

2.5 DA/264/2013 - Proposed Detached Secondary Dwelling at Killarney Vale

TRIM REFERENCE: DA/264/2013 - D03375591

MANAGER: Jamie Loader, Manager, Building Certification and Health

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SUMMARY

An application has been received for a detached secondary dwelling at 82 Hume Boulevard Killarney Vale. The application has been examined having regard to the matters for consideration detailed in section 79C of the Environmental Planning and Assessment Act (EP&A Act) 1979, the State Environmental Planning Policy (SEPP) (Affordable Rental Housing) 2009 and other statutory requirements with the issues requiring attention and consideration being addressed in the report.

Applicant	Robyn and Renee Malby
Owner	Robyn and Renee Malby
Application No	DA/264/2013
Description of Land	Lot 328, DP 27040, No 82 Hume Boulevard, Killarney Vale
Proposed Development	Detached secondary dwelling
Site Area	600.70m ²
Zoning	2A Residential
Existing Use	Residential
Estimated Value	\$80 000

RECOMMENDATION

That Council grant consent subject to the conditions detailed in the schedule attached to the report and having regard to the matters for consideration detailed in Section 79C of the Environmental Planning and Assessment Act and other relevant issues.

PRECIS

- An application has been received for a proposed detached secondary dwelling.
- The site is zoned 2A Residential under the provisions of the Wyong Local Environmental Plan 1991 (WLEP).
- The secondary dwelling complies with the relevant clauses for secondary dwellings contained within the SEPP (Affordable Rental Housing) 2009.

INTRODUCTION

The Site

The property currently contains a single dwelling. The secondary dwelling is proposed to be sited in the vacant area between the existing structure and the rear property boundary. The adjoining properties consist of residential dwellings and ancillary structures which is the predominant development type in this area.



Proposed site of secondary dwelling

The application has been referred to Council for determination solely based upon the Council resolutions of 14th of November 2012 which states:

Council at its meeting of the 14 November 2012;

“RESOLVED unanimously on the motion of Councillor GRAHAM and seconded by Councillor VINCENT:

- 1 That Council extend the trial for a period of 6 months.*
- 2 That Council levy secondary dwellings (Granny Flats) during the trial period on the basis that they are equivalent to 35% of a Development Unit for the purpose of Section 94 contributions in accordance with the applicable contributions plans.*

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- 3 *That Council implement the trial by way of those affected development applications being reported to Council for determination.*"

The approval of the secondary dwelling would not create any adverse impact on adjoining properties. As such, it is recommended that the application be approved subject to conditions.

VARIATIONS TO POLICIES

There are no variations to Council's DCP 2005 or development standards for secondary dwellings contained within the SEPP (Affordable Rental Housing) 2009.

HISTORY

A modern single storey brick and tile dwelling was approved and constructed in 1980 which currently exists on the site. An in ground swimming pool was approved and built in 1999 and machinery shed in 2007.

PERMISSIBILITY

The secondary dwelling is permissible under the provisions of SEPP (Affordable Rental Housing) 2009.

The subject site is zoned 2(a) Residential zone under the WLEP 1991. The proposed secondary dwelling is permissible with consent and complies with the objectives of the zone as follows:

- (a) *"to provide land primarily for detached housing generally not exceeding a height of 2 storey's and with private gardens in an environment free from commercial and other incompatible activities and buildings, and*
- (b) *to provide for other uses, but only where they:*
 - (i) *are compatible with the residential environment and afford services to residents at a local level, and*
 - (ii) *are unlikely to adversely affect residential amenity or place demands on services beyond the level reasonably required for detached housing, and*
- (c) *to provide for home-based employment where such will not:*
 - (i) *involve exposure to view from any public place of any unsightly matter, or any raw material, equipment, machinery, product or stored finished goods, or*
 - (ii) *Have a material adverse impact on residents."*

The proposal is single storey and will integrate with the existing development. It is proposed to undertake only minimal excavation to the lot. The overall height is consistent with existing development in the area and the development would incorporate appropriate landscaping. The development is to be used for residential purposes only.

The secondary dwelling is permissible under the provisions of SEPP (Affordable Rental Housing) 2009.

RELEVANT STATE/COUNCIL POLICIES AND PLANS

Council has assessed the proposal against the relevant provisions of the following environmental planning instruments, plans and policies:

- SEPP (Affordable Rental Housing) 2009
- WLEP 1991
- Wyong Council DCP Chapters 14 'Tree management'
- Wyong Council DCP Chapters 99 'Building Lines'
- Wyong Council DCP Chapters 100 'Quality Housing'

ECOLOGICALLY SUSTAINABLE PRINCIPLES

The proposal has been assessed having regard to ecologically sustainable development principles and is considered to be consistent with the principles.

The proposed development is considered to incorporate satisfactory stormwater, drainage and erosion control and the retention of vegetation where possible and is unlikely to have any significant adverse impacts on the environment and will not decrease environmental quality for future generations. The proposal does not result in the disturbance of any endangered flora or fauna habitats and is unlikely to significantly affect fluvial environments.

ASSESSMENT

Having regard for the matters for consideration detailed in Section 79C of the EP&A Act 1979 and the SEPP (Affordable Rental Housing) 2009, statutory requirements, Council's policies and Section 149 Certificate details, the assessment has identified the following key issues, which are elaborated upon for Council's information.

THE PROVISIONS OF RELEVANT INSTRUMENTS/PLANS/ POLICIES (s79C(1)(a)(i-iv):

Wyong Local Environmental Plan 1991

The property is zone 2A Residential The secondary dwelling is proposed under the provisions of SEPP (Affordable Rental Housing) 2009 which overrides any provisions contained with the WLEP.

State Environmental Planning Policy (Affordable Rental Housing) 2009

SEPP (Affordable Rental Housing) 2009 permits secondary dwellings up to a maximum floor area of 60m². The proposed secondary dwelling has a floor area of 49.5m². The subject allotment also exceeds the required minimum area of 450m².

Division 2, Clause 20 and 22 state:

CI 20 'Land to which Division applies'

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“This Division applies to land within any of the following land use zones or within a land use zone that is equivalent to any of those zones, but only if development for the purposes of a dwelling house is permissible on the land:

- (a) Zone R1 General Residential,*
- (b) Zone R2 Low Density Residential,*
- (c) Zone R3 Medium Density Residential,*
- (d) Zone R4 High Density Residential,*
- (e) Zone R5 Large Lot Residential.”*

Clause 22 “Development may be carried out with consent”

- “(1) Development to which this Division applies may be carried out with consent.*
- (2) A consent authority must not consent to development to which this Division applies if there is on the land, or if the development would result in there being on the land, any dwelling other than the principal dwelling and the secondary dwelling.*
- (3) consent authority must not consent to development to which this Division applies unless:*
- (a) the total floor area of the principal dwelling and the secondary dwelling is no more than the maximum floor area allowed for a dwelling house on the land under another environmental planning instrument, and*
 - (b) the total floor area of the secondary dwelling is no more than 60 square metres or, if a greater floor area is permitted in respect of a secondary dwelling on the land under another environmental planning instrument, that greater floor area.”*
- (4) A consent authority must not refuse consent to development to which this Division applies on either of the following grounds:*
- (a) **site area** if:*
 - (i) the secondary dwelling is located within, or is attached to, the principal dwelling, or*
 - (ii) the site area is at least 450 square metres,*
 - (b) **parking***

if no additional parking is to be provided on the site.
- (5) A consent authority may consent to development to which this Division applies whether or not the development complies with the standards set out in subclause (4).”*

The provisions of Division 2 Clause 20 and 22 of the SEPP as stated above are fully complied with. Whilst compliance with the standards set out in Schedule 1 of the SEPP for Complying Development is not a requirement with this application as it has been made as a development application, it is however fully compliant with these standards.

Under these circumstances the proposed secondary dwelling is considered justified.

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The secondary dwelling can also be further justified in terms of:

- (i) being matching and sympathetic to the desirable character and placement of adjoining development;
- (ii) does not impact in any way to the local streetscape;
- (iii) the development retains reasonable privacy for existing and future residents;
- (iv) design features of the proposed development has considered better energy efficiency, enhanced solar access, and retention of significant existing vegetation; and
- (v) has adequate off street and on street parking being available for the dwelling.

Development Control Plan 2005 Chapter 99 – Building Lines

Clause 3.1 of Chapter 99 – Building Lines requires a side and rear setback of 900mm to an adjoining allotment and the proposal complies in this respect.

THE LIKELY IMPACTS OF THE DEVELOPMENT (s79C(1)(b)):

The relationship to the regional and local context and setting

The proposed secondary dwelling is consistent with the scale and character of the local area of Killarney Vale. The scale, bulk, height, massing and choice of materials and finishes for the proposed garage and secondary dwelling are considered appropriate to the local context and will enhance the rural scenic quality.

The access, transport and traffic management measures

Access to the site is provided by an existing driveway from Hume Boulevard. The SEPP (Affordable Rental Housing) 2009 does not require additional parking or access to be provided for the secondary dwelling.

Any effect on privacy, view loss and overshadowing

An assessment of potential over viewing, privacy and view sharing has been undertaken. It is concluded that the construction of the secondary dwelling would not be detrimental to the adjoining properties or those within the nexus of the development.

The impact on utilities supply.

Existing services for the site are adequate for the proposed development.

Any impact on the conservation of water.

A BASIX certificate has been submitted with the application and the proposal involves the use of water saving fixtures and a water tank of a minimum 5000 litre capacity. Connection of the tank to the toilet, washing machine and external tap will contribute to the conservation of water.

Any effect on the conservation of soils or acid sulphate soils.

The proposal does not involve any effect on the conservation of soils or acid sulphate soils.

Any effect on the flora and fauna.

No trees are proposed to be removed for the development.

The provision of waste facilities.

A waste management plan has been submitted with the development application and provides details of how waste will be managed during construction. The occupants of the secondary dwelling will utilise the waste collection services associated with the primary dwelling.

Whether the development will be energy efficient.

A BASIX certificate has been issued as part of the development application.

Whether the development will cause noise and vibration.

A minimal amount of noise and vibration will be created during the construction phase. A condition will be placed on the consent restricting the hours that construction work can take place.

Any risks from natural hazards (flooding, tidal inundation, bushfire, subsidence, slip etc).

There is no risk from any natural hazards.

Any impacts of construction activities (construction site management, protection measures).

During the construction of the works sediment fencing will be installed and construction noise will be minimised via conditions of consent.

THE SUITABILITY OF THE SITE FOR THE DEVELOPMENT (s79C(1)(c)):

Whether the proposal fits in the locality.

The proposal meets the objectives of the zone and complies with the criteria contained within the SEPP (Affordable Rental Housing) 2009.

The development is within a residential area that contains a number of single and multiple dwelling developments. The secondary dwelling would not have any significant impact on the surrounding area and promotes an orderly and economic use of the land.

It is considered the effect on the environment would be minimal and the proposed secondary dwelling would complement the existing rural and social amenity of the locality.

Whether the site attributes are conducive to development.

The site is considered appropriate for the proposed development.

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ANY SUBMISSION MADE IN ACCORDANCE WITH THIS ACT OR REGULATIONS (s79C(1)(d)):

Any submission from the public.

The application was advertised in accordance with DCP 2005 Chapter 70 - Notification of Development Proposals with no submissions being received.

Any submission from public authorities.

There are no submissions from public authorities.

OTHER MATTERS FOR CONSIDERATION

The property is within Southern Lakes S94 contribution plan created under the provisions of Section 94 of the EP&A Act 1979. Section 94 contributions are applicable to secondary dwellings under this plan as defined under the Affordable Housing SEPP.

Under the contribution plan the secondary dwelling would generate Section 94 contributions for a one bedroom dwelling at the rate of 0.52 development unit equating to \$4621.60. In accordance with the Council resolution of 14th of November 2012 contributions of 35% of a development unit would reduce the contributions to \$3110.70. This equates to a saving of \$1510.90.

CONCLUSION

The development application for a proposed secondary dwelling meets the standards of the relevant chapters of Council's DCP 2005 and the SEPP (Affordable Rental Housing) 2009. The application is recommended for approval subject to the attached conditions.

ATTACHMENTS

- | | | |
|---|-----------------------------|-----------|
| 1 | Draft Conditions of Consent | D03375549 |
| 2 | Development Plans | D03375667 |

**PROPOSED CONDITIONS – DA 264/2013
DETACHED SECONDARY DWELLING AT 82 HUME BOULEVARD,
KILLARNEY VALE**

- 1 The development taking place in accordance with the approved development plans reference number 1239/1 sheets 1 to 4 prepared by G & G Drafting dated Sept 2012 except as modified by any conditions of this consent, and any amendments in red.
 - Water tank size amended to 5000 litres.

Certificates – Application and Approval

- 2 A Construction Certificate is to be issued by the Principal Certifying Authority prior to commencement of any construction works. The application for this Certificate is to satisfy all of the requirements of the Environmental Planning and Assessment Regulation 2000.
- 3 Prior to the occupation or use of the building/structure, an application for an Occupation Certificate for the development must be submitted to and approved by the Principal Certifying Authority.

Prior to Release of Construction Certificate:

The following conditions must be satisfied prior to the release of the Construction Certificate. Conditions may require the submission of additional information with the Construction Certificate Application. Applicants should also familiarise themselves with conditions in subsequent sections and provide plans in accordance with any design requirements contained therein.

Contribution Payment Requirements

- 4 Prior to the issue of a Construction Certificate, the payment to Council of contributions (as contained in the attached Schedule) under Section 94 of the Environmental Planning and Assessment Act 1979 and Council's Section 94 and Section 94A Contribution Plan. Council's contributions are adjusted on the first day of February, May, August and November. The amount of the contributions will be adjusted to the amount applicable at the date of payment.

Stormwater Drainage - Design Requirements

- 5 Details are to be submitted with regard to the design of the proposed absorption trenches. The design will address the following criteria:
 - The design load rate of the accepting soil.
 - The ability of the trench system to accept and store all roof water on the short term for a 1 in 20 storm event.
 - The design of the absorption trench including dimensions, basal area, depth below finished surface, supporting media and the like.

Water and Sewer Services - Design Requirements

- 6 The developer must submit an application to Council under Section 305 of the Water Management Act 2000 for any requirements for the obtaining of a Section 307 Certificate of Compliance. The application must be made prior to the issue of the Construction Certificate. **Note:** The Section 305 Notice may contain requirements associated with the development that must be completed prior to the issue of the Construction Certificate.

Prior to Commencement of Works:

The following conditions must be satisfied prior to the commencement of site works, including any works relating to demolition, excavation or vegetation removal.

Erosion and Sediment Control Requirements

- 7 Prior to works associated with the development commencing, soil erosion and sediment controls measures are to be provided on the development site in accordance with Council's Policy E1 - Erosion and Sediment Control from Building Sites and Development Control Plan 2005, Chapter 67 – *Engineering Requirements for Development* and the approved development plans.
- 8 Prior to works associated with the development commencing, a single all-weather hardstand access, extending from the kerb and gutter/edge of bitumen to the building under construction, is to be installed in order to provide appropriate access to the site during periods of inclement weather.
- 9 Prior to works associated with the development commencing, suitable sediment control kerb inlet trap devices are to be provided downstream of the development site adjoining locations such as kerb inlet drainage pits, in order to prevent any silt that may have left the site from entering the drainage system. The build up of silt and debris behind the required kerb inlet trap devices is to be removed from the site on a daily basis.
- 10 Prior to works associated with the development commencing, an appropriate sign to promote the awareness and importance of the maintenance of on-site sediment control techniques is to be provided on the most prominent sediment fence or erosion control device within the development site, for the duration of the project.

Home Building Act Requirements

- 11 Residential building work within the meaning of the Home Building Act 1989 must not be carried out unless Council, as the Principal Certifying Authority for the development to which the work relates, has been furnished with the following information:

In the case of work to be done by the holder of a contractor licence under that Act:

- the name and licence number of the contractor; and
- A copy of the Home Owner Warranty Insurance.

In the case of work to be done by the holder of an owner-builder permit under that Act:

- A copy of the Owner Builder's Permit.

If arrangements for doing the residential building work are changed while the work is in progress so that the information notified above becomes out of date, further work must not be carried out unless the Principal Certifying Authority for the development to which the work relates (not being the Council), has given the Council written notice of the updated information.

Site Requirements

- 12 Prior to works associated with the development commencing, the Principal Contractor (or Owner/Builder) is to erect a suitable sign in a prominent position on the development site (not attached to any tree) identifying the name, address and telephone number of the Principal Certifying Authority (PCA) for the work, the name, address and telephone number (including a number for outside of business hours) of the Principal Contractor for the work (or Owner/Builder) and stating that unauthorised entry to the site is prohibited. The required sign is to be maintained for the duration of works associated with the development. Appropriate signs can be collected from Council's Customer Service Centre, where Council is the nominated Principal Certifying Authority with respect to the development.
- 13 Prior to works associated with the development commencing, suitable toilet facilities must be available or be provided upon the development site, with the required toilet facility(s) maintained until development works are completed at a ratio of one (1) toilet plus one (1) additional toilet for every twenty (20) persons employed at the site. Each toilet must:
 - be a standard flushing toilet connected to a public sewer system; or
 - have an on-site effluent disposal system approved under the Local Government Act 1993, or be a temporary chemical closet approved under the Local Government Act 1993, supplied by a suitably licensed contractor.
- 14 Prior to works associated with the development commencing, a suitable metal waste skip (with self-closing lid or secure covering) or lined mesh steel cage(s) is to be provided upon the development site for the duration of the construction phase of the development in accordance with the requirements of Development Control Plan 2005, Chapter 100 – Quality Housing. The required waste receptacle is to be suitably emptied at appropriate times during the construction phase of the development.
- 15 Prior to works associated with the development commencing, a suitable hoarding or safety fence between the work site and the public place is to be provided in accordance with Work Cover Authority requirements. The required hoarding/fencing is to remain in place during the construction phase of the development. Should the hoarding/fencing be required to be provided within the road reserve area, approval from Council under the Roads Act as the Roads Authority is required to be obtained prior to its erection.

- 16 Prior to works associated with the development commencing, it is the builder's responsibility to confirm the location and depth of the sewer main and connection point in relation to the floor level, to ensure that appropriate connection to the sewer can be achieved.
- 17 Prior to works associated with the development commencing, where any excavation is proposed in proximity to existing gas and/or electricity networks, the developer is advised to notify '*Dial Before You Dig*' of the time and place of work no more than thirty (30) days before the work commences. The developer must satisfy any requirements as set by the network operators in carrying out excavation works.

During Construction Works:

The following conditions must be satisfied during construction works.

Approved Plans

- 18 A copy of the stamped approved plans must be kept on site for the duration of site works and be made available upon request to either the Principal Certifying Authority or an officer of the Council.

Earthworks and Haulage - Construction Requirements

- 19 All earthworks are to be limited to the area as indicated within the approved development plans. Any additional earthworks and the construction of associated retaining structures outside of the nominated areas, requires separate approval.

Erosion and Sediment Control - Construction Requirements

- 20 Sand and other materials associated with the construction of the development that could potentially be washed off the site during rain periods, are to be stored behind a suitable sediment control barrier.
- 21 All sediment and erosion control devices provided with respect to the development are to be periodically cleaned and maintained in an effective state for the duration of works. On the spot fines for non-compliance with this requirement may be issued under the provisions of the *Protection of Environment Operations Act, 2000*.

Plumbing and Drainage - Construction Requirements

- 22 Council as the Water Supply Authority, under the provisions of the Water Management Act, or in unsewered areas where an onsite sewage management facility is to be installed, is to be notified to undertake inspections of the internal drainage lines, (prior to the pouring of the concrete slab), and external drainage lines inclusive of sewer junction connection, prior to the backfilling of the trenches. These inspections can be arranged by telephoning Council's Customer Contact Centre on (02) 4350 5555 a minimum of twenty-four (24) hours prior to the required time for the inspection. Please note that all drainage inspection fees are to be paid to Council prior to plumbing and drainage works associated with the development commencing.

