



# ORDINARY MEETING OF COUNCIL

## Agenda

Tuesday, 25 March 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

POSITION	NAME	CODES
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	DBCF
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	Vacant	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  
25 MARCH 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, 25 MARCH 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 | Modification of DA 190/2011(1) - Construction of a Garage       |
| CL02 | p 26 | DA 17/2014 - Use of a Premises for Medical Consulting Rooms     |
| CL03 | p 37 | Playground Strategy Recommendations Following Public Exhibition |
| CL04 | p 42 | Dalton Park - General Rates and Fees for Clubs                  |
| CL05 | p 53 | Investments at 28 February 2014                                 |
| CL06 | p 57 | Road/Park Naming - Comyn  |
| CL07 | p 60 | Griffith Pound  |

CL08      p 89      Community Strategic Plan - Growing Griffith 2030 - Baseline Reporting Measures

CL09      p 112      Update on Western Riverina Higher Education Project and Regional University Study Centre

CL10      p 121      Designated Persons - Council Committees

9      Information Reports

10      Adoption of Committee Minutes

        p 126      Minutes of the Environmental Sustainability Management Committee Meeting held on 11 February 2014

        p 141      Minutes of the General Facilities Management Committee Meeting held on 4 March 2014

        p 147      Minutes of the Festival of Gardens Management Committee Meeting held on 6 March 2014

        p 154      Minutes of the Transport Management Committee Meeting held on 10 March 2014

        p 162      Minutes of the Traffic Committee Meeting held on 11 March 2014

11      Business with Notice - Rescissions Motions

12      Business with Notice - Other Motions

        p 166      Notice of Motion - Support in Enhancing the Formal Training of Future Managers/Administrators in the Local Government Sector

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 11 MARCH 2014 COMMENCING AT 7.02 PM**

**PRESENT**

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

**STAFF PRESENT**

General Manager, Brett Stonestreet; Director Infrastructure and Operations, Dallas Bibby; Director Sustainable Development, Neil Southorn; Director Utilities, David Tull; 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 and Dolf Murwood 2MIA FM

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

**PROCEDURAL MATTERS**

**APOLOGIES**

There were no apologies received.

**CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL  
HELD TUESDAY 25 FEBRUARY 2014**

0058

**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 25 February 2014 having first been circulated amongst all members of Council, be confirmed.

**BUSINESS ARISING FROM THE ORDINARY MEETING OF COUNCIL HELD ON 25  
FEBRUARY 2014**

**Business Arising - CL03 - Licence Agreement for Road Reserve Adjoining Lot 1  
DP1067528 - International Backpackers Hostel - Michael and Teresa Farronato**

Councillor Neville requested an update. Mr Southorn stated that the Council was still investigating points of detail regarding arrangements between the two (2) properties.

### **Councillor Question Time - Service Level Agreements**

Councillor Balind acknowledged receipt of the Service Level Agreements and requested confirmation that actions from Council Meetings are to be undertaken within seven (7) days of the meeting. General Manager, Mr Stonestreet advised that he would take this on notice but was of the understanding that action is to be commenced within the 7 day period.

### **DECLARATIONS OF INTEREST**

#### **NON-PECUNIARY INTERESTS**

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

Councillor Simon Croce - CL02 - Financial Assistance Request from the Gurdwara Singh Sabha Society, Griffith re Sikh Temple

Reason - Cr Croce has spoken to members of the Gurdwara Singh Sabha Society  
*Make a declaration stay in the Chamber and participate in the debate and vote.*

Councillor Bill Lancaster - CL02 - Financial Assistance Request from the Gurdwara Singh Sabha Society, Griffith re Sikh Temple

Reason - Cr Lancaster attended a meeting with the Mayor and General Manager, members of staff and Councillors with a delegation from the applicant group on 22 January and further met with some of the delegation at his office on 28 January 2014 and assisted them with the settling of the application attached to the report.  
*Make a declaration stay in the Chamber and participate in the debate and vote.*  
*Reason: Councillor Lancaster does not have a close relationship with the applicant.*

Councillor Mike Neville - CL02 - Financial Assistance Request from the Gurdwara Singh Sabha Society, Griffith re Sikh Temple

Reason - Cr Neville has met with members of the Sikh Temple Committee.  
*Make a declaration stay in the Chamber and participate in the debate and vote.*

Councillor Paul Rossetto - CL02 - Financial Assistance Request from the Gurdwara Singh Sabha Society, Griffith re Sikh Temple

Reason - Cr Rossetto has been contacted by members of the Sikh Temple Committee. Also not sure if they are in the Sikh Temple Committee but has employed lots of members of the Indian Community in the past.  
*Make a declaration stay in the Chamber and participate in the debate and vote.*

Councillor Christine Stead - CL02 - Financial Assistance Request from the Gurdwara Singh Sabha Society, Griffith re Sikh Temple

Reason - Cr Stead has spoken to a group of Sikh Temple Committee members.  
*Make a declaration stay in the Chamber and participate in the debate and vote.*

Councillor Dino Zappacosta - CL02 - Financial Assistance Request from the Gurdwara Singh Sabha Society, Griffith re Sikh Temple

Reason - Cr Zappacosta has spoken to representatives of the Sikh Community.  
*Make a declaration stay in the Chamber and participate in the debate and vote.*



## PECUNIARY INTERESTS

No Pecuniary Interest Declarations were declared.

## MAYORAL MINUTES

### **MM01 CHINESE DELEGATION VISIT**

0059

**RESOLVED** on the motion of Councillors Thorpe and Rossetto that the possible development of a friendship relationship with Shan xi Province, Jinzhong City in China be referred to the Business Development & Major Projects Management Committee.

An explanation was given on Friendship relationship as opposed to Sister City relationships.

## GENERAL MANAGER'S REPORT

### **CL01 GIRL GUIDES HALL - YENDA - PROPOSED DEMOLITION** (CPO)

0060

**RESOLVED** on the motion of Councillors Neville and Cox that the report be raised from the table.

0061

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

(a) Council resolve to demolish and remove the Yenda Girl Guides Hall from Wade Park, Yenda utilising the funding grant of \$7,700 from the Public Reserves Management Fund Program.

(b) Any additional funding to demolish the building and reinstate the land be adjusted at either the March or June 2013/14 Quarterly Review.

(c) Council recycle materials where possible from demolition.

### **CL02 FINANCIAL ASSISTANCE REQUEST FROM THE GURDWARA SINGH SABHA SOCIETY, GRIFFITH RE SIKH TEMPLE** (DBCF)

0062

**RESOLVED** on the motion of Councillors Zappacosta and Balind that suspension of standing orders be granted for a member of the Sikh Community to address Council.

Mr Harnek Dhanoa Singh, on behalf of the Gurdwara Singh Sabha Society, addressed Council the time being 7.22 pm.

0063

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

(a) Council advertise its intention to provide financial assistance to the Gurdwara

Singh Sabha Society in accordance with the Local Government Act.

(b) Council provide a loan to the Gurdwara Singh Sabha Society Community to the maximum amount of \$250,000 at 3% interest per annum over a period of 10 years.

(c) Appropriate security be provided on the loan by the Gurdwara Singh Sabha Society.

(d) Council assist the Gurdwara Singh Sabha Society with other development issues including liaising with Murrumbidgee Irrigation and other matters pertaining to a proposed function at the Temple during construction.

**CL03 THEATRE SEATING & CARPET REFURBISHMENT PROJECT**  
(DBCF)

0064

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

(a) Council confirm the inclusion of the Theatre seating and carpet refurbishment project in the 2014/15 financial year budget at a cost of \$321,368 excl GST (subject to final tender prices being obtained).

(b) The refurbishment project be undertaken in the January/February period in the 2015 year.

**CL04 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT 2014**  
(GM)

0065

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

(a) Council nominate the Mayor (or nominee) and General Manager (or nominee) to attend the 2014 National General Assembly of Local Government from 15 - 18 June 2014.

(b) That Councillors forward to the General Manager by Friday 21 March 2014 a draft motion(s) for the National General Assembly of Local Government. These draft motion(s) will be reported to the 8 April 2014 Ordinary Meeting of Council for consideration.

Councillors Lancaster **MOVED** the following **AMENDMENT** that:

(a) Council nominate the Mayor (or nominee) and General Manager (or nominee) and Councillor Napoli to attend the 2014 National General Assembly of Local Government from 15 - 18 June 2014.

(b) Councillors forward to the General Manager by Friday 21 March 2014 a draft motion(s) for the National General Assembly of Local Government.

These draft motion(s) will be reported to the 8 April 2014 Ordinary Meeting of Council for consideration.

Councillors Lancaster and Neville accepted the **AMENDMENT**. The **AMENDMENT** became the **MOTION**.

0066

**RESOLVED** on the motion of Councillors Lancaster and Neville that:

(a) Council nominate the Mayor (or nominee) and General Manager (or nominee) and Councillor Napoli to attend the 2014 National General Assembly of Local Government from 15 - 18 June 2014.

(b) That Councillors forward to the General Manager by Friday 21 March 2014 a draft motion(s) for the National General Assembly of Local Government. These draft motion(s) will be reported to the 8 April 2014 Ordinary Meeting of Council for consideration.

## **MINUTES FROM COMMITTEES**

### **MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 11 FEBRUARY 2014**

0067

**RESOLVED** on the motion of Councillors Napoli and Stead that the Minutes of the Local Emergency Management Committee meeting held on 11 February 2014, having first been circulated amongst members, be adopted.

### **MINUTES OF THE UTILITIES MANAGEMENT COMMITTEE MEETING HELD ON 13 FEBRUARY 2014**

0068

**RESOLVED** on the motion of Councillors Rossetto and Stead that the Minutes of the Utilities Management Committee meeting held on 13 February 2014, having first been circulated amongst members, be adopted.

### **MINUTES OF THE COMMUNITIES MANAGEMENT COMMITTEE MEETING HELD ON 18 FEBRUARY 2014**

0069

**RESOLVED** on the motion of Councillors Balind and Stead that the Minutes of the Communities Management Committee meeting held on 18 February 2014, having first been circulated amongst members, be adopted.

### **MINUTES OF THE PIONEER PARK MANAGEMENT COMMITTEE MEETING HELD ON 25 FEBRUARY 2014**

0070

**RESOLVED** on the motion of Councillors Rossetto and Cox that the Minutes of the Pioneer Park Management Committee meeting held on 25 February 2014, having first been circulated amongst members, be adopted.

Councillor Rossetto advised that he had lodged a CRM in regards to item 6.7 Pioneer Park Car Park.

Councillor Stead requested an update on the fire safety issue. The Mayor referred the question to Mr Southorn who stated that a review and upgrade of fire safety

equipment/protocols was in place and that vegetation had been cleared around fire breaks.

Councillor Neville queried the cost of demolition of Church. The Mayor advised that the Technical Officer was aware of this and was going to further investigate options.

## **BUSINESS WITH NOTICE**

### **RESCISSION MOTION - CL04 COUNCIL COMMITTEE DELEGATIONS AND DESIGNATED PERSONS - ORDINARY MEETING OF COUNCIL HELD 11 FEBRUARY 2014 - MINUTE NUMBER 0038**

0071

**RESOLVED** on the motion of Councillors Curran and Stead that Council rescind the motion from the Griffith City Council Ordinary Meeting held on Tuesday 11 February 2014 (minute number 0038) being:

- (a) The General Manager contact those members who are non-compliant and prepare a report for Council to be presented at a future meeting of Council.
- (b) The Chairs of the various Committees with non-compliant members assist the General Manager.

### **NOTICE OF MOTION - COUNCIL COMMITTEE DELEGATIONS AND DESIGNATED PERSONS**

Councillor Rossetto spoke on the Notice of Motion. Councillor Balind called a **POINT OF ORDER** on discussion prior to moving the motion.

The Mayor accepted the **POINT OF ORDER**.

Councillors Rossetto and Curran **MOVED** the following **MOTION** that:

- (a) Council continue with the current Committee structure pending items b) and c)
- (b) All Committees of Council established under Section 355 of the Local Government Act be deemed Advisory Committees with no delegations including the ability to make variations of expenditure within the approved budgets.
- (c) Council no longer recognise community or stakeholder Committee members as designated officers exercising a function of Council.
- (d) Council amend all current Committee Terms of Reference accordingly.

Councillor Zappacosta **MOVED** that the report **LAY ON THE TABLE**. The Motion was **PUT** and **CARRIED**.

0072

**RESOLVED** on the motion of Councillor Zappacosta that the report **LAY ON THE TABLE**.

The following motion was **FORESHADOWED** by Councillor Balind and seconded by Councillor Cox, that:

A report be forthcoming by Council staff regarding the options for Council's Committee Structure.

The **MOTION** was **PUT** and **CARRIED**.

0073

**RESOLVED** on the motion of Councillors Balind and Cox that a report be forthcoming from Council staff regarding the options for Council's Committee Structure.

## **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).

### **Community and Development Council of Griffith Inc.**

#### **"TRAFFIC MATTERS**

- There is ongoing concerns regarding the height of shrubs at roundabouts and intersections. It hampers clear view of the general public but in particular the elderly and those of weakened sight.
- Could council consider doing an audit of the types of plants that exist in these areas and reassess future types that are to be planted?

Some of the areas of concerns are:

- Kookora Street Roundabout at Banna Ave;
- Kalinda and Remembrance Dve near the Airport
- East Griffith Shops
- the median strip on Clifton Boulevard
- Silent police at corner of Noorla and Kookora. If not able to be removed could they be repainted with light reflecting paint.
- Could the speed sign at Bride Rd showing 60 be made compatible with the painted speed on the road which says 50?
- Banna Ave Ease from Jondaryan Ave to Crossing St needs line marking to indicate the single lane?
- Could all no parking areas be identified more clearly with red paint on the kerbs?"

Mr Stonestreet advised he would take these matters on notice.

**Mr Tom Apolloni asked the following question:**

"I have grave fears that the trees on the nature strip adjacent to my premises in Hillston Street will cause injury to passersby, or my wife and I. The trees are at least fifty years old and have continually dropped large branches on the side lawn and our fence. The seed pods also create a hazard as they fall onto our footpath and if stood on can cause injury. My wife and I are in our eighties and any fall will have serious consequences to our wellbeing.

The trees have now grown quite tall and when they make contact with the ground , they impregnate the lawn to a great depth. This indicates that if a branch were

to fall onto someone it could be fatal. I have previously contacted Parks and Gardens and no favorable result was achieved.

I mow the lawn regularly and I have witnessed a branch fall while mowing. I have had to remove branches from our fence on numerous occasions and if a large branch were to fall on my fence and damage it, the council would be responsible for the repairs. This responsibility also lies with the council if someone were to be injured.

I wish this letter to be submitted to a council meeting and after discussion have someone make arrangements to meet me here so I can explain the urgency of this matter."

Mr Stonestreet advised that this matter will be taken on notice and that a response will be provided.

### **COUNCILLOR QUESTION TIME**

Councillor Thorpe asked the following question:

**"Doug and Pam Cheers, 39 Kookora Street, advise that they are being driven beyond distraction by fruit bat excreta, fruit bat screeching, and fruit bats generally, that have lodged in Council Trees on the nature strip directly bordering on their front fence line. (ie Cheers' front fence line). What can Council do to assist Mr and Mrs Cheers?"**

The General Manager called on Manager Executive Services, Shireen Donaldson to respond. Mrs Donaldson advised that she had recent communications with the Area Manager of the Parks and Wildlife Service regarding this problem. Mrs Donaldson reported that this issue would need to be managed under the Parks & Wildlife guidelines and that she was in receipt of a Deterrent Guide which she would forward to Councillors for future discussion.

Councillor Lancaster stated that he had researched the removal of fruit bat colonies statewide and that to date no effective remedy has been recorded.

Councillors Rossetto and Croce **MOVED** the following **MOTION** that:

- (a) Council apply for an exemption from the Act to remove the flying foxes.
- (b) Council engage a private pest controller to undertake the removal of the flying foxes.

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

At this point in the meeting, a request was received the Sikh Community to address Council. The Mayor accepted the request. Mr Peter Singh addressed Council, the time being 8.41pm to thank the Council for their favourable decision in assisting the Indian Community.

### **OUTSTANDING ACTION REPORT**

The Outstanding Action Report was reviewed with the removal of the following finalised

items:

14 Jan 2014 - MM01 Petroleum Exploration Licence - Submission lodged.

14 Jan 2014 - Question Time - City Park Parking - Referred to the Traffic Committee.

22 Oct 2013 - Air Travel between Griffith and Melbourne - Service has been secured.

0074

**RESOLVED** on the motion of Councillors Curran and Neville that the Outstanding Action Report be noted.

## **CLOSED COUNCIL**

In accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005, in the opinion of the General Manager, the following business is of a kind as referred to in Section 10A(2) of the Act, and should be dealt with in a part of the meeting closed to the media and public.

Set out below is Section 10A(2) of the Local Government Act 1993 in relation to matters which can be dealt with in the closed part of a meeting.

The matters and information are the following:

- (a) personnel matters concerning particular individuals (other than councillors)
- (b) the personal hardship of any resident or ratepayer
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business
- (d) commercial information of a confidential nature that would, if disclosed:
  - (i) prejudice the commercial position of the person who supplied it, or
  - (ii) confer a commercial advantage on a competitor of the council, or
  - (iii) reveal a trade secret
- (e) information that would, if disclosed, prejudice the maintenance of law
- (f) matters affecting the security of the council, councillors, council staff or council property
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land.
- (i) the matter concerned alleged contraventions of any code of conduct requirements applicable under section 440 of the Local Government Act 1993.

## **CLOSED COUNCIL - GENERAL BUSINESS - SIGNIFICANT SERVICE TO THE COMMUNITY - CIVIC RECOGNITION**

**Personnel matters concerning particular individuals (other than councillors)**  
**10A(2)(a)**

The Committee resolved that members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerns personnel matters concerning particular individuals (other than Councillors)(Section 10A(2)(a)).

0075

**RESOLVED** on the motion of Councillors Neville and Balind that:

- (a) Council resolve into closed council to consider business identified, together with any late reports tabled at the meeting.
- (b) That pursuant to section 10A(1)-(3) of the Local Government Act 1993, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provision of section 10A(2) as outlined above.
- (c) That the correspondence and reports relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the Local Government Act 1993.

Council closed its meeting at 8.42 pm. The public and media left the chamber.

0076

**RESOLVED** on the motion of Councillors Curran and Napoli that open Council be resumed. Open Council resumed at 8.46 pm.

Upon resuming open Council the Mayor reported that the Closed Council had made the following resolutions.

#### **MATTERS DEALT WITH IN CLOSED COUNCIL**

#### **CLOSED COUNCIL - GENERAL BUSINESS - SIGNIFICANT SERVICE TO THE COMMUNITY - CIVIC RECOGNITION**

0077

**RESOLVED** on the motion of Councillors Neville and Cox that as a matter of urgency that a decision be determined with regard to bestowing a civic award on the provision that further information be provided in the immediate future.

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.

The Mayor permitted Mr Stonestreet to speak on a recent Local Government Manager's Association of NSW Inaugural Rural Management Challenge. Mr Stonestreet advised that a team from Griffith competed in this challenge that was targeted towards middle management. The team consisted of the Manager of Executive Services, Shireen Donaldson; Engineering Design and Approvals Manager, Graham Gordon; Manager of the Regional Theatre and Art Gallery, Sarah Boon and Coordinator Land Use and Planning, Kelly McNicol. The Griffith Team were awarded the top score in NSW for the challenge. Tweed Shire Council and Lismore came in second and third respectively.

There being no further business the meeting terminated at 8.54 pm.

Confirmed: .....  
CHAIRPERSON



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

**CL01**

<b>PROPOSAL:</b>	<b>MODIFICATION OF DA 190/2011(1) - CONSTRUCTION OF A GARAGE</b>
<b>PROPERTY:</b>	Lot 1 DP 1063408
<b>LOCATION:</b>	71 North Grove Drive Griffith
<b>ZONING:</b>	2(a) Residential
<b>APPLICABLE PLANNING INSTRUMENT:</b>	Griffith Local Environmental Plan 2002
<b>EXISTING DEVELOPMENT:</b>	Residential dwelling and attached garage
<b>APPLICANT:</b>	Mrs Leonie Meginley
<b>OWNER:</b>	Mrs Leonie Meginley
<b>DIRECTORS OF COMPANY (IF APPLICABLE)</b>	Not applicable
<b>APPLICATION DATE:</b>	17 February 2014
<b>REASON FOR REFERRAL:</b>	Non-compliance with a Development Control Plan, public interest, and previous Council resolution.
<b>FROM:</b>	Linden Foster, Development Assessment Planner
<b>FILE:</b>	DA 190/2011(2)

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### **SUMMARY**

Council has received a Section 96(1A) application to modify DA 190/2011(1) in regards to the required setbacks of a detached garage.

The proposal has been forwarded to Council due to non-compliance with Council's Development Control Plan No. 21 - Residential Development Policy, public interest (one objection received) and the previous Council resolution made in regards to DA 190/2011(1).

Council staff stand by the original recommendation, that the proposed garage should be setback a minimum of 5.5m from the front property boundary facing the Wyangan Avenue frontage.

### **RECOMMENDATION**

**(a) Council pursuant to Section 96 (1A) of the Environmental Planning and Assessment Act 1979 refuse the modification application for the following reasons:**

**i. The proposal does not meet the requirements of a development Control Plan, that being Development Control Plan No. 21 - Residential Development Policy in regards to Part A - Setbacks.**

**ii. The proposal is contrary to the public interest.**

**(b) The application be referred to Council's Director of Sustainable Development for the preparation of the Notice of Determination.**

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		

### **PROPOSAL IN DETAIL**

DA 190/2011(1) related to the construction of a 56 sq. m. detached garage to be constructed 150mm from the south-eastern side boundary (adjoining Lot 2 DP 835403, 169 Wyangan Avenue) and 2.19m from the property boundary fronting Wyangan Avenue. The application was approved by a resolution of Council consistent with staff recommendation to setback the garage 5.5m from the property boundary (secondary frontage, Wyangan Avenue) and 900mm from the side boundary (south-eastern boundary) in accordance with the provisions of Development Control Plan No. 21 - Residential Development Policy.

This S96(1A) modification now seeks a concession to locate the garage 3.3m from the property boundary fronting Wyangan Avenue, a 2.2 metre encroachment of the 5.5 metre setback provisions required by Development Control Plan No. 21 - Residential Development. The side boundary setbacks are to be maintained a minimum 900mm from the side boundary.

It is noted that a slab for the garage has been poured and the frame work commenced in the requested location without prior Council approval or a Construction Certificate being issued. Council's Compliance staff have required the applicant to cease construction until this application is determined and a Construction Certificate obtained.

### **BACKGROUND**

At the Ordinary Meeting of Council held on 13 December 2011, Council approved Development Application No. 190/2011(1) by Deferred Commencement for a garage (see Attachment 'B' - Previous Report to Council). The Deferred Commencement condition required an amended plan to be submitted showing the proposed garage setback 5.5m from the property boundary fronting Wyangan Avenue, and a minimum of 900mm from the side boundary (south-eastern boundary) in accordance with the provisions of *Development Control Plan No. 21 - Residential Development Policy* (DCP 21). An amended site plan was submitted by the applicant to Council satisfying this deferred commencement condition and a Notice of Determination was re-issued on 9 January 2012. There was no further formal activity undertaken on the development application since re-issuing the Notice of Determination in January 2012.

Council staff received notification on 10 February 2014 that the construction of the garage had commenced. Investigations revealed that the building works (slab and frame construction) had commenced without a Construction Certificate being issued and the slab had been poured in a location different from that approved. The below is a timeline of Council's action since the issue was brought to staff's attention:

- On 12 February 2014 a Notice of Intention to Serve an Order was issued to the applicant/landowner for 'development carried out not in accordance with consent', and to 'cease building works - construction of garage'.
- On 17 February 2014 an application to Modify DA 190/2011(1) was lodged with Council seeking approval to allow the garage to remain in its present location. Accompanying the modification application was a site plan which did not appear to reflect the location of the poured slab. Council staff surveyed the slab and determined that the slab is located 3.33m from the property boundary fronting Wyangan Avenue, and 940 - 980mm from the adjoining south-eastern property boundary (refer to Attachment D - Survey of concrete slab).
- On 18 February 2014 a Notice of Order was provided to the applicant requiring all building work to cease, and for building work being carried out in contravention of the act (no construction certificate obtained, development not in accordance with consent).

This modification has been lodged by the applicant/landowner seeking consent to allow the garage to continue to be constructed 3.33m from the front property boundary, a concession of 2.2m from DCP 21. Given that the works have commenced without a Construction Certificate being issued or inspections undertaken, the applicant will first need to obtain a Building certificate pursuant to s149D of the *Environmental Planning & Assessment Act 1979* for the already completed works.

### **ASSESSMENT UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979**

#### **Section 96(1A) Modifications involving minimal environmental impact**

Section 96 of the Environmental Planning & Assessment Act, 1979 sets down matters the consent authority must take into consideration when assessing applications which seek modifications to development consents.

With regard to Section 96(1A) the Environmental Planning & Assessment Act, 1979 states that a consent authority may modify the consent if:

*(a) it is satisfied that the proposed modification is of minimal environmental impact*

Following assessment of the application it is considered that the proposal, will have minimal environmental impact and therefore satisfies the threshold test of Section 96(1A)(a) of the Environmental Planning and Assessment Act, 1979.

*(b) it is satisfied that the development to which the consent as modified relates is substantially the same development as the development for which the consent was originally granted and before that consent as originally granted was modified (if at all)*

It is considered that the proposed modification is substantially the same development as consent was originally granted and therefore satisfies Section 96(1A)(b) of the Environmental Planning and Assessment Act, 1979.

- (c) *it has notified the application in accordance with:*  
(ii) *a development control plan, if the consent authority is a council that has made a development control plan that requires the notification or advertising of applications for modification of a development consent,*

*Development Control Plan 25 - Public Notification of Development Applications* sets down the obligations of Council when it comes to notifying applications lodged pursuant to the provisions of Section 96(1A) of the Environmental Planning and Assessment Act, 1979. The subject application was notified due to the circumstances of the case, that being the original application was notified based on concessions sought to DCP 21 and Council receiving objections to the original proposed. The notification period was for 14 days. In this regard Council has satisfied its obligations in terms of Section 96(c) of the Act.

- (d) *it has considered any submissions made concerning the proposed modification within any period prescribed by the regulations or provided by the development control plan, as the case may be.*

The notification period for the Section 96(1A) application ended on 4 March 2014 and one (1) submission was received from the landowners of 169 Wyangan Avenue raising concerns with the proposal which will be discussed later in the report.

#### **SECTION 79C(1)(a)(i) any environmental planning instrument.**

In determining an application for modification of a consent under this Section 96(1A) and (3), the consent authority must take into consideration such of the matters referred to in section 79C (1) as are of relevance to the development the subject of the application.

#### **Griffith Local Environmental Plan 2002**

The proposed modification of Development Application No. 190/2011(2) has been assessed with regard to Griffith Local Environmental Plan 2002 and it has been considered that:

- The proposed modification does not result in any issue that would affect the permissibility of the development.
- The proposed modification does not result in any inconsistency with regards to the objectives of the zone.
- The proposed modification involves a breach of a development standard, specifically setback provisions contained in DCP 21.

#### **SECTION 79C(1)(a)(ii) any draft environmental planning instrument.**

There are no draft environmental planning instruments applicable to the Griffith Local Government Area or to the proposed development.

#### **SECTION 79C(1)(a)(iii) any development control plan.**

#### **Development Control Plan No. 21 – Residential Development Policy**

The proposal is seeking a concession of the front setback provisions for corner

allotments contained in DCP 21. The objectives and development standards listed in Part A - Setbacks of DCP 21 are as follows:

- *To provide setbacks that improves the visual amenity, provides for landscaping and protects the privacy of and sunlight to adjacent dwellings.*
- *To ensure that the appearance of housing is of a high quality, enhances the streetscape and complements good surrounding development.*

#### Corner allotments – Front Setbacks

*The buildings with primary street frontage shall have a minimum setback of 6 metres with a secondary street setback of 3 metres.*

The dwelling faces the primary street frontage which is considered to be North Grove Drive. The dwelling and attached garage complies with these setback provisions with a minor encroachment of the 3 metre secondary street setback by the alfresco area.

*Other buildings, facing the secondary frontage on the same allotment, shall have a minimum front setback of 4.5 metres along with minimum garage setbacks of 5.5 metres from the property boundary.*

The proposed garage is considered to be an 'other building' which faces the secondary frontage (Wyangan Avenue). As such it is required to have a setback of 5.5m from the property boundary.

The location of the slab from the side property boundary (setback 0.94m) complies with the provisions of DCP 21 and the BCA (0.9m is the minimum).

*5. Garages and parking structures should be sited and designed NOT to dominate the street frontage.*

As originally discussed in the first report to Council (refer to Attachment 'B'), the garage in the requested location would act to dominate this portion of the street frontage and is not considered to enhance the streetscape.

The applicant has provided reasoning for the concession (see Attachment C - Amended Statement of Environmental Effects). They have also referenced similar developments with setback concessions, some of which have been built recently and granted concessions by resolutions of Council. Staff will not comment on each individual example, however, the reasons for compliance with the setback provision in this particular case are summarised below. Council staff assesses each individual application on the merits of the proposed development. Compliance with the setback provisions is considered appropriate in this instance for the following reasons:

- Due to the location of the site (fronting a sub-arterial road, that being Wyangan Avenue);
- The existing character and amenity of the locality: typified by residences with attached garages meeting setback provisions;
- The occurrence of similar type development in the locality: minimal concessions to detached garage setbacks have been granted in this precinct and along sub-arterial roads in Griffith;

- The visual impact on the streetscape: the proposal is not considered to improve the visual amenity of Wyangan Avenue, nor is it designed to blend with the existing development on the site;
- The adjoining property owners objection to the setbacks: potential conflict with future development on the adjoining property;
- The constraints of the site: there are no existing structures or other constraints preventing the garage from achieving compliance with the setback provisions;
- The existence of an attached double garage on site which provides undercover parking for up to 2 vehicles.

Even though the construction of the garage has commenced, it is Council's development assessment staff opinion that the proposal should comply with Council's DCP 21 and the resolution made at Council's meeting on 13 December 2011. Any outcome will require a Building Certificate to be issued for the works carried out so far. Pending the outcome of the Building Certificate, if the works are deemed satisfactory the slab and frames can continue to be used. To achieve compliance with the setback provision, the part of the slab encroaching the setback may need to be cut and removed or consolidated into the driveway to the garage.

#### **SECTION 79C(1)(b) the likely impacts of the development.**

Given the minimal changes to the proposal from that originally assessed, a summary of the likely impacts of the proposal is as follows:

##### *Context & Setting:*

The scale of the garage is similar to standard residential garages and sheds, however the reduced setback and frontage to a sub-arterial road is not considered to be ideal nor consistent with other sheds and garages in the immediate locality. The external appearance and bulk of the garage is not considered to positively contribute to the streetscape. The proposed garage would be highly visible from the point of view of road users on Wyangan Avenue. Wyangan Avenue is a road which experiences high volumes of traffic, approximately 4150 vehicle movements a day or a weekly average of 29 000 vehicle movements (based on Griffith City Council Traffic Counts conducted between April - May 2011). There is limited landscaping on the service road buffer strip to provide screening of the view of the building from the road and as such the garage would be highly visible from Wyangan Avenue. Given the potential for conflict with future landuses of adjoining properties and the visual impacts on the streetscape, it is considered that the proposed garage be repositioned to meet the required setbacks specified in Council's DCP No. 21.

##### *Site Design*

The location and siting of the proposed garage is not considered ideal in terms of visual impact and compliance with Development Standards listed in Council's DCP No. 21. The proposed location of the garage is considered ideal in terms of functionality for the residents of 71 North Grove Drive as it will allow for retention of more yard area. However the impact on the streetscape in terms of visual amenity is not appropriate. It is possible for the garage to be setback a suitable distance from boundaries to comply with Council's DCP No. 21 and still maintain some yard area. The garage would also be able to achieve the minimum separation distance of 900mm from the dwelling to ensure compliance with the provisions of the Building Code of Australia. The proposal

would also be able to be located clear of the sewer easement in the south-eastern corner of the yard. As such, the proposal in its current location is not considered ideal.

#### **SECTION 79C(1)(c) the suitability of the site.**

The site is considered suitable for the construction of a domestic garage, however the proposed location and siting of the garage is not considered desirable for the subject site. The reasoning for this is due to the site being highly visible from Wyangan Avenue, a road with a high volume of traffic which links the suburbs of North Griffith, Lake Wyangan and Nericon to central Griffith, and the ability for the garage to be constructed to the required setbacks on site. Further, the non-compliance with the development standards specified in Council's DCP No. 21, and the objection to the proposal from the adjoining landowners indicate that the garage is not acceptable in its current location and should be required to adhere to the setbacks inherent in DCP No. 21.

#### **SECTION 79C (1) (d) any submissions made in accordance with the Act or the Regulations**

Section 96(1A)(c)&(d) requires council to notify applications for modifications in accordance with:

- (ii) a development control plan, if the consent authority is a council that has made a development control plan that requires the notification or advertising of applications for modification of a development consent,*
- (d) it has considered any submissions made concerning the proposed modification within any period prescribed by the regulations or provided by the development control plan, as the case may be.*

Under DCP 25, Council notified DA 190/2011(1) due to a concessions sought to DCP 21 of which Council received objections to. At the close of the exhibition period for DA 190/2011(2) Council received one submission from the same objector (landowners of adjoining 169 Wyangan Avenue) raising the following issues as summarised (see Attachment E - Objection):

Issue: The proposed garage is encroaching the setback requirement of *Development Control Plan No. 21 - Residential Development Policy*. The potential to affect views and amenity of the objector's adjoining property and the impact on future subdivision of the site. The impact this may have on saleability and pricing of their property. The objectors wish for the garage to be the minimum required distance from their boundary.

Comment: The issues raised in the objection from the adjoining landowner are similar to their original concerns. Initially the garage was proposed to be located 150mm from the common boundary, however Council's surveyors have confirmed that it is between 940 - 980mm from the shared boundary, which is permitted under the BCA and DCP 21. In terms of future development of the adjoining property, it has been established that the proposed location of the garage could have some impact on adjoining allotments depending on the subdivision design. However, no subdivision proposals have been made available to Council and any potential impacts are unable to be assessed. In terms of impacts on saleability and pricing of the land, the impact of a development on individual property values is not a matter for consideration under Section 79C of the *Environment Planning and Assessment Act 1979* and cannot be included as part of the assessment of the application.

## **SECTION 79C (1) (e) the public interest**

The public interest is best served by the consistent application of the requirements of the relevant Commonwealth and State government legislation, Environmental Planning Instruments, development control plans, Council policy and by Council ensuring that any adverse effects on the surrounding area and the environment are avoided. The proposed modification has been considered and the proposal does not comply with the provisions contained in Part A Setbacks of DCP 21, and objections have been received from an adjoining landowner. The proposed garage is inconsistent with existing development in the surrounding locality and may have the potential to create precedence for similar future developments on sub-arterial roads and high traffic areas. This may raise issues which are contrary to the public interest. Also, Council has previously resolved to require the garage to be constructed with a 5.5m setback and as such has already determined that the proposal is not in the public interest.

### **OPTIONS**

Option 1:

(a) Council pursuant to Section 96 (1A) of the Environmental Planning and Assessment Act 1979 refuse the modification application for the following reasons:

- i. The proposal does not meet the requirements of a Development Control Plan, that being Development Control Plan No. 21 - Residential Development Policy in regards to Part A - Setbacks.
- ii. The proposal is contrary to the public interest.

(b) The application be referred to Council's Director of Sustainable Development for the preparation of the Notice of Determination.

Option 2:

(a) Council pursuant to Section 96(1A) of the Environmental Planning and Assessment Act 1979 approve the modification of DA 190/2011(2) and that condition B(1) of Attachment 'F' (Notice of Determination) be amended to insert the drawing in Attachment 'C' as an approved plan.

(b) The application be referred to Council's Director of Sustainable Development for the preparation of the Notice of Determination.

Option 3:

Other resolution as determined by Council.

### **STATUTORY IMPLICATIONS**

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

Not Applicable

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

Not Applicable



**c) Legal/Statutory Implications**

Should Council refuse the development application, the applicant has the option to appeal the determination at the Land & Environment Court.

**CONSULTATION**

SMT, Planning & Compliance Coordinator, Building Certification Coordinator, Engineering Surveyor, objectors representative, The applicant.

