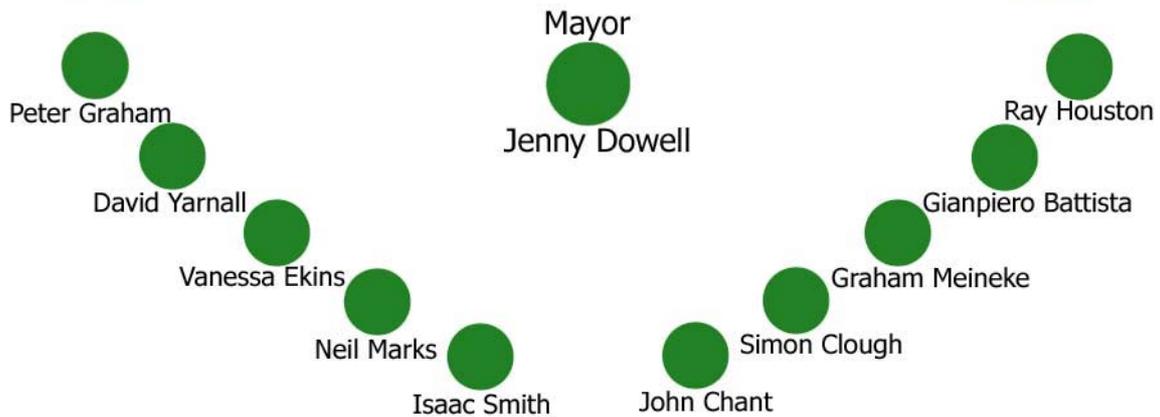


# Notice of Council Meeting



## Council

An ORDINARY MEETING of LISMORE CITY COUNCIL will be held at the COUNCIL CHAMBERS, 43 OLIVER AVENUE GOONELLABAH on Tuesday, 10 August 2010 at 6.00pm.

Members of Council are requested to attend.

Paul G O'Sullivan  
3 August 2010



# Agenda

---

1. Opening of Meeting and Prayer (Mayor)
2. Apologies and Leave of Absence  
Councillor John Chant
3. Confirmation of Minutes  
Lismore City Council held 13 July 2010..... 121
4. Disclosure of Interest
5. Public Access Session  
Peter and Helen Wise – Report - Request to change the application of Nimbin Business Rates - 16
6. Public Question Time
7. Condolences  
Edna Jane McKenzie, 1912-2010
8. Mayoral Minutes  
8.1 One Association - Submission to LGSA Taskforce Discussion Paper ..... 1
9. Notice of Rescission Motions
10. Notice of Motions
  - 10.1 Draft LEP Presentation ..... 7
  - 10.2 Draft LEP Steering Committee..... 8
  - 10.3 Battery Eggs ..... 9
  - 10.4 Sydney Airport Charges ..... 10
  - 10.5 Pedestrian Access ..... 11
  - 10.6 Carolina Road Cycleway/Footpath..... 12
  - 10.7 Tourism Policy..... 13
  - 10.8 Environmental Incentives ..... 14
11. Altering Order of Business (Consideration of altering the order of business to debate matters raised during Public Access)
12. Reports
  - 12.1 Request to change the application of Nimbin Business Rates..... 16
  - 12.2 Tender No 2010-34 - Management of City Hall ..... 21
  - 12.3 Tender No. 2011-02 - Water Main Replacement - Various Locations Lismore..... 24
  - 12.4 Tender No. T2011-01 - Water Main Reconstruction - Gundurimba Aboriginal Community ..... 30
  - 12.5 Tender No. T2011-04 - Gravel Maintenance Grading Works ..... 35
  - 12.6 Proposed new road name - Development Application 1998/007 ..... 39
  - 12.7 2010 Local Government Association NSW Conference ..... 52

12.8	June 2010 Quarterly Budget Review Statement .....	55
12.9	June 2010 Quarterly Management Plan Report.....	63
12.10	2009/10 Financial Statements.....	93
12.11	Councillors Expenses and Facilities Policy .....	95
12.12	Investments - July 2010 .....	105
13.	Committee Recommendations	
13.1	Traffic Advisory Committee Minutes, 21 July 2010 .....	115
14.	Documents for Signing and Sealing	
15.	Financial Assistance – Section 356	
16.	Questions Without Notice	

# Strategic Plan Summary

## Lismore City Council Community Strategic Plan 2008 - 2018



Guiding Principles	Outcomes
<b>Social Inclusion and Participation</b>	That all Lismore residents enjoy equal opportunities within a strong, inclusive community.
<b>Sustainable Economic Growth and Development</b>	That Lismore's economy is vibrant and development is environmentally and socially sustainable.
<b>Protect, Conserve and Enhance the Environment and Biodiversity</b>	That Lismore's natural ecology is protected and maintained in a healthy and robust state for future generations
<b>Best-Practice Corporate Governance</b>	That best-practice management principles pervade our business; that we are innovative, ethical, and our use of resources provides maximum benefits to the community.

Community Strategic Priorities	Outcomes
<b>Enhance Lismore as a Regional Centre</b>	That Lismore retains and builds on its regional service centre role, including the provision of key medical, legal and tertiary education functions
<b>Foster Youth Development</b>	That young people are included in our community and can safely pursue their interests and aspirations.
<b>Support an Ageing Population</b>	That older people have access to appropriate services and facilities to enhance their health and wellbeing.
<b>Provide Sustainable Land-use Planning</b>	That land-use planning is founded on principles of sustainability.
<b>Improve Catchment Management</b>	That catchment management is integrated and holistic, in order to achieve a sustainable and balanced use of natural resources.
<b>Revitalise the CBD</b>	That the CBD becomes a vibrant meeting place and a cultural and entertainment hub for the Northern Rivers region.
<b>Integrated Waste Cycle Management</b>	That Lismore minimises waste to landfill by reducing, reusing and recycling.
<b>Improve Roads, Cycleways and Footpaths</b>	That Lismore has an extensive transport network and is an accessible, safe and efficient city for motorists, cyclists and pedestrians.
<b>Mitigate Climate Change at a Local Level</b>	That Lismore is a leader in reducing carbon emissions and minimising the impacts of climate change.
<b>Develop and Support Art, Cultural, Sporting and Tourism Activities</b>	That our regional art, cultural and sporting facilities remain a major component of Lismore life and an increasingly popular attraction for domestic tourists.
<b>Integrated Water Cycle Management</b>	That Lismore maintains long-term water security for its growing population through the efficient use of this precious resource.
<b>Provide Greater Housing Choices</b>	That Lismore offers a diverse range of housing options to accommodate a variety of households.
<b>Improve Passive and Active Recreational Facilities</b>	That Lismore retains and builds on its regional recreation centre to attract major events and tournaments.

Corporate Foundations	Outcomes
<b>Efficient Use of Council Resources</b>	That we maximise the value of our resources, continually review our operations to ensure best value, eliminate waste and duplication, and gain the full service potential from our assets
<b>Engage With the Community</b>	That the community is informed and consulted about the issues that are relevant to their lives and we are fully accountable to the community for our operations.
<b>Promote a Constructive Corporate Culture</b>	That customers and staff experience a supportive organisation, with a strong sense of integrity, which responds to their needs and provides innovative and creative services.
<b>Whole of Council Corporate Planning</b>	That we have clear goals and act as one in their co-ordinated implementation, in order to maximise the return on resource investment and staff expertise.
<b>Providing Excellent Customer Service</b>	That our primary focus is to understand and respond to the needs of the community we serve.

# Mayoral Minutes

---



## Mayoral Minute

**Subject**                      **One Association - Submission to LGSA Taskforce Discussion Paper**

**TRIM Record No**            BP10/274:EF10/4

That Council:

1. Congratulates the Taskforce on the preparation of the Discussion Paper and its recommendations.
2. Endorses the formation of One Association to represent Local Government in NSW.
3. Offers the following response for consideration by NOROC and representatives attending the Convention:
  - Membership Categories- support recommendations 1-12.
  - Representational Structure- support recommendations 13-14 but with some concerns that representatives from Newcastle and Wollongong may reduce the representation of rural/regional councils on the Executive (15).
  - Size of the Board of Directors- support recommendations 16, 17, 18, 20, 21,22,24 but that the Treasurer's position is directly elected and that the region from which the Treasurer is based, has its ordinary Board members reduced by one (19, 23).
  - Voting for Board Members and Office Bearers- support recommendations 25-29 but that the position of Treasurer should be elected at large by all voting delegates (30).
  - Term lengths- support recommendations 31-32 but that there be a limit of three 2-year consecutive terms for all positions other than the President (33-35).
  - Alternating President and Treasurer positions between regions- support recommendations 36, 37.
  - Voting rights – support recommendations 38-40.
4. Determines whether a Councillor will attend the Convention.

### Background

On 16 and 17 August 2010, representatives from Councils across NSW will attend a Convention in Sydney to discuss and commence the shaping of a new Association that will replace the separate Local Government Association and the Shires Association and create a united voice for Local Government in NSW.

Currently, 74 Councils are members of the LGA and 78 are members of the SA. More than 2/3 of all Councils are in Rural/Regional areas.

A taskforce of 10 Councillors and an independent Chair has developed a Discussion Paper with recommendations and discussion on the numerous contentious issues.

[http://www.lgsa.org.au/resources/documents/One Association Taskforce Discussion paper.pdf](http://www.lgsa.org.au/resources/documents/One_Association_Taskforce_Discussion_paper.pdf)

# Mayoral Minute

The structure of the new Association, the number of regions, size of the Executive and voting methodology will all be matters for debate. The most contentious issues are expected to be:

- How many regions should there be?
- How many votes should each Council have?

## Mayoral Comment

The Taskforce has prepared an excellent discussion paper and set of recommendations. There is consensus that One Association is needed but agreement on the detail has proved difficult to achieve.

In the NOROC footprint, Byron Shire, Clarence Valley and Lismore Councils and Rous CC are members of the LGA. Ballina, Kyogle, Richmond Valley and Tweed Shire Councils and Richmond River CC are members of the Shires Association. While NOROC brings us together with little or no references to these differences, it is apparent that the anomaly of two separate Associations in NSW is not in the best interests of the LG sector at either the State or Federal level.

On Tuesday July 27, Lismore Councillors met to consider the Discussion Paper and seek consensus to enable the preparation of this Mayoral Minute. The recommendations above represent the consensus of those present.

The resolution of Council will be presented at the NOROC meeting on Aug 13 and to the Convention.

It is expected that few NOROC Councils will be represented at the Convention. LCC needs to determine its attendance.

## Attachment/s

1. Extract from One Association Taskforce Discussion Paper 2010

## Taskforce Recommendations

---

The Taskforce recommends that within One Association:

1. There be two (2) council membership categories; Ordinary & Associate and an additional category for Patrons, who would be individuals appointed by the Board of Directors.
2. All 152 general purpose councils will be eligible for ordinary membership.
3. The NSW Aboriginal Lands Council will be eligible for Associate membership.
4. All NSW County Councils will be eligible for Associate membership.
5. Elected Councillors from Ordinary members will be eligible to run for positions on the Board of Directors.
6. Elected Councillors from Ordinary members who are their Council's nominated voting delegates will be eligible to vote for positions on the Board of Directors.
7. Ordinary member Councils will be eligible to put motions to Conference.
8. Elected Councillors from Ordinary members who are their Council's nominated voting delegates will be eligible to vote for motions at Conference.
9. Elected Councillors from Associate members **will not** be eligible to run for positions on the Board of Directors.
10. Elected Councillors from Associate members **will not** be eligible to vote for positions on the Board of Directors
11. Associate member Councils **will** be eligible to put motions to Conference.
12. Elected Councillors from Associate members who are their Council's nominated voting delegates **will** be eligible to vote for motions at Conference.
13. For the purposes of representation NSW should be broken up into two (2) regions being a metropolitan/urban region and a rural/regional region.
14. The metropolitan/urban region to be defined as councils which fall within the County Cumberland plus Camden.
15. The rural/regional region to be defined as all other councils. This will include peri-urban councils, eg Newcastle, Wollongong etc.
16. For the first two(2) terms the Board of Directors should consist of a maximum of 17 members being:
  - a. 1 X President
  - b. 8 X Board members representing Metropolitan/Urban councils
  - c. 8 X Board members representing Rural/Regional councils
17. One (1) person be elected to the position of Metropolitan/Urban Vice President from among the 8 board members elected to represent the Metropolitan/Urban councils.

One Association Taskforce Discussion Paper, 2010

18. One (1) person be elected to the position of Rural/Regional Vice President from among the 8 board members elected to represent the Rural/Regional councils.
19. One person be elected to the position of Treasurer from among the 14 of the 17 board members who have not been elected to the positions of President or Vice President.
20. Commencing from the third term after the establishment of the new Association that the maximum number of board members be 13 being:
  - a. 1 X President
  - b. 6 X Board members representing Metropolitan/Urban councils
  - c. 6 X Board members representing Rural/Regional councils

And under this arrangement (recommendations 21, 22 and 23 which would then replace recommendations 17, 18 & 19):

21. One (1) person be elected to the position of Metropolitan/Urban Vice President from among the 6 board members elected to represent the Metropolitan/Urban councils.
22. One (1) person be elected to the position of Rural/Regional Vice President from among the 6 board members elected to represent the Rural/Regional councils.
23. One person be elected to the position of Treasurer from among the 10 of the 13 board members who have not been elected to the positions of President or Vice President.
24. There should not be a position of Immediate Past President nor Vice President General on the Board of Directors.
25. The position of President should be elected at large by all voting delegates.
26. The positions of Board members to represent the Metropolitan/Urban councils should be elected by all voting delegates from only those councils who are categorised as Metropolitan/Urban.
27. The positions of Board members to represent the Rural/Regional councils should be elected by all voting delegates from only those councils who are categorised as Rural/Regional.
28. The position of Metropolitan/Urban Vice President should be elected from among those elected as Board Members to represent the Metropolitan/Urban councils by all voting delegates from only those councils who are categorised as Metropolitan/Urban.
29. The position of Rural/Regional Vice President should be elected from among those elected as Board Members to represent the Rural/Regional councils by all voting delegates from only those councils who are categorised as Rural/Regional.
30. The position of Treasurer should be elected from among those Board Members who have not been elected as President or Vice Presidents by all voting delegates.
31. The terms of office for all Board members and Office Holders should be for a period of two (2) years.

32. A person may hold the position of President for no more than two 2-year consecutive terms (subject to being re-elected after the first term), before the position must alternate to another region.
33. There be no term limits for the positions of Vice Presidents (subject to being re-elected).
34. There be no term limits for the position of Treasurer (subject to being re-elected).
35. There be no term limits for the positions of Board Members (subject to being re-elected).
36. The position of President should be alternated between regions.
37. There is no need for the position of Treasurer to be alternated.
38. Ordinary member councils should all have equal voting rights for the election of the Board of Directors.
39. Ordinary member councils should all have equal voting rights when dealing with motions at Conference.
40. Associate members have 1 vote per member council when dealing with motions at Conference.

# Notice of Motions

---



## Notice of Motion

Cr David Yarnall has given notice of intention to move:

That Council requests that an official member of the NSW Farmers Association be invited to speak at a Council briefing regarding the current draft LEP.

### ***Councillor Comment***

The above invitation arises from the previous Council meeting in July. Councillors and staff have had a briefing from a representative from the Environmental Defenders Office. It seems appropriate and in the light of the concern in the rural community that Councillors and staff be briefed by an appropriate representative of the NSW Farmers Association.

### ***Staff Comment***

#### **Strategic Planning Coordinator**

Council staff support this Notice of Motion.

(BP10/233:EF10/4)

## Notice of Motion

**Cr Neil Marks** has given notice of intention to move:

That Council form a steering committee as an advisory panel for council staff on the submissions received on the draft LEP and that the steering committee be made up of appropriate people from the NSW Farmers Association, The Department of Agriculture and the Environmental Defenders Office (EDO).

### **Staff Comment**

#### **Executive Director – Sustainable Development**

It is appreciated that the Notice of Motion reflects a call by some farming landowners for staff to be provided with 'technical' agricultural or farming advice in respect of considering submissions to the draft LEP. It is also noted that the EDO are proposed to be on this steering committee.

The appropriate process for planning staff to take technical advice in drafting a report and recommendations to Council on LEP submissions is as follows. Firstly, in terms of the environmental protection or management zoning issues planning staff would take advice on ecological issues from Council's newly appointed Environmental Strategy Officer (Ecologist). As stated in meetings the Ecologist would also conduct site visits as required. It may also be appropriate on wider environmental issues (as opposed to site specific issues) to take advice from the Department of Environment Climate Change and Water (DECCW).

In terms of taking technical farming or agriculture advice Council does not have a farming specialist. However any agricultural advice would be taken from the Department of Industry and Investment (DII) which takes in the former Department of Primary Industry (DPI). Council could also engage a special agricultural advisor if it required.

It is not appropriate for Council to establish a steering committee as outlined in the Notice of Motion for several reasons. Firstly, it is contrary to the above accepted standard planning practice. This is the case not just for considering LEP submissions but also for assessing DA submissions. Staff seek technical advice from the above listed Government Departments and technical experts (internally or external consultants) as required. This provides the process a high level of objectivity. It is a cornerstone to public sector codes of conduct to provide objective advice to elected members. For staff to take technical advice from advocate groups as listed in the Motion would result in the process losing objectivity. Secondly, the proposal would cause equity issues. Where do you start and stop with the list of participants and do you set up such steering committees on other LEP issues.

Thirdly and most importantly the proposal would cause serious probity and transparency issues. The NSW Farmers Association (or its members) and the EDO may lodge submissions to the draft LEP. To have these groups provide advice to staff assessing those submissions and submissions with a contrary view would breach probity and transparency standards. Council should be mindful that the planning process Council adopts for dealing with LEP's can be the subject of challenge.

For the above reasons it is recommended that Council not adopt the Notice of Motion proposed.

(BP10/269:EF10/4)

## Notice of Motion

Cr David Yarnall has given notice of intention to move:

That Council bans the use of caged (battery) eggs at all Council functions.

### ***Councillor Comment***

There are now 17 Councils across NSW who have banned caged eggs. We can alleviate the suffering of thousands of birds and send a clear message that this Council does not want to be apart of the cruel and inhumane caged egg system. Currently laying hens are kept in cages with a base of 550cm, approximately the size of an A4 piece of paper. We would not countenance keeping dogs and cats in cages of this size so let's help end the keeping of chooks in battery cages

### ***Staff Comment***

#### **Program Manager – Integrated Planning**

Staff are investigating the use of area caterers who source their produce locally, including free range eggs. In undertaking these investigations staff are also required to give significant weighting to service reliability, cost, compliance with food health regulations and the supplier's ability to provide ancillary services, such as set up and clean up following provision of food.

(BP10/246:EF10/4)

## Notice of Motion

**Cr Simon Clough** has given notice of intention to move:

That Council write to Sydney Airport (SACL), the Federal Minister for Infrastructure, Transport, Regional Development and Local Government, NOROC and the LGSA expressing grave concern at the proposed five fold increase in parking fees for Regional Express (Rex) at Sydney Airport. The proposed increase would raise fees from \$700,000 to \$3.7million.

### ***Councillor Comment***

Sydney Airport was sold to Macquarie Bank on the clear condition that regional air services are to be protected for the future. The insidious attempt by SACL to force out regional aviation by covert means must be resisted.

The proposed increase in fees could well result in Rex being forced to leave Sydney airport. The impact on tourism and regional development of Rex leaving Sydney airport would be very negative for Lismore.

### ***Staff Comment***

#### **Program Manager – Commercial Services**

I believe that the restriction placed on the operators of Sydney airport in relation to regional airlines revolves around the provision of landing slots and the cost of them rather than ancillary fees such as parking fees. The parking fee increases proposed by the SACL for REX are extreme and appear to be an attempt to circumvent the restrictions on them. The landing slots are a prime resource and SACL would do better to have them available for larger interstate and international aircraft.

Such increases in parking fees would have a significant impact on REX operations. Alternatives available to REX should SACL proceed with the increases would include:

- increases in fare structures to recoup the charges; and
- moving their landing destination, probably to Bankstown.

Both of these options lead to a real prospect that a service to Lismore would not be viable, in the first case due to cost structures and in the second case due to inconvenience of travel to Bankstown and associated costs with transferring to the city. Travel options out of the Gold Coast and Ballina would become even more attractive.

(BP10/268:EF10/04)

## Notice of Motion

**Cr Vanessa Ekins** has given notice of intention to move:

That Council, in order to ensure the safety of pedestrians:

1. Include costings and designs for footpaths/cycleways in all road reconstructions that have identified pedestrian activity; and
2. The Assets Infrastructure Policy Advisory Group develop a draft points system to enable the forward planning of new footpaths, taking into account the cycleway strategy, budget submissions and identified pedestrian activity, and report back to Council for adoption.

### **Staff Comment**

#### **Executive Director – Infrastructure Services**

The Council currently funds cycleways, footpath replacements, footpath maintenance and Pedestrian Access and Mobility Programs. There is no funding allocated to new footpaths (except some contributions associated with new development). Council would need to find funding to support a new footpath construction program and the Assets and Infrastructure Advisory Group would then develop a prioritisation system.

This new footpath construction program is currently not part of Council's four year Delivery Plan.

The principle of providing footpath/cycleway designs and estimates in conjunction with the design of road reconstruction adjacent to Council's adopted cycleway plan is current practice and is supported. Actual construction of the cycleway does not necessarily happen in conjunction with road reconstruction as grant funding needs to be secured and meaningful links within the cycleway network are usually installed. A recent example is the cycleway in High Street.

(BP10/270:EF10/4)

## Notice of Motion

**Cr Vanessa Ekins** has given notice of intention to move:

That Council, in order to ensure the safety of pedestrians, include as a top priority in the cycleway strategy, Brunswick Street from Carolina Road to Trinity College, and seek funding for its construction.

### **Staff Comment**

#### **Executive Director – Infrastructure Services**

This Notice of Motion is generally supported however, the project is not considered a top priority given it is not part of Council's adopted Cycleway Plan and there are several issues which need to be resolved before work could commence.

The primary purpose of the cycleway strategy was to provide a network of cycleways throughout the urban area. There were of course added benefits in that cycleways can also be used by pedestrians. The focus of the strategy was to link existing sections of cycleway throughout the urban area and provide links between and to major attractors e.g. University, CBD, Goonellabah, Schools etc.

The construction of a cycleway as proposed in this Notice of Motion was not included in the strategy as it essentially does not link to any existing cycleway or major attractor. It would however provide access for residents living in that area.

The proposed path could be included in the next review of the strategy which would be due to occur some time over the next twelve months.

With regard to funding and timing of these works a major difficulty of a cycleway from Carolina Street to the CBD network is access across the intersection of Donnans. It is very challenging and may require reconstruction of the intersection. This project is listed for future design and investigation.

The project is on a State Road and may be fully funded by the RTA therefore they will play a major role in determining the priority of the project.

The scope and total cost of this project are required before Council can determine its priority.

(BP10/273:EF10/4)

## Notice of Motion

**Cr Vanessa Ekins** has given notice of intention to move:

That Council, in order to protect local assets, liaise with Rous Water, Lismore, Byron and Ballina Visitor Information Centres and tourism operators, to develop a policy on access to and contributions for maintenance of local waterholes.

### ***Staff Comment***

#### **Program Manager – Arts, Tourism and Leisure**

Lismore City Council's Tourism Co-ordinator will liaise with Rous Water, National Parks, Neighbouring Councils and other parties in relation to public/visitor use and access to local water holes in the region. A particular focus will be on visitor safety, access/ownership issues with water holes and protecting the natural environment.

Council's Visitor Information Centre's does not recommend any recreational water use or swimming at locations that do not have adequate signage, information and/or patrolled life guards on duty

(BP10/271:EF10/4)

## Notice of Motion

**Cr Vanessa Ekins** has given notice of intention to move:

That Council investigate and report before the 2011/12 budget process, rate reductions and other incentives for landholders with ecologically sensitive vegetation to enable protection and restoration of these areas.

### **Staff Comment**

#### **Program Manager – Integrated Planning**

It is appropriate that Council be briefed on the range of options and mechanisms available to assist or incentivise landowners in their management of ecological assets.

Current and future community debate around the impacts of Council's planning instruments; the Bio Diversity Strategy and Koala Plan of Management are highlighting the need for Council to be fully conversant with the range of non regulatory tool options available for implementing or supporting these documents. Financial incentives, rating mechanisms and grants are typical examples of non regulatory tools.

This should not be considered as an individual initiative beyond the Delivery Plan. Rather it will inform Council's options for the implementation of the Biodiversity Strategy, the Koala Plan of Management and other planning instruments.

#### **Manager Corporate Services**

In June Council adopted its four year Delivery Plan. This initiative did not figure in this documents deliberations. The main thrust of the new Integrated Planning and Reporting framework is that a Council makes a commitment to the community on what projects will be completed within its term. This initiative will ultimately reduce Council's income and therefore reduce its ability to implement the Delivery Plan.

It is possible that this initiative will be one of the mechanisms used in the implementation of Council's Koala Plan of Management and the Biodiversity Strategy. In following the principles of sensible management it would be proper to wait until these strategies are completed rather than to commit limited resources before a prioritised action plan is available for consideration. It is advised that this initiative should not be considered in isolation, but become part of the development of the aforementioned Delivery Plan strategies.

(BP10/272:EF10/4)

# Reports

---



# Report

<b>Subject</b>	<b>Request to change the application of Nimbin Business Rates</b>
<b>TRIM Record No</b>	BP10/173:EF09/2523
<b>Prepared by</b>	Manager - Finance
<b>Reason</b>	For Council to determine a request from the Nimbin Chamber of Commerce to forgive a loan for the provision of the Nimbin CCTV network, or the reimbursement of funds applied to the Visitor Information Centre and interest charged on the loan.
<b>Community Strategic Plan Link</b>	Best-Practice Corporate Governance

## Overview of Report

The Nimbin Chamber of Commerce (NCC) has written to 'raise concerns with Lismore City Council relating to the Nimbin Business Rate Levy (NBRL) and its application since the introduction of the "Nimbin Street Safety Program".

Due to these concerns, they request that Council either forgive the loan in total or reimburse funds over applied to Nimbin Visitor Information Centre and interest charged on the loan. If approved, they request that the NBRL funds be applied to a 'Nimbin Mural Fund' for the preservation and development of the Main Street murals.

A copy of their letter is separately attached to the business paper.

## Background

The Nimbin Business Rate (NBRL) was introduced in 2003/04 to generate an additional \$10,000 from business rated properties in Nimbin. In 2003/04, the \$10,000 was spent as planned on marketing and community economic development activities. Council provided an additional cash contribution to both these activities.

As no ongoing plan was in place to spend the additional rate revenue, two public meetings were held with stakeholders (business ratepayers) in September and October 2004. The consensus from the meetings was for a) \$8,000 to be spent on security being the provision of CCTV, and b) \$2,000 to be spent on economic development with an emphasis on community economic development.

As with all ordinary rates, the amount collected increases annually by at least rate pegging. For 2010/11, the NBRL will generate an additional \$12,576 and total Nimbin Business rates are \$72,461. The NBRL is being used to repay an internal loan for the capital cost of the Nimbin CCTV network and the for Nimbin economic development.

### **CCTV Network**

At the October 2004 meeting, it is agreed that the contractor estimated amount of \$56,000 for a CCTV network was discussed. The discussion included Council borrowing the funds and the NBRL repaying the loan. Based on the estimate of \$56,000, a 10 year period for the loan was suggested with Council meeting the ongoing monitoring costs to be investigated.

The total cost for the implementation of the CCTV network was \$77,162. This included \$63,477 for the CCTV infrastructure, \$3,372 in council costs, \$2,368 for electrical works and \$7,945 for tree lopping. Council contributed \$7,162 towards the project and the balance of \$70,000 was an internal loan to be repaid by the NBR. Loan repayments are \$8,000 per annum. The interest rate applicable was 5.5%, a very competitive, bottom of the range interest rate. The loan will be paid out in 2016/17 with total principal and interest of \$99,011.

In regards to the CCTV monitoring and maintenance, Council pays these costs. For 2010/11, this is estimated to cost \$20,100.

NCC Concerns - The NCC concerns in regards to the CCTV network can be summarised as:-

1. Not able to find any correspondence from Council relating to the financial arrangements since the two public meetings.
2. The business community at the time was informed that the cost of the CCTV networks was \$70,000 and to be repaid over 7 years or \$10,000 per year. This included a yearly contribution of \$2,000 towards community economic development.
3. The fact interest has been applied was unknown and has been met with disbelief by the Chamber members.

Comment – Unfortunately, no record can be found of Council advising the Nimbin business ratepayers of the loan repayment arrangements for the CCTV network. As such, it is assumed that no letter was sent.

In regards to 2 above, as it is assumed no letter was sent, it is not possible to substantiate what the business community was advised and by whom. However, considering the community consultation consensus was \$8,000 towards security (CCTV) and \$2,000 towards economic development, the assertion that Council would allocate the full NBRL of \$10,000 towards the security so the loan would be repaid over 7 years and make an additional contribution of \$2,000 per annum towards community economic development is not credible.

In regards to 3 above, the CCTV network loan is a typical principal and interest loan. Council has similar principal and interest arrangements with three community groups. The charging of interest recognises that there is a financial cost in providing a loan which I suspect all business operators would be fully aware.

While not conclusive, the letter to business ratepayers inviting them to the October 2004 meeting and the notes from the October 2004 meeting indicate a) \$8,000 is for security – provision of cameras, b) \$56,000 for the estimated CCTV network costs, c) loan arrangement fee is mentioned, but not defined, and d) 10 year loan period. Based on this information, it can be assumed that paying \$80,000 (\$8,000 per annum for 10 years) on a loan of \$56,000 for the CCTV network that a fee or interest would have applied to this arrangement.

### **Economic Development**

At the October 2004 meeting, it is agreed that \$2,000 per annum from the NBRL would be applied to Economic Development.

As the loan repayment amount for the CCTV network was fixed, the balance of the NBRL, noting the impact of rate pegging, has been spent on community economic development to 2006/07 and the Nimbin VIC since. For 2010/11, \$4,576 will come from the NBRL to fund the Nimbin VIC and the balance of approximately \$121,900, excluding Tourism Management and activity based costing charges, will be funded by Council.

NCC Concerns - The NCC concern in regards to economic development is that the agreed \$2,000 to economic development was redirected to the Nimbin VIC. This amount has now ballooned to more than double. At no point was the Chamber consulted regarding the redirection of these funds.

Comment - Unfortunately, no record can be found of Council advising the Nimbin business ratepayers of the loan repayment arrangements for economic development. As such, it is assumed that no letter was sent.

During the first four years of the NBRL, Council staff worked very closely with the Nimbin community on the community economic development aspect through the Economic Development Unit. It was a result of this involvement that the need for the Nimbin VIC came to prominence. From Council's perspective, there is a very strong linkage between economic development and tourism in Nimbin, hence the use of the NBRL for this purpose. This is considered a very effective use of these funds.

## **Other Points Raised**

1, Why did Council neglect at the time to seek funding for the CCTV from the 'Safer Suburbs Program' through the Attorney General's Department?

Comment - It is not possible to advise why Council did not seek grant funding, or if any were available, from the Attorney General's Department or any other Commonwealth or State Government departments, for the CCTV networks when the works commenced in 2004/05. In regards to the 'Safer Suburbs Program' referred to by NCC, this was announced during the 2007 election campaign. It is doubtful that this funding could be applied retrospectively.

2. Why should the financial burden of the CCTV be on the business/property owners?

Comment – The decision to apply \$8,000 per annum from the NBRL to the CCTV network was the consensus of all stakeholders attending the meetings in September and October 2004. Council continues to support this position. It should be noted that all CCTV monitoring and maintenance costs, estimated to be \$20,100 in 2010/11, are paid by Council and not from the NBRL.

3. Why should CCTV infrastructure in Nimbin be charged interest?

Comment – The CCTV network loan is a typical principal and interest loan. Council has similar principal and interest arrangements with three community groups. The charging of interest recognises that there is a financial cost in providing a loan.

## **Nimbin Chamber of Commerce Requests:-**

1. Forgive the loan in total

Comment – Applying this request to all future (1/7/10 onwards) repayments, this would require Council to waive \$8,000 per annum for the next six years and \$4,011 in the seventh year. This relates to \$42,721 in principal and \$9,289 in interest.

Effectively, this would mean that Council would repay the internal loan and as such, an unfavourable \$8,000 variance on the 2010/11 Budget. The unfavourable loan repayment variance would continue up to 2016/17 when the impact would reduce to \$4,011 and then \$0 thereafter.

This would result in \$8,000 per annum collected from the NBRL being available for other purposes from 2010/11 onwards.

Or

2. Reimbursement of VIC funds over contributed and writing off all interest on the loan.

Comment – The reimbursement requested would result in an unfavourable \$11,310 variance on the 2010/11 Budget. The unfavourable Nimbin VIC budget impact of \$2,576 plus rate pegging impact on the total NBRL would be ongoing.

This would result in \$11,310 from the NBRL being available for other purposes in 2010/11, and \$2,576 plus the rate pegging impact on the total NBRL being available in future years for other purposes.

Should total loan interest be written off, an unfavourable \$22,071 variance on the 2010/11 Budget would result. The unfavourable interest impact would continue into future budgets ranging from \$2,038 (2011/12) and reducing to \$209 (2016/17). Effectively, Council would be paying the interest costs.

This would result in \$22,071 being applied to the outstanding loan principal leaving a revised balance of \$20,650. The loan would continue to be repaid from the NBRL for further three years (2010/11 to 2012/13).

3. The NCC propose that as a result of Council adopting one of the above requests, that the NBRL be allocated to a 'Nimbin Mural Fund' for the preservation and development of the Main Street murals.

Comment – Council considered a similar request from the Nimbin Chamber of Commerce as a submission to the 2010/11 Operational Plan. This submission was not supported by Council.