Site Requirements

- 23 Construction or demolition works involved with the development may only be carried out between the hours of 7.00 am and 5.00 pm Monday to Saturday with no construction or demolition works associated with the development permitted to be carried out at any time on a Sunday or a public holiday.
- 24 During the construction phase of the development, all building materials, plant and equipment must be placed on the site of the development in order to ensure that pedestrian and vehicular access within adjoining public roads, footpaths and reserve areas, is not restricted and to prevent damage to public infrastructure.
- 25 During the construction phase of the development, downpipes and the associated stormwater disposal system is to be suitably connected to the site stormwater connection point immediately after the roof materials are positioned in order to prevent erosion of the site from roof water run off. The Principal Certifying Authority for the development will not issue a compliance certificate for framing unless connection of the site stormwater (or temporary system) has occurred.

Prior to Release of Occupation Certificate:

The following conditions must be satisfied prior to the release of an Occupation / Subdivision Certificate.

BASIX Requirements

- 26 Prior to the issue of an Occupation Certificate, pursuant to Clause 97A(3) of the Environmental Planning and Assessment Regulation 2000, it is mandatory that all the commitments listed in the BASIX Certificate applicable to the development are fulfilled.

Building Code of Australia – Compliance Requirements

- 27 Prior to the issue of the Occupation Certificate, the building shall be completed in accordance with the relevant provisions and requirements of the Building Code of Australia.

Plumbing and Drainage - Compliance Requirements

- 28 Prior to the issue of an Occupation Certificate, the hot water installation is to be suitably tempered in order that hot water not exceeding 50 degrees Celsius is provided at the outlet of the sanitary fixtures used primarily for personal hygiene purposes. Compliance with this temperature limit is optional for kitchen sinks and laundry tubs under the provisions of AS/NZS 3500, Part 4.2 C1.1.6.2.

29

Prior to the issue of an Occupation Certificate, the required rainwater tank is to be provided in the location as detailed within the approved development plans with suitable plumbing connections provided to collect rainwater from the roof area as detailed within the BASIX Certificate applicable to the development.

The required rainwater tank is to be installed in accordance with the requirements of the National Plumbing and Drainage Code AS/NZS 3500 and shall be provided with first flow diversion devices fixed to all inflows and a functioning pressure pump plumbed to service all fixtures as detailed within the BASIX Certificate applicable to the development. The required tank must be controlled in order that supplemental flow from domestic mains does not take place until the capacity of the tank has been reduced to 20%.

- 30 Prior to the issue of an Occupation Certificate, the surcharge gully provided with respect to the development, must be located a minimum of 150mm below floor level and 75mm above the surrounding finished ground level.

Statutory Certificate Requirements

- 31 Prior to the occupation of the building occurring, an application for an Occupation Certificate for the development must be submitted to and approved by the Principal Certifying Authority. Occupation of the development without an Occupation Certificate is an offence under the provisions of the Environmental Planning and Assessment Regulation, 2000.

Water and Sewer Services/Infrastructure – Compliance Requirements

- 32 The obtaining of a Section 307 Certificate of Compliance under the Water Management Act 2000 for water and sewer requirements for the development from Wyong Shire Council as the Water Supply Authority prior to issue of the Subdivision/Occupation Certificate. All works for the development must be approved by Council prior to the issue of a Certificate of Compliance.

Ongoing Operation:

The following conditions must be satisfied during use / occupation of the development.

No Conditions

SCHEDULE OF CONTRIBUTIONS

Shire Wide Regional Open Space	\$89.10
Shire Wide Cycleway Network	\$182.80
Shire Wide Performing Arts Centre & Public Art	\$206.25
Shire Wide Administration	\$39.60
Southern Lakes District Administration	\$259.00
Southern Lakes District Open Space Works	\$2,094.75
Southern Lakes Community Facilities Works	\$1,750.10

PROPOSED GRANNY FLAT

SITE PLAN
1 : 200

AREAS

PROPOSED GRANNY FLAT (LIVING)	48.5m ²
DECK	12m ²
EXISTING HOUSE FOOTPRINT	150m ²
SITE AREA	557m ²
DEVELOPED AREA RATIO	1 : 2.6

STATEMENT OF ENVIRONMENTAL EFFECT

THE ADDITIONAL DEVELOPED FOOTPRINT WILL BE 61.5m²

NO TREES WILL BE AFFECTED BY CONSTRUCTION THERE WILL BE NO LOSS OF LIGHT OR OVERSHADOWING OF NEIGHBORING PROPERTIES.

ALL NEW ROOF WATER WILL BE HARVESTED IN A NEW WATERTANK

IT IS ANTICIPATED THERE WILL BE MINIMAL EFFECT ON THE ENVIRONMENT

ALL MEASURES WILL BE TAKEN TO ENSURE THERE WILL BE NO HARM TO THE ENVIRONMENT.

NOTE TO BUILDER

ALL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH THE ATTACHED BASIX CERTIFICATE. BUILDER TO OBSERVE ALL COMMITMENTS LISTED WITHIN.

CHARACTER STATEMENT

THE CHARACTER OF THE EXISTING AREA WILL BE MAINTAINED

ALL BOUNDARIES ARE TO BE IDENTIFIED AND OFFSETS TO BOUNDARY ARE TO BE CONFIRMED PRIOR TO CONSTRUCTION.

ALL DIMENSIONS ARE TO BE CHECKED ON SITE PRIOR TO CONSTRUCTION.

REV. No	DESCRIPTION	DATE

NOTES

- REFER TO SPECIFICATION FOR TERMITE CONTROL DETAILS.
- GRANNY FLAT STORMWATER TO BE COLLECTED IN EXIST. WATER TANK OVERFLOW TO EXISTING SYSTEM TO STREET
- THIS SITE IS FREE OF EASEMENTS ROW'S & NATURAL WATER COURSES
- REFER TO ELEVATIONS & SECTIONS FOR CUT & FILL DETAILS
- REFER TO SITE PLAN FOR TREES AFFECTED BY CONSTRUCTION MARKED THIS * (NIL)
- ALL LEVELS ARE APPROXIMATE & RELATE TO ASSUMED DATUM 100.00 AT EXISTING HOUSE FLOOR LEVEL.
- REFER TO SITE PLAN FOR SOIL EROSION CONTROL DETAILS

BASIX COMMITMENTS

- All showerheads in the development to have a minimum 3 star rating (>7.5 but <=9 L/min).
- All kitchen and bathroom basin taps in the development to have a minimum 3 star rating
- All toilets in the development to have a minimum 3 star rating.
- Install a rainwater tanks with a minimum capacity of 5000 litres. Rain runoff is to be collected from at least:
 - 74.4 m² of roof area.
 - Rainwater tanks to be connected to:
 - at least one (1) outdoor tap;
 - all toilets in the development;
 - the cold water tap of the clothes washer.
- Added insulation requirements:
 - None to concrete slab on ground;
 - R1.5 to external clad walls (or R1.9 total including construction);
 - R1.45 (up) to ceilings;
 - 55mm thick foil backed blanket to roof.
- Roof colour to be MEDIUM - SA 0.475 - 0.7. (Note: Roof colour can be altered but may require an adjustment to the above added insulation requirements)
- Hot water system to be GAS INSTANTANEOUS with a minimum rating of 4 stars.
- Exhaust systems, ducted to facade or roof and with manual on/off switches, to be installed in:
 - the bathroom
 - the kitchen
- Exhaust systems, not ducted and with manual on/off switches, to be installed in:
 - the kitchen
 - Throughout
- Fluorescent or light-emitting-diode is to be the primary type of artificial lighting in the following rooms:
 - Throughout
- Install a gas cooktop and electric oven in the kitchen.
- Incorporate a well ventilated refrigerator space that allows air circulation around the rear and sides of the refrigerator.
- Fixed indoor/sheltered and outdoor clothes lines are to be installed.
- Window glazing and shading requirements as per BASIX certificate no. 4635705 glazing schedule.

Note: If any of the above commitments are required to be altered, contact the assessor prior to the change to arrange for an amended BASIX Certificate.

G DRAFTING SERVICES

129 RIVIERA AVE TERRIGAL, 2260
gpdrafting@hotmail.com Fax: 0299231270
Ph: 43555183 Mbr: 0412597417

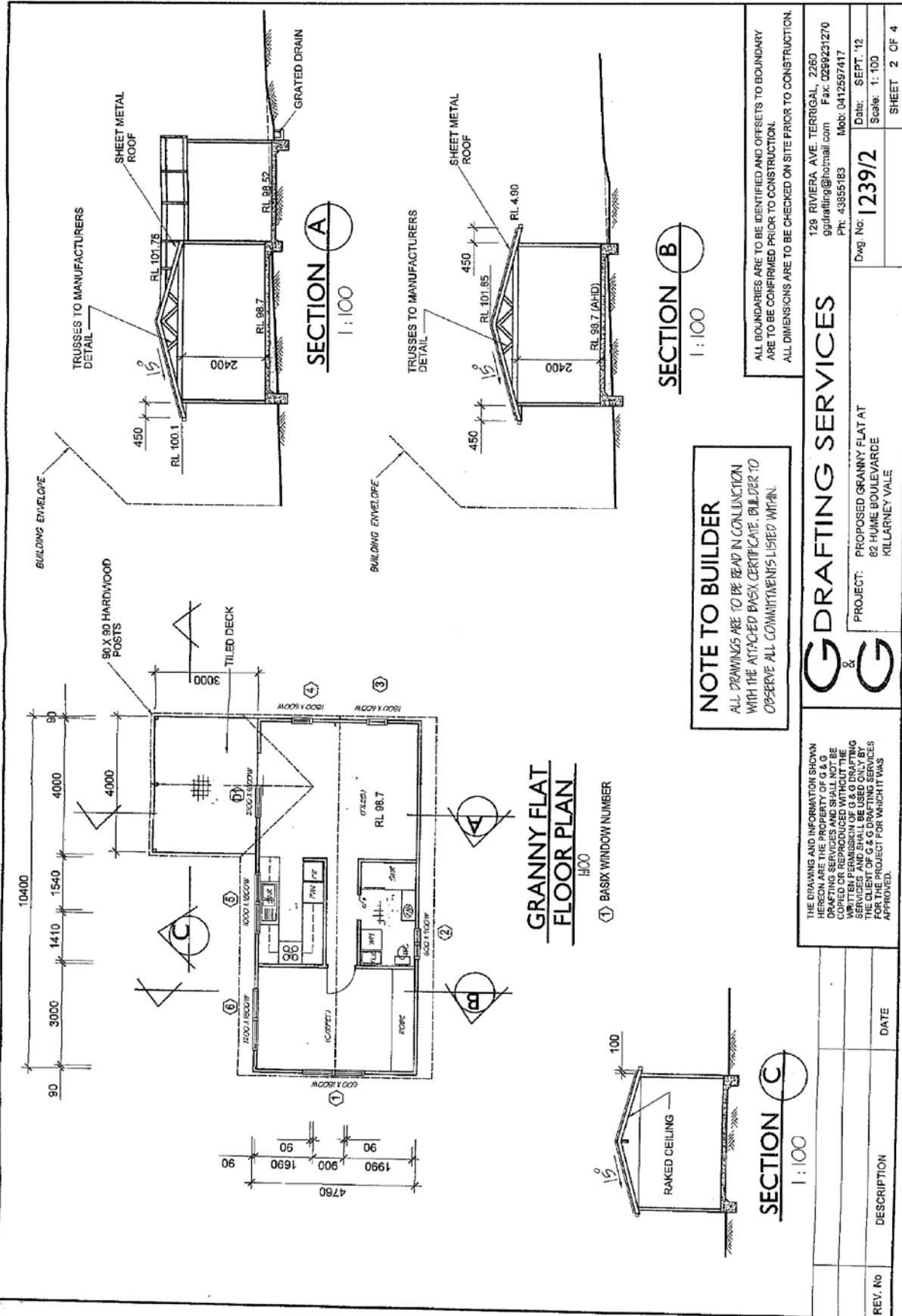
PROJECT: PROPOSED GRANNY FLAT AT 82 HUME BOULEVARD KILLARNEY VALE

Dwg. No: **1239/1**

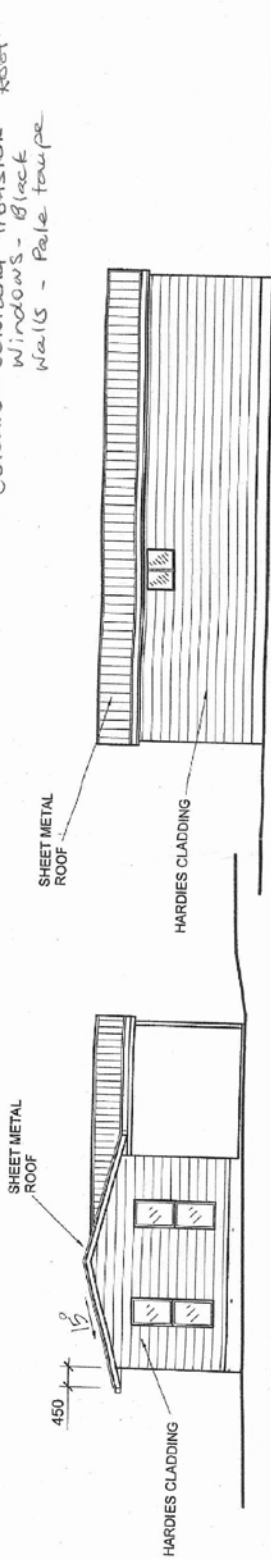
Date: SEPT '12

Scale: 1:200

SHEET 1 OF 4



Colours - Colorbond Ironstone, Roof
 Windows - Black
 Walls - Pale taupe



NORTH ELEVATION
 1:100

EAST ELEVATION
 1:100

SOUTH ELEVATION
 1:100

WEST ELEVATION
 1:100

NOTE TO BUILDER
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 WITH THE ATTACHED BASIC CERTIFICATE. BUILDER TO
 OBSERVE ALL COMMITMENTS LISTED WITHIN.

ALL BOUNDARIES ARE TO BE IDENTIFIED AND OFFSETS TO BOUNDARY
 ARE TO BE CONFIRMED PRIOR TO CONSTRUCTION.
 ALL DIMENSIONS ARE TO BE CHECKED ON SITE PRIOR TO CONSTRUCTION.

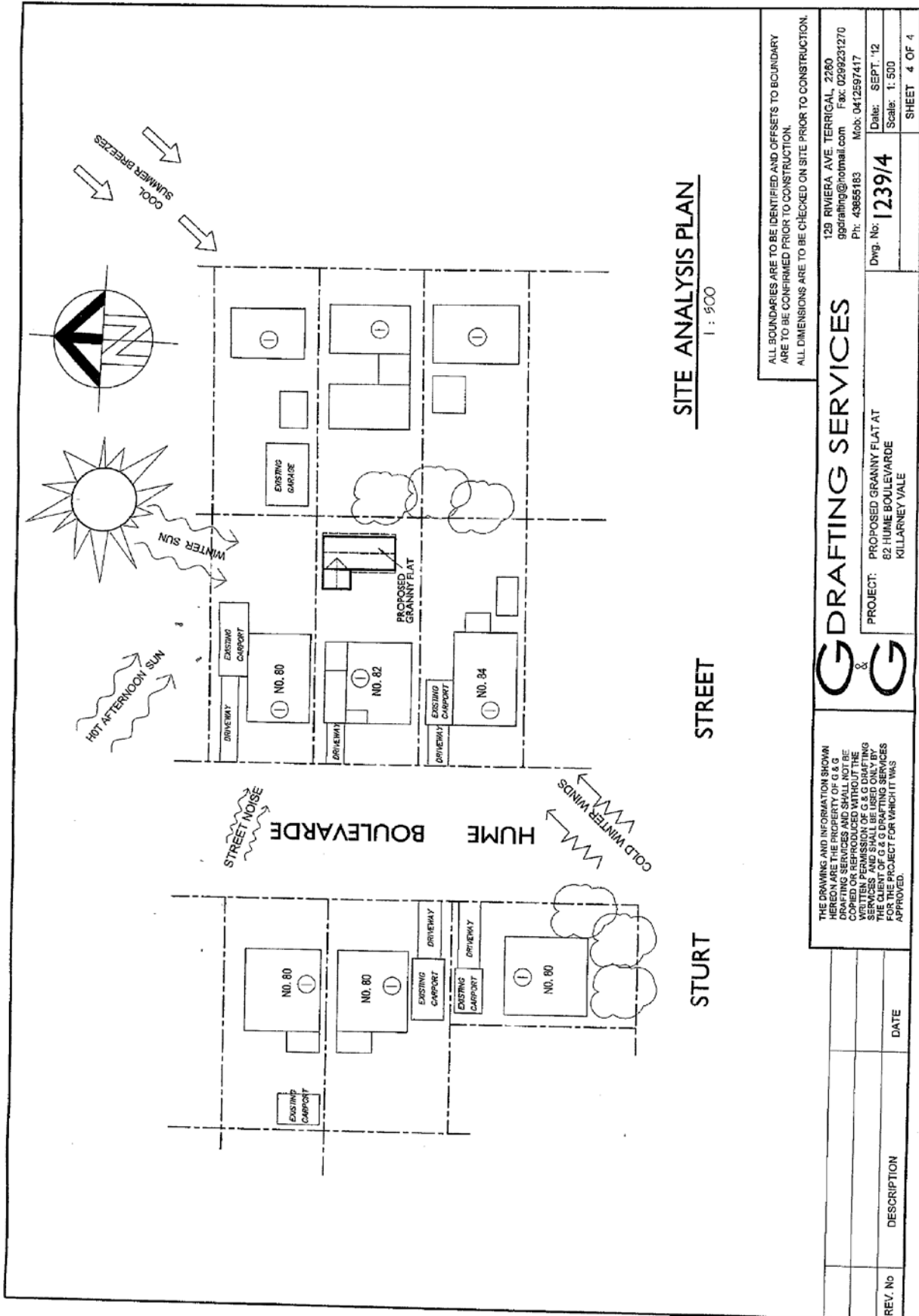
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 Date: SEPT. '12
 Scale: 1:100
 Dwg. No: **1239/3**

REV. No	DESCRIPTION	DATE

SHEET 3 OF 4



ALL BOUNDARIES ARE TO BE IDENTIFIED AND OFFSETS TO BOUNDARY ARE TO BE CONFIRMED PRIOR TO CONSTRUCTION.
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SITE ANALYSIS PLAN
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STREET

STURT

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ggdrafting@hotmail.com Fax: 0299231270
Ph: 43655183 Mob: 0412557417
Dwg. No: **1239/4** Date: SEPT. 12
Scale: 1:500

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PROJECT: PROPOSED GRANNY FLAT AT
82 HUME BOULEVARDE
KILLARNEY VALE

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REV. No	DESCRIPTION	DATE

SHEET 4 OF 4

3.1 CPA/220970 - Replacement of Lift 1 and Lift 2 at WSC Civic Centre

TRIM REFERENCE: CPA/220970 - D03373035

MANAGER: Jari Ihalainen, Director Land Management

AUTHOR: Claire Ashby; Project Manager, CPM Team 1

SUMMARY

Evaluation and selection of tenders for Contract CPA/220970 - Replacement of Lift 1 & Lift to WSC Civic Centre.

RECOMMENDATION

- 1 That Council accept the tender from the company nominated as Tenderer No 3 in the attached Tender Evaluation Report, for the lump sum amount of \$290,400.00 (excl GST) for Contract CPA/220970 – Replacement of Lift 1 & Lift 2 to WSC Civic Centre.**
- 2 That Council determines the Tender Evaluation Report in Attachment A, remains confidential in accordance with Section 10 A (2) (d) of the Local Government Act 1993 as the report contains commercial information of a confidential nature.**
- 3 That Council approve the contingency sum as detailed in the Tender Evaluation Report in Attachment A.**

BACKGROUND

This contract will involve the removal and replacement of both existing lifts (Lift 1 and Lift 2) to Wyong Shire Council Civic Centre.

