term of 5 years (1 March 2014 to 28 February 2019).
- (c) St Vincent de Paul Society NSW be required to pay all applicable costs and charges associated with the preparation of the lease agreement together with Council's Administration Fee of \$359.
- (d) The annual lease fee be charged in accordance with Council's Revenue Policy

currently \$501 for Crown reserves to not for profit organisations plus rates and charges.

(e) Council authorise the Mayor and General Manager to execute the lease agreement on behalf of Council under the common seal.

**CL05 SMMR PTY LTD ATF SMMR UNIT TRUST SUB-LICENCE TO DOM'S MOTORS PTY LTD - PART DRAINAGE RESERVE 159011**  
(CPO)

Councillor Lancaster enquired the reason that Council is not charging a licence fee for the road reserve. The question was taken on Notice.

0223

**RESOLVED** on the motion of Councillors Thorpe and Stead that:

(a) Council approve the sub-licence of part Drainage Reserve 159011, Lot 7316 DP1156810 by SMMR Pty Ltd ATF SMMR Unit Trust to Dom's Motors Pty Ltd.

(b) The term of the sub-licence shall terminate no later than the 30 June 2018 to be consistent with the head licence.

(c) The Mayor and General Manager be authorised to sign and seal all documents on behalf of Council if so required.

**CL06 REVIEW OF COMMUNITY DONATIONS POLICIES AND BUDGET 2014/15**  
(DSD)

*Councillor Thorpe vacated the chamber, the time being 7.48 pm.*

Mr Stonestreet advised Council of amendments to the recommendation referred to in the report being point (c) reference to organisations to be considered for pre approval for the 2014/15 budget with the Community Grants Program budget as the source of funds organisations "NSW Police" to read the "Rotary Club of Griffith East" for the Police Officer of the Year Award Dinner. The same amendments are also to be noted in the background of the report.

0224

**RESOLVED** on the motion of Councillors Zappacosta and Curran that:

(a) The Motion moved by Councillors Zappacosta and Balind at the meeting of Council held 10 June 2014, as follows, be raised from the table (i-vi).

(i) Draft amendments to Council Policy FS-CP-601 as contained in Attachment A to this report, including a change in the title of the Policy to Community Grant Program, be exhibited for 28 days and a further report be presented to Council on submissions received.

(ii) Policy FS-CP-603 Requests for Financial Assistance for Sporting Achievements and its budget allocation be deleted by incorporating its provisions and budget into the draft Community Grant Program.

- (iii) Policy FS-CP-604 Requests for Financial Assistance be deleted.
- (iv) Funding for Fee Rebate to Community Organisations, Bush Bursary and Graduate Medical Student Program Support be considered under the Community Grant Program.
- (v) The following charitable organisations be pre approved to receive funding assistance for the term of the current Council:

Organisation	Purpose	Amount
Griffith Town Band	Assistance towards conductor fees and purchase of new sheet music.	\$7,000
Lifeball	Financial support for inter-town Lifeball tournament	\$700
Community FM Radio 2MIA	To assist with electricity charges - Scenic Hill transmitter	\$3,000

- (vi) The draft Promotion, Advertising and Sponsorship of Events Policy as presented in Attachment F to this report be placed on public exhibition for 28 days and a further report be presented to Council on submissions received.

- (b) That Policy GC-CP-309 Council Community Partnership Program be deleted (additional recommendation by staff).
- (c) In accordance with an amendment to the Motion foreshadowed by Councillor Curran, the following organisations be pre approved for the 2014/15 budget with the Community Grant Program budget as the source of funds.

Organisation	Purpose	Amount
Rotary Club of South Wagga	Circus Quircus; activity for needy children from Griffith	\$550
Southern Sports Academy	Support for two participants from Griffith	\$400
Rotary Club of Griffith East	Police Officer of the Year Award Dinner Dance	\$1,500
Snowy Hydro Southcare	Emergency evacuation helicopter	\$1000
NSW TAFE Riverina Institute	Graduation Award	\$150
Griffith Business Chamber	Outstanding Business Awards	\$2,000

*Councillor Thorpe returned to the chamber, the time being 7.54 pm.*

**CL07 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT**  
(GM)

0225

**RESOLVED** on the motion of Councillors Napoli and Rossetto that the report by Delegates to the National General Assembly of Local Government, Canberra 15 to 18 June 2014 be noted.

**CL08 REVIEW OF SERVICES - GRIFFITH CITY COUNCIL**

(GM)

Councillors Stead and Cox **MOVED** the following **MOTION** that:

Council adopt the Implementation Plan as attached to this report with respect to recommendations included in the "Readiness for Best Value Reviews" document subject to any amendments by Council.

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

Council adopt the Implementation Plan as attached to this report with respect to recommendations included in the "Readiness for Best Value Reviews" document subject to the following amendments to the report:

(i) That Dubbo be included in the recommendation (G4) to be included in benchmarking discussions with Wagga Wagga and Albury Councils.

(ii) That under Section C Workplace Culture - Best Value Review Point 1 the following amendment be inserted as point 1(b) that all Statutory Committees and Committees of Economic importance to Griffith City Council be audio recorded and transcribed to text. These Committees would include the Floodplain Management Committee (statutory) Economic & Business Development Committee or any other committee Council deems appropriate be audio recorded.

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

Councillors Zappacosta and Napoli **MOVED** the following **AMENDMENT**:

Council adopt the Implementation Plan as attached to this report with respect to recommendations included in the "Readiness for Best Value Reviews" document subject to the following amendments to the report:

(i) That Dubbo be included in the recommendation (G4) to be included in benchmarking discussions with Wagga Wagga and Albury Councils.

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

0226

**RESOLVED** on the motion of Councillors Zappacosta and Napoli that:

Council adopt the Implementation Plan as attached to this report with respect to recommendations included in the "Readiness for Best Value Reviews" document subject to the following amendments to the report:

(i) That Dubbo be included in the recommendation (G4) to be included in benchmarking discussions with Wagga Wagga and Albury Councils.

**MINUTES FROM COMMITTEES****MINUTES OF THE FLOODPLAIN MANAGEMENT COMMITTEE MEETING HELD IN THE COUNCIL CHAMBERS, GRIFFITH ON 19 JUNE 2014**

Councillor Croce advised that he had tendered an apology for the meeting. Councillor Thorpe advised that his name was not listed in the present section. Councillor Zappacosta is to be also noted as an apology for that meeting. The Minutes are to be amended accordingly.

Councillor Rossetto **MOVED** that the Committee Report **LAY** on the table.

The **MOTION** was **PUT** and **LOST**.

0227

**RESOLVED** on the motion of Councillors Zappacosta and Thorpe that the minutes from the Floodplain Management Committee meeting held on 19 June 2014, having first been circulated amongst members, be adopted.

**MINUTES OF THE PIONEER PARK MANAGEMENT COMMITTEE MEETING HELD ON 24 JUNE 2014**

0228

**RESOLVED** on the motion of Councillors Lancaster and Cox that the minutes of the Pioneer Park Museum Committee meeting held on 24 June 2014, having first been circulated amongst members, be adopted.

*Councillor Croce vacated the Chamber, the time being 8.33 pm.*

**BUSINESS WITH NOTICE****NOTICE OF MOTION - COAL SEAM GAS EXPLORATION AND MINING**

0229

**RESOLVED** on the Motion of Councillors Napoli and Thorpe that:

(a) Griffith City Council submits to the upcoming State Conference of Local Government NSW, a motion requesting that they write to the State Government to:

(i) intervene and determine that exploration and mining of Coal Seam Gas in agriculturally productive land not be permitted, and

(ii) express grave concern and object to any exploration and mining of any kind in agriculturally productive land. This is to ensure that agriculturally productive land continues to produce clean, safe food for all Australians and for export.

(b) Griffith City Council write to the Federal Environment Minister, requesting the Government to use its powers under the Environment Protection and Biodiversity Conservation Act or other Federal Legislation to intervene and determine that mining in agriculturally productive land, including exploration and mining of Coal Seam Gas, not be permitted so as to ensure that agriculturally productive land continues to produce clean, safe food for all Australians and for export.

*Councillor Croce returned to the Chamber, the time being 8.34 pm.*

## **QUESTION TIME**

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

Submission received from Carmel La Rocca - Program Secretary/Voice of Youth Coordinator, for and on behalf of Rostrum Club 35, Griffith:

**"To Griffith City Council**

**Re: consideration for Rostrum to be one of the organisations be pre-approved for the 2014/15 budget in the Community Donations Policies and Budget**

**Rostrum is a not-for-profit organisation that provides training in public speaking and chairing meetings. As part of its function, Rostrum contributes to the welfare and personal growth of Australian Youth through the conduct of the annual Rostrum Voice of Youth Student Development Program and Speaking Competition. Rostrum has organised this competition since 1975.**

**Griffith Rostrum Club 35 contributes locally by coordinating the Voice of youth. It involves a junior and senior section and local schools compete with each other. The winners participate in the zone finals in Yass and if successful can participate nationally.**

**This support involves a financial cost and Rostrum Club 35 Griffith request assistance through the above Council policy and budget. We believe that this program for the local youth contributes greatly towards the participants' education and future leadership in the community.**

**We look forward to a favourable outcome.**

**Carmel La Rocca  
Program Secretary/Voice of Youth Coordinator  
For and on behalf of  
Rostrum Club 35, Griffith"**

This item was referred to the General Manager for an appropriate written response.

Question received from Mr Lance Perry:

**"Can I ask Mr Bibby some clarification in regard to the questions from Community and Development Council of Griffith Inc. asked on the 24.6.2014?"**

Mr Perry confirmed that he had received the response from Mr Dallas Bibby. Mr Perry addressed Council the time being 7.36 pm.

Question received from Mr Lance Perry:

**"Mr Stonestreet GM Griffith City Council, Sir**

**How many would you estimate, Developers and Investors have gone to other**

**towns, because of Griffith City Council's out dated and unsuited policies, or hard to get on with council staff, in the last 2 years and 10 months? You can respond in writing. Thanks"**

Mr Stonestreet advised that he will respond in writing but countered that Council is proactive with implementation of a Major Projects and Business development Committee which includes members of the Griffith Business Chamber. Several policies have been put in place to aid new business and an Economic Assistance Policy was presented at Council tonight.

**COUNCILLOR QUESTION TIME**

Question received from Councillor Balind:

"Has Griffith City Council written to the Federal Health Minister Peter Dutton to support the establishment of a headspace centre in Griffith? If so, when? Was a response received?"

Mr Stonestreet advised that he would take the question on notice to see if a response had been received.

Mr Southorn advised that Council is a partner in the Headspace for Griffith Committee that is lobbying to have a Headspace facility located in Griffith. Representations have been made to numerous politicians. The General Manager advised that a letter to be signed by the Mayor and General Manager has been drafted for RAMROC seeking their endorsement for a submission for Griffith to establish a Headspace facility.

**OUTSTANDING ACTION REPORT**

The Outstanding Action Report was reviewed and updated. Item regarding the relocation of the flying foxes to be removed as this has been finalised.

Councillor Napoli requested an update on the Pound. The Manager Executive Services advised that the matter is still in progress.

0230

**RESOLVED** on the motion of Councillors Croce and Napoli that the Action Report be noted.

There being no further business the meeting terminated at 8.51 pm.

Confirmed: .....  
CHAIRPERSON

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# **GRIFFITH CITY COUNCIL** **REPORT**

**CL01**

**SUBJECT: SPORTS MARKETING AUSTRALIA REPORT**  
**FROM: Greg Lawrence, Manager of Tourism and Economic Development**

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## **SUMMARY**

Griffith City Council has keenly advocated for more sport to be played in the region for the benefit of promoting a healthy and active lifestyle for the community and to help attract more sporting events to be staged in the region to promote tourism & economic development.

Council previously resolved to fund Sports Marketing Australia (SMA) to conduct an assessment to assist in securing events from State & National Sporting Associations that can be staged in Griffith.

Their report has now been received and is included as Attachment (a).

## **RECOMMENDATION**

- (a) The report from Sports Marketing Australia be received.**
- (b) Council's Tourism & Economic Development Unit work with Griffith Sports Council and Sports Marketing Australia to secure sporting events for Griffith.**

## **BACKGROUND**

National and State sporting associations including Local Governments have shown a unified interest in supporting the development of programs that identify events that can be beneficially relocated into regional centres.

Sports Marketing Australia (SMA) has developed a key link between National / State bodies and Local Government to develop programs that will assist with more sport being offered in regional areas.

SMA has held numerous events including Nitro Circus in Wagga Wagga and the Under 13 Boys NSW Soccer State Championships held here in Griffith 1-5th July 2013.

At the Ordinary meeting of Council held on the 24 September 2013, Council resolved in part:

- (b) Council allocate up to \$30,000 to fund a Capacity and Capability Assessment to be undertaken by Sports Marketing Australia in conjunction with Griffith City Council and Griffith City Sports Council Inc.*
- (c) Council determine the funding source from savings identified in Council's Quarterly review, or alternatively forward fund the initiative from the 2014/15 budget.*
- (d) This arrangement to be managed through the Sustainable Development*

*Directorate via the Tourism & Economic Development Unit.*

The SMA report has been completed and is attached.

## **OPTIONS**

In receiving the report, Council can allocate any particular level of resources to work with stakeholders to attract sporting events to the City. It is recommended that existing resources available in the Tourism and Economic Development Unit, in conjunction with Griffith Sports Council, is sufficient to achieve some good results.

## **STATUTORY IMPLICATIONS**

### **a) Policy Implications**

Not Applicable

### **b) Financial Implications**

It must be stressed that by working with SMA that Griffith City Council is under no financial or other obligation to accept any events. Fees are payable to SMA only if an offer to host an event is accepted.

### **c) Legal/Statutory Implications**

Not Applicable

## **CONSULTATION**

Senior Management Team  
Griffith Sports Council

## **STRATEGIC LINKS**

### **a) Growth Strategy Plan**

Not Applicable

### **b) Corporate/Business Plan**

Aligns with the Tourism & Economic Development strategy of growing events for the region and raising the profile of the City and region.

## **ATTACHMENTS**

### **UNDER SEPARATE COVER**

- (a) Sports Marketing Australia Pty Ltd Capacity and Capabilities Assessment

## **GRIFFITH CITY COUNCIL** **REPORT**

**CL02**

**SUBJECT: UPDATE ON AMENDMENTS TO THE LOCAL ENVIRONMENTAL PLAN 2014**  
**FROM: Kelly McNicol, Coordinator Landuse, Planning & Compliance**

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### **SUMMARY**

The purpose of this report is to provide an update on the drafting of Planning Proposals to amend the Griffith Local Environmental Plan 2014 (LEP), which was gazetted on 22 March 2014.

The report is prompted for three reasons: firstly, the resolution of Council of 27 May 2014 to receive a report before 30 July explaining the steps taken to amend the LEP to allow shops in the B7 Business Park zone; secondly, to provide Councillors with an update on matters that were deferred and subject to review when the LEP was adopted by Council; thirdly, to update Councillors on some anomalies that were created by the Department of Planning and Infrastructure making some minor changes to the LEP when it was gazetted.

Consequently, this report takes the opportunity to update Councillors on the status of all pending amendments.

Council staff are working on finalising documentation to submit to the Department of Planning and Environment to facilitate what is proposed to be three amendments to the LEP. Amendment 1 will include minor changes to the Plan to rectify the last minute alterations carried out by the Department prior to gazettal and also to permit "shops" within the B7-Business Park zone. Amendment 2 will include changes based on the review of Large Lot Residential Lands Supply. Amendment 3 will advise changes based on the review of Sex Service Premises Locations.

### **RECOMMENDATION**

**(a) Council acknowledge this report meets the requirement to advise Councillors before 30 July of the status of Planning Proposals.**

**(b) Council provide in principle support for the preparation of three Planning Proposals to carry out three rounds of amendments to the Griffith Local Environmental Plan 2014.**

In accordance with the Local Government Act (section 375A - Recording of voting on planning matters) Council must record the Councillor's vote in relation to this matter.

<b>Councillor</b>	<b>For</b>	<b>Against</b>
Cr Dal Broi		
Cr Napoli		
Cr Lancaster		
Cr Thorpe		
Cr Balind		
Cr Zappacosta		
Cr Neville		
Cr Croce		
Cr Curran		
Cr Cox		
Cr Rossetto		
Cr Stead		

## **BACKGROUND**

### **Process of amending an LEP**

Council prepares and submits a Planning Proposal to the Department of Planning and Environment for a Gateway determination by the Minister or delegate, which might be Council. If approved by the Department at the Gateway, community consultation occurs and a draft LEP is prepared and subsequently made.

It is possible for a proponent to formally request a Council prepare a Planning Proposal and undertake their own justification for doing so.

### **DCP**

Council staff are also preparing a new City wide Development Control Plan (DCP). This project is a high priority because it is required to be completed within 6 months of gazettal of the LEP.

### **Reason for three rounds of amendments**

Proposed Amendment 1 is unlikely to create difficulty nor take time at Department level and it is therefore expected that the power to make the amending LEP will be delegated to Council and have an expedited approval pathway.

Proposed Amendment 2 could involve mapping variations and because of potential inconsistency with Council's Land Use Strategy, may require parallel changes to the Strategy. It is likely this will be scrutinised more closely and it is therefore possible that the Minister would retain the Plan making functions for this amendment.

Proposed Amendment 3 relates to extending the permissibility of Sex Services Premises and/or Home Occupation (sex services). Whilst this is not expected to create significant concern or delay with the Department, it is likely there will be community input and debate that is unrelated to other matters.

To avoid debate on one particular issue delaying advancement of Council's position on other unrelated issues, it is recommended the proposed amendments be separated.

## **Proposed Amendment 1**

On 22 March 2014 the Griffith Local Environmental Plan was gazetted by the Department of the Planning and Environment. After its gazettal, Council staff noted a number of alterations to the plan which were made by the Department's Legal team at the last minute without notifying Council staff. The Plan which was originally adopted by Council and sent to the Department differed to that which was gazetted, the main differences relating to certain details about minimum lot sizes, certain details relating to dual occupancy development, the definition of an existing holding, removal of a note relating to any Flood Planning Map and the inclusion of an out of date policy regarding sex services premises.

