

DRAFT

MINUTES – 8 SEPTEMBER 2015



PORT STEPHENS C O U N C I L

Minutes of Ordinary meeting of the Port Stephens Council held in the Council Chambers, Raymond Terrace on – 8 September 2015, commencing at 5.31pm.

PRESENT:

Mayor B MacKenzie, Councillors G. Dingle, C. Doohan, S. Dover, J. Nell, S. Tucker, General Manager, Corporate Services Group Manager, Facilities and Services Group Manager, Acting Development Services Group Manager and Governance Manager.

261	Councillor John Nell Councillor Sally Dover It was resolved that the apologies from Cr John Morello, Cr Peter Kafer, Cr Ken Jordan and Cr Paul Le Mottee be received and noted.
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MINUTES ORDINARY COUNCIL - 8 SEPTEMBER 2015
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262	Councillor Chris Doohan Councillor Steve Tucker It was resolved that the Minutes of the Ordinary Meeting of Port Stephens Council Ordinary Council held on 25 August 2015 be confirmed.
	There were no Declaration of Interest received.

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MOTIONS TO CLOSE

ITEM NO. 1

**FILE NO: PSC2015-01000/780
TRIM REF NO: PSC2015-00500**

MOTION TO CLOSE

REPORT OF: WAYNE WALLIS - GENERAL MANAGER
GROUP: GENERAL MANAGER'S OFFICE

RECOMMENDATION:

- 1) That pursuant to section 10A(2) (c) of the *Local Government Act 1993*, the Committee and Council resolve to close to the public that part of its meetings to discuss Confidential Item 1 on the Ordinary agenda namely **ACQUISITION OF PART OF 797 MEDOWIE ROAD, MEDOWIE**.
 - 2) That the reasons for closing the meeting to the public to consider this item is that the discussion will include information containing:
 - information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.
 - 3) That the report remain confidential and the minute be released in accordance with Council's resolution.
-

**ORDINARY COUNCIL MEETING - 8 SEPTEMBER 2015
MOTION**

263	<p>Councillor John Nell Councillor Chris Doohan</p> <p>It was resolved that Council:</p> <ol style="list-style-type: none">1) That pursuant to section 10A(2) (c) of the <i>Local Government Act 1993</i>, the Committee and Council resolve to close to the public that part of its meetings to discuss Confidential Item 0 on the Ordinary agenda namely ACQUISITION OF PART OF 797 MEDOWIE ROAD, MEDOWIE.2) That the reasons for closing the meeting to the public to consider this item is that the discussion will include information containing:<ul style="list-style-type: none">• information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.3) That the report remain confidential and the minute be released in accordance with Council's resolution.
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COUNCIL REPORTS

MINUTES ORDINARY COUNCIL - 8 SEPTEMBER 2015

ITEM NO. 1

FILE NO: PSC2015-01000/732

TRIM REF NO: PSC2007-1218

POLICY REVIEW - ROAD NAMING & ADDRESSING GUIDELINES

REPORT OF: GLENN BUNNY - PROPERTY SERVICES SECTION MANAGER
GROUP: CORPORATE SERVICES

RECOMMENDATION IS THAT COUNCIL:

- 1) Endorse the revised Road Naming & Addressing Guidelines Policy shown at **(ATTACHMENT 1)**;
 - 2) Place the amended Road Naming & Addressing Guidelines Policy on public exhibition for a period of 28 days and should no submissions be received, the policy be adopted as amended, without a further report to Council;
 - 3) Revoke the Road Naming Guidelines Policy dated 10 October 1995 (Min No. 315, should no submissions be received **(ATTACHMENT 2)**.
-

ORDINARY COUNCIL MEETING - 8 SEPTEMBER 2015 MOTION

264	Councillor Steve Tucker Councillor Chris Doohan It was resolved that Council move into Committee of the Whole.
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COMMITTEE OF THE WHOLE RECOMMENDATION

	Councillor John Nell Councillor Geoff Dingle That the recommendation be adopted.
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ORDINARY COUNCIL MEETING - 8 SEPTEMBER 2015 MOTION

265	Councillor Chris Doohan Councillor John Nell It was resolved that Council: <ol style="list-style-type: none">1) Endorse the revised Road Naming & Addressing Guidelines Policy shown at (ATTACHMENT 1);2) Place the amended Road Naming & Addressing Guidelines Policy
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MINUTES ORDINARY COUNCIL - 8 SEPTEMBER 2015

	on public exhibition for a period of 28 days and should no submissions be received, the policy be adopted as amended, without a further report to Council;
3)	Revoke the Road Naming Guidelines Policy dated 10 October 1995 (Min No. 315, should no submissions be received (ATTACHMENT 2).

BACKGROUND

The purpose of this report is to seek Council's endorsement of the revised Road Naming & Addressing Guidelines Policy. The intent of the Policy is to provide consistency in the naming of:

- Newly created roads;
- Roads within subdivisions to be dedicated to Council;
- Renaming of existing roads;
- Private roads and right of ways;
- Addressing of property;
- Crown roads;

Previous Council policies for the naming of roads have been based on the Geographical Names Board Guidelines which linked into the existing standards of the time. These standards are now out of date.

In March 2015, the Geographical Names Board of New South Wales formally adopted the new NSW Address Policy and NSW Addressing User Manual. The new NSW Address Policy and NSW Addressing User Manual is aligned with the Australian/New Zealand Rural and Urban Addressing Standard AS/NZS 4819:2011.

The Geographical Names Board has urged road naming authorities, such as Councils, to utilise the new NSW Address Policy and NSW Addressing User Manual, as the adherence to the principles, procedures and processes will ensure consistency and unambiguous road naming across NSW.

Adopting this Policy will result in Council adopting the Geographical Names Board of NSW Address Policy and NSW Addressing User Manual as the method in which roads are named and properties are addressed.

COMMUNITY STRATEGIC PLAN

Strategic Direction	Delivery Program 2014-2019
Port Stephens has an integrated, connected transport system.	Promote sustainable and improved, accessible and flexible transport modes.

FINANCIAL/RESOURCE IMPLICATIONS

Adopting the proposed Policy will have no financial impact on the existing costs already associated with the service of naming roads. The application for naming and renaming roads is covered under the Council adopted Fees and Charges to recover the administration/advertising costs of this service.

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes		Within existing budget.
Reserve Funds	No		
Section 94	No		
External Grants	No		
Other	No		

LEGAL, POLICY AND RISK IMPLICATIONS

The naming of roads is a low risk service that the Council provides. This Policy is linked to the *NSW Roads Act 1993*, which says:

- A roads authority may name and number all public roads for which it is the roads authority;
- Neither a roads authority nor RMS may name a public road, or alter the name of a public road, unless it has given the Geographical Names Board at least one month's notice of the proposed name.

Risk	<u>Risk Ranking</u>	Proposed Treatments	Within Existing Resources?
There is a risk that the naming of roads does not follow the NSW Address Policy and NSW Addressing User Manual and Practices leading to a non-consistent approach and duplication of road names.	Low	Adopt Recommendations and implement the Naming of Roads Policy.	Yes
There is a risk that the naming of roads does not follow the NSW Address Policy and NSW Addressing User Manual resulting in duplicate road names leading to	Low	Adopt Recommendations and implement the Naming of Roads Policy.	Yes

MINUTES ORDINARY COUNCIL - 8 SEPTEMBER 2015

the public and emergency services not arriving at their destination in the most efficient and timely way.			
There is a risk that road naming applications will not be assessed consistently leading to dissatisfied customers if the Geographical NSW Address Policy and NSW Addressing User Manual are not being followed.	Low	Utilise the Port Stephens Council - Road Naming and Renaming Deployment Flow Chart.	Yes

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

The consistent naming and addressing of roads allows the public and emergency services to utilise the road network for direction and travel in the most efficient way. The naming and addressing of roads also allows for themes that provide the community with a sense of place.

There are no environmental or economic implications with this Policy.

CONSULTATION

- 1) Property Services Section.
- 2) Civil Assets Team.

OPTIONS

- 1) Accept the recommendations.
- 2) Amend the recommendations.
- 3) Reject the recommendations.

ATTACHMENTS

- 1) Road Naming & Addressing Guidelines Policy.
- 2) Existing Road Naming Guidelines Policy.

COUNCILLORS ROOM

Nil.

TABLED DOCUMENTS

- 1) NSW Address Policy.
- 2) NSW Addressing User Manual.
- 3) NSW Reference Guide.
- 4) Port Stephens Council - Road Naming and Renaming Deployment Flow Chart.

ITEM 1 - ATTACHMENT 1 ROAD NAMING & ADDRESSING GUIDELINES POLICY.

Policy

**FILE NO: PSC2009-00938****TITLE: ROAD NAMING & ADDRESSING GUIDELINES POLICY****POLICY OWNER: PROPERTY SERVICES SECTION MANAGER****PURPOSE:**

This policy is to provide consistency in the naming and addressing of new roads, roads within subdivisions to be dedicated to Council OR renaming/readdressing of existing roads within the Port Stephens Local Government Area.

CONTEXT/BACKGROUND:

Previous Council policies for the naming of roads have been based on the Geographical Names Board (GNB) Guidelines which linked into the existing standards of the time being:

The Roads Act 1993;
The Roads Regulation 1994;
Australian Standard AS1742.5 1986.

In March 2015 The Geographical Names Board of New South Wales formally adopted the new NSW Address Policy and NSW Addressing User Manual. This new NSW Address Policy and NSW Addressing User Manual is aligned with the Australian/New Zealand Rural and Urban Addressing Standard AS/NZS 4819:2011.

The Geographical Names Board has urged road naming authorities such as Councils to utilise the new NSW Address Policy, NSW Addressing User Manual and online Road Naming System as the adherence to the principles, procedures and processes will ensure consistency and unambiguous road naming and addressing across NSW.

SCOPE:

To fulfil the consistent approach and adopt a "single source of truth" to the principles, procedures and processes for the naming and addressing of roads under this policy, Council shall adopt the NSW Land and Property Information and Geographical Names Board of New South Wales "NSW Address Policy and NSW Addressing User Manual

Policy

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Issue Date: xx/xx/xxxx

Printed: 29/05/2015

Review Date: 25/08/2015

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ITEM 1 - ATTACHMENT 1 ROAD NAMING & ADDRESSING GUIDELINES POLICY.

Policy



DEFINITIONS:

Single Source of Truth "In the context of the custodian of the NSW Address Database, LPI aggregate and apply quality assurance mechanisms to address data from data producers in NSW and provision this as a single source of truth" GNB ISSN:2204-9460.

POLICY STATEMENT:

That Council adopts the Geographical Names Board of NSW Address Policy and NSW Addressing User Manual when naming and addressing new roads, roads within subdivisions to be dedicated to Council OR renaming/readdressing of existing roads within the Port Stephens Local Government Area.

POLICY RESPONSIBILITIES:

Asset Section Manager: Responsible for the policy framework.

Property Services Section Manager: Responsible for implementation, monitoring and evaluation.

RELATED DOCUMENTS:

The Roads Act 1993.
Australian/New Zealand Rural and Urban Addressing Standard AS/NZS 4819:2011.

Policy

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ITEM 1 - ATTACHMENT 1 ROAD NAMING & ADDRESSING GUIDELINES POLICY.

Policy



CONTROLLED DOCUMENT INFORMATION:

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TRIM container No	PSC2009-00938	TRIM record No	
Audience	Community, Public Domain and Services, Assets Section and Corporate		
Process Owner	Property Services Manager		
Author	Glenn Bunny		
Review timeframe	Every 4 years	Next review date	2019
Adoption date			

VERSION HISTORY:

Version	Date	Author	Details	Minute No.
1	10/10/95	John Maretich	Road Naming Guidelines	315
2	20/08/15	Property Services Manager	Changes to reflect the new NSW Address Policy and the NSW Addressing User Manual that was adopted by the Geographical Names Board (GNB) in March 2015	

Policy

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Port Stephens

C·O·U·N·C·I·L

ROAD NAMING GUIDELINES

Adopted 10/10/95
Min 315

In the naming or re-naming of roads and streets the following guidelines must be observed.