The lifts currently require increasing levels of maintenance and they are regularly breaking down. The replacement of the lifts with new lift equipment enables the installation to bring the lift facilities into BCA compliance as well decrease the overall power consumption.

The possibility of upgrading the lifts was considered however the cost benefits of an upgrade compared to a replacement is minimal. Additionally, it is required that one of the two lifts needs to accommodate a stretcher to comply with BCA Disability Access which reinforced the decision to replace the lifts.

INVITATION TO TENDER

The tender was advertised in the Sydney Morning Herald, Express Advocate and eTender on 16 April 2013.

The invitation documents called for lump sum tenders, based on a detailed specification.

3.1 CPA/220970 - Replacement of Lift 1 and Lift 2 at WSC Civic Centre (contd)

A compulsory pre-tender meeting was held at Wyong Shire Council Civic Centre on 23 April 2013 to allow tenderers to become familiar with site conditions.

Tenders closed at Council's Chambers at 2.00pm on 9 May 2013.

TENDER SUBMISSIONS

The following tenders were received and are listed in alphabetical order:

- Electra Lift Company Pty Ltd
- Elevator Services Group Pty Ltd
- KONE Elevators Pty Ltd

One late submission was received and not accepted or assessed.

TENDER EVALUATION

All members of the Tender Evaluation Panel have signed Pecuniary Interest Declarations. No pecuniary interests were noted.

The relative ranking of tenders as determined from the total weighted score is provided in the Confidential Tender Evaluation Report – Attachment A.

All submissions were assessed in accordance with the approved evaluation criteria being:

- a) Compliance with Tender requirements, including lodgement by Closing Time.
- b) Tenderer has a corporate system to manage safety and quality risks appropriate to the contracted works.
- c) Tenderer has relevant insurances
- d) Assessed level of Local Content (MANDATORY)
- e) The tendered price and structure; as well as any other potential costs to Council that may be identified
- f) Proposed methodology/program which demonstrates capacity to provide the Services as required under the Contract within the specified time
- g) Experience in similar work including general construction, structural alterations and mechanical services specifically.
- h) Demonstrated satisfactory performance in similar work (from referee comments).

FINANCIAL IMPLICATIONS

There are sufficient funds allocated for this contract within the combined 2012-2013 and 2013-2014 capital works program budgets under CPA/220970. Issuing of this contract is dependent on the current 2012-2013 funds being made available in 2013-2014.

3.1 CPA/220970 - Replacement of Lift 1 and Lift 2 at WSC Civic Centre (contd)

RELEVANT LEGISLATION

The tender has been conducted in accordance with the *Local Government Act 1993*, the *Local Government (General) Regulation 2005* and Council's Procurement Policy.

Information provided by tenderers which is commercial-in-confidence has been protected and will not be disclosed in accordance with section 10A(2)(d) of the *Local Government Act 1993*. A consistent standard for all tenderers has been used in assessing any request for confidentiality by a tenderer.

CRITICAL DATES / TIME FRAMES

Pending the financial implications outlined above, it is anticipated that the contract will be awarded on 18 June 2013 and that the works will be complete by early June 2014.

OPTIONS/ALTERNATIVES

Council has the option of not proceeding with this contract by resolving not to accept an offer from any of the Tendering parties. This option is not recommended.

PUBLIC CONSULTATION

No public consultation specific to this project was necessary and none has occurred.

ATTACHMENTS

- | | | |
|---|---|-----------|
| 1 | Request for Tender - T145A - CPA 220970 - Tender Evaluation Report
Confidential - For council business paper - | D03373458 |
|---|---|-----------|

4.1 Regional Airport Delegation

TRIM REFERENCE: F2012/01319 - D03392181
MANAGER: Michael Whittaker, General Manager
AUTHOR: Deborah Marks; Admin and Councillor Support Officer

SUMMARY

Reporting a proposal to visit regional airports for the purposes of research.

RECOMMENDATION

- 1 ***That Council authorise the Mayor, the General Manager and delegated staff to participate in the delegation to visit the Queensland Regional Airports detailed in this report.***
- 2 ***That Council authorise the reimbursement of expenses for Councillors in accordance with WSC Facilities and Expenses Policy for Councillors.***

BACKGROUND

Council has indicated that the development of a regional airport will assist with the potential economic development of the Shire and is exploring the concept. Council has also adopted the DLEP which included an area for a regional airport.

THE PROPOSAL

It is proposed that a small delegation from WSC visit several regional airports in Queensland and meet with airport owners and/or operators. At this stage three airports are nominated being; Gold Coast, Sunshine Coast and Toowoomba (due for completion 2014).

The purpose of the meetings and site visits is to gain an understanding of master planning, the processes and documentation relating to approvals and lessons learnt through the development and implementation stages of the airport projects.

This information will assist WSC in the initial master planning stages. It will also provide insight into key stakeholders and suppliers required for these processes.

It is also intended to build relationships with the airport stakeholders which may result in mutual economic benefits in the future. This relationship building is viewed as an important part in business development.

Details

Attendees – Mayor, General Manager and delegated staff

Date – August 2013

Length – Up to 3 days

Proposed Sites - Gold Coast, Sunshine Coast and Toowoomba

OPTIONS

Council may either authorise the delegation or not indicated its support.

STRATEGIC LINKS

The proposal enables Council to further consider the concept and be best placed to pursue economic development for the Shire.

Budget Impact

Costs will be attributed to existing operational budgets.

CONSULTATION

Nil

GOVERNANCE AND POLICY IMPLICATIONS

Travel and sustenance for the delegation will be undertaken in accordance with the WSC Facilities and Expenses Policy for Councillors. Travelling and sustenance for staff will be in accordance with the WSC employee travelling allowances and expenses policy.

MATERIAL RISKS AND ISSUES

Nil

CONCLUSION

The report seeks the authorisation from the Council for the participation of the Mayor and staff in a delegation to regional airports in Queensland.

The proposal is in accordance with Council policy.

ATTACHMENTS

Nil.

4.2 Proposed Councillors' Community Improvement Grants

TRIM REFERENCE: C2013/01723 - D03359263

MANAGER: Lesley Crawley; Manager Corporate Governance

AUTHOR: Lisa Martin; Administration Assistant

SUMMARY

Councillors propose the following allocation of funds for expenditure from Councillors' Community Improvement Grants (CCIG).

RECOMMENDATION

That Council allocate an amount of \$26,185.00 from the 2012-13 Councillors' Community Improvement Grants as follows:

<i>Proposed Allocations for 12 June 2013</i>		
<i>Adam Molch Hillier Memorial Surf Classic (\$1200) (\$100 already allocated)</i>	<i>To cover running costs</i>	<i>1,100.00</i>
<i>Bateau Bay Neighbourhood Centre (\$1000)</i>	<i>Community Garden and Landscaping Improvements in the grounds of the centre.</i>	<i>300.00</i>
<i>Central Coast CC Australian & Italian Friendship Society Inc. (\$2000)</i>	<i>Social Activities and Luncheon</i>	<i>1,078.00</i>
<i>Central Coast Multiple Sclerosis & Handicapped Group (\$1841) (\$1400 already allocated)</i>	<i>Major repairs to bus - new clutch</i>	<i>441.00</i>
<i>Central Coast Wetlands - Pioneer Dairy (\$2000)</i>	<i>Purchase of four outdoor umbrellas</i>	<i>2,000.00</i>
<i>Central Coast Wetlands - Pioneer Dairy (\$1800)</i>	<i>Fit out of Pioneer Dairy Cottage Kitchen</i>	<i>1,800.00</i>
<i>Coastcare The Entrance North (\$2000)</i>	<i>Benches at the ends of Florida and Leonard Streets with dune protection fencing around to prevent people walking across dunes.</i>	<i>2,000.00</i>
<i>Halekulani Library (\$500)</i>	<i>Purchase of new books</i>	<i>500.00</i>
<i>Killarney Vale AFC Inc trading as Central Coast Bombers (\$1000) (\$600 already allocated)</i>	<i>Outdoor gas catering BBQ</i>	<i>400.00</i>
<i>Lions Club of Wyong (\$2000) (\$400 already allocated)</i>	<i>District 2013 Lions Convention - Camp Breakaway - November 2013</i>	<i>350.00</i>
<i>Northern Women's Health Centre (\$1000)</i>	<i>To assist with the provision of childcare for counselling, legal advice and groups</i>	<i>300.00</i>

Northlakes High School P & C (\$2000) (\$350 already allocated)	CD produced by students	250.00
NSW Justices Association Inc (\$2000) (\$600 already allocated)	Lap top, projector and screen for training of desk volunteers in libraries	400.00
Ourimbah United Football Club (\$1557)	To make the new amenities building secure.	1,557.00
Ourimbah United Football Club (\$2000)	To purchase shower partitions and doors, so players can shower after games.	1,700.00
The Entrance Amateur Swimming Club (\$1450)	Purchase new seating and 2 x marquees	700.00
The Entrance Rugby Club (\$2000) (\$600 already allocated)	Sporting equipment	600.00
The Lakes Singers (\$300)	To assist with copyright, APRA license, insurance coverage and printing of music.	200.00
Toukley & Districts Art Society (\$2000) (\$500 already allocated)	Engage professional tutors to teach members and general public	350.00
Tuggerah Lakes Choral Society (\$2000) (\$600 already allocated)	Publicity costs for the choir, insurances, accompanist fees and hall rental for proposed function to celebrate Ronald Brelsford's 100th birthday and the 40th anniversary of the choir.	1,400.00
Tuggerah Lakes Memorial Pistol Club Inc (\$2000) (\$600 already allocated)	Replacement of faulty target winders on air pistol range	600.00
Tuggerah Lakes Secondary College - Tumby Umbi Campus (\$2000)	Student Exchange Program	2,000.00
Tuggerah Tuffs Winter Swim club (\$1700)	Purchase of club shirts	452.00
Tuggerah Tuffs Winter Swim club (\$407)	Purchase Dual U.H.F. Wireless Microphone - for use at the pool	407.00
Uniting Care Burnside Northern Lakes Family Centre (\$1000)	School Holiday Activities	600.00
WyCare (\$2000)	Purchase of pavers to upgrade access to Landcare Resource office with pavers to be laid by volunteers.	2,000.00
Wyong District U14's Rep Netball Team (\$2000)	Send team to represent Wyong Shire at Campbelltown in the State Age Championships	200.00
Wyong Drama Group Inc. (\$2000)	Contribution to 10th Annual Central Coast Theatrefest	1,700.00
Wyong Public School P & C Association (\$2000)	125 year celebrations at Wyong Public School to provide educational and entertainment to the community.	800.00

BACKGROUND

Provision has been made in Council's Annual Plan for each Councillor to recommend to Council the donation of funds to individuals, local service, charitable or community organisations that operate in the Shire or provide a benefit specifically to the residents of the Shire.

Donations may also be made to individuals or groups in pursuit of excellence, including sporting and cultural excellence, subject to CCIG Policy. Funds may also be allocated for emergency assistance in the event of natural disasters such as bushfires, flood or drought anywhere in Australia, subject to CCIG Policy. The funds are granted subject to approval of the Council as a whole.

In accordance with Clause 2.3 of the Councillor's Community Improvement Grants Policy available funding for the 2012/2013 financial year is \$75,000. Clause 2.3 states:

"After a Local Government election, the allocation to the individual Councillors will be 50% of the allocation identified in Clause 1.1 and will be available from 1 December of that year to 30 June of the following year".

THE PROPOSAL

Under Council's Policy, all proposed allocations are subject to the approval of the Council as a whole.

In order for the fund to be finalised for the 2012/2013 financial year, the final allocations for the year are reported to this meeting.

The proposed allocations are listed below:

4.2

Proposed Councillors' Community Improvement Grants (contd)

COUNCILLORS' COMMUNITY IMPROVEMENT GRANTS ALLOCATION		Best	Eaton	Graham	Greenwald	Matthews	Mayna	Taylor	Troy	Vincent	Webster	SUB TOTAL
Allocation 01/01/2012 - 30/06/2013		7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	75,000
Expenditure up to and including Ordinary Council Meeting of 8 May 2013		5,740	3,300	3,600	3,735	6,230	3,500	900	2,550	6,172	5,907	41,634
Available allocation as at 8 May 2013		1,760	4,200	3,900	3,765	1,270	4,000	6,600	4,950	1,328	1,593	33,366
Proposed Allocations for 12 June 2013												
Adam Molch Hillier Memorial Surf Classic (\$1200) (\$100 already allocated)	To cover running costs		200.00	200.00	400.00				300.00			1,100.00
Bateau Bay Neighbourhood Centre (\$1000)	Community Garden and Landscaping Improvements in the grounds of the centre.	100.00	200.00									300.00
Central Coast CC Australian & Italian Friendship Society Inc. (\$2000)	Social Activities and Luncheon	200.00	500.00							378.00		1,078.00
Central Coast Multiple Sclerosis & Handicapped Group (\$1841) (\$1400 already allocated)	Major repairs to bus - new clutch			441.00								441.00
Central Coast Wetlands - Pioneer Dairy (\$2000)	Purchase of four outdoor umbrellas		500.00				1,000.00		500.00			2,000.00
Central Coast Wetlands - Pioneer Dairy (\$1800)	Fit out of Pioneer Dairy Cottage Kitchen	200.00			300.00		500.00		800.00			1,800.00
Coastcare The Entrance North (\$2000)	Benches at the ends of Florida and Leonard Streets with dune protection fencing around to prevent people walking across dunes.	200.00			500.00			500.00	800.00			2,000.00
Halekulani Library (\$500)	Purchase of new books				500.00							500.00
Killarney Vale AFC Inc trading as Central Coast Bombers (\$1000) (\$600 already allocated)	Outdoor gas catering BBQ						400.00					400.00
Lions Club of Wyong (\$2000) (\$400 already allocated)	District 2013 Lions Convention - Camp Breakaway - November 2013									350.00		350.00
Northern Women's Health Centre (\$1000)	To assist with the provision of childcare for counselling, legal advice and groups	100.00							200.00			300.00
Northlakes High School P & C (\$2000) (\$350 already allocated)	CD produced by students									250.00		250.00
NSW Justices Association Inc (\$2000) (\$600 already allocated)	Lap top, projector and screen for training of desk volunteers in libraries						400.00					400.00
Ourimbah United Football Club (\$1557)	To make the new amenities building secure.										1,557.00	1,557.00
Ourimbah United Football Club (\$2000)	To purchase shower partitions and doors, so players can shower after games.		1,000.00	500.00	200.00							1,700.00
The Entrance Amateur Swimming Club (\$1450)	Purchase new seating and 2 x marquees			700.00								700.00
The Entrance Rugby Club (\$2000) (\$600 already allocated)	Sporting equipment			600.00								600.00
The Lakes Singers (\$300)	To assist with copyright, APRA license, insurance coverage and printing of music.		100.00		100.00							200.00
Toukley & Districts Art Society (\$2000) (\$500 already allocated)	Engage professional tutors to teach members and general public									350.00		350.00
Tuggerah Lakes Choral Society (\$2000) (\$600 already allocated)	Publicity costs for the choir, insurances, accompanist fees and hall rental for proposed function to celebrate Ronald Brelsford's 100th birthday and the 40th anniversary of the choir.				130.00	1,270.00						1,400.00
Tuggerah Lakes Memorial Pistol Club Inc (\$2000) (\$600 already allocated)	Replacement of faulty target winders on air pistol range			600.00								600.00
Tuggerah Lakes Secondary College - Tumbi Umbi Campus (\$2000)	Student Exchange Program						500.00	1,000.00	500.00			2,000.00
Tuggerah Tufts Winter Swim club (\$1700)	Purchase of club shirts			452.00								452.00
Tuggerah Tufts Winter Swim club (\$407)	Purchase Dual U.H.F. Wireless Microphone - for use at the pool			407.00								407.00
Uniting Care Burnside Northern Lakes Family Centre (\$1000)	School Holiday Activities	100.00			500.00							600.00
WyCare (\$2000)	Purchase of pavers to upgrade access to Landcare Resource office with pavers to be laid by volunteers.	200.00			300.00		500.00	500.00	500.00			2,000.00
Wyong District U14's Rep Netball Team (\$2000)	Send team to represent Wyong Shire at Campbelltown in the State Age Championships				200.00							200.00
Wyong Drama Group Inc. (\$2000)	Contribution to 10th Annual Central Coast Theatrefest	200.00	1,000.00		500.00							1,700.00
Wyong Public School P & C Association (\$2000)	125 year celebrations at Wyong Public School to provide educational and entertainment to the community.	100.00	500.00						200.00			800.00
Total Proposed Allocations for 12 June 2013		1,400.00	4,000.00	3,900.00	3,630.00	1,270.00	3,300.00	2,000.00	3,800.00	1,328.00	1,557.00	26,185.00
Total Accumulated Allocations as at 12 June 2013		7,140.00	7,300.00	7,500.00	7,365.17	7,500.00	6,800.00	2,900.00	6,350.00	7,500.00	7,464.02	67,819.19
Balance Uncommitted as at 12 June 2013		360.00	200.00	0.00	134.83	0.00	700.00	4,600.00	1,150.00	0.00	35.98	7,180.81

OPTIONS

- 1 Approval of applications as submitted will provide a community benefit to residents of the Shire.
- 2 Non approval could result in assistance not being provided to the community.

STRATEGIC LINKS

Annual Plan

<i>Principal Activity</i>	<i>Strategy or Program</i>	<i>Financial Line Item No and Description</i>
A More Sustainable Community	Enhance the quality of life of the Shire's residents	1.1.11 – Community Financial Support

Contribution of Proposal to the Principal Activity

The Councillors' Community Improvement Grants were developed to help charitable community groups and in doing so helping the broader community.

Link to Shire Strategic Vision

<i>Priority Objective</i>	<i>How the proposal contributes or links to the Priority Objectives in Shire Strategic Vision and Annual Plan</i>
Communities - Communities will be vibrant, caring and connected with a sense of belonging and pride in their local neighbourhood.	Funding is available to projects not specifically nominated in Council's Annual Plan that contribute to the priority objective.
Facilities and Services - Communities will have access to a diverse range of affordable and coordinated facilities, programs and services.	Funding is available to projects not specifically nominated in Council's Annual Plan that contribute to the priority objective.

Financial Implications

Expenditure is approved until the end of the 2012-13 financial year. Unspent approvals lapse 31 May 2013.

Principles of Sustainability

The CCIG program is aligned with the principles of sustainability in that it would:

- Improve and maintain safety, wellbeing and sense of community
- Use locally available resources to increase our self-reliance
- Support local and regional economic prosperity
- Build and strengthen partnerships and alliances

CONSULTATION

Applications that met the criteria were distributed to Councillors for their consideration.

GOVERNANCE

All expenditure recommended is permissible under Section 24 and 356(1) of the Local Government Act 1993.

CORPORATE RISKS

Nil impact.

CONCLUSION

The proposed allocations contained in this report are permissible under the Council's policy on Councillors' Community Improvement Grants. The process has been correct and Council may confirm the grants at its option.

ATTACHMENTS

Nil

4.3 Conference Attendance - 2013 LGMA Summit for Executive Women in Local Government

TRIM REFERENCE: F2004/06517 - D03373247

MANAGER: Sonia Witt, TL Governance and Councillor Services

AUTHOR: Lesley Crawley; Manager Corporate Governance

SUMMARY

The Local Government Managers Association is hosting the inaugural Local Government Women's Summit on a date to be confirmed in 2013.

RECOMMENDATION

- 1 That Council authorise interested councillors to attend Local Government Women's Summit in Sydney at date to be confirmed in 2013.**
- 2 That Council meet reasonable expenses incurred in councillors attending the above conference in accordance with Council's Facilities and Expenses Policy for Councillors.**

BACKGROUND

The LG Women's Summit is our inaugural event for all women in senior leadership roles, both elected and professional, in Australian councils. This event is designed to enable participants the opportunity to enhance their skills as a community leader.

The summit was originally set down for June 2013 but has had to be postponed to a date to be confirmed later in 2013.