**STRATEGIC LINKS**

**a) Growth Strategy Plan**

Not Applicable

**b) Corporate/Business Plan**

Delivery Program - E6.2 - Provide development assessment and building certification services to the Griffith Community.

**ATTACHMENTS**

**UNDER SEPARATE COVER**

- (a) Locality Plan
- (b) DA 190/2011(1) Previous Report to Council
- (c) Amended Site Plan and Amended Statement of Environmental Effects
- (d) Survey of concrete slab
- (e) Objection
- (f) Notice of Determination

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

**CL02**

<b>PROPOSAL:</b>	<b>DA 17/2014 - USE OF A PREMISES FOR MEDICAL CONSULTING ROOMS</b>
<b>PROPERTY:</b>	Lot 8 Section 2 DP 759138
<b>LOCATION:</b>	19-20 Yenda Place, Yenda
<b>ZONING:</b>	2(v) Village
<b>APPLICABLE PLANNING INSTRUMENT:</b>	Griffith Local Environmental Plan 2002
<b>EXISTING DEVELOPMENT:</b>	Vacant tenancy
<b>APPLICANT:</b>	Santalucia Equities Pty Ltd
<b>OWNER:</b>	Santalucia Equities Pty Ltd
<b>DIRECTORS OF COMPANY (IF APPLICABLE)</b>	
<b>APPLICATION DATE:</b>	31 January 2014
<b>REASON FOR REFERRAL:</b>	Non compliance with Development Control Plan No. 20 - Off Street Parking (2011)
<b>FROM:</b>	Kelly McNicol, Coordinator Landuse, Planning & Compliance
<b>FILE:</b>	17/2014

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### **SUMMARY**

Council has received a development application for the use of a portion of a commercial building as medical consulting rooms. The subject site for the development is Lot 8 Section 2 DP 759138 (19-20 Yenda Place, Yenda).

Due to a non-compliance with the minimum number of onsite carparking spaces as required under Part 1.7.1 Parking Ratios of Development Control Plan No. 20: Off Street Parking (2011), the application has been referred to Council for determination based on the public interest of the development and to allow an exemption to the standards.

### **RECOMMENDATION**

**(a) Council pursuant to Section 80(1)(a) of the Environmental Planning and Assessment Act, 1979 grant consent to Development Application No. 17/2014 subject to the draft conditions of consent listed in Attachment 'C'.**

**(b) The application be referred to the Director Sustainable Development for preparation and issue of the Notice of Determination.**

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		

### **PROPOSAL IN DETAIL**

Consent is sought for the use of the most northern tenancy of the existing commercial premises (which was previously used as a residential units) as medical consulting rooms. The proposal includes two consulting rooms, reception area, store room and tea room. Entry to the premises will be from the northern side of the building via an existing access.

The business will employ four (4) staff members and will operate Monday to Friday, 9am to 5pm and Saturday 9am to noon. The onsite activities may include minor medical procedures such as injections and incisions but mainly consultation only will be carried out from the facility.

The proposal will also include a new sign on the side entry wall. The sign will be 1.2 metres by 2.4 metres and fixed flat to the wall.

### **BACKGROUND**

The applicant submitted the development application on 31 January 2014. The submitted floor plans did not provide details of the existing layout of the tenancy, making it difficult to determine if any new walls were to be constructed. The applicant's submission was also missing a detailed site plan. The additional plans were requested on 4 February 2014, along with details on how the applicant was to address the conflict between pedestrians accessing the consulting room and possible vehicular access to the site from Yenda Place.

The applicant submitted amended plans and supporting information on 11 March 2014. The amended plans (Attachment B) indicate that the proposed development will not be altering the existing layout of the tenancy and will not include any construction that would require a construction certificate.

The application has been referred to Council for determination as the proposed development does not comply with the minimum on-site car parking provisions of Development Control Plan No. 20: Off Street Parking (2011). The proposed development is required to have six (6) parking spaces which cannot be provided due to the constraints of the site. As an exemption from the parking requirements of DCP No. 20 is required, Council must determine the development application.

## **ASSESSMENT UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979**

### **Griffith Local Environmental Plan 2002**

The subject site is zoned 2(v) Village under the provisions of the Griffith Local Environmental Plan 2002. The proposed development is defined as medical centre.

*A medical centre is defined as "a building used by one or more legally qualified medical practitioners or by one or more dentists within the meaning of the Dentists Act 1989 or Dental Practice Act 2001 , or by one or more health care professionals, who practise there the profession of medicine, dentistry or health care, respectively, and who employ ancillary staff in connection with that practice, but does not include methadone clinics adjacent to schools. Where the building is not located on land within Zone 3 (a), a building is not a medical centre if the total number of medical practitioners, dentists and health care professionals practising within the building exceeds 3"*

Clauses of the GLEP 2002 which relate to the application include:

### **Clause 10 Zoning**

#### **Zone 2(v) Village**

##### **Zone objectives**

- (a) To recognise and promote development in existing villages so as to enable future development appropriate to their function, and*
- (b) To allow detailed provision to be made to set aside specific areas within the zone for housing of various densities, commercial, special and industrial uses and other urban and tourist facility purposes, and*
- (c) To ensure land is economically and adequately serviced in view of its likely development, and*
- (d) To ensure development reflects the existing character of villages and does not create excessive demands for services, and*
- (e) To enable the development of land within this zone for residential, commercial, special and tourist uses and other urban purposes, and*
- (f) To enable development of land for other purposes where it can be demonstrated by the applicant for development consent, to the satisfaction of the consent authority, that such a use will not detrimentally affect the amenity of the existing or proposed nearby development.*

The proposed development is considered to satisfy the zone objectives. The proposed development will be providing a vital medical service to the residents of Yenda . Given the proximity to the villages centre, the proposed development is not considered to detrimentally impact nearby residences. The inclusion of a medical centre in the village centre will bring people to the area which will benefit other businesses.

The proposed development is permissible with development consent.

#### **Clause 26 Flood liable land**

##### **(1) Objectives:**

- (a) To minimise potential flood damage by ensuring that only appropriate development occurs on flood liable land, and*

- (b) *To minimise the effects of flooding on the community.*
- (2) *For the purposes of this clause, **flood liable land** is:*
  - (a) *land likely to be inundated in a 1 in 100 year flood, as identified on mapping held in the office of the Council, or*
  - (b) *land likely to be inundated in a 1 in 100 year flood because of topography or proximity to a watercourse or irrigation supply or drainage channel.*
- (3) *Consent must not be granted to development of any flood liable land unless the consent authority has considered:*
  - (a) *a survey identifying the level of the land relative to the 1 in 100 year flood level, and*
  - (b) *the likelihood of loss of life or property from flooding, and*
  - (c) *the likelihood of increased demand for flood mitigation measures and emergency services, and*
  - (d) *any impediments to the operation of floodway systems in times of flood, and*
  - (e) *the effect of proposed development on adjoining land in times of flood, and*
  - (f) *limits on the intensity of development of urban flood liable land, and*
  - (g) *the provision of services and facilities appropriate to the flood liability of the land, and*
  - (h) *the effect of the proposed development on the watertable of that land or of land in its immediate vicinity.*

**Note.** *For information with respect to flood liable land refer to the Griffith Main Drain J Flood Management Study .*

The subject site is considered to be flood prone land according to the Griffith FRMS&P 2011 (Worley Parsons). Floor levels are subject to Council's Flood Management Policy. The floor level for habitable room areas is to be 410 mm above the existing natural ground level. However, it can be considered that the development is not habitable. Should the application be approved, the applicant will be advised of the floor levels.

#### *Clause 32 Protection of heritage items and heritage conservation areas*

##### **(1) When is consent required?**

*The following development may be carried out only with development consent:*

- (a) *demolishing or moving a heritage item or a building, work, relic, tree or place within a heritage conservation area,*
- (b) *altering a heritage item or a building, work, relic, tree or place within a heritage conservation area by making structural or non-structural changes to its exterior, such as to its detail, fabric, finish or appearance,*
- (c) *altering a heritage item by making structural changes to its interior,*
- (d) *disturbing or excavating a place of Aboriginal heritage significance or an archaeological site while knowing, or having reasonable cause to suspect, that the disturbance or excavation will or is likely to result in a relic being discovered, exposed, moved, damaged or destroyed,*
- (e) *moving the whole or a part of a heritage item,*
- (f) *erecting a building on, or subdividing, land on which a heritage item is located or which is within a heritage conservation area.*

Although the subject site is located within a heritage conservation area, no changes are proposed to be made to the exterior facade of the structure. As such, a heritage impact statement is not required.

#### *Clause 39 Development in heritage conservation area*

- (1) *Before granting consent to development in the vicinity of a heritage item, the consent authority must assess the impact of the proposed development on the heritage significance of the heritage item and of any heritage conservation area within which it is situated.*
- (2) *This clause extends to development:*

- (a) that may have an impact on the setting of a heritage item, for example, by affecting a significant view to or from the item or by overshadowing, or*
- (b) that may undermine or otherwise cause physical damage to a heritage item, or*
- (c) that will otherwise have any adverse impact on the heritage significance of a heritage item or of any heritage conservation area within which it is situated.*
- (3) The consent authority may refuse to grant any such consent unless it has considered a heritage impact statement that will help it assess the impact of the proposed development on the heritage significance, visual curtilage and setting of the heritage item.*
- (4) The heritage impact statement should include details of the size, shape and scale of, setbacks for, and the materials to be used in, any proposed buildings or works and details of any modification that would reduce the impact of the proposed development on the heritage significance of the heritage item.*

Given that there are no changes to the exterior of the building, the features of the building will be maintained and the heritage significance of the area will not be impacted.

#### *Clause 57 Availability of essential services*

##### **(1) Objectives:**

- (a) To ensure that development does not occur without adequate measures to protect the environment and the community's health, and*
- (b) To ensure that development occurs in a coordinated and efficient manner and that costs attributable to it are borne equitably.*
- (2) Consent must not be granted to the carrying out of development on any land unless:*
  - (a) a potable water supply and facilities for the removal or disposal of sewage and drainage water are available to that land, or*
  - (b) arrangements satisfactory to the Council have been made for the provision of that supply and those facilities,**if the proposed use of the land will, in the opinion of the consent authority, generate a need for such a supply or for those facilities.*

Council's reticulated water, sewer and stormwater systems are available to the subject site. No changes are proposed to these arrangements.

#### *Clause 58 Advertisements*

##### **(1) Objective:**

- To ensure that signage relates either to the use of the land on which it is displayed or the promotion of tourism.*
- (2) Consent must not be granted to the display of an advertisement unless:*
  - (a) the advertisement relates to the use of the land on which it is to be displayed, or*
  - (b) the advertisement indicates the location of tourist facilities or activities, or places of scientific, historical or scenic interest.*

**Note.** [State Environmental Planning Policy No 64—Advertising and Signage](#) applies to the Griffith City area.

The proposal includes a business identification sign which promotes the proposed use of the subject site.

#### State Environmental Planning Policies

##### *State Environmental Planning Policy No 64—Advertising and Signage*

The proposal includes a business identification sign on the side wall. The following is

considered applicable:

*Clause 9 Advertisements to which this Part applies*

*This Part applies to all signage to which this Policy applies, other than the following:*

- (a) business identification signs,*
- (b) building identification signs,*
- (c) signage that, or the display of which, is exempt development under an environmental planning instrument that applies to it,*
- (d) signage on vehicles.*

The proposed sign is considered to be a business identification sign and as such the following assessment criteria must be considered.

*Schedule 1 Assessment criteria:*

**1 Character of the area**

- *Is the proposal compatible with the existing or desired future character of the area or locality in which it is proposed to be located?*
- *Is the proposal consistent with a particular theme for outdoor advertising in the area or locality?*

**2 Special area**

- *Does the proposal detract from the amenity or visual quality of any environmentally sensitive areas, heritage areas, natural or other conservation areas, open space areas, waterways, rural landscapes or residential areas?*

**3 Views and vistas**

- *Does the proposal obscure or compromise important views?*
- *Does the proposal dominate the skyline and reduce the quality of vistas?*
- *Does the proposal respect the viewing rights of other advertisers?*

**4 Streetscape, setting or landscape**

- *Is the scale, proportion and form of the proposal appropriate for the streetscape, setting or landscape?*
- *Does the proposal contribute to the visual interest of the streetscape, setting or landscape?*
- *Does the proposal reduce clutter by rationalising and simplifying existing advertising?*
- *Does the proposal screen unsightliness?*
- *Does the proposal protrude above buildings, structures or tree canopies in the area or locality?*
- *Does the proposal require ongoing vegetation management?*

**5 Site and building**

- *Is the proposal compatible with the scale, proportion and other characteristics of the site or building, or both, on which the proposed signage is to be located?*
- *Does the proposal respect important features of the site or building, or both?*
- *Does the proposal show innovation and imagination in its relationship to the site or building, or both?*

**6 Associated devices and logos with advertisements and advertising structures**

- *Have any safety devices, platforms, lighting devices or logos been designed as an integral part of the signage or structure on which it is to be displayed?*

**7 Illumination**

- *Would illumination result in unacceptable glare?*

- *Would illumination affect safety for pedestrians, vehicles or aircraft?*
- *Would illumination detract from the amenity of any residence or other form of accommodation?*
- *Can the intensity of the illumination be adjusted, if necessary?*
- *Is the illumination subject to a curfew?*

## **8 Safety**

- *Would the proposal reduce the safety for any public road?*
- *Would the proposal reduce the safety for pedestrians or bicyclists?*
- *Would the proposal reduce the safety for pedestrians, particularly children, by obscuring sightlines from public areas?*

## **Assessment**

- The proposed signage will have a limited impact on the character of the area.
- The proposed signage is not considered to detract from the amenity or visual quality of heritage conservation area.
- The proposed signage will not have a detrimental impact on views or vistas.
- The proposed signage is not considered to be inconsistent with the streetscape, setting or landscape
- The proposed signage is compatible with the scale, proportion and other characteristics of the building which it is to be located.
- No illumination is proposed.
- The proposed signage is not considered to reduce the safety for any public road, pedestrians or bicyclists.

## **SECTION 79C(1)(a)(ii) any draft environmental planning instrument.**

There are no draft EPIs currently exhibited that apply to this development.

## **SECTION 79C(1)(a)(iii) any development control plan.**

*Development Control Plan No. 20: Off Street Parking (2011)*

Table 1.7.1 *Parking Ratios* , requires the following:

Medical centre – 3 spaces per surgery, consultation room or treatment room

Given the proposal includes 2 consulting rooms, a total of 6 onsite carparking spaces are required. The applicant has not provided any onsite carparking and has requested an exemption to the provisions of the DCP. The applicant has noted that the provision of onsite carparking is limited by the physical constraints of the site.

The DCP does allow for a reduction of the required parking under *Part 1.7.2(a) Circumstance and criteria for reduction of required parking* . The following is considered:

- Given that there will only be two consulting rooms, it can be considered that there will be a rotation of two clients onsite at a time and only a few individuals waiting for appointments.
- There is ample on-street carparking adjacent to the premises.
- There is no additional floor area proposed relative to the existing floor area.
- The locality has a very low traffic volume during the trading hours of the proposed development.
- There is no area onsite that would be suitable for onsite carparking.
- The proposed development will provide a much needed service to the residents of Yenda.



- Patrons of the premises will utilise other services in the town centre before and after appointments.

*Part 1.11 Assessment of parking* permits Council, at its discretion, to allow concessions to this DCP:

*"Council, at its discretion, may relax the requirements of this Plan relating to a specific development in accordance with the circumstances outlined in this part of the DCP, provided it is satisfied that the applicable zone objectives will not be compromised and that all other legislative requirements are complied with."*

The proposed development of a portion of the building as a medical centre satisfies the applicable zone objectives and an exemption to the parking requirements of the DCP does not compromise any other legislative requirements including the Building Code of Australia.

The premises is located within the village centre which contains other retail shops including a supermarket, pharmacy, butchers and hairdressers. All the businesses utilise kerbside on-street parking. Clients of the medical centre utilising a vehicle will also park within the available on-street parking facilities. A survey of the facilities in the area was carried out over the course of 2 days and it was determined that only 50-60% of the parking spaces are presently used by patrons of commercial premises in the area. The parking adjacent to the premises on Yenda Place and North Avenue was also only partially utilised. As such, the demand of the proposed development is not expected to saturate the parking facilities in the area.

It can be considered that the need for the proposed medical service in Yenda in this instance outweighs the need to strictly enforce the provisions of the development control plan.

*Development Control Plan No. 25: Public Notification of DA's*

The proposed development was notified to the surrounding landowners from 4 February to 18 February. At the close of the notification period, no submissions were received.

#### **SECTION 79C(1)(a)(iiia) any planning agreement.**

There are no planning agreements which apply to this development.

#### **SECTION 79C(1)(a) (iv) the regulations.**

The regulations (Sections 92, 93 and 94 of the EP&A Reg) have been considered as part of the building referral.

#### **SECTION 79C(1)(b) the likely impacts of the development.**

##### *Context and setting*

The proposed development is not expected to alter the scenic qualities of the streetscape or the character and amenity of the locality. Land uses in the immediate locality consist of a mix of commercial and residential uses. The proposed development is not considered to disrupt or alter the existing functionality of the locality.

##### *Access, traffic and transport*

The proposed development does not require any alterations to the existing access points. The proposed development is expected to increase the amount of traffic in the locality,

however, the street system is capable of servicing the increase.

#### *Utilities*

All utilities (water, sewer, drainage, electricity, gas and telephone) are available to and connected to the premises.

#### *Heritage*

The subject site is located within an identified heritage conservation area. Given that there are no external alterations to the site, the proposed development is not considered to have a negative impact on the heritage qualities of the locality.

#### *Social and economic impact in the locality*

The proposed development is not expected to have a negative social or economic impact in the locality. Socially, the proposed development will provide a much needed medical service to the residents of Yenda and the surrounding area. Presently, Yenda residents are predominantly required to travel to Griffith for medical services. The provision of such a service in the village is considered to have a positive social impact.

#### *Site design and internal design*

The proposed development will be utilising the existing premises and will not be altering the configuration of the site. There also no physical changes to the internal layout of the premises. It is noted that the facility will not entirely cater for disabled persons, however, this is not triggered by the Building Code of Australia as there are no construction works to be carried out. Should the applicant need to carry out internal works in the future, the applicant will be required to install an unisex accessible amenity facility. It can be considered that the internal design is reasonable for its intended use.

#### *Construction*

No construction is proposed.

### **SECTION 79C(1)(c) the suitability of the site.**

The site is considered suitable for the proposed development.

### **SECTION 79C (1) (d) any submissions made in accordance with the Act or the Regulations**

No public submissions were received.

### **SECTION 79C (1) (e) the public interest**

There have not been any issues raised by the public in regards to this application and it is not anticipated that the health and safety of the public will be affected by the proposed development. Although the proposed development does not comply with the minimum number of onsite carparking spaces in the development control plan, the approval of the proposed development in itself is considered to be in the public interest.

## **OPTIONS**

### OPTION 1:

(a) Council pursuant to Section 80(1)(a) of the Environmental Planning and Assessment Act, 1979 grant consent to Development Application No. 17/2014 subject to the draft conditions of consent listed in Attachment 'C'.

(b) The application be referred to the Director Sustainable Development for preparation and issue of the Notice of Determination.

### OPTION 2:

(a) Council pursuant to Section 80(1)(b) of the Environmental Planning and Assessment Act, 1979 refuse Development Application No. 17/2014 for reasons determined by Council.

(b) The application be referred to the Director of Sustainable Development for preparation and issue of the Notice of Determination.

### OPTION 3:

(a) Any other resolution as determined by Council.

## **STATUTORY IMPLICATIONS**

### **a) Policy Implications**

Not Applicable

### **b) Financial Implications**

Not Applicable

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

Should the applicant be dissatisfied with the determination they may lodge an application pursuant to s82A of the Environmental Planning and Assessment Act, 1979 and seek a review of determination or lodge an appeal with the Land and Environment Court.

## **CONSULTATION**

Senior Management Team, Assessment Officer, Building Certification Coordinator, Development Engineers, applicant.

## **STRATEGIC LINKS**

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

Not Applicable

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

Delivery Program - E6.2 - Provide development assessment and building certification

services to the Griffith Community.

## **ATTACHMENTS**

### **UNDER SEPARATE COVER**

- (a) Locality Map
- (b) Amended Plans and Statement of Environmental Effects
- (c) Draft Conditions of Consent

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

**CL03**

**SUBJECT: PLAYGROUND STRATEGY RECOMMENDATIONS FOLLOWING  
PUBLIC EXHIBITION**  
**FROM: Nathan Farnell, Project Planner**

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### **SUMMARY**

A detailed review of the initial draft Playgrounds & Small Reserves Strategy (2011) was conducted as a result of community and financial implications surrounding the document. As a result, a revised draft Playground Strategy (2013) was prepared and put to Council on the 26 November 2013.

It was resolved that:

"(a) Council place the draft Griffith Playground Strategy on public exhibition for a minimum of 40 days; and

(b) After assessing the submission(s) and making relevant amendments, a further report be presented to Council with a view to its adoption".

Accordingly, the revised draft Playground Strategy was placed on public exhibition from 6 December 2013 to 20 February 2014, well exceeding the minimum 40 days in response to the level of public interest and the overlap with the holiday period. This report is an assessment of the submissions received, with a view to adopt the draft Playground Strategy with the inclusion of several amendments.

The submissions received have generally focused on a small segment of the strategy, concerning:

- Reclassification of Peisley Park and Mclvor Park;
- Closure of Jacka Park
- Future removal of the playgrounds at Noel Hogan, Coates Park and Woman's Land Army Park (Hanwood)

For each of the submissions received a response has been given, acknowledging receipt, clarifying the intention of recommendations prescribed in the strategy and thanking each representor for taking the time to make a submission.

### **RECOMMENDATION**

**The revised draft Griffith Playground Strategy 2013 be adopted with the following amendments:**

**(a) Remove the following Parks from the list of parks to be reclassified to reserves:**

- Peisley Park
- Mclvor Park
- Commemorative Park

**(b) Remove Noel Hogan from the list of playgrounds to be removed and not replaced;**

**(c) Remove the recommendation for Jacka Park to be closed.**

## **BACKGROUND**

The revised draft Griffith Playground Strategy (2013) is a comprehensive revision from the previous draft Griffith Playgrounds and Small Reserves Strategy (2011).

The revised strategy was presented to Council on the 26 November 2013, with a vision to *"provide a diverse and experiential spread of quality play experiences for the community in a sustainable and economic manner"*. In responding to the vision, the strategy has sought to recommend implementing alternative play environments that might be both sustainable and economic to install and maintain.

Essentially, the revised Playground Strategy has recommended a greater emphasis on community participation and ownership. It has advised that more diverse play experiences such as nature play and contextual play be considered in future play space design.

The strategy indicated that Council needs to invest more into playgrounds throughout the Council area to renew an increasingly aging set of assets (playground equipment). It has also considered several strategies that might reduce the ongoing maintenance costs of the Parks and Gardens Unit, as they manage an extensive portfolio of open space with finite resources. These strategies have included:

- Reclassifying several parks to reserves to reduce the service level required;
- Removing several playgrounds where there appears to be an excess supply of playgrounds in the area, which reduces ongoing maintenance and inspection requirements;
- Closing a park to remove maintenance costs and use the additional finances for improving the quality of play experiences across the Council area; and
- Incorporating more native drought resistant landscaping in open space areas to reduce maintenance costs.

It is important to note that the previous resolution of Council that the relevant authorities should remove playground equipment if and when it becomes unsafe will remain in place.

It has always been intended that the public exhibition period be used to gauge public opinion. The submissions focused on the closure of Jacka Park, the reclassification of several parks to reserves and the future removal (and not replace) several playgrounds. While there was a large number of submissions received, the majority of submissions were from the neighbourhood of Northgrove Estate.

A summary of the submissions are as follows:

### **1. Reclassification of Peisley Park and Mclvor Park:**

Nineteen submissions were received over the reclassification of Peisley Park to reserve and one submission was received over the reclassification of Mclvor Park to reserve.

The reclassification of the parks to reserves would result in a changed service level from managed irrigation and grass mown at 25mm (the service level applied to a Park) to no irrigation and grass mown at 40mm (the service level applied to a Reserve). The most relevant issues relate to the parks being valued as important open grassed area for ball games and social gatherings. The current maintenance levels at each of the parks has been appreciated and the community believes that reduced service levels will significantly reduce the visual amenity and limit the use of the space for current recreational and social activities.

## 2. Closure of Jacka Park:

Six submissions and a petition from 69 residents received over the closure of Jacka Park.

The submissions raised the issue over the lack of open space in the immediate area for ball games and concern over how the land would be used in the future. In addition, they argued that Jacka Park was located on a quiet street and presented less danger to children than other parks in the area.

## 3. Removal of playground at Noel Hogan Park (and not replace)

Five submissions were received over the future removal of the playground at Noel Hogan Park.

The submissions revolved around the playground having greater surveillance and privacy, creating a safer play environment than other playgrounds in the neighbourhood, as Noel Hogan Park is bound on three sides by residential development that overlooks the park.

## 4. Removal of playground at Coates Park and Woman's Land Army Park (and not to replace)

A single submission for each park was received over the future removal of play equipment at Coates Park and Women's Land Army Park (Hanwood). The submissions centred around a need to continue to have play equipment in these areas. They both commented that children continued to use the equipment on a semi-regular basis.

As investigated previously, there are no foreseeable obstacles in engaging volunteer working groups in working on or maintaining community land.

A small number of grammatical errors and formatting changes have been made to make the document more readable.

## OPTIONS

### 1(a) Continue to reclassify all the identified parks to reserves

- This measure would allow Council to reduce irrigation and mowing costs on the parks. However, there is likely to be significant community opposition to the reclassification of Peisley Park and Mclvor Park.

### 1(b) (as recommended) Remove Peisley Park, Mclvor Park and Commemorative Park from the list of parks to be reclassified.

- The community strongly support that Peisley and Mclvor Park be retained as parks because of the visual amenity that they serve. They also comment that the parks

provide an important recreational and social role for the community. Commemorative Park provides an important visual gateway into Griffith and changes may compromise the visual amenity of industrial buildings on the southern side of Wakaden Street.

2(a) Remove (and not replace) the playgrounds at Noel Hogan Park, Norah Gibbons Park, Woman's Land Army Park and Coates Park.

- This would reduce Council's maintenance and inspection obligations associated with the playground. Further, it is the view of Council staff that the playgrounds provide an excess supply of play facilities in the respective areas. However, there is likely to be significant community opposition to the future removal of the playground in Noel Hogan Park.

2(b) (as recommended) Continue to support the future provision of a playground at Noel Hogan Park.

- The community believe the playground at Noel Hogan is safer and has greater community surveillance than other playgrounds in the area. They have expressed that this playground has a high community value.

2(c) Retain these playgrounds only while they are serviceable and remove them if they become unsafe.

3(a) Closure of Jacka Park.

- This measure would reduce the maintenance costs associated with the open space and allow money from the future sale of the land to be used for establishing better quality open space experiences across the Council area. However, such an action is likely to cause significant community opposition.

3(b) (as recommended) Do not close Jacka Park.

- The community believe that Jacka Park has significant community value. They have argued that it is used regularly for ball games that cannot be achieved in smaller parks or parks accommodating a playground. They have expressed that closing the park would potentially reduce the value of their properties.

## **STATUTORY IMPLICATIONS**

### **a) Policy Implications**

Adopting the Strategy will provide a policy direction from Council to guide future provision of playgrounds across the city and the service levels that are to be maintained.

### **b) Financial Implications**

In adopting the recommendations, Parks & Gardens Unit will be required to provide similar service levels over open space in the Council area.

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

Service levels and the physical state of playground equipment has an implication for public health and safety.

## **CONSULTATION**

Consultation has been sought through the Senior Management Team, Communities Committee and Environment and Sustainability Committee.



Further, considerable effort was given during the public exhibition period to clarify proposals in the draft Playground Strategy. Several community members have expressed their appreciation for the open dialogue between Council and the community during the public exhibition period.

There has also been consultation with Parks & Gardens over the recommended changes to the Playground Strategy (2013) before being presented to Council.

### **STRATEGIC LINKS**

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

Not Applicable

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

Council's Delivery Program: L1.3 - Finalise and implement the recommendations of the Playground Strategy and Plans of Management for Parks and Reserves.

### **ATTACHMENTS**

#### **UNDER SEPARATE COVER**

- (a) Revised Draft Playground Strategy November 2013
- (b) Supporting Map

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

**CL04**

**SUBJECT: DALTON PARK - GENERAL RATES AND FEES FOR CLUBS**  
**FROM: Peter Craig, Parks and Gardens Manager**

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### **SUMMARY**

The Griffith Jockey Club (GJC) has requested that the General Rates at Dalton Park be waived for their club and have jointly requested with the Griffith Harness Club that the fee for Special Events/Day Fee also be waived.

### **RECOMMENDATION**

**The General Rates and Special Events/Day charges are retained and paid by the Griffith Jockey Club and Griffith Harness Club in accordance with Council's Revenue Policy.**

### **BACKGROUND**

The Griffith Jockey Club has requested that the General Rates be waived by way of the attached Council Policy FS-CP-202; Rates - Payment by Community Organisations. The request as detailed in the attached correspondence dated 1 February 2014 is for waiving of the rates for 2013/14 (\$1,721.71) and the refund of rates already paid for 2012/13 (\$1,662.11).

Also attached is an extract from Council's Budget 2013/14, listing all sporting clubs that are currently eligible for the General Rates subsidies. It should be noted that these clubs do not receive any other budget from Council for in-kind works or utility fees at their facilities as they are essentially self sufficient in operating those facilities which is the main principle of the sporting bodies subsidies policy.

At Dalton Park, Council does provide a budget for works (\$54,590 for 2013/14), which includes the permanent part-time employment of a maintenance person two days a week to maintain the facilities at Dalton Park for mowing of enclosures and surrounds, tree maintenance, toilet cleaning, together with road maintenance and payment of electricity and water fees and insurance costs.

The employment of a maintenance person was recommended by the Dalton Park Advisory Committee meeting of 3 December 2007 to lift the profile of the main enclosure and surrounds in the GJC's endeavour to resume racing at Dalton Park.

**The recommendation was as follows:**

***"Proposed Employment of New Staff Member***

***Recommendation: The Committee recommended that Council employee a casual person at the Park for approximately 16 hours per week which would be approximately \$368 per week and approximately \$19,136 per year. Moved Jess Horder, seconded Sally O'Keefe. Carried.***

*The Committee considers that there is a very great need for such a person. This person would be available to carry out maintenance work and upgrading of the area. The Committee feels that without such a person the area is only going to deteriorate and be a greater liability to Council in the future.*

#### **COUNCIL RESOLUTION AT COUNCIL MEETING HELD 8 JANUARY 2008**

0018

*RESOLVED on the motion of Councillors Staltare and Stead that the minutes of the Dalton Park Advisory Committee Meeting held on 3 December 2007, having first been circulated amongst all members, be adopted with the recommendation relating to the proposed new employee position be considered in the March 2007/08 Quarterly Review."*

The budget for income for Dalton Park in 2013/14 is \$14,000 being \$3,000 sundry income which includes hiring of Council maintained facilities for functions and \$11,000 for leases provided for stables.

Further to this request Griffith Jockey Club and Griffith Harness Club are also requesting, in joint correspondence dated 19 February 2014, Item 1, that Council waive the fees for Special Events/Day Fee of \$800.00 per day for future events as per Council's 2013/14 Revenue Policy and refund fees already paid in 2013/14.

These fees are to cover the additional preparation on the lead up to a race meeting, septic tank cleaning, electricity, cleaning and restoration of any minor damage, testing and tagging of electrical equipment. A Race meeting for either the Harness Club or the Jockey Club has a much higher impact on facilities than private functions.

An on-site meeting of all relevant parties is to be convened in the near future in regards to Items 2, 3 and 4 contained in the correspondence dated 19 February 2014.

#### **OPTIONS**

- (a) That the General Rates and Special Events/Day charges are retained.
- (b) That Council resolve to make a contribution to the Griffith Jockey Club that is equal to the General Rate and waive Special Events/Day charge for 2014/15 and beyond.
- (c) That Council resolve to make a contribution to the Griffith Jockey Club that is equal to the General rates already paid for the years 2012/13 and 2013/14 and also refund Special Events/ Day charges already paid in those years.

#### **STATUTORY IMPLICATIONS**

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

Not Applicable

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

If Option (a) is adopted the budgeted deficit of operations at Dalton Park will remain at \$40,590 for 2013/14.

If Option (b) or Option (c) are adopted the budget deficit of operations at Dalton Park will increase.

**c) Legal/Statutory Implications**

Not Applicable

**CONSULTATION**

Senior Management Team, General Facilities Committee.

**STRATEGIC LINKS**

**a) Growth Strategy Plan**

Not Applicable

**b) Corporate/Business Plan**

Delivery Program - L4.3 - Encourage increased utilisation of existing recreation and sporting facilities by regularly maintaining existing infrastructure.

**ATTACHMENTS**

- (a) Letter from Griffith Jockey Club
- (b) Griffith Jockey Club Inc
- (c) Policy FS-CP-202 - Rates - Payment by Community Organisations
- (d) Copy of GCC Budget for 20/13/14 - Sporting Bodies and Subsidies

(a) Letter from Griffith Jockey Club



PO Box 2217  
GRIFFITH  
NSW 2680

President: Judy Kroek – 0407 973170  
Secretary: Carolyn Kidd – 0402 630413  
Email: griffithjockeyclub@gmail.com

1 February 2014

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

Dear Brett,

**Council Fixed Charges**

We refer to the following correspondence:

1. Griffith Jockey Club's letter to Council on 10 November 2012
2. Mr David Tull's reply on 12 December 2012.
3. Griffith Jockey Club's letter to Council on 20 September 2013
4. Mr David Tull's reply on 16 October 2013.

Included with the letter of 16 October 2013 was information on Council's Policy 'Rates – Payment by Community Organisations'. The Griffith Jockey Club (GJC) would like to apply for "an annual subsidy equivalent to the amount of the General rates levied", as detailed in point 4. We consider we meet the criteria of an eligible club for the following reasons:

- GJC is a not for profit organisation. Any funds generated since the Club reformed in 2009 have been used to improve the facilities at Dalton Park and ensure the long term viability of Thoroughbred Racing in Griffith.
- GJC is run by a small committee of volunteers dedicated to ensuring that the Club does not once again fall into recess.
- GJC holds one Community Race Meeting a year. Our meetings have been well supported by broad cross sections of the Griffith and surrounding communities. The support is evidence that there was always a need for a race meeting in Griffith. The Race Meeting attracts visitors to Griffith and generates significant revenue for local businesses, including fashion stores, restaurants and motels.

GJC requests annual subsidies for general rates paid for 2013-14 and 2012-2013. The latter is being requested as we wrote to Council in 2012-13; having paid the rates levied, and requested some relief from Council's fixed charges (including rates). Mr David Tull's reply of 12 December 2012 did not include the information on Council's policy 'Rates – Payment by Community Organisations', included with his latest correspondence.

2013-2014 General Rates paid: \$1,721.71  
2012-2013 General Rates paid: \$1,662.11

(A credit of \$334.75 was transferred from 2013 to 2014 due to overpayment in 2013.)


**Total subsidy for general rates requested: \$3,383.82.**

We hope that Council will look favourably on our request.

GJC has recently informed Council staff that the stated area of GJC's licence agreement is incorrect. The Land & Property Information Service assessed the area as 15.22ha. The actual area is approximately 4ha. Council staff had also calculated a similar area prior to being contacted by GJC.

It is assumed that the LPI will be requested to make a revised Land Value assessment, which in turn will lead to lower General Rates being levied on the property.

Yours Sincerely

A handwritten signature in cursive script, appearing to read 'Judy Krook', written in black ink.

