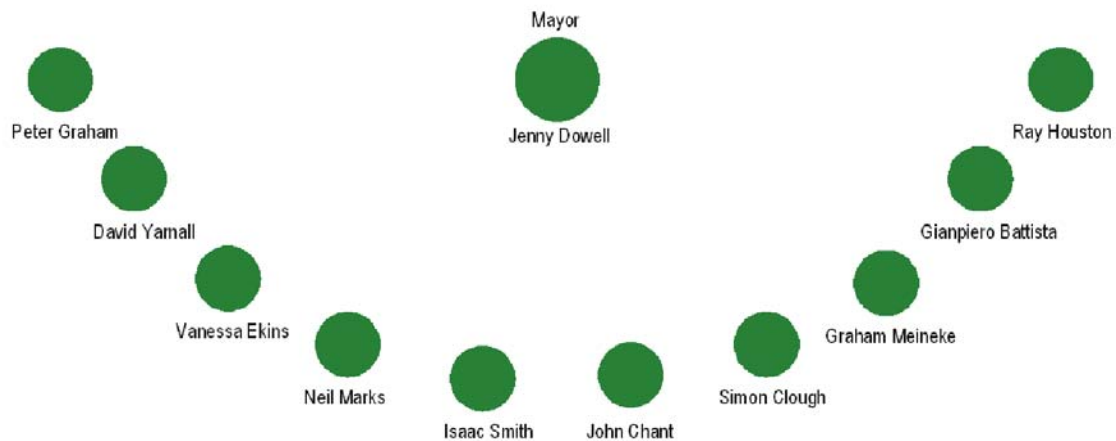


Notice of Council Meeting



Ordinary Meeting

An ORDINARY MEETING of LISMORE CITY COUNCIL will be held at the COUNCIL CHAMBERS, Oliver Avenue, GOONELLABAH on **Tuesday, 11 August 2009, 6:00pm** and members of Council are requested to attend.

Paul G. O'Sullivan
General Manager

4 August 2009



Agenda

Opening of Meeting and Prayer (Mayor)

Apologies and Leave of Absence

Confirmation of Minutes

Ordinary Meeting held on 14 July 2009

Disclosure of Interest

Public Access Session

Public Question Time

Condolences

Mayoral Minutes

Notice of Rescission Motions

Notice of Motions

Altering Order of Business

(Consideration of altering the order of business to debate matters raised during Public Access).

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Investments – July 200999

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Financial Assistance - Section 356

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Lismore City Council Community Strategic Plan 2008 - 2018



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

Corporate Foundations	Outcomes
Efficient Use of Council Resources	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
Engage With the Community	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.
Promote a Constructive Corporate Culture	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.
Whole of Council Corporate Planning	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.
Providing Excellent Customer Service	That our primary focus is to understand and respond to the needs of the community we serve.

Report

Subject	June 2009 Quarterly Budget Review Statement
File No	ED09/9882:EF09/582
Prepared by	Principal Accountant
Reason	Clause 7, Local Government (Financial Management) Regulations 1993
Objective	To gain Council's approval to amend the 2008/09 Budget to reflect actual or anticipated results
Strategic Plan Link	Leadership by Innovation
Management Plan Project	Various

Overview of Report

The objective of this report is to satisfy the reporting requirements of the Local Government Act 1993 and is not intended to quantify the final operating surplus/deficit for the 2008/09 year. Due to the preparation of the 2008/09 Financial Reports there is insufficient time and information available to undertake a more detailed review of budgets and meet reporting requirements. This review has been undertaken at a high level with only variances that can be readily quantified being reported to Council.

The June review details a deficit for the quarter of \$139,300 with the accumulated balance of funds held in reserve for inclusion in the 2009/10 Budget at June 30, 2009 being \$559,800, a summary of major movements has been included in the body of the report. The reported balance of funds in held reserve for 2009/10 is an interim result with the final amount to be confirmed as part of the completion of the 2008/09 Financial Reports.

GSAC

The three month operations of the Goonellabah Sports and Aquatic Centre show a net variance to budget of \$233,500. This is mainly a result of the delayed opening and the commensurate reduction in user charges.

Quarry

Preliminary results indicate that the operational result for the Northern Rivers Quarry & Asphalt (NRQ) will be significantly lower than previously anticipated. As such, the budgeted \$395,000 dividend to the General Fund from the NRQ may be negatively impacted by the lower than expected profits.

Investments

Interest returns - the final return on investments will be quantified as part of the 2008/09 Financial Reports. There may be a greater decline in revenues than previously reported.

Valuation of Investments - Council is required to report the market valuation of its investments and these are expected to decline from previous reported levels.

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.

General Fund

The original 2008/09 Budget provided for a deficit of (\$56,500). The September 2008 review resulted in an accumulated surplus of \$181,900, following an in depth review of priority projects and with a view to establishing a buffer against declining revenues generally, the December review resulted in an accumulated surplus of \$812,100, and subsequently the March 2009 review resulted in an accumulated surplus of \$699,100. Council transferred the accumulated surplus to a reserve for inclusion in the 2009/10 Budget in order to offset the expected revenue challenges in the following budget. The June review details a deficit of \$139,300 thus reducing the accumulated balance of funds held in reserve for inclusion in the 2009/10 Budget at June 30, 2009 to \$559,800.

A summary of the June review follows:

Budget Movements for Quarter	Amount \$
Opening balance of accumulated funds held in reserve for inclusion in the 2009/10 Budget as at March 31, 2009	699,100
Add : Savings in operating expenses Customer Contact	6,800
Add : Savings in operating expenses Community Services	15,200
Add : Motor Vehicles operating expenses lower than expected	18,100
Add: Net Increase in revenues for parking fines.	43,200
Add: Net increase in revenues Building Services	44,300
Add: Net increase in revenues Planning Services Administration	49,500
Add: Savings in Salaries across programs due to positions being unfilled (Note 2)	53,600
Less: Sec 356 Donations Community Partnerships Soup Kitchen	(2,700)
Less: Corporate Management operating increases	(3,600)
Less: Council resolved to expand scope of Planning Review	(5,000)
Less: Lismore Lake increase in operating costs	(6,300)
Less: Nimbin Caravan Park and Pool increased operational expenses	(12,600)
Less: Increased insurance costs due to revision of property valuations	(22,800)
Less: Property and Community Facilities operating expenses relating to property maintenance	(36,300)
Less: Lismore Memorial Baths operating expenses increased due to chemicals, pump maintenance and building maintenance	(47,200)
Less: Goonellabah Sports and Aquatic Centre higher net operating expenses (Note 3)	(233,500)
Closing balance of accumulated funds held in reserve for inclusion in the 2009/10 Budget as at June 30 2009 (Note 1)	559,800

Note 1

To provide a buffer against a deteriorating revenue situation Council separated \$647,700 from the 2008/09 Budget in May for the express purpose of meeting the 2009/10 extraordinary increase in superannuation costs. This review reports a balance of funds available for inclusion in 2009/10 of \$559,800, therefore a shortfall in funding of \$87,900 will be reported in 2009/10.

Note 2 – Salary

The Budget is prepared on the basis that all positions are filled however due to staff vacancies and leave arrangements there can be savings in budget vs. actual result. These are quantified at the end of the year as variations will occur from quarter to quarter.

Note 3 - Goonellabah Sports and Aquatic Centre

The operating budget was prepared based on a five month period of operation. The Centre opening was delayed so it opened for three months during 2008/09. As a result, revenues were for three months only and fell short by \$282,000.

Although the opening was delayed, costs were incurred over the five months due to preparations for the opening, setting up of systems and staff training. The delayed opening meant expense were not as budgeted, but only resulted in savings of \$48,500.

Some factors that have been identified as contributing to the variance are but not limited to:

- Winter opening has lower pool visitation numbers.
- Higher than anticipated gas costs (winter).
- Initial temperature problems in the pool area impacted on learn- to-swim revenue.
- Programming in stadium has not reached its potential.

Northern Rivers Quarry and Asphalt

Preliminary results indicate that the operating result for NRQ will be significantly lower than previously adopted in the 2008/09 Budget. The NRQ comprises several operational units including asphalt operations and quarries at Blakebrook, Ballina and other locations areas. The operating result for the asphalt plant is in line with budget expectations however the quarry operations are indicating an operating deficit instead of a surplus. The dividend to the General Fund of \$395,000 included in the 2008/09 Budget may be therefore negatively impacted by the lower than expected returns and this will place increased pressure on Council's overall result.

The result will be finalised during the preparation of the 2008/09 Financial Report and reported as part of the 2008/09 Financial Reports Review attached to the Financial Reports.

Investments - Market value and Interest returns

There have been adjustments made in previous quarterly reviews to reflect the negative impact on interest returns due to the current turmoil in financial markets. The final return on investments is to be quantified as part of the 2008/09 Financial Reports with current indications suggesting that there maybe a further decline in revenues.

In accordance with Australian Accounting Standards, Council is also required to report the market valuation of its investments. Current indications are that there will be a negative impact and this will be reported as part of the 2008/09 Financial Reports.

Program Summary

For Council's information, details of each program with significant variances of \$10,000 or greater is provided below other than those impacting the operating result reported in the summary above. Please refer to the 'Individual Programs' attachment for a summary of all changes for this quarter.

Corporate Management

Unexpended legal expenses budget of \$36,000 have been transferred to legal expenses reserves for anticipated use in 2009/10. There is no impact on the operating surplus.

Financial Services

Insurance claims revenue of \$273,300 for storm damage has been recognised with these changes being offset by increasing maintenance budgets in various Programs where insurance repairs costs were incurred. There has been a transfer of \$21,300 to Sec 94 Restricted funds being part of RTA grant funds received for the Bruxner Highway corridor study. The study was initially fully funded by Council from Sec 94 contributions with the RTA providing a contribution upon completion; this is therefore a reimbursement of those Sec 94 funds used that relate to the RTA share of the project. There is no impact on the operating result.

Organisational Development

Revenue has been increased by \$53,500 to record additional wages subsidies received for staff training. There has been a corresponding increase in operational expenses to offset the revenues. There is no impact on the operational result.

Asset Management and Support Service

The Department of Local Government has revised the date by when the fair valuation of roads and drainage must be completed to June 30, 2010. This work will be completed during 2009/10 hence the unexpended project funds of \$100,000 in 2008/09 will be transferred to reserve and carried forward to 2009/10. The unexpended operating budget, \$12,500, for the development of an Asset Management Plan has also been transferred to reserves for use in the 2009/10 year. Additional operating grant revenue has been received for various road safety projects \$31,000 and street lighting \$7,000. There has been a corresponding increase in operating expenses in relation to these grant funded projects. There is no impact on the operating result.

Miscellaneous Properties

Building maintenance was increased by \$138,400 to reflect work due to storm damage. This has been offset by increased revenues relating to insurance claims reported under Financial Services Program. There is no impact on the operating result.

Emergency Services

Operational expenses were increased by \$66,800 to reflect work due to storm damage, with a corresponding increase in revenues relating to all insurance claims in the Financial Services.

Grant funding of \$140,000 has been recognised in relation to the Lismore Levee and has been applied against increased expenses \$17,900 for Flood Plain Management and the balanced transfer to the Flood Mitigation reserve. There is no impact on the operating result.

Caravan Parks and Nimbin Pool

The planned replacement of the Caretakers residence has been deferred to 2009/10 with the unexpended funds of \$100,000 being transferred to reserves. There is no impact on the operating result.

Commercial Property Management

Operational expenses have increased by \$20,600 being the section 94 and section 64 contributions payable by Council in relation to land development at William Blair Ave. There has been a corresponding transfer from Commercial Property reserves with no impact on the operating result.

Survey and Design

A capital grant of \$45,000 has been received for the development of the Flood Warning System and there has been a corresponding increase in capital expenditure. There is no impact on the operating result.

Art Galleries

Additional grant revenue of \$10,000 has been recognised for the Margaret Olley Art Centre with a corresponding increase in capital budget for the project. There is no impact on the operating result.

Operating expenses have been increased by \$64,400 with the major item being the grant funded project Splendour in the Grass Festival \$50,000. There has also been a number of minor increases in revenue received \$14,400 which has been used to fund increases in operating expenses. There is no impact on the operating result.

Community Services

Unexpended funds of \$20,100 in relation to the following projects have been transferred to reserves for inclusion in the 2009/10 Budget: Disability Action Plan \$5,000, Youth Activities \$11,000, ADF Good Sports Program \$2,200 and NAIDOC Week \$1,900. There is no impact on the operating result.

Goonellabah Sports and Aquatic Centre

There was a transfer from reserves of \$10,000 with a corresponding increase in the construction budget to support expenditure in relation to Indigenous Art work at the Centre. There is no impact on the operating result.

Planning Services

Grant funding of \$48,300 has been received from the RTA in relation to the Bruxner Highway corridor study, the study commenced in 2008 and was completed in 2009. Council has initially funded the study from Sec 94 contributions with the RTA providing a contribution upon completion. There has been corresponding increase in operational expense of \$27,000 and a transfer to Sec 94 restricted funds of \$21,300 (refer Financial Services). There is no impact on the operating result.

Public Libraries

Additional grant funding of \$54,000 has been recognised in the quarter for Local Priorities and Development Grants. There was a corresponding increase in the operating expenses to reflect the additional revenue received. There is no impact on the operating result.

Roads / Parks and Recreation

There has been no budget variances reported as a full review of this program is required and will be completed when preparing the 2008/09 Financial Report.

Wastewater Services (Sewerage Fund) and Water Services (Water Fund)

There has been no budget variances report as a full review of this program is required and will be completed when preparing the 2008/09 Financial Report

Operating Result from Continuing Operations

The 2008/09 Management Plan showed a surplus in the "Operating Result from Continuing Operations" for all funds of \$806,000. The September review increased this by \$1,337,100; the December review increases this by \$445,800 and the March review decreased this by \$56,800. The June review reports an increase for the period of \$138,000 to an accumulated surplus of \$2,670,100.

The Operating Result from Continuing Operations is based on the original adopted budget and does not include the anticipated impact from increased depreciation associated with assets that were brought to fair value on June 30, 2008 or changes in the market value of investments held. It is anticipated that there will be significant variances to the Operating Result from Continuing Operations due the movements in the final depreciation and market value of investment held. These amounts cannot be accurately determined until the completion of the Financial Report and may have significant fluctuations

throughout the year therefore cannot be reliably estimated at the time of budget preparation.

Council should note that depreciation and the movement in the market value of investments are non cash items and do not impact on the reported operating surplus.

At the same time, Council will need to consider how it manages the assets under its control including adequately funding maintenance and renewal costs. This will be addressed as asset management plans are developed and factored into future management plans.

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

Manager of Finance

The Council's financial position is considered to be satisfactory based on the revised estimates of income and expenditure reported in this review and the adopted 2008/09 - 2011 Management Plan.

As indicated, there are a number of areas that require further assessment to determine the final result for 2008/09. This will be undertaken over the course of the next six weeks as they will be required to complete the 2008/09 Financial Reports. These results will be reported to Council as part of the 2008/09 Financial Reports Review attached to the Financial Reports.

In summary the reported balance of funds available for inclusion in 2009/10 is now \$559,800 and it should be noted that the 2009/10 Budget includes a \$647,700 surplus carried forward from 2008/09. As such, a reduction in the accumulated balance of funds held in reserve for inclusion in the 2009/10 Budget of approximately \$90,000 will require changes in the 2009/10 Budget. This amount is subject to change depending on the finalisation of the areas requiring further assessment.

Other staff comments

Not required

Public consultation

Not required

Conclusion

The 2008/09 Budget provided for a deficit of (\$56,500). The September review resulted in an accumulated surplus of \$181,900, the December review resulted in an accumulated surplus of \$812,100 and the March review resulted in an accumulated surplus of \$699,100.

The June review details a deficit of (\$139,300) resulting in the accumulated balance of funds held in reserve for inclusion in the 2009/10 Budget at June 30, 2009 of \$559,800.

To provide a buffer against a deteriorating revenue situation Council separated \$647,700 from the 2008/09 Budget in May for the express purpose of meeting the 2009/10 extraordinary increase in superannuation costs. This is a new cost which will be repeated in 2010/11 and subsequent years. The amount of reserves identified in this report is approximately \$87,900 less therefore there may be changes required to the 2009/10 Budget.

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 2009 Financial Reports.

It is proposed that additional information will be provided as part of the reporting processes for the 2008/09 Financial Reports.

Recommendation

1. Council adopt the June 2009 Quarterly Budget Review Statement for General, Water and Sewerage Funds.
2. This report is forwarded to Council's Auditor for information.

2008/09 Estimates of Income and Expenditure To June 2009						
BUDGET ITEMS	Original 2008/09 \$'000	September Quarter \$'000	December Quarter \$'000	March Quarter \$'000	June Quarter \$'000	Total Budget \$'000
ALL FUNDS						
OPERATING REVENUES						
General Manager	27,071	196	30	661	327	28,284
Infrastructure	38,935	344	2,836	128	185	42,429
Development & Governance	4,819	24	32	188	75	5,138
TOTAL OPERATING REVENUES	70,825	564	2,898	977	586	75,851
OPERATING EXPENSES						
General Manager	3,768	24	(126)	36	70	3,772
Infrastructure	45,156	1,910	2,574	882	335	50,855
Development & Governance	12,118	234	(17)	713	98	13,145
TOTAL OPERATING EXPENSES	61,041	2,167	2,431	1,631	503	67,772
OPERATING RESULT BEFORE DEPRECIATION	9,784	(1,603)	468	(653)	83	8,078
Less						
DEPRECIATION	17,320	0	0	0	0	17,320
OPERATING RESULT BEFORE CAPITAL AMOUNTS	(7,536)	(1,603)	468	(653)	83	(9,241)
Add: Capital Grants and Contributions						
Non-cash Developer Contributions	750	0	0	0	0	750
Capital Grants and Contributions	1,188	2,903	(22)	1,037	55	5,160
Section 94 Contributions (incl. interest)	2,918	(379)	0	(440)	0	2,099
Gain / (Loss) on Disposal of Assets	3,486	416	0	0	0	3,902
Operating result from continuing operations	806	1,337	446	(57)	138	2,670
AVAILABLE FUNDS RECONCILIATION						
Add Expenses Not Involving a Flow of Funds						
Depreciation	17,320	0	0	0	0	17,320
Subtract Income Not Involving a Flow of Funds						
Non-cash Developer Contributions	(750)	0	0	0	0	(750)
Add Non-operating Funds Employed						
Loan Funds Used	8,276	2,468	(4)	7	1	10,747
Unexpended Specific Purpose Grants Used	1,445	(584)	1	29	(2)	888
Developer Contributions (Section 94) Used	718	275	76	12	(21)	1,059
Repayments by Deferred Debtors	44	0	0	0	0	44
Subtract Funds Deployed for Non-operating Purposes						
Acquisition of Assets	(26,751)	(4,479)	(932)	162	140	(31,860)
Repayment of Principal on Loans	(1,854)	31	(63)	0	0	(1,885)
Subtract Unexpended Grants and Contributions Received During Year						
Developer Contributions Net Movement	(1,374)	0	0	0	0	(1,374)
Cash Surplus / (Deficit)	(2,120)	(952)	(476)	153	255	(3,141)
Equity Movements						
Reserve Funds - Increase / (Decrease)	(2,063)	(1,191)	(1,106)	266	395	(3,701)
Reserve Funds - Operating Surplus Reserve	0	0	812	(113)	(139)	560
Working Capital - Increase / (Decrease)	(57)	238	(182)	0	0	0

2008/09 Estimates of Income and Expenditure for Quarter Ended June 2009 - Individual Programs											30-Jun-09
Group and Program	Operating Revenue	Operating Expense	Capital Grants and Contributions	Loan Funds Used	Capital Purchases	Unexpended Developer Contributions	Transfers from Reserves	Transfers to Reserves	Unexpended Grants	Transfers Operating Surplus	Net Result
General Managers /Chief Executive											
Administrative Services & Councillors	-	-	-	-	-	-	-	-	-	-	-
Corporate and Community Relations	-	23,900	-	-	-	-	-	9,700	-	-	33,600
Corporate Management	-	(7,100)	-	-	-	-	-	36,000	-	-	28,900
Financial Services	(273,300)	-	-	-	-	21,300	-	-	-	(139,300)	(391,300)
Organisational Development	(53,500)	53,500	-	-	-	-	-	-	-	-	-
Total General Managers Chief Executive	(326,800)	70,300	-	-	-	21,300	-	45,700	-	(139,300)	(328,800)
Infrastructure											
Asset Management	(38,000)	25,500	-	-	(100,000)	-	-	112,500	-	-	-
Miscellaneous Properties	-	138,400	-	-	-	-	-	-	-	-	138,400
Properties & Facilities	3,100	34,800	-	-	-	-	-	-	-	-	37,900
Emergency Services	(140,000)	85,500	-	(800)	-	-	-	122,100	-	-	66,800
Parks and Recreation	-	8,500	-	-	(5,200)	-	(3,000)	-	-	-	300
Caravan Parks and Nimbin Pool	(4,300)	16,900	-	-	(100,000)	-	100,000	-	-	-	12,600
Lawn Cemetery and Crematorium	-	13,300	-	-	-	-	-	-	-	-	13,300
Property Services - Commercial	-	20,600	-	-	-	-	(20,600)	-	-	-	-
Roads - Rural	-	(14,300)	-	-	-	-	-	-	-	-	(14,300)
Roads - Urban	(5,300)	5,300	-	-	-	-	-	-	-	-	-
Survey and Design	-	-	(45,000)	-	45,000	-	-	-	-	-	-
Total Infrastructure	(184,500)	334,500	(45,000)	(800)	(160,200)	-	76,400	234,600	-	-	255,000
Development & Governance											
Art Galleries	(67,000)	64,400	(10,000)	-	10,000	-	(13,500)	16,000	-	-	(100)
Community Services	(1,300)	(81,600)	-	-	-	-	-	20,100	-	-	(62,800)
Economic Development	-	(1,500)	-	-	-	-	-	-	-	-	(1,500)
Environmental Health & Building Control	(49,200)	(9,200)	-	-	-	-	-	-	2,300	-	(56,100)
Goonellabah Sports and Recreation Centre	282,000	(48,500)	-	-	10,000	-	(10,000)	-	-	-	233,500
Information Services	-	2,600	-	-	-	-	-	25,400	-	-	28,000
Planning Development	(45,700)	(31,400)	-	-	-	-	-	-	-	-	(77,100)
Planning Services	(48,300)	14,900	-	-	-	-	-	-	-	-	(33,400)
Public Libraries	(54,000)	54,000	-	-	-	-	-	-	-	-	-
Rangers	(62,600)	19,400	-	-	-	-	-	-	-	-	(43,200)
Swimming Pools	(28,600)	115,100	-	-	-	-	-	-	-	-	86,500
Total Corporate and Community Services Group	(74,700)	98,200	(10,000)	-	20,000	-	(23,500)	61,500	2,300	-	73,800
Council Total	(586,000)	503,000	(55,000)	(800)	(140,200)	21,300	52,900	341,800	2,300	(139,300)	-

Report

Subject	Special Rate Variation - 2010
File No	ED09/9700:EF09/1914
Prepared by	Manager – Finance
Reason	To outline the process and requirements for making an application for a special rate variation
Objective	For Council to determine if a Special Rate Variation is to be prepared for 2010/11
Strategic Plan Link	Leadership by Innovation
Management Plan Project	Finance

Overview of Report

The preparation of the 2009/10-2012 Management Plan highlighted Council's limited financial ability to fund new or enhanced works and services. While Council has resolved to undertake a full budget review during 2009/10 with the aim to find expenditure savings to manage the global financial crisis impact and increase funding for asset management, Councillors indicated a willingness to explore a special rate variation (SRV).

The purpose of this report is to provide information to Councillors on the SRV process, scenario development and to seek direction on progressing a fully developed report to apply for a SRV for presentation to the December Council meeting.

Background

During the preparation of the 2009/10-2012 Management Plan, discussion took place about how Council could fund new or enhanced works and services especially those that required significant funding. This was prompted by the fact there was only \$267,900 available to fund a total 146 submissions after required changes to the draft recurrent budget. The following were mentioned as possible inclusions in an application for a SRV:-

- a) Construction and operating costs for the Margaret Olley Arts Centre.
- b) Increased funding for roads infrastructure.
- c) The introduction of an Environment Levy.

Special Rate Variation – Guidelines

In accordance with the Local Government Act 1993 (Act), Council can apply to the Minister for Local Government to have its general income increased by an amount greater than the rate pegging amount. The outcome of any application is determined by the Minister.

The Act provides for two avenues being a Section 508A or a Section 508 (2) application with the first step in the process being to determine what application is appropriate.

A Section 508A application relates to a situation where ‘to significantly correct an issue affecting its underlying financial sustainability, the financial magnitude of which could not be addressed in a single year’. In these circumstances, a council can request an increase to its general income by an amount greater than the rate pegging each year, up to a maximum of 7 years. Clearly, this is not Council’s situation hence a Section 508A application is not considered appropriate.

Section 508(2) Application

An application under Section 508(2) can be for a fixed number of years or for an ongoing basis. After reviewing the possible inclusions and acknowledging their ongoing impact, it seems logical to prepare an ongoing SRV.

The following are some circumstances that would be considered to be appropriate reasons for applying for a section 508(2) special variation:

- Where additional income is necessary to finance a project that has regional significance or a demonstrable regional economic benefit. Regional significance and/or benefit would be demonstrated by State/Commonwealth participation in planning or contribution of funds towards the project; or
- Where additional income is necessary to finance new or enhanced local government services or facilities specified in a comprehensive principal activity statement in the council’s draft management plan. Proposals may include infrastructure maintenance or replacement programs and services related to sustainable natural resource management, waste management, environmental protection, pollution control and protection of public health.

Again, after reviewing the possible inclusions, it appears that they meet the relevant criteria.

As to some of the information required in the application, other than rating and financial data, and certification, Council must provide:

- A program of the works to be funded from the special variation for the entire period. If the variation is ongoing, councils must provide a program of works for the first five (5) years.
- Details of the average impact the special variation will have on their rating categories and what measures, if any, they are proposing to limit the impact on vulnerable groups.
- Details of the steps taken to inform the community of the special variation proposal and to obtain community feedback on the proposal. This includes consultation through the draft management plan process, public meetings and any other initiatives, such as surveys or media publicity.

- A summary of the outcomes from these consultations, including any action they propose to address any common concerns.
- A forecast of the budget for the current year and the following three years based on two scenarios – one scenario assuming that the special variation application is approved and the other assuming that it is not approved. Councils are also required to provide a forecast of their key performance indicators based on these scenarios.
- Advice whether they are proposing to undertake any borrowings or whether they have considered other options to fund the proposed expenditure.
- Details of any productivity improvements and expenditure reductions they have made, or propose to make, to improve their financial sustainability.
- Advice regarding councils’ progress in implementing asset management plans and a long term financial plan (Note: Councils seeking additional income for infrastructure asset projects should have a comprehensive asset management plan in place).
- Supply a copy of the resolution to apply for the special variation and a copy of the resolution to adopt the draft management plan, including the special variation (subject to the Minister’s approval).

It is important to note that while the application must be submitted by March 31 or within two weeks following the announcement of the rate peg, whichever is the latest, the DLG cannot complete its analysis and assessment of an application until it has received all the relevant material. As this includes Council’s resolution to adopt the draft management plan, if a SRV application is to be submitted for 2010/11, arrangements will be made to bring forward the management plan process to accommodate this requirement.

It should be noted that the guidelines relate to 2009/10. It is possible that there will be some changes for 2010/11 due to the introduction of the Integrate Planning and Reporting Framework. This will be followed up with the DLG.

To assist Council in understanding the process and requirements, the Department of Local Government (DLG) has issued “Guidelines for the Preparation for an Application for a Special Variation to General Income 2009/10”. A complete copy can be found at www.dlg.nsw.gov.au under Publications.

Scenario Development - Possible Inclusions

At this time, a detailed project plan or project costings have not been completed for any of the possible inclusions listed in the report, nor is there a detailed assessment of the impact on rating categories or ratepayer groups. If Council resolves that a fully developed report to apply for SRV is to be prepared for the December Council meeting, these matters will be addressed.

To allow for some very preliminary assessment of the quantum of a rate increase necessary and its impact, the following estimates of extra annual costs are used:-

a) The Margaret Olley Centre	\$500,000
b) Asset Management	\$800,000
c) Environment Levy	<u>\$200,000</u>
Total	\$1,500,000

Total Rates 2009/10 \$22,650,000

Special Rate Variation Increase to fund possible inclusions	6.62%
Assumed rate pegging increase	3.5%
Total percentage increase	10.12%
Average Residential Rate 2009/10	\$972
Average Residential Rate 2010/11	\$1,071
Increase from 2009/10 to 2010/11	\$98

Other Considerations

Rating

The Act requires Council to consider its Charter (Section 8 (1)) when raising funds. In particular it states in part the following:-

‘to raise funds for local purposes by the fair imposition_of rates, charges and fees, ...’

The DLG’s publication ‘Rating & Revenue Raising Manual’ provides more guidance to councils in relation to the objectives of the 1993 Local Government Act for rating and in particular it states in part the following:-

** to provide a system of local taxation, based on rates levied on property, which is simple, fair, broadly uniform, and which promotes local accountability.*

It also provides the following consideration:-

‘It goes without saying that a rate which is fair when judged by the benefit principle may not be fair according to the ability to pay principle and vice versa.

This implies that Council needs to have a good understanding of the demographic of its community when considering the impact of rating.

2007/08 Comparative Information

The DLG recently released the above information. The comparative information covers a range of financial data and indicators. In relation to rating, Table 1.1 – Average rate per assessment – residential (page 29) shows that out of the 33 Group 4 Councils, Lismore has the 4th highest average residential rate.

Comments

Other staff comments

Manager – Assets and Support Services

Council undertakes a community survey every two years to assist in the assessment of its performance and the determination of priorities when preparing annual budgets and management plans. The survey contains some specific questions regarding residents' attitudes to the level of funding and satisfaction with Council's operations. The results of the survey are considered to provide a strong indication of the priorities of the Lismore community, and in turn the likelihood of general community support for any special rate variation, should Council choose to pursue such a variation and spend the funds in those particular areas.

The condition of local roads has consistently rated as the number one concern of local residents in Council's community surveys conducted in 2005 and 2007. In the 2005 survey, 40.9% of respondents were satisfied with Council's performance in developing and maintaining urban roads. For rural roads the figure was lower with only 20.4% of respondents satisfied.

In the 2007 survey, 83.1% of respondents felt that Council should spend more money on roads and bridges. The second highest response was for footpaths and bike tracks with 59.4% of respondents indicating that more money should be spent. These were followed by response to climate change and environmental protection and conservation with 45.3% and 45.1% of respondents respectively indicating that more money should be spent in these areas.

Council completed an assessment of the current situation with respect to its sealed roads network in 2006/07. The results of that process revealed that Council has a funding shortfall for the maintenance and rehabilitation of sealed roads of approximately \$2.43 million per annum and a backlog of works to the value of approximately \$87.1 million. Both figures are in 2009 dollars.

There are few options for Council in regard to addressing these funding shortfalls, other than to increase rates, or to significantly cut other services. A special rate variation seems an ideal method to raise additional funding for roads rehabilitation. Further, in terms of the processes required to gain approval from the Department of Local Government for such a variation, Council is well placed with relevant supporting information and analysis.

Council also has other assets which are likely to show funding gaps when analyses of their condition and financial sustainability are undertaken. Buildings, properties, stormwater drainage and parks and open space assets are likely to require additional funding to maintain them at an acceptable level of service. However, Council is not currently in a position to provide an accurate picture of the overall situation with these assets.

Manager – Community Services

The Margaret Olley Arts Centre is a major arts and cultural infrastructure project that has been in the planning stage for some years. Construction of the facility will require significant funding from Council, the federal and state governments and partner Southern Cross University. Council has allocated \$3 million in its future capital works budget for its construction (anticipated total project construction cost of \$8 million). In addition, a draft business plan identifies a higher level of operational expenditure compared to the existing facility. Increases in expenditure relating to a larger purpose built building should be anticipated, specifically in areas such as staffing, heating and cooling costs associated with an automated climate control system (control of temperature and humidity), larger exhibition program, freight, marketing, computers and software, education program, building maintenance and corporate charges. The draft business plan is not yet finalised, however an annual increase to operational costs should be factored into any future planning. The 2009-2010 budget allocation for the operation of the existing gallery is \$430,600. An increase in the order of \$250,000 per annum to accommodate the anticipated increased costs outlined above is recommended.

Manager - Environmental Health & Building Services

Council's Community Strategic Plan 2008-2018 has identified that one of the Guiding Principles is

“Protect, Conserve and Enhance the Environment and Biodiversity”.

The key issues in relation to this Guiding Principle include:

- The continual degradation of regional viable rural and urban land
- The poor riparian conditions and treatment which is contributing high sedimentation and nutrient loads to the waterways
- Climate change issues
- The protection of our unique biodiversity and habitats which is hindered by a lack of current information, direction and policy.

The delivery of pro-active environmental management of these and other environmental issues is heavily influenced by:

- Growing community expectations to protect and restore the environment
- Competition for resources across the services Council provides
- Growth and developmental pressures and the consequent encroachment on our natural environment; and
- Increased pressure to enact and translate Commonwealth and State policies, along with the transfer of responsibilities.

Responses to some of these key environmental issues and community influences can be achieved with Council’s adopted strategic direction including provision of sustainable land use planning, improving catchment management, the further development of integrated waste and water management and the mitigation and adaptation to climate change at a local level.

In order to embrace this Guiding Principle and associated issues including the community’s expectations it will be imperative that Council’s Delivery Plan is able to support Council’s adopted strategic direction. Unfortunately, Council’s current resource base severely limits Council’s Delivery Plan implementation and fulfilment of its adopted strategic direction.

To enable the fulfilment of this strategic direction, Council has the opportunity for the establishment of a special rate variation. With the Department of Local Government endorsement, Council’s Strategic Direction via the Delivery Plan implementation process would be achievable dependent on the degree of financial support. The extent of the Delivery Plan implementation will be dependent on Council support of this rate variation application to secure funding of up to \$500,000 per annum. The provision of one additional qualified professional staff is between \$80,000- \$100,000 per annum. Additional funding would be required for appropriate on ground works.

A comprehensive list of Delivery Plan programs and projects for implementation needs to be determined by detailed consultation with appropriate Council staff, Policy Advisory Groups and the Community. However, some typical projects may include but are not limited to the following;

- **Biodiversity Strategy**
- **Estuary and Floodplain Management**
- **Sustainability Planning**

- **Koala Plan of Management**
- **Climate Action Strategy**
- **Fauna management**
- **Transport Study**
- **Community Awareness**

Public consultation

At this time, there has been no specific public consultation. If Council resolves to prepare a Section 508 (2) application for a SRV, the guidelines require the following consultation as a minimum.

- Details of the steps taken to inform the community of the special variation proposal and to obtain community feedback on the proposal. This includes consultation through the draft management plan process, public meetings and any other initiatives, such as surveys or media publicity.
- A summary of the outcomes from these consultations, including any action they propose to address any common concerns.

For an application to be successful it is envisaged that there would need to be comprehensive consultation and engagement with the public. It would also require a positive outcome from the consultation.