## Sustainability Assessment

### Social Inclusion and Participation

The fact that Council did not formally advise the business community in detail of the implications of the consensus outcome is considered to be a major contributing factor to the current situation.

### Sustainable Economic Growth and Development

Agreeing to the requests to a) forgive the loan or b) reimburse VIC funds over contributed and writing off all interest on the loan, and c) the NBRL be allocated to a 'Nimbin Mural Fund', will have an unfavourable impact on Council's 2010/11 Budget and future budgets.

At the same time, the expenditure of the Nimbin Mural Fund on Main Street murals may result in increased tourism for Nimbin. If the creation of the Nimbin Mural Fund results in reduced opening hours for the Nimbin VIC, this is considered to be counter productive to increased tourism for Nimbin.

### Protect, Conserve and Enhance the Environment and Biodiversity

NA

### Best-Practice Corporate Governance

While Council did undertake specific community engagement initially on the NBRL, formal communication of the consensus outcome implications and the subsequent change of use did not occur. This is considered inconsistent with best practice management principles.

## Comments

NA

## Other staff comments

NA

## Public consultation

NA

## Conclusion

The consensus position reached with the Nimbin Business community in October 2004 for the application of the additional \$10,000 collected from the Nimbin Business Rate was \$8,000 for security and \$2,000 for economic development.

The Nimbin Chamber of Commerce has raised concerns about the lack of detailed information and consultation after the initial agreement and the situation is different than anticipated. They have requested Council consider two options to either forgive the total loan or reimbursement of VIC funds over contributed and writing off all interest on the loan. The Chamber proposes that should either option be approved, the Nimbin Business Rate funds be applied to the creation of the 'Nimbin Mural Fund' for the preservation and development of the Main Street murals.

On balance, it is concluded that the Nimbin Business Rate funds have been correctly applied to the purposes for which consensus was reached in October 2004. Unfortunately, Council did not formally communicate the outcome at the time hence the current situation. During this time, the Council has shown its commitment to the consensus by separately funding the ongoing monitoring and maintenance of the CCTV network (\$20,100 in 2010/11) and economic development in Nimbin (Nimbin VIC \$121,900 in 2010/11). As such, the concerns raised by the Nimbin Chamber of Commerce are acknowledged and the Nimbin Business community should be updated on the current situation with the Nimbin Business Rate, but as the funds received have been spent for the purpose collected and Council continues to financially support these initiatives, their requests to forgive the internal loan, or reimburse Nimbin VIC funds over-contributed and waive all loan interest, and create a Nimbin Mural Fund, are not supported.

## Attachment/s

1. Letter from the Nimbin Chamber of Commerce – Separately Enclosed

## Recommendation

That:

1. The Nimbin Chamber of Commerce concerns be acknowledged and noted.
2. A letter be sent to all Nimbin Business ratepayers updating them on the current situation with the Nimbin Business Rate.

# Report

<b>Subject</b>	<b>Tender No 2010-34 - Management of City Hall</b>
<b>TRIM Record No</b>	BP10/230:T10/34
<b>Prepared by</b>	Manager - Arts, Tourism and Leisure
<b>Reason</b>	To seek a Council resolution regarding the tender for the Management of City Hall
<b>Community Strategic Plan Link</b>	Best-Practice Corporate Governance

## Overview of Report

This report outlines the tender process conducted in May and June 2010 for the management of City Hall. One complying tender was received from the existing management organisation. However there is a significant unexplained price increase relative to the previous management period. It is recommended that Council does not accept the tender for the management of City Hall, and negotiates a more appropriate agreement with the tenderer.

## Background

City Hall has been managed by NORPA since 1991 by way of three or five year management agreements. The latest management agreement expired in mid-2010, and an invitation to tender for the management of City Hall for the period 1 July 2010 - 30 June 2015 was advertised in May 2010. Tenders closed on 10 June 2010, and one complying tender was received (NORPA).

The primary purpose of the facility managers is to:

- Maximise the use and income of City Hall
- Market and promote the venue to the community and visiting productions
- Minimise costs associated with the facility and its activities
- Maintain the facility to a high standard.

In the 2009/2010 financial year the budget allocation for NORPA's management of City Hall was \$160,000. An assessment of the tender received from NORPA identified a significant increase in proposed management costs over the 5 year management period:

2010/2011	\$250,000	excluding GST	(56% increase from 2009/2010)
2011/2012	\$275,000	excluding GST	(10% increase from 2010/2011)
2012/2013	\$302,500	excluding GST	(10% increase from 2011/2012)
2013/2014	\$311,575	excluding GST	(3% increase from 2012/2013)
2014/2015	\$320,922	excluding GST	(3% increase from 2013/2014)

A review of the proposed budget identifies substantial increases in the following areas:

	2009/2010	2010/2011	Increase
Administration Fees	\$15,290	\$35,000	\$19,710
Administration Costs	\$0	\$15,500	\$15,500
Salaries and Wages	\$141,244	\$190,500	\$49,256
Staffing Costs – Superannuation, Workers Compensation, Sundry Employee Expenses	\$19,357	\$26,800	\$7,443

Conversely, there are no significant increases in anticipated revenue. Venue hire projections for the 5 year period are modest and in line with CPI increases of less than 3%.

NORPA has provided a breakdown of staff costs allocated to the management of City Hall, spread across numerous roles equivalent to 4.1 full time staff:

Position	Percentage of time allocated to managing City Hall	Cost (\$)
General Manager	50%	32,500
Finance	30%	6,000
Reception	50%	15,000
Technical Manager	60%	27,000
Caretaker	100%	30,000
Venue Coordinator	100%	30,000
Marketing Coordinator	10%	3,000
Front of House Manager	10%	2,000

In addition to increasing the previous administration fee by \$19,710, NORPA has introduced a new Administration Costs fee of \$15,500 for services such as payroll processing, accounting fees, audit fees, bad debts, bank fees and charges, merchant fees, stationery. These are not new charges and are standard costs associated with business transactions, and have previously been included in Administration Fees of \$15,290 last financial year, and \$2,500 in the 2008/2009 financial year.

In the preceding 19 years NORPA has proven to be a very good venue manager and there are few concerns regarding NORPA's capability to continue to manage City Hall in an appropriate manner while simultaneously providing excellent cultural activities and programs for the local community. Upon review of the tender objectives, NORPA presents a range of process and strategies to address each objective. However it does so based on current practices already in place. There do not appear to be new initiatives or strategies employed that explain or justify the overall fee increases, including the significant increases to salaries and administration costs. There is no apparent justification for the management fee increase from \$160,000 to \$250,000.

It is acknowledged that NORPA is a valuable community resource and provides a diverse artistic program of events and activities that largely take place in City Hall. Council provides an additional grant of \$40,000 per annum to assist NORPA with their annual cultural program of activities.

## Sustainability Assessment

### Sustainable Economic Growth and Development

There has been a significant increase in cost (56%) proposed for the next 5 year management term compared to the previous term, with minimal increase in revenue (<3%) projected. The proposal has a neutral effect on employment, economic development, and central business district activity due to existing activity.

### Social Inclusion and Participation

No change.

### Protect, Conserve and Enhance the Environment and Biodiversity

Not required.

## Best-Practice Corporate Governance

It is questionable whether this proposal demonstrates effective use of Council resources given the significant and unexplained cost increase.

## Comments

### Finance

The 2010/11 Budget provides for a slightly increased management contribution compared to 2009/10. As such, it is significantly less than the tendered amount by NORPA. While the recommendations are supported, the alternative of Council managing the facility should also be investigated.

## Other staff comments

### Manager Assets

City Hall is an important Council facility and the management contract has worked well in the past. As venue manager, NORPA staff have worked closely with Council in formulating plans and strategies for maintenance and improvements to the building. Any new contract should ensure that this relationship is maintained and appropriate provisions will be included in the contract document.

## Public consultation

Not required.

## Conclusion

NORPA's tender price for the management of City Hall is significantly higher than previous years and has been presented without justification for the increase. NORPA has a dual role in its occupation of City Hall. NORPA manages City Hall, ensuring the venue is available for community use, and promotes and maintains the facility. NORPA is also an independent performing arts organisation, providing a varied cultural and artistic program for the community developed in-house and/or from touring shows and/or performers. It is possible that the lines between facility management and the operation of a performing arts organisation have become blurred and hence the substantial tender price increase for the City Hall management fee.

## Attachment/s

There are no attachments for this report.

## Recommendation

That:

1. In accordance with Clause 178(1) (b) of the *Local Government (General) Regulation*, Council decline to accept any tenders for T2010-34 – Management of City Hall.
2. In accordance with Clause 178(3) (e) of the *Local Government (General) Regulation*, Council resolve to enter into negotiations with NORPA for the Management of City Hall and the General Manager report back to Council on the outcome of those negotiations prior to finalisation and signing of any management agreement.
3. In accordance with Clause 178 (4) (a) of the *Local Government (General) Regulation*, the reasons that Council declines to invite fresh tenders are that:
  - Council has already conducted a tender process and received a response;
  - The respondent to that process is capable of delivering the services that Council requires;
  - Some matters need to be resolved and clarified prior to entering into a contractual arrangement;
  - Those matters are not of a nature that significantly alter the requirements of the tender.

# Report

**Subject** **Tender No. 2011-02 - Water Main Replacement - Various Locations Lismore**

**TRIM Record No** BP10/231:T11/2

**Prepared by** Capital Works Engineer-Water & Wastewater

**Reason** To inform Council of the tenders received for the renewal of water mains in various locations within Lismore CBD.

**Community Strategic Plan Link** Integrated Water Cycle Management

## Overview of Report

This report outlines the recommendation to award the tender for water main replacements for the financial year of 2010/11.

## Background

Council called a tender for water main replacement in some parts of Winterton Parade, Junction Street, Jubilee Street, Bent Street, Rous Road, Garrard Lane, Ballina Road and Dunoon Road in Lismore.

Except for the relocation of the water mains in Winterton Parade, Rous Road and Dunoon Road which are required to be renewed due to road upgrade works, the mains are in poor structural and service condition and in need of urgent replacement. The total length of mains for this contract is 3,250m, varying in sizes of 100mm $\varnothing$ , 150mm $\varnothing$ , 200mm $\varnothing$ , 225mm $\varnothing$  and 300mm $\varnothing$ .

The request for tender was advertised in the 'Weekend Star', the 'Courier Mail' and the 'Sydney Morning Herald', as well as "Tenderlink" through Lismore City Council's web page. A compulsory pre-tender meeting was held on 23 June 2010, with all prospective contractors attending. Ten (10) tenders were received by the closing time of 2.00pm on Thursday, 8 July 2010.

## Tender Examination

A summary of the tenders received is given below –

<b>Tenderer</b>	<b>Tender Price (\$)</b>
Morgans- Cambra Holdings Pty Ltd	1,600,274.43
Camglade Pty Ltd	1,125,174.00
CLM	1,165,784.60
Coe Drilling Pty Ltd	994,060.00
Kembla Watertech Pty Ltd (Trenchless)	1,050,782.00
Ledonne Constructions Pty Ltd	2,256,360.00
Mullane Plumbing	1,382,614.00
Arogen Pty Ltd	1,170,590.00
Arogen Pty Ltd (Trenchless)	953,256.36
McCracken Water Services Pty Ltd	1,060,825.00

Prices shown are **exclusive of GST**.

The tender is a schedule of rates tender. The “tender price” is the estimated price of the works as inserted by the tenderers using their respective rates. Council’s estimate for the construction of these works is reflected in the budget allocation set at \$1,254,000 for these eight projects.

An evaluation committee comprising Brian Benson (Capital Works Engineer), Dean Baldwin (Urban Works Engineer) and Rod Haydon (Trade Waste & Development Inspector) undertook the assessment of tenders.

The tender documents (Clause B7) defined five (5) areas by which each tender would be assessed:

1. Total Price
2. Capability and Past Experience
3. OH&S, Risk Management and Quality
4. Environment and Community
5. Local Content

Taking all the assessment criteria into account, Camglade Pty Ltd provides the most advantageous tender to Council with an assessment score of 83.72%, followed by Arogen (Trenchless Option) at 71.94%, Coe Drilling at 70.74% and Arogen at 69.74%. Due to the large response to this tender, the three highest assessments are discussed in detail in the body of this report, with the remaining submissions being detailed in the attached tender assessment report.

## Total Price

This was determined by using Council’s tender scoring spreadsheet. Attachment ‘A’ to this report shows the evaluation.

## Capability & Experience

- **Camglade Pty Ltd** has undertaken numerous water main contract works for Lismore City Council, with the most recent works being undertaken for Tender T2010-01 Woodlark Street Water Main Reconstruction within the main CBD which was completed on schedule. Camglade Pty Ltd are well experienced to undertake the scope of works nominated within this tender.
- **Arogen Pty Ltd** has undertaken two previous water construction works for Lismore City Council, one being the installation of a new PVC water main along the southern side of Three Chain Road, a distance of 382m in March of 2010. All construction and restoration was performed to Council’s satisfaction. Although this work was undertaken with cost savings to Council, with Arogen performing similar works in Three Chain Road for another Local Authority, considerable supervision had to be provided by Council’s staff over the entire construction period.
- **Coe-Drilling** is currently undertaking the 2009/2010 water main replacement works for Council with three out of the four projects completed. These works have been carried out to a satisfactory standard, with the final stage of works due to be completed by August 2010, as stated in the contract.

## Quality and Safety

- **Camglade Pty Ltd** has consistently performed works at a high standard and completed them on schedule. Their staff are all qualified and trained to perform their duties to a high standard with respect to OH&S and risk management issues with respect to co-workers and members of the public.

- **Arogen Pty Ltd** has performed limited works for Council, but has performed in a way that reflects highly of its stance to Quality and Safety.
- **Coe-Drilling** has performed moderately in this area with respect to the current tender (T2010-23) being undertaken for Council. Several issues have been raised with respect to the company's implementation of traffic management for its work sites and this has required ongoing monitoring by Council's inspectors.

## Environment & Community

In this area the panel considered that a tender would have to demonstrate a level of excellence to receive higher points. In this instance Camglade Pty Ltd scored slightly higher than Arogen Pty Ltd as very good, with Coe Drilling Pty Ltd scoring lower as marginal.

- **Camglade Pty Ltd** consistently carries out remediation works within 24 hours of excavation works being undertaken and has a high level of community contact with both the notification of disruptions to services and by positively acting upon all community concerns with works undertaken.
- **Arogen Pty Ltd** kept adjacent property owners informed during both of its construction activities in Lismore, and reinstated driveways and nature strips to Council's satisfaction.
- **Coe Drilling Pty Ltd** failed at times to carry out remediation works within 24 hours of excavation works being undertaken. Council did receive positive public feedback during the construction works undertaken in Wyrallah Road.

## Local Content

All of the tenders demonstrated a local content with spending in the local areas being consumables and accommodation of staff; therefore the following scores were assigned, based on the physical location of the business.

Lismore local government area	10
Northern Rivers	8
NSW & South East QLD	6
Other	2

- **Camglade Pty Ltd** is a local business which has been operating in Lismore for 22 years. All vehicles and equipment used have been procured through Lismore business houses. All staff are local and apart from major selected water fittings, all material is purchased within Lismore.
- **Arogen Pty Ltd** has staff based in Kurri Kurri NSW that will be used for this tender. Pipe and major fittings will be purchased directly from the supplier interstate, with all other materials being purchased locally. All plant used is registered in NSW.
- **Coe-Drilling Pty Ltd** has staff based in Pottsville and Murwillumbah that will be used for this tender. Its main office is located at the Gold Coast with offices at Arundel Qld and Murwillumbah NSW. Pipe and major fittings will be purchased directly from the supplier interstate, with all other materials being purchased locally. All plant used is registered interstate.

Referee Check

## **Camglade Pty Ltd**

Lismore City Council has contracted Camglade Pty Limited for many works in the past. During the last four financial years, Camglade Pty Limited has carried out similar works under:

- T25001 - Water Main Replacement
- T26001 – Water Main Replacement
- T26010 – Water Main Replacement
- T2010-01 Woodlark Street Water Main Replacement.

These works were performed to a high standard.

## **Arogen Pty Ltd**

Lismore City Council has engaged Arogen Pty Limited on two separate occasions in 2010 for similar works. These works were performed to a satisfactory standard.

## **Coe Drilling Pty Ltd**

Lismore City Council has contracted Coe Drilling Pty Limited for works in the past financial year.

- T2010-23 Water Main Replacement

These works are currently being carried out and are also to a satisfactory standard.

## Sustainability Assessment

### Sustainable Economic Growth and Development

The project will have a positive effect on local employment and the economy. The proposed mains to be replaced will reduce ongoing lifecycle costs as they will be replaced to industry standards.

### Social Inclusion and Participation

The project will improve the quality of service provided in the water reticulation area.

### Protect, Conserve and Enhance the Environment and Biodiversity

The project will have minimal impact on the environment with respect to the quality of air, water, biodiversity or waste.

### Best-Practice Corporate Governance

The project will be constructed to industry standards.

## Comments

### Finance

The 2010/11 Budget for Water Mains Renewal is \$1,256,400. The mains renewals budget is required to replace infrastructure at the end of useful life, but also the most likely to be reduced or increased should other capital work project costs change. For 2010/11, indications are that the Clunes Water Supply Pressure Booster System will exceed expected costs. The exact impact is being assessed and will be reported to Council as part of the 2010/11 Quarterly Budget Review process.

As such, the recommendations are supported with close management of this contract required to ensure it stays within the Budget, and any potential impact of the Clunes Water Supply Pressure Booster System assessed to determine the level of contracted works to proceed.

## Other staff comments

### Manager Works

The selection of Camglade Pty Ltd as the preferred contractor for the 2010/2011 water mains renewal program is strongly supported due to their proven track record in delivering similar contract works in the past. Camglade Pty Ltd is also a local company with a vast amount of local knowledge and skills in delivering this type of work on schedule and within budget.

## Public consultation

Not required.

## Conclusion

It is recommended that the contract for the water main replacement be awarded to Camglade Pty Ltd at the clarified rates submitted.

## Attachment/s

1. Tender No. 2011-02 Assessment Sheet - Water Main Replacement - Various Locations Lismore

## Recommendation

That:

1. The contract for water main replacement be awarded to Camglade Pty Ltd from the clarified rates submitted (the estimated price of the works being \$1,125,174.00 plus GST).
2. The Mayor and General Manager be authorised to execute the contracts on Council's behalf and attach the Common Seal of the Council.

Attachment A

Tender No. T2011-02 - Water Main Replacement - Various Locations Lismore

Criteria	Weighting from Tender Docs	Morgans		Camglade		CLM		Coe		Kembla		Ledonne		Mullane		Arogen		McCracken		Arogen (Trenchless)		
		Raw Score	Weighted & calculated	Raw Score	Weighted & calculated																	
1	Total Price (out of 10; against average)	48%	5.99	2.40	7.18	2.87	7.08	2.83	7.51	3.00	7.36	2.94	4.34	1.74	6.53	2.61	7.06	2.82	7.33	2.93	7.61	3.04
2	Capability and Experience (out of 10)	43%	7	3.15	9	4.05	6	2.70	7	3.15	6	2.70	7	3.15	7	3.15	7	3.15	6	2.70	7	3.15
3	Quality and Safety (out of 10)	3%	7	0.21	9	0.27	7	0.21	6	0.18	7	0.21	8	0.24	7	0.21	8	0.24	7	0.21	8	0.24
4	Environment and Community (out of 10)	2%	7	0.14	9	0.18	7	0.14	7	0.14	7	0.14	8	0.16	8	0.16	8	0.16	7	0.14	8	0.16
5	Local Content Minimum 10% (Out of 10)	10%	8	0.80	10	1.00	6	0.60	6	0.60	6	0.60	6	0.60	6	0.60	6	0.60	6	0.60	6	0.60
		100%		6.70		8.37		6.48		7.07		6.59		5.89		6.73		6.97		6.58		7.19
	<b>Overall score out of 100</b>			66.96		83.72		64.82		70.74		65.94		58.86		67.32		69.74		65.82		71.94

# Report

<b>Subject</b>	<b>Tender No. T2011-01 - Water Main Reconstruction - Gundurimba Aboriginal Community</b>
<b>TRIM Record No</b>	BP10/235:T11/1
<b>Prepared by</b>	Operations Engineer-Water & Wastewater
<b>Reason</b>	To inform Council of the result of the tender review for Contract T2011-01 Gundurimba Aboriginal Community - Water and Sewer Reconstruction.
<b>Community Strategic Plan Link</b>	Integrated Water Cycle Management

## Overview of Report

This report outlines the recommendation to award a contract of the Request for Tender T2011-01, Gundurimba Aboriginal Community – Water and Sewer Reconstruction.

## Background

In February 2010 the NSW Office of Water (NOW) contacted Council requesting that it perform a project, under its Aboriginal Communities Water and Sewerage Program, for the Gundurimba Aboriginal Community, 400 Keen Street, Lismore.

This program is jointly funded by the NSW Government and the NSW Aboriginal Land Council and aims to deliver improved water and sewerage services to discrete Aboriginal communities in NSW.

The project scope was to perform a condition assessment of the existing water and sewerage assets within the Gundurimba Community, then design and reconstruct these assets to meet Council's normal operational standards.

The condition report, prepared by Council was submitted to NOW in March 2010, concluding that the current sewer was in a dilapidated state and the water supply did not comply with fire protection requirements.

As such, Council developed a design for the infrastructure that met current standards. This design was accepted by NOW and a service agreement between NOW, Ngulingah Local Aboriginal Land Council (LALC) and Council was signed on 8 June 2010. In this agreement NOW engaged Council to be the Project Manager for the asset reconstruction and to provide maintenance services to the Gundurimba Community for a period of five years.

A tender was then prepared for the reconstruction component of the project and advertised in accordance with the *Local Government Act*, with tenders closing on 8 July 2010. The original tender close of 1 July 2010 was extended one week to allow contractors to perform an audit of the existing plumbing of the dwellings on the site.

It must be noted that the tender T2011-01 is for the reconstruction component only of the project. The other components of condition assessment, survey, design, project management and maintenance services are to be performed by Council staff.

## Tender Examination

An evaluation committee comprising Manager Works and the Operations Engineer Water & Wastewater, undertook the assessment of tenders.

Four tenders were submitted:

1. Camglade Pty Ltd
2. COE Drilling
3. Ledonne Constructions
4. HL Mullane & Son Pty Ltd.

All assessed tenderers had the capacity to perform the project to Council's specifications.

## Price Analysis

1. Camglade Pty Ltd	\$246,941.75
2. COE Drilling	\$275,550.00
3. Ledonne Constructions	\$628,932.00
4. HL Mullane & Son Pty Ltd	\$320,105.50

## Capability and Past Experience

Both Camglade and COE Drilling have performed contracts for Lismore City Council in the past, with both contractors currently executing works for Council. Staff are satisfied with the standard of their performance.

All four contractors meet Council's requirements for capability and past experience criteria.

## OH&S, Risk Management and Quality

Again all tenderers were similar in the standards for the tender. Camglade Pty Ltd was the only contractor that performed an audit of the dwellings for plumbing requirements.

## Environment and Community

All tenderers were similar in this component of the tender assessment. Camglade Pty Ltd was graded slightly higher due to its rectification standard and timely manner of addressing Council requests.

## Local Content

Camglade being a local firm, scored higher in the tender assessment than the other two contractors.

## Tender Assessment Weightings

(See attachment A)

## Referee Check

### Camglade Pty Ltd

Lismore City Council has contracted Camglade Pty Limited for many works in the past. During the last four financial years, Camglade Pty Limited has carried out similar works under:

- T25001 - Water Main Replacement
- T26001 – Water Main Replacement
- T26010 – Water Main Replacement
- T2010-01 Woodlark Street Water Main Replacement.

These works were performed to a high standard. Camglade used Council for a referee check and staff are happy with their performance.

## **Coe Drilling Pty Ltd**

Lismore City Council has contracted Coe Drilling Pty Limited for works in the 2009/2010 financial year, being Tender T2010-23 Water Main Replacement.

These works are currently being carried out and are to a satisfactory standard. Coe Drilling used Council for a referee check and staff are satisfied with their performance.

## **HL Mullane & Son**

HL Mullane & Son is a company that would have the capability of performing the project. Furthermore, it was given an excellent reference from Hunter Water Contracts Engineer who stated, *".....they are good to work with, are not claims orientated and I don't have a problem with their performance"*.

## **Ledonne Constructions**

The Ledonne Constructions reference check was through the Coffs Harbour office of the NSW Public Works. The Project Manager stated that, *"...very happy with Ledonne Constructions...they are very consistent in their approach...very experienced in contract management...had a very pleasing attitude and always provided solutions to the problems associated with the project."*

## Sustainability Assessment

### Sustainable Economic Growth and Development

This project is to upgrade existing assets to current reliability standards.

### Social Inclusion and Participation

The project is an initiative of the Aboriginal Communities Water and Sewerage Program aiming to improve water and sewerage reticulation standards to the Gundurimba Aboriginal Community.

### Protect, Conserve and Enhance the Environment and Biodiversity

This project is a remove and replace asset project and will not affect the natural environment.

### Best-Practice Corporate Governance

This project will provide best-practice water and sewer assets to the Gundurimba Aboriginal Community.

## Comments

### Finance

As all Council costs associated with this project are being funded by the NSW Office of Water (NOW), the recommendations are supported.

## Other staff comments

### Manager Works

The selection of Camglade Pty Ltd as the preferred contractor for this project is supported due to its proven track record in delivering similar contract works for Lismore City Council in the past. Camglade Pty Ltd is also a local company with a vast amount of local knowledge and skills in delivering this type of work on schedule and within budget.

## Public consultation

Not required.

## Conclusion

It is recommended that the contract for the Gundurimba Aboriginal Community water and sewer reconstruction be awarded to Camglade Pty Ltd at the clarified rates submitted.

## Attachment/s

1. Tender T2011-01 Tender Assessment - Gundurimba Aboriginal Community Water Main Reconstruction

## Recommendation

That:

1. The tender from Camglade Pty Ltd for \$246,941.75 be accepted for Contract T2011-01 for Gundurimba Aboriginal Community, 400 Keen Street Lismore – Water and Sewer Reconstruction.
2. The General Manager be authorised to sign a Formal Instrument of Agreement and any other documents deemed necessary to complete this resolution.

Tender T2011-01 Assessment  
 - Gundurimba Aboriginal Community - Water and Sewer Main Reconstruction

	Criteria	Weighting from Tender Docs	Camglade Pty Ltd		COE Drilling		Ledonne Const.		HL Mullane & Son	
			Raw Score	Weighted & calculated	Raw Score	Weighted & calculated	Raw Score	Weighted & calculated	Raw Score	Weighted & calculated
1	Total Price (out of 10; against average)	40%	7.9	3.14	7.6	3.04	4.5	1.81	7.2	2.88
2	Capability and Experience (out of 10)	30%	9	2.70	7.0	2.10	7.0	2.10	7.0	2.1
3	Quality and Safety (out of 10)	10%	9	0.90	6	0.60	8	0.80	7	0.70
4	Environment and Community (out of 10)	10%	9	0.90	7	0.70	8	0.80	8	0.80
5	Local Content Minimum 10% (Out of 10)	10%	10	1.00	6	0.60	6	0.60	6	0.6
		100%		8.64		7.04		6.11		7.08
	<b>Overall score out of 100</b>			86.4		70.40		61.10		70.80

# Report

<b>Subject</b>	<b>Tender No. T2011-04 - Gravel Maintenance Grading Works</b>
<b>TRIM Record No</b>	BP10/245:T11/4
<b>Prepared by</b>	Rural Works Engineer
<b>Reason</b>	To appoint suitable contractors from Tenders received for the provision of gravel maintenance grading.
<b>Community Strategic Plan Link</b>	Improve Roads, Cycleways and Footpaths

## Overview of Report

This report details the evaluation of tenders received in relation to the provision of a gravel maintenance grading crew and a recommendation to award the tender

## Background

Tenders were advertised for the provision of a gravel maintenance grading crew to enable Council to compile a priority listing of "Approved Contractors" to carry out flood restoration works on Council's gravel road network at a fixed price for a stated period.

The gravel maintenance grading crew will comprise of a maintenance grader, grid roller, water cart and operators to undertake maintenance grading works for the period to 30 June, 2011. A minimum period of three (3) months work has been guaranteed within this period.

During the contract period and when the services of the maintenance crew are required, a contractor will be selected from the priority list based on the availability of the crew.

The request for tender was advertised in the '*Weekend Star*', the '*Courier Mail*' and the '*Sydney Morning Herald*', as well as "Tenderlink" through Lismore City Council's web page.

Tender documents were received from three (3) companies by the close of tender on 2.00pm, Thursday, 15 July, 2010.

### Tenderers

- Cambra Holdings (Morgans)
- McKrob Holdings
- Smith Plant

## Tender Examination

An evaluation committee comprising of Contracts Officer, Rural Works Engineer and Maintenance Supervisor undertook the assessment of tenders.

Tenders were invited on a Schedule of Rates basis for the supply of a gravel maintenance grading crew. Rates were based on a five (5) day (Mon–Fri) week and an eight and a half (8.5) hour day.

The tender documents, (Clause B7), defined five (5) areas by which each tender would be assessed:

## 1. Total Cost

A price comparison was completed on each tenderer for the provision of a maintenance grading crew. The totals for each crew are listed as follows:

Cambra Holdings (Morgans)	\$16,830.00
McKrob Holdings	\$13,090.00
Smith Plant	\$13,260.00

## 2. Capability & Experience

All tenderers have a demonstrated ability to carry out gravel maintenance grading works and have all recently completed gravel road maintenance contracts with adjoining councils. Additionally, Smith Plant has completed gravel maintenance works for Lismore City Council in the past and is currently undertaking gravel maintenance works for Council.

Smith Plant owns and is able to provide a self propelled pneumatic grid roller as part of the maintenance crew which is more effective and efficient than a towed grid roller as proposed by McKrob Holdings. Cambra Holdings (Morgans) did not provide any details in regards to its proposed grid roller.

## 3. Quality & Safety

All tenderers have demonstrated a high level of awareness in regards to OH&S systems within their work practices, however in some instances documentation submitted for quality systems/ plans was not clear.

## 4. Environment & Community

Tenderers demonstrated an adequate level of awareness in regards to environmental issues although some submissions were lacking in detail regarding the community criteria.

## 5. Local Content

McKrob Holdings and Smith Plant are both locally based in the Lismore Local Government Area whilst Cambra Holdings (Morgans) are based in Ballina which is reflected in the scoring.

The rates tendered by McKrob Holdings resulted in the lowest costs for a gravel maintenance crew. However, considering the remaining evaluation criteria specified in the tender (Capability & Experience, Quality & Safety, Environment & Community, and Local Content) Smith Plant is the highest ranked tenderer with McKrob Holdings second, and Cambra Holdings (Morgans) third.

## Sustainability Assessment

### Sustainable Economic Growth and Development

The proposal will enhance the amenity of the community by providing a safer and better maintained road network. This contract will also employ local contractors.

### Social Inclusion and Participation

This contract directly relates to the Improve Roads, Cycleways & Footpaths under the Community Strategic Link Plan.

### Protect, Conserve and Enhance the Environment and Biodiversity

The use of new gravel material is minimised by re-use of existing gravel and reconstituting the road surface.

## Best-Practice Corporate Governance

Works will be undertaken in accordance with the guidelines for gravel roads maintenance best practice.

## Comments

### Finance

This contract will appoint gravel maintenance grading crew providers to Council's priority listing of "Approved Contractors" to carry out flood restoration works on the gravel road network. This will ensure works are completed within a reasonable time and will be funded from RTA flood restoration grant funds. As such, the recommendation is supported.

## Other staff comments

### Manager - Works

The use of an 'Approved Contractors' list provides Council with the flexibility to engage a maintenance crew. All contractors have demonstrated their ability to complete the works as directed and to the standard required.

I endorse the recommendation.

## Public consultation

There was no public consultation for this report.

## Conclusion

The supply of a gravel maintenance crew has been assessed and ranked according to the evaluation criteria as set out in the tender documentation. As a result, Council is able to engage a contractor from the "Approved Contractors" list based on availability. The list of "Approved Contractors" is ranked as follows:

1. Smith Plant
2. McKrob Holdings
3. Cambra Holdings (Morgans)

## Attachment/s

1. Score Summary Sheet

## Recommendation

That Council adopt the following order of priority for the provision of a gravel maintenance crew:

1. Smith Plant
2. McKrob Holdings
3. Cambra Holdings (Morgans)

**T2011/4 Score Summary Sheet**  
Gravel Maintenance Grading Works

Criteria	Weighting	Cambra Holdings (Morgans)	Weighted & calculated	McKrob Holdings	Weighted & calculated	Smith Plant	Weighted & calculated	
		Raw Score		Raw Score		Raw Score		
1	Total Price (out of 10)	40%	6.26	2.50	7.09	2.84	7.05	2.82
2	Capability and Experience (out of 10)	25%	7.5	1.88	7.5	1.88	9	2.25
3	Quality and Safety (out of 10)	20%	6.5	1.30	5	1.00	8.5	1.70
4	Environment and Community (out of 10)	5%	5	0.25	7	0.35	6	0.30
5	Local Content Minimum 10% (Out of 10)	10%	6.5	0.65	10	1.00	10	1.00
		100%		6.58		7.06		8.07
<b>Total 100% or 100</b>				<b>65.79</b>		<b>70.61</b>		<b>80.70</b>

# Report

<b>Subject</b>	<b>Proposed new road name - Development Application 1998/007</b>
<b>TRIM Record No</b>	BP10/232:DA98/7-09
<b>Prepared by</b>	GIS Officer
<b>Reason</b>	To provide Council with relevant information to enable the determination of the naming of a new road.
<b>Community Strategic Plan Link</b>	Best-Practice Corporate Governance

## Overview of Report

Council is in receipt of an application for a proposed new road name within an existing approved staged subdivision development. In accordance with the Roads Regulation 2008 Council's endorsement is required.