Judy Krook  
President

(b) Griffith Jockey Club Inc

GRIFFITH JOCKEY CLUB INC  
PO Box 2217  
Griffith NSW 2680

GRIFFITH HARNESS RACING INC  
PO Box 1099  
Griffith NSW 2680

19 February 2014  
Mr Brett Stonestreet  
General Manager - Griffith City Council  
PO Box 485  
Griffith NSW 2680

Dear Brett,

**Dalton Park Issues**

The Griffith Jockey Club (GJC) and Griffith City Harness Club (GCHC) wish to raise the following issues that impact on both club's ability to function successfully at Dalton Park

**1. Special Event/Day Fee**

Both clubs feel that imposing this \$800 fee every time we hold an event is unfair and unjustified. Our reasons are as follows:

1. Both Clubs are not for profit organisations that are run by a small group of volunteers.
2. We put on events that receive widespread support from the Griffith and surrounding communities.
3. These events attract visitors to the City and revenue for local businesses.
4. All of the facilities in the public enclosure were originally built and paid for by the two Clubs. For example GCHC built and equipped the canteen and GJC the betting arena. Both these buildings are used by other groups who rent the site from Council.
5. GJC is responsible for maintaining and insuring the betting arena, which is the most popular building for parties by private renters of the site.
6. Both clubs pay annual lease payments, which includes some buildings within the enclosure.
7. Private hirers of the site pay \$140 per event, regardless of the number of people attending, yet the GJC and GCHC pay \$800, having built and paid for the buildings initially.
8. Both clubs have recently been in recess for a number of years and are still attempting to rebuild and provide high standard events for the Griffith community.

It is requested that Council waive Special Event/Day Fees for GJC and GCHC for events held at Dalton Park, including fees already paid in 2013-14.

**2. Access to the Facilities**

This has been an ongoing issue with both clubs who are Licensees, not having access to the enclosure. Council staff fit padlocks to the gates and are not prepared to provide keys to the Licensees. We quote Clause 25.1 Access in the License Agreements with Griffith City Council Crown Reserves Reserve Trust:

*"Subject to sub-clauses hereunder the Licensor confirms that the Licensee shall have unfettered and free access to and from, the Premise at all times, provided however that:*

- (a) The Licensee shall strictly observe the reasonable directions and requirements of the Licensor at all times regarding the methods and routes of access to the Premises taken by the Licensee;*
- (b) If the Licensee has shown the position of its intended access on the Access Plan [INSERT DETAIL ON ATTACHED PLAN] and described the nature of the activity to be conducted on the land at those positions, then in respect of that access, the Licensor will not require further notice;*
- (c) The Licensee as far as is practicable, shall be required to use existing access tracks to, from, within and surrounding the Premises;"*

We also refer to "Schedule 1; Item 15; Clause 6;" Permitted Use.

*"The Licensee to use the Race Track and certain facilities at Dalton Park for the purpose of conducting Horse Racing Meetings and associate activities by members including the working and training of numbers of race horses and other social activities.*

*The Licensee will share the use of certain structures and associated costs and outgoings with Griffith Harness Racing Club/Griffith Jockey Club."*

While it is not stated, it is assumed that the Licensees are permitted to enter the premises for maintenance of the structures which are their responsibility and to prepare for Race Meetings and other events.

It is requested that an "Agreed Key Plan for Gates" in accordance with Clause 25.1, be implemented and both Licensees provided with keys.

### 3. Drainage

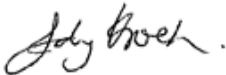
Storm water has caused damage to both tracks, in particular the Harness track. Drainage from the main access road is something that needs to be addressed. Now that Aerodrome Road has been upgraded and drains enlarged, it is considered appropriate that the drainage of Dalton Park also be upgraded.

### 4. Perimeter Fences.

The lack of adequate perimeter fences around Dalton Park is a concern not only for the horses that are housed and or worked at Dalton Park, but also for the General Public. If a horse was to break out of its enclosure, there is nothing to stop it from crossing Remembrance Drive.

Both GJC and GCHC look forward to discussing these issues with You, Senior Staff and Councillors so a successful outcome can be achieved and both clubs can continue to provide events for the people of Griffith and surrounding districts.

Yours Sincerely



Judy Kroek  
President  
Griffith Jockey Club Inc



John Marcus  
President  
Griffith Harness Racing Inc



(c) Policy FS-CP-202 - Rates - Payment by Community Organisations



**PUBLIC POLICY OF GRIFFITH CITY COUNCIL**

<b>Policy Title:</b>	Rates - Payment by Community Organisations
<b>DAKS Reference No:</b>	FS-CP-202
<b>Previous Policy Number:</b>	470
<b>Original Adoption Date:</b>	12/11/91
<b>Policy Revision Date:</b>	March 2013
<b>Policy Revision No:</b>	1

**Policy Objective:**

To establish a consistent approach in the rating of organisations deemed to be providing a not for profit service for the benefit of the community.

**Policy Statement:**

1. Council shall exempt the RSL Memorial Hall, the Yenda Memorial Hall and the CWA Hall from the payment of General rates, but shall require the payment of charges for any services provided including water, sewerage and garbage.

**DATE OF ADOPTION/AMENDMENT:** 22/10/91  
**MINUTE NO:** C565

2. The Baptist Community Service Homes, Pioneer Lodge, Scalabrini Village and Hyandra Village shall be exempt from the payment of General rates but required to pay charges levied for the provision of water, sewerage and garbage services.

**DATE OF ADOPTION/AMENDMENT:** 22/10/91  
**MINUTE NO:** C566

3. All sporting clubs and community organisations are responsible for the payment of all rates levied on lands owned or leased that are used for the purpose of providing a not for profit service for the benefit of the community. Each organisation shall also be required to meet the cost of any water and sewerage charges, raw water charges and garbage charges.
4. Council will provide each eligible club or organisation with an annual subsidy equivalent to the amount of the General rates levied or such proportion of the General rates levied, as the Council deems appropriate.
5. Before an annual subsidy is granted, each eligible club or organisation shall apply for a subsidy in writing and pay the total amount of rates and charges due.



## PUBLIC POLICY OF GRIFFITH CITY COUNCIL

**Definitions:**

None

**Exceptions:**

None

**Legislation:**

None

**Policy Owner:**

Business, Cultural & Financial Services

**Related Documents:**

None

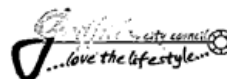
**Policy History:**

Date of Adoption/Amendment	Minute Number
12/11/91	686
14/01/03	25
14/03/06	92
11/05/10	0142

(d) Copy of GCC Budget for 20/13/14 - Sporting Bodies and Subsidies

AUTHORITY

GCC Budget for 2013/2014  
All Income & Expenditure Job Numbers



Fund: All Records

RECREATION & CULTURE		13/14 Budget
Sporting Bodies Subsidies		
Operating Expenditure		
012135	Exservicemens Club Subsidy	
012135.0074	Contribution/Donation	5,693
Total	Exservicemens Club Subsidy	5,693
012136	Rugby Oval Subsidy	
012136.0074	Contribution/Donation	2,637
Total	Rugby Oval Subsidy	2,637
012138	Griffith Golf Course Subsidy	
012138.0074	Contribution/Donation	3,822
Total	Griffith Golf Course Subsidy	3,822
012139	Griffith Boat Club Subsidy	
012139.0074	Contribution/Donation	881
Total	Griffith Boat Club Subsidy	881
012140	Griffith Tennis Club Subsidy	
012140.0074	Contribution/Donation	1,681
Total	Griffith Tennis Club Subsidy	1,681
012141	Griffith Pony Club Subsidy	
012141.0074	Contribution/Donation	1,271
Total	Griffith Pony Club Subsidy	1,271
012142	Griffith Sailing Club Subsidy	
012142.0074	Contribution/Donation	648
Total	Griffith Sailing Club Subsidy	648
012143	Yenda Tennis Club Subsidy	
012143.0074	Contribution/Donation	873
Total	Yenda Tennis Club Subsidy	873
012144	Yenda Golf Club Subsidy	
012144.0074	Contribution/Donation	1,486
Total	Yenda Golf Club Subsidy	1,486
012145	Gun Club (Clay Target) Subsidy	
012145.0074	Contribution/Donation	3,066
Total	Gun Club (Clay Target) Subsidy	3,066

AUTHORITY

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AUTHORITY

GCC Budget for 2013/2014  
All Income & Expenditure Job Numbers



Fund: All Records

	13/14 Budget
<b>RECREATION &amp; CULTURE</b>	
<b>Sporting Bodies Subsidies</b>	
<b>Operating Expenditure</b>	
012146 Kart Club Subsidy	1,541
012146.0074 Contribution/Donation	
<b>Total Kart Club Subsidy</b>	<b>1,541</b>
012148 Pistol Club Subsidy	998
012148.0074 Contribution/Donation	
<b>Total Pistol Club Subsidy</b>	<b>998</b>
012149 Rifle Club Subsidy	1,535
012149.0074 Contribution/Donation	
<b>Total Rifle Club Subsidy</b>	<b>1,535</b>
012150 Rodeo Club Subsidy	5,059
012150.0074 Contribution/Donation	
<b>Total Rodeo Club Subsidy</b>	<b>5,059</b>
012152 Speedway Club Subsidy	445
012152.0074 Contribution/Donation	
<b>Total Speedway Club Subsidy</b>	<b>445</b>
012167 Griffith Leagues Club - Adjacent Oval Subsidy	8,098
012167.0074 Contribution/Donation	
<b>Total Griffith Leagues Club - Adjacent Oval Subsidy</b>	<b>8,098</b>
012169 Griffith Motorcycle Sports Club Subsidy	2,602
012169.0074 Contribution/Donation	
<b>Total Griffith Motorcycle Sports Club Subsidy</b>	<b>2,602</b>
012170 Griffith Aero Club Subsidy	1,478
012170.0074 Contribution/Donation	
<b>Total Griffith Aero Club Subsidy</b>	<b>1,478</b>
<b>Total Sporting Bodies Subsidies</b>	<b>43,814</b>
<b>TOTAL RECREATION &amp; CULTURE</b>	<b>6,942,299</b>

AUTHORITY

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

**CL05**

**SUBJECT: INVESTMENTS AT 28 FEBRUARY 2014**  
**FROM: Vanessa Edwards, Finance Manager**

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### **SUMMARY**

This report details Council's investments for the month February 2014.

### **RECOMMENDATION**

**Council note the investment report at the end of February 2014.**

### **BACKGROUND**

In accordance with Section 212 of the Local Government (General) Regulation, 2005 it is hereby certified that the investments detailed in the attached schedules have been made in accordance with Section 625 of the Local Government Act, 1993, its regulations and Council's current investment policy and strategy which were amended and adopted on 11 May 2010.

Management is striving to continue to build up cash and investment returns to provide ongoing financial stability and liquidity into the future.

### **OPTIONS**

Not applicable

### **STATUTORY IMPLICATIONS**

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

The actions taken comply with Council's current investment policy and strategy, and the Ministerial Order as provided by the NSW Division of Local Government.

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

As at the 28 February, 2014 Council had received a total of \$445,953 in interest coupon payments and a further \$50,019 interest from its ordinary trading account, giving a total cash received of \$495,972 YTD.

The overall net interest income recognised (when combining both interest received and market-to-market entries) at the 28 February, 2014 was \$625,334.

An amount of \$101,984 in interest has been received on Griffith Health Facilities Limited bank accounts. The effects of the interest earned on these funds were not taken into account when setting the budget investment returns.

A total of \$727,320 interest has been recognised against a YTD budget of \$813,336 at

the end of February 2014.

**c) Legal/Statutory Implications**

Section 212 of the Local Government (General) Regulation, 2005.

**d) Environmental Implications**

Not Applicable.

**e) Community Implications**

Not Applicable.

**CONSULTATION**

Senior Management Team

**STRATEGIC LINKS**

**a) Growth Strategy Plan**

Not Applicable

**b) Corporate/Business Plan**

**FINANCE AND MANAGEMENT:**

To employ sound financial and other management practices so as to optimise use of Council's resources and ensure that the recipients of Council's services receive value and contribute on an equitable basis.

**ATTACHMENTS**

(a) Statement of Funds at 28 February, 2014

(b) Investments Returns Analysis

(a) Statement of Funds at 28 February, 2014

**GRIFFITH CITY COUNCIL**

**Statement of Funds Invested under Section 625 of the Local Government Act, 1993**  
28 February, 2014

**INVESTMENTS**

Annualised Return %	Type	Valuation Balance as at 28 February, 2014	Cash Flows for February, 2014	Non-Cash Valuation Adj's February, 2014	Fund as a Percentage of Total Investments
0.00%	BT Institutional Managed Cash	0.80			0.00%
30.65%	BT Institutional Enhanced Cash Fund	6,570.84		18.04	0.04%
7.50%	Perpetual Credit Income Fund	699,288.80	5,212.80	(1,341.73)	4.44%
33.18%	Hourglass	1,304,640.43		28,361.75	8.29%
1.57%	UBS Cash Management Trust Account	61,345.39	1,137.50		0.39%
7.25%	Heritage Bank Bonds	1,075,000.00		8,000.00	6.83%
4.00%	Bendigo Bank 12 Month TD (Local) Maturity 21/07/14	555,612.14	1,704.89		3.53%
4.63%	NAB 365 Days TD (Local) Maturity 29/10/13	-			0.00%
4.44%	NAB 6 Month TD (Local) Maturity 28/09/13	-			0.00%
3.90%	NAB 12 Month TD (Local) Maturity 28/09/14	1,022,382.47	3,058.74		6.50%
4.40%	Bendigo Bank Local Term Deposit 12 months Maturity 28/03/14	1,000,000.00	3,375.34		6.36%
4.80%	AMP Term Deposit 732 Days Maturity 29/09/14	500,000.00	1,926.03		3.18%
5.16%	Investec Term Deposit 732 Days Maturity 29/09/14	500,000.00	1,979.18		3.18%
4.03%	St George 365 Day Term Deposit Maturity 31/07/14	500,000.00	1,545.75		3.18%
4.11%	ME Bank 365 Day Term Deposit Maturity 31/07/14	750,000.00	2,364.66		4.77%
4.00%	BOQ 365 Term Deposit	750,000.00	2,301.37		4.77%
4.46%	St George 762 Day Term Deposit Maturity 04/05/15	2,000,000.00	6,842.75		12.71%
4.50%	CBA 5 Year Bank Bonds	2,000,000.00			12.71%
5.10%	BOQ 5 Yr Term Deposit Maturity 5/12/18	1,000,000.00	4,250.00		6.36%
5.15%	ME Bank 5 Yr Term Deposit Maturity 5/12/18	500,000.00	2,145.83		3.18%
5.10%	ING 5 Yr Term Deposit Maturity 5/12/18	1,500,000.00	6,375.00		9.53%
N/A	ANZ Premium Buisness Saver Account	7,804.04	4.84		0.05%
	<b>Total</b>	<b>15,732,644.91</b>	<b>44,224.68</b>	<b>35,038.06</b>	<b>100%</b>

Balance of Griffith City Council Trading Bank Account	4,349,664.96
Griffith Health Facilities Limited Bank Account Balances	5,556,429.38

**Total Cash & Investments at 28/2/14** 25,638,739.25

**INTEREST**

Interest Analysis	Actual
Accumulated Interest Brought Forward	543,698.10
Interest YTD received on Griffith Health Facilities Limited Bank Accounts	101,985.41
Investment Interest for the month of February	79,262.74
Current Bank Account Interest for the month of February	2,374.09
<b>Total interest at 28 February, 2014</b>	<b>727,320.34</b>
<b>Original Estimated Investment Income YTD @ February, 2014</b>	<b>813,336.00</b>
Over (Under) Original Estimate	(86,015.66)
Percentage of Original Estimate Raised	89.42%
Percentage of Year at Report Date	66.67%

Fund	Original Estimate YTD	Actual YTD
Ordinary Fund	326,672.00	331,936.52
Water Fund	300,000.00	254,259.78
Sewerage Fund	164,000.00	120,739.57
Waste Fund	20,000.00	17,814.02
Western Riverina Library	2,664.00	2,570.45
<b>Total</b>	<b>813,336.00</b>	<b>727,320.34</b>
	Percentage of Year at Report Date	66.67%

In accordance with Section 212 of the Local Government (General) Regulation 2005, I hereby certify that the investments detailed above are made in accordance with the Local Government Act, its regulations and Council's investment policy adopted on 11 May, 2010.



RESPONSIBLE ACCOUNTING OFFICER

**(b) Investments Returns Analysis - 12 month Annualised Yields**

<b>INVESTMENT RETURNS ANALYSIS - 12 MONTH ANNUALISED YIELDS</b>			
<b>Month</b>	<b>Average Funds Invested for the month</b>	<b>Interest Earned</b>	<b>Yield %</b>
Mar-13	\$11,572,623	\$61,131	0.53%
Apr-13	\$12,547,708	\$157,318	1.25%
May-13	\$13,636,421	\$85,824	0.63%
Jun-13	\$13,169,880	\$92,990	0.71%
Jul-13	\$13,710,488	\$61,803	0.45%
Aug-13	\$14,780,632	\$113,869	0.77%
Sep-13	\$14,347,941	\$95,212	0.66%
Oct-13	\$13,893,941	\$66,082	0.48%
Nov-13	\$13,295,688	\$50,571	0.38%
Dec-13	\$14,192,205	\$79,138	0.56%
Jan-14	\$15,696,878	\$29,297	0.19%
Feb-14	\$15,711,948	\$79,263	0.50%
<b>12 Month Annualised Performance</b>			<b>7.11%</b>
<b>Current Year Performance Jul 13 -Feb 14</b>			<b>3.99%</b>
<b>(Cash basis only, net of fees)</b>			



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

**CL06**

**SUBJECT: ROAD/PARK NAMING - COMYN**  
**FROM: Wendy Vaccari, Data Information Officer**

---

### **SUMMARY**

An application has been received requesting the name of Comyn be approved for future road or park naming purposes.

### **RECOMMENDATION**

**Council approve the use of Comyn for future road or park naming purposes.**

### **BACKGROUND**

An email has been received from Gerard Galvin noting that some years ago Council offered to name a road located at or near the Griffith Airport after his late grandfather David Comyn. The offer was declined by his aunt without family consultation. I have discussed the difficulty in re-instating the original offer with Mr Galvin and he has requested that I seek approval for the name of Comyn to be added to the Road and Park Names Register for future use.

David John Comyn 1898-1966 was a war veteran of both World Wars and worked for the Griffith Council for many years during the 1950s and 1960s.

### **OPTIONS**

- (a) No Action.
- (b) Council approve the use of the name of Comyn for future road or park naming purposes.

### **STATUTORY IMPLICATIONS**

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

Policy Roads & Parks - Naming & Renaming of ICT-CP-201 sets the procedure for the naming of Griffith City Council roads and parks.

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

Not Applicable

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

Not Applicable

(d) Environmental Implications

Not Applicable

(e) Community Implications

Not Applicable

### **CONSULTATION**

Senior Management Team

### **STRATEGIC LINKS**

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

Not Applicable

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

Growing Griffith 2030: D4 - Maintain and develop public roads, paths, cycleways and transport corridors.

### **ATTACHMENTS**

(a) Email from Gerard Galvin

(a) Email from Gerard Galvin

Message	Headers
From:	GALVIN, Gerard
Subject:	Thnak you for your assistance
Received:	19/2/2014 at 8:32 PM
Sent:	19/2/2014 at 8:32 PM
To	admin
Cc	
Attachments	

View

To Whom it May Concern

My name is Gerard Galvin and currently living in Braidwood NSW. I was born in Griffith in 1968 along with my two brothers Peter 1956 Anthony 1958 and one sister Helen 1955. Family on both sides come from Griffith and we still have ties with the area, including many relatives listed on the magnificent war memorial located adjacent to Banna Avenue. My Mother Mrs Betty Galvin nee Comyn and uncle Mr Ian Comyn both live now in Canberra.

My email will hopefully open a discussion regarding an offer that was made to my late aunty, Mrs Marion Martin regarding her father, my grandfather Mr Dave Comyn. Marion was the eldest of three children to Dave and Alice Comyn.

Dave Comyn is a war veteran of both World Wars and worked for many years at the Griffith Airport. Some years ago the Griffith City Council wrote to the late Marion Martin offering the road leading to the airport or a road located near the airport be named after my late grandfather. Sadly and without any consultation, Marion Martin for some reason declined this wonderful offer. Both my mother Betty and my uncle Ian were unaware of this communication from the Griffith City Council for many years afterwards and sadly have not pursued the matter further. It is an issue that greatly upsets them to this day.

On my mother's and uncle's behalf, as they are both now quite elderly, I respectfully request that the original offer may be again considered? I fully understand that the street originally intended or offered to celebrate my late Grandfathers name and his contributions has been allocated however I am hoping that in future, the Griffith City Council may see it possible that another suitable street or location may again be offered to acknowledge and celebrate the years of service my Grandfather offered to the Griffith area and service to his country?

While an email may not be the most suitable way to outline my request, I would appreciate an opportunity to speak further to this request, either over the telephone, email or in person. I am more than happy to accommodate a face-to-face conversation in the hope that the original offer, so sadly and without cause was declined, and hopefully may again be a possible option.

Once again, thank you for taking time to read my request and I sincerely hope that some action may be taken from this. I look forward to your response.

Regards

Gerard Galvin

0411135819

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

**CL07**

**SUBJECT: GRIFFITH POUND**  
**FROM: Shireen Donaldson, Manager Executive Services**

---

### **SUMMARY**

The Griffith City Council Animal Pound (the Pound) located in Duchatel Road was established some years ago and has received minimal maintenance or improvement funding since then. Existing buildings are in a dilapidated state and pose risks to health, safety, security and compliance with regulations of the keeping of animals.

There are potential health and safety issues emanating from the incorrect disposal of animal faeces, the kennel arrangements for dogs during the impoundment process and the provision of inadequate staff administration and operational facilities. There are also significant security issues with current buildings and facilities.

Following a period of intense media scrutiny and concern from local animal rescue groups and the public regarding the presence of the infectious parvo-virus at the Pound and the current state of the Griffith Pound, a Notice of Motion was lodged at the 12 November 2013 Ordinary Meeting requesting a review of Pound facilities including a proposals for redevelopment of the facility including preliminary costs.

In response to complaints from animal rescue groups, the community prior to and since the Notice of Motion, Council has carried out following actions with regard to the Pound:

- \* Responded to complaints received via email, social media and letter
- \* Responded to media requests for information
- \* Included the Pound facility in the 2013 Community Satisfaction Survey
- \* Conducted site visit to Griffith Pound with Councillors
- \* Conducted site visit to Griffith Pound with local veterinarians
- \* Conducted site visit to Griffith Pound with RSPCA
- \* Inspection of Pound facility with Council's Principal Planner to ascertain quality of existing buildings and facilities
- \* Conducted site visit to Albury Pound and to Wodonga Pound
- \* Developed Concept Plan of a new Pound facility
- \* Obtained quotation estimate for development of a new Pound facility
- \* Consulted with RSPCA veterinarians regarding de-sexing programs available for Councils.

The Griffith Pound has also now been allocated to the General Facilities Management Committee (3 December 2013 Meeting). This will defer a similar duty of care as afforded to other Council facilities within the Council Committee structure, of which the Pound has never been included.

## **RECOMMENDATION**

(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.

## **BACKGROUND**

The Notice of Motion requested investigation and review into a number of aspects of the Pound facility. Items have been addressed case by case:

### **1. NUMBER OF ANIMALS ENTERING AND LEAVING THE POUND**

#### **ENTRY TO POUND**

The Pound receives dogs and cats which have either been:

- surrendered or dumped by members of the public or
- picked up or seized by Council Rangers.

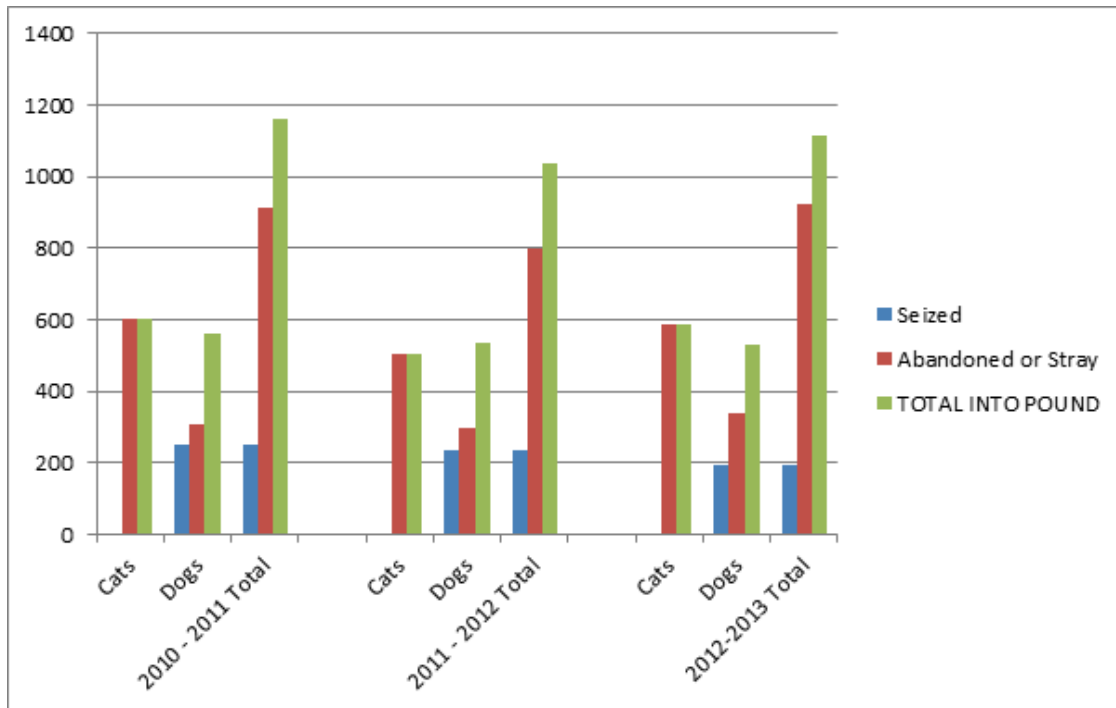
The Pound consistently handles over one thousand dogs or cats per year. Table 1. illustrates the methods in which animals enter the Pound. The majority of animals enter the Pound due to being abandoned by their owners.

Dogs that are not micro chipped are to be retained for a minimum of 7 days. Dogs which are micro chipped are to be retained for a minimum of 14 days.

Cats that are not micro chipped are to be retained for a minimum of 7 days. Cats which are micro chipped are to be retained for a minimum of 14 days.

	Seized	Abandoned or Stray	<b>TOTAL INTO POUND</b>
Cats	0	602	<b>602</b>
Dogs	251	309	<b>560</b>
<b>2010 - 2011 Total</b>	<b>251</b>	<b>911</b>	<b>1162</b>
Cats	0	503	<b>503</b>
Dogs	236	297	<b>533</b>
<b>2011 - 2012 Total</b>	<b>236</b>	<b>800</b>	<b>1036</b>
Cats	0	585	<b>585</b>
Dogs	191	338	<b>529</b>
<b>2012-2013 Total</b>	<b>191</b>	<b>923</b>	<b>1114</b>

Table 1 and Figure 1. Figures for movement of dogs and cats through the Pound over the last three years:



### EXIT FROM POUND

Dogs and cats exit the Pound via:

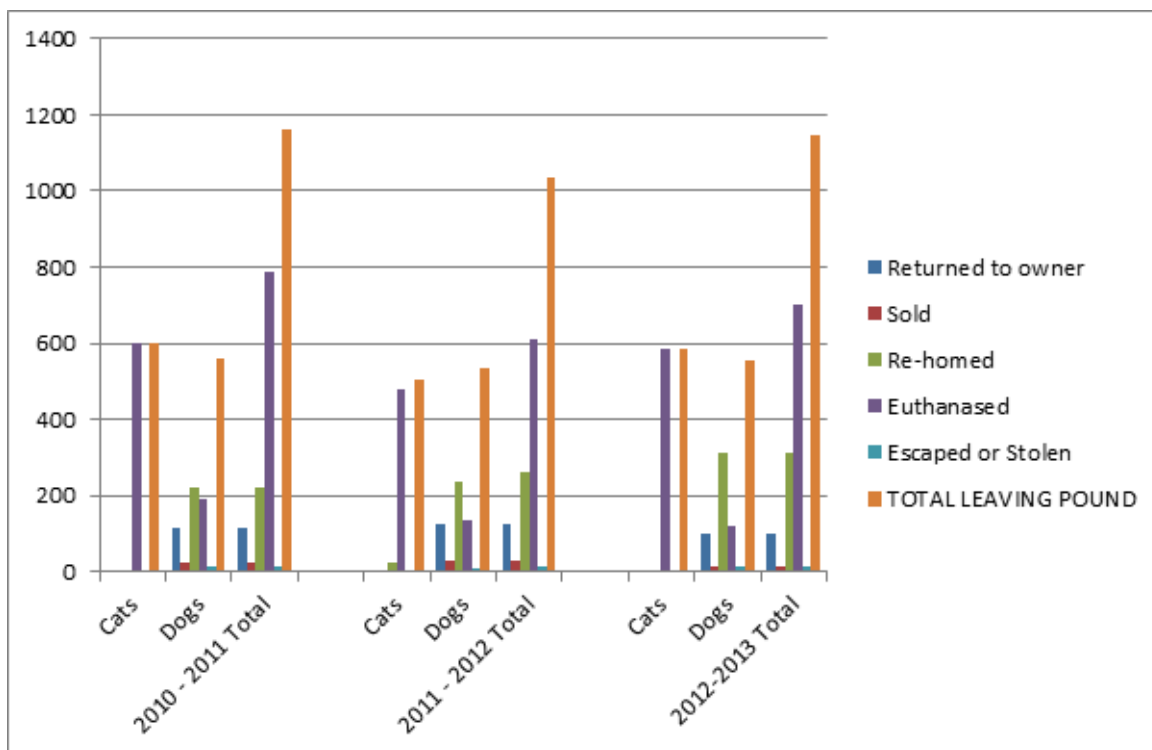
- being reclaimed by owners
- re-homing by animal rescue groups
- re-homing to new owners
- euthanasia
- being stolen or escaping.

The number of dogs being re-homed has increased every year due to concerted efforts from Rangers and animal rescue groups. Animal rescue groups identify animals they wish to re-home and if approved by Rangers (some dogs are not suitable for re-homing due to being identified as a 'dangerous dog'), the dogs are released into the care of the animal rescue group following the mandatory waiting periods.

As a result of re-homing activities, the number of dogs requiring euthanasia decreases.

	Returned to owner	Sold	Re-homed	Euthanased	Escaped or Stolen	TOTAL EXITING POUND
Cats	0	0	0	600	2	602
Dogs	114	23	222	189	12	560
<b>2010 - 2011 Total</b>	<b>114</b>	<b>23</b>	<b>222</b>	<b>789</b>	<b>14</b>	<b>1162</b>
Cats	1	0	22	477	3	503
Dogs	124	28	238	134	9	533
<b>2011 - 2012 Total</b>	<b>125</b>	<b>28</b>	<b>260</b>	<b>611</b>	<b>12</b>	<b>1036</b>
Cats	0	0	0	585	2	587
Dogs	100	16	311	118	12	557
<b>2012-2013 Total</b>	<b>100</b>	<b>16</b>	<b>311</b>	<b>703</b>	<b>14</b>	<b>1144</b>

Table 2 & Figure 2. Figures for dogs and cats exiting the Pound over the last three years.



## 2. DESEXING OF ANIMALS – CAWS PROGRAM

The Community Animal Welfare Scheme (CAWS) addresses the issue of unwanted companion animal overpopulation and the impact on animal and human welfare. The scheme aims to help reduce the numbers of animals being euthanised in rural pounds and to decrease human health and safety issues associated with large number of roaming stray dogs. The program is for the pets of pensioners and low-income earners, targeting de-sexing

that would otherwise not occur. To be effective, all participating animals must be from within the geographical boundaries of the town, or aimed at "hotspots" within the Council region.

Council has been a participant in this program for a number of years and there is a yearly budget allocation provided for participation in the program. Previous community participation take-up has not been high and requires cooperation from council, participating local veterinarians and the RSPCA to achieve desired results.

Details of the full program are attached.

## ATTACHMENT A - CAWS PROGRAM

### 3. **PARVO-VIRUS OUTBREAKS AT POUND**

The Pound has been under criticism from local animal re-homing groups with regard to outbreaks and infection of dogs with parvo-virus. Parvo virus is extremely resilient and resides in soil and can be airborne. There is no definitive method of ascertaining if a dog is in an incubation period of parvo-virus or if a dog has been vaccinated against parvo-virus when entering the pound, the Pound may harbour the disease, but the parvo-virus disease is not restricted to just the Pound environment.

Measures can be taken to minimise or contain outbreaks; however, ultimately the responsibility for the prevention of parvo resides with the owner of the dog through providing regular vaccination against the virus. Vaccination is the only recognised method of preventing a parvo attack in a dog.

### 4. **VETERINARIAN ASSESSMENT**

Griffith veterinarians inspected the Pound in November 2013 and made suggestions for the improvement of disease control via improved routines and regimes within the Pound

Following this inspection, the following was implemented at the Pound:

- Sets of boots / overalls for each Ranger kept at the Pound for Pound use only
- Use of Foot/Boot wash trays
- Use of Trigene (a recognised disinfectant able to control parvo-virus), F10 and bleach as recommended - spray guns of Trigene and F10 easily accessible all over the pound
- Use of the concrete run down the side from the chute to the kennel to move dog from initial disposal chute to holding kennels.
- Introduction of routines/protocols as suggested for minimising spread of disease.

### 5. **2013 COMMUNITY SATISFACTION SURVEY RESULTS**

The 2013 Community Satisfaction Survey sought to measure the community's level of satisfaction with the Pound Service. The Community Satisfaction Survey was promoted over radio and television, newspaper, Council website and social media (members of local animal rescue groups were specifically encouraged to respond to this survey via electronic media) and community engagement sessions at a local shopping centre.

From 179 respondents to the Survey, the following levels of satisfaction with Pound were obtained:



6. How satisfied are you with the following Council facilities and services?						
	<b>Very satisfied</b>	<b>Satisfied</b>	<b>Somewhat satisfied</b>	<b>Unsatisfied</b>	<b>Very unsatisfied</b>	<b>Not Applicable</b>
Griffith City Pound	3.91% (7)	15.64% (28)	11.17% (20)	7.26% (13)	26.82% (48)	35.2% (63)
7. How often do you utilise these Council facilities?						
	<b>Daily</b>	<b>Frequently</b>	<b>Sometimes</b>	<b>Rarely</b>	<b>Not at all</b>	
Griffith City Pound	0.56% (1)	8.38% (15)	15.08% (27)	24.02% (43)	51.96% (93)	

The community has also expressed its concern over the current state of the Griffith Pound via letters and emails of complaint and through media contact.

## 6. **RSPCA INSPECTION FOLLOWING COMPLAINTS REGARDING THE POUND**

Following a site visit from the RSPCA in response to complaints received about the Pound from local animal rescue groups, Council was issued a report regarding the status of the Pound from RSPCA officers.

The Report in entirety is attached.

Summary feedback from RSPCA:

### I. **Four areas of immediate concern:**

- (a) Porous and rough cement flooring and brick walls in animal housing areas.
- (b) Ungrassed soil areas.
- (c) Open drain at rear of holding pens.
- (d) Holding pens are all exposed to extremes of heat and cold.

### II. **Current breaches:**

There are two breaches of the **NSW Animal Welfare Code of Practice No 5 – Dogs and Cats in Animal Boarding Establishments**, which will be dealt with by way of a Section 24N notice being issued to the Council, being:

- (a) Porous and rough cement flooring and brick walls in animal housing areas.
- (b) Holding pens are all exposed to extremes of heat and cold i.e. – better insulation required.

### III. **RSPCA Summary**

The Griffith Pound Facility is an old facility. In some areas it does not comply with what is required by the NSW Animal Welfare Code of Practice No 5 – Dogs and Cats in Animal Boarding Establishments.

In the interim, the RSPCA recommends the limited refurbishment of the existing pound to ensure compliance with the NSW Animal Welfare Code of Practice. The RSPCA strongly recommends;

- Stringent hygiene practices be established and documented (in consultation with Local Veterinarians) in relation to diseases minimisation. Persons entering the facility should also be made aware that they could be possible carries of disease in clothing and footwear and as such human hygiene should also be monitored.
- The existing brick work and concrete should be sealed to reduce its porosity and capacity to harbour disease.
- The exercise areas should be concreted to limit the exposure of animals to areas of bare earth.
- The existing kennels or areas that house dogs and cats should be insulated.
- The drainage / capture system at the rear of the kennels should be improved so that the waste is appropriately disposed of and doesn't act a reservoir of disease. Consideration should be given to covering the drainage system at the rear of the holding pens.

The RSPCA NSW also understands that there is discussion within the Council around the possible construction of a new pound. RSPCA NSW would encourage this initiative so that current best practice and design could be incorporated into a new purpose built, fully compliant Pound Facility. The RSPCA NSW appreciates that this may take some time given Council Budget constraints and cycles.