Council staff have contacted the Department regarding these alterations and it was suggested that a Planning Proposal be prepared to amend the LEP to the form which was originally sent to the Department. Council staff are in the process of preparing the Planning Proposal for these amendments and other minor anomalies.

Further, at the 27 May 2014 Ordinary Meeting of Council, the following was resolved by Council:

- (a) That the Griffith Local Environment Plan 2014 (GLEP 2014) be amended to remove "shop" as a prohibited development within Zone B7 Business Park.*
- (b) That the General Manager or his nominee do all things, carry out such public consultation or notifications as may be required and sign all documents to make any necessary applications to the Department of Planning or any other authority that may be required to so amend the GLEP 2014 without delay.*
- (c) That a report be presented to Council before the 30 July, 2014 outlining what steps have been taken and if there are any outstanding requirements to bring the resolution outlined in Paragraph 1 above, into effect.*

Council staff propose to package this change together with the amendments required to correct anomalies into one Planning Proposal. These amendments are regarded as minor in nature and it is expected that the Department will readily make a favourable Gateway determination and delegate the function of Plan making back to Council.

## **Proposed Amendment 2**

Council staff are presently finalising two reviews which were requested by Council at the time of adoption of the Griffith Local Environmental Plan 2014 in December 2013. Both reviews resulted from Council's desire for further investigation following submissions received as part of the public participation process for implementation of the new Standard Instrument LEP for Griffith. At the time, it was preferred to defer these matters and not delay adoption of the remainder of the LEP.

The first review involves Griffith's Large Lot Residential land supply and a number of submissions made to this effect during the public exhibition of the LEP requesting Council rezone additional areas to R5 Large Lot Residential zone. Because Council staff had already made recommendation to Council, in the interests of obtaining an independent analysis the review process was outsourced to a private planning firm (Salvestro Planning). Although behind schedule, their draft report is now almost completed. Attachment (a) contains the terms of reference prepared by Council staff for the review process which includes reference to all the properties and their locality and the required outcome from the consultant.

The consultant is cognisant of the provisions of Council's Land Use Strategy which preceded and underpins the land release strategy of the LEP. Should Council depart significantly from its Land Use Strategy, it too will need to be amended as part of the process of obtaining a favourable Gateway determination.

The preliminary opinion of the consultant is that there is little market demand for additional land zoned for Large Lot Residential purposes and that Council should adopt a restriction on supply in the short term (suggested as 5 years) to allow market adjustment and to encourage development of existing supply. Such a position would be consistent with the Land Use Strategy nor disadvantage the interests of the owners of land already zoned.

However, it has been suggested by proponents that the slow take up of large lot residential land is because some areas already zoned are not acceptable to the market and that some areas not yet zoned would be more readily developed. This is noted by the consultant but it does not diminish their concern regarding overall supply and brings into question whether it would be possible to back zone land (i.e. to take away the Large Lot Residential zone from land that may have benefited from that zone for some time as part of a strategy that attempts to restrict supply).

There is also the issue of the provision of infrastructure and services. Notwithstanding the issue of supply and demand, it is possible to include provisions in the draft amendment that allow the release of land after certain infrastructure thresholds have been reached.

Already, Clause 6.3 of the LEP requires that a DCP be adopted prior to land release that includes supply of essential services. Clause 7.10 of the LEP prohibits development until essential services are available or arrangements made to make them available.

### **Proposed Amendment 3**

The second review also arises from submissions received during the public participation process and relates to Council's Sex Service Premises Policy and the permissibility of these uses in zones other than Industrial. The intent of the submissions is to allow sex services premises to operate in other than industrial areas because these locations increase the risk of harm to workers and discriminate against this type of work. This review process is being done by Council staff and is almost completed.

Presently, Sex Services Premises are permitted with consent in the IN1 General Industrial and B7 Business Park zones. Home Occupation (sex services) is permissible with consent only in the IN1 General Industrial zone. In addition, Clause 7.11 of the LEP limits the proximity of Sex Services Premises to certain adjoining land uses, elevating these from a policy of Council into the LEP and making them non negotiable (although it is noted that the Department gazetted an out of date version of this Policy).

Under the GLEP 2002, Brothels and Restricted Premises (note the different definitions that were in use) were permissible with consent in the following zones, with a Policy of Council limiting the proximity of such establishments to certain nearby land uses: 1(e) Rural Industry and Employment; 1(g) Rural Mixed Use; 3(a) General Business and 4(a) General Industrial. It could be considered that the new LEP is more restrictive than the previous LEP in this regard.

Should Council be inclined to extend the permissibility of Sex Services Premises under LEP 2014, options include:

- making Sex Services Premises and /or Home Occupation (sex services) permissible in the B2 Local Centre, B4 Mixed Use zone and/or the B6 Enterprise Corridor, relying on the proximity provisions of Clause 7.11 to control the specific location of Sex Services Premises on application and on merit. Attachment (b) contains the zoning map to illustrate the locations of these areas in central Griffith.
- making Home Occupation (sex services) permissible in residential areas.

Noting that none of these options will set a precedent for the Department and are therefore a local issue, Council could provide guidance to Council staff on a preferred option to be incorporated in the draft Planning Proposal.

### **OPTIONS**

(a) That Council provide in principle support for the preparation of three Planning Proposals to carry out three rounds of amendments to the Griffith Local Environmental Plan 2014, adding any guidance to Council staff of its preferences.

(b) Deferring one or more of the proposed Amendments.

(c) Any other resolution of Council.

### **STATUTORY IMPLICATIONS**

#### **a) Policy Implications**

Council's Land Use Strategy and policy position on Large Lot Residential land supply and Sex Services Premises are the subject of review.

#### **b) Financial Implications**

Not Applicable

#### **c) Legal/Statutory Implications**

The Planning Proposals will seek to amend the Griffith Local Environmental Plan 2014, an Environmental Planning Instrument of the NSW Government.

### **CONSULTATION**

Senior Management Team  
Director of Sustainable Development  
Manager of Planning and Environment  
Submissions to the draft LEP and interviews with proponents.

### **STRATEGIC LINKS**

#### **a) Growth Strategy Plan**

Not Applicable

**b) Corporate/Business Plan**

Not Applicable

**ATTACHMENTS**

- (a) Terms of reference Independent Review of Public Submissions
- (b) Extract from LEP Map

(a) Terms of reference Independent Review of Public Submissions

## Terms of reference

### **Independent Review of Public Submissions 7, 8, 23, 32, 40, 42, & Lot 230 DP 751728**

#### **Proposed Griffith Local Environmental Plan 2013**

##### General Brief

The Draft Griffith LEP 2013 and supporting documentation was publicly exhibited for a period of 28 days including two additional weeks for the receipt of submissions.

A total of 46 submissions were received from the general public (including various interest or community based groups) and government agencies. Staff prepared a Submission Review Report which was presented at an ordinary meeting of council on 24 September 2014. Council resolved to approve the report with motions carried to review the abovementioned submissions. The request to review abovementioned submissions is separate from the process of seeking approval for the Draft Griffith Local Environmental Plan.

In calling for the review, Council is requesting further advice in relation to the demand and supply of additional land suitable for residential and industrial subdivision. Council also request further advice regarding the staging of residential development as set out under the required outcome as well as the zoning of a property from Primary Production to Primary Production Small Lots. General Planning principles that are to be considered where applicable include the amount of land already zoned for a certain purpose, location, suitability and cost to Council and the development industry.

Please note that the Griffith Land Use Strategy Beyond 2030 as approved by Department of Planning & Infrastructure on 29 April 2013 and served as a strategic guideline in the submission review report presented to council.

##### Required outcome

Council require an objective review of abovementioned submissions based on the following:

##### **A Submission 7, 8 & Lot 230 DP 751728**

These properties have been included in the Griffith Land Use Strategy Beyond 2030 as residential candidate sites to accommodate future village growth. The strategy determine that the land be release as part of release stage 2 (2023 – 2033 & beyond). Council request advice on whether the release of these properties should be brought forward based on demand or any other general planning principles.

## B Submission 23

These properties have not been included as a candidate site for any type of Residential development in the Griffith Land Use Strategy Beyond 2030. Council request advice on whether the Land Use Strategy should be amended to include these properties as a candidate site based on demand or any other general planning principles. Suitability of the properties should also be determined using the same 15 point criteria used in the strategy to determine the suitability of the approved candidate sites. The following criteria were used.

SELECTION CRITERIA
Discourage further fragmentation
Discourage unnecessary service augmentation
Discourage potential land use conflict
Avoid Land within Floodway areas indicated in the GCC Flood Management Study
Avoid bushfire prone land
Avoid land with high scenic value
Avoid land with high biodiversity significance
Avoid land with high agricultural capability and suitability
Compliment applicable 117 Directions
Avoid physical impediments posed by irrigation channels
Avoid high water table in certain known localities
Avoid areas of known high salinity
Avoid main roads and associated traffic impacts
Avoid railway and associated (noise and traffic) impacts
Avoid Airport related constrains - Noise contours (ANEF) & Obstacle Limitation Surfaces

## C Submission 32

These properties have been earmarked as future small holdings in the Griffith Land Use Strategy Beyond 2030. On this basis the properties were zoned RU4 (Primary Production Small Lots) in the Draft Griffith Local Environmental Plan 2013 with a minimum lot size of 3Ha. Council request advice on whether the minimum lot size should be decreased to 1Ha lots based on demand or any other general planning principles.

## D Submission 42

This property has been identified as Existing Agriculture – Horticulture & Viticulture in the Griffith Land Use Strategy Beyond 2030. On this basis the property was zoned RU1 (Primary Production) in the Draft Griffith Local Environmental Plan 2013.

Council request advice on whether this property should rather be zoned RU4 (Primary Production Small Lots) based on demand or any other general planning principles.

**E Submission 40**

This property has been identified as Existing Agriculture – Horticulture & Viticulture in the Griffith Land Use Strategy Beyond 2030. On this basis the property was zoned RU1 (Primary Production) in the Draft Griffith Local Environmental Plan. Council request advice on whether this property should rather be zoned IN1 (General Industrial), IN2 (Light Industrial) or IN3 (Heavy Industrial). Please note that an "Industrial Land" analyses was done as part of the Land Use Strategy attached as Annexure 3.

**Timeframe**

The timeframe would be finalised in the letter of appointment. It is anticipated that 4 weeks would a reasonable amount of time in which to conduct the review as requested.

**Support**

Council will provide access to all relevant documentation including the Griffith Land Use Strategy Beyond 2030, Draft Griffith Local Environmental Plan 2013 and Submission Review Report.

**Payment**

Request for payment would be processed after receipt of the review report.

**Property Locality & description**

**A**

**Submission No: 7**

**Lot No: Lots 726 & 727 DP 46245**



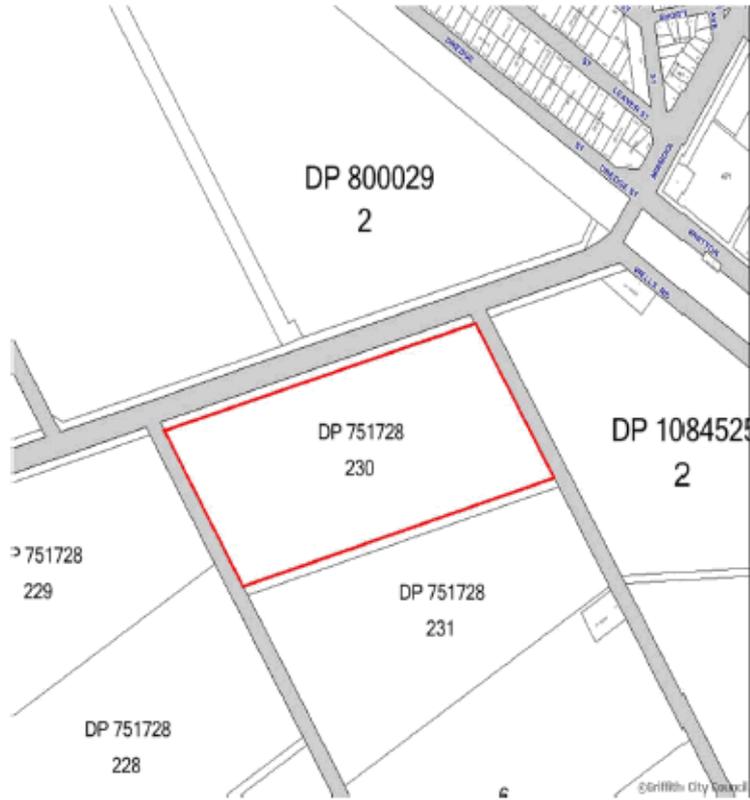
**Submission No: 8**

**Lot No: Lot 2 DP 1019423**



**Council motion carried**

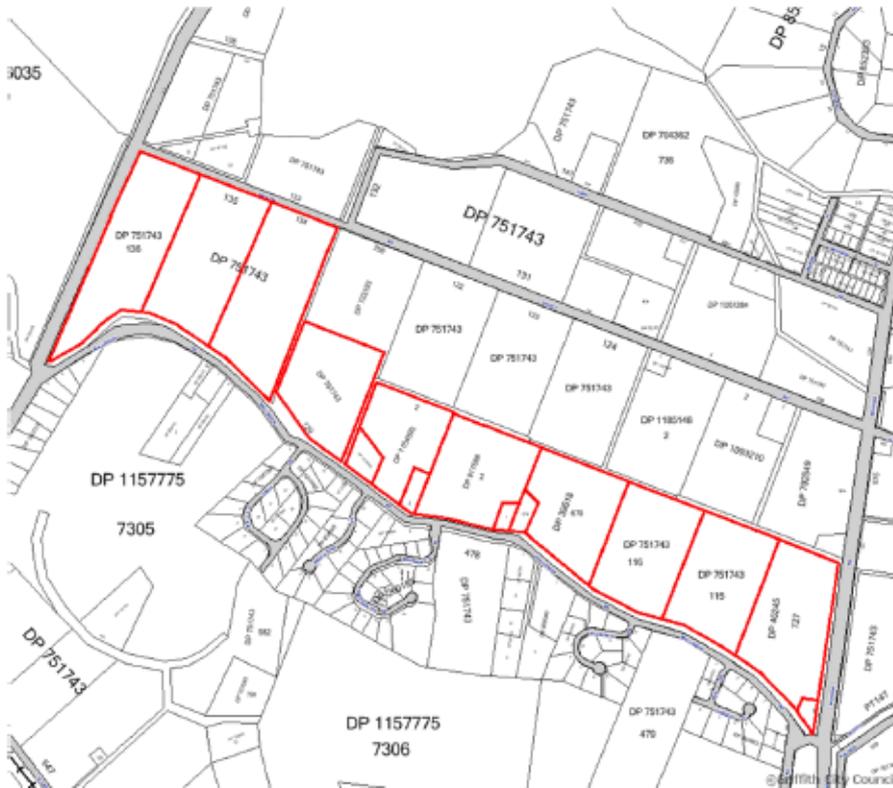
**Lot No: Lot 230 DP 751728**



**B**

**Submission 23**

Lot No's: Lot 727 DP 46245, Lot 115 DP 751743, Lot 116 DP 751743, Lot 679 DP 39618, Lot 2 DP 817588, Lot 2 DP 1154593, Lot 120 DP 751743, Lot 134 DP 751743, Lot 135, DP 751743 and Lot 136 DP 751743



