



**Ballina Shire Council**  
Annual Report  
**2011/2012**



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Appendix 1: Delivery Program Final Quarter Report 2010/2011

Appendix 2: Councillor's Expenses & Facilities Policy

Appendix 3: Overview of Major Capital Expenditure

Appendix 4: Condition of Public Works

Attachment 1: Regional State of the Environment Report & Summary 2012

Attachment 2: Annual Financial Statements 2011/2012

Attachment 3: GIPA Annual Report 2011/2012





## Mayoral message

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It is my privilege to deliver the Mayoral Message for the year ending June 2012 following election as Mayor at the September 2012 elections. This message relates to the previous term of Council and firstly I would like to thank our recently retired Mayor, Cr Phillip Silver for his time with Council. Councillor Silver served on Ballina Shire Council for approximately 20 years, the last ten as Mayor, and his contribution will be greatly missed. I would also like to thank Councillors Alan Brown and Peter Moore who also retired at the last election, both having served many years with Council.

It is now the task of the newly elected Council to continue to develop, manage and protect the beautiful Shire in which we live. As Councillors, you never stop gaining an appreciation of the depth and breadth of issues that we, as your local Council, have to consider and the array of services provided to the community.

Topics for consideration range from complex matters such as flood plain modelling and new local environmental plans to smaller localised issues such as potholes and trees. What is important to recognise is that no matter whether the matter is complex or minor it is always important to ensure that the right decision is made on the behalf of the community.

Sometimes what is right can vary dependent on your personal views and the elected Councillors all work hard to try and do the right thing. There are times where we may not agree with that decision but in these cases it is always important to respect that people are entitled to, and do, have different views.

The 2011/12 year was once again a year of progress for the Ballina Shire and some of the highlights during the year include:

- Finalisation of the Alstonville Town Centre Upgrade
- Commencement of the new stage of the Ballina Town Centre Upgrade
- Construction commenced on the new Ballina Surf Club House
- Significant progress on the construction of the expanded and improved wastewater treatment facilities at West Ballina and Lennox Head. Our entire community will benefit from this work, costing nearly \$50 million, through the provision of significant environmental improvements.
- Forwarding our new draft Local Environmental Plan to the Minister for Planning
- Obtaining \$4.5 million under the Federal Government's Building Better Regional Cities Program for the construction of the Wollongbar Sports Fields.
- Successfully applying for \$3.5 million under Round One of the Federal Government's Regional Development Australia Program for the apron extension project at the Ballina – Byron Gateway Airport.
- Successfully applying for \$4.25 million under Round Two of the Federal Government's Regional Development Australia Program for the construction of a Biochar plant at the Ballina Waste Management Centre.
- Progressing further the construction of a shared pathway between Lennox Head and Ballina with segments completed part way to Pat Morton Lookout and in the Lennox Head township.

This is only a small sample of the types of activities Council undertakes and I'm sure that as you read through the Annual Report you will be impressed with the depth and breadth of services and infrastructure that have been delivered to the community during 2011/12.

I acknowledge that this is a combined result from the efforts of Councillors and staff and I am confident of our continued, professional and dedicated commitment to the community of Ballina Shire.

I hope you enjoy reading our Annual Report.

Cr David Wright

Mayor

### **Acknowledgement of Country**

*Ballina Shire Council acknowledges that we are here on the land of the Bundjalung people. The Bundjalung are the traditional owners of this land and are part of the oldest surviving continuous culture in the world.*

# Ballina Shire profile

## LOCATION



Ballina Shire is ideally located on the New South Wales Far-North Coast, two hours south of Brisbane, and a one-hour flight from Sydney. The shire, an area of 484 square kilometres, is set amongst a picturesque rural-coastal landscape and enjoys a temperate to mild subtropical climate.

## HISTORY

Ballina Shire is located in Bundjalung Aboriginal country. Its rich hunting and fishing grounds have long been utilised by the Bundjalung people. The presence of both physical and spiritual sites remains testimony to the early ceremonial and religious life that was integral to the Bundjalung people.



European settlement of the lower Richmond River started with its 'discovery' in 1828 by Captain Rous. Settlement began in the early 1840's with the 'timber-getters' who came in search of cedar. As the forests were cleared the land was turned to agriculture, mainly sugarcane in the low lying coastal plain, while the richer soils of the Alstonville Plateau were turned to maize cropping and then to dairy farming in the late 1870's. Dairy farming became the mainstay of plateau agriculture but dwindled from the 1970's when it was replaced by beef production, followed then by subtropical fruit and nut cropping.

## TODAY



The shire's resident population is approximately 40,753, with Ballina being the major centre servicing a number of smaller villages. The region is characterised by a dispersion of towns, villages and residential hamlets including Teven, Tintenbar and Knockrow. Ballina Shire also features the major townships of Alstonville, Lennox Head, Wollongbar and Wardell.

Ballina Shire boasts strong tourism, agricultural and fishing industries, supported by a growing commercial centre with modern shopping complexes and an extensive range of community, sporting and social facilities. These characteristics, combined with a superb coastal and rural lifestyle, make Ballina Shire an attractive place to live, work and retire.

Much of the shire's rural landscape yields a wide array of agricultural produce including sugar, macadamia nuts, coffee, dairy, beef, avocado and stone fruit. Local produce can be sourced directly from the grower, village markets through to larger supermarkets. Various local growers also channel their produce to viable and lucrative export markets.

Visitors to our region are charmed by the natural beauty of our coastline and hinterland, and are enthralled by our playground of adventure pursuits and attractions. Our abundance of facilities and attractions are guaranteed to comfortably accommodate our domestic and overseas visitors alike.

## Elected representatives

The Ballina Shire Local Government Area is divided into three Wards and represented by ten elected Councillors including a popularly elected Mayor.

The elected Council is responsible for the direction and control of Council's affairs in accordance with the Local Government Act and associated legislation.

Councillors represent the interests of the residents and ratepayers; provide leadership and guidance to the community; and facilitate communication between the community whilst maintaining the broader vision, needs and aspirations of the whole Ballina Shire community.