## ATTACHMENT B - RSPCA REPORT

### 7. **CURRENT STATUS OF POUND FACILITY**

The main issues requiring attention at the Pound include:

#### ***Drainage***

Land is flat and does not offer natural drainage solutions. Concrete in Disposal Chute and Pens for both cats and dogs does not offer sufficient fall and hosing of animal faeces for disposal in onsite sewage systems is not successful as there are no run-offs to sewage pits.

#### ***Pen - Cats***

There is one disposal chute and enclosure for cats which is separate from the disposal chute for dogs. Cats are not able to be segregated within this enclosure, so it is often the case 'feral' cats are housed with domesticated cats.

#### ***Kennels – Dogs***

There are 12 kennels that are used for the regular holding of dogs. These are located at the rear of the pound and are exposed to extremes of hot and cold weather.

There is one Disposal Chute and Pen for dogs. All dogs which are disposed of reside in the one Pen until separated by Rangers into kennels. There are three kennels located adjacent to the Disposal Chute which are used as emergency housing for dogs.

### ***Kennels – Floor***

Flooring consists of aged concrete which is porous and cracked. Is difficult to clean and disinfect as the porous concrete is absorbent. A possible interim solution includes the application of an epoxy coating to seal the concrete or a wet seal to be applied to floors and walls to a height of at least 1 metre.

### ***Kennels – Gates***

Gates are in worn condition making it difficult to secure the gates. Gates are hanging from drilled holes in concrete besser blocks. The weight of gates and the constant opening and closing of gates has made drill holes larger than required and has caused injuries to staff due to difficulties associated with catching and closing latches securely when the kennel is occupied by a large dog eager to escape.

### ***Staff Office***

The office facilities are very basic in nature, subject to extremes in hot and cold weather and are very susceptible to invasion from vermin as pet food is stored in the office.

### ***Staff Amenities – Toilet, Shower, Laundry***

There is only one toilet, not male or female segregated. No shower facilities for use following Pound cleaning or animal destruction duties. No washing machine facilities for staff uniforms or pound items.

### ***Storage of Pound Equipment, Destruction Equipment and Chemicals, Pet Food***

Destruction equipment is to be kept highly secured. A safe is installed in the office to store destruction material however this is under constant threat of theft should the office be broken into.

Pet food attracts vermin so should be stored in a room impervious to mice and birds.

### ***Security***

Members of public will go to extraordinary lengths to retrieve impounded pets. As such the Pound is an identified “hot-spot” with Griffith Police due to the number of break-ins, both attempted and successful which occur. Offenders will attempt to remove dogs from the disposal chute, climb over razor fences, cut through colour bond fences, remove besser blocks from walls, and use power tools to assist break-ins. As such any developments at the Pound must provide the highest level of security.

### ***Security – Kennel Walls and Roof***

Kennels are constructed of concrete besser blocks which are not ideal. The blocks are no longer supporting gates and fixtures and the concrete blocks and grouting are regularly attacked. Blocks are removed or extensively damaged, compromising the overall strength of the building.

### ***Security - Fencing***

Fencing should be higher with a security material that deters break-ins. Current razor wire is cut or scaled. Also of concern is the ability of persons to throw animals over the current fence

rather than placing the animals in the chutes provided.

### ***Security - Lighting***

Lighting should be sufficient to allow housing of animals at night when required. Security sensor lighting for when Pound is unattended.

ATTACHMENT C - Please refer to attached Photographs of current facilities at Pound

## **8. DETERMINATION OF CURRENT CONDITION OF POUND BUILDINGS**

An inspection by an officer of the RSPCA and a further considered opinion by Council's Principal Urban Design & Strategic Planning Planner of the current condition of Pound buildings indicate structures are beyond renovation to achieve an acceptable and compliant level of occupation.

It is recommended that the current buildings be demolished and a new facility be built adjacent to the existing facility on Duchatel Road on a greenfield site (i.e. free of any soil contaminants).

## **9. SITE VISIT TO WODONGA AND ALBURY POUND FACILITIES**

The Wodonga Pound was selected for a site visit as this Pound is a relatively new facility and incorporates a number of design features which make it compliant to regulations for the holding of animals.

A number of design points from the Wodonga Pound were used to develop a draft concept design for Griffith, recognising that the Wodonga Pound delivered an efficient model of service delivery in a modest but practical environment.

Albury Pound was selected for a site visit as it provides an alternative model for the delivery of a Pound service.

The Albury Pound operates as a leased facility and has a private boarding kennel and cattery in addition to the Pound service. The operator invoices Albury Council for the care of animals received at the Pound. Albury Council, as part of the lease arrangement provides onsite residential accommodation for the operator as well as Pound and Boarding Kennel & Cattery facilities. There is a temporary holding pen arrangement whereby Council Rangers deliver animals and animals are then taken into the care of the private operator in the Pound facilities.

The operator derives an income from the private boarding component of the business

This model requires two facilities for both cats and dogs as it is reasonable (and required by regulation) to expect that vaccinated animals in a private boarding arrangement do not come into contact with surrendered/captured and possibly unvaccinated animals.

## **10. DEVELOPMENT OF DRAFT CONCEPT PLAN FOR REDEVELOPMENT OF THE POUND**

A draft Concept Plan was developed by Council's Principal Planner following inspection of Pound facilities at neighbouring Councils, reference to guidelines outlined in the 'NSW Animal Welfare Code of Practice No 5 – Dogs and Cats in Animal Boarding Establishments' and intensive consultation with Council Rangers to gain understanding of Pound operations and requirements. The attached Draft Concept Plan for future development of the Pound

incorporates the following design features:

- Vehicular access to pens to eliminate /reduce exposure to vicious animals from vehicle to pen. Offers safe access to pens at night or during inclement weather. Changed in the vehicle before stepping into the Pound.
- Office facility for managing and recording animal details and statistics, interaction and communication with the public.
- Storage facilities for food, cleaning materials, bedding
- Significant sealed concrete flooring to reduce the possibility of spread of infectious diseases and ease of cleaning and disinfecting
- Concrete exercise area. This is to eliminate soil contamination and enable disinfection of areas following exercise.
- No exposed soil areas as per NSW Animal Welfare Code of Practice No 5 – Dogs and Cats in Animal Boarding Establishments.
- 20 kennels with sewage lines, bedding and feeding and watering systems. This provides adequate pens to hold dogs for required retainer times and to allow for quarantine procedures for sick animals.
- Cattery separate from dog kennels. Cattery to include pen arrangements which allow cats to be separated from each other.
- Access to cattery from exterior of Pound for surrendering of cats.
- Temporary holding pens for surrendered dogs for when the Pound is not open. Temporary pens have a once-only open self-locking device to prevent multiple animals to be placed in one pen (unless in the case of nursing mother and pups). The temporary holding pens allow animals to be housed separately from each other before transitioning to indoor pens. This reduces chance of cross infection and injury from exposure to other animals when unsupervised. Animals are able to be moved by Rangers to kennels on concrete paths.
- Significant increase to security of animals. Use of concrete tilt panel to walls provides security.
- Roller doors to isolate areas when required and to secure building when unattended by removing points of access
- Sufficient wash space for staff following clean-up or animal destruction duties
- Covered and discrete animal destruction area.

The draft Concept Plan has been forwarded to the RSPCA for comment with regard to compliance with the NSW Animal Welfare Code of Practice No 5 – Dogs and Cats in Animal Boarding Establishments. At time of press, no response had been received from the RSPCA.

#### ATTACHMENT D - DRAFT CONCEPT PLAN

## **11. QUANTITIES ESTIMATE FOR NEW POUND FACILITY**

An indicative estimate of the draft concept plan was sought from an independent Quantities Estimator located in Wagga Wagga.

Based on the concept diagram developed by Council, indicative figure suggest the construction of a new Pound facility would be in the vicinity of \$550,000. This is cost is based on a standard formula for the type and size of building. A more accurate figure would be obtained following the provision of detailed plans. The costing could be spread over two financial years.

The inclusion of \$42,000 in the 2014/15 budget would allow the completion of the design phase of the project and enable structural design and engineering requirements to be carried out.

The inclusion of \$508,000 in the 2015/16 budget would enable the commencement of a new facility in July 2015. This will allow completion of the Mechanical Workshop construction project to be completed to allow Project management Resources to be allocated to the Pound project.

### **ATTACHMENT E - QUANTITIES ESTIMATE**

#### **OPTIONS**

- (a) Council adopt the above recommendation;
- (b) Council not consider redevelopment of the Pound facility at this time.

#### **STATUTORY IMPLICATIONS**

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

Not Applicable

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

Draft ten year Delivery Program and draft Operational Plans will require amending to incorporate \$42,000 of Professional Fees and \$508,000 construction fees.

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

NSW Animal Welfare Code of Practice No 5 - Dogs and Cats in Animal Boarding Establishments  
Prevention of Cruelty to Animals Act 1979.

#### **CONSULTATION**

RSPCA NSW  
Griffith Veterinarian Hospital  
Albury City Council  
Wodonga City Council  
Council Urban Design Staff  
Senior Management  
General Facilities Management Committee

Councillors  
Needy Paws Dog Rescue Griffith.

### **STRATEGIC LINKS**

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

Not Applicable

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

Growing Griffith 2030: L2 - Provide, maintain and monitor safe assets, facilities and services.

### **ATTACHMENTS**

- (a) CAWS Program Protocol
- (b) RSPCA Report
- (c) Photos
- (d) Draft Concept Plan
- (e) Estimates



## Community Animal Welfare Scheme 2013

### 1. Background

The Community Animal Welfare Scheme (CAWS) addresses the issue of unwanted companion animal overpopulation and the impact on animal and human welfare. The scheme aims to help reduce the numbers of animals being euthanased in rural pounds and shelters, and to decrease human health and safety issues associated with large numbers of roaming stray dogs. CAWS addresses these issues through community education, local media awareness and targeted subsidised desexing programs in regional and remote areas of NSW. The role of the RSPCA is to use its extensive experience in conducting these programs to provide the operational framework, coordinate resources and provide a proven and trusted name for the scheme.

Veterinary services are provided at a subsidised rate to the pets of pensioners and low income earners. This includes permanent surgical desexing, vaccination (dogs only) and microchipping. Local veterinary clinics are utilised to reduce costs and ensure the programs are sustainable. More importantly, utilising existing vets helps to generate ongoing relationships between clients and their local vets and promotes a culture of desexing and responsible animal ownership. The programs are often held in regions where veterinary capacity is available but often under-utilised.

Increasing the desexing rate among companion animals in rural communities is a matter of increasing the availability of subsidised desexing schemes to targeted groups. **The program is for the pets of pensioners and low-income earners, targeting desexings that would otherwise not occur. To be effective, all participating animals must be from within the geographical boundaries of the town, or aimed at 'hotspots' within the council region.** However, of equal importance is increasing the knowledge of pet owners of the need to desex their pet and of other aspects of socially responsible ownership through educational campaigns. For many animal owners, the decision not to desex is not exclusively a matter of affordability. Attitudinal change through education is required to generate a 'culture' of desexing in rural communities.

RSPCA NSW has been conducting the CAWS programs since 2004 in areas such as Bathurst, Bourke, Broken Hill, Coonamble, Coonabarabran, Dubbo, Leeton, Lightning Ridge, Nerranderra, Inverell, Griffith, Gilgandra, Warren and Walgett. Previously the programs received external funding, which allowed



us to utilise RSPCA veterinarians and education staff. However, that funding expired at the end of 2007 and the scheme had to be adjusted accordingly.

The continuing cooperation and support of local councils and veterinarians is essential to the successful running of the scheme and in reaching the longer term goals.

## 2. The Kelso Project- A Targeted program

In May 2003, 126 animals were desexed in a one day program in Bathurst. Where possible, animals were also microchipped and registered on the day. The program was targeted on the Kelso area within Bathurst, which was a source of large numbers of roaming stray animals for the Bathurst Regional Council (BRC). In the 6 months prior to the Kelso project, 62 dogs (extrapolated to 124 per year) were impounded from the Kelso area by the BRC. The impounding statistics AFTER the program are shown in the table below:

Year	Total dogs impounded by BRC	Number of impounded dogs from Kelso
Jul 03-June 04	812	18
Jul 04-June 05	792	15
Jul 05-June 06	664	25

**Figures courtesy of Bathurst Regional Council, Gaal (2006)**

The figures show that a targeted program can have a very positive effect on decreasing the number of roaming strays. However, without an **annual targeted program**, the numbers are seen to increase towards the end of 2006.

## 3. Responsibilities of the Main Stakeholders

### a) RSPCA NSW

- Provision of the CAWS brand
- Logistics- An explanation of how the program is run. See section 4- Protocols.
- Vaccinations- Usually Intervet Nobivac DHP vaccinations for dogs are provided to the veterinarian/s so one injection only is required to develop protective immunity.

- Primary schools education- Either The AVA Pet PEP, SPOT or RSPCA Humane Education programs will be active, directly delivering information to local primary schools during the scheme. Funding for this will be provided by the RSPCA or the AVA.
- Templates for advertising flyers, posters and the eligibility questionnaire.
- General media release prior to the commencement of the program
- RSPCA branch volunteer involvement- if a branch exists in the community holding the program, volunteers may assist in enhancing awareness of the program, leaflet dropping, and in any other capacity to ensure the success and smooth running of the scheme.

#### **b) Councils**

- Funding- the level of financial contribution determines the number of animals that can participate in the scheme.
- Advertising and creating awareness of the time the programs will be running- via local papers and radio to advertise the scheme and the veterinarians involved. This must happen in the month leading up to the agreed upon commencement date.
- Microchips- usually provided by the local council to the vets for implantation in every animal desexed.
- Rangers- may help with flyer drops; may assist in pick-up of animals if the owner is not able to take to an animal to the local vet clinic and cannot source another means to do so; using local knowledge and letting people know who may benefit from the scheme.

#### **c) Veterinarians**

- Determining eligibility of potential participants using criteria provided.
- Provision of the veterinary clinic and veterinary surgical services.
- Microchipping using donated microchips
- Vaccination of dogs with provided Intervet Nobivac DHP.
- Organising the daily schedule for surgery.

## **4. Program Protocol**

The basic running of the program is as follows:

1. The local council and AVA accredited vet practices must both agree to develop a CAWS program within their community. The local council usually contact RSPCA NSW to express a desire for a CAWS program in their community. The RSPCA then contacts the local veterinarians in the town to ensure their willingness to participate.

2. Council determines their funding. To create a program that is worthwhile and effective, **it is suggested that councils minimally allocate \$800-\$1000 per 1000 head of population. This would be expected to be ongoing annually to be effective, and for the effects to be sustainable.** The RSPCA will usually invoice council for these funds before the program starts to ensure efficient payment of the vets upon completion of the program.
3. RSPCA will then determine the total number of animals to be desexed and inform the local veterinarian. Eg \$10 000 allows for 120 animals to be part of the scheme. If there are multiple veterinary practices, the numbers will be divided up depending on the number of veterinary practices, the number of full-time vets per practice, and the willingness and capacity of the vet practice. It is expected that the vets will be AVA members.
4. A time of year is determined by the vet and council for the campaign, usually in a quieter time of year for the vet, but avoiding school holidays and the warmer periods when Parvovirus could be a potential problem. The scheme should be run over 1-4 weeks, depending on the number of animals and veterinary capacity.
5. In the weeks leading up to the event, the council organises advertising in local papers, on local radio via community announcements, posters, letters, flyers etc. RSPCA will provide examples of content for advertising. All advertising must include the phrase "Conditions apply". Council rangers may assist with letter drops in targeted communities and areas which they think might particularly benefit from the scheme. Local RSPCA branches may also be able to help with raising awareness and advertising. Information in advertisements includes the dates of the program and the contact details of the participating local vet clinics
6. Potential participants contact the local vet clinic. They must provide evidence of their low income status (via a letter from Centrelink showing an income lower than \$25,000) or their pension card to be eligible. Vets are encouraged to use local knowledge to determine who is eligible to access the services. **Possession of a pension card does not mean automatic qualification.** A questionnaire to determine the eligibility of potential clients will also be provided by RSPCA for vet clinics to use at their own discretion. The clinic has every right to refuse access to the program if people are bad debtors or they feel they are not eligible for whatever reason. The potential participant must also be from within the geographical boundaries determined by council for the program.

- 7 Once a person has been deemed eligible to participate, their animal(s) can be booked in for surgery. The total number of animals to be desexed at each clinic would have been previously determined by the RSPCA. The vet clinic can work out a daily schedule where a certain number of animals are desexed per day for the duration of the program. All advertising material will include the phrase 'conditions apply' to allow veterinary clinics to regulate or refuse access to the scheme. The number of animals per participant may be limited to two per household to ensure fairness, depending on demand. However, it may be determined that desexing all animals in one household may be a better outcome.

**Studies have shown that a TARGETED program is most effective for attaining a measurable effect on a stray dog population. We recommend that, where possible, clinics choose participants from areas where there are known high numbers of roaming strays. The program needs to be held at least annually to maintain the effect on numbers of impounded animals. We do not recommend the desexing of farm dogs as this does not contribute to the effectiveness of the program.**

- 8 It is strongly advised to have all surgery admission paperwork (including microchip forms) and payment completed prior to admission to hospital for desexing. Only dogs are vaccinated. **The vaccinations are provided by the RSPCA.** It is up to each individual veterinary clinic to decide whether to vaccinate animals two weeks before the scheduled surgery or on the day. **ALL ANIMALS MUST BE MICROCHIPPED AND DESEXED.** There is the potential for vets to value add by providing an information pack upon animal pick up about services that could be provided in the future.
- 9 Normal clinic surgery protocols should be adhered to for all procedures. No other costs or fees are to be charged to participants. Hospitalisation for the day and routine pain relief are included as part of the scheme.
- 10 Client and animal details as well as details of services performed must be recorded by the vet clinics as RSPCA will need to collect this information at the end of the program. This information determines how much the vet is reimbursed for their services. It is also important for our ongoing studies, statistical analyses and will also be used to apply for grants for future funding.
- 11 The client contributes a nominated amount towards the cost of the surgery, as determined by the schedule below, which is to be paid in full before the procedure. This money is to be kept by the clinic. RSPCA will reimburse clinics by distributing the funds provided by the council, according to the following table:

	Owner contribution	RSPCA/Council*	TOTAL
<b>FEMALE DOG</b>	<b>\$65</b>	<b>\$120</b>	<b>\$185</b>
<b>MALE DOG</b>	<b>\$50</b>	<b>\$100</b>	<b>\$150</b>
<b>FEMALE CAT</b>	<b>\$50</b>	<b>\$75</b>	<b>\$125</b>
<b>MALE CAT</b>	<b>\$35</b>	<b>\$40</b>	<b>\$75</b>

\* revised February 2013

Although these prices may be less than the usual desexing prices charged by the clinics, they will still cover the basic costs. After trying a number of models for the funding, these amounts have been found to be acceptable to participating vets, and also allowed a reasonable number of animals to be desexed. In any case, the extra animals seen by the clinic during the programs will boost the income of the clinic. The CAWS program gives local vet clinics an opportunity to contribute to animal welfare and to the community.

- 12 At the completion of the program, veterinary clinics should post a summary of participant information to the RSPCA. This information should include the owner name, address and phone number and the animal name, breed, weight and gender. A summary of total numbers of male and female dogs and cats would be appreciated, but is not essential.

Please address the package to-  
A-M Withers  
CAWS  
RSPCA NSW  
201 Rookwood Rd  
Yagoona NSW 2199

Once received, payment will be calculated and forwarded to the clinic as soon as possible

## 5. Media and Education Programs

RSPCA will send out a media release prior to every CAWS program which will give RSPCA contact details as well as details of the local clinics involved. RSPCA are happy to do any media required and also encourage local media. Often this involves interviews for local and national radio, or for local papers.

The RSPCA may also provide a primary school education program in the time period of the CAWS program. Kids will learn about dog bite prevention, animal welfare, the effects of cruelty on the animal and the perpetrator, and responsible pet ownership.

(b) RSPCA Report



Ms. Shireen Donaldson  
Manager Executive Services  
Griffith City Council  
PO Box 485  
Griffith NSW 2680

January 2014

Re: Inspection of Griffith City Council Pound Facility by RSPCA NSW

Dear Ms. Donaldson,

The RSPCA NSW conducted an inspection of the Griffith City Council (GCC) Pound Facility on the 27 November 2013, after receiving two (2) complaints from members of the public residing in Griffith. These complaints related to the condition of the facility and a recent outbreak of Canine Parvovirus.

The GCC Pound Facility is regulated by the **NSW Animal Welfare Code of Practice No 5 – Dogs and Cats in Animal Boarding Establishments**. GCC is familiar with this code as we discussed it on the 27 November 2013.

**1. There are four (4) areas of immediate concern. They are:**

- I. Porous and rough cement flooring and brick walls in animal housing areas.
- II. Ungrassed soil areas.
- III. Open drain at rear of holding pens.
- IV. Holding pens are all exposed to extremes of heat and cold.

In relation to the above points I – III – issues relating to **Canine Parvovirus**

Canine Parvovirus has been raised in both complaints made to the RSPCA NSW. The outbreaks at the Griffith pound have been confirmed by both you and Mr. Michael Toohey.

Canine parvovirus infection is a relatively new disease that first appeared in 1978. Parvovirus or 'parvo', as we sometimes refer to it as, is a highly infectious virus that attacks the gastrointestinal tract and cardiovascular systems of dogs.

The main source of the virus is the faeces of infected dogs. The faeces of an infected dog can have a high concentration of viral particles. Susceptible animals become infected by ingesting the virus. Subsequently, the virus is carried to the intestine where it invades the intestinal wall and causes inflammation.

Parvovirus is highly contagious and resistant to the effects of heat, detergents and alcohol so it can remain in the environment for up to a year after an infected dog has been there. This is why the virus can reoccur especially in unvaccinated dogs or in dogs where vaccinations have lapsed.

Due to its stability, the virus is easily transmitted via the hair or feet of infected dogs, contaminated shoes, clothes, and other objects. This means that even if a dog never mixes with other dogs, it can be exposed to virus in the environment. Dogs that become infected with the virus and show clinical signs will usually become ill within 7-10 days of the initial infection.

**Point 4 of the NSW Animal Welfare Code of Practice No 5 – Dogs and Cats in Animal Boarding Establishments, deals with requirements for the *hygiene* of a facility such as the pound.**

#### **Current breaches:**

There are two (2) breaches of the **NSW Animal Welfare Code of Practice No 5 – Dogs and Cats in Animal Boarding Establishments**, which will be dealt with by way of a Section 24N notice being issued to the Council.

They are:

1. Porous and rough cement flooring and brick walls in animal housing areas.
2. Holding pens are all exposed to extremes of heat and cold i.e. – better insulation required

#### **PREVENTION OF CRUELTY TO ANIMALS ACT 1979 - SECT 24N**

##### **24N Notices in relation to animals**

(1) If an inspector is satisfied on reasonable grounds that a person is contravening a provision of this Act or the regulations in relation to an animal, the inspector may give the person a notice in writing requiring the person to take such specified action in relation to the animal as the inspector considers necessary to avoid any further contravention.

(2) A person who, without reasonable excuse, fails to comply with a notice is guilty of an offence.

Maximum penalty: 25 penalty units.

(3) A person cannot be convicted for both an offence against this section and another offence under this Act or the regulations in respect of the same act or omission.

The GCC Pound Facility is an old facility. In some areas it does not comply with what is required by the **NSW Animal Welfare Code of Practice No 5 – Dogs and Cats in Animal Boarding Establishments**.

In the interim the RSPCA recommends the limited refurbishment of the existing pound to ensure compliance with the NSW Animal Welfare Code of Practice. The RSPCA strongly recommends;

- Stringent hygiene practices be established and documented (in consultation with Local Veterinarians) in relation to diseases minimization. Persons entering the facility should also be

made aware that they could be possible carries of disease in clothing and footwear and as such human hygiene should also be monitored.

- The existing brick work and concrete should be sealed to reduce its porosity and capacity to harbour disease.
- The exercise areas should be concreted to limit the exposure of animals to areas of bare earth.
- The existing kennels or areas that house dogs and cats should be insulated.
- The drainage / capture system at the rear of the kennels should be improved so that the waste is appropriately disposed of and doesn't act a reservoir of disease. Consideration should be given to covering the drainage system at the rear of the holding pens.

The RSPCA NSW understands that there is discussion within the Council around the possible construction of a new pound. RSPCA NSW would encourage this initiative so that current best practice and design could be incorporated into a new purpose built, fully compliant Pound Facility. The RSPCA NSW appreciates that this may take some time given Council Budget constraints and cycles.

I hope this report is of some assistance to the Griffith City Council and will steer the Council towards improvements of the current facility to comply with the code or the building a new facility that is compliant with the code and can be considered best practice

Yours Sincerely,

Stuart Swan  
Inspector  
RSPCA NSW









Dog Disposal Chute



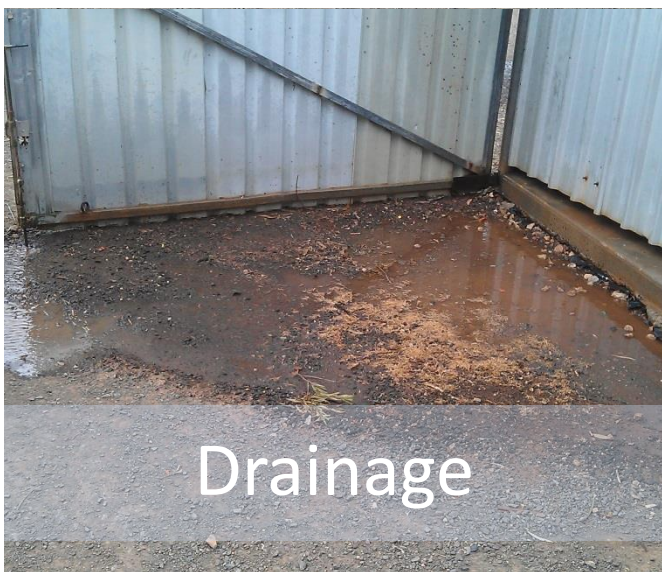
Interior of Dog Pen



Exterior of Dog Pen



Drainage



Drainage



Ventilation





Dog Kennels



Interior of Kennel



Interior of Kennel



Sewage Pit



Drainage

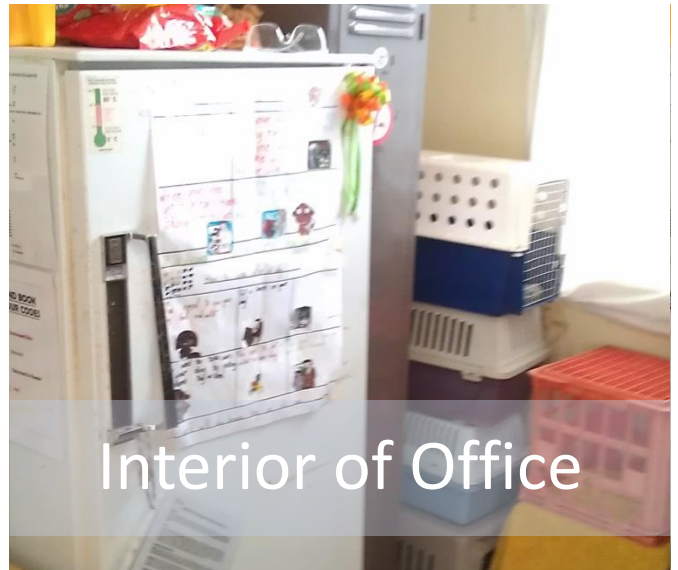


Ventilation





Door to Pound Office



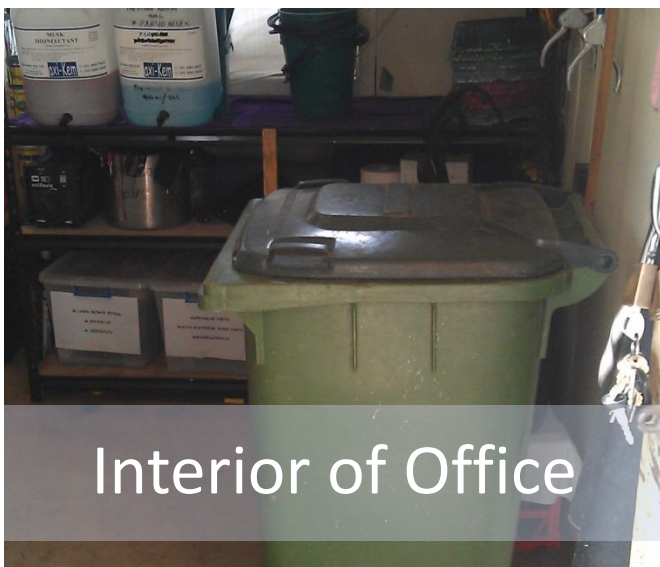
Interior of Office



Interior of Office



Interior of Office

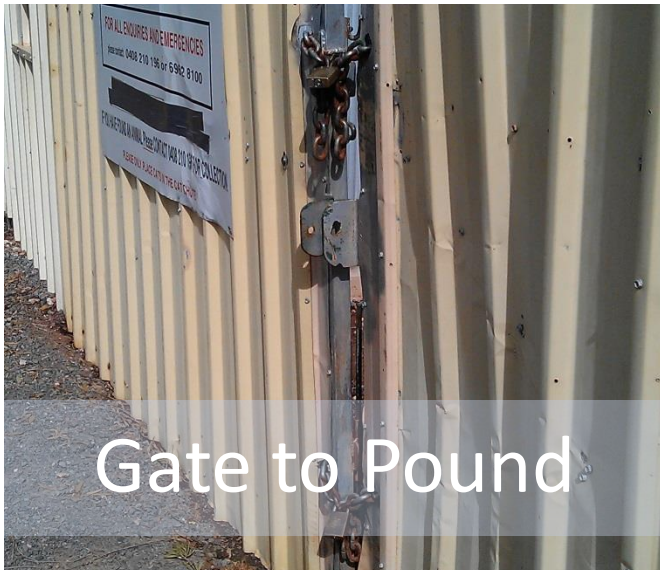


Interior of Office



Interior of Office





Gate to Pound



Hosing facilities



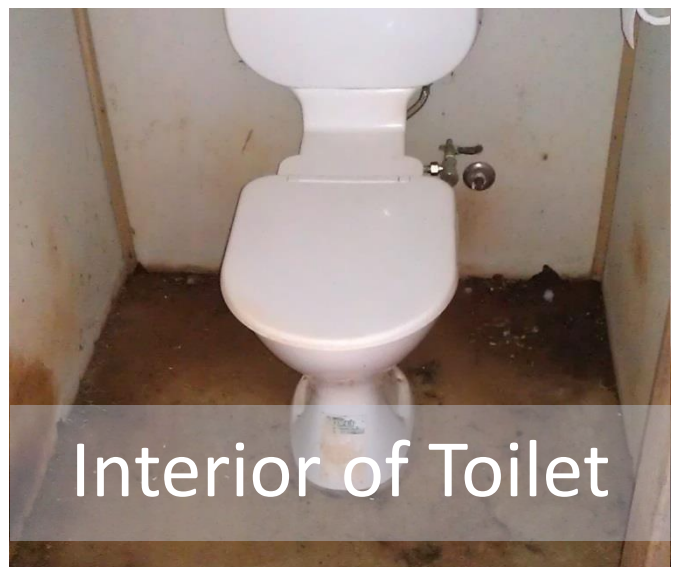
Staff Wash Facility



Storage



Exterior of Toilet

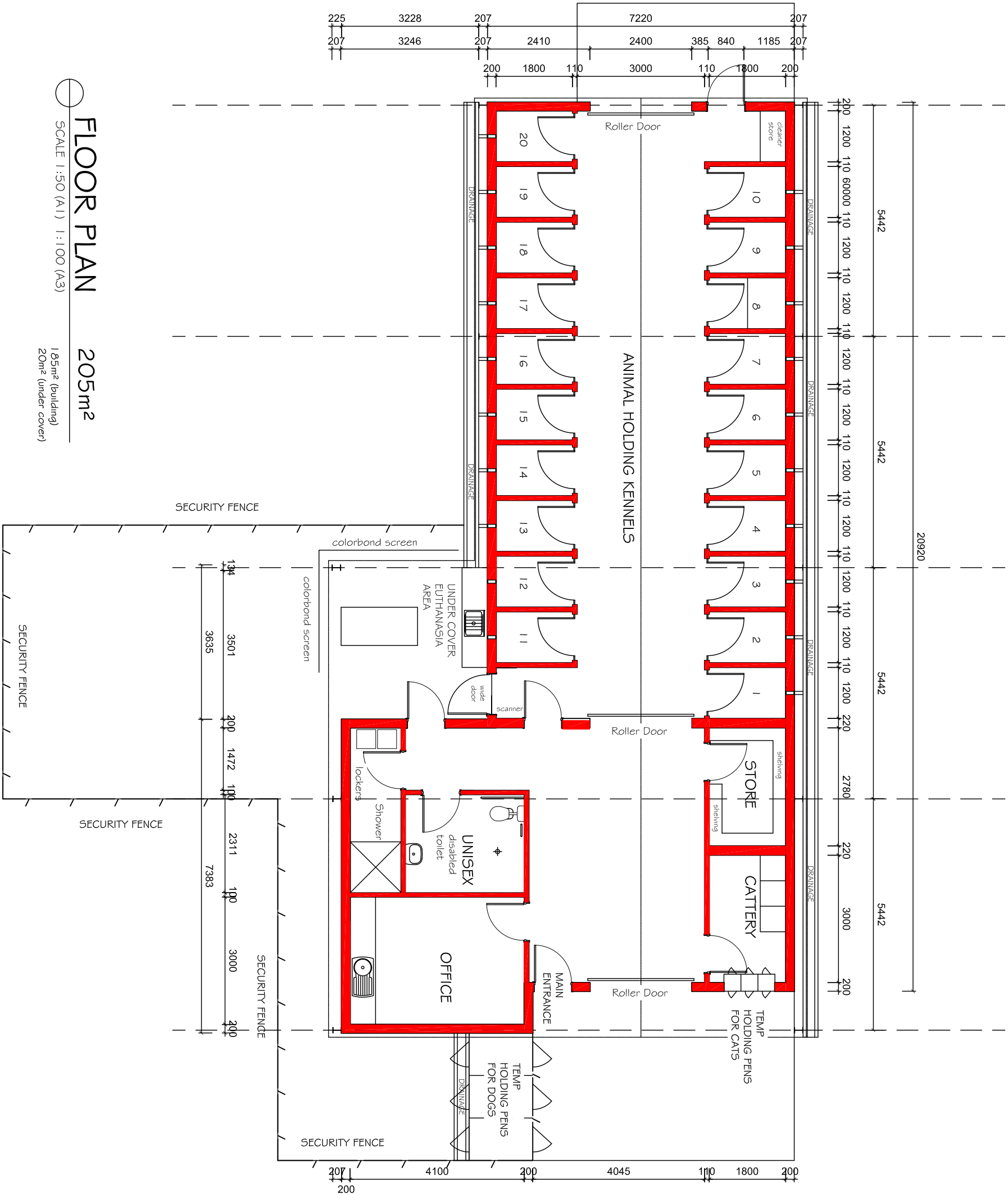


Interior of Toilet









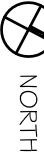
**GENERAL NOTES:**

ALL DIMENSIONS GIVEN ARE IN MILLIMETRES (UNLESS SHOWN OTHERWISE) & ARE TO BE CHECKED AND VERIFIED PRIOR TO CONSTRUCTION. DO NOT SCALE DRAWINGS FOR DIMENSIONS. DIMENSIONS SHOWN ON THIS DRAWING ARE TO BE CHECKED AND VERIFIED ON SITE PRIOR TO CONSTRUCTION.

ALL WORK SHOWN ON THE DRAWINGS COMPRISING THE SET SHALL COMPLY WITH THE BUILDING CODE OF AUSTRALIA & THE REQUIREMENTS OF RELEVANT AUTHORITIES & THEIR CONDITIONS OF CONSENT.

ALL WORKMANSHIP & MATERIALS SHALL COMPLY WITH THE REQUIREMENTS OF THE RELEVANT AUSTRALIAN STANDARDS.

THIS DRAWING TO BE READ IN CONJUNCTION WITH ALL OTHER DRAWINGS & DOCUMENTATION COMPRISING THE SET INCLUDING THE SPECIFICATION AND OTHER CONSULTANT'S DRAWINGS (WHERE APPLICABLE).