C

**Submission 32**

**Lot No: Land west of Beelbangera Road between Clifton Blvd. & Calabria Rd**



**D**

**Submission 42**

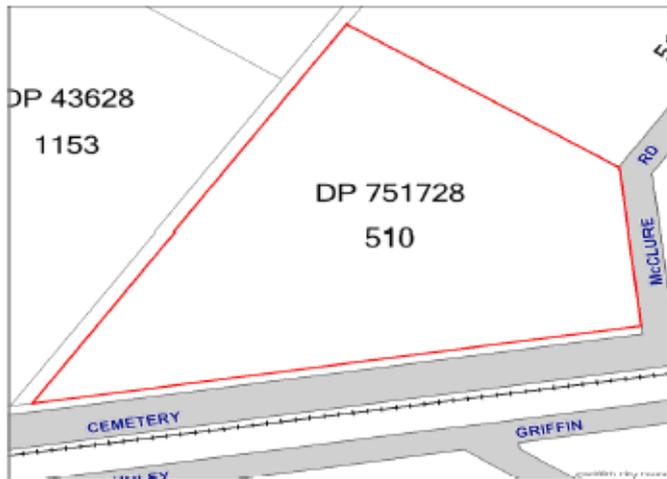
Lot No: Lot 464 DP 751728



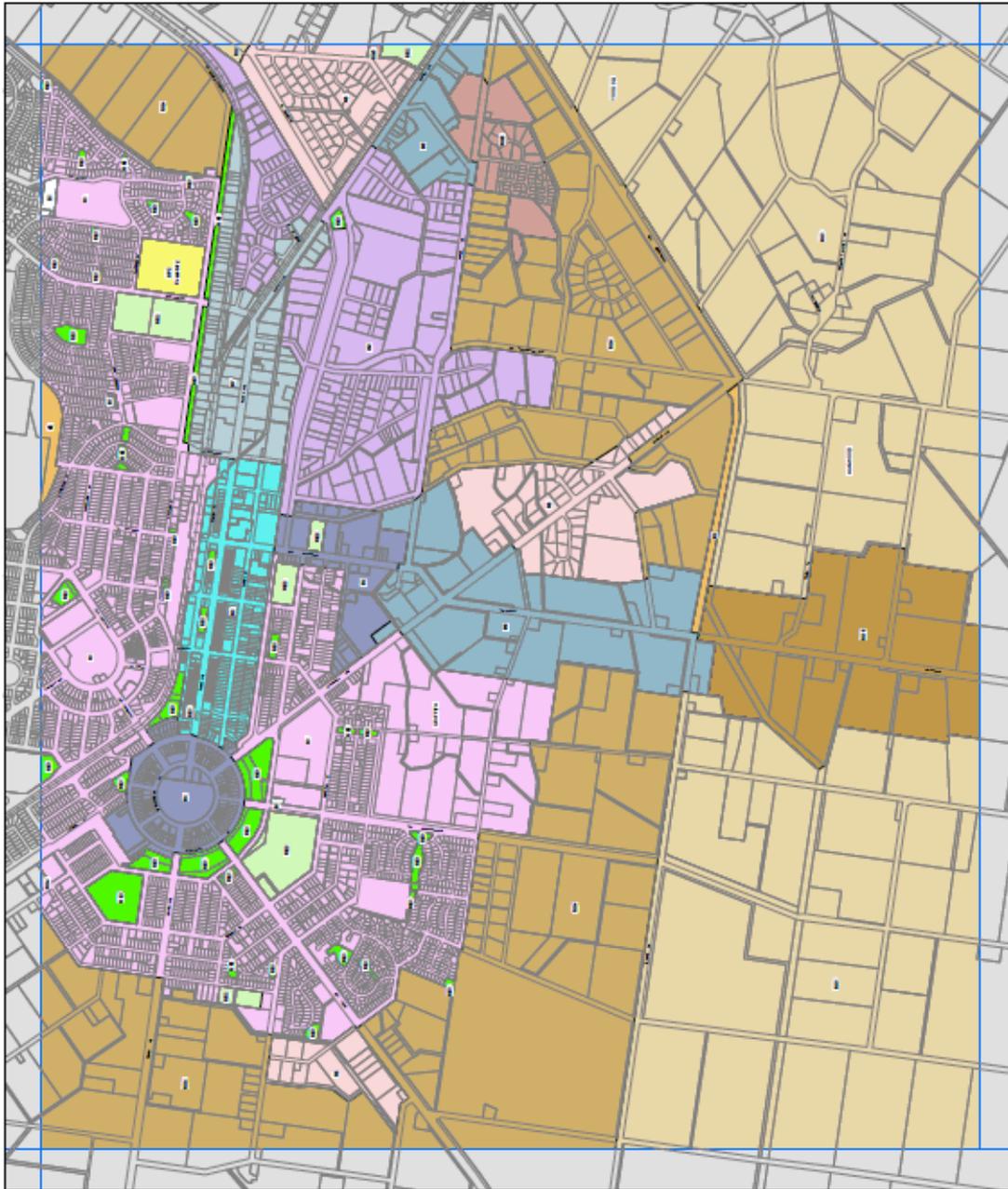
**E**

**Submission 40**

Lot No: Lot 510 DP 751728



(b) Extract from LEP Map



**Griffith Local Environmental Plan 2014**  
 Land Zoning Map - Sheet LZN\_004A

**Land Zones**

B1	Neighbourhood Centre
B2	Local Centre
B4	Mixed Use
B6	Enterprise Corridor
B7	Business Park
B8	National Parks & Nature Reserves
B22	Environmental Corridor
E1	Environmental Management
E4	Environmental Living
IN1	General Industrial
IN2	Heavy Industrial
R1	General Residential
R2	Large Lot Residential
RE2	Public Recreation
RH1	Private Recreation
RP1	Primary Production
RS1	Home Landscapes
RS2	Foodstry
RS4	Primary Production Small Lots
RV1	Village
RV2	Transition
SP2	Infrastructure
TR1	Town
W2	Recreation Walkways

**Callouts** L20208 11/02/2014 (B) L20208 & Property Information (L201)

**Scale**  
 1:10,000  
 0 100 200 300 400 500 600 700 800 900 1000 Meters

**Map Information**  
 Prepared: 09/10/14 Date: 09/10/14  
 Drawn: 11/02/14 Date: 11/02/14  
 Map Information Number: 1406\_C004\_LZN\_004\_000014

# **GRIFFITH CITY COUNCIL** **REPORT**

**CL03**

**SUBJECT: COUNCIL ADOPTION OF THE RISK BASED DRINKING WATER  
MANAGEMENT SYSTEM**  
**FROM: Stephanus Oosthuysen, Senior W&S Engineer Operations**

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## **SUMMARY**

The NSW Government through NSW Health has mandated that each water utility is required to have a risk based quality assurance program for drinking water. This must be adopted by Council no later than 1 September 2014.

## **RECOMMENDATION**

**The Risk Based Drinking Water Management System as attached, be adopted by Council to comply with Part 5, clause 34 (2) of the Public Health Regulation, 2012.**

## **BACKGROUND**

This document has been produced after extensive involvement of Council staff, external stakeholders such as NSW Health, Murrumbidgee Irrigation and consultants. It was created to assist Council to produce safe drinking water based on the elements as outlined in the Australian Drinking Water Guidelines.

NSW Health have reviewed the document and congratulated staff on its development.

## **OPTIONS**

(a) Adopt the Risk Based Drinking Water Management System as recommended or as amended by Council.

## **STATUTORY IMPLICATIONS**

### **a) Policy Implications**

Nil - the quality systems developed in this document are used as standard operating parameters for the water treatment plants and distribution system. The Risk Based Drinking Water Management System is consistent with Council's Drinking Water Quality Management Policy

### **b) Financial Implications**

Not Applicable

### **c) Legal/Statutory Implications**

For the purposes of section 25 (1) of the Public Health Act 2010, a quality assurance program must address the elements of the Framework for Management of Drinking

Water Quality (as set out in the Australian Drinking Water Guidelines published by the National Health and Medical Research Council) that are relevant to the operations of the supplier of drinking water.

Comply with Part 5, clause 34 (2) of the Public Health Regulation, 2012.

### **CONSULTATION**

Senior Management Team, NSW Health, Murrumbidgee Irrigation and the consultants Water Futures and Risk Edge

### **STRATEGIC LINKS**

#### **a) Growth Strategy Plan**

Not Applicable

#### **b) Corporate/Business Plan**

Not Applicable

### **ATTACHMENTS**

#### **UNDER SEPARATE COVER**

(a) Risk Based Drinking Water Management System

## **GRIFFITH CITY COUNCIL** **REPORT**

**CL04**

**SUBJECT: LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2014**  
**FROM: Brett Stonestreet, General Manager**

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### **SUMMARY**

This report seeks Council authority to nominate delegate(s) to attend the 2014 Local Government NSW Conference to be held in Coffs Harbour from 19 - 21 October 2014.

### **RECOMMENDATION**

- (a) Council be represented at the 2014 Local Government NSW Conference to be held in Coffs Harbour from 19 - 21 October 2014.**
- (b) The Mayor and General Manager (or their delegates) attend the Conference.**
- (c) Expenses to attend the Conference be paid by Council in accordance with the Councillors Payment of Expenses and Provision of Facilities Policy.**

### **BACKGROUND**

Local Government NSW (LGNSW) represents the interests of its members, which include 152 general purpose councils, 12 special purpose councils and the NSW Aboriginal Land Council. A copy of the Draft Program (as at 27 May 2014) is attached to this report for councillors information.

Planning for the Conference Program is well advanced and as per the conferences held by the former Local Government Association and Shires Association time has been set aside for business sessions to discuss the various significant issues which affect the sector.

Councils are requested to identify issues or motions relating to the following overall categories:

1. Industrial relations and employment
2. Economic
3. Environmental
4. Governance/Civic leadership
5. Social Policy

In addition to identifying any issues, councils are encouraged to suggest an appropriate solution by either a motion which could be considered by the Conference or notes which might guide delegates to an agreed position. The Association will review all responses received and then identify the top issues as identified overall by member councils. These issues will then be put to the Conference for debate and deliberation as part of the business sessions.

LGNSW has requested that councils provide their identified issues and any accompanying notes or motions using the online form which can be found on the Association's website prior to Friday 1 August 2014.

At its meeting held Tuesday 8 July 2014, Council resolved to submit the following Motion to the Conference. This Motion will be submitted prior to the deadline of Friday 1 August 2014 as referred to above.

0229

**RESOLVED** on the Motion of Councillors Napoli and Thorpe that:

*(a) That Griffith City Council submits to the upcoming State Conference of Local Government NSW, a motion requesting that they write to the State Government to:*

*(i) intervene and determine that exploration and mining of Coal Seam Gas in agriculturally productive land not be permitted, and*

*(ii) express grave concern and object to any exploration and mining of any kind in agriculturally productive land. This is to ensure that agriculturally productive land continues to produce clean, safe food for all Australians and for export*

## **OPTIONS**

(a) That Council be represented at the Local Government NSW Annual Conference 2014 as per the recommendation above.

(b) That Council note the report and not be represented.

## **STATUTORY IMPLICATIONS**

### **a) Policy Implications**

Councillors Payment of Expenses and Provision of Facilities Policy

### **b) Financial Implications**

#### **Conference Registration (per delegate):**

Early Bird - \$880.00 inc GST closes 8 September 2014.

Standard Registration - \$990.00 inc GST.

Plus accommodation and travel.

### **c) Legal/Statutory Implications**

Not Applicable

## **CONSULTATION**

Senior Management Team

## **STRATEGIC LINKS**

### **a) Growth Strategy Plan**

Not Applicable

### **b) Corporate/Business Plan**

Not Applicable

## **ATTACHMENTS**

- (a) Local Government NSW Annual Conference 2014 Draft Program as at 29 May 2014
- (b) LGNSW Business Sessions Submission Guide

- (a) Local Government NSW Annual Conference 2014 Draft Program as at 29 May 2014

## **Local Government NSW Annual Conference 2014**

### **DRAFT PROGRAM 19 - 21 October, 2014 (as of 29 May 2014)**

Main conference venue is C.ex Coffs, 1 Vernon Street, Coffs Harbour

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#### **Sunday 19 October**

- 3.00pm – 7.00pm *Registration opens, Upstairs Auditorium Lobby, off Blue Room*
- 5.00pm – 7.00pm *President's Welcome Reception at C.ex Coffs  
Welcome To Country (Performance)  
Welcome from Cr Denise Knight, Mayor of Coffs Harbour City Council  
Welcome from Cr Keith Rhoades AFSM, President, LGNSW*

#### **Monday 20 October**

##### **Business Session Day 1 - chaired by Cr Keith Rhoades AFSM, C.ex Coffs**

- 8.00am – 5.00pm *Registration opens in Trade Expo. Distribution of voting materials and electronic handsets.*
- 9.00am – 11.00am *Opening of the Business session, Adoption of Standing Orders and Consideration of Motions chaired by the President*
- 11.00am – 11.30am *Morning tea in Trade Exhibition*
- 11.30am – 11.35am *Message from Local Government Super*
- 11.35am – 1.00pm *Consideration of Conference business continued chaired by the President*
- 1.00pm – 1.50pm *Lunch in Trade Exhibition sponsored by Local Government Super*
- 1.50pm - 2.00pm *Message from sponsor*
- 2.00pm – 2.05pm *Short address from the Mining Related Councils (to be invited)*
- 2.05pm - 3.00pm *Consideration of Government's response to the Local Government Review Panel's *Revitalising Local Government**
- 3.00pm – 4.00pm *Consideration of Conference Business continued, chaired by the President  
  
Collection of all electronic handsets and voting cards*
- 4.00pm – 5.00pm *Happy hour in Trade Exhibition*
- 5.00pm – 5.30pm *Delegate transfers back to accommodation for dinner*
- 7.00pm – 7.30pm *Transfers for delegates arriving at Dinner*

##### **Conference Dinner, Bonville Golf Resort, North Bonville Road, Bonville**

- 7.30pm *Arrival drinks and canapés  
Entertainment with Soulman O'Gaia*
- 8.15pm *Delegates seated and main course served  
Welcome from the President  
Introduction of Major Sponsor Statewide Mutual  
Presentation of Outstanding Service Awards*

- 8.30pm Entertainment with Lisa Hunt
- 9.30pm Dessert served
- 10.00pm *First transfers offered*
- 11.00pm *Function finishes, final transfer buses*

**Tuesday 21 October**  
**Business Session Day 2, C.ex Coffs**

- 8.00am – 5.00pm *Registration opens in Trade Expo*
- 8.50am – 9.00am Introduction by Master of Ceremony, **Ellen Fanning** (invited)
- 9.00am – 9.10am Annual Report and AGM from **Cr Keith Rhoades AFSM, President LGNSW**
- 9.10am – 9.20am Treasurers Report
- 9.20am – 9.40am Address from **The Hon Mike Baird MP, Premier of New South Wales** (invited)
- 9.40am – 10.00am Address from **The Hon Paul Toole MP, Minister for Local Government** (invited)
- 10.00am – 10.15am Facilitated Q and A with the **Premier of New South Wales/ Minister for Local Government**
- 10.15am – 10.30am Presentation of the AR Bluett Awards
- 10.30am – 11.15am **Claire Madden, Research Director, McCrindle Forecasts, Demographic Change, Emerging Generations and the Future**
- 11.15am – 11.35am *Morning tea in Trade Exhibition*
- 11.40am – 11.45am Message from sponsor
- 11.45am – 12.30pm **Paul Clitheroe AM, Director Ipac Securities, Chairman Financial Literacy Foundation, Chairman Money Magazine on Business Trends in Australia** (invited)
- 12.30pm – 1.00pm Address from **The Hon Duncan Gay MLC, Minister for Roads and Freight** (invited)
- 1.00pm - 2.00pm Address from keynote speaker on planning issues (to be confirmed).  
 Planning Panel facilitated by MC, Ellen Fanning, on 'How to make informed decisions about Planning'
- 2.00pm – 2.15pm Close of Conference
- 2.15pm – 3.00pm *Lunch (Conference closing).*

This program is correct at the time of printing; speakers and program details may have changed due to unforeseen circumstances.

## (b) LGNSW Business Sessions Submission Guide

Set out below are the definitions for the issues categories:

### 1. INDUSTRIAL RELATIONS & EMPLOYMENT

Industrial relations and employment related legislation; industrial awards and rates of pay; WHS and worker compensation compliance; human resources policy, practice and benchmarking; workforce planning and development; staff and councillor training and development; skills shortages; staff attraction, retention and productivity; employment security; workplace change; Code of Conduct; leadership and management capacity; capability framework; council governance.

### 2. ECONOMIC

Own source revenue (e.g. rates, fees, charges etc.); intergovernmental fiscal relations (e.g. grants, cost shifting etc.); financial management and governance including long term financial planning and asset management; financial sustainability; economic policy affecting Local Government; local and regional economic development (including tourism); transport (e.g. roads, bridges, airports, pedestrian and cycle facilities, rail); Local Water Utilities; stormwater and floodplain infrastructure; other infrastructure and disaster management and recovery.

### 3. ENVIRONMENTAL

Land use planning (including environmental, heritage conservation and development planning); ecologically sustainable development; waste management in accordance with the waste hierarchy and extended producer responsibility; natural resource management; protection of local, regional and state natural environments including air quality, rivers and waterways and biodiversity, biosecurity and weeds management; pollution prevention including energy consumption and soil contamination; environmental risk management through reduction of hazards and pollutants and remediation/rehabilitation of degraded environments; climate change mitigation and adaptation; and responsible resource consumption and conservation.

### 4. GOVERNANCE/CIVIC LEADERSHIP

Local Government legislative and regulatory settings (e.g. Australian and/or NSW Constitutional recognition; Local Government Act review); corporate governance (e.g. role differentiation for Mayors, Councillors, General Managers and senior staff; Codes of Conduct; Political donations); structural reform (e.g. amalgamations and/or boundary changes; shared resources and services); Local Government elections (e.g. financial impact of electoral reforms on councils; impact of electoral reforms); participation (e.g. women's participation rates as councillors; cultural diversity in leadership; other opportunities for citizens to genuinely participate in council processes); and policies and programs of other spheres of government that impact on Local Government governance or citizen involvement in local democracy.

### 5. SOCIAL POLICY

Social planning, social impact assessment, access, equity and social justice; community development and community cultural development; community halls and neighbourhood centres, ageing and disability services, women's services, youth services and children's care and education services); issues of concern and interest to NSW Aboriginal and Torres Strait Islander Peoples; cultural services (performing and visual arts, art galleries, performing arts centres, museums, public art, community arts, festivals, celebrations, heritage, new media and digital arts); Libraries; Health services (regulatory activities reducing public health risks; promoting healthy lifestyles; immunisation, early childhood health centres or rural medical services); Recreation facilities and services; and crime prevention planning.



**MINUTES OF THE GRIFFITH COMMUNITY PRIVATE HOSPITAL COMMITTEE  
MEETING HELD IN THE MURRAY ROOM, GRIFFITH ON TUESDAY, 24 JUNE 2014  
COMMENCING AT 6.23 PM**

**PRESENT**

Councillor John Dal Broi (Chairperson), Councillor Anne Napoli & Councillor Mike Neville

**STAFF PRESENT**

General Manager, Brett Stonestreet; Director Business, Cultural & Financial Services, Max Turner; Director Sustainable Development, Neil Southorn & Manager Executive Services, Shireen Donaldson (Minute Taker)  
Quorum = 2

**CL01 APOLOGIES**

There were no apologies.

**CL02 CONFIRMATION OF PREVIOUS MINUTES**

**RECOMMENDED** on the motion of Councillors Neville and Napoli that the Minutes of the previous meeting held on 27 May 2014, having first been circulated amongst members, be confirmed.

**CL03 BUSINESS ARISING**

There was no business arising from the minutes of the Griffith Community Private Hospital Committee meeting held on 27 May 2014.

**CL04 DECLARATIONS OF INTEREST**

There were no declaration of interest.

**CL05 UPDATE REPORT**

**5.1 Hospital Update**

- The schematic design is progressing with the clinical plan updated.
- Council's Coordinator Land Use Planning and Compliance, Kelly McNicol has provided a Development Application amendment to be lodged with TSA Management to finalise the application and in preparation for lodgement.

- The Certificate from the Independent Certifier is complete.
- The Deed of Variation is accepted and the Commonwealth is producing a final copy.