Uniqueness

- 1.1 Name duplication within a local government area must be avoided. If possible duplication of names in near proximity in adjacent local government areas should also be avoided.
- 1.2 However, roads crossing Council boundaries should have a single and unique name.

Sources

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

Propriety

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

Communication

- 4.1 Names should be reasonably easy to read, spell and pronounce in order to assist both service providers and the travelling public.
- 4.2 Unduly long names and names composed of two or more words should be avoided:

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ITEM 1 - ATTACHMENT 2 EXISTING ROAD NAMING GUIDELINES POLICY.

- * a given name should only be included with a family name where it is essential to identify an individual or where it is necessary to avoid ambiguity. The use of given names should generally be avoided.
- * whilst street and cul-de-sac names should have only one word it is recognised that some roads require a two word name because of their geographic relationship eg. New England Highway.
- * roads with double destinations names should be progressively renamed.

Spelling

- 5.1 Where it is intended that a road have the same name as a place or feature with an approved geographical name then particular care should be taken to ensure that the correct spelling is adopted. Place names shown on topographic maps are approved names unless specifically excepted in the map legend or in exceptional circumstances, unless the name has been changed subsequent to the publication of the map.
- 5.2 Where names have been changed or corrupted by long established local usage, it is not usually advisable to attempt to restore the original form; that spelling which is sanctioned by general usage should be adopted.
- 5.3 Generally, road names proposed or approved should not contain abbreviations: eg. the "Creek" in "Wallaby Creek Road" must not be abbreviated.

There is, however, one exception

- * "ST" should always be used in place of "Saint"

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ITEM 1 - ATTACHMENT 2 EXISTING ROAD NAMING GUIDELINES POLICY.

Form

- 6.1 The apostrophe mark ' must be omitted in the possessive case eg. "Smith's Road" should be "Smiths Road".
- 6.2 It is further preferable to delete a possessive "S" unless the euphony becomes harsh eg. "Smith Road".
- 6.3 The use of hyphens should be avoided.

7. Road Type

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

- * Assistance to both the motoring and pedestrian public should be a big consideration in making this choice.
- * When a type suffix with a geometric or geographic connotation is chosen, ensure that it generally reflects the form of the road;
eg: Crescent - a crescent or half moon, rejoining the road from which it starts;
eg: Esplanade - open, level and often along the seaside or a river.
- * For a cul-de-sac use Place, Close, Court or a type suffix of similar connotation.
- * Road types specifically associated with the NSW Main Road network are recognised but have not been listed.

A list of suitable road type suffixes is included for convenience. The list has been sourced from Australian Standards AS 1742.5 - 1986 and AS 4212 - 1994 with input from some Councils.

In most instances, the connotations are clear but where necessary, a definition can be checked in a dictionary.

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ITEM 1 - ATTACHMENT 2 EXISTING ROAD NAMING GUIDELINES POLICY.

ROAD TYPE	ROAD TYPE	ROAD TYPE
Alley	Crescent	Promenade
Arcade	Drive	Quay
Avenue	Esplanade	Ridge
Boulevard	Fairway	Ridgeway
Bypass	Garden(s)	Road
Chase	Grove	Row
Circle	Lane	Square
Circlet	Mall	Street
Circuit	Mews	Terrace
Circus	Parade	Walk
Close	Parkway	Way
Court	Place	
Cove	Plaza	

No Prefix or Additional Suffix

The use of a compass point prefix or an additional suffix such as "north" or "extension" should be avoided.

8. The following are the road naming themes being pursued in specific areas of Port Stephens:-

- * Salamander - Maritime
- * Medowie - Flora
- * Lakeside - Local Heritage
- * Mount Hall Road - War Veterans
- * Fingal Bay - Marine Related
- * Riverview Ridge - Local Heritage

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ITEM 1 - ATTACHMENT 2 EXISTING ROAD NAMING GUIDELINES POLICY.

EXTRACT OF MINUTES 10/10/95

**ITEM NO 2
STREET NAMING POLICY**

FILE NO: S9120-22 & E5645-01

AUTHOR: Paul Douglass

DEPARTMENT MANAGER'S RECOMMENDATION: That the Street Naming Policy be adopted as exhibited.

Manex Comments: The appropriate co-ordination and corporate consultation has taken place.

Sustainable Development Committee Recommendation: That the Department Manager's Recommendation be adopted.

315 Councillor Nell
 Councillor Bartlett

**Resolved that the Sustainable
Development Committee's Recommendation
be adopted**

BACKGROUND

Council considered a report on the adoption of a Street Naming Policy on 10 October 1995 at which time it was resolved that the draft policy be exhibited. A copy of this policy is contained in Attachment 2.1.

The attached policy is based on the Geographical Names Board Guidelines and will replace Council's current informal procedure. To date, streets in new subdivisions are named in accordance with agreed principles between Engineering Services and Sustainable Development Departments. The adoption of the policy will make clear the process in the naming of roads.

FINANCIAL/RESOURCE IMPLICATIONS

There are no direct financial implications of this policy other than the initial advertising costs.

LEGAL AND POLICY IMPLICATIONS

The following are the relevant legislative requirements and standards which have been used in the preparation of the guidelines.

- The Roads Act 1993 - provides the authority for the naming of roads.
- The Roads Regulations 1994 - sets out the procedures to be observed when naming roads.
- Australian Standard AS 1742.5 - (1986) - Street Name and Community Facility Name Signs - sets out the abbreviations for road type suffixes where they are to be used on signs.

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ITEM 1 - ATTACHMENT 2 EXISTING ROAD NAMING GUIDELINES POLICY.

PUBLIC IMPACT

The draft policy was exhibited for twenty-eight (28) days and no submissions were received.

CONSULTATION

The draft has been prepared using information provided by the Department of Land and Water Conservation and the Engineering Services Department has been consulted.

OPTIONS

1. That Council resolve to adopt the policy contained in Attachment 2.1;
2. That Council defer for further information.

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ITEM NO. 2

**FILE NO: PSC2015-01000/658
TRIM REF NO: T21-2015**

T21-2015: SURF LIFESAVING SERVICES

REPORT OF: TIM HAZELL - FINANCIAL SERVICES SECTION MANAGER
GROUP: CORPORATE SERVICES

RECOMMENDATION IS THAT COUNCIL:

- 1) That pursuant to section 10A(2)(d) of the *Local Government Act, 1993*, the Council resolve to close to the public that part of its meetings to discuss Item 1 on the Ordinary Council agenda namely T21-2015: Surf lifesaving services.
 - 2) That the reasons for closing the meeting to the public to consider this item be that:
 - i) The report and discussion will include details of commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the tenderers; and
 - ii) In particular, the report includes confidential pricing information in respect of the T21-2015: Surf lifesaving services.
 - 3) That on balance, it is considered that receipt and discussion of the matter in open Council would be contrary to the public interest, as disclosure of the confidential commercial information could compromise the commercial position of the tenderers and adversely affect Council's ability to attract competitive tenders for other contracts.
 - 4) That the report of the closed part of the meeting is to remain confidential and that Council makes public its decision including the name and amount of the successful tenderer in accordance with Clause 179 of the *Local Government (General) Regulation 2005*.
 - 5) That Council accept the tender submitted from Surf Lifesaving Australia for \$2,247,623 for the provision of surf lifesaving services.
 - 6) That the contract will commence on 19 September 2015 for the term of the contract and terminate on 26 April 2020 with the option to extend for a further three year period at Council's absolute discretion.
-

**ORDINARY COUNCIL MEETING - 8 SEPTEMBER 2015
COMMITTEE OF THE WHOLE RECOMMENDATION**

	<p>Councillor John Nell Councillor Sally Dover</p> <p>That Council:</p> <ol style="list-style-type: none">1) accept the tender submitted from Surf Life Saving Services Pty Ltd for \$2,247,623 for the provision of surf lifesaving services.
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	2) the contract commence on 19 September 2015 for the term of the contract and terminate on 26 April 2020 with the option to extend for a further three year period at Council's absolute discretion.
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ORDINARY COUNCIL MEETING - 8 SEPTEMBER 2015 MOTION

266	<p>Councillor Chris Doohan Councillor John Nell</p> <p>It was resolved that Council:</p> <ol style="list-style-type: none">1) accept the tender submitted from Surf Life Saving Services Pty Ltd for \$2,247,623 for the provision of surf lifesaving services.2) the contract commence on 19 September 2015 for the term of the contract and terminate on 26 April 2020 with the option to extend for a further three year period at Council's absolute discretion.
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BACKGROUND

The purpose of this report is to recommend the acceptance of tenders received from Surf Lifesaving Australia Ltd for the provision of professional lifesaving services at Fingal Beach, One Mile Beach and Birubi Beach.

By accepting the recommendations Port Stephens Council aims to:

- Provide professional surf lifeguard service patrols that meet and adapt to the seasonal demands of delivering the service and that provide a safe beach environment for the public;
- Work in cooperation with professional lifeguard and volunteer lifesaving services to deliver a collaborative approach for the provision of services to the broader community;
- Provide professional lifeguard services and personnel that possess demonstrated experience, qualifications and expertise in the provision of the services to the broader community;
- Provide a professional level of lifeguard services that minimise the potential risk associated with public liability.

The tender was advertised and closed on 4 August 2015 with a total of two submissions received at the close of the tender period, a summary of which is included as **(ATTACHMENT 1)**.

The tender called for two options being:

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Option one: To retain the current level of service of providing one lifeguard at One Mile and Fingal Bay with two lifeguards retained at Birubi.

Option two: To increase the level of service and provide for two lifeguards at all patrolled beaches, being One Mile, Fingal Bay and Birubi. This option has been preferred following an extensive risk assessment of providing lifeguards to Council's patrolled beaches. It was considered appropriate to increase the level of lifesaving services to ensure that the risk of unsafe beach and surf conditions would be further minimised reducing Council's risk exposure.

The weightings agreed for this tender were:

Criteria	Weighting (%)
Price	30
Demonstrated Industry Experience	25
Personnel and Equipment	10
Quality Assurance	15
WH&S Management System	15
References	5
Total	100

COMMUNITY STRATEGIC PLAN

Strategic Direction	Delivery Program 2014-2019
Provide passive and active recreation and leisure services and facilities.	Maintain and develop recreational facilities for residents and visitors.

FINANCIAL/RESOURCE IMPLICATIONS

Adopting the recommendation will increase the annual cost of providing these services by \$85,000 pa. This is considered appropriate given the risk assessment highlighting the need to increase the service level. Funding sources will be identified in line with the overall treasury model and included in the September and December 2015 Quarterly Budget Reviews for Council's formal adoption.

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes		Five year fixed price.
Reserve Funds	No		
Section 94	No		
External Grants	No		
Other	No		

LEGAL, POLICY AND RISK IMPLICATIONS

There will be a public safety and reputational risk to Council if professional Lifeguard Services are not provided at One Mile, Fingal and Birubi Beaches.

Risk	<u>Risk Ranking</u>	Proposed Treatments	Within Existing Resources?
There is a risk that by not providing professional surf lifesaving services, the general public will be left exposed to unsafe beach and surf conditions that may increase their risk of injury.	High	Accept the recommendations.	Yes
There is a risk Council will not achieve the objectives of Councils: Community Strategic Plan 2013-2023, Delivery/Operational Plan 2015-2019.	Medium	Accept the recommendations.	Yes

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

By providing professional surf lifesaving, Council will continue to provide safe beaches for the broader community. By doing so, Council will meet the objectives of its Community Strategic Plan 2013-2023 and Delivery/Operational Plan 2015-2019.

By offering additional services to the key recreational areas, acceptance of the recommendations will provide greater tourism potential and economic return for the area.

CONSULTATION

- 1) Project Manager - Procurement and Contractor Management.
- 2) Community Services Section Manager.
- 3) Community and Recreation Coordinator.
- 4) Contract and Services Coordinator.

OPTIONS

- 1) Accept the recommendations.
- 2) Amend the recommendations.

- 3) Reject the recommendations.

ATTACHMENTS

- 1) CONFIDENTIAL Weighted Criteria Methodology Summary.

COUNCILLORS ROOM

Nil.