REV. DATE DETAILS

1 06-12-2013



1 BENEFERBAH STREET  
P.O. BOX 486 GRIFFITH, NSW 2680  
Ph. (02) 69694829 Fax (02) 6962 7161  
pete.jardenhous@griiffith.nsw.gov.au  
www.griiffith.nsw.gov.au

**CLIENT**  
**GRIFFITH CITY COUNCIL**

**PROJECT**  
**PROPOSED NEW COUNCIL  
POUND**  
**GRIFFITH, NSW, 2680**

**DRAWING TITLE**  
**PROPOSED POUND PLAN**

DRAWN:	SCALE AT A1:	SCALE AT A3:
PCB	1:50	1:100
PROJECT:	OUR REF:	
NUMBER:	DATE:	
DWG SHEET:	06-12-2013	01_A01
1 OF 1		1

## Griffith CC Dog pound

Job Name :	<u>GRIFFITH PROPOSED DO</u>	<u>Job Description</u>
Client's Name:	<u>Griffith CC</u>	Griffith Dog Pound

Trd No.	Trade Description	Trade %	Cost/m2	Sub Total	Mark Up %	Trade Total
	Preliminaries/ Special Conditions	12.64	308.51	61,114	5.00	64,170
	Earthwork	2.22	54.18	10,732	5.00	11,269
	In-situ concrete, formwork and reinforcement	9.04	220.74	43,726	5.00	45,913
	Structural Steel	6.66	162.61	32,211	5.00	33,822
	Masonry Works	6.34	154.79	30,662	5.00	32,196
	Carpentry & joinery	2.69	65.61	12,996	5.00	13,646
	Metalwork & Hardware	7.12	173.65	34,400	5.00	36,120
	Roofing, Roof Plumbing & Wall Cladding	9.84	240.05	47,552	5.00	49,930
	Plumbing & Drainage	9.05	220.86	43,750	5.00	45,938
	Walls & Ceilings	2.37	57.88	11,465	5.00	12,039
	Windows, Louvres & Glazing	4.73	115.35	22,850	5.00	23,993
	Timber Doors & Hardware	0.95	23.22	4,600	5.00	4,830
	Electrical Services	5.16	126.00	24,960	5.00	26,208
	Security	3.10	75.72	15,000	5.00	15,750
	Air Conditioning	7.45	181.73	36,000	5.00	37,800
	In Floor Heating (is this required)				5.00	
	Floor / wall Protection Paint	4.98	121.46	24,060	5.00	25,263
	Painting	0.73	17.92	3,550	5.00	3,728
	Contingency	4.92	120.19	25,000		25,000
	+++++					
	CLARIFICATIONS					
	We excludes rock excavation					
	We assume there is no need for termite treatment					

GFA: 208 m2.

100.00

2,440.46

484,628

507,615

Final Total : \$

507,615

G.S.T. 10.00% :

50,761

Final Total Incl. G.S.T. : \$

558,376

ADD \$ 42,000 FOR  
PROFESSIONAL FEES.

TOTAL \$549,615 EXCL



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

**CL08**

**SUBJECT: COMMUNITY STRATEGIC PLAN - GROWING GRIFFITH 2030 -  
BASELINE REPORTING MEASURES**  
**FROM: Shireen Donaldson, Manager Executive Services**

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### **SUMMARY**

This report was laid on the table at the Ordinary Meeting of Council held 28 January 2014.

Council is required to undertake a review process every four years to assess the effectiveness of the Community Strategic Plan (CSP) in achieving its objectives. The purpose of this report is to provide additional baseline measures for the objectives set out in Griffith's CSP - Growing Griffith 2030 to assist with End of Term Reporting requirements.

### **RECOMMENDATION**

- (a) The report be raised from the table.**
- (b) Council endorse additional baseline reporting measures for Growing Griffith 2030 as listed in Attachment (a).**

### **BACKGROUND**

The Local Government Act requires that in the year in which an Ordinary Election is held, Council must provide an End of Term Report tabling Council's achievements in implementing the Community Strategic Plan (CSP) over the previous four years. The report must address the implementation and effectiveness of the CSP in achieving its social, environmental, economic and civic leadership objectives.

The purpose of a Community Strategic Plan is to bring about some form of positive change or desired outcome within the community. As part of this process it is important to assess whether or not the community is making progress towards achieving these goals. The CSP must identify assessment methods for determining whether its objectives are being achieved or not.

Additional proposed baseline reporting measures for the objectives listed in Growing Griffith 2013 have been provided in Attachment (a). This data will be used in the preparation of the End of Term report in conjunction with data retrieved from the following documents:

- Council's Delivery Program incorporating the Operational Plan 2013-2017
- Council's Environmental Sustainability Strategy
- Regional Development Australia Riverina Regional Plan 2010-2015
- NSW 2021
- Griffith City Council Environmental Sustainability Strategy
- Regional Well-being Survey results
- ABS Census Data

- NSW Bureau of Crime Statistics and Research
- 2013 Community Survey

Council's Community Survey which was launched in November 2013 aims to provide valuable information regarding the community's satisfaction in relation to the objectives set out in the CSP. Data will be collected following the adoption of the recommendation in this report to provide a benchmark for reporting against. A similar survey and data collection process will need to be undertaken in 2016 to enable comparison of data for the End of Term Reporting requirements.

## **OPTIONS**

Council could choose not to adopt the proposed baseline measures however this is not the preferred option.

## **STATUTORY IMPLICATIONS**

### **a) Policy Implications**

Not Applicable

### **b) Financial Implications**

Not Applicable

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

Section 406 of the Local Government Act 1993 - Integrated planning and reporting guidelines

(2) The guidelines can impose requirements in connection with the preparation, development and review of, and the contents of, the community strategic plan, resourcing strategy, delivery program, operational plan, community engagement strategy, annual report and state of the environment report of a council.

(d) Environmental Implications

Not Applicable

(e) Community Implications

Not Applicable

## **CONSULTATION**

Senior Management Team  
Councillor Workshop

## **STRATEGIC LINKS**

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

Not Applicable

**b) Corporate/Business Plan**

Growing Griffith 2030 - C5 - To provide a governance role in the continuous development of the City of Griffith.

**ATTACHMENTS**

(a) Proposed Baseline Reporting Measures for Growing Griffith 2030 (Manual Insert)

Note: Items marked in 'red' are covered by the Community Survey. Items in 'black' will be measured by other means.

# PROPOSED ADDITIONAL REPORTING MEASURES FOR GROWING GRIFFITH 2030

**Note:** Additional baseline reporting measures in **Red** will be sourced from the Community Survey conducted in Nov 2013 – Feb 2014. Measures in black will be sourced from data/statistics including Council's records, Bureau of Statistics.

## Leadership

- To engage in an integrated planning framework that ensures a sustainable future for Griffith and its community.
- To engage with the community and others in decision making and planning.
- To collaborate with partners.
- To be a respected, professional and accountable organisation.
- To encourage community wellbeing and safety.

CSP Objectives	CSP Strategies – How do we achieve this	Additional Baseline Reporting Measures	Survey Questions
C1 - Provide clear and transparent communication to the local community on matters in which it is concerned.	<p>C1.1 - Develop and implement a range of effective communication processes incorporating traditional and emerging technologies. (S)</p> <p>C1.2 - Educate staff and community on the processes of Council's adopted Community Engagement Strategy. (S)</p> <p>C1.3 - Adequately resource communication and engagement processes throughout the organisation. (S)</p>	<p>Increased community satisfaction with overall communication by Council to the local community.</p> <p>Increase in visits to Council's websites.</p>	(26) How satisfied are you with the overall communication by Council to the local community?

CSP Objectives	CSP Strategies – How do we achieve this	Additional Baseline Reporting Measures	Survey Questions
	C1.4 - Ensure agenda and relevant information is reviewed prior to meetings. (S)		
C2 - Be well informed about current issues that impact our community.	<p>C2.1 – Council review the role of the proposed Community Reference Panel and existing community groups to garner information about relevant issues. (S)</p> <p>C2.2 - Regularly review local and national media. (S)</p> <p>C2.3 - Council and committee agendas and minutes are prepared and distributed in a timely fashion in electronic and printed form. (S)</p>	<p>Increased community satisfaction with opportunities to have a say on important issues.</p> <p>Increased satisfaction with how well the community is informed about issues that impact our community.</p>	<p>(37) How satisfied are you that you have adequate opportunities to have a say on important issues?</p> <p>(37) How satisfied are you with how well the community is informed about current issues that impact our community?</p>
C3 - Mentor and support potential leaders from diverse backgrounds and age groups to ensure adequate community representation.	<p>C3.1 - Council review the role of the proposed Community Reference Panel as a 'training ground' for civic office. (M)</p> <p>C3.2 - Develop mentoring processes to encourage and guide involvement in Local Government activities. (M)</p> <p>C3.3 – Council review the role of the Youth Advisory Committee and pursue alternative engagement practices. (S)</p>	<p>Increased community satisfaction in relation to how well Council supports leaders from diverse backgrounds and age groups.</p> <p>Increased community satisfaction with opportunities to engage with Councillors.</p>	<p>(30) How satisfied are you that Council mentors and supports leaders from diverse backgrounds and age groups to ensure adequate community representation?</p> <p>(5) Do you feel you have sufficient opportunities to engage with Councillors?</p>

CSP Objectives	CSP Strategies – How do we achieve this	Additional Baseline Reporting Measures	Survey Questions
		Increased involvement in volunteering/community organisations.	(36) How would you rate your involvement in the community as a volunteer or a member of a community organisation?
		Increased number of volunteers and COG participants.	
C4 - To advocate on behalf of the community with State and Federal authorities	<p>C4.1 - Actively engage with State &amp; Federal agencies/governments to develop and maintain ongoing dialogue on issues of local importance. (S)</p> <p>C4.2 - Develop strategies to positively impact in the areas of education, health, employment, community safety, infrastructure, transport and housing. (S)</p> <p>C4.3 - Provide support and assistance, where possible, to organisations wishing to deliver services and programs locally to address identified needs. (S)</p>	Increased community satisfaction with Council's role in representing local community issues to State and Federal authorities.	(28) How satisfied are you with Council in representing local community issues with the State and Federal governments?
C5 - To provide a governance role in the continuous development of the City of Griffith	<p>C5.1 – Provide efficient and contemporary internal services to ensure needs are met.</p> <p>C5.2 - Ensure accountability measures for good governance are in place and adhered to. (S)</p>	Council's compliance with relevant statutory reporting requirements within designated timeframes.	

<b>CSP Objectives</b>	<b>CSP Strategies – How do we achieve this</b>	<b>Additional Baseline Reporting Measures</b>	<b>Survey Questions</b>
C6 - To partner with organisations to facilitate the delivery of required services to the Griffith community	<p>C6.1 - Identify opportunities for external funding for projects and programs that will positively impact the local community. (S)</p> <p>C6.2 - Implement the strategies of the Strengthening Basin Communities Project (SBC). (M)</p>	Number of Grants/funding opportunities achieved.	
C7 - Integrate the core themes, to ensure realistic and achievable goals are set	C7.1 - Provide adequate resources to plan and monitor activities and strategies across the organisation and the community. (S)	Council maintains a strong financial position and can deliver services and facilities to meet the changing needs of our community.	

# Love the Lifestyle

- To encourage and facilitate community wellbeing and safety.
- To develop and promote diversity.

CSP Objectives	CSP Strategies – How do we achieve this	Additional Baseline Reporting Measures	Survey Questions
L1 - Create accessible and safe, liveable places.	<p>L1.1 – Promote positive health aspects of Active Transport options. (M)</p> <p>L1.2 - Develop and implement the strategies of the Hands Off Griffith Community Crime Plan (in development). (S)</p> <p>L1.3 - Finalise and implement the recommendations of the Playground Strategy and Plans of Management for Parks and Reserves. (S)</p> <p>L 1.4 – Further develop and implement the strategies of the Griffith Community Action Plan 2010 in partnership with State and Federal government agencies. (L)</p> <p>L1.5 – Work with key stakeholders to develop realistic and achievable mechanisms to mitigate and alleviate safety issues from built and natural impacts. (S,M,L)</p>	<p>Increased community satisfaction with accessibility options.</p> <p>Increased community perception of safety at home.</p> <p>Increased community perception of safety in public places.</p> <p>Improved community satisfaction with the presentation of parks, gardens, reserves, open spaces, sporting grounds, facilities at sporting grounds, City entrances.</p> <p>Reduction in domestic violence, alcohol related assaults, property crime. (NSW Bureau Statistics).</p>	<p>(9) How would you rate access to buildings in Griffith for people with a disability?</p> <p>(33) How safe do you feel at home?</p> <p>(34) How safe do you feel in public places?</p> <p>(14) How satisfied are you with the presentation of Griffith's:</p> <ul style="list-style-type: none"> <li>- Parks and gardens</li> <li>- Reserves and open spaces</li> <li>- Sporting grounds</li> <li>- Facilities at sporting grounds</li> <li>- City entrances</li> </ul>



CSP Objectives	CSP Strategies – How do we achieve this	Additional Baseline Reporting Measures	Survey Questions
<p>L2 - Provide, maintain and monitor safe assets, facilities and services.</p>	<p>L2.1 - Review the passive surveillance provided by CCTV throughout the Central Business District. (M)</p> <p>L2.2 - Develop and implement a detailed asset management and replacement program. (S)</p> <p>L2.3 - Implement the strategies of the Hands Off Griffith Community Crime Plan (in development) (S)</p> <p>L2.4 – In partnership with key stakeholders, implement strategies to mitigate the impact of built and natural events including but not limited to flooding, fire and other natural disasters. (S,M,L)</p>	<p>Improved community satisfaction with Council's assets, facilities and services.</p>	<p>(6) How satisfied are you with the following facilities?</p> <ul style="list-style-type: none"> <li>- Theatre</li> <li>- Aquatic Centre</li> <li>- Art Gallery</li> <li>- Library</li> <li>- Pioneer Park</li> <li>- Stadium</li> <li>- Pound</li> <li>- Visitors Centre</li> <li>- Cemeteries</li> <li>- Landfill</li> </ul> <p>(10) How satisfied are you with the following services?</p> <ul style="list-style-type: none"> <li>- Weed control</li> <li>- Garbage Collection</li> <li>- Kerbside recycling</li> <li>- Stormwater Drainage</li> </ul>

CSP Objectives	CSP Strategies – How do we achieve this	Additional Baseline Reporting Measures	Survey Questions
			<p>(15) How satisfied are you with Council:</p> <ul style="list-style-type: none"> <li>- Managing residential development</li> <li>- Town centre and village presentation</li> <li>- Village presentation</li> <li>- Litter control</li> <li>- Street cleaning</li> <li>- Public toilets</li> <li>- Parking for shoppers</li> <li>- Protection of heritage sites and buildings</li> </ul>
<p>L3 - Develop partnerships to grow health and educational services and facilities.</p>	<p>L3.1 - Continue support of existing Memorandum of Understanding between Charles Sturt University and the NSW Riverina Institute of TAFE. (S)</p> <p>L3.2 - Continue support of existing medical students programs. (S)</p> <p>L3.3 – Build on existing relationships to ensure the established improved medical and health facilities and services. (M)</p> <p>L3.4 - Provide access to opportunities for self-education and improved well being using new technology eg. Internet access widely available at a range of locations, such as Library. (M)</p>	<p>Increased community satisfaction with access to health services.</p> <p>Access to internet.</p> <p>Continued partnership with CSU and NSW Riverina Institute of TAFE to ensure provision of educational services.</p>	<p>(35) How satisfied are you with access to community services?</p> <p>(44) How satisfactory is your ability to access the internet?</p>

CSP Objectives	CSP Strategies – How do we achieve this	Additional Baseline Reporting Measures	Survey Questions
L4 - Plan and provide a suitable range of sporting, recreation and cultural facilities.	<p>L4.1 - Implement the actions of the Griffith City Council Playground Strategy including Plans of Management for public reserves/parks. (S)</p> <p>L4.2 - Maintain and improve recreational facilities eg: parks, Lake Wyangan, Skate Park. (M)</p> <p>L4.3 - Encourage increased utilisation of existing recreation and sporting facilities by regularly maintaining existing infrastructure. (S)</p> <p>L4.4 - Investigate options to plan and develop facilities and services to meet the needs of the whole community – including young, ageing, low-socio economic and diverse community groups. (M)</p>	Increased community satisfaction with a variety of leisure, recreational entertainment, arts and cultural activities.	<p>(38) How satisfied are you with the variety of:</p> <ul style="list-style-type: none"> <li>- Leisure activities</li> <li>- Recreational activities</li> <li>- Entertainment</li> <li>- Art and cultural activities.</li> </ul>
L5 - Utilise facilities and services for optimal participation.	<p>L5.1 - Provide and promote accessibility to existing services and facilities, including sporting, education and cultural activities. (M)</p> <p>L5.2 - Promote pathways into alternative education and training where appropriate. (M)</p> <p>L5.3 - Promote the benefits of life-long learning. (M)</p> <p>L5.4 - Work with relevant agencies to</p>	Increased visits to Council facilities – Library, Theatre, Art Gallery, Aquatic Centre, Pioneer Park, Stadium.	

CSP Objectives	CSP Strategies – How do we achieve this	Additional Baseline Reporting Measures	Survey Questions
	establish support and mentoring through out of school hours programs. (S)		
L6 - Integrate cultural and community groups and address issues faced by minority groups.	<p>L6.1 - Promote the implementation of Ethnic Affairs Priority Statement programs throughout the community. (S)</p> <p>L6.2 - Deliver diversity awareness training and support to new arrivals and community. (S)</p> <p>L6.3 - Support the implementation of first language education where appropriate. (M)</p> <p>L6.4 - Support the delivery of English language classes. (S)</p> <p>L6.5 - Develop projects and programs that actively address the incidence of bullying across the community. (M)</p> <p>L6.6 - Promote the social and community benefits of volunteering.</p>	<p>Number of volunteers and COG participants.</p> <p>Participation by broad range of community groups in Council's Committees.</p>	
L7 – Promote, celebrate and build on our cultural diversity and cosmopolitan identity.	<p>L7.1 - Encourage participation in established activities celebrating community diversity. (S)</p> <p>L7.2 - Successfully deliver externally funded programs designed to increase community engagement by those from Culturally and Linguistically Diverse communities. (M)</p> <p>L7.3 - Increase and improve promotion of</p>	Community values cultural diversity.	(32) Do you feel the community values our diverse population?

CSP Objectives	CSP Strategies – How do we achieve this	Additional Baseline Reporting Measures	Survey Questions
	existing arts and cultural events and facilities. (S)		
L8 - Acknowledge and be responsive to issues which have an impact upon the community's wellbeing and harmony.	<p>L8.1 - Maintain and build on current programs being delivered by local agencies and Council. (M)</p> <p>L8.2 - Support parents by increasing opportunities to access information and education on the role of parenting. (M)</p> <p>L8.3 – Review the strategies of the Hands Off Griffith Community Crime Plan. (S)</p> <p>L8.4 - Support parents by increasing access to quality child care. (S)</p> <p>L8.5 - Increase awareness of existing support services and programs. (M)</p> <p>L8.6 - Establish and promote an on-line process for information gathering and dissemination to address community safety issues. (S)</p> <p>L8.7 - Establish and promote Seniors Watch to help elderly people to maintain independent living options. (M)</p> <p>L8.8 - All new developments comply with the principles of Crime Prevention Through Environmental Design. (S)</p>	Community satisfaction with response to issues impacting the community's well-being and harmony.	(29) How satisfied are you with Council's response to issues impacting the community's well-being and harmony?

## Valuing our Environment

- To improve the ecological sustainability of Griffith's local environment.
- To preserve and enhance the natural and built environment.
- To develop and follow best practice in environmental management.

CSP Objectives	CSP Strategies – How do we achieve this	Additional Baseline Reporting Measures	Survey Questions
E1 - To reduce consumption and loss of water.	<p>E1.1 - Implement the Griffith City Council Environmental Sustainability Strategy's action plan for water.</p> <p>E1.2 – Develop and implement a detailed asset management and replacement program for water infrastructure. (S,M,L)</p>	Reduced potable water consumption per capita.	
E2 - To increase reuse/recycling of wastewater and stormwater.	<p>E2.1 - Implement the Griffith City Council Environmental Sustainability Strategy's action plan for water. (S,M,L)</p> <p>E2.2 – Develop and implement a detailed asset management and replacement program for sewerage. (S)</p>	Increase in reuse/recycling wastewater.	
E3 -To protect and enhance water quality.	<p>E3.1 - Implement the Griffith City Council Environmental Sustainability Strategy's action plan for water. (S,M,L)</p> <p>E3.2 – Develop and implement a detailed asset management and replacement program for water. (S)</p>	Increased community satisfaction with water quality.	(12) How would you rate the quality of Griffith's domestic water supply?

CSP Objectives	CSP Strategies – How do we achieve this	Additional Baseline Reporting Measures	Survey Questions
E4 - To reduce energy consumption and greenhouse gas emissions.	E4.1 - Implement the Griffith City Council Environmental Sustainability Strategy's action plan for energy, air and climate change. (M,L)	Number of Council programs implemented to reduce energy consumption and greenhouse gas emissions eg Save Power, Earth Hour	
E5 – To improve air quality by reducing exposure to air pollution.	E5.1 - Implement the Griffith City Council Environmental Sustainability Strategy's action plan for energy, air and climate change. (M,L)	Continued support of implementation of air pollution reduction programs eg stubble burning	
E6 – To minimise the environmental, social and financial costs of new development.	<p>E6.1 - Implement the Griffith City Council Environmental Sustainability Strategy's action plan for land and the built environment. (M,L)</p> <p>E6.2- Provide development assessment and building certification services to the Griffith Community (S)</p>	Increased community satisfaction with environmental programs and education.	<p>(39) How satisfied are you with efforts being made in your community to:</p> <ul style="list-style-type: none"> <li>- Protect and conserve the natural environment</li> <li>- To provide a liveable built environment</li> <li>- With regard to Environmental programs/education</li> <li>- To provide safe and clean food outlets</li> </ul>

CSP Objectives	CSP Strategies – How do we achieve this	Additional Baseline Reporting Measures	Survey Questions
		Increased community satisfaction with Council's Land Use Strategy and Development Approval process.	(17) How satisfied are you with Council's Land Use Strategy and Development Approval process?
E7 – To preserve our natural and built heritage for future generations.	E7.1 - Implement the Griffith City Council Environmental Sustainability Strategy's action plan for land and the built environment. (S,M)	Increased community satisfaction with the protection of the natural environment and provision of a liveable built environment.	(39) How satisfied are you with efforts being made in your community to: <ul style="list-style-type: none"> <li>- Protect and conserve the natural environment</li> <li>- To provide a liveable built environment</li> <li>- With regard to Environmental programs/education</li> <li>- To provide safe and clean food outlets</li> </ul>
E8 – To improve sustainable land use.	E8.1 - Implement the Griffith City Council Environmental Sustainability Strategy's action plan for land and the built environment. (S,M)	Land Use Strategy implemented.	



CSP Objectives	CSP Strategies – How do we achieve this	Additional Baseline Reporting Measures	Survey Questions
E9 – To plan effectively and consider health issues within planning and sustainable development frameworks.	E9.1 - Implement the Griffith City Council Environmental Sustainability Strategy's action plan for land and the built environment. (S,M)	Community satisfaction with provision of bike paths, footpaths, exercise equipment.	(8) How satisfied are you with access to and provision of the following?  <ul style="list-style-type: none"> <li>- Cycleways</li> <li>- Footpaths</li> <li>- Pedestrian access around shopping centres and community facilities</li> <li>- Lighting of public areas</li> <li>- Outdoor fitness equipment</li> <li>- Food Forest</li> </ul>
E10 – To improve biodiversity by preserving and protecting existing biodiversity.	E10.1 - Implement the Griffith City Council Environmental Sustainability Strategy's action plan for biodiversity. (S,M)	Increased active management and promotion of biodiversity eg weed control programs.	
E11 – To ensure and maintain the conservation of the natural environment.	E11.1 - Implement the Griffith City Council Environmental Sustainability Strategy's action plan for biodiversity. (S M,L)	Number of programs implemented. Increased amount of native plants planted.	
E12 – To deal with waste more effectively, including using it as a resource.	E12.1 - Implement the Griffith City Council Environmental Sustainability Strategy's action plan for waste. (M)	Reduction in dumped rubbish. Increased amount of waste recycled per capita.	

## Growing our City

- To develop our vibrant regional city.
- To ensure a balance between commercial and social infrastructure development.
- To enhance access to and from our city, as well as mobility within the region.

CSP Objectives	CSP Strategies – How do we achieve this	Additional Baseline Reporting Measures	Survey Questions
D1 - Develop Griffith as a centre of choice for trade, business, health, recreation and employment.	<p>D1.1 - Advocate for the early installation of National Broadband Network in the Griffith LGA. (S)</p> <p>D1.2 - Ensure development is planned and strategic, incorporating principles of sustainability and triple bottom line of being financially, socially and environmentally measured. (S)</p> <p>D1.3 - Advocate for access to improved health and allied health services through face-to-face and e-health processes. (S,M,L)</p> <p>D1.4 - Increase local access to further education options. (S,M,L)</p> <p>D1.5 - Promote the value of tourism and its economic benefits to the community. (S,M,L)</p>	<p>Increased perception of the community on the variety of retail options.</p> <p>Increased number of day and overnight visitors.</p> <p>Increased number of people employed in the tourism industry.</p>	(19) How satisfied are you with the variety of retail options?

CSP Objectives	CSP Strategies – How do we achieve this	Additional Baseline Reporting Measures	Survey Questions
D2 - Attract and develop new value-adding industries.	<p>D2.1 - Encourage the establishment of diversified industries. (S) (M)</p> <p>D2.2 - Advocate for the early installation of National Broadband Network in the Griffith LGA. (S)</p> <p>D2.3 - Improve the physical appearance of city and village entrances. (S)</p> <p>D2.4 - Encourage planned development in Griffith LGA villages and the wider region. (S) (M)</p> <p>D2.5 - Promote opportunities for small businesses to establish in our community. (M)</p> <p>D2.6 - Implement Economic Development Strategies to assist in filling vacant commercial spaces and consider location of shopping centres. (M)</p> <p>D2.7 - Invest in and implement the strategies identified by the Strengthening Basin Communities Project. (S)</p>	<p>Increased number of new businesses.</p> <p>Increased number of non-residential building approvals.</p>	

CSP Objectives	CSP Strategies – How do we achieve this	Additional Baseline Reporting Measures	Survey Questions
D3 - Develop Griffith as regional transport hub and inter-modal transport centre.	<p>D3.1 - Relocate freight terminal from Central Business District. (M)</p> <p>D3.2 - Improve facilities at existing Griffith transport infrastructure, ie: airport, bus interchange, railway station. (S)</p>	Community satisfaction with Griffith's transport facilities - airport terminal, bus interchange, railway station facilities.	<p>(42) How satisfied are you with Griffith's transport facilities?</p> <ul style="list-style-type: none"> <li>- Overall</li> <li>- Airport Terminal</li> <li>- Bus Interchange</li> <li>- Railway station</li> </ul>
D4 - Maintain and develop public roads, paths, cycleways and transport corridors.	<p>D4.1 - Develop and implement a detailed assets management and replacement program for roads, paths, cycleways and transport corridors. (M) (L)</p> <p>D4.2 - Extend and improve kerb and guttering in the CBD. (M)</p> <p>D4.3 - Install path/cycleways in residential areas. (L)</p> <p>D4.4 - Install path/cycleways to connect suburbs and villages. (L)</p> <p>D4.5 - Improve and maintain street lighting in residential and central business areas. (M)</p>	<p>Increased community satisfaction with sealed roads.</p> <p>Increased community satisfaction with unsealed roads.</p> <p>Increased community satisfaction with car parking.</p>	<p>(13) How satisfied are you with the maintenance of:</p> <ul style="list-style-type: none"> <li>- sealed roads</li> </ul> <p>(13) How satisfied are you with the maintenance of:</p> <ul style="list-style-type: none"> <li>- unsealed (gravel) roads</li> </ul> <p>(16) How satisfied are you with the car parking options in the CBD?</p>

CSP Objectives	CSP Strategies – How do we achieve this	Additional Baseline Reporting Measures	Survey Questions
D5 - Provide infrastructure in partnership with service providers.	<p>D5.1 - Advocate for the early installation of National Broadband Network in the Griffith LGA. (S)</p> <p>D5.2 – Investigate and provide options to implement the Strengthening Basin Communities Project strategies. (M)</p> <p>D5.3 – Facilitate the construction of appropriate accommodation for the delivery of additional health services. (S)</p> <p>D5.4 – Recommit to the Memorandum of Understanding between GCC, Charles Sturt University and NSW Institute of TAFE – Riverina to expand tertiary education options delivered locally. (S)</p>	Number of projects Council has partnered with external providers.	
D6 - Develop policies that encourage sustainable growth.	<p>D6.1 - Ensure development is planned and strategic, incorporating principles of ecological sustainability. (S,M,L)</p> <p>D6.2 - Progress the development of the new Griffith Cemetery to incorporate elements to accommodate the diverse cultural groups within our community.</p> <p>D6.3 - Implement the strategies identified in the Land Use Strategy. (M)</p> <p>D6.4 - Provide a suitable livestock</p>	<p>Land Use planning is reviewed on a regular basis.</p> <p>Number of residential lots available from approved subdivisions.</p>	

CSP Objectives	CSP Strategies – How do we achieve this	Additional Baseline Reporting Measures	Survey Questions
	marketing centre to facilitate the buying and selling of livestock. (M)		
D7 - Promote Griffith as a “centre of excellence”.	<p>D7.1 - Develop and sufficiently resource a cross-organisational marketing and promotion strategy that presents a unified and cohesive image of Griffith. (S)</p> <p>D7.2 - All new developments comply with the existing and future development strategies. (S,M,L)</p>	Improved community perception that Griffith is promoted as a Centre of Excellence.	<p>(31) How would you rate living in Griffith for:</p> <ul style="list-style-type: none"> <li>- Young children</li> <li>- Teenagers</li> <li>- Seniors</li> <li>- Singles</li> <li>- Families</li> <li>- People with a Disability</li> </ul>
D8 - Develop “easy access links” with key regional and capital centres (eg: Rex link to Melbourne).	<p>D8.1 - Relocate freight terminal from Central Business District. (M)</p> <p>D8.2 - Improve facilities at existing Griffith transport infrastructure, ie: airport, bus interchange, railway station. (S)</p>	Community satisfaction with transport services eg air, rail, bus.	<p>(41) How satisfied are you with the Griffith’s travel services?</p> <ul style="list-style-type: none"> <li>- Overall</li> <li>- Air</li> <li>- Bus</li> <li>- Rail</li> </ul>
D9 - Establish social and commercial infrastructure for the betterment of community wellbeing and natural resource management.	D9.1 - Improve local access to affordable and appropriate housing – through rental or purchase options. (M)	Increased number of residential building approvals.	
	<p>D9.2 - Investigate the development of an outdoor pool facility. (L)</p> <p>D9.3 - Maximise community support for tourism by increasing awareness of how community interaction is central to the</p>	Increased satisfaction with support provided by Council for Small business, developers, generating local employment opportunities.	(18) How would you rate the support provided by Council for the following? Small business, developers, generating local employment opportunities.

CSP Objectives	CSP Strategies – How do we achieve this	Additional Baseline Reporting Measures	Survey Questions
	<p>quality of experiencing the local region. (S)</p> <p>D9.4 - Maintain and improve services to villages and rural areas of Griffith LGA. (S) (M)</p> <p>D9.5 - Facilitate the development of a multi-purpose community centre that provides for all cultures and ages and incorporates a range of facilities ie: meeting rooms, office space, wet areas, family friendly. (M)</p> <p>D9.6 - Implement the actions of the CBD Enhancement Strategy. (S)</p> <p>D9.7 - Ensure buildings are accessible in accordance with disability access requirements. (S)</p>	<p>Increased community satisfaction with Council managing residential development, town centre and village presentation, litter control, street cleaning, public toilets, parking, protection of heritage sites and buildings.</p>	<p>(15) How satisfied are you with Council:</p> <ul style="list-style-type: none"> <li>- Managing residential development</li> <li>- Town centre and village presentation</li> <li>- Village presentation</li> <li>- Litter control</li> <li>- Street cleaning</li> <li>- Public toilets</li> <li>- Parking for shoppers</li> <li>- Protection of heritage sites and buildings</li> </ul>

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

**CL09**

**SUBJECT: UPDATE ON WESTERN RIVERINA HIGHER EDUCATION PROJECT  
AND REGIONAL UNIVERSITY STUDY CENTRE**  
**FROM: Neil Southorn, Director Sustainable Development**

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### **SUMMARY**

This report is provided to Council in response to a question raised by Councillor Thorpe at the Ordinary Meeting held on 11 February 2014.

The Western Riverina Higher Education Project is aimed at enhancing tertiary education opportunities in the Western Riverina region of NSW. The project is driven by Charles Sturt University (CSU), TAFE NSW Riverina Institute (Riverina Institute) and Griffith City Council. The Regional University Study Centre is located on the Institute premises in Griffith.

A tri-partite Memorandum of Understanding (MoU) was signed by CSU, Riverina Institute and Griffith City Council in 2007. The MoU formalised an agreement between the three organisations to actively participate and cooperate in support for the broader planning and growth of Griffith by developing opportunities for higher education for Griffith and the Western Riverina. The MoU is currently being reviewed.

CSU is also transitioning toward a new model of Outreach Centre with a somewhat different role to expand their footprint and service level to distance education students in regional areas, and it is possible that CSU will seek to change the current Regional University Study Centre into an Outreach Centre.

### **RECOMMENDATION**

**Council continue to explore options that sustain a higher education presence in Griffith.**

### **BACKGROUND**

The participation rate in higher education in the Western Riverina has increased between 2006 and 2011 (refer Attachment A). However, there is still room for improvement when compared to NSW, regional NSW and the Government target of 40% participation in the 25 - 34 age group. The key aim of the Western Riverina Higher Education Project is to provide flexible and innovative education options for tertiary education in the region, thereby increasing higher education participation and the social and economic benefits this brings to the region. A timeline of Project milestones is in Attachment B.

The project is funded by Charles Sturt University. In-kind support is provided by Riverina Institute and Griffith City Council. A key factor in the model is the use of the infrastructure at Riverina Institute to provide access to CSU's services. Project Officer/Study Centre Coordinator, Anne Lyons, works with the partners to identify and implement strategies for increasing participation in higher education in Griffith and the



Western Riverina, particularly those identified in Project Strategic Plan. The project partners meet quarterly with Ms Lyons to discuss the strategic direction for the project.

The higher education sector has been placed under significant financial strain recently with Federal Government budget cuts expected to the sector to the tune of \$2.3 billion, with CSU facing a funding cut of \$6.3m, however both institutions have reaffirmed their commitment to the Project and continue to provide support at least in the short term.

Pathway programs from TAFE to University are an important component of the model as they enable students to undertake all or most of their study in Griffith (face-to-face or by distance education). Key achievements of the project to date are:

- Twenty nine graduates in the integrated Business program (Diploma to Degree program).
- Approximately 31 percent of each TAFE Diploma of Nursing cohort continues directly to university.
- Approximately 20 percent of each TAFE Diploma of Children's Services cohort continues directly to university.

This project was the first of its kind for CSU and has since been implemented in other regional areas such as Parkes. CSU is implementing an expanded Outreach network and is presently in discussions with the partners on if and how any changes to the centre at Griffith might be accommodated.

Other regional areas have adopted different models, such as the Cooma Universities Centre which is funded by the Snowy Hydro Ltd and Cooma Council and offers supported learning for students from a number of universities.

### **Components of the Higher Education model for Griffith**

#### **Formalised Pathway Options**

From 2014 all pathway programs at Griffith campus will be offered as articulated programs where students will complete their TAFE studies first and then enrol in a CSU degree. Students are able to complete their CSU degrees by distance education or at a CSU campus (depending on the course). With technological advances and excellent support for students, distance education is a convenient mode of study, allowing students to gain a university education and continue to live in Griffith if they prefer due to family, cultural or personal reasons.