Mayor Phillip Silver

### WARD A

*Ballina Island, Cumbalum, Ballina Heights & South Ballina*



Cr Alan BROWN



Cr Robyn HORDERN



Cr Susan MEEHAN

### WARD B

*East Ballina, Lennox Head and northern part of shire*



Cr Peter MOORE



Cr Sharon CADWALLADER



Cr Jeff JOHNSON

### WARD C

*Alstonville, Wollongbar, Wardell and southern part of shire*



Cr David WRIGHT



Cr Keith JOHNSON



Cr Ben SMITH

councillor attendance records		
	Total Ordinary Meetings	Total Extraordinary Meetings
	12	1
Cr Brown	12	0
Cr Cadwallader	12	1
Cr Hordern	11	1
Cr J Johnson	11	1
Cr K Johnson	12	1
Cr Meehan	12	1
Cr Moore	9	0
Cr Silver	12	1
Cr Smith	11	1
Cr Wright	11	1

## How to be involved...

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### TALK TO YOUR COUNCILLORS

The Councillors are here to represent your views. For the most current contact information please refer to Council's website.

### COUNCIL MEETINGS

Council and Committee Meetings are held at Council's Customer Service Centre (cnr Tamar and Cherry Streets, Ballina). Ordinary Council Meetings are held on the fourth Thursday of each month commencing at 9.00 am. You can participate in the Council Meetings by:

- making a deputation on an agenda item. **Deputations** are provided 5 minutes to address Council, and are limited to one speaker in the affirmative and one in the negative. Deputation requests must be lodged with the General Manager by noon on the day before the meeting. Deputations are held at 9.00am.
- you may also ask questions during **Public Question Time**, this is normally conducted at 12.45pm.

### AVAILABILITY OF BUSINESS PAPERS

Business papers are available on the Monday before the Council meeting at **Council's Community Access Points**:

- Council's Customer Service Centre
- Alstonville, Ballina and Lennox Head Libraries
- Kentwell Community Services Centre
- Council's website [www.ballina.nsw.gov.au](http://www.ballina.nsw.gov.au)

### STANDING COMMITTEES

Council has **four Standing Committees** which comprise the whole elected Council:

#### ***Civil Committee***

Considers strategic and policy matters related to the objectives and functions of the Civil Services Group.

#### ***Environmental and Sustainability Committee***

Considers land use planning matters of a strategic and regulatory nature.

#### ***Finance Committee***

Considers financial matters including Council's annual budget deliberations.

#### ***Reserve Trust***

Considers crown land matters where Council is the appointed Trust Manager.

### SPECIAL INTEREST COMMITTEES

Council has **four Special Interest Committees**. The Airport, Commercial Services and Facilities Committees have all Councillors in their membership. The Local Traffic Committee, is represented by one Council staff delegate and three external agencies (Police, RTA, and the Local State Member or their representative):

#### ***Airport Committee***

Considers matters of a strategic nature for the Ballina Byron Gateway Airport including, but is not limited to, long term financial plans, capital works and master plans for the facility.

### ***Commercial Services Committee***

Introduces, evaluates and reviews the commercial dealings and operations of Council, with the long term aim of providing supplementary revenue streams to assist Council's service delivery to the community.

### ***Facilities Committee***

Provides strategic input into major community facilities, focusing on the nature of the services to be provided and the style and design of the building to ensure it meets community requirements.

### ***Local Traffic Committee***

This Committee is a requirement of Council's statutory obligations as delegated by the Roads and Traffic Authority under the *Roads Act 1993*. This Committee considers the technical aspects of proposals and makes recommendations to the elected Council. The public perspective is the responsibility of the elected Council and residents' views are considered by Council rather than the Local Traffic Committee.

## **ADVISORY COMMITTEES**

Advisory Committees include members of our community and provide feedback to Council:

### ***A, B and C Ward Committees***

Ward Committees provide Council with feedback and policy advice on matters referred by Council and/or raised by members on behalf of their community.

### ***Northern Rivers Community Gallery***

Provide community input into strategic planning, policies, fee structure and exhibition programming, and advocacy to raise community awareness of the Gallery.

### ***Ballina Bypass Ready Taskforce***

Provide input and feedback to local businesses, Council and the broader community on opportunities to maximise the advantages of the bypass opening.

## **COUNCIL NEWS AND INFORMATION**

At Ballina Shire Council we aim to better inform our community about Council's activities, we do this through a number of avenues:

**Council Notices** which are published weekly in the Ballina Shire Advocate (and on occasions in the Northern Star).

**Community Notices** which are published in the Advocate on the fourth Thursday of the month.

**Media releases, general advertisements and documents on exhibition** are available under the Noticeboard banner on Council's website.

**Mayoral column** which is published in the Advocate on the first week of the month.

**Community Connect Newsletter** which is distributed to all residents throughout the year and can be downloaded from Council's website.