TABLED DOCUMENTS

Nil.

ITEM NO. 3

FILE NO: PSC2015-01000/659

TRIM REF NO: T22-2015

T22-2015: LEMON TREE PASSAGE AQUATIC INFRASTRUCTURE UPGRADE

REPORT OF: TIM HAZELL - FINANCIAL SERVICES SECTION MANAGER

GROUP: CORPORATE SERVICES

RECOMMENDATION IS THAT COUNCIL:

- 1) That pursuant to section 10A(2)(d) of the *Local Government Act, 1993*, the Council resolve to close to the public that part of its meetings to discuss Item 2 on the Ordinary Council agenda namely T22-2015: Lemon Tree Passage aquatic infrastructure upgrade.
- 2) That the reasons for closing the meeting to the public to consider this item be that:
 - i) The report and discussion will include details of commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the tenderers; and
 - ii) In particular, the report includes confidential pricing information in respect of the T22-2015: Lemon Tree Passage aquatic infrastructure upgrade.
- 3) That on balance, it is considered that receipt and discussion of the matter in open Council would be contrary to the public interest, as disclosure of the confidential commercial information could compromise the commercial position of the tenderers and adversely affect Council's ability to attract competitive tenders for other contracts.
- 4) That the report of the closed part of the meeting is to remain confidential and that Council makes public its decision including the name and amount of the successful tenderer in accordance with Clause 179 of the *Local Government (General) Regulation 2005*.
- 5) That Council accept the tender submitted from Hunter Wharf and Barge for \$669,402 for the Lemon Tree Passage aquatic infrastructure upgrade.

**ORDINARY COUNCIL MEETING - 8 SEPTEMBER 2015
COMMITTEE OF THE WHOLE RECOMMENDATION**

	<p>Councillor Steve Tucker Councillor Chris Doohan</p> <p>That Council accept the tender submitted from Hunter Wharf and Barge for \$669,402 for the Lemon Tree Passage aquatic infrastructure upgrade.</p>
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ORDINARY COUNCIL MEETING - 8 SEPTEMBER 2015
MOTION

267	Councillor Chris Doohan Councillor John Nell It was resolved that Council accept the tender submitted from Hunter Wharf and Barge for \$669,402 for the Lemon Tree Passage aquatic infrastructure upgrade.
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BACKGROUND

The purpose of this report is to recommend the acceptance of the tender received from Hunter Wharf and Barge for \$669,402 for the Lemon Tree Passage aquatic infrastructure upgrade.

Port Stephens Council is upgrading the Lemon Tree Passage Foreshore Infrastructure as the existing facilities have deteriorated and no longer meet the demand from the local community and visitors to the area.

The infrastructure to be upgraded includes:

- Replacement of the existing pontoon on the boat ramp;
- The sewer pump out facility;
- Widening of the boat ramp;
- Provision of an additional boat access lane;
- Installation of an additional pontoon on the boat ramp;
- Replacement and upgrade of the existing swimming pontoon and wharf system; and
- New netting for the swimming enclosure.

The works have been tendered on a design and construct basis to acquire the services of an experienced contractor who has the capacity and expertise to provide detailed and certified structural designs for the demolition and reconstruction of the aquatic infrastructure.

The tender was advertised and closed on 4 August 2015 with a total of six submissions received at the close of the tender period, a summary of which is included as **(ATTACHMENT 1)**.

It is recognised that the recommended tenderer does not offer the lowest price and it should be noted that the lowest priced tendered was not preferred on non-price related issues. The recommended tenderer is preferred on the basis that it offers value for money across price and non-price attributes. Specifically, the recommended tenderer was superior in:

MINUTES ORDINARY COUNCIL - 8 SEPTEMBER 2015

- Competitive market pricing;
- Compliance of the tender;
- Reference checks; and
- Adequately resourced.

The weightings agreed for this tender were:

Criteria	Weighting (%)
Price	35
Compliance	15
Capability	15
Experience	25
Referees	10
Total	100

COMMUNITY STRATEGIC PLAN

Strategic Direction	Delivery Program 2014-2019
Port Stephens' infrastructure and utilities meet the needs of all sections of the community.	Reduce the infrastructure backlog on all Council assets.

FINANCIAL/RESOURCE IMPLICATIONS

The total budget for this scope of works is \$1.3M. This tender is only one portion of the entire scope of works. The balance of the project, although still in the planning stage, consists of repairs to the existing sea wall and improvements to the car park.

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes		See above.
Reserve Funds	No		
Section 94	Yes	335,000	
External Grants	Yes	335,000	Boating Now program.
Other	No		

LEGAL, POLICY AND RISK IMPLICATIONS

There are no significant legal or policy implications. The risk implications are listed in the table below.

Risk	<u>Risk Ranking</u>	Proposed Treatments	Within Existing Resources?
There is a risk that the existing infrastructure deteriorates further and becomes unserviceable or presents a safety risk to users.	Medium	Accept the recommendations.	Yes
There is a risk that the contractor may not be able to complete the works as specified in the scope.	Medium	Complete the works in separable portions to ensure the following timeframes are met. <ul style="list-style-type: none"> • Boat ramp - pre Christmas 2015. • Swimming pool – pre Easter 2016. 	Yes
There is a risk that the tendered price could exceed the budget for the works.	Low	The work is tendered in separable portions so Council can control the scope and cost of the works within budget.	Yes

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

The acceptance of the recommendations will ensure this asset is maintained at an appropriate level to meet the socio-economic needs of the public. The enhancement of this asset will add value and encourage visitors to the Port Stephens region by improving access and public safety. The risk of deterioration will also be minimised.

There is no environmental impact from the construction of these works or from the completed facility.

CONSULTATION

- 1) Project Manager – Procurement and Contractor Management.
- 2) Project Manager – Civil/Landscape.
- 3) Civil and Landscape Projects Coordinator.
- 4) Community and Recreation Coordinator.
- 5) Capital Works Section Manager.

OPTIONS

- 1) Accept the recommendations.
- 2) Amend the recommendations.

- 3) Reject the recommendations.

ATTACHMENTS

- 1) CONFIDENTIAL Weighted criteria methodology summary.

COUNCILLORS ROOM

Nil.

TABLED DOCUMENTS

Nil.

ITEM NO. 4

FILE NO: PSC2015-01000/648
TRIM REF NO: PSC2008-1759

POLICY REVIEW - PARKS AND ROADSIDE MEMORIALS POLICY

REPORT OF: JOHN MARETICH - CIVIL ASSETS SECTION MANAGER
GROUP: FACILITIES & SERVICES

RECOMMENDATION IS THAT COUNCIL:

- 1) Endorse the revised Parks and Roadside Memorials Policy shown at **(ATTACHMENT 1)**.
 - 2) Place the Parks and Roadside Memorials Policy, as amended on public exhibition for a period of 28 days and should no submissions be received, adopt the policy as amended, without a further report to Council.
 - 3) Revoke the Roadside Tributes and Memorials Policy dated 14 September 2010 (Minute No.280) **(ATTACHMENT 2)**, should no submissions be received.
-

ORDINARY COUNCIL MEETING - 8 SEPTEMBER 2015
COMMITTEE OF THE WHOLE RECOMMENDATION

	Councillor John Nell Councillor Sally Dover That the recommendation be adopted.
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ORDINARY COUNCIL MEETING - 8 SEPTEMBER 2015
MOTION

268	Councillor Chris Doohan Councillor John Nell It was resolved that Council: <ol style="list-style-type: none">1) Endorse the revised Parks and Roadside Memorials Policy shown at (ATTACHMENT 1).2) Place the Parks and Roadside Memorials Policy, as amended on public exhibition for a period of 28 days and should no submissions be received, adopt the policy as amended, without a further report to Council.3) Revoke the Roadside Tributes and Memorials Policy dated 14 September 2010 (Minute No.280) (ATTACHMENT 2), should no submissions be received.
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BACKGROUND

The purpose of this report is to seek Councils endorsement of the revised Parks and Roadside Memorials Policy.

The current Roadside Memorials and Tributes Policy was adopted in 2010 after a period of positive community consultation. The Policy established a framework that provides direction for Council Staff and information to the public on issues relating to roadside memorials such as crosses, plaques and tributary items such as flowers, cards and photographs.

Since 2010, the Policy has been enacted a number of times in the assessment of new and existing memorials. Council Officers have referred to the Policy for the relocation, removal and the downsizing of a number of memorials in our road reserves in a number of locations. All with positive outcomes for Council and the families involved.

Completion of Roadside Memorials Assessments allows Council Officers to monitor changes to memorials over time. This assessment also allows for a period of mourning and avoidance of anniversaries and birthdays when making contact with families in relation to downsizing, relocations or removals.

In the review of the Roadside Memorials and Tribute Policy it was deemed appropriate to also include the park memorials into one policy. From time to time Council receives requests from individuals or organisations for the installation of memorial plaques or for the donation of park furniture or the planting of trees in memory of a deceased person. These requests were previously managed on an ad hoc basis and the inclusion of the development of a Parks and Roadside Memorial Policy will ensure that applications for memorials, whether on road reserves or within a park are assessed, determined and managed consistently.

COMMUNITY STRATEGIC PLAN

Strategic Direction	Delivery Program 2015-2019
Port Stephens is a community where people feel safe.	Use Council's regulatory powers and Government legislation to enhance public safety.

FINANCIAL/RESOURCE IMPLICATIONS

The full cost of a park memorial installation is borne by the applicant with the Public Domain and Services Section completing installation and maintenance for the life of the asset. Roadside memorials are to be installed by the applicant.

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes		
Reserve Funds	No		
Section 94	No		
External Grants	No		
Other	No		

LEGAL, POLICY AND RISK IMPLICATIONS

Council has an obligation to ensure that items within our parks and road reserves are installed safely and the memorials do not place the public in danger. It should be noted that Council does not encourage the placement of memorials within the road reserve. The placement and visiting a memorial near moving traffic can be considered dangerous at some locations along the road reserve.

Under Section 138 of the *Roads Act*, a person must not:

- Erect a structure or carry out work in, on or over a public road.
- Dig up or disturb the surface of a public road.
- Remove or interfere with a structure, work or tree on a public road, other than with the consent of the appropriate road authority.

While the memorial object and the act of placing a memorial within the road reserve can be considered a risk, this policy does recognise the social and community benefit of memorials if undertaken as per the attached guidelines.

There are no policy or legislation issues for memorials in our parks.

Risk	<u>Risk Ranking</u>	Proposed Treatments	Within Existing Resources?
There is a risk that non-conforming memorials such as distracting non-frangible objects are placed in our road reserve leading to general driving public being placed in danger.	Medium	Adopt the policy so that memorials are consistent and placed in safe locations away from moving traffic.	Yes
There is a risk that Councils reputation may be impacted by removal of roadside memorials if not dealt with in a	Low	Adopt the policy so that if any memorial is required to be moved, removed or resized a process is followed that allows for respect for the	Yes

MINUTES ORDINARY COUNCIL - 8 SEPTEMBER 2015

respectful manner leading to reputation risk to Council.		mourning family.	
There is a risk that Council will not have a consistent approach to the implementation of park memorials leading to Council being provided with various assets/objects of differing size and type in our parklands.	Low	Adopt the policy and apply the reference guidelines to allow a consistent approach to managing memorials.	Yes
There is a risk that Council will have to many assets within parks and reserves leading to increased pressure on maintenance budgets.	Low	Adopt the policy and apply the reference guidelines to allow a consistent approach to managing memorials.	Yes

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

A behavioural study conducted into the Roadside Memorial Policy outlines the effects of driver behaviour in the presence of roadside memorials. The study suggests policies allowing the use of memorials helps grieving loved ones, and at the same time, if employed correctly, may also help the driving public understand the objective risk of driving and promote safer driving. The study also revealed memorial use might endanger drivers in the case where distraction is evident and memorials have been allowed to remain present.

Essentially studies have revealed:

- Memorials are more likely to slow some drivers down.
- Memorials are more likely to make some drivers more cautious possibly reducing crashes and crash related costs to the community.
- Incorrectly placed memorials may distract some drivers.
- Drivers prefer policy supporting memorial use.