Conclusion

The financial ability for Council to fund significant new or enhanced works and services is limited. Council has resolved to undertake a full review of the 2009/10 Budget and when discussing options during the 2009/10-2012 Management Plan process, indicated a willingness to explore a Special Rate Variation.

Based on the Department of Local Government's Guidelines and the possible inclusions, a Section 508 (2) application would be required.

At this stage, a detailed project plan or project costings have not been prepared for any of the possible inclusions, nor is there a detailed assessment of the impact on rating categories or ratepayer groups. If Council resolves to pursue this option in principle, a fully developed report will be prepared for the December 2009 meeting seeking Council's endorsement.

While an application for a SRV is an option to fund the possible inclusions, Council needs to carefully consider a successful application will be a fair imposition on ratepayers and whether all other considerations are inadequate to meet Council's ongoing financial needs.

Recommendation

That Council determine if a fully developed report shall be prepared for the December 2009 meeting seeking Council's endorsement to apply for a Special Rate Variation for 2010/11.

Report

Subject	Full Budget Review
File No	ED09/9969:EF09/2198
Prepared by	Manager – Finance
Reason	Council resolution 31/09 to conduct a full budget review for 2010/2011 financial year
Objective	For Council to determine the approach to the review.
Strategic Plan Link	Efficient Use of Council Resources
Management Plan Project	All Activities

Overview of Report

Council resolved in March 2009 to undertake a full budget review during 2009/10. The aim being to find expenditure savings to manage the global financial crisis impact on the budget and increase funding for asset management.

The purpose of this report is to determine the preferred approach to be taken so arrangements can be immediately to have this process completed as soon as possible.

Background

Council resolved in part at its March 10, 2009 meeting:-

31/09 **RESOLVED** that:

1. That with regard to the uncertain economic outlook, the council's current budget deficit and the imperative to maintain Council's ailing roads infrastructure, Council advises departments that they review their expenditure savings for 2009/2010, and a conduct a full budget review for 2010/2011 financial year with the aim to find expenditure savings across their departments.

While expenditure savings were identified and included in the 2009/10 Budget, the full implementation of the resolution for the 2010/11 Budget requires Council to consider the options and agree on an appropriate methodology. It is proposed to have the review completed by December 2009 to enable full effect in the 2010/11 Budget.

The need to undertake a budget review has been emphasised by the significant recent unplanned negative impacts on the 2009/10 Budget. These include a reduction in the anticipated Financial Assistance Grants (\$150,000), increased insurance premium costs (\$40,000) and reduction in the 2008/09 Surplus Carried Forward (\$90,000). In the absence of any commensurate offsets it is likely that a \$200,000+ deficit will be reported for the September 2009 Quarterly Budget Review.

Review Process Options

Considering the primary objective of this review is to find expenditure savings, but acknowledging that there may be opportunities for increased revenue and for making effectiveness and efficiency improvements, three options are proposed. They are:

- 1) Ground Up;
- 2) External Consultant; and
- 3) Top Down.

1) Ground Up

This approach would require Program Managers to prepare and present information to Councillors. The presentations would include:

- a) Detailed justification including comments about costs tied to a statutory obligation, a fixed cost or a discretionary cost.
- b) Focus on identifying potential changes in current service levels that could reduce expenditure.
- c) The review includes all staff positions.
- d) Each program area must identify at least 3 service level changes for Council's consideration. These areas should be low risk and a low priority area.
- e) Each program area must identify at least 3 opportunities to increase revenues.

From these presentations, Councillors would nominate areas to be targeted in more depth with the outcome being a report to Council recommending a course of action.

This approach will be highly resource demanding from a staffing perspective as well as requiring at least six workshops to review all budgets. As the review is internally based, its objectivity may be compromised. Also, the delivery of this approach within the timeframe required will have a negative impact on other management and operational priorities.

2. External Consultancy

An external consultancy could be engaged to undertake a full review of Council's operations. This would be a totally independent and objective assessment with a focus on efficiency and effectiveness improvements.

Council has used this approach previously with positive results in the Roads, Workshops and Parks and Recreation Programs.

If this approach is adopted, there would be a consultancy cost incurred which would need to be included in the 2009/10 Budget. If the consultancy were for a full review of Council's operations, it is likely that a tender process would be required as the cost may exceed \$150,000.

The results of the independent consultancy review would be presented to Council with a recommended course of action.

3. Top Down

This approach relies on Councillors and Senior Management collating a list of agreed areas which are to be reviewed based on concerns, priorities, community issues, experience and understanding of Council's operations. Senior Management would then arrange to provide the required and relevant information to Councillors. A number of workshops would be required for both the collation of a list and the presentation of information.

As with the other approaches, Councillors would nominate areas to be targeted with the outcome a report to Council recommending a course of action.

This is the preferred approach as it directly involves the decision makers early in the process to refine the list of areas to be targeted. It also benefits by eliminating the inevitable competition between program areas alluded to in Option 1. This focus ensures staff resources can better deliver the information required by the review and operational requirements as well.

Comments

General Manager

Option 3 is an effective methodology to deliver the information and advice required by the Council to reshape its 2010/11 and subsequent budgets. This is an opportunity to make lasting changes to the budget structure which follow the direction identified in the Strategic Plan and anticipated in the organisational structure review. The staff members most able to objectively sift through the Council's resource base are the Executive Committee (comprising the Executive Directors and myself), plus the Finance Manager. This group is best equipped to put before Council, at a series of workshops, the elements of the existing expenditure budgets which are:

1. Committed for 2010/1 and possibly later years;
2. Beyond Council's ability to reduce due to external statutory impacts or decisions;
3. Essential to maintain current employment levels;
4. Optional expenditure; and
5. Subject to grant funding.

Notwithstanding, this approach can be likened to a modified zero-based budgeting exercise whereby every budget allocation is allocated a zero budget at the commencement of the process, and any value ascribed is required to be justified. The initial review would categorise all line items as:

1. Externally determined – unable to change;
2. For Council prioritisation; and
3. Recommended for reallocation.

This approach will enable Council to identify the scale of funds available for application to new or improved service levels.

Other staff comments

NA

Public consultation

NA

Conclusion

Council has resolved to undertake a full budget review in 2009/10 to find expenditure savings. This is fully supported as funds need to be released to mitigate the anticipated 2009/10 Budget deficit as well as meet essential expenditure and new program needs.

Three review options have been included in the report. They are the:

1. Ground Up;
2. External Consultant; and
3. Top Down approaches.

The preferred option is Top Down approach as it focuses the effort and resources into target areas that are most likely to achieve the review objective.

Regardless of the approach taken, Councillors will be actively involved in discussing the areas targeted for change and in determining the future course of action, including public consultation.

While the review is to find expenditure savings, opportunities to increase revenues will also be explored.

Recommendation

That:

1. A full budget review of the 2009/10 Budget be completed by December 2009 using the Option 3 Top Down approach.
2. The General Manager co-ordinate the workshops and information necessary to facilitate the review.

Report

Subject	Lismore Promotion Program 2009/10 Business Plan
File No	ED09/9699:EF09/1800
Prepared by	Manager Economic Development
Reason	Council resolution that the Special Business Rate Variation Levy (SBRVL) Lismore Promotion Program Advisory Group recommends a suitable annual Business Plan for consideration
Objective	Align the SBRVL Lismore Promotion Program with Council's "Community Strategic Plan 2008 – 2018" and commit SBRVL funds for 2009/10
Strategic Plan Link	Revitalise the CBD; Enhance Lismore as a Regional Centre
Management Plan Project	CBD Revitalisation: Support City Centre Manager and implement the SBRVL Business Plan

Overview of Report

This Report outlines the proposed new approach to the SBRVL Lismore Promotion Program for 2009/10 aimed at promoting and activating the City Centre, with a detailed marketing and promotion strategy and costings in the attached 2009/10 Business Plan. In line with this new promotional approach to the City, recommendations are also presented for change in the governance structure overseeing the Lismore Promotion Program, including the City Centre Management Program.

Background

The Special Business Rate Variation Levy (SBRVL) has been levied annually since 1 July, 1998, with the income received by Council being indexed in line with rate pegging.

The SBRVL comes in two parts:

1. Funding of the *CitySafe Program* – principally entails recurrent costs associated with the CBD safety cameras and security patrols in the CBD. All properties in the defined city centre are levied these rates, i.e. the area bounded by Woodlark, Molesworth, Magellan and Keen Streets.
2. Funding the *Lismore Promotion Program* – primary objective being to “*Promote Lismore in a positive manner which reinforces its position as the regional centre of the Far North Coast of NSW.*” All businesses in the Lismore Urban Area contribute to this latter special business rate.

This Report will focus only on the promotional component of the SBRVL.

For 2009/10, there are 1,082 rated property owners and an estimated 2,990 registered businesses in the Lismore Urban Area, directly and indirectly contributing to the \$202,700 comprising the Lismore Promotion Program.

Since December 2007, the Program has been administered by Council's Economic Development Unit, with a 14-member Advisory Group currently making recommendations to Council on the direction of the Lismore Promotion Program and expenditure of funds. Council makes the final decision, based on the Advisory Group's recommendations.

The SBRVL Lismore Promotion Program Advisory Group is currently comprised of nine business representatives (endorsed by Council), two Councillors, two members of the Lismore Chamber of Commerce and the Economic Development Manager.

For the purposes of establishing the City Centre Management Program, at their 9 December, 2008 meeting, Council approved the formation of a five member Working Group drawn from the SBRVL Lismore Promotion Program Advisory Group, comprising 1 x Chamber representative, 3 x business representatives, and 1 x Council / EDU staff member, auspiced by the EDU.

The City Centre Working Group was tasked with:

- scoping the role, determining the position description and geographic territory of the City Centre Manager
- developing the business plan, determining how the performance of the program will be evaluated
- developing the governance model.

This work has been undertaken over the past 7 months and the results appear in this Report for consideration.

Formulation of the Lismore Promotion Program 2009/10 Business Plan

Last financial year was a year of learning. In what was intended as an interim measure, the SBRVL Lismore Promotion Program Advisory Group invited Expressions of Interest (EOI's) to learn what projects were in the community that matched the broad objective of the Promotion Program.

In 2008/09, a total of \$345,240 (representing all of last year's SBRVL as well as all underspent funds from previous years) was fully committed and expended on a disparate range of projects and events to assist this investigative learning. For 2009/10, it's important to note that the budget (excluding the funds pre-approved for the City Centre Manager contract) is now 1/3 the amount available last year.

Over that short 12 month period word of the not insignificant pool of money spread, resulting in the inadvertent and unintended creation of a *de-facto* "Events Fund".

To get the Lismore Promotion Program back on track, the Advisory Group met on 9 July, 2009 and formulated a fresh approach for 2009/10. At this meeting, the SBRVL Lismore Promotion Program Advisory Group weighed up the most effective way of spending the funds via:

- a) strengthening the CBD's primacy in a strategic manner – see primary objective of the Program
- VERSUS**
- b) continuing to support events that would probably occur anyway, in a "scatter-gun" approach.

The Advisory Group resolved to discontinue the EOI system in favour of an approach more strategically driven.

In forging a new direction, the Advisory Group examined project evaluation data and event feedback reports from the previous year, as well as reviewed the Promotion Program's processes and governance structure. This foundation knowledge has enabled the SBRVL Lismore Promotion Program Advisory Group to move forward with confidence and to develop a fresh, more focussed approach.

What is the new approach and why?

This year's Lismore Promotion Program sees a fundamental shift towards promoting and activating the City Centre.

In a nutshell, the SBRVL Lismore Promotion Program Advisory Group wants to change the City Centre after hours and on weekends to "It's all GO down town".

The yardstick of success will be the measure of this increased activity in the heart of the City.

Why?

1. Community consultation from the “Lismore Alive” project told us that Lismore’s City Centre is missing out on visitation and expenditure from the local community, tourists and visitors due to lack of activity in the City Centre during the weekend (specifically Friday evening, Saturday afternoon and Sunday).
2. There is huge public and private investment in the City Centre. If this commercial confidence in the City Centre is lost, we will not retain our status as a regional hub.
3. Council’s newly released “Community Strategic Plan 2008 – 2018” has a strong focus on strengthening the City Centre in order to retain Lismore’s status as a regional centre. Our new approach is now in step with Council’s Strategic Plan.
4. Approximately 70% of all businesses are located within the City Centre. It makes good sense to direct a corresponding amount of effort and resources on the majority of businesses.
5. Council’s decision to introduce a City Centre Manager at the 9 December 2008 meeting signalled the beginning of this new approach, with a primary focus on strengthening Lismore’s City Centre.
6. The purpose of the SBRVL promotion funding is to ensure Lismore retains its regional centre function. The revitalisation of the City Centre is key to this.

Whilst the primary focus will be the City Centre, there are elements of the Lismore Promotion Program 2009/10 Business Plan which benefit ALL businesses in the Lismore Urban Area.

Full details can be found in the 2009/10 Business Plan (as attached). This Business Plan articulates the promotional plan for the wider Lismore Urban Area, as well as the City Centre Management Program. It establishes goals and outcomes, Key Performance Indicators, methods of benchmarking and monitoring progress. The Business Plan builds on the extensive community and stakeholder consultation, findings and recommendations contained within the *Lismore Alive Final Report* (Planning by Design, May 2009).

Lismore Promotion Fund and budget for 2009/10

For 2009/10, there are 1,082 rated property owners and an estimated 2,990 registered businesses in the Lismore Urban Area, directly and indirectly contributing to the \$202,700 comprising the Lismore Promotion Program. At the 9 December, 2008 meeting, Council pre-approved \$80,000 in the 2009/10 financial year for the engagement of the City Centre Manager (CCM) for the second term of the trial period, i.e. 1 July, 2009 to 30 June, 2010.

A balance of \$122,700 remains in this year’s operating budget, which is 1/3 the budget available from last year, highlighting the need to maximise value from the Promotion Fund in a more planned and strategic manner.

The individual components of the Business Plan, together with costings were considered at the SBRVL Lismore Promotion Program Advisory Group’s 9 July, 2009 meeting. Resolution and support was reached on the Business Plan’s new approach and components, with the City Centre Working Group (CCWG) given the authority to finalise the budget which is attached to this report.

City Centre revitalisation versus events-driven approach

At their meeting on 9 July 2009, the SBRVL Lismore Promotion Program Advisory Group considered Council’s request to match funding for the Sustainable Living Expo. Given the following circumstances:

- a) the major shift in focus for 2009/10 to strengthening the CBD’s primacy in a strategic manner
- b) the fact that this project does not fit the new City Centre revitalisation approach

- c) the Advisory Group's resolve not to continue supporting events (in a "scatter-gun" approach) that would probably occur anyway
- d) the need to maximise value from the Promotion Fund in a more planned and strategic manner considering the reduced financial circumstances of the fund – it's 1/3 the amount from the previous year

the SBRVL Lismore Promotion Program Advisory Group resolved unanimously not to recommend matching funding from the SBRVL monies.

New Governance structure

At the same Advisory Group's 9 July 2009 meeting, in line with a new promotional approach, the Group also reviewed the governance arrangements and resolved to make recommendations to Council for change in the governance structure as well.

The proposed new governance model will effectively halve the number of members (from the existing 14-member SBRVL Lismore Promotion Program Advisory Group) to a total of eight people. This new eight-member panel shall be called the "Lismore Business Promotion Panel" or "LBPP" in abbreviated form.

The relationships between the various parties are shown in the diagram below:



The eight-member Lismore Business Promotion Panel will provide direction and guidance to Council on the Special Business Rate Variation Levy (SBRVL) Lismore Promotion Program and expenditure of its funds, as well as govern the activities of the City Centre Management Program and the City Centre Manager (CCM).

The eight-member Lismore Business Promotion Panel shall consist of: 1 x Councillor (the EDPAG Chair), 1 x Lismore Chamber of Commerce representative, 1 x Lismore Shopping Square representative (largest single contributor to the SBRVL Lismore Promotion Program), 4 x members drawn from the business community who financially contribute to the SBRVL Lismore Promotion Program, together with the Executive Director – Development and Governance to chair the Panel (non-voting position) and facilitate meetings.

As a group, the Lismore Business Promotion Panel will meet on a monthly basis or as required, and will be responsible for:

- a) adopting and monitoring the annual Business Plan
- b) providing advice and recommendations to Council
- c) instituting and reviewing Key Performance Indicators for both the CCM and the Business Plan

The Executive Director – Development and Governance will provide direction on operational matters. The Lismore Business Promotion Panel will receive detailed monthly reports, including the progress of approved actions.

Council staff will continue to administer the Promotion Program and provide secretariat support to the Lismore Business Promotion Panel. It is important to note that the CCM is responsible and accountable for how the adopted budget is spent and not the Lismore Business Promotion Panel or individual event organiser. Financial control of the Promotion Fund, including all purchases on approved budget items, will be retained by Council, together with auditing and acquittal responsibilities.

The term of service for the Lismore Business Promotion Panel shall come to completion at the end of the Council term of office. At this time, all positions will be declared vacant and the process will start over again.

Comments

Financial Services

For 2009/10, \$202,700 will be generated from the Special Business Rate Variation Levy for the Lismore Promotion Program. The 2009/10 Business Plan for the Lismore Promotion Program proposes to expend \$122,700 on a range of activities and initiatives. The balance will be applied to City Centre Management.

Other staff comments

Not required.

Public consultation

Consultation has been undertaken with the 14-member SBRVL Lismore Promotion Program Advisory Group representing both business and property owners contributing to the SBRVL, as well as Lismore Chamber of Commerce representatives, the contracted City Centre Manager, and the Economic Development Policy Advisory Group.

Conclusion

The SBRVL Lismore Promotion Program Advisory Group has endorsed a new approach to the Lismore Promotion Program for 2009/10 based on promoting and activating the City Centre. Whilst the primary focus will be the City Centre, there are elements of the 2009/10 Business Plan which benefit ALL businesses in the Lismore Urban Area. The *Lismore Promotion Program 2009/10 Business Plan* is commended to Council for consideration.

In line with a new promotional approach, the Group also reviewed the governance arrangements and resolved to make recommendations to Council for change in the governance structure overseeing the Lismore Promotion Program, including the City Centre Management Program.

The proposed new governance model will effectively halve the number of members (from the existing 14-member SBRVL Lismore Promotion Program Advisory Group) to a total of eight people. The eight-member Lismore Business Promotion Panel will provide direction and guidance to Council on the SBRVL Lismore Promotion Program and expenditure of its funds, as well as govern the activities of the City Centre Management Program.

Recommendations

1. That Council adopt the 2009/10 Business Plan and budget for the SBRVL Lismore Promotion Program.
2. That Council discharge the existing 14-member SBRVL Lismore Promotion Program Advisory Group and adopt the new eight-member Lismore Business Promotion Panel to oversee and advise on the activities of the SBRVL Lismore Promotion Program, including the City Centre Management Program.
3. That Council note that Lismore Promotion Program Advisory Group resolved unanimously not to recommend matching funding of \$15,000 for the Sustainable Living Expo from the SBRVL Promotion Fund.

Report

Subject	Tender - Jetting/Suction Sewer Cleaning Truck
File No.	ED09/8919:T09/21
Prepared by	Fleet Services Coordinator
Reason	To seek approval from Council to purchase a new sewer cleaning truck, and for disposal of an old unit.
Objective	To provide information to Council relevant to the selection of suitable replacement plant so an informed decision can be made.
Strategic Plan Link	Infrastructure / Commercial Services / Fleet Services
Management Plan Project	Wastewater Services, Fleet Operations

Overview of Report

Council's 2008/09 Management Plan included replacement of a Fixed Jetting Machine for Wastewater Services. A budget amount of \$275,000 was included as the changeover cost. A specification was prepared and tenders were invited for the supply of a new TRUCK MOUNTED COMBINATION SEWER JETTING AND VACUUM UNIT to perform sewer maintenance work. Tenders were received and assessed by staff and a short-list made. Machines were assessed by an operator, a mechanic and supervisors from the relevant areas of Council. Recommendations are made within this report for the purchase of a machine.

Background

Council's wastewater (sewage) reticulation infrastructure requires ongoing cleaning and maintenance. Council's maintenance crews clean and clear sewer lines, rising mains and pump stations. There are various technologies available to undertake this work, 'rodding', 'jetting' and 'digging'. The older system, 'rodding', is the manual use of rods joined one to the other, with the end rod having a corkscrew shape. The operators send the corkscrew down the pipe, adding rods as they go, and the corkscrew is screwed into the blockage, and the rods and blockage are pulled out. This is simple in theory, but difficult and dangerous work in practice.

A 'jetter' is a system, usually truck mounted, incorporating a high pressure water pump, feeding to a high pressure hose with various different nozzles available to be attached. These nozzles, using high pressure water jets, can pull themselves and the hose along a sewer pipe, cleaning as it goes. The variety of nozzles includes root cutters. This technology is much more effective and safer than 'rodding', and additional tasks can be undertaken.

A jetter system can clean and clear pipes but does not remove the debris; it is usual for a jetter truck to incorporate a vacuum system, making it a jetter/vacuum (JetVac) combination unit. To make the whole set-up ideal for sewer maintenance, a closed circuit television camera (CCTV) system can also be incorporated.

Council owns a jetter (with no vacuum), and this report proposes that it be replaced with a JetVac combination unit that has the capacity to add a camera system at a later time. Its age (15 years), its condition (tired, noisy and leaky) and the limitations of the old technology, make it due for replacement with current JetVac technology.

The current Jetter, purchased in 1994, has a number of shortcomings, including:

- the tank leaks
- the pressure reel does not swivel
- it is very noisy
- it has two large diesel motors that are old enough to have no emissions controls
- there is no remote control
- there is no suction unit
- there is no facility for adding a camera
- it requires frequent maintenance and is not reliable
 - it has been into the workshop for repairs four times for the truck and six times for the jetter within the last six months
- because this machine operates at very high pressure (2,000 psi plus), and as its condition does not inspire confidence, staff are nervous about their safety whilst using it.

A JetVac unit will address all of these shortcomings, plus would:

- enable fast responses to sewer leaks as demanded by the Department Of Environment and Climate Change (DECC) which is becoming increasingly strict
- use the pressure wand and suction to excavate around fragile infrastructure – instead of using a backhoe or excavator and then finishing the digging by hand
- save money being spent on contractors for sucking out pump stations, stormwater sumps, and emptying and cleaning various pits
- be useful for cleaning up during and after water or sewer breaks and spills, particularly avoiding the need to wait sometimes hours for a pump-out truck in the middle of the night
- provide facility to add a CCTV camera system, so later Council can save money being spent on contractors doing camera work on our behalf, and be very useful for the forthcoming infiltration investigation program (ie, infiltration of the sewer system by stormwater).

Staff undertook research to understand what makes one Jet/Vac unit different to or better than another, and developed a specification for a machine suitable for Lismore City Council. Documents were prepared so tenderers could present the attributes of their machines for comparison purposes. A spreadsheet was developed to use when comparing the tenders specifications.

Tenders were called for the supply of a new TRUCK MOUNTED COMBINATION SEWER JETTING AND VACUUM UNIT to perform sewer maintenance work. Our old jetter was also offered for sale or trade. An amount of \$275,000 had been estimated as the replacement cost. Six responses were received from five companies, one company providing two options. The specification for the unit was broad and open, and all tenders were deemed to be compliant and worthy of consideration. During preparation of the specification, it was found that most manufacturers were of the opinion that the unit specified would be too small, and that we should consider a larger unit. This is reflected in their tenders and pricing.

Evaluation

Of the six responses, those from Vermeer and from Bell Environmental are within budget (when disposal of the old unit is included), and the others significantly exceed our budget. Offers of \$20,000 for the disposal of our old unit were received from two of the five suppliers, Vermeer and Vacjet. These offers are less than the anticipated auction value of \$25,000 to \$30,000.

An initial 'desktop' comparison was done using the spreadsheet of the distinguishing attributes of the machines. It was thought (and later confirmed) that the Bell Environmental machine would be adequate for Council's needs in all aspects; it was therefore felt that detailed examinations of those machines priced beyond our budget were not warranted. The two affordable machines from Vermeer and from Bell Environmental were assessed by staff. It was determined that both were suitable for further investigation and staff attended a demonstration of each machine. A full evaluation including scope and weighting calculations is attached confidentially to this report as "Attachment A". A summary of Bell and Vermeer equipment appears in the following Table 1.

Parameter	Vermeer Qld	Bell Environmental
Owner/operator comments	Needed to modify from new	Highly commended
Design and ergonomics	Components not integrated	Integrated and ergonomic design
Origin	Imported from USA	Made in Australia
Noise	96 dBA	85-90 dBA
Power source	Two motors, truck and JetVac	Truck motor only, with 'power-take-off' (PTO) for JetVac
Remote control	No remote operation	Remote operation included
Weight distribution	Risk of overloading one axle	Weight distribution constant
Water storage	1,600 litres	2,000 litres
Debris storage	2,000 litres	3,000 litres
Hose retrieval	Electric	Hydraulic
Tank tilt	Small and challenged electric	Hydraulic
Hose mount	On right-hand-side (road side), fixed - poor access to jobs	On rear, on swivel, good access to jobs
Truck	Longer wheelbase, less manoeuvrable	Shorter wheelbase, more manoeuvrable

The unit manufactured by Bell Environmental has many advantages; it suits Council's operations and is within budget. It is also the preferred choice of staff.

Additional Information

During the demonstrations staff observed that the weight of the suction hose when it is 3.0 metres down a pit and lifting debris is of concern from a manual handling viewpoint. Investigations were made regarding fitting an hydraulic boom to the Bell unit to handle this. Adding the weight of an hydraulic boom (an option available on a larger truck) would mean a critical loss of capacity for water and/or debris, however Bell suggested that a light swing arm to support the weight could be fitted. If purchase of a Bell JetVac unit proceeds, staff propose to operate initially without a swing arm. Once operators have sufficient experience with the unit, and should it still be thought necessary, a swing arm will be designed and fitted at a likely cost of around \$2,000.

There are two CCTV system types available, a 'push-rod' system or a 'tractor' system. The push-rod system is much cheaper, and is as it sounds – the camera is pushed along the pipe. The limitations of this are several:

- a maximum distance of only 60 metres is possible;
- it will only work well in pipes of 100mmø or 150mmø, and only partially in a 225mm pipe;
- the operation of the push-rod system usually requires at least two staff.

The tractor system employs a tractor that pulls the optic fibre along the pipe and feeds back to a computer which records the imagery and can control the camera and the tractor, which overcomes all the limitations of a push-rod system. There are good systems available with good back-up within Australia but the cost of including a tractor CCTV system in our specification is around \$80,000 plus GST. This has great potential in efficiency but was not allowed for in this budget.

If the purchase of a Bell Environmental JetVac unit proceeds, then a CCTV tractor system will be proposed in next year's fleet budget.

Comments

Financial Services

The report recommends the replacement of an existing plant item. The new plant item uses improved technology and has greater functionality resulting in a more cost effective and efficient service. Further enhancements such as CCTV are available and can be added at a later date.

To recover all operating and replacement costs relating to plant items, a plant hiring system is in place which charges the job the plant item is working on a hire charge. Annually the surplus between the operating costs and the hire charges is placed in the Plant Reserve for when the plant item is replaced.

As this is a Sewerage Fund plant item, the Sewerage Fund Plant Reserve will be used to fund this replacement and there are sufficient funds available to fund this purchase. A separate Plant Reserve exists in General, Water and Sewerage Funds.

As the replacement was scheduled and included in the 2008/09 Budget, when the replaced items are auctioned and the net proceeds known, the required changes to the 2009/10 Budget will be reported to Council as part of the Quarterly Budget Review.

Other staff comments

Manager - Operations

The recommendation to purchase a JetVac machine is strongly supported by the Water & Wastewater Section of Council. The existing machine has several OH&S issues which inhibits its use for sewer maintenance works. The new machine represents improved technology, compared to the existing machine, which will in turn improve the effectiveness and efficiencies in undertaking critical sewer maintenance operations. There will also be the additional advantage in having a vacuum unit that will reduce the waiting time experienced when sourcing contractor vacuum trucks for critical failures. Hence, the purchase of the Bell Environment machine is the preferred option for the Water & Wastewater Section.

Public consultation

Not required.

Conclusions

The unit manufactured by Bell Environmental has many advantages, suits Council's operations and is within budget.

Recommendation (IS40)

That:

1. Council purchase from Bell Environmental a JetVac combination unit for a cost of \$295,000.00 plus goods and services tax.
2. Council dispose at auction of Plant Nos. 024 and 119 being a 'Flexible HV2000' jetting machine mounted on a 'UD Nissan CPC-15' truck.

Report

Subject	Tender - Woodlark Street Water Main
File No.	ED09/9729:ED09/9731, BAB:VLC:T10/1
Prepared by	Capital Works Engineer – Water & Wastewater
Reason	To inform Council of the tenders received for the renewal of water mains in Woodlark Street within the Lismore CBD.
Objective	To obtain Council approval to award the Contract.
Strategic Plan Link	Infrastructure Services
Management Plan Activity	Water Supply Services

Overview of Report

This report outlines the recommendation to award the tender for water main replacements for the proposed upgrade of Woodlark Street between Molesworth and Keen Streets within Lismore's CBD.

Background

The first stage of work required for the upgrade of Woodlark Street involves the replacement of all water mains between Molesworth and Keen Streets. The water mains in this section of Woodlark Street have reached the end of their effective life so it is timely that they are replaced for this major street upgrade. The new water mains will also be at a much lower depth to ensure there are no conflicts with the construction of the new road pavement.

The consultation process has already commenced for the upgrade of Woodlark Street, which included a public meeting on July 21, 2009, together with door to door consultation with all affected business owners within the subject section of Woodlark Street.

The replacement of the water mains within this section of Woodlark Street has been scheduled to be carried out during September and October 2009 to avoid the traditional busier shopping period of November and December.

The major roadworks are scheduled to commence during January 2010, which will involve a complete road closure for approximately four (4) weeks, weather permitting. This period is seen as the only available construction window during the year as it is traditionally the quietest period of time within the Lismore CBD.

Council recently called a tender for water main replacements in Woodlark Street, within the Lismore CBD. The total length of water mains for this contract is 725m, varying in size between 100mmø, 150mmø, 225mmø and 250mmø.

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

A pre-tender meeting was held on July 1, 2009 with all prospective contractors attending. Three (3) tenders were received by the closing time of 2.00pm on July 17, 2009.

Tender Examination

A summary of the tenders received is given below –

Tenderer	Tender Price (\$)
Camglade Pty Limited	588,407.00
Veolia Water Network Service	1,040,055.82
Ledonne Constructions Pty Limited	900,324.00

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. The initial budget provided \$375,000 from the Water Fund and \$375,000 from the Wastewater Fund. Final design has shown the majority of the work only involves water main renewals, thus the Water Fund will bear the majority of the project cost.

An evaluation committee comprising of Brian Benson (Capital Works Engineer), Darren Patch (Manager-Operations), Rod Haydon (Trade Waste & Development Inspector) and Ross Davies (Contracts Officer), 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.

Attachment ‘A’ enclosed separately to this report shows the evaluation.

Taking all the assessment criteria into account, Camglade Pty Limited provides the most advantageous tender to Council. The rates submitted by each contractor were compared for a typical job location and little consistency could be found in the tendered rates. The rates submitted by the contractor who ranked the highest in the tender assessment (Camglade Pty Limited) are considered reasonable and have only minor loading on provisional items.

Referee Check

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 and T26010 – Water Main Replacement. These works were performed to a high standard.

Comments

Financial Services

The 2009/10 Budget provides \$2.16 million for renewal works in Water Fund. As the estimated price of \$588,407 is more than the \$375,000 anticipated, other renewal works will need to be adjusted to accommodate this project.

Other staff comments

Manager - Operations

The selection of Camglade Pty Limited as the preferred contractor to undertake the replacement of water mains in Woodlark Street is strongly supported due to their proven track record in the delivery of previous water main renewal works. Camglade Pty Limited is also a local company and has valuable knowledge of the local conditions that will be encountered while undertaking this type of work in a critical location. It is essential that there are no delays experienced with this type of work, as any delays will have an adverse effect on the local business community.

Conclusion

Camglade Pty Limited is considered to have the ability to complete the work satisfactorily. It is recommended that the contract for the water main replacement be awarded to Camglade Pty Limited at the rates submitted.

Recommendation (IS41)

That:

1. the contract for the water main replacement for Woodlark Street be awarded to Camglade Pty Limited with the estimated price of works being \$588,407.00 plus GST, based on the clarified rates submitted.
2. the Mayor and General Manager be authorised to execute the contracts on Council's behalf and attach the Common Seal of the Council.

Report

Subject	Northern Rivers Catchment Management Authority - MOU
File No	ED09/8934:EF09/524
Prepared by	Natural Resource Management Officer
Reason	NRCMA have requested renewal of its MOU with Lismore City Council
Objective	To seek endorsement from Council for signing the amended MOU
Strategic Plan Link	Protect, Conserve and Enhance the Environment and Biodiversity
Management Plan Project	Natural Resource Management

Overview of Report

The Northern Rivers Catchment Management Authority (NRCMA) and Lismore City Council entered into a Memorandum of Understanding (MOU) in May 2006, for three years. The NRCMA has presented Lismore City Council with a renewed draft MOU for comment.

Whilst there have been minimal opportunities for Council to receive funding from the NRCMA a good partnership has been formed since establishment of the Regional NRM Group. Renewal of the MOU helps formalise this relationship and publicly illustrates our intent to work together.

Background

In May 2006, Lismore City Council entered into an MOU with the NRCMA for a three year period. As this time has expired, the NRCMA has presented Council with a renewed draft MOU for comment (Attachment 1). In the CMA's opinion *'the MOU has led to a real partnership...and (its) renewal would continue to cement the relationship and publicly illustrate our intention to work together'*.

Lismore City Council has had moderate success with receiving grants from the NRCMA over the last 3 years, with a total of \$94,690 of funds received (Attachment 2). The majority of these funds (67%) have been expended restoring privately-owned riverbank along Tucki Tucki Creek. Other projects funded by the NRCMA are also directly relevant to local government NRM responsibilities (Attachment 2).

In signing the last MOU Council suggested practical options to facilitate its implementation, namely NRCMA representation on the Sustainable Environment Policy Advisory Group and assistance in obtaining key NRM datasets from State agencies. However, these opportunities were not realised and it is apparent that the NRCMA's ability to genuinely deliver the past MOU was limited. This is partly due to the NRCMA's limited human resources to engage all 17 Councils in its range.

On the positive side the establishment of the Regional NRM Group, as initiated by the Northern Rivers General Managers group, has greatly enhanced communication between the NRCMA and Local Government. It has led to the development of protocols with regard to vegetation clearing approvals and greater awareness of funding and activities.

In regards to the draft MOU, both parties contributions seem appropriate and only 2 minor amendments have been suggested. One is to recognise the Regional NRM Group as the forum for ongoing communication and another is to highlight the need for ongoing data sharing (see revision marks in attached MOU). It is valuable to sign the MOU and attempt to develop the partnership to provide useful and measureable outcomes.

Comments

Financial Services

Not required.

Other staff comments

Program Manager Environmental Health and Building Services

Although the relationship between local government and the NRCMA has been limited, the formation of the NRM group under the General Managers' group has been a major step forward in improving communication between local Councils and the NRCMA as they have representation within the group.

The benefits of signing the MOU may be seen as limited; however it is safer to be a signatory along with other Councils in the Northern Rivers as a precaution for possible future funding opportunities. The MOU in itself does not commit Council to activities to which it would not normally be involved.