CONFERENCES OR SEMINARS

In accordance with the provisions of Council's Facilities and Expenses Policy for Councillors, and subject to Council's prior approval, WSC will pay for attendance at a maximum of six conferences per year for each elected member and attendance at the annual NSW Local Government Association Conference.

The maximum number of elected members authorised to attend a conference or seminar is three.

OPTIONS

- 1 To authorise councillor attendance to this Conference.
- 2 Not authorise attendance to this Conference.

STRATEGIC LINKS

Wyong Shire Council Strategic/ Annual Plan

<i>Principal Activity</i>	<i>Service</i>	<i>Key Action and Objectives</i>	<i>Funding Source and Description</i>	<i>Impact on Key Performance Indicators/ Service Performance Indicators</i>
Principal Activity 1 – Community & Education	Community Engagement, Customer Service	Attendance at this conference would increase Councillor awareness and knowledge relating to community and cultural development and is an opportunity for staff and Councillors to develop skills and participate in discussion on current issues in Local Government.	Councillors Professional Development	Nil impact

Contribution of Proposal to the Principal Activity

Nil impact.

Long term Financial Strategy

Nil impact.

Asset Management Strategy

Nil impact.

Workforce Management Strategy

Nil impact.

Link to Community Strategic Plan (2030)

Nil impact.

Budget Impact

The table below indicates an approximate cost for attendance at the Conference and associated travel and accommodation expenses per Councillor:

2013 LGMA Summit for Executive Women in Local Government	Councillor Fees
Registration	\$460.00
Travel (<i>return airfares</i>)	N/A
Airport transfers (<i>\$40 each way</i>)	N/A
Accommodation	N/A
Meals (<i>included</i>)	N/A
Total - estimate	\$460.00

CONSULTATION

This submission complies with Council's adopted Facilities and Expenses Policy for Councillors.

GOVERNANCE AND POLICY IMPLICATIONS

In accordance with the provisions of Council's Facilities and Expenses Policy for Councillors, Councillors are encouraged to attend external training sessions that will support their professional development as a Councillor. Reasonable expenses incurred in Councillors attending external training are met in accordance with that policy.

MATERIAL RISKS AND ISSUES

Nil impact.

CONCLUSION

The conference listed would be of benefit to the professional development of Councillors.

ATTACHMENTS

Nil

4.4 Councillors' Attendance at Police Charity Ball 6 July 2013

TRIM REFERENCE: F2004/06631 - D03375614

MANAGER: Lesley Crawley, Manager Corporate Governance

AUTHOR: Sonia Witt; TL Governance and Councillor Services

SUMMARY

Council has received an invitation from Tuggerah Lakes and Brisbane Waters Local Area Commands to attend the Central Coast Police Charity Ball 2013 which will be held on Saturday 6 July 2013 Recreation Club.

RECOMMENDATION

- 1 That Council authorise any interested Councillor/s and their partners to attend the Central Coast Charity Ball 2013 to be held on Saturday, 6 July 2013.**
- 2 That Council meet any reasonable expenses incurred by Councillors and their partners attending the above function in accordance with Council's Facilities and Expenses Policy For Councillors.**

BACKGROUND

The Central Coast Police Charity Ball 2013 is being held to raise money for Police Legacy and Central Coast Children's Fund which is a local charity.

Police Legacy supports partners and children of officers in the New South Wales Police Force who are deceased. The Central Coast Children's Fund assists in purchasing vital medical and therapeutic equipment and improve on health care facilities for sick children on the Central Coast.

The attached letter from the NSW Police Force outlines objectives of both the Police Legacy and Central Coast Children's Fund and the range of assistance and funding that these organizations provide.

THE PROPOSAL

This year's Charity Ball is being held at Mingara Recreation Club on Saturday 6 July 2013 and will include guest speakers a silent auction, a main auction and a raffle.

At the 2011 Central Coast Police Charity Ball over \$6000 was raised for the charities, sponsorship by Council for attendance at this event would lend support to the fund raising efforts for 2013.

It is proposed that Council authorise any interested Councillors to attend the dinner and also meet any reasonable expenses incurred by Councillors and their partners.

STRATEGIC LINKS**Wyong Shire Council Strategic/ Annual Plan**

Nil impact.

Contribution of Proposal to the Principal Activity

Nil impact.

Long term Financial Strategy

Nil impact.

Asset Management Strategy

Nil impact.

Workforce Management Strategy

Nil impact.

Link to Community Strategic Plan (2030)**Annual Plan****Contribution of Proposal to the Principal Activity**

Nil Impact

Budget Impact

The table below indicates the cost for attendance at the function per Councillor:

Central Coast Charity Ball 2013	Partner Fees	Councillor Fees
Tickets (incl GST)	\$100	\$100
Travel (by vehicle approx)	Nil	\$20
Total estimate per Councillor		\$220

CONSULTATION

Nil.

GOVERNANCE AND POLICY IMPLICATIONS

Clause D9 from the Facilities and Expenses Policy for Councillors states:

“ WSC will meet sustenance expenses for Councillors' attendance at dinners and other non-council functions which provide briefings to councillors from key members of the community, politicians and business.”

The event will provide opportunity for the Council representatives to liaise with key members of the community including the NSW Police and other guests attending the event. In accordance with Clause D19 of WSC Policy on Facilities and Expenses for Councillors, WSC will pay for attendance/ticket costs for spouses or partners if accompanied by a Councillor at events officially sanctioned by the Council. This report seeks Council's authorisation for attendance at this function.

MATERIAL RISKS AND ISSUES

Nil impact.

CONCLUSION

Attendance at this Dinner will provide Councillors with an opportunity to support the Police Legacy and Central Coast Children's Fund. It will also provide an opportunity for individual Councillors to support various fundraising activities, such as auctions and a raffle, proposed on the night.

ATTACHMENTS

- 1 2013 Central Coast Police Charity Night Invitation - Mayor and all Councillors

D03323819



Dear Sir/ Ma'am,



You are invited to attend

CENTRAL COAST POLICE CHARITY NIGHT 2013

Held at Mingara Recreation Club
On Saturday 6TH July 2013
At 6pm – 12am

Dress: Formal/Semi-Formal

Funds raised will be donated to Police Legacy and Central Coast Children's Fund

MC by **Craig and Mandy** Morning Announcer on Star 104.5

Live Entertainment

Guest Speakers, Silent Auctions, Main Auctions and raffles on the night.

Tickets \$100ea
(Includes 3 course meal, beverages, canapés on arrival)

For tickets please Contact:

S/CST Nicole COOMBS Tuggerah Lakes LAC - 0410139250

S/CST Alan TUNNICLIFF or S/CST Alison WYBORN Brisbane Waters LAC – 43235599



RSVP: 22nd June 2013



4.5 Amendment to the Facilities and Expenses for Councillors Policy

TRIM REFERENCE: F2004/06505 - D03397733

MANAGER: Lesley Crawley, Manager Corporate Governance

AUTHOR: Meg Newington; Admin Team and Civic Centre Coordinator

SUMMARY

This report details submissions received on Council's proposal to amend the Facilities and Expenses for Councillors Policy.

RECOMMENDATION

- 1 That Council note that one submission was received on the proposal.**
- 2 That Council adopt the amended Facilities and Expenses for Councillors Policy.**

BACKGROUND

Council at its Ordinary Meeting of 10 April 2013, considered a report on proposed amendments to the Facilities and Expenses policy, and resolved the following:

455/13 That Council propose the addition of Clause D66 to the Facilities and Expenses Policy for Councillors as follows:

"WSC will pay Councillors appointed to the Hunter and Central Coast Joint Planning Panel remuneration of \$650 per meeting of that Panel, that sum being the fee and allowances permitted by Clause 6 of Schedule 4 to the Environmental Planning and Assessment Act 1979."

456/13 That Council advertise the proposed amendment in accordance with the provisions of the Local Government Act.

457/13 That Council note that the term of the delegates on the Joint Regional Planning Panel is 3 years."

As required under Sections 361(2) and 361(3) of the Local Government Act 1993, Council advertised the proposed further amendment for 28 days from 1 May 2013 to 4 June 2013.

CURRENT STATUS

One submission was received in response as follows:

Doc Number	Issue
D03351549	Objection raised on the basis that the figure is extreme and outweighs any cost that would be incurred.

The purpose of the policy is to ensure that Councillors receive adequate and reasonable expenses and facilities to enable them to carry out their civic duties. It ensures that these are provided in an accountable and transparent manner.

The amendment proposed covers expenses that would be incurred as part of undertaking the duties of Councillor and is therefore reasonable to be included in Council's Facilities and Expenses Policy. The proposed amount is commensurate with the \$600 fee recommended by the Minister for Planning's guideline and also cover incidental costs associated with the role.

Council's Code of Conduct requires that WSC resources must be used ethically, effectively, efficiently and carefully.

By including this item in its Facilities and Expenses Policy for Councillors, Council has provided a mechanism for the reimbursement of expenses in an accountable and transparent manner.

THE PROPOSAL

It is proposed that the amendment as advertised be adopted.

CONSULTATION

The proposal was advertised for a period of 28 days from 1 May 2013 to 4 June 2013.

GOVERNANCE AND POLICY IMPLICATIONS

If adopted, the amendment will be included, as outlined in the attached revised policy. Council is required to forward a copy of the revised policy and any submissions to the DLG for information.

CONCLUSION

The amendment as advertised is recommended for inclusion in the Policy for Facilities and Expenses for Councillors.

ATTACHMENTS

- 1 Facilities and Expenses for Councillors Policy D03335585



POLICY No: WSC003

POLICY FOR FACILITIES & EXPENSES FOR COUNCILLORS

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AUTHORITY	NAME & TITLE	SIGNATURE	DATE
AUTHOR	Team Leader, Governance and Councillor Services		
MANAGER	Lesley Crawley, Manager Corporate Governance		
DIRECTOR			
GENERAL MANAGER	Michael Whittaker		
MAYOR (IF APPLICABLE)			

History of Revisions:

Version	Date	TRIM Doc. #
1	23/11/2011	D02903521
2	03/10/2012	D03143334
3	26/4/2013	D03335585
4	04/06/2013	

A. POLICY SUMMARY

- A1 This Policy provides for the payment or reimbursement of expenses and the provision of facilities by WSC to the Mayor and Councillors of Wyong Shire.

B. POLICY BACKGROUND

- B1 Section 252 of the Local Government Act 1993 requires the Council to adopt a Policy concerning the payment of expenses incurred or to be incurred by the provision of facilities to elected members in relation to discharging the functions of Civic Office.
- B2 WSC recognises that elected members and senior management staff often expend considerable personal time and inconvenience in conducting WSC business away from the Shire in the best interests of the community.
- B3 The Act's conditions recognise that some personal, additional contribution goes with the position, however where such good-will is provided by individuals materially in excess of reasonable contributions, the transparent reimbursement of expenses is appropriate.
- B4 The purpose of the Policy is to ensure that Councillors receive adequate and reasonable expenses and facilities to enable them to carry out their civic duties. It ensures that these are provided in an accountable and transparent manner.
- B5 Councillors must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out their functions under the Local Government Act or any other Act (s349 the Act).
- B6 The WSC Code of Conduct provides that WSC resources must be used ethically, effectively, efficiently and carefully. WSC property including intellectual property, official services and facilities must not be misused by any person or body for private benefit or gain. Councillors must also avoid any action or situation that could create the appearance that WSC resources are being used inappropriately.
- B7 Section 382 of the Act requires that WSC makes arrangements for adequate insurance against public and professional liability.

C. DEFINITIONS

- C1 **The Act** means the Local Government Act 1993
- C2 **The Regulation** means the Local Government (General) Regulation 2005.
- C3 **Council** means the elected members who form the governing body (Council) of the Wyong Shire Council.
- C4 **Wyong Shire Council (WSC)** means the organisation established to administer Council affairs and operations and Council policy and strategies.
- C5 **Councillor** means an elected member of the governing body (Council) including the Mayor.
- C6 **Council Policy** means policy created and approved by the elected members of the WSC.

- C7 **Functions of civic office/civic functions** means functions that Councillors are required to undertake to fulfil their legislated role and responsibilities for WSC that should result in a direct benefit for WSC and/or for the Wyong Shire community.
- C8 **Council Business** means WSC and Committee meetings, community meetings within the Shire, attendance at officially sanctioned conferences, functions, seminars and training courses and shall include the attendance at functions/meetings by Councillors on behalf of the Mayor.
- C9 **Expenses** mean payments made by WSC to reimburse Councillors for reasonable costs or charges incurred or to be incurred for discharging their civic functions. Reasonable private use is allowable. Expenses must be outlined in this policy and may be either reimbursed to a Councillor or paid directly by WSC for something that is deemed to be a necessary expense to enable them to perform their civic functions. Expenses are separate and additional to annual fees.
- C10 **General Expense Allowance** means a sum of money paid by WSC to a Councillor to expend on an item or a service that is not required to be receipted and/or otherwise reconciled according to a set procedure and within a specific timeframe. In accordance with Section 403 of the Regulation this policy does not permit the payment of general expenses.
- C11 **Facilities** means equipment and services that are provided by WSC to Councillors to enable them to perform their civic functions with relative ease and at a standard appropriate to their professional role as Councillors.
- C12 **Greater Significance** means meetings with State or Federal Parliamentarians, networking with other Councillors or special interest groups, inspection of a public works or facility, attendance at urgent Council meetings and/or any other incident of WSC business considered urgent or more important.

D. POLICY STATEMENTS

Jurisdiction

- D1 This policy covers all elected members of WSC
- D2 This policy does not confer any delegated authority upon any person.

General Provisions

- D3 No payment or allowance will be made for general expenses.
- D4 Reimbursement will only be paid for expenses incurred by Councillors for the conduct of their civic duties.

Attendance at Conferences, Workshops, Seminars and Training Courses

- D5 WSC will reimburse expenses for attendance at eligible conferences, seminars, workshops and professional development courses for each elected member including attendance at the annual NSW Local Government Association Conference and National General Assembly.
- D6 WSC will reimburse expenses for six (6) attendances per Councillor, per financial year, at conferences, seminars, workshops and professional development courses which consist of sessions conducted over one or more consecutive days.

- D7 The maximum number of elected members authorised to attend a conference or seminar is three.
- D8 The maximum attendance restriction on numbers will not apply to attendance by elected members at the annual conference or a special conference of the NSW Local Government Association or National Congress of the Australian Local Government Association or as resolved by Council.
- D9 WSC will meet sustenance and attendance expenses for Councillors' attendance at meals and other non-Council functions which provide briefings to Councillors from key members of the community, politicians and business.
- D10 No expenses will be paid for functions that are:
- i not relevant to Council business
 - ii where expenses incurred would be directed towards any political fundraising event
 - iii for any donation to a political party or candidate's electoral fund
 - iv for any other private or personal benefit
- D11 Authorisation for attendance at conferences will be by Council resolution or when in compliance with policy or impractical, then by approval of the Mayor (Deputy Mayor when attendee is Mayor) and/or General Manager.
- D12 WSC will pay costs in accordance with this policy relating to the attendance by authorised delegates at conferences, workshops and seminars for the following:
- i Registration fees
 - ii Accommodation
 - iii Travelling to and from the location
 - iv Out-of-pocket expenses (meals, fares, etc) incurred in attending the various sessions of conference etc
 - v Spouse or partner and family accompaniment.
- D13 Where WSC has incurred costs and a replacement is not nominated by the Mayor/Deputy Mayor and the elected member's non-attendance is not a family or employment or medical emergency, all costs incurred by WSC will be charged to the elected member.
- D14 Before registration and payment of fees, elected members must satisfy themselves:
- a that the program is likely of benefit to WSC, the Community and/or to his/her professional development as an elected member
 - b that he/she is able to commit the time necessary to attend the conference sessions in the terms of this policy
- D15 Elected members shall attend all conference sessions for which they are registered other than in the following circumstances:
- i to attend to a family, employment or medical emergency
 - ii where the session demonstrably has no benefit/interest to both WSC and the particular Councillor
 - iii to attend to other matters of greater significance to the WSC
- D16 WSC will pay for the attendance at training courses where the total expense for attendance of

each Councillor is less than \$10,000, subject to Council Resolution or compliance with this policy. The monetary limit does not apply to the AICD Company Director's Course and a maximum of three (3) Councillors may attend a course unless resolved by Council.

- D17 Out-of-pocket or incidental expenses associated with Councillors attending conferences, seminars or training courses will be reimbursed.
- D18 WSC will reimburse Councillors the cost of membership to professional organisations associated with the conduct of Council business up to \$1,500 per annum.

Spouses and Partners

- D19 WSC will pay the following expenses for spouses/partners or family accompanied by a Councillor at events or functions officially sanctioned by the Council or Mayor and General Manager:
- i attendance/ticket cost if in the company of a Councillor
 - ii accommodation if in the company of a Councillor
 - iii travel if in the company of a Councillor
 - iv meals and refreshments excluding room fridges.

D20 Partner tours and incidental costs will not be paid by WSC.

Motor Vehicle Costs

- D21 WSC will pay for the use of a Councillor private motor vehicle for the conduct of business relating to the Council, including attendance at Council, Council Committee and community meetings, inspections and official functions / meetings either:
- i an annual allowance, paid monthly for use up to 5,000 km per annum, at the Local Government State Award rate for WSC staff for under/over 2.5 ct. A statutory declaration for use is required
 - ii by claim for usage, paid monthly for use at the Local Government State Award rate for WSC staff for under/over 2.5 ct

D22 Councillors shall comply with WSC's Motor Vehicle Policy.

Travel

- D23 WSC will reimburse Councillors for travel undertaken on WSC business.
- D24 WSC will not reimburse travelling expenses where a Councillor attends a community meeting or undertakes an inspection that has not been formally approved by Council or the Mayor.
- D25 Overseas travel by a Councillor must be approved by resolution which shall include clear and tangible benefits to the community.
- D26 Approval by the Council for overseas travel will be on an individual trip basis.
- D27 Councillors shall ensure travel by the most direct route and use the most practical and economic means of transport.
- D28 WSC will reimburse costs for tolls associated with travel on WSC business.

D29 WSC will reimburse parking fees associated with travel on WSC business.

D30 In accordance with WSC Motor Vehicle policy, no reimbursement of traffic or parking fines incurred while travelling on WSC business will be given.

Travel outside WSC Local Government Area, Interstate and International

D31 Air Travel shall be at economy rate unless approved by the General Manager and/or the Mayor.

D32 WSC will pay for air travel insurance.

D33 The General Manager and/or the Mayor may determine any corporate membership arrangements (eg Qantas Club).

D34 WSC will pay for use of a rental car at locations where air travel is undertaken for WSC business.

Accommodation

D35 Councillors shall be accommodated in minimum four-star level facilities and higher if practicality determines the need. A higher level than four star is to be approved by the Mayor and/or General Manager.

D36 WSC will pay for accommodation costs commencing from the night before the conference or seminar commences, throughout the conference and the night after it concludes and any other night required by travel arrangements.

Care and other related expenses

D37 WSC will reimburse registered carer's expenses necessary to enable elected members, General Manager and Directors to attend WSC business up to \$3,000 per annum, including:

- i child care expenses
- ii care of disabled and/or sick immediate family members
- iii special requirements of councillors such as disability and access needs to allow performance of normal civic duties and responsibilities

Insurance

D38 WSC will provide insurance to protect the interest and welfare of all Councillors in carrying out the duties of Civic Office and to protect equipment issued to Councillors under this policy as follows:

- i Public liability (for matters arising out of Councillors' performance of their civic duties and/or exercise of their functions)
- ii Professional indemnity (for matters arising out of Councillors' performance of their civic duties and or exercise of their functions).
- iii Personal injury while on Council business
- iv Travel insurance for approved interstate and overseas travel on Council business
- v Property insurance for WSC facilities issued to Councillors
- vi Other insurance as required to ensure normal work/family arrangements can continue to be maintained for the Councillors.

All insurances are to be subject to any limitations or conditions set out in the WSC policy for insurance.