Overall, drivers appeared to support roadside memorials and reported more positive influences than negative effects.

The continued assessment and regulation of Parks and Roadside Memorials is used to place new or move existing memorials to a safe location. Safe locations increase the distance of persons who may view, visit or maintain a memorial away from moving traffic.

The Parks and Roadside Memorials Policy will assist Council to manage the road corridor by providing a safe clear zone for errant vehicles. Additionally, the placement of memorials outside the clear zone assists roadside mowing contractors to carry out their works without obstruction.

Park memorials are a way of recognising the community's connection with their local parks and reserves. This connection can range from local to even sometimes state or national in their significance and can help educate the public about significant people and events connected with parks.

CONSULTATION

- 1) Public Domain and Services Section.

OPTIONS

- 1) Accept the recommendations.
- 2) Amend the recommendations.
- 3) Reject the recommendations.

ATTACHMENTS

- 1) Proposed Parks and Roadside Memorials Policy.
- 2) Existing Roadside Memorials and Tributes Policy.

COUNCILLORS ROOM

Nil.

TABLED DOCUMENTS

- 1) Guideline – Assessment of Parks Memorials.
- 2) Guideline – Assessment of Roadside Memorials.

ITEM 4 - ATTACHMENT 1 PROPOSED PARKS AND ROADSIDE MEMORIALS POLICY.**Policy**

FILE NO: PSC2008-1759
TITLE: PARKS AND ROADSIDE MEMORIALS POLICY
POLICY OWNER: ASSETS SECTION MANAGER

PURPOSE:

To establish a framework that provides Council's position on memorials such as crosses, plaques and the placement of tributary items such as flowers, cards and photographs erected on roadsides, as well as memorials such as seats, plantings and plaques within parks.

CONTEXT/BACKGROUND:

Requests for memorials are becoming more prevalent with the changing cultural practices relating to the memorialisation of the deceased.

Roadside memorials symbolically mark a location where a person has died as a result of a motor vehicle crash or other road related incident. Structures such as crosses or objects such as wreaths, cards, photographs and ornaments are often placed as close as possible to the location of the crash.

Park memorials are a way of recognising the community's connection with parks. Memorials may add to the cultural and heritage value to the landscape and can help educate the public about significant people and events connected with parks and reserves.

SCOPE:

The placement of roadside memorials is a matter for individual families. Council respects the wishes of families wanting to place memorials and will provide sympathetic advice for people making enquiries of this nature.

Road Reserve

Council does not encourage the placement of roadside memorials and tributary items, and will not install or maintain memorials on behalf of families or individuals. However, this policy does recognise the social and community benefit of memorials and will approve them if undertaken safely as per the Roadside Memorials Assessment Process, Assessment of Roadside Memorials Guideline and Assessment Template.

Policy

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Issue Date: xx/xx/xxxx

Printed: 29/05/2015

Review Date: 01/07/2017

Page: 1 of 4

ITEM 4 - ATTACHMENT 1 PROPOSED PARKS AND ROADSIDE MEMORIALS POLICY.

Policy



Roadside memorials include:

- Crosses
- Wreaths
- Cards
- Photographs
- Ornaments

Parks

Council provides a framework which allows families or individuals to place memorials within Council owned or managed parks and reserves. The placement of memorials within Councils Parks and Reserves will be managed in accordance with Park Memorial Guidelines and the Park Memorial Application Process.

Park Memorials include:

- Seats
- Seats with plaque
- Trees
- Trees with plaque
- Plaques

DEFINITIONS:

Memorial	An object established in memory of a person or event.
Plaque	A flat tablet of metal, stone or other appropriate material, which includes text and/or images, which commemorate a person or an event and/or provide historical text or information relevant to its location. Such tablet to be affixed to an object, building or pavement.

POLICY STATEMENT:

Council recognises the social and community benefits of memorials in our parks and roads.

Council shall:

- 1) Recognise the deep emotions attached to memorials and to be sensitive in dealing with the issues regarding their location within or adjacent to Council's parks and roads.

Policy

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ITEM 4 - ATTACHMENT 1 PROPOSED PARKS AND ROADSIDE MEMORIALS POLICY.

Policy



- 2) Provide consistent information on the placement, modification, relocation or removal of memorials.
- 3) Limit Council's exposure to the potential road safety and public liability risks memorials.
- 4) Follow the relevant guideline in the assessment of memorials.

POLICY RESPONSIBILITIES:

- 1) Civil Assets Planning Coordinator – Responsible for the overall implementation of the policy for roadside memorials.
- 2) Community and Recreation Coordinator – Responsible for the overall implementation of the policy for park memorials.

RELATED DOCUMENTS:

- 1) Assessment and Maintenance of Roads Policy;
- 2) Assessment and Maintenance of Footpaths and Cycle ways Policy;
- 3) Guideline – Assessment of Roadside Memorials;
- 4) Roadside Memorials Assessment.

Policy

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ITEM 4 - ATTACHMENT 1 PROPOSED PARKS AND ROADSIDE MEMORIALS POLICY.

Policy



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TRIM container No	PSC2015-01000	TRIM record No	648
Audience	Community, Public Domain and Services, Assets Section and Corporate Risk Management		
Process owner	Assets Section Manager		
Author	John Maretich		
Review timeframe	Every four years	Next review date	01/07/2017
Adoption date			

VERSION HISTORY:

Version	Date	Author	Details	Minute No.
1	28/01/03	Phil Buchan	Roadside Tributes and Memorials Policy	24
2	14/09/10	John Maretich	Roadside Memorials Policy	280
3	26/08/2015	John Maretich	Updated Roadside Memorials Policy to incorporate Brand Identity Style Guide V1.0 and introduced parks memorials into the previous Roadside Memorials Policy	

Policy

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Issue Date: xx/xx/xxxx

Printed: 29/05/2015

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**ITEM 4 - ATTACHMENT 2 EXISTING ROADSIDE MEMORIALS AND TRIBUTES
POLICY.**

Port Stephens
C·O·U·N·C·I·L

POLICY

Adopted: 28/01/03
Minute No:024
Amended:14/09/10
Minute No:280

FILE NO: PSC2008-1759
Community Relations – Memorials– Roadside Memorials

TITLE: ROADSIDE MEMORIALS AND TRIBUTES

REPORT OF ROAD SAFETY OFFICER

BACKGROUND

A roadside memorial or tribute symbolically marks a location where a person has died as a result of a motor vehicle crash or other road related incident. Structures such as crosses or objects such as wreaths, cards and photographs are often placed as close as possible to the location of the crash.

This policy provides guidance for Council staff in the assessment of crosses and items of tribute that have been installed or placed in the road environment following fatal crashes.

OBJECTIVE

To establish a framework that provides direction for Council staff and information to the public on issues relating to roadside memorials such as crosses, plaques and the placement of tributary items such as flowers, cards and photographs.

PRINCIPLES

- 1) To recognise the deep emotions attached to roadside memorials and tributes and to be sensitive in dealing with the issues regarding their location within or adjacent to Council's roads.
- 2) To provide consistent information on the placement, modification, relocation or removal of roadside memorials and tributes.
- 3) To limit Council's exposure to the potential road safety hazard and public liability risks to roadside memorials and tributes.
- 4) To assist Council to manage the road assets under its care and control.

ITEM 4 - ATTACHMENT 2 EXISTING ROADSIDE MEMORIALS AND TRIBUTES POLICY.**POLICY STATEMENT**

The placement of roadside memorials and tributes is a matter for individual families. Council respects the wishes of families wanting to place memorials and tributes and will provide sympathetic advice for people making enquiries of this nature. Council does not however, encourage the placement of memorials and tributes, and will not install or maintain memorials or tributes on behalf of families or individuals.

The placement of memorials and tributes within road environments will be reviewed in accordance with the following:

Council will not permit any person to place a memorial or tribute, other than a floral tribute, along a road within a built up areaⁱ.

Roadside memorials such as crosses if placed in rural road environments will not be permitted to exceed a height of 500 mm and width of 400 mm. Structures will be made of frangible materialⁱⁱ and the location will be considered in respect to the potential risk to road users.

Where Council is the road authority:

- Intervention will take place in order to preserve road safety and to inhibit exposure to public liability.
- Unsightly or inappropriately placed objects and structures will be removed.

Additionally, Section 138 of the Roads Act states:

- (1) A person must not:
- a. Erect a structure or carry out a work in, on or over a public road, or
 - b. Dig up or disturb the surface of a public road, or
 - c. Remove or interfere with a structure, work or tree on a public road,...otherwise than with the consent of the appropriate road authority.

Council will take any necessary and appropriate action to ensure that memorials do not present themselves as road side hazards. Through assessment, memorials that are constructed of solid materials, placed within the clear zoneⁱⁱⁱ or restrict a road users line of sight will be recommended for removal or relocation where possible in consultation with the family. In the event of road construction or maintenance activities, removal or relocation may also be necessary.

In the event there are concerns regarding a memorial or tribute, approval and action on the removal, relocation or modification will be undertaken by the Facilities and Services Group Manager or nominated delegate responsible for the local road network.

**ITEM 4 - ATTACHMENT 2 EXISTING ROADSIDE MEMORIALS AND TRIBUTES
POLICY.**

RELATED POLICIES

Port Stephens Council Code of Conduct
Roads and Traffic Authority Policy Number PN 148 - Roadside Tributes

RELEVANT LEGISLATIVE PROVISIONS

Roads Act 1993 No 33

Section 138 Works and Structures

IMPLEMENTATION RESPONSIBILITY

Facilities and Services Group (Assessment of memorials, Direction to modify, relocate or remove)

REVIEW DATE

2013

ⁱ Built-up area. In relation to a length of road, means an area in which there are buildings on land next to the road, or there is street lighting, at intervals not over 100 metres for a distance of at least 500 metres or, if the road is shorter than 500 metres, for the whole road. (Australian Road Rules)

ⁱⁱ Frangible material. Designed to fracture, break away, give way or bend such that the damage to a colliding vehicle and risk of injury to vehicle occupants upon impact is minimised (Aust Roads)

ⁱⁱⁱ Clear zone. The horizontal width measured from the edge of the traffic lane that is kept free from hazards to allow an errant vehicle to recover. (Aust Roads)

ITEM NO. 5

**FILE NO: PSC2015-01000/737
TRIM REF NO: PSC2013-00230**

**LEASES OF GROUND FLOOR AND FIRST FLOOR OFFICE SUITES OF 57-59
PORT STEPHENS STREET RAYMOND TERRACE TO INTEGRATEDLIVING
AUSTRALIA LTD.**

**REPORT OF: STEVEN BERNASCONI - COMMUNITY SERVICES SECTION
MANAGER**

GROUP: FACILITIES & SERVICES

RECOMMENDATION IS THAT COUNCIL:

- 1) Authorise the Mayor and General Manager to sign and affix the seal of Council to the lease documentation and any other associated legal documentation for Council owned property situated at 57-59 Port Stephens Street Raymond Terrace for an initial period of three (3) years to Integratedliving Australia Ltd with a further option of three (3) years in the tenant's favour.
-

**ORDINARY COUNCIL MEETING - 8 SEPTEMBER 2015
COMMITTEE OF THE WHOLE RECOMMENDATION**

	Councillor John Nell Councillor Sally Dover That the recommendation be adopted.
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**ORDINARY COUNCIL MEETING - 8 SEPTEMBER 2015
MOTION**

269	Councillor Chris Doohan Councillor John Nell It was resolved that Council authorise the Mayor and General Manager to sign and affix the seal of Council to the lease documentation and any other associated legal documentation for Council owned property situated at 57-59 Port Stephens Street Raymond Terrace for an initial period of three (3) years to Integratedliving Australia Ltd with a further option of three (3) years in the tenant's favour.
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BACKGROUND

The purpose of this report is to recommend the leasing of ground floor and first floor office suites at 57-59 Port Stephens Street, Raymond Terrace to Integratedliving Australia Ltd.

The first floor office suites have been vacant since July 2014 after the previous tenants moved to other premises. Integrateliving Australia Ltd holds a lease for ground floor office suites and the area that is the sensory garden at the site which expired in March 2015. Leasing the first floor office suites to Integratedliving Australia Ltd enables their staff and clients to operate from one central site and provides Council with a long term and secure tenant.