Public consultation

Not required.

Conclusion

The Northern Rivers Catchment Management Authority (NRCMA) and Lismore City Council entered into a Memorandum of Understanding (MOU) in May 2006, for three years. The NRCMA has presented Lismore City Council with a renewed draft MOU for comment.

The value in signing the MOU is in developing and strengthening the relationship between Council and NRCMA and to build the capacity of the two organisations. Only two minor changes are recommended to the draft MOU - one to recognise the Regional NRM Group as the main forum for ongoing communication between the parties, and a second to highlight the need for ongoing data sharing.

Recommendation

That Council:

1. endorse the changes to the draft Memorandum of Understanding as detailed below:
 - a. to recognise the Regional NRM Group as the main forum for ongoing communication between the parties; and
 - b. to highlight the need for ongoing data sharing.
2. approve the signing of the renewed three year Memorandum of Understanding between Lismore City Council and the Northern Rivers Catchment Management Authority.

Attachment 1



Memorandum of Understanding Renewal between Northern Rivers Catchment Management Authority and Lismore City Council

Preamble:

The Lismore City Council (LCC) and the Northern Rivers Catchment Management Authority (NRCMA) signed a MOU in May 2006 which operates for three years. The parties have reviewed the effectiveness of this MOU and are agreed to enter into a renewal document.

Partnership Objective:

To facilitate the sustainable use and effective management of natural resources within the Lismore City Council area by developing Local Government and Catchment Management Authority (CMA) partnerships.

LCC and NRCMA commit to the following principles for a coordinated partnership approach to managing natural resources:

Effective natural resource management and land use planning requires involvement from all key stakeholders in:

- Developing an agreed regional approach for the management of natural resources.
- Information sharing.
- Planning for investment and the delivery of on-ground works and capacity building activities.
- Planning for demographic and climatic change that could impact on the area.

A coordinated approach requires commitment from all stakeholders to regional natural resource management plans including Catchment Action Plans, Local Environmental Planning, vegetation and water sharing plans and other environmental planning instruments.

In time it is anticipated that this will lead to a rationalisation of State of Environment reporting so that CMAs and local government are able to work together in consistent reporting on catchment-wide conditions and responses, amongst other measures.

LCC and NRCMA are regional organisations with the desire to show leadership to the community in securing NRM outcomes.

Partnership Roles:

Northern Rivers CMA contributes to this MOU by:

- Working with LCC to develop a regional vision for the management of natural resources within the catchment and the Lismore local government landscape.
- Implementing and reviewing a strategic Catchment Action Plan that builds on existing expertise, knowledge and resources to ensure investment maximises high-quality NRM outcomes.
- Providing regional information in a form that is easily accessible by LCC and key local stakeholders.
- Actively seeking new investment avenues and exploring innovative ways to increase the investment funds for natural resource management for partnerships between LCC and the NRCMA.
- Coordinating the development of a continuing capacity building strategy which provides all participants involved in the new and evolving improved approaches to NRM with the necessary knowledge, skills and expertise to be able to play an effective role.

Lismore City Council contributes to this MOU by:

- Providing advice to the NRCMA on policy, strategy and actions relating to natural resource management in its area.
- Investigating new ways of building and strengthening local government involvement in natural resource management with the NRCMA.
- Strengthening community understanding of NRM issues.
- Assisting with the distribution of information to the community on NRM issues.
- Developing project proposals that will achieve NRM outcomes in support of the Northern Rivers Catchment Management Plan.
- Identifying and protecting environmentally sensitive lands and farmlands in its landscape.

Mechanism for achieving this partnership:

- The signing of this document by both parties.
- Maintain a direct working relationship with LCC and the NRCMA.
- LCC and NRCMA attendance at 'Regional NRM Group' meetings of Clarence to Tweed councils
- Data sharing, where possible, for regional reporting and improving NRM capacity
- Maintain and further develop the agreed communication and information sharing mechanism between LCC and the NRCMA and the citizens of the Council area mechanism.
- Continue to review the delivery procedures for carrying out joint projects.
- Developing further mechanisms, in consultation, over time.

Benefits:

- Consistency and integration of regional NRM and local planning.
- A documented information sharing mechanism.
- Forum to identify and address local government and CMA issues relating to natural resource management.
- Maintain and improve natural resource assets for the broad community.

This partnership agreement is based on a set of general principles, which define the roles of the parties. It seeks to achieve this aim by guiding and directing working relationships between LCC and NRCMA in planning for, investing in, and adaptively reviewing progress towards sustainable natural resource management in the LCC area.

This partnership agreement is renewed for a further term of 3 years from the date of execution by Northern Rivers Catchment Management Authority and Lismore City Council and is to be reviewed six months prior to expiration of this period to ensure consistency with contemporary NRM strategies and policies at that time.

Signatories:

Lismore City Council

Northern Rivers CMA

General Manager

General Manager

Mayor

Chair

Dated:

Attachment 2

Grants received from CMA since 2006:

- Richmond Catchment Tour for Lismore High Schools - \$7470 (2006)
- Project Coordinator – Restoration of Lowland Rainforest on the Floodplain - \$10,000 (2006)
- ‘Save our Corridors’ Program (roadside vegetation) - \$3,000 (2007)
- Development of a Reach-based River Rehabilitation Plan - Tucki Tucki Creek - \$3,450 (2007)
- Roadside Environment Funding - \$7,000 (2007)
- Implementation of a River Reach Rehabilitation Plan for Tucki Tucki Creek (1) - \$34,000 (2007)
- Implementation of a River Reach Rehabilitation Plan for Tucki Tucki Creek (2) - \$29,770 (2008)

Examples of CMA funded projects directly relevant to local government responsibilities:

- LGA Rural Roads & Roadsides Management Project (2006)
- Landuse Conflict Recording Mechanism (2007)
- Living & Working in Rural Areas Handbook (2007)
- Environmental Asset Definition & Inclusion into LEP's (2009)
- Aboriginal Landscape Assessment & Protection (2009)

Report

Subject Delegations to the General Manager

File No ED09/9811:EF09/1075

Prepared by General Manager

Reason Requirement of Local Government Act

Objective To review delegations

Strategic Plan Link Best Practice Corporate Governance

**Management Plan
Project**

Overview of Report

Section 380 of the Local Government Act 1993 requires that Council review all its delegations during the first 12 months of each term of office. This report is presented to satisfy this requirement.

Background

The following information outlines the position of Council with respect to the delegations to the General Manager. These are the only matters pertinent to this report – Council has not historically exercised any other delegations.

General power of the council to delegate:

377 *A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council, other than the following:-*

- *the appointment of a general manager*
- *the making of a rate*
- *a determination under section 549 as to the levying of a rate*
- *the making of a charge*
- *the fixing of a fee*
- *the borrowing of money*
- *the voting of money for expenditure on its works, services or operations*
- *the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment)*
- *the acceptance of tenders which are required under this Act to be invited by the council*
- *the adoption of a management plan under section 406*
- *the adoption of a financial statement included in an annual financial report*
- *a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6*
- *the fixing of an amount or rate for the carrying out by the council of work on private land*
- *the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work*

- *the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning & Assessment Act 1979*
- *the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194*
- *a decision under section 356 to contribute money or otherwise grant financial assistance to persons*
- *a decision under section 234 to grant leave of absence to the holder of a civic office*
- *the making of an application, or the giving of a notice, to the Governor or Minister*
- *this power of delegation*
- *any function under this or any other Act that is expressly required to be exercised by resolution of the Council.*

Comment: The above exceptions are reasonably numerous and generally relate to matters which could broadly be described as policy issues as opposed to management issues.

As Councillors are aware, the broad thrust of the Act is to have Councillors determining policy and the General Manager implementing those policies.

Council cannot delegate any function to a staff member other than the General Manager. However, the Council may delegate functions to persons who are not members of the Council's staff and to other bodies such as committees of the Council or community consultative committees.

Functions of General Manager:

- 335 1) *The general manager is generally responsible for the efficient and effective operation of the council's organisation and for ensuring the implementation, without undue delay, of decisions of the council.*
- 2) *The general manager has the following particular functions:*
- *the day-to-day management of the council*
 - *to exercise such of the functions of the council as are delegated by the council to the general manager*
 - *to appoint staff in accordance with an organisation structure and resources approved by the council*
 - *to direct and dismiss staff*
 - *to implement the council's equal opportunity management plan.*
- 3) *The general manager has such other functions as may be conferred or imposed on the general manager by or under this or any other Act.*

Functions which are designated to the General Manager [(2) and (3) above] cannot legally be exercised by Council.

Delegations by the General Manager:

- 378 1) *The general manager may delegate any of the functions of the general manager, other than this power of delegation.*
- 2) *The general manager may sub-delegate a function delegated to the general manager by the council to any person or body (including another employee of the council).*
- 3) *Sub-section (2) extends to a function sub-delegated to the general manager by the Council under section 377(2).*

Comment: *The manner in which the General Manager will carry out the day-to-day management of the Council is not specified, but is monitored through performance assessment processes. The General Manager has given staff appropriate delegations to carry out the day-to-day activities of council.*

Exercise of functions conferred or imposed on council employees under other Acts:

- 381 1) *If, under any other Act, a function is conferred or imposed on an employee of a council or on the mayor or a councillor of a council, otherwise than by delegation in accordance with this section, the function is taken to be conferred or imposed on the council.*
- 2) *Such a function may be delegated by the council in accordance with this part.*
- 3) *A person must not, under any other Act, delegate a function to:*
- *the general manager, except with the approval of the council*
 - *an employee of the council, except with the approval of the council and the general manager.*

Comment: *This is essentially a “housekeeping” clause designed to ensure that the effect of the Act or the desire of Council cannot be circumvented by other Acts.*

Why have delegations?

It reflects the intent of the LGA:

The intent of the LGA is to achieve a separation between the policy-making functions of the governing body of the Council and the implementation of policy by Council staff. In this regard, delegations allow for an appropriate sharing of functions between the Council and the general manager and staff of the Council by enabling the governing body to delegate to the general manager functions that relate to the day to day management of the Council.

Allows the governing body to function better:

The Councillors focus on important policy and strategic decisions and avoid having to determine matters of an operational or managerial nature.

It is neither possible nor necessary for the governing body to exercise all of its functions by resolution. Delegations are a governance tool that enables the governing body to exercise its functions through duly appointed representatives, ie. “delegates”.

Makes the best use of skilled human resources:

The Council achieves a greater return on its human resource investment by giving staff greater responsibility and autonomy in their respective skill areas.

Productivity:

An enhanced suite of delegations to staff can lead to greater levels of motivation and productivity.

Maximises overall administrative efficiency:

Delegation helps achieve optimum use of available human resources and achieve the highest possible rate of productivity at the lowest administrative cost. The cost of decision-making is reduced through eliminating costly and time-consuming formalised reporting to the Council.

Produces more responsive, informed and effective decisions:

The Council can be more responsive to its external environment when decisions are made by staff closest to, and with the most detailed knowledge of, issues and problems.

Safeguards:

Councillors will recall that Dr Lindsay Taylor of Lindsay Taylor Lawyers facilitated a councillor workshop on delegations on 2 June 2009. A significant part of the Workshop focussed on safeguards for the governing body in relation to delegations.

Dr Taylor advised councillors that, at law, a delegation is not regarded as a parting with power by the person who grants the delegation, but instead the conferring of authority to do things which the person who grants the delegation would otherwise have to do themselves. (See *Huth v Clarke (1890)*).

Dr Taylor also advised councillors that under the *Local Government Act 1993*, the following safeguards exist in relation to delegations:

- the governing body may impose such conditions or limitations on delegations as it considers necessary or desirable,
- the governing body retains the legal right to make a decision on a matter despite there being a delegation in relation to the matter,
- the governing body may review or revoke a delegation at any time.

Form of Delegation:

Advice was also taken from Dr. Lindsay Taylor in preparing the recommended form of delegation which is currently a component part of the General Manager's contract of employment. It allows the General Manager flexibility to carry out his duties whilst ensuring that decisions will be made in accordance with Council policies.

Comments

Financial Services

Not required.

Other staff comments

Not requested.

Public consultation

Not requested.

Recommendation

Pursuant to section 377 of the Local Government Act 1993, Council revoke all delegations of functions from the Council to the General Manager whenever made and delegates to the General Manager all of the functions of the Council under any Act or law that may be lawfully so delegated subject to the following conditions and limitations:

- 1 The delegate may not exercise a function under delegated authority if:
 - a. the exercise of the function involves the adoption or amendment of a policy of the Council, or would be inconsistent with the aims, objectives or provisions of any existing Council policy;
 - b. the function relates to the determination of a development application under the *Environmental Planning and Assessment Act 1979* of a kind specified in clause 3 of *Council Policy 5..2.2 – Development Assessment Panel – Role, Constitution & Operation*,
 - c. Council by resolution, direct that a particular matter be referred to Council for decision, in which event this delegation shall not apply to such particular matter unless and until such direction or resolution is revoked by further direction or resolution, or
 - d. in the case of a function (other than to bring, defend, appear in or settle proceedings), the matter to which the function relates is the subject of actual, threatened or apprehended proceedings in a court or other tribunal or is the subject of a public inquiry under any Act;
- 2 Only debts of \$5,000 or less may be written off by the General Manager.
- 3 The delegate must ensure that the conditions and limitations in paragraphs (a) and (b) apply to functions sub-delegated to Council staff by the General Manager where appropriate.
- 4 The General Manager continues to circulate to Councillors, in accordance with established practice, a list of development applications that have been lodged with the Council for determination.
- 5 The General Manager informs Councillors, at least every six (6) months of development application determinations made under delegation.

Report

Subject	June 2009 Quarterly Management Plan Review
File No	ED09/9505:EF09/1726
Prepared by	Executive Services Coordinator
Reason	Requirement of Local Government Act S.407(1)
Objective	Information for Councillors
Strategic Plan Link	Leadership by Innovation
Management Plan Project	This is a report on the outcomes of the 2008/2009 Management Plan

Overview of Report

This report relates to the performance of programmes and activities contained in the 2008/2009 Management Plan as at the conclusion of the quarter ended June 2009.

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.

Recommendation

That the report be received and noted.

JUNE QUARTERLY MANAGEMENT PLAN 2008/09 REVIEW						
	General Manager					
	Communications					
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
1	Communications Strategy	Recurring budget	<ul style="list-style-type: none"> ▪ Research Best Practice ▪ Audit current methods / results ▪ Interview staff / management Conduct survey ▪ Prepare revised strategy 	<ul style="list-style-type: none"> ▪ Aug 08 ▪ Aug 08 ▪ Oct 08 ▪ Jan 09 	<ul style="list-style-type: none"> Complete Complete Complete In progress 	<ul style="list-style-type: none"> Research has been incorporated into strategy. Audit of methods at Council has been documented. Survey conducted. Preparation of the revised strategy has been delayed as the Community Engagement Policy has taken precedence. As 'communications' fit within the new CE policy in the 'inform' level of the IAP2 spectrum there will be some commonality between comms and community engagement in future policies, strategies and guides.
2	Community Engagement Strategy		<ul style="list-style-type: none"> ▪ Develop community engagement strategy 	<ul style="list-style-type: none"> ▪ Mar 09 	<ul style="list-style-type: none"> In progress 	<ul style="list-style-type: none"> A draft Community Engagement policy is now complete and will be considered at the July Council meeting for endorsement and public exhibition.
3	Media and Public Relations Training and Support		<ul style="list-style-type: none"> ▪ Conduct media training for employees with media roles 	<ul style="list-style-type: none"> ▪ Ongoing 	<ul style="list-style-type: none"> In progress 	<ul style="list-style-type: none"> Media training package currently under consideration by HR. Awaiting funding approval.
4	Crisis Communication		<ul style="list-style-type: none"> ▪ Review current plan, update and redistribute to stakeholders 	<ul style="list-style-type: none"> ▪ Dec 08 	<ul style="list-style-type: none"> Complete 	<ul style="list-style-type: none"> Crisis Communication Plan now is place
5	Media Planning		<ul style="list-style-type: none"> ▪ Introduce media planning into all Council business units, programs and projects. 	<ul style="list-style-type: none"> ▪ Ongoing 	<ul style="list-style-type: none"> In progress 	<ul style="list-style-type: none"> Individual coaching and training continues with staff as required.

JUNE QUARTERLY MANAGEMENT PLAN 2008/09 REVIEW						
	General Manager					
	Executive Services					
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
1	Mayor of Lismore scholarships	\$20,000	<ul style="list-style-type: none"> Scholarships defined and awarded 	<ul style="list-style-type: none"> Jan 09 	Complete	Scholarships awarded.
2	Customer Service Improvement Project.	\$65,000	<ul style="list-style-type: none"> Customer Service Strategy developed 	<ul style="list-style-type: none"> Jul 08 	Complete	A customer service strategy has been developed
			<ul style="list-style-type: none"> Improvement Plan developed 	<ul style="list-style-type: none"> Aug 08 	Complete	An implementation plan has been developed to reflect the customer service strategy.
			<ul style="list-style-type: none"> Improvement Plan implemented 	<ul style="list-style-type: none"> Jun 09 	Not Started	The funding for this item was removed from the budget.
3	Customer Contact Quality Management Plan	Recurring Budget	<ul style="list-style-type: none"> Monitor quality of the service provided by the customer contact centre. 	<ul style="list-style-type: none"> Ongoing 	Complete	A quality management plan has been completed and is currently being implemented.
			<ul style="list-style-type: none"> Implement a continuous improvement process from the monitoring 	<ul style="list-style-type: none"> Ongoing 	Complete	Continuous improvement process now implemented.
4	Sister Cities Review	Recurring Budget	<ul style="list-style-type: none"> Review arrangements for all Sister Cities 	<ul style="list-style-type: none"> July 08 	In Progress	Due to workload associated with the new Council, the Strategic Plan, The new PAGs, the introduction of Trim and a large number of other priorities has seen this project delayed.
			<ul style="list-style-type: none"> Make recommendation for improvements to the process. 	<ul style="list-style-type: none"> Aug 08 	Not Started	As above
			<ul style="list-style-type: none"> Implement Improvements 	<ul style="list-style-type: none"> Dec 08 	Not Started	As above
5	Implement integrated planning methodology	Recurring Budget	<ul style="list-style-type: none"> Review Strategic Plan 	<ul style="list-style-type: none"> Nov 08 	Complete	The Community Strategic Plan was endorsed at the July 2009 Council meeting.
			<ul style="list-style-type: none"> Develop Delivery Plan 	<ul style="list-style-type: none"> Dec 08 	In Progress	As the Strategic Plan was only signed off in July 2009 the Delivery Plan has been delayed. The Delivery Plan will to be in place for the beginning 2010-11 budget processes and will be completed in time for this deadline.
			<ul style="list-style-type: none"> Develop Operational Plan 	<ul style="list-style-type: none"> Jun 09 	Not Started	The new planning structure will be in place for the 2010-11 cycle. The first Operational Plan will be completed at this time. The workload associated with the change over to the new planning structure was considerably underestimated at the time this Management Plan was developed.

JUNE QUARTERLY MANAGEMENT PLAN 2008/09 REVIEW					
General Manager					
Corporate Compliance					
Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
1 Risk management policies, procedures and programs clearly defined and achieved	Staff time	▪ Policies in place, reviewed annually	▪ Sep 08	Complete	A report went to the March meeting outlining the changes required to policies.
		▪ Supporting procedures in place	▪ Mar 09	In progress	Following the changes to the policies and a general review, program managers are currently updating the relevant procedures on a progressive basis.
		▪ Budget submission prepared 09/10 management plan to implement programs	▪ Jun 09	Complete	This submission has been included in the draft budget.
2 Councillor Induction and Training	Recurring budget	▪ Initial Councillor Induction	▪ Oct 08	Complete	Induction was completed through a variety of workshops following the election of the new Council
		▪ Introduction to Local Government.	▪ Dec 08	Complete	A workshop was conducted and information presented to Councillors on a regular basis.
		▪ Ongoing Training	▪ Ongoing	In progress	Draft media training package currently under review

JUNE QUARTERLY MANAGEMENT PLAN 2008/09 REVIEW						
	General Manager					
	Human Resources and Organisational Development					
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
1	Staff Attraction and Talent Management	Staff Time	▪ Develop in partnership with directorates a target pool of individuals to develop and retain.	▪ Jan 09 - Ongoing	Commenced	Continuing roll out of concept to other sections of the organisation. Discussions continuing with Program Managers and supervisory staff to refine training and development opportunities.
			▪ Monitor and enhance benefits offered to staff.	▪ Jan 09 - Ongoing	Ongoing	Analysis of feedback from staff opinion survey, staff exit interviews, recruitment feedback. Strategies developed in consideration of available budget allocation.
			▪ Develop a Workforce Plan	▪ Oct 09	Commenced	Research leave entitlements and age profile of workforce. Consult with ExCom and Program Managers to develop a risk assessment process/matrix to identify likelihood and impacts of staff exits.
			▪ Roll Out to Program Managers.	▪ Oct 09	Current	Timeline being developed. Subject of an SCU intern within HR undertaking related research and project work.
2	Performance Management	\$10,000 Consultant support	▪ Establish measurable KPIs for all Program areas to Program Mgr level.	▪ Ongoing	Commenced	Links to GM's Performance Plan and Review established. Flow down to Executive Director and Program Manager performance plan objectives occurring.
			▪ Establish measurable KPIs in three key focus areas for teams and individuals.	▪ Ongoing	Commenced	OH&S KPIs for teams established; KPIs for teamwork established in some areas; customer service KPIs finalised.
			▪ Provide training for all supervisory staff in conducting effective performance discussions.	▪ May 09	Commenced	Training being scheduled. Progress slowed due to budget constraints. Interim informal coaching and advisory service continues to support staff unfamiliar with process prior to provision of formal training.
			▪ Establish a pilot test group for on-line performance and skills reviews.	▪ Annual review time	Commenced	Electronic template utilised for some Nov 2008 staff reviews. Access to electronic documentation 'R Drive' also now utilised more by outdoor supervisory staff.
3	Pay for Performance System	Staff time	▪ Updated Pay for Performance system developed.	▪ Oct 08	Completed	Performance pay procedure finalised. Applications received.
			▪ Criteria and measures established.	▪ Nov 08	Completed	Broad criteria established. Ongoing refinements.
4	Organisational Culture, Leadership, Management Development	Yr 3 of \$10,000 pa	▪ Deliver group sessions for Coordinator-level staff.	▪ Ongoing 08-09	Ongoing	Sessions commenced late 08. Workshops to be planned to convey the new 09 structure expectations.
			▪ Feedback process for other Coordinator-level staff.	▪ Ongoing 08-09	Ongoing	Scheduled mid 09. Program postponed awaiting finalisation of new structure.
			▪ Collate and communicate results from employee survey and culture.	▪ Ongoing 08-09	Completed	Actions being finalised. Key themes emerging from staff feedback utilised to inform organisational structure review.

Human Resources and Organisational Development						
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
5	Smoke-Free Workplace	Staff Health Programs	• Survey and monitor staff on Quit Program.	• May 08	Completed July 08	Further brief survey to supervisors undertaken Nov 08 to review compliance.
			• Identify all relevant worksites for "Smoke-Free Site" signage.	• Jun 08	Completed July 08	Smoke Free Site signs (38) erected and stickers attached to relevant sites. Butt bins installed at relevant sites.
			• Reissue communication on implementation target dates.	• April 08	Completed May 08	Ongoing communication, support and Quit assistance provided to smokers.
			• Review and report on compliance.	• Sept 08 Ongoing	Completed Sept 08	Reported to ExCom and General Manager immediately following changeover date. Formal communication to Council contractors.
			• Recruitment material highlights smoke-free workplace.	• July 08	Completed July 08	All information packages and advertisements for vacant positions signal to potential applicants that Council is a smoke free workplace.
6	Asbestos Management Plan	\$30,000 StateCover Rebate	• Identify staff members who may be exposed to asbestos containing materials.	• Ongoing	Ongoing	Notification of Exposure forms provided to all relevant sections for staff completion and recording of past and future possible exposure to asbestos containing material.
			• Provide relevant accredited training.		Completed	16 staff trained in Bonded Asbestos Removal and Bonded Asbestos Removal Supervision
			• Monitor Assets and Support Services' completion of Asbestos Mgt Plan, Recommendations and Regulation 2001 requirements.	• Feb 09	Ongoing	New tenders sought and received and after reference checking the successful tenderer will be requested to assess all Council's properties for asbestos and other hazardous containing material (eg lead paint). A register will be developed and those properties identified to contain hazardous materials will be categorised into high and low risk and a management plan established. The property assessments were expected to be completed by July 09. Due to unforeseen circumstances there was a budget shortfall and thus the property assessments have had to be put on hold until further funds are provided/available.
			• Coordinate health surveillance for identified or at-risk staff.	• Mar 09	Ongoing	Database being developed to record employee exposure and possible exposure to asbestos containing material (plus other hazardous material exposures). A health surveillance program is being developed in conjunction with Council's medical services providers to assess and monitor employee health. The Dust Diseases Board Mobile Lung Bus has been booked to conduct chest and lung screening for 100 staff on August 31 and September 1, 2009.
7	Learning and Development	Staff Time	• Coordinate the delivery of learning and development opportunities to organisational units.	• Ongoing	Ongoing	Enhancement to process with development of Corporate Electronic Calendar for implementation during 09 skills assessment process, on-line training nominations.
			• Continue to develop and implement learning and development opportunities.	• Ongoing	Ongoing	Comprehensive and targeted learning and development programs and statutory training being delivered with some budget constraints for '09 training. Research additional funding opportunities to supplement the existing budget.
8	Regional Collaboration and Resource Sharing	Staff Time	• Collaborate with Councils to deliver specialist HR services and enhance HR service levels.	• Ongoing	Ongoing	Regional working party completed best practice review of performance review documentation .
		\$5,000	• Finalise shared tender process for Workers' Compensation Insurer.	• May 08	Completed July 08	Service Level Agreement with performance measures for Council and StateCover finalised Jan 09.
		\$15,000	• Develop and maintain focussed and intensive Injury management services.	• Sept 09	Ongoing	Supervisors' skills training scheduled for Mar 09, however, delayed due to budget constraints.
			• Managers follow up all incidents and injuries.	• Ongoing	Ongoing	Downward trend in Lost Time Injuries continues. StateCover offering monetary incentive for timely reporting of incidents.

JUNE QUARTERLY MANAGEMENT PLAN 2008/09 REVIEW						
	General Manager					
	Finance					
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
1	Implement improved Desktop Financial Reporting	Staff time	▪ Determine access rights and provide access to software	▪ Oct 08	Completed	Access rights determined and finalised
			▪ Provide training to nominated staff	▪ Nov 08	Completed	Training provided to nominated staff.
			▪ Undertake a satisfaction survey with nominated staff	▪ Feb 09	Not Started	Training included a follow-up on requirements. The survey will be undertaken as part of the follow-up in 2009/10.
2	Review Major Capital Works Program	Staff time	▪ Workshop presentation to Councillors	▪ Feb 09	Completed	Discussed at the March 5, 2009 Workshop on the alignment of financial priorities and strategic requirements.
			▪ Prepare a report to Council based on the outcome of the Workshop	▪ April 09	Not Started	Deferred pending overall review of recurrent budgets during 2009/10.
3	Integrated Financial Planning (Stage1)	Staff time	▪ Prepare detailed list of all Council planning and strategic documents	▪ Oct 08	Progressing	Compilation of a comprehensive list completed.
			▪ Assess the financial impact of each on Council's finances with relevant Program Manager	▪ Mar 09	Not Started	Will be completed in 2009/10 as part of the Integrated Planning and Reporting Framework.
4	Preparation of new S94 Contributions Plan	Staff time	▪ Meet financial information requirements of the Working Party	▪ Feb 09	Progressing	Preliminary meeting to discuss requirements. Process delayed pending assessment of impact of new guidelines for the preparation of Section 94 Plans issued by State Government
			▪ Assess financial impact of new S94 plan on Council's finances	▪ Mar 09	Not Started	To commence after draft plan prepared
5	Fraud Prevention Plan	Staff time	▪ Prepare a Fraud Prevention plan with reference to contemporary practices	▪ Mar 09	Progressing	Option of a resource sharing arrangement with Ballina Shire Council explored but not successful. Will assess option to complete in-house during 2009/10.

JUNE QUARTERLY MANAGEMENT PLAN 2008/09 REVIEW						
	Infrastructure Services					
	Roads and Bridges					
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
1	Capital Works Program	Capital Budget 2008/2009	▪ Undertake funded capital works projects for road and bridge assets	▪ Jun 09	Ongoing	Program of works progressing on schedule
			▪ Develop and review future capital works programs for roads and bridges		Completed	Capital Works program for next budget approved by Council.
2	Maintain the effective life of assets within Roads & Bridges.	Maintenance Budget 2008/2009	▪ Undertake annual asset inspection programs	▪ Jun 09	Ongoing	Asset condition inspections carried out.
			▪ Undertake footpath condition surveys		Completed	Condition inspections for footpaths completed.
			▪ Undertake maintenance works in accordance with standards and agreed service levels		Ongoing	Maintenance works progressing on schedule
			▪ Develop activity guidelines		Commenced	Commence preparations in 2009.
3	Safety Management	2008/2009 Budget	▪ Review Safety Management Plans		Ongoing	Management Plans currently being reviewed
			▪ Review Safe Work Method Statements		Completed	Safe Work Method Statements Reviewed.
			▪ Undertake risk assessments for all activities		Ongoing	Documented Risk assessments undertaken
4	Customer Service	2008/2009 Budget	▪ Respond to customer requests within adopted standards	▪ Ongoing	Ongoing	Monitoring response times
			▪ Undertake community consultation for major and sensitive projects		Ongoing	Pre-planning procedure for all major works
			▪ Provide project information to affected stakeholders		Ongoing	Notifications issued to all stakeholders.

JUNE QUARTERLY MANAGEMENT PLAN 2008/09 REVIEW						
	Infrastructure Services					
	Contracts and Private Works					
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
1	Business Management Systems	Contract & Private Works Budget 2008/2009	▪ Review Safety Management Systems	▪ Jun 09	Completed	Updated documentation in accordance with new RTA guidelines.
			▪ Review Quality Management Systems and Procedures		Completed	Updated documentation in accordance with new RTA guidelines.
			▪ Review Environmental Management Systems		Completed	Updated documentation in accordance with new RTA guidelines.
			▪ RTA Audit of BMS		In Progress	
2	Provide an additional income stream for Council	Contract & Private Works Budget 2008/2009	▪ Net profit achieved for private works undertaken for 2008/2009.	▪ Jun 09	Ongoing	Income in excess of actual costs
			▪ Net profit achieved for RTA works undertaken for 2008/2009.		Ongoing	Income in excess of actual costs
3	Successfully negotiate new contract agreement with NSW Roads & Traffic Authority for State Roads	Contract & Private Works Budget 2008/2009	▪ Review actual costs and submit competitive prices	▪ Aug 08	Completed	Actual costs reviewed for new Contract with RTA.
			▪ Tender submitted on time		Completed	Tender submitted on time.
			▪ Acceptance of offer		Completed	Contract signed and accepted by RTA.

JUNE QUARTERLY MANAGEMENT PLAN 2008/09 REVIEW						
	Infrastructure Services					
	Parks and Recreation					
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
1	Capital Works Program	Capital Budget 2008/2009	<ul style="list-style-type: none"> Undertake funded capital works projects for parks and recreation facilities 	Jun 09	Completed	Playground upgrades completed.
2	Operational and Maintenance Programs	Maintenance Budget 2008/2009	<ul style="list-style-type: none"> Maintain assets in accordance with activity guidelines and agreed levels of effort 	Jun 09	Ongoing	Currently reviewing levels of service for all facilities.
3	Maintain the effective life of assets within parks and reserves.	Maintenance Budget 2008/2009	<ul style="list-style-type: none"> Undertake annual condition assessments of assets. 	Jun 09	Completed.	Condition assessment completed.
			<ul style="list-style-type: none"> Update Future Capital Works Program 		Completed.	Future Capital Works program for Parks developed.
4	Safety Management Systems		<ul style="list-style-type: none"> Develop Safety Management Plans 	Annually	Commenced	Safety Management Plans being developed.
			<ul style="list-style-type: none"> Review Safe Work Method Statements 		Completed	Safe Work Method statements reviewed.
			<ul style="list-style-type: none"> Undertake risk assessments for all activities 		Completed	Risk assessments completed for all activities.
5	Benchmarking Work Activities		<ul style="list-style-type: none"> Undertake internal benchmarking 	Ongoing	Commenced	Reviewing fourth quarter results.
			<ul style="list-style-type: none"> Develop industry best practice for Parks activities 			
6	Improve Customer Service Levels		<ul style="list-style-type: none"> Respond to customer requests. 	Ongoing	Ongoing	Response times being monitored.
			<ul style="list-style-type: none"> Liaise with all sporting group users 		Ongoing	Winter sports facilities in place
			<ul style="list-style-type: none"> Determine TPO applications 		Ongoing	TPO applications processed on time.

JUNE QUARTERLY MANAGEMENT PLAN 2008/09 REVIEW						
Infrastructure Services						
Water Supply Services						
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
1	Capital Works Program	Capital Budget 2008/2009	<ul style="list-style-type: none"> Award tenders and engage contractors to undertake Water Mains Renewals 	Jun 09	Completed	Renewed 1370metres water mains.
			<ul style="list-style-type: none"> Update future Capital Works Program 		Complete	Updated forward works program developed as part of Strategic Plan
2	Maintain the effective life of assets within Water	Operational Budget 2008/2009	<ul style="list-style-type: none"> Maintain assets in accordance with industry standards and agreed service levels. 	Jun 09	Ongoing	Water assets being maintained in accordance with adopted standards
			<ul style="list-style-type: none"> Undertake annual condition assessments 			
3	Benchmarking Activities	Maintenance Budget 2008/2009	<ul style="list-style-type: none"> Undertake internal benchmarking 	Annual	In Progress	Commenced activity based costings
			<ul style="list-style-type: none"> Participate in benchmarking with other Water authorities 			
4	Safety Management Systems	2008/2009 Budget	<ul style="list-style-type: none"> Develop Safety Management Plan 	Jun 09	In Progress	Safety Management Plan development commenced
			<ul style="list-style-type: none"> Review Safe Work Method Statements 		In Progress	Commenced review of Safe Work Method Statements.
			<ul style="list-style-type: none"> Undertake risk assessments for all activities 		Complete	Risk assessments undertaken for all work activities.
5	Improve Customer Service Levels	2008/2009 Budget	<ul style="list-style-type: none"> Ensure 95% compliance with NHMRC bacteriological water quality guidelines for the provision of filtered water 	Weekly	In Progress	Currently full compliance
			<ul style="list-style-type: none"> Respond to water service repairs within 4 hours during normal hours 	Ongoing	Completed	Response times within 4 hours. 75% interruptions less than 4 hours.
			<ul style="list-style-type: none"> Monitor mains breaks/km 	Ongoing	Completed	19breaks per 100km (total 67 mains breaks)
6	Integrated Water Cycle Management Strategy	\$25,000 (plus \$25,000 in wastewater budget)	<ul style="list-style-type: none"> Completion of Integrated Water Cycle Management Strategy 	Dec 08	In progress	Final draft strategy report received and consultation with project reference group undertaken. Currently waiting on final comments from DWE. Anticipated that document will be reported to Council in September, following which it may be placed on public exhibition prior to final adoption.
7	Demand Management Plan	Included in IWCM budget	<ul style="list-style-type: none"> Co-operate with Rous Water and other constituent councils in review of Regional Demand Management Plan 	Jun 09	In progress	Revised Regional Demand Management Plan recently adopted by Rous Water. Anticipated Rous Water will request constituent Councils to adopt Regional Demand Management Plan in the near future.
			<ul style="list-style-type: none"> Completion of local Demand Management Plan 	Jun 09		Commencement of project delayed awaiting completion of Regional Plan and IWCM Strategy. Project scope also expanded to include consideration of effluent reuse and other alternate sources. It is proposed that development of this plan will be undertaken in two stages over two years (ie 2009/10 and 2010/11)
8	Drought Management Plan	Included in IWCM budget	<ul style="list-style-type: none"> Co-operate with Rous Water and other constituent councils in review of Regional Drought Management Plan 	Jun 09	In progress	Draft Regional Drought Management Strategy currently with constituent Councils for comment, prior to further consideration by Rous Water.
			<ul style="list-style-type: none"> Completion of local Drought Management Plan 	Jun 09		Commencement of project delayed awaiting completion of Regional Plan. Forecast completion Jun 2010.
9	Water Loss Management Program	Included in Demand Management and Capital Works budgets	<ul style="list-style-type: none"> Investigate and develop Water Loss Management Program 	Dec 08	In progress	In progress. Awaiting further action by consultant. Anticipated completion date September 2009.
			<ul style="list-style-type: none"> Commence implementation of program. (Implementation planned over 2-3 years) 	Ongoing		Program of works to be developed following completion of initial investigation consultancy.
10	Water Meter Replacement Program	Included in Capital Works budget	<ul style="list-style-type: none"> Establish water meter replacement program 	Jun 09	In Progress	Water meter replacement program commenced.
			<ul style="list-style-type: none"> Implementation of program 	Ongoing		
11	Servicing strategies for new urban release areas	Costs to be met from s64 reserves	<ul style="list-style-type: none"> Completion of draft servicing strategy for new urban release areas, for concurrent exhibition with DLEP 	Exhibition date for DLEP	In Progress	Recent progress made with determining costs of servicing new urban release areas. This topic is planned to be the subject of a Council workshop in September 2009.