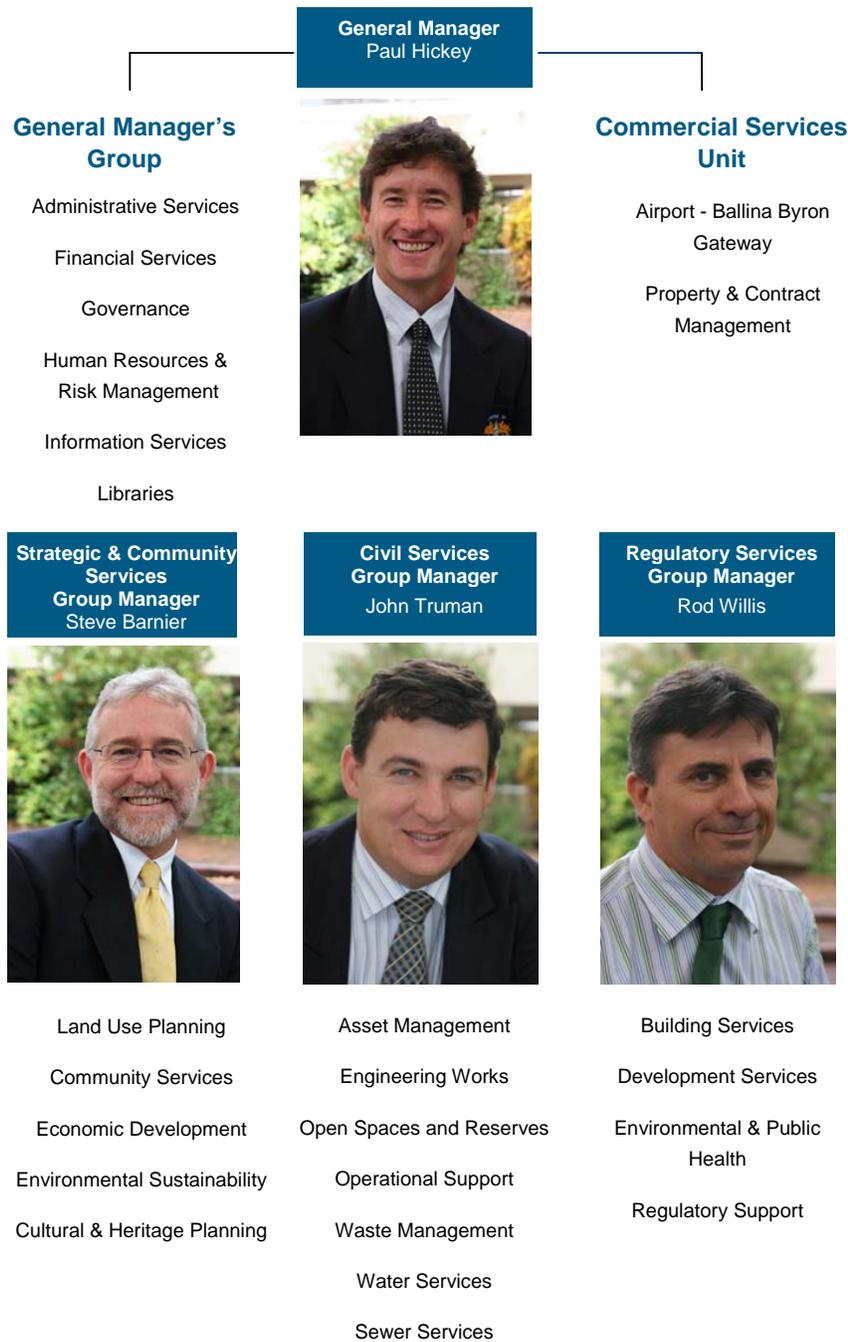
**Community Connect eNews** is a monthly newsletter distributed to subscribers via email. It includes key decisions from the monthly council meetings, documents on exhibition and other items of general interest. To subscribe visit Council's website [www.ballina.nsw.gov.au](http://www.ballina.nsw.gov.au)

# Organisational structure

## LGA s332

The Council approved organisation structure comprises four groups, namely, General Manager's, Regulatory Services, Strategic & Community Services and Civil Services. Council also has a Commercial Services Unit whose role is to generate non-standard commercial revenues for Council and manage our property portfolio.

The Group Managers, together with the General Manager, form the Senior Management Team. This team oversees the day-to-day operations of Council and provides professional advice to the elected Council.



## Staffing Profile

The table below provides details of the staffing resources available to deliver the works and services identified in the Operational Plan. A comparison to previous years is also provided. The numbers provided are based on equivalent full-time employment (EFTs) and include permanent full-time and part-time staff. The figures exclude temporary and casual appointments and also apprentices and trainees, who are typically employed by external training providers.

Section	2007/08	2008/09	2009/10	2010/11	2011/12
Administrative Services	6	5	6	6	6
Asset Management	7	7	7	8	8
Building Services	7	7	7	7	7
Commercial Services and Airport	9	10	11	11	9
Development Services	10	11	12	12	12
Engineering Support	34	36	35	35	35
Engineering Works	49	49	50	50	54
Financial Services	15	15	15	15	14
General Manager's Office	2	2	2	2	2
Group Managers	4	3	3	3	3
Human Resources and Risk	5	6	6	6	8
Information Services	5	5	5	5	6
Open Spaces and Reserves	30	31	31	32	32
Public and Environmental Health	9	10	7	7	9
Regulatory Support	6	6	6	7	7
Strategic Planning / Community Services	9	9	9	9	10
Tourism	4	4	4	4	4
Waste Management	20	21	21	21	20
Water and Wastewater	29	29	30	30	33
<b>TOTAL</b>	<b>260</b>	<b>266</b>	<b>267</b>	<b>270</b>	<b>280</b>

# Integrated Planning & Reporting

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## LGA s428(1)(2)

The **Community Strategic Plan (CSP)** forms part of the Division of Local Government's (DLG) Integrated Planning and Reporting framework and is the highest level document that a council prepares.. The Community Strategic Plan identifies **eight key objectives**:

### A built environment contributing to health and wellbeing

We want a built environment that we can be proud of and enjoy being in. We want it to contribute to our ability do the things we want to do and to our sense of community. We are part of the “region of villages” and want our villages to continue to grow in character and be identifiable as distinctive places. Defined communities with individual character help create places that we can be proud of and feel part of. Our built environment also needs to reflect both our heritage and our aspirations for the future. We want our built environment to meet our needs but not at the expense of our environment or the people who live and work here.

### A diverse and prosperous economy

We want our economy to be adaptable, profitable, and made up of many different types of businesses and industries. We want our young people to be able to find meaningful work here and for our older people to have opportunities for both work and for contributing their knowledge and experience. We want our businesses to be good at what they do, how they interact with each other and with the community, and how they manage their social and environmental responsibilities as well as their financial bottom line. As a local economy, and as participants in wider economies, we will face significant risks over the next 20 years. We will have to find local solutions as well as contribute to broader solutions.

### A healthy natural environment

In 2025 we would like all aspects of our natural environment to be healthy. This includes natural habitat areas, waterways and beaches, as well as natural places within our urban environment. This vision is about recognising that we live in a beautiful place with many natural assets. We wish for the people in 2025 that they have a healthy natural environment: something valuable in itself and for the benefits and enjoyment the community will get from it.

### Diverse and balanced use of our land

Our vision is for a mix of land uses that complement each other, are appropriate to their location, and contribute to community wellbeing over the long-term. We recognise that in 2025 the economic viability of various types of land use will be different from what it is now, and we need to maintain our capacity to adapt, balance the trade-offs and resolve conflict effectively. It is important to us that we maintain our villages as distinct places. We also want a sense of openness. In other areas we want a vibrant, urban diversity.

### People attaining health and wellbeing

We understand “healthy” to include physical, mental, spiritual and emotional health and recognise that all of these aspects of health are dependent on each other. We also want people to have the opportunity to experience wellbeing: that is they feel a sense of belonging, of being valued, of being able to contribute and deal with life’s challenges.

## Resilient and adaptable communities

We want to be a healthy community, one that our young people want to stay part of that our older people feel useful in and that newcomers and people of diverse views feel welcome.