## Background

Since a recent review undertaken by Council's Manager Development and Compliance it has been necessary to alter management of the process to name a new road. Previously new road names were submitted to the Development Assessment Panel for determination, however the recent review has changed this process, and new road names are now required to be submitted to Council for determination.

It is proposed in the near future a report will be submitted to Council detailing a list of proposed names for endorsement and potential use within the Local Government Area. This will enable future applicants to select from a list of previously approved names without the need to submit reports individually to Council.

Council is in receipt of an application from Rous Water (the Applicant) to name a new road within its next subdivision stage of 'Perradenya', in connection with Development Application 1998/007. The following two names have been provided by the Applicant as preferred names for the new road:

Bottlebrush Court, Caniaba

OR

Melaleuca Court, Caniaba.

These preferred names have been selected by the Applicant to continue the theme of local flora names currently used within the development. Council officers have reviewed the legislative requirements associated with the road naming process and advise the proposed naming options comply with the guidelines of the Geographical Names Board and are suitable for use within the Lismore Local Government area.

In accordance with the Roads Regulation 2008 part 2 Division 2 – Naming of Roads, Council is required to resolve to commence the notification process of proposed road name.

## Sustainability Assessment

### Sustainable Economic Growth and Development

The name options proposed for the new road are thematic flora names and reflect flora within the surrounding local environment and are reflective of the existing road names within the development.

### Social Inclusion and Participation

The community will be provided an opportunity to participate in the process at the commencement of advertisement period subject to Council's endorsement of this report.

### Protect, Conserve and Enhance the Environment and Biodiversity

The name options proposed for the new road are thematic flora names and reflect the flora within the surrounding local environment.

### Best-Practice Corporate Governance

Policy 5.2.4 Naming of New Roads.

## Comments

### Finance

Not required.

## Other staff comments

### Manager Development and Compliance

This stage of the Rous Water subdivision has construction plans approved, but construction works have not commenced at the time of this report.

## Public consultation

The consultation process will occur as a result of the endorsement of the recommendations of this report and will include an advertisement and notification to various Government bodies and agencies. The public consultation period will be from 19 August 2010 up until close of business 17 September 2010 for a period of twenty eight days.

Should any submission opposing the proposal be received, a report will be presented to Council for further consideration, otherwise the matter will be determined by the General Manager in accordance with the advertised proposal.

## Conclusion

The proposed names as provided by the Applicant comply with the Geographical Names Board guidelines (as attached) and meet its requirements for uniqueness. Additionally, these names qualify under the preferred Source Category 2.1 within this document. It is appropriate the name of the new road within this subdivision be named either Bottlebrush Court, Caniaba or Melaleuca Court, Caniaba. As it is necessary to recommend one, it is proposed the new name be Melaleuca Court, Caniaba.

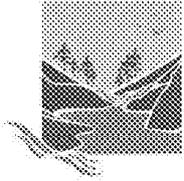
## Attachment/s

1. Naming of new road application and plan
2. Locality Map
3. Geographical Names Board (GNB) - Guidelines for the naming of roads

## Recommendation

That:

1. Council approve the proposed road name within the Rous Water development known as Development Application 1998/007 being Melaleuca Court, Caniaba subject to the proposal being exhibited for a period of twenty eight days as per Roads Regulation 2008.
2. Any submission opposing the proposal be reported to Council prior to determination of the naming.
3. In the absence of any submissions the application be determined under delegated authority.



**Rous Water**  
REGIONAL WATER SUPPLY

BALLINA  
BYRON  
LISMORE  
RICHMOND VALLEY

Our Ref: RS/AS: 1680/06 (38562)

5 July 2010

General Manager  
Lismore City Council  
PO Box 23A  
LISMORE NSW 2480

Attention: Christine Coates

Dear Sir/Madam

**Perradenya Estate – Naming of New Roads**

Further our recent telephone discussion, I enclose the completed application form and site map to support the naming of a new road within the latest Lot release at Perradenya Estate.

Please advise if further information is required.

Yours faithfully

Rod Shaw  
Corporate Projects Director

ROUS WATER CENTRE  
219-222 Moleenah Street  
PO Box 230  
Lismore NSW 2480  
DX 7552

ROUS COUNTY COUNCIL  
Phone (02) 6621 8035  
Fax (02) 6622 1181  
Email [water@rouswater.nsw.gov.au](mailto:water@rouswater.nsw.gov.au)  
ABN 61 393 923 771



# NAMING OF NEW ROADS

Date 5/7/10  
 Subdivision Approval 98,7

Approval is sought for the name of a new road/roads on the attached plan, relating to the abovementioned approved subdivision of:

Lot 96 DP 1087475

Proposed name BOTTLEBRUSH SMART OR PALALEMA SMART

Locality SANLADA

Reason for choice CONTAINING THEM IN SUBMISSION TO USE LOCAL FLORA NAMES

Compliance with Council Policy No. ....

*[Signature]*  
 Surveyor/Applicant/Owner  
 RUS SHAW

**OFFICE USE ONLY**

Road No. .... Map Ref. .... Urban/Rural  
 Type: Main Rural Urban Village  
 Classification: Feeder Local Cul-de-sac

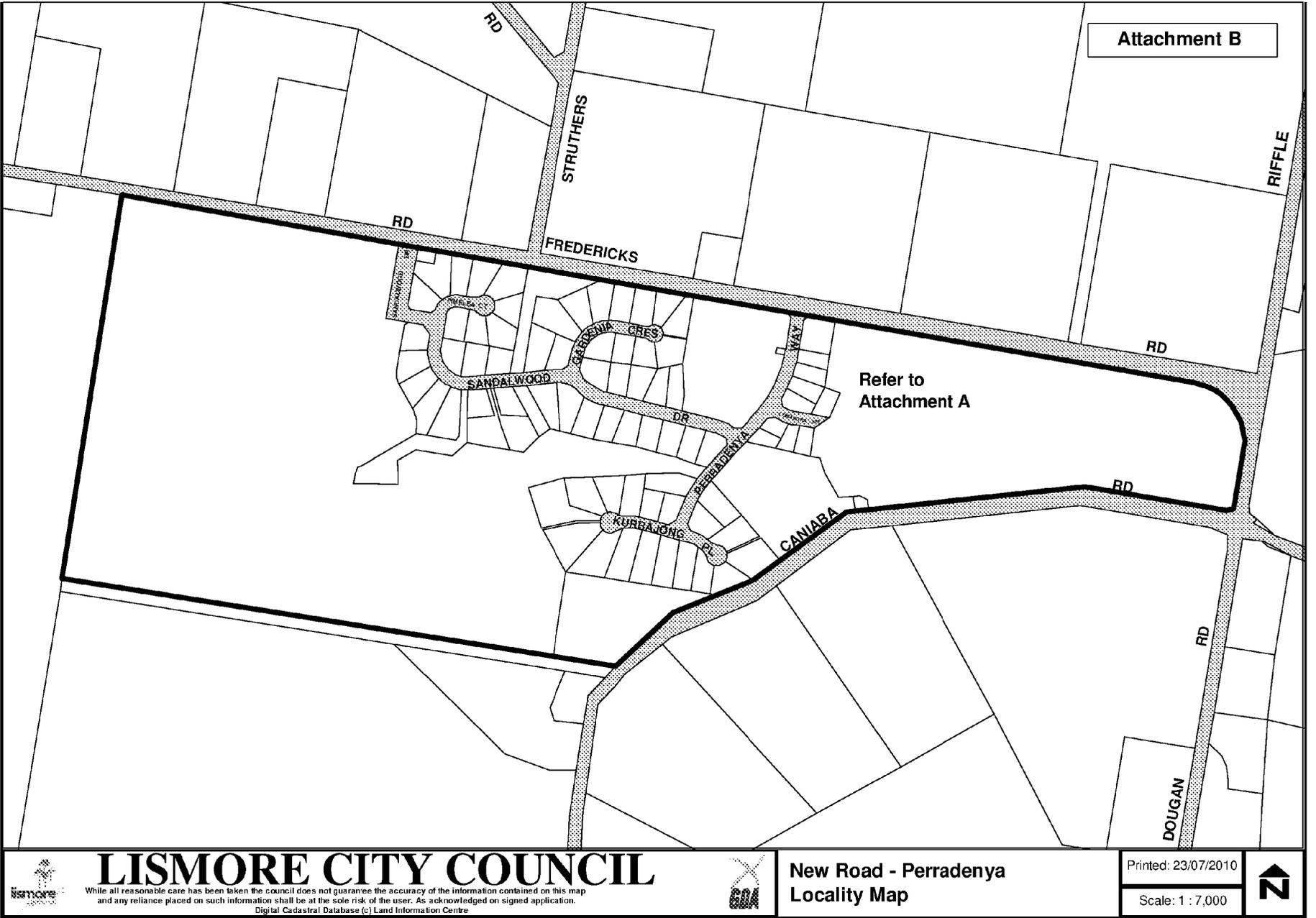
Comments .....

Subdivision Plan TCC ..... DP .....

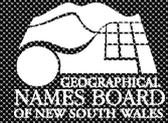
Name approved by ..... Date .....  
 Entered into computer road register by ..... Date .....  
 Entered into Engineer's register by ..... Date .....  
 Road map updated by ..... Date .....  
 Records file created by ..... Date .....

(L:\plandev\forms\naming of new roads)





# Guidelines for the naming of roads



Land and Property  
Management Authority

## Road names

When naming and renaming of roads and streets the following guidelines should be observed.

## Uniqueness

- 1.1 Name duplication within a local government area should be avoided. If possible duplication of names in proximity to adjacent local government areas should also be avoided. Similarity in road names within these areas is also discouraged (eg. White Street and Whyte Street).
- 1.2 However, roads crossing council boundaries should have a single and unique name.

## Sources

- 2.1 Preferred sources for road names include:
  - Aboriginal names
  - local history
  - early explorers, pioneers, settlers and other eminent persons
  - war/casualty lists
  - thematic names such as flora, fauna or ships.
- 2.2 Names should be appropriate to the physical, historical or cultural character of the area concerned.
- 2.3 The origin of each name should be clearly stated and subsequently recorded.
- 2.4 The Local Aboriginal Land Council should be consulted when choosing Aboriginal names unless the road naming authority already has an agreed list of appropriate names.

## Propriety

- 3.1 Names of living persons should not be used.
- 3.2 Names which are characterised as follows are to be avoided.
  - Offensive or likely to give offence.
  - Incongruous – out of place.
  - Commercial or company.

## Communication

- 4.1 Names should be reasonably easy to read, spell and pronounce in order to assist both service providers and the travelling public.
- 4.2 Unduly long names and names composed of three or more words, including the road type, should be avoided. Roads names should be limited to less than 40 characters which include any spaces and the road type.
- 4.3 A given name should only be included with a family name where it is essential to identify an individual or where it is necessary to avoid ambiguity. The use of given names should generally be avoided.
- 4.4 Roads with double destination names should be progressively renamed.

## Spelling

- 5.1 Where it is intended that a road have the same name as a place or feature with an approved geographical name, then particular care should be taken to ensure that the correct spelling is adopted.
- 5.2 Where names have been changed or corrupted by long established local usage, it is not usually advisable to attempt to restore the original form.

[www.gnb.nsw.gov.au](http://www.gnb.nsw.gov.au)

- 5.3 Spelling which is sanctioned by general usage should be adopted.
- 5.4 Generally road names proposed or approved should not contain abbreviations e.g. the Creek in Wallaby Creek Road must not be abbreviated. There is, however, one exception. ST should always be used in place of Saint.

## Form

- 6.1 The apostrophe mark ' must be omitted in the possessive case e.g. Smith's Road should be Smiths Road.
- 6.2 It is further preferable to deter a possessive S unless the euphony becomes harsh e.g. Smith Road.
- 6.3 The use of hyphens, slashes and other diacritical marks should be avoided if possible.
- 6.4 The use of numbers and roman numerals in a road name should be discouraged, when numbers are applied to a name it should be in alpha rather than numeric form.
- 6.5 No spaces should be embedded in words within the road name, single spaces only are allowed between words and no spaces are allowed to surround hyphens.

[www.lpma.nsw.gov.au](http://www.lpma.nsw.gov.au)

## Road type

Proposals for road names should include an appropriate road type suffix.

Road type suffixes are grouped into three categories, Culs-de-sac, Open ended and Either. The use of appropriate types is strongly encouraged to assist the travelling public, delivery companies and emergency services. Existing exceptions to these rules are often the result of particular circumstances, and similar use is not encouraged.

Road types in the singular or plural form (e.g. GARDEN or VIEWS etc) to those included in these lists are strongly discouraged except in presently existing cases.

Road types should not be abbreviated when being proposed, advertised and gazetted. It is acceptable to use Road Type Codes on mail, road signs and maps.

## Culs-de-sac

The types of cul-de-sac and a description are as follows.

Road type	Code	Description
BRAE	BRAE	A roadway running along a hill area.
CLOSE	CL	A short enclosed roadway.
COURT	CT	A short enclosed roadway.
COURTYARD	CTYD	An enclosed area
COVE	COVE	A short enclosed roadway
CUL-DE-SAC	CSAC	A street or road with only one entrance and exit.

END	END	A roadway that has a definite finishing point.
GREEN	GRN	A roadway often leading to a grassed public recreation area.
GROVE	GR	A roadway which features a group of trees standing together.
LOOKOUT	LKT	A roadway leading to or having a view of fine natural scenery.
MEWS	MEWS	A roadway having houses grouped around the end.
NOOK	NOOK	A short, secluded roadway with limited frontage indicating privacy.
PLACE	PL	A short sometimes narrow enclosed roadway.
PLAZA	PLZA	A roadway enclosing the four sides of an area forming a market place or open space.
POCKET	PKT	A short roadway leading to an intimate village environment.
POINT	PNT	A roadway leading to a focal point or river frontage.
PORT	PORT	A small roadway abutting a harbour, inlet, marina etc. in a coastal development.
REST	REST	A short roadway with limited residential frontage creating a quiet secluded environment.
RETREAT	RTT	A roadway forming a place of seclusion.
SHUNT	SHUN	A short, dead-end track used in State Forests only.
TARN	TARN	A roadway surrounding or leading to a lake or some other water feature.
TOP	TOP	A roadway constructed at the highest part of an area.
TOR	TOR	A roadway along a rocky height or hillside.

## Open ended streets

The type of open ended street and a description are as follows.

Road type	Code	Description
APPROACH	APP	A roadway leading to an area of community interest i.e. public open space, commercial area, beach etc.
ARCADE	ARC	A passage having an arched roof, or any covered passageway, especially one with shops along the sides.

[www.gnb.nsw.gov.au](http://www.gnb.nsw.gov.au)

ARTERIAL	ARTL	A major roadway within a city, generally of high capacity and providing connectivity between collector roads and limited access freeways.	FAIRWAY	FAWY	A short open roadway between other roadways.
ARTERY	ARTY	A major roadway within a city, generally of high capacity and providing connectivity between collector roads and limited access freeways.	FOLLOW	FOLW	A roadway meandering through wooded or undulating country.
AVENUE	AV	A broad roadway, usually planted on each side with trees.	FORMATION	FORM	A formed surface, once a timber railway which now provides vehicular access.
BANAN	BA	Aboriginal word meaning 'Street' or 'Path'.	FREEWAY	FWY	An express, multi-lane highway, with limited or controlled access.
BEND	BEND	A roadway containing a bend.	GATE	GTE	A roadway leading into an estate, main entrance to a focal point, public open space.
BOULEVARD	BVD	A wide roadway, well paved, usually ornamented with trees and grass plots.	GRANGE	GRA	A roadway leading to a country estate, or focal point, public open space, shopping area, etc.
BRACE	BR	A small roadway, which connects other roads or a major road to another feature.	HIGHROAD	HIRD	A main road; a highway.
BREAK	BRK	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.	HIGHWAY	HWY	A main road or thoroughfare, a main route.
BYPASS	BYPA	An alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement.	INTERCHANGE	INTG	A highway or freeway junction designed so that traffic streams do not intersect.
CENTRE	CTR	A roadway, which runs into or around a group of buildings forming the central point of an area of activity i.e. commercial, community, public open space, etc.	JUNCTION	JNC	A roadway making a transition from a major to a minor road in an estate, etc. A through road leading from one minor road to another as a link.
CIRCLE	CIR	A roadway, which forms a circle or part of a circle.	LINE	LINE	A generally long and straight road.
CIRCUIT	CCT	A roadway enclosing an area.	LINK	LINK	A roadway which links similar land uses i.e. pockets of residential, other roadway, etc.
CIRCUS	CRCS	A circular open place where many roadways come together.	LOOP	LOOP	A roadway that diverges from and rejoins the main thoroughfare.
CONCOURSE	CON	A roadway which runs around a central area, e.g. public open space or a commercial area.	MALL	MALL	A sheltered walk, promenade or shopping precinct.
CRESCENT	CR	A crescent thoroughfare allowing traffic without many cross streets.	MEANDER	MNDR	A sinuous winding roadway, wandering at random through an area or subdivision.
DRIVE	DR	A wide thoroughfare allowing a steady flow of traffic without many cross streets.	MOTORWAY	MTWY	A highway, usually between cities, designed to carry large traffic volumes. Predominantly dual-carriageway, with three or more lanes in each direction and grade-separated access.
EDGE	EDGE	A roadway constructed along the edge of a cliff or ridge.	PARADE	PDE	A public promenade or roadway which has good pedestrian facilities along the side.
ENTRANCE	ENT	A roadway connecting other roads.	PARKWAY	PWY	A roadway through parklands or an open grassland area.
ESPLANADE	ESP	A level roadway, often along the seaside or a river.	PASS	PASS	A roadway connecting major thoroughfares or running through hills.
EXPRESSWAY	EXP	An express, multi-lane highway, with limited or controlled access.			

PATH	PATH	A roadway usually used for pedestrian traffic.
PATHWAY	PWAY	A narrow roadway of any length meandering through an estate.
PROMENADE	PROM	A roadway like an avenue with plenty of facilities for the public to take a leisurely walk, a public place for walking.
QUADRANT	QDRT	A loop road forming a circular path or a curved deviation from another road.
QUAYS	QYS	A roadway leading to a landing place alongside or projecting into water.
RAMBLE	RMBL	A roadway that meanders from place to place.
RIDGE	RDGE	A roadway along the top of a hill.
ROAD	RD	A place where one may ride, an open way or public passage for vehicles, persons and animals, a roadway forming a means of communication between one place and another.
ROTARY	RTY	An intersection of two or more carriageways at a common level where all traffic travels around a central island.
ROUTE	RTE	A roadway allowing steady traffic flow with limited cross streets.
ROW	ROW	A roadway with a line of professional buildings on either side.
RUE	RUE	French for street or road
STREET	ST	A public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.
SUBWAY	SBWY	An underground passage or tunnel that pedestrians or vehicles can use for crossing under a road, railway, river, etc.
TERRACE	TCE	A roadway usually with houses on either side raised above the road level.
THOROUGH-FARE	THFR	A main road or public highway.
TOLLWAY	TLWY	A road on which a toll authority collects a fee for use.
TRACK	TRK	A roadway with a single carriageway. A roadway through a natural bushland region. The interpretation for both Track and Trail is limited to roadways,

TRAIL	TRL	whereas in many areas (eg Tasmania) these are more often associated with walking rather than vehicular movement. See TRACK
TURN	TURN	A roadway containing a sharp bend or turn.
UNDERPASS	UPAS	A passage having an arched roof, or any covered passageway, especially one with shops along the sides.
VIADUCT	VIAD	A roadway which crosses a bridge consisting of several small spans.
WALK	WALK	A thoroughfare with restricted vehicle access used mainly by pedestrians.
WALKWAY	WKWY	A roadway on which traffic travels at a slow pace.
WAY	WAY	An accessway between two streets.
WYND	WYND	A short narrow roadway or alley.

### Either culs-de-sac or open ended streets

When these types are used for a cul-de-sac it is essential that a 'No Through Road' sign also be erected.

The types and descriptions are as follows.

Road type	Code	Description
ACCESS	ACCS	A minor road built specially to give access to a house, motorway, etc.
ALLEY	ALLY	A usually narrow roadway for people or vehicles in cities and towns. A minor roadway through the centre of city blocks or squares.
ALLEYWAY	ALWY	A narrow street or passageway between or behind city buildings.
AMBLE	AMBL	A public road with pavements and buildings at the side or sides, especially in a town.
BOARDWALK	BWLK	A promenade or path, especially of wooden planks, for pedestrians and sometimes vehicles, along or overlooking a beach or waterfront.
BROW	BROW	A roadway that runs along or over the top of a hill.
BYWAY	BYWY	A little travelled side road, usually in the country, not regularly used by people or traffic.
CAUSEWAY	CSWY	A road raised above water, marshland or sand.
CHASE	CH	A roadway leading down to a valley.

COPSE	CPS	A roadway running through or to a public open space or woodland area.	RISE	RISE	A roadway going to a higher place or position.
CORNER	CNR	A roadway containing a sharp bend or corner.	SERVICEWAY	SVWY	A narrow lane or access way to provide services or access to adjacent properties.
CREST	CRST	A roadway running along the top or summit of a hill.	SPUR	SPUR	A minor roadway running off at less than 45 degrees.
CROSS	CRSS	A roadway forming a 'T' or cross.	SQUARE	SQ	A roadway bounding the four sides of an area to be used as open space or a group of buildings.
CUTTING	CUTT	A road through a narrow excavation made through high ground.	VALE	VALE	A roadway along low ground between hills.
DALE	DALE	A roadway situated between hills.	VIEW	VIEW	A roadway commanding a wide panoramic view across surrounding areas.
DIP	DIP	Short roadway through a steep valley or gully.	VISTA	VSTA	A road with a view or outlook.
DRIVEWAY	DVWY	A private road that connects a house/s, or garage/s, or other buildings with the street.	WHARF	WHRF	A roadway running alongside a water feature creating a wharf-like impression.
ELBOW	ELB	A roadway containing a sharp bend or turn.			
FOOTWAY	FTWY	A walkway or path for pedestrians.			
FRONTAGE	FRTG	A roadway passage a point of interest or significance with lots fronting only one side e.g. public open space, coastline, etc.			
GAP	GAP	A roadway that traverses a passage or a pass through a ridge or hill.			
GARDENS	GDNS	A roadway with special plantings of trees, flowers etc. and often leading to a place for public enjoyment.			
GLADE	GLDE	A roadway usually in a valley of trees.			
GLEN	GLEN	A roadway usually in a valley of trees.			
HEIGHTS	HTS	A roadway traversing high ground.			
HILL	HILL	A roadway going up a natural rise.			
KEY	KEY	A roadway serving			
LANE	LANE	A narrow way between walls, buildings etc. a narrow country or city roadway.			
LANEWAY	LNWY	A narrow street or alley running between or behind urban buildings, especially houses or stores.			
OUTLOOK	OTLK	A roadway leading to an area which affords a view across surrounding areas.			
PASSAGE	PSGE	A narrow street.			
PIAZZA	PIAZ	A public square or paved open space, without grass or planting, often in front of shops or significant buildings.			

## Prefixes

Road name prefixes should not be used. A notional prefix that relates directly to a locality name may be included as part of a road name (e.g. Lower Plenty Road, where Lower Plenty is a gazetted locality). However, where a directional or similar device is used to uniquely define road extremities, it should be used as a road suffix (e.g. Palmerston Road West).

## Segments

While directionals (e.g. Smith Road East and Smith Road West) used to achieve uniqueness for segments of the same road name are acceptable, where such segments are unconnected, such as where an intervening segment of road is unconstructed or where they are separated by a barrier and are likely to remain unconnected for the foreseeable future, consideration should be given to renaming one or each of the unconnected segments.

## References

Standards Australia/Standards New Zealand, 26 October 2006, Amendment No. 1 to AS/NZS 4819:2003 Geographic information – Rural and urban addressing.

## Legislation

The Roads Act 1993 - Section 162 provides the authority for the naming of roads. The Roads (General) Regulation 2000 (Government Gazette No112) Part 2; Division 2 sets out the procedures to be observed when naming roads.

**For further advice or assistance on  
the naming of roads in NSW**

contact the GNB.  
Geographical Names Board  
Panorama Avenue  
Bathurst NSW 2795  
T 1800 025 700  
F 02 6332 8217  
E [gnb@lpma.nsw.gov.au](mailto:gnb@lpma.nsw.gov.au)  
[www.gnb.nsw.gov.au](http://www.gnb.nsw.gov.au)

Land and Property Management Authority  
Head office

1 Prince Albert Road  
Queens Square  
SYDNEY NSW 2000

T 1800 052 697  
61 2 9228 6666  
F 61 2 9233 4357

© October 2009 Land and Property Management Authority. BP 10001-100

[www.gnb.nsw.gov.au](http://www.gnb.nsw.gov.au)

# Report

<b>Subject</b>	<b>2010 Local Government Association NSW Conference</b>
<b>TRIM Record No</b>	BP10/263:EF09/112
<b>Prepared by</b>	Corporate Compliance Coordinator
<b>Reason</b>	Request from the Local Government Association
<b>Community Strategic Plan Link</b>	Best-Practice Corporate Governance

## Overview of Report

The Local Government Association of NSW will hold its annual conference in Albury. Council is entitled to send voting delegates and submit motions to the conference.

## Background

The 2010 Local Government Association of NSW Conference will be held in Albury from 24-27 October 2010. A copy of the program can be found on the Association website at:

<http://www.lgsa-plus.net.au/www/html/2769-2010-lga-conference.asp>.

The conference is the prime policy determining body for the Association and has always seemed to be of value for Councillors to attend. Although it would be true to say that Councillor feedback has been mixed.

### Voting Delegates

Council is entitled to send three voting delegates to the Conference and as many observers as it may determine. Council policy is the Mayor is one delegate with Council determining the other two delegates.

Accommodation bookings have been made for three delegates. Attendance costs will be in the order of \$2,100 per attendee.

### Proposed Notices of Motion for the LGSA Conference

Councils were invited to consider submitting Notices of Motion for the Conference. The following Motions have been received from Councillor Simon Clough. Council needs to determine if all or any of these should be submitted to the Conference.

#### 1. State Government Waste Levy

That the LGSA writes to the Minister for Climate Change and the Environment, the Premier and the Treasurer as well as the equivalent members of the opposition expressing Council's deep concern that only 58% of the State Government Waste Levy on Councils is now being returned to Councils to use in waste and sustainability programs, including initiatives aimed at reducing waste going to landfill.

*Staff Comment* – The substantive impact of this Motion was adopted by Council at its meeting held on 13 July 2010.

## 2. NSW Increase in Car Registration Fees

That the LGSA write to the Minister for Transport, the Premier and the Treasurer and their equivalents in the opposition expressing extreme disappointment at the increase of up to \$30 in car registration fees to fund the Sydney Transport Plan. This tax is bad policy for a number of reasons:

- It impacts on rural and regional car owners who will never drive in Sydney. It is the opposite to “user pays”.
- It discriminates against rural and regional car owners as it is a weight based tax and country drivers generally have heavier cars because of the longer distances they travel and because of the poorer quality of country roads.
- This is an inequitable and poorly conceived tax.

*Staff Comment* - This Motion expresses a similar view to that which was adopted by Council at its meeting held on 13 April 2010.

## 3. Development Contributions – Section 94

The LGSA write to the NSW Minister for Planning and his opposition equivalent:

- Objecting to the cap of \$20,000 per residential lot to Section 94 funds levied under the EP and A Act and;
- Requesting that the definition of ‘essential infrastructure’ for which Section 94 funds can be levied, should include ‘community infrastructure’.

*Staff Comment* – This Motion expresses a similar view to that which was adopted by Council at its meeting held on 13 July 2010.

## 4. Infrastructure Zoning for Transport Corridors

That the LGSA write to the Minister for Planning, the Minister for Transport and the equivalent shadow ministers expressing its deep concern regarding the direction from the Department of Planning that the new Local Environment Plan (LEP) change the zoning on road and rail corridors from infrastructure to the same zoning as adjoining land. The Association is concerned that the future sale particularly of rail corridors is made easier by the zoning change. The LGSA calls on the Minister for Planning to retain the infrastructure zoning for all transport corridors.

*Staff Comment* – This Motion expresses similar views to that which was adopted by Council at its meeting held on 8 June 2010.

## 5. Sydney Airport Charges

That the LGSA write to Sydney Airport (SACL) and the Federal Minister for Infrastructure, Transport, Regional Development and Local Government expressing grave concern at the proposed five fold increase in parking fees for Regional Express (Rex) at Sydney Airport. The proposed increase would raise fees from \$700,000 to \$3.7million and threaten the economic base of much of regional NSW.

*Staff Comment* – This matter is the subject of a Notice of Motion to this meeting.

## Sustainability Assessment

### Sustainable Economic Growth and Development

The motions to be submitted are aimed at encouraging continued economic growth

### Social Inclusion and Participation

The attendance at the Conference and the opportunity to submit motions allows council to promote this item.

### Protect, Conserve and Enhance the Environment and Biodiversity

A number of the motions have as outcomes improvements to the environment.

### Best-Practice Corporate Governance

The attendance at such conferences has been seen as a means where elected Councillors have the opportunity to influence the Associations approach to key issues. Attendance is not mandatory, and there is a cost to Council in being represented.

## Comments

### Finance

All costs associated with attending the 2010 Local Government Association Conference are funded by the Mayor/Councillors professional development budgets. Attendance at this conference will not fully expend this budget.

### Public consultation

Not undertaken.

## Attachment/s

There are no attachments for this report.

## Recommendation

That:

1. Council's voting delegates to the 2010 Local Government Association NSW Conference be the Mayor, Councillor ..... and Councillor .....
2. Council submit the following Notices of Motion to the 2010 Local Government Association NSW Conference as detailed in the report and listed below:
  - State Government Waste Levy
  - NSW Increase in Car Registration Fees
  - Development Contributions – Section 94
  - Infrastructure Zoning for Transport Corridors
  - Sydney Airport Charges

# Report

<b>Subject</b>	<b>June 2010 Quarterly Budget Review Statement</b>
<b>TRIM Record No</b>	BP10/258:EF09/2198
<b>Prepared by</b>	Principal Accountant
<b>Reason</b>	In accordance with Clause 203, Local Government (General) Regulation, Council approval is required to amend the 2009/10 Budget to reflect actual or anticipated results.
<b>Community Strategic Plan Link</b>	Best-Practice Corporate Governance

## Overview of Report

The objective of this report is to satisfy the reporting requirements of the Local Government Act 1993 and it is not intended to quantify the final operating result for the 2009/10 year. As part of preparing the 2009/10 Financial Statements, adjustments will be required to the operating result, hence it is not possible to report the final result at this time. With this in mind, this review has been undertaken at a high level with only variances that can be readily quantified being reported.

The June Quarter review details a surplus for the quarter of \$30,000 with the accumulated deficit for 2009/10 at 30 June 2010 being (\$2,400).

A summary of significant budget variations has been included in the report, however the major budget variations that impact the operating result for the March Quarter are:

- Loan repayments - savings \$207,500 – resulting from a lower interest rate than budget forecasts and reduced principal borrowed due to a reduced works programs.
- Street lighting electricity - savings \$35,500
- Bank charges – savings \$35,100
- Overarching Risk Management and Disaster Recovery Plans - savings \$30,000
- Lismore Regional Airport - net cost increase (\$36,100)
- Animal Control – increased net costs (\$25,700)
- Goonellabah Sports and Aquatic Centre – reduced revenues (\$59,900) - refer note 1
- Lismore Memorial Baths – net cost increase (\$105,800) - refer note 2

Other adjustments have been made for capital works, operating expenses and revenues variations which have not resulted in an impact on the operating result. Relevant information on these is provided in the Program Summary section of this report.

## Background

The Local Government Act 1993 (LGA) requires the annual budget to be reviewed on a quarterly basis and any significant variances to be reported to Council. This report satisfies the LGA's requirements.

The objective of this report is to satisfy the reporting requirements of the Local Government Act 1993 and it is not intended to quantify the final operating surplus/deficit for the 2009/10 year. The final result will be available once all adjustments for the 2009/10 Financial Statements are completed. This is anticipated in October 2010. As such, only Budget variations that can be reliably quantified have been reported.

The following summary highlights all quantified changes to the operating result for the June 2010 Quarter:-

<b>Budget Movements for Quarter Summary</b>	<b>Amount \$</b>
<b>Opening – 31 March 2010 (Deficit)</b>	<b>(32,400)</b>
Add – loan repayments. Savings from securing a lower interest rate and reducing principal borrowed on new loans due a lower than budgeted works programs in 2009/10. Further detail of the revised works program has been included in the Program Summary below.	207,500
Add – street lighting electricity costs. Savings in electricity charges for street lighting. These savings reflect lower than anticipated usage of \$17,700 and lower infrastructure costs of \$17,800. Savings are considered non-recurring as advice received foreshadows significant increases in 2010/11.	35,500
Add – bank charges are lower than original estimates.	35,100
Add – the Overarching Risk Management and Disaster Recovery Plan projects provided for in the 2009/10 budget are to be progressed using existing resources and therefore funding is no longer required.	30,000
Add – works associated with the Caretaker’s residence at the Nimbin Caravan Park have been completed and are under budget estimates.	13,300
Less – Special Rate Variation consultation process has incurred higher than budget estimates.	(6,700)
Less – Development and Compliance revenues received for the Engineering Plan Checking Fee are lower than estimates.	(10,500)
Less – Nimbin Caravan Park and Pool has higher incurred than anticipated operating cost. Caravan Park (\$7,400) and the Nimbin Pool (\$3,300)	(10,700)
Less – additional building maintenance cost associated with Community Facilities and Public Halls. The Goonellabah Community Centre and Rochedale Theatre Roof are the two major areas or works.	(15,800)
Less – Lismore Public Library. Increased costs associated with electricity, building maintenance and general operations are greater than budget expectations.	(20,200)
Less – Animal Control. Costs associated with general operations including wages, plant hire and general purchases are greater than budget expectations by \$21,600 with revenues associated with animal registrations down by \$4,100.	(25,700)
Less – Lismore Regional Airport. Costs associated with surround maintenance (\$6,500); operating costs (\$10,400) and management costs (\$3,400) are greater than budget estimates. Revenues are lower by (\$15,800) with the major items being the Head Tax (\$5,000), leases (\$3,900) and rental from hangers (\$3,700).	(36,100)
Less – GSAC Operations. The operations have been reviewed based on actual information. Revenues have not achieved previously revised estimates by \$55,600 and expenditure is above forecasts by \$4,300. Refer to Note 1 for commentary by the Program Manager.	(59,900)
Less – Lismore Memorial Baths. Operating costs of the Memorial baths are higher than anticipated by \$116,800 with revenues above expectations by \$11,000. Refer Note 2 for commentary by the Program Manager.	(105,800)
<b>Closing – 30 June 2010 Deficit</b>	<b>(2,400)</b>

## **Comments: Manager – Leisure, Arts & Tourism**

### Note 1 GSAC Operations

The total operating result (excluding depreciation and loan repayments) for GSAC has moved from the revised deficit reported in the March 2010 Quarterly review of \$625,400 to \$685,300.