The programs available for study are:

- **Nursing:** The TAFE Diploma of Enrolled Nursing was first offered at Griffith campus of Riverina Institute in 2010 and is currently up to its 9th cohort of students. Two cohorts commence each year. These students stem from a variety of locations, including Griffith, Leeton, the area around Wagga Wagga and overseas, approximately 31% of students continue on to university study, most of these with CSU.
- **Children's Services:** The TAFE Diploma of Children's Services is a popular course with TAFE students and is an excellent pathway to the CSU Bachelor of Education (birth to five years). These students are generally from Griffith. Approximately 20% of students continue on to university study with CSU. However, most of the students work for several years before they commence their university study.

- Business Studies: This pathway program was offered from 2004 to 2014 as an integrated program where students were co-enrolled in TAFE and CSU. Twenty nine people graduated in the integrated Business program, most of whom have stayed in the area and made important professional contributions to the local community. The program was reviewed last year and with dwindling numbers it was decided to offer it as an articulated program where students complete their TAFE qualifications and then enrol in CSU (bringing it into line with the Nursing and Children's Services programs).
- Other business degrees such as Bachelor of Business (Human Resources): Discussions are currently underway between CSU and Riverina Institute to formalise these pathways.

The possibility of offering local government studies has been examined and will be kept on the agenda. However, CSU does not currently offer programs in this discipline.

### **Incentives to Transition from TAFE to CSU**

- Guaranteed university entry into most CSU undergraduate courses for anyone who has completed a TAFE Diploma or Advanced Diploma.
- Credit for relevant study. Excellent credit is available for TAFE graduates, including for the following programs offered at Griffith campus:
  - Bachelor of Education (birth-five): Diploma graduates receive credit for 16 subjects or half of the four year degree.
  - Bachelor of Nursing: Diploma graduates receive credit for eight CSU subjects or 12 months reduction in a three year full time degree.
  - Bachelor of Business Studies: The credit arrangements are currently under review.
- Scholarships specifically for TAFE students, for example CSU offers 24 x TAFE to University Scholarships valued at \$2500 each.

### **Distance Support Service**

CSU introduced the distance support outreach service in 2012 with the aim of addressing the isolation felt by many distance education students. Elements of the service include academic support at the Regional University Study Centre (provided by Anne Lyons), visits by the outreach academic support team and specialist CSU staff (such as librarians), CSU computers with wi-fi, and access to the support team through skype and social media. The initiative was originally piloted in Griffith, Parkes and Broken Hill and has now been expanded to other areas.

### **Assistance to Prospective Students**

Students are able to obtain assistance to apply for their course and for scholarships. This is a very useful service as many students find the application process daunting and it can be complicated as some applications are made directly to CSU and others through the University Admissions Centre.

### **Improvement in Communication with Current and Prospective Students**

Communication with prospective students has been greatly enhanced during the last few years, through ongoing promotion including:

- 2 x CSU information days at the Griffith campus each year
- Presentations to Year 12 students at all local high schools
- Participation in annual Tertiary Information Expo
- Regular contact with TAFE teachers and classes
- Regular contact with school Careers Advisors, including hosting several meetings of the regional Careers Advisors Network
- Regular contact with distance education students
- Regular contact with Human Resources managers in local organisations

### **Other CSU Initiatives**

- CSU SPiCE program (Specialist Integrated Community Engagement). This project involves placing allied health students with local organisations for placements. Now up to its second year, one student from the first round accepted a position in Griffith after her placement.

### **Revised MoU**

With the passage of time, CSU in particular is wishing to revisit the MoU to better reflect the current operating environment and to not limit collaboration in other areas of activity. A copy of the current MoU is provided as Attachment C. The principles and components of a revised MoU have been discussed between the parties with a view to a simple non binding statement of intent to collaborate in various ways to facilitate higher education participation. When finalised, the amended MoU will be presented to Council for concurrence.

### **Possible Outreach Centre for Griffith**

CSU are implementing an extensive network of Outreach Centres and are considering such a Centre for Griffith as a substitute for the existing Study Centre. The purpose is to increase the level of contact with CSU external students in the catchment, regardless of their course of study or pathway via the Riverina Institute, and to intervene as required if students are identified at risk of discontinuing, linking with the variety of support services that CSU provides to students. This model has both similarities and differences to the current Study Centre and role of the Project Officer/Study Centre Coordinator, with the parties in discussion about if, when and how it might be rolled out in Griffith, including the Outreach Officer being an employee of CSU.

CSU are unable to commit to resourcing an Outreach Centre beyond 12 months, given the source of funding is expected to be cut from the Federal Government budget. This leaves some uncertainty in the future of a Study Centre at Griffith beyond the short term and it would be prudent of Council to consider alternative ways to facilitate higher education participation and ensure a sustained higher education presence in the City.

### **OPTIONS**

Not applicable, information report only.

### **STATUTORY IMPLICATIONS**

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

It is a long standing position of Council that higher education opportunities for the people of Griffith be supported.

## **b) Financial Implications**

None. Griffith City Council makes an in-kind contribution to this project but no financial contribution.

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

Griffith City Council has signed a Memorandum of Understanding to actively participate and cooperate in support for the broader planning and growth of Griffith by developing opportunities for higher education for Griffith and the Western Riverina.

## **(d) Environmental Implications**

Not Applicable.

## **(e) Community Implications**

The Western Riverina Higher Education Project has significant implications in the community as participation in higher education is an integral component of economic and community development. The project is linked to improved school leaver participation rates, increased opportunities for tertiary education for the mature aged, provision of skilled professionals for the workforce, and increased opportunities for those unable or not wishing to leave home for further study due to financial, cultural or personal reasons. Additionally, there is a continued need for this project as people from regional and remote areas remain under represented in higher education.

## **CONSULTATION**

Western Riverina Higher Education Project partners and Project Officer  
Senior Management Team

## **STRATEGIC LINKS**

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

Not Applicable

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

Growing Griffith 2030 – Community Strategic Plan: L3.1, D5.4  
Western Riverina Higher Education Project Strategic Plan 2013-15  
Western Riverina Higher Education Project Marketing/Communication Plan 2013-2014

## **ATTACHMENTS**

- (a) Educational Qualifications by Region, State, Country 2011 and 2006
- (b) Timeline for Higher Education in the Western Riverina
- (c) Current MoU

(a) Educational Qualifications by Region, State, Country 2011 and 2006

**HIGHEST EDUCATION QUALIFICATION ACHIEVED BY PERCENT OF POPULATION**

Qualification level	2011				2006			
	Western Riverina %	NSW Regional %	NSW %	Australia %	Western Riverina %	NSW Regional %	NSW %	Australia %
<b>Bachelor degree or higher</b>	8.7	12.4	19.9	18.8	7.7	10.4	16.5	15.6
<b>Advanced Diploma or Diploma</b>	4.9	7.1	8.3	8.0	4.2	6.2	7.4	7.1
<b>Vocational</b>	19.5	22.1	17.7	18.1	17.8	20.1	16.8	16.7
<b>No qualification</b>	54.0	46.8	42.8	44.1	56.5	50.3	45.5	47.5
<b>Not stated</b>	13.0	11.7	11.4	11.0	13.8	13.0	13.8	13.1
<b>Total persons aged 15+</b>	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0

Source: Profile.id (2011). Community Profile Western Riverina Region, 26. Retrieved from <http://profile.id.com.au/assets/profile/western-riverina/PDF/Western%20Riverina%20Region.pdf>

Profile.id (2011). Community Profile, 1. Retrieved from: <http://profile.id.com.au/australia/qualifications?WebID=100>

Please note Profile.id does not include Hay within the boundaries of the Western Riverina.

## **TIMELINE FOR HIGHER EDUCATION IN THE WESTERN RIVERINA**

<b>2001</b>	The Western Riverina Higher Education working Party established to drive a project analysing the need for tertiary education in Western Riverina (Higher Education Needs Analysis was undertaken by CSU's Centre for Rural Social Research)
<b>2002</b>	Results presented for public release and used to develop a higher education funding model to canvas the Commonwealth and State Governments for funding.
<b>2003</b>	NSW Department of State and Regional Development grant made to Riverina Regional Development Board and Western Riverina Higher Education working Party to promote Bachelor of Business Studies
<b>2003</b>	Launch of partnership and Bachelor of Business program, tree planting – acknowledging the partnership – John Dal Broi (Chairman Riverina Development Board), Jim Brayne (Western Riverina Higher Education Working Party)
<b>2004</b>	The Western Riverina Higher Education Reference Group was established to replace the working party – aimed at providing high level strategic advice and support to TAFE NSW Riverina Institute for the development of tertiary education opportunities in Griffith. Prof Ross Chambers, Cr Joe Burns, Tony McBride, Anna Stephenson, Adele Dean, Graeme Knott, Stephen Joyce, Peta Beelan, Peter Brabin, Geoff Hipkins, Rosemary Campbell, John Davis, Leonard Fritz, Will Mead, and Noel Hicks. Stephen Joyce chaired the group.
<b>2004</b>	First intake of integrated Business Studies Program (consisting of Advanced Diploma in Business Studies and Bachelor of Business Studies degree – 30 students in first cohort)
<b>2007</b>	A tri-partite Memorandum of Understanding was signed to formalise an agreement between the three organisations to actively participate and cooperate in support for the broader planning and growth of Griffith by developing opportunities for higher education for Griffith and the Western Riverina. At this time the reference group was disbanded and strategic direction for the program was provided by the three partner organisations.
<b>2008</b>	Project Officer for Western Riverina Higher Education Project commenced.
<b>2008</b>	Business breakfast held at Gemini Hotel to promote the integrated Business program and re-engage local industry. Attended by 100 people.
<b>2008</b>	CSU and RI signed a Statement of Intent in November 2008 for the development of Collaborative Learning Pathways to establish jointly developed integrated degree/diploma programs in Nursing and Early Childhood.
<b>2009</b>	Griffith's first postgraduate program began in Semester 1 with the commencement of the Graduate Certificate in Management (Professional Practice) operated by the Australian Graduate Management Consortium (joint initiative of CSU and TAFE NSW).
<b>2009</b>	Western Riverina Higher Education Project Strategic Plan 2009-2010 adopted.
<b>2009</b>	Bradley Review of Australian Higher Education highlights the Western Riverina Higher Education Project as a means of providing flexible and innovative higher education services in a regional area.

<b>2010</b>	Early Childhood Education Workforce Capacity Project (partners include CSU, RI and TAFE NSW Western Institute and the Batchelor Institute of Indigenous Education) - Current Diploma of Children's Services students and recent graduates invited to participate in the transition program, consisting of a bridging research unit, and then enrolling in the CSU Bachelor of Teaching (birth – 5 years) degree program for 2011.
<b>2010</b>	Credit arrangements between Diploma of Enrolled Nursing at Riverina Institute and Bachelor of Nursing at CSU signed off (with approval from NSW Nurses and Midwives Board)
<b>2010</b>	Parkes University Study Centre opens
<b>2010</b>	The first Diploma of Enrolled Nursing course is offered at Griffith campus.
<b>2010</b>	Flag raising ceremony to commemorate the partnership between Charles Sturt University, Riverina Institute and Griffith City Council.
<b>2011</b>	Nine graduates in the Diploma of Enrolled Nursing. Three of these continue onto CSU Bachelor of Nursing degree.
<b>2011</b>	Nine graduates in the Bachelor of Business Studies program, bringing the total number of graduates to 28.
<b>2011</b>	Investigation into feasibility of running Social Welfare program from Griffith. Research established there was not the demand to run the course.
<b>2012</b>	Broken Hill University Study Centre opens.
<b>2012</b>	Roundtable Strategic Planning meeting held (30 August).
<b>2012</b>	Road signage project completed with "University Study Centre" signage placed on key intersections around the campus.
<b>2012</b>	CSU commences outreach support program for distance education students, including monthly visits from the mobile team. Also trialled the provision of two CSU compatible laptops for student use and assistance from the onsite Study Centre Coordinator.
<b>2013</b>	Western Riverina Higher Education Project Strategic Plan adopted 20 March 2013.
<b>2013</b>	Investigation into feasibility of Local Government studies program. Riverina Institute and Griffith City Council to continue discussions with RAMROC.
<b>2013</b>	Final offering of the integrated Business program (integrated Diploma/Degree program). A total of 29 students graduated from the program, most of whom stayed in the area and worked in business and industry. From 2014 it will be offered as an articulated program.
<b>2013</b>	CSU expanded its outreach support program for distance education students, appointing Study Centre Managers in other areas.
<b>2014</b>	Integrated Business Program no longer offered as an integrated program. Now offered as an articulated program where students complete TAFE Diploma and then enrol in CSU.



**CHARLES STURT**  
UNIVERSITY



RIVERINA INSTITUTE


**MEMORANDUM of UNDERSTANDING  
BETWEEN  
CHARLES STURT UNIVERSITY, TAFE NSW RIVERINA INSTITUTE AND  
GRIFFITH CITY COUNCIL**

**Statement of Intent**

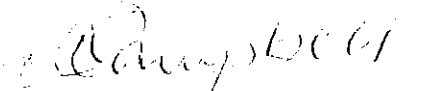
Griffith City Council (GCC), TAFE NSW Riverina Institute (TAFE RI) and Charles Sturt University (CSU) agree to actively participate and cooperate in support for the broader planning and growth of Griffith by developing opportunities for higher education for the communities of Griffith and the Western Riverina.

**Key Objectives**

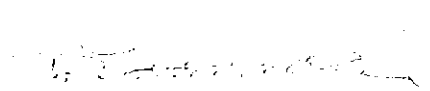
1. To develop a strategic plan to establish and promote a sustainable model for tertiary education in Griffith and the Western Riverina, including consideration of the following:
  - a. Development in Griffith of research and postgraduate programs linked to CSU Centres of Excellence in the Wine & Grape Industry and Water Management.
  - b. Delivery of CSU degree programs that integrate and/or articulate with TAFE RI Certificate IV, Diploma and Advanced Diploma programs available in Griffith and the Western Riverina.
  - c. Attraction of students from Griffith and the Western Riverina areas and also from the broader regional, national and international markets by:
    - i. Researching, selecting and developing distinctive programs in areas of high and/or unmet demand for both markets.
    - ii. Developing market-specific promotional strategies and resources to attract students to joint TAFE RI and CSU programs.
    - iii. Tapping the industry and community capacity to support employment and career development.
  - d. Establishment of Griffith as the key centre for improving participation in Higher Education in the Western Riverina.
2. To collaborate in identifying, seeking and where possible acquiring the necessary resources to establish the infrastructure necessary to support a sustainable model for tertiary education in Griffith and the Western Riverina.
3. To promote the CSU University Study Centre presence in Griffith with signage and advertising in collaboration with TAFE RI.
4. To establish a Coordinating Group comprising of 2 senior representatives (or their delegate) from each organisation to coordinate and drive the implementation of the MoU.

  
Lawrie Willett AO  
Chancellor  
Charles Sturt University

(date)

  
Rosemary Campbell  
Institute Director  
TAFE NSW Riverina Institute

(date)

  
Bernadino Zappacosta  
Mayor  
Griffith City Council

(date)



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

**CL10**

**SUBJECT: DESIGNATED PERSONS - COUNCIL COMMITTEES**  
**FROM: Brett Stonestreet, General Manager**

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### **SUMMARY**

The Notice of Motion from the Ordinary Meeting 11 March 2014 from Councillor Rossetto regarding Council Committee Delegations and Designated Persons was laid on the table.

This report seeks to raise the item and offers options for Councillors to progress this matter.

The current status gives Delegation to Management Committees to make variations on expenditure within approved project budgets.

Currently, any recommendations made by Committees other than expenditure variations within approved project budgets must be adopted by Council to be enacted.

### **RECOMMENDATION**

- (1) The Notice of Motion by Councillor Rossetto be raised from the table.**
- (2)(a) Council continue with the current Committee structure pending items (b) and (c).**
- (b) All Committees of Council established under Section 355 of the Local Government Act be deemed Advisory Committees with no delegations including the ability to make variations of expenditure within approved project budgets.**
- (c) Council no longer recognise community or stakeholder Committee members as designated officers exercising a function of Council.**
- (d) Council amend all current Committee Terms of Reference accordingly.**

### **BACKGROUND**

Following the 26 June 2013 resolution, all Committee members were contacted either in person or by post to be provided information regarding their disclosure obligations and were also provided Annual Disclosure forms with instructions to aid completion.

Due to the requirement becoming active close to the 30 September 2013 lodgement due date, and the logistics of notifying all Committee members against the Committee meetings schedules, Committee members were given an extension of time to lodge annual disclosure forms and were provided with reminders on a regular basis of their requirement to do so.

Advice from the Division of Local Government provides that Council is entitled to make section 355 Committee members designated persons where Council considers the Committee is undertaking a function of Council. Having done so, Committee members at the present time are deemed to be exercising a function of Council and therefore subject to the disclosure requirements of s449 of the Local Government Act 1993.

## OPTIONS

Council has the following options in terms of addressing the issue:

### OPTION 1:

As per Recommendation (2) and Councillor Rossetto's Notice of Motion:

- (2)(a) Council continue with the current Committee structure pending items (b) and (c).
- (b) All Committees of Council established under Section 355 of the Local Government Act be deemed Advisory Committees with no delegations including the ability to make variations of expenditure within approved project budgets.
- (c) Council no longer recognise community or stakeholder Committee members as designated officers exercising a function of Council.
- (d) Council amend all current Committee Terms of Reference accordingly.

### OPTION 2:

- (a) Council continue with the current Committee structure pending items (b) and (c).
- (b) All Committees of Council retain current delegated power being:  
"to have delegation to make variations of expenditure within an approved project budget referred to the Committee for consideration"
- (c) Retain Council Committee members as designated persons and require all members to complete and lodge with Council the required disclosure documentation by Friday 18 April 2014.
- (d) Those Committee members who fail to complete the required disclosure documentation by 19 April 2014 be advised that their appointment as a Committee member is terminated.

### OPTION 3:

- (a) Council continue with current Committee structure pending items (b) and (c)
- (b) All Committees of Council retain current delegated power being:  
"to have delegation to make variations of expenditure within an approved project budget referred to the Committee for consideration".

Further delegated powers be allocated to Committees as follows:

["Insert specific delegations"] (to be determined by Council).

(c) Retain Council Committee members as designated persons and require all members to complete and lodge with Council the required disclosure documentation by Friday 18 April 2014.

(d) Those Committee members who fail to complete the required disclosure documentation by 18 April 2014 be advised that their appointment as a Committee member is terminated.

General Manager's Comment:

Griffith City Council has and will continue to seek input to its decision making process through several mechanisms. One important such mechanism is through several committees which include Councillors, community and stakeholder representatives. All Current Committees have similar Terms of Reference and for all intent and purpose are advisory committees i.e. Committees make recommendations to the full Council for consideration.

The reality has been, at least in recent years that most recommendations by the Committee to Council have been endorsed / adopted by Council. There are exceptions, however, where a particular recommendation by a Committee is either not endorsed by Council or supported but in a revised form.

Notwithstanding the above comments, all Committees of Council do have one very minor power of delegation as follows:

"to have delegations to make variations of expenditure within an approved project budget referred to the Committee for consideration"

The above delegation is very minor and in practice very seldom exercised. It is this delegation which triggers the authority of Council to declare Committee members as designated persons. Should this minor delegation be withdrawn the authority of Council to appoint Committee members as designated persons is removed.

It is my view that the most appropriate manner to determine this matter would be through Option 1, which is Councillor Rossetto's Notice of Motion.

## **STATUTORY IMPLICATIONS**

### **a) Policy Implications**

Not Applicable

### **b) Financial Implications**

Committees of Council will have no further financial delegation of authority.

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

Sections 355, 441, 449, 460, 482 of Local Government Act 1993.

## **CONSULTATION**

Division of Local Government,  
Councillors  
Senior Management Team

## **STRATEGIC LINKS**

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

Not Applicable

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

In accordance with Growing Griffith 2030 C1 - C7 objectives in the 2013/14 Operational Plan.

## **ATTACHMENTS**

(a) Notice of Motion submitted by Councillor Rossetto 19 February 2014

(a) Notice of Motion submitted by Councillor Rossetto 19 February 2014



Councillor	Paul Rossetto
Date	19 February 2014

### **NOTICE OF MOTION**

Mr Brett Stonestreet  
General Manager  
Griffith City Council  
GRIFFITH NSW 2680

Dear Brett

**Re: Notice of Motion - Council Committee and Designated Persons**

I hereby give notice of the following motion for the Council meeting to be held on Tuesday, 11 March 2014.

I move that:

- a) Council continue with the current Committee structure pending items b) and c)
- b) All Committees of Council established under Section 355 of the Local Government Act be deemed Advisory Committees with no delegations including the ability to make variations of expenditure within the approved budgets.
- c) Council no longer recognise community or stakeholder Committee members as designated officers exercising a function of Council.
- d) Council amend all current Committee Terms of Reference accordingly.

Yours sincerely

A handwritten signature in black ink that reads 'Paul Rossetto'. The signature is written over a dotted line.

Councillor Paul Rossetto

19 February 2014



**MINUTES OF THE ENVIRONMENTAL SUSTAINABILITY MANAGEMENT  
COMMITTEE MEETING HELD IN THE MURRAY ROOM, GRIFFITH ON TUESDAY,  
11 FEBRUARY 2014 COMMENCING AT 1.00 PM**

**PRESENT**

Councillor Lancaster (Chairperson), Councillor Balind (Alternate), Judy Allen (Community), Eleanor Hancock (Community), Bronwynne McCaw (Community) & Brian Sainty (Community)

**STAFF PRESENT**

Director Sustainable Development, Neil Southorn; Director Utilities, Planning and Environment Manager, Carel Potgieter & Environmental Planner & Minute Taker, Joanne Tarbit  
Quorum = 6

**CL01 APOLOGIES**

**RECOMMENDED** on the motion of Eleanor Hancock and Bronwynne McCaw that apologies be accepted from Councillor Cox, Councillor Thorpe, Environmental Health Officer, Renae Foggiano; Environmental Health Officer Cassie Vitucci & Landcare Officer Wendy Minato.

**CL02 CONFIRMATION OF PREVIOUS MINUTES**

**RECOMMENDED** on the motion of Eleanor Hancock and Judy Allen that the minutes of the previous meeting held on 10 December 2013 having first been circulated amongst members, be confirmed as a true and accurate record.

**CL03 BUSINESS ARISING**

**3.1 Noxious Weeds Declarations - Classes & Control Requirements**

Mr Sainty questioned fining of landholders where infestations of noxious weeds were present. General discussion took place regarding the issuing of fines, and it was confirmed that Officers preferred to work with landholders to encourage weed control first and fines only as a last resort.

Mrs Tarbit advised that the Noxious Weeds Officers were working on Prickly Pear infestations in the Mallinson Road and Scenic Hill areas this year. It was intended to commence discussions with the neighbouring landowners at this time.

Councillor Lancaster advised that the Councillors acknowledge that some people harvest a small number on their property, as opposed to those with large infestations which are spreading beyond their property boundary.

Councillor Lancaster advised that the Councillors do not get involved with compliance as it is an operational matter, however Councillors do support the Noxious Weeds staff. It was suggested that the Committee could make a submission to place more funds in the next budget for noxious weeds control.

**RECOMMENDED on the motion of Eleanor Hancock and Brian Sainty that the Committee ask for increased funding in the 2014/2015 budget, for noxious weed control, specifically Prickly Pear.**

**SENIOR MANAGEMENT TEAM COMMENT:**

**Council has secured additional grant funding to assist with control of Prickly Pear and Khaki Weed on Scenic Hill. In addition to this funding already secured a further grant is being applied for through the Public Reserves Trust for controlling Prickly Pear at Lake Wyangan. Council could consider additional funding in response to the request of the Committee.**

**3.2 General Business - Burning of Household Rubbish**

A copy of relevant legislation from the Protection of the Environment Operations (POEO) Act 1997 and Protection of the Environment Operations (POEO) (Clean Air) Regulation 2010 (*Attachment (a)*) was distributed to the Committee members to read. It was discussed that this legislation deals with air pollution rather than controlling burning in different situations.

It was discussed that each situation for burning (eg urban backyard, woodfires, and rural) had different controls. Controls are generally in the form of legislation, though some councils such as Wagga Wagga had local policies that prohibited burning in urban areas.

Mr Southorn confirmed with the Committee members that their concerns related to the nuisance and release of toxic gases from smoke and suggested that more information was required for next meeting.

Councillor Lancaster agreed and requested a report to the next meeting.

**CL04 DECLARATIONS OF INTEREST**

**NON-PECUNIARY INTEREST**

Councillor Balind

Clause 07 - Reason - Councillor Balind is on the City to Lake Fun Run Committee.

*Make a declaration, stay in the Chamber and participate in the debate and vote.*

**CL05 MURRUMBIDGEE LANDCARE - REGIONAL LANDCARE FACILITATOR - WENDY MINATO**

Mrs Minato was unable to attend the meeting and provided an apology. Mrs Minato will attend the following meeting in April.

**CL06 DRAFT BIODIVERSITY STRATEGY UPDATE - JOANNE TARBIT**

A brief report and copy of a submission was distributed to the Committee at the meeting (*Attachments (b) & (c)*) .

Mrs Tarbit gave the Committee an update regarding the progress of the Draft Griffith City Council Biodiversity Strategy (GCCBS) and the vision for finalising this plan.

Mr Southorn advised that the GCCBS needs to link with the Riverina Local Land Services Strategy once they have developed a plan. A degree of connectivity to other strategic documents is important, particularly when applying for grants. In the meantime Council could adopt the draft GCCBS as an interim to raise its weight.

Some discussion was held regarding the setting of targets in the plan. Mrs Tarbit explained the reasoning behind setting open, non-measurable targets in some parts of the plan. The Committee agreed that whilst targets are good if they can be met, Council's limited resources may make it difficult to meet specified targets.

**RECOMMENDED on the motion of Councillor Balind and Judy Allen that Council seek to work with the Riverina Local Land Services with a view to finalising the Draft Griffith City Council Biodiversity Strategy.**

**CL07 CLEAN UP AUSTRALIA DAY**

The Committee discussed the clash of dates with Clean Up Australia Day, City to Lake Fun Run and the Hillston Triathlon.

Mrs Tarbit explained that there is a national advertising campaign that accompanies Clean Up Australia Day. In addition Council sends out a total of 90 letters to schools, clubs and community groups each year which was undertaken in January.

**RECOMMENDED on the motion of Councillor Balind and Eleanor Hancock that Council liaise with the City to Lake Fun Run Committee in respect to dates for future years.**

**CL08 2014 TIDY TOWNS**

Mr Southorn discussed some methods for reducing litter and graffiti and advised that Council staff would be developing a strategy in the future. Council needs to determine what's going to work best for our community and be cost effective, for example street art, surveillance, clean up/rapid response van.

Mrs Tarbit advised that the free tip day would be maintained in conjunction with Clean Up Australia Day and Tidy Towns Days in the future.

Mrs Tarbit put the question to the Committee whether Council should enter the Awards this year or not and advised that submissions would need to be ready to be submitted in May/June with assessment to take place in August. The categories for entries were discussed and the Committee asked for ideas for each of these:

- Overall Award
- Cultural Heritage Award
- Wildlife Corridors and Habitat Conservation Award
- Schools Environment Award



- Waste Management and Litter Reduction Award
- Energy Efficiency and Water Conservation Award
- Bush Spirit Award
- Young Legends Award

It was agreed that participating in the Tidy Towns competition does raise the profile of the city, so there is a clear benefit to joining the program. Mr Sainty thought the program was more complicated than it used to be. Mrs Allen stated that the program now encouraged sustainability.

Mrs McCaw advised that the last Tidy Towns assessor had advised Council not to put in too many Council projects and to encourage the community to get on board too.

Councillor Balind suggested talking to Early Learning Director, Neville Dwyer about potential ideas as well as Owen Toyota and RFS.

Mr Southorn also suggested talking with the Development Planners about recently constructed buildings.

Members of the Committee expressed disappointment however, that Clean Up Australia does not support the bottle recycling deposit system.

Mrs Hancock stated that any effort to clean up the city is worthwhile and requested that the matter be deferred for final determination at the next meeting and a further report outlining the categories and cost be put to the Committee.

## **CL09 GENERAL BUSINESS**

### **9.1 Bicycle racks**

Mr Southorn advised these are a work in progress, with concerns being raised about potential for vandalism and pedestrian hazard. Mr Southorn further stated that the deadline for using the funds closes soon.

The members of the Committee agreed that Council should install some racks as a trial.

### **9.2 Apex Park**

Mr Sainty put forward a case to suggest that user groups such as schools, bootcamps, use for commercial gain and sporting groups should be asked to pay for the maintenance of parks where they use them on a regular basis.

Mr Southorn stated that he welcomes the use of parks by others and advised that Council does not have a policy in place for users to pay for the upkeep of the park, with some organisations receiving a rebate for upkeep of parks.

Mr Southorn also advised that members of the public are not allowed to enter schools, however the public could continue to use public parks when in use by a group such as school children, with common courtesy applying.

### **9.3 Scenic Hill Cleanup**

Via email, Councillor Cox asked if insurance matters could be added to the draft media release. Mrs Tarbit advised the Committee that this was unnecessary as the website link provided in the release linked to information about insurance.

Councillor Lancaster asked if the Area News could publish a map of the trails on Scenic Hill.

Mrs Hancock also requested a letter to be sent out to community groups.

Councillor Lancaster stated that members of the Griffith Feral Joggers pick up rubbish on occasions.

Councillor Balind spoke about a iphone app 'snap, send, solve'. The app allows the general public to take a photo, and send it to Council with location and details. This creates an automatic work order.

It was agreed that a different group of the public would use this app to those who already write in or phone Council about similar issues.

Mr Southorn agreed this needs to be discussed further with senior management and will follow up on this item.

#### **9.4 Environmental Sustainability Strategy**

Mr Southorn requested that the response from the Chamber of Commerce be noted and attached to the minutes (*Attachment (d)*) .

#### **9.5 Lake Wyangan water quality status update**

Mrs Tarbit advised that the Environmental Health Officer, Renae Foggiato provided the following information which was summarised to the Committee:

- The current status of Lake Wyangan North is still a Red Alert and is currently closed to the public.
- Sampling weekly whilst experiencing a bloom.
- Take a 'composite sample' - sample from about 5 spots around the Lake and combine to form 1 algae sample.
- A number of people are still using the Lake, warning signs are in place, media releases have been issued and people that ring and enquire are advised of the dangers. Boat and Sailing Clubs are also requested to advise their members and anyone entering through the gate.
- Weekly updates are sent out to Boat & Sailing Club, Councillors, SMT, Customer Service, Visitors Centre etc.
- Sample results take about 7-10 days to come back.
- The overall algae count hasn't really decreased, it has increased since the initial alert.
- MI look after the sampling of the South side and they aren't experiencing a problem. This may be due to factors such as pumping out for irrigation, they are filled from different sources.
- Not really much we can do about the bloom, other than wait for conditions to change.
- Water level in North side is lowest it's been in a while.

#### **9.6 Lake Wyangan Plan of Management update**

A meeting is scheduled for Friday morning with representatives from Council, Murrumbidgee Irrigation and the Boat Club regarding water levels and water quality in Lake Wyangan.

Mrs Tarbit advised there are currently signs at the Boat Club, Sailing Club and public boat ramp and picnic areas stating no swimming. These have images depicting the like for non-english speaking people.

It was discussed that Lake Wyangan is important for recreation and a solution needs to be determined for the long term use of the Lake.

Mr Southorn advised conditions had been imposed on surrounding landusers such as Sunset Waters to reduce the environmental impact these developments might have on the Lake.

### **9.7 Earth Hour**

Mrs Tarbit discussed Council's past participation in Earth Hour including the win of a Solar System for the Community FM Radio Station and potential involvement this coming March.

The Committee agreed to support Earth Hour with media releases but not to participate in the outdoor screening event.

### **9.8 Meeting at Water Reclamation Plant**

Mr Southorn advised that the next meeting will be held at the Water Reclamation Plant.

Mr Southorn also suggested that the Committee request a presentation of the proposed Waste Transfer Station in the future. The transfer station will change Council's way of managing waste, recycling and green waste.

Mr Southorn also advised Council's vision to use a biologically active cap to use methane on the landfill. This will have a great potential to utilise citrus, grape mark and other agriculture waste

Mrs Allan suggested that Council should contact Mary Col, AgPath who is an expert on compost and soil microbes.

### **9.9 New Environment, Health and Sustainability Coordinator**

Mr Southorn advised the Environment and Health department would be gaining a new coordinator to replace Ms Abby Smith. It is hoped that this will provide a greater strategic boost to the department and allow a greater emphasis on sustainability.

### **9.10 Old Civil Defence Building at Airport Terminal**

Mrs Hancock advised that the old Civil Defence Building at the Airport Terminal is getting vandalised and asked about future plans for the building such as demolition.

Mrs Tarbit advised that a monitoring piezometer is located nearby in the trees opposite the building.

Staff to investigate plans for the building and report back to next meeting.

### **9.11 Lake Wyangan Management Plan**

Mrs Tarbit advised Council has begun development of a consultants brief. Murrumbidgee Irrigation has been approached to partly fund it using MI envirowise funding.

Mr Southorn advised initial discussions occurred with Murrumbidgee Irrigation in 2010 about the Lake in response to low Lake levels. These talks are currently being revisited. The Lake has potential to be used for not only current activities but for commercial gain. The development of a Plan of Management will provide an agreement for future use.

Mr Southorn stated that whilst Council owns a water allocation, there needs to be a policy setting out as to when it should be used and for what gain. It is unlikely that topping up the Lake at this time would reduce the algae bloom.

The Committee will be kept up to date to ensure ongoing input.

#### **9.12 E-waste**

E-waste was discussed and it was enquired whether there is a local disposal site for E-waste such as TV's and Computers.

Staff to report back at the next meeting.

#### **9.13 Bulky Waste Collection**

Councillor Balind enquired whether a skip bin could be placed at Pioneer and other dumping hot spots as a long term solution to the dumping of mattresses and furniture on Council's nature strip.

Mrs Tarbit suggested that staff could investigate the use of a skip bin at target locations during the free tip weekends including Wakaden Street, Pioneer and Coolah Street.

#### **CL10 ACTION REPORT**

Nil

#### **CL11 NEXT MEETING**

The next meeting of the Environmental Sustainability Management Committee is to be held on Tuesday, 8 April 2014 at the Water Reclamation Plant.

There being no further business the meeting closed, the time being 2.58 pm.

#### **ATTACHMENTS**

- (a) Legislation from the Protection of the Environment Operations (POEO) Act 1997 and Protection of the Environment Operations (POEO) (Clean Air) Regulation 2010
- (b) Biodiversity Strategy Update
- (c) Biodiversity Strategy Submission
- (d) Response from the Chamber of Commerce

(a) Legislation from the Protection of the Environment Operations (POEO) Act 1997 and Protection of the Environment Operations (POEO) (Clean Air) Regulation 2010

## **POEO(Clean Air ) Regulation 2010**

### **Division 2 Control of burning generally**

#### **10 General obligation to prevent or minimise air pollution**

(1) A person who burns anything in the open or in an incinerator must do so by such practicable means as are necessary to prevent or minimise air pollution.

Maximum penalty: 100 penalty units (in the case of a corporation) or 50 penalty units (in the case of an individual).

(2) Without limiting subclause (1), the means of preventing or minimising air pollution may include the following:

- (a) taking into account the potential for smoke impacting on any person having regard to:
  - (i) wind direction, and
  - (ii) weather conditions, and
  - (iii) the length of time that the material being burnt is likely to burn,
- (b) taking reasonable measures to ensure that the material being burnt is not wet,
- (c) burning only material that is suitable for disposal by burning, having regard to possible effects on human health and the environment.

#### **11 Prohibition on burning certain articles**

(1) A person must not burn a prohibited article:

- (a) in the open, or
- (b) in an incinerator that is not authorised or controlled by a licence under the Act.

Maximum penalty: 100 penalty units (in the case of a corporation) or 50 penalty units (in the case of an individual).

(2) It is not an offence under this clause to burn a tyre for the purposes of the giving of instruction in methods of fire fighting by an officer or member of a fire fighting authority (within the meaning of the [Rural Fires Act 1997](#) ), or by a fire control officer (within the meaning of the [Rural Fires Act 1997](#) ), when acting in his or her official capacity.

(3) The EPA may, by written notice given to a public authority, exempt the public authority from the operation of subclause (1).

(4) The EPA may grant such an exemption only in relation to the burning of prohibited articles in the course of any of the following activities:

- (a) research to improve safety in relation to the flammability of materials and smoke reduction (including the development of testing procedures),
- (b) training of fire-fighters,
- (c) rating of the effectiveness of fire extinguishers and fire suppression systems,
- (d) testing undertaken to certify that manufactured or imported products comply with Australian Standards or International Standards or meet any legislative requirements placed on them.