## Responsible and efficient use of resources

Our vision is that we achieve greater efficiencies in our use of resources, regardless of where we get them from, and be responsible for our use of them. We will look for ways to generate more of the resources we need locally and to lessen the negative environmental and social impacts that can result from resource generation and use.

## Transparent and accountable governance

Our vision is for a community that has confidence in its elected representatives, its Council, and its organisations. We want there to continue to be opportunities to participate in decision-making beyond going to the ballot box. We want there to be opportunities to engage with each other and to be confident that our community organisations are being run fairly and honestly. We want there to be widespread experience in being part of community and local government governance so that we can support each other when difficult decisions have to be made.

The suite of documents that form the **integrated planning and reporting framework** consist of the following:

- **10-year Community Strategic Plan** outlines our broad vision and objectives for the future
- **4-year Delivery Program**, accompanied by a full budget, details exactly what we will do to implement the CSP
- **1-year Operational Plan** records specific activities and expenditure for each year
- **Annual Report** outlines what we have achieved each year and the progress in implementing the Delivery Program and CSP.

In accordance with the Integrated Planning and Reporting requirements progress reports must be provided to Council at least every 6 months. At Ballina Shire Council we present quarterly reviews to Council. This monitoring mechanism provides a snapshot of accomplishments and any shortfalls in achieving Council's goals and priorities. Our **major achievements for 2011/12** are highlighted over page:

**The Delivery Program Final Quarter Report for 2011/2012** is attached as **Appendix 1**. This report provides actual results against the goals and priorities set out in the Delivery Program and the Operational Plan for the quarter ending June 2012. This information is also linked to the CSP Objectives. The **traffic light indicators** provide a picture of whether or not programmed actions and service delivery targets have been achieved. Commentary is also provided on project progress and any shortfalls.

## Achievements 2011/2012

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### LGA s428(1)(2)

Council's major achievements in implementing the Community Strategic Plan and Delivery Plan are highlighted below. The final quarterly report for 2011/2012 presented to Council is attached as **Appendix 1**.

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<b>Ballina Byron Gateway Airport</b>	<p>Completed alterations and additions to the arrivals lounge</p> <p>Completed installation of security fencing to the long term car park</p> <p>Obtained \$3.5m in Federal Government funding for the apron extension project</p> <p>Introduced new services to Newcastle</p> <p>Renewed agreements with Jetstar and Virgin Australia for airline pricing</p> <p>Installed Runway End Indicator lights to runway 06/24</p> <p>Installed internet kiosks to the departures lounge</p> <p>Increased services with Jetstar</p>
<b>Ballina Coast and Hinterland Promotion</b>	<p>Serviced <b>60,000 visitors</b> to the Ballina Visitor Information Centre</p> <p>In conjunction with Ballina Tourism &amp; Hospitality Inc and Ballina Chamber of Commerce, implemented the Local Rewards marketing campaign – with over 130 businesses participating</p> <p>Launched the new discoverballina.com website</p> <p>Implemented new volunteer "Tourism Ambassador" program to meet and greet arrivals at the Ballina Byron Gateway Airport</p>
<b>Climate and Environmental Actions</b>	<p>Completed replacement and retrofitting of energy efficient fittings to streetlights across the entire shire</p> <p>Air conditioning monitoring system installed in Council's Customer Service Centre to ensure maximum efficiency of energy use</p> <p>Council sites currently fitted with photovoltaic cells are the Ballina Library, the Waste Management Centre, the Kentwell and Lennox Head Cultural and Community Centre buildings and the Alstonville Leisure and Entertainment Centre</p> <p>Sustainability criteria for inclusion in all tender processes for building construction have been established, and a NABERS standard of 4 stars is required. All tenders must be submitted electronically now to reduce the use of paper</p> <p>Council's Climate Action Strategy was completed</p> <p>Commenced recycling of tyres</p> <p>Environmental audit and hazard risk assessment completed for the Council depot</p> <p>60% of Council's passenger fleet is now four cylinder</p>
<b>Community Buildings</b>	<p>Obtained planning consent for redevelopment of the Ballina Surf Club</p>
<b>Community Awareness Programs</b>	<p>Implemented web based community directory</p>
<b>Community Events</b>	<p>Commenced a community garden in Ballina</p> <p>Allocated funding under Council's Events and Festivals Support program to four local events (Coastal Country Music Festival, Alstonville New Year's Eve, Ballina Boat and Leisure Show and the Ballina Island Paddle Challenge)</p> <p>Conducted six month trial of a twilight market in Ballina</p>

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## Achievements 2011/2012 (con't)

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<b>Emergency Management</b>	Completed review of Local Emergency Disaster Plan
<b>Environmental Health</b>	Completed draft Floodplain Risk Management Study and draft DCP for exhibition purposes The Richmond River Coastal Zone Management Plan was completed and gazetted Completed drainage improvements at Daydream Avenue and Coogee Street, Ballina
<b>Heritage</b>	Completed Aboriginal Heritage Study Completed stage one of the Crane Street tree war memorial renewal project
<b>Human Resources</b>	Strategy to increase indigenous trainees and apprentices implemented with seven new school based indigenous trainees and apprentices commencing with Council Council received Bronze Award in Gender Equity Program.
<b>Open Space Improvements</b>	Commenced installation of drinking water fountains across the shire Completed installation of stairs for access to Pat Morton Lookout Installed shade cover at the Ballina skate park Constructed niche wall at the Alstonville cemetery New playground equipment installed in a number of local parks
<b>Policy development and implementation</b>	Completed reviews of numerous policies including Corruption & Fraud Control, Purchasing, Markets, Investments, Backflow Prevention, Social Media Policy and Building over Council Assets
<b>Resource sharing</b>	Completed a regional visitor servicing strategy that included all seven northern rivers general purpose councils In conjunction with the Northern Region Organisation of councils (NOROC) entered resource sharing projects for water management, wild dog control, tendering, affordable housing, waste management and employee capacity development programs
<b>Road and Transport Infrastructure</b>	The Pedestrian Access and Mobility Plan (PAMP) was reviewed to further improve accessibility across the shire – for cyclists, scooters, pedestrians, prams and wheelchairs. Endorsed concept plans for the Coastal Recreation Path and Coastal Shared Path between Ballina and Lennox Head Completed a number of segments for the Coastal Recreation Path at West Ballina and in Lennox Head Completion reconstruction of The Coast Road at Lennox Head following a landslip Other urban road reconstruction projects included Boatharbour Road, The Coast Road (Segment 242 - Lennox Head), Compton Drive, Fenwick Drive, Wollongbar Link Road, Rural road reconstruction projects included Midgen Flat Road, Rifle Range Road, Rifle Range Road and Tintenbar / Friday Hut Road Intersection