## **5.2 Report from Brett Stonestreet**

- Mr Stonestreet and Councillor Dal Broi met with Owen Judge and Robert Cusack on 13 June 2014 to discuss progress of lease signing. It was confirmed that the decision process on authority to sign is in the hands of Group CEO and Chairperson of St Vincent's Board (Toby Hall and Paul Robertson).
- St Vincent's representatives to be in Griffith on 26 June to speak with Council. This meeting is to include Roy Spagnolo, John Casella and a representative from Murrumbidgee Health.
- Robert Cusack wished to convey message for Councillors that the urgency of closure of this matter is with the Chair of the Board and that the first stage of the EOI will be delayed due to the delay of signature.
- Health and Hospitals Fund (HHF) is keen to see progress of this project to construction phase. Board wants to see commercial term of contract between Murrumbidgee Health and St Vincent's in terms of clinical services, food provision and sterilisation services.
- Department of Planning estimate there will be a 3 month time frame for the approval of the Development Application.

**RECOMMENDED on the motion of Councillors Neville and Napoli that the reports be noted.**

## **CL06 GENERAL BUSINESS**

- That there should be information on the economic development status of Griffith provided to Robert Cusack and Owen Judge.
- The emphasis of the meeting should be that the Private Hospital will be serving a region not just Griffith City.

## **CL07 NEXT MEETING**

The next meeting is to be held on Tuesday, 22 July 2014 at 6.00 pm.

There being no further business the meeting closed at 6.37 pm.

## **COMMITTEE RECOMMENDATION**



**MINUTES OF THE GENERAL FACILITIES COMMITTEE MEETING HELD IN THE COUNCIL CHAMBERS, GRIFFITH ON TUESDAY, 1 JULY 2014 COMMENCING AT 4.00 PM**

**PRESENT**

Councillor Doug Curran (Chairperson), Councillor Bill Lancaster, Ronald Anson (Community), Gavin Brady (Stakeholder), Greg Collier (Stakeholder), Denis Conroy (Stakeholder), Marilyn Hams (Stakeholder), Judy Kroek (Stakeholder), Gavin Brady (Stakeholder) and Wayne Spencer (Stakeholder)

**STAFF PRESENT**

Director Infrastructure and Operations, Dallas Bibby; Director Utilities, David Tull; Manager Parks and Gardens Manager, Peter Craig; Groundsman Dalton Park, Warren Hodge; Cemetery Staff Member, Roger Peterson and Minute Secretary, Wendy Krzus.

Quorum = 6

**CL01 APOLOGIES**

**RECOMMENDED** on the motion of Ron Anson and Marilyn Hams that apologies be received from Manager of Executive Services, Shireen Donaldson, Team Leader Saleyards, Les Warren and Ginge Davies (Community).

**Absent:** Councillor Neville and Tony Box.

**CL02 CONFIRMATION OF PREVIOUS MINUTES**

**RECOMMENDED** on the motion of Councillor Lancaster and Judy Kroek that the minutes of the previous meeting held on 6 May 2014, having first been circulated amongst members, be confirmed with the following amendment.

**Page 3 of the Minutes, remove the last sentence of the first paragraph.  
The paragraph to read:**

**"Ms Kroek thanked all the Councillors for their support."**

**CL03 BUSINESS ARISING**

Nil.

**CL04 DECLARATIONS OF INTEREST**

Nil.

The Chair informed the Committee that this would be Mr Tull's last meeting as he was retiring from Council on Friday.

The Chair thanked Mr Tull on behalf of the Committee for his dedication and commitment to the Committee and wished him all the best in his retirement.

**CL05 GRIFFITH LIVESTOCK MARKETING CENTRE**

Mr Tull provided the following report on the Griffith Livestock Marketing Centre.

- Having had the last sale of the financial year, 600,000 sheep have passed through the Centre which is a great result.
- Expenditure is up by \$25,000 on budget, \$188,000 up on income, net surplus of \$163,000 approx. over budget which is a good result.
- Mr Tull stated that the results were a credit to staff who have worked hard throughout the year.

**RECOMMENDED on the motion of Ron Anson and Wayne Spencer that the report be noted.**

**CL06 DALTON PARK**

Mr Craig provided an update on works at Dalton Park, stating that locks have been purchased and keyed at the request of both the Harness Racing Club and Jockey Club.

Mr Craig advised that bookings are ongoing with a number of private functions having been held at the facility with no interference being reported by with Harness Racing Club or the Jockey Club and that the drainage issue was still on the agenda with survey work is to be carried out.

Mr Bibby stated that the cost of the last road grading was not yet reflected in the financial figures.

Mr Craig advised that the costing would be added to the figures and that the end of year financials would be very much on budget.

**RECOMMENDED on the motion of Judy Kroek and Dennis Conroy that the report be noted.**

**CL07 GRIFFITH CEMETERIES**

Mr Craig provided an update on the Griffith Cemeteries stating that it has been a busy time.

Mr Craig commended staff on their hard work and dedication to the presentation of the Cemetery and stated that a couple of complimentary letters had been received which is a credit to the work being put in by staff members.

Mr Greg Collier entered the meeting the time being 4.17 pm. Mr Warren Hodge entered the meeting the time being 4.17 pm.

Discussion took place on the amount of available burial space remaining at the Cemetery.

Mr Craig stated that consideration could be given in the future to developing part of the carpark as additional land and that there was a lot of land around the Muslim section which could be considered.

Mr Collier enquired about charges for late funerals, stating that Council's Revenue Policy lists this as "actual costs" and asked if this could be clarified with a specific charge (perhaps an hourly rate).

Discussion took place on the consequences of late funerals.

Action: Further discussion to take place on this matter.

**RECOMMENDED on the motion of Greg Collier and Gavin Brady that the report be noted.**

### **CL08 SENIOR CITIZENS CENTRE**

Mrs Krzus provided an update on the financial figures for the Senior Citizens Centre for the financial year stating that income and expenditure was on track.

Mrs Krzus stated that the remaining funds in the maintenance budget (for the financial year) has been spent on installing residual current devices (RCDs). (RCDs ensure high levels of personal protection from electric shock) and to repairing cracks in the kitchen ceiling and painting the ceiling and walls of the kitchen.

Mr Anson advised that a meeting had been held with representatives of the various user groups seeking their input into the design of the proposed storeroom extension and that amended plans have been received taking into account their feedback.

Mr Anson further advised that an application for funding under the Community Building Partnership would be made with the Griffith Senior Citizens Club Incorporated being the applicant partnering with the Rotary Club of East Griffith.

Mr Anson stated that a meeting has been scheduled for Friday, 11 July 2014 with executive of the Senior Citizens Club Incorporate, the President of the Rotary Club of East Griffith, Mrs Krzus and himself to prepare the grant submission.

**RECOMMENDED on the motion of Ron Anson and Greg Collier that the report be noted.**

### **CL09 GRIFFITH CITY COUNCIL POUND**

The Chair advised that an expression of interest to sit on the General Facilities Committee representing the Griffith Pound has been received from representatives of Needy Paws Dog Rescue (copy of expression of interest is attached to the agenda).

Action: The Chair and the Manager Executive Services, Mrs Shireen Donaldson to liaise with the representatives of Griffith Needy Paws Dog Rescue (D Purchase and K Rebetzke) and invite them to attend the next meeting of the General Facilities Committee with the view of ratifying membership at that meeting.

**RECOMMENDED on the motion of Ron Anson and Councillor Lancaster that the report be noted.**

## **CL10 GENERAL BUSINESS**

### **10.1 Griffith Harness Racing Club**

Mr Conroy advised that trotting trials were being held at Dalton Park and that they were sharing the trials with Leeton Trotting Club which was proving to be successful. Mr Conroy further stated that the grounds were in an excellent condition and that their next official meeting would be held in November.

Mr Conroy advised that following a party some guests had left their vehicles parked overnight restricting or making it difficult for vehicles pulling horse floats that required access to the facility the following morning.

Action: Mr Craig to bring this matter to Mr Hodge's attention so that those hiring the facility can be made aware of this and it be added to the induction sheet so that guests are informed.

### **10.2 Griffith Jockey Club**

Ms Kroek advised that the next official meeting of the Griffith Jockey Club is to be held on Saturday, 13 September 2014 and that the Club would be holding a working bee on the track sometime prior to the meeting.

### **10.3 Griffith Livestock Marking Centre**

Mrs Hams advised that repairs have been carried out to the sheep loading ramps and enquired if light globes as they deteriorate could be replaced with the type that does not attract insects.

The Chair suggested that staff investigate a transition to replace light globes over the loading ramps as they deteriorate.

Action: Staff to investigate the transition to replace light globes as they deteriorate over the loading ramps with those that do not attract insects.

Mrs Hams advised that there was no cattle sale held in Griffith recently with 330 head of cattle being taken to Wagga for sale.

Mr Brady stated that there was no sale because of the insufficient number of cattle and that to hold a sale around 200 head of cattle is required for a sale to proceed. Buyers have indicated that they will not attend the sale unless there is a sufficient number of cattle for sale.

Mr Brady further stated the agent needs to know in advance the number of head of cattle for sale and that this was difficult to obtain a number of days prior to the sale itself. A decision on whether the sale is to be held or not must take place on the Monday prior to the sale.

## **CL11 NEXT MEETING**

The next meeting of the General Facilities Committee is to be held on 2 September 2014 at 4.00 pm at Dalton Park. The Chair once again thanked Mr Tull for his time spent on the Committee and wished him all the best for the future.

There being no further business the meeting closed the time being 4.57 pm.



**MINUTES OF THE TRANSPORT COMMITTEE MEETING OF GRIFFITH CITY COUNCIL HELD IN THE MURRAY ROOM, GRIFFITH ON 7 JULY 2014 AT 5.30 PM**

**PRESENT**

Councillor Doug Curran, James Jackson (Stakeholder), Christine Tomlinson (Stakeholder), Gerry Wilcox (Stakeholder - alternate)

**STAFF PRESENT**

Director Infrastructure and Operations, Dallas Bibby; Engineering Design and Approvals Manager, Graham Gordon; Traffic Engineer, William Wood; Airport Coordinator, Bob Campbell; Road Safety Officer, Greg Balind; Minute Secretary, Leanne Austin  
Quorum = 4

Councillor Curran assumed the Chair in the absence of Councillor Croce.

**CL01 APOLOGIES**

**RECOMMENDED on the motion of James Jackson and Christine Tomlinson that apologies be received from Councillor Croce. Councillor Napoli, Councillor Stead, Alf Trefilo, Mathew Vitucci.**

**Absent:** Ray Ellis (Stakeholder), Allan Bennett (Stakeholder - Alternate).

**CL02 CONFIRMATION OF PREVIOUS MINUTES**

**RECOMMENDED on the motion of Christine Tomlinson and Gerry Wilcox that the minutes of the previous meeting held on 12 May 2014, having first been circulated amongst members, be confirmed.**

**CL03 BUSINESS ARISING**

**3.1 Coffee Shop Griffith Airport Terminal**

Mr Campbell confirmed that Pe&ches mobile coffee van is no longer operating at the airport terminal.

**3.2 Par Avion**

Mr Campbell advised passenger numbers have increased and the timetable for flights to Melbourne is being reviewed to possibly include a Sunday service. Par Avion planes may be housed at Essendon in future.

### **3.3 Griffith Airport Terminal Security**

Mr Campbell advised the relocation of his office to the Airport Terminal had been delayed due to Telstra being required to work on the pits. Mr Bibby advised Telstra has been contacted.

### **3.4 Access Committee**

Councillor Curran advised that the Access Committee has not met as yet. Applications for membership close on 25 July 2014. Mrs Tomlinson advised she would be interested in applying for the Access Committee. Mrs Donaldson to be advised.

### **3.5 Parking East Griffith Shops**

Mr Balind advised the RMS have now agreed to allow an access ramp to be installed at East Griffith shops and will assist with funding. Quotes to be obtained. Mr Gordon advised staff have been preparing a survey for business owners in relation to parking options.

### **3.6 Cars for Sale Banna Avenue**

Mr Balind advised MIA Rural and Rawlinson & Brown have been liaised with. Councillor Curran requested staff contact the original applicant to provide an update.

### **3.7 Road Train Access - Hartwigs**

Mr Balind advised preliminary investigations have been done with work required at the Hartwig's access. Councillor Curran advised he would liaise with Mr Ellis.

### **3.8 Couch Road**

Mrs Tomlinson advised that the condition of Couch Road still requires attention, particularly where buses stop. Mr Bibby advised staff will be investigating this further. Councillor Curran also advised of a similar problem at Griffith Central along Jondaryan Avenue beside the bus parking area. Mr Bibby to follow up.

### **3.9 Donor Blood Mobile**

Mr Gordon advised that the Griffith Lifestyle Centre was the preferred option and that the service had commenced operating.

## **CL04 DECLARATIONS OF INTEREST**

Councillor Curran declared a non-pecuniary interest in relation to CL07 Traffic Management Plans Citrus Sculpture Events 2014 as he is a Committee member.

## **CL05 ACTION REPORT**

### **5.1 Footpaths Kooyoo Street**

Mrs Tomlinson enquired about the condition of the Kooyoo Street footpaths. Mr Bibby advised this is not a priority at this stage due to funding constraints however he will continue

to look at funding options.

## **5.2 Compliance Issues Al Fresco Dining Areas**

Mr Jackson enquired about compliance issues in relation to al fresco dining areas. Councillor Curran requested clarification on how many metres the tables and chairs need to be from the shop fronts. Compliance Officer to be advised.

The Action report was updated and noted.

### **CL06 INSTALLATION OF NO STOPPING ZONES - PEDESTRIAN ACCESS MOBILITY PLAN - CLIFTON BOULEVARD & SANDERS STREET**

Council is in the process of establishing shared pedestrian/cycleways in the Collina area as per the Pedestrian Access Mobility Plan therefore parking restrictions are required to be implemented adjacent to kerb ramps to allow for adequate site distances to be achieved. Funding for PAMPS is allocated however, no funding for the shared cycleway has been provided to date.

**RECOMMENDED on the motion of James Jackson and Christine Tomlinson that the Transport Committee support:**

- (a) The installation of a 28 metre No Stopping zone on the northern and southern side of Sanders Street to the west of Clifton Boulevard (as per design 1).**
- (b) The installation of a 37 metre No Stopping zone on the northern side of Clifton Boulevard adjacent to the intersection of Hillam Drive (as per design 2).**
- (c) The installation of 45 metre No Stopping zone on the corner of Clifton Boulevard and Doolan Crescent (north - as per attached design 3).**

### **CL07 TRAFFIC MANAGEMENT PLANS - CITRUS SCULPTURE EVENTS 2014**

The annual Festival of the Gardens event is due to be held in Griffith from 12 October to 26 October 2014 inclusive. A number of events have been planned to complement the festival which require Traffic Management Plans.

**RECOMMENDED on the motion of Christine Tomlinson and Gerry Wilcox that the Transport Committee support:**

- (a) The Traffic Management Plan (Annexure A) to close Banna Avenue (west bound and east bound) from Jondaryan Avenue/Tranter Place to Bonegilla Road on 12 October 2014 to allow for the assembly of citrus sculptures, and on 26 October 2014 to allow for the disassembly on of the citrus sculptures. (Schedule 1).**
- (b) The Traffic Management Plan (Annexure B) to close Banna Avenue (west bound only) between the existing u-turn bay and Jondaryan Avenue for the Festival of the Gardens event proposed for 17 October 2014 (Schedule 1(a)).**

**CL08 YOOGALI INTERSECTION**

Mr Bibby advised he has spoken with the RMS and some road safety funding may become available in future. Black Spot funding criteria has become more lenient than in the past, but still not enough for eligibility for this intersection. A roundabout design is not possible with the new VW dealership, with traffic lights probably providing the best solution.

**CL09 GENERAL BUSINESS**

**9.1 Funding Update**

Mr Bibby advised Council has not received final advise on R2R funding or RMS for 2014/15 funding as yet. The Federal Government has advised that there is an additional funding allocation of R2R in 2015/16 of around \$700,000 for roadworks. This is in addition to the normal annual funding of \$700,000. There are some Flood Restoration funded works still to be completed in 2014/15.

**9.2 East Griffith Parking**

Mr Jackson enquired where the East Griffith Parking issue is up to. Councillor Curran advised staff will be undertaking a survey and letter drop including photos. The survey is to include an option for customers to complete also. Councillor Curran requested that the survey be distributed for a four week period and that this action be placed on the Action List.

**9.3 Jones Road**

Mr Jackson enquired about the Council surveyors being on Jones Road. Mr Bibby advised that Jones Road is listed for works in 2015/16 and Lakes Road in 2016/17. Jones Road and Oakes Road will also be surveyed to allow for costings to be estimated for these projects.

**9.4 Crossing Street**

Mr Balind requested that cheese blocks be inserted along Crossing Street to prevent vehicles performing U-Turns when exiting from MacDonalds.

**CL10 NEXT MEETING**

The next meeting of the Transport Management Committee is to be held on 11/08/2014 at 5.30 pm.

Dallas Bibby advised he will be an apology.

There being no further business the meeting closed the time being 6.20 pm.

**GRIFFITH CITY COUNCIL**  
**RESCISSION MOTION**

**SUBJECT:** RESCISSION MOTION - AMENDMENT TO COUNCIL'S ON-SITE  
DETENTION POLICY

**ACTION OFFICER:** Leon Thorpe, Councillor

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**SUMMARY**

A Rescission Motion (attached) from Councillors Croce, Zappacosta and Thorpe was received by Council on 11 July 2014.

**BACKGROUND**

**General Manager's Comments**

I refer to the staff report to Council at the meeting held 8 July 2014. CL01 Amendments to Council's On-Site Detention Policy. With any report to Council by staff, it is a reasonable expectation that full details of the positive and negative implications of the matter be included in such report. I acknowledge, in this particular instance, the positive case was not included and it should have been.

As General Manager I should have ensured that a fully balanced report was presented to Council. It is possible that Councillors' deliberation of the matter at the Council meeting held 8 July 2014 may have been influenced by this omission. I have attached to this rescission motion a copy of the report to the Business Development and Major Projects Committee Meeting held 20 January 2014 and the Minutes of that Committee meeting for your information."