JUNE QUARTERLY MANAGEMENT PLAN 2008/09 REVIEW						
	Infrastructure Services					
	Wastewater Services					
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
1	Capital Works Program	Capital Budget 2008/2009	<ul style="list-style-type: none"> Award tenders and complete Wastewater Capital Works Program in accordance with designs 	Jun 09	Completed	Renewed 1305 metres of sewer mains.
2	Maintain the effective life of assets within Wastewater	Operational Budget 2008/2009	<ul style="list-style-type: none"> Maintain assets in accordance with activity guidelines and agreed levels of effort 	Jun 09	Commenced	Assets being maintained in accordance with guidelines.
			<ul style="list-style-type: none"> Undertake annual asset condition surveys 		Commenced	CCTV commenced on existing assets.
3	Compliance of Wastewater systems in accordance with DEC License	Operational Budget 2008/2009	<ul style="list-style-type: none"> Undertake annual asset inspection program 	Jun 09	Commenced	Asset inspection program commenced.
			<ul style="list-style-type: none"> Update Future Capital Works Program 		Completed	Capital Works Program for next year compiled.
4	Safety Management Systems	2008/2009 Budget	<ul style="list-style-type: none"> Develop Safety Management Plan for Operational activities 	Jun 09	Commenced	Safety Management Plan being developed.
			<ul style="list-style-type: none"> Review Safe Work Method Statements 		Ongoing	Review of SWMS commenced and ongoing.
			<ul style="list-style-type: none"> Undertake risk assessments for all activities 		Completed	Risk assessments undertaken for all work activities.
5	Improve Customer Service Levels within wastewater services	2008/2009 Budget	<ul style="list-style-type: none"> Respond to sewer chokes within four hours (during normal working hours) 	On going	Commenced	Total of 531 sewer chokes responded to. 95% of sewer chokes responded to within 4 hours.
			<ul style="list-style-type: none"> Ensure Trade Waste customers comply with development consents and annual compliance 	Annually	Ongoing	Trade Waste compliance inspections ongoing.
6	Clunes Wastewater	Capital Budget 2008/2009	<ul style="list-style-type: none"> Prepare design scope and specifications for project 	Jun 09	In progress	Further progress made with investigations. This project is planned to be the subject of a Council workshop in September.
			<ul style="list-style-type: none"> Undertake environmental assessments 			EIS process is ready to go with a consultant identified and able to proceed as soon as Council gives approval to commence studies. Considered prudent to delay commencement until after Council workshop in September.
7	Integrated Water Cycle Management Strategy	\$25,000 (plus \$25,000 in water supply budget)	<ul style="list-style-type: none"> Completion of Integrated Water Cycle Management Strategy 	Dec 08	In progress	Final draft strategy report received and consultation with project reference group undertaken. Currently waiting on final comments from DWE. Anticipated that document will be reported to Council in September, following which it may be placed on public exhibition prior to final adoption.
8	Servicing strategies for new urban release areas	Costs to be met from s64 reserves	<ul style="list-style-type: none"> Completion of draft servicing strategy for new urban release areas, for concurrent exhibition with DLEP 	Exhibition date for DLEP	In progress	Recent progress made with determining remaining capacity of Goonellabah sewerage system and costs of servicing new urban release areas. This topic is planned to be the subject of a Council workshop in September 2009.

JUNE QUARTERLY MANAGEMENT PLAN 2008/09 REVIEW						
	Infrastructure Services					
	Road Safety Program					
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
1	Stakeholder Communication	Staff time and recurrent budget	<ul style="list-style-type: none"> Attend meetings and maintain good communications with key stakeholders – NSW Police – Highway Patrol , Licensing and Crime Prevention, North Coast Area Health Service, Lismore City Liquor Accord, Southern Cross University, RTA 	<ul style="list-style-type: none"> Ongoing as required 	In progress.	NSW Police - Monthly meetings held. NCAHS - Monthly meetings to progress the Reduce Risk Increase Student Knowledge (RRISK) project. Lismore Liquor Accord - Attendance at Executive Liquor Accord meeting providing updates on the Late Nighter Service and the Patron Education Program. Attended regional RTA meeting and ongoing correspondence with RTA representatives. Regional Car Pooling Project has been progressed significantly and due for phase 1 launch in August
			<ul style="list-style-type: none"> Support Police road safety enforcement programs as requested and determined in consultation with NSW Police and the RTA 	<ul style="list-style-type: none"> As required 	Complete	Don't Be a Clown - Slow Down Project. Consultation with local police to determine areas with increased crash rates. Placement of Speed trailer attempting to slow traffic down. Placement of Classifiers to monitor traffic flow and speeds. Enforcement activity carried out by Police. Roads targeted between March-June include the Bruxner Highway, Wyrallah Rd, Bangalow Rd & Dunoon Rd, Caniaba Road, Nimbin Road, Kyogle Road and Rous Road. Results analysed and reports sent to both Police and RTA.
			<ul style="list-style-type: none"> Provide support and assistance to stakeholders to conduct their own road safety events 	<ul style="list-style-type: none"> Ongoing as required 	Complete	Supported NAIDOC Week, Lismore Show, Lismore Cup
2	Graduated Licencing Scheme Workshops	\$2,000	<ul style="list-style-type: none"> Conduct workshops for parents/ supervisors of learner drivers 	<ul style="list-style-type: none"> Aug 08 	Not Started	August workshop cancelled due to illness of staff member and low participant numbers. Participants rescheduled to November workshop.
				<ul style="list-style-type: none"> Nov 08 	Complete	Workshop completed at Ballina on the 9 Dec 09 with approx. 20 participants.
				<ul style="list-style-type: none"> Feb 09 	Complete	Workshop completed at Lismore on the 12 Mar 09 with approx. 35 participants.
				<ul style="list-style-type: none"> May 09 	Complete	Workshop completed on 27 May 09 in Ballina with approx. 20 participants.

Road Safety Program (Cont)						
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
3	RRISK 2008/09	Staff time	a. Secure funding from adjoining local government areas that participate in the RRISK program	▪ July 08	Complete	Funding secured.
		Staff time	▪ Attend stakeholder planning meetings	▪ Monthly	Complete	Meetings attended 16 Feb 09 , 9 Mar 09 & 30 Mar09.
		\$19,500	▪ Conduct seminars	▪ Nov 08	Complete	Seminars successfully conducted.
4	Lismore Late-Nighter	\$28,900	▪ Co-ordinate late night bus service every Saturday night and other special events	▪ Jun 08	Complete	Chaired the Late Nighter Steering Committee meeting on 10 Feb. 09. The next meeting has been scheduled for 30 Apr 09. The Committee is currently investigating funding options for the 09/10 financial year and the possibility of targeting the Aboriginal Community with funding for this project from the Ministry of Transport. Additional funding of \$5,000 received from Community Development Support Expenditure program towards costs of the Late Nighter service in 2009/10. Additional funding of \$20,000 received from the RTA for the alternate transport scheme in 2009/10 which will be used to offset costs of the Late Nighter Service and transportation for special events e.g. Lismore Show, Lismore Cup.
5	Lismore Cup Week	Staff time and \$1,800 from RTA	▪ Co-ordinate drink/drive campaign targeting race-goers	▪ Sep 08	Complete	No recorded Drink Drive offences recorded on Cup Day.
6	2008-2011 Road Safety Strategic Plan	Staff time	▪ Prepare draft 2008-2011 Road Safety Strategic Plan and distribute for comment	▪ July 08	Complete	The plan was completed and distributed.
			▪ Final Plan prepared and adopted	▪ Sep 08	Complete	Final draft reported to November 2008 Council meeting and adopted.

JUNE QUARTERLY MANAGEMENT PLAN 2008/09 REVIEW						
	Infrastructure Services					
	Asset Management					
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
1	Undertake a fair value assessment of Council's roads, drainage and miscellaneous assets in accordance with the direction of the Department of Local Government	\$100,000	<ul style="list-style-type: none"> ▪ Develop a brief to appoint a consultant to undertake the assessment ▪ Call quotations/expressions of interest to undertake the assessment ▪ Award contract for consultant to undertake the assessment ▪ Consultant to undertake assessment and deliver final report. ▪ Input data to Council's asset management software package 	<ul style="list-style-type: none"> ▪ Sept 08 ▪ Oct 08 ▪ Dec 08 ▪ 30 April 09 ▪ 30 June 09 	<ul style="list-style-type: none"> In progress Not started Not started Not started Not started 	<ul style="list-style-type: none"> Department of Local Government has advised that they have deferred this requirement until 30 June 2010. Brief will have two parts being 1. Data collation and validation and 2. Valuation. Department of Local Government has advised that they have deferred this requirement until 30 June 2010. The exercise will now be undertaken in the first part of 2010 to meet the revised deadline. As above likely to be undertaken in two parts. As above likely to be undertaken in two parts. As above the new deadline is 30 June 2010.
2	Continue with development of an Asset Management Plan for Sealed Roads	Staff time	<ul style="list-style-type: none"> ▪ Prepare draft asset management plan ▪ Adopt asset management plan 	<ul style="list-style-type: none"> ▪ Aug 08 ▪ Dec 08 	<ul style="list-style-type: none"> In progress Not started 	<ul style="list-style-type: none"> Council adopted a new timeline for preparation of the plan at its meeting of 9 June 2009. The draft plan is now due to be presented to Council in December 2009. Staff are currently reviewing and validating data that will feed into the process. Council adopted a new timeline for preparation of the plan at its meeting of 9 June 2009. The draft plan is now due to be presented to Council in December 2009.
3	Continue to review and update data as required in Council's asset management software package -AIM	Staff time	<ul style="list-style-type: none"> ▪ Review data and amend/update as required 	<ul style="list-style-type: none"> ▪ Ongoing 	<ul style="list-style-type: none"> In progress 	<ul style="list-style-type: none"> Data is reviewed and updated as required.
4	Develop an Asset Management Policy after completion of the sealed roads asset management plan	Staff time	<ul style="list-style-type: none"> ▪ Develop draft policy ▪ Advertise draft policy for comment ▪ Consider feedback, amend if necessary and adopt policy 	<ul style="list-style-type: none"> ▪ Mar 09 ▪ April 09 ▪ June 09 	<ul style="list-style-type: none"> Complete Complete Complete 	<ul style="list-style-type: none"> Council adopted an asset management policy based on the IPWEA model policy at its meeting of 14 April 2009. Community input to the draft policy was sought via the Infrastructure/Assets PAG Policy was adopted at the April 2009 Council meeting.
5	Progressively develop and implement Asset Management Plans for all Council Assets	Staff time	<ul style="list-style-type: none"> ▪ Develop an asset management plan for at least one group of assets per annum 	<ul style="list-style-type: none"> ▪ June 09 	<ul style="list-style-type: none"> In progress 	<ul style="list-style-type: none"> Council adopted a new timeline for preparation of an asset management plan for sealed roads at its meeting of 9 June 2009. The draft plan is now due to be presented to Council in December 2009. Staff are currently reviewing and validating data that will feed into the process.
6	Investigate and undertake street lighting improvements where appropriate in response to resident requests	Staff time and \$14,000	<ul style="list-style-type: none"> ▪ Investigate requests as they are received ▪ Arrange quotations from Country Energy where required and installation of lighting where approved 	<ul style="list-style-type: none"> ▪ Within 8 weeks of initial enquiry ▪ Within 3 months of Country Energy being requested to do the work 	<ul style="list-style-type: none"> In progress In progress 	<ul style="list-style-type: none"> Requests are investigated as they come to Council. Country Energy are currently quoting on a significant backlog of approved work.

JUNE QUARTERLY MANAGEMENT PLAN 2008/09 REVIEW						
Infrastructure Services Properties						
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
1	Complete construction of the Lismore Sports and Aquatic Centre at Goonellabah	\$8,500,000	<ul style="list-style-type: none"> Supervise contractor to ensure Council's needs and contractual obligations are met Building completed and open for operation 	<ul style="list-style-type: none"> Ongoing Dec 09 	<ul style="list-style-type: none"> Complete Complete 	<ul style="list-style-type: none"> The centre was officially opened on 4 April 2009. Building was officially opened on 4 April 2009.
2	Undertake tender/EOI process to appoint a manager at Nimbin Caravan Park including provision of a new manager's residence and improvements to facilities	\$100,000	<ul style="list-style-type: none"> Prepare a tender/EOI document Advertise Consider responses Appoint a manager Construct manager's residence Prepare program of improvements Implement program of improvements 	<ul style="list-style-type: none"> June 08 June 08 July 08 Aug 08 Dec 08 Feb 09 Ongoing 	<ul style="list-style-type: none"> Complete Complete Complete Complete In progress In progress In progress 	<ul style="list-style-type: none"> Tender documentation completed Tender advertised Responses collated and considered A new manager has been appointed to the position and took up residency at the park in April 2009. The manager is currently living in his own van. A contract for provision of a new residence has been awarded with work due for completion in August 2009. Some improvements identified and will be undertaken as part of the provision of the new manager's residence. Application lodged for funding from the Federal Government jobs program for improvements to amenities building and construction of a covered food preparation/dining area. Dependent on outcome of grant application.
3	Undertake tender/EOI process to appoint a manager of the Lismore Transit Centre	Staff time	<ul style="list-style-type: none"> Prepare a tender/EOI document Advertise Consider responses Appoint a manager 	<ul style="list-style-type: none"> June 08 June 08 July 08 Aug 08 	<ul style="list-style-type: none"> Complete Complete Complete Complete 	<ul style="list-style-type: none"> Tender documentation completed Tender advertised Responses collated and considered Manager appointed to 31 July 2009. Changes are in progress to convert the centre to an unmanned facility from 1 August 2009 as a result of decreasing revenues to the centre and increasing costs. Improved security and lighting, extended opening hours and removal of charges for use of showers will
4	Undertake tender/EOI process to appoint a manager of the Goonellabah Community Centre	Staff time	<ul style="list-style-type: none"> Prepare a tender/EOI document Advertise Consider responses Appoint a manager 	<ul style="list-style-type: none"> Oct 08 Nov08 Jan 09 Feb 09 	<ul style="list-style-type: none"> In progress Not started Not started Not started 	<ul style="list-style-type: none"> Reviewing service requirements - examining alternate options for management of the centre Reviewing service requirements - examining alternate options for management of the centre Reviewing service requirements - examining alternate options for management of the centre Reviewing service requirements - examining alternate options for management of the centre
5	Review Council's fire safety services contract and undertake a tender/EOI process to appoint a contractor	Staff time and recurrent budget	<ul style="list-style-type: none"> Review existing contract Prepare a tender/EOI document Advertise Consider responses Appoint a contractor 	<ul style="list-style-type: none"> Aug 08 Sept08 Oct 08 Nov 08 Dec 08 	<ul style="list-style-type: none"> Complete In progress Not started Not started Not started 	<ul style="list-style-type: none"> Existing contract has been reviewed and suggested improvements incorporated into new draft contract. Document has been drafted but finalisation has been deferred as staff resources are fully committed to preparing an asset management plan for sealed roads for the remainder of 2009. Process will be revisited in early 2010 following completion of the asset management plan. As above As above As above
6	Maintain Council's register of leases and licences for Council property	Staff time and recurrent budget	<ul style="list-style-type: none"> Review existing register for accuracy and completeness Develop a written procedure for updating the register Update register as required by the procedure 	<ul style="list-style-type: none"> July 08 Sept 08 Ongoing 	<ul style="list-style-type: none"> In progress In progress In progress 	<ul style="list-style-type: none"> Continuing to review as required. Ongoing process. Procedure has been developed and implemented but not yet documented. Continuing to update as required. Ongoing process.

Properties (Cont)						
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
7	Land and Building Register	Staff time and recurrent budget	▪ Review existing register for accuracy and completeness	▪ Aug 08	In progress	Numerous inaccuracies requiring correction have been found and the review is continuing. Recommended changes to land classifications have been identified and will be dealt with as part of the comprehensive LEP process.
			▪ Update the register as required following the completion of the review	▪ Dec 08	In progress	Register updated as required. Some matters awaiting outcome of the LEP process.
			▪ Develop a written procedure for ongoing updates of the register	▪ Oct 08	Not started	Procedure needs to be developed to reflect Council's new records management system - TRIM. Resources have been focussed on identifying and correcting the errors in the land and building register.
			▪ Update register as required by the procedure	▪ Ongoing	In progress	Register updated as required.
8	Prepare an Asbestos Management Plan for Council properties	\$30,000	▪ Appoint consultant to prepare Asbestos Management Plan	▪ June 08	In progress	Quotations received for work and have been reviewed. Report with recommendation for engagement drafted. Additional funding is required for the scope of works and will be addressed in the September 2009 quarterly budget review.
			▪ Conduct an audit of Council properties to determine presence of asbestos etc.	▪ July 08	Not started	Quotations received for work and have been reviewed. Report with recommendation for engagement drafted. Additional funding is required for the scope of works and will be addressed in the September 2009 quarterly budget review.
			▪ Receive report and draft plan from consultant	▪ Sept 08	Not started	Quotations received for work and have been reviewed. Report with recommendation for engagement drafted. Additional funding is required for the scope of works and will be addressed in the September 2009 quarterly budget review.
			▪ Adopt and implement Asbestos management Plan	▪ Dec 08	Not started	Quotations received for work and have been reviewed. Report with recommendation for engagement drafted. Additional funding is required for the scope of works and will be addressed in the September 2009 quarterly budget review.
9	Continue marketing and sale of properties at Council's Airport Industrial Subdivision	Staff time	▪ Market properties	▪ Ongoing	In progress	Currently Lot 6 and lot 22 are for sale.
			▪ Finalise all current negotiations.	▪ Sept 08	In progress	Council has exchanged contracts on sale of lots 21, 4 and 5. Legal representation for Lot 21 has referred the Crown DA to the Planning Minister for determination. Negotiations continuing with purchaser of lots 4 and 5 regarding filling. Contract exchange on lots 7 and 8 has not yet occurred - potential purchaser is preparing an amended DA to lodge with Council and will seek to gain approval before committing to the purchase.
			▪ Complete sale of all properties	▪ June 09	In progress	The sale of these properties is difficult in the current economic climate.
10	Undertake annual Fire Safety inspections for Council buildings	Staff time and recurrent budget	▪ Conduct annual fire safety inspections for Council-owned properties	▪ Ongoing	Complete	Inspections undertaken in accordance with requirements of Council's building services section.
11	Review Council's kerbside dining policy	Staff time	▪ Review existing policy	▪ July 08	Complete	The policy has been reviewed
			▪ Prepare draft amended policy	▪ Aug 08	In progress	Matter has been discussed at several meetings of the CBD reference group. Workshop to be held with Councillors 28 July 2009 for direction on a number of key aspects of the policy. Expect draft policy to be reported to Council October 2009.
			▪ Advertise draft policy	▪ Sept 08	Not started	Draft policy will be finalised after Councillor workshop. Expect the draft policy to be advertised Oct/Nov 2009 following consideration by Council at its October 2009 meeting.
			▪ Consider feedback	▪ Oct 08	Not started	Draft policy will be finalised after Councillor workshop. Expect the draft policy to be advertised Oct/Nov 2009 following consideration by Council at its October 2009 meeting.
			▪ Report final policy to Council for adoption	▪ Nov 08	Not started	Expect final policy to be reported to December Council meeting.
12	Explore opportunities for Council to acquire properties	Staff time	▪ Monitor local market and investigate opportunities as they arise	▪ Ongoing as required	In progress	Five opportunities investigated to date this year.

Properties (Cont)						
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
13	Arrange sale of excess land at Goonellabah adjacent to Sports and Aquatic Centre	Staff time	▪ Undertake an LEP amendment to re-classify the land as Operational	▪ Aug 08	In Progress	Public Hearing for the LEP held in March 2009. Process is currently with the Department of Planning and Parliamentary Counsel for approval. Awaiting outcome.
			▪ Complete necessary boundary adjustments, lot consolidation, subdivision, etc.	▪ Nov 08	In progress	Lots have been consolidated. Documentation is ready to be lodged pending outcome of the LEP process.
			▪ Appoint an agent to market the property	▪ Aug 08	Not started	This process cannot be commenced until the reclassification of the land is completed as part of the LEP amendment process.
			▪ Market the property	▪ Sept – Oct 08	Not started	This process cannot be commenced until the reclassification of the land is completed as part of the LEP amendment process.
14	Administer contracts for management of Council properties by third parties	Staff time	▪ City Hall, Lismore Transit Centre, Nimbin Caravan Park and Goonellabah Community Centre contracts	▪ Ongoing	In progress	Ongoing. Changes to management at Nimbin Caravan Park and Transit Centre as outlined elsewhere in this document.
15	Review Council's property portfolio regularly to identify opportunities for income generation through leasing and/or licensing activities	Staff time	▪ Review property portfolio to identify opportunities	▪ Ongoing - Sept review	In progress	Resources have been focussed on identifying and correcting the errors in the land and building register as outlined above.
			▪ Opportunity identified and implemented	▪ June 09		Resources have been focussed on identifying and correcting the errors in the land and building register as outlined above.
16	Administer Crown Reserves where Council is Reserve Trust Manager	Staff time	▪ Administer reserve trusts, leases, licences etc. in accordance with the Crown Lands Act	▪ Ongoing	In progress	Ongoing
17	Review Council's property portfolio with a view to disposal of properties surplus to Council requirements	Staff time	▪ Review property portfolio, identify properties surplus to needs and dispose of properties where required	▪ Ongoing – Mar review	In progress	Progressing opportunities to close and dispose of unformed access pathways adjacent to residential properties where there is identified and ongoing anti-social behaviour. Road closure and sale is proceeding at Wyrallah.
18	Provide assistance to Council's operations section by undertaking land acquisition where needed for Council roadworks projects	Staff time	▪ Undertake land acquisition processes, or formalise agreements with property owners where required for roadworks to proceed	▪ Ongoing	In progress	Ongoing as required.
19	Administer Council's leases and licences with sporting clubs for use of Council open space and sporting facilities	Staff time	▪ Administer leases and licences in accordance with Council policies and procedures and the conditions of individual agreements	▪ Ongoing	In progress	Ongoing
20	Administer leases and licences for grazing of animals on Council land	Staff time	▪ Administer leases and licences in accordance with Council policies and procedures and the conditions of individual agreements	▪ Ongoing	In progress	Ongoing

JUNE QUARTERLY MANAGEMENT PLAN 2008/09 REVIEW						
	Infrastructure Services					
	Survey and Design					
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
1	Complete necessary pre-construction activities at least 3 months prior to the scheduled commencement of construction	Staff time	<ul style="list-style-type: none"> Investigation, survey, design, consultation and pre-construction activities 	<ul style="list-style-type: none"> As required 	In progress	Rosebank Road Stage 2, Cawongla Rd Stage 2, Somerville Bridge, Casino/Wilson Street roundabout, Dibbs Street Stage 2 all completed. Tuncester Gap, Woodlark Street, culverts at Tumble Falls, Billen Cliffs and Oliver Avenue all in progress.
2	Maintain Flood Warning System (Telemetry)	Staff Time	<ul style="list-style-type: none"> Monitor base station data input 	<ul style="list-style-type: none"> Monthly 	Complete	Ongoing
			<ul style="list-style-type: none"> Conduct regular inspections of monitoring stations 	<ul style="list-style-type: none"> Oct 08 and Apr 09 	Complete	Ongoing as indicated
			<ul style="list-style-type: none"> Recycle batteries 	<ul style="list-style-type: none"> Nov 08 May 09 	Complete	Ongoing as indicated
3	Flood awareness - house flood and floor level sketches	Staff Time	<ul style="list-style-type: none"> Update database 	<ul style="list-style-type: none"> As required 	Complete	Database updated
			<ul style="list-style-type: none"> Print sketches 	<ul style="list-style-type: none"> Dec 08 	Complete	Sketches printed
			<ul style="list-style-type: none"> Organise accompanying documentation 	<ul style="list-style-type: none"> Dec 08 	Complete	Documentation completed
			<ul style="list-style-type: none"> Assemble documentation for delivery 	<ul style="list-style-type: none"> Jan 09 	Complete	Documentation completed
			<ul style="list-style-type: none"> Deliver to SES for distribution 	<ul style="list-style-type: none"> Jan 09 	Complete	Information was delivered ahead of schedule to affected residents in November 2008.
			<ul style="list-style-type: none"> Publish updated levels on Council's website 	<ul style="list-style-type: none"> Mar 09 	In progress	Ongoing as required when changes are made to house levels.
4	Maintain Lismore CBD Business Names and Floor Level Map	Staff Time	<ul style="list-style-type: none"> Survey CBD 	<ul style="list-style-type: none"> Jan 09 	Complete	CBD survey completed
			<ul style="list-style-type: none"> Update Map 	<ul style="list-style-type: none"> Jan 09 	Complete	Maps updated
			<ul style="list-style-type: none"> Publish map on Council's website 	<ul style="list-style-type: none"> Feb 09 	Complete	Maps published as planned.
5	Maintain Lismore Urban and Rural Street Map	Staff Time	<ul style="list-style-type: none"> Update Map 	<ul style="list-style-type: none"> Jul 08 	Complete	Ongoing as required
			<ul style="list-style-type: none"> Publish Map on Council's website 	<ul style="list-style-type: none"> Oct 08 	Complete	Ongoing as required
			<ul style="list-style-type: none"> Provide digital file in correct format to printer 	<ul style="list-style-type: none"> Nov 08 	Complete	Ongoing as required
6	Conduct traffic surveys as required for Council	Staff Time	<ul style="list-style-type: none"> Conduct surveys 	<ul style="list-style-type: none"> As required 	Complete	Ongoing as required

JUNE QUARTERLY MANAGEMENT PLAN 2008/09 REVIEW						
	Infrastructure Services					
Traffic, Emergency Services and CitySafe Operations						
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
1	Manage the CitySafe Program for both Lismore and Nimbin	Staff time and recurrent budget	<ul style="list-style-type: none"> ▪ Ensure safety patrols and monitoring are carried out where appropriate in accordance with the community needs and as agreed with the CitySafe Committee 	<ul style="list-style-type: none"> ▪ As per agreement 	Complete	Ongoing
			<ul style="list-style-type: none"> ▪ Review and upgrade CCTV equipment 	<ul style="list-style-type: none"> • Jun 09 	Complete	Ongoing as required.
			<ul style="list-style-type: none"> ▪ Respond to maintenance of system 	<ul style="list-style-type: none"> • As required 	Complete	Ongoing as required
			<ul style="list-style-type: none"> ▪ Produce CitySafe newsletter for Lismore 	<ul style="list-style-type: none"> • Monthly 	Complete	
			<ul style="list-style-type: none"> ▪ Conduct regular CitySafe meetings for Lismore and Nimbin 	<ul style="list-style-type: none"> • Monthly 	Complete	
2	Co-ordinate traffic facilities investigations and installations	Staff time and recurrent budget	<ul style="list-style-type: none"> ▪ Analyse, prioritise and manage traffic requirements having regard to the special needs of those with mobility problems 	<ul style="list-style-type: none"> ▪ Ongoing 	In progress	Ongoing
			<ul style="list-style-type: none"> • Service the Traffic Advisory Committee and represent on other Council Committees 	<ul style="list-style-type: none"> ▪ Monthly 	In progress	Ongoing
			<ul style="list-style-type: none"> • Arrange installation of minor traffic facilities 	<ul style="list-style-type: none"> ▪ As required 	In progress	Installations arranged as required after approval by the Traffic Committee and Council
3	Co-ordinate operation and maintenance of flood levee system	Staff time and recurrent budget	<ul style="list-style-type: none"> ▪ Ensure maintenance of flood levee system carried out 	<ul style="list-style-type: none"> ▪ As per schedule 	Complete	Latest audit undertaken October 2008. New dutch dam installation in front of Singh's Tyre Service to protect the building from flood debris impact
			<ul style="list-style-type: none"> ▪ Co-ordinate operation of levee system with other emergency agencies 	<ul style="list-style-type: none"> ▪ As required during flood events 	In progress	As required - flood event in May 2009.
4	Implement strategies to improve awareness of flood related issues throughout Lismore and surrounding communities	Staff time and recurrent budget	<ul style="list-style-type: none"> ▪ Service the Lismore Flood Reference Group 	<ul style="list-style-type: none"> ▪ Quarterly 	Complete	Newly elected group held its first meeting on 17 March 2009.
			<ul style="list-style-type: none"> ▪ Determine and implement communication strategies in consultation with the Lismore Flood Reference Group 	<ul style="list-style-type: none"> ▪ As required 	In progress	Ongoing
5	Investigate and complete further modifications to the outlets and electrical switchboard at Browns Creek Pump Station to improve the efficiency of the pumps (dependent upon receiving funding from Richmond River County Council)	Staff time and \$50,000 for construction – to be sourced from Richmond River County Council	<ul style="list-style-type: none"> ▪ Investigate requirements to modify outlets and switchboard 	<ul style="list-style-type: none"> ▪ Aug 08 	Complete	
			<ul style="list-style-type: none"> ▪ Obtain quotations for work 	<ul style="list-style-type: none"> ▪ Sept 08 	Complete	
			<ul style="list-style-type: none"> ▪ Secure funding from Richmond River County Council 	<ul style="list-style-type: none"> ▪ Nov 08 	Complete	
			<ul style="list-style-type: none"> ▪ Complete the work 	<ul style="list-style-type: none"> ▪ Feb 09 	Complete	

JUNE QUARTERLY MANAGEMENT PLAN 2008/09 REVIEW						
	Infrastructure Services					
	Fleet Operations, Workshop and Signshop					
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
1	Develop and implement a 10 year plant replacement plan	Staff time	▪ Review existing fleet information and gather and analyse data	▪ Sept 08	Complete	Existing information contained some gaps. Work completed with plant lists brought up to date and information regarding replacement criteria added.
			▪ Develop replacement criteria for each plant item	▪ Nov 08	Complete	Initial criteria have been determined for each plant item. These will require further review at a regular interval.
			▪ Complete Replacement Plan	▪ Feb 09	Complete	Draft plan completed.
			▪ Incorporate into 2009/10 Management Plan	▪ April 09	Complete	Year 1 of Plan submitted for Budget consideration
2	Install suitable workshop management software	Staff time	▪ Review and assess alternative software systems	▪ July 08	Complete	Software options reviewed - Ausfleet assessed as best alternative.
		\$30,000	▪ Select and install software	▪ Oct 08	In Progress	This process was delayed due to issues with Civica and in depth evaluation of AIM capabilities. Purchase Order placed February, Installation under way, Data formatting for migration commenced. Software licence and maintenance agreements signed. Interface and testing completed. Fleet Supervisor on leave - Go Live will be July/Aug 09.
			▪ Reporting commenced	▪ Mar 09	Not Started	Reporting will commence following installation
3	Review fleet management capabilities of Authority systems	Staff time	▪ Develop complete fleet data input to available fields	▪ Sept 08	Complete	Data fields defined and data being added as it becomes available.
			▪ Review Authority modules and establish management tools	▪ Mar 09	Complete	Discussions with Authority and Finance held regarding options and simplification of data entry and retrieval. Recommendations made.
			▪ Recommend system changes if necessary	▪ Mar 09	Complete	Changes recommended regarding fuel use management in Authority and use of Plant numbers instead of Work Order numbers. IT have taken these up with Civica. Internal changes to come into force at July 1, others at next Authority update.

JUNE QUARTERLY MANAGEMENT PLAN 2008/09 REVIEW						
	Infrastructure Services					
	Waste Services					
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
1	Progress landfill concept planning	\$150,000	▪ Review of draft strategy	▪ Aug 08	Complete	Draft concept plan finalised and submitted to DECC and Council Planning departments.
			▪ Develop detailed engineering plans for proposed cell development	▪ May 09	Complete	Complete as far as possible this year. Bob Amaral (professional landfill designer) has developed initial detailed drawings. Preliminary discussions with DECC conducted. They have requested submission to them be postponed until July 2009 to allow for imminent changes in their management structure. Further work on Cell 2 development included in 2009/10 budget submissions.
2	Develop regional recyclables strategy	Staff time	▪ Establish Dialogue with surrounding Councils	▪ July 08	Complete	Initial contacts with other Councils suggest a willingness to use central MRF but operate their own collection systems.
			▪ Develop action plan	▪ Oct 08	Complete	This stage completed. Items assessed included - Review of Alternative processes and costings/ involvement of other Councils / impact of market forces (World economy has severely effected prices for recovered items and changed cost structures). Action plan - Submission in 2009/10 budgets for employment of a range of experts to develop a detailed waste sorting proposal for recyclables and waste streams for LCC with possible regional use. Discussions ongoing with Ballina Council re possible joint investment in the recyclables processing facility.
3	Review waste collection strategy for commercial and multiple unit dwellings	Staff time	▪ Review trial	▪ July 08	Complete	Trial successful on increased recycling volumes/ improved waste services usage in Housing Dept area/ improved amenity at units.
			▪ Report to Council	▪ Sept 08	Complete	Council adopted report to proceed. Rollout commenced.