## Achievements 2011/2012 (con't)

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<b>Sporting fields and recreational facilities</b>	<p>Finalised purchase of land for additional sporting fields at Wollongbar and obtained development consent for the improvements.</p> <p>Finalised purchase of land for additional sporting fields at Skennars Head</p> <p>Installed improved lighting at Fripp Oval and Skennars Head</p>
<b>Strategic Planning</b>	<p>Finalised the new draft Local Environmental Plan allowing the document to be forwarded to the NSW State Government for approval</p> <p>Prepared draft Growth Management Strategy for exhibition</p> <p>Exhibited for public comment Cumbalum Precincts A and B planning proposals</p>
<b>Town Beautification</b>	<p>Completed Alstonville Main Street upgrade</p> <p>Commenced reconstruction of Fawcett Street and River / Cherry Streets roundabout in Ballina</p> <p>Implemented further improvements to the Wardell Town Centre</p>
<b>Town &amp; Village Signage Project</b>	<p>Installed new town signs at Lennox Head, Ballina, Alstonville, Wollongbar and Wardell. Following negative feedback the installed signs are being replaced.</p> <p>Installed new information boards at Alstonville, Lennox Head and Ballina</p> <p>Continued to advance development of interpretative signage for shared pathways</p>
<b>Water and Wastewater Management</b>	<p>Completed review of the Urban Water Management Strategy</p> <p>Continued construction contract for the upgrades of the Ballina and Lennox Head wastewater treatment upgrades with expenditure approaching \$25 million for the year</p>
<b>Waste Management</b>	<p>Introduced three bin waste collection service, with a specific weekly organics bin. This has resulted in a reduction in the amount of waste being transferred to landfill to approximately 40% of the pre-service figure</p> <p>Purchased four new waste collection vehicles at a cost in excess of \$1.3 million</p> <p>Continue to explore the introduction of Pyrolysis as a waste management solution</p> <p>Working with other northern rivers councils to develop a regional waste strategy</p>

# SoE Report and the Achievement of Environmental Objectives in the Strategic Community Plan

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## LGA s428A

The following projects are examples of Ballina Shire Council activities that advance Council's environmental, social and economic objectives. Key aspects of Council's Community Strategic Plan, Environmental Action Plan and the Local Government Act supported by the activities outlined are noted in relation to each case study.

### **ORGANICS BINS**

Organic bins were introduced into Council's kerbside collection service in June 2011 as part of Council's ongoing commitment to reduce waste going to landfill. Since that time, an average of 17 tonnes per day of organic waste has been diverted from landfill.

The contract for collection of organics waste was let jointly with Lismore City Council. The organic waste is sold to a composting business, with the compost produced being available for purchase by the general public for garden use.

The service has resulted in a reduction in waste to landfill of 42% (2740 tonnes in 6 months – this figure as a December 2011). This also equates to a financial saving of \$86 000 in State Government levies. Council is currently saving 5,560m<sup>3</sup>/year in landfill capacity and has reduced its operating costs through a reduction in plant and equipment usage.

The service represents best practice waste management and contributes to the achievement of the NSW Government's target of 66 % municipal waste diversion from landfill by 2014. Council is also investigating the building of a Biochar plant at its waste management centre. This plant uses a slow-Pyrolysis process to turn green waste into "Biochar" and renewable energy. Biochar is carbon rich, as the carbon is fixed during burning in an oxygen-limited environment. It can then be used to improve soil fertility whilst sequestering carbon.

The success of the project is reliant on the Community's continuing support to ensure that non-biodegradable bags and other contaminants are kept out of the organics bins.

#### ***Community Strategic Plan***

Promote re-use and recycling of so-called waste products.

- 9.4 Increase each individual's opportunities for waste management.
- 4.2 Contribute to regional approaches to addressing natural environmental issues.
- 17.2 Improve emission reduction technologies and activities in public, business and community sectors.
- 17.10 Reduce emissions of greenhouse gases per person.
- 23.5 Encourage new technology and clean and green businesses and practices.
- 23.7 Raise awareness of the benefits of being socially and environmentally responsible.

#### ***Environmental Action Plan***

Implement an Urban 3 bin waste service with organic waste collection (divert organic waste from landfill, compost for use in agriculture etc).

#### ***Local Government Act 2003***

The project also meets the requirements of the Local Government Act with regard to:-

- exercising community leadership
- having regard to the long term and cumulative impacts of decisions, and the
- exercising fiscal responsibility in Council operations.

## PHOTOVOLTAIC PANEL INSTALLATION

Solar photovoltaic (pv) panels have been installed at four buildings owned by Council. In late 2010, Council installed three 10 kilowatt systems at the **Kentwell Community Centre (Ballina)**, **Ballina Library** and **Alstonville Leisure and Entertainment Centre**. The installations occurred under the Solar Bonus Scheme available at the time, which provided rebates for the PV panels as well as a significant feed-in tariff. To date, this has saved between 13 and 20 tonnes of greenhouse gas emissions per site per year. Each of these sites now contribute financially to Council which provides Council with a payment for electricity produced by the PV panel systems.

Council has now also installed a 10 kilowatt system at the **Waste Management Facility**. **The Lennox Head Cultural and Community Centre** also has a 40 kilowatt PV panel system installed on its roof which provides solar electricity throughout the day to assist in meeting the centre's requirements for energy.

The following information relating to the **Kentwell Community Centre** provides an overview of energy generation and financial savings associated with the PV panels installed at the site. The data also shows the return on investment compared to the initial projected estimates provided by the installing company. It should be noted that the reduced energy production compared to the initial forecast is, in part, due to un-seasonally wet weather conditions during the operating period.