**RECOMMENDATION**

**Council rescind Minute Number 0219 from the Ordinary Meeting of Council held 8 July 2014 as follows:**

**CL01 AMENDMENTS TO COUNCIL'S ON-SITE DETENTION POLICY**  
**(EDAM)**

**0219**

**RESOLVED on the motion of Councillors Lancaster and Thorpe that Council decline the proposed amendments to the Council's on site detention policy (CS-CP-404) and rescind its decision to prepare a draft amendment as resolved at the Council Meeting of 11 February 2014.**

**ATTACHMENTS**

- (a) Rescission Motion
- (b) Report to the Business Development and Major Projects Committee Meeting held 20 January 2014
- (c) Extract from Minutes of Business Development and Major Projects Committee meeting held 20 January 2014

(a) Rescission Motion



**RESCISSION MOTION**

Brett Stonestreet  
General Manager  
Griffith City Council  
GRIFFITH NSW 2680

Dear Brett,

We hereby give notice of the following Rescission Motion for the Council meeting to be held on Tuesday, 22 July 2014:

**CL01 AMENDMENTS TO COUNCIL'S ON-SITE DETENTION POLICY**

(EDAM)  
0219

**RESOLVED** on the motion of Councillors Lancaster and Thorpe that Council decline the proposed amendments to the Council's on site detention policy (CS-CP-404) and rescind its decision to prepare a draft amendment as resolved at the Council Meeting of 11 February 2014.

  
Councillor CROCE

  
Councillor [unclear]

  
Councillor Leon Thorpe

**GRIFFITH CITY COUNCIL**  
**REPORT**

**CL09**

**SUBJECT: AMENDMENTS TO COUNCIL'S ENGINEERING GUIDELINES  
RECOMMENDED BY COMMITTEE MEMBER MR STEVEN MURRAY**  
**FROM: Neil Southorn, Director Sustainable Development**

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**SUMMARY**

The following report has been submitted by Mr Steven Murray. It includes a Council staff response to certain parts of the report and its recommendations.

This report and recommendations are in response to Council's request for suggestions on Council's Engineering Guidelines and policy framework. The objective is to facilitate sustainable development and ensure that development consent conditions are reasonable.

**RECOMMENDATION**

**PART A: That Council amends the Engineering Guidelines and other relevant policies to include the following recommendations: -**

**1) That the sealing or upgrading (including on-site detention) of existing car parks including access and egress points not be required when assessing a Development Application when:-**

- **There is no increase in car parking spaces required by the development, and**
- **There is no additional traffic generated by the proposed development, and**
- **There is no change in loading and unloading arrangements;**
- **UNLESS Council resolves that the circumstances of the case are such as to warrant this and clear justification is made.**

**Note: This recommendation does not relate to statutory requirements such as in relation to disabled car parking spaces or maintenance of existing facilities such as line marking.**

**2) That the landscaping and irrigation of existing car parks shall not be required in the circumstances listed in (1) above.**

**3) That on-site detention not be required when developments do not increase the total roof and hardstand (concrete/paved/sealed) areas of an existing development , including developments whereby existing roof and hardstand areas are removed and replaced with roof and hardstand areas that do not increase the roof and hardstand area of the former development.**

**4) That where an existing development involves alterations and/or additions that**

requires either an increase for water service supply from an existing Council water main and/or an increase of sewer service drainage connected to an existing Council sewer main, there be no requirement for the developer to prove by way of calculation of the ability of Council's water and/or sewerage system to service (or not) any increased demand. Should the development necessitate calculations concerning the ability or otherwise of Council's water and/or sewerage system, Council shall do so without cost to the developer and inform the developer of the outcome at pre-DA meeting/s.

**Note:** Council may request information from the intended applicant regarding the on-site sewerage and water systems for the existing and proposed development including peak demands generated from the entire development by either a suitably qualified licensed plumber or consultant engaged by the developer, in order to assess the capacity of Council's infrastructure.

5) That 'documentary evidence' from a gas supplier, an electrical authority, Telstra or any other service provider 'that satisfactory arrangements have been made for the provision' of these services, not be required. It is suggested that a condition may be applied that the applicant shall be responsible for the provision of electrical, telecommunication, gas service or any other service provider to the development and that prior to 'Occupation Certificate' applicants provide documentary proof of any of the above services that have been provided to the development.

**PART B:** That policies of Council be formally adopted prior to implementation and not effected through development consents unless in accordance with Council's Policy Register and Council's prior deliberation. The exception to the above being draft Development Control Plans.

**PART C:** That conditions implemented be clear and concise and appropriately justified within Development Approvals. A 'Reason' shall be provided to all conditions. The 'Reason' is to be located under each 'Condition'.

**PART D:** That all current 'active' Notices of Determination of a Development Application having any of the above conditions (Clauses 2- 5 inclusive) be reconsidered in the event of a Section 96 'Modification of Consent' application relating to these matters.

**PART E:** That qualified Council staff participate at all pre DA lodgement meetings and provide advice on potential conditions that may be applied to a Development Application that may be lodged. Minutes of the meeting/s are to be confirmed and distributed to stakeholders within fourteen (14) working days of the meeting.

## **BACKGROUND**

The issue of Council's Engineering Guidelines (including Standards and Policies within the Guidelines) and their application to conditions in Development Consents has been a source of major discontent with developers, architects and building designers for a number of years. I and others involved in the development application process have

had a number of meetings with Council staff over this matter to 'air' our grievances over contentious issues, the last being held in Council offices over twelve months ago. There has been some improvement in respect to the DA process. Along with my own dissatisfaction, my recent discussions with other architects, developers and building designers, reveal considerable dissatisfaction from those individuals remain concerning the Guidelines and their application for the following reasons:-

1. Failure to provide sufficient information and clear reasons for proposed engineering conditions at pre-DA meetings.
2. Inclusion of Condition/s in DA Consents that are an unnecessary application of the Guidelines to existing developments and do not take into account existing conditions.
3. Wording in Conditions that do not fully convey what is actually required.

The following gives factual examples to justify the above. Where applicable I have made reference to actual DA clauses from current active Development Consents: -

**Reference: DA 223-2013.**

Issue: Item 1. Failure to provide information and clear reasons for proposed engineering conditions at pre DA meetings

This is a recent project whereby I was engaged to provide architectural services and the required information for a development application. In the first instance my request for a pre DA meeting to discuss intended conditions was met and at this meeting. I was provided with references to Council policies and the BCA that would be relevant to the project. This information was confirmed in writing in the following days by email. It was explained to me at this meeting that no representatives from the engineering department were available due to being away on holidays. I was assured that they would follow up with information when they returned. No follow up information was received and my client instructed me to proceed with a DA due to the passage of time.

Comments: There appears to be an internal protocol regarding the requirement to provide pre DA information and intended Conditions (with reasons given) that would be applied to a Development Application, however this needs to be ratified in some formal document and then architects, developers and building designers be formally informed. It is imperative that useful early comments on a proposal will assist the applicant to arrive at a decision as to whether or not a development application would proceed. A formal procedural system successfully operates within Port Macquarie Hastings Council.

Outcome: Further to the above application, I requested a pre DA meeting to discuss the Draft conditions all-relating to proposed engineering conditions. Despite my arguments against some of the conditions, only one condition was removed relating for the requirement for a sewer easement (documentary evidence was provided by the applicant to negate the requirement). At the meeting reasons for the engineering conditions were generally adequately explained, some (in my opinion) were not. It must be noted that further to the meeting, the applicant was happy to proceed with the application and my request for explanation in writing, of the conditions and other documentary information were emailed to the applicant and I.

The applicant at this point in time had paid around \$1,400 in DA fees. All this could have been resolved at a pre DA stage without the pressure of losing the DA fee if the proposal did not proceed.

Issue: Item 2: Inclusion of Conditions in DA Consents that are an unnecessary application of the Guidelines to existing developments and do not take into account existing conditions.

The above development had an existing gravelled car park approved under a previous development application and it appeared in good condition. No additional car-parking spaces were required to the car park under DCP 20 (in fact there was an over-all reduction) and there was no increase in traffic movements for loading and unloading. Consent condition Part L(7) required'... *the sealing of all car parking and vehicular manoeuvring areas including the access into the site.... The agreed time period shall be not more than five (5) years from the date of occupation. The remaining vehicular manoeuvring areas are to be provided with minimum 200mm compacted road building gravel and maintained to a standard which does not result in water ponding or material eroding from the site*'.

Comments: The applicant's original instruction to me was for the existing car park to be gravelled, which was noted on the drawings submitted. Despite this, the above condition was invoked. The additional cost to the applicant for this work was estimated to be around \$11,000. It is my contention that this is an unnecessary condition applied and although reluctantly accepted by the applicant in this case, there are examples whereby others have rejected the condition. I refer to feed back on this issue received from a local building Designer, and I quote his correspondence as follows:-..

*'Mandatory Sealing of car parking - this blanket condition is absurd'. ....'I have had several clients that have not gone ahead with projects because of this. He went on to give an example....It was an existing site in Wickham Hill with a new shed to be used by the land owner to repair and service his header. Would not have increased vehicle movements or carparking but policy is to seal no matter what. I told the client this and said we could try getting council to budge but did not want the hassle or to spend money designing on a long shot.'*

He added....*'There are many occasions where a gravel car park or manoeuvring area are quite fine particularly in industrial areas. Forklifts and trucks when tight turning destroy whatever surface they are on but with gravel its repairable.'*

Current Engineering guidelines appear to be applied to all applications whether large scale or small, simply because a DA has been 'triggered'. The above examples highlight cost burdens that sometimes negate development.

Additional Comment: It is noted that the operating Council car park in Willandra Avenue has recently been constructed without adherence to Council's Engineering Guidelines. It has no road base or seal finish surface, line marking or disabled car parking spaces. My perception is that Council operates under a 'double standard' here. This is inexcusable as it also represents a public liability issue 'waiting to happen'.

Staff comment: Council staff acknowledge some discretion may be appropriate for car park sealing and are preparing a draft policy on car park sealing to be presented to a future meeting of the Committee. The Willandra Ave site is not a designated car park but has undergone maintenance of a gravel surface in recognition of its use as an informal parking area. Council does not require car parks to be sealed for existing development. Council staff do not agree that a 'double standard' or liability issue exist.

The claim attributed to the developer that any sealed surface is destroyed by fork lifts and trucks, and therefore gravel is preferred, is incorrect; whilst of high cost, a concrete surface may be an appropriate and necessary treatment in certain circumstances.

**Reference: 17 Boonah Street (source: personal correspondence from a local building designer, DA reference not given)**

Issue: Item 2: Inclusion of Conditions in DA Consents that are an unnecessary application of the Guidelines to existing developments and do not take into account existing conditions. The building designer's comments in regards to this matter are as follows:-

*'Stormwater detention - if detention required that pre development flows = post development flows it would be acceptable but a knockdown-rebuild home in Boonah St, I designed Council made the client provide detention for the total roof area not the additional area'*

Comment: I agree with this. This consent condition also occurred on another residential development that I designed at 46 Carrathool Street, Griffith. OSD requirements are very expensive for their construction and the consultants involved. The on site detention policy should be amended to take into account the above.

Outcome: Both projects were constructed, but the owners were very disgruntled.

Staff comment: For certain parts of Griffith, Council's On Site Detention Policy allows for the requirement of on site detention for all new development, including redevelopment, under certain circumstances. This allows incremental improvement to be made to the drainage network in those areas where there is an existing drainage problem. In some areas, there is a limit to the amount of improvement that can be made to Council's infrastructure because there is insufficient grade to outfall, so having on site detention within properties undergoing redevelopment was included in the policy to help enable Council's infrastructure to cope. The concern of the development industry - that development which does not increase post development flow should not have to incur the cost of on site detention - is recognised but if the policy is amended to remove this provision, there may be occasions when the capacity to make improvement is lost because it cannot be achieved downstream.

**Reference: DA 219/2011.**

This is a project done in 2011 whereby I was engaged to provide architectural services and the required information for a development application. It involved the expansion of an existing motel comprising eight additional motel units as well as upgrading the front boundary with fencing and landscaping.

Issue: Item 2: Inclusion of Conditions in DA Consents that are an unnecessary application of the Guidelines to existing developments and do not take into account existing conditions.

The following clause was included in the above Consent (with the contentious issues highlighted in bold typeface):-

*Part 1 '(1) The applicant must supply information on the sewerage system for the*

*existing and proposed development including peak demands generated from the entire development. Details of the existing and proposed sewerage system including approval from Council's Water and Sewer Department permitting the calculated flows to connect to Council's Sewerage system must be submitted to Council for approval prior to the lodgement of a Construction Certificate application.*

***Should the calculations prove that the existing sewer main is not suitable for the proposed development, then upgrade and amplification of the sewer main is to be conducted at the applicants expense. The design of all new mains and other associated components normally associated with sewer main installations are to conform to the standards prescribed in Council's Engineering Guidelines - Subdivisions and Development Standards December 2008 and the Water Reticulation Code of Australia (WSA 03-2002)'***

And also:-

***Part I (2) The applicant is to submit to Council for approval, hydraulic calculations from a suitably qualified Hydraulic Engineer prior to the lodgement of a Construction Certificate application. Calculations must demonstrate that additional tenements as a result of the development will maintain the minimum required pressure and flow rate through the existing water main.***

***Should the calculations prove that the existing water main is not suitable for the proposed development, then upgrade and amplification of the water main is to be conducted at the applicants expense. The design of all new mains and other associated components normally associated with water main installations are to conform to the standards prescribed in Council's Engineering Guidelines - Subdivisions and Development Standards December 2008 and the Water Reticulation Code of Australia (WSA 03-2002)'***

Comments:

Council should be aware of its infrastructure's ability to cope with a relatively small-scale development such as this and they should investigate and report to the developer that the Council infrastructure can or cannot 'cope' with the increased demand. It is absurd logic for a 'pro-development' Council to demand of the developer to calculate at their own expense, Council's infrastructure ability and then demand that the developer pay for any required upgrade.

Regarding Part I(1), it is not an unreasonable condition that the applicant '*supply information on the sewerage system for the existing and proposed development including peak demands generated from the entire development*' to enable Council to then do their own calculations.

Regarding Part I(2), it is also excessive (and costly) to demand '*hydraulic calculations from a suitably qualified Hydraulic Engineer*' when this could adequately be performed by a licensed plumber.

These conditions are extremely expensive for the applicant to carry out and they are totally bewildered by them. I have never come across this condition in my 30 years professional experience in my 'dealings' with other Councils.

Again, the point is raised about the importance of pre DA meetings to have this matter resolved prior. I do not recall this matter ever being raised at the pre DA meetings.

Outcome: The developer (my client) has not advanced further with the development and they are considering their options. The only feasible legal option currently available is to submit a Section 96 Modification to have these conditions modified before proceeding. This involves expense and there is no guarantee that the application would be successful anyway.

Staff comment: It is not the preference of Council staff that the developer be required to substantiate Council water and sewer infrastructure capacity. The nominated condition is only used occasionally, in cases where the required information has not been provided by the developer, in the interests of making a determination on the application. A consequence of the recommendation is to "stop the clock" on the assessment until the required information is provided. Council staff are able to make reasonable estimates of water demand and sewer load for residential and quasi residential types of development. However, specialist advice is usually required for demand and load estimates for commercial and industrial types of development, particularly those that might include processing or contain features that are unique to the development. For these applications, a suitably qualified professional person is required to perform and certify the estimates.

**Reference: DA 84/2012. [Part I (8), (9), (10)]**

These conditions were for a commercial project. In summary they required 'documentary evidence' from the gas supplier, electrical authority and Telstra 'that satisfactory arrangements have been made for the provision' of these services. The 'evidence' was required 'prior to the lodgement of a Construction Certificate application'

Comment: These requirements are unnecessary. They are time consuming and costly to obtain and hold up the application process. Any developer would, as a matter of common sense, address these issues anyway. In any event, it is up to the developer as to which service would be required. For instance, why demand that a gas supply be verified if the developer does not wish to service the development with gas?

Staff comment: There needs to be some reference to connection of services in the consent so that the documentary proof of connection can be verified prior to occupation, and to satisfy the expectations of successors in title of the subject property.

Additional staff comment, Recommendation Part B: There will be occasions when provisions in a draft policy are of advantage to a developer; a case in point is expected to be the draft policy on car park sealing. A consequence of Recommendation Part B is that it cannot be considered even though it is the clear intention of Council that it be considered in the future. It is not clear why a draft Development Control Plan has been made an exception under the proposed recommendation. For the information of the Committee, an exhibited draft LEP and other draft State planning policies must be considered under s79C of the EP&A Act, but the LEP is an Environmental Planning Instrument of the Minister and not a policy of Council.

Additional staff comment, Recommendation Part C: Inclusion of a reason for every

condition of consent will create additional workload for staff and much larger consent documents, creating more red tape from Council's perspective. It is suggested that if the Committee agrees reasons for conditions are required, they might be limited to groups of conditions or non-standard or significant individual conditions.

Additional staff comment, Recommendation Part D: It is not appropriate to pre-empt the outcome of or otherwise influence the assessment of a section 96 modification to a consent, other than by a change in policy. This recommendation also appears to contradict Recommendation Part B in relation to proposed changes to Council policy having no effect until proper notification and inclusion in Council's Policy Register, in that the intent is to have the changes recommended in the report be made effective immediately. It is suggested that this recommendation is unnecessary as Council will deliberate on the proposed amendments, exhibit draft amendments and then consider their adoption, and the Recommendation pre-empts the outcome of that process.

Additional staff comment, Recommendation Part E: It is highly desirable that appropriate staff attend pre lodgement meetings. There will be occasions when the required staff are not available, there being only few specialist staff at Council. A consequence of the Recommendation is that meetings may need to be deferred until the required staff are available.

(c) Extract from Minutes of Business Development and Major Projects Committee meeting held 20 January 2014

**CL09 AMENDMENTS TO COUNCIL'S ENGINEERING GUIDELINES RECOMMENDED BY COMMITTEE MEMBER MR STEVEN MURRAY**

*General Manager's Comment:*

*Because of the importance of recommendations arising from this clause and the consequences to Council's development processes, the full report to Committee is attached to these Minutes.*

Discussion took place on the report submitted by Mr Murray and staff comments listed in the report.

Mr Pierotti stated that he agreed in principle with the recommendation as stated in the report however he considered the motion to be a bit early and that maybe more time is required to consider the matter and suggested that the matter be laid on the table.