Legal Expenses

- D39 WSC will indemnify or reimburse the reasonable legal expenses of a Councillor in the circumstances described below:
- i a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act (section 731 refers), as distinguished from merely something a Councillor has done during his/her term of office
 - ii a Councillor defending an action in defamation provided the statements complained of were made in good faith in the course of exercising a function under the Act
 - iii a Councillor for proceedings before the Local Government Pecuniary Interest and Disciplinary Tribunal or an investigative body provided the subject of the proceedings arises from the performance in good faith of a function under the Act, and the Tribunal or investigative body makes a finding substantially favourable to the Councillor
- D40 WSC will also reimburse legal costs for an inquiry, investigation or hearing into a Councillor's conduct by an appropriate investigative or review body including:
- Local Government Pecuniary Interest and Disciplinary Tribunal
 - Independent Commission Against Corruption
 - Office of the NSW Ombudsman
 - Division of Local Government, Department of Premier and Cabinet
 - NSW Police Force
 - Director of Public Prosecutions
 - Council's Conduct Review Committee/Reviewer
- provided that the subject of the inquiry, investigation or hearing arises from the performance in good faith of a Councillor's functions under the Act and the matter before the investigative or review body has proceeded past any initial assessment phase to a formal investigation or review.
- D41 A Councillor/s may be reimbursed up to \$1,500 (including GST) for external legal services only where all of the following circumstances exist:
- (a) the legal advice is not on a matter excluded from being reimbursed by the Local Government Act and/or Regulations, or any other clause in this Policy
 - (b) the matter about which advice has been sought is a serious matter affecting the proper administration of WSC
 - (c) more than four Councillors have requested that Council staff provide legal advice on the subject matter of the advice, and Council staff have been unable to provide those Councillors with legal advice, due to a conflict of interest or similar prohibition that precludes those staff from providing that advice, or where staff are unwilling to obtain independent legal advice
 - (d) the matter had not already been the subject of independent legal advice to Council
 - (e) the legal advice is proven to be valuable towards Council's decision making

- (f) no more than one payment is to be paid to any one or more of the Councillors in respect to advice provided by Councillors on the subject matter
- (g) the request for reimbursement, under this clause, has been authorised by the Council:
- the written brief, original written legal advice and tax receipt will need to be provided to Council as its record to allow consideration of payment
- D42 A conduct complaint made against a Councillor, resulting in legal costs for a Councillor shall only qualify for reimbursement where a matter has been referred by the General Manager to a conduct reviewer/committee to make formal enquiries into that matter in accordance with the procedures in the Code of Conduct.
- D43 Pecuniary interest or misbehaviour matters, shall qualify for reimbursement of legal costs if a formal investigation has been commenced by the Division of Local Government.
- D44 WSC will only reimburse legal costs where the investigative or review body makes a finding that is not substantially unfavourable to the Councillor.
- D45 WSC will not meet the legal costs of legal proceedings initiated by a Councillor under any circumstance.
- D46 WSC will not meet the legal costs of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.
- D47 WSC will not meet legal costs in the following circumstances:
- An action in defamation taken by a Councillor as plaintiff
 - A Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation

Mayoral Expenses

- D48 The Mayor may provide reasonable hospitality to Councillors, senior staff, politicians, dignitaries, community leaders, accompanied by family and the like at WSC's expense to the same level as approved for the GM.
- D49 WSC will provide, maintain and fuel a fuel efficient motor vehicle appropriate to the Office of the Mayor, for use by the Mayor for WSC business.
- D50 Private Use of the vehicle is paid for by the Mayor by the reduction of the Mayoral allowance of \$1,906.64 per annum (2012/13 base year). Such amount to be varied on 1 October each year in line with movement in the Consumer Price Index for the 12 months ending 30 June previous.

Telecommunications

- D51 WSC will provide initial installation, rental/lease and maintenance costs for approved equipment.
- D52 WSC will provide communications hardware, to use for WSC business:

- i Laptop or Desktop PC

- ii Tablet computer
- iii Printer
- iv Facsimile
- v Scanner
- vi USB or WIFI broadband modem
- vii Digital camera
- viii Mobile phone or smart phone
- ix Mobile phone car kit

- D53 The brand/type of equipment will be to WSC standards purchased in accordance with the provisions of WSC Procurement Policy.
- D54 For each Councillor using WSC equipment, WSC will provide for the combined cost of calls, internet access and message bank service, including reasonable private use, up to \$3,600 per year.

- D55 Councillors may provide some or all private equipment in lieu of WSC equipment and receive reimbursement for capital costs, cost of calls and internet access up to \$7,200 per year.

This will cover:

- Laptop or Desktop PC
- Tablet computer
- Printer, Facsimile, Scanner, Digital camera
- USB or WIFI broadband modem
- Mobile phone or smart phone and car kit
- Other related expenses.

Privately provided equipment must be to WSC standards.

- D56 WSC will provide for WSC equipment, a standard operating environment of software to facilitate Council business (for example email, internet, mapping, MS office suite and other WSC corporate appropriate applications as necessary).
- D57 WSC will not provide for subsequent installation costs (eg as a result of moving house or changing vehicles) unless WSC has initiated a change to the equipment or service.
- D58 Elected members using WSC telecommunications equipment or their own private equipment for Council business must comply with WSC's Communications Media Policy (Internet and Email) and Appropriate Use of Email and the Internet Guidelines.
- D59 At the conclusion of a local government term and where a Councillor does not intend to stand for re-election or is not re-elected, a Councillor may purchase WSC supplied equipment and software at an agreed market price. Leased equipment is not available for purchase.

Postal Expenses

- D60 WSC will reimburse actual postage expenses for WSC business up to \$500 per annum.

Stationery

- D61 WSC will provide stationery to be used for WSC business, upon request. Stationery includes:

- i Writing pads, envelopes, box files writing pens / diary / folders up to \$200 per annum
- ii Business cards 1000 per annum
- iii Letterhead 1000 per annum

- iv Paper and printer cartridges 1 set of colour and black per month
- v Current edition of Bluett's Local Government Handbook, NSW for Councillors (newly elected Councillors only)
- vi One filing cabinet

Corporate Uniform

D62 WSC will provide a "premium quality" Corporate Uniform on an annual basis except for the issue in the year in which the local government election is held. Corporate Uniform shall consist of:

- Formal clothing – one set including the costs of alterations
- Climate clothing (shirts and jackets) – one set
- Protective clothing – one set

D63 WSC will provide an additional Corporate Dress allocation to the Mayor to facilitate the duties of the office as follows:

- Three shirts
- One pair of trousers or skirt or dress
- One tie
- Such other clothing as is required to perform the duties of a Councillor

Civic Centre Parking

D64 WSC will provide an allocated parking space each Council meeting day.

Sustenance

D65 Councillors will be provided with appropriate sustenance on meeting/briefing/function days, including bottled beverages.

General

D66 WSC will reimburse Councillors for costs of up to \$500 per annum for communications and media information accessed for WSC business and/or Councillor professional development (for example: professional journals, news and current affairs publications).

D67 WSC will reimburse Councillors up to \$600 per annum for electricity charges associated with use of private facilities to conduct WSC business.

D68 WSC will pay Councillors appointed to the Hunter and Central Coast Joint Regional Planning Panel remuneration of \$650 per meeting of that Panel, that sum being the fee and allowances permitted by Clause 6 of Schedule 4 to the Environmental Planning and Assessment Act 1979.

E. POLICY IMPLEMENTATION - PROCEDURES**Approval**

E1 Approval for the payment of expenses and provision of facilities not specified will be by the General Manager and/or the Mayor.

- E2 Disputes in relation to the payment of expenses and provision of facilities shall be resolved by the General Manager.

Adoption

- E3 This Policy will be adopted by Council resolution after public notification of 28 days.
- E4 This policy will be reviewed and readopted annually in accordance with WSC Policy.

Amendment

- E5 Mandatory amendments to this Policy due to an amendment to the Local Government Act or Regulations will be made administratively and a report detailing the amendment will be submitted to an Ordinary Meeting of Council.
- E6 Optional amendments to this Policy due to an amendment of the Local Government Act or Regulations will be reported to an Ordinary Meeting of Council for determination.
- E7 This Policy will be amended annually in accordance with the CPI. The amendment will be made administratively and will not be reported to Council.

Reporting

- E8 In accordance with clause 271 of the Regulation and for the purposes of transparency and accountability, WSC is required to include detailed information in its Annual Report about the payment of expenses and facilities to councillors. This will be reported as a total cost for all Councillors.
- E9 Section 253 of the Act requires Council to submit a copy of this policy annually to the Division of Local Government.
- E10 The Policy must be publically notified in accordance with Section 253 of the Local Government Act

Reconciliation

- E11 Claims for reimbursement of expenses will include receipts or via a statutory declaration and be made in the financial year in which the expense has been incurred, unless otherwise specified in this Policy.
- E12 Approval, reconciliation and reimbursement for all expenses and facilities must occur in accordance with WSC procedure.
- E13 The processes for claim and reconciliation may be varied by the Manager Corporate Governance.
- E14 Amounts owing by an elected member relating to fees or expenses for reimbursements and/or accompanying partner's expenses are to be deducted from amounts due to the elected member under this Policy.

Conferences

- E15 The Mayor may nominate a replacement if an elected member authorised to attend a conference, seminar, external training session or function outside the area is unable to attend

the event due to ill health or family emergency.

- E16 The Mayor and/or the General Manager will determine and subsequently report to Council, attendance at a conference, seminar, external training or functions outside the Central Coast if time does not permit submission to a Council meeting prior to the event.
- E17 Elected members attending conferences must provide a report to the GM detailing the proceedings of the conference. No report is required for the annual conference of the NSW Local Government and Shires Association or conferences approved by Council.
- E18 Authorisation of attendance at conferences for a spouse or partner will be included in the Council resolution for attendance of the Councillor unless specified by this policy.
- E19 Elected members may request advance expense payments for trips and conferences. The costs are required to be reconciled through receipts and excess advances returned to WSC.

Motor Vehicles

- E20 The reimbursement of private motor vehicle expenses above 5,000km per annum will require the submission and reconciliation of a log book.
- E21 WSC will provide a vehicle for use by Councillors in undertaking official duties. Availability of this vehicle will be considered when determining the most direct route and the most practicable and economical mode of transport.

Legal

- E22 The payment of legal costs is required to be approved by the General Manager.

Interview Room

- E23 Elected members will contact WSC reception to reserve an interview room.

Communications

- E24 Each elected member is allowed \$1,500 per year for mobile phone car kit installation.
- E25 Expenses reimbursed for use of private equipment will be added to Councillors' fees on a monthly basis.
- E26 Upon ceasing to hold Civic Office an elected member may purchase WSC equipment at an amount determined by an independent valuation or return the equipment to Council except in the case where equipment is leased.

E28 **Associated documents:**

- WSC Code of Conduct
- NSW Local Government Act 1993
- WSC Motor Vehicle Policy
- WSC Procurement Policy

5.1 Road Capital Works Program

TRIM REFERENCE: F2011/00879 - D03327296

MANAGER: Greg McDonald, Director Infrastructure and Operations

AUTHOR: Stuart Baverstock; Manager Construction

SUMMARY

Council's 2012/2013 Strategic Plan commits Council to a road pavement renewal, upgrade and resealing rolling works program with the objective of improving the overall pavement network condition and corresponding levels of service. The following report summarises the status of projects already completed in 2012/2013 and those planned for the following 12 month period. The delivery of the program is on schedule.

RECOMMENDATION

That Council receive the report on the status of the Council's Road Capital Rolling Works Program.

BACKGROUND

Council's 2012/2013 Strategic Plan commits \$19.7M to road related asset capital works. The majority of these funds (\$15.4M) are committed to road pavement upgrade, renewal and resealing works.

On November 28 2012 Council resolved to increase the budget allocation by \$2M to fund 7 priority road renewal projects. Additionally in February 2013 Council resolved a further increase in the roads budget of \$4.5M including a mix of road pavement works, footpaths and kerb and gutter works. Furthermore, Council has advised further funding has become available and additional roads can be renewed using efficient techniques such as asphalt overlays and stabilising to an approximate capital budget of \$2.76M. The annual roads budget attributable to road pavement improvement works has now been increased to approximately \$23.59M.

The revised target volume output for 2012/2013 is:

- Pavement resealing = 49km
- Road upgrade/pavement renewal = 16 km.

Council continues to operate an advanced Pavement Management System which is used to measure and model network condition and to develop optimised works programs. The allocation of funding consistent with the strategically developed optimised works program is continuing to see an overall improvement in network condition towards the previous Council's agreed target level of a PCI of 7 (current PCI = 6.3). Given the current level of funding we anticipate achieving the PCI of 7 towards the end of the 2013/14 financial year.

The following table provides a listing and timing of proposed/completed works for the following 12 month period sorted by suburb.

DRAFT

5.1 Road Capital Works Program (contd)

A draft of the following four year delivery plan has recently been completed. The inclusion and timing of 2013/2014 projects is tentative pending Council's approval as part of the 2013/2014 Strategic Planning process.

The delivery of the 2012/2013 roads capital works program is on schedule.

Major achievements in May 2013 were:

- Minnesota Rd day labour crews continue to progress well, and the culvert contractors (Bolte Civil) are progressing the culvert base slabs. They anticipate starting to place culverts in mid-June, however it now appears the delay to their start on site will delay the overall completion of the project.
- Tuggerawong Rd, Tuggerawong – after delays with water main replacement, this project including new drainage, road pavement, car and pedestrian safety facilities and footpaths has now been completed.
- Significant progress in the road pavement renewal works (stabilising of pavements and sealed surfaces) were completed this month, including;
 - Blubell Ave and Grevillea Cr Berkeley Vale,
 - Tuggerah Parade (Stage 1) Long Jetty,
 - Thomas Mitchell, Playford and Mort Streets Killarney Vale,
 - McPhersons Rd Mardi,
 - Johns Rd, Wadalba,
 - Ourimbah Creek Rd, Ourimbah,
 - Kullaroo Rd, Summerland Pt
- Significant additional asphaltting works were completed, including the following roads;
 - Canton Beach Rd,
 - Curtis Parade,
 - Boronia Ave,
 - Tuggerah Parade,
 - Bateau Bay Rd.

ROAD PAVEMENT UPGRADE / RENEWAL / RESEAL PROJECTS
2012 - 2014 Financial Years

Suburb	Project	Budget \$	2012/2013				2013 / 2014				Complete
			Jun	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr				
BATEAU BAY	PAVEMENT RENEWAL										
	Bateau Bay Road	280,000									✓
	Cresthaven Ave (vicinity local shops)	370,000									✓
	Cresthaven Ave (vicinity Lancaster Pde)	859,876									
	Harbour St	158,900									
	RESEAL PROGRAM										
	Annie C	13,673									✓
	Barry St	14,850									✓
	Dunning Ave	20,688									✓
	Hilltop St	17,686									✓
	Kywong Cl	19,703									✓
	Lamb Cl	1,704									✓
	Lumby Dr	9,565									✓
	Morley Ave	31,745									✓
	Rays Rd	21,516									✓
	Ruth Pl	816									✓
	Shakespeare Ave	12,351									✓
	Talara Ave	17,364									✓
	Bias Ave	93,600									
	Bias Ave	128,880									
	Bias Ave	15,840									
	ROAD UPGRADE										
	Vista Pde	250000									

Suburb	Project	Budget \$	2012/2013	2013 / 2014				Complete
			Jun	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	
BERKELEY VALE	RESEAL PROGRAM							✓
	Ferndell Way	3,053						✓
	Kilkenny Pde	25,600						✓
	Platypus Rd	29,008						✓
	Wirigi St	7,200						✓
	Shamrock Dr	18,603						✓
BLUE BAY	ROAD RENEWAL PROGRAM							
	Bluebell Avenue	150,000						✓
	Grevillea Cres	100,000						✓
BLUEHAVEN	ROAD UPGRADE							
	Bay Road	800,000						
BUDGEWOI	RESEAL PROGRAM							
	Birdwood Dr	44,670						
	Penguin Rd	4,174						
BUFF POINT	RESEAL PROGRAM							
	West Kahala Ave	15,688						
	Woolana Ave	52,120						
CHAIN VALLEY BAY	ROAD UPGRADE							
	Ulana Ave	100,000						
	RESEAL PROGRAM							
CHAIN VALLEY BAY	WOODLAND PKW							
	Woodland Pkw	15,755						
	ROAD UPGRADE							
CHAIN VALLEY BAY	Eloura Ave	160,000						
	RESEAL PROGRAM							
	Dale Ave	15,215						

Suburb	Project	Budget \$	2012/2013		2013 / 2014				Complete
			Jun		1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	
CHARMHAVEN	ROAD PAVEMENT RENEWAL								
	Arizona Rd	730,000							✓
	Moala Pde	500,000							
	ROAD UPGRADE								
	Panorama Ave (Reseal Program Between Dudley St & Moala Pde)	750,000							
	Awaba Ave	76,620							✓
CHITTAWAY BAY	Awaba Ave	9,060							✓
	RESEAL PROGRAM								
	Janian Cl	7,399							✓
CHITTAWAY POINT	Thomas Walker Dr	96,682							
	RESEAL PROGRAM								
	Geoffrey Rd	62,026							
DOORALONG	Geoffrey Rd	50,000							
	RESEAL PROGRAM								
	Dooralong Rd	66,600							
DOORALONG	ROAD PAVEMENT RENEWAL								
	Dooralong Rd	246,720							
	ROAD PAVEMENT RENEWAL								
FOUNTAINDALE	Enterprise Dr	200,000							✓
	RESEAL PROGRAM								
	Manns Rd	16,362							✓
GLENNING VALLEY	Peach Orchard Rd	47,087							✓
	RESEAL PROGRAM								
	Appletree Cl	1,605							✓
	Bottlebrush Dr	5,424							✓
	Jacaranda Ave	4,606							✓

Suburb	Project	Budget \$	2012/2013		2013 / 2014				Complete
			Jun	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr		
GOROKAN	ROAD PAVEMENT RENEWAL								
	Wall Rd	170,000							✓
	Gascoigne Rd	300,000							
	Dudley St	530,320							
	RESEAL PROGRAM								
	Danbury Ave	17,985							
	Kalulah Ave	22,825							
	Maxwell Ave	11,748							
	Paul Pl	7,056							
	Spring Valley Ave	11,762							
GWANDALAN	Westbrook Pde	48,043							
	Kimberley St	40,830							
	ROAD UPGRADE								
	Inga St/Quinalup St	400,000							
	ROAD PAVEMENT RENEWAL								
	Parraweena/Kanangra	100,000							
	ROAD UPGRADE								
	Minnesota Rd	2,185,000							
	Warnervale Rd	1,148,000							
	ROAD UPGRADE								
JILLIBY	Dickson Road (Ch2880-Ch4085)	400,000							
	RESEAL PROGRAM								
	Hue Hue Rd	96,465							
	Jilliby Rd	50,199							✓
KANWAL	RESEAL PROGRAM								
	Buckland Ave	4,710							
	Cambridge Ave	10,340							
	Phyllis Ave	18,244							

Suburb	Project	Budget \$	2012/2013		2013 / 2014				Complete
			Jun	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr		
KILLARNEY VALE	ROAD PAVEMENT RENEWAL								
	Bass Ave	520,000							✓
	Playford Rd	340,000							✓
	Thomas Mitchell Rd	300,000							
	Hine moa Ave	300,000							✓
	Mort St	80,000							
	Hume Blvd	400,000							
KILLARNEY VALE	RESEAL PROGRAM								
	Ferndale St	11,097							✓
	Shaw St	14,564							✓
	Star St	2,613							✓
	The Peninsula	5,809							✓
		ROAD UPGRADE							
	Norton Ave	300,000							
KINGFISHER SHORES	RESEAL PROGRAM								
	Lakeshore Ave	9,398							
KULNURA	RESEAL PROGRAM								
	Springs Rd	51,770							✓
LAKE HAVEN	ROAD UPGRADE								
	Malvina Rd	1,100,000							✓
	RESEAL PROGRAM								
	Allisa Cl	6,608							
	Elise Cl	676							
	Jane Cl	936							
	Koby Cl	510							
	Renee Cl	2,272							
	Sally Cl	1,000							
	Trent Cl	1,000							