JUNE QUARTERLY MANAGEMENT PLAN 2008/09 REVIEW						
	Infrastructure Services					
	Lismore Memorial Gardens					
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
1	Commence Bushland Cemetery activities	Recurring operational budget	▪ Finalise procedures for Bushland burials	▪ Sept 08	Complete	Procedures developed.
			▪ Promote concept	▪ Oct 08	Complete	Local, State and international coverage received
			▪ Establish infrastructure to enable commencement of burials	▪ May 09	Complete	Burials conducted.
2	Develop a detailed LMG infrastructure improvement plan	Staff time	▪ Identify strategy and list developments	▪ Aug 08	Complete	A list of items including a larger chapel/ additional cremator / additional parking and post service facilities identified as development strategies
			▪ Prepare costing for developments	▪ Feb 09	In Progress	Design work under way to allow budget pricing to progress. Delayed due to illness of LMG supervisor.
			▪ Paper submitted to Excom	▪ April 09	Not Started	Will not be completed this year. Will submit report during 2009/10.
3	Review of services provided	Staff time	▪ Review of services provided by other Memorial Garden operations	▪ Oct 08	Complete	Funeral home facilities/ alternative memorial options/ post service facilities are main items offered elsewhere in addition to LMG services.
			▪ Shortlist of proposed changes	▪ Dec 08	Complete	In order listed above.
			▪ Introduction of new services	▪ Mar 09	In Progress	In final stages of lease negotiation between LCC, Invocare and Dept Lands. Commencement of services likely to be July or August 2009.

JUNE QUARTERLY MANAGEMENT PLAN 2008/09 REVIEW						
	Infrastructure Services					
	Quarry & Asphalt Services					
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
1	Refine Mobile Crushing Strategy	Staff time	<ul style="list-style-type: none"> Review issues and develop action items to address problem areas 	Aug 08	Complete	Staffing issues addressed. Plant issues largely solved. Maintenance scheduling being developed as data collected. Increase in work at Ballina has led to contract and hired equipment being used there and LCC plant being utilised to improve aggregate stockpiles at Blakebrook.
		Operational budget	<ul style="list-style-type: none"> Trial TSAB tertiary crusher 	Oct 08	Complete	TSAB increased production rates and improved product mix. Further trials with cone crusher produced even better result. Cone crusher currently on hire.
			<ul style="list-style-type: none"> Increase production 	Dec 08	Complete	October production supervisor resignation and other staff movements have set back development. Recruitment under way to correct this. Production and downtime rates are improving steadily.
2	Progress 3A application	Staff time	<ul style="list-style-type: none"> Address issues raised by State Planning 	Oct 08	Complete	All issues addressed and reports resubmitted.
			<ul style="list-style-type: none"> Obtain approval from State Govt 	Mar 09	In Progress	Public display completed. Consultant preparing report on submissions for consideration by State Planning Dept.
3	Review regional quarry opportunities	Staff time	<ul style="list-style-type: none"> Develop list of operational quarries in the area 	Sept 08	Complete	List compiled
			<ul style="list-style-type: none"> Review potential of regional quarries for opportunities for LCC 	Dec 08	Complete	Initial assessment of opportunities completed. A couple of possibilities were assessed but selling prices are high and funding difficult at this stage.
			<ul style="list-style-type: none"> Develop action plan 	Feb 09	Complete	Information will be retained and revisited when funding conditions improve.

JUNE QUARTERLY MANAGEMENT PLAN 2008/09 REVIEW

Development and Governance						
Planning Services						
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
1	Customer Service in land use planning matters	Staff time	Respond efficiently to internal and external customer requests for interpretation of planning controls, permissibility of land uses, progress of assessment of DAs	As required	Complete	Duty Planner roster introduced to assist customers
			Provide planning advice in response to referrals from other Sections of Council	As required	Complete	Completed as required
		Staff time	Ensure current planning information is available to the public, development industry and Councillors	As required	Complete	All advisory information and guidelines available on web site or in hard copy at front counter.
		Staff time	Participate in State Government regional planning initiatives	As required	Complete	No State Government regional planning initiatives currently underway
		Staff time	Research response to planning enquiries for dwelling entitlement searches, zoning and consent histories, existing uses, etc	As required	Complete	Completed as required
		\$21,000	Maintain Heritage Advisory Service	As required	Complete	Heritage Advisor available as required
		\$16,400	Maintain Local Heritage Grants Program	Annual offer to community of grant funding	Complete	Projects completed prior to June 2009 have been reported to the Heritage Office. A copy of this report will be placed in the Councillors' Room for information. Offers for the next round of funding will concentrate on St Andrews Conservation Area.
2	Prepare Local Environmental Study/Local Environmental Plan	\$15,500	Report draft LES/LEP to Council for endorsement of contents	Jul-08	Complete	Completed August 2008
			Apply to DoP for S65 Certificate	Within 1 month of Council endorsement	Complete	Completed September 2008. Alterations by Dept Planning have been carried out and the draft LES/LEP resubmitted. The Minister has been requested to consider Lismore draft LEP as a priority for the Department's consideration.
			Undertake community consultation	Commence within 1 month of receipt of Certificate	Not commenced	Awaiting receipt of Certificate from DoP; need to brief Councillors to ensure support prior to exhibition.
			Report outcomes of public exhibition to Council	Within 3 months of end of exhibition	Not commenced	Public exhibition cannot commence as yet (see above)
3	Review Floodplain Management Plan	Staff time	Identify control measures to be altered	Commence Sept 08	Complete	Modelling completed,
			Report to Steering Committee/Council	Dec-08	Complete	Modelling has been reported to Steering Committee and a date for a Council workshop has been set.

Planning Services (Cont)						
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
4	Update Development Control Plan	Staff time	Revise car parking chapter	Report to Council for adoption in Aug '08	Complete	DCP revision adopted by Council; now in force.
			Revise subdivision chapters	Public exhibition Sept 08 Finalise Dec 08	In Progress	Parts of Subdivision DCP redrafted. Awaiting appointment of new planner to continue project.
			Prepare Stormwater Management chapter	Public Exhibition Sep-08 Finalise Dec-08	In Progress	Draft of DCP prepared but subject to change depending on content of Technical Guidelines which are not yet prepared..
			Update villages chapters	Commence Jan-09 Community consultation Mar-09 Finalise June 09	Not commenced	Awaiting appointment of staff resource
			Revise DCP for consistency with LEP	Commence when DoP Certifies LEP	Not commenced	Cannot be commenced until draft LEP certified and Council comfortable with contents.
5	Prepare new S94 Contributions Plan	Staff time	Bruxner H'way Traffic Management Study commenced (TTM)	Jul-08	Complete	Study commenced
			Traffic Mge't Study completed	Nov-08	In Progress	Draft study under consideration by planning and engineering staff
			S94 Working Party initiated	Jan-09	Complete	Meeting held
			Draft S94 Plan prepared	Mar-09	Not commenced	State Gov't issuing new requirements for S94 Plans
6	Prepare City Gateway Strategy	Staff time	Co-ordinate project team.	Jan-09	Complete	Project team set up
			Identify design/landscaping requirements		In Progress	Staff input being evaluated
			Prepare Implementation Schedule		Not commenced	Dependent on above
7	Review Rural Housing Strategy	Funding to be allocated	Obtain funding	Commence Mar 09 (if funding available)	Not commenced	No funding available
			Prepare brief		Not commenced	No funding available
			Engage external consultants		Not commenced	No funding available

Planning Services (Cont)						
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
8	Efficient assessment of land use development applications		Monitor and review land use DA assessment processes	Quarterly	Complete	Process complies with State regulation. Best Practice Development Assessment Review finalised, outcomes available in 2009-10.
			Monitor status of lodged DAs: identify and address any reasons for delay in assessment	Monthly	Complete	Monthly monitoring indicates delays due to need for State Government responses, and delays by applicants in submitting adequate information. Over the last quarter delays have also been experienced due to an increase in numbers, and complexity, of lodged applications coincident with a reduction in assessment staff resources. Temporary part time planner engaged.
9	Ensure compliance with planning controls and development consents		Ensure efficient assessment of applications for subdivision certificates	Monitor monthly	Complete	Applications prioritised and finalised within 10 days. 9 Certificates issued
			Investigate allegations of illegal land use	As required	Complete	4 investigations of unauthorised land uses; 48 complaints investigated.
			Ensure compliance with consent conditions	Nov-08	Complete	Report on outstanding contributions received May 2009.

JUNE QUARTERLY MANAGEMENT PLAN 2008/09 REVIEW						
	Development and Governance					
	Building Services					
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
1	Customer Service	Recurring budget	<ul style="list-style-type: none"> Provide information and assistance to clients 	<ul style="list-style-type: none"> As required 	In progress	This is ongoing and occurs on daily basis
2	Assessment approval processes, inspections	Recurring budget	<ul style="list-style-type: none"> Undertake legislative assessments and inspections 	<ul style="list-style-type: none"> Ongoing 	In progress	DA's and CC's assessed as submitted
			<ul style="list-style-type: none"> Planning Services DA referrals undertaken 	<ul style="list-style-type: none"> As required 	In progress	Referrals undertaken as required
3	Fire Safety program	Recurring budget	<ul style="list-style-type: none"> Identify buildings requiring fire orders 	<ul style="list-style-type: none"> Ongoing 	In progress	Nimbin fire strategy has commenced with correspondence forwarded to President of Chamber of Commerce requesting their involvement
			<ul style="list-style-type: none"> Identify buildings requiring fire orders 	<ul style="list-style-type: none"> Ongoing 	In progress	Notices issued and premises inspected
			<ul style="list-style-type: none"> Implement Essential Services Program 	<ul style="list-style-type: none"> Ongoing 	In progress	Annual fire safety statements continue to be collated and assessed
4	Policy Development and implementation	Recurring budget	<ul style="list-style-type: none"> Implement relevant policy changes including state government reforms 	<ul style="list-style-type: none"> As required 	In progress	Legislation changes for DA's are being implemented.
5	Swimming Pool Safety Program	Recurring budget	<ul style="list-style-type: none"> Maintain pool inspection program 	<ul style="list-style-type: none"> Ongoing 	In progress	45 pool inspections for quarter
			<ul style="list-style-type: none"> Implement pool awareness and education to the community 	<ul style="list-style-type: none"> Ongoing 	In progress	Brochure developed for issue to pool owners that have pools that are not up to the required standard.
6	Regulatory Enforcement	Recurring budget	<ul style="list-style-type: none"> Ensure investigation and implementation of enforcement of legislation 	<ul style="list-style-type: none"> As required 	In progress	Enforcement of illegalities within Building Sector continues with Orders issued if appropriate, etc.

JUNE QUARTERLY MANAGEMENT PLAN 2008/09 REVIEW						
Development and Governance						
Environmental Health						
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
1	Customer Service	Recurring budget	<ul style="list-style-type: none"> Provide environmental and public health advice to internal and external clients Respond to community requests and enquiries 	<ul style="list-style-type: none"> Ongoing Ongoing 	<ul style="list-style-type: none"> In progress In progress 	<ul style="list-style-type: none"> On going on a daily basis Undertaken daily
2	Assessment approval processes, inspections and enforcement	Recurring budget	<ul style="list-style-type: none"> Undertake environmental and public health assessments Undertake Regulatory enforcement/education 	<ul style="list-style-type: none"> Ongoing As required 	<ul style="list-style-type: none"> In progress In progress 	<ul style="list-style-type: none"> This is undertaken as required with submission of DA's and reports Enforcement is undertaken as required
3	Public Health Management	Recurring budget	<ul style="list-style-type: none"> Implement commercial premises risk assessment strategy Undertake Public Health assessments Implement legislative/policy/guideline changes Provide education/information to clients Clean Up Australia Day (CUAD) 	<ul style="list-style-type: none"> Yearly targets identified As required Legislative changes reported As required Mar 09 	<ul style="list-style-type: none"> In progress In progress In progress In progress Not started 	<ul style="list-style-type: none"> 84% of commercial premises inspections conducted for the year. Focus on market vendors Undertaken with each commercial premises DA Council has joined partnership with NSW Food Authority as Required. One to one education campaign with commercial premise operators during inspections Program was undertaken in March 2009
4	On-Site Sewage Management	Recurring budget	<ul style="list-style-type: none"> Undertake inspections Implement legislative policy/guideline changes Provide education/information to clients 	<ul style="list-style-type: none"> 250 inspections per annum As required As required 	<ul style="list-style-type: none"> In progress In progress In progress 	<ul style="list-style-type: none"> 61 inspections for the quarter, 279 inspections for the year Implemented as required Reed bed study with SC University-completed
5	Natural Resource Management	Recurring budget	<ul style="list-style-type: none"> Complete 2008 SOE Report Support SEPAG and implement and monitor SEPAG projects 	<ul style="list-style-type: none"> Nov 08 As required 	<ul style="list-style-type: none"> Completed Ongoing 	<ul style="list-style-type: none"> Adopted by Council in November 2008
6	Cleaner Waterways Program (Stormwater Management)	Annual charge	<ul style="list-style-type: none"> Implement Cleaner Waterways program 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> In progress 	<ul style="list-style-type: none"> Maintenance of stormwater treatment devices
7	Catchment Management	Recurring budget	<ul style="list-style-type: none"> Implement education and rehabilitation action 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> In progress 	<ul style="list-style-type: none"> Community weed workshop and field day conducted. World Environment Day organisation and rollout. Catchment management Model development
8	Environmental monitoring	Recurring budget	<ul style="list-style-type: none"> Reticulated water supply monitoring Waterways monitoring 	<ul style="list-style-type: none"> Weekly Monthly 	<ul style="list-style-type: none"> In progress In progress 	<ul style="list-style-type: none"> No reticulation failures last quarter Currently undertaken monthly - results to be recorded in 2009 SOE
9	Cities for Climate Protection Program	Recurring budget	<ul style="list-style-type: none"> Implementation of Milestone 4 of CCP program 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> In progress 	<ul style="list-style-type: none"> Progression through Councils Local Action Plan (LAP) continuing. Milestone 5 Report completed.
10	Southern Cross University Affiliation	Recurring budget	<ul style="list-style-type: none"> Continue affiliation with Southern Cross University to promote capacity building 	<ul style="list-style-type: none"> As required 	<ul style="list-style-type: none"> In progress 	<ul style="list-style-type: none"> SCU student completed on-site sewage treatment (reed bed) study evaluation. Discussion on future projects

JUNE QUARTERLY MANAGEMENT PLAN 2008/09 REVIEW						
Development and Governance						
Enforcement						
Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date	
1	Control and regulate parking under Council's jurisdiction	Recurring budget	▪ Undertake regular patrols of all on-site and off-street parking areas	▪ Daily patrols	In progress	Patrolled daily
			▪ Ensure regulatory parking signs are clear and visible	▪ Ongoing	In progress	Occurs on an as need basis
2	Manage Councils Impounding function	Recurring budget	▪ Ensure abandoned vehicles are removed from public roadways and reserves	▪ As required	In progress	Occurs when vehicles reported
			▪ Ensure early response to stray stock complaints	▪ As required	In progress	Rangers attend to stray stock when reported
3	Community Education	Recurring budget	▪ Promote community education regarding companion animals regulations and enforcement programs	▪ Mar 09	In progress	Companion Animal Plan drafted placed on public exhibition
			▪ Enhance dog de-sexing program for the broader community	▪ Mar 09	In progress	Program to be implemented per Companion Animal Plan for 2009/10
4	Administration of the Companion Animals Act and maintenance of Pound facilities	Recurring budget	▪ Carry out regular patrols and impound stray animals	▪ Daily	In progress	30 cats and 91 dogs impounded for the quarter
			▪ Monitor and care for impounded animals and carry out regular maintenance to pound facility	▪ Daily	In progress	Dog pound cleaned daily.

JUNE QUARTERLY MANAGEMENT PLAN 2008/09 REVIEW						
	Development and Governance					
	Economic Development					
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
1	BUSINESS DEVELOPMENT / INVESTMENT ATTRACTION					
	Provide support information, advice and assistance to attract investment and/or encourage industry and business development in the Lismore LGA	\$20,000	<ul style="list-style-type: none"> Continue with the provision of holistic advice and assistance to business people seeking to invest, expand or relocate their businesses in the Lismore LGA 	<ul style="list-style-type: none"> Ongoing 	Complete	Business advice team has responded to 15 face to face business & investment related enquiries and 22 telephone enquiries - actual & potential development projects totalling \$2,200,000 and 49 potential jobs. Compared with Q4 last year, enquiries are around level pegging.
		\$25,000	<ul style="list-style-type: none"> Support the establishment of the Small Business Incubator 	<ul style="list-style-type: none"> Ongoing to April 09 	In Progress	Advised by NORTEC senior management that Three Chain Road site no longer viable. Alternate site being investigated in Goonellabah. DA expected imminently.
	Communication with the business community	\$25,000	<ul style="list-style-type: none"> Generate quality information for local business people and potential investors benchmarking Lismore as a city and regional centre 	<ul style="list-style-type: none"> May 09 	Complete	"Invest in Lismore" website launched in May
				<ul style="list-style-type: none"> 1 per year 	In Progress	Based on website text, hard copy investment Information Kits to be produced for marketing initially to the local/regional business community, then wider via Trade Shows, etc.
	Town Centre Management	\$40,000	<ul style="list-style-type: none"> Engage a Centre Manager for Lismore's CBD as part of an overall strategy to bring about revitalisation of the town centre 	<ul style="list-style-type: none"> Oct 08 	Complete	City Centre Manager (CCM) commenced on 27/4/09; based in CBD Centre
				<ul style="list-style-type: none"> April 09 	Complete	"Lismore Alive" project, a pre-cursor to the CCM, commenced in November 08. Results from community consultation published in April 09. These results now feeding into Council's CBD Vision Strategy and the City Centre Reference Group. 2009/10 Business Plan for the Lismore Promotion Funds drafted and focus shifted to City Centre revitalisation.
	SBRVL Lismore Promotion Program	Staff time	<ul style="list-style-type: none"> EDU management of the Lismore Promotion Program to maximise businesses' SBRVL contributions and develop businesses' knowledge of how to gain leverage and capitalise on marketing and promotion campaigns 	<ul style="list-style-type: none"> Ongoing 	Complete	Majority of the \$345,000 in SBRVL Lismore Promotion Program funds expended in 2008/09; the 2009/10 Business Plan for (new) direction and expenditure of the Lismore Promotion Funds drafted; SBRVL Lismore Promotion Program Advisory Group met and endorsed the Business Plan, ready to go forwarded to August Council meeting
<ul style="list-style-type: none"> Quarterly 				Complete	Next edition of the SBRVL newsletter, "Lismore Leader" to be distributed following endorsement of the Business Plan at Council	

Economic Development (Cont)						
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
2	RIVERBANK					
	Wilsore River Re-development – ongoing improvements	Staff time	<ul style="list-style-type: none"> Develop marketing material and branding for Wilsore River Experience Walk, Café and Culture Trail and CBD Historic Interest Walk 	Nov 08	Complete	"Walk About Lismore" brochure printed and being distributed
		Recurring budget	<ul style="list-style-type: none"> Complete Plan to remove invasive species from CBD riverbank 	Oct 08	Not Started Yet	Federal funding has been received for a further two historic sites in and around the Lismore Visitor Centre and work has instead been prioritised in this area
			<ul style="list-style-type: none"> Document process for further historic sites in Spinks Park 	Oct 08	Not Started Yet	As above
3	LISMORE REGIONAL AIRPORT					
	Lismore Regional Airport - operations, safety and security programs	Staff time	<ul style="list-style-type: none"> Manage the airport facility in accordance with Operations Manual, incorporating the airport Safety Management System and the Transport Security Program 	Ongoing	Complete	Airport complies with audits from both OTS and CASA. 13,806 passengers travelled in and out of Lismore Airport for the quarter, which is 16.4% down on the same quarter for 2008; head tax for the same period is 6.8% up for the same period due to different head tax arrangements for last year. The overall result for the 12 months is a softening in the market of an overall 11.2% on 07/08. This result can be attributed to the global economic downturn and is better than international air travel where the market is 25% down. Lismore Airport caters for the business passenger market, so our results are better than airports geared towards the tourism market.
		\$40,000	<ul style="list-style-type: none"> Revalidate staff training and hand wand screening system for a heightened security alert situation 	Every 12 months	Complete	Staff training in security conducted
		Recurring Budget	<ul style="list-style-type: none"> Statutory reviews of the airport Transport Security Program and Standard Security Procedures 	Nov 08	Complete	Annual audit by Office of Transport Security undertaken in November 08 and revealed there were no non-conformances
	Lismore Regional Airport improvements	Capital Works	<ul style="list-style-type: none"> Remediate southern 400 metres of runway 	Aug 08	Complete	Works completed in May 2009
		Recurring Budget	<ul style="list-style-type: none"> Review 20 year Pavement Management Plan 	Aug 08	Complete	Review undertaken; findings to feed into Delivery Plan
			<ul style="list-style-type: none"> Continue with upgrade program to airport gardens 	Mar 09	Complete	Gardens in terminal car park undergoing progressive upgrade
		<ul style="list-style-type: none"> Review drainage across entire airport site 	Mar 09	In Progress	Drainage review will feed into the Airport Master Plan (see below) - mapping of drains, easements, contaminated land, etc. in preparation.	
Master Planning for Lismore Regional Airport	\$15,000 * pending sale of airport land	<ul style="list-style-type: none"> Develop a Master Plan 	June 09	In Progress	Commenced scoping of the Airport Master Plan; to be completed as a major project in 2009/10, including marketing studies/feasibilities of proposed future activities and their requirements on the ground.	
4	FESTIVALS AND EVENTS					
	Attract three new major external events	Staff time	<ul style="list-style-type: none"> Bid for two State-level conferences 	June 09	Complete	Not much luck this year with bids for State-level conferences, however good success with the following sporting events: won bids this year for NRL Game, "W" League, Claxton Shield baseball, U14 National Baseball Championships, and Cric Fest
			<ul style="list-style-type: none"> Bid for one major swimming event 	June 09	Complete	No luck with major swimming event, but good success with other sporting events - see above
	\$12,500 (govt. grant)	<ul style="list-style-type: none"> Promote and manage the Sustainable Living Expo featured at the North Coast National A & I Exhibition 	Oct 08	Complete	70 trade exhibitors; 39 speakers in the Talking Tent; 7 celebrity chefs in the Cooking Tent and the Great Apprenticeship Cook-Off organised; economic benefit: \$242,356 / 7,000 participants	

Economic Development (Cont)						
Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date	
4 (Cnt)	\$12,000	<ul style="list-style-type: none"> Host and manage the 63rd Australian Jazz Convention 	Dec 08	Complete	300 delegates Australia-wide came to Lismore for the convention; this was followed by Tropical Fruits New Year's Eve party, then the Claxton Shield baseball, then the Cricket Carnival - a big summer of sport in the City; economic benefit: \$177,000 / 300 participants	
	Staff time	<ul style="list-style-type: none"> Host and manage the 2009 NSW Pool Managers Conference 	May 09	Complete	NSW Pool Manager's Conference bid was successful, then organisers changed the destination venue	
	\$30,000	<ul style="list-style-type: none"> Provide logistical support for the Lismore Lantern Parade focussing on spectator comfort and safety 	June 09	Complete	Up to 5,000 participants came to the event - despite the inclement weather	
	Continue to support events that have an economic benefit to Lismore LGA	Staff time	<ul style="list-style-type: none"> Assist with events such as: World Youth Day, Tropical Fruits, January Sporting events, Gem Fest 	Ongoing	Complete	GemFest and the Lantern Parade were supported by the Events Team this quarter; economic benefit: \$305,034 / 6,250 participants
	Event Marketing Plan to attract new visitation to Lismore LGA	Staff time	<ul style="list-style-type: none"> Implement the Event Marketing Plan (2009 – 2012) actions 	Ongoing	Complete	The "Sports Specific" Event Strategy has taken precedence over this Plan with the Events Team targeting the attraction of sports based events to Lismore, eg. Cric Fest
		\$9,000	<ul style="list-style-type: none"> Develop a "Sports Specific" Event Marketing Strategy which will examine satisfaction rates relevant to venue capabilities and Council support delivery 	Oct 08	Complete	Strategy being implemented - see above
5	TOURISM					
Implement Tourism Strategic Plan (3 – 5 years)	\$9,273 *subject to success with \$9,272 in govt funding	<ul style="list-style-type: none"> Develop Tourism Strategic Plan 	June 09	In Progress	This project is a major tourism project for 2009/10; two workshops conducted in Lismore and Nimbin, plus presentation to Council; seeking community input also via Council website and emailed questionnaire	
Ongoing marketing and promotion	Staff time	<ul style="list-style-type: none"> Continue ongoing market research for Lismore LGA 	May 09	Complete	30,363 visitors for the quarter at Lismore & Nimbin VICs, up by 8.33% on same time last year; economic benefit is \$3,509,926 ... up by 6.8% on same quarter for last year	
	\$7,300	<ul style="list-style-type: none"> Implement actions and signage strategy 	Jan 09	Complete	Lismore gateway signage progressively refreshed	
	Staff time	<ul style="list-style-type: none"> Upgrade Lismore Tourism website 	Aug 08	Complete	Progressive upgrades and improvements undertaken on www.visitlismore.com.au	
	\$3,000	<ul style="list-style-type: none"> Develop Nimbin Tourism website in consultation with Nimbin community stakeholders 	April 09	In Progress	Continuing discussions with Nimbin community stakeholders; seeking direction from the Nimbin Tourism Strategic Plan	
	\$8,000	<ul style="list-style-type: none"> Promote and attract media coverage and attention designed to boost tourism visitation to Lismore LGA 	June 09	Complete	Lantern Parade and 4WD Caravan Camping and Marine Show advertisements went to air this quarter; hosted two journalist famils and good consistent coverage for Nimbin this quarter	

Economic Development (Cont)						
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
5 (Cnt)	Ongoing marketing and promotion	Staff time	<ul style="list-style-type: none"> Review all available local produce to develop a greater range of merchandise 	<ul style="list-style-type: none"> June 09 	Complete	New products reviewed; aiming to become best one-stop shop for regional cuisine in the Northern Rivers
			<ul style="list-style-type: none"> Continue improvements to the Visitor Information Centre 	<ul style="list-style-type: none"> June 09 	Complete	Rainforest display to be refreshed with aid of IHP funding; opened the Indigenous Gallery exhibiting Northern Rivers artwork
	Further support to enhance the development of the tourism industry in Nimbin; upgrade provision of information services to village visitors	\$69,360	<ul style="list-style-type: none"> Continue operation of Nimbin Visitor Information Centre 	<ul style="list-style-type: none"> July 08 	Complete	Nimbin VIC visitor numbers were up an astonishing 20.4% on same quarter last year to a high of 19,543 visitors / \$1,956,044 economic benefit; increase can be attributed to Easter falling this year in the fourth quarter (April), rather than March
	Increase joint activities and co-operation in tourism	Staff time	<ul style="list-style-type: none"> Continue to encourage industry participation through co-operative marketing, famils, networking opportunities and consultation 	<ul style="list-style-type: none"> Bi-monthly 	Complete	Tourism Operator Newsletters distributed bi-monthly
				<ul style="list-style-type: none"> Every 6 months 	Complete	Networking function held in Lismore VIC for opening of Indigenous Art Gallery exhibition
		<ul style="list-style-type: none"> Maximise promotional opportunities and marketing plans with Northern Rivers Tourism and Tourism NSW 	<ul style="list-style-type: none"> Ongoing 	Complete	NRT and Tourism NSW supporting the Tourism Strategic Planning process	

JUNE QUARTERLY MANAGEMENT PLAN 2008/09 REVIEW						
	Development and Governance					
	Information Services					
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
1	Continue with the implementation of the Electronic Document Management System	Reserve	▪ Recruit for Systems Administrator	▪ Sept 08	Complete	A Systems Administrator (now called the TRIM Project Officer) has been recruited and commenced work in October 2008. This is a 12 month contract.
			▪ Commence Software Implementation	▪ Oct 08	Complete	
			▪ Go Live	▪ Mar 09	Complete	System went live on February 26th, 2009
2	Commence Server consolidation/replacement program	Recurrent	▪ Implementation of server virtualisation software	▪ Aug 08	Complete	Initial trials of virtualisation have commenced with a number of non-critical systems running on a virtual server. Awaiting further developments by Microsoft to implement further.
			▪ Consolidation of Servers complete	▪ May 09	Complete	All live corporate SQL Server database systems have now been consolidated onto a single server.
3	Further utilisation of the AUTHORITY system	Recurrent	▪ Review use of all modules in both Authority and i-Services	▪ Ongoing	Complete	Review has commenced. Issues have been identified for some modules. Actions have been allocated.
			▪ Identify training needs and deliver where funding is available	▪ Ongoing	Complete	Additional training has been provided for Assets and payroll modules.
4	Enhance Disaster Recovery facility at GSAC	Recurrent	▪ Identify opportunities for developing GSAC as an IT DR site	▪ Apr 09	Complete	Basic infrastructure has been acquired. Connectivity will be established once the building is complete. Computer room now online and operational
			▪ Commence acquisition of DR equipment and technologies	▪ Mar 09	Complete	Additional backup server has been acquired. Expected to be installed in the next few months.

JUNE QUARTERLY MANAGEMENT PLAN 2008/09 REVIEW

Development and Governance						
Community Services						
Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date	
1	National Living Library Strategy	Develop website and resources	July 08	Completed	Website and resources developed.	
		Develop and implement promotional strategy	Oct 08	Completed	Promotion strategy implemented.	
		Establish National Network	Oct 08	Completed	(Currently 68 living libraries have been established across Australia.)	
		Evaluation and Final report	July 09	In progress	The project has received additional funding for a further 6 months. An evaluation will be conducted following the completion of the entire 18 months.	
2	New 5 Year Disability, Access and Inclusion Plan (DAIP)	Develop brief for consultant	July 08	Completed	Brief completed.	
		Appoint consultant	July 08	Completed	Consultant appointed.	
		Draft DAIP received	Aug 08	Completed	Draft plan received.	
		DAIP completed	March 09	In progress	The draft has been completed but strategies within the plan will be discussed in further detail with staff across the organisation prior to implementation.	
3	Social and Community Plan	Implement strategies identified within the Plan for 2008-2009	Ongoing	In progress	Implementation is ongoing.	
4	Crime Prevention Plan	Implement of crime prevention strategies	Ongoing	In progress	Implementation is ongoing.	
		Bi-monthly consultation with NGOs for program delivery			Consultation ongoing.	
		Ongoing implementation coordination by staff			Implementation is ongoing.	
5	Crime Prevention	Delivery of violence prevention training to Indigenous youth	Ongoing	Completed	See dot point 3 below.	
		Deliver two Train the Trainer courses		Completed	Training courses delivered.	
		Deliver three violence prevention programs to young people		Completed	Completed one program and collaborated with Lismore Police to deliver a second program. A third program is not possible due to partnering organisation constraints and insufficient funds.	
6	Homeless Shelter	Coordinate project partners to finalise management for the shelter	July 09	In progress	This project has changed direction due to lack of broad partner support and the constraints around developing a shelter in flood prone areas. St Vincent de Paul is the lead agency in the development of a shelter and is actively exploring various land and building opportunities. The federal government has provided Council with a grant of \$220,000 which will go towards the construction of a shelter.	
		Implement mitigation strategies identified in the Social Impact Assessment	Ongoing		N/a as yet	
		Assist project partners in seeking operational funds	Ongoing		N/a as yet	
7	Goonellabah Sports and Aquatic Centre	Provide best practice advice on function and fit-out components	Ongoing	In progress	Best practice advice delivered.	
		Determine management model	July 08	Completed	Management model finalised and in operation.	
		Recruit Centre manager	3 months prior to opening	Completed	Recruitment of centre manager completed.	
		Recruit Centre staff	Feb 09	In progress	Staff recruitment completed.	
		Finalise staffing employment arrangements		In progress	As above.	

Community Services (Cont)						
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
8	Cultural Precinct		<ul style="list-style-type: none"> Continue to lobby state and federal government for funding 	Ongoing	In progress	An application to the Jobs Fund was not submitted due to the cap of \$2 million for each project. Key project staff and Council representatives will continue to lobby the federal government for funds in the order of \$4+ million.
			<ul style="list-style-type: none"> Develop affordable concept design for new gallery building 	July 08	Completed	Concept design presented at Council Workshop in November 2008.
9	Riverview Park Plan of Management		<ul style="list-style-type: none"> Review previous plan (generic) 	July 08	Not started	Staff have been unable to complete the plan due to the ongoing demands of GSAC, the Youth Plaza and Nesbitt Park.
			<ul style="list-style-type: none"> Consult with user groups 	June 08		As above.
			<ul style="list-style-type: none"> Draft plan completed 	Sept. 09		As above.
			<ul style="list-style-type: none"> Final plan completed 	Nov 09		As above.
10	Nesbitt Park		<ul style="list-style-type: none"> Endorse draft Master Plan 	July 08	Completed	Master plan completed and endorsed by Council.
			<ul style="list-style-type: none"> Construct children's playground, Stage One 	Mar 09	In progress	Equipment supplier finalised. Installation to be completed in August 2009.
			<ul style="list-style-type: none"> Construct shade structure over playground 	April 09	In progress	A shade structure has been relocated within the park to a more suitable location next to the proposed playground. An additional structure will be installed following installation of the play equipment.