### **Operating Period (Electricity Billing Cycles) 2 November 2010 to 25 July 2012**

System Size 10 Kilowatt (kW)

Initial setup cost of the system: - \$47,653.00 after RECs

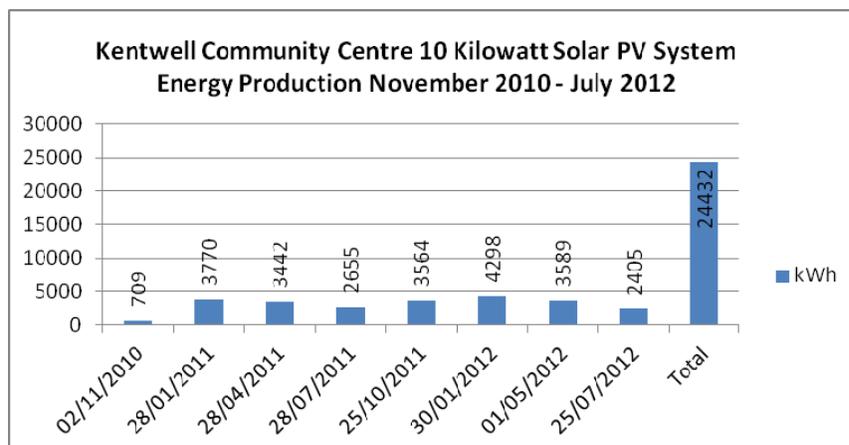
- Estimated kWh production per annum – 14,793 to 21,970
- Actual kWh per annum – approximately 13,847
- Estimated gross tariff income (Solar Bonus Scheme) per annum - \$8,876 to \$13,182
- Actual gross tariff income per annum – averaged - \$8,610
- Estimated return on investment 3.3 to 4.9 years
- Current return on investment estimate (excluding maintenance and replacement costs) = 5.534 Years (on current figures)

**Graph 1** below displays energy production between November 2011 and July 2012. The total energy generated by the system during that period was 24,432 kWh.

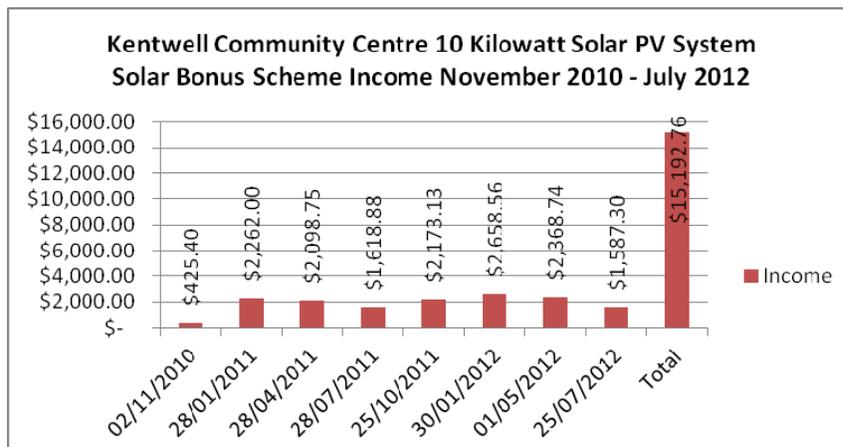
**Graph 2** displays the income from the Solar Bonus Scheme for the same period. The total income was \$15,192.

**Graph 3** displays a comparison between the energy generated by the solar PV system in a 12 month period against the energy used in kWh by the site. Averaged, the site generated an equivalent of 64 percent of the Council's energy usage within the Kentwell Community Centre.

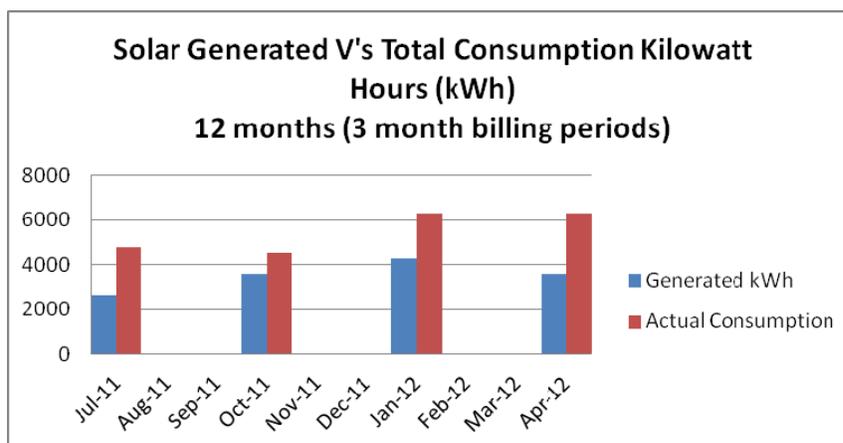
**Graph 1**



**Graph 2**



**Graph 3**



Council's solar PV projects collectively represent best practice outcomes, and investigation continues into further projects where financial and carbon savings can be made.

**Community Strategic Plan**

Increase energy efficient lighting to enable access and use of our public spaces.

- 6.1 Promote design principles for energy efficiency.
- 6.2 Thoroughly investigate local power generation options to ensure their viability and sustainability.
- 6.3 Explore pricing policies that explore decentralisation.
- 6.4 Encourage decentralisation multi-source power generation.
- 17.2 Take advantage of incentive and support programs (for energy efficiency)
- 17.10 Reduce emissions of greenhouse gases per person.
- 17.11 Be innovative and creative in our exploration of alternative energy sources and fuels.
- 23.5 Encourage new technology and clean and green businesses and practices.
- 23.7 Raise awareness of the benefits of being socially and environmentally responsible.

**Environmental Action Plan**

Investigate potential sites for the installation of alternative power generation e.g. wind & solar.

Make Council's premises as energy efficient as possible as a model for residents.

### **Local Government Act 2003**

The project meets the requirements of the Local Government Act with regard to:-

- exercising community leadership, and
- having regard to the long term and cumulative impacts of decisions, and
- exercising fiscal responsibility in Council operations.

### **ON-SITE SEWAGE MANAGEMENT REVIEW OF PROPERTIES IN THE EMIGRANT CREEK CATCHMENT**

In 2009, Council officers undertook an on-site sewage management system inspection program of 159 land parcels within the catchment. No centralised sewerage facilities exist within the catchment so that all homes and enterprises within the catchment are serviced by on-site sewage management facilities. Rous Water assisted this project with funding of \$90 000.