Mr Stonestreet explained that should a change of policy be required, Council would have to follow due process in amending a public policy (report to Council, advertising the changes, public exhibition etc).

Mr Murray stated that if a developer wanted to put a residence above an existing shop there did not appear to be any leeway given eg. sealing of carparks etc.

Mr Murray mentioned draft policies and stated that he had never seen a draft policy and that he considered draft Development Control Plans to be advantageous to the developer but did not know what draft policies Council has.

Mr Murray further stated that there is a need for transparency and cited Leeton Shire Council as an example where Council provides the developer with the reason/s why a condition is imposed eg. the reason may be a legislative requirement.

Mr Murray commented that Council should be aware of its infrastructure's ability to cope with a relatively small-scale development and they should investigate and report to the developer that the Council infrastructure can or cannot 'cope' with the increased demand.

Mr Southorn stated that he would be happy to remove that condition, however if Council did not receive the information required to enable processing of the application then the clock would be stopped. This was supported by Committee members.

**RECOMMENDED on the motion of Steven Murray and Councillor Rossetto that:**

**PART A: That Council amends the Engineering Guidelines and other relevant policies to include the following recommendations:**

*General Manager's Comment:*

*Best practice governance requires that a draft amendment of any policy be prepared for Council's consideration and public exhibition. Council might consider that recommendation PART A be amended by adding the following sentence before the recommendations as made by the Committee.*

*"That Council prepare a draft amendment of the Engineering Guidelines and other relevant*

*policies to include the following recommendations."*

**1) That the sealing or upgrading (including on-site detention) of existing car parks including access and egress points not be required when assessing a Development Application when:-**

- There is no increase in car parking spaces required by the development, and
- There is no additional traffic generated by the proposed development, and
- There is no change in loading and unloading arrangements;
- **UNLESS Council resolves that the circumstances of the case are such as to warrant this and clear justification is made.**

**Note: This recommendation does not relate to statutory requirements such as in relation to disabled car parking spaces or maintenance of existing facilities such as line marking.**

**2) That the landscaping and irrigation of existing car parks shall not be required in the circumstances listed in (1) above.**

**3) That on-site detention not be required when developments do not increase the total roof and hardstand (concrete/paved/sealed) areas of an existing development, including developments whereby existing roof and hardstand areas are removed and replaced with roof and hardstand areas that do not increase the roof and hardstand area of the former development.**

**4) That where an existing development involves alterations and/or additions that requires either an increase for water service supply from an existing Council water main and/or an increase of sewer service drainage connected to an existing Council sewer main, there be no requirement for the developer to prove by way of calculation of the ability of Council's water and/or sewerage system to service (or not) any increased demand. Should the development necessitate calculations concerning the ability or otherwise of Council's water and/or sewerage system, Council shall do so without cost to the developer and inform the developer of the outcome at pre-DA meeting/s.**

**Note: Council may request information from the intended applicant regarding the on-site sewerage and water systems for the existing and proposed development including peak demands generated from the entire development by either a suitably qualified licensed plumber or consultant engaged by the developer, in order to assess the capacity of Council's infrastructure.**

**5) That 'documentary evidence' from a gas supplier, an electrical authority, Telstra or any other service provider 'that satisfactory arrangements have been made for the provision' of these services, not be required. It is suggested that a condition may be applied that the applicant shall be responsible for the provision of electrical, telecommunication, gas service or any other service provider to the development and that prior to 'Occupation Certificate' applicants provide documentary proof of any of the above services that have been provided to the development.**

**PART B: That policies of Council be formally adopted prior to implementation and not effected through development consents unless in accordance with Council's Policy Register and Council's prior deliberation. The exception to the above being draft Development Control Plans.**

**PART C: That conditions implemented be clear and concise and appropriately justified within Development Approvals. A 'Reason' shall be provided to all conditions. The 'Reason'**

is to be located under each 'Condition'.

**PART D: That qualified Council staff participate at all pre DA lodgement meetings and provide advice on potential conditions that may be applied to a Development Application that may be lodged. Minutes of the meeting/s are to be confirmed and distributed to stakeholders within fourteen (14) working days of the meeting.**

Council's Engineering Design & Approvals Manager, Graham Gordon, Development Engineer, Joe Rizzo and Coordinator Land Use Planning & Compliance, Kelly McNicol left the Chamber, the time being 6.58 pm.

**GRIFFITH CITY COUNCIL**  
**NOTICE OF MOTION**

**SUBJECT: NOTICE OF MOTION - DRAFT AMENDMENTS TO ON-SITE  
DETENTION POLICY**

**ACTION OFFICER: Leon Thorpe, Councillor**

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**SUMMARY**

A report requesting the amended On-site Detention Policy be placed on public exhibition was presented to Council at the Ordinary Meeting of 8 July 2014.

The purpose of that report was to present amendments to the On-site Detention Policy - CS-CP-404 reflecting the recommendations of the Business Development and Major Projects Management Committee as adopted by Council in January 2014 and then request the amended policy be placed on exhibition.

The specific amendment to the Policy relates to Clause 2.2 DEVELOPMENTS TO WHICH OSD DOES NOT APPLY and states:

"Onsite Detention not to be required when developers do not increase the total roof and hardstand (concrete/paved/sealed) areas of an existing development, including developments whereby existing roof and hardstand areas are removed and replaced with roof and hardstand areas that do not increase the roof and hardstand area of the former development."

The resolution adopted was "Council decline the proposed amendments to the On-site Detention Policy - CS-CP-404 and rescind its decision to prepare a draft amendment as resolved at the Council Meeting of 11 February 2014."

This Notice of Motion requests the proposed draft amendments be placed on exhibition as originally recommended on 8 July 2014.

There is concern that Council when making an earlier decision not to proceed with the proposed amendment was not fully informed of all relevant aspects including the extensive discussion held by the Business Development and Major Projects Committee.

Consequently, this report attaches the relevant report (Attachment (b)) made to the Business Development and Major Projects Committee (with the paragraphs relating to Onsite Detention of Stormwater highlighted) for the information of all Councillors and commends the recommendation to proceed to public exhibition.

**RECOMMENDATION**

**(a) The draft amendments to the On-site Detention Policy - CS-CP-404 as per attachment (a) be placed on public exhibition for 28 days.**

**(b) Following the 28 days exhibition period the amendments be reported back to Council inclusive of any submissions for final adoption.**

## **ATTACHMENTS**

- (a) Draft Amended Local Policy CS-CP-404 - On Site Detention presented to Council 8 July 2014
- (b) Report to Business Development and Major Projects Management Committee 20 January 2014
- (c) Notice of Motion received 15 July 2014

**DRAFT**

# Onsite Detention | CS-CP-404



Previous Policy Number: **N/A**  
Original Adoption Date: **11 Oct 2011**  
Policy Revision Date: **Mar 2013**  
Policy Revision No: **1**  
Responsible Area: **Sustainable Development**

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## GLOSSARY

<b>AHD</b>	Australian Height Datum
<b>ARI</b>	Average Recurrence Interval. Refers to the expected frequency of a particular rainfall event. e.g. a 5 year ARI rainfall event will statistically occur once every five years.
<b>PMF</b>	Probable Maximum Flood
<b>AEP</b>	Annual Exceedance Probability. The chance of flood of a given or larger size occurring in any one year, usually expressed as a percentage, eg. if a peak flood discharge of 500m <sup>3</sup> /s has an AEP of 5% it means that there is a 5% chance (that is one-in-20 chance) of a 500m <sup>3</sup> /s or larger events occurring in any one year (see ARI).
<b>OSD</b>	On-site Stormwater Detention.
<b>SRD</b>	Site Reference Discharge
<b>SSR</b>	Site Storage Requirement

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# 1. INTRODUCTION

## 1.1 BACKGROUND

A comprehensive assessment of flooding within the Griffith area was completed for the '*Griffith Flood Study*' (Patterson Britton & Partners, 2006). The study determined that flooding presents significant financial and consequential risk to properties, business and agriculture within the Griffith LGA.

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

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

In this regard, Griffith City Council (GCC) has completed the '*Growth Strategy 2030, The Griffith City Council 30 year Landuse/Zoning Plan, Infrastructure Plan, Financial Plan and Funding Policy*' (henceforth *Growth Strategy 2030*) and the Griffith Landuse Strategy – Beyond 2030. These documents identified locations within the Griffith Local Government Area with future development potential.

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

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

A draft On-site Stormwater Detention Policy was previously developed by Griffith City Council. The draft policy had been adapted from the '*On-site Stormwater Detention Handbook*' (UPRCT, 1999). Accordingly, this policy has been developed on the basis of the draft policy and with consideration of the findings of the *Griffith Flood Study*.

## 1.2 POLICY STATEMENT

The primary aim of the OSD policy is to ensure that new developments and redevelopments do not increase the volume or peak discharge of run-off within a catchment or modify the temporal distribution of stormwater discharge whereby flood impacts are adversely affected at sites situated downstream during storm events up to and including 100 year ARI (1% AEP) event.

A secondary aim of the policy is to manage development to improve the existing flood issue where possible. This may be achieved at locations within the floodplain where flooding is most benefited by facilitating early discharge of the floodwaters.

Thirdly, the OSD solution should create a sustainable solution for stormwater flow management, which complements any Water Sensitive Urban Design aspects of the development. There should be no increase in the site discharge to the downstream drainage system nor reduction in the volume of storage provided unless specifically allowed in the following sections.

### 1.3 OBJECTIVES

The On-Site Stormwater Detention (OSD) Policy for the Griffith City Council LGA has been developed to manage the discharge of stormwater from new dwellings, developments, subdivisions and alterations to existing dwellings/developments. The objectives include the following:

- restrict peak flows from developments to which OSD restrictions apply, for all events up to and including the 100 yr ARI event, to estimated peak flows under pre-development conditions.
- ensure that development does not adversely affect the volume and temporal distribution of run-off conveyed via existing subways;
- manage the volume and distribution of run-off conveyed via secondary and tertiary drainage channels situated within the floodplain;
- prevent increases in downstream flooding and drainage problems that could:
  - increase flood losses
  - damage public assets
  - reduce property values
  - require additional expenditure on flood mitigation or drainage works.
- reduce post development peaks, throughout the catchment, to as close to natural levels as practical;
- encourage integration of OSD systems into the architectural design and layout of the development so that adequate storage areas are included in the initial stages of the site design;
- encourage integration of the OSD facilities into a sustainable overall water management plan for the site; and,
- require construction supervision of OSD systems by the OSD designer to improve construction standards.

### 1.4 AREAS TO WHICH THE POLICY APPLIES

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

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

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## **2. OSD ASSESSMENT REQUIREMENTS**

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

### **2.1 DEVELOPMENTS TO WHICH OSD APPLIES**

OSD requirements generally apply to all types of development and redevelopment on both flood liable and flood-free sites. These include the following:

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

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

### **2.2 DEVELOPMENTS TO WHICH OSD DOES NOT APPLY**

The Griffith OSD policy does not apply to:

- sub-divisions of existing dual occupancies where no changes to the buildings or site are proposed;
- boundary adjustments and consolidations of allotments where no additional lots are created;
- minor developments, minor additions and repairs where the proposed development area is less than 100 m<sup>2</sup> (subsequent minor developments or additions shall require OSD). This exclusion is aimed principally at small areas within large commercial or industrial sites. It does not apply to any developments where the development area includes more than 100 m<sup>2</sup> of impervious surfaces nor to dual occupancies;
- change of use where no physical changes to the outside of the building are proposed;
- new developments in subdivisions where OSD has already been provided for the entire subdivision;

- On-site Detention not be required when developments do not increase the total roof and hardstand (concrete/paved/sealed) areas of an existing development, including developments whereby existing roof and hardstand areas are removed and replaced with roof and hardstand areas that do not increase the roof and hardstand area of the former development.

## 2.3 AREA OF THE SITE TO WHICH OSD APPLIES

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

### 2.3.1 Additions & extensions

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

### 2.3.2 Dual occupancies

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

### 2.3.3 Subdivision of an existing residential property

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

### 2.3.4 Subdivisions creating new public or private roads and paths

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

### 2.3.5 Undeveloped portions of a lot

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

### 2.3.6 Floodways

Creeks, waterways and drainage swales that carry major concentrated flows around the storage area are defined as floodways. The area of the floodway can be excluded from the site area for the purpose of calculating the site storage requirements, provided that the area is protected from development by an appropriate covenant or easement. The floodway line for Main Drain 'J' and secondary drainage channels located within the Main Drain 'J' floodplain has been defined in the *'Griffith Floodplain Risk Management Study & Plan'* (WorleyParsons, 2011).

Note: Overland flowpaths, which cater for minor flows cannot be excluded from the site area for the calculation of OSD.

**2.3.7 New development or redevelopment**

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

**2.3.8 Battle-axe blocks**

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

**2.4 POLICY VARIATIONS**

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

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

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### 3. CONTROL STANDARDS

#### 3.1 CATCHMENT AREAS TO THE NORTH OF MAIN BRANCH CANAL

Flooding and drainage issues within catchments situated to the north of the Main Branch Canal are exacerbated by the presence of man-made embankments. Of these, the Main Branch Canal is the most significant barrier overland flow, which causes floodwaters to pond behind the embankment for flood events up to and including the 100 year ARI event. Discharge of waters ponded behind the Main Branch Canal is controlled via a series of “subways” which are located along the Main Branch Canal. The areas covered by the OSD Policy are identified on Figure 1.

##### 3.1.1 Site Reference Discharge

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

The Site Reference Discharge can be adjusted in accordance with the procedures available from Council's Engineering Design & Approvals Manager. These procedures have been based on Section 5.1 of the Upper Parramatta River Catchment Trust On-site Stormwater Detention Handbook.

This has been derived from consideration of the critical storm for the 100 year ARI event occurring in catchments situated to the north of Main Drain 'J'.

##### 3.1.2 Site Storage Requirements

The Site Storage Requirements (*SSR*) is determined by the consultant and shape of the storage so as to ensure a maximum discharge of 65 L/s/ha at the critical 100 year ARI storm.

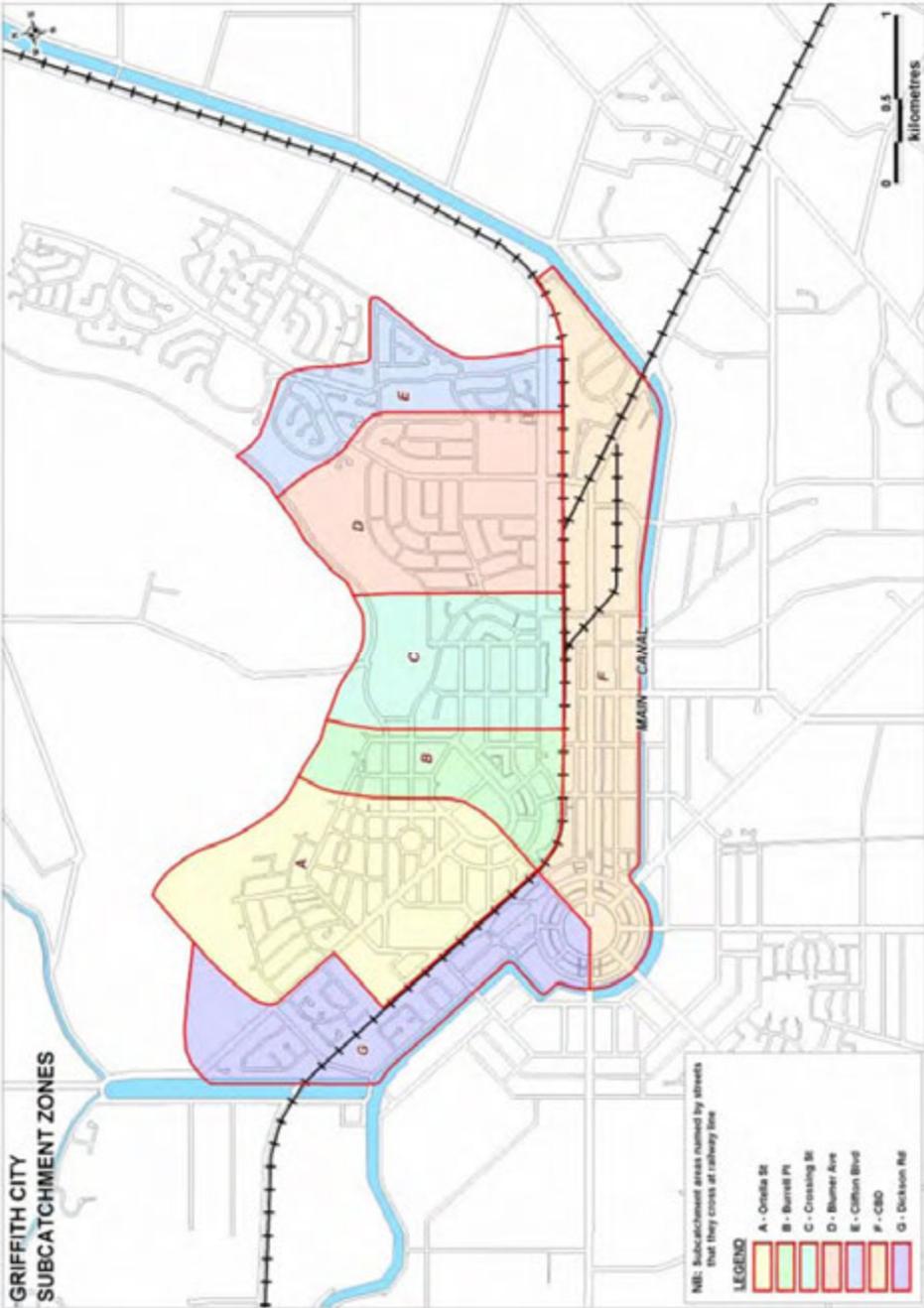
##### 3.1.3 Minimum outlet size

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

##### 3.1.4 Ponding depths

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

Figure 1 Griffith Urban Sub Catchment



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

STORAGE AREA TYPE	SUGGESTED DEPTH	FREQUENCY OF INUNDATION
Pedestrian areas	Beginning to pond	Once in 20 years
	50 mm	Once in 100 years
Parking and driveways	Beginning to pond	Once in 10 years
	100 mm	Once in 20 years
	200 mm	Once in 100 years
Gardens	Beginning to pond	Once a year
	200 mm	Once in 2 years
	400 mm	Once in 10 years
	600 mm	Once in 100 years
Private courtyards (where the area is between 25 - 60 metres squared)	Beginning to pond	Once in 5 years
	300 mm	Once in 20 years
	600 mm	Once in 100 years
Paved recreation in common areas	Beginning to pond	6 times per year

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

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

### 3.1.5 Safety fences

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

### 3.1.6 Internal drainage system

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

- be able to collectively convey all run-off to the OSD system in a 100-year ARI (1% AEP) event with a duration equal to the time of concentration of the site; and

- ensure that the OSD storage is by-passed by all run-off from neighbouring properties and any part of the site not being directed to the OSD storage, for storms up to and including the 100-year ARI event.