The terms of the lease are for a three (3) year initial period commencing 20 April 2015 with a further option of three (3) years in the tenant's favour.

The rental of \$74,585.99 per annum plus GST has been arrived at following a review to market and by applying the provisions of Councils Community Leasing and Tenancy policy.

COMMUNITY STRATEGIC PLAN

Strategic Direction	Delivery Program 2014-2019
Port Stephens Council's services and assets are sustainable in the longer term.	Manage Council's Community Property portfolio to contribute non-rateable income.

FINANCIAL/RESOURCE IMPLICATIONS

Rent has been negotiated at \$74,585.99 per annum plus GST plus a proportion of outgoings. The inclusion of the first floor rent brings income of \$38,469 per year into the Assets Section who have this amount budgeted to be receipted.

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes	74,585.99	Annual rent income, which includes a Community Leasing and Tenancy policy discount of 30% or \$31,965.45 per annum.
Reserve Funds	No		
Section 94	No		
External Grants	No		
Other	No		

LEGAL, POLICY AND RISK IMPLICATIONS

There are no legal impediments for adopting the recommendations.

The lease has been assessed against the Community Leasing and Tenancy policy and been found to attract an annual discount of 30% or \$31,965.45.

Risk	<u>Risk Ranking</u>	Proposed Treatments	Within Existing Resources?
There is a risk that Council may be subject to reputation risk if dealings with community based organisations are not formalised under the Community Leasing and Tenancy policy.	Low	Adopt the recommendation.	Yes
There is a risk that by not formalising the tenancy under a registered lease the tenancy could terminate unexpectedly and result in loss of income to Council.	Medium	Adopt the recommendation.	Yes

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

Adopting the recommendations enables a community service organisation to deliver their services from a single complex thereby simplifying their clients' experience.

CONSULTATION

- 1) Executive Leadership Team;
- 2) Investment and Asset Manager;
- 3) Property Officer – Community Leasing;
- 4) Contracts and Services Coordinator;
- 5) Community and Recreation Assets Coordinator.

OPTIONS

- 1) Accept the recommendation;
- 2) Amend the recommendation;
- 3) Reject the recommendation.

ATTACHMENTS

Nil.

COUNCILLORS ROOM

Nil

TABLED DOCUMENTS

Nil

MINUTES ORDINARY COUNCIL - 8 SEPTEMBER 2015

ITEM NO. 6

FILE NO: PSC2015-01000/762
TRIM REF NO: PSC2014-01404

LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2015

REPORT OF: WAYNE WALLIS - GENERAL MANAGER
GROUP: GENERAL MANAGER'S OFFICE

RECOMMENDATION IS THAT COUNCIL:

- 1) Nominate Cr Ken Jordan as a voting delegate (to replace Cr Chris Doohan) at the Local Government NSW Annual Conference 2015 to be held on 11-13 October 2015 at Rosehill Gardens Racecourse, Rosehill.
-

ORDINARY COUNCIL MEETING - 8 SEPTEMBER 2015 COMMITTEE OF THE WHOLE RECOMMENDATION

	Mayor Bruce MacKenzie Councillor Steve Tucker That the recommendation be adopted.
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ORDINARY COUNCIL MEETING - 8 SEPTEMBER 2015 MOTION

270	Councillor Chris Doohan Councillor John Nell It was resolved that Council nominate Cr Ken Jordan as a voting delegate (to replace Cr Chris Doohan) at the Local Government NSW Annual Conference 2015 to be held on 11-13 October 2015 at Rosehill Gardens Racecourse, Rosehill.
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BACKGROUND

The purpose of this report is to nominate a replacement voting delegate for the Local Government NSW Annual Conference 2015, which is to be held on 11-13 October 2015 at Rosehill Gardens Racecourse, Rosehill.

At the Ordinary Council Meeting on 23 June 2015 part one (1) of the resolution No. 181, it was resolved that the four (4) voting delegates at the Local Government NSW Annual Conference 2015 be Mayor Bruce MacKenzie, Cr Paul LeMottee, Cr Chris

MINUTES ORDINARY COUNCIL - 8 SEPTEMBER 2015

Doohan and Cr Steve Tucker, and that Cr Ken Jordan also be registered for the Conference.

Cr Chris Doohan is no longer available to attend the Conference and therefore a replacement voting delegate is required.

The Conference Program is shown at **(ATTACHMENT 1)**.

The Conference is open to all Councillors.

As Councillors would be aware the Payment of Expenses and Provision of Facilities to Councillors Policy requires that a resolution of Council be sought for all travel outside of the Hunter Councils area.

COMMUNITY STRATEGIC PLAN

Strategic Direction	Delivery Program 2014-2019
Port Stephens has strong governance and civic leadership.	Manage the civic leadership and governance functions of Council. Manage relationships with all levels of government, stakeholder organisations and Hunter Councils Inc.

FINANCIAL/RESOURCE IMPLICATIONS

The costs associated with registration, travel and accommodation would be covered from the budget, subject to an individual Councillor not exceeding the conference budget limits in the Policy.

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes		Registration costs are not known at this stage. These costs are covered under the policy and the existing budget. Travel and accommodation shall be additional.
Reserve Funds	No		
Section 94	No		
External Grants	No		
Other	No		

LEGAL, POLICY AND RISK IMPLICATIONS

The Payment of Expenses and Provision of Facilities to Councillors Policy requires Council to approve all Councillor conference attendances outside the Hunter Region. Councillors' conference costs are limited to \$3,500 per year under the Policy.

Risk	<u>Risk Ranking</u>	Proposed Treatments	Within Existing Resources?
There is a risk that Council may have its' reputation damaged by not attending and not participating in the national debate on key Local Government matters.	Low	Adopt the recommendation.	Yes

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

The Port Stephens community would benefit from Councillors attending this Conference to ensure the Local Government Area has a voice in the national development of policy and initiatives.

CONSULTATION

Nil.

OPTIONS

- 1) Accept the recommendation.
- 2) Amend the recommendation.
- 3) Reject the recommendation.

ATTACHMENTS

- 1) LG NSW Annual Conference 2015 - Draft Program.

COUNCILLORS ROOM

Nil.

TABLED DOCUMENTS

Nil.

ITEM 6 - ATTACHMENT 1 LG NSW ANNUAL CONFERENCE 2015 - DRAFT PROGRAM.



Local Government NSW Annual Conference 2015

DRAFT PROGRAM Sunday 11 – Tuesday 13 October, 2015 (as of 2 May 2015)

Main conference venue is Rosehill Gardens Racecourse, Grand Pavillion, James Ruse Drive, Rosehill 2142

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

Sunday 11 October

- | | |
|------------------|---|
| 11.00am - 3.00pm | Bump in sponsors to Grand Pavilion Level 1 |
| 3.00pm – 7.00pm | Registration opens in the Grand Pavilion Level 1 |
| 4.30pm – 5.00pm | Prebooked local Transfer buses |
| 5.00pm – 7.00pm | President's Opening Reception in the Grand Pavilion Level 1 <ul style="list-style-type: none"> • Welcome To Country • Welcome from Lord Mayor of Parramatta, Cr Scott Lloyd • Opening from Cr Keith Rhoades AFSM, President, LGNSW • Premier Sponsor's speech |
| 7.00pm | Prebooked local Transfer buses |

Monday 12 October

Business Session Day 1 - chaired by Cr Keith Rhoades AFSM, Grand Pavilion Level 2

- | | |
|-------------------|---|
| 8.00am – 5.00pm | Registration opens in Ground Floor in the Grand Pavilion Level 1. Distribution of voting materials and electronic handsets |
| | Trade Exhibition opens in Grand Pavilion Level 1. |
| | Prebooked local Transfer buses |
| 8.00am – 10.00am | Voting for LGNSW Board President, Vice Presidents, Treasurer and Directors (voting for all positions at the one time) |
| 9.15am – 9.45am | Address from The Hon Mike Baird MP, Premier of New South Wales |
| 9.45am – 10.00am | Address from Cr Keith Rhoades AFSM, President LGNSW. |
| 10.00am – 11.00am | Opening and closing of the Federal Conference, Opening of the State Conference and start of the Business session, Adoption of Standing Orders. Demonstration of voting units and Consideration of Motions chaired by Cr Keith Rhoades AFSM. (1 hour) |
| 11.00am – 11.30am | Morning tea in Trade Exhibition sponsored by TBC.
Voting for LGNSW Board President, Vice Presidents, Treasurer and Directors (voting for all positions at the one time) |
| 11.30am – 1.00pm | Consideration of Conference business continued chaired by the President. (1.5 hours) |
| 1.00pm – 2.00pm | Lunch in Trade Exhibition sponsored by TBC.

Voting for LGNSW Board President, Vice Presidents, Treasurer and Directors (voting for all positions at the one time) |
| 2.00pm – 3.30pm | Consideration of Conference Business continued, chaired by the President. (1.5 hours) |

ITEM 6 - ATTACHMENT 1 LG NSW ANNUAL CONFERENCE 2015 - DRAFT PROGRAM.

3.30 – 4.00pm	Afternoon tea in Trade Exhibition sponsored by TBC Voting for LGNSW Board President, Vice Presidents, Treasurer and Directors (voting for all positions at the one time)
4.00pm – 5.30pm	Consideration of Conference Business continued, chaired by the President (1.5 hours) Collection of all electronic handsets and voting cards
5.30pm – 6.30pm	Delegate networking function and afternoon tea in Trade Exhibition sponsored by TBC. Voting for LGNSW Board President, Vice Presidents, Treasurer and Directors (voting for all positions at the one time)
6.30pm	Trade Exhibition Closes.
5.30pm – 6.30pm	Prebooked local Transfer buses Free night for all delegates

Tuesday 13 October**Business Session Day 2 - chaired by Cr Keith Rhoades AFSM, Grand Pavilion Level 2**

8.00am – 5.00pm	Registration opens in Grand Pavilion Level 1 Prebooked local Transfer buses
8.15am – 5.30pm	Trade Exhibition opens in Grand Pavilion Level 1
9.00am – 9.05am	Introduction by Master of Ceremonies, Ellen Fanning
9.05am – 10.45am	Ellen Fanning presents Reform Q and A Debate: Hon Paul Toole MP , Minister for Local Government (invited), Hon Peter Primrose MP (invited), Shadow Minister for Local Government, Professor Brian Dollery (invited), University of New England Business School, Professor Percy Allan AM , Principal, Percy Allan & Associates (invited)
10.45am – 11.15am	Morning tea in Trade Exhibition sponsored by TBC
11.15am – 11.45pm	Address: Hon Paul Toole MP , Minister for Local Government
11.45am – 12.00am	Presentation of the AR Bluett Awards
12.00 – 12.30pm	Address: Hon Peter Primrose MP , Shadow Minister for Local Government
12.30pm – 1.00pm	Messages from Elite and Distinguished Sponsors
1.00pm – 2.00pm	Lunch sponsored by TBC
2.00pm – 3.30pm	Federation and Constitutional Issues with David de Carvalho , First Assistant Secretary, Federalism White Paper Taskforce at Department of the Prime Minister and Cabinet (invited), Assistant Professor Tracy Beck Fenwick , Director of the Australian Centre for Federalism at ANU, Tim Gartrell , Campaign Director, RECOGNISE (invited)
3.30pm - 3.45pm	Address on Association Business from Cr Keith Rhoades AFSM, President, LGNSW
3.45pm – 4.00pm	Presentation of the Treasurer's Report

ITEM 6 - ATTACHMENT 1 LG NSW ANNUAL CONFERENCE 2015 - DRAFT PROGRAM.

- 4.00pm – 5.30pm Association Business chaired by **Cr Keith Rhoades AFSM, President, LGNSW**
- 4.30pm – 5.30pm Afternoon tea and Delegate Networking Function in Trade Exhibition sponsored by TBC
- Prebooked local Transfer buses
- Cloak room facilities for those not returning home to change for dinner

Conference Dinner

- 7.00pm Arrival drinks on the outside terrace of the Exhibition Building
Prebooked local Transfer buses
- 7.45pm Delegates seated and entrée served
- 8.00pm President introduces Elite Sponsor
- 8.10pm President and Elite Sponsor present the Outstanding Service Awards
Announcement of Incoming LGNSW Board
- 8.30pm Main Course served
- 9.00pm Entertainment and dancing
- 10.00pm First Prebooked local Transfer buses
- 11.00pm Function finishes, final transfer buses

Close of Conference.