Income to year end was \$55,600 behind budget estimate. The majority of this is attributed to Learn to Swim and a drop in Membership revenues. This was being offset with savings in expenses up until June. A drive to get our LTS program has been in progress and our new program has been implemented this term. A membership drive is also being undertaken in August in line with the launch of our new fitness timetable

### Note 2 Lismore Memorial Baths

Excessive rostering of staff in the first half of the financial year resulted in higher than expected staff costs. The third quarter is the swimming carnival season when higher numbers of staff are required on a daily basis. Severe cost cutting and staff management implemented in the last quarter could not rein in the excesses of the previous periods. A leaner staffing roster will apply when the Baths reopens, together with a strong focus on developing the Learn to Swim program (which will boost revenue). Higher than expected electricity costs added to the deficit, as did one-off purchases, maintenance and repair costs: water bubbler; repair boom motor; repair pool cleaner; upgrade switchboard, replace balance tank sensors.

## **Program Summary**

Information on each Program with significant variances of \$10,000 or more is provided below. This excludes variances that impact on the operating result reported in the summary above.

The following variations have no impact on the overall operating result. Please refer to the Individual Programs attachment for a summary of all budget movements.

## **Corporate Management**

The vote for legal expenses has been increased by \$217,600 to represent additional costs incurred in as at June 30. This increase in expenditure has been funded by a transfer from reserves, being \$55,400 currently held in reserves for legal costs and an internal loan from other reserves of \$162,300. The major component of the increased expenditure in legal fees relates to the current court case regarding the Champions Quarry development. The internal loan from reserves will be repaid with funding already provided in the 2010/11 Budget.

## **Financial Services**

The first instalment of the 2010/11 the Federal Assistance Grant (FAG) – general component was received in June 2010 with the funds comprising an adjustment for CPI on the 2009/10 FAG payment and the estimated first quarter payment for 2010/11. The 2010/11 component of this grant \$1,127,400 has been transferred to general reserves to be included in the 2010/11 Operational Plan with the CPI adjustment \$49,400 being transferred to the ELE reserves.

For the past two years, the Employee Leave Entitlement (ELE) reserves has been below Council's preferred level and the level further reduced in 2009/10 with redundancies as a result of the 2009 organisational restructure. It is considered prudent financial management to increase this reserve to a more acceptable level with the transfer of these funds.

Operating expenses have been reduced by \$179,800 being the reduced interest payable on new loans drawn in the 2009/10 as per the revised loan program. This has been offset by the reduction in the interest contra charged to other Programs. These entries reflect internal accounting treatment of interest on loans, the cost of individual loans including interest and principal is included in the relevant Programs.

## Organisation Development

A transfer to ELE reserves of \$49,400 has been made in the period comprising the CPI adjustment component of the FAG grants \$49,400.

## Asset Management

The total capital vote has been decreased by (\$339,000) comprising a combination of a \$140,000 grant received for the CBD Greenovation and a (\$479,000) reduction for the design and development budget for the Margaret Olley Art Centre. Unexpended grants and contributions have been reduced by (\$150,000) with loan funds used reduced by (\$329,000) to reflect the reduction in capital expenditure for the Margaret Olley Art Centre.

## Properties and Community Facilities

The refit of the transit centre complex has incurred an additional \$29,100 in capital and operational costs with funding being sourced from funds held in reserves for the provision of a CBD toilet.

## Bridges

The capital vote for Bridges has been reduced by (\$2,237,500) to reflect the revised RTA timber bridge replacement program and the general bridge construction program. The RTA timber bridge program has been carried forward for completion in 2010/11. To reflect the correct funding a reduction has been made to loan funding \$981,300, capital grants-contributions used \$1,361,000 and reserves \$11,200. There has been a transfer from general bridge maintenance of (\$116,000) to the general construction program.

Additional grant funding has been received for works on the Dungarubba Wharf \$40,000, with a corresponding increase in the capital vote.

## Emergency Services

Operational expenses have been increased by \$192,400 being costs associated with; contribution to flood mitigation \$140,000 (being loan funded), Lismore Flood management plan \$35,400 (grant funded \$23,600 and reserve funded \$11,800) and the Contribution to Lismore Levee \$17,000 (reserve and loan funded).

## Parks and Recreation

Capital votes have been reduced by (\$91,500) being costs associated with

- Kadina Park development \$50,000 – project not proceeding due to grant funding not being secured. There has been reduction in grant revenue of \$32,000 and a transfer back to reserves of \$18,000.
- Urban Sport Facility Fund (\$41,500) – being projects carried forward to 2010/11, with funds transferred to reserves.

## Rural Roads

The first instalment of the 2010/11 the Federal Assistance Grant (FAG) was received in June 2010 with the funds comprising of an adjustment for CPI on the 2009/10 FAG payments \$21,200 and the estimated first quarter payment for 2010/11 \$424,800. A transfer to the Road Reconstruction reserves of \$446,000 has been made in the period.

## Urban Roads

The Cycleway capital vote has been increased by \$386,800 with funding from new grants and contributions.

## Waste Services

New grant funding has been received for the Ngulingah Local Aboriginal Land Council Cleanup Project \$44,500. This is to be offset by increased expenses associated with this project.

## Lismore Regional Art Gallery

New grant funding has been received for the Creative Enterprise HUB project \$50,000, and the existing Splendour Project \$7,000.

There has been an overall reduction in the transfer from reserves due to revised loan program Margaret Olley Art Centre (\$32,100) and a transfer from reserves \$3,600 to complete a fire upgrade of the storage facility in accordance with OHS requirements. Loan repayments for the Margaret Olley Art Centre were funded from reserves in 2009/10 with subsequent years sourced from General Fund.

## Information Services

Operating expenses have been increased by \$32,300 with a corresponding transfer from capital programs within the Information Services program. This is a reallocation of existing votes to reflect the type of expenditure (operating or capital) incurred.

## Development and Compliance – Enforcement

Parking revenues (paid parking and parking fines) are lower than estimates by (\$15,400), with Expenditure associated with generating this revenue is higher than estimates by \$11,600.

The overall program impact is an increase in return from parking of \$3,800, which has been transferred to reserves.

## Change in Net Assets

The 2009/10 Management Plan showed an Operating result from Continuing Operations of \$4,925,000. The September review reduced this by (\$3,935,100) to \$989,900, the December review reported a further decline of (\$2,550,600) to (\$1,560,700) with the March reporting an increase of \$129,000 to (\$1,431,700). This review shows an increase of \$485,900 which results in an Operating loss from Continuing Operations of (\$945,800).

It should be noted that the “Change in Net Assets” amount reflects the estimated increase in net assets held under the Council’s control for this year. It does not reflect in any way the Council’s cash or liquidity position.

## Comments

### Finance

While the overall result is pleasing, the number and value of budget variations, both positive and negative, is of concern.

It is clear that better cost control and more timely reporting is required to either limit variations or increase awareness of anticipated variations rather than simply reporting what has happened. Further changes to current practices are to be introduced shortly so that timely reporting of likely variances is received.

### Other staff comments

Not required

### Public consultation

Not required

## Conclusion

The 2009/10 Budget provided for a surplus of \$14,700. The September review resulted in an accumulated deficit of (\$283,800), the December review resulted in an accumulated deficit of (\$28,900) and the March review resulted in an accumulated deficit of (\$32,400).

The June review details a surplus of \$30,000 resulting in the accumulated surplus of (\$2,400) for 2009/10.

There has been additional expenditure and revenues recognised for operations and capital projects. In some cases, additional expenses have been offset by the additional revenue from user charges, reserves, loans and grants.

This is an interim result with adjustments still required as part of completing the 2010 Financial Statements.

It is proposed that additional information on the 2009/10 Operating Result will be provided as part of the reporting for the 2009/10 Financial Statements.

## Attachment/s

1. 2009/10 Estimates of Income and Expenditure to June 2010
2. 2009/10 Estimates of Income and Expenditure for Quarter Ended June 2010 - Individual Programs

## Recommendation

That:

1. Council adopt the June 2010 Quarterly Budget Review Statement for General, Water and Wastewater Funds
2. This report be forwarded to Council's Auditor for information.

<b>2009/10 Estimates of Income and Expenditure To June 2010</b>						
BUDGET ITEMS	Original	September	December	March	June	Total
	2009/10	30-Sep-09	31-Dec-09	31-Mar-10	30-Jun-10	Budget
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>ALL FUNDS</b>						
<b>OPERATING REVENUES</b>						
General Manager	27,511	(862)	237	(57)	1,177	28,005
Infrastructure	46,587	(361)	965	1,101	514	48,806
Sustainable Development	6,343	(70)	(577)	(174)	(10)	5,513
<b>TOTAL OPERATING REVENUES</b>	<b>80,441</b>	<b>(1,294)</b>	<b>625</b>	<b>869</b>	<b>1,681</b>	<b>82,323</b>
<b>OPERATING EXPENSES</b>						
General Manager	4,159	54	39	12	(19)	4,245
Infrastructure	52,232	593	619	1,467	141	55,053
Sustainable Development	14,023	539	(157)	(222)	259	14,443
<b>TOTAL OPERATING EXPENSES</b>	<b>70,414</b>	<b>1,187</b>	<b>502</b>	<b>1,258</b>	<b>381</b>	<b>73,740</b>
<b>OPERATING RESULT BEFORE DEPRECIATION</b>	<b>10,028</b>	<b>(2,480)</b>	<b>124</b>	<b>(389)</b>	<b>1,300</b>	<b>8,583</b>
<b>Less</b>						
<b>DEPRECIATION</b>	16,248	0	2,765	0	0	19,013
<b>OPERATING RESULT BEFORE CAPITAL AMOUNTS</b>	<b>(6,220)</b>	<b>(2,480)</b>	<b>(2,641)</b>	<b>(389)</b>	<b>1,300</b>	<b>(10,430)</b>
<b>Add: Capital Grants and Contributions</b>						
Non-cash Developer Contributions	750	0	0	0	0	750
Capital Grants and Contributions	8,543	(1,455)	91	512	(815)	6,876
Section 94 Contributions (incl. interest)	1,717	0	0	6	0	1,723
Gain / (Loss) on Disposal of Assets	135	0	0	0	0	135
<b>Operating result from continuing operations</b>	<b>4,925</b>	<b>(3,935)</b>	<b>(2,551)</b>	<b>129</b>	<b>486</b>	<b>(946)</b>
<b>AVAILABLE FUNDS RECONCILIATION</b>						
<b>Add Expenses Not Involving a Flow of Funds</b>						
Depreciation	16,248	0	2,765	0	0	19,013
<b>Subtract Income Not Involving a Flow of Funds</b>						
Non-cash Developer Contributions	(750)	0	0	0	0	(750)
<b>Add Non-operating Funds Employed</b>						
Loan Funds Used	11,322	16	0	6,140	(1,133)	16,345
Unexpended Specific Purpose Grants Used	150	3,180	264	(441)	(142)	3,010
Developer Contributions (Section 94) Used	20	(0)	(10)	0	0	10
Repayments by Deferred Debtors	43	0	0	0	0	43
<b>Subtract Funds Deployed for Non-operating Purposes</b>						
Acquisition of Assets	(32,005)	(1,531)	(214)	(1,492)	2,278	(32,964)
Repayment of Principal on Loans	(2,092)	0	0	0	24	(2,068)
<b>Subtract Unexpended Grants and Contributions Received During Year</b>						
Developer Contributions Net Movement	(754)	0	0	0	0	(754)
<b>Cash Surplus / (Deficit)</b>	<b>(2,893)</b>	<b>(2,271)</b>	<b>253</b>	<b>4,336</b>	<b>1,512</b>	<b>938</b>
<b>Equity Movements</b>						
Reserve Funds - Increase / (Decrease)	(2,908)	(1,972)	(2)	4,340	1,482	940
Working Capital - Increase / (Decrease)	15	(299)	255	(4)	30	(2)

2009/10 Estimates of Income and Expenditure for Quarter Ended June 2010 - Individual Programs										
30-Jun-10										
Group and Program	Operating Revenue	Operating Expense	Capital Grants and Contributions	Loan Funds Used	Capital Purchases	Loan Repayments	Transfers from Reserves	Transfers to Reserves	Unexpended Grants	Net Period Result
<b>General Managers /Chief Executive</b>										
Administrative Services & Councillors	-	-	-	-	-	-	-	-	-	-
Corporate and Community Relations	-	(23,300)	-	-	-	-	-	-	-	(23,300)
Corporate Management	-	217,600	-	-	-	-	(217,600)	-	-	-
Financial Services	(1,176,800)	(213,400)	-	-	-	179,800	-	1,127,400	-	(83,000)
Organisational Development	-	-	-	-	-	-	-	49,400	-	49,400
<b>Total General Managers Chief Executive</b>	<b>(1,176,800)</b>	<b>(19,100)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>179,800</b>	<b>(217,600)</b>	<b>1,176,800</b>	<b>-</b>	<b>(56,900)</b>
<b>Infrastructure</b>										
Asset Management	-	(37,500)	(140,000)	329,000	(339,000)	-	-	-	150,000	(37,500)
Properties & Facilities	-	36,200	-	-	8,700	(4,200)	(29,100)	-	-	11,600
Bridges	-	(116,000)	1,321,000	981,300	(2,197,500)	(123,700)	11,200	-	-	(123,700)
Emergency Services	(23,600)	192,400	-	(177,000)	-	900	8,200	-	-	900
Parks and Recreation	-	-	32,000	-	(91,500)	-	(8,500)	68,000	-	-
Caravan Parks and Nimbin Pool	-	10,700	-	-	(13,300)	-	-	-	-	(2,600)
Roads - Rural	(446,000)	-	-	-	-	-	-	446,000	-	-
Roads - Urban	-	-	(388,300)	-	386,800	(65,900)	-	-	-	(67,400)
RTA Works	-	10,200	(10,200)	-	-	-	-	-	-	-
Waste Services	(44,500)	44,500	-	-	-	-	-	-	-	-
<b>Total Infrastructure</b>	<b>(514,100)</b>	<b>140,500</b>	<b>814,500</b>	<b>1,133,300</b>	<b>(2,245,800)</b>	<b>(192,900)</b>	<b>(18,200)</b>	<b>514,000</b>	<b>150,000</b>	<b>(218,700)</b>
<b>Sustainable Development</b>										
Art Galleries	(63,000)	30,500	-	-	-	-	28,500	-	-	(4,000)
Child Care - Gingerbread Occasional Care Centre	(1,800)	1,800	-	-	-	-	-	-	-	-
Community Services	(10,800)	12,800	-	-	-	-	-	-	-	2,000
Development and Compliance - Development	(5,000)	-	-	-	-	-	(2,600)	5,000	-	(2,600)
Goonellabah Sports and Recreation Centre	55,600	4,300	-	-	-	(10,600)	-	-	-	49,300
Information Services	-	32,300	-	-	(32,300)	-	-	-	-	-
Lismore Regional Airport	15,800	20,300	-	-	-	-	-	-	-	36,100
Sustainable Development - Administration	-	2,600	-	-	-	-	-	-	-	2,600
Integrated Planning	10,500	7,700	-	-	-	-	-	-	(7,700)	10,500
Public Libraries	-	20,200	-	-	-	-	-	-	-	20,200
Development and Compliance - Enforcement	19,500	10,000	-	-	-	-	-	(3,800)	-	25,700
Swimming Pools	(11,000)	116,800	-	-	-	-	-	-	-	105,800
<b>Total Sustainable Development</b>	<b>9,800</b>	<b>259,300</b>	<b>-</b>	<b>-</b>	<b>(32,300)</b>	<b>(10,600)</b>	<b>25,900</b>	<b>1,200</b>	<b>(7,700)</b>	<b>245,600</b>
<b>Council Total</b>	<b>(1,681,100)</b>	<b>380,700</b>	<b>814,500</b>	<b>1,133,300</b>	<b>(2,278,100)</b>	<b>(23,700)</b>	<b>(209,900)</b>	<b>1,692,000</b>	<b>142,300</b>	<b>30,000</b>

# Report

<b>Subject</b>	<b>June 2010 Quarterly Management Plan Report</b>
<b>TRIM Record No</b>	BP10/259:EF09/1726
<b>Prepared by</b>	Manager - Corporate Services
<b>Reason</b>	To advise Councillors of the progress of the Management Plan objectives.
<b>Community Strategic Plan Link</b>	Best-Practice Corporate Governance

## Overview of Report

This report relates to the performance of programs and activities highlighted in the 2009/2010 Management Plan during the quarter ended June 2010.

## Background

The General Manager is required under Section 4007(1) of the Local Government Act, 1993 to periodically report on the performance targets outlined in the Management Plan.

## Sustainability Assessment

### Sustainable Economic Growth and Development

The report provides details of a number of initiatives that forward sustainable economic growth and development.

### Social Inclusion and Participation

The report provides details of a number of initiatives that forward social inclusion and participation.

### Protect, Conserve and Enhance the Environment and Biodiversity

The report provides details of a number of initiatives that protect, conserve and enhance the environment and biodiversity.

### Best-Practice Corporate Governance

The reporting of the progress of the Management Plan makes Council accountable to the community for the completion of its annual objectives. This report details the progress towards these goals and includes how they were completed and the reasons for any delays.

## Attachment/s

1. Management Plan Quarterly Updates June 2010

## Recommendation

That the report be received and noted.

**Program Name:** Communication and Corporate Management

**Program Owner:** General Manager

Key Performance Indicators				
Indicator	Target	Measurement		Progress Report
Customer Satisfaction	80% satisfied	After Service Survey		Overall customer satisfaction 84%
Major Projects				
Project	Completion date	Link to Strategic Plan	Status	Progress Report
Introduction of Integrated Corporate Planning Framework	Jun-10	Whole of Council Corporate Planning.	Complete	Community Strategic Plan completed. Delivery Plan Complete.
Implement Community Engagement Policy	Jun-10	Engage with the Community	Complete	The Community Engagement Policy and its supporting Practical Guide have been approved and endorsed by Council at its meeting of 8 June, 2010. It is currently being integrated into induction and training opportunities for staff and is now used as the reference for all Council community engagement.
Revise Communications Strategy	Jun-10	Engage with the Community	Behind Schedule	Review currently underway with final document due in September 2010.

**Program Name:** Human Resources & Organisational Development  
**Program Owner:** Manager Human Resources

Key Performance Indicators				
Indicator	Target	Measurement		Progress Report
Learning Organisation achieved	100% nominated staff receive requested training.	Quarterly Report		All training requests prioritised from 2008-2009 staff assessment processes.
Composition of workforce reflects diversity	Increase of 5% on current levels to positions targeted.	Quarterly Report		To be incorporated in Diversity Strategy being formulated for 2010.
Major Projects				
Project	Completion date	Link to Strategic Plan	Status	Progress Report
<p><b>Culture and Leadership Development</b>                      4 x ½day sessions plus individual coaching provided to 8 -10 Coordinators/Supervisors.                      2 x 2hr training sessions delivered: "What is a constructive organisational culture?" with Operations a priority.                      Re-test of management team completed and report provided.                      Opinion survey completed and reported on.                      KPIs developed and in place in all areas.</p>	Jun-10	Promote Constructive Corporate Culture Sustainable Economic Growth and Development Best Practice Corporate Governance	Behind Schedule	Two-hour sessions delivered to 65 supervisors including "constructive culture" brief. Re-test of management team re-scheduled for September 2010. Opinion survey has been distributed to all staff with report expected mid August 2010. KPI development progressing with a set of draft corporate KPIs established. Annual Performance Review system updated to reflect focus on KPIs and incorporate 360 degree performance feedback for all supervisors.
<p><b>Workforce Health &amp; Wellbeing</b>                      Programs endorsed by OHS C'ttee and Management.                      Health and Wellbeing employee database established.                      Service agreements with providers in place.                      Continuous improvement of OHS Management system.                      Asbestos Management Plan implementation monitored.                      Supervisors trained in incident investigation.                      Workers Compensation, sick/carers leave performance and reporting enhanced</p>	Oct-09	Efficient use of Council's Resources Provide Excellent Customer Service Support an Ageing Population	Complete	Authority database for OHS recording commenced but not finalised. All Health Services providers now finalised, agreements forwarded to successful providers and Service Level Agreements being prepared for discussion with providers. The OHS Committee continues to play an active role in OHS management with scheduled meetings (every 6 weeks) and undertaking regular site inspections. A review of the Safety Management Plan has commenced to rectify shortfalls identified via a recent RTA Audit as well as the StateCover RiskMap Audit. Requirements of the Asbestos Management Plan have again been delayed due to budget constraints and similarly the training for supervisors in Incident Investigation. Competency based manual handling training (for field staff) has been negotiated with a local provider and will commence as soon as the purpose built "boot camp" style circuit is completed (estimate Sept 2010). In addition supervisors will be provided training (Train the Trainer) in manual handling injury prevention concepts. The Fatigue Management Plan and questionnaire continues to be utilised. Quarterly Workers Compe

Major Projects				
Project	Completion date	Link to Strategic Plan	Status	Progress Report
<b>Learning Organisation</b> Corporate training plan coordinated and delivered. Corporate talent collaboratively identified and developed. Succession/Workforce Plan developed	Jun-10	Best Practice Corporate Governance Provide Excellent Customer Service	Complete	Corporate training schedule developed and finalised, delivery prioritised for staff requiring training to achieve salary progression and remainder of training to be delivered before end of financial year. Workforce Plan endorsed by March ExCom inclusive of recommendations relating to strategies for talent management and succession planning.
<b>Workplace Diversity</b> Implement updated EEO Management Plan Diversity Employment Strategy developed	Jun-10	Ensure Social Inclusion and Participation Whole of Council Corporate Planning	Behind Schedule	Revised EEO Plan endorsed. EOI for EEO Committee members undertaken, additional EOI to include RTRL and training scheduled.
<b>Aboriginal Cultural Education Program</b>	Jun-10	Ensure Social Inclusion and Participation	Behind Schedule	Initial training delivered to Executive Team and Program Managers. An additional program to be scheduled in 2010, Councillors encouraged to participate.

**Program Name:** Finance  
**Program Owner:** Manager Finance

Key Performance Indicators				
Indicator	Target	Measurement		Progress Report
Met key financial legislative/statutory reporting requirements	100% of requirements	In accordance with legislation or statute		a) March 2010 Quarterly Budget Review Report, b) March 2010, April 2010 & May 2010 Investment Reports, c) 2009/10 Fourth Instalment Rates Notices, and d) March 2010, April 2010 & May 2010 Business Activity Statements e) Fringe Benefit Tax Return f) 2010/11 Operational Plan lodged/submitted/approved in accordance with requirements during the June 2010 quarter.
Major Projects				
Project	Completion date	Link to Strategic Plan	Status	Progress Report
Rating Structure Review	Feb-10	Best Practice Corporate Governance	Complete	The Valuer General released new rating valuations in November 2009 which will be effective from July 1, 2010. The impact on different sections of the community has been discussed in detail as part of the Special Rate Variation application process. No further action is proposed.
Full 2009/10 Budget Review	Nov-09	Efficient use of Council Resources	Complete	Council adopted changes to the Budget from July 1, 2010 at its December 2009 meeting. A consultation process on the possible sale of the Koala Day Care Centre and the option of selling surplus land are required to be reported back to Council.
Wastewater and Trade Waste Charging	Mar-10	Sustainable Economic Growth and Development	Behind Schedule	This process has been delayed due to Southern Trunk Main reprioritisation creating competing priorities in our strategic water and wastewater management. A workshop is to be scheduled after priorities have been determined to progress this project.

**Program Name:** Roads & Bridges  
**Program Owner:** Manager Works

Key Performance Indicators				
Indicator	Target	Measurement		Progress Report
Customer Service	Respond to customer requests within agreed timeframes.	Quarterly reports		Received 3,497 customer requests received for the 2009/2010 financial year. Completed action on 3,321 requests. (1,123 completed within 14 days)
Capital Works Programs	100% Commenced.	Yearly report		Deferred works include Conway street Stages 1 & 2, which has been deferred to the next financial year due to the condition of sewer rising main number 3, which has an anticipated renewal date February 2011. Winterton Parade will be deferred to the next budget as funding from the State Government in relation to raising the road levels and providing a flood access, is still being sought. Contract has been awarded for the reconstruction of Whian Whian road.
Major Projects				
Project	Completion date	Link to Strategic Plan	Status	Progress Report
Capital Works Programs for Roads, Bridges, Stormwater and Cycleways.	Jun-10	Improve Roads, Cycleways and Footpaths.	Behind Schedule	Completed the upgrade and reconstruction of Dibbs Street, Cynthia Wilson Drive, Woodlark Street, Leycester/Hindmarsh RAB, New Ballina Rd, Cawongla Road, Rosebank Road, Bridge Street (Wyrallah), Dunoon Road at Rocky Creek Dam Rd, Lillian Rock initial seal. Completed the installation of safety barrier on The Channon Road. Completed National Blackspot works at Magellan/Brewster RAB, Magellan/Hunter RAB and Casino/Wilson St RAB. Re-alignment of Kyogle Road nearing completion.
Review Safety Management Systems.	Jun-10	Improve Roads, Cycleways and Footpaths.	Complete	Review of Safety Management Plans and Safe Work Method Statements ongoing.
Complete Maintenance and Operational programs.	Jun-10	Improve Roads, Cycleways and Footpaths.	Complete	Natural Disaster Flood Restoration works completed on several gravel road pavements and drainage structures throughout the Lismore LG area. Completed flood restoration works on Durhiem and Caniaba Roads. Oliver Avenue Bridge roadwork's completed.

**Program Name:** Contracts & Private Works

**Program Owner:** Manager Works

Indicator				
Indicator	Target	Measurement		Progress Report
RTA Ordered Works	100% Completed.	Margins achieved for RTA ordered works.		22 work orders completed to date for the NSW Roads & Traffic Authority on the State Roads. All margins achieved.
Private Works	100% Completed.	Profit margins achieved for all private works.		Acceptable margins achieved for all private works undertaken to date.
Major Projects				
Project	Completion date	Link to Strategic Plan	Status	Progress Report
Business Management Systems	Jun-10	Improve Roads, Cycleways and Footpaths.	Complete	Business Management Systems reviewed for new RTA contract.
Complete RTA Ordered Works	Jun-10	Improve Roads, Cycleways and Footpaths.	Complete	32 individual work orders priced up for State Roads to the value of \$3.6M.
Successfully negotiate annual contract agreement with NSW Roads & Traffic Authority for State Roads.	Jun-10	Improve Roads, Cycleways and Footpaths.	Complete	Negotiations ongoing for new financial year.

**Program Name:** Parks & Recreation  
**Program Owner:** Manager Works

Key Performance Indicators				
Indicator	Target	Measurement		Progress Report
Customer Satisfaction	85% Satisfied	Parks User Survey (Yearly)		The Benchmark Park User Satisfaction survey completed by consultant. The User Satisfaction was a "level of satisfaction" with individual elements in each park and not expressed as a percentage. Overall, taking a mean aggregate of all of those individual elements, the score for Lismore City Parks was 7.3 out of a possible 10 (10 being completely satisfied).
Capital Works Program	100% Completed	Projects completed.		Projects completed to date include the refurbishment of Coronation Park and Richards oval and the installation of a new BBQ within Allsop park, Nimbin. Refurbishment and turfing of Neilson Soccer Park completed. Completed the refurbishment of Cariaba street soccer fields.
Playground Equipment Safety Audit	100% Completed	Audit Report completed.		1st, 2nd, 3rd and 4th quarter audit reports completed on all playground equipment.

Major Projects				
Project	Completion date	Link to Strategic Plan	Status	Progress Report
Customer Satisfaction Survey	Jun-10	Improve Passive and Active Recreational Facilities.	Complete	Customer satisfaction parks user survey completed February - March 2010.
Review 5 year Capital Works Program	Jun-10	Improve Passive and Active Recreational Facilities.	Complete	Review of 5 year forward works program finalised. Bocce club memorial artwork completed. Crozier Oval top dressing completed. Wade Park drainage improvements completed during May 2010. Tucki creek viewing platform completed. Installation of Allsop Park BBQ completed.
Complete Maintenance and Operational Programs	Jun-10	Efficient use of Council Resources.	Complete	Completed field preparations for U/12 State Cricket championships, American U/23 Baseball Team and Rugby Union match between NSW and QLD, during January 2010.

**Program Name:** Water Supply Services  
**Program Owner:** Manager Works

Key Performance Indicators				
Indicator	Target	Measurement		Progress Report
Customer service for the provision of water services	95% of system failures responded to within 4 hours.	Respond to water service repairs within 4 hours during normal hours.		100% of system failures responded to within 4 hours, 86% of failures repaired within 4 hours.
Water Quality Compliance	All 12 sites sampled weekly meet 95% compliance.	Ensure 95% compliance with NHMRC bacteriological water quality guidelines for the provision of filtered water.		All sites currently meeting compliance requirements.
Major Projects				
Project	Completion date	Link to Strategic Plan	Status	Progress Report
Water Capital Works Program	Jun-10	Integrated Water Cycle Management.	Complete	Renewed 2.3km of water mains in Woodlark street, Dibbs Street, Magellan Street, Wilson River crossing, Wyrallah Rd and Dunoon Rd.
Maintenance & Operational Programs	Jun-10	Integrated Water Cycle Management.	Complete	Undertook repairs to 79 water main breaks for the 1st, 2nd, 3rd and 4th quarters. (average of 1 break per 4.3km of main). Replaced 231 water meters.
Upgrade of Nimbin Water Supply	Dec-12	Integrated Water Cycle Management.	Complete	Preliminary investigations commenced into the upgrade of Nimbin water supply.

**Program Name:** Wastewater Services  
**Program Owner:** Manager Works

Key Performance Indicators				
Indicator	Target	Measurement		Progress Report
Compliance of Wastewater systems in accordance with DEC License	100% Compliance.	Complete Annual EPA Licence Returns		Annual EPA licence returns completed. 100% compliance currently being met by all treatment plants.
Customer Service Levels for the provision of wastewater services	95% of sewer chokes responded to within 4 hours.	Respond to sewer chokes within four hours (during normal working hours).		100% of sewer chokes responded to within 4 hours, 94% of sewer chokes repaired within 4 hours.
Major Projects				
Project	Completion date	Link to Strategic Plan	Status	Progress Report
Wastewater Capital Works Program	Jun-10	Integrated Water Cycle Management.	Complete	Renewed 1890 metres of sewer mains. Sewer Rising main number 3, Stage 1 nearing completion from Dawson street pump station to Wilsons River crossing. Stage 2 of works proceeding from Wilsons River along Elliott road, towards Caniaba Street, South Lismore.
Completed Maintenance and Operational Programs	Jun-10	Efficient use of Council Resources.	Complete	485 sewer chokes responded to and 54 sewer main repairs completed for the 2009/2010 financial year.
North Woodburn Wastewater Scheme	Dec-10	Integrated Water Cycle Management.	Behind Schedule	Other matters have taken priority over this project - e.g. sewer capacity investigations in Goonellabah and subsequent consideration of the proposed Southern Trunk Main. Consideration will be given to several options to progress the project including engagement of consultants to prepare the design and contract documentation for this project.
Clunes Wastewater Scheme	Dec-12	Integrated Water Cycle Management.	Deferred	Resolution made by Council in December 2009 to defer construction of this project by two years.

**Program Name:** Road Safety  
**Program Owner:** Manager Assets & Support Services

Key Performance Indicators				
Indicator	Target	Measurement		Progress Report
Increased visual aids in identified locations in an attempt to reduce speeding.	Approximately 10 locations per annum.	Quarterly report outlining locations of visual aids placed.		Targeted locations include: Ballina Road (April), Terania St and Tregaele Rd (May-June) and Bangalow Road - Clunes (June).
Increased patronage on the Lismore late Nighter in efforts to reduce drink-driving and related offences within the CBD.	Increase annual patronage by 10%.	Quarterly report of patronage statistics.		Monthly updates provided to Liquor Accord. Total number of patrons from Jan-June is 2,614 compared to 1,842 for the same period in 2009. PRIME television has agreed to continue running the Late Nighter advertisements for a further 12 months FREE of charge. The Late Nighter was also used for events such as Uni Race Day and Mazstock. Continued sponsorship for 2010/11 was received from Southern Cross University and the Lismore Liquor Accord. Further to this the Late Nighter received a \$5000 grant from NRMA and \$4,000 grant from CDSE for 2010/11. NEW scheduled timetable to be launched late 2010 - delay with finalising route.
Increased Car-pooling within the community.	Aim to have encouraged 250 people per annum to share their car one day a week.	Quarterly report on usage.		The Final report was lodged with NSW Transport and Infrastructure in April, 2010. There are currently 530 members registered on the Northern Rivers Carpooling website. We have been investigating the possibility of expanding the Northern Rivers carpool model in other regions. This will provide ongoing funding to continue promotion and will endeavour to create links across NSW and possibility other states. At this stage we have a number of possible candidates interesting in participating in this proposal such as Western Sydney, the Blue Mountains and Mackay.
Delivery of Graduated Licensing Scheme (GLS) Workshops to the community.	Approximately 4 workshops per year.	Evaluation reports to RTA after workshops in March, May, July & December.		Workshop conducted in May (Ballina - 27 participants) with evaluation report sent to the RTA. Next workshop planned for 29 July 2010 in Lismore.
Key Performance Indicators				
Indicator	Target	Measurement		Progress Report
Delivery of Road Safety presentations to the community.	Approximately 4 presentations per year.	Workshops promoted and delivered (including Scooter & Mobility workshops).		Continue to co-facilitate Traffic Offender programs with NSW Police every six weeks. Scooter workshop planned at Pinevale villas for June (cancelled due to lack of numbers). Attended NAIDOC with RTA representative and promoted road safety.
Delivery of RRISK Seminar.	Delivery of Seminar in November.	Seminar conducted.		COMPLETED - Presented IPWEA Local Government Excellence in Road Safety Award for 2010.