Suburb	Project	Budget \$	2012/2013				2013 / 2014				Complete
			Jun	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr				
LAKE MUNMORAH	ROAD PAVEMENT RENEWAL										
	Boronia Rd (final surface)	240,000									✓
	RESEAL PROGRAM										
	Alister Ave	6,608									
	Andrew St	14,438									
	Boronia Rd	4,620									✓
	Budgere Ave	4,570									
LONG JETTY	ROAD UPGRADE										
	Lindsay St (Waterview To Liddell)	1,029,000									✓
	RESEAL PROGRAM										
	Elsiemer St	40,354									✓
	Gallipoli (South) Rd	10,435									✓
	Lake St	5,594									✓
	Stella St	46,566									✓
	Surf St	5,184									✓
	Swadling St	32,708									✓
	Tuggerah Pde (Stage 1)	100,000									✓
	Tuggerah Pde (Stage 2)	114,000									✓
	Venice St	6,449									✓
	Watkins St	8,066									✓
MANNE RING PARK	RESEAL PROGRAM										
	Macquarie Rd	17,468									
	Rutleys Rd	39,930									
	Spencer Rd	30,321									
MARDI	ROAD PAVEMENT RENEWAL										
	McPherson Rd	200,000									✓
	McPherson Rd	90,000									✓
	RESEAL PROGRAM										
	Eliza Cl	2,528									
	Gretel Cl	1,050									
	Louis Cl	470									
	McPherson Rd	3,000									✓

5.1 Road Capital Works Program (contd)

Suburb	Project	Budget \$	2012/2013				2013 / 2014				Complete
			Jun	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr				
LAKE MUNIMORAH	ROAD PAVEMENT RENEWAL										
	Boronia Rd (final surface)	240,000								✓	
	RESEAL PROGRAM										
	Alister Ave	6,608									
	Andrew St	14,438									
	Boronia Rd	4,620								✓	
	Budjeree Ave	4,570									
	ROAD UPGRADE										
	Lindsay St (Waterview To Liddell)	1,029,000								✓	
	RESEAL PROGRAM										
Elsiemer St	40,354								✓		
Gallipoli (South)Rd	10,435								✓		
Lake St	5,594								✓		
Stella St	46,566								✓		
Surf St	5,184								✓		
Swadling St	32,708								✓		
Tuggerah Pde (Stage 1)	100,000								✓		
Tuggerah Pde (Stage 2)	114,000										
Venice St	6,449								✓		
Watkins St	8,066								✓		
MANNERING PARK	RESEAL PROGRAM										
	Macquarie Rd	17,468									
	Rutleys Rd	39,930									
	Spencer Rd	30,321									
MARDI	ROAD PAVEMENT RENEWAL										
	McPherson Rd	200,000								✓	
	McPherson Rd	90,000								✓	
RESEAL PROGRAM	Eliza Cl	2,528									
	Gretel Cl	1,050									
	Louis Cl	470									
	McPherson Rd	3,000								✓	

Suburb	Project	Budget \$	2012/2013		2013 / 2014				Complete
			Jun	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr		
NORAVILLE	RESEAL PROGRAM Birriga Rd	11,655							
NORAH HEAD	ROAD UPGRADE Bald St	300,000							
OURIMBAH	RESEAL PROGRAM Albert St	8,448							✓
	ROAD RENEWAL Ourimbah Creek Rd	600,000							✓
PALMGROVE	ROAD PAVEMENT RENEWAL Ourimbah Creek Rd	300,000							✓
	Ourimbah Creek Rd	600,000							
SAN REMO	RESEAL PROGRAM Liamena Ave	44,984							
	ROAD UPGRADE Goorama Ave (Stage 1)	800,000							✓
	Goorama Ave (Stage 2)	800,000							
SHELLY BEACH	ROAD PAVEMENT RENEWAL Shelly Beach Rd	730,000							✓
	RESEAL PROGRAM Laird Ct	1,600							
	Lord St	17,649							✓
SOUTH TACOMA	ROAD RENEWAL South Tacoma Rd	610,000							✓
SUMMERLAND POINT	ROAD PAVEMENT RENEWAL Kullaroo Rd	340,000							✓
TACOMA	ROAD PAVEMENT RENEWAL Hillicrest Ave	520,000							✓
	RESEAL PROGRAM Braithwaite Rd	22,529							

5.1 Road Capital Works Program (contd)

Suburb	Project	Budget \$	2012/2013		2013 / 2014				Complete
			Jun	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr		
NORAVILLE	RESEAL PROGRAM Birriga Rd	11,655							
NORAH HEAD	ROAD UPGRADE Bald St	300,000							
OURIMBAH	RESEAL PROGRAM Albert St	8,448							✓
	ROAD RENEWAL Ourimbah Creek Rd	600,000							✓
PALMGROVE	ROAD PAVEMENT RENEWAL Ourimbah Creek Rd	300,000							✓
	Ourimbah Creek Rd	600,000							
SAN REMO	RESEAL PROGRAM Liamena Ave	44,984							
	ROAD UPGRADE Goorama Ave (Stage 1)	800,000							✓
	Goorama Ave (Stage 2)	800,000							
SHELLY BEACH	ROAD PAVEMENT RENEWAL Shelly Beach Rd	730,000							✓
	RESEAL PROGRAM Laird Ct	1,600							
	Lord St	17,649							✓
SOUTH TACOMA	ROAD RENEWAL South Tacoma Rd	610,000							✓
SUMMERLAND POINT	ROAD PAVEMENT RENEWAL Kullaroo Rd	340,000							✓
TACOMA	ROAD PAVEMENT RENEWAL Hillicrest Ave	520,000							✓
	RESEAL PROGRAM Braithwaite Rd	22,529							

Suburb	Project	Budget \$	2012/2013				2013 / 2014				Complete
			Jun	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr				
THE ENTRANCE	RESEAL PROGRAM										
	The Entrance Rd	185,250									✓
	Torrens Ave	112,140									✓
THE ENTRANCE NORTH	Curtis Pde	96,060									✓
	RESEAL PROGRAM										
	Brogden Rd	2,700									✓
TOUKLEY	Coogee Ave	25,352									✓
	Dennis Rd	3,231									✓
	RESEAL PROGRAM										
TUGGERAH	Barnard Cr	11,704									
	Fravent (South)St	6,534									
	Jones Ave	17,947									
	Eliza Ln	9,570									✓
	Canton Beach Rd	107,280									✓
TUGGERAWONG	ROAD PAVEMENT RENEWAL										
	Gavenlock Rd	544,000									✓
	Reliance Dr	831,325									
TUGGERAWONG	RESEAL PROGRAM										
	Canntree Rd	10,604									✓
	ROAD UPGRADE										
TUGGERAWONG	Tuggerawong Road	500,000									✓
	Cadonia Rd	500,000									
	ROAD PAVEMENT RENEWAL										
TUGGERAWONG	Tuggerawong Road	220,000									
	RESEAL PROGRAM										
	Friday (West) St	2,925									

Suburb	Project	Budget \$	2012/2013	2013 / 2014				Complete
			Jun	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	
TUMBI UMBI	ROAD UPGRADE							
	The Ridgeway	1,200,000						✓
	ROAD PAVEMENT RENEWAL							
	Tumbi Rd (Ch 5.810 – Ch 6.061)	200,000						
	Hansens Rd 11/12	340,000						✓
	RESEAL PROGRAM							
	Mackay Dr	9,661						✓
	Nangana St	1,865						✓
	Minnow Cl	12,484						✓
	Pescud Cr	22,347						✓
WADALBA	Peter Cl	17,615						✓
	The Ridgeway	36,963						✓
	Victor Cl	30,738						✓
	Ridgeway/Tumbi Rd Intersection	60,000						✓
	ROAD RENEWAL							
	Jensens Rd	350,000						
	Jensens Rd	420,000						
	Johns Rd	150,000						✓
	RESEAL PROGRAM							
	Hasluck Dr	13,968						
WARNERVALE	Maple Cir	7,321						
	ROAD RENEWAL PROGRAM							
	Woolworths Way	200,000						

Suburb	Project	Budget \$	2012/2013		2013 / 2014				Complete
			Jun	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr		
WYONG	RESEAL PROGRAM								
	Anzac Rd	70,000							✓
	Alison Rd	122,000							✓
	Boyce Ave	15,200							
	Cohen St	7,109							
	Manor Ct	2,642							
	Mcdonagh Rd	65,802							✓
	Woodward Ave	12,667							
	Hely St	76,320							
	ROAD UPGRADE								
	Owen Ave	1,000,000							✓
	ROAD RENEWAL PROGRAM								
	Peters Lane	80,000							
WYONG CREEK	RESEAL PROGRAM								
	Yarramalong Rd	117,120							✓
WYONGAH	RESEAL PROGRAM								
	Cooranga Rd	26,874							✓
YARRAMALONG	RESEAL PROGRAM								
	Kidmans Lane	8,380							✓
	Linga Longa	58,290							✓
	ROAD RENEWAL PROGRAM								
	Yarramalong Rd	798,000							✓

Suburb	Project	Budget \$	2012/2013	2013 / 2014				Complete
			Jun	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	
WYONG	RESEAL PROGRAM							
	Anzac Rd	70,000						✓
	Alison Rd	122,000						✓
	Boyce Ave	15,200						
	Cohen St	7,109						
	Manor Cl	2,642						
	Mcdonagh Rd	65,802						✓
	Woodward Ave	12,667						
	Hely St	76,320						
	ROAD UPGRADE							
	Owen Ave	1,000,000						✓
	ROAD RENEWAL PROGRAM							
	Peters Lane	80,000						
WYONG CREEK	RESEAL PROGRAM							
	Yarramalong Rd	117,120						✓
WYONGAH	RESEAL PROGRAM							
	Cooranga Rd	26,874						✓
YARRAMALONG	RESEAL PROGRAM							
	Kidmans Lane	8,380						✓
	Linga Longa	58,290						✓
	ROAD RENEWAL PROGRAM							
	Yarramalong Rd	798,000						✓

ATTACHMENTS

Nil

5.2 Contract Variations and Finalisation for the period covering January 2013 to April 2013

TRIM REFERENCE: F2007/01410 - D03363605

MANAGER: Greg McDonald, Director Infrastructure and Operations

AUTHOR: John McCarthy; Purchasing Coordinator

SUMMARY

This paper reports on variations, proposed variations, contract budget adjustments and finalisations to contracts which have exceeded their contract value and are over \$150,000 in value.

The report covers contract variations processed from January 2013 to April 2013.

RECOMMENDATION

- 1 That Council receive the Contract Variations and Finalisation for the period covering January 2013 to April 2013.
- 2 That Council note the additional expenditure above resolved estimates for the following contracts:

Contract Title	Contract No	Adjusted Contract Value (Excl GST)	Additional Budget Approval (Excl GST)
Detailed Design and Documentation for New Waste Cell 4.3 at Buttoderry Waste Management Facility	CPA/201014	\$192,794.37	\$9,875.00
Integrated Water Cycle Management Strategy	CPA/163415	\$158,850.00	\$8,850.00
Sewer Main Rehabilitation	CPA/207013	\$1,293,480.00	\$80,250.40
Asphaltic Heavy Patching Works	CPA/200744	\$5,009,672.94	\$1,500,000.00

- 3 That Council note the additional expenditures requested are within approved program budgets.

5.2 Contract Variations and Finalisation for the period covering January 2013 to April 2013 (contd)

BACKGROUND

Contracts entered into by Council are awarded either by Council resolution or under delegated authority. The Local Government Act 1993 section 55 requires that Council must invite tenders before entering into a contract with an estimated value greater than \$150,000.00 (excl GST) and section 377 of the Act requires the acceptance of tenders which are required to be invited by Council under the Act to be by Council resolution.

Contracts of an estimated value less than \$150,000.00 (excl GST) are awarded under delegations made by Council to the General Manager or his/her delegate.

Contracts routinely require variations during the course of the contract due to unforeseeable circumstances, changes in design or changes in service demand on the finished product.

All contracts commonly include a contingency sum to cover unforeseen changes. It is generally expressed as a percentage of the contract value, being typically 10% of the contract value, but may vary between 5% and 30% or more depending upon the nature of the contract and the risks, or may be expressed as a specific dollar value.

Council develops contract estimates and risk based contingency sums as accurately as possible to allow the number of works undertaken in an annual program budget to be maximised, but some risk remains that programs may have to be materially curtailed if unforeseen costs exceed these estimates.

In accordance with contract reporting changes approved by Council at the meeting of 14 February 2012, only contract variations that exceed an approved contract value require Council disclosure. The purpose of this report is to make Council aware and to explain the reasons for the variations, where an increase in the approved contract value has been impacted.

THE PROPOSAL

The report for the period covering January 2013 to April 2013 advises on the following contracts that have exceeded their contract ceilings.

- CPA/201014 – Detailed Design and Documentation for New Waste Cell 4.3 at Buttonderry Waste Management Facility
- CPA/163415 – Integrated Water Cycle Management Strategy
- CPA/207013 – Sewer Main Rehabilitation Various Locations in Wyong Shire
- CPA/200744 – Asphaltic Heavy Patching Works

Summary of variations processed between January 2013 and April 2013

Total number of variations processed for the reporting period	43
Total number of Contracts impacted	30
Contracts requiring increase to the contract estimate	4
Contracts where current funds are sufficient to complete	26
Contracts finalised in the reporting period	2

OPTIONS

The variations reported in Attachment 1 were required to ensure the reported contract could be progressed in a timely and effective manner to deliver best value for Council and ensure compliance with the contract conditions.

STRATEGIC LINKS

Strategic links for the various contracts were identified in the initial assessment and approval reports for each contract.

FINANCIAL IMPLICATIONS

Increased expenditure is identified in the recommendation with the source of funds detailed in Attachment 1.

PRINCIPLES OF SUSTAINABILITY

This proposal applies good governance improving Council processes by being consistent and demonstrating a sound basis for the variation of contract estimates to ensure better outcomes for the community via appropriate allocation of resources.

CONSULTATION

Consultation has occurred with all Contract Officers responsible for the management of contracts reported in Attachment 1.

GOVERNANCE

These contract variations are reported to Council to ensure compliance with Section 55 of the Local Government Act and Part 7 - Tendering of the Local Government (General) Regulation 2005.

CORPORATE RISKS

This report contributes to the mitigation of the following risks identified in Council's Risk Register:

Identified Risk	Rating	Actions to Mitigate
Budget Control Inadequate budget control that creates significant funding shortfalls leading to an inability to provide priority services. (shorter-term consequence)	Moderate	Reporting of variations that exceed their approved contract estimates.
Legislative Requirements	Low	- Reporting of variations that

5.2 Contract Variations and Finalisation for the period covering January 2013 to April 2013 (contd)

Council non-compliance with legislative requirements leading to penalties, civil claims and/or contractual disputes.		exceed their approved contract estimates. - Local Government Act requirements in relation to Tenders.
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CONCLUSION

In accordance with contract reporting changes approved by Council at the meeting of 14 February 2012, only contract variations that exceed an approved contract value require Council disclosure.

This report is provided for Council's information only.

ATTACHMENTS

- | | |
|--|-----------|
| 1 Contract Variations for the period January to April 2013 | D03363515 |
| 2 Contracts Finalised for the period January to April 2013 | D03366470 |

Detailed Design and Documentation for New Waste Cell 4.3 at Buttonderry Waste Management Facility

Contract Number	Date of Council Approval	Contractor	(a) Approved Contract Value \$	(b) + (a) + Contingency Total Approved Budget \$	(c) Value of Variations Previously Reported \$	(d) Value of Variations For Reporting Period \$	(e) = (c) + (d) Total Value Of Variations \$	(f) = (a) + (e) Actual Contract Value \$	Source Of Funds	Expenditure to Date \$
201014	23 Nov 2011	GHD Pty Ltd	157,500.00	189,000.00	Nil	34,894.37	34,894.37	192,794.37	Capital Works Program, Principal Activity 7 – Waste (Reference IM106).	182,919.37
Individual Variations for Reporting Period										
		Description			Value \$		Description		Value \$	
Variation 1		Prepare stormwater and sediment management plan for Buttonderry WMF. Required as a recent condition of the EPA Environmental Protection Licence (EPL5955) so the site fulfils licence requirements. Provides a forward strategy and maintenance management plan for surface and sediment control. Mitigates risk of licence breach through excess sediment loads in stormwater runoff.								
Variation 2		Redesign of internal haul road for construction of new cell. Realised opportunity following review of preliminary design. Provides shorter, lower cost haul route between new cell and VENM stockpile location.	18,564.00							4,000.00
Variation 3		Prepare documentation for lodgement of Construction Certificate with WSC.	4,240.00							2,421.00
Variation 4		Prepare erosion & sedimentation control plans (ESCP) for pre-construction site clearing works; delete remaining acoustic investigation & report from contract scope.								

<p>Fulfills legislative requirements – based on recently received legal advice Mitigates risk of successful legal appeal against works undertaken</p>		<p>Necessary to manage sediment movement over extensive area of vegetation clearing; unnecessary to finalise noise assessment and report due to changes in anticipated design with associated elimination of significant potential noise source. Ensures compliance with environmental obligations and WMF licence requirements re sediment discharge from site; cost saving through appropriate reduction in scope of work.</p>	
<p>Variation 5 Two senior GHD design staff prepares material and attend site inspection & meeting with Council and EPA Officers. Necessary to convince EPA to reconsider their stated intention to not approve design for in-cell storage of leachate as part of new cell construction. EPA has now agreed to proposed design. Project maintained on track. Significant potential additional expenditure avoided.</p>	<p>5,669.37</p>		

This contract is 95% complete.

With the information currently available no further variations are envisaged.

Integrated Water Cycle Management Strategy

Contract Number	Date of Council Approval	Contractor	(a) Approved Contract Value	(b) = (a) + Contingency Total Approved Budget	(c) Value of Variations Previously Reported	(d) Value of Variations For Reporting Period	(e) = (c) + (d) Total Value Of Variations	(f) = (a) + (e) Actual Contract Value	Source Of Funds	Expenditure to Date		
Individual Variations for Reporting Period												
Description					Value	Description					Value	
					\$						\$	
163415	N/A	Cardno Pty Ltd	131,530.00	131,530.00	Nil	27,210.00	27,210.00	158,850.00	Land owner funded	158,850.00		
Variation 1	<p>It has been identified that the groundwater in the Precinct 7A study area has a high proportion of salinity and this constraint needs to be fully scoped as part of this project.</p> <p>Additional ground water monitoring is required to determine the groundwater salinity levels in the Precinct 7A study area.</p> <p>Additional information on both salinity and groundwater is required before an IWCM Strategy can be finalised for Precinct 7A.</p>					12,940.00	<p>Variation 2</p> <p>The IWCM strategy was formulated using the final structure plan for Precinct 7A. The final strategy was delivered to Council in March 2012. Due to additional impervious surfaces relating the urban development, the strategy was developed to ensure the protection of Porters Creek Wetland.</p> <p>The Precinct 7A Planning Proposal was placed on public exhibition from 10 October to 7 November 2012. In reply to public submissions the development footprint was amended, including the relocation of the proposed collector road. These amendments have resulted in relocation of 5 IWCM stormwater wetlands and storages.</p> <p>An addendum to the final IWCM strategy March 2012 is required to ensure the relocation of the wetlands and storages will still function as identified in the original strategy and will not have an adverse impact on the floodplain or Porters Creek Wetland.</p>					14,270.00

		<p>The Addendum will ensure Council does not have to re-exhibit the Planning Proposal, and will support the documentation being sent to the Department of Planning for final gazettal of this major land rezoning.</p> <p>The contractor (Cardho) have provided an additional scope of work and cost for this addendum.</p> <p>All costs relating to this contract will be payable by Bitova Pty Ltd as per the funding agreement between Bitova and Council.</p>	
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This contract is now 99% complete.