MINUTES ORDINARY COUNCIL - 8 SEPTEMBER 2015

ITEM NO. 7

FILE NO: PSC2015-01000/748
TRIM REF NO: PSC2015-02692

COASTAL CONFERENCE - FORSTER NOVEMBER 2015

REPORT OF: WAYNE WALLIS - GENERAL MANAGER
GROUP: GENERAL MANAGER'S OFFICE

RECOMMENDATION IS THAT COUNCIL:

- 1) Endorse the attendance of Cr John Nell at the 24th NSW Coastal Conference to be held in Forster, 10 November – 13 November 2015.
-

ORDINARY COUNCIL MEETING - 8 SEPTEMBER 2015 COMMITTEE OF THE WHOLE RECOMMENDATION

	Councillor John Nell Councillor Chris Doohan That the recommendation be adopted.
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ORDINARY COUNCIL MEETING - 8 SEPTEMBER 2015 MOTION

271	Councillor Chris Doohan Councillor John Nell It was resolved that Council endorse the attendance of Cr John Nell at the 24 th NSW Coastal Conference to be held in Forster, 10 November – 13 November 2015.
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BACKGROUND

The purpose of this report is to inform Council of the 24th NSW Coastal Conference 2015 to be held in Forster from 10 November – 13 November 2015.

The Conference Program is shown at **(ATTACHMENT 1)**.

The Conference is open to all Councillors.

As Councillors would be aware the Payment of Expenses and Provision of Facilities to Councillors Policy requires that a resolution of Council be sought for all travel outside of the Hunter Councils area.

COMMUNITY STRATEGIC PLAN

Strategic Direction	Delivery Program 2014-2019
Port Stephens has strong governance and civic leadership.	Manage the civic leadership and governance functions of Council. Manage relationships with all levels of government, stakeholder organisations and Hunter Councils Inc.

FINANCIAL/RESOURCE IMPLICATIONS

The costs associated with registration, travel and accommodation would be covered from the existing budget, subject to an individual Councillor not exceeding the conference budget limits in the Policy.

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes	875	\$875 registration costs. Travel & accommodation shall be additional to this cost.
Reserve Funds	No		
Section 94	No		
External Grants	No		
Other	No		

LEGAL, POLICY AND RISK IMPLICATIONS

The Payment of Expenses and Provision of Facilities to Councillors Policy requires Council to approve all Councillor conference attendances outside the Hunter Region. Councillors' conference costs are limited to \$3,500 per year under the Policy.

Risk	<u>Risk Ranking</u>	Proposed Treatments	Within Existing Resources?
There is a risk that Port Stephens Council will not be represented on matters at the conference.	Low	That Councillor Nell attends the conference and represents Port Stephens Council.	Yes

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

Ensuring the local government area is well represented in all matters at the conference will benefit the Port Stephens community. Information received will be

disseminated to the appropriate members of the community and relevant Council staff.

CONSULTATION

Nil.

OPTIONS

- 1) Accept the recommendation.
- 2) Amend the recommendation.
- 3) Reject the recommendation.

ATTACHMENTS

- 1) Coastal Conference Preliminary Program.

COUNCILLORS ROOM

Nil.

TABLED DOCUMENTS

Nil.

MINUTES ORDINARY COUNCIL - 8 SEPTEMBER 2015

ITEM 7 - ATTACHMENT 1 COASTAL CONFERENCE PRELIMINARY PROGRAM.

COASTAL CONFERENCE 2015

The Conference Committee is committed to the development of a comprehensive program covering a number of current issues regarding coastal management.

[The preliminary program outline](#)

Day 1: Wednesday 11 November

7.30am

Registration

Session 1: Plenary

8:30am

Welcome to Country

8:40am

Welcome from Host Council, Glenn Handford, General Manager, Great Lakes Council

9.00am - 9.45am

Mike Daniels & Melissa Gill, The Behavioural Architects

10.30am -
11.00am

Morning Tea

11.00am -
12.35pm

[_Expand](#) Session 2: Concurrent

12.35pm - 1.35pm

Lunch

1.35pm - 3.10pm

[_Expand](#) Session 3: Concurrent

3.10pm - 3.40pm

Afternoon Tea

3.40pm - 5.15pm

[_Expand](#) Session 4: Concurrent

5.15pm

Close of Day One

5.15pm - 6.00pm

Australian Coastal Society National AGM

6.30pm - 10.00pm

Welcome Reception

Day 2: Thursday 12 November

8.30am

Registration (for 1 Day delegates)

Session 5: Plenary

MINUTES ORDINARY COUNCIL - 8 SEPTEMBER 2015

ITEM 7 - ATTACHMENT 1 COASTAL CONFERENCE PRELIMINARY PROGRAM.

	"Sponsored by NSW Planning and Environment"
	<p>8.55am Welcome to Day 2</p> <p>9.00am - 9.45am The Hon. Rob Stokes, Minister for Planning "Sponsored by NSW Planning and Environment"</p> <p>9.45am - 10.30am Professor Emma Johnston, University of NSW</p>
10.35am - 11.05am	Morning Tea
11.05am - 1.30pm	_Expand Session 6: Concurrent
1.30pm - 2.15pm	Lunch
2.15pm - 5.00pm	Session 7: FIELD TRIPS
	<p>FT1: Cruising the Wallis fantastic - a showcase of catchment to estuary connection</p> <p>FT2: The Boomerang & Blueys experience - managing the urban coastal interface</p> <p>FT3: Success in stormwater pollution reduction - pipes, people, policy and pit (falls)</p> <p><i>Afternoon Tea included on the Field Trip</i></p>
5.00pm	Close of Day Two
7.00pm	<p>Conference Dinner & Annual NSW Coastal Management Awards "Sponsored by Royal HaskoningDHV" <i>Club Foster</i></p>
Day 3: Friday 13 November	
8.30am	Registration (for 1 Day delegates)
9.00am - 11.05am	_Expand Session 8: Concurrent
11.05am - 11.35am	Morning Tea
	Session 9: Plenary
	<p>11.35am "Lessons from the Tuncurry Embayment" Bruce Thom, Peter Cowell</p>

ITEM 7 - ATTACHMENT 1 COASTAL CONFERENCE PRELIMINARY PROGRAM.

1.00pm - 1.30pm	Lunch
	Close of Conference

Field Trips

FT1: Cruising the Wallis fantastic - a showcase of catchment to estuary connection

Cruise down Wallamba River one of Wallis Lakes major rivers and see examples of wetland rehabilitation, regeneration of riparian areas and river bank stabilisation. Hear about the memorandum of understanding established with skiers and wake boarders to manage boat wash, our engagement of landholders through Sustainable Farming as well as the latest results from the Great Lakes Waterway and Catchment report card.

FT2: The Boomerang & Blueys experience - managing the urban coastal interface

Visit some of the most beautiful beaches and littoral rainforest along our coast and learn about how Great Lakes Council is engaging with the community through bush regeneration and Council's backyard bushcare program. Hear about our program to integrate Coastal Zone Management Plans, coastal risk mapping and planning controls. Discuss the on-ground challenges and benefits of introducing coastal hazard adaptation and management today, for communities of the future.

FT3: Success in stormwater pollution reduction - pipes, people, policy and pit (falls)

See Council's Water Sensitive Design policy in action as we share our experience linking our strategic Water Quality Improvement Plan to the planning system achieving on ground results for stormwater quality improvement. We will showcase examples of water quality treatments on large and small scale development as well as those on Councils land. Hear about the latest information on gross pollution from one of our larger urban catchments and how we have been engaging with the urban community through the Great Lakes Waterway and Catchment Report Card, the Sustainable Gardening and school engagement programs.

- See more at: <http://coastalconference.com/program.php#sthash.B3GkBZMB.dpuf>

ITEM NO. 8

**FILE NO: PSC2015-01000/773
TRIM REF NO: PSC2015-02594**

HOLISTIC COMMUNITY SAFETY CONFERENCE - SYDNEY SEPTEMBER 2015

REPORT OF: WAYNE WALLIS - GENERAL MANAGER
GROUP: GENERAL MANAGER'S OFFICE

RECOMMENDATION IS THAT COUNCIL:

- 1) Endorse the attendance of Councillor Sally Dover at the 2015 Holistic Community Safety Conference to be held in Sydney, 29 September – 1 October 2015.

**ORDINARY COUNCIL MEETING - 8 SEPTEMBER 2015
COMMITTEE OF THE WHOLE RECOMMENDATION**

	Mayor Bruce MacKenzie Councillor John Nell That the recommendation be adopted.
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**ORDINARY COUNCIL MEETING - 8 SEPTEMBER 2015
MOTION**

272	Councillor Chris Doohan Councillor John Nell It was resolved that Council endorse the attendance of Councillor Sally Dover at the 2015 Holistic Community Safety Conference to be held in Sydney, 29 September – 1 October 2015.
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BACKGROUND

At its meeting held on 25 August 2015 Minute No.257, Council resolved to endorse the attendance of Councillor Ken Jordan to the 2015 Holistic Community Safety Conference to be held in Sydney from 29 September to 1 October 2015. Councillor Dover has now expressed her interest in attending the conference.

The Conference Program is shown at **(ATTACHMENT 1)**.

The Conference is open to all Councillors.

MINUTES ORDINARY COUNCIL - 8 SEPTEMBER 2015

As Councillors would be aware the Payment of Expenses and Provision of Facilities to Councillors Policy requires that a resolution of Council be sought for all travel outside of the Hunter Councils area.

COMMUNITY STRATEGIC PLAN

Strategic Direction	Delivery Program 2014-2019
Port Stephens has strong governance and civic leadership.	Manage the civic leadership and governance functions of Council. Manage relationships with all levels of government, stakeholder organisations and Hunter Councils Inc.

FINANCIAL/RESOURCE IMPLICATIONS

The costs associated with registration, travel and accommodation would be covered from the existing budget, subject to an individual Councillor not exceeding the conference budget limits in the Policy.

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes	1,599	\$1,599 registration costs. Travel & accommodation will be additional to this cost.
Reserve Funds	No		
Section 94	No		
External Grants	No		
Other	No		

LEGAL, POLICY AND RISK IMPLICATIONS

The Payment of Expenses and Provision of Facilities to Councillors Policy requires Council to approve all Councillor conference attendances outside the Hunter Region. Councillors' conference costs are limited to \$3,500 per year under the Policy.

Risk	<u>Risk Ranking</u>	Proposed Treatments	Within Existing Resources?
There is a risk that Port Stephens Council will not be represented on matters at the conference.	Low	That Councillor Dover attends the summit and represents Port Stephens Council.	Yes

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

Ensuring the local government area is well represented in all matters at the conference will benefit the Port Stephens community. Information received will be disseminated to the appropriate members of the community and relevant Council staff.

CONSULTATION

Nil.

OPTIONS

- 1) Accept the recommendation.
- 2) Amend the recommendation.
- 3) Reject the recommendation.

ATTACHMENTS

- 1) Holistic Community Safety Conference Program.

COUNCILLORS ROOM

Nil.

TABLED DOCUMENTS

Nil.

ITEM 8 - ATTACHMENT 1
PROGRAM.