- (5) An exemption:
  - (a) is subject to any conditions that may be specified in the written notice by which it is granted, and
  - (b) may be amended or revoked by means of a further written notice given to the public authority, and
  - (c) unless sooner revoked by the EPA, remains in force:
    - (i) for a period of 12 months from the date it is granted, or
    - (ii) for such other period as is specified in the written notice by which it is granted, and
  - (d) extends to apply to any person acting at the direction of the public authority to which it is granted.
- (6) In this clause, *prohibited article* means any of the following:
  - (a) tyres,
  - (b) coated wire,
  - (c) paint containers and residues,
  - (d) solvent containers and residues,
  - (e) timber treated with copper chromium arsenate (CCA) or pentachlorophenol (PCP).

## **POEO Act 1997**

This one is only controlled by the EPA not Council

### **Division 2 Air pollution from fires**

#### **133 Prohibition by EPA of burning in open air or incinerators**

- (1) This section applies if the EPA is of the opinion that weather conditions are such that the burning of fires in the open or in incinerators while those conditions persist will contribute or is likely to contribute to air pollution to such an extent that the making of an order under this section is warranted.
- (2) The EPA may, by order published in accordance with this section, prohibit, unconditionally or conditionally, the burning of fires in the open or in all or any specified classes of incinerators.
- (3) An order under this section has effect for such period (not exceeding 7 days) as is specified in the order, but may be revoked by a further order under this section.
- (4) An order under this section must be:
  - (a) published in a daily newspaper circulating throughout the State not later than on the day on which the order is to take effect, or
  - (b) broadcast by radio or television throughout the area of the State to which it relates not later than on the eve of the day on which the order is to take effect.
- (5) An order under this section may be limited in any way specified in the order, including:
  - (a) to specified areas or classes of areas,
  - (b) to specified persons or classes of persons,
  - (c) to specified times or circumstances,
  - (d) to specified purposes or classes of purposes.
- (6) An order under this section has effect even though it prohibits burning that is permitted by any regulation relating to the burning of fires.

### **134 Directions by authorised officers concerning fires**

- (1) This section applies if an authorised officer is of the opinion that a fire is burning in or on any premises and:
  - (a) the fire is prohibited by an order of the EPA under this Division or by the regulations, or
  - (b) air pollution from the fire is injurious to the health of any person or is causing or is likely to cause serious discomfort or inconvenience to any person.
- (2) The authorised officer may, by notice in writing given to:
  - (a) the occupier of the premises or person apparently in charge of the premises, or
  - (b) the person apparently in charge of the fire,
    - direct the occupier or other person to whom the notice is given to extinguish the fire immediately.
- (3) The authorised officer may, by that notice, also direct the occupier or other person not to light or maintain a similar fire in or on the premises during such period (not exceeding 48 hours) as is specified in the notice.
- (4) A notice under this section may be revoked by a further notice under this section.

### **135 Offence**

A person who, without reasonable excuse, does not comply with an order or notice under this Division is guilty of an offence.

Maximum penalty: 30 penalty units.

## (b) Biodiversity Strategy Update

**SUBJECT: BIODIVERSITY STRATEGY UPDATE**  
**FROM: Joanne Tarbit, Environment Planner**

---

**SUMMARY**

This report is to provide an update on the status of the draft Griffith City Council Biodiversity Strategy 2013.

**RECOMMENDATION**

- 1. Council staff discuss and review the new Murrumbidgee Catchment Action Plan with the Riverina Local Land Service, to determine linkages with the Griffith City Council Biodiversity Strategy.**
- 2. Council staff determine if alterations to the strategy are appropriate and report back to the committee.**

**BACKGROUND**

The draft Griffith City Council Biodiversity Strategy 2013 (GCCBS) was on public exhibition from 1 March 2013 to 2 April 2013. During this period, Council received 1 submission from the Murrumbidgee Catchment Management Authority. The submission received has implications for the entire strategy.

Commentary is provided below regarding points raised in the submission:

1. The development of the GCCBS commenced in 2011 not long after Australia's Biodiversity Conservation Strategy 2010-2030 was published. Around the same period, there was discussion with the Murrumbidgee Catchment Management Authority (MCMA) regarding the development of a new Murrumbidgee Catchment Action Plan (MCAP).

As the National Strategy had been adopted and provided clear priorities for action, it was considered that linking the GCCBS to these priorities and using a similar format would place Council in a good position for later reporting as well as access to grant applications.

The MCMA began the development of the new MCAP early in 2012, with the development of the this plan occurring concurrently with the development of the GCCBS. The draft GCCBS however was ready for reporting at the Ordinary Meeting of Council on 26 February 2013 with public consultation subsequently held during March of 2013.

The new MCMA CAP was adopted and finalised in April 2013, however given the impending disbandment of the MCMA, it was considered unwise to redevelop the GCCBS to refer to and link with the MCMA CAP.

Given the Local Land Services is now in operation, Council is in a position to discuss the GCCBS with the LSS, with an aim to finalising and adopting this plan.

This report has been put together as an update



## (c) Submission - Draft Biodiversity Strategy



**Catchment Management  
Authority**  
Murrumbidgee

Reference: A1404065

Joanne Tarbit  
Griffith City Council  
PO Box 485  
Griffith, 2680

Dear Joanne

**RE: Exhibition of Draft Griffith City Council Biodiversity Strategy 2013**

I refer to your correspondence received 11 March 2013 requesting comment from the Murrumbidgee Catchment Management Authority (CMA) for the Griffith City Council Biodiversity Strategy 2013. The Murrumbidgee CMA would like to thank you for the opportunity to provide input into this Draft Biodiversity Strategy.

The Murrumbidgee CMA supports both the principle and practice of undertaking such an endeavour as the development of a Biodiversity Strategy. The Murrumbidgee CMA looks forward to engaging with the Griffith City Council in the future to undertake partnerships for the implementation of the Strategy where feasible.

The following are specific comments relating to the Draft Strategy:

- Please note that the Murrumbidgee CMA in consultation with the public and other relevant government agencies has finalised the Murrumbidgee Catchment Action Plan 2013 (CAP). This document outlines a whole of government approach to the management of the natural resources within the Murrumbidgee Catchment. It is recommended that the Griffith City Council Biodiversity Strategy refers to and links into the Murrumbidgee CAP to maintain this whole of government approach.
- The recognition of Endangered Ecological Communities and significant landscapes in the Griffith City Council area, as described in Section 2, is a useful way of focusing the vegetation issues.
- In Section 3 page 35 there is a discussion on invasive native species (INS). The *Native Vegetation Act 2003* (NVA) also recognised these species as a threat to biodiversity and local indigenous species. Under the there is a gazetted list of INS species that landholders can seek approval to undertake remedial action to limit their impacts and spread. The Murrumbidgee CMA is able to supply a copy of these species for inclusion in the Griffith City Council Biodiversity Strategy if required.
- In Section 4, pages 43, 47 and 50 of the strategy, includes Tables that list "Priority Actions". Under the "Targets" section of these tables it is noted that many of the targets have not been developed using SMART principles (Specific, Measurable, Attainable, Relevant and Time bound). If possible it would be beneficial if the targets

Murrumbidgee Catchment Management Authority  
Level 1, 43-45 Johnston Street, Wagga Wagga NSW 2650  
PO Box 5224, Wagga Wagga, NSW 2650  
Tel: 02 6932 3232 Fax: 02 6932 3269 [www.murrumbidgee.cma.nsw.gov](http://www.murrumbidgee.cma.nsw.gov)

could clearly explain what the measurable change in condition that is expected to occur when the strategy is implemented. For example T4 currently is " By 2020, achieve a net increase of native habitat managed primarily for biodiversity conservation" this could be "By 2020 achieve a net increase of XX hectares of habitat managed primarily for biodiversity conservation.

- In Section 5, Pages 23, 56, 57 and 62 of the strategy, includes a Biodiversity action plan with Tables that list "Priority Actions". Many of the Actions would benefit from an explanation of by whom and when the actions will be undertaken when the strategy is implemented.
- It is noted in Appendix F: Vision for biodiversity linkages that the Griffith City Council has undertaken an exercise similar to one that the Murrumbidgee CMA has also undertaken for part of the Murrumbidgee Catchment. The data held by the Murrumbidgee CMA may be of interest to the Council and may be able to assist in the Strategy's development.

Should you require any further clarification or wish to discuss the comments provided please contact Janelle Jenkins, Catchment Coordinator, at our Wagga office on (02) 69 323282.

  
John Francis  
General Manager  
Murrumbidgee Catchment Management Authority

2 April 2013

(d) Response from the Chamber of Commerce

**Fw: Griffith City Councils Environmental Sustainability Strategy**

----- Forwarded by Renae Foggiano/Griffith City Council on 14/02/2014 11:43 AM -----

From: Pat Pittavino <pat@tbcgriffith.com>  
To: Amanda Quarisa <amanda@msolutions.net.au>,  
Cc: "renae.foggiano@griffith.nsw.gov.au" <renae.foggiano@griffith.nsw.gov.au>  
Date: 20/01/2014 03:39 PM  
Subject: RE: Griffith City Councils Environmental Sustainability Strategy

---

Hi Renae , Sorry I didn't get in touch before. The chamber has not got the resources ,we are all volunteer and there are a myriad of urgent issues but with the CSG debate I think the Chamber will more than have its hands full I appreciate your inviting us but at this stage we can't do it.

Kindest regards Patrick Pittavino

-----Original Message-----

From: Amanda Quarisa [mailto:amanda@msolutions.net.au]  
Sent: Monday, 20 January 2014 2:35 PM  
To: 'Paul Pierotti'; Pat Pittavino  
Subject: FW: Griffith City Councils Environmental Sustainability Strategy

-----Original Message-----

From: Renae.Foggiano@griffith.nsw.gov.au  
[mailto:Renae.Foggiano@griffith.nsw.gov.au]  
Sent: Monday, 20 January 2014 2:29 PM  
To: amanda@msolutions.net.au  
Subject: Fw: Griffith City Councils Environmental Sustainability Strategy

Hi Amanda,

I am having trouble getting the below email through to Pat's email address. Are you able to please ensure that he gets it?

Regards,

Renae Foggiano  
Environmental Health Officer  
Griffith City Council  
PO Box 485, Griffith 2680  
Ph 02 6969 4834  
Fax 02 6962 7161

Email: Renae.Foggiano@griffith.nsw.gov.au

----- Forwarded by Renae Foggiano/Griffith City Council on 20/01/2014 02:27 PM -----

From: Renae Foggiano/Griffith City Council  
To: pat@tbcgriffith.com.au,  
Cc: amanda@msolutions.net.au  
Date: 17/01/2014 09:57 AM  
Subject: Griffith City Councils Environmental Sustainability Strategy

Hi,

I sent a letter to the Griffith Business Chamber in October & followed it up with an email to Paul Pierotti in November inviting members from the Chamber to meet with members of the Environmental Sustainability Management about the possibility of working together with Council and the Committees of Council in promoting and supporting the objectives of the Environmental Sustainability Strategy. I have not received a response from with correspondence, so I was just following up to see if the Business Chamber is interested and if so, can you please advise of a suitable time for your members for this meeting and I can then advise our committee members.

I have attached a scanned copy of the letter for your reference.

If you have any questions about the above information, please let me know.

Regards,

Renae Foggiato  
Environmental Health Officer  
Griffith City Council  
PO Box 485, Griffith 2680  
Ph 02 6969 4834  
Fax 02 6962 7161  
Email: Renae.Foggiato@griffith.nsw.gov.au

### **COMMITTEE RECOMMENDATION**



**MINUTES OF THE GENERAL FACILITIES MANAGEMENT COMMITTEE MEETING  
HELD IN THE COUNCIL CHAMBERS, GRIFFITH ON TUESDAY, 4 MARCH 2014  
COMMENCING AT 4.00 PM**

**PRESENT**

Councillor Doug Curran (Chairperson), Councillor Cox (Alternate), Ginge Davies (Community), Ronald Anson (Community), Denis Conroy (Stakeholder), Judy Kroek (Stakeholder) & Wayne Spencer (Stakeholder)

**STAFF PRESENT**

Director Infrastructure & Operations, Dallas Bibby; Director Utilities, David Tull; Manager Executive Services, Shireen Donaldson; Overseer Parks & Gardens, Jemaile Irvine & Governance Coordinator & Minute Taker, Wendy Krzus  
Quorum = 6

**CL01 APOLOGIES**

**RECOMMENDED** on the motion of Ron Anson and Wayne Spencer that apologies be received from Councillor Lancaster, Greg Collier (Stakeholder), Marilyn Hams (Stakeholder), Don Barbaro (Stakeholder), Gavin Brady (Stakeholder), Team Leader Saleyards, Les Warren; Cemetery Team Leader, Tony Box & Parks & Gardens Manager, Peter Craig.

**Absent:** Councillor Mike Neville, Renae Wynne (Stakeholder), Compliance Coordinator, Michael Toohey & Groundsman Dalton Park, Warren Hodge.

**CL02 CONFIRMATION OF PREVIOUS MINUTES**

**RECOMMENDED** on the motion of Ron Anson and Wayne Spencer that the minutes of the previous meeting held on 3 December 2013 having first been circulated amongst members, be confirmed with the following amendment.

CL08 General Business

Point 8.4 Race Meetings

"Ms Wynne informed the Committee that Racing NSW had advised that they have granted a race meeting for Griffith to be held on Saturday, 13 November 2014."

The date of the race meeting be amended to read Saturday, 13 September 2014.

### **CL03 BUSINESS ARISING**

#### **3.1 General Business (Point 8.1) Cemetery - Interment of Ashes**

Mr Bibby advised that this matter would be dealt with later in the meeting.

#### **3.2 General Business (Point 8.2) Letter from Ms Judith Johnson**

The Chair advised that this matter had been dealt with.

#### **3.3 General Business (Point 8.3) - Dalton Park - Access to Track**

Mr Conroy advised that to date a meeting has not yet been held between the various parties and that the matter has been raised in correspondence which is attached to the Agenda and will be dealt with in Clause 06.

### **CL04 DECLARATIONS OF INTEREST**

The following members declared a Non-Pecuniary Interest

Mr Dennis Conroy

CL06 - Dalton Park

Reason - Mr Conroy is Secretary of the Harness Racing Club Inc.

*Make a declaration, stay in the Chamber and participate in the debate and vote.*

Mrs Judy Kroek

CL06 - Dalton Park

Reason - Mrs Kroek is the President of the Griffith Jockey Club Inc.

*Make a declaration, stay in the Chamber and participate in the debate and vote.*

The Chair suggested that Mr Conroy and Mrs Kroek participate in discussion regarding Clause 06 however voting would not be required as a determination on this matter would be made at an Ordinary Meeting of Council.

### **CL05 GRIFFITH LIVESTOCK MARKETING CENTRE**

Mr Tull provided an overview of the financial and operational position of the Griffith Livestock Marketing Centre advising that to date there had been a net positive income of approximately \$110,000 mainly due to high sheep sales which are continuing.

Mr Spencer advised that the Centre is experiencing a record number of sheep being sold with extremely good prices being achieved.

Mr Spencer further advised that generally the months of April, May and June tend to slow in sheep presented for sale.

Councillor Curran enquired if the net positive income of \$110,000 goes into reserve to be utilised at a later time.

Mr Tull stated that positive income does not go into reserve and that Council could however at its discretion transfer funds into a reserve early next financial year.

Mr Tull advised that the effluent project is progressing well and a meeting with government

agencies has been held. Council is now to prepare a review of environmental effects which will then be passed onto the agencies for comment with a decision expected in June 2014.

Mrs Donaldson entered the Chamber, the time being 4.15 pm.

Councillor Curran enquired when the project would be implemented.

Mr Tull stated that funds for the project are listed in next financial year's budget.

Mr Tull further stated that funds for the completion of the concreting of selling pens, repairs to sheep ramps, an additional shade structure and the purchase and installation of air-conditioners to the office and canteen have been placed in next year's budget.

## **CL06 DALTON PARK**

### **6.1 Correspondence from the Griffith Jockey Club Re: Council Fixed Charges - Application for Annual Subsidy (General Rates)**

Mrs Kroek addressed the meeting in regard to correspondence to Council seeking annual subsidies for general rates paid for 2013/2014 and 2012/2013 period..

Mr Bibby pointed out that the information provided in the Agenda, being Council's Rates - Payment by Community Organisations Policy and an excerpt from Council's Budget for 2013/2014 Sporting Bodies Subsidies was for information purposes.

Mr Bibby stated that the clubs listed in the excerpt do not include a budget from Council and that none of the clubs are subsidised in any way by Council other than with land rates.

Mr Conroy stated that whilst there was a budget set aside for Dalton Park he had no idea how much that budget is.

Discussion took place on the budget for Dalton Park.

Councillor Curran advised that page 20 of the Agenda listed the Dalton Park Working Expenses with an "Original Budget" figure of \$54,590.00 with a break up of expenses (insurance, electricity, rates and charges, water usage charges and maintenance).

Action: Mr Bibby to speak to Council's Director Business Cultural & Financial Services, Max Turner to see if it is possible to get some conformity with the presentation of financial figures.

Councillor Curran stated that the Jockey Club would be advised when this matter is to be presented to Council for a determination and that Mrs Kroek may wish to consider addressing Council at that meeting.

Councillor Cox entered the Chamber, the time being 4.26 pm.

### **6.2 Correspondence from the Griffith Jockey Club Inc. and the Griffith Harness Racing Inc. Re: Dalton Park Issues (issues that impact on both clubs) - Special Event/Day Fees & Access to the Facilities**

Mr Conroy addressed the meeting on behalf of both clubs regarding matters outlined in their correspondence, being:

1. Both clubs feel that the imposition of an \$800 fee each time they hold an event is unfair and unjustified and request that Council waive the special event/day fees for both clubs for events held at Dalton Park including fees already paid in 2013/2014.
2. Not having access to the enclosure has been an ongoing issue with both clubs who are Licensees and they request that an "Agreed Key Plan for Gates" be implemented and both Licensees provided with keys.
3. Request to upgrade drainage at Dalton Park.
4. Request for Council to consider a perimeter fence around Dalton Park.

Mrs Kroek enquired if these matters would need to be presented to Council for determination.

Councillor Curran stated that point 1 would need to be presented to Council for determination. He further stated it would be more beneficial to hold a meeting with both clubs and senior staff in regards to points 2, 3 and 4.

Mr Bibby explained that the \$800 event fee is set in Council's 2013/14 revenue policy and cannot be changed unless there is a change to Council's Revenue Policy. This would require the draft policy to be placed on public exhibition for 28 days prior to approval.

Mr Bibby further stated that there is a process to follow regarding a change to the Revenue Policy.

Action: Mr Bibby refer Point 1 to SMT for presentation to Council at its Ordinary Meeting to be held on 25 March 2014 and for points 2, 3 & 4 a meeting with both clubs be arranged.

#### **CL07 GRIFFITH CEMETERIES**

Mr Bibby stated that in the past there has been an unwritten rule where an additional plaque on a lawn beam (ie a plaque where ashes are a third interment) has not been permitted.

Mr Bibby further stated that this was no longer an issue and in future an additional plaque would be allowed.

Councillor Curran stated that in order to maintain consistency this would need to be written into the Cemetery Operating Procedures.

**RECOMMENDED on the motion of Ron Anson and Councillor Cox that Council allow a second plaque (small detachable plaque) if desired to be placed alongside an existing plaque in the lawn section of the Cemetery marking the interment of ashes and that this rule be added the Cemetery Operating Procedures.**

#### **CL08 SENIOR CITIZENS CENTRE**

Mr Anson provided an update on the Senior Citizens Centre stating that the Griffith Aged Support Services had purchased 15 new chairs to be utilised by the Centre from grant monies received from Council and that Mr Conroy was currently in discussion with a draftsman regarding the drawing of plans for a storeroom.

Mr Anson stated that once plans are drawn and costed consideration could then be given to applying for a community partnership grant.



Councillor Curran enquired what support would be required from Council.

Mr Anson stated that the Rotary Club of Griffith East would provide in-kind support and that funds from either Council and/or grant funding would need to be acquired for the project.

Mrs Krzus advised that the parquetry floor at the Centre has been sanded and resealed and that the existing chairs had been checked and pads placed on the bottom of the legs in order to preserve the floor.

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

Mrs Donaldson provided an update of a recent visit to the Albury Wodonga Pound which took place in December explaining that the Wodonga Pound was a relatively new facility located within the waste facility site.

Mrs Donaldson advised that Council's Design Planner has drawn up plans for a 20 kennel facility and cattery and that these plans (attached) will be forwarded to the RSPCA for their input. Plans and quotations will be the basis of the report to Council in the near future.

#### **CL10 GENERAL BUSINESS**

Nil.

#### **CL11 ACTION REPORT**

Discussion took place on the Action Report, with the following being noted.

Meeting of 4/6/13 - Permit to Carry out Work at the Cemetery - matter finalised (remove from Action Report).

Meeting of 8/10/13 - Griffith Livestock Marketing Centre - digging of worms - matter finalised (remove from Action Report).

Meeting of 8/10/13 - Meeting Dates - Terms of Reference to be amended - matter finalised (remove from Action Report).

Meeting of 3/12/13 - Griffith Cemetery - Letter from Ms Judith Johnson - matter finalised (remove from Action Report).

#### **CL12 NEXT MEETING**

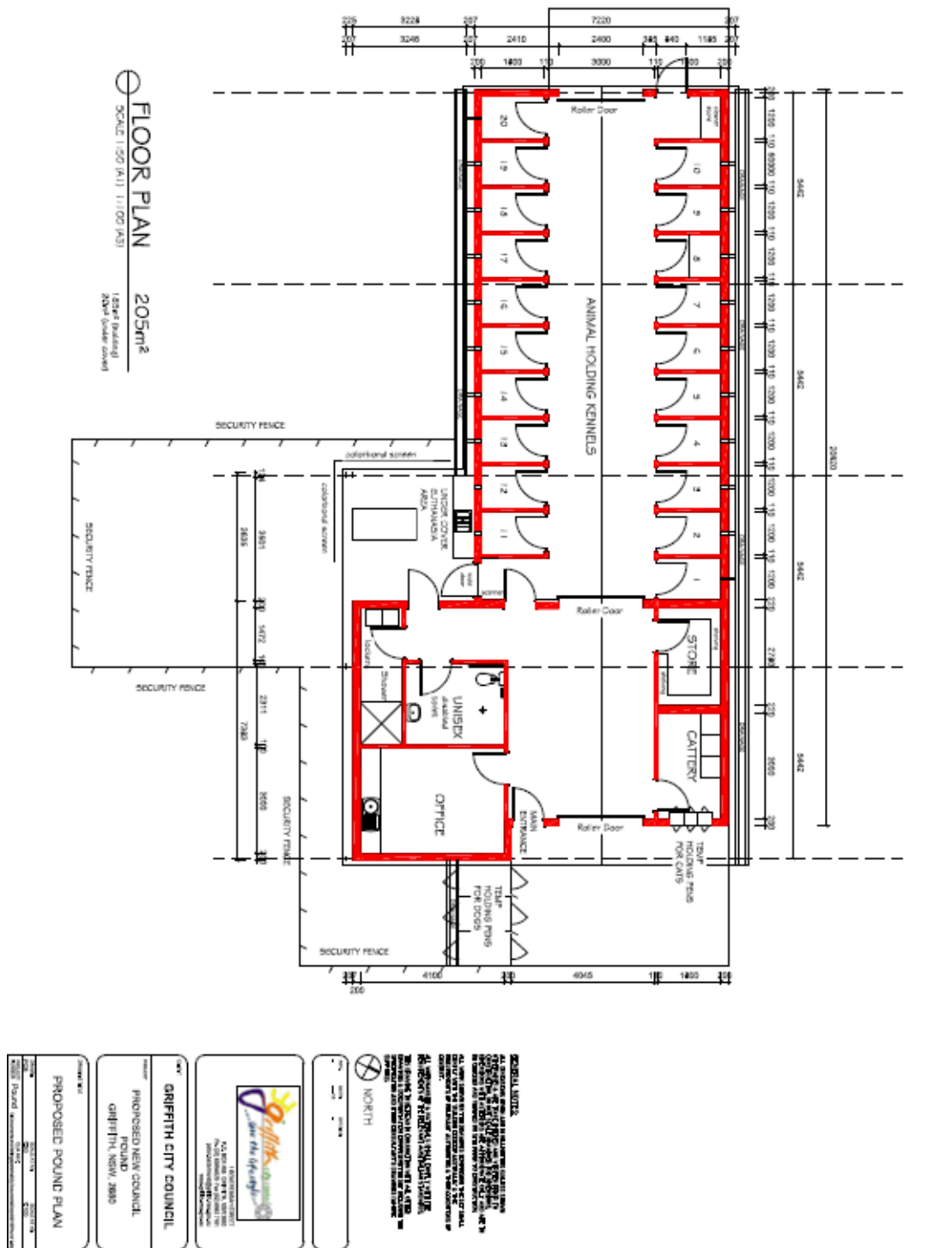
The next meeting of the General Facilities Management Committee is to be held on Tuesday, 6 May 2014 at 4.00 pm at the Senior Citizens Centre.

There being no further business the meeting closed, the time being 4.55 pm.

#### **ATTACHMENTS**

(a) Plan - Griffith City Pound

(a) Plan - Griffith City Pound





**MINUTES OF THE FESTIVAL OF GARDENS MANAGEMENT COMMITTEE  
MEETING HELD IN THE MURRAY ROOM, GRIFFITH ON 6 MARCH 2014  
COMMENCING AT 3.00 PM**

**PRESENT**

Councillor Dino Zappacosta (Chair), Councillor Mike Neville (Alternate), Ann (Lyn) Brown (Community), Marj Careri (Community), Gaynor Clements, (Community), Eleanor Hancock (Community), Rosa Mackenzie (Community), Rina Mercuri (Community), Maryanne Mitchell (Community), Susan Wegner (Community), Ellen Kelly (Non Voting Member), David Spence (Alternate), Glennis Spence (Alternate).

**STAFF PRESENT**

Senior Tourism Officer, Mirella Guidolin and Minute Secretary, Jennifer O'Donnell-Priest.  
Quorum = 7

**CL01 APOLOGIES**

**RECOMMENDED** on the motion of Lyn Brown and Rina Mercuri that apologies be received from Councillor Pat Cox, Councillor Doug Curran, Joy and Bruno Plos, June Devery (Non Voting Member), Director Sustainable Development, Neil Southorn; Manager Tourism and Economic Development, Greg Lawrence; Marketing and Promotions Officer, Paige Campbell.

**CL02 CONFIRMATION OF PREVIOUS MINUTES**

**RECOMMENDED** on the motion of Rina Mercuri and Rosa Mackenzie that the minutes of the previous meeting held on 6 February 2014, having first been circulated amongst members, be confirmed.

**CL03 BUSINESS ARISING**

**CL06 Division of Funds**

Matter to be raised in General Business.

**CL04 DECLARATIONS OF INTEREST****PECUNIARY DECLARATIONS**

Garden Owners: General Business: Division of Funds

It was noted that garden owners made up over 50% of the quorum and if owners declared an interest that the quorum would be lost. It was deemed appropriate that discussion take place on the Council resolution regarding the division of income and proposed price increase for the gardens for the next festival.

***Make a declaration, participate in the discussion only, voting null and void (no quorum).***

At this point in the meeting, the Committee discussed the resolution resulting from a Council Report that included Festival of Gardens Management Committee recommendations.

*Mrs Kelly entered the meeting, the time being 3.30 pm*

Mrs Careri stated that she did not agree with the recommendation of the Committee and subsequently Council's resolution i.e. (b) Gate takings be split 50% to Festival of Gardens Management Committee and 50% to garden owners. The Committee noted Mrs Careri's concern that charities would not receive full benefit of the Festival but reiterated that the Committee needed to ensure continued income to make the event sustainable.

**CL05 UPDATE ON GARDENS**

Mrs Mercuri gave an update on appropriate garden owners that have expressed an interest in participating in the next festival. To date there are approximately seven (7) gardens that are tentatively available. The Committee agreed that 8 to 10 gardens would be a good number to open. It was noted that the quality of gardens need to be of a high standard to continue to promote the reputation of the festival.

**CL06 UPDATE ON SPECIAL GUEST**

Ms Guidolin discussed options for the special guest with the Committee. Assistance is being given by sponsor to secure an ambassador.

**CL07 OTHER FUNCTIONS - LAUNCH AND DINNER**

Ms Guidolin advised Bruno Plos has a tentative booking at Ex-Servicemen's Club for the launch and/or dinner. The Committee agreed that the launch and dinner would need to be reviewed, possibly amalgamated but that plans would be dependent on the special guest's itinerary. A suitable programme will be tailored accordingly.

**CL08 ACTION REPORT**

*Mrs Wegner left the meeting, the time being 3.45 pm*

The Action Report was reviewed and updated by the Committee. It was determined that with regards to item 5.2 Festival of Gardens Review, the survey results are currently being collated and will be presented to the Committee.

**CL09 GENERAL BUSINESS****9.1 Sponsorship Drive**

Ms Guidolin advised that she has commenced going out to visit with prospective sponsors for this year's festival. Sponsorship proposals were tabled for the Committee's information and to distribute. It was noted that approaching sponsors face to face worked more effectively than other methods.

The Committee discussed the success of the sample bags that were sold and recommended that this initiative be fully investigated with opportunity for products being included from sponsors. Mrs Mitchell also suggested a voucher page be included for locals.

**9.2 Information tabled by Councillor Cox**

Questions raised at the last Ordinary Meeting of Council were addressed and tabled for the Committee's information (questions and financial statement attached). The Committee noted the report. A query arose regarding the maze situated at the Community Gardens that was funded by the Festival of Garden Committee and the lack of consultation with the Committee on design, plants etc. Mrs Brown suggested that the Committee should liaise with Parks and Gardens management to ensure that the maze is presentable this year. It was recommended that a small working group be established to liaise and work with Parks and Gardens staff on the maze and other matters concerning Griffith's presentation at the Festival.

*Mrs Glenys Spence and Mr David Spence left the meeting, the time being 4.04 pm.*

**RECOMMENDED on the motion of Eleanor Hancock and Rina Mercuri that a subcommittee be formed consisting of Rina Mercuri, Rosa McKenzie and Ellen Kelly. This subcommittee be established to engage with Dallas Bibby on presentation aspects relating to Griffith leading up to the Festival of Gardens.**

**9.3 Flags for Main Street**

An update was requested on the condition of the banners that are on display at the entrances to the city. Ms Guidolin reported that the flags were being repaired at the moment and should be ready for the festival. She also reported that the Garden flags were ready for display.

**9.4 Congratulations to Committee member**

Congratulations were extended to Committee member, Mrs Mitchell and her family on the safe arrival of their baby son, George.

**CL10 NEXT MEETING**

The next meeting of the Festival of Gardens Management Committee is to be held on Thursday 03 April 2014 in The Murray Room at Griffith City Council commencing at 3.00 pm.

There being no further business the meeting closed, the time being 4.15 pm.

**ATTACHMENTS**

- (a) Answers to questions raised at Council Meeting held 13 March 2014
- (b) Festival of Gardens Financial Statement

(a) Answers to questions raised at Council Meeting held 13 March 2014

**Griffith City Council Meeting 25 February 2014**

Councillor Stead asked the following questions and comments and made reference to concerns of Marge Careri in regard to Festival of Gardens

- Flights for the guest speaker to go back to Sydney for ABC engagements were paid for by the FOG committee

Special guest Tino was committed to functions in Sydney for ABC. All flights to and from Sydney for these commitments were paid by ABC

- Guest speaker had commitments in Sydney and did not visit all gardens
- People had to go to the dinner to meet and see Tino.

As Tino had commitments in Sydney he came to Griffith a day earlier than usual. Tino visited all the gardens. He had breakfast with the committee on Thursday morning and breakfast and lunch at gardens. He had lunch at Careri's garden on Saturday. Tino conducted workshops at the Food Forest, City Park on Wednesday evening, Griffith Public School on Thursday morning, Sartor's garden on Saturday morning and Craig's garden on Saturday afternoon. Tino attended the FOG launch at the Art Gallery on Friday evening and the FOG dinner at the League's Club on Saturday night.

- 8 gardens had charities

Many charities, including school groups were invited to assist at gardens. 4 charities accepted and worked at FOG gardens. 3 garden owners organised their own gate collections and refreshment themselves. Another garden used a commercial caterer and organised for friends to man the gate.

The booklet indicated there were charities at all gardens. This was to be the situation when the program was printed, but there were changes to charities' situations and only 4 gardens had charities. Other garden owners manned the gates themselves and chose to donate funds to charities

- The festival program was not printed locally

The 2012 and 2013 festival programs were prepared and printed by Dobija of Griffith

Programs are distributed to many tourist centres in the Riverina and posted to bus companies, tourist companies and individuals on request.

- A lot of programs were taken to Leeton but very few visitors came from Leeton

Buses and coaches came from at least 15 different centres. There was a coach from Leeton with 10 passengers which visited 3 gardens. Independent visitors came from many towns as indicated in the survey

- Who are sponsors and what do they contribute.
-

•

The sponsor's names are included in the program each year. Real Juice Company had naming rights for the Citrus Sculptures in 2013. Other sponsorships Gold (\$3000) , Silver (\$2000,) Bronze,(\$1000 ) Media partners and In- Kind supporters were also acknowledged in the program and on sponsor boards which were set up at the launch and the dinner.

- Money was put in to the maze in the community gardens and this was not a good project. The FOG committee ,several years ago , decided to install the maze as an additional attraction in the Community gardens. Funds were set aside from the FOG budget and funds were also provided for the shade sails at the Community Gardens. The maze has been subject to some vandalism but is a long term project and is popular with visitors..

#### Suggestions

Those who wish to enter their gardens in the Festival of Gardens pay to have their garden as part of the festival

- The FOG committee acknowledges the commitment of gardeners. In time, work and money to prepare their garden for the festival. It is extremely difficult to persuade gardeners to open their gardens for the festival. This task would be even more difficult if there was a charge to be included. There were approx. 20 garden owners considered and approached in 2013 before the 8 gardens were finalised as participants

Council staff could man the gates at the gardens as the garden owners are busy showing their visitors around the garden

- Any council staff involved in FOG activities would be at a cost to FOG

The Festival of Gardens and Citrus Sculptures brings thousands of visitors to Griffith . The staff at the visitors centre spend many hours in organising sponsorships, activities and programs for the visitors.

Funds are needed for marketing and promotion of the festival and to cover the increasing costs of guests and promotional banners, flags etc

Pat Cox

Chair, Griffith Festival of Gardens Committee



## (b) Festival of Gardens Financial Statement

Griffith Festival of Gardens Financial Report 2013/2014			
<b>Income</b>			
91112	FOG – Advertising Contribution	(\$5,700.00)	
91113	FOG – Garden Entry – Single	(\$23,379.09)	
91115	FOG – Tours	(\$2,020.00)	
91116	FOG – Catering Income	(\$2,852.00)	
91118	FOG – Sundry Income	\$0.00	
91125	FOG – Functions Income	(\$3,886.38)	
91134	FOG – Donations	(\$1,069.90)	
91143	FOG – Sponsorship	(\$18,518.18)	
91151	Cont. from Working Funds	(\$10,072.67)	(\$67,498.22)
<b>Expenditure</b>			
92107	Fog – Postage	\$950.00	
92108	Fog – Printing & Stationery	\$10,816.36	
92109	Fog – Advertising	\$16,372.55	
92110	Fog – Special Guest	\$2,901.82	
92111	Fog – Garden Owners	\$9,307.12	
92112	Fog – Charities	\$9,539.57	
92114	Fog – Citrus Sculptures	\$3,307.46	
92115	Fog – Sundry Expenses	\$1,140.61	
92125	Fog – Functions Expense	\$3,815.91	
92126	Fog – Promotions	\$1,582.87	
92227	Cont. to Working Funds	\$7,763.95	\$67,498.22
Operating Result			\$0.00
<b>Working Fund (9096)</b>			
Opening Balance		(\$12,339.96)	
33.33% Contribution from Festival (Entry Fees)		(\$7,763.95)	
Contribution to Festival		\$10,072.67	
Transfer from Sponsorship		\$0.00	
Closing Balance		(\$10,031.24)	
<b>FOG Sponsorship (9154)</b>			
Opening Balance		(\$6,369.14)	
Transfer to Working Funds (9096)		\$0.00	
Closing Balance		(\$6,369.14)	



**MINUTES OF THE TRANSPORT MANAGEMENT COMMITTEE MEETING  
HELD IN THE COUNCIL CHAMBERS, GRIFFITH ON 10 MARCH 2014  
COMMENCING AT 5.31 PM**

**PRESENT**

Councillor Simon Croce (Chair), Councillor Doug Curran, Councillor Anne Napoli, Ray Ellis (Stakeholder), James Jackson (Stakeholder), Christine Tomlinson (Stakeholder)

**STAFF PRESENT**

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

**CL01 APOLOGIES**

**RECOMMENDED** on the motion of Councillor Curran and James Jackson that apologies be received from Gerry Wilcox and Alf Trefilo.