### **3.1.7 Signage**

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

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

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

## **3.2 CATCHMENT AREAS TO THE SOUTH OF MAIN BRANCH CANAL**

On Site Stormwater Detention requirements for development catchment areas to the south of the main branch canal including Yoogali, Hanwood etc, as well as the Lake Wyangan and Aerodrome catchments will be assessed on a case by case basis. In some instances, release of excess stormwater earlier on in a rainfall event may be more beneficial when considering the overall impacts on flooding.

## **4. ASSESSMENT AND APPROVAL of OSD**

### **4.1 DEVELOPMENT APPROVALS FOR SUBDIVISIONS**

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

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

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

### **4.2 DEVELOPMENT APPROVALS AND CONSTRUCTION CERTIFICATES**

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

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

## 5. REFERENCES

- Engineers Australia, 'Australian Rainfall and Runoff – A Guide to Flood Estimation'; Volumes 1 & 2.
- Griffith City Council (*undated*), 'On-Site Stormwater Detention Policy', Draft.
- Upper Parramatta River Catchment Trust (1999), 'On-site Stormwater Detention Handbook', Third Edition, December 1999.

### Definitions

Refer to above

### Exceptions

Refer to above

### Legislation

Refer to above

### Related Documents

Refer to above

### For more information

Sustainable Development

### Policy History

Date of Adoption or Amendment	Minute Number
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11 Oct 2011	0353
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13 Aug 2013	0255
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**GRIFFITH CITY COUNCIL**  
**REPORT**

**CL09**

**SUBJECT: AMENDMENTS TO COUNCIL'S ENGINEERING GUIDELINES  
RECOMMENDED BY COMMITTEE MEMBER MR STEVEN MURRAY**  
**FROM: Neil Southorn, Director Sustainable Development**

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**SUMMARY**

The following report has been submitted by Mr Steven Murray. It includes a Council staff response to certain parts of the report and its recommendations.

This report and recommendations are in response to Council's request for suggestions on Council's Engineering Guidelines and policy framework. The objective is to facilitate sustainable development and ensure that development consent conditions are reasonable.

**RECOMMENDATION**

**PART A: That Council amends the Engineering Guidelines and other relevant policies to include the following recommendations: -**

**1) That the sealing or upgrading (including on-site detention) of existing car parks including access and egress points not be required when assessing a Development Application when:-**

- **There is no increase in car parking spaces required by the development, and**
- **There is no additional traffic generated by the proposed development, and**
- **There is no change in loading and unloading arrangements;**
- **UNLESS Council resolves that the circumstances of the case are such as to warrant this and clear justification is made.**

**Note: This recommendation does not relate to statutory requirements such as in relation to disabled car parking spaces or maintenance of existing facilities such as line marking.**

**2) That the landscaping and irrigation of existing car parks shall not be required in the circumstances listed in (1) above.**

**3) That on-site detention not be required when developments do not increase the total roof and hardstand (concrete/paved/sealed) areas of an existing development , including developments whereby existing roof and hardstand areas are removed and replaced with roof and hardstand areas that do not increase the roof and hardstand area of the former development.**

**4) That where an existing development involves alterations and/or additions that**

requires either an increase for water service supply from an existing Council water main and/or an increase of sewer service drainage connected to an existing Council sewer main, there be no requirement for the developer to prove by way of calculation of the ability of Council's water and/or sewerage system to service (or not) any increased demand. Should the development necessitate calculations concerning the ability or otherwise of Council's water and/or sewerage system, Council shall do so without cost to the developer and inform the developer of the outcome at pre-DA meeting/s.

**Note:** Council may request information from the intended applicant regarding the on-site sewerage and water systems for the existing and proposed development including peak demands generated from the entire development by either a suitably qualified licensed plumber or consultant engaged by the developer, in order to assess the capacity of Council's infrastructure.

5) That 'documentary evidence' from a gas supplier, an electrical authority, Telstra or any other service provider 'that satisfactory arrangements have been made for the provision' of these services, not be required. It is suggested that a condition may be applied that the applicant shall be responsible for the provision of electrical, telecommunication, gas service or any other service provider to the development and that prior to 'Occupation Certificate' applicants provide documentary proof of any of the above services that have been provided to the development.

**PART B:** That policies of Council be formally adopted prior to implementation and not effected through development consents unless in accordance with Council's Policy Register and Council's prior deliberation. The exception to the above being draft Development Control Plans.

**PART C:** That conditions implemented be clear and concise and appropriately justified within Development Approvals. A 'Reason' shall be provided to all conditions. The 'Reason' is to be located under each 'Condition'.

**PART D:** That all current 'active' Notices of Determination of a Development Application having any of the above conditions (Clauses 2- 5 inclusive) be reconsidered in the event of a Section 96 'Modification of Consent' application relating to these matters.

**PART E:** That qualified Council staff participate at all pre DA lodgement meetings and provide advice on potential conditions that may be applied to a Development Application that may be lodged. Minutes of the meeting/s are to be confirmed and distributed to stakeholders within fourteen (14) working days of the meeting.

## **BACKGROUND**

The issue of Council's Engineering Guidelines (including Standards and Policies within the Guidelines) and their application to conditions in Development Consents has been a source of major discontent with developers, architects and building designers for a number of years. I and others involved in the development application process have

had a number of meetings with Council staff over this matter to 'air' our grievances over contentious issues, the last being held in Council offices over twelve months ago. There has been some improvement in respect to the DA process. Along with my own dissatisfaction, my recent discussions with other architects, developers and building designers, reveal considerable dissatisfaction from those individuals remain concerning the Guidelines and their application for the following reasons:-

1. Failure to provide sufficient information and clear reasons for proposed engineering conditions at pre-DA meetings.
2. Inclusion of Condition/s in DA Consents that are an unnecessary application of the Guidelines to existing developments and do not take into account existing conditions.
3. Wording in Conditions that do not fully convey what is actually required.

The following gives factual examples to justify the above. Where applicable I have made reference to actual DA clauses from current active Development Consents: -

**Reference: DA 223-2013.**

Issue: Item 1. Failure to provide information and clear reasons for proposed engineering conditions at pre DA meetings

This is a recent project whereby I was engaged to provide architectural services and the required information for a development application. In the first instance my request for a pre DA meeting to discuss intended conditions was met and at this meeting. I was provided with references to Council policies and the BCA that would be relevant to the project. This information was confirmed in writing in the following days by email. It was explained to me at this meeting that no representatives from the engineering department were available due to being away on holidays. I was assured that they would follow up with information when they returned. No follow up information was received and my client instructed me to proceed with a DA due to the passage of time.

Comments: There appears to be an internal protocol regarding the requirement to provide pre DA information and intended Conditions (with reasons given) that would be applied to a Development Application, however this needs to be ratified in some formal document and then architects, developers and building designers be formally informed. It is imperative that useful early comments on a proposal will assist the applicant to arrive at a decision as to whether or not a development application would proceed. A formal procedural system successfully operates within Port Macquarie Hastings Council.

Outcome: Further to the above application, I requested a pre DA meeting to discuss the Draft conditions all-relating to proposed engineering conditions. Despite my arguments against some of the conditions, only one condition was removed relating for the requirement for a sewer easement (documentary evidence was provided by the applicant to negate the requirement). At the meeting reasons for the engineering conditions were generally adequately explained, some (in my opinion) were not. It must be noted that further to the meeting, the applicant was happy to proceed with the application and my request for explanation in writing, of the conditions and other documentary information were emailed to the applicant and I.

The applicant at this point in time had paid around \$1,400 in DA fees. All this could have been resolved at a pre DA stage without the pressure of losing the DA fee if the proposal did not proceed.

Issue: Item 2: Inclusion of Conditions in DA Consents that are an unnecessary application of the Guidelines to existing developments and do not take into account existing conditions.

The above development had an existing gravelled car park approved under a previous development application and it appeared in good condition. No additional car-parking spaces were required to the car park under DCP 20 (in fact there was an over-all reduction) and there was no increase in traffic movements for loading and unloading. Consent condition Part L(7) required'... *the sealing of all car parking and vehicular manoeuvring areas including the access into the site.... The agreed time period shall be not more than five (5) years from the date of occupation. The remaining vehicular manoeuvring areas are to be provided with minimum 200mm compacted road building gravel and maintained to a standard which does not result in water ponding or material eroding from the site*'.

Comments: The applicant's original instruction to me was for the existing car park to be gravelled, which was noted on the drawings submitted. Despite this, the above condition was invoked. The additional cost to the applicant for this work was estimated to be around \$11,000. It is my contention that this is an unnecessary condition applied and although reluctantly accepted by the applicant in this case, there are examples whereby others have rejected the condition. I refer to feed back on this issue received from a local building Designer, and I quote his correspondence as follows:-..

*'Mandatory Sealing of car parking - this blanket condition is absurd'. ....'I have had several clients that have not gone ahead with projects because of this. He went on to give an example....It was an existing site in Wickham Hill with a new shed to be used by the land owner to repair and service his header. Would not have increased vehicle movements or carparking but policy is to seal no matter what. I told the client this and said we could try getting council to budge but did not want the hassle or to spend money designing on a long shot.'*

He added....*'There are many occasions where a gravel car park or manoeuvring area are quite fine particularly in industrial areas. Forklifts and trucks when tight turning destroy whatever surface they are on but with gravel its repairable.'*

Current Engineering guidelines appear to be applied to all applications whether large scale or small, simply because a DA has been 'triggered'. The above examples highlight cost burdens that sometimes negate development.

Additional Comment: It is noted that the operating Council car park in Willandra Avenue has recently been constructed without adherence to Council's Engineering Guidelines. It has no road base or seal finish surface, line marking or disabled car parking spaces. My perception is that Council operates under a 'double standard' here. This is inexcusable as it also represents a public liability issue 'waiting to happen'.

Staff comment: Council staff acknowledge some discretion may be appropriate for car park sealing and are preparing a draft policy on car park sealing to be presented to a future meeting of the Committee. The Willandra Ave site is not a designated car park but has undergone maintenance of a gravel surface in recognition of its use as an informal parking area. Council does not require car parks to be sealed for existing development. Council staff do not agree that a 'double standard' or liability issue exist.

The claim attributed to the developer that any sealed surface is destroyed by fork lifts and trucks, and therefore gravel is preferred, is incorrect; whilst of high cost, a concrete surface may be an appropriate and necessary treatment in certain circumstances.

**Reference: 17 Boonah Street (source: personal correspondence from a local building designer, DA reference not given)**

Issue: Item 2: Inclusion of Conditions in DA Consents that are an unnecessary application of the Guidelines to existing developments and do not take into account existing conditions. The building designer's comments in regards to this matter are as follows:-

*'Stormwater detention - if detention required that pre development flows = post development flows it would be acceptable but a knockdown-rebuild home in Boonah St, I designed Council made the client provide detention for the total roof area not the additional area.'*

Comment: I agree with this. This consent condition also occurred on another residential development that I designed at 46 Carrathool Street, Griffith. OSD requirements are very expensive for their construction and the consultants involved. The on site detention policy should be amended to take into account the above.

Outcome: Both projects were constructed, but the owners were very disgruntled.

Staff comment: For certain parts of Griffith, Council's On Site Detention Policy allows for the requirement of on site detention for all new development, including redevelopment, under certain circumstances. This allows incremental improvement to be made to the drainage network in those areas where there is an existing drainage problem. In some areas, there is a limit to the amount of improvement that can be made to Council's infrastructure because there is insufficient grade to outfall, so having on site detention within properties undergoing redevelopment was included in the policy to help enable Council's infrastructure to cope. The concern of the development industry - that development which does not increase post development flow should not have to incur the cost of on site detention - is recognised but if the policy is amended to remove this provision, there may be occasions when the capacity to make improvement is lost because it cannot be achieved downstream.

**Reference: DA 219/2011.**

This is a project done in 2011 whereby I was engaged to provide architectural services and the required information for a development application. It involved the expansion of an existing motel comprising eight additional motel units as well as upgrading the front boundary with fencing and landscaping.

Issue: Item 2: Inclusion of Conditions in DA Consents that are an unnecessary application of the Guidelines to existing developments and do not take into account existing conditions.

The following clause was included in the above Consent (with the contentious issues highlighted in bold typeface):-

*Part 1 '(1) The applicant must supply information on the sewerage system for the*

*existing and proposed development including peak demands generated from the entire development. Details of the existing and proposed sewerage system including approval from Council's Water and Sewer Department permitting the calculated flows to connect to Council's Sewerage system must be submitted to Council for approval prior to the lodgement of a Construction Certificate application.*

***Should the calculations prove that the existing sewer main is not suitable for the proposed development, then upgrade and amplification of the sewer main is to be conducted at the applicants expense. The design of all new mains and other associated components normally associated with sewer main installations are to conform to the standards prescribed in Council's Engineering Guidelines - Subdivisions and Development Standards December 2008 and the Water Reticulation Code of Australia (WSA 03-2002)'***

And also:-

***Part I (2) The applicant is to submit to Council for approval, hydraulic calculations from a suitably qualified Hydraulic Engineer prior to the lodgement of a Construction Certificate application. Calculations must demonstrate that additional tenements as a result of the development will maintain the minimum required pressure and flow rate through the existing water main.***

***Should the calculations prove that the existing water main is not suitable for the proposed development, then upgrade and amplification of the water main is to be conducted at the applicants expense. The design of all new mains and other associated components normally associated with water main installations are to conform to the standards prescribed in Council's Engineering Guidelines - Subdivisions and Development Standards December 2008 and the Water Reticulation Code of Australia (WSA 03-2002)'***

Comments:

Council should be aware of its infrastructure's ability to cope with a relatively small-scale development such as this and they should investigate and report to the developer that the Council infrastructure can or cannot 'cope' with the increased demand. It is absurd logic for a 'pro-development' Council to demand of the developer to calculate at their own expense, Council's infrastructure ability and then demand that the developer pay for any required upgrade.

Regarding Part I(1), it is not an unreasonable condition that the applicant '*supply information on the sewerage system for the existing and proposed development including peak demands generated from the entire development*' to enable Council to then do their own calculations.

Regarding Part I(2), it is also excessive (and costly) to demand '*hydraulic calculations from a suitably qualified Hydraulic Engineer*' when this could adequately be performed by a licensed plumber.

These conditions are extremely expensive for the applicant to carry out and they are totally bewildered by them. I have never come across this condition in my 30 years professional experience in my 'dealings' with other Councils.

Again, the point is raised about the importance of pre DA meetings to have this matter resolved prior. I do not recall this matter ever being raised at the pre DA meetings.

Outcome: The developer (my client) has not advanced further with the development and they are considering their options. The only feasible legal option currently available is to submit a Section 96 Modification to have these conditions modified before proceeding. This involves expense and there is no guarantee that the application would be successful anyway.

Staff comment: It is not the preference of Council staff that the developer be required to substantiate Council water and sewer infrastructure capacity. The nominated condition is only used occasionally, in cases where the required information has not been provided by the developer, in the interests of making a determination on the application. A consequence of the recommendation is to "stop the clock" on the assessment until the required information is provided. Council staff are able to make reasonable estimates of water demand and sewer load for residential and quasi residential types of development. However, specialist advice is usually required for demand and load estimates for commercial and industrial types of development, particularly those that might include processing or contain features that are unique to the development. For these applications, a suitably qualified professional person is required to perform and certify the estimates.

**Reference: DA 84/2012. [Part I (8), (9), (10)]**

These conditions were for a commercial project. In summary they required 'documentary evidence' from the gas supplier, electrical authority and Telstra 'that satisfactory arrangements have been made for the provision' of these services. The 'evidence' was required 'prior to the lodgement of a Construction Certificate application'

Comment: These requirements are unnecessary. They are time consuming and costly to obtain and hold up the application process. Any developer would, as a matter of common sense, address these issues anyway. In any event, it is up to the developer as to which service would be required. For instance, why demand that a gas supply be verified if the developer does not wish to service the development with gas?

Staff comment: There needs to be some reference to connection of services in the consent so that the documentary proof of connection can be verified prior to occupation, and to satisfy the expectations of successors in title of the subject property.

Additional staff comment, Recommendation Part B: There will be occasions when provisions in a draft policy are of advantage to a developer; a case in point is expected to be the draft policy on car park sealing. A consequence of Recommendation Part B is that it cannot be considered even though it is the clear intention of Council that it be considered in the future. It is not clear why a draft Development Control Plan has been made an exception under the proposed recommendation. For the information of the Committee, an exhibited draft LEP and other draft State planning policies must be considered under s79C of the EP&A Act, but the LEP is an Environmental Planning Instrument of the Minister and not a policy of Council.

Additional staff comment, Recommendation Part C: Inclusion of a reason for every

condition of consent will create additional workload for staff and much larger consent documents, creating more red tape from Council's perspective. It is suggested that if the Committee agrees reasons for conditions are required, they might be limited to groups of conditions or non-standard or significant individual conditions.

Additional staff comment, Recommendation Part D: It is not appropriate to pre-empt the outcome of or otherwise influence the assessment of a section 96 modification to a consent, other than by a change in policy. This recommendation also appears to contradict Recommendation Part B in relation to proposed changes to Council policy having no effect until proper notification and inclusion in Council's Policy Register, in that the intent is to have the changes recommended in the report be made effective immediately. It is suggested that this recommendation is unnecessary as Council will deliberate on the proposed amendments, exhibit draft amendments and then consider their adoption, and the Recommendation pre-empts the outcome of that process.