Twenty of the 'improved' 159 parcels inspected were found to have had no on-site sewage management system whatsoever. Of the remaining parcels of land inspected, a further 35 were not operating satisfactorily. Therefore, 55 (or 37%) of land parcels inspected within the catchment were a potential source of pathogens, toxicants and nutrients that could affect the quality of the public drinking water supply.

New and replacement systems have had to be installed in accordance with the Rous Water On-site Wastewater Management Guidelines on these properties. Some properties have multiple OSSM systems where there are tourism developments or multiple occupancies. In addition to identifying and addressing potential sources of pathogens for the Emigrant Creek water supply, a number of unauthorised dwellings and other compliance issues were identified and have been followed through Council's Compliance Section.

### **Community Strategic Plan**

- 2.3 Develop tourism options that preserve our social and environmental assets.
- 2.5 Develop good planning guidelines and instruments to direct good environmental design.
- 2.6 Restrict or minimise where possible the development of environmentally inappropriate buildings and infrastructure.
- 3.1 Develop understanding of primary pollution sources and threats and prevent or limit these sources where possible through improved engineering and public education.
- 5.1 Promote principles for infrastructure and urban development that minimise impact on natural habitat areas
- 5.18 Develop policy guidelines and regulatory conditions supporting businesses and industries that do not degrade the natural environment
- 11.1 Develop and enforce principles for infrastructure, rural landuse and urban development that minimises negative impacts on water quality
- 11.4 Promote management practices in all types of land use that lead to good water quality outcomes and utilise land use controls to locate appropriately land uses that might impact negatively on water quality

### **Environmental Action Plan**

Implement On-Site Management Program.

Implement the Backlog Sewer Program.

### **Local Government Act**

The project also supports Council in relations to the requirements of the Local Government Act with regard to:

- properly managing, developing, protecting, restoring, enhancing and conserving the environment of the area for which it is responsible, in a manner that is consistent with and promotes the principles of ecologically sustainable development.
- exercising its regulatory functions consistently and without bias.

### **COMMUNITY EDUCATION AWARENESS**

As well as initiatives to manage its own energy usage, Council has been involved in a number of community awareness programs aimed at assisting our residents to reduce their energy usage at home and at work. These programs include:-

### **SAVE POWER, SAVE MONEY**

Council partnered with the NSW Government to promote the Home Power Savings Program assisting low-income households to reduce their energy consumption through the provision of home energy assessment and power savings kit. As of September 2012, 1525 home assessments have been undertaken in Ballina Shire through this program.

## **CLIMATE ACTION HOME REBATES**

A number of regional forums were held in collaboration with the Department of Environment and Climate Change across the Richmond River and Clarence Valleys. These forums covered the different rebates available, independent advice on the various systems available and additional discounts provided by local suppliers of energy efficient appliances and devices as part of the project.

## **POWER TO MAKE A DIFFERENCE**

Energy monitoring devices were offered to all Northern Rivers secondary schools. The device is called a cent-a-meter and enters real time information from the meter box to an LCD screen mounted in the classroom. Students can safely and accurately monitor energy consumption and associated greenhouse gas emissions of lights, computers, fans and other electrical equipment in schools.

Power-Mate energy monitors containing similar devices were also placed in all Ballina Shire libraries for residents to borrow to monitor the running costs of their appliances.

### ***Community Strategic Plan***

- 4.2 Contribute to regional approaches to addressing natural environmental issues.
- 6.1 Promote design principles for energy efficiency
- 17.4 Take advantage of support and incentive programs
- 17.8 Participate in education and awareness raising activities
- 17.9 Encourage uptake of best practice in all sectors of the community
- 17.10 Reduce of greenhouse gasses per person

### ***Environmental Action Plan***

- Council to investigate incentives for people who install solar panels and other energy efficient measures on existing housing.
- Council to provide advice to community on innovative low cost technologies.

## **FOOD SURVEILLANCE PROGRAM**

Council has had a food surveillance program operating for over 30 years. Environmental Health Officers carry out unannounced inspections of retail food premises for compliance with the food safety hygiene and construction requirements of the Food Act, Regulations and Food Standards Code.

Having a routine inspection program in place with a 100% inspection rate (of fixed food premises) is a notable achievement for any council. In 2008, local councils in NSW entered into a partnership with the NSW Food Authority. The partnership required a mandated food surveillance role be taken up by local councils. For Ballina the process formally recognised a role already well established.

In recognition of its ongoing commitment to maintaining food surveillance and for the development and provision of educational resources to food premises, Council's Environmental Health Section won the 2011 Food Regulation Partnership Food Surveillance Champion Award.

There are approximately 260 retail food outlets inspected annually by Council's Environmental Health Officers. Factors such as cleanliness, pest control, temperature control, safe food handling, maintenance and construction are routinely checked. The premises subject to annual inspections include cafes, restaurants, bakeries, takeaway food outlets, clubs, supermarkets, general stores, motels, childcare facilities, water caters and school canteens. Throughout the year, Council's Environmental Health Officers also inspect approximately 50 food stalls that sell higher risk foods at the weekend markets.

If breaches are detected during inspections, a number of enforcement tools are available to obtain compliance. These include: verbal warning, written warning, Improvement Notices, Prohibition Orders (closure of all or part of food premises), and the seizure of food or equipment, Penalty Infringement Notices (on-the-spot fines), and legal action.

Development Applications that include food premises are referred to the Environmental Health Section for assessment to ensure that they are fitted out in accordance with the construction provisions of the Food Act, Regulations and Food Standards Code.

There are 5 Environmental Health Officers of which 3, including 1 food specialist, conduct routine inspections of food premises (and other regulated commercial premises such as hair dressers, beauticians, tattooists).

#### **Community Strategic Plan**

- 15.6 Improve the overall health status of individuals
- 16.2 Promote business practices that support healthy lifestyles Develop good planning guidelines and instruments to direct good environmental design.
- 16.9 Facilitate access to health promoting programs, activities and facilities.
- 23.7 Raise awareness of the benefits of being socially and environmentally responsible (in business).
- 25.3 Maintain open, accountable, and meaningful reporting (in business).

#### **Environmental Action Plan**

Implement food surveillance program

#### **Local Government Act**

Ensure food businesses demonstrate compliance with the Food Act 2003.

### **REGIONAL APPROACH TO STATE OF ENVIRONMENT**

**The Northern Rivers Catchment Management Authority** (NRCMA) has prepared a Regional State of Environment (SOE) Report for 2012 on behalf of twelve local councils and three county councils from Port Macquarie to Tweed Heads.