JUNE QUARTERLY MANAGEMENT PLAN 2008/09 REVIEW						
	Development and Governance					
	Gingerbread House					
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
1	Renovation of front playground	\$12,000	▪ Kidsafe inspection	▪ July 08	Completed	Plans in final stages for playground work to
			▪ Review recommendations	▪ July 08	Completed	commence in 2nd last week in January 2009
			▪ Obtain quotes	▪ July 08	Completed	Quotes obtained
			▪ Oversee works	▪ Sept 08	Completed	Works completed
2	Form committee to organise 21 Year celebrations for Gingerbread House service	Recurring budget	▪ Advertise for committee members in newsletter	▪ July 08	Completed	Committee called. 2 meeting held.
			▪ Meet on a regular basis to plan celebrations		Completed	
			▪ Undertake celebrations	▪ Oct 08	In Progress	Committee meetings continuing. Proposed date July.
						This celebration will now be held in September because one of the committee is overseas until then.
3	Prepare for DOCs licensing at end of 2008	\$500	▪ Complete all relevant paperwork for self-evaluation.	▪ From July 08	Completed	
4	Continue to support diversity and promote cross-cultural exchange	N/A	▪ Promote Gingerbread House services to diverse community groups	▪ Ongoing	In Progress	All groups supported.
			▪ Provide service and advocacy for refugee families, Women's Refuge, Women Up North		In Progress	Rural Health project not started,
			▪ Consult with group organisers/representatives		In Progress	Conducted as required
			▪ Consult with refugee support groups		In Progress	Conducted as required
			▪ Approach Rural Health re Indigenous children at caravan parks		Not started	We will support this project once initiated by Lismore Family Support or another community agency.
5	Re-organise front office space	\$250	▪ Consult with staff and develop room plan	▪ Aug 08	Completed	Staff discussion held
			▪ Re-arrange furniture and fittings			
				▪ Dec 08	Completed	Furniture available from council.
6	Plan and hold a grandparents' day	\$50	▪ Set a date	▪ Aug 08	Completed	Held 15th May 2008
			▪ Send out notices		Completed	
			▪ Host event		Completed	

JUNE QUARTERLY MANAGEMENT PLAN 2008/09 REVIEW						
Development and Governance						
	Koala					
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
1	Implement the NCAC Quality Improvement and Accreditation System	Recurring budget	Use Centre's ongoing NCAC Improvement Plan to devise and implement a work plan	Feb 09	Completed	NCAC June 2009 Accreditation Decision Received High ranking in all Quality Areas and Principles.
			Consult with Koala Advisory Panel, clients and staff to assess current standards of care	Monthly	Ongoing	Last meeting held June 16th.
			Meet licence requirements	Annually	Completed	New licence granted - 2008 - 2011. New online annual DOCS report Oct 29.
			Conduct client surveys	Quarterly	Completed	Positive feedback from client families.
2	Encourage community involvement in Centre's operations	Recurring budget	Network with local community services to meet child, client and staff needs	Bi-monthly	Ongoing	Director and Centre Administrator attendance at Network meeting, Gingerbrea House in May.
			Continue with referral process for children's additional developmental needs	Ongoing	Ongoing	Working with Communities for Children and Child and Family Health to meet children's additional needs.
			Liaise with families regarding Centre's program evaluation	Quarterly	Ongoing	Sent out to client families in April and June 2009.
			Utilise community resources to reflect the Centre's cultural diversity	Ongoing	Ongoing	Developed indigenous and multicultural resources with purchases in Sydney and obtained through the internet.
3	Provide programs that respond to the developmental needs of the children	Recurring budget	Provide staff non-contact teaching time to allow for program evaluation	Ongoing	Ongoing	Available to teaching staff in the Preschool and Babies Room.
			Consult with clients to assess children's individual needs, skills and interests	Ongoing	Ongoing	Children's Portfolios sent home on a bi-monthly basis.
			Review children's learning environment to stimulate their curiosity and interest	Ongoing	Ongoing	Use of emergent curriculum in program development.
			Provide quarterly developmental summaries of children to client families	Quarterly	Ongoing	Client Families received in June.
4	Provide appropriate staff training	Recurring budget	Identify individual staff training needs through the skills assessment and performance evaluation systems	Quarterly/annual needs identification	Completed	Staff annual skills assessments conducted and submitted to Council on Dec 3.
			Staff attendance at available staff training	Monthly assessment	Ongoing	Four individual staff attended TRIM, Children's Language Development, First Aid and Transition to School in April - June 2009.
5	Building maintenance	Recurring budget	Replace Possums Room air-conditioner	Dec 08	In progress	Service indicates a new system not required as yet.
			Replace damaged timber on Centre entry alcove	April 09	Ongoing	Quote accepted, waiting for work to commence.

JUNE QUARTERLY MANAGEMENT PLAN 2008/09 REVIEW						
	Development and Governance					
	Outside School Hours					
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
1	Children's Art Competition	\$100	<ul style="list-style-type: none"> Consult local businesses including LCC to display works of art produced by the children and seek sponsorship to provide prizes 	Nov 08	In Progress	Term 4 Program complete. Start date for the competition is 10.11.08 completion date 24.11.08.
2	Police Anti-Bullying Campaign	\$0	<ul style="list-style-type: none"> Visit from Police Community Liaison officer to give advice and information to children on the effects of bullying and what actions the children need to take if this is affecting their daily lives 	Dec 08	In Progress	The service has booked Brainstorm productions to come and perform their anti-bullying performance.
3	Paddle pop stick sculpture show	\$95	<ul style="list-style-type: none"> Children create their own conceptual sculptures for display at Lismore Library Arrange with the Lismore Library a suitable timeframe to display the works of art Families are invited to view their children's art works at the Library 	Apr 09	Not Started	
4	International Day of Families 2009	\$0	<ul style="list-style-type: none"> To program a week of activities reflecting the concept of the family Encourage parents to donate time or skills that can be utilised in the week's activities Have an afternoon where parents are encouraged to have afternoon tea at the centre 	May 09	Not Started	

JUNE QUARTERLY MANAGEMENT PLAN 2008/09 REVIEW						
Development and Governance						
Regional Art Gallery						
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
1	Raise funds and lobby for the construction of the new building	staff time	<ul style="list-style-type: none"> Form a network of people able to assist with fundraising Confirm contacts with government representatives 	<ul style="list-style-type: none"> Ongoing Oct 08 	<ul style="list-style-type: none"> In progress Complete 	<p>The Gallery Director has met with business representatives to discuss support for an annual art prize and the new gallery building.</p> <p>The Gallery Director attended a meeting with Virginia Judge MP, Minister Assisting the Premier on the Arts and discussed the new building. With the Mayor of Lismore, met with Federal Member for Page, Janelle Saffin MP. Also with the Mayor, the Gallery Director met with Peter Garrett MP, Federal Minister for the Arts, to discuss the new building. The Director has continued a strong relationship with contacts within Arts NSW - NSW Government's arts policy and funding body.</p>
2	Develop nationally significant exhibitions	Staff time	<ul style="list-style-type: none"> Curate exhibitions featuring nationally significant artists 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> In progress 	<p>During this quarter we have established the Splendid project and selected the 10 young and emerging artists who will participate in the first year. Splendid is a cross artform initiative that builds experimentation and collaboration between young and emerging artists. Splendid is in 2 parts, a 3 week immersive Arts Lab that encourages critical thinking, and the commissioning of cross artform works for a festival environment. The aim is to create new industry outcomes for cross artform artists, and develop new audiences and build partnerships between Lismore Regional Gallery, NORPA, Arts Northern Rivers and Splendour in the Grass. Splendid is a Lismore Regional Gallery initiative in partnership with NORPA, Arts Northern Rivers and Splendour in the Grass. It is a 3 year national project funded by the Australia Council (\$600,000), Splendour in the Grass (\$150,000), and receives in-kind support from LRG and partners.</p>
3	Provide input and specialist technical knowledge into the design of the new Gallery building	Staff time	<ul style="list-style-type: none"> Meet with stakeholders and research other facilities to evaluate the best model for Lismore's needs 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> In progress 	<p>The draft concept plans have been continually revised and updated. The Gallery Director continues to liaise with various stakeholders and galleries to research other facilities to develop the best model for the gallery's new building. The Council Project Team has been formed with Wendy Adriaans as the Project Leader. The Project Steering Committee will be formed in the next quarter.</p>
4	Grow the Gallery community and increase membership	Staff time	<ul style="list-style-type: none"> Develop support material for the newsletter, webpage, e-updates and panels that is informative and inclusive 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> In progress 	<p>Information panels, web pages, invitations and e-invites are developed for each exhibition or project, and catalogues are provided for some. This information is available in hard copy or online at the gallery website. The Newsletter has ceased as it is too expensive to print. The Gallery now encourages public to visit the website as our information is current and serves a similar purpose to the newsletter.</p>
5	Develop a user-friendly website with full program details and projects online	Staff time	<ul style="list-style-type: none"> Provide staff training in specialists areas Consistently list full program on the website 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Complete In progress 	<p>Gallery staff have received training to maintain, update and improve the gallery website.</p> <p>All Gallery information is displayed and updated on the gallery website. The Online Collection Database is being finalised and will go live next quarter. The Splendid website is part of the Gallery website and is fully up to date with the extensive Splendid program.</p>

JUNE QUARTERLY MANAGEMENT PLAN 2008/09 REVIEW						
	Development & Governance					
	Library Services					
	Project	Budget	Key action steps	Target date	Status	Explanation on Progress to Date
1	Develop and maintain programs for children and teenagers	Recurring budget	▪ Expand Baby Bounce to Goonellabah branch	▪ Sept 08	Completed	This is now in place every Tuesday.
			▪ Develop monthly teenage program at Lismore Library	▪ July 08	Completed	These occur on every 2nd Thursday of each month.
			▪ Continue <i>Lismore Let's Read</i> program	▪ Ongoing		This has been successfully rolled out to library members.
2	Promote the Library within the community	Recurring budget	▪ Make available display space to community organisations	▪ July 08	Completed	There have been a number of community displays
			▪ Participate in local events	▪ July 08	Completed	This happens as opportunities arise. Including Lismore Show and the Lantern Parade
3	Increase library membership	Recurring budget	▪ Offer extended library opening hours	▪ Ongoing	Completed	Council have approved Sunday opening.
4	Maintain quality book stock	Recurring budget	▪ Read wide range of book reviews	▪ Ongoing	In Progress	Book review routinely read
			▪ Fulfil Requests for Purchase	▪ Ongoing	In Progress	Books have been purchased as requested.
			▪ Source materials from variety of suppliers	▪ Ongoing	In Progress	Source books as appropriate.
			▪ Purchase all locally produced material	▪ Ongoing	In Progress	This is always done.
			▪ Maintain a vigorous culling program	▪ Ongoing	In Progress	Poor quality and out of date books are routinely culled.
5	Train and support staff	Recurring budget	▪ Ensure appropriate training is available to all staff	▪ Ongoing		Staff at all levels have attended appropriate training in this quarter.
			▪ Source new training programs for inclusion in Training Plan	▪ Ongoing		Always looking for new training opportunities!
			▪ Review staff training requests	▪ Ongoing		Staff are encouraged to provide their own training requirements.

Report

Subject	Investment Policy Review
File No	ED09/9938:EF09/2209
Prepared by	Management Accountant
Reason	In accordance with Resolution 79/08, the Investment Policy has been updated to comply with Ministerial and legislative requirements.
Objective	To adopt a compliant Investment Policy Statement
Strategic Plan Link	Leadership by Innovation
Management Plan Project	Financial Services

Overview of Report

As a result of the global financial crisis, the NSW Government, based on recommendations from the Cole Report, made significant changes to the range of eligible investments in which a Council could invest. The recommendations from the Cole Report and changes made were reported to Council in April 2008 and required the Investment Policy to be reviewed and amended. This review was delayed in anticipation of the Department of Local Government (DLG) releasing investment guidelines as recommended in the Cole Report. These guidelines were issued in draft format in May 2009. It is not anticipated that any major changes will be made to draft.

A review of the investment strategy and policy has taken place with the assistance of Council's Independent investment advisor, CPG Research & Advisory (CPG), to ensure it complies with the DLG's investment requirements.

Background

To assist councils to invest funds in a prudent and appropriate manner, the DLG requires all to develop an investment policy. Investments are not considered to be a principal activity for councils but the knowledge and skill required to manage investments can be quite specialised. Councils are encouraged to seek independent financial advice where necessary in preparing an investment policy. CPG have had fundamental input into the preparation of the new IPS.

The Investment Policy is the document which formalises the guidelines for investment. An investment policy typically contains the goals and objectives of the investor, the investment constraints and legislative requirements, the assets that are authorised for investment, the appointment of advisors and other external service providers and the identification of key risks. The Investment Strategy is used to implement the investment policy. An investment strategy will typically contain the target allocations to asset classes, how products are selected and managed and how risk is managed and mitigated. These two documents form the Investment Policy Statement (IPS) and a copy is attached.

In the past there have been concerns within the local government industry that some investments were falling outside the guidelines of the DLG. In 2007 concerns were heightened when the decline in the "sub-prime" mortgage market in the USA occurred and possible exposure of some Councils with structured investment products to losses. In order to clarify the exposure of NSW councils to any losses, a review was conducted under the direction of a Steering Committee chaired by the DLG with representatives from the Department of Premier and Cabinet and NSW Treasury. Mr Michael Cole was

engaged to conduct the review and hence the issue of “The Cole Report”.

The review investigated the impact on councils that had invested in structured financial products. The recommendations from the Review include:-

- Amendments to the Ministerial Investment Order
- Grandfathering existing investments that are excluded by the proposed changes to the Ministerial Investment Order
- Excluding the manufacturers and distributors of investment products from acting as investment advisors to Councils
- Suspending investments with specific credit ratings until December 2009
- Ensuring Councils are more fully aware of their obligations under the Local Government Act 1993 and the Trustee Act 1925(NSW), and
- Issuing investment policy guidelines for Councils.

The NSW Government adopted all the recommendations resulting in the new Ministerial Investment Order and the necessity to review and update the investment policy.

The draft Investment Policy Guidelines issued in May 2009 are to apply to all general purpose and special purpose councils in New South Wales. They are issued under section 23A of the Local Government Act 1993. The DLG’s ‘Draft Investment Policy Guidelines can be found at www.dlg.nsw.gov.au under Publications. The objectives of the guidelines are to:

- Assist Councils in investing funds in a prudent and appropriate manner
- Outline legislation associated with the investment of surplus funds
- Assist Councils in preparing a suitable investment policy
- Outline key issues when investing funds
- Define duties and obligations of the Council and officers
- Outline requirements for internal control procedures, and
- Establish proper reporting and monitoring procedures.

As the role of the elected Council is to direct and control the affairs of the Council in accordance with the Act, Councillors should use these guidelines to ensure that Council:-

- Has an appropriate investment policy that guides the investments of ratepayers’ funds in compliance with the Council’s charter
- Approve the investment policy by resolution
- Approve amendments to the investment policy by resolution
- Review the policy each year and
- That there is open and transparent reporting of Council investments to the Council and to the ratepayers.

Council officers that are involved in selecting, reviewing and/or monitoring investment products will use these guidelines and the adopted IPS to ensure that they understand the parameters, risks and expectations that Council requires to be taken into account when investing surplus funds.

At the Workshop held on 28 July, 2009, the key technical elements of the IPS were presented by CPG who explained the concepts, considerations and recommendations. This workshop also provided Council with an overview of different types of investments a council is able to invest in under the guidelines and how they fit into the IPS.

As mentioned, the first part of the document is the Investment Policy. This section sets out the investment objectives along with the types of investments Council is authorised to enter into under the current legislation and regulations. It also provides guidance on reporting issues and when the IPS should be reviewed.

The second part of the document is the Investment Strategy. This section sets out how Council will implement the Investment Policy. To ensure Council funds are prudently invested with care, due diligence and skill, the management practices to be undertaken are outlined to ensure that the applicable outcomes and objectives are at the forefront of decision making. The target credit quality weighting and exposure to individual counterparties/financial institutions are also stipulated along with maturity date targets to ensure cashflow is maintained, while at the same time having regard to the economic conditions that are prevalent, to maximise returns on surplus funds.

Comments

Financial Services

The proposed IPS complies with the requirements of the Local Government Act 1993, the Local Government (Regulation) Regulation 2005 and the Ministerial Investment Order.

As indicated by the DLG's Guidelines, "the main objective in investing funds should be to preserve the capital, that is, prevent any loss to the amount invested, while gaining the most advantageous rate of return with minimum risk." This has been one of the main considerations in the development of the IPS with CPG

Other staff comments

NA

Public consultation

NA

Conclusion

A well written investment policy with clear objectives makes it easier to ensure investments comply with all relevant legislation and Ministerial Order. The proposed IPS lists all requirements that a prudent person would be required to comply with before making an investment. The strict adherence to these requirements will significantly enhance the achievement of Council's investment objectives.

The proposed Investment Policy Statement has been developed in conjunction with Council's independent investment advisor and meets the requirements set out in the Department of Local Government's Draft Investment Policy Guidelines.

Recommendation

That Council replace the existing Investment Policy with the attached Policy 1.5.4 - Investment Policy Statement.

Report

Subject	Margaret Olley Arts Centre
File No	ED09/9295:EF09/2005
Prepared by	Manager Community Services
Reason	To update the Council on planning progress and impending funding opportunities
Objective	To endorse the formation of a project Steering Committee
Strategic Plan Link	Quality of Life
Management Plan Project	Community Services

Overview of Report

This report outlines the requirements to lodge a funding application to the Community Infrastructure Program later this year and recommends the formation of a Steering Committee to assist in this process.

Background

Council has previously supported the development of a new art gallery, The Margaret Olley Arts Centre (The Olley), to be funded from future capital works allocation and government grants. Since 2001 a feasibility study, business plan, master plan, amended master plan, development control plan, and a discussion paper have been completed, reviewed by and adopted by the Council. Throughout this process it has become apparent that significant external funds will be required to progress the development and construction of this facility.

The Federal Government has announced a funding opportunity for major community infrastructure projects as part of its impetus package. The \$120 million funding round is expected to open in November or December 2009, and it would be extremely advantageous for this project to have completed the initial planning requirements to the Development Application stage in order to be best placed to receive the required government funding.

Council staff are working to this timeframe and a number of planning and design activities need to be undertaken within the next few months. A concept design has been completed largely for the purposes of cost estimates and the preparation of funding applications, however it is considered prudent to commence an open tender process for the design of The Olley given the probity and accountability issues associated with the delivery of a major project. An internal project team has been established to administer and facilitate project delivery, however the need for a Steering Committee to provide strategic direction to the project is an essential component of the planning stage.

It is proposed that a Steering Committee similar in style to the Goonellabah Sports and Aquatic Centre Steering Committee is established. Its membership would comprise the following personnel:

The Mayor
2 Councillors
1 member of the Arts and Culture Policy Advisory Group
1 representative from Southern Cross University

The General Manager will nominate a cross discipline group of staff to support the Committee.

Southern Cross University (SCU) is a committed partner and key stakeholder in this project. A draft Memorandum of Understanding (MOU) between SCU and Council has been prepared and is currently under review prior to sign off. The University has offered to contribute to the project for the provision of a university gallery/exhibition space within The Olley. It is therefore essential to have the University's strategic input as the project progresses.

Terms and scope

The Steering Committee will meet on a regular basis throughout the planning phase of the project, and then on an 'as needs' basis following construction commencement. Major decisions such as the awarding of contracts will be brought to the Council via comprehensive written reports, however relatively minor decisions relating to elements of design, for example, will be resolved by the Steering Committee by consensus. The Steering Committee will be informed by the staff Project Team which meets on a weekly basis.

Comments

Financial Services

The creation of a Steering Committee for the Margaret Olley Arts Centre is supported as it is essential that timely and informed strategic direction is provided during the planning stage of this project.

Other staff comments

Gallery Director

Establishing a Steering Committee for the Margaret Olley Art Centre is supported as it will provide strategic direction for the project and connectivity to the community and partners.

Manager Assets and Support Services

This is a flagship project for the current Council and a sound, appropriate and representative project management structure is required to manage it through to completion. The model proposed is similar to that adopted for the Goonellabah Sports and Aquatic Centre and it worked well in terms of providing strategic direction for the project at the various stages of development. These initial stages of the project are critical to its overall success in that decisions will be required which will be difficult and/or costly to leave or alter at a later time.

Public consultation

Not required.

Conclusion

Timelines for the preparation of documentation required to submit a well-prepared funding application to the federal government's Community Infrastructure Program are tight. The Department of Local Government in their draft guidelines for capital expenditure projects such as The Olley require a Council Steering Committee to be established well into the planning phase. The internal Project Team will require support and guidance from both the Steering Committee and the Council in order to meet specific objectives and timelines.

Recommendation

That Council:

1. Establish a Steering Committee for the development of the Margaret Olley Arts Centre comprising of:

The Mayor

2 Councillors

1 member of the Arts and Culture Policy Advisory Group

1 representative from Southern Cross University

2. Determine Councillor representation on the Steering Committee.
3. Invite the Arts and Culture Policy Advisory Group to nominate one of their committee members to sit on the Steering Committee.
3. Invite the Head of the School of Arts and Social Sciences from Southern Cross University to be a member of the Steering Committee.

Report

Subject	2009 Local Government Conference
TRIM Record No	ED09/9312:EF09/112
Prepared by	Corporate Compliance Coordinator
Reason	Request form the Local Government Association
Objective	To determine delegates and Motions
Strategic Plan Link	Leadership by Innovation
Management Plan Project	Councillors

Overview of Report

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

Background

The 2009 Local Government Conference will be held in Tamworth from 25-28 October 2009. A copy of the program has been previously distributed to Councillors and can be found on the Associations web site at www.lgsa.org.au.

Voting Delegates

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

Accommodation bookings have been made for three delegates.

Comments

Financial Services

All costs associated with attending the 2009 Local Government Conference are funded by the Mayor/Councillors professional development budgets totalling \$27,500. Attendance at this conference will not fully expend this budget.

Other staff comments

Not requested.

Public consultation

Not undertaken.

Recommendation

That Council's voting delegates to the Conference be the Mayor, Clr..... and Clr.....

Report

Subject	Councillors Expenses and Facilities Policy
TRIM Record No:	ED09/9304:EF09/1920
Prepared by	Corporate Compliance Coordinator
Reason	Statutory requirement to review the policy
Objective	To ensure the current policy meets the Councillor requirement
Strategic Plan Link:	Leadership by Innovation
Management Plan Project:	Councillors

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 functions 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 Department 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 the first twelve months of this Council, no change is proposed.

Comments

Financial Services

The 2009/10 Budget provides funding to meet all likely costs incurred as part of this policy.

Other staff comments

Not requested.

Public consultation

Not required as no amendment is recommended.

Recommendation

That Council adopt the existing policy, Payment of Expenses and Facilities.

Report

Subject	Code of Conduct Review
TRIM Record No:	ED09/9299:EF09/640
Prepared by	Corporate Compliance Coordinator
Reason	Requirement of the <i>Local Government Act</i>
Objective	To meet legislative requirement and ensure the code meets Council requirements
Strategic Plan Link:	Leadership by Innovation
Management Plan Project:	Councillors

Overview of Report

This report reviews Council's Code of Conduct as required by the *Local Government Act*.

Background

The current Code of Conduct was adopted by Council at its meeting held on 12 August 2008, in accordance with Section 440 (3) of the *Local Government Act 2003*. The adopted code was in effect the Model Code as prescribed by the regulations.

Section 440 (7) of the *Local Government Act* requires that:

'Council must, within twelve months after each ordinary election, review its adopted code and make adjustments as it considers appropriate and as one consistent with this section.'

Essentially Council can add to the Model Code but cannot dilute it.

Review

As stated above, the current code had been in operation for twelve months. No deficiencies in the code on its administration have been experienced.

The current Councillors were asked to consider proposing amendments and no suggestions were received.

Comments

Financial Services

Not requested.

Other staff comments

Not requested.

Public consultation

Not requested.

Recommendation

That Council:

1. Note the Code of Conduct review.
2. Continue to adopt the Model Code as the Code of Conduct.

Report

Subject	Investments – July 2009
File No	ED09/9877:EF09/2209
Prepared by	Management Accountant
Reason	Required by Local Government Act 1993, Local Government (General) Regulations 2008 and Council's Investment Policy
Objective	To report on Council Investments
Strategic Plan Link	Leadership by Innovation
Management Plan Project	Financial Services

Overview of Report

Council investments as at 31 July 2009 are estimated to be \$27,508,211 subject to final value of funds held under separate management being advised shortly.

The interest rate reported for July 2009 is estimated to be 2.92% and is below the Bank Bill Swap Rate for the same period of 3.12%. The final interest return may vary due to actual returns achieved in the funds held under separate management.

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

- *Confirmation of Investments – at Market Value – 30 June 2009* \$30,186,785
- *Estimated Investments – at Market Value – 31 July 2009* \$27,508,211

The current rate of return on investments for July 2009 is estimated to be 2.92% and is below the Bank Bill Swap Rate for the same period of 3.12%. 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.

Investments held in Longreach – Series 25 and ASPRIT III Trust are no longer paying coupons as reported previously and are shown on the Estimated Interest attachment with an interest rate and estimated interest for the period of zero.

Terminating Investments

CPG Research and Advisory have advised that they have not received any further information in relation to the five terminating investments, (Beryl Esperance 2, Beryl Global Bank Note, Zircon Merimbula, Zircon Coolangatta and Zircon Miami). They have been corresponding with the Trustee but there is still no further indication on the expectation of capital recovery.

CPG Research and Advisory have advised that it is prudent to not accrue any interest on these investments until further information becomes available. These investments are also shown on the Estimated Interest attachment with an interest rate and estimated interest for the period of zero.

Lehman Brothers Investments

As advised during the month, Council has joined a class action in relation to legal action to set aside a Deed of Company Agreement (DOCA) prepared by the Administrator's appointed after Lehman Brothers Australia Limited went into voluntary administration in September, 2008. The application for legal action was filed in the Federal Court in June 2009 and is expected to be heard in August 2009. This action is proposed to be funded by IMF (Australia) Ltd. IMF provides funding for significant and large scale litigation such as this case. IMF invited all Litigation or Contingent Creditors including council to join the class action on a 'no win no pay' basis, and that IMF would be entitled to its commission, management fee and cost reimbursement, but only from what is recovered.

Attachments

The following attachments have been included for Council's information:

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

Comments**Financial Services**

The market value of CDO investments have been further revised down by CPG Advisory and Research in preparation for the 2009 Financial Reports. As reported on the Capital Value Movements attachment, the net capital losses for all investments since July 1, 2007 to June 30, 2009 are estimated at \$3.941million. For 2008/09, the net capital loss is estimated at \$275,000.

The market value for all investments is required for the 2009 Financial Reports and the final net capital movement amount will be reported at that time.

Other staff comments

Not Applicable.

Public consultation

Not Applicable.

Conclusion

A report on investments is required to be submitted to Council monthly. This report meets that requirement. For July 31, 2009, investments total \$27,508,211 and the annualised rate of return was 2.92%.

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.

In regards to the five investments directly affected by the Lehman Brothers Holdings bankruptcy, council has been advised that it is not possible to predict an accurate time frame or expectations of capital recovery at this time.

Any information in relation to the class action relating to the Lehman Brothers Investments will be provided to Council as it becomes available.

Recommendation

That the report be received and noted.

**Capital Value Movements
Summary of Investments held as at
31 July, 2009**

Name of Investment / & Counterparty	Type of Investment	Rating	Assessment of return of Capital	Purchase Date	Maturity Date	Last Date Confirmed Valuation Available	Base Capital Value	Estimated Current Market Value (Note 4)	
Cash Based Returns									
Blackrock Care & Maintenance Fund	Managed Fund	A	High	15/10/2008	N/A	30/06/2009	\$ 2,869,887	\$ 2,694,629	Note 3
CBA Business On Line Banking A/c	Cash Management Account	Cash	High	N/A	N/A	28/07/2009	\$ 4,101,000	\$ 4,101,000	Note 1
Macquarie Cash Management Trust	Cash Management Account	Not Rated (Note 7)	High	1/9/2006	N/A	28/07/2009	\$ 247,986	\$ 247,986	Note 1
ANZ High Yield Cash Account	Cash Management Account	AA	High	N/A	N/A	30/06/2009	\$ 1,950,074	\$ 1,950,074	Note 1
Bank of Queensland	Term Deposit	A2	High	30/6/2009	30/7/2009	30/06/2009	\$ 2,000,000	\$ 2,000,000	Note 1
IMB Banking & Financial Services	Term Deposit	A2	High	2/7/2009	4/8/2009	2/07/2009	\$ 2,000,000	\$ 2,000,000	Note 1
Southern Cross Credit Union	Term Deposit	Not Rated (Note 7)	High	10/7/2009	10/8/2009	10/07/2009	\$ 2,000,000	\$ 2,000,000	Note 1
Suncorp	Term Deposit	A-1	High	20/7/2009	20/8/2008	20/07/2009	\$ 2,000,000	\$ 2,000,000	Note 1
Credit Union Australia (CUA)	Term Deposit	Not Rated (Note 7)	High	21/6/2009	22/9/2009	21/06/2009	\$ 2,000,000	\$ 2,000,000	Note 1
Summerland Credit Union	Term Deposit	Not Rated (Note 7)	High	21/7/2009	19/10/2009	21/07/2009	\$ 1,000,000	\$ 1,000,000	Note 1
Merrill Q A/A FRN / CBA	Floating Rate Note	A+	High	22/3/2005	30/6/2009	30/06/2009	\$ 1,000,000	\$ 949,250	Note 1
Bishopsgate (Wentworth)	Floating Rate CDO	AA	High	1/9/2006	20/9/2010	30/06/2009	\$ 500,000	\$ 435,100	Note 1.5
Herald Limited (Quartz)	Floating Rate CDO	B+	Low	1/9/2006	20/12/2010	30/06/2009	\$ 30,000	\$ 21,747	Note 1.5
Cypress (Lawson)	Floating Rate CDO	BBB+	Low	1/9/2006	30/12/2010	30/06/2009	\$ 500,000	\$ 379,500	Note 1.5
Deutsche Bank CG Yield Curve Note	Euro Bond	Not Rated (Note 7)	High	1/9/2006	18/10/2011	30/06/2009	\$ 250,000	\$ 247,500	Note 1.5
BELO (Kalgoorlie)	Commodity Backed Security	AA+	High	1/9/2006	27/2/2012	30/06/2009	\$ 700,000	\$ 580,440	Note 1.5
Magnolia (Flinders)	Floating Rate CDO	BB+	Low	1/9/2006	20/3/2012	30/06/2009	\$ 300,000	\$ 210,000	Note 1.5
Omega (Henley)	Floating Rate CDO	CCC	Low	1/9/2006	22/6/2012	30/06/2009	\$ 400,000	\$ 126,200	Note 1.5
Beryl (Esperance 2)	Floating Rate CDO	BB+	Low	1/9/2006	20/3/2013	27/07/2009	\$ 400,000	\$ 221,596	Note 1.5
Corsair (Torquay)	Floating Rate CDO	CCC-	Low	1/9/2006	20/6/2013	30/06/2009	\$ 500,000	\$ 59,400	Note 1.5
Zircon (Merimbula)	Floating Rate Note	C	Low	1/9/2006	20/6/2013	27/07/2009	\$ 300,000	\$ 93,450	Note 1.5
ASPRIT III Trust	Equity Linked Investment	AA	High	13/7/2007	13/7/2013	31/03/2009	\$ 2,000,000	\$ 1,742,000	Note 1.2
Corsair (Kakadu)	Floating Rate CDO	CCC	Low	1/9/2006	20/3/2014	30/06/2009	\$ 500,000	\$ 124,550	Note 1.5
Longreach - Series 25	Equity Linked Investment	AA-	High	2/4/2007	4/4/2014	30/06/2009	\$ 1,000,000	\$ 662,600	Note 1.2
Helium (Scarborough)	Floating Rate CDO	CCC-	Low	1/9/2006	23/6/2014	30/06/2009	\$ 200,000	\$ 2,200	Note 1.5
Beryl (Global Bank Note)	Floating Rate Note	C	Low	1/9/2006	20/9/2014	27/07/2009	\$ 150,000	\$ 119,535	Note 1.5
Zircon (Coolangatta)	Floating Rate CDO	C	Low	1/9/2006	20/9/2014	27/07/2009	\$ 500,000	\$ 153,550	Note 1.5
Aphex (Glenelg)	Floating Rate CDO	CCC+	Low	1/9/2006	22/12/2014	30/06/2009	\$ 500,000	\$ 60,900	Note 1.5
Bendigo Bank FR Sub Debt	Subordinate Debt	Not Rated (Note 7)	Medium	1/9/2006	14/12/2015	30/06/2009	\$ 500,000	\$ 440,100	Note 1.5
Elders Rural Bank Sub Debt	Subordinate Debt	Not Rated (Note 7)	Medium	1/9/2006	16/3/2016	30/06/2009	\$ 1,000,000	\$ 864,000	Note 1.5
Zircon (Miami)	Floating Rate CDO	C	Low	1/9/2006	20/3/2017	27/07/2009	\$ 50,000	\$ 20,905	Note 1.5
Investment on Hand							\$ 31,448,947	\$ 27,508,211	

Investments Redeemed during period (Note 6)

Summerland Credit Union	Term Deposit	Not Rated (Note 7)	High	21/5/2009	20/7/2009	21/05/2009	\$ 1,000,000	\$ 1,000,000	
Southern Cross Credit Union	Term Deposit	Not Rated (Note 7)	High	8/5/2009	10/7/2009	8/05/2009	\$ 2,000,000	\$ 2,000,000	
IMB Banking & Financial Services	Term Deposit	A2	High	2/6/2009	2/7/2009	1/05/2009	\$ 2,000,000	\$ 2,000,000	
Suncorp	Term Deposit	A-1	High	19/6/2009	20/7/2009	19/06/2009	\$ 2,000,000	\$ 2,000,000	

\$ 38,448,947 \$ 34,508,211

Total Capital Movement - Gain/(Loss)

Adjusted Capital loss reported for 2007/08 and 2008/09

\$ (3,940,736)

Capital Movement since 01/07/09 - Gain/(Loss)

\$ (3,940,736) Note 8

\$ (0)

Note 1:
Note 2:
Note 3:
Note 4:
Note 5:
Note 6:
Note 7:
Note 8:

Base Capital Value is the face value of the investment
Capital Guaranteed note if held to maturity
The Base Capital Value is the Market Value as at 30/6/08 plus additions less redemptions during the year.
Latest estimates based on information provided by investment managers and prior period performance.
Market Value is the Capital Value of the Investment and any accrual of income.
These investments were redeemed during the period and impact on the interest return for the period. They are not part of the Balance of Investment Held.
These Counterparties & Products are authorised under the Minister Order and require no minimum Credit Rating.
The amount shown as the Capital Loss reported for 2007/08 has been adjusted for the loss on the Managed Funds and actual impaired investments from 2007/08 realised in the current year. The loss on the managed funds has been factored into the Base Capital Value. Please see Note 3 for further explanation.