Additional staff comment, Recommendation Part E: It is highly desirable that appropriate staff attend pre lodgement meetings. There will be occasions when the required staff are not available, there being only few specialist staff at Council. A consequence of the Recommendation is that meetings may need to be deferred until the required staff are available.

(c) Notice of Motion received 15 July 2014



Councillor's Name: Cr Leon Thorpe

Address: PO Box 1454 GRIFFITH 2680

### **NOTICE OF MOTION**

Mr Brett Stonestreet  
General Manager  
Griffith City Council  
GRIFFITH NSW 2680

Dear Brett,

I hereby give notice of the following motion for the Council meeting to be held on Tuesday, 22 July 2014:

- (a) The draft amendments to the On-site Detention Policy - CS-CP-404 as per attachment (a) be placed on public exhibition for 28 days.
- (b) Following the 28 days exhibition period the amendments be reported back to Council inclusive of any submissions for final adoption.

I am concerned that Council when making an earlier decision not to proceed with the proposed amendment was not fully informed of all relevant aspects including the extensive discussion held by the Business Development and Major Projects Committee. Consequently, I am attaching the relevant report (Attachment (b) made to this Committee (with the paragraphs relating to Onsite Detention of Stormwater highlighted) for the information of all Councillors and commend the recommendation to proceed to exhibition.

Yours sincerely

A handwritten signature in black ink, appearing to be "L. Thorpe", written over a horizontal dotted line.

Councillor Leon Thorpe

15 July 2014

**GRIFFITH CITY COUNCIL**  
**REPORT**

**SUBJECT:** QUESTION TIME  
**ACTION OFFICER:** Brett Stonestreet, General Manager

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**SUMMARY**

Public question time will be followed by Councillor question time.

**RECOMMENDATION**

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

**OUTSTANDING ACTION REPORT**  
FOR THE ORDINARY MEETING OF COUNCIL 22 JULY 2014

Council Meeting Date	Meeting Item	Action Officer	CRMS No.	Minute No.	Council Resolution	Additional Information
24 June 2014	<b>EXHIBITION OF DRAFT POLICY SEALING OF CAR PARK AND MANOEUVRING AREAS</b>	DSD	4076/2014	0200	RESOLVED on the motion of Councillors Neville and Lancaster that:  (a) Council exhibit the draft Sealing of Car Park and Manoeuvring Areas Policy for 28 days.  (b) If there are no submissions received objecting to the Policy and no other significant changes required, the Policy be adopted by Council as exhibited.  (c) If there are submissions objecting to the Policy or significant changes required, a further report be presented to Council.	09/07/2014 – On exhibition until 1 August 2014.
10 June 2014	<b>NOTICE OF MOTION - COUNCILLOR ROSSETTO</b>	GM	3745/2014	0193	RESOLVED on the motion of Councillors Rossetto and Stead that:  Council write to the Local Member of Parliament, the Hon. Adrian Piccoli MP, Griffith LAC Crime Prevention Unit, Griffith Business Chamber, Griffith Liquor Accord, Griffith City Taxis, Youth Off The Streets Fr Chris Riley and other stakeholder organisations inviting them to a Council convened workshop forum for the purpose of: (a) (i) updating Council on recent amendments to the Crimes Act and (ii) divisions of the Crimes Act and associated legislation that still need amending; (b) (i) reviewing current strategies dealing with malicious assaults within Griffith and (ii) discussing the implementation and support of	20/6/2014 – Noted  1407/2014 – Contacted office of Adrian Piccoli, awaiting notification of a suitable date.

**OUTSTANDING ACTION REPORT**  
FOR THE ORDINARY MEETING OF COUNCIL 22 JULY 2014

Council Meeting Date	Meeting Item	Action Officer	CRMS No.	Minute No.	Council Resolution	Additional Information
					additional crime prevention strategies in the Griffith LGA; for the purpose of assisting Council develop and implement its L.1.2 "Hands Off Griffith Community Crime Plan" mentioned on page 16 of Council's Strategic Plan	
10 June 2014	<p><b>ACTIONS FROM THE MINUTES OF THE BUSINESS DEVELOPMENT AND MAJOR PROJECTS COMMITTEE MEETING HELD ON 26 MAY 2014</b></p> <p><b>DRAFT POLICY – USE OF FARM DAMS FOR COMMERCIAL AQUACULTURE</b></p> <p><b>PROPOSED SEALING OF PARKING AND MANOEUVRING AREAS POLICY</b></p>	DSD	3742/2014	0191	<p>Actions required from Minutes.</p> <p>RECOMMENDED on the motion of Paul Snaidero and Steven Murray that:</p> <p><b>DRAFT POLICY – USE OF FARM DAMS FOR COMMERCIAL AQUACULTURE</b></p> <p>(a) The draft Policy "Risk Profile and Assessment Criteria for earth dams used for commercial aquaculture production in the Griffith Local Government Area" be placed on public exhibition for 28 days.</p> <p>(b) Should there be adverse submissions to the draft Policy during the exhibition period, they be reported to Council following exhibition.</p> <p>(c) Should there be no adverse submissions during the exhibition period, the Policy be adopted and placed into Council's Policy Register.</p> <p><b>PROPOSED SEALING OF PARKING AND MANOEUVRING AREAS POLICY</b></p> <p>RECOMMENDED on the motion of Steven Murray and Paul Pierotti that the report be noted and that the Proposed Sealing of Parking and Manoeuvring Areas policy be placed on public</p>	<p>30/06/2014: Draft policy – Use of Farm Dams for Commercial Aquaculture – On exhibition to 25 July 2014.</p> <p>Draft policy – Sealing of Parking and Manoeuvring Areas Policy exhibited to 1 August 2014.</p> <p>Engineering Guidelines presented to Council Meeting 8 July 2014.</p> <p>14/07/2014 – Amendment to engineering guidelines to be exhibited.</p>

**OUTSTANDING ACTION REPORT**  
FOR THE ORDINARY MEETING OF COUNCIL 22 JULY 2014

Council Meeting Date	Meeting Item	Action Officer	CRMS No.	Minute No.	Council Resolution	Additional Information
					exhibition in conjunction with amendments to the Engineering Guidelines.	
10 June 2014	<b>MINUTES OF THE COMMUNITIES COMMITTEE MEETING HELD ON 20 MAY 2014</b>	DSD	3740/2014	0190	RESOLVED on the motion of Councillors Balind and Cox that Council staff speak with Post School Options with regards to the existing lease on the Olympic Street site and to speak with Neighbourhood House Committee to discuss the options for an alternative site for the Community Centre and a report be brought back to Council.	30/06/2014: Meetings scheduled 2 July and 1 July respectively. 14/07/2014 – Discussion with Post School Options report to Council with updates.
10 June 2014	<b>REVIEW OF COMMUNITY DONATIONS POLICIES AND BUDGET 2014/15</b>	DSD	3758/2014	0186	RESOLVED on the motion of Councillor Napoli that matter LAY ON THE TABLE pending a further report to Council.	26/06/2014: Report presented to Council Meeting 25 June 2014. Will remain on the table pending further consideration at a Council Workshop. 30/06/2014: Scheduled for Workshop on 1 July 2014. 09/07/2014: Presented to Council Meeting 8 July 2014. 14/07/2014 – Adopted by Council to proceed to exhibition.
27 May 2014	<b>NOTICE OF MOTION - AMENDMENT TO GRIFFITH LOCAL ENVIRONMENT PLAN (GLEP) 2014</b>	DSD	3471/2014	0176	RESOLVED on the motion of Councillors Lancaster and Balind that:  (a) The General Manager or his delegate prepare a Planning Proposal and a draft amendment to the Griffith Local Environment Plan 2014 (GLEP 2014) for community consultation proposing to remove "shop" or "shops" as prohibited development within Zone	16/06/2014: Resources yet to be allocated to this project. 14/07/2014 – Static report to be presented to Council Meeting 22 July 2014.

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					B7 Business Park.  (b) A report be presented to Council before the 30 July 2014 outlining what steps have been taken and if there are any outstanding requirements to bring the resolution outlined in paragraph (a) above, into effect.	
13 May 2014	<b>REVIEW OF MOTOR VEHICLE POLICIES - INTERNAL AUDIT REPORT</b>	MES	3258/2014	0158	RESOLVED on the motion of Councillors Neville and Thorpe that: (a) The 'Review of Motor Vehicle Policies' Internal Audit report be adopted in principle and that the report be referred to the Consultative Committee and Senior Management Team for preparation of Draft Motor Vehicle Policies. (b) These draft revised policies will be reported to Council for consideration.	02/06/2014: Referred to Council's Fleet Manager to review policies and provide to SMT.
13 May 2014	<b>FINANCIAL ASSISTANCE REQUEST FROM THE GURDWARA SINGH SABHA SOCIETY, GRIFFITH RE SIKH TEMPLE</b>	DBCF	3253/2014	0151	RESOLVED on the motion of Councillors Zappacosta and Balind that: Council note the submission received and progress with the outstanding recommendations from the meeting on the 11 March 2014, namely to: (a) Provide a loan to the Gurdwara Singh Sabha Society, Griffith to the maximum amount of \$250,000 at 3% interest per annum over a period of 10 years. (b) Arrange for appropriate security to be provided on the loan by the Gurdwara Singh Sabha Society, Griffith, and (c) Assist the Gurdwara Singh Sabha Society, Griffith with other development issues including	02/06/2014: Council has written to the Society twice and met with 2 representatives on 13 May. Council is awaiting further details from the Society before the matter can be progressed.

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					liaising with Murrumbidgee Irrigation and other matters pertaining to a proposed function at the Temple during construction.	
8 Apr 2014	<b>GRIFFITH REGIONAL AQUATIC LEISURE CENTRE REPORT</b>	DBCF	2437/2014	0111	<p>(a) Council adopt in principle the Griffith Regional Aquatic Leisure Centre options report as prepared by Tredwell Management Services and RPM &amp; Associates.</p> <p>(b) Council undertake a comprehensive community consultation process based on the Tredwell and RPM options report to;</p> <p>(i) obtain community feedback on the preferred management structure for GRALC in the future, and</p> <p>(ii) obtain community feedback on the type, scope, timing and cost of any future development of the facility.</p> <p>(c) Council adopt the draft GRALC Community Engagement Plan (as attached) and commences the consultation process.</p> <p>(d) A further report be prepared for Council, no later than 31 July 2014 on the various options after taking into account the submissions and feedback from the community and the Consultant's report.</p> <p>Councillor Balind queried why the recommendation was to hold the public forum at the Griffith City Library and not at GRALC. Mr Turner advised that staff would have no issue changing the venue to GRALC.</p>	<p>05/05/2014: Community Engagement Process has commenced. One Committee workshop held today. A further community workshop is scheduled for 29 May and 6 June. Draft Community Survey being developed for future circulation.</p> <p>16/06/2014: Further session to be held 26 June 2014. Submissions from the public by 7 July and report to be presented end July.</p> <p>30/06/2014: Report to be compiled after end of submission period (7 July) and Council Workshop (29 July).</p>

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8 Apr 2014	<b>REVIEW OF SERVICES - GRIFFITH CITY COUNCIL</b>	GM	2438/2014	0112	<p>(a) Council endorse in principle the 'Review of Council Readiness for Best Value Reviews' Report inclusive of recommendations contained therein, subject to any amendments as determined by Council</p> <p>(b) The General Manager prepare a report for Council's consideration in terms of an implementation plan for the various recommendations referred to in (a) above.</p> <p>(c) (i) Council undertake the Customer Focus Review across the entire organisation commencing in the current financial year (2013/14) and a variation be made to the budget through the March 2014 quarterly review process to undertake this project. (ii) That Blackadder Associates be engaged to assist with this review using Best Value Review Methodology.</p> <p>(d) Council undertake the Roads Design, Construction, Maintenance and Associated Services Best Value Review during the 2014/15 financial year and that provision be made in Council's draft 2014/15 budget (Operational Plan) for this purpose.</p> <p>(e) As a matter of Policy, Council undertake the Customer Focus Review and Roads - Design, Construction, Maintenance and Associated Services Review with the objective of achieving best practice. These two reviews will not result in outsourcing of these services provided</p>	<p>05/05/2014: Customer Focus Service review scheduled to commence prior to 30 June.</p> <p>General Manager's report regarding implementation of various recommendations to be prepared in conjunction with Customer Focus Review.</p> <p>30/06/2014: Report being presented to meeting of 8 July.</p> <p>14/07/2014 – Implementation plan adopted by Council 8 July 2014.</p>

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					performance is better or comparable to DLG benchmarks.	
8 Apr 2014	<b>NOTICE OF MOTION - GRIFFITH POUND - EOI FOR ANIMAL HOLDING FACILITY</b>	MES	2439/2014	0117	<p>Griffith City Council seek expressions of interest (EOI) submissions from interested and experienced parties for the provisions of an animal holding facility at Griffith.</p> <p>The EOI is an opportunity for parties who are able to provide facilities, or wish to lease facilities provided by Council, for keeping of dogs and cats that are surrendered to or impounded by Council.</p> <p>The services required may include, but is not limited to one or more of the following:</p> <ol style="list-style-type: none"> <li>1. Accept impounded companion animals from Council Officers and members of the public.</li> <li>2. Assist Council Officers with microchipping procedures as required.</li> <li>3. Be responsible for the safe keeping, security, feeding, watering and shelter of impounded animals.</li> <li>4. Release animals within agreed hours.</li> <li>5. Assist Council Officers with euthanizing procedures as required.</li> </ol> <p>The expression of interest process could proceed in the short term with a view to any expressions of interests being considered during the design phase of Council's impounding facility for companion animals. In</p>	<p>05/05/2014: Item being presented to the General Facilities Meeting to be held 06 May 2014.</p> <p>19/05/2014: presented to meeting and EOI approved to be advertised.</p> <p>02/06/2014: EOI to be advertised in the next week or so.</p> <p>16/06/2014: To be advertised Friday 20 June 2014.</p> <p>14/07/2014 – EOI closed Friday 11 July 2014.</p>

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					accordance with resolution 0092, Council staff will conduct the proposed expression of interest process via the General Facilities Management Committee.	
25 Mar 2014	<b>GRIFFITH POUND</b>	MES	2015/2014	0092	RESOLVED on the motion of Councillors Curran and Neville that:  (a) Council include the estimated cost of a new Pound facility into the Draft Ten Year Long Term Financial Plan which would include \$42,000 in the Draft 2014/15 budget for structural design and engineering fees and a further \$508,000 in the Draft 2015/16 year for the construction of a new Pound facility.  (b) The concept plan be referred to the General Facilities Management Committee.	31/03/2014: Subject to consideration in Council 2014/15 budget.  08/07/14: No Expression of Interests have been received.  14/07/2014 – Concept design referred to draft standard design.
11 Mar 2014	<b>CLOSED COUNCIL - GENERAL BUSINESS - SIGNIFICANT SERVICE TO THE COMMUNITY - CIVIC RECOGNITION</b>	MES	1721/2014	0078	RESOLVED on the motion of Councillors Neville and Rossetto that Council bestow an award of civic recognition to a member of the Griffith Local Government Area community.	31/3/2014: Awaiting relevant information to be forthcoming.
23 Jul 2013	<b>OPTIONS FOR THE DELIVERY OF MECHANICAL SERVICES TO GRIFFITH CITY COUNCIL</b>	DSD	10366732	0239	(a) Council construct a stand alone workshop on appropriate land and defer full redevelopment of the existing depot as the preferred option for continuation of mechanical and fabrication services. (b) Suitable accommodation to be made for the fuel supply. (c) Council consider a further report on the recommended means to implement part (a).	05/08/2013: Due diligence of alternative sites under way. TORS for Working Group to be circulated.  18/09/2013: Action: Finalised, Completed. Finalised CRMS as per SMT 16/09/13. Working Group has commenced operations. Proceeding with acquisition of land. Minutes of

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					<p>(d) A Working Group of Council be established to guide the planning, design and construction of the facility.</p> <p>(e) Further redevelopment of the Depot site and costings for the implementation of the same; be subject to a further report to Council.</p>	<p>Working Group to be submitted to Council.</p> <p>14/10/2013: Meeting scheduled for 16 October 2013 at 1 pm.</p> <p>15/11/2013: Next meeting scheduled for 19 November at 1 pm.</p> <p>06/01/2014: Concept Plans approved and endorsed for DA documentation at 10 Dec 2013 Council Meeting.</p> <p>17/03/2014: DA has been lodged.</p> <p>05/05/2014: Awaiting DA determination.</p> <p>19/05/2014: DA approved with conditions. Detailed design to be prepared.</p> <p>02/06/2014: Local contractor appointed for detailed design. Council staff meeting fortnightly with that team.</p>
23 Jul 2013	<b>NOTICE OF MOTION - COOPER ROAD</b>	DIO	10367017	0243	<p>(a) Council approve the allocation of \$11,500 towards the re-sheeting (gravel) and grading of Cooper Road.</p> <p>(b) Council investigates the drainage concerns of Cooper Road residents and prepare a report with options on the drainage problem for the consideration of Councillors.</p>	<p>05/08/2013: Site inspection scheduled. Surveys under way. Report to Council identifying any issues and full cost update.</p> <p>19/08/2013: Cooper Road is a priority listing for road sealing.</p>

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					(c) Council add Cooper Road to the list of priority roads to be sealed as soon as funds become available.	<p>16/09/2013 Update: (b) Drainage being investigated and report is being prepared.</p> <p>30/09/2013: To be discussed at the next Councillor Workshop 15/10/2013.</p> <p>18/11/2013: Gravel sheeting/stabilising works are scheduled for 21/11/ 2013.</p> <p>06/01/2014: Gravel resheeting /stabilising works completed. Drainage issue investigations continuing.</p> <p>05/0520/14: Cooper Road drainage surveyed and listed for design program. Design for completion by 31 October 2014 for consideration with other capital projects in 2015/16 budget.</p>