**CL02 CONFIRMATION OF PREVIOUS MINUTES**

**RECOMMENDED** on the motion of Christine Tomlinson and Councillor Curran that the minutes of the previous meeting held on 10 February 2014, having first been circulated amongst members, be confirmed.

**CL03 BUSINESS ARISING**

**3.1 Proposed Road Train Route - Gum Creek Road, Walla Avenue, Joncondon Road and Beaumont Road Hanwood**

Mr Jackson enquired if the road train trial can include Tyson Lane to Brogden Road. Councillor Curran advised this route had been trialled previously and was not suitable for road trains.

**3.2 Coffee Shop Airport Terminal**

Councillor Curran enquired if any Expressions of Interest had been received for the coffee shop at the airport terminal. Mr Campbell advised he had not yet been notified of any submissions. The Expression of Interest closed at 3 pm today.

### **3.3 Proposed Road Train Route - Gum Creek Road, Walla Avenue, Joncondon Road and Beaumont Road Hanwood**

Councillor Napoli enquired if it was possible to allow road trains in the Mooreville industrial area. Mr Vitucci advised it is B-double access only mainly due to constrictions with the railway crossing. Councillor Curran advised this would be considered and assessed if an application was submitted.

### **3.4 Melbourne Flights**

Councillor Croce enquired when the Melbourne flights would be commencing with Mr Campbell advising preparations are in place and the service would begin on Monday. Two planes will be garaged at Griffith Airport with one pilot stationed here.

## **CL04 DECLARATIONS OF INTEREST**

Greg Balind declared a non-pecuniary interest in relation to CL08 - St Patrick's School Bus Zone. Mr Balind's children attend St Patrick's Primary School.

Ray Ellis declared a non-pecuniary interest in relation to CL08 - St Patrick's School Bus Zone. Mr Ellis is the Manager of Griffith Buslines.

The Committee discussed CL05, 06 and 07 concurrently.

## **CL05 NSW MASTERS CYCLING CHAMPIONSHIPS - CRITERIUM RACE 28 SEPTEMBER 2014**

## **CL06 NSW MASTERS CYCLING CHAMPIONSHIPS - INDIVIDUAL TIME TRIAL 29 SEPTEMBER 2014**

## **CL07 NSW MASTERS CYCLING CHAMPIONSHIPS - ROAD RACE 27 SEPTEMBER 2014**

The Griffith Cycle Club is hosting the NSW Masters Cycling Championships in September this year. The Committee considered the the Traffic Management Plans for the Criterium Race to be held on Sunday 28 September 2014, the individual time trial to be held on Monday 29 September 2014 and the Road Races to be held on Saturday 27 September 2014. The Traffic Management Plans are in accordance with both the conditions of the Police and Griffith City Council.

Councillor Curran commended Council staff on the work that has been done to prepare the application and suggested a media release be distributed in relation to the NSW Masters Cycling Championships being held in September 2014.

**RECOMMENDED on the motion of Councillors Curran and Napoli that the Traffic Management Plans for the NSW Masters Cycling Championships Criterium Race on Sunday 28 September 2014, Individual Time Trial on Monday 29 September 2014 and Road Race on Saturday 27 September 2014 be approved.**

## **CL08 ST PATRICK'S SCHOOL BUS ZONE**

On 27 August, 2013 a stakeholder/working party meeting was held at the Griffith Council Chambers to discuss a number of issues associated with the Griffith North Public and St Patrick's

Primary School precinct. The outcome of the meeting was St Patrick's would liaise with Council in relation to altering the bus parking for the school.

St Patrick's School have submitted two options for the provision of a kerb side bus zone for the school. The first option is located on Noorebar Avenue, in front of Apex Park. The second option is located on Warrambool Street, adjacent to the existing onsite bus zone. A working party meeting was held on Monday 24 February to discuss the options and determine the best solution.

A letter was tabled from Griffith Buslines (attached) objecting to the proposed bus zone along Warrambool Street unless there is the ability to use both sides of Warrambool Street for bus zones. Council will respond to the letter advising that this is not the preferred option.

**RECOMMENDED on the motion of Councillors Napoli and Curran that a bus zone be installed along Warrambool Street for St Patrick's School. The bus zone shall start forty (40) metres south-east of Warrambool Street and extend one hundred and five (105) metres along Warrambool Street.**

#### **CL09 AIRPORT WIRELESS INTERNET AND ADDITIONAL POWERPOINTS**

Council's Senior Management Team requested that the Transport Management Committee consider a request to install wireless internet for the convenience of passengers at the Griffith Airport Terminal. Additional powerpoints are also required to enable charging of mobile phones and electronic devices.

**RECOMMENDED on the motion of Councillor Curran and Christine Tomlinson that the Committee approve the request for the Airport Wireless Internet and costings for installation of power points / laptop and phone charging stations be investigated.**

Councillor Croce enquired about the security arrangements at the Airport and was concerned about the terminal being left open unattended. Councillor Curran stated that members of the public may be attracted to the Airport to use the free WiFi. Councillor Curran enquired if it was possible to relocate the Airport Coordinator's office to the Airport Terminal to increase the level of security.

The Airport Coordinator is to investigate opening hours of the terminal and issues in relation to terminal security.

#### **SMT COMMENT**

Council staff will undertake a risk assessment with respect to security at the Griffith Airport Terminal. The completed risk assessment will be reported to the next Transport Management Committee meeting.

#### **CL10 ACTION REPORT**

The Committee discussed and updated the Action Report as follows:

- Compliance Issues Al Fresco Dining Areas - Mr Balind to follow up.
- Upgrade Signage and Traffic Priority Old Willbriggie Intersection with Mirrool Branch Canal Road - Mr Balind to follow up with RMS.
- Internal Signage Griffith Airport - REX sign outside terminal - Mr Campbell to rectify. Mr

Campbell advised that brass plaques from 1971 and 2013 would be installed at the front entrance of the Airport.

## **CL11 GENERAL BUSINESS**

### **11.1 City to Lake Fun Run**

Councillor Napoli thanked everyone involved in preparing the TMP for the City to Lake Fun Run. A few issues were identified which will be rectified for next year's event.

### **11.2 Road Surface Kookora Street/Willandra Street Intersection**

Mrs Tomlinson enquired about the condition of the road surface near City Park. Councillor Curran advised this would be repaired in the near future when programming of works were able to be scheduled.

### **11.3 Safety Issues Kookora Street**

Councillor Napoli enquired if heavy vehicles were able to utilise Benerembah Street instead of Kookora Street to avoid heavy traffic near City Park. Mr Vitucci advised Benerembah Street only allows for one way travel and there are issues with the roundabout at Neville Place. Councillor Curran advised that if the Gum Creek Road Train trial is successful it will be a step forward in getting trucks away from the City centre. Access through Tyson Lane is an issue.

### **11.4 Access Committee**

Mr Balind advised Councillor Neville had been contacted in relation to reconvening the Access Committee. Councillor Curran advised this will have to be a decision of Council. A report is to come back to the next meeting for consideration.

### **11.5 Beelbanger Road Speed Zone**

Mr Jackson requested that the Beelbanger Road speed zone be reviewed.

Mr Bibby entered the meeting the time being 6:27 pm.

### **11.6 Enroute Charges Payment Scheme**

Mr Campbell tabled a letter (attached) from Michael McCormack MP enclosing correspondence from the Hon. Warren Truss in relation to the Enroute Charges Payment Scheme.

### **11.7 Wayeela Street, Koorungal Avenue, Cutler Avenue Concept Plans**

Mr Gordon tabled design options in relation to the installation of concrete traffic islands along Koorungal Avenue at Wakaden Street and Cutler Avenue. Mr Gordon advised that John Holland Group are in the process of designing boom gates for the railway crossing. With the installation of these boom gates and removal of the Stop sign, the vehicles along Koorungal Avenue will be able to travel at a speed up to 50 kph, this will make it more difficult for traffic crossing from Wakaden Street to Cutler Avenue and therefore more likely to have conflict.

Council staff are currently analysing the intersection with traffic counts at various times and

days. Once the boom gates are installed this will be analysed again to compare the data.

Mr Bibby advised negotiations are continuing and the contractors are still in the designing phase. If the installation of the traffic island in Koorungal Avenue is adopted, it will be left turn only out of both Cutler Avenue and Wakaden Street. If the funding from John Holland Group is insufficient, it is possible that funding can be applied from RMS. A decision will be required by April as the booms are currently scheduled for commissioning 17 and 18 May 2014.

#### **11.8 McNabb Crescent Speeding Issues**

Councillor Curran requested Council staff consult with McNabb Crescent residents in relation to issues with speeding along McNabb Crescent.

#### **11.9 Doug McWilliam Road**

Mr Vitucci advised a design for Doug McWilliam Road is being prepared following the road train trial for McNaught's. The design highlights what treatments are required and what services are affected. The treatment is on par with the Rifle Range Road intersection treatment. Mr Bibby advised the Rifle Range Road intersection cost approximately \$300,000. Mr Vitucci is to meet with Australian Grain Storage (AGS) & McNaught's to determine if they wish to proceed.

#### **11.10 Hanwood Avenue Road Train Trial**

Councillor Croce enquired if Council staff were investigating the possibility of a road train trial along Hanwood Avenue. Mr Vitucci advised Council is waiting on the applicant to advise when he is ready to undertake the trial.

### **CL12 NEXT MEETING**

The next meeting of the Transport Management Committee is to be held on 07/04/2014 at 5.30 pm.

There being no further business the meeting closed the time being 6.48 pm.

### **ATTACHMENTS**

- (a) Letter from Griffith Buslines dated 10 March 2014
- (b) Letter from Michael McCormack MP dated 14 February 2014

(a) Letter from Griffith Buslines dated 10 March 2014



72 Wakaden Street  
PO Box 2666  
Griffith NSW 2680  
Tel: (02) 6964 3113  
Fax: (02) 6962 5652  
[www.griffithbuslines.com.au](http://www.griffithbuslines.com.au)  
[info@griffithbuslines.com.au](mailto:info@griffithbuslines.com.au)

10 March 2014

Mathew Vitucci  
Traffic Engineer  
Griffith City Council  
GRIFFITH, NSW 2680

Dear Mathew,

In regards to Griffith City Council recommendation to install a bus zone south-east along Warrambool Street for St.Patricks school, Griffith Buslines would like to make an objection to the proposed bus zone unless there is the ability to use both sides of Warrambool street for bus zone.

This will allow buses to flow in both directions minimising vehicle congestion at intersections and the ability to run buses as per the timetable.

If you have any further questions please do not hesitate to call.

I look forward to your response.

Yours faithfully,

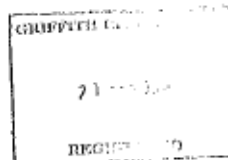
Ray Ellis  
Manager

Document2

- (b) Letter from Michael McCormack MP dated 14 February 2014

**Michael McCormack MP**  
FEDERAL MEMBER FOR RIVERINA

14 February 2014



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

*Brett*  
Dear Mr Stonestreet

I refer to representations dated 25 November 2013 made on your behalf to the Hon Warren Truss MP, Minister for Infrastructure and Regional Development in relation to the Enroute Charges Payment Scheme.

The Minister has responded to my correspondence and I enclose a copy of his letter dated 30 January 2014.

In his letter the Minister has advised that the Government is committed to the introduction of a new and better targeted enroute rebate scheme for regional commercial airlines and he is currently considering options for the implementation of the commitment.

Yours sincerely

*Michael McCormack*

Michael McCormack, MP  
Federal Member for Riverina

mme.deb.gth

Canberra  
PO Box 6022, Parliament House, Canberra 2600  
ph 02 6277 4725 fax 02 6277 8563

Wagga Wagga  
Suite 2 / 11-15 Fitzmaurice St, Wagga Wagga 2650  
ph 02 6921 4600 fax 02 6921 5900  
Griffith  
100 Yambill St, Griffith 2680  
ph 02 6964 1212 fax 02 6962 7722



THE NATIONALS for Regional Australia





**The Hon Warren Truss MP**

Deputy Prime Minister  
Minister for Infrastructure and Regional Development  
Leader of The Nationals  
Member for Wide Bay

5 FEB 2014

21 Feb 2014

30 JAN 2014

Reference: 05797-2013

Mr Michael McCormack MP  
Federal Member for Riverina  
Suite 2  
11-15 Fitzmaurice Street  
WAGGA WAGGA NSW 2650

Dear Mr McCormack

*Michael,*

Thank you for your letter dated 25 November 2013 regarding the Enroute Charges Payment Scheme.

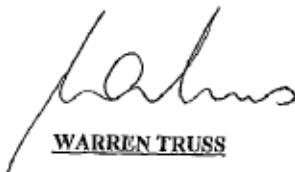
The Government recognises air transport services are vital in the delivery of essential goods and services to regional communities, including health care and emergency medical services. They are also important in connecting regional communities to each other and in providing access to education as well as economic opportunities.

As part of its Policy for Aviation the Government has committed to the introduction of a new and better targeted enroute rebate scheme for regional commercial airlines to help support low volume and new routes to small and remote communities.

I am currently considering options for the implementation of this commitment to better support regional aviation.

I trust this information will be of assistance to Mr Stonestreet.

Yours sincerely

  
**WARREN TRUSS**

Suite MG 41, Parliament House  
CANBERRA ACT 2600

Phone: 02 6277 7680  
Fax: 02 6273 4163



**MINUTES OF THE TRAFFIC COMMITTEE MEETING HELD IN THE MURRAY ROOM, GRIFFITH ON 11 MARCH 2014 COMMENCING AT 10.30 AM**

**PRESENT**

Councillor Doug Curran (Chair), Michael Buckley (RMS), John Bonetti (representing Adrian Piccoli), Michael O'Reilly (visitor - Cycling Australia) and Peter Budd (visitor - Griffith Cycle Club).

**STAFF PRESENT**

Engineering Design and Approvals Manager, Graham Gordon; Traffic Engineer, Mathew Vitucci; Road Safety Officer, Greg Balind; Minute Secretary, Jenny O'Donnell-Priest

**CL01 APOLOGIES**

No apologies were received.

Absent: Police Representative.

**CL02 CONFIRMATION OF PREVIOUS MINUTES**

**RECOMMENDED** on the motion of John Bonetti and RMS Representative that the minutes of the previous meeting held on 11 February 2014, having first been circulated amongst members, be confirmed.

**CL03 BUSINESS ARISING**

**3.1 Road Train Route Determinations**

RMS representative noted that previous Minutes have Road Train Route recommendations. He advised that Road Train Route determination is the jurisdiction of the National Heavy Vehicle Regulator and not Traffic Committee. In future reports regarding Road Train Routes to go to the Transport Management Committee.

**3.2 Speed Zone - Patches**

The Committee were informed that the RMS were managing the road patches.

**CL04 DECLARATIONS OF INTEREST**

Greg Balind (staff) declared a non-pecuniary interest in relation to CL09 - St Patrick's School Bus Zone. Reason: Mr Balind's children attend St Patrick's Primary School.

At this point in the meeting CL06, CL07 and CL08 items were brought forward for discussion.

**CL06 NSW MASTERS CYCLING CHAMPIONSHIPS - ROAD RACE -  
27 SEPTEMBER 2014****CL07 NSW MASTERS CYCLING CHAMPIONSHIPS - CRITERIUM RACE -  
28 SEPTEMBER 2014****CL08 NSW MASTERS CYCLING CHAMPIONSHIPS - INDIVIDUAL TIME TRIAL -  
29 SEPTEMBER 2014**

Mr Budd addressed the Committee on the NSW Masters Cycling Championship Road Race, Criterium Race and Individual Time Trial to be held 27, 28 and 29 September respectively. He advised that the Traffic Management Plans are complete and have been lodged. It was also advised that the marshalling area is to be at the Exies Sports Club oval.

The Traffic Management Plan for the three days is comprehensive with additional caution and cycling signage provided by Cycling Australia. Councillor Curran recommended that a media release be compiled for promotion and public awareness that the NSW Masters Cycling Championships were being held. It was also recommended that the Airport Coordinator, Bob Campbell, be advised in case of any effect it may cause to passengers scheduled on the REX lunch time flight and possible Par Avion Melbourne service flights.

**RECOMMENDED on the motion of RMS Representative and John Bonetti that the Traffic Management Plans for the NSW Masters Cycling Championships Criterium Race on Sunday 28 September 2014, Individual Time Trial on Monday 29 September 2014 and Road Race on Saturday 27 September 2014 be approved.**

Mr Budd requested that in the absence of a police representative at this meeting that Council advise the Police of the Traffic Committee approval regarding the Club Race. Mr Budd advised that he would send an email to the Local Area Command but requested that Council follow up with Police. Mr Balind to contact Police to ensure that they have received required paperwork.

*Mr Peter Budd and Mr Michael O'Reilly left the meeting, the time being 10.50 am.*

**CL05 JACK MCWILLIAM ROAD TRAFFIC MANAGEMENT**

Mr Bonetti expressed safety concern on the width and turning circle for B Doubles along Jack McWilliam Road. Discussion was held and an additional point (d) was added to the recommendation.

**RECOMMENDED on the motion of John Bonetti and RMS representative that the Traffic Committee authorise:**

**(a) The installation of a No Stopping zone along for 380 metres east of the Kidman Way on the northern side of Jack McWilliam Road.**

- (b) The installation of a No Stopping zone along for 400 metres east of the Kidman Way on the southern side of Jack McWilliam Road.**
- (c) The installation of a centre line (C1) and edge line (E1) along Jack McWilliam Road for 850 metres east of the Kidman Way.**
- (d) Council request the RMS reduce the speed of Jack McWilliam Road to 60km/h for 850 metres east of the Kidman Way.**
- (e) Council staff to make immediate contact with Baiada Poultry and McWilliam's Wines to discuss their on-site plans.**

#### **CL09 ST PATRICK'S SCHOOL BUS ZONE**

The Traffic Committee discussed options for positioning of bus zones at St Patrick's School. All options presented to date have been negated by the school. St Patrick's School have submitted two options for the provision of a kerb side bus zone for the school. Two options were proposed at the working party meeting that was held on Monday 24 February. The preferred option determined was to locate the bus zone on Warrambool Street, adjacent to the existing on site bus zone. An objection was forwarded to Council by Griffith Buslines and this was noted.

As pedestrian and traffic conflict is a risk, the Committee recommended that a Risk Assessment be carried out after a period to check conformity with the RMS rural safety proposal.

#### **RECOMMENDED on the motion of John Bonetti and RMS representative that:**

- (a) Approval be given for a trial bus zone to be installed along Warrambool Street for St Patrick's School. The bus zone shall start forty (40) metres south-east of Warrambool Street and extend one hundred and five (105) metres along Warrambool Street.**
- (b) During this period, Council will monitor and complete a risk assessment after term of two (2) months with the opportunity to review.**

#### **CL10 GENERAL BUSINESS**

##### **10.1 Intersection of Koorinal Railway Crossing**

The Traffic Committee discussed pre-emptive measures for possible traffic conflict on completion of works at the intersection of Koorinal Railway Crossing. The boom gates are expected to be operational by May. Options to mitigate conflict were discussed. Mr Gordon advised that analysis of the intersection and traffic counts (peak and other) have been carried out and once the boom gates are installed it will be reanalysed. Funding options will need to be investigated.

##### **10.2 Doug McWilliam Road**

Mr Vitucci advised a basic design for Doug McWilliam Road has been prepared following the road train trial for McNaught's. The design highlights what treatments are required and what services are affected. A meeting is to be held between Council, Australian Grain Storage (AGS) & McNaught's Transport.

### **10.3 McNabb Crescent**

The speed issue along McNabb Crescent was discussed by the Committee. It was noted that a meeting with residents was held, followed by a media campaign. Results from traffic classifiers have shown a reduction in speeding over 60 kp/h has gone from 25% to 3%. Councillor Curran requested that a meeting be arranged between John McFadzean (resident), Police and Council representative to discuss any further remedial action.

### **10.4 Speed Zone Review**

A request for a speed zone review was discussed and is to be sent to the RMS. The review is requesting that the Griffith approach from Beelbangera be increased to 60km rather than the 50km through to Blumer Ave. RMS representative advised that the RMS are doing a speed zone review in Wakaden Street and recommended that this request be forwarded to RMS.

### **10.5 Back to Base Ride**

Mr Balind advised that the Back to Base Cycle was taking place on 27 March. It was noted that a risk assessment has been sent through and that there will be no road closures.

### **10.6 River Road - Carrathool Shire**

John Bonetti requested an update on liaison between Griffith City Council and Carrathool Shire regarding road trains along River Road. Mr Vitucci advised that no further progress had been made and that he would follow this up.

### **CL11 NEXT MEETING**

The next meeting of the Traffic Committee is to be held on 8 April 2014 in The Murray Room, Griffith City Council commencing at 10.30 am.

There being no further business the meeting closed the time being 11.50 am.

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

**SUBJECT: NOTICE OF MOTION - SUPPORT IN ENHANCING THE FORMAL  
TRAINING OF FUTURE MANAGERS/ADMINISTRATORS IN THE  
LOCAL GOVERNMENT SECTOR**

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A Notice of Motion (attached) was submitted by Councillor Thorpe for Council's consideration.

**RECOMMENDATION**

(a) That Griffith City Council write to the Commonwealth Minister for Education, NSW Minister for Education, NSW Minister for Local Government and 'Universities Australia' (formerly the 'Australian Vice-Chancellor's Committee) seeking support in enhancing the formal training of future managers/administrators in the Local Government sector.

(i) This enhanced training include the development of an accredited stand alone Bachelor Degree designated (say) as a Bachelor of Business Local Government or Bachelor of Business Local Government Administration.

(ii) The degree referred to in (i) above shall include a Local Government Administration major and shall be supported by such subjects as (but not limited to): Local Government Law, Local Government Finance, Local Government Accounting, Local Government Organisation, Local Government Internal Auditing, Local Government Services, Local Government Management.

(b) The Griffith City Council submit a similar motion as above to the Riverina Murray Region Organisation of Councils for consideration.

(c) That Griffith City Council submit a similar motion to the 2014 National General Assembly of Local Government to be held in Canberra from 15-18 June 2014.

**ATTACHMENTS**

(a) Notice of Motion submitted by Councillor Thorpe

- (a) Notice of Motion submitted by Councillor Thorpe



Councillor Leon Thorpe  
PO Box 1454  
GRIFFITH NSW 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, 25 March 2014:

**Motion:**

- (a) That Griffith City Council write to the Commonwealth Minister for Education, NSW Minister for Education, NSW Minister for Local Government and 'Universities Australia' (formerly the 'Australian Vice-Chancellor's Committee') seeking support in enhancing the formal training of future managers/administrators in the Local Government sector.
  - (i) This enhanced training include the development of an accredited stand alone Bachelor Degree designated (say) as a Bachelor of Business Local Government or Bachelor of Local Government Administration.
  - (ii) The degree referred to in (i) above shall include a Local Government Administration major and shall be supported by such subjects as (but not limited to): Local Government Law, Local Government Finance, Local Government Accounting, Local Government Organisation, Local Government Internal Auditing, Local Government Services, Local Government Management.
- (b) The Griffith City Council submit a similar motion as above to the Riverina Murray Region Organisation of Councils for consideration.
- (c) That Griffith City Council submit a similar motion to the 2014 National General Assembly of Local Government to be held in Canberra from 15-18 June 2014.

**Background:**

Local Government is a vital and dynamic industry and there is a need for current and future managers/administrators and their assistants to receive specialised tertiary training in disciplines specific to Local Government. It is acknowledged that a few universities in Australia offer Local Government business specific training at the post graduate level. There is an urgent need however to support Local Government industry specific tertiary training at the undergraduate level and for this training to be recognised by the relevant professional organisations.

Yours sincerely,

Councillor Leon Thorpe

17 MARCH 2014  
(date)

## **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 25 MARCH 2014

Council Meeting Date	Meeting Item	Action Officer	CRMS No.	Minute No.	Council Resolution	Additional Information
11 Feb 2014	CL05 INDEPENDENT LOCAL GOVERNMENT REVIEW PANEL - FINAL REPORT LOCAL GOVERNMENT ACT REVIEW TASK FORCE - FINAL REPORT	GM	953/2014	0039	RESOLVED on the motion of Councillors Napoli and Thorpe that: (a) Council prepare a submission in relation to the Independent Local Government Review Panel final report. (b) The submission in relation to (a) above provide in principle support to the report provided that the NSW Government adopts the recommendations as a package. (c) Council prepare a submission in relation to the Local Government Acts Review Task Force report. (d) The submission in relation to parts (b) and (c) above provide in principle support to the report with it being reflected that Council does not support the removal of "Rate Pegging".	03/03/2014: SMT Update. Draft submission prepared and distributed to Councillors for comment.  17/03/2014: SMT Update: Final submission has been lodged with the Minister's Office. Finalised.
11 Feb 2014	COUNCIL COMMITTEE DELEGATIONS AND DESIGNATED PERSONS	MES	952/2014	0037-0038	RESOLVED on the motion of Councillors Balind and Neville that Council retain the current Committee structure until a review of the structure is undertaken.  RESOLVED on the motion of Councillors Neville and Balind that:  (a) The General Manager contact those members who are non-compliant and prepare a report for Council to be presented at a future meeting of Council. (b) The Chairs of the various Committees with non-compliant members assist the General Manager.	17/02/2014: Workshop to be held 18 February 2014.  03/03/2014: SMT Update. Rescission Motion received and to be considered on 11 March 2014.  17/03/2014: SMT Update: Committee report to be considered at 25 March meeting.

## OUTSTANDING ACTION REPORT

### FOR THE ORDINARY MEETING OF COUNCIL 25 MARCH 2014

11 Feb 2014	<b>MINUTES OF THE BUSINESS DEVELOPMENT AND MAJOR PROJECTS MANAGEMENT COMMITTEE MEETING HELD ON 20 JANUARY 2014</b>	DSD	954/2014	0040	(a) The Minutes of the Business Development and Major Projects Management Committee meeting held on 20 January 2014, having first been circulated amongst all members, be adopted with the exclusion of CL09 Amendments to Council's Engineering Guidelines. (b) Council prepare a draft amendment and exhibit the draft amendment of Council's Engineering Guidelines and other relevant policies to include the following....	17/02/2014: Report being prepared for the Business Development and Major Projects Meeting.
11 Feb 2014	<b>QUESTION TIME – COUNCILLOR ROSETTO - RECENT COUNCIL ACCIDENTS</b>	MES	955/2014		"Will Councillors be provided a detailed report of the 2 accidents by Council staff reported on 23/12/14 Area News. Including Workcover report. And what steps have been put in place to reduce future accidents in relation to workshop pits."  Mr Stonestreet advised that a report will be forthcoming.	17/02/2014: Report in preparation. 25/02/2014: Report in process, awaiting WHS report findings. 17/03/2014: Reports emailed to Councillors. Finalised.
11 Feb 2014	<b>QUESTION TIME – COUNCILLOR THORPE - REPORT ON TERTIARY EDUCATION</b>	DSD	956/2014		"With a Memorandum of Understanding being signed (with much hope for the future) on 21 Sep 2007 between Griffith City Council, TAFE and Charles Sturt University could we please have a report or assessment on the progress made in this tertiary education area, including the Bachelor Degree details available in Griffith for 2014. It is approaching seven years since the memorandum - what has been the progress for Griffith? Thank you."  Mr Stonestreet advised that a report will be prepared for Councillors and be distributed.	17/02/2014: Report in preparation. 25/02/2014: Report being prepared and will come to Council 25 March 2014.

## OUTSTANDING ACTION REPORT

### FOR THE ORDINARY MEETING OF COUNCIL 25 MARCH 2014

28 Jan 2014	<b>TENDER 2-13/14 SUPPLY AND DELIVERY OF WATER &amp; SEWERAGE TREATMENT CHEMICALS</b>	SWSE	623/2014	0030	<p>(a) Council accepts the offers on Tender 2-13/14: Supply and Delivery of Water &amp; Sewerage Treatment Chemicals from:</p> <p>(1) Redox (for dense soda ash and sodium silica fluoride) at \$440/ton and \$1,250/ton</p> <p>(2) Omega Chemicals (for liquid alum) at \$247.50/ton</p> <p>(3) Orica (for liquid chlorine gas) at \$2,794/920 kg drum, and</p> <p>(4) Biosol (for replacement chemicals for ferrous chloride and magnesium chloride BRX 2DE, BRX 1CN, BRX 3EY) at \$12.10/litre, \$1.59/litre and \$16.35/litre</p> <p>(b) Council approve purchasing of alum replacement chemical from Nalco (Altrion 44560) pending the outcome of two (2) more offered alternatives</p> <p>(c) Council approve purchasing of currently used dewatering polymer from Nalco (Polymer 71306), pending the outcome of one (1) more offered alternative</p> <p>(d) A future report to Council be submitted following the completion of trials with offered alternative chemicals.</p>	<p>11/02/2014: Letters of approval completed 31/1/14.</p> <p>17/03/2014: SMT Update. Finalised. Resolution (d) to be enacted after trials have been completed (Est 2-3 months).</p>
28 Jan 2014	<b>WATER METERING OF STRATA DEVELOPMENTS – PROPOSED CHANGE TO POLICY</b>	DU	621/2014	0021	<p>(a) Council amend Policy WS-CP-202 to not require separate water meters for each new Title created in the conversion of single owner unit developments to Strata or Community Title.</p> <p>(b) Recommendation (a) apply subject to a</p>	<p>30/01/2013: Policy advertised. Submissions to be received to 7 March 2014.</p> <p>17/03/2014 SMT Update: One comment received (no objection). Policy</p>

## OUTSTANDING ACTION REPORT

### FOR THE ORDINARY MEETING OF COUNCIL 25 MARCH 2014

					development approval condition on the proponent that a body corporate be established through which Council can legally charge for water access and consumption and sewer. (c) The draft amended policy be placed on public exhibition for a period of 28 days and if no objections to the proposed amendment be received that the policy be adopted.	considered adopted.
10 Dec 2013	<b>MINUTES OF THE BUSINESS DEVELOPMENT AND MAJOR PROJECTS MANAGEMENT COMMITTEE MEETING HELD 18 NOVEMBER 2013</b>	MES	243/2013	0416	<p>That the Minutes of the Business Development and Major Projects Management Committee held on 18 November 2013, having first been circulated amongst members, be adopted with the matter regarding Minute Number 0201 Laid on the Table.</p> <p>(RECOMMENDED on the motion of Paul Pierotti and Peter Bonaventura that Council rescind the following resolution adopted at the Council Meeting held 25 June 2013:</p> <p>0201</p> <p>RESOLVED on the motion of Councillors Lancaster &amp; Balind that members of all 355 Committees are identified by the Council as designated persons because the functions of the Committee involve the exercise of the Council's functions under this or any other Act (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the Committee and the member's private interest.</p> <p>Mr Stonestreet advised that Committee members are still required to submit Pecuniary Interest Declarations and Non-Pecuniary Interest Declarations in relation to specific agenda items</p>	<p>06/01/2014: Clarification sought from DLG - response received - matter to be discussed at Council workshop 21 Jan 2014 for future determination by Council.</p> <p>17/02/2014: Workshop to be held 18 February 2014.</p> <p>03/03/2014: Matter pending.</p> <p>17/03/2014 SMT Update: Report being considered at Council on 25 March.</p>

## OUTSTANDING ACTION REPORT

### FOR THE ORDINARY MEETING OF COUNCIL 25 MARCH 2014

					<p>on a case by case basis.</p> <p>SMT COMMENT:</p> <p>The resolution 0201 of Council of 25 June 2013 has been acted on by staff therefore this resolution cannot be rescinded. Council staff are investigating options for Council to consider this issue. The primary issue being researched is whether Section 355 Committees which have delegated authority to act "involve the exercise of the Council's functions". If this is the case then all Committee Members should be designated persons.)</p>	
26 Nov 2013	<b>PLAYGROUND STRATEGY REVIEW</b>	UDDM	10810888	0371	<p>(a) Council place the draft Griffith Playground Strategy (2013) on public exhibition for a minimum of 40 days.</p> <p>(b) After assessing submission and making relevant amendments, a further report will be presented to Council with a view to its adoption.</p>	<p>09/12/2013: Strategy has been put on public exhibition until 21/02/2014.</p> <p>03/03/2014: Submission/s received. Further report to Council on 25/03/2014.</p>
12 Nov 2013	<b>NOTICE OF MOTION – GRIFFITH POUND</b>	MES	10767328	360	<p>(a) Griffith City Council complete a review of operations at the Griffith pound including but not limited to:</p> <ul style="list-style-type: none"> <li>* Animal intake</li> <li>* Animal accommodation</li> <li>* Animal re-homing.</li> </ul> <p>(b) As part of that review, Council investigate costs and options for providing subsidies to those who reside within the Local Government area to have animals de-sexed.</p> <p>(c) Proposals for redevelopment of the facility be incorporated into the report, including preliminary costs, as well as alternatives for operating the facility.</p>	<p>15/11/2013: Action: Finalised, Completed. Report commenced to be presented to Council at future date.</p> <p>25/02/14: Report awaiting Quantity Surveyor quotation.</p> <p>17/03/14 SMT Update: Action: Finalised. Report being presented to Council on 25 March.</p>

## OUTSTANDING ACTION REPORT

### FOR THE ORDINARY MEETING OF COUNCIL 25 MARCH 2014

					(d) The final report be presented to Council in time for any financial implications to be considered as part of the budget process for the 2014-2015 financial year.	
12 Nov 2013	<b>MINUTES OF THE TRANSPORT MANAGEMENT COMMITTEE MEETING 14 OCTOBER 2013</b>	DIO	10767212	356-357	<p>Minutes of the Transport Management Committee meeting held on 14 October 2013, having first been circulated amongst members, be confirmed with the following amendments:</p> <p>Clause 06 - Proposed Internal Signage at the Airport Terminal</p> <p>The recommendation as stated in the minutes be referred back to the Committee for further discussion.</p> <p>Clause 11 - Coffee Shop Airport Terminal</p> <p>Withdrawal of the following recommendation:</p> <p>RECOMMENDED on the motion of Councillor Curran and Christine Tomlinson that:</p> <p>(a) Peeches Mobile Coffee Van be given a two week trial period operating in the Griffith Airport Terminal providing that relevant documentation including insurance, written request be submitted.</p> <p>(b) Following the trial a further Expression of Interest be advertised.</p> <p>RESOLVED on the motion of Councillors Lancaster and Stead that in relation to Clause 11.1 - Coffee Shop Airport Terminal an Expression of Interest be advertised prior to a trial period being undertaken.</p>	<p>20/11/2013: Action: Comments - The Internal signage proposal is the subject of an additional Report to the Transport Management Committee on 8 December 2013. An EOI is currently being drafted for the Coffee Shop at the Airport Terminal.</p> <p>17/02/2014: EOI advertised 10 February 2014.</p> <p>17/03/2014 SMT Update: One EOI received and being investigated.</p>

## OUTSTANDING ACTION REPORT

### FOR THE ORDINARY MEETING OF COUNCIL 25 MARCH 2014

23 Jul 2013	<b>OPTIONS FOR THE DELIVERY OF MECHANICAL SERVICES TO GRIFFITH CITY COUNCIL</b>	DSD	10366732	0239	<p>(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.</p> <p>(b) Suitable accommodation to be made for the fuel supply.</p> <p>(c) Council consider a further report on the recommended means to implement part (a).</p> <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>05/08/2013: Due diligence of alternative sites under way. TORS for Working Group to be circulated.</p> <p>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 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 SMT Update: DA has been lodged.</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>(c) Council add Cooper Road to the list of priority roads to be sealed as soon as funds become available.</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 SMT Update: Cooper Road is a priority listing for road sealing.</p> <p>16/09/2013 Update: (b) Drainage being investigated and report is being prepared.</p>

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						<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>
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