With the information currently available no further contract variations are envisaged.

Sewer Main Rehabilitation – Various Locations in Wyong Shire

Contract Number	Date of Council Approval	Contractor	(a) Approved Contract Value	(b) = (a) + Contingency Total Approved Budget	(c) Value of Variations Previously Reported	(d) Value of Variations For Reporting Period	(e) = (c) + (d) Total Value Of Variations	(f) = (a) + (e) Actual Contract Value	Source Of Funds	Expenditure to Date
207013	27 June 2012	Interflow Pty Ltd	\$ 1,102,936.00	\$ 110,293.60	Nil	\$ 190,544.00	\$ 190,554.00	\$ 1,293,480.00	Capital Refurbish Program	\$ 1,168,695.00
Individual Variations for Reporting Period										
Description						Value	Description	Value		
<p>Variation 1</p> <p>The contract is a schedule of rates contract. It's not known what remedial action is required within the contract until under ground investigation work is completed.</p> <p>Investigations revealed that immediate actions were required to rehabilitate a greater extent of the nominated sewer mains under this contract in order to prevent sewer surcharge and environmental impact associated with the defects within these mains.</p> <p>This work is in addition to quantity estimates envisaged at the start of the contract.</p>						\$ 190,544.00		\$		

Contract is 99% complete.

With the information currently available no further contract variations are envisaged

Asphaltic Heavy Patching Works

Contract Number	Date of Council Approval	Contractor	(a) Approved Contract Value	(b) = (a) + Contingency Total Approved Budget	(c) Value of Variations Previously Reported	(d) Value of Variations For Reporting Period	(e) = (c) + Total Value Of Variations	(f) = (a) + (e) Actual Contract Value	Source Of Funds	Expenditure to Date
Individual Variations for Reporting Period										
Description						Description	Value	Value		
						\$	\$	\$		
200744	14 Mar 2012	The Asphalt Man P/L Fulton Hogan Industries Ltd	2,486,672.94 (Over 3 years)	Nil	1,023,000.00	1,500,000.00	2,523,000.00	5,009,672.94	Rolling Works Program	2,534,411.42
Variation 1	This is a schedule of rates contract with an estimated value of \$828,890.00 per annum. The estimated contract value is based on work scheduled for Council maintained roads only. Council is also required to undertake work orders as issued by Roads and Maritime Services (RMS). The value of the 2012/13 patching program for RMS reached a value of \$1,023,000.00. Council cannot forecast the upcoming works program on behalf of RMS until after the work is issued. This variation caters for works already completed on behalf of RMS.							1,023,000.00		
Variation 2	Council resolved on the 28 th of November 2012 to increase road pavement renewal CAPEX programme by an additional \$2M for 2012/13 as a result of Council's successful application under the NSW Local Infrastructure Renewal Scheme. The resulting increase enables Council to contract out more road pavement works in addition to quantities estimated at the start of the contract. The additional contract values are required to meet Council's objective of an accelerated CAPEX program specifically targeting road pavement renewals.									1,500,000.00

This contract is a period contract that runs through to March 2014. An optional 1 year extension is available to Council, based on satisfactory performance.

As Council has no control over work allocated by the RMS or is in a position to estimate budget changes over the course of the contract, it is not possible to accurately forecast the contract value. It is likely that further variations may occur, depending on RMS allocations and possible future budget changes that may occur during the current contract term.

Attachment 2
Contracts Finalised between January to April 2013

SIGNIFICANT CONTRACTS FINALISED – JANUARY, FEBRUARY, MARCH and APRIL 2013							
Contract Number	Date of Council Award	Name of Contractor	Contract Description	Contract Price Type	Approved Expenditure Ex. GST \$	Final Contract Value Ex. GST \$	Comments
CPA/184454	22 Sep 2010	National Buildplan Group Pty Ltd	Soldiers Beach SLSC Construction.	Lump Sum	3,114,400.00	2,977,845.51	Defects liability period ended on the 13th March 2013. Project was completed under budget as there was no need to complete the work covered by provisional sums.
CPA/172612	14 Apr 2010	Scape Constructions Pty Ltd	Construction of Hamlyn Terrace Community Centre & Sporting Facility.	Lump Sum	7,620,811.82	7,529,615.47	Defects liability period ended on the 24th February 2013. Project was completed under budget as there was no need to complete the work covered by provisional sums.

5.3 Repeated Flooding of Tuggerah Businesses

TRIM REFERENCE: F2004/07986 - D03379764

MANAGER: Andrew Pearce, Manager, Waterways Asset Manager

AUTHOR: Peter Sheath; Senior Planning Engineer Hydrology

SUMMARY

This report presents the outcomes of an investigation into managing flooding in Anzac Avenue and Ace Crescent, Tuggerah.

RECOMMENDATION

That Council receive the report on Repeated Flooding of Tuggerah Businesses.

BACKGROUND

At the ordinary Council meeting of 13 March 2013 Council resolved as follows:

RESOLVED unanimously on the motion of Councillor BEST and seconded by Councillor TAYLOR:

- 1/13 *That Council note with great concern the escalating frequency of flooding events of local Tuggerah businesses in and around the Anzac, Ace and Gavenlock roads area.*
- 2/13 *That Council investigate as a matter of urgency the possible flooding causes and seek advice from Roads and Maritime Services and RailCorp as to whether any works carried out by those bodies may be contributing to further localise flooding.*
- 3/13 *That Council note that since the Roads and Maritime Services upgrade of the Tuggerah Straight the major Tuggerah storm water channel is now permanently charged providing for little to no flood storage, further this now permanent standing body of water is ideal for supporting large quantities of aquatic vegetation, conducive to blocking drainage."*
- 4/13 *That Council direct the General Manager to report the outcome of the recommendations on this issue as a matter of urgency.*

REPORT

This report addresses the first three above resolutions above in turn (the report itself addresses the fourth resolution).

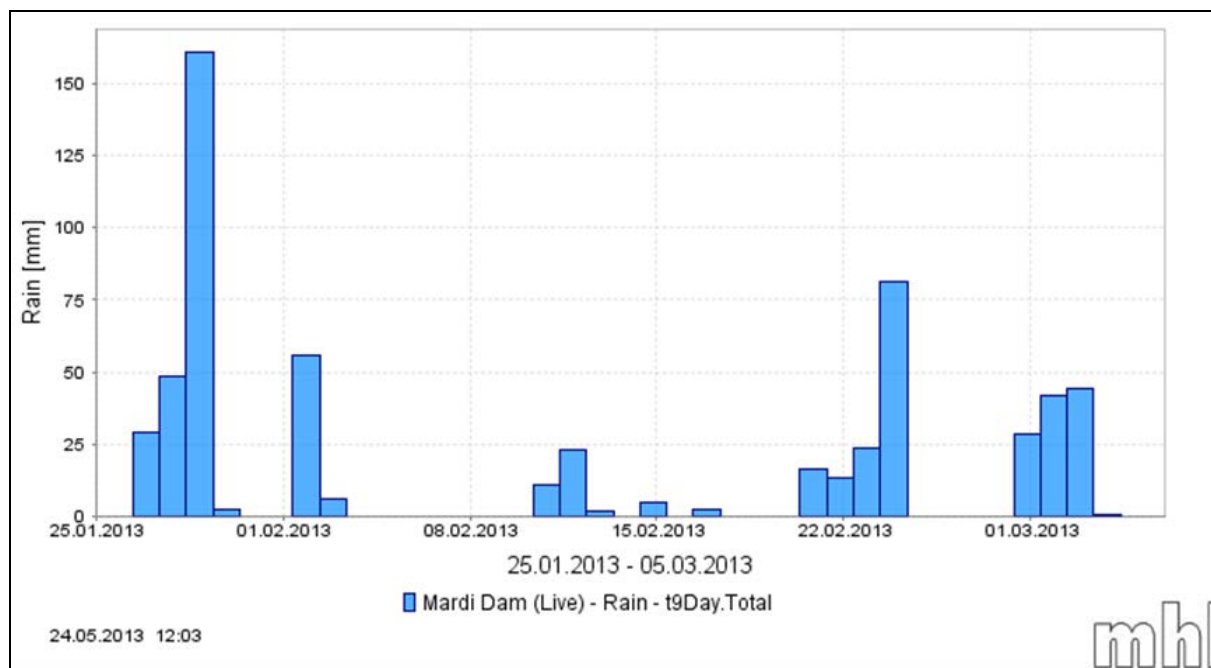
1. Escalating frequency of flooding events

The Anzac Road and Ace Crescent, Tuggerah commercial and industrial area is known for frequent flooding, which is associated with overflows from Mardi Creek. The area is located on the floodplain, with an average longitudinal grade of less than 0.1% along the 3km journey between the open channel and the Wyong River.

Council has carried out numerous studies and capital works throughout the 1990s to help manage this risk, largely in response to the February 1990 flood. There is no evidence to suggest that the frequency or severity of flooding is increasing.

The area is part of the Wyong River catchment and subsequently forms part of the Wyong River Flood Study which is presently being carried out. It is anticipated by August 2013 we will have updated flood information for this location.

600mm fell at the Mardi Dam rain gauge from late January 2013 till early March 2013, as shown in the graph below; this was about three times higher than the long-term climate average for the same period. While this rainfall was significant, it was not unusual, given that the Bureau of Meteorology classifies this area to have moderate rainfall variability from January to March.



Flooding occurred on both 29 January 2013 and 24 February 2013. The most severe flooding occurred on 29 January, associated with a 165mm rain-storm, which started at 10am Mon 28 January (public holiday) and ceased at 9am Tues 29 January. During this time flood depths at road low-points in both Anzac Avenue (opposite McDonalds) and the next road to the north, Ace Crescent, are estimated to have reached up to 1m deep, which is a flood depth that has a 10% chance of being reached or exceeded each year (10% AEP flood event). Note that the flood depths are expected to be another 0.3m deeper in a 1% AEP flood event.

It should also be noted that the frequency of flooding in this industrial area will always be greater than that observed in other industrial areas within the shire as the Council made a

5.3 Repeated Flooding of Tuggerah Businesses (contd)

deliberate decision many years ago to allow this area to be developed and so as not to sterilize the area, applied a flood planning level of 2% AEP (1 in 50 years) as opposed to the normal flood planning level of 1% AEP (1 in 100 years) applied on other areas.

2. Investigation of possible flooding causes

Flooding in Anzac Avenue and Ace Crescent, Tuggerah is a result of Mardi Creek breaking its banks. The creek catchment includes Mardi Dam and Westfield Tuggerah. It measures 5.3km² to Pacific Highway, which can roughly be split into thirds: the area upstream of the dam wall, the area between the dam and the freeway (western side), and the area downstream of the freeway (eastern side). It should be noted that flooding would be much worse if Mardi dam were not present.

Council staff carried out a site inspection on 20 March 2013, including the Director Infrastructure Operations, Acting Manager Roads and Drainage, Manager Waterways & Asset Management, and Senior Planning Engineer Hydrology. During the site inspection standing water was observed in the drainage channels, which appeared to be largely matched by standing water levels in the creek downstream of the highway and railway.

Council's surveyors were subsequently requested to undertake water level measurements in both the channel and at various points downstream of the railway line into the Pioneer Dairy site. Measurements taken within the drainage channel and creek on the 9 April 2013 confirm that water levels were reasonably static between the open channel upstream of the highway to a point within the Pioneer dairy site. These results were consistent with a survey of water levels taken at the same locations in 1997.

A survey taken further within the Pioneer Dairy site did however identify lower water levels indicative of a possible blockage between survey points in the Pioneer Dairy site. Further detailed survey works and accompanying site inspection will be required to identify if there is a particular blockage which may be impacting on upstream standing water levels.

Investigations into better managing flooding in the Mardi Creek catchment were carried out in the mid 1990s. At that time significant works were being carried out within the catchment including construction of Westfields and Woodbury Park Estate. Work was subsequently carried out on the stormwater channels and overbank changes immediately upstream of Gavenlock Road, construction of 4-cell 3m x 1.8m RC box culverts under the bend of Gavenlock Road, together with a 50m wide weir overflow.

An updated flood study and investigation of possible further flood mitigation options was carried out in 1997, which is still relevant. These were seen to have the following possible benefits on flood levels within Anzac Road and Ace Crescent:

Option	Indicative Cost	Reduction in flood level (m) [measured just upstream of Pacific Highway]	
		1% AEP	10% AEP
A. Double the width of the Pacific Highway culverts and Railway Bridge	\$3M	-0.42	-0.34
B. Downstream channel works: Floodway downstream of rail bridge short-circuit bends in the creek, 20m wide base, 1:6 batters (three sections: 140m, 70m, 280m)	\$400 000	0.13	-0.20
C. Retarding basin upstream of F3, at back of Council	\$60 000	-0.25	-0.23

5.3 Repeated Flooding of Tuggerah Businesses (contd)

Nursery			
D. Options A + B	\$3.4M	-0.45	-0.47
E. Options B + C	\$460 000	-0.26	-0.34

Options A & B are not feasible. They are associated with a very high cost. Option B is also associated with a high environmental impact through realignment of the creek through Pioneer Dairy wetlands.

Option C, a retarding basin upstream of the F3, at the back of the Council Nursery, is expected to be associated with relatively low cost and low environmental impact. A project will be commissioned to further investigate the feasibility of a retarding basin at this location, which is likely to reduce flood depths by over 0.2m. Note however that even after such works are carried out then flood depths in these roads will still exceed 1.0m in a 1% AEP flood event.

3. Investigation of impact of Road & Maritime Services road widening works

The RMS road widening works at Tuggerah Straight involved simply extending the existing culverts, which would not have had an effect on ongoing water levels.

As discussed in 2 above, standing water levels were recently observed and surveyed to be similar both upstream and downstream of the highway and railway line.

The water level survey carried out in 1997, which is the only comparison data that is available, shows marginally lower but consistent standing water levels throughout the stormwater drains. This confirms that standing water within the stormwater drains is not new. The level of standing water most likely fluctuates according to the fluctuations in groundwater levels.

CONCLUSION

This report has detailed investigations into the repeated flooding in the area of Anzac Avenue and Ace Crescent, Tuggerah.

The area is characterised as being flood prone land with limited opportunity to mitigate flooding through engineering works.

Actions directly arising from the investigations have been:

- Investigations into the feasibility of a retarding basin upstream of the F3, at the back of the Council Nursery
- Enhanced focus on the area as part of the Wyong River Flood Study with updated flood modelling data anticipated to be available in August 2013
- Recent and ongoing maintenance of the existing storm water drains
- Proposed further inspection and survey to identify any tangible blockage within the Pioneer Dairy site
- Proposed installation of warning signs and flood depth markers in Anzac Avenue and Ace Crescent.

ATTACHMENTS

Nil.

5.4 Outstanding Questions on Notice and Notices of Motion

TRIM REFERENCE: F2013/00023 - D03382904

MANAGER: Lesley Crawley, Manager Corporate Governance

AUTHOR: Sonia Witt; TL Governance and Councillor Services

SUMMARY

Report on outstanding Questions on Notice and Notices of Motion.

RECOMMENDATION

That Council receive the report on Outstanding Questions on Notice and Notices of Motion.

ATTACHMENTS

- | | | |
|---|---|-----------|
| 1 | Table of Outstanding Questions on Notice and Notices of Motion - 12 June 2013 | D03386430 |
|---|---|-----------|

No	Department	Responsible Officer	Question Asked / Resolution	Meeting Asked/ Councillor	Status
1.	Development and Building Department	Jamie Loader	<p>7.1 Notice of Motion - Housing Jump Start</p> <p><i>That Council direct the General Manager to report to Council on the benefits and disbenefits of a short term moratorium on Development Application fees, Construction Certificate fees and Complying Development fees for single detached housing and additions only.</i></p>	27 June 2012 Cris Eaton/Graham	Discussed with the Mayor, advised not a priority. Report to be submitted to a meeting in June 2013.
2.	Land Management Department	Garry McLachlan	<p>8.2 Notice of Motion - Re-evaluation of Strategic Direction in Shire's North</p> <p>117/12 <i>That Council note the significant contribution our Community Precinct Committees make as a conduit between Council and the local community.</i></p> <p>118/12 <i>That Council, as an advocate on behalf of the local community of our Shire's north, request the General Manager to seek timely responses to the key issues contained in the attached joint Precinct Committee submission.</i></p> <p>119/12 <i>That Council request the General Manager to call for a meeting of key stake holders, Community, Government, land owners and relevant Departments, to discuss the strategic future of this massive 780 hectare site (Delta Electricity power stations and associated lands) that has the potential to profoundly impact Council's developed northern regions strategic plan / LEP.</i></p> <p>120/12 <i>That Council request the General Manager to also seek direction from stakeholders on issues around site contamination and environmental assets with a prospect of rehabilitation such as Lake Colongra and various former natural overland flow paths.</i></p> <p>121/12 <i>That Council request the General Manager to reiterate to the relevant agencies the matters</i></p>	8 August 2012 Cris Best/Eaton	<p>A meeting has been convened for 2nd April 2013 to discuss this matter. Meeting delayed because of the Christmas Break and the limited time available to Local Members of Parliament due to sitting days early in new year. Local State Members, Mr Webber, Member for Wyong and Mr Edwards, Member for Swansea sent a letter inviting them to attend (D03198990).</p> <p>Discussions held with Councillor Best and he has been advised of direction. Precinct committees advised that environmental issues and Delta land would be addressed at this meeting.</p> <p>Manning Park Precinct Committee advised of meeting requesting that they consult with the other 5 community groups who were also involved in the submission and that they select a maximum of two representatives to attend the meeting on behalf of the community associations.</p> <p>Correspondence received from Darren Webber MP Member for Wyong dated 7 February 2012 (D03262077) advising as follows:</p>

No	Department	Responsible Officer	Question Asked / Resolution	Meeting Asked/ Councillor	Status
			<p>with regard to community elements of the Delta site contained in Item 2.1 Mayoral Minute - Proposed Transfer of Delta Electricity Land to Council for continued operation of the Extreme Sports Park, Koala Park and Camp Breakaway at San Remo adopted by Council on 23 May 2012.</p>		<p>"The majority of land being discussed falls outside the Electorate of Wyong. As such it would be more appropriate to seek comments on these lands from Mr Garry Edwards, MP, Member for Swansea. As previously advised Camp Breakaway has a secure 99 year lease which will be honoured by the NSW Government. I would encourage that Wyong Shire Council continues to consult closely with the concerned community organisations. Following such consultation I would be happy to meet with Council representatives to discuss any outstanding issues."</p> <p>Staff to further liaise with Mr Edwards.</p> <p>Mr Garry Edwards MP, Member for Swansea, office staff have advised that Mr Edwards will attend meeting scheduled for 2 April 2013.</p> <p>Council advised that Mannering Park Community Precinct Committee has not received notification from Council of meeting set down for Tuesday 2nd April. Mr Andrew Whitbourne, Chairman of Precinct Committee contacted by telephone and a copy of Council's correspondence of 26 November 2012 e-mail to him.</p> <p>Agenda for Meeting to be held on Tuesday 2 April at 10.00am issued to Mannering Park Community Precinct Committee. As of 26 March 2013 Council advised that Mr Andrew Whitbourne and Phil Heaton will be attending on behalf of Precinct Committee.</p>