"Indicative" Source of Funds

Externally Restricted	15,671,428
Internally Restricted	11,836,783
	<u>\$ 27,508,211</u>

**Estimated Interest
Summary of Investments held as at
31 July, 2009**

Name of Investment / & Counterparty	Type of Investment	Rating	Annualised Coupon / Interest Rate	Base Capital Value	Estimated Current Value (Note 6)	Estimated Interest for Period	Weighted Interest for Period
Cash Based Returns							
Blackrock Care & Maintenance Fund	Managed Fund	A	0.00%	\$ 2,869,887	\$ 2,694,629	\$ -	0.00%
CBA - Business On Line Banking A/c	Cash Management Account	Cash	2.85%	\$ 4,101,000	\$ 4,101,000	\$ 9,927	0.34%
Macquarie Cash Management Trust	Cash Management Account	Not Rated	2.14%	\$ 247,986	\$ 247,986	\$ 450	0.02%
ANZ High Yield Cash Account	Cash Management Account	AA	3.30%	\$ 1,950,074	\$ 1,950,074	\$ 5,466	0.19%
Bank of Queensland	Term Deposit	A2	3.85%	\$ 2,000,000	\$ 2,000,000	\$ 6,329	0.21%
IMB Banking & Financial Services	Term Deposit	A2	3.96%	\$ 2,000,000	\$ 2,000,000	\$ 6,293	0.21%
Southern Cross Credit Union	Term Deposit	Not Rated	4.25%	\$ 2,000,000	\$ 2,000,000	\$ 4,890	0.17%
Suncorp	Term Deposit	A-1	4.20%	\$ 2,000,000	\$ 2,000,000	\$ 2,532	0.09%
Credit Union Australia (CUA)	Term Deposit	Not Rated	4.38%	\$ 2,000,000	\$ 2,000,000	\$ 7,440	0.25%
Summerland Credit Union	Term Deposit	Not Rated	3.80%	\$ 1,000,000	\$ 1,000,000	\$ 1,041	0.04%
Merrill Q A/A FRN - CBA	Floating Rate Note	A+	3.55%	\$ 1,000,000	\$ 949,250	\$ 2,865	0.10%
Bishopsgate (Wentworth)	Floating Rate CDO	AA	4.67%	\$ 500,000	\$ 435,100	\$ 1,982	0.07%
Herald Limited (Quartz)	Floating Rate CDO	B+	4.51%	\$ 30,000	\$ 21,747	\$ 115	0.00%
Cypress (Lawson)	Floating Rate CDO	BBB+	4.33%	\$ 500,000	\$ 379,500	\$ 1,837	0.06%
Deutsche Bank CG Yield Curve Note	Euro Bond	Not Rated	5.33%	\$ 250,000	\$ 247,500	\$ 1,131	0.04%
BELO (Kalgoorlie)	Commodity Backed Security	AA+	4.46%	\$ 700,000	\$ 580,440	\$ 2,654	0.09%
Magnolia (Flinders)	Floating Rate CDO	BB+	4.51%	\$ 300,000	\$ 210,000	\$ 1,149	0.04%
Omega (Henley)	Floating Rate CDO	CCC	3.83%	\$ 400,000	\$ 126,200	\$ 1,300	0.05%
Beryl (Esperance 2)	Floating Rate CDO	BB+	0.00%	\$ 400,000	\$ 221,596	\$ -	0.00%
Corsair (Torquay)	Floating Rate CDO	CCC-	4.21%	\$ 500,000	\$ 59,400	\$ 1,788	0.06%
Zircon (Merimbula)	Floating Rate Note	C	0.00%	\$ 300,000	\$ 93,450	\$ -	0.00%
ASPRIT III Trust	Wholesale Managed Investment	AA	0.00%	\$ 2,000,000	\$ 1,742,000	\$ -	0.00%
Corsair (Kakadu)	Floating Rate CDO	CCC	4.01%	\$ 500,000	\$ 124,550	\$ 1,703	0.06%
Longreach - Series 25	Equity Linked Note	AA-	0.00%	\$ 1,000,000	\$ 662,600	\$ -	0.00%
Helium (Scarborough)	Floating Rate CDO	CCC-	4.33%	\$ 200,000	\$ 2,200	\$ 735	0.03%
Beryl (Global Bank Note)	Floating Rate Note	C	0.00%	\$ 150,000	\$ 119,535	\$ -	0.00%
Zircon (Coolangatta)	Floating Rate CDO	C	0.00%	\$ 500,000	\$ 153,550	\$ -	0.00%
Aphex (Glennelg)	Floating Rate CDO	CCC+	4.28%	\$ 500,000	\$ 60,900	\$ 1,816	0.06%
Bendigo Bank FR Sub Debt	Subordinate Debt	Not Rated	3.52%	\$ 500,000	\$ 440,100	\$ 1,496	0.05%
Elders Rural Bank Sub Debt	Subordinate Debt	Not Rated	3.72%	\$ 1,000,000	\$ 864,000	\$ 3,162	0.11%
Zircon (Miami)	Floating Rate CDO	C	0.00%	\$ 50,000	\$ 20,905	\$ -	0.00%
Investment on Hand				\$ 31,448,947	\$ 27,508,211	\$ 80,054	2.76%

Note 1,3

Note 2,5

Note 2,5

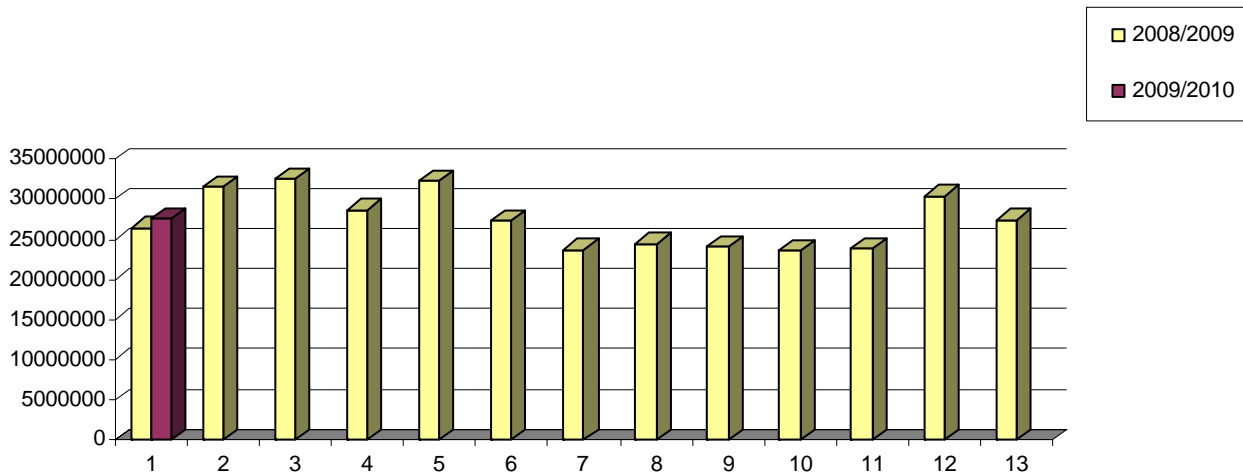
Note 4

Investments Redeemed during period							
Summerland Credit Union	Term Deposit	Not Rated	3.50%	\$ 1,000,000	\$ 1,000,000	\$ 1,918	0.07%
Southern Cross Credit Union	Term Deposit	Not Rated	4.10%	\$ 2,000,000	\$ 2,000,000	\$ 2,247	0.08%
IMB Banking & Financial Services	Term Deposit	A2	4.00%	\$ 2,000,000	\$ 2,000,000	\$ 438	0.02%
Suncorp	Term Deposit	A-1	4.40%	\$ 2,000,000	\$ 2,000,000	\$ 4,822	0.17%

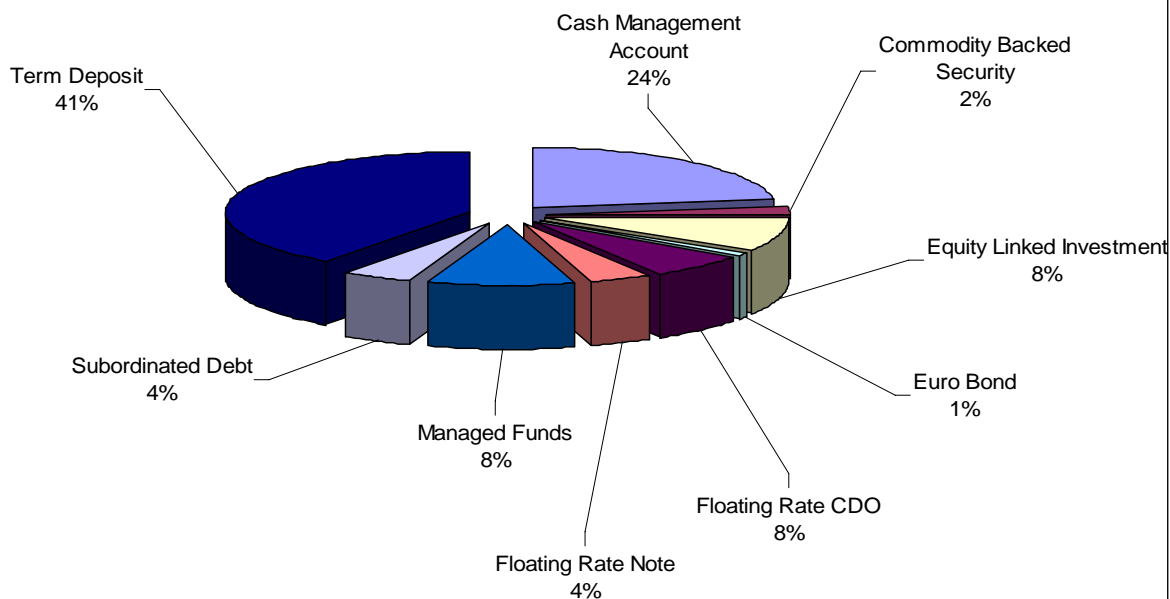
Effective Interest Rate	31/7/2009	2.92%
\$ 38,448,947	\$ 34,508,211	\$ 84,656

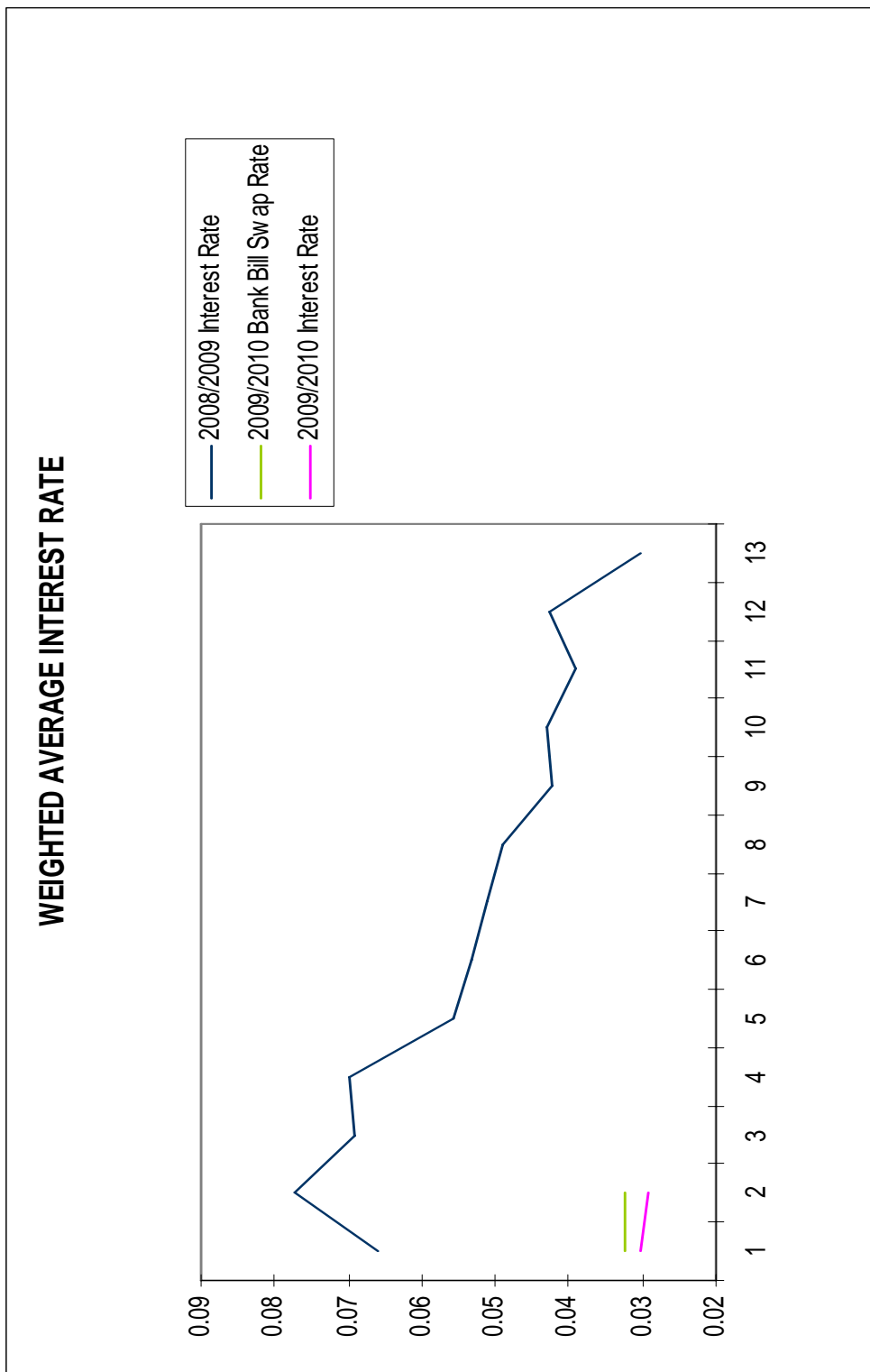
Note 1: Interest return is calculated on (actual interest + plus accrued interest + plus realised gains - losses on disposal - expenses) / principal value
 Note 2: Capital Guaranteed note if held to maturity
 Note 3: Blackrock interest rate is shown as zero as regular distributions are not being received. 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 estimated current value 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.

TOTAL INVESTMENT PORTFOLIO

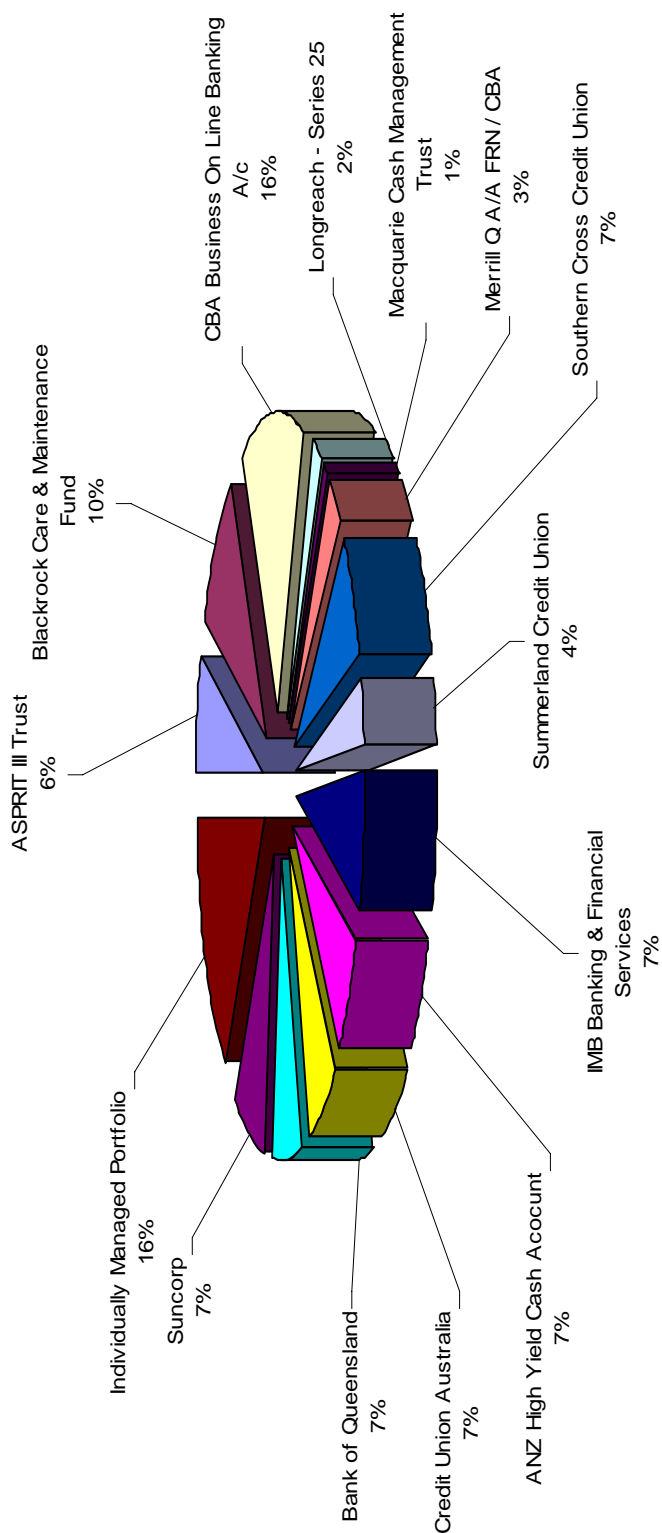


INVESTMENT BY TYPE





Investment by Institution



**MINUTES OF THE TRAFFIC ADVISORY COMMITTEE MEETING
HELD ON JULY 15, 2009, AT 10.00 AM.**

(EF09/1963)

	Present	Councillor Jenny Dowell (<i>Chairperson</i>), Bronwyn Mitchell on behalf of Thomas George, MP, Liz Smith (<i>RTA</i>), Snr Const Steve Hilder (<i>Lismore Police</i>).
	In Attendance	Garry Hemsworth (<i>Executive Director-Infrastructure Services</i>), Lisa Marshall (<i>Road Safety Officer</i>), and Bill MacDonald (<i>Traffic & Emergency Services Coordinator</i>).
TAC31/09	Apologies	An apology for non-attendance on behalf of Thomas George MP was received and accepted.
TAC32/09	Minutes	The Committee was advised that the minutes of the Traffic Advisory Committee meeting held on June 17, 2009, were confirmed by Council on July 14, 2009.

Disclosure of Interest

Nil

Part 'A' – Committee Recommendations

Craig Alexander – Zen Sushi – Larkin Lane parking

Requesting consideration of alterations to existing signage in Larkin Lane to accommodate additional loading facilities.

An on site meeting was held where Mr Alexander outlined the difficulties he was experiencing in gaining appropriate access to the existing Loading Zone in Larkin Lane due to the number of rear access doors along this section of the lane and the number of delivery vehicles which used the area. It was suggested that the existing Loading Zone on the northern side of Larkin Lane, west of Carrington Street be extended by approx. 4m up to the entrance of Mathers Arcade. Whilst this would allow parking closer to the intersection of Carrington Street it was suggested to Mr Alexander that if problems occurred as a result of the extension then action would be taken to reduce the zone back to its current location.

TAC33/09 Recommendation: That the existing Loading Zone on the northern side of Larkin Lane be extended by approx. 4m east up to the entrance to Mathers Arcade. (CI09/8639:R7329)

Part 'B' – Determined by Committee

Mark Solomon – Sibley Street Nimbin

Raising concerns for the safety of children waiting for the school bus in Sibley Street as a result of speeding motorists and requesting consideration of installing a speed hump and footpath along Sibley Street.

An on site meeting was held with Mr Solomon where it was pointed out that it was unlikely that a speed hump would be approved bearing in mind the lack of lighting and road alignment generally.

Mark Solomon – Sibley Street Nimbin (Cont'd)

Due to the condition of the road shoulder in Sibley Street opposite No. 16, the bus was pulling up on the road and there was nowhere for the children to wait. Approximately 10 children waited for the bus.

A footpath existed further up Sibley Street down to the bowling club and there was a need for this to continue along Sibley Street down to the service station. It was agreed that some enforcement of the existing 50kph speed limit in this area would also assist in reducing current concerns.

- B09-7:1 **It was agreed:** That the issue of upgrading the road shoulder opposite No. 16 Sibley Street be referred to Council's Roads Section with a view to widening the shoulder to provide an area for the children to wait and the bus to pull off the road. Ms Smith advised that funding may be available on a 50:50 basis from the RTA for bus stop safety improvements. Further, that the provision of a footpath in Sibley Street, between the bowling club and the service station be included for consideration in a future works program. Further that this matter be referred to Police for consideration of providing additional enforcement. (CI09/7846:R1703)

Co-ordination Co-operative Ltd – Safety Concerns Upper Tuntable Falls Road

Raising concerns for the safety of those who use Upper Tuntable Falls Road and requesting consideration of erecting a 'Road Narrows' warning sign and the introduction of a 40kph speed limit.

Upper Tuntable Falls Road is bitumen sealed for approx. 2 km up to the school with a further 1.3 km of gravel formation to the end of the public road. Road width and alignment varies considerably and whilst it is not practical to impose a 40kph speed limit, there may be the opportunity to assess the warrant for a reduction of the general state limit. Classifiers will be installed to ascertain volumes and 85th percentile speed. Arrangements have been made for a 'Road Narrows' symbol warning sign where the road reduces in width after the bridge.

- B09-7:2 **It was agreed:** That the request for a reduction in speed limit on Upper Tuntable Falls be referred to the RTA for assessment. (CI09/7991:R1703)

Janelle Speers – Intersection of Nielson Street and Elizabeth Street

Raising concerns for the safety of students from Wyrallah Road Public School when negotiating the intersection of Nielson and Elizabeth Streets and suggesting that a marked pedestrian crossing should be installed.

This issue was discussed by the Committee at a meeting in 2007 after which counts were done to determine the usage of the existing pedestrian refuge in Elizabeth Street. At that time the warrant for a marked crossing were not met. Further counts have now been carried out and whilst there is a significant number of students who cross at this point (46 in the afternoon and 23 in the morning) the warrant for a marked crossing was still not met.

From observations there was a mix of student groups unsupervised and others who crossed with an adult. The majority of motorists negotiating the intersection at this time of day are school related and generally take due care. Students also seemed to use the pedestrian refuge as intended and there were no obvious problems.

- B09-7:3 **It was agreed:** That Mrs Speers be advised that the warrant for a marked pedestrian crossing was not met and whilst there were no obvious problems during a recent inspection, that the location would be monitored to assess the need for any further action.

(R7459,R7434)

Summerland Sports and Classic Car Club's Annual Static Car Show

Submitting a traffic management plan for the proposed closure of through traffic in Bounty Street and the southern end of Carrington Street on Sunday, August 2, 2009.

A letter with an accompanying Traffic Management Plan and template were tabled at the meeting. The organisers had advised that all those who might be affected by the proposed closure, which would be from approx. 6am to 4.30pm, had been consulted and supported the event. As the event was to be held on a Sunday there would be little impact on through traffic in the immediate area. Snr. Const Hilder confirmed that Police had received an application from the organisers and had no objection.

- B09-7:4 **It was agreed:** That approval for the event be granted in accordance with the Traffic Management Plan and template. C109/8640: R7301)

John Daley – Mid block crossing on Woodlark Street between Keen and Dawson Streets

Mr Daley raised concerns at the last meeting regarding the safety of pedestrians using the marked pedestrian crossing due to the limited sight distance, particularly for pedestrians walking across to the northern side of Woodlark Street. An inspection revealed that if the marked crossing was modified to go in a straight line from south to north instead of the current 'dog leg' design then sight distance would be significantly improved.

- B09-7:5 **It was agreed:** That the existing marked pedestrian crossing in Woodlark Street, mid block between Keen and Dawson Streets be modified to run in a straight line from south to north. (R7329)

Intersection of Magellan and Hunter Streets

Council's Design Services Section - requesting consideration of the removal of the marked pedestrian crossing on Magellan Street at its intersection with Hunter Street.

Council has recently received funding for the construction of a roundabout at the intersection of Magellan Street and Hunter Street. As part of the overall proposal, pedestrian refuges will be provided on all four legs of the intersection. A recent count revealed that the existing marked crossing on the eastern leg of Magellan Street did not meet the current warrant and that the spread of pedestrians was concentrated more on the other legs. With this in mind and the fact that vehicle speeds will be slower due to the roundabout, pedestrian refuges are considered a more appropriate facility to address the overall pedestrian pattern.

- B09-7:6 **It was agreed:** That the existing marked pedestrian crossing on the northern leg of Magellan Street, at its intersection with Hunter Street, be replaced with a pedestrian refuge on each of the four legs that are linked to the existing footpath network as part of the new roundabout proposal and subject to further consultation with the Lismore Public School. (R7319,R6030)

Intersection of Wyrallah Road and Dalley Street

Proposed roundabout

It was noted that Council staff were currently working on plans for the upgrading of the next stage of Wyrallah Road up to Oliver Street. The Committee noted that there had been a long term plan for a roundabout at the intersection of Wyrallah Road and Dalley Street and it reaffirmed its support for this facility to be included as part of any proposed upgrade.

B09-7:7 **It was agreed:** That the next stage of the upgrade of Wyrallah Road should include a roundabout at the intersection of Wyrallah Road and Dalley Street. (R5201,R7426)

Closure

This concluded the business and the meeting terminated at 10.30 am.

Chairperson

**Traffic and Emergency
Services Coordinator**

Financial Assistance - Section 356

a) Representative Selection – Policy 1.4.10 (GL390.735.15)

Budget: \$1,100 Spent to date:\$356

Jessica Gilfillan has been selected in the School Sport Australia team to participate in the 2009 World School Games to be held in Doha, Qatar. The Australian Team tour will be from 1-15 December 2009. Ms Gilfillan is seeking financial assistance with the cost of the trip (CI09/9860).

In accordance with policy.

\$356.00**b) City Hall Reductions in Rental – Policy 8.4.2 (GL390.125.15)**

Budget: \$15,200 Spent to date: \$0

Novaskill requesting Council discount the hire charges (\$125) for the hire of the Fountain Room to holds it annual recruitment drive aiming to recruit school leavers for Traineeship and Apprenticeship vacancies on August 25 2009. Novaskill is a not for profit Company (limited by guarantee) that exists to enrich people's lives by helping them achieve their full potential. An entrance fee is not to be charged.

Recommendation: In accordance with Clause 5 of the policy, a donation of 25% of the hire fee applies.

\$31.25

In accordance with policy.

c) Council Contributions to Charitable Organisations**Waste Facility – Policy 5.6.1 (GL390.965.15)**

Budget: \$11,000 Spent to date:\$903.81

Challenge Foundation \$242.73

Five Loaves \$160.36

Friends of the Koala \$24.00

LifeLine \$280.00

Saint Vincent De Paul \$28.00

Salvation Army \$132.36

Westpac Life Saver Rescue Helicopter \$36.36

Total**\$903.81**

In accordance with policy.

d) Mayor's Discretionary Fund (GL390.485.15)

Budget: \$2,700 Spent to date:\$100

The Lismore Rotary Club is seeking to raise funds to send Kath Duncan to present at an international conference in England in September 2009 in the area of bringing together disability and the arts (CI09/9057).

\$50.00

Recommendation

In accordance with Section 356(1) of the Local Government Act 1993, the assistance to persons as listed above is hereby approved.

Documents for Signing & Sealing

The following documents have been prepared in accordance with previous resolutions of the Council and/or the provisions of the Local Government Act, 1993 and other relevant statutes.

It is now proposed that the Council authorise the signing and sealing of these documents.

Recommendation

The following documents be executed under the Common Seal of the Council:

Lease to Goonellabah Tennis Club Inc – Lot 1 DP 814012 (P15906)

Option to renew Lease over Lot 1 DP 814012 (5A Reserve Street, Goonellabah) for a period of five (5) years from July 1, 2009, with two (2) further five (5) year options. Annual rent shall be increased in accordance with the Consumer Price Index.

Transfer to Cullen – Lot 1 DP 1068038(P15180,P26452)

A report was submitted to Council on March 13, 2001 in relation to rural quarry rehabilitation. This report indicated that quarry materials had been removed from the adjoining owner's land without permission and as compensation for the removal of the material the owners would accept a portion of unused road reserve as settlement. The road closure was approved by the Department of Lands and on September 12, 2006 Council resolved to sign and seal the plan of consolidation. Signing and sealing of the Transfer to Cullen is now required to complete the matter.

CROWN RESERVE TRUST MATTER:

Council as Trustee of Tregeagle Reserve Trust – Reserve No R33732

Grazing Licence to Lyons – 820 Tregeagle Road, Tregeagle

Licence to graze livestock over this Crown reserve (Lot 582 DP 728646) for a period of three years from August 1, 2009. Department of Lands consent has been received and the Licence is to be forwarded to the Department for execution on behalf of the Minister.

Confidential Matters–Closed Council Meeting

A Council may close to the public only so much of its meeting as comprises the receipt or discussion of any of the following:

Section 10A(2) – Local Government Act 1993:

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

Clause 34 of Council Code of Meeting Practice

Representations from the public as to whether part of the meeting should be closed to the public can be made after the motion to close the meeting has been moved and seconded for a period of 10 minutes.

Recommendation

That the Council exclude members of the press and public from the meeting and move into Closed Council Meeting to consider the following matters:

Item	<i>Lismore Airport Land</i>
Grounds for Closure	Section 10A(2) (d):
Public Interest	Discussion of this matter in an open meeting would on balance be contrary to the public interest because it would prejudice the commercial position of Council.

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**MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE CITY OF LISMORE
HELD IN THE COUNCIL CHAMBER, GOONELLABAH ON TUESDAY, JULY 14, 2009 AT
6.00PM.**

Present Mayor, Councillor Dowell; Councillors Houston, Battista, Meineke, Clough, Chant, Graham, Ekins, Marks, and Smith, together with the General Manager, Executive Director Development & Governance, Executive Director Infrastructure Services, Manager Planning Services, Manager Community Services, Manager Environmental Health & Building Services, Communications Coordinator, Compliance Coordinator and General Manager's Personal Assistant.

**Apologies/
Leave of
Absence** An apology for non-attendance on behalf of Councillor Yarnall was received and accepted and leave of absence granted by Council at its meeting held on June 9, 2009.

100/09 **Minutes** The minutes of the Ordinary Meeting held on June 9, 2009, were confirmed.

(Councillors Marks/Meineke)

101/09 The minutes of the Extra Ordinary Meeting held on June 18, 2009 were confirmed.

(Councillors Graham/Marks)

Disclosure of Interest

S451

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

Report – Community Garden

Nature of Interest: I am Vice President of the Rainbow Region Community Farms which is the sponsor of the Community Garden.

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:

Jim Edwards – Notice of Motion – Request for Report on Rebate Options

Mr Edwards outlined his background with the Clunes Waste Water Scheme. He focused on the 20% of users who did not need to connect to a centralised system. He spoke to the issue of charges and connection fees and sought Council to support a review of this situation.

Rod Sproul – Notice of Motion – Goonellabah Sewer Catchment

Mr Sproul spoke on behalf of the Lismore Development Action Group. He detailed the wide community ramifications that a lack of sewer capacity would have on the Lismore community. He urged Council to give this matter urgent attention.

Rick Stewart – Notice of Motion – Koala Food Trees

Mr Stewart spoke on behalf of the Friends of the Koalas. He outlined the discussion held with staff over possible sites and the Council support for the efforts of Friends of the Koalas. He detailed the benefit of the Lake Gates site, for members, Lismore City Council, and the public.

At this juncture Councillor Clough left the meeting.

Linda Wirf – Report – Community Garden Consultation

Ms Wirf detailed the community support for this project and the efforts made to involve the adjoining preschool in the project. She stressed that there was no cost impact on Council.

At this juncture Councillor Clough returned to the meeting.

Stephen Fletcher – Report – DA2008/27 Subdivision at Whispering Valley Drive

Mr Fletcher spoke in support of the project. He cited the only issue being that of the onsite waste management. He claimed that a suitable system could be designed for the proposal and that it should be approved.

Ros Irwin – Report – DA2008/652 Subdivision at Chitticks Access

Ms Irwin indicated that she was fully in support of the application, but raised issues in respect to the protection of agricultural land, dogs and the lack of a vegetation management plan.

Lorraine Vass – Report – DA2008/652 Subdivision at Chitticks Access

Ms Vass spoke against the proposal with an emphasis on the lack of a Koala Management Plan. She also raised issues with respect to the land fragmentation, dogs and tree planting.

Garry Potter – Report – Bangalow Southern Bypass

Mr Potter advised he was not in support of a Bangalow Bypass and urged Council to support Option 1. He claimed that a bypass would have an adverse impact on Bangalow and would not lead to a reduction in the accidents on the Bangalow Road.

Condolences

Mr Kevin Kirkland – Aged 76

Mr Kevin Kirkland died on Tuesday, June 30, 2009 in Tweed Heads. Kevin was born in Nimbin on November 21, 1933 and moved to Evans Head with the family six years later to start Kirklands Omnibus Services.

When the business expanded, the family returned to Lismore and Kevin became a driver and manager of maintenance.

In 1960, Kevin married Rita and in the 10 years following, they had five sons.

In the seventies, the blue and white livery of Kirklands Omnibus Services, common around the villages and in town, took on a touch of Britain when the company purchased 10 second hand Atlanteans, double-decker buses.

Kevin was inducted into the Transport Hall of Fame in Alice Springs and organised and led many tours both in Australia and overseas.

He played cricket and was selected to play in the Country vs City match at the Sydney Cricket Ground. Reportedly he was the only member with a key to the RSL so he could gain entry for a swim and sauna whatever time he finished his work at the nearby office.

His contribution to the Lismore community extended beyond the bus service. He was a director of the Westpac Rescue Helicopter Service, an active Rotarian. After moving to Ocean Shores, he became active in Probus and the Bowling Club.

Those who remember Kevin recall a man of enthusiasm, optimism and humour, admired by all. He was in every way, the driving force behind Kirklands. Although the company is now owned by the Buslines group - Northern Rivers Buslines, the Lismore based organisation will always be known as Kirklands to many of our residents.

- 102/09 The Mayor moved that Council's expressions of sympathy be conveyed to the family of Mr Kirkland and the MOTION was APPROVED with Council standing and observing the customary moments silence. (S75)

Mr Ian Weir – Aged 78

Mr Ian Nixon Weir, a local rural identity past away on Thursday, July 2, 2009 as the result of a car accident at McKee's Hill.

Ian was born on November 21, 1930 at the Bangalow Hospital. He was educated at Eureka public then onto Lismore High School in Keen Street.

On leaving school at 16, Ian started working with Keith McLeay Auctioneer's and in January of 1954 he married Florence Manning of South Ballina. Ian and Florence lived in Orion Street, Lismore for 12 years where their children Jennifer and Glenn spent their early childhood. In 1966 Ian and the family moved to their current property at Skyline Road.

In 1986 Ian and his son Glenn purchased the Auctioneering business from Keith McLeay and established Ian Weir and Son, as its known today.

Ian was dedicated to the auctioneering and livestock industry on the North Coast, gaining the trust and respect in many of the beef and dairy farming families, then over time his business diversified into property and mortgagee auctions and sales, where Ian and his business gained a reputable name in the local business community.

Ian was known as a man of few words but when he spoke you knew what he meant, or more to the point you knew you had just been told.

Ian was involved in both the Lismore and Alstonville Shows where he was Senior Steward in the cattle rings for many years. You could not have a Show without Ian Weir. His dedication and ability to resolve a problem at the Show will be missed.

He never stopped to surprise people. About 18 months ago we attended the Lismore Saleyards 100 Years Anniversary with near 200 guests and after he spoke, he said, 'On finishing I'd like to leave you with a poem'. The poem was called *A Dog Called Sex*. Ian had the entire room in laughter. At the end of the night people were saying, 'Fancy Ian Weir reading that poem, that's not the Ian we know'. It was a side of Ian that most had not seen before.

Ian's family would like to thank all people involved from the helicopter rescue to the nurses at the hospital and the thousands of well wishes.

Ian is survived by his wife, Florence, his children Jennifer and Neil, Glenn and Tracie, seven grandchildren and seven great grand children.

- 103/09 The Mayor moved that Council's expressions of sympathy be conveyed to the family of Mr Weir and the MOTION was APPROVED with Council standing and observing the customary moments silence. (S75)

At this juncture Councillor Marks left the meeting.

Mayoral Minute

Section 356 Community Donations

104/09 **RESOLVED** that Council allocate the 2009/10 Section 356 community donations to the following organisations:

Family Support Network \$2,200, U3A \$836, Northern Rivers Sudanese Association \$2,200, Channon preschool \$1,870, Croquet Club \$2,200, Senior Citizens \$1,072, Community Connection \$2,200, Jarjum \$2,200, RealArtWorks Inc \$2,200, Bexhill Open Air Cathedral \$2,200, Lismore Regional Mission \$2,200, Lifeline \$2,200, Men & Family Centre \$2,200, Nimbin Community School \$2,200, RED Inc \$2,200.

(Councillors Dowell/Chant) (ED09/8420:EF09/723)

At this juncture Councillor Marks returned to the meeting.

Notice of Motions

Request for Report of Festival of Cricket

Formal notice having been given by Councillor Ekins a MOTION was MOVED that a report be provided to council on a cost benefit analysis of the Festival of Cricket, as soon as practical after the event.

(Councillors Ekins/Houston)

An AMENDMENT was MOVED that a report be provided to council on a cost benefit analysis of the Festival of Cricket and the Lantern Parade, as soon as practical after the event.

(Councillors Meineke/Chant)

On submission to the meeting the AMENDMENT was DEFEATED.

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

105/09 **RESOLVED** that a report be provided to council on a cost benefit analysis of the Festival of Cricket, as soon as practical after the event.