**Program Name:** Road Safety

**Program Owner:** Manager Assets & Support Services

Major Projects				
Project	Completion date	Link to Strategic Plan	Status	Progress Report
Establishment of a regional car-pooling program.	Nov-09	Protect conserve and enhance the environment and biodiversity.	Complete	Works are complete
Construction of covered taxi rank at Lismore Square.	Sep-09	Sustainable economic growth and development.	Complete	Works are complete
Construction of bus shelters at Trinity Interchange	Jan-09	Sustainable economic growth and development.	Complete	Works are complete

**Program Name:** Asset Management

**Program Owner:** Manager Assets & Support Services

### Key Performance Indicators

Indicator	Target	Measurement		Progress Report
Property Occupant Satisfaction	80% Satisfied	Annual survey of tenants		Survey to be conducted in the last quarter of 2010
Project Management Delivery	Before project deadline	Complete by deadline		Goonellabah Youth Plaza and Nesbitt Park Upgrade completed to schedule. Margaret Olley Arts Centre and Nimbin Skate Park projects now in progress.
Project Management Financials	Within project budget	Complete within budget		Goonellabah Youth Plaza and Nesbitt Park Upgrades completed to budget. Margaret Olley Arts Centre and Nimbin Skate Park projects now in progress.

### Major Projects

Project	Completion date	Link to Strategic Plan	Status	Progress Report
City Hall Fire Services upgrade	Oct-09	Improve Passive and Active Recreational Facilities.	Behind Schedule	Works have been awarded to a contractor and are in progress with completion due August 2010.
City Library roof replacement	Apr-10	Improve Passive and Active Recreational Facilities.	Complete	Work has been completed.
Fair valuation revaluation for roads, bridges, footpaths and drainage assets.	Jun-10	Best Practice Corporate Governance.	Behind Schedule	Work is in progress and nearing completion. Asset Management Plan has been adopted by Council and fair valuation of roads is complete. Valuation of ancillary road infrastructure such as stormwater drainage, guard rail and bridges is in progress and due for completion by the end of August.
CBD Shaded Parking Investigation	Jun-10	Revitalise the CBD	Behind Schedule	Preliminary investigation and analysis is complete. Detailed costings prepared for inclusion the Delivery Plan and Operational Plan 2010/11.

**Program Name:** Design Services  
**Program Owner:** Assets & Support Services

Key Performance Indicators				
Indicator	Target	Measurement		Progress Report
Provide detailed design plans for construction	3 months prior to construction.	Plans provided on time – annual survey of operations staff.		All plans have been available at the start of each project.
Maintain Flood Warning System (Telemetry)	Monthly (on-going)	Data received at base station.		All flood warning systems are checked and maintained on a daily basis. All systems in working order.
Maintain Lismore Urban and Rural Street Maps.	May 2010	Task Complete on time.		All new streets are now included in maps
Maintain Urban and Rural Traffic Counts Maps.	May 2010	Task Complete on time.		All traffic count report data include in maps.
Major Projects				
Project	Completion date	Link to Strategic Plan	Status	Progress Report
Construct and Install 2 Flood Warning Stations to enhance Councils existing Flood Warning System (Telemetry).	Sep-09	Improve Catchment Management	Complete	Installation Complete
Detailed Design for Major Upgrade of Woodlark Street	Nov-09	Efficient Use of Council's Resources.	Complete	Design Complete - Construction in Progress
Survey and design of proposed South Lismore trunk drainage network.	Stage 2 March 2010	Improve Catchment Management.	Complete	Design of Stage 1 Completed (Phyllis Street Catchment) Stage 2 Completed (Webster Street Catchment)

**Program Name:** Traffic, Citysafe & Emergency Services  
**Program Owner:** Manager Assets & Supports

Key Performance Indicators				
Indicator	Target	Measurement		Progress Report
Flood levee system maintained & operated in accordance with manual.	Integrity of system maintained during flood event.	Lismore CBD & South Lismore remain free of flood inundation up to 1 in 10 flood event (Yearly Report).		Flood levee audits being undertaken in accordance with schedule. Fault detected at the rear of the Lismore Club which is currently being investigated in order that a solution can be implemented.
Attendance at relevant meetings – Citysafe, Flood Reference Group, Nimbin Community Consultative Committee, Bushfire Management Committee, Local Emergency Management Committee, District Emergency Management Committee.	Meetings held in accordance with adopted schedule. 90% attendance.	Minutes of meetings.		All meetings are being held in accordance with the agreed schedule
Major Projects				
Project	Completion date	Link to Strategic Plan	Status	Progress Report
Complete Emergency Risk Management Plan	Sep-09	Best Practice Corporate Governance.	Complete	The Emergency Risk Management Plan is now complete.
Complete a review of Rural Fire Service accommodation requirements in light of proposals for a regional facility to be established at Casino.	Dec-09	Efficient use of Council's resources.	Behind Schedule	Review will be undertaken once the RFS confirms a timetable for completion of its new regional headquarters at Casino. Review is expected to be completed in last quarter of 2010.
Upgrade Council's website to provide clearer, easy to understand information for road closures during flood events and explore opportunities to establish a regional based website for road closures during flood events.	Jun-10	Provide excellent customer service.	Complete	Website development is complete and went live in February 2010

**Program Name:** Fleet Services

**Program Owner:** Manager Business Services

**Key Performance Indicators**

Indicator	Target	Measurement		Progress Report
Suitable Plant Available to meet Council's Operational needs.	Achievement of Replacement Schedules.	Quarterly Report		Plant replacement close to budget - three items carried forward. Small fleet items on target. A review of the 10 year replacement plan included in budget submissions.
Successful Management of Plant Fund Reserves	Adequate Funds Available for Plant replacement.	Quarterly Report		Revenue and costs tracking in line with budget.

**Major Projects**

Project	Completion date	Link to Strategic Plan	Status	Progress Report
Implement Reporting Regime from Ausfleet Software.	Dec-09	Efficient Use of Council's Resources.	Complete	Ausfleet software installed in September for efficient operation of workshop activities is now fully operational. All workshop activities are now being recorded into the system. Additional management information uses now being investigated - e.g. direct download of fuel purchases.

**Program Name:** Waste Services  
**Program Owner:** Manager Business Services

Key Performance Indicators				
Indicator	Target	Measurement		Progress Report
Diversion from Landfill	NSW Govt 2014 WARR (Diversion) Targets.	Quarterly Report		The NSW WARR targets for 2013 are Municipal (MSW) (household) waste 66%, Construction (C&D) 76% and Commercial (C&I) 63%. These are ambitious targets set several years ago and are unlikely to be met across the state according to the DECCW. We have however used these target figures as a basis for our diversion strategy development. Lismore figures for this year, including estimates of activities by Richmond Waste, are MSW 66%, C&D 75%, and C&I 50%. This represents an improvement across the range of waste streams.
Major Projects				
Project	Completion date	Link to Strategic Plan	Status	Progress Report
Waste Processing Strategy Development	Feb-10	Integrated Waste Cycle Management.	Complete	Research into options undertaken. Audit of waste stream completed. Research into Electricity from Waste technology investigated. Presentation of position made to Council workshop and report to ExCom.
Compliance with DECC Landfill Levy Requirements	Dec-09	Integrated Waste Cycle Management.	Complete	New weighbridge system in place; EPA Licences obtained to split area into landfill and resource recovery; access to tip area restricted. Roadworks for this year completed.

**Program Name:** Memorial Services  
**Program Owner:** Manager Business Services

Major Projects				
Project	Completion date	Link to Strategic Plan	Status	Progress Report
Improve Regional Cemetery Presentation	Jun-10	Provide Excellent Customer Service.	Complete	Regular mowing and clean up regime implemented. There have been occasional issues where adverse weather has prevented the regular mowing program.

**Program Name:** Quarry Services  
**Program Owner:** Manager Business Services

Key Performance Indicators				
Indicator	Target	Measurement		Progress Report
Ability to Supply Customer Requirements	No Supply Issues	Monthly Stockpile Measurement.		Maintaining supply requirements with a combination of self crushing and contract crushing. Continue to gain on stock levels and some previous product lines re-introduced. Tender for contract crushing activities evaluated and Panel list in place. Contract crushing commenced at Tuckombil to build stockpiles for supply to Ballina Bypass.
Achieve Budget Commitments	Budget	Quarterly Review.		First Quarter was close to budget. Second quarter was impacted by the Hanson move to self supply from Nerang. Third quarter provided some improvement. The full year is much improved on the previous year. Dividend commitment will be met and some reserves replenished.
Major Projects				
Project	Completion date	Link to Strategic Plan	Status	Progress Report
Improve Asphalt Operations	Jan-10	Efficient Use of Council's Resources.	Deferred	Expenditure was delayed until the overall quarry operating climate improved. This item has been included in the Delivery Plan for 2010/11 commencement.

**Program Name:** Planning Services  
**Program Owner:** Development & Governance

Key Performance Indicators				
Indicator	Target	Measurement		Progress Report
Efficient assessment of land-use development applications.	Active assessment time for locally determined DAs meets EP & A Act requirements.	Quarterly report.		Development Applications are continuing to be assessed close to the target number of days. 579 DA's and 84 S96 Applications were determined.
Monitor compliance with development consents.	Completed applications for Subdivision Certificates assessed & determined within 10 working days.	Quarterly report.		There have been 45 subdivision certificates received since 1 July 2009. The target timeframe of ten days is subject to the correct information being submitted and or adequate demonstration that conditions of Development Consent have been met.
	Payment of Contributions reviewed within 60 days of receipt of Finance Report on Outstanding contributions	Quarterly report.		Contributions are subject to regular reporting to determine outstanding contributions payable. Outstanding contributions are followed up to ensure compliance.

**Program Name:** Planning Services  
**Program Owner:** Development & Governance

Major Projects				
Project	Completion date	Link to Strategic Plan	Status	Progress Report
Exhibit draft LES/LEP	February 2010 (if certified by DoP)	Provide sustainable land-use planning.	Behind Schedule	Timeline for completion of the LEP has been agreed to with the Department of Planning (DOP). Hence the timing was held up and the February date could not be met. Exhibition of the new LEP occurred in April. The exhibition period has been agreed to be extended until the 30 August.
Review Industrial Land Strategy	Mar-10	Provide sustainable land-use planning.	Behind Schedule	The review of Council's Industrial Land Strategy is depend on the production of a Sustainable Economic Development Strategy which in significant part is being informed by the BRE being run by Council's Business Facilitator. The undertaking of an Sustainable Economic Development Strategy has been prioritised and funded via the Delivery Plan process and depending on resources will be available for reporting to Council by the end of 2011 beginning of 2012.
CBD Strategy	Dec-09	Enhance Lismore as regional centre.	Behind Schedule	Council has in the past spent significant money on various CBD strategies and other CBD growth stimulating endeavours. It is preferable that Council review its core business as it relates to enabling or disenabling CBD growth. This work has commenced with the adopted review of Council's Outdoor Dining Policy for the CBD and a supporting review of Council's car parking DCP as it relates to restaurants and retail/commercial floor space in the CBD area. The review of car parking policy will be reported to Council in the final quarter of this year.
Subdivision	Mar-10	Provide sustainable land-use planning.	Not Started	Sub-division standards will be reviewed through both development of a comprehensive Development Control Plan and Council's Sustainable Housing Strategy. Depending on resource availability drafts of these documents will be reported to Council in the first quarter of 2011.

**Program Name:** Planning Services

**Program Owner:** Development & Governance

Major Projects				
Villages	Jun-10	Provide sustainable land use planning.	Not Started	Planning for villages in the Lismore LGA will be covered by Council's Sustainable Housing Strategy. Depending on resource availability this document will be reported to Council in the first quarter of 2011.
Review S94 Plan	Jun-10	Develop cultural, sporting and tourism activities Improve roads, cycleways and footpaths	Behind Schedule	The completion of this project relies on the Dept of Planning providing relevant guidelines on legislative changes. These guidelines were released in December 2009 for public comment and have not yet been finalised. Upon finalisation review process will commence with the goal of reporting to Council in the final quarter of this year.

**Program Name:** Environmental Health, Building Services & Ranger Services  
**Program Owner:** Development & Governance

Key Performance Indicators				
Indicator	Target	Measurement		Progress Report
Development Applications	Assessed - 90% <25 days	Quarterly Report		Development Applications are continuing to be assessed close to the target number of days. 579 DA's and 84 S96 Applications were determined.
Inspections	Fire Safety Inspections >20 per annum.	Yearly Report (June)		Fire safety inspections are being undertaken in response to complaints from the public, fire brigade and as they come to Councils attention.
	OSSM inspections > 250 per annum.	Quarterly Report		Inspections have been programmed to be evenly distributed across all current compliance areas. 95 inspections have been carried out since 1 July 2009.
	Pool inspections > 25 per month	Quarterly Report		Pool inspections are continuing to be undertaken as required, but currently below the target.
	Commercial Premises > 90% inspected per annum	Quarterly Report		NSW Food Authority (NFA) currently reviewing nominated target. Annual reporting now required to the NFA. 436 premises inspected since 1 July 2009.
Natural Resource Management	State of the Environment Report SOE	Adopted by Council November 2009.		Complete. SoE report presented to November 2009 Council meeting and delivered to DLG thereafter.
Cleaner Waterways Program	Implement the actions of the Cleaner Waterways 2010 program	Yearly Report (June).		The actions in the program are being implemented. An implementation agreement with Assets has been negotiated, with the Project Manager for major projects.
Climate Action	Continued Implementation of CCP Program Local Action Plan	Yearly Report (June).		The actions in the program are being implemented, based on the level of funding available and other priorities of the Sustainability Officer as directed from ED.
Ranger Services	Parking patrols > 90% days patrolled	Parking patrols reported quarterly.		Parking patrols are being undertaken on a daily basis.
	Companion animal request 100% attended.	Quarterly Report		100% of requests have been attended to.

**Program Name:** Environmental Health, Building Services & Ranger Services

**Program Owner:** Development & Governance

Major Projects				
Project	Completion date	Link to Strategic Plan	Status	Progress Report
Water Sensitive Design	Dec-09	Integrated Water Cycle Management. Improve Catchment Management.	Complete	Specialist environmental engineer provided draft DCP document and supporting guidelines in March 2010. Signed off at the July Council meeting.
Lismore Base Hospital Paid Parking	Dec-09	Improve Roads, Cycle ways, Footpaths.	Complete	Report presented to the December Council Meeting. Implementation program, as adopted by Council, commenced March 2010.

**Program Name:** Economic Development  
**Program Owner:** Development & Governance

Key Performance Indicators				
Indicator	Target	Measurement		Progress Report
Lismore Regional Airport Compliance	Acceptance of airport Management systems allowing continuation of aerodrome licences.	Annual audits by regulatory authorities.		CASA audit completed 30 July - "generally suitable systems in place to ensure the safe operation and maintenance of the Lismore Aerodrome." An upgrade of the Safety Management System and other minor systems improvements were requested. Updates to the Airport Security Risk Assessment and Security Program have been completed and approved.
a. Maintain event satisfaction levels consistent with the previous year.	a. A minimum 80% satisfaction rate.	a. Post-event surveys collated (Yearly Report).		Post Event surveys (Masters Games and Festival of Cricket) have been independently collated and evaluated by DSA Consulting. Final reports have been provided.
b. Major events delivered on time and within budget	b. 100% events delivered on time and on budget.	b. Post-event financial report	Complete	(1) Financial reports have been provided re; Cricketfest. Satisfaction rate and budgets were highlighted and reported. The Cricketfest did not meet financial expectations. (2) Waratahs vs Reds Rugby Union match delivered on time with small profit.
Uptake of Lismore business expansion & investment attraction service.	a. 80 business clients per annum.	a. Number of clients serviced by the EDU Business Expansion Planning Service (Quarterly Report).	on schedule	The Business Facilitator started November 2009. Grant application to DII approved June 2010 for Lismore Growth and Expansion Survey. First stage of project to be launched 30 August, 2010. In addition target of 80 business contacts has been exceeded.
	b. 100 website hits per month.	<a href="http://www.Investinlismore.com.au">www.Investinlismore.com.au</a> website hits. (Quarterly Report).	ongoing	Investinlismore website has been taken over by Lismore City Council. (previously an external service) IT is in the process of converting content to Councils system so reporting on hits can recommence. From contacts to the Business Facilitator we can gauge that the website is being widely utilised.
	c. 500 investment packs distributed.	c. Number of Invest in Lismore investment packs distributed (Yearly Report).	not started	Since the EDU disbanded in August 2009 this service has been placed on hold. The Business Facilitator will reinstate the distribution of these packs with his reviewed business facilitation services.

**Program Name:** Economic Development  
**Program Owner:** Development & Governance

Key Performance Indicators				
Indicator	Target	Measurement		Progress Report
Lismore Promotion Program (including City Centre revitalisation).	Business Plan and CCM KPIs	Achievement of outcomes in specific Business Plan components		Base-line funding for all components in the Lismore Promotion Program Business Plan 2009-2010 and 2010-2011 confirmed and approved by Council. Sample projects identified and funded already commenced or completed include: Production of Lismore Brand/creation of City Centre Entertainment Program/Management of major shopping promotions/Consolidation of Art in the Heart project/Sustained and positive media coverage
	Acceptance of proposed "revitalisation" changes.	Increased levels of support by businesses and peak organisations such as Lismore Chamber of Commerce.		Increased number of businesses participating in CBD-wide retail promotions / Cooperative approach to promotions between LBPP and LCoC/ Expanded level of support (exposure) by all media outlets

**Program Name:** Economic Development  
**Program Owner:** Development & Governance

Major Projects				
Project	Completion date	Link to Strategic Plan	Status	Progress Report
Airport Master Plan	Apr-10	Efficient Use of Council's Resources.	Behind Schedule	Options on development of the Plan were reviewed. Delayed due to budget reductions.
Deliver on the Lismore Masters Games	Jan-10	Develop and Support Cultural, Sporting and Tourism Activities.	Complete	Objectives of event met (2,048 competitors). All key stakeholders satisfied with event delivery.
Marketing Plan for the service	Sep-09	Enhance Lismore as the Regional Centre.	Behind Schedule	Framework and brief developed. Delay in implementation due to the disbanding of the EDU. Project now taken up by the Business Facilitator and will rolled into economic development strategy.
Tourism Strategic Plan	Jun-10	Develop and Support Cultural, Sporting and Tourism Activities.	Complete	Draft Plan sent to all key stakeholders, feedback received. Final Plan to be reported to ExCom and has now been approved by Council. Implementation commences September 2010.
Support City Centre Manager and implement the Lismore Promotion Program Business Plan (funded by the SBRVL)	Jun-10	Revitalise the CBD.	Complete	Individual projects within the Business Plans include the dissemination of the 'Lismore-come to the heart' brand. City Centre audits (a rapid response mechanism), CBD entertainment, management of or assistance with large annual events and promotions throughout the calendar year. In addition, the CCM has assisted in obtaining major funding for the LBPP via the SBRVL increase of \$100,000 p.a. over the next three years, and a \$100,000 grant to cover the first two years of the Lismore 'Art in the Heart' initiative.
Lismore City Centre Marketing and Promotion Plan			Complete	Formation of new Lismore Business Promotion Panel. Appointment of City Centre Manager to deliver (annual) Lismore Promotion Program Business Plan components and progress City Centre revitalisation process (ongoing)
Resident Attraction Strategy			Behind Schedule	Project has commenced as part of the Lismore Growth and Investment Strategy
Co-ordination digital strategy	Jun-10	Sustainable Economic Growth and Development.	Complete	Coffs Harbour City Council has been identified as the digital network centre on the back of Lismore's submission.

**Program Name:** Information Services  
**Program Owner:** Development & Governance

Key Performance Indicators				
Indicator	Target	Measurement		Progress Report
Core Systems Availability	95% uptime in business hours.	Audit Logs (Quarterly)		Core Systems (e.g. Authority/TRIM) continue to be tracked for downtime (including planned and unplanned) using a combination of a software monitoring tool and manual register. The Critical Core Systems (as identified by the IT Systems Owners Document) has continued to produce an availability again over 98% for reporting period. IT is expected that the KPI will be raised to 99%
Computer Network Availability	95% uptime in business hours.	Audit Logs (Quarterly)		Availability of the data network for this reporting period is still on track to exceed the KPI of 95% availability. It is expected that the KPI will be increased however inclusion of the RTRL computer network will also need to be considered.

Major Projects				
Project	Completion date	Link to Strategic Plan	Status	Progress Report
Develop a new three year Information Technology Strategic Plan	Oct-09	Whole of Council Corporate Planning.	Behind Schedule	The IT Strategic Plan has now been reviewed by Excom subject to minor modification. It is anticipated it will become the subject if a report to Council.
Establish the GSAC Disaster Recovery Site	Mar-10	Whole of Council Corporate Planning.	Complete	Although this project is essentially complete since the GSAC Disaster Recovery site went live in April 2009 a number of enhancements have been made including the installation of video cameras that capture physical access to this facility. Due the extensive opening hours of GSAC and the public nature of the facility, security of this facility was considered paramount.
Further develop the use of Authority by staff, including on- line leave applications and staff training management	Ongoing	Efficient Use of Council's Resources.	Behind Schedule	The development of the on-line leave module will be deferred due current limitations in Authority to meet the range of flexible working arrangements in use at Council. The next major upgrade of Authority, scheduled for September 2010 will hopefully overcome this. Use of Authority by staff is on track.

**Program Name:** Community Services  
**Program Owner:** Development and Governance

Key Performance Indicators				
Indicator	Target	Measurement		Progress Report
Goonellabah Sports and Aquatics Centre – first year of operation	>24,200 learn-to-swim (LTS) visits per annum.	>24,200 learn-to-swim visits per annum.		March Holiday Intensive Program: 347 Term 2 (2010): 4073 Full Year Result: 19,066 This program has not achieved targets due to staff changes . A total review has been completed and a new program is being implemented commencing Term 3. The new Aquatics Team Leader commences 16/8/10 and specialises in Learn to Swim. He will be expected to drive this program forward.
GSAC Gym Membership	>780 members	>780 members		549 Current Members as at 30.6.10. This figure is lower than expected and is due in part to 12 month members coming due and not renewing. Membership drives in the next quarter are aimed at boosting numbers. Management changes in the gym have recently occurred and a change in culture is already yielding positive comments from clients. Staff will be building on this change to promote memberships and give better service to members generally which will include an expanded group fitness timetable in August.
Attendance numbers at Lismore Regional Gallery	>25,000 per annum	Visit Counter (6,250 per quarter)		Attendance figures were 7,592 in the June quarter, in large part due to the popularity of the Northern Rivers Portrait Prize. In the period 16 school/university groups attended exhibitions, with 7 public programs held. Total attendance in these programs and groups was 1081. Year to date figures for the Art Gallery are 22,503, slightly below target.
Lismore City Library and Goonellabah Branch Library	> 120,000 per annum (Lismore)	Visit Counter (30,000 per quarter)		39,779 visits to the Lismore City Library during the June quarter. This totals approximately 159,145 year to date which is almost 40,000 higher than the target.
	> 60,000 per annum (Goonellabah)	Visit Counter (15,000 per quarter)		8,608 visits to the Goonellabah Branch Library during the June quarter. This totals approximately 34,106 year to date which is almost 26,000 less than the target figure. The combined number of visitations for Lismore and Goonellabah for the year is 193,251 which has exceeded the target of 180,000 by more than 13,000 visits.

Major Projects				
Project	Completion date	Link to Strategic Plan	Status	Progress Report
Margaret Olley Arts Centre – planning and design elements	Jun-10	Revitalise the CBD, develop and support cultural, sporting and tourism activities.	Complete	The final design for the Olley was completed to the DA stage and endorsed by the Steering committee in late April. Council's application to the federal government's RLCIP program was unsuccessful and therefore no further work will be undertaken on the project. Staff will identify and discuss alternative options for the gallery and provide an update to Council.
Nesbitt Park – Stage 1 playground	Sep-09	Improve passive and active recreational facilities.	Complete	Completed on schedule.
Recreation Plan	Dec-10	Improve passive and active recreational facilities.	Behind Schedule	The Sports & Recreation Project Officer commenced work on this project in January 2010. It is anticipated a draft will be completed by December 2010.
GSAC Youth Plaza - Construction	Oct-09	Improve passive and active recreational facilities; foster youth development	Complete	Completed on schedule.
New Crime Prevention Plan 2010 – 2014	Oct-10	Foster Youth development	Behind Schedule	Resources have been allocated and a consultant engaged to develop the plan.
Public Art Policy	Jan-10	Revitalise the CBD; develop and support cultural, sporting and tourism activities.	Complete	A report detailing the Public Art Policy and Procedure was presented to Council at the February 2010 meeting. The policy was placed on public exhibition and no comments were received. The Public Art Policy was adopted by Council in May 2010.

# Report

<b>Subject</b>	<b>2009/10 Financial Statements</b>
<b>TRIM Record No</b>	BP10/267:EF09/581
<b>Prepared by</b>	Principal Accountant
<b>Reason</b>	For Council to hold an Extra Ordinary meeting on 21 October 2010 to consider the 2009/10 Financial Statements and form an opinion on their compliance with Local Government Act 1993 requirements.
<b>Community Strategic Plan Link</b>	Best-Practice Corporate Governance

## Overview of Report

The Local Government Act 1993 and Regulation 215 of the Local Government (General) Regulation 2005 require Council to prepare annual financial statements.

After assessing requirements, commitments and availability, it is proposed that Council hold an extraordinary meeting on Thursday, 21 October 2010 to consider the 2009/10 Financial Statements and for the Auditor to present the Auditors report.

A resolution is required to call an extraordinary meeting Council.

## Background

The Local Government Act 1993 and Local Government (General) Regulation 2005 require Council to prepare annual financial statements. In particular:-

- a) Section 413, 415 requires a council to prepare financial statements each year. Financial statements including a 'Statement by Councillors and Management' must be prepared for both the General Purpose Financial Statements and Special Purpose Financial Statements.
- b) Section 416 requires that Council's financial statements must be completed and audited within 4 months after year end; that is 31 October.
- c) Section 417 requires that as soon as practicable after receiving the auditor's report, council must send a copy of the audited financial statements and the auditor's reports to the Department of Local Government (DLG) and Australian Bureau of Statistics. A date for this return is fixed by the Division of Local Government as the 7 November 2010.
- d) Fix a meeting date to present the financial statements to the public; and
- e) Advertise, for a minimum period of seven days prior to the meeting, that the financial reports and the auditor's report are available for public inspection.

After considering the legislative requirements, the timetable to prepare and finalise the financial statements, the Auditor's requirements to complete the audit and presentation to Councillors, and the availability of Councillors, the most appropriate date is Thursday, 21 October 2010.

Council is also required to 'form an opinion' on the financial reports. It is also important for Council to receive a presentation on the audit conduct and findings from the Auditor. The preferred approach is for both to occur at this meeting. This is seen to be the most efficient and effective way to meet the statutory requirements.

It is also planned to report on the 2009/10 Reserves at this meeting. This report is required by Policy 1.5.10 Reserves and is historically reported to Council with the financial reports.

## Sustainability Assessment

### Best-Practice Corporate Governance

An extraordinary meeting is required to meet Local Government Act 1993 and Local Government (General) Regulation 2005 requirements for the preparation and presentation of the 2009/10 Financial Statements.

## Comments

### Finance

The recommended date is the last day possible for Council to meet its legislative obligations after considering the financial statements timetable for preparation and finalisation, meeting Auditor's requirements and availability to present to Councillors, and Councillors availability with the LGA Annual Conference to be held on 24-27 October 2010.

## Other staff comments

Not required

## Public consultation

Not required

## Conclusion

In order to comply with the legislative requirements of the Local Government Act 1993 and Local Government (General) Regulation 2005, an extraordinary meeting is required to be held on Thursday 21 October 2010 to consider the 2009/10 Financial Statements. At this meeting, Council will form an opinion on their compliance with the legislative requirements and the Auditor will present on the audit finding and conduct.

The 2009/10 Reserves report will also be submitted to Council for consideration at this meeting.

## Attachment/s

There are no attachments for this report.

## Recommendation

That an Extra Ordinary meeting be held on Thursday, 21 October 2010 to consider the 2009/10 Financial Statements and 2009/10 Reserves.

# Report

<b>Subject</b>	<b>Councillors Expenses and Facilities Policy</b>
<b>TRIM Record No</b>	BP10/262:EF09/1920
<b>Prepared by</b>	Corporate Compliance Coordinator
<b>Reason</b>	It is a statutory requirement to review this policy in order to ensure the current policy meets the Councillor requirement.
<b>Community Strategic Plan Link</b>	Efficient Use of Council Resources

## Overview of Report

Council is required to review its Expenses and Facilities Policy annually. No change to the policy is proposed.

## Background

The *Local Government Act* allows Council to adopt a policy concerning the payment of expenses incurred or to be incurred by the Mayor, Deputy Mayor and Councillors in relation to discharging their function of Civic Office.

Council had adopted such a policy, which is very much in line with those adopted by other Councils in New South Wales.

The *Act* requires that this policy be reviewed annually, with the results of the review being submitted to the Division of Local Government.

Further, if as a result of this review, Council is of an opinion that it has made a substantial change to the policy then the amended policy must be placed on public exhibition.

Having reviewed the policy and how it has operated during past twelve months of this Council, no change is proposed.

This policy is can be viewed on Council's website at:

[http://www.lismore.nsw.gov.au/content/uploads/1223\\_Payment\\_of\\_Expenses\\_&\\_Provision\\_of\\_Facilities\\_to\\_Mayors\\_&\\_Councillors.pdf](http://www.lismore.nsw.gov.au/content/uploads/1223_Payment_of_Expenses_&_Provision_of_Facilities_to_Mayors_&_Councillors.pdf)

## Sustainability Assessment

Sustainable Economic Growth and Development

Not applicable

## Social Inclusion and Participation

The policy is to mitigate the expenses involved in being a Councillor to allow those from a broad range of socio economic backgrounds to become Councillors

## Protect, Conserve and Enhance the Environment and Biodiversity

It is a focus of the policy to use electronic communications instead of physical documentation. Last year Council considered the proposition of reducing the vehicle allowance to the minimum of Under 2.5 litres to encourage the move to smaller vehicles. No recommendation in this regard has been made

## Best-Practice Corporate Governance

The policy closely follows the guidelines issued by the State Government

## Comments

### Finance

The 2010/11 Budget provided funding to meet all likely costs incurred as part of this policy.

### Public consultation

Not required as no amendment is recommended.

## Attachment/s

1. 1.2.23 Payment of Expenses and the Provision of Facilities to Mayors and Councillors Policy

## Recommendation

That Council adopt the existing policy, 1.2.23 Payment of Expenses and the Provision of Facilities to Mayors and Councillors.



POLICY MANUAL

<b>POLICY NO: 1.2.23</b>	<b>PAYMENT OF EXPENSES AND THE PROVISION OF FACILITIES TO MAYORS AND COUNCILLORS</b>
<b>OBJECTIVE:</b>	Ensure accountability and transparency in the reimbursement of expenses incurred or to be incurred by Councillors
<b>LINK TO STRATEGIC PLAN:</b>	Best Practice Corporate Governance
<b>PROGRAM:</b>	Corporate Services
<b>AUTHORISED: 14/11/06</b>	<b>REVIEWED:</b> November 2008, August 2009

**Purpose of the Policy**

The purpose of the policy is to ensure accountability and transparency in the reimbursement of expenses incurred or to be incurred by Councillors. The policy also ensures that the facilities provided to assist councillors to carry out their civic duties are reasonable.

**Reporting Requirements**

Details of expenditure incurred in respect to this policy are required to be included in Council's annual report (Local Government (General) Regulation 2005, clause 217).

**Legislative Provisions**

Clause 252 and 253 Local Government Act 1993.

**Other Government Policy Provisions**

- DLG Guidelines for payment of expenses and provision of facilities (September 2006).
- Model Code of Conduct for Local Councils in NSW (December 2004).
- DLG Circulars, 05/08 and 02/34.
- ICAC Publication – No excuse for Misuse, preventing the misuse of council resources.

## **PAYMENT OF EXPENSES AND PROVISION OF FACILITIES**

### **1. OBJECTIVE**

This policy has been prepared to meet the requirements of Section 252 of the Local Government Act, as detailed below:

252 (1) Within 5 months after the end of each year, a council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor (if there is one) and the other councillors in relation to discharging the functions of civic office.

(2) The policy may provide fees payable under this division to be reduced by an amount representing the private benefit to the mayor or a councillor of a facility provided by the council to the mayor or councillor.

(3) A council must not pay any expenses incurred or to be incurred by, or provide any facilities to, the mayor, the deputy mayor (if there is one) or a councillor otherwise than in accordance with a policy under this section.

(4) A council may from time to time amend a policy under this section.

(5) A policy under this section must comply with the provisions of this Act, the regulations and any relevant guidelines issued under section 23A.

### **2. EXPENSES**

#### **2.1 (Intra-state including Canberra and South East Queensland)**

##### **Definition**

South East Queensland - the area bounded by Coolangatta/Wallangara/Toowoomba/ Noosa Heads.