No	Department	Responsible Officer	Question Asked / Resolution	Meeting Asked/ Councillor	Status
4.	Infrastructure Operations	Rob Fulcher	<p>7.2 Notice of Motion - Sea Level Rise Removal</p> <ol style="list-style-type: none"> 1 That Council acknowledge that the 2009 NSW Sea Level Rise Policy Statement is no longer NSW Government Policy. 2 That Council acknowledge the recommendation of the NSW State Government to consider an interim policy arrangement prior to the formal adoption of sea level rise projections. 3 That Council resolve that its sea level rise interim policy consist of compliance with the 1% AEP flood level and 500mm freeboard allowance. 4 That Council request the State Government to refer back to Council the adopted Wyong Shire Coastal Zone Management Plan for Council's review. 	10 October 2012 Councillors Nayna & Taylor	<p>Staff meeting with General Manager of Delta Electricity held on 11th April to further discuss lands in the North of the Shire.</p> <p>Notes from meeting held 2nd April 2013 sent to Manning Park Community Precinct Committee and Mr G Edwards MP Member for Swansea. Precinct Committee were reminded that they are to provide a list of discussion items for the Member for Swansea to pass to Minister Baird for consideration in relation to a proposed visit to the Central Coast.</p> <p>Resolutions 3, 7, 8 and 9 now complete.</p> <p>Complete</p> <p>Complete</p> <ul style="list-style-type: none"> • Have been reporting on status through the TLECFMC. • Plan previously adopted by Council • Never gazetted • Minister has provided 12-month extension • Applied for grant funding through NSW Government <p>Awaiting feedback on grant application. Likely to be announced in Aug 2013.</p>

No	Department	Responsible Officer	Question Asked / Resolution	Meeting Asked/ Councillor	Status
			<p>5 <i>That the General Manager <u>provide an urgent briefing to Council on the implications of the State Government's recent coastal reforms.</u></i></p> <p>6 <i>That the General Manager <u>report back to Council on a program, cost estimate and timeframe for the review of current adopted Council policies that incorporate provisions in respect of sea level rise, including the adopted Wyong Shire Coastal Zone Management Plan.</u></i></p> <p>7 <i>In circumstances where existing Government legislation or policy conflicts with Council's policy in No 3 above, the General Manager ensure that the matter is brought to Council for determination.</i></p> <p>8 <i>That Council <u>write to all holders of existing DA's that have time limited consents due to sea level rise issues and advise of the change in Council policies and invite them to submit Section 96 applications to remove the time limit from their consents.</u></i></p> <p>9 <i>That Council <u>waive all fees associated with any such Section 96 applications.</u></i></p>		<p>The TLECFMC is being used as the appropriate forum for discussions. All Councillors have been invited to each meeting. Specific discussions were held during the 7 Feb 2013 meeting. A report is presently being prepared that will go to either the 9 May 2013 or 6 June 2013 meeting of the committee.</p> <p>Ongoing reporting carried out through the TLECFMC business paper, specifically in regard to the Flood Policy and the Coastal Zone Management Plan.</p> <p>This is being carried out. Several DAs have been brought to Council for determination. Any other matters involving apparent policy conflicts will also be brought to Council.</p> <p>At the time of writing all stakeholders could not be consulted. It appears that letters may not yet been written. However several Section 96 applications have been lodged.</p> <p>Complete</p>
5	General Manager's Unit	Lesley Crawley	<p>7.3 Notice of Motion - Council Review the NSW Electoral Commission's Management of our 2012 Wyong Shire Elections</p> <p>1 <i>That Council <u>note the 2012 Wyong Local Government Election was managed, conducted and audited by the NSW Electoral Commission, costing our ratepayers a total of \$750,000 to our ratepayers.</u></i></p>	10 October 2012 Councillors Best & Webster	<p>This matter is scheduled for action in the Corporate Governance work plan for February 2013.</p> <p>Now to be finalised by end of April 2013.</p> <p>Submission to Joint Committee Electoral Matters Inquiry currently being finalised.</p>

No	Department	Responsible Officer	Question Asked / Resolution	Meeting Asked/ Councillor	Status
			<p>2 That Council conduct a review of the conduct of the 2012 Wyong Shire Election by the NSW Electoral Commission (NSWEC).</p> <p>3 That Council <u>include</u> in the review the following matters:</p> <p>(a) Identification of legislative constraints and processes which are barriers to encouraging local residents to stand for representation on Wyong Council.</p> <p>(b) The “contractual” arrangement between Council and the NSWEC which has constrained the ability for Council to make key decisions in regard to pre-poll venues (eg locations, quantity).</p> <p>(c) Issues around WHS obligations for booth workers, liabilities and responsibilities.</p> <p>(d) Improved provision of disabled and aged access at polling places, particularly pre-poll booths.</p> <p>(e) Feedback received from electors.</p> <p>(f) Feedback from a selection of those NSW councils which opted to manage their election or used a private contractor.</p> <p>(g) Any other matters identified by the General Manager in the course of the election process.</p> <p>4 That Council <u>request</u> feedback from those Councils who used the NSW Electoral Commission.</p>		

No	Department	Responsible Officer	Question Asked / Resolution	Meeting Asked/ Councillor	Status
7	Land Management Department	David Lemcke	Q34/12 Extension of Draft Pile Burning Policy Exhibition <i>"Mr Mayor, to assist our local rural community on the issue of the Draft Pile Burning Policy now on public display, could Council extend the exhibition period for one month until the 26 November 2012?"</i>	Councillor Best 24 October 2012	Exhibition completed prior to extension resolution. Report currently being prepared for Council Meeting in June 2013.
8	Infrastructure and Operations Department	Daryl Mann	8.1 Notice of Motion – Northern Lakes Rugby League Sport and Recreation 445/12 That Council note the existing facilities established by the Northern Lakes Rugby League Sport and Recreation Club, at Gumbayah oval on Tall Timbers Road Lake Munmorah, are utilised by the broader community, such as local schools, representative and community groups. 446/12 That Council note the Northern Lakes Rugby League Sport and Recreation Club has received grants in the order of \$80K from the State Government to build the slab and outer shell for a new Clubhouse. 447/12 That Council defer the outstanding contributions until an occupation certificate is issued. 448/12 That Council, post construction of the new Clubhouse, authorise the Mayor and General Manager to extend similar arrangements to the Northern Lakes Rugby League Sport and Recreation Club that was offered to the Ourimbah Soccer Club in regard to the water and sewerage developer charges currently levied on the new amenities building.	Councillor Vincent and Greenwald 14 November 2012	Following discussions with the Director of Infrastructure and Operations and the former Director of Environment and Planning Services, it appears that resolution 447/12 may not be legally possible. Council should consider dropping 447/12 and follow 448/12 with Council's general fund paying the full contributions to W&S and entering into separate arrangements with the club to achieve the intent of 447/12 using the 35/65 split. This option is to be discussed with the General Manager and Councillors to determine the cleanest approach.
10.	Infrastructure and Operations	Stephen Dignam	Q11/13 30 Million Dollar Tuggerah Straight Sinking <i>"Mr Mayor, It is has been drawn to my attention by numerous motorists in particular cyclists, that the 30 million dollar Tuggerah straight highway reconstruction is failing and sinking in parts. A similar failure has also occurred</i>	Councillor Best 27 February 2013	Email sent to RMS local maintenance contact on 20 February 2013. Follow up email sent to RMS Area Manager and Maintenance Supervisor on 6 March 2013. Currently awaiting response.

No	Department	Responsible Officer	Question Asked / Resolution	Meeting Asked/ Councillor	Status
11.	Community and Recreation Services	Maxine Kenyon	<p>along the new Sparks Road traffic light intersection, again a significant motor cycle hazard.</p> <p>This has become a real traffic hazard. Could you officially request that the RMS urgently investigate the failure?"</p> <p>8.1 Notice of Motion - Regional Sport Economic Benefit</p> <p>1 That Council <u>note</u> the numerous benefits (including tourism, economic and sporting) associated with hosting Regional Sporting events.</p> <p>2 That Council <u>investigate</u> the capability restraints of our current sports grounds to host Regional Sporting events and the need to formulate a strategic approach to maximise the usage of our facilities to attract such events.</p> <p>3 That Council <u>request</u> the General Manager to report proposals for regional sports events within Wyong Shire Council for its consideration.</p> <p>4 That Council <u>liaise</u> with local sporting organisations, via the Sports Committee, to seek feedback on hosting regional sporting events.</p>	Councillor Nayna 13 March 2013	<p>Works completed by RMS to remove hazards at various locations within the shire including Sparks Road and Tuggerah Straight. RMS will continue to investigate contributing factors and possible options. Locations requiring further treatment will be addressed as they arise.</p> <p>Preliminary scoping of this report is now underway and investigation is expected to require considerable research. Following the scoping exercise, completion timeframes can be identified.</p>
12.	Infrastructure Operations	Stefan Botha	<p>8.2 Notice of Motion - Waste Initiatives</p> <p>1 That Council <u>note</u> the recent announcement by the New South Wales Government of their 'Waste Less, Recycle More' program.</p> <p>2 That Council <u>note</u> the 'Supporting Local Communities – Local Government Program' that provides access to \$137.7 million over 5 years to reduce illegal dumping and littering.</p>	Cir Nayna 13 March 2013	<p>Briefing to Councillors currently being prepared.</p> <p>Letter forwarded to the Hon Robyn Parker MP, Minister for the Environment.</p>

No	Department	Responsible Officer	Question Asked / Resolution	Meeting Asked/ Councillor	Status
20.	Land Management	Martin Johnson	<p>3 That Council request the General Manager to provide a briefing to Councillors which identify possible applications to the 'Supporting Local Communities – Local Government Program'.</p> <p>4 That Council <u>note</u> that the waste levy will cost Ratepayers \$12.5 million in 2013/14.</p> <p>5 That Council write to The Hon Robyn Parker MP, Minister for the Environment expressing ongoing concerns with the cost to Council of the Waste Levy.</p>	Clrs Best and Nayna 24 April 2012	A report will be submitted to Council in early 2014.
			<p>9.1 Notice of Motion – Urgent Employment Stimulus</p> <p>"543/13 That Council note with great concern the recent escalating national/local employment figures, particularly around the construction industry which underpins the Central Coast economy.</p> <p>544/13 That Council recognise the need to be part of the national economic stimulus initiative by reviewing Council's development taxation structure/Section 94 Contributions.</p> <p>545/13 That Council adopt a temporary stimulus plan which sets Developer Contributions (Section 94) at \$25,000 per block in the Contribution Plan 7A district for VPA's entered into before 30 December 2013, with construction of essential public infrastructure commenced to approved Council specification by 30 June 2014 with appropriate credit given for works in kind.</p> <p>546/13 That Council authorise existing VPA's meeting the criteria above to be reduced to this level providing construction has not commenced.</p> <p>547/13 That any VPA arising from this initiative be</p>		

No	Department	Responsible Officer	Question Asked / Resolution	Meeting Asked/ Councillor	Status
			<p>reported to Council.</p> <p>548/13 That Council receive a report on this stimulus initiative as soon as practicable after 30 December 2013 and again after 30 June 2014."</p>		
21.	Development Building	Peter Fryar	<p>9.2 Notice of Motion – Stop Coal Mining in the Valleys</p> <p>"549/13 That Council defer this matter for further information on:</p> <p>a State Parliament's ability to refuse the Wallarah 2 application.</p> <p>b The details of the Member for Dobell, Mr Craig Thomson's private members bill and the likelihood of it lapsing with the proroguing of Parliament.</p> <p>c Details of the new EIS for the Wallarah 2 proposal."</p>	Clrs Eaton and Troy 24 April 2013	<p>Support for the Private Members Bill was refused during question time on Monday 27 May 2013.</p> <p>A report on Wallarah 2 proposal is expected to be submitted to Council on 26 June 2013.</p>
24	Community Recreation	Julie Vaughan	<p>Notice of Motion – 1915-2015 ANZAC Centenary</p> <p>615/13 That Council acknowledge the outstanding success of the 2013 ANZAC day events in Wyong Shire.</p> <p>616/13 That Council recognise the need to assist our community in the preparation of the upcoming 2015 ANZAC centenary commemorations, marking 100 years since the Gallipoli landings.</p> <p>617/13 That Council facilitate an ANZAC Centenary Working Group to develop an overview of possible activities and community events that will respectfully mark such a significant national commemoration and</p>	Clrs Webster and Best 8 May 2013	<p>First Centenary Working Group Meeting to be held in July / August 2013 prior to next Council grant period - to be used as an opportunity to introduce clubs to Council grants prior to 2015.</p> <p>Currently investigating State/Federal grant options to be presented to Working Party at first meeting.</p>

No	Department	Responsible Officer	Question Asked / Resolution	Meeting Asked/ Councillor	Status
			<p>invite the following:</p> <ul style="list-style-type: none"> - one representative from each RSL sub-branch in the Wyong Shire - each of the local state and federal members or their delegates - all Councillors <p>618/13 That Council staff support centenary events organised by the Shire's RSL Sub branches through the following:</p> <ul style="list-style-type: none"> - Facilitation of the working party - Development of an ANZAC Centenary day calendar of events and other promotional material for the Shire - To advise groups of available funding through Council, State and Federal government funding programs and provide assistance where appropriate - To provide one point of contact to navigate Council processes and provide advice where required - Assist in developing an engagement program to ask the community its preference for events and utilise the Consultation Hub and e-panel where appropriate. <p>619/13 That Council direct the General Manager to investigate what State and Federal Funding is being allocated to the 2015 Centenary Commemorations.</p> <p>620/13 That further to the outcomes of 3, 4 and 5 above, Council recognises there may be a need to make appropriate budgetary allocations.</p>		

No	Department	Responsible Officer	Question Asked / Resolution	Meeting Asked/ Councillor	Status
26	Development Building	Lin Armstrong	<p>6.1 Notice of Motion – Bike Blitz on Cycle Way Menace</p> <p>698/13 <i>That Council note with great concern the escalation of unlicensed and unregistered motor bikes using the Shires shared pathways which are frequented by young cycling families and the elderly.</i></p> <p>699/13 <i>That Council raises these concerns as a matter of public safety and as a possible public liability risk.</i></p> <p>700/13 <i>That Council formally raise these community concerns with the Local Area Command (NSW Police) with a view to conducting a series of enforcement blitzes across the Shire, in an endeavour to reign in this extremely dangerous behaviour by unlicensed, unregistered and uninsured juveniles.</i></p> <p>701/13 <i>That Council highlight the importance of responsible bike usage, through its communication section and various media outlets and include outcomes and penalties applied as a result on heightened enforcement.</i></p> <p>702/13 <i>That Council direct the General Manager to report the response from the Local Area Command and suggested action, followed by a later outcomes update report to Council.</i></p>	Clrs Best and Troy 22 May 2013	A letter was forwarded to on 5 June 2013.
28	Community Recreation	Tara Mills	<p>Q19/13 <i>Norah Head Staircase Eye Sore</i></p> <p><i>Mr Mayor, Many local residents have raised this issue with me. Could you please advise when Council intends removing the old concrete pile of steps dumped on Soldiers Beach by staff some two years ago during the construction of the new timber staircase to the west? Further Mr Mayor, the embankment in this area</i></p>	Clr Best 22 May 2013	A site meeting was held on 5 June 2013 and a response will be provided 10 July 2013 Ordinary Meeting.

No	Department	Responsible Officer	Question Asked / Resolution	Meeting Asked/ Councillor	Status
29	Community Recreation	Tara Mills	<p><i>is also failing and exposing old timber and metal shoring materials that are also an eye sore and quite likely a danger to the public.</i></p> <p>Q20/13 Don Small Oval</p> <p><i>Mr Mayor, I was very disappointed to recently learn of the fire that destroyed the Don Small Oval facilities. At the completion of the fire investigation could you arrange for a staff report to Council addressing key issues around future facility options?</i></p>	<p>Clr Best</p> <p>22 May 2013</p>	<p>A meeting with a representative of the AFL will be held on 20 June 2013 to discuss this matter and once the meeting has occurred a report will be submitted to Council.</p>

**QUESTIONS ON NOTICE AND NOTICES OF MOTION REMOVED SINCE
22 MAY 2013**

	Department	Question on Notice / Notice of Motion	Date Asked/ Councillor	Status
6	Community and Recreation Services	7.4 Notice of Motion - Wyong Skills Centre	10 October 2012 Councillors Nayna & Troy	This item was superseded by item U5/13.
9	General Manager's Unit	Q37/12 Eradication of Feral Pests	Councillor Graham 14 November 2012	A verbal response was provided by Councillor Taylor at the 22 May 2013 Ordinary Meeting.
16	Infrastructure and Operations	8.3 Notice of Motion - 2013 - Repeated Flooding of Tuggerah Businesses	Clr Best 13 March 2013	A response has been provided in this business paper.
19	Land Management	Q17/13 Costs associated with changing the name of Tony Sheridan function room.	Clr Greenwald 10 April 2013	A response has been provided in this business paper.
22	Community and Recreation	U2/13 Youth Employment Crisis	Clr Nayna and Troy 24 April 2013	Submission made 15 May 2013.
23	Community and Recreation	U5/13 Motion of Urgency – Wyong Skills Centre	Clrs Nayna and Webster 8 May 2013	Advice received from DEEWR advising no extension would be granted.
25	General Manager's Unit	Q18/13 Response to Q37/12	Clr Graham 22 May 2013	A verbal response was provided by Councillor Taylor at the 22 May 2013 Ordinary Meeting.
27	Development and Building	6.2 Notice of Motion – Common Sense Review of Tree Application TA/170/13	Clrs Best and Nayna 22 May 2013	S82 review approved 31 May 2013.
30	General Manager's Unit	Q21/13 Australian Institute of Company Directors Councillors Course	Clr Taylor 22 May 2013	A response has been provided in this business paper.

6.1 Answers to Question on Notice

TRIM REFERENCE: F2010/00500 - D03363504 AUTHOR: LC

6.1 Q17/13 - Costs Association with Changing the Name of Tony Sheridan Function Room

The following question was asked by Councillor Greenwald at the Ordinary Meeting on 10 April 2013:

“Can the General Manager inform Council the cost of changing the name of the Tony Sheridan room?”

The total cost for new signage was \$385. The table below indicates the cost breakdown.

Item	Cost (\$)
Design artwork	56
1 x plaque on door	147
1 x plaque on directional stand	147
GST	35
Total	385

Administrative changes to internal systems were made using existing resources within the General Managers Unit.

ATTACHMENTS

Nil.

6.2 Answers to Question on Notice

TRIM REFERENCE: F2004/06517 - D03389214 AUTHOR: SW

6.2 Q21/13 - Australian Institute of Company Directors Councillors Course

The following question was asked by Councillor Taylor at the Ordinary Meeting on 22 May 2013:

"Mr Mayor, As a new Councillor I am regularly reminded on waste and mismanagement of previous Councils such as Councillors attending rate payer funded courses in particular the Australian Institute of Company Directors course reportedly at the cost of approximately \$27,000.

What concerns me as a new Councillor is that it is been suggested that a number of Councillors did not bother to sit the final examination. Could you please confirm if this is correct and are any of these Councillors still sitting? Further is there any mechanism for them to repay the wasted funds?"

Council's Facilities and Expenses Policy for Councillors provides for the six attendances per financial year at conferences, seminars, workshops and professional development courses which consist of sessions conducted over one or more consecutive days.

Six Councillors have attended the Australian Institute of Company Directors (AICD) Course since 2011.

Name	Year	Course Cost (incl membership)	Completed Course Modules	Additional Assessment/Exam
Former Councillor Wynn	2011	\$7,416*	Completed	
Former Councillor McBride	2011	\$5,966	Completed	
Former Councillor Symington	2011	\$5,966	Completed	Completed
Councillor Vincent	2011	\$5,966	Completed	
Councillor Matthews	2012	\$6,320	Completed	
Councillor Taylor	2013	\$7,266	Completed	Completed

* Includes fee to reschedule course date due to Councillor personal reasons.

All participants have a six week period after completing the course to attend the non-compulsory exam at no extra cost.

The Australian Institute of Company Directors has advised that;

"It is up to the individual if they wish to sit for the exam. Once passing the exam and they are financial members, of the institute they then have the post nominal of GAICD, Graduate of the Australian Institute of Company Directors. This is highly regarded in the business world and always recommended when people under take the program

6.2 Q21/13 - Australian Institute of Company Directors Councillors Course (contd)

that they take the final step and do the exam. Approximately 95% of attendees do the exam, but it is not compulsory.”

The cost of the course is the same regardless of whether the exam is undertaken and therefore there is no obligation for a Councillor to repay any component cost if they chose not to undertake the exam.

ATTACHMENTS

Nil.