HOLISTIC COMMUNITY SAFETY CONFERENCE



KEY SPEAKERS



Ingrid Stonhill, *Chief Executive Officer, Neighbourhood Watch Australasia*



Liz Campbell, *Mayor, Kempsey Shire Council*



Daniel Sheehy, *Marketing Communications and Digital Media Executive, NSW Police Force*



Julie Salomon, *Director, Community Development and Services, Monash City Council*



Cr Gary Eddiehausen APM, *Chair, Healthy & Safe a City Committee, Division 7 Representative, Townsville City Council*



Peter Home, *Principal Criminologist, Crime Prevention, Australian Institute of Criminology*



Michael McMahon, *General Manager, Burwood Council*



Dr Nathaniel Bavinton, *Community Safety Facilitator, City of Newcastle*



Teresa Mok, *Manager Community Development, Randwick City Council*



Suzie Matthews, *Director, Customer & Engagement, NSW Trade and Investment Office of Liquor, Gaming & Racing*



Sam Hunter, *Chief Executive Officer, Crime Stoppers Victoria*



Edwina Marks, *Chief Executive Officer, Barkly Regional Council*



Charles Allen, *Superintendent, Priority Communities Division, Victoria Police*



John Green, *Director of Liquor and Policing, Australian Hotels Association*



Cr Des Hudson, *South Ward Councillor, People and Communities Portfolio, City of Ballarat*



Fiona Dowsley, *Chief Statistician, Crime Statistics Agency, Department of Justice & Regulation, Victoria, Australia*



Geoff Munro, *National Policy Manager, Australian Drug Foundation*



Sarah Edwards, *Team Leader Health Promotion and Planning, Melton City Council*



Rick Draper, *Director, International CPTED Association*



Dr Elizabeth Coombs, *NSW Privacy Commissioner, Information and Privacy Commission*



Adam Janco, *Manager, Eyewatch Unit, NSW Police Force*



Tony Eid, *Director Operations, Sydney Trains*



Alastair Leighton, *Chair of the Valley Safety Group, Fortitude Valley Chamber of Commerce*



Rodger Watson, *Deputy Director, Designing Out Crime*



Bernadette Waghorn, *Operational Services Coordinator, Property Management, Townsville City Council*



Alan Blackshaw, *Community Development Coordinator, Shoalhaven City Council*



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ITEM 8 - ATTACHMENT 1 HOLISTIC COMMUNITY SAFETY CONFERENCE PROGRAM.

2ND ANNUAL HOLISTIC COMMUNITY SAFETY SUMMIT



Dear Colleagues,

All levels of government and community organisations are acknowledging the need for local communities to be engaged in the prevention of crimes of violence, as well as property crime.

Akolade's timely Holistic Community Safety Conference, tailored specifically for the local government sector, will explore current issues and initiatives in crime prevention and community safety, and how approaches can effectively improve and augmented to optimise safety and create secure and inclusive communities.

I welcome this opportunity for sector wide discussion addressing the increasing use of drugs, including methylamphetamine within communities, as well as how to continue leveraging Crime Prevention Through Environmental Design (CPTED) as a tool for crime prevention, along with further consideration around CCTV as a crime risk management strategy.

Join me along with a panel of highly experienced speakers this coming September 2015.

Very best regards

Rick Draper

Director, International CPTED Association

Testimonials

It was a good mix with high level decision makers and council leaders as well as people who implement the projects

**Boris Pointing, Senior Research Officer,
The Cairns Institute**

All speakers and the information provided was extremely informative and very interesting

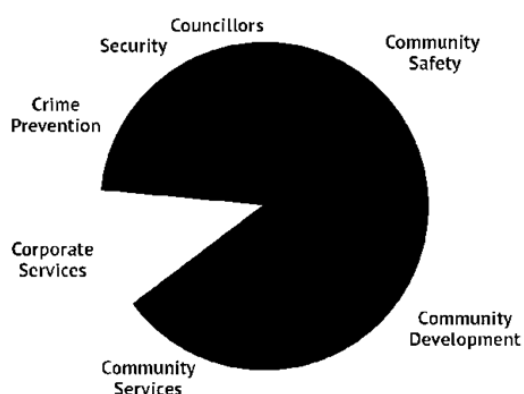
**Colleen Jenkins, Security Administrator,
Sutherland Shire Council**

This conference will address:

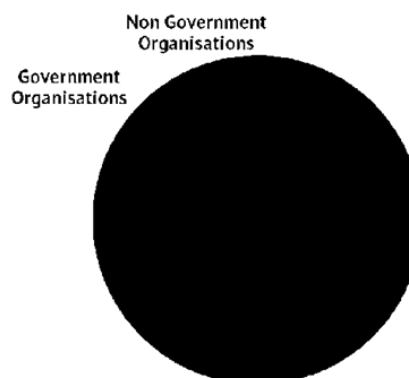
- How to enhance compliance around the privacy aspect of surveillance for a sustainable CCTV system
- Optimising passive methods to prevent crime through community collaboration
- How to effectively tackle domestic and alcohol fuelled violence
- Methods to address the increasing use of drugs, including methylamphetamine, within communities
- How to use Crime Prevention Through Environmental Design (CPTED) as a tool to build safe communities

Delegate Target Market

DELEGATE JOB TITLES



DELEGATE INDUSTRY AND SECTOR



ITEM 8 - ATTACHMENT 1 HOLISTIC COMMUNITY SAFETY CONFERENCE PROGRAM.

2ND ANNUAL HOLISTIC COMMUNITY SAFETY SUMMIT



DAY ONE: TUESDAY 29TH SEPTEMBER 2015

8:00 Registration opens

9:00 Opening remarks from the Chair

Cr Des Hudson, *South Ward Councillor, People and Communities Portfolio, City of Ballarat*

EMBEDDING COMMUNITY SAFETY THROUGH CHANGING POLICY

9:10 Evaluating implications of the "One Punch" and "Early Lockout" laws

- Examining State law changes and its role in community safety
- Exploring Crimes and Other Legislation Amendment (Assault and Intoxication) Act 2014 (NSW)
- Assessing the effectiveness of the recent "lockout" laws in NSW

Suzie Matthews, *Director, Customer & Engagement, NSW Trade and Investment Office of Liquor, Gaming & Racing*

9:40 Strengthening community engagement in remote and vulnerable communities

- Community development and capacity building to create safety as a priority
- Increasing safety awareness and education through stakeholder engagement

Ingrid Stonhill, *Chief Executive Officer, Neighbourhood Watch Australasia*

10:10 What data can tell you about community safety

- How we monitor the trends in crime and criminal justice
- Identifying factors that contribute to crime within communities
- Working with policy makers and local councils

Fiona Dowsley, *Chief Statistician, Crime Statistics Agency, Department of Justice & Regulation, Victoria, Australia*

10:40 Morning Tea

11:10 The role of local government in crime prevention: Strengths and limits

- Exploring the key strengths and limitations of local government's role in crime prevention using recent local studies. Comparisons are also drawn with similar experience overseas
- Emerging opportunities and threats within the role of crime prevention and community safety into the future

Peter Homel, *Principal Criminologist, Crime Prevention, Australian Institute of Criminology*

11:40 INTERACTIVE PANEL DISCUSSION

Are early lockouts proving to be effective?

- Examining the challenges and opportunities of early lockouts
- How can other councils implement this model?
- What is the impact on businesses?

Panellists:

Suzie Matthews, *Director, Customer & Engagement, NSW Trade and Investment Office of Liquor, Gaming & Racing*

Nathaniel Bavinton, *Safety and Strategic Manager, City of Newcastle*

John Green, *Director of Liquor and Policing, Australian Hotels Association*

TACKLING DOMESTIC VIOLENCE AND SUBSTANCE USE ISSUES

12:10 Multi-agency response to complex issues

- Effectively working with the vulnerable young people from emerging communities who are over-represented as offenders, victims and in police contacts
- Inclusions and development strategies to re-engage and develop disengaged within communities

Charles Allen, *Superintendent, Priority Communities Division, Victoria Police*

12:40 Luncheon

1:40 The Newcastle 'Intervention' and the night-time economy

- The 'Internet of Things' and smart city opportunities for community safety
- Beyond CCTV to smart surveillance and sensor-based technology
- Integrating a smart crime prevention platform into a holistic strategy for the city at night

Dr Nathaniel Bavinton, *Community Safety Facilitator, The City of Newcastle*

2:10 CASE STUDY

Generating equality and respect: Preventing violence against women

- Using a place-based approach to prevent violence against women and promote gender equity
- Changing organisational and community cultures, attitudes and behaviours to promote equal and respectful relationships between men and women
- Key achievements and impacts of the innovative partnerships program

Julie Salomon, *Director, Community Development and Services, Monash City Council*

2:40 Taking drug prevention seriously

- Why does prevention play the role of 'Cinderella' when everyone agrees preventing is better than curing?
- What is the mutual relationship between drug prevention and community safety?
- How can we promote the success of drug prevention to the people who matter?

Geoff Munro, *National Policy Manager, Australian Drug Foundation*

3:10 Afternoon Tea

3:40 PANEL DISCUSSION

How do we address the growing 'ice epidemic'?

- Strategies to improve awareness and education around the impact of drugs
- Why is there a growing demand for crystal methamphetamine?

Panellists:

Geoff Munro, *National Policy Manager, Australian Drug Foundation*

Edwina Marks, *Chief Executive Officer, Barkly Regional Council*

Peter Homel, *Principal Criminologist, Crime Prevention, Australian Institute of Criminology*

ITEM 8 - ATTACHMENT 1 HOLISTIC COMMUNITY SAFETY CONFERENCE PROGRAM.

2ND ANNUAL HOLISTIC COMMUNITY SAFETY SUMMIT



PROMOTING SAFETY THROUGH COMMUNITY COLLABORATION

4:10 Community intelligence: Harnessing community participation in crime prevention

- How do we value community intelligence
- Why community engagement matters
- Working through community partnerships

Sam Hunter, *Chief Executive Officer, Crime Stoppers Victoria*

4:40 Planning a community safety strategy via collaboration with other stakeholders

- Taking the first step – preparation and planning
- Effectively collaborating with other stakeholders
- Implementing your plan – the potential challenges to look out for

Teresa Mok, *Manager Community Development, Randwick City Council*

5:10 Closing remarks from the Chair

Cr Des Hudson, *South Ward Councillor, People and Communities Portfolio, City of Ballarat*

DAY TWO: WEDNESDAY 30TH SEPTEMBER 2015

8:00 Registration opens

9:00 Opening remarks from the Chair

Michael McMahon, *General Manager, Burwood Council*

UTILISING RESOURCES AND BUILDING CAPACITY

9:10 Building safe and secure communities

- How can we achieve safe and secure places to live?
- The importance of strengthening the perception of safety: building a whole-of-community approach to safety.
- The future outlook: a sneak peek into what we can expect in the next five years

Liz Campbell, *Mayor, Kempsey Shire Council*

9:40 A community approach to community safety: Harnessing the potential of strategic collaboration

- The working example of the Valley Safety Group
- From reaction to strategic direction
- Small steps within a strategic framework

Alastair Leighton, *Chair of the Valley Safety Group, Fortitude Valley Chamber of Commerce*

10:10 INTERACTIVE C-SUITE PANEL DISCUSSION

How to build capacity within your organisation for safer streets?

- Strategies to facilitate your local government area to have a safe and positive reputation
- How to allocate your budget and resources effectively?

Panelists:

Edwina Marks, *Chief Executive Officer, Barkly Regional Council*

Gary Eddiehausen, *Councillor, Townsville City Council*

Liz Campbell, *Mayor, Kempsey Shire Council*

Michael McMahon, *General Manager, Burwood Council*

10:40 Morning Tea

11:10 Developing a Community Safety Strategic Plan 2014 2017: Principles for integrated practice

- How a council's Municipal Health and Wellbeing Plan can be used to inform the development of a Community Safety Strategic Plan.
- Broadening the scope of traditional crime prevention approaches can lead to improved community outcomes.
- City of Ballarat Community Safety Strategic Plan 2014-2017: A snapshot of projects and initiatives.

Cr Des Hudson, *South Ward Councillor, People and Communities Portfolio, City of Ballarat*

11:40 A holistic approach to building safe and inclusive communities

- How Shoalhaven City Council is working in partnership with communities to create safe and inclusive places
- Strengthening your community building and cultural development

Alan Blackshaw, *Community Development Coordinator, Shoalhaven City Council*

EXPLORING INNOVATIVE USES OF TECHNOLOGY

12:10 Innovative methods to protect public property and infrastructure

- Using the 'mousetrap' technology as a tool to reduce graffiti and vandalism on trains
- Why this works and what local councils can do to protect public property

Tony Eid, *Director Operations, Sydney Trains*

12:40 Luncheon

1:40 Role of social media in crime prevention

- Promoting community engagement through online platforms
- NSW Police Force and social media
- What is the Eyewatch program?