##### **2.1.1 Travelling Expenses (Within the Local Government Area)**

Councillors will be entitled to be reimbursed for travel from their home to attend council meetings, committee meetings and panels (of which they are a member), other meetings/functions attended as Council's appointed delegate, and authorised inspections as approved by Council and/or the Mayor, at the current rate per kilometre as set out in the Local Government (State) Award or upon production of receipts.

Councillors within the urban area of Lismore are entitled to use Cabcharge for trips to and from home in respect of Council meetings.

##### **2.1.2 Travelling Expenses (Outside the Local Government Area)**

Councillors will be entitled to travel to official engagements at Council's expense by the most practical method.

A Councillor who travels in his/her own vehicle will be reimbursed at the appropriate per kilometre rate or airfare, whichever is the lower. Wherever practicable, every attempt should be made to 'pool' vehicles with either other Councillors or Council staff.

Expenses will be reimbursed to delegates whilst on Council business, subject to the maximum amounts as set by the Australian Taxation Office ruling "Income tax reasonable allowance amount" released annually and in accordance with a signed declaration.

Where possible, to avoid the necessity to retain receipts and to obtain Government contract rates, etc., payment for registration, accommodation and travel should be paid direct by Council to the provider. All bookings to be arranged through the Councillor Support Officer.

**a) Other Incidental Expenses**

Taxi and bus fares, telephone calls, meals etc. on Council business will be reimbursed at the actual cost and must be supported by receipts.

**b) Special Circumstances**

In special circumstances when accommodation costs exceed the maximum allowance as determined by the ATO from time to time, the General Manager is authorised to approve such excess.

**c) Private Benefit**

Any time occupied on other than Council business is not to be included in the calculation of expenses.

**2.1.3 Time Limit on Claims for Expenses**

No payments will be made to reimburse expenses when the expenses have been incurred more than three months before the claim is lodged.

**2.2 Expenses - (Interstate and overseas travel)**

**2.2.1 Preamble**

These guidelines have been developed to assist in planning interstate and overseas travel for Councillors where Council funds will be used to finance the journey. It recognises that there are occasions when representatives will need to travel interstate or overseas to represent the interests of Lismore.

The thrust of the policy is that plans for any such travel should be transparent to the community and have an identifiable benefit to the local area through Council activity.

**2.2.2 Policy - Interstate Travel**

In most cases the need for such travel cannot be anticipated with as long a lead time as can reasonably be expected for overseas.

There are instances where Councillors are to visit Canberra for official purposes such as meetings with federal parliamentarians and ministers. For the purpose of this policy the ACT is regarded as being within NSW.

Where the cost of the travel is not expected to exceed \$2,000 for transport, accommodation, registration and out of pocket expenses per person, attendance can be by self nomination.

The General Manager will report details of councillor interstate travel following the completion of the travel, on a regular basis.

Where the cost of the travel is expected to exceed \$2,000 for transport, accommodation, registration and out of pocket expenses per person, a detailed report to Council should be provided outlining:

- who is to take part in the travel;
- the objectives to be achieved in undertaking it, including an explanation of what community benefits will accrue to undertaking the visit; and
- details of costs, including any amounts expected to be reimbursed by participants.

If the travel is to be sponsored by private enterprise, ICAC guidelines and reporting structures should be followed. A detailed report should be included in the Annual Report in the year which the travel was undertaken, outlining how the travel's objectives were met and how the community benefited from it.

### **2.2.3 Policy - Overseas Travel**

Proposals for overseas travel by Councillors on Council business should be documented in the annual management plan. The plan must be widely circulated in the community. Community input about the proposed visit can therefore be considered as part of the management plan review and budget finalisation process.

Proposals should indicate:

- who is planned to take part in the travel;
- the objectives for undertaking it, including an explanation of what community benefits will accrue from the exercise, with an approximate budget;
- detailed costs including a statement of any amounts expected to be reimbursed by the participants.

If the visit is to be sponsored by private enterprise, ICAC guidelines and reporting structures should be followed and this should form part of the community reporting process.

A detailed report should be given in the Annual Report for the year in which the visit took place outlining how the objectives were met and what quantifiable benefits will flow to the community.

The Council should consider the above proposals in an open meeting and resolve whether or not the travel is to take place.

Where exceptional cases arise and travel has to be undertaken at short notice, the above proposals should be put to Council for decision. The outcomes, costs and attendances should be included in the first Annual Report issued subsequent to the travel taking place.

## **3. ATTENDANCE AT CONFERENCES/SEMINARS**

### **3.1 Who may attend conferences/seminars?**

Councillors may attend conferences, seminars and similar functions by self-nomination, provided funds are available from within the current budget.

As far as is practicable councillors' attendance at conferences/seminars should be determined well in advance of the event so as to optimise the benefits obtained from registration discounts for early payment, and discounted airfares for advance bookings.

The total budget allocation for Councillors' Professional Development will nominally be distributed equally between Councillors, with the take up reviewed quarterly. Once a Councillor has reached the nominal annual limit no further self nomination shall occur without consulting the Mayor who shall ensure that no other Councillor is denied a fair opportunity for conference/seminar attendance by a redistribution among Councillors of the approved budget. Variations to the nominal annual allocations shall be reported to all Councillors via a Mayoral memo. Voting of additional funds shall be reserved for a Council decision, to be reported on and recommended by the General Manager.

A separate allocation will be made in the annual budget to allow the Mayor to undertake his/her duties whilst representing Council.

### **3.2 What Conferences/Seminars may be attended?**

Any conference/seminar that will assist in the professional development of a councillor or have an identifiable benefit to the local area through a Council activity.

### **3.3 Spouse / Partner Payment of Expenses for Spouses, partners and accompanying persons**

- i) Where the Mayor is required to attend a function on behalf of Council, and the nature of the function is such that the Mayor's spouse, partner or accompanying person could reasonably be expected to attend, Council will meet their reasonable expenses, eg ticket, meal and or direct cost of attending the function.
- ii) Where the Mayor has requested a councillor to attend a function (on behalf of Council), in their stead, and the nature of the function is such that the councillor's spouse, partner or accompanying person could reasonably be expected to attend, Council will meet their reasonable expenses, e.g. ticket, meal and or direct cost of attending the function.
- iii) The costs of registration and attendance at an official conference dinner for a spouse, partner or accompanying person are now included, for attendance at the Local Government Association conference or another relevant local government conference. This is limited to one conference per financial year. No other costs will be paid by Council.

### **3.4 Delegates' Reports on Conferences**

- At least one councillor shall write a delegate's report on any conferences attended by one or more councillors on Council's behalf.
- Should any councillor have difficulty writing such a report, she/he should seek the assistance of the Councillor Support Officer to type it.
- Such reports would provide information for other councillors and should be submitted to the Councillor Support Officer for distribution.

## **4. FACILITIES**

### **4.1 Mayor**

Council, in addition to facilities provided for all Councillors, will provide the Mayor with the following additional facilities:

- a) A motor vehicle with full private use rights.
- b) An office in the Council's administration building.
- c) Secretarial support as required.
- d) A wireless hand held device including all Council related costs associated with its use.

### **4.2 Councillors**

Council will provide the Councillors with the following facilities:-

- a. An informal meeting room in the Council's Administration Building.
- b. Refreshments preceding and following Council and Committee meetings where appropriate; to include a light meal, supper and refreshments.
- c. Secretarial and basic photocopy facilities upon request.
- d. A fax facility on a dedicated line at the home of Councillors. All line rental and consumables will be paid by Council. Council will pay all costs associated with installing the second line.
- e. Council will reimburse the cost of telephone/fax/internet and wireless hand held device calls on Council business to a maximum of \$500 per annum plus 50% of fixed phone rental, handset charges and additional telephone facilities.
- f. Council will reimburse up to \$30 of the monthly rental associated with wireless hand held devices (mobile phone, smartphones, PDA's)
- g. An internet connection at the home of Councillors. Council will pay all reasonable cost associated with the internet connection and reimburse the internet service provider fee up to a maximum of \$360 per annum.
- h. A lap-top or personal computer, printer and modem for business paper, research, word processing and other Council related use.
- i. A filing cabinet up to 4 drawers or alternative storage facilities to equivalent cost.
- j. Council will reimburse Councillors for reasonable child care costs incurred for attending:
  - Council meetings;

- Committee meetings (of which they are a member);
- Other meetings/functions attended as Council's appointed delegate;
- Authorised inspections as approved by the Council and/or the Mayor.

Council will reimburse receipted claims made by Councillors for child care expenses paid to providers or directly pay the providers other than the immediate family, spouse or partner including reasonable travel time before and after such meetings (based on advertised commencement time). The payments to be paid by submitting a claim providing details of the date, duration and the rate of payment or authorising direct payments to the provider. Reasonable child minding costs will be judged on the circumstances and cost of services available to the public, identified and assessed by Council's child care services staff.

- k. A uniform will be provided upon request in accordance with the current policy pertaining to staff and in accordance with Australian Taxation Office guidelines. An identification badge will be provided at Council's expense.
- l. Stationery Allowance - Stationery up to an annual value of \$200 from either Council or by way of reimbursement upon production of receipts.
- m. Return of Equipment - At the completion of their term of office, during extended leave of absence or upon cessation of their civic role all equipment and other facilities shall be returned to Council.
- n. Contributions -
  - In accordance with the Australian Taxation Office Interpretative Decision 2007/205m a Council may enter into an arrangement with the Councillor under which the Councillor agrees to have all or part of their annual fee paid into a complying superannuation fund for their benefit in lieu of being paid that amount fee directly.
  - Ability to have all or part of their Council fees paid direct to third parties.

#### **4.3 Deputy Mayor**

At the discretion of the Mayor, the Deputy Mayor shall be paid an additional fee in recognition of extra duties performed, to be paid from the mayoral allowance.

#### **4.4 Legal Expenses**

Council will determine by resolution the reimbursement of the reasonable legal expenses of:

- a) A Councillor defending an action arising from the performance, in good faith, of a function under the Local Government Act; or
- b) A Councillor defending an action in defamation provided the statements complained of were made in good faith while exercising a function under the Act; or
- c) A Councillor for proceedings before the Local Government Pecuniary Interest Tribunal, or an investigation body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act, and the Tribunal or investigation body makes a finding favourable to the Councillor.

#### **Note:**

Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her function under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term of office.

#### **4.5 Private Benefit**

Private benefit derived from facilities provided for discharging the functions of civic office shall be deducted from fees paid to Councillors.

#### **4.6 Insurance Provisions**

Council is required by the Local Government Act 1993 to make arrangements for its adequate insurance against public liability and professional liability insurance.

In addition council has a wide range of other insurance coverage. With respect to Councillors this coverage is as follows and is for matters arising out of Councillors performance of their civic duties and/or exercise of their council functions

- Public liability
- Professional indemnity
- Personal Accident

Appendix 1

Monetary Limits

The following general monetary limits have been identified within the policy.

**1. Expenses**

**Australian Taxation Office Guidelines – Travel allowances**

<b>Capital Cities</b>	<b>Amount (\$)</b>
Accommodation	183.00
Breakfast	21.10
Lunch	23.65
Dinner	65.04
<b>Total</b>	<b>292.79</b>

**Country**

Accommodation	146.00
Breakfast	18.85
Lunch	21.55
Dinner	52.03
<b>Total</b>	<b>238.43</b>

**Local Government (State Award) – Vehicle Allowance (cents per km)**

Under 2.5 litres 0.64  
2.5 litres and over 0.73

**2. Facilities**

Telephone/fax/internet/mobile phone calls 500.00 (maximum annual amount)

Internet Service provider Fee 360.00 (maximum annual amount)

Stationary Allowance 200.00 (maximum annual allowance)

# Report

<b>Subject</b>	<b>Investments - July 2010</b>
<b>TRIM Record No</b>	BP10/260:EF09/586
<b>Prepared by</b>	Management Accountant
<b>Reason</b>	Required by Local Government Act 1993, Local Government (General) Regulation 2005 and Council's Investment Policy
<b>Community Strategic Plan Link</b>	Best-Practice Corporate Governance

## Overview of Report

Investments as at 31 July 2010 are estimated to be \$39,289,937 subject to final market valuations typically provided after month end.

The interest rate reported for July 2010 is estimated to be 5.22% which is above the Bank Bill Swap Rate for the period of 4.85%. The final interest return may vary due to actual returns achieved on investments advised after month end.

## Background

The Local Government Act 1993 (Section 625), Local Government (General) Regulations 2005 (Regulation 212) and Council's Investment Policy requires a monthly report be provided to Council on investments. The report is to include the source and amount of funds invested, terms of performance of the investment portfolio over the preceding period and a statement of compliance in relation to the requirements of the Local Government Act 1993.

## Report on Investments

- |   |              |
|---|--------------|
| • <i>Confirmation of Investments – at Market Value – 30 June 2010</i> | \$43,898,227 |
| • <i>Estimated Investments – at Market Value – 31 July 2010</i>       | \$39,289,937 |

In regards to the *Confirmation of Investments – at Market Value – 30 June 2010 - \$43,898,227*, the Investments – June 2010 report to the July 2010 Council meeting indicated the *Estimated Investments – at Market Value – 30 June 2010 - \$41,019,919*. To meet business paper requirements, the investments report is typically prepared prior to the actual month end date. This is why 'Confirmation of Investments' information is reported to the following Council meeting and significant variations explained. In this case, the main reason for the increase in investments at 30 June 2010 is that the sale of the Goonellabah Town Centre occurred on 28 June 2010. This took place after the Investments – June 2010 report was prepared. The proceeds less creditor payment requirements were subsequently invested before 30 June 2010.

The current rate of return on investments for July 2010 is estimated to be 5.22% which is above the Bank Bill Swap Rate for the period of 4.85%. The rate of return reported has been calculated using actual returns where available and estimates based on the previous period balance and interest rates. The methodology used to calculate estimates appears reasonable in light of discussion with the portfolio advisor.

There are a number of investments not paying coupons. These include investments in Blackrock Care & Maintenance Fund, Longreach – Series 25, Corsair (Torquay) and five other Lehman Brothers related investments that are terminating. These investments are shown on the 'Estimated Interest' attachment with an estimated interest rate and weighted interest for the period of zero.

In regards to the Blackrock Care & Maintenance Fund, as this fund is being independently managed with a view to its ultimate termination, the payment of a coupon is dependent on funds being available net of costs. For July 2010, no coupon payment is recognised.

The estimated interest earned for July 2010 (\$188,000) is approximately \$100,000 greater than the pro rata annual Budget (\$84,000). This is partly attributable to a much higher than anticipated balance of investments for this time of year as funds have been received in advance, e.g. Financial Assistance Grants and Southern Trunk Main Loan, of the works being completed. The average interest rate is also higher than anticipated when preparing the 2010/11 Budget. This will be monitored over the coming months and reported within the December 2010 Quarterly Budget Review report once any benefit is certain.

## **Richmond Tweed Regional Library**

To meet compliance requirements associated with being the Executive Council for Richmond Tweed Regional Library, Council must report investments made by the Richmond Tweed Regional Library as part of its investment report. Richmond Tweed Regional Library's investments have now been incorporated into the attachments and shown as part of the total investments held by Lismore City Council. For the month ended 31 July, 2010 the estimated total value of investments held by Richmond Tweed Regional Library is \$740,000. The current rate of return on the library's investments for July 2010 is estimated to be 6.56%.

As all Richmond Tweed Regional Library financial services functions are now integrated with Council, when existing investments mature they will be redeemed and reinvested as part of Council's total investment portfolio. The investment value and interest attributable to Richmond Tweed Regional Library will then be apportioned on the same basis as the current practice for Council's legislatively restricted Water and Wastewater Funds. This will result in this section of the report being deleted once the last investment matures and instead interest on RTRL funds will be reported to Council as part of the annual Budget and Financial Statements reporting processes.

## Sustainability Assessment

### Sustainable Economic Growth and Development

Council's main objective in investing funds is to preserve the capital, i.e. prevent any loss to the amount invested, while gaining the most advantageous rate of return with minimum risk.

### Social Inclusion and Participation

There is no social impact in relation to the Investments held by Council.

### Protect, Conserve and Enhance the Environment and Biodiversity

There is no environmental impact in relation to the Investments held by Council.

### Best-Practice Corporate Governance

The Local Government Act 1993, Local Government (General) Regulation 2005 and Council's Investment Policy require Council's investments to be reported monthly.

## Comments

### Finance

Relevant comments have been included in the report and the recommendation is supported.

### Other staff comments

Not Required

### Public consultation

Not Required

### Conclusion

A report on investments is required to be submitted to Council monthly. This report meets that requirement. For 31 July 2010 investments total \$39,289,937 and the annualised rate of return was 5.22%.

This report includes investment information for the Richmond Tweed Regional Library. As Council is the Executive Council for the Richmond Tweed Regional Library, this information must be included in Council's report.

The investments held by Council with various financial institutions, have been made in accordance with the Local Government Act 1993, Local Government (General) Regulation 2005 and Council's Investment Policy.

### Attachment/s

1. Capital Value Movements including name of institution, lodgement date and maturity date
2. Estimated Interest showing interest rate and estimated interest earned for the period
3. Total Investment Portfolio held by month with last year comparison - graphical
4. Weighted Average Interest Rate with bank swap rate and last year comparison - graphical
5. Investment by Type - graphical
6. Investment by Institution as percentage of total portfolio - graphical

### Recommendation

That the report be received and noted.

Capital Value Movements  
Summary of Investments held as at  
31 July, 2010

Name of Investment / Counterparty	Type of Investment	Rating	Assessment of return of Capital	Purchase Date	Maturity Date	Last Date Confirmed Valuation Available	Balance Sheet Valuation (Note 3)	Current Market Value (Note 4)
<b>Cash Based Returns</b>								
Blackrock Care & Maintenance Fund	Managed Fund	A	High	15/10/2008	N/A	27/07/2010	\$ 1,863,300	\$ 1,967,755
CBA Business On Line Banking A/c	Cash Management Account	Cash	High	N/A	N/A	27/07/2010	\$ 4,040,500	\$ 4,040,500
Macquarie Cash Management Trust	Cash Management Account	Not Rated (Note 7)	High	1/9/2006	N/A	27/07/2010	\$ 254,547	\$ 254,547
ANZ High Yield Cash Account	Cash Management Account	AA	High	N/A	N/A	27/04/2010	\$ 1,846,733	\$ 1,846,733
National Australia Bank	Term Deposit	A1+	High	2/6/2010	2/8/2010	2/06/2010	\$ 2,000,000	\$ 2,000,000
Bank of Western Australia	Term Deposit	A1+	High	2/6/2010	3/8/2010	2/06/2010	\$ 2,000,000	\$ 2,000,000
Suncorp Bank	Term Deposit	A-1	High	20/5/2010	18/8/2010	20/05/2010	\$ 2,000,000	\$ 2,000,000
Community CPS Australia Ltd	Term Deposit	Not Rated (Note 7)	High	20/5/2010	18/8/2010	20/05/2010	\$ 2,000,000	\$ 2,000,000
Savings & Loans Credit Union	Term Deposit	Not Rated (Note 7)	High	20/5/2010	23/8/2010	20/05/2010	\$ 2,000,000	\$ 2,000,000
IMB Banking & Financial Services	Term Deposit	A2	High	18/5/2010	26/8/2010	18/05/2010	\$ 2,000,000	\$ 2,000,000
Credit Union Australia (CUA)	Term Deposit	Not Rated (Note 7)	High	7/8/2010	6/9/2010	7/08/2010	\$ 2,000,000	\$ 2,000,000
Newcastle Permanent	Term Deposit	A2	High	2/7/2010	30/9/2010	2/07/2010	\$ 1,000,000	\$ 1,000,000
Police & Nurses Credit Society Ltd	Term Deposit	Not Rated (Note 7)	High	2/7/2010	30/9/2010	2/07/2010	\$ 1,000,000	\$ 1,000,000
New England Credit Union	Term Deposit	Not Rated (Note 7)	High	2/7/2010	30/9/2010	2/07/2010	\$ 1,000,000	\$ 1,000,000
Defence Force Credit Union	Term Deposit	Not Rated (Note 7)	High	2/7/2010	30/9/2010	2/07/2010	\$ 1,000,000	\$ 1,000,000
Southern Cross Credit Union	Term Deposit	Not Rated (Note 7)	High	14/7/2010	13/10/2010	14/07/2010	\$ 2,000,000	\$ 2,000,000
Bank of Queensland	Term Deposit	A2	High	2/6/2010	2/12/2010	2/06/2010	\$ 2,000,000	\$ 2,000,000
Westpac Banking Corporation	Term Deposit	AA	High	4/12/2009	4/12/2010	4/12/2009	\$ 2,000,000	\$ 2,000,000
Newcastle Permanent	Term Deposit	A2	High	18/12/2009	20/12/2010	18/12/2009	\$ 1,000,000	\$ 1,000,000
Summerland Credit Union	Term Deposit	Not Rated (Note 7)	High	17/1/2010	17/1/2011	17/01/2010	\$ 1,000,000	\$ 1,000,000
Bishopscote (Wentworth)	Floating Rate CDO	AA	High	1/9/2006	20/9/2010	30/06/2009	\$ 435,100	\$ 435,100
Herald Limited (Quartz)	Floating Rate CDO	B+	Low	1/9/2006	20/12/2010	31/03/2010	\$ 13,572	\$ 13,572
Cypress (Lawson)	Floating Rate CDO	BBB+	Low	1/9/2006	30/12/2010	30/06/2009	\$ 379,500	\$ 379,500
Deutsche Bank CG Yield Curve Note	Euro Bond	Not Rated (Note 7)	High	1/9/2006	18/10/2011	30/05/2009	\$ 247,500	\$ 247,500
BELCO (Kalbarrie)	Commodity Backed Security	AA+	High	1/9/2006	27/2/2012	30/06/2009	\$ 580,440	\$ 580,440
Magnolia (Flinders)	Floating Rate CDO	BB+	Low	1/9/2006	20/3/2012	30/06/2009	\$ 210,000	\$ 210,000
Omega (Henley)	Floating Rate CDO	CCC	Low	1/9/2006	22/8/2012	30/06/2009	\$ 126,200	\$ 126,200
Beryl (Esperance 2)	Floating Rate CDO	BB+	Low	1/9/2006	20/3/2013	30/06/2009	\$ -	\$ -
Corsair (Torquay)	Floating Rate CDO	CCC-	Low	1/9/2006	20/6/2013	30/06/2009	\$ 59,400	\$ -
Zircon (Merimbula)	Floating Rate Note	C	Low	1/9/2006	20/6/2013	30/06/2009	\$ -	\$ -
Corsair (Kakadu)	Floating Rate CDO	CCC	Low	1/9/2006	20/3/2014	30/06/2009	\$ 124,550	\$ 124,550
Lonsreach - Series 25	Equity Linked Investment	AA-	High	2/4/2007	4/4/2014	30/06/2010	\$ 862,600	\$ 759,450
Helium (Scarborough)	Floating Rate CDO	CCC-	Low	1/9/2006	23/8/2014	30/06/2009	\$ 2,200	\$ 2,200
Beryl (Global Bank Note)	Floating Rate Note	C	Low	1/9/2006	20/9/2014	30/06/2009	\$ -	\$ -
Zircon (Coolangubra)	Floating Rate CDO	C	Low	1/9/2006	20/9/2014	30/06/2009	\$ -	\$ -
Aphex (Glennelg)	Floating Rate CDO	CCC+	Low	1/9/2006	22/12/2014	30/06/2009	\$ 60,900	\$ 60,900
Bendigo Bank FR Sub Debt	Subordinate Debt	Not Rated (Note 7)	Medium	1/9/2006	14/12/2015	30/06/2010	\$ 440,100	\$ 497,100
Elders Rural Bank Sub Debt	Subordinate Debt	Not Rated (Note 7)	Medium	1/9/2006	16/3/2016	30/06/2010	\$ 864,000	\$ 983,890
Zircon (Miami)	Floating Rate CDO	C	Low	1/9/2006	20/3/2017	30/06/2009	\$ -	\$ -
Local Government Financial Services - RTRL	Term Deposit	A1	High	1/4/2010	28/9/2010	1/4/2010	\$ 90,000	\$ 90,000
Commonwealth Bank of Australia - RTRL	Term Deposit	A1+	High	30/11/2009	29/11/2012	30/11/2009	\$ 400,000	\$ 400,000
Local Government Financial Services - RTRL	Term Deposit	A1	High	22/12/2009	16/12/2010	22/12/2009	\$ 250,000	\$ 250,000
<b>Investment on Hand</b>							<b>\$ 30,961,142</b>	<b>\$ 39,289,937</b>

Investments Redeemed during period (Note 6)

Defence Force Credit Union	Term Deposit	Not Rated (Note 7)	High	2/6/2010	2/7/2010	2/06/2010	\$ 1,000,000	\$ 1,000,000
Newcastle Permanent	Term Deposit	A2	High	2/6/2010	2/7/2010	2/06/2010	\$ 1,000,000	\$ 1,000,000
Police & Nurses Credit Society Ltd	Term Deposit	Not Rated (Note 7)	High	2/6/2010	2/7/2010	2/06/2010	\$ 1,000,000	\$ 1,000,000
New England Credit Union	Term Deposit	Not Rated (Note 7)	High	2/6/2010	2/7/2010	2/06/2010	\$ 1,000,000	\$ 1,000,000
Southern Cross Credit Union	Term Deposit	Not Rated (Note 7)	High	12/5/2010	14/7/2010	12/05/2010	\$ 2,000,000	\$ 2,000,000

**\$ 44,951,142**    **\$ 45,289,937**

Note 1: Balance Sheet Valuation is the value reported in Council's Financial Report as at 30 June, 2009 or the purchase price for investments purchased post 30/06/09  
 Note 2: Capital Guaranteed note if held to maturity  
 Note 3: The Balance sheet Valuation is the Market Value as at 30/6/09 plus additions less redemptions during the year.  
 Note 4: Latest estimates based on information provided by investment managers and prior period performance.  
 Note 5: Market Value is the Capital Value of the Investment and any accrual of income.  
 Note 6: These investments were redeemed during the period and impact on the interest return for the period. They are not part of the Balance of Investments Held.  
 Note 7: These Counterparties & Products are authorised under the Minister Order and require no minimum Credit Rating.

"Indicative" Source of Funds

Externally Restricted	31,113,701
Internally Restricted	8,176,236
	<u>\$ 39,289,937</u>

Estimated Interest  
Summary of Investments held as at  
31 July, 2010

Name of Investment / Counterparty	Type of Investment	Rating	Annualised Coupon Interest Rate	Current market Value (Note 6)	Estimated interest for Period	Weighted Interest for Period
<b>Cash Based Returns</b>						
Blackrock Care & Maintenance Fund	Managed Fund	A	0.00%	\$ 1,987,755	\$ -	0.00%
CBA - Business On Line Banking A/c	Cash Management Account	Cash	4.10%	\$ 4,040,500	\$ 14,070	0.41%
Macquarie Cash Management Trust	Cash Management Account	Not Rated	2.81%	\$ 254,547	\$ 607	0.02%
ANZ High Yield Cash Account	Cash Management Account	AA	5.00%	\$ 1,845,733	\$ 7,842	0.23%
National Australia Bank	Term Deposit	A1+	5.53%	\$ 2,000,000	\$ 9,393	0.27%
Bank of Western Australia	Term Deposit	A1+	5.88%	\$ 2,000,000	\$ 9,597	0.28%
Suncorp Bank	Term Deposit	A-1	5.91%	\$ 2,000,000	\$ 10,039	0.29%
Community CPS Australia	Term Deposit	Not Rated	6.15%	\$ 2,000,000	\$ 10,447	0.30%
Savings & Loans Credit Union	Term Deposit	Not Rated	6.00%	\$ 2,000,000	\$ 10,192	0.30%
IMB Banking & Financial Services	Term Deposit	A2	5.88%	\$ 2,000,000	\$ 9,988	0.29%
Credit Union Australia (CUA)	Term Deposit	Not Rated	6.06%	\$ 2,000,000	\$ 10,294	0.30%
Newcastle Permanent	Term Deposit	A2	6.07%	\$ 1,000,000	\$ 4,823	0.14%
Police & Nurses Credit Society Inc	Term Deposit	Not Rated	5.90%	\$ 1,000,000	\$ 4,688	0.14%
New England Credit Union	Term Deposit	Not Rated	5.87%	\$ 1,000,000	\$ 4,664	0.14%
Defence Force Credit Union	Term Deposit	Not Rated	5.90%	\$ 1,000,000	\$ 4,688	0.14%
Southern Cross Credit Union	Term Deposit	Not Rated	5.96%	\$ 2,000,000	\$ 5,542	0.16%
Bank of Queensland	Term Deposit	A2	6.15%	\$ 2,000,000	\$ 10,447	0.30%
Westpac Banking Corporation	Term Deposit	AA	6.80%	\$ 2,000,000	\$ 11,551	0.34%
Newcastle Permanent	Term Deposit	A2	7.00%	\$ 1,000,000	\$ 5,945	0.17%
Summerland Credit Union	Term Deposit	Not Rated	6.50%	\$ 1,000,000	\$ 5,521	0.16%
Bishopsgate (Wentworth)	Floating Rate CDO	AA	6.42%	\$ 435,100	\$ 2,726	0.07%
Herald Limited (Quartz)	Floating Rate CDO	B+	6.40%	\$ 13,572	\$ 163	0.00%
Cypress (Lawson)	Floating Rate CDO	BBB+	6.22%	\$ 379,500	\$ 2,641	0.08%
Deutsche Bank CG Yield Curve Note	Euro Bond	Not Rated	6.71%	\$ 247,500	\$ 1,425	0.04%
SELO (Kalgoorlie)	Commodity Backed Security	AA+	6.15%	\$ 580,440	\$ 3,658	0.09%
Magnolia (Flinders)	Floating Rate CDO	BB+	6.40%	\$ 210,000	\$ 1,631	0.03%
Omega (Henley)	Floating Rate CDO	CCC	5.70%	\$ 128,200	\$ 1,936	0.02%
Beryl (Esperance 2)	Floating Rate CDO	BB+	0.00%	\$ -	\$ -	0.00%
Corsair (Torquay)	Floating Rate CDO	CCC-	0.00%	\$ -	\$ -	0.00%
Zircon (Merimbula)	Floating Rate Note	C	0.00%	\$ -	\$ -	0.00%
Corsair (Kakadu)	Floating Rate CDO	CCC	6.30%	\$ 124,550	\$ 2,675	0.02%
Longreach - Series 25	Equity Linked Note	AA-	0.00%	\$ 759,450	\$ -	0.00%
Helium (Scarborough)	Floating Rate CDO	CCC-	6.74%	\$ 2,200	\$ 1,145	0.00%
Beryl (Global Bank Note)	Floating Rate Note	C	0.00%	\$ -	\$ -	0.00%
Zircon (Coolangalla)	Floating Rate CDO	C	0.00%	\$ -	\$ -	0.00%
Aphex (Glennel)	Floating Rate CDO	CCC+	6.60%	\$ 60,900	\$ 2,803	0.01%
Bendigo Bank FR Sub Debt	Subordinate Debt	Not Rated	5.40%	\$ 497,100	\$ 2,292	0.07%
Elders Rural Bank Sub Debt	Subordinate Debt	Not Rated	5.57%	\$ 983,880	\$ 4,731	0.14%
Zircon (Miami)	Floating Rate CDO	C	0.00%	\$ -	\$ -	0.00%
Local Government Financial Services - RTRL	Term Deposit	A1	6.28%	\$ 90,000	\$ 478	0.01%
Commonwealth Bank if Australia - RTRL	Term Deposit	A1+	7.00%	\$ 400,000	\$ 2,376	0.07%
Local Government Financial Services - RTRL	Term Deposit	A1	6.75%	\$ 250,000	\$ 1,433	0.04%
<b>Investment on Hand</b>				<b>\$ 39,289,937</b>	<b>\$ 182,453</b>	<b>5.05%</b>