Voting against: Councillors Marks, Chant, Meineke and Graham. (ED09/8078:EF09/631)

Request for Report on Rebate Options

106/09 **RESOLVED** that Council provide a report on options including rebates (for items 10/13/15 identified in 2009/10 rates and annual charges) for those ratepayers that already have effective stand alone water and sewer systems.

(Councillors Ekins/Battista)

Voting against: Councillors Marks, Chant, Meineke and Graham. (ED09/8076:EF09/631)

Request for Financial Reserves Workshop

107/09 **RESOLVED** that Council conduct a workshop on financial reserves and reserve policies no later than November 2009.

(Councillors Ekins/Houston)

Voting against: Councillors Chant and Graham. (ED09/8073:EF09/631)

Subdivision of Existing Small Rural Allotments

Formal notice having been given by Councillor Meineke a MOTION was MOVED that Council write to the Department of Planning requesting that the Department permit Lismore to become a pilot project for the subdivision of existing small allotments for rural residential purposes.

(Councillors Meineke/Graham)

An AMENDMENT was MOVED that Council staff provide a report detailing how a pilot project would work and identifying the number of locations of existing small allotments.

(Councillors Smith/Battista)

On submission to the meeting the AMENDMENT was DEFEATED.

Voting against: Councillors Houston, Battista, Meineke, Clough, Chant, Marks, Ekins and Graham.

A FORESHADOWED AMENDMENT was MOVED that the subdivision of existing small allotments for rural residential purposes be investigated during the review of the Rural Housing Strategy.

(Councillor Ekins/Clough)

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

Voting against: Councillors Dowell, Meineke, Chant, Marks and Graham.

The voting being tied, the Mayor declared the AMENDMENT APPROVED on her casting vote.

108/09 **RESOLVED** that the subdivision of existing small allotments for rural residential purposes be investigated during the review of the Rural Housing Strategy. (ED09/8072:EF09/631)

Goonellabah Sewer Catchment

109/09 **RESOLVED** that:

1. Council take immediate action by way of engaging relevant experts to identify sufficient sewerage capacity for currently zoned areas to enable land to continue to be developed in the Goonellabah Sewer Catchment area.
2. Staff report back to Council at the September workshop on Urban Expansion Options, on the actions taken, and progress made to ensure capacity exists in the Goonellabah Catchment.

(Councillors Meineke/Graham) (ED09/8070:EF09/631)

Koala Food Trees

Formal notice having been given by Councillor Clough a MOTION was moved that Council agree in principle to the:

1. Friends of the Koala planting of 1,000 koala food trees on its land adjacent to Lismore Lake.
2. Council offering all reasonable assistance in the establishment of the food tree plantation.

(Councillors Clough/Ekins)

An AMENDMENT was MOVED that:

1. Council acknowledge the importance of providing land for koala food trees to support the Friends of the Koala.
2. Council investigate a parcel of Council owned land including those on each of Lismore's entryways that are suitable for the establishment of a koala food tree plantation.
3. Council refer this concept to the City Gateways Committee.

(Councillors Smith/Battista)

At the request of the mover and seconder the MOTION was WITHDRAWN and the AMENDMENT became the MOTION.

110/09 **RESOLVED** that:

1. Council acknowledge the importance of providing land for koala food trees to support the Friends of the Koala.
2. Council investigate a parcel of Council owned land including those on each of Lismore's entryways that are suitable for the establishment of a koala food tree plantation.
3. Council refer this concept to the City Gateways Committee.

(Councillors Smith/Battista) (ED09/8098:EF09/631)

Altering Order of Business

111/09 **RESOLVED** that the order of business be altered to debate the following matters raised during Public Access.

Report on Community Garden Consultation (p.14)

Report on DA2008/27 Subdivision at Whispering Valley Drive, Richmond Hill (p.14)

Report on DA2008/652 Subdivision at Chitticks Access (p.30)

Report on Bangalow Southern Bypass (p.42)

(Councillors Graham/Chant)

Reports

At this juncture Councillor Clough left the meeting.

Community Garden Consultation

112/09 **RESOLVED** that:

1. Council receive and note the submissions received from the public.
2. Council endorse the use of approximately 4,000m² of Lismore Park located on the corner of Brewster and Magellan Streets for the purposes of a Community Garden.
3. Council staff prepare a licence agreement between Lismore City Council, Rainbow Region Community Farm and the Northern Rivers Social Development Council on an annual review basis.
4. Council resolve to adopt the amended Plan of Management for Lismore Park to include the granting of a licence for the purpose of a community garden.
5. Public notice be undertaken advising of the amended Plan of Management as soon as practicable.

(Councillors Graham/Marks) (ED09/8025:EF09/2184)

At this juncture Councillor Clough returned to the meeting.

DA2008/27 Subdivision at Whispering Valley Drive, Richmond Hill

A MOTION was MOVED that:

1. Council issue a Deferred Commencement Approval for Development Application 5.2008.27.1 with the Deferred Commencement being conditional upon the submission of a OSMS Design meeting the requirements of AS/NZS 1547 (2000) within 12 months.
2. The General Manager be delegated to include other relevant conditions on the Consent.

(Councillors Meineke/Graham)

On submission to the meeting the MOTION was DEFEATED.

Section 375A Voting Record

Voting for: Councillors Battista, Meineke, Chant, Graham and Marks.

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

The voting being tied, the Mayor declared the MOTION DEFEATED on her casting vote.

A FORESHADOWED MOTION was MOVED that Council, as the consent authority, refuse Development Application 5.2008.27.1 for the Rural residential subdivision to create one additional lot because the proposed Lot 7 cannot be provided with an appropriate on site sewerage management system in accordance with Council's On Site Sewerage and Wastewater Management Strategy 2007.

(Councillors Ekins/Clough)

- 113/09 **RESOLVED** that Council as the consent authority, refuse Development Application 5.2008.27.1 for the Rural residential subdivision to create one additional lot because the proposed Lot 7 cannot be provided with an appropriate on site sewerage management system in accordance with Council's On Site Sewerage and Wastewater Management Strategy 2007.

Section 375A Voting Record

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

Voting against: Councillors Battista, Meineke, Chant, Marks and Graham.

The voting being tied, the Mayor declared the MOTION APPROVED on her casting vote. (ED09/7993:DA 5.2008.27.1)

DA2008/652 Subdivision at Chitticks Access

A MOTION was MOVED that Council:

1. As the Consent Authority, approve Development Application 5.2008.652.1 for the subdivision of rural land into three 40ha lots and one lot of 38.6ha.
2. Grant delegated authority to the General Manager - subject to the concurrence of the Development Assessment Panel, to approve variations of a minor nature and/or arithmetic nature to conditions of consent applied to this application except where a particular condition has been specifically identified as requiring Council consent if it is to be varied.

Schedule 1

1 In granting this development consent, Council requires:

- the development,
- all roads/civil works,
- lot boundaries, and
- areas subject to any amendment or modification called for in the following conditions

be substantially in accordance with the stamped approved plan(s) No. LM080101-EV4D dated 08/12/08 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)*

ROADS

2 The proponent shall provide the following roadworks with associated stormwater drainage structures that have been designed and constructed in accordance with Council's Development, Design and Construction Manual (as amended). The proponent shall be responsible for any costs, including maintenance, for a period of six months from the date of approval of completion of the work. Required roadworks include:

Construction of Chittick Access to a 3.5 m wide gravel pavement with a minimum gravel depth of 300mm on a 7m wide gravel formation with a minimum gravel depth of 150mm, from the intersection with Pelican Creek Road to the southern boundary of the proposed lots and terminating in a 12m radius turning circle.

The existing concrete bridge on Chittick Access shall be upgraded by the provision of guide posts and flood height marker posts.

Prior to the release of the Subdivision Certificate the applicant shall obtain a certificate of completion for the above works from Council. Prior to obtaining this certificate a practising qualified surveyor or engineer shall submit to Council for approval, a "works-as-executed" set of plans, completed asset record forms and a construction certification. The certification shall certify that all roads, drainage and civil works required by this development consent and the approved design plans have been completed in accordance with Council's Development and Construction Manual (as amended).

Reason: *To ensure an adequate road network in accordance with adopted standards. (EPA Act Sec 79C(a) & and to specify requirements for approval under section 138 of the Roads Act.*

3 **Prior to commencement of any works** upon the site the proponent shall obtain a Construction Certificate for the proposed works. The construction certificate application shall include full design details of the proposed engineering works to satisfy condition(s) RD1. Such application shall be accompanied with the relevant fee, as adopted at the time of the relevant payment, as indicated in Council's Fees and Charges.

Reason: *To ensure an adequate road network in accordance with adopted standards. (EPA Act Sec 79C(a)) and to comply with requirements of EPA Act Sec 81A(4).*

SUBDIVISION

4 **Prior to release of the Subdivision Certificate**, in accordance with Lismore Council's Rural Road Numbering System, the proponent shall place road number identification on a post at the vehicular entry point at the front boundary of the proposed lots.

Reason: To provide visual identification of allotments (EPA Act Sec 79C(e)).

5 The proponent shall submit an application for a Subdivision Certificate for Council certification. Such application shall be accompanied by a Subdivision Certificate fee, as adopted at the time of the relevant payment as indicated in Council's Fees and Charges.

Reason: To comply with environmental planning instrument (EPA Act Sec 79C(a)).

6 **Prior to the issue of a Subdivision Certificate**, the proponent shall apply for the closure of the unformed road reserve at the end of the formed section of Chittick's Access and in the event that the application is successful incorporate the closed road into the subject blocks.

Reason: To eliminate redundant road reserves and limit the creation of severed parcels of land.

KOALA PROTECTION

7 Dogs to be kept suitably restrained and/or in a suitably designed enclosure at all times while not working.

Reason: To minimise the potential for dogs to prey on koalas.

8 A restriction as to user in accordance with section 88B of the Conveyancing Act 1919 shall be imposed on each allotment in this subdivision to give affect to condition 7.

Reason: To ensure that prospective purchasers are aware of the conditions.

CONTRIBUTION

8 Payment of contributions levied under Section 94 of the Environmental Planning and Assessment Act and Lismore Contributions Plan 1999 (as amended) are required. Such levies shall contribute towards the provision of public services and/or amenities identified in the attached schedule. Such levies shall be calculated at the rate(s) in effect on the date the Subdivision Certificate is released. The rates and amounts applying at the date of this notice, totalling **\$21,395**, are set out in the schedule for your information. Where the total contribution payable exceeds \$20,000 payment to Council must be by bank cheque or cash. Personal cheques are not acceptable. All contributions, bonds etc. shall be paid prior to the release of the Subdivision Certificate.

The levies are those applicable as at date of original consent. If these levies are not paid within twelve (12) months of the date of original consent, the rates shall then be increased on an annual basis in accordance with the prevailing Australian Bureau of Statistics Consumer Price Index (Sydney), as applicable at the time of payment.

The contributions set out in the schedule are exclusive of any GST (if any) and where the provision of any services or the construction of any infrastructure or any other thing with those contributions occurs, then in addition to the amount specified above the Applicant will pay to the Council the GST (as defined below) which is payable by the Council in respect of the provision of such services or construction of any infrastructure or any other thing.

If the contributions set out in the schedule, or part thereof, are to be met by the dedication of land or other approved Material Public Benefit, then the Applicant will pay to Council the GST (defined below) applicable to the value of land dedicated or (Material Public Benefit) which is payable by the Council in respect of the provision of such services or construction of any infrastructure or any other thing.

GST means any tax levy charge or impost under the authority of any GST Law (as defined by the GST Act) and includes GST within the meaning of the GST Act.

The GST Act means A New Tax System (Goods and Services Tax) Act 1999 or any amending or succeeding legislation.

Reason: To provide funds for the provision of services and facilities identified in Lismore City Council's Section 94 Contributions Plan dated July 1999 as required by the increased population or activity. (EPA Act Sec 94)

(Councillors Meineke/Graham)

An AMENDMENT was MOVED that Council:

1. As the Consent Authority, approve Development Application 5.2008.652.1 for the subdivision of rural land into three 40ha lots and one lot of 38.6ha.
2. Grant delegated authority to the General Manager - subject to the concurrence of the Development Assessment Panel, to approve variations of a minor nature and/or arithmetic nature to conditions of consent applied to this application except where a particular condition has been specifically identified as requiring Council consent if it is to be varied.

Schedule 1

1 In granting this development consent, Council requires:

- the development,
- all roads/civil works,
- lot boundaries, and
- areas subject to any amendment or modification called for in the following conditions

be substantially in accordance with the stamped approved plan(s) No. LM080101-EV4D dated 08/12/08 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)

ROADS

2 The proponent shall provide the following roadworks with associated stormwater drainage structures that have been designed and constructed in accordance with Council's Development, Design and Construction Manual (as amended). The proponent shall be responsible for any costs, including maintenance, for a period of six months from the date of approval of completion of the work. Required roadworks include:

Construction of Chittick Access to a 3.5 m wide gravel pavement with a minimum gravel depth of 300mm on a 7m wide gravel formation with a minimum gravel depth of 150mm, from the intersection with Pelican Creek Road to the southern boundary of the proposed lots and terminating in a 12m radius turning circle.

The existing concrete bridge on Chittick Access shall be upgraded by the provision of guide posts and flood height marker posts.

Prior to the release of the Subdivision Certificate the applicant shall obtain a certificate of completion for the above works from Council. Prior to obtaining this certificate a practising qualified surveyor or engineer shall submit to Council for approval, a "works-as-executed" set of plans, completed asset record forms and a construction certification. The certification shall certify that all roads, drainage and civil works required by this development consent and the approved design plans have been completed in accordance with Council's Development and Construction Manual (as amended).

Reason: To ensure an adequate road network in accordance with adopted standards. (EPA Act Sec 79C(a) & and to specify requirements for approval under section 138 of the Roads Act.

3 **Prior to commencement of any works** upon the site the proponent shall obtain a Construction Certificate for the proposed works. The construction certificate application shall

include full design details of the proposed engineering works to satisfy condition(s) RD1. Such application shall be accompanied with the relevant fee, as adopted at the time of the relevant payment, as indicated in Council's Fees and Charges.

Reason: *To ensure an adequate road network in accordance with adopted standards. (EPA Act Sec 79C(a)) and to comply with requirements of EPA Act Sec 81A(4).*

SUBDIVISION

4 **Prior to release of the Subdivision Certificate**, in accordance with Lismore Council's Rural Road Numbering System, the proponent shall place road number identification on a post at the vehicular entry point at the front boundary of the proposed lots.

Reason: *To provide visual identification of allotments (EPA Act Sec 79C(e)).*

5 The proponent shall submit an application for a Subdivision Certificate for Council certification. Such application shall be accompanied by a Subdivision Certificate fee, as adopted at the time of the relevant payment as indicated in Council's Fees and Charges.

Reason: *To comply with environmental planning instrument (EPA Act Sec 79C(a)).*

6 **Prior to the issue of a Subdivision Certificate**, the proponent shall apply for the closure of the unformed road reserve at the end of the formed section of Chittick's Access and in the event that the application is successful incorporate the closed road into the subject blocks.

Reason: *To eliminate redundant road reserves and limit the creation of severed parcels of land.*

KOALA PROTECTION

7 Dogs to be kept suitably restrained and/or in a suitably designed enclosure at all times while not working.

Reason: *To minimise the potential for dogs to prey on koalas.*

8 A restriction as to user in accordance with section 88B of the Conveyancing Act 1919 shall be imposed on each allotment in this subdivision to give affect to condition 7.

Reason: *To ensure that prospective purchasers are aware of the conditions.*

9 A Koala Plan of Management be submitted to Council and approved prior to lodgement of application for subdivision certificate.

CONTRIBUTION

10 Payment of contributions levied under Section 94 of the Environmental Planning and Assessment Act and Lismore Contributions Plan 1999 (as amended) are required. Such levies shall contribute towards the provision of public services and/or amenities identified in the attached schedule. Such levies shall be calculated at the rate(s) in effect on the date the Subdivision Certificate is released. The rates and amounts applying at the date of this notice, totalling **\$21,395**, are set out in the schedule for your information. Where the total contribution payable exceeds \$20,000 payment to Council must be by bank cheque or cash. Personal cheques are not acceptable. All contributions, bonds etc. shall be paid prior to the release of the Subdivision Certificate.

The levies are those applicable as at date of original consent. If these levies are not paid within twelve (12) months of the date of original consent, the rates shall then be increased on an annual basis in accordance with the prevailing Australian Bureau of Statistics Consumer Price Index (Sydney), as applicable at the time of payment.

The contributions set out in the schedule are exclusive of any GST (if any) and where the provision of any services or the construction of any infrastructure or any other thing with those contributions occurs, then in addition to the amount specified above the Applicant will pay to the Council the GST (as defined below) which is payable by the Council in respect of the provision of such services or construction of any infrastructure or any other thing.

If the contributions set out in the schedule, or part thereof, are to be met by the dedication of land or other approved Material Public Benefit, then the Applicant will pay to Council the GST (defined below) applicable to the value of land dedicated or (Material Public Benefit) which is payable by the Council in respect of the provision of such services or construction of any infrastructure or any other thing.

GST means any tax levy charge or impost under the authority of any GST Law (as defined by the GST Act) and includes GST within the meaning of the GST Act.

The GST Act means A New Tax System (Goods and Services Tax) Act 1999 or any amending or succeeding legislation.

Reason: *To provide funds for the provision of services and facilities identified in Lismore City Council's Section 94 Contributions Plan dated July 1999 as required by the increased population or activity. (EPA Act Sec 94)*

(Councillors Clough/Ekins)

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

Section 375A Voting Record

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

Voting against: Councillors Battista, Graham, Marks, Meineke, and Chant.

The voting being tied, the Mayor declared the AMENDMENT APPROVED on her casting vote.

A FORESHADOWED AMENDMENT was MOVED that:

1. As the Consent Authority, approve Development Application 5.2008.652.1 for the subdivision of rural land into three 40ha lots and one lot of 38.6ha.
2. Grant delegated authority to the General Manager - subject to the concurrence of the Development Assessment Panel, to approve variations of a minor nature and/or arithmetic nature to conditions of consent applied to this application except where a particular condition has been specifically identified as requiring Council consent if it is to be varied.

Schedule 1

1 In granting this development consent, Council requires:

- the development,
- all roads/civil works,
- lot boundaries, and
- areas subject to any amendment or modification called for in the following conditions

be substantially in accordance with the stamped approved plan(s) No. LM080101-EV4D dated 08/12/08 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)*

ROADS

2 The proponent shall provide the following roadworks with associated stormwater drainage structures that have been designed and constructed in accordance with Council's Development, Design and Construction Manual (as amended). The proponent shall be responsible for any costs, including maintenance, for a period of six months from the date of approval of completion of the work. Required roadworks include:

Construction of Chittick Access to a 3.5 m wide gravel pavement with a minimum gravel depth of 300mm on a 7m wide gravel formation with a minimum gravel depth of 150mm, from the intersection with Pelican Creek Road to the southern boundary of the proposed lots and terminating in a 12m radius turning circle.

The existing concrete bridge on Chittick Access shall be upgraded by the provision of guide posts and flood height marker posts.

Prior to the release of the Subdivision Certificate the applicant shall obtain a certificate of completion for the above works from Council. Prior to obtaining this certificate a practising qualified surveyor or engineer shall submit to Council for approval, a "works-as-executed" set of plans, completed asset record forms and a construction certification. The certification shall certify that all roads, drainage and civil works required by this development consent and the approved design plans have been completed in accordance with Council's Development and Construction Manual (as amended).

Reason: *To ensure an adequate road network in accordance with adopted standards. (EPA Act Sec 79C(a) & and to specify requirements for approval under section 138 of the Roads Act.*

3 Prior to commencement of any works upon the site the proponent shall obtain a Construction Certificate for the proposed works. The construction certificate application shall include full design details of the proposed engineering works to satisfy condition(s) RD1. Such application shall be accompanied with the relevant fee, as adopted at the time of the relevant payment, as indicated in Council's Fees and Charges.

Reason: *To ensure an adequate road network in accordance with adopted standards. (EPA Act Sec 79C(a)) and to comply with requirements of EPA Act Sec 81A(4).*

SUBDIVISION

4 Prior to release of the Subdivision Certificate, in accordance with Lismore Council's Rural Road Numbering System, the proponent shall place road number identification on a post at the vehicular entry point at the front boundary of the proposed lots.

Reason: *To provide visual identification of allotments (EPA Act Sec 79C(e)).*

5 The proponent shall submit an application for a Subdivision Certificate for Council certification. Such application shall be accompanied by a Subdivision Certificate fee, as adopted at the time of the relevant payment as indicated in Council's Fees and Charges.

Reason: *To comply with environmental planning instrument (EPA Act Sec 79C(a)).*

6 Prior to the issue of a Subdivision Certificate, the proponent shall apply for the closure of the unformed road reserve at the end of the formed section of Chittick's Access and in the event that the application is successful incorporate the closed road into the subject blocks.

Reason: *To eliminate redundant road reserves and limit the creation of severed parcels of land.*

KOALA PROTECTION

7 No dogs shall be kept on any lot within this subdivision.

Reason: To minimise the potential for dogs to prey on koalas.

8 A restriction as to user in accordance with section 88B of the Conveyancing Act 1919 shall be imposed on each allotment in this subdivision to give affect to condition 7.

Reason: To ensure that prospective purchasers are aware of the conditions.

9 A Koala Plan of Management be submitted to Council and approved prior to lodgement of application for subdivision certificate.

CONTRIBUTION

10 Payment of contributions levied under Section 94 of the Environmental Planning and Assessment Act and Lismore Contributions Plan 1999 (as amended) are required. Such levies shall contribute towards the provision of public services and/or amenities identified in the attached schedule. Such levies shall be calculated at the rate(s) in effect on the date the Subdivision Certificate is released. The rates and amounts applying at the date of this notice, totalling **\$21,395**, are set out in the schedule for your information. Where the total contribution payable exceeds \$20,000 payment to Council must be by bank cheque or cash. Personal cheques are not acceptable. All contributions, bonds etc. shall be paid prior to the release of the Subdivision Certificate.

The levies are those applicable as at date of original consent. If these levies are not paid within twelve (12) months of the date of original consent, the rates shall then be increased on an annual basis in accordance with the prevailing Australian Bureau of Statistics Consumer Price Index (Sydney), as applicable at the time of payment.

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The GST Act means A New Tax System (Goods and Services Tax) Act 1999 or any amending or succeeding legislation.

Reason: To provide funds for the provision of services and facilities identified in Lismore City Council's Section 94 Contributions Plan dated July 1999 as required by the increased population or activity. (EPA Act Sec 94)

(Councillors Battista)

The FORESHADOWED AMENDMENT lapsed for want of a seconder.

114/09 **RESOLVED** that:

1. As the Consent Authority, approve Development Application 5.2008.652.1 for the subdivision of rural land into three 40ha lots and one lot of 38.6ha.
2. Grant delegated authority to the General Manager - subject to the concurrence of the Development Assessment Panel, to approve variations of a minor nature and/or arithmetic nature to conditions of consent applied to this application except where a particular condition has been specifically identified as requiring Council consent if it is to be varied.

Schedule 1

1 In granting this development consent, Council requires:

- the development,
- all roads/civil works,
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be substantially in accordance with the stamped approved plan(s) No. LM080101-EV4D dated 08/12/08 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)*

ROADS

2 The proponent shall provide the following roadworks with associated stormwater drainage structures that have been designed and constructed in accordance with Council's Development, Design and Construction Manual (as amended). The proponent shall be responsible for any costs, including maintenance, for a period of six months from the date of approval of completion of the work. Required roadworks include:

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Reason: *To ensure an adequate road network in accordance with adopted standards. (EPA Act Sec 79C(a) & and to specify requirements for approval under section 138 of the Roads Act.*

3 Prior to commencement of any works upon the site the proponent shall obtain a Construction Certificate for the proposed works. The construction certificate application shall include full design details of the proposed engineering works to satisfy condition(s) RD1. Such application shall be accompanied with the relevant fee, as adopted at the time of the relevant payment, as indicated in Council's Fees and Charges.

Reason: *To ensure an adequate road network in accordance with adopted standards. (EPA Act Sec 79C(a)) and to comply with requirements of EPA Act Sec 81A(4).*

SUBDIVISION

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Reason: To provide visual identification of allotments (EPA Act Sec 79C(e)).

5 The proponent shall submit an application for a Subdivision Certificate for Council certification. Such application shall be accompanied by a Subdivision Certificate fee, as adopted at the time of the relevant payment as indicated in Council's Fees and Charges.

Reason: To comply with environmental planning instrument (EPA Act Sec 79C(a)).

6 **Prior to the issue of a Subdivision Certificate**, the proponent shall apply for the closure of the unformed road reserve at the end of the formed section of Chittick's Access and in the event that the application is successful incorporate the closed road into the subject blocks.

Reason: To eliminate redundant road reserves and limit the creation of severed parcels of land.

KOALA PROTECTION

7 Dogs to be kept suitably restrained and/or in a suitably designed enclosure at all times while not working.

Reason: To minimise the potential for dogs to prey on koalas.

8 A restriction as to user in accordance with section 88B of the Conveyancing Act 1919 shall be imposed on each allotment in this subdivision to give effect to condition 7.

Reason: To ensure that prospective purchasers are aware of the conditions.

9 A Koala Plan of Management be submitted to Council and approved prior to lodgement of application for subdivision certificate.

CONTRIBUTION

10 Payment of contributions levied under Section 94 of the Environmental Planning and Assessment Act and Lismore Contributions Plan 1999 (as amended) are required. Such levies shall contribute towards the provision of public services and/or amenities identified in the attached schedule. Such levies shall be calculated at the rate(s) in effect on the date the Subdivision Certificate is released. The rates and amounts applying at the date of this notice, totalling **\$21,395**, are set out in the schedule for your information. Where the total contribution payable exceeds \$20,000 payment to Council must be by bank cheque or cash. Personal cheques are not acceptable. All contributions, bonds etc. shall be paid prior to the release of the Subdivision Certificate.

The levies are those applicable as at date of original consent. If these levies are not paid within twelve (12) months of the date of original consent, the rates shall then be increased on an annual basis in accordance with the prevailing Australian Bureau of Statistics Consumer Price Index (Sydney), as applicable at the time of payment.

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GST means any tax levy charge or impost under the authority of any GST Law (as defined by the GST Act) and includes GST within the meaning of the GST Act.

The GST Act means A New Tax System (Goods and Services Tax) Act 1999 or any amending or succeeding legislation.

Reason: *To provide funds for the provision of services and facilities identified in Lismore City Council's Section 94 Contributions Plan dated July 1999 as required by the increased population or activity. (EPA Act Sec 94)*

Section 375A Voting Record

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

Voting against: Councillors Marks, Meineke, Chant and Graham.

(ED09/7833:DA 5.2008.652.1)

Bangalow Southern Bypass

115/09 **RESOLVED** that:

1. Council authorise the General Manager to make a submission in response to the Bangalow Southern Bypass – Discussion Paper.
2. The submission include support for Outcome 2 as detailed in the discussion paper and include the issues outlined in the conclusion to this report.

(Councillors Meineke/Smith) (ED09/8087:EF09/1440, GJH:VLC)

Voting against: Councillors Clough and Ekins.

At this juncture Councillors Marks and Ekins left the room.

Strategic Companion Animals Management Plan

116/09 **RESOLVED** that Council adopt the amended Strategic Companion Animals Management Plan (SCAMP) as attached and incorporating the recommended changes in response to the Friends of the Koalas submission as outlined in the report.

(Councillors Smith/Battista) (ED09/7780:EF09/491)

At this juncture Councillors Marks and Ekins returned to the meeting.

Community Engagement Policy

A MOTION was MOVED that:

1. That the draft community engagement policy presented within this report be received and noted.
2. That a practical guide describing the various methods of community engagement and the situations in which they will be used be prepared and presented to council for its consideration.

(Councillors Clough/Smith)

An AMENDMENT was MOVED that:

1. That the draft community engagement policy presented within the report be endorsed.
2. That the draft community engagement policy be placed on public exhibition for 28 days.
3. That a report incorporating community feedback be presented to the Council at its September 2009 meeting with the intent to formally adopt the Community Engagement Policy.

(Councillors Meineke/Graham)

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

Voting against: Councillors Houston, Battista, Clough, Smith and Ekins.

The voting being tied, the Mayor declared the AMENDMENT APPROVED on her casting vote.

A FORESHADOWED AMENDMENT was MOVED that:

1. That the draft community engagement policy presented within the report be endorsed.
2. That the draft community engagement policy be placed on public exhibition for 28 days.
3. That a report incorporating community feedback be presented to the Council at its September 2009 meeting with the intent to formally adopt the Community Engagement Policy.
4. That a practical guide describing the various methods of community engagement and the situations in which they will be used be prepared and presented to Council for its consideration.

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

Voting against: Councillors Meineke, Chant, Marks, Graham and Ekins.

The voting being tied, the Mayor declared the FORESHADOWED AMENDMENT APPROVED on her casting vote.

(Councillors Battista/Houston)

117/09 **RESOLVED** that:

1. That the draft community engagement policy presented within the report be endorsed.
2. That the draft community engagement policy be placed on public exhibition for 28 days.
3. That a report incorporating community feedback be presented to the Council at its September 2009 meeting with the intent to formally adopt the Community Engagement Policy.
4. That a practical guide describing the various methods of community engagement and the situations in which they will be used be prepared and presented to Council for its consideration.

Voting against: Councillors Marks, Chant, Meineke and Graham. (ED09/8160:EF09/1940)

Organisation Structure

118/09 **RESOLVED** that:

1. In response to the obligations contained in *Section 333* of the *Local Government Act 1993 (the Act)* Council re-determine the organisation structure as shown in Annexure 2.
2. The re-determined organisation structure be effective from August 31, 2009.
3. The positions of Executive Director – Infrastructure Services and Executive Director – Sustainable Development be determined to be senior staff positions within the meaning of *Section 332* of the *Act*.

(Councillors Meineke/Graham) (ED09/8202:EF09/1719)

Community Strategic Plan 2008-2018

A MOTION was MOVED that:

1. That the Community Strategic Plan 2008-2018 be amended with the changes outlined in this report and adopted in its revised form.
2. In addition to those changes recommended in the report, the Strategic Plan:
 - Be presented so that in each section the key issues include the introductory/background material and then a dot point list of issues and Council's strategic direction.
 - Acknowledge that the economic and population growth are not sustainable in the long term.
 - Section called 'Sustainable Economic Growth' be titled 'Sustainable Economy'.

- Specifically include reference to community gardens and centralised farmers markets.
- Needs to be more specific regarding increasing population densities in order to improve public transport and revitalise the CBD.
- Include the goal of moving Council away from carbon dependent energy to alternative sources of energy.
- Must pay more attention to the 40% of ratepayer who live in rural areas.
- Specifically should include a commitment to social justice and equity.

3. The Strategic Plan in its entirety be submitted to Council for its consideration.

(Councillors Clough/Ekins)

An AMENDMENT was MOVED that the Community Strategic Plan 2008-2018 be amended with the changes outlined in this report and adopted in its revised form.

(Councillors Battista/Graham)

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

Voting against: Councillors Clough and Ekins.

119/09 **RESOLVED** that the Community Strategic Plan 2008-2018 be amended with the changes outlined in this report and adopted in its revised form.

Voting against: Councillor Clough. (ED09/8053:EF09/1929)

Alcohol Free Zone

120/09 **RESOLVED** that

1. The Alcohol Free Zones, as illustrated on the maps marked as Attachment 1 and Attachment 2 to this report be continued for the maximum period of four years to July 2013.
2. Notification of the continuation of the Alcohol Free Zones and relevant maps be advertised in the local media.

(Councillors Graham/Meineke) (ED09/7849:EF09/2378)

Roads Asset Management Plan

- 121/09 **RESOLVED** that the timetable for preparation of an asset management plan for sealed roads as attached to the report be noted.

(Councillors Marks/Graham) (ED09/8029:EF09/2075, ST:VLC)

Annual Code of Conduct Report

- 122/09 **RESOLVED** that the report be received and noted.

(Councillors Graham/Marks) (ED09/7930:EF09/640)

Investments – June 2009

- 123/09 **RESOLVED** that the report be received and noted.

(Councillors Houston/Battista) (ED09/8146:EF09/586)

At this juncture Councillor Clough left the meeting.

Committee Recommendations

Traffic Advisory Committee- June 17, 2009

- 124/09 **RESOLVED** that the minutes be received and adopted and the recommendations contained therein be adopted.

(Councillors Meineke/Houston) (S352) (ED09/7795:EF09/1963)

Financial Assistance - Section 356

- 125/09 **RESOLVED** In accordance with Section 356(1) of the Local Government Act 1993, the assistance to persons as listed above is hereby approved.

(Councillors Graham/Chant)

a) Representative Selection – Policy 1.4.10 (GL390.735.15)

Budget: \$1,100 Spent to date: \$0

Matthew Tickle has been selected to represent the Australian Karate Team at an international tournament in Denmark in October 2009. Mr Tickle is seeking financial assistance with the cost of his trip.

In accordance with policy.

\$356

b) City Hall Reductions in Rental – Policy 8.4.2 (GL390.125.15)

Budget: \$15,200 Spent to date: \$0

Sanctuary Northern Rivers Inc. requesting Council discount the hire charges (\$121) for the hire of the Fountain Room to hold a Refugee Week morning tea on June 17, 2009. An entrance fee is not to be charged.

Recommendation: In accordance with Clause 5 of the policy, a donation of 25% of the hire fee applies

\$30.25

Lismore Symphony Orchestra Inc. requesting Council discount the hire charges (\$1,510) of the Churchill Auditorium for concerts on June 12 & 14, and November 21 & 22, 2009. An entrance fee is to be charged.

Recommendation: In accordance with Clause 5 of the policy, a donation of 20% of the hire fee applies

\$302.00

MISA – Lifestyle Support Program requesting Council waive or discount hire charges (\$243) for the hire of the Fountain Room for a Mini Day Out function as part of Mental Health Week on October 7, 2009.

Recommendation: In accordance with Clause 5 of the policy, a donation of 25% of the hire fee applies

\$60.75

c) Waste Facility – Policy 5.6.1 (GL390.965.15)

Budget: \$11,000 Spent to date: \$0

Animal Right & Rescue \$0.00

Challenge Foundation \$211.20

Five Loaves \$209.64

Friends of the Koala \$19.09

Lismore Soup Kitchen Inc \$0.00

LifeLine \$210.00

Lismore & Dist Police Boys Club \$0.00

Saint Vincent De Paul \$16.27

Salvation Army \$70.00

Westpac Life Saver Rescue Helicopter \$25.45

Shared Vision Aboriginal Corporation \$0.00

In accordance with policy.

TOTAL \$761.65

d) Mayor's Discretionary Fund (GL390.485.15)

Budget: \$2,700 Spent to date: \$0

Northern Rivers Group Training is a not for profit organisation that seeks opportunities for apprenticeships and traineeships for people in Tweed Heads and Yamba. This organisation is seeking sponsorship for their annual training awards night to be held in August 2009.

\$100

Leearna Williams is seeking financial assistance for 16 Indigenous Southern Cross University students to attend the 2009 National Indigenous University Tertiary Student Education Games, to be held in Canberra in September.

\$100

At this juncture Councillor Clough returned to the meeting.

Closure

This concluded the business and the meeting terminated at 9:41pm.

CONFIRMED this August 11, 2009 at which meeting the signature herein was subscribed.

MAYOR