Inspector Adam Janco, *Manager, Eyewatch Unit, NSW Police Force*
Daniel Sheehy, *Marketing Communications and Digital Media Executive, NSW Police Force*

2:10 CASE STUDY

Making CCTV infrastructure a realistic tool to assist in crime prevention and detection

- Understanding and assessing security requirements to develop a strategy to meet community needs
- Implementation of the Safe Community Security Strategy in Townsville
- Achievements to date and lessons learnt

Cr Gary Eddiehausen APM, *Chair, Healthy & Safe a City Committee, Division 7 representative, Townsville City Council*

Bernadette Waghorn, *Operational Services Coordinator, Property Management, Townsville City Council*

2:40 Privacy matters in NSW

- Privacy issues in the community
- Protecting the privacy of NSW citizens
- Responding to privacy challenges

Dr Elizabeth Coombs, *NSW Privacy Commissioner, Information and Privacy Commission*

ITEM 8 - ATTACHMENT 1 HOLISTIC COMMUNITY SAFETY CONFERENCE PROGRAM.

2ND ANNUAL HOLISTIC COMMUNITY SAFETY SUMMIT



3:10 Afternoon Tea

3:40 INTERACTIVE PROBLEM SOLVING

Creating safer streets

Groups of delegates will be given one of the following scenarios and asked how they would best handle it:

- How will local council respond to addressing anti-social and violent alcohol fuelled violent behaviour in communities?

Facilitated by: Sarah Edwards, *Team Leader Health Promotion and Planning, Melton City Council*

- Despite having some areas designated for 'public art' - graffiti in public places still occurs on a regular basis

Facilitated by: Rodger Watson, *Deputy Director, Designing Out Crime*

- Your council has finally secured funding for CCTVs after a long struggle however 6 months after the installation, crime within the community has continued to increase

Facilitated by: Bernadette Waghorn, *Operational Services Coordinator, Property Management, Townsville City Council*

CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN

4:10 The role of Wayfinding and Location Identification in reducing fear and enhancing emergency response

- CPTED strategies in enhancing emergency management in local communities
- Converting the CPTED theory into practical applications

Rick Draper, Director, International CPTED Association

4:40 Multi-faceted approach to planning and design of public spaces

- How to reinvent public spaces to promote safe communities
- Strengthening community engagement and capacity
- How we use place making to create vibrant and active communities

Rodger Watson, Deputy Director, Designing Out Crime

5:10 Closing remarks from the Chair

Michael McMahon, General Manager, Burwood Council



WORKSHOPS DAY THREE: THURSDAY 1ST OCTOBER 2015

WORKSHOP A: 9:00AM-12:00PM

How to implement a multi-faceted approach to plan and design public spaces

This workshop will provide you with tools to reinvent public spaces to promote safe communities. It will focus on addressing community safety issues through planning and urban design strategies. It will also cover how to carry out an effective risk assessment process and strategies to increase natural surveillance and sightlines.

By attending this workshop, you will gain:

- How to use place making to create vibrant and active communities
- Using CPTED principals to reduce the opportunities for crime
- Strategies to effectively carry out a risk assessment process
- Effective placements of lighting and signage to deter crime
- Practical strategies to increase the perception of crime around your community
- Improving your safety of public transport and maintaining safe movement corridors particular to improve late night safety

Alastair Leighton, Chair of the Valley Safety Group, Fortitude Valley Chamber of Commerce

WORKSHOP B: 1:00PM-4:00PM

How to build your community: One handshake at a time

This workshop aims to provide tools on how to nurture and sustain safe communities by working at the micro level, with people in their own streets and neighbourhoods. It is about creating safe community by encouraging connection and trust. Part of this approach is also working in partnership with other sections of council in creating safe community.

By attending this workshop, you will gain:

- A "toolkit": This toolkit contains a number of ideas people can implement in their own communities
- How to build support for Neighbour Day in March each year
- How to effectively create community building workshops with well-respected speakers
- Enhancing your reputation through 'Good News' stories
- Understanding the importance of community pride groups
- Exploring and enhancing the traditional components of community safety e.g. Crime Prevention Plan, CCTV etc

Alan Blackshaw, Community Development Coordinator, Shoalhaven City Council

Morning tea, lunch and afternoon tea will be provided

MINUTES ORDINARY COUNCIL - 8 SEPTEMBER 2015

ITEM NO. 9

FILE NO: PSC2015-01000/781
TRIM REF NO: PSC2015-01022

INFORMATION PAPERS

REPORT OF: WAYNE WALLIS - GENERAL MANAGER
GROUP: GENERAL MANAGER'S OFFICE

RECOMMENDATION IS THAT THAT COUNCIL:

Receives and notes the Information Papers listed below being presented to Council on 8 September 2015.

No:	Report Title	Page:
1	LOCAL GOVERNMENT & SHIRES ASSOCIATION OF NSW - ELECTION OF BOARD OF DIRECTORS	70
2	CHANGE TO COUNCIL MEETING - 13 OCTOBER 2015	72

ORDINARY COUNCIL MEETING - 8 SEPTEMBER 2015 COMMITTEE OF THE WHOLE RECOMMENDATION

	Councillor Sally Dover Councillor Chris Doohan That the recommendation be adopted.
273	Councillor Chris Doohan Councillor John Nell It was resolved that Council move out of Committee of the Whole.

ORDINARY COUNCIL MEETING - 8 SEPTEMBER 2015 MOTION

274	Councillor Chris Doohan Councillor John Nell It was resolved that Council receive and notes the Information Papers listed below being presented to Council on 8 September 2015. -----
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MINUTES ORDINARY COUNCIL - 8 SEPTEMBER 2015
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	No:	Report Title
	1	LOCAL GOVERNMENT & SHIRES ASSOCIATION OF NSW - ELECTION OF BOARD OF DIRECTORS
	2	CHANGE TO COUNCIL MEETING - 13 OCTOBER 2015

INFORMATION PAPERS

ITEM NO. 1

**FILE NO: PSC2015-01000/763
TRIM REF NO: PSC2014-02039**

LOCAL GOVERNMENT & SHIRES ASSOCIATION OF NSW - ELECTION OF BOARD OF DIRECTORS

REPORT OF: WAYNE WALLIS - GENERAL MANAGER
GROUP: GENERAL MANAGER'S OFFICE

BACKGROUND

The purpose of this report is to advise Council of the Election Notice for Local Government & Shires Association of New South Wales for the election of Board of Directors.

Nominations are called for President, Vice President, Treasurer and Directors (seven).

Nominations open on 24 August 2015 and must be in writing and comply with the Association's registered rules. Nominations must be received by the Returning Officer at her office/postal address by 12 noon, 14 September 2015. A candidate may withdraw his/her nomination by 12 noon on 2 October 2015.

Nominations forms are available upon request from the Returning Officer or from the Associations website (www.lgnsw.org.au) and the Australian Electoral Commission (www.aec.gov.au)

A copy of the Election Notice is attached (**ATTACHMENT 1**).

Councillor Le Mottee has expressed his interest in nominating as a Director on the LGNSW Board.

ATTACHMENTS

- 1) LGNSW Election Notice.

COUNCILLORS ROOM

Nil.

TABLED DOCUMENTS

Nil.

**LOCAL GOVERNMENT & SHIRES ASSOCIATION
OF NEW SOUTH WALES**
Election of Board of Directors

ELECTION NOTICE

Fair Work (Registered Organisations) Act 2009

Nominations are called for:

President

Vice President (from a Metropolitan/Urban council)

Vice President (from a Regional/Rural council)

Treasurer

Directors (7) (from a Metropolitan/Urban council)

Directors (7) (from a Regional/Rural council)

Nominations: Nominations open on 24 August 2015. Nominations must be in writing and comply with the Association's registered rules. Nominations must be received by the Returning Officer at her office/postal address by **12 noon, 14 September 2015**. A candidate may withdraw his/her nomination by 12 noon on 2 October 2015.

Nomination forms are available upon request from the Returning Officer or from the Association's website (www.lgnsw.org.au) and the Australian Electoral Commission (www.aec.gov.au).

Notes:

1. Where a ballot is required, it will be conducted by the Returning Officer on Monday 12 October 2015 at the Association's Annual Conference. Polling will be available between:
 - a. 8:00am and 10:00am,
 - b. 11:00am and 11:30am,
 - c. 1:00pm and 2:00pm,
 - d. 3:30pm and 4:00pm, and lastly
 - e. 5:30pm and 6:30pm.
2. Eligible voters shall be those Delegates and Members of the Board who are eligible to vote at the Annual Conference, and who are from an Ordinary member which was financial on 17 August 2015.
3. If you are eligible to vote, and cannot be present at the Conference to vote in the election, you may appoint another delegate from the same member to exercise your vote. An "Appointment of Proxy" form is available from the AEC website (www.aec.gov.au), and must be received by the Returning Officer prior to the commencement of the Annual Conference.

How to Lodge Nominations

By post: Australian Electoral Commission, PO Box 496, Haymarket NSW 1240
By Email: A properly completed nomination form including all necessary signatures may be scanned and submitted as a pdf file to nswelections@aec.gov.au Note that email greater than 6MB may not be accepted by the AEC's firewall
By Fax: 02 6215 9910
By hand: Australian Electoral Commission, Level 10, 59 Goulburn Street, Haymarket NSW

[Note: A copy of the AEC's election report can be obtained from the organisation or from me after the completion of the election]

Renee Damasena
Returning Officer
Telephone: (02) 9375 6361
14 August 2015



ITEM NO. 2

**FILE NO: PSC2015-01000/765
TRIM REF NO: PSC2014-01404**

CHANGE TO COUNCIL MEETING - 13 OCTOBER 2015

REPORT OF: WAYNE WALLIS - GENERAL MANAGER
GROUP: GENERAL MANAGER'S OFFICE

BACKGROUND

The purpose of this report is to inform Council that due to the LGNSW Annual Conference being held in Sydney from 11-13 October 2015, the Council meeting scheduled for 13 October 2015 will not proceed due to the lack of a quorum.

ATTACHMENTS

Nil.

COUNCILLORS ROOM

Nil.

TABLED DOCUMENTS

Nil.

CONFIDENTIAL ITEMS

In accordance with Section 10A, of the Local Government Act 1993, Council can close part of a meeting to the public to consider matters involving personnel, personal ratepayer hardship, commercial information, nature and location of a place or item of Aboriginal significance on community land, matters affecting the security of council, councillors, staff or council property and matters that could be prejudice to the maintenance of law.

Further information on any item that is listed for consideration as a confidential item can be sought by contacting Council.

ORDINARY COUNCIL MEETING – 8 SEPTEMBER 2015 MOTION

275	Councillor John Nell Councillor Chris Doohan It was resolved that Council Move into confidential session.
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The following Council officers were present for the Confidential Session:

Community Services Manager
Public Relations & Marketing Coordinator
Public Relations & Marketing Officer

MINUTES ORDINARY COUNCIL - 8 SEPTEMBER 2015**CONFIDENTIAL****ITEM NO. 1****FILE NO: PSC2015-00378/084
TRIM REF NO: PSC2015-00500****ACQUISITION OF PART OF 797 MEDOWIE ROAD, MEDOWIE****REPORT OF: GLENN BUNNY - PROPERTY SERVICES SECTION MANAGER
GROUP: CORPORATE SERVICES****ORDINARY COUNCIL MEETING - 8 SEPTEMBER 2015
MOTION**

276	Councillor Steve Tucker Councillor Chris Doohan It was resolved that Council: <ol style="list-style-type: none">1) Resolve to acquire part of 797 Medowie Road, Medowie for road works and pay agreed compensation.2) Authorise the Mayor and General Manager to sign and affix the Seal of Council to all relevant documents.
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**ORDINARY COUNCIL MEETING – 8 SEPTEMBER 2015
MOTION**

277	Councillor Chris Doohan Councillor John Nell It was resolved that Council Move out of confidential session.
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There being no further business the meeting closed at 5.50pm.