Note 1,3

Note 2,5

Note 4

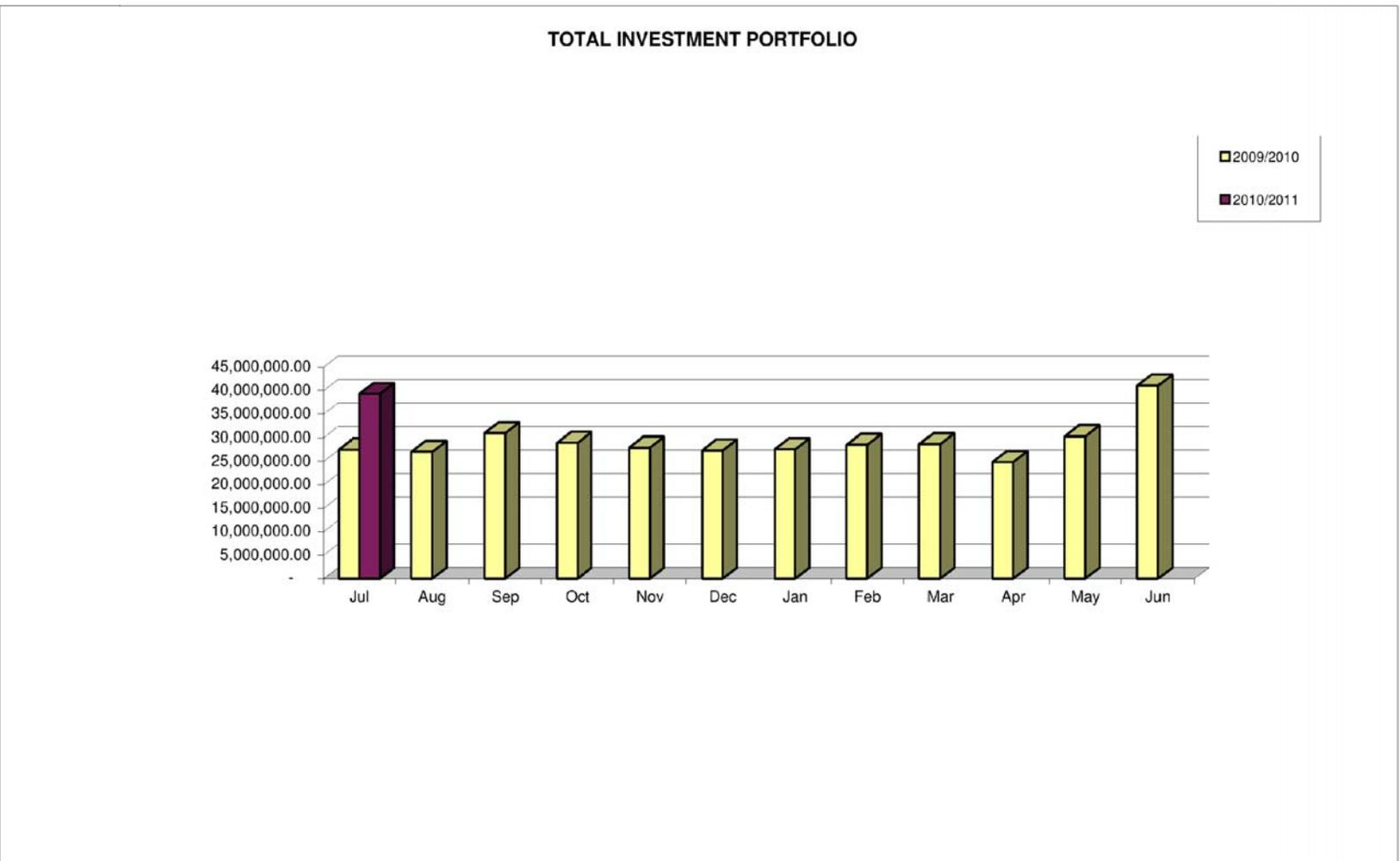
Investments Redeemed during period

Defence Force Credit Union	Term Deposit	Not Rated	5.60%	\$ 1,000,000	\$ 307	0.01%
Newcastle Permanent	Term Deposit	A2	5.51%	\$ 1,000,000	\$ 302	0.01%
Police & Nurses Credit Society Ltd	Term Deposit	Not Rated	5.60%	\$ 1,000,000	\$ 307	0.01%
New England Credit Union	Term Deposit	Not Rated	5.85%	\$ 1,000,000	\$ 321	0.01%
Southern Cross Credit Union	Term Deposit	Not Rated	5.93%	\$ 2,000,000	\$ 4,549	0.13%

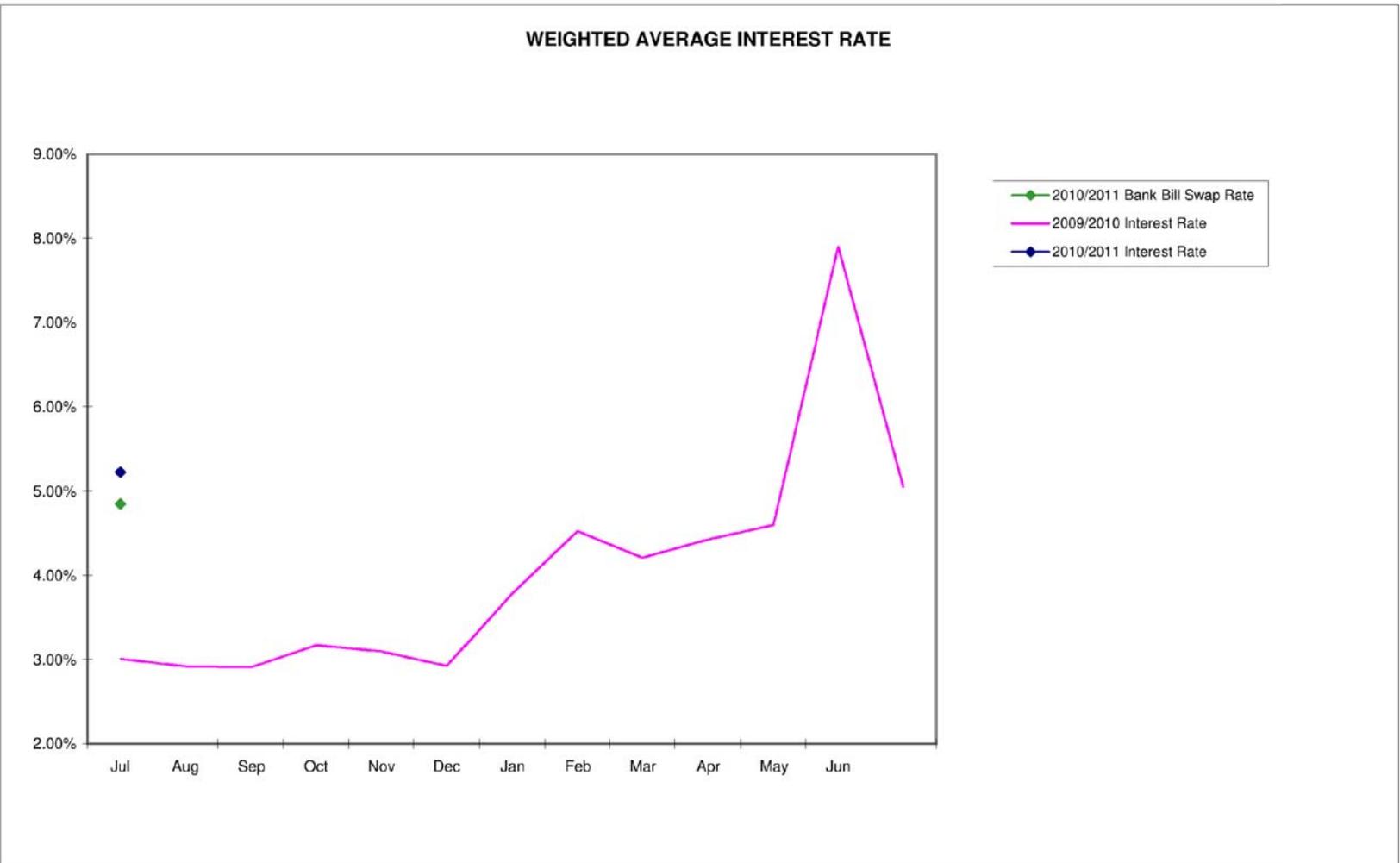
	31/06/2010	5.22%
	\$ 45,289,937	\$ 188,238

Investment Income Earned v's Budget Year to Date  
Estimated interest earned to date \$ 188,238  
Pro Rata annual budget \$ 84,275

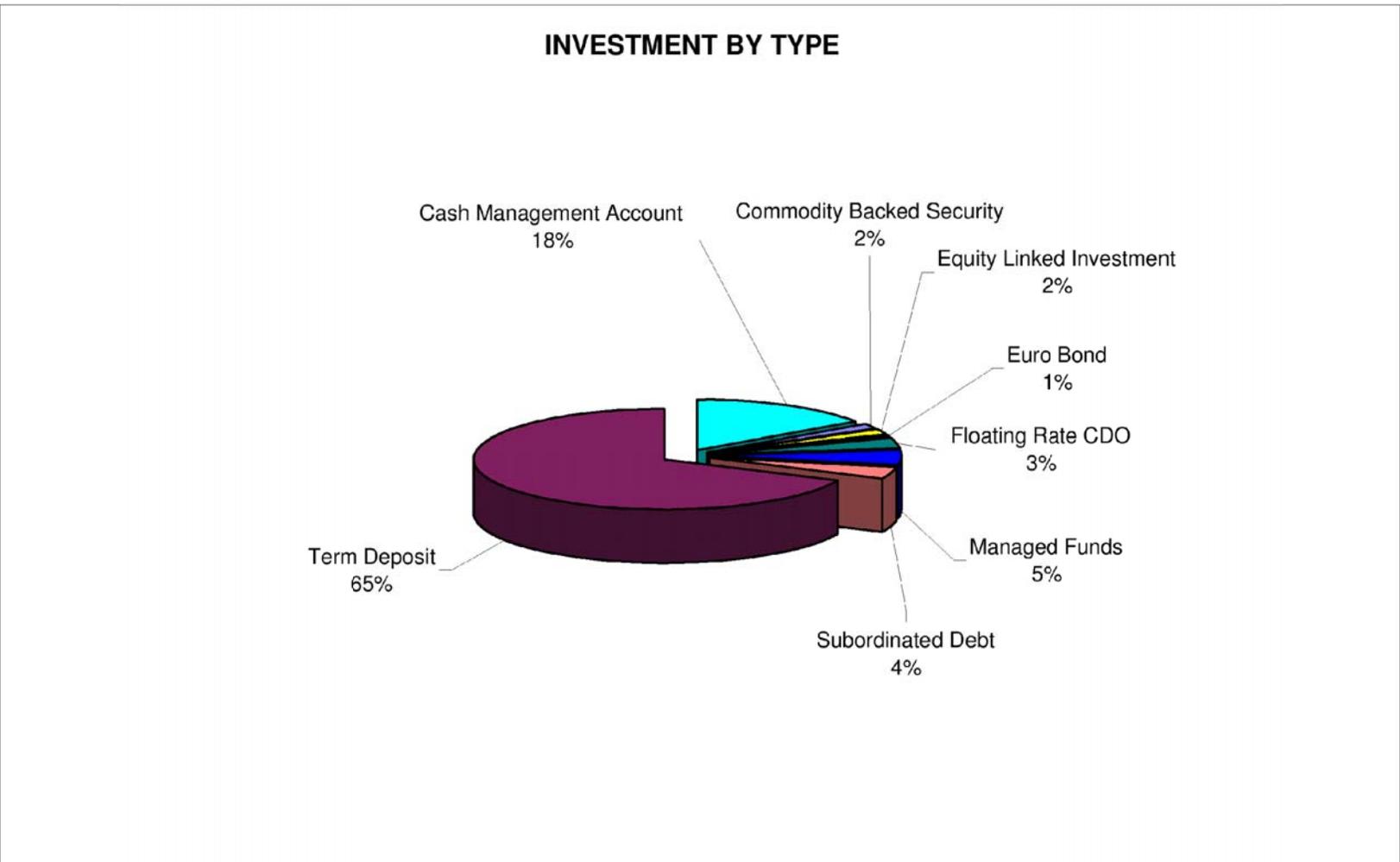
- Note 1: Interest return is calculated on (factual interest + plus accrued interest + plus realised gains - losses on disposal - expenses) / principal value  
Note 2: Capital Guaranteed note if held to maturity  
Note 3: Blackrock interest rate is shown as zero as regular distributions are not being received. When a distribution is received the interest rate is adjusted for that month accordingly.  
Note 4: Estimated Interest for Period is calculated by multiplying the annualised rate by the purchase price and reflects both interest accrued and received.  
Note 5: No Coupon currently payable under terms of the investment  
Note 6: Latest estimates based on information provided by investment managers and prior period performance.

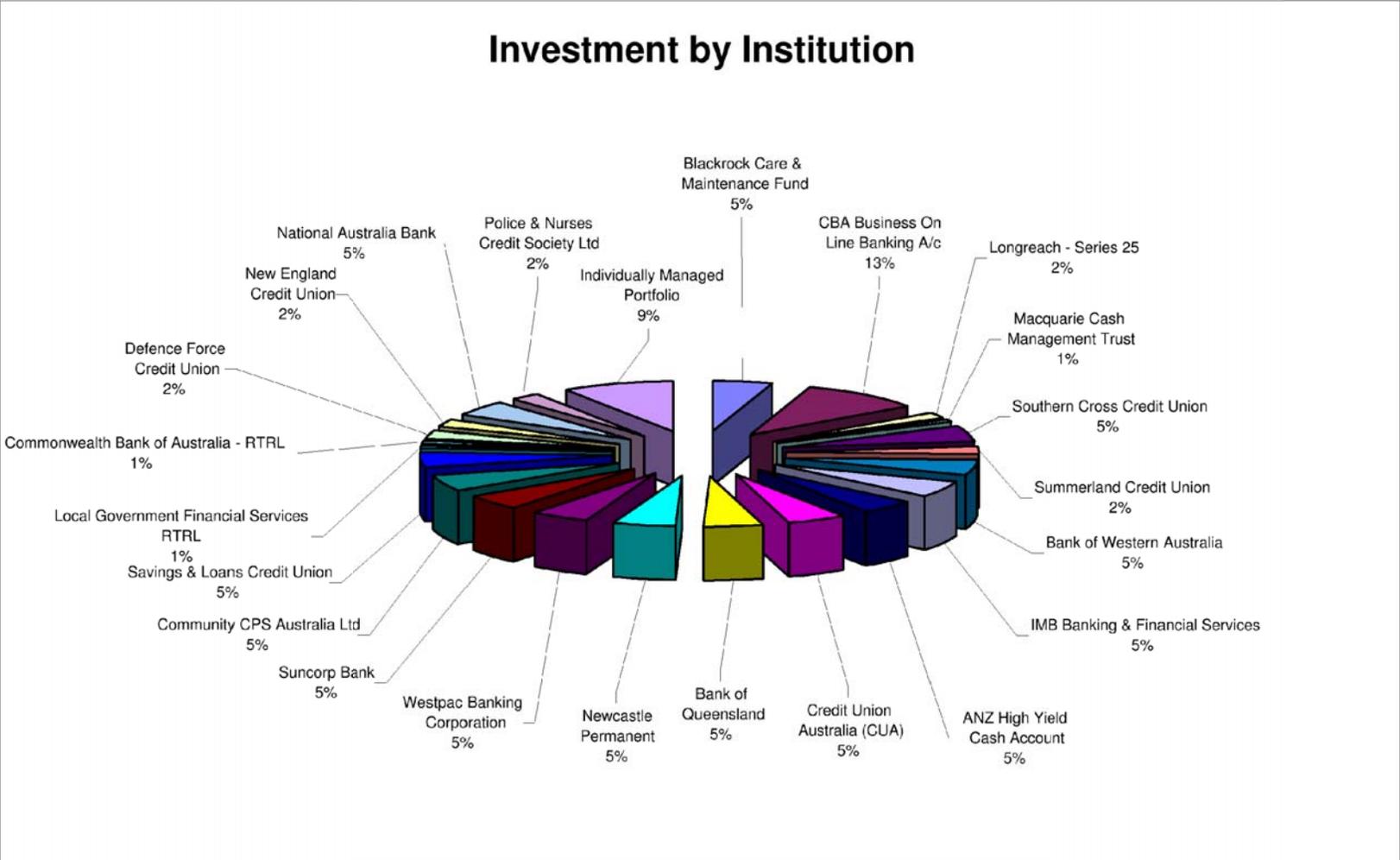


2010-11 Investment Report for council.xls



2010-11 Investment Report for council.xls





# Committee Recommendations

---



# Committee Recommendation

## Traffic Advisory Committee Minutes, 21 July 2010

MINUTES OF THE TRAFFIC ADVISORY COMMITTEE HELD IN MAGELLAN ROOM, CBD CENTRE, 55 MAGELLAN STREET, LISMORE ON WEDNESDAY, 21 JULY 2010 AT 10.00AM..

### Present

Councillor Jenny Dowell (*Chairperson*), Bronwyn Mitchell on behalf of Thomas George MP (*Member for Lismore*), Frank Smallman (*RTA*), Snr. Const Steve Hilder (*Lismore Police*).

### In Attendance

Garry Hemsworth (*Executive Director-Infrastructure Services*), Lisa Marshall (*Road Safety Officer*) and Bill MacDonald (*Traffic & Emergency Services Co-ordinator*).

### Apologies

**TAC62/10** An apology for non-attendance on behalf of Thomas George MP (*Member for Lismore*) was received and accepted.

### Confirmation of Minutes

**TAC63/10** The Committee was advised that the minutes of the Traffic Advisory Committee held on 16 June 2010 were confirmed by Council on 13 July 2010.

### Disclosure of Interest

Nil

### Part 'A' – Committee Recommendations

#### **Cassandra Jefferys, Discover Fitness – Fun Run, Nimbin 29 August 2010**

Advising of proposal to hold a Fun Run in Nimbin on 29 August 2010 and requesting approval. (CI10/15930:EF10/129)

---

Ms Jefferys has provided two Traffic Management Plans both starting and finishing at the Nimbin Showground. One is for a longer course which includes Alternative Way, Sibley Street, Cullen Street and Cecil Street. The other is a shorter course and is repeated twice.

The first plan is favoured by the organiser and provided the TMP adequately deals with traffic issues and the fact that it is proposed to hold the event on a Sunday, this is supported. An updated plan showing the inclusion of 'Runners on Road' signage was tabled at the meeting. This will be incorporated into TMP No. 1017-TCP1A.

**TAC64/10** **Recommended** that approval be granted for the staging of the fun run in accordance with TMP No. 1017-TCP1A.

#### **Gregory Colles – Traffic Problem – Nielson Street**

Expressing concern at the apparent lack of care of drivers in Nielson Street, particularly on the one way section leading down to Ballina Road and the fact that some motorists are driving against the signposted one way direction. (CI10/16474:R7459-02)

---

# Committee Recommendation

'No Entry' and 'One Way' signs already exist on either side of Nielson Street at its intersection with Ballina Road, as well as a 'Wrong Way' sign further in on Nielson Street.

**TAC65/10** **Recommended** that an additional 'Wrong Way' sign be installed on the western side of Nielson Street together with several directional arrows painted on Nielson Street to reinforce the current conditions. Further that the writer's concerns be forwarded to Lismore Police for their attention.

## **Les M Fitzpatrick – Parking in front of Bexhill Store**

Advising of an accident he was involved in while trying to turn from Clunes Street north onto Bangalow Road, which was due in part to vehicles parked in front of the store.

(C110/16789:R4101-06)

An onsite meeting was held with Mr George Singh, the owner of the Bexhill Store, to further discuss the issue of vehicles parking close to the intersection of Clunes Street, directly in front of the store.

A truck was parked in front of the store at the time and it was impossible to see oncoming traffic from the north when trying to exit from Clunes Street which runs down beside the store. This street is used extensively by locals accessing the store.

Mr Singh was aware of the recent accident and agreed that current conditions did not allow for safe exit. It was pointed out to Mr Singh that motorists were parking illegally in any case when parking so close to Clunes Street, being within the 10m setback.

It was suggested that guide posts may also be required should it be found that the 'No Stopping' signs were not being adhered to and this would be monitored.

**TAC66/10** **Recommended** that 'No Stopping' signs be erected in front of the Bexhill Store from the northern side boundary of the store to Clunes Street and that 'No Stopping' be painted on the roadway to reinforce this restriction.

## **Men and Family Centre Premises Celebration**

Request to block Club Lane to traffic for four hours for opening of new Centre premises on the ground floor of Gibson Court, 1 Club Lane.

(C110/19835:EF10/29)

The Men and Family Centre wishes to temporarily enclose the laneway immediately adjacent to the Gibdon Court building for the celebration opening from 4.00pm to 8.00pm on Friday, 6 August 2010.

It is proposed that a two metre wide pedestrian thoroughfare will be maintained, however vehicles will not be able to travel all the way through the laneway and therefore it should be closed at the Molesworth Street end. The rear of the laneway can be easily accessed by vehicles through Glasgow Lane and the Hensley Carpark.

The Committee was advised that a Traffic Management Plan was in the process of being obtained and that arrangements had been made to have the closure advertised.

**TAC67/10** **Recommended** that approval be granted for the closure of Club Lane subject to the receipt of an appropriate TMP.

**Jo Winkler, Winks Hairdressing – Request for Extended Parking CBD**

Letter to Thomas George MP informing him of previous communications with Council, enclosing petition signed by patrons of her business and requesting the Traffic Advisory Committee consider her repeated requests for extended parking time limits in the CBD.

(C110/19063:R7303-03)

---

Ms Winkler attended the meeting to further discuss her concerns relating to the allocation of time limited parking. It was pointed out that as a general rule within any CBD area, parking time limits closest to the core are smaller and radiate out in terms of length of stay to all day car parks on the CBD perimeters.

Ms Winkler acknowledged that it was probably not practical to increase on street parking times in Carrington Street. In general, Lismore CBD has a good mix of parking options for those visiting, working and shopping in the CBD. There is some scope however, to increase available time limits within Shearman Car Park off Carrington Street and as an example the fee structure could be \$1 for two hours (current status) with a further option of \$2 for say 3 hours. Rangers have confirmed that the existing parking machine could be easily modified to accommodate any change. Ms Winkler was happy with this proposal.

**TAC68/10** **Recommended** that the new fee structure and time limit of \$2 for 3 hours be included as a parking option in Shearman Car Park off Carrington Street.

**Mobility Parking Spaces - adjacent to Uniting Church Complex**

Request by Uniting Care for consideration of installing two to three designated Mobility parking spaces adjacent to the complex at 80 Keen Street, Lismore.

(C110/19498:EF09/1586:R7313)

---

The Uniting Church Complex provides services to many disabled community groups who hire the halls on a regular basis. There are also many regular patrons of the church, Red Dove and Centre Shop using the newly installed ramp, who are aged and becoming increasingly frail with several having varying degrees of mobility issues.

The Committee noted that there were already two accessible parking bays in the car park directly opposite Singh's Tyres on the corner of Richmond Lane and another in the car park immediately behind the Commercial bottle shop on the other side of Keen Street.

As these were not being extensively used, it was suggested that one of the two bays opposite Singh's could be relocated to on street in front of the Red Dove Centre. This proposal had since been relayed to Allan Hoskins from the Uniting Church who was happy with this outcome.

**TAC69/10** **Recommended** that one existing accessible parking bay in the car park on the corner of Keen Street and Richmond Lane be relocated to the eastern side of Keen Street in front of the Red Dove Centre.

# Committee Recommendation

## **Our Kids Lismore Samson Fitness Challenge**

Forwarding Traffic Management Plan for the Challenge to be held on Sunday,  
10 October 2010. (CI10/19853:EF09/1304)

---

The Lismore Samson Fitness Challenge is a new event that consists of teams of 4 people who will push their bodies and minds through a gruelling course throughout the CBD of Lismore.

The Challenge will be majority based on Mortimer Oval with a 3.5km run that will take participants to the Lismore Memorial Baths for the swim leg and then returning to Mortimer Oval for the completion of the event.

The Committee supported the proposed event provided the appropriate measures were put in place in accordance with the submitted Traffic Management Plan.

**TAC70/10** **Recommended** that approval be granted for the traffic control measures as indicated on the TMP.

## Part 'B' – Determined by Committee

### **Pinpuna – Request for Installation of Convex Mirror**

Requesting installation of a convex mirror at the intersection of Stony Chute Road and Whitney Road to give traffic on both roads more visibility. (CI10/16703:R2105-03,R2203)

---

Both Whitney Road and Zouch Road intersect with Stony Chute Road at the same point. Visibility to the right when exiting is significantly restricted by a high embankment. If there is any potential to remove some of this bank then sight distance would be improved, however if this is found not to be possible then a convex safety mirror positioned on Stony Chute Road opposite the intersection may assist in providing clearer vision of oncoming vehicles.

**TAC71/10** **It was agreed** that the matter of removing a section of the bank be referred to Council's Works Section for investigation. Further that if the removal of the bank is found not to be possible then a convex safety mirror be erected on Stony Chute Road opposite the intersection of Whitney and Zouch Roads.

### **Helle McConnachie – Wilson Street Truck Movements**

Email to Mayor advising that houses in Wilson Street are being shaken (things falling off walls) by large trucks and trailers using the street in the early hours of the morning. (ED10/13088:EF10/20)

---

Both Wilson Street and Elliott Road are designated B-Double roads, however notwithstanding this, there is a considerable number of businesses in these streets that rely on heavy vehicle access. This would make it difficult to impose restrictions such as weight limits and even more difficult to enforce.

The reality is that land usage in these streets has not changed in recent times and due to current zonings that allows a mix of development it is unlikely to change in the future.

**TAC72/10** It was agreed that the writer be advised that Council is unable to modify current heavy vehicle usage due to the ongoing nature of development and business usage in this area.

## **Draft Outdoor Dining Policy - Lismore City Centre**

Email from Council Property Officer requesting the Committee consider traffic issues in Nesbitt Lane and Keen Street. (EF10/43)

---

### **After Hours Licences**

Included in the draft policy is the intended use of some areas of the road reserve for outdoor dining areas after hours. Some cafes/restaurants are not permitted to trade on the footpath during business hours (8:30am to 5:00pm) due to their proximity to a pedestrian crossing, bus stop, taxi rank, ATM, or other public infrastructure, etc.

It is intended to determine each application on its merits. No permanent structures will be permitted to be erected in after hours outdoor dining areas.

**TAC73/10** Two areas were nominated where the Committee's views were sought:

1. *Nesbitt Lane, between Eggins Lane and Magellan Street.*  
In terms of related traffic issues the **Committee supported the proposed temporary closure of Nesbitt Lane** in principle subject to an appropriate Traffic Management Plan being lodged. It was noted that other issues such as the extent of any usage would be included in DA conditions.
2. *Keen Street – adjacent to the existing taxi rank in front of the Gollan Hotel building.*  
It was noted that the taxi rank in this location was generally not used at night as the secure night time taxi rank operated from Woodlark Street in front of Mary Gilhooleys. However, prior to any decision to allow the footpath area adjacent to the taxi rank in Keen Street to be used for outdoor dining, contact should be made with Lismore Taxi Co-operative to confirm they do not require this rank for night time use. Apart from ensuring that through pedestrian traffic was not impeded, the **Committee had no objection** to the proposal subject to any other issues being dealt with as part of the DA process.

### **Speed Issues - Renwick Street, Lismore Heights**

Mr and Mrs Shuttleworth, drawing attention to cars speeding down Renwick Street from High Street – email forwarded from Janelle Saffin MP. (C110/19374:R7130)

---

There is a speed hump at the top of Renwick Street, but the drivers are aware of this and of course carefully go over this and then as soon as they are over it, go very fast down the street, or very fast up the street and then slow down when they reach the hump. The Shuttleworths live on the corner of Milton Street and Renwick Street and although there are give way signs there they are not always adhered to.

There is a lot of traffic dropping off and picking up the school children up Milton Street which is very narrow as well.

These speeding cars are a danger when they get to the bottom of Renwick Street to join New Ballina Road and there have been quite a few accidents recently. Roadworks are still in progress on New Ballina Road so the traffic of course should be doing 40kph.

## Committee Recommendation

As pointed out by the writer there is a speed hump near the top of Renwick Street in an area that is relatively flat, however, due to the grade of the balance of Renwick Street additional facilities would not be appropriate.

Arrangements have been made to have a classifier installed in order to determine actual vehicle speeds and the results will be forwarded to Police for their attention. Continuity line marking at the intersections where give way controls exist also require repainting.

**TAC74/10** **It was agreed** that the writer be advised that additional speed restriction devices were not appropriate given the steep grade of Renwick Street and that arrangements have been made to have existing intersection line marking repainted. Further that a speed classifier would be installed to determine actual vehicle speeds and this information would be forwarded to Lismore Police.

## Closure

This concluded the business and the meeting terminated at 10.50 pm.

## Recommendation

That the minutes be received and adopted and the recommendations contained therein be adopted.

**MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE CITY OF LISMORE HELD IN COUNCIL CHAMBERS, 43 OLIVER AVENUE GOONELLABAH ON TUESDAY, 13 JULY 2010 AT 6.00PM.**

## Present

Mayor, Councillor Dowell; Councillors Houston, Battista, Meineke, Clough, Yarnall, Ekins, Marks and Smith, together with the General Manager, Executive Director-Sustainable Development, Executive Director-Infrastructure Services, Manager-Finance, Manager-Corporate Services, Manager-Development and Compliance, Community Services Coordinator, Strategic Planning Coordinator, Communications Coordinator, and General Manager's Personal Assistant.

## Apologies

134/10 **RESOLVED** that an apology be received and leave of absence granted for Councillor Graham.

(Councillors Marks/Houston)

An apology for non-attendance on behalf of Councillor Chant was received and accepted and a leave of absence granted by Council at its 8 June 2010 meeting.

## Confirmation of Minutes

135/10 **RESOLVED** that the minutes of the Extra Ordinary Meeting held on 1 June 2010 were confirmed.

(Councillors Marks/Houston)

136/10 **RESOLVED** that the minutes of the Ordinary Meeting held on 8 June 2010 were confirmed.

(Councillors Clough/Smith)

137/10 **RESOLVED** that the minutes of the Extra Ordinary Meeting held on 9 June 2010 were confirmed.

(Councillors Marks/Clough)

## Disclosure of Interest

Councillor Jenny Dowell declared a non-significant conflict of interest in the following item:

### **Report – Annual Code of Conduct**

Nature of Interest: I was the subject of a Code of Conduct report by two Councillors. I am making this declaration of interest but I regard it as non-significant and will remain in the Chamber and participate in the vote.

Councillor Jenny Dowell declared a non-significant conflict of interest in the following item:

---

**Report – Regional and Local Community Infrastructure Program**

Nature of Interest: A NORPA director made a reportable in-kind donation to my 2008 campaign. I have sought legal advice and have determined that I have a non-significant, non-pecuniary interest in the matter. I will remain in the Chamber and participate in the vote.

Councillor Gianpiero Battista declared a significant conflict of interest in the following item:

---

**Report – Tender No. 2010-26 – Lease of Café at Lismore Regional Art Gallery**

Nature of Interest: I have tendered for the lease but have some further information which will be tabled at the time that the matter is discussed. I will leave the Chamber and not participate in the vote.

Councillor Gianpiero Battista declared a non-significant conflict of interest in the following item:

---

**Report – Regional and Local Community Infrastructure Program**

Nature of Interest: Dr Andrew Binns was a supporter of my campaign. Mr Binns is the Deputy Chair of NORPA a potential recipient of funding. I will leave the Chamber and not participate in the vote.

Councillor Simon Clough declared a non-significant conflict of interest in the following item:

---

**Report – 2010/11 Operational Plan – Additional Project Funding**

Nature of Interest: My daughter will shortly commence employment with NORPA one of the potential recipients of funding. I declare this item as non-significant and I will remain in the Chamber and participate in the vote.

Councillor Simon Clough declared a significant conflict of interest in the following item:

---

**Report – Regional and Local Community Infrastructure Program**

Nature of Interest: My daughter will commence employment with NORPA one of the potential recipients of funding. I declare that this item is significant and I will leave the Chamber and not participate in the vote.

Councillor Simon Clough declared a non-significant conflict of interest in the following item:

---

**Report – Section 356 Miscellaneous Community Donations**

Nature of Interest: I am on the committee of the Community Garden but declare this item as non-significant and I will remain in the Chamber and participate in the vote.

Councillor Isaac Smith declared a significant conflict of interest in the following item:

---

**Report – Bushfire Buffer Zone on Council Land – 23 and 31 Millar Street**

Nature of Interest: One of the proponents is a close personal friend and I will leave the Chamber and not participate in the vote.

## Public Access Session

Prior to dealing with the circulated reports and associated information, a Public Access Session was held at which Council was addressed by the following:

### **Trish Gibson - Future of Richmond Tweed Regional Library (RTRL)**

---

Ms Gibson outlined her position on the integration of RTRL with Lismore City Council. She raised a number of concerns including the speed with which the process has been conducted, that the good library service would be compromised, and the lack of communication with the other member Councils.

### **Kel Graham - Request to Withdraw and Review Draft LEP 2010**

---

Mr Graham supported the Notice of Motion. He believes the Draft LEP to be heavily weighted against agriculture and spoke to each of the points within the Notice of Motion. Mr Graham cited concerns that the LEP was not inline with the spirit of the State Government legislation, concerns with the effectiveness of the community consultation, the accuracy of the maps available on the internet, and the negative economic and social impacts of the Draft LEP.

### **Kel Graham - LEP 2010 Exhibition Period**

---

Mr Graham supported the Notice of Motion. He believes that more time is needed for residents to obtain enough information to assess the impact of the Draft LEP.

### **Stan Hayward - LEP 2010 Exhibition Period**

---

Mr Hayward supported the Notice of Motion and was critical of the consultation process that Council conducted during the exhibition of the Draft LEP.

### **Robert Bou-Hamdan - DA2010/176 - Use of premises as Convenience Store - 81 Woodlark Street, Lismore**

---

Mr Bou-Hamdan reported that he supported a Night Owl in general and late night trading in the CBD, however did not support the development application as a means of getting around Council's policy on late night trading.

### **Joel Douglas - DA2010/176 - Use of premises as Convenience Store - 81 Woodlark Street, Lismore**

---

Mr Douglas spoke in favour of the report, highlighting Night Owl's business model, the quality of the franchisees and the security procedures that Night Owl utilised. He reported that the Night Owl would only conduct 24 hour business if it proved to be commercially viable.

### **Delia O'Hara - Regional and Local Community Infrastructure Program**

---

Ms O'Hara supported the additional funding for the removal of asbestos from the roof of the City Hall in the Operational Plan.

### **Delia O'Hara - 2010/11 Operational Plan - Additional Project Funding**

---

Ms O'Hara spoke in favour of the restoration of the dance studio at City Hall and outlined the benefits that this project would provide to the community.



**Margo Cairns - Bushfire Buffer Zone on Council Land - 23 and 31 Millar Street**

Ms Cairns spoke in support of the report. She outlined how she had purchased a property only to find that the bushfire regulations had changed, preventing her from building. She reported that with the bushfire buffer zone she would be able to build a duplex, providing a home for two Lismore families.

## Mayoral Minutes

**8.1 Development Contributions - Section 94**

138/10

**RESOLVED** that:

1. Council write to the NSW Minister for Planning:
  - a. objecting to the cap of \$20,000 per residential lot to Section 94 funds levied under the EP and A Act; and
  - b. requesting that the definition of 'essential infrastructure' for which Section 94 funds can be levied, should include 'community infrastructure'.
2. The Mayor seek NOROC support for regional representation to the Minister on this matter.
3. The Mayor also communicate our position to the Local Government and Shires Association.

(Councillors Dowell/Marks) (BP10/181)

**Voting for:** Councillors Houston, Meineke, Clough, Marks, Smith, Battista, Dowell, Ekins and Yarnall

**Voting against:** Nil

**Total For: 9                      Total Against: 0**

## Notice of Motions

**10.1 Future of Richmond Tweed Regional Library**

139/10

**RESOLVED** that Council:

1. Confirms its commitment to maintaining a high standard of library services to our community.
2. Seeks advice from the State Library on how to effectively provide a high standard of management services for the library.
3. Confirms its commitment to pursuing regional cooperation and efficiencies in the delivery of library services including obtaining support consultation from member Councils on any significant policy changes and any rationalisation of assets.

4. Conveys thanks to the outgoing Director of Richmond Tweed Regional Library (RTRL), Mr Martin Field, for his dedication to RTRL over 14 years transforming the regional library into one of the best in the State.

(Councillors Ekins/Smith) (BP10/172)

**Voting for:** Councillors Houston, Meineke, Clough, Marks, Smith, Battista, Ekins, Dowell and Yarnall

**Voting against:** Nil

**Total For: 9**                      **Total Against: 0**

### **10.2 Richmond Tweed Regional Library Briefing**

---

- 140/10      **RESOLVED** that Council hold a briefing as soon as possible to address all matters associated with the restructure of the Richmond Tweed Regional Library when the draft service level agreements and draft library agreement are available.

(Councillors Ekins/Clough) (BP10/170)

**Voting for:** Councillors Houston, Clough, Ekins, Smith, Battista, Dowell and Yarnall.

**Voting against:** Councillors Meineke and Marks.

**Total For: 7**                      **Total Against: 2**

### **10.3 Road Reconstruction Estimates**

---

A MOTION WAS MOVED that the Assets Infrastructure Policy Advisory Group develop a draft points system to enable the forward planning of new footpaths, taking into account the cycleway strategy and budget submissions and report back to Council for adoption.

(Councillors Ekins) (BP10/171)

The Mayor ruled this Notice of Motion out of order and it was withdrawn.

### **10.4 Request to Withdraw and Review Draft LEP 2010**

---

A MOTION WAS MOVED that Council withdraw and review the draft Lismore Local Environmental Plan (LEP) 2010 for reasons including but not limited to:

1. Lismore City Council (LCC) has not followed the recommendations of the NSW Department of Planning and the NSW Department of Industry and Investment in relation to the preparation of a new LEP for rural lands.
2. LCC has not adequately informed or communicated with rural landholders in sufficient detail to ensure all affected owners are aware of the issues.

3. Many of the maps and plans shown on the LCC website are unable to be printed and read. Additionally some of the maps, including the flood prone maps, are totally inaccurate. The productive value and protection of Class 2, 3 and 4 agricultural land, currently zoned 1(a) and 1(r) should be zoned RU1 under the draft LEP as per the state government agency guidelines.
4. No privately owned agricultural land currently zoned 1(a), 1(b) and 1(r) should be zoned E3 or E2 under the draft LEP without the landholders consent.

(Councillors Marks/Meineke) (BP10/175)

On submission to the meeting the MOTION the motion was DEFEATED.

#### **Section 375A Voting Record**

**Voting for:** Councillors Battista, Meineke and Marks.

**Voting against:** Councillors Houston, Clough, Smith, Ekins, Dowell and Yarnall.

**Total For: 3                      Total Against: 6**

#### **10.5 LEP 2010 Exhibition Period**

---

A MOTION WAS MOVED that Council extends the exhibition period of the Lismore Local Environmental Plan (LEP) 2010 by a minimum of two months.

(Councillors Meineke/Marks) (BP10/174)

An AMENDMENT was MOVED that Council extends the exhibition period of the Lismore Local Environmental Plan (LEP) 2010 by a minimum of one month.

(Councillors Yarnall/Smith) (BP10/174)

On submission to the meeting the AMENDMENT was APPROVED and became the MOTION.

141/10

#### **Section 375A Voting Record**

**Voting for:** Councillors Dowell, Clough, Yarnall, Ekins and Smith.

**Voting against:** Councillors Battista, Houston, Meineke and Marks.

**Total For: 5                      Total Against: 4**

**RESOLVED** that Council extends the exhibition period of the Lismore Local Environmental Plan (LEP) 2010 by a minimum of one month.

(Councillors Yarnall/Smith) (BP10/174)

#### **Section 375A Voting Record**

**Voting for:** Councillors Dowell, Houston, Battista, Clough, Yarnall, Ekins and Smith.

**Voting against:** Councillors Meineke and Marks.

**Total For: 7**                      **Total Against: 2**

#### **10.6 State Government Waste Levy**

---

142/10      **RESOLVED** that:

1. Council writes to the Minister for Climate Change and the Environment, the Premier and the Treasurer, the equivalent members of the opposition and local member expressing Council's deep concern that only 58% of the State Government Waste Levy on Councils is now being returned to Councils to use in waste and sustainability programs, including initiatives aimed at reducing waste going to landfill.
2. The Mayor is also requested to raise this issue with NOROC for it to take similar action.

(Councillors Clough/Battista) (BP10/176)

**Voting for:** Councillors Houston, Meineke, Clough, Marks, Smith, Battista, Dowell, Ekins and Yarnall.

**Voting against:** Nil

**Total For: 9**                      **Total Against: 0**

#### **10.7 Peak Oil Briefing**

---

143/10      **RESOLVED** that Council prepare a briefing on Peak Oil and its impact on Council and the wider community.

(Councillor Clough/Ekins) (BP10/177)

**Voting for:** Councillors Houston, Clough, Smith, Battista, Dowell, Yarnall and Ekins.

**Voting against:** Councillors Marks and Meineke.

**Total For: 7**                      **Total Against: 2**

## **Altering Order of Business**

144/10      **RESOLVED** that the order of business be altered to debate the following matters raised during Public Access:

Report - 2010/11 Operational Plan – Additional Project Funding  
Report - Bushfire Buffer Zone on Council Land -23 and 31 Millar Street

(Councillors Clough/Ekins)

<b>Voting for:</b>	Councillors Houston, Meineke, Clough, Marks, Smith, Dowell, Battista, Yarnall and Ekins
<b>Voting against:</b>	Nil
<b>Total For: 9</b>	<b>Total Against: 0</b>

## Reports

### 12.1 DA2010/176 - Use of premises as Convenience Store - 81 Woodlark Street, Lismore

---

145/10

**RESOLVED** that Council:

A. As the consent authority, grant consent to Development Application No. 2009/450 subject to the following conditions:

#### **STANDARD**

1 In granting this development consent, Council requires:

- All proposed works be carried out in accordance with any amendment or modification outlined in these conditions
- Any proposed use of buildings or land be in accordance with any amendment or modification outlined in these conditions

and be substantially in accordance with the stamped approved plan(s) No. 1882 (Sheets 1-11) prepared by Food Strategy and/or supporting documents submitted with the application. A copy/copies of the approved plan is/are attached to this consent.

**Reason:** *To correctly describe what has been approved. (EPA Act Sec 79C)*

#### **HOURS OF OPERATION**

2 Operating hours shall be between 5 am to 12 midnight, all days.

**Reason:** *To preserve the environment and existing or likely future amenity of the neighbourhood. (EPA Act Sec 79C(b))*

#### **BUILDING**

3 Provide an on-site sign, in prominent visible position during construction, stating:

- (a) That unauthorised access to the site is not permitted, and
- (b) Showing the name of the builder or person responsible for the site and a telephone number at which such person can be contacted outside working hours.

**Reason:** *Required by Clause 78H of the Environmental Planning and Assessment Regulation.*

4 Before work is commenced Council must be informed in writing of the name and accreditation number of the Principal Certifying Authority who has been appointed to do the work.

**Reason:** *Required by Section 113 of the Local Government Act.*

5 Glazing to doors and windows must comply with AS 1288-2006 "Glass in Buildings". For external glazing the design wind speed must be provided to the glazier.

**Reason:** To ensure compliance with glazing and wind loading standards.

- 6 Access for people with disabilities in accordance with AS1428.1 is to be provided to the main entrance of the building.

**Reason:** Required by Clause D3.2 of the Building Code of Australia.

- 7 All materials used in the building must comply with the smoke developed and spread of flame indices specified in Specification C1.10, Building Code of Australia.

**Reason:** Required by Clause C1.10 of the Building Code of Australia.

- 8 The space beneath non-fire isolated stairways when enclosed must have walls and ceilings of a minimum fire resistance level of 60/60/60 and have a self-closing access door having a fire resistance level of not less than -/60/30.

**Reason:** Required by Clause D2.8 of the Building Code of Australia.

- 9 The mechanical ventilation system must comply with AS1668.2-2002 "Mechanical Ventilation for Acceptable Indoor Air Quality". Full details from the mechanical services engineer must be submitted to the Principal Certifying Authority for approval together with a certificate stating that the whole system complies with the relevant standards, and the provision of the required air changes.

**Reason:** Required by Clause F4.5 of the Building Code of Australia.

- 10 Provide portable fire extinguisher/s, suitable to address the relevant risk, in accordance with AS2444.

**Reason:** Required by Clause E1.6 Building Code of Australia.

#### **AMENITY**

- 11 The construction activity shall not unreasonable impact upon the neighbouring residences by reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products or grit, oil or otherwise.

**Reason:** To preserve the environment and existing amenity of the neighbourhood. (EPA Act Sec 79C(b))

#### **ASBESTOS REMOVAL**

- 12 The existing building may have materials which contain asbestos. Any material that is scheduled for removal or disturbance that may contain asbestos must be demolished, and be disposed of, strictly in accordance with NSW Workcover Guidelines and contemporary environmental practice. Copies of Workcover Guidelines can be obtained by contacting the Workcover Assistance Service on 131050 or visit [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au) and download a copy of the publication.

**Reason:** To ensure the safe and proper management of asbestos products.

#### **FOOD PREMISES**

- 13 The premises fit out and operations shall comply with AS 4674 – 2004 Design, Construction and Fit-out of Food Premises, the Food Act 2003, the Australia and New Zealand Food Standards Code and associated legislation.

**Reason:** To comply with the relevant legislative requirements and to ensure public health and safety.

- 14 The wall shall be smooth, impervious and free of gaps, cracks and crevices and be capable of being easily cleaned.

**Reason:** To meet the requirements of AS 4674 – 2004 Design, Construction and Fit-out of Food Premises.

- 15 Coving (25mm radius) shall be installed to a minimum wall height of 75mm (within the food preparation/counter area) at the intersections of floors with walls/plinths and shall be integral to the surface finish of both the floor and wall in such a manner as to form a continuous uninterrupted surface. A solid preformed coving fillet shall be used to support sheeting or similar material.

**Reason:** To comply with AS 4674-2004 Design, Construction and Fit-out of Food Premises.

- 16 Splash backs behind fixed bench tops, sinks and hand basins shall be a minimum height of 400mm above the top of bench, sink or hand basin and from the centre of the bench, sink or hand basin to a distance of 150mm beyond each side of the wash basin.

**Reason:** To ensure that suitable impervious materials is provided for the splash back and is of effective size.

- 17 Equipment benches/refrigerators etc shall be installed so that either a complete seal is made between the sides of adjoining equipment, floor coving, and the wall to eliminate any open joint, space, crevice or cavity. Alternatively the equipment shall be installed with adequate clearance away from neighbouring equipment, floors and walls or shall be on wheels/castors to be easily moved to allow for cleaning.

**Reason:** To comply with AS 4674-2004 Design, Construction and Fit-out of Food Premises, the Food Act 2003 and associated legislation.

- 18 All equipment, benches, refrigerators and freezers must be on wheels or stands at least 150mm off the floor.

**Reason:** To comply with AS 4674-2004 Design, Construction and Fit-out of Food Premises, the Food Act 2003 and associated legislation.

- 19 Shelving shall be installed with a 25mm clearance from the wall or alternatively be sealed to the wall.

**Reason:** To comply with AS 4674-2004 Design, Construction and Fit-out of Food Premises, the Food Act 2003 and associated legislation.

- 20 All service pipes shall be installed a minimum 25mm clearance from walls.

**Reason:** To comply with AS 4674-2004 Design, Construction and Fit-out of Food Premises, the Food Act 2003 and associated legislation.

- 21 A cleaners sink, appropriate floor waste, or easy access to a similar facility connected to drainage that is not intended to prepare food, wash any equipment or for hand washing shall be provided for the disposal of wastewater (mop water).

**Reason:** To comply with the requirements of AS 4674 – 2004 Design, Construction and Fit-out of Food Premises.

- 22 **Prior to operation** and at the completion of works an inspection by the Public Health Officer is required.

**Reason:** To assess compliance with AS 4674 – 2004 Design, Construction and Fit-out of Food Premises, the Food Act 2003, the Food Standards Code and associated legislation.

- 23 **Prior to operation**, the food business must be registered with Lismore City Council.

**Reason:** To comply with NSW statutory requirements.

#### **CRIME PREVENTION**

- 24 Glass doors and all windows shall be free of any promotional material or hazard that may reduce the line of sight for service counter operators to view incoming customers and/or suspicious activity occurring outside the premises.

**Reason:** To ensure compliance with Crime Prevention through Environmental Design principles (EPA Act Sec 79C)

- 25 Automatic closing switches for front doors should be accessible to service counter operators in the case of an emergency.

**Reason:** To ensure compliance with Crime Prevention through Environmental Design principles (EPA Act Sec 79C)

- 26 Internal CCTV shall be implemented in accordance with Night Owl Submission: Site Security and Safety. Internal CCTV shall also be positioned at eye level to the ATM facing any users.

**Reason:** To ensure compliance with Crime Prevention through Environmental Design principles (EPA Act Sec 79C)

- 27 The ATM should be securely fixed to a specifically designed anchoring system or concrete base. Details of the anchoring system are to be approved **prior to the issue of an Occupation Certificate**.

**Reason:** To ensure compliance with Crime Prevention through Environmental Design principles (EPA Act Sec 79C)

- 28 Access control shall be used on all access doors to non public areas. Designated employee areas shall be clearly marked on all doors.

**Reason:** To ensure compliance with Crime Prevention through Environmental Design principles (EPA Act Sec 79C)

- 29 Duress alarms shall be placed conveniently near service counter operator areas and money counting rooms and checked for operational competence on a regular basis. Staff education on use of the alarms is to be carried out at induction of all employees.

**Reason:** To ensure compliance with Crime Prevention through Environmental Design principles (EPA Act Sec 79C)

#### **FLOODING**

- 30 Secure storage facilities shall be provided above the adopted standard flood level of 12.4 m (AHD) shall be equivalent to not less than 25% of the floor area of the shop that is subject to flooding. Such space shall accommodate goods or fittings that are not flood compatible. The nominated space may be used for purposes other than storage when flooding is not expected, provided the space is readily available and can be made secure during the period of flooding. Documentary evidence to be provided to the Principal Certifying Authority **prior to release of Construction Certificate** indicating storage area has been provided.

*Reason:* To ensure adequate protection from frequent flooding. (EPA Act Section 79C(c))

- 31 All materials used in the building, fixtures and power outlets below the adopted standard flood level of 12.4 m (AHD), shall be flood compatible.

*Reason:* To ensure adequate protection from frequent flooding. (EPA Act Section 79C(c))

- 32 In accordance with this development consent and in the event of flood waters entering the shop, reasonable action shall be taken to minimise damage to machinery, equipment, goods or other property stored in the shop upon the land.

*Reason:* To ensure adequate protection from frequent flooding. (EPA Act Section 79C(c))

#### **SIGNAGE**

- 33 No approval for signage is granted under this consent. The provision of an awning sign (below) with a minimum clearance of 2.4m above footpath level, window sign (ground floor only) and wall sign (not exceeding an area equivalent to 10% of the area of the wall) may be undertaken in accordance with Council's Outdoor Advertising Structures DCP Chapter 9.

*Reason:* To clarify the terms of this consent and provide certainty in relation to signage.

- B. Night Owl be invited to discuss 24 hour trading on Thursday, Friday and Saturday (at the least) with Council after it has traded for a period of 12 months.

(Councillors Meineke/Smith) (BP10/166)

#### **Section 375A Voting Record**

**Voting for:** Councillors Houston, Meineke, Clough, Marks, Smith, Battista, Dowell, Yarnall and Ekins

**Voting against:** Nil

**Total For: 9                      Total Against: 0**

At this juncture Councillors Clough and Battista left the meeting.

#### **12.2 Regional and Local Community Infrastructure Program**

---

A MOTION WAS MOVED that Council endorse projects for regional and community infrastructure program in the following priority:

1. Nesbitt Park Stage 2
2. Oakes Oval Gordon Pavilion Amenities Refurbishment
3. Library Access Ramp

(Councillors Marks/Meineke) (BP10/168)

AN AMENDMENT WAS MOVED that Council endorse projects for regional and community infrastructure program in the following priority:

1. Dance Studio at Lismore City Hall Refurbishment
2. Nesbitt Park Stage 2
3. Library Access Ramp

And the backup projects be in the following order:

1. Oakes Oval Gordon Pavilion Amenities Refurbishment
2. Solar Lighting of the Western Carpark at Nimbin
3. Rehabilitation of Peace Park

(Councillors Ekins/Smith) (BP10/168)

On submission to the meeting the AMENDMENT was APPROVED and became the MOTION.

**Voting for:** Councillors Houston, Meineke, Marks, Smith, Dowell, Yarnall and Ekins.

**Voting against:** Nil

**Total For: 7**                      **Total Against: 0**

146/10      **RESOLVED** that Council endorse projects for regional and community infrastructure program in the following priority:

1. Dance Studio at Lismore City Hall Refurbishment
2. Nesbitt Park Stage 2
3. Library Access Ramp

And the backup projects be in the following order:

1. Oakes Oval Gordon Pavilion Amenities Refurbishment
2. Solar Lighting of the Western Carpark at Nimbin
3. Rehabilitation of Peace Park

(Councillors Ekins/Smith) (BP10/168)

**Voting for:** Councillors Houston, Meineke, Marks, Smith, Dowell, Yarnall and Ekins.

**Voting against:** Nil

**Total For: 7**                      **Total Against: 0**

At this juncture Councillors Clough and Battista returned to the meeting.

**12.6 2010/11 Operational Plan - Additional Project Funding**

---

A MOTION WAS MOVED that:

1. The 2010/11 Budget be amended to include an extra \$120,200 in Financial Assistance Grants
2. Development Application Online Project be included in the 2010/11 Budget for \$40,000.
3. The 2010/11 Roads Construction/Reconstruction budget be increased by \$80,000.

(Councillors Meineke/Marks) (BP10/178)

An AMENDMENT WAS MOVED that:

1. The 2010/11 Budget be amended to include an extra \$120,200 in Financial Assistance Grants
2. The City Hall asbestos removal project be included in the 2010/11 Budget for \$48,000.
3. The 2010/11 Roads Construction/Reconstruction budget be increased by \$69,000.

(Councillors Yarnall/Clough) (BP10/178)

On submission to the meeting the AMENDMENT was APPROVED and became the MOTION.

**Voting for:** Councillors Houston, Battista Meineke, Clough, Marks, Smith, Dowell, Yarnall and Ekins

**Voting against:** Nil

**Total For: 9**                      **Total Against: 0**

147/10

**RESOLVED** that:

1. The 2010/11 Budget be amended to include an extra \$120,200 in Financial Assistance Grants
2. The City Hall asbestos removal project be included in the 2010/11 Budget for \$48,000.
3. The 2010/11 Roads Construction/Reconstruction budget be increased by \$69,000.

(Councillors Yarnall/Clough) (BP10/178)

**Voting for:** Councillors Houston, Battista Meineke, Clough, Marks, Smith, Dowell, Yarnall and Ekins

**Voting against:** Nil

**Total For: 9**                      **Total Against: 0**

At this juncture Councillor Smith left the meeting.

**12.7 Bushfire Buffer Zone on Council Land - 23 and 31 Millar Street**

---

148/10

**RESOLVED** that:

1. The owners and applicants for development applications for dual occupancy developments at 23 and 31 Millar Street be advised that Council supports the principle of providing an easement on adjoining Council land for the purpose of complying bushfire risk requirements, to enable the applicant to prepare documentation in support of the their development application and with costs to be met by the landholder receiving the benefit.
2. The owners and applicants for development applications for dual occupancy developments at 23 and 31 Millar Street also be advised that Council reserves the right to further consider any finalised proposal for an easement following notification of the full requirements of the NSW Rural Fire Service.
3. The adjoining owners be informed of Council's in principle agreement.

(Councillors Meineke/Houston) (BP10/185)

**Voting for:** Councillors Houston, Meineke, Clough, Marks, Dowell, Battista, Yarnall and Ekins

**Voting against:** Nil

**Total For: 8**                      **Total Against: 0**

At this juncture Councillor Smith returned to the meeting.

**12.3 Draft Development Control Plan - Water Sensitive Design**

---

149/10

**RESOLVED** that Council exhibit Amendment No.9 to Lismore Development Control Plan Part A: Chapter 22 - Water Sensitive Design for a period of twenty eight (28) days.

(Councillors Ekins/Houston) (BP10/149)

**Section 375A Voting Record**

**Voting for:** Councillors Houston, Meineke, Clough, Marks, Smith, Dowell, Battista, Yarnall and Ekins

**Voting against:** Nil

**Total For: 9**                      **Total Against: 0**

#### **12.4 Joint Regional Planning Panel - Proposed Delegations**

---

- 150/10 **RESOLVED** that Council advises the Minister for Planning that it does not intend to confer delegations for Joint Regional Planning Panel matters to an appropriate level of officer within Council due to limited exposure to the operation of the Joint Regional Planning Panel, and that Lismore City Council would appreciate the opportunity to review this position at the completion of the 12 month trial period referred to in the letter received on 18 May 2010.

(Councillors Clough/Houston) (BP10/140)

##### **Section 375A Voting Record**

**Voting for:** Councillors Houston, Meineke, Clough, Marks, Smith, Battista, Dowell, Ekins and Yarnall

**Voting against:** Nil

**Total For: 9**                      **Total Against: 0**

#### **12.5 Rural Fire Service Zoning Proposal**

---

- 151/10 **RESOLVED** that:
1. The proposal from the Rural Fire Service for a zoning arrangement to be implemented in the Northern Rivers including Lismore City, Richmond Valley and Kyogle Shire Councils be endorsed.
  2. The General Manager be delegated authority to finalise negotiations with the Rural Fire Service, Richmond Valley Council and Kyogle Shire Council for the implementation of a zoning agreement across the region.

(Councillors Smith/Marks) (BP10/141)

**Voting for:** Councillors Houston, Meineke, Clough, Marks, Smith, Battista, Dowell, Ekins and Yarnall

**Voting against:** Nil

**Total For: 9**                      **Total Against: 0**

#### **12.8 Tender No. T2010-13 - Replacement of Prime Mover**

---

A MOTION WAS MOVED that Council:

1. Accept the offer tendered by Southside Agencies of Lismore for a Western Star 4800 FS/2 tandem drive prime mover with GVM of 70,000kg and including Stauff axle weight gauges at a total cost of \$201,567 plus GST.
2. Sell via auction Plant No. 188 – Mack CHR788RS prime mover.

(Councillors Marks/Meineke) (BP10/132)

AN AMENDMENT WAS MOVED that Council:

1. Accept the offer tendered by The Brown and Hurley Group Pty Ltd of Kyogle for a Kenworth T402 tandem drive prime mover with GVM of 70,000kg and including Stauff axle weight gauges at a total cost of \$213,136.00 plus GST.
2. Sell via auction Plant No. 188 – Mack CHR788RS prime mover.

(Councillors Yarnall/Clough) (BP10/132)

On submission to the meeting the AMENDMENT was APPROVED and became the MOTION.

**Voting for:** Councillors Houston, Clough, Smith, Dowell, Yarnall and Ekins

**Voting against:** Councillors Meineke, Marks, Battista.

**Total For: 6**                      **Total Against: 3**

152/10

**RESOLVED** that:

1. Accept the offer tendered by The Brown and Hurley Group Pty Ltd of Kyogle for a Kenworth T402 tandem drive prime mover with GVM of 70,000kg and including Stauff axle weight gauges at a total cost of \$213,136.00 plus GST.
2. Sell via auction Plant No. 188 – Mack CHR788RS prime mover.

(Councillors Yarnall/Clough) (BP10/132)

**Voting for:** Councillors Houston, Clough, Smith, Dowell, Yarnall and Ekins

**Voting against:** Councillors Meineke, Marks, Battista.

**Total For: 6**                      **Total Against: 3**

At this juncture Councillor Battista left the meeting.

### 12.9 Tender No. 2010-26 - Lease of Cafe at Lismore Regional Art Gallery

A MOTION WAS MOVED that:

1. In accordance with Clause 178(1) (b) of the *Local Government (General) Regulation*, Council decline to accept any tenders for T2010-26 – Lease of Café at Lismore Regional Art Gallery.
2. In accordance with Clause 178(3) (e) of the *Local Government (General) Regulation*, Council resolve to enter into negotiations with Robert and Debbie Cregan for the lease of the café at the Lismore Regional Art Gallery and the General Manager report back to Council on the outcome of those negotiations prior to finalisation and signing of any lease agreement.
3. In accordance with Clause 178 (4) (a) of the *Local Government (General) Regulation*, the reasons that Council declines to invite fresh tenders are that:

- Council has already conducted a tender process and received an adequate response,
- The respondent to that process is capable of delivering the services that Council requires,
- Some matters need to be resolved and clarified prior to entering into a lease agreement,
- Those matters are not a nature that significantly alter the content or requirements of the tender.

(Councillors Houston/Marks) (BP10/183)

153/10

**RESOLVED** that:

1. In accordance with Clause 178(1) (b) of the *Local Government (General) Regulation*, Council decline to accept any tenders for T2010-26 – Lease of Café at Lismore Regional Art Gallery.
2. In accordance with Clause 178(3) (e) of the *Local Government (General) Regulation*, Council resolve to enter into negotiations with Robert and Debbie Cregan for the lease of the café at the Lismore Regional Art Gallery and the General Manager report back to Council on the outcome of those negotiations prior to finalisation and signing of any lease agreement.
3. In accordance with Clause 178 (4) (a) of the *Local Government (General) Regulation*, the reasons that Council declines to invite fresh tenders are that:
  - Council has already conducted a tender process and received an adequate response,
  - The respondent to that process is capable of delivering the services that Council requires,
  - Some matters need to be resolved and clarified prior to entering into a lease agreement,
  - Those matters are not a nature that significantly alter the content or requirements of the tender.

(Councillors Houston/Marks) (BP10/183)

**Voting for:** Councillors Houston, Meineke, Marks, Smith, Dowell, Battista and Yarnall.

**Voting against:** Councillors Clough and Ekins.

**Total For: 7**                      **Total Against: 2**

At this juncture Councillor Battista returned to the meeting.

### **12.10 Nimbin Community Consultative process**

---

154/10

**RESOLVED** that:

1. The recommended consultative structure, its scope and the process for selection of the Nimbin Community Reference Group membership be adopted by Council.
2. The recommended membership of the Nimbin Community Reference Group be reported back to Council for approval once expressions of interest are sought.

(Councillors Yarnall/Clough) (BP10/165)

**Voting for:** Councillors Houston, Meineke, Clough, Marks, Smith, Dowell, Battista, Yarnall and Ekins

**Voting against:** Nil

**Total For: 9**                      **Total Against: 0**

### **12.11 Section 356 Miscellaneous Community Donations**

---

155/10

**RESOLVED** that Council:

1. Endorse the 2010/11 Section 356 Miscellaneous Community Donations to the 15 projects outlined in this report.
2. Retain \$1,388 as a contingency against any urgent donation request received during 2010/11.

(Councillors Marks/Meineke) (BP10/169)

**Voting for:** Councillors Houston, Meineke, Clough, Marks, Smith, Dowell, Battista, Yarnall and Ekins.

**Voting against:** Nil

**Total For: 9**                      **Total Against: 0**

### **12.12 Annual Code of Conduct Report**

---

156/10

**RESOLVED** that the report be received and noted.

(Councillors Meineke/Yarnall) (BP10/167)

**Voting for:** Councillors Houston, Meineke, Clough, Marks, Smith, Dowell, Battista, Yarnall and Ekins

**Voting against:** Nil

**Total For: 9**                      **Total Against: 0**

**12.13 Infrastructure Assets Policy Advisory Group Membership**

---

157/10 **RESOLVED** that Council appoint Mr Stan Heywood to fill the vacant position on the Infrastructure Assets Policy Advisory Group for the term of this Council.

(Councillors Yarnall/Clough) (BP10/110)

**Voting for:** Councillors Houston, Meineke, Clough, Marks, Smith, Battista, Dowell, Ekins and Yarnall

**Voting against:** Nil

**Total For: 9**                      **Total Against: 0**

**12.14 Investments - June 2010**

---

158/10 **RESOLVED** that the report be received and noted.

(Councillors Smith/Yarnall) (BP10/147)

**Voting for:** Councillors Houston, Meineke, Clough, Marks, Smith, Battista, Dowell, Ekins and Yarnall

**Voting against:** Nil

**Total For: 9**                      **Total Against: 0**

## Committee Recommendations

**13.1 Traffic Advisory Committee Minutes 16 June 2010**

---

159/10 **RESOLVED** that the minutes be received and adopted and the recommendations contained therein be adopted.

(Councillors Yarnall/Marks) (BP10/182)

**Voting for:** Councillors Houston, Meineke, Clough, Marks, Smith, Dowell, Battista, Yarnall and Ekins

**Voting against:** Nil

**Total For: 9**                      **Total Against: 0**

## Documents for Signing and Sealing

### 14.1 Documents for Signing and Sealing

---

160/10 **RESOLVED** that the following documents be executed under the Common Seal of the Council:

#### **CSGP Funding Agreement**

Council has historically been in receipt of funding from the Dept of Human Services for additional hours in the Community Services team. The Service Specifications for this funding are around LCC providing community development initiatives and support to the community. It also includes Council participating in the organisation of community events, provision of assistance to community organisations in project development and grant writing workshops.

#### **Discharge of Mortgage over Lot 3 DP1093668 – 43 Krauss Avenue, South Lismore (P29422)**

Upon settlement of the sale of this property on 31 May 2006, a mortgage was registered on the Title Deed in favour of Council. All monies have now been paid in accordance with the conditions of sale.

The Mayor and General Manager be authorised to sign and affix the Council seal to the "Discharge of Mortgage" AC489699.

#### **Subdivision and sale of land - part Lot 49 DP773669 – 23 Pindari Crescent, Goonellabah (P20476)**

Lot 49 DP773669 (total area 2,201m<sup>2</sup>) is dissected by the road reserve of Pindari Crescent. Two separate portions exist - one being 1,968m<sup>2</sup> and the other 233m<sup>2</sup>.

The lot was included in Lismore Local Environmental Plan 2000 (Amendment No.12) and was reclassified to operational land for the purpose of disposing of the smaller portion to an adjoining landowner. This portion of the lot has been maintained by that adjoining landowner for many years.

An advertisement was placed in *The Northern Rivers Echo* on 25 March 2010 advising of Council's intention to dispose of this portion of the lot. The adjoining landowners were advised in writing of the proposed sale. No submissions were received.

Prior to reclassification, the smaller portion of the lot (233m<sup>2</sup>) was offered to the adjoining landowner in Sarah Court for the sum of \$2,000.00 (excl GST). The applicant is required to pay all of Council's costs related to the subdivision and sale.

Subsequent to the subdivision of the lot, the remaining portion of the lot (1,968m<sup>2</sup>) will be reclassified back to community land.

The Mayor and General Manager be authorised to sign and affix the Council seal to land transfer, plan of survey and all necessary documentation to complete the subdivision and sale.



(Councillors Marks/Smith) (BP10/179)

**Voting for:** Councillors Houston, Meineke, Clough, Marks, Smith, Dowell, Battista, Yarnall and Ekins

**Voting against:** Nil

**Total For: 9 Total Against: 0**

## Financial Assistance – Section 356

### S.1 Financial Assistance – Section 356 Report

161/10 **RESOLVED** that in accordance with Section 356(1) of the Local Government Act 1993, the assistance to persons as listed above is hereby approved.

#### a) Council Contributions to Charitable Organisations

##### Waste Facility – Policy 5.6.1 (GL390.965.15)

Budget: \$11,000 Spent to date: \$14,854.88

Animal Right & Rescue \$18.18

Multitask \$244.18

Five Loaves \$240.84

Friends of the Koala \$29.50

1st Lismore Scout Group \$9.09

LifeLine \$256.36

Westpac Life Saver Helicopter \$36.36

##### **Total**

**\$834.51**

*In accordance with policy.*

#### b) Development & Other Application Fees – Policy 1.4.7 (GL390.200.15)

Budget: \$300 Spent to date: \$0

**Northern Rivers Social Development Council** is requesting Council waive all development application fees (\$2,315) for two skillion roofs and toilet block at the Lismore Community Gardens.

**Recommendation:** In accordance with policy, a donation of 30% of the development application fees apply.

**\$694.50**

*In accordance with policy.*

**c) Mayor's Discretionary Fund (GL390.485.15)**

Budget: \$2,700      Spent to date: \$0

North Coast Group Country Mayor's Association are seeking financial assistance with education grants which will be awarded to Year 6 to 12 school students at their Annual Conference in October 2010 (C110/14890).

**\$400.00**

Nimbin Rural Restoration Project are seeking financial assistance to help preserve and renew Nimbin murals (C110/18640).

**\$100.00**

Now-Remembered Australians Incorporated are seeking financial assistance to purchase charitable fundraising collection tins. Funds raised go towards supporting those former residents of children's institutions and out-of-home care who reside in the Northern Rivers area.

**\$100.00**

(Councillors Clough/Smith) (BP10/186)

**Voting for:** Councillors Houston, Meineke, Clough, Marks, Smith, Dowell, Battista, Yarnall and Ekins

**Voting against:** Nil

**Total For: 9      Total Against: 0**

## Closure

This concluded the business and the meeting terminated at 10.00pm.

CONFIRMED this TENTH day of August 2010 at which meeting the signature herein was subscribed.

---

**MAYOR**