One of the main aims for the report was to provide information to the community and decision-makers on the condition of the local environment and where resources might be best placed to respond to community expectations.

#### **Reporting themes**

The indicators developed for the report cover four key themes and 18 resource categories which support the State natural resource management targets.

The indicators focus on the condition of the environment to inform both the community and decision-makers on how to best allocate resources, and to provide a baseline of environmental conditions for the next SOE report in 2016.

The **Regional State of the Environment 2012 Report and the Summary** are available on Council's website and as Attachment 2 of this Annual Report.

<b>Biodiversity/ Vegetation</b>	<b>Soils/ Landuse</b>	<b>Water</b>	<b>People &amp; the Environment</b>
Resilient landscapes	Soils	Freshwater and estuarine rivers	Regional characteristics
Native vegetation restoration	Land use	Wetlands	Population characteristics & change
Conservation: Reserves and agreements	Acid sulphate soils	Groundwater	Population pressures on catchments
Native flora and fauna		Near-shore marine	Greenhouse gases
Invasive species			Surface water, Waste

## Audited financial reports

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### **LGA s428(4)(a) LG Code of Accounting Practice & Financial Reporting**

Ballina Shire Council places ongoing emphasis on prudent financial management. Thomas, Noble and Russell Chartered Accountants audit Council's financial records.

A full set of [financial reports](#), including the auditor's report, for the period 1 July 2011 to 30 June 2012 is attached as a separate document to the Annual Report. It is freely available on Council's website [www.ballina.nsw.gov.au](http://www.ballina.nsw.gov.au)

## Overseas visits

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### **LGA REG cl 217(1)(a)**

Ballina Shire maintains a sister city friendship with Ballina, County of Mayo in Ireland as well as Mata Mata in New Zealand. However, Councillors and staff were not involved in any exchange projects necessitating overseas travel during the year.

## Councillor expenses and provision of facilities

### REG cl 217(1)(a1)

The total mayoral and councillor fees for the reporting period were \$319,435. Council's Civic Office Expenses and Facilities Policy allows for the payment of appropriate and reasonable expenses and the provision of facilities to assist Councillors in discharging their roles as elected persons and members of the governing body of the Council. Expenditure outlined in the table (excl GST) below is in accordance with **Council's Councillor Expenses & Facilities Policy (Appendix 2)**.

	Cr Brown	Cr Smith	Cr Cadwallader	Cr J Johnson	Cr Moore	Cr Meehan	Cr Hordern	Cr Wright	Cr Silver	Cr K Johnson	Combined	Total
Councillor/Mayoral allowance	16,640	16,640	16,640	16,640	16,640	16,640	16,640	16,640	52,960	16,640		<b>202,720</b>
Conferences/seminars			186			339						<b>525</b>
Civic Activities/Functions/Meetings	174	192	478	217		161	390		3,137	102	20,587	<b>25,438</b>
iPads	863	863	863	863	863	863	863	863	863	863	863	<b>9,493</b>
Insurance											20,447	<b>20,447</b>
Travel Instate	2,443		6,803	4,877	1,283	2,896	2,338	1,962	3,357	1,697	0	<b>27,656</b>
Travel Interstate									3,255			<b>3,255</b>
Travel Overseas	No overseas travel											
Stationery											1,426	<b>1,426</b>
Newspaper & Others	421	36	787	102	368	413	421	332	606	461	0	<b>3,947</b>
<b>Telephone &amp; Internet Charges</b>	2,284	657	1,196	1,465	761	1,544	1,637	1,158	1,192	525	0	<b>12,419</b>
Additional Facilities for Mayor												<b>0</b>
Motor Vehicles Operating Expenses									12,109			<b>12,109</b>
<b>TOTALS</b>	<b>22,825</b>	<b>18,388</b>	<b>26,953</b>	<b>24,164</b>	<b>19,915</b>	<b>22,856</b>	<b>22,289</b>	<b>20,955</b>	<b>77,479</b>	<b>20,288</b>	<b>43,323</b>	<b>319,435</b>

## Contracts awarded

### Reg cl 217(1)(a2)

The following contracts, over \$150,000, were awarded during the reporting year:

Contractor	Nature of Goods/Services	Amount (\$)
N J Constructions P/L	Supply & Installation of Electrical Sub Station	167,123
Symbio Alliance P/L & Scientific Analytical Services	Laboratory Testing Services for a two year period	Schedule of Rates
Arkwood Organic Recycling P/L	Dewatering & removal of biosolids from wastewater treatment plans for a two year period	559,194 pa
Murray Cornelius & Steven Van Der Mere	Mowing of various sporting fields for a three year period	Schedule of Rates
Eire Contractors P/L	Construction of the Wollongbar Urban Expansion Area Sewerage Scheme	27,407,000
PDT Architects	Design of an Indoor Sports & Events Centre	407,201
Kembla Watertech P/L	Sewer Pipeline Rehabilitation Works	1,069,246
Ironbark Demolition P/L	Demolition of Timber Bridges	150,460
Interspace P/L	Internal Advertising Ballina Byron Gateway Airport	Schedule of Rates
Kenpass P/L	Replacement Bridge Program	765,000

## Legal proceedings progress and results

Reg cl 217(1)(a3)

### Development regulatory functions

Proceedings related to development consents and regulatory functions, including costs for obtaining ancillary legal advice:

Case	Cost	Action	Status
BSC v Robert Langford	\$3,618	Class 5 Appeal of PIN – Dog Attack	Finalised (Oct 2012) – Council successful in prosecution. Langford fined \$3,000 and ordered to pay legal costs of Council to the value of \$2,200.
BSC v Chambers Constructions P/L	\$550	Class 5 Prosecution Waste Dumping on Rural Land	Finalised (July 2012) – Council successful in prosecution. Company fined \$6,000 and ordered to pay legal costs.
BSC v Verna Kathleen Wall	\$3,739	Class 5 Prosecution Waste Dumping on Rural Land	Finalised October 2012 Verna Wall found guilty and fined \$7,500, ordered to pay professional legal costs \$3,800 and fined \$89 court costs with 28 days to pay.
BSC v Baker	1,235	Class 5 Appeal of PIN – Dog Attack	Finalised – Withdrawn by the defendant.
BSC v Singh	\$6,257	Class 5 Appeal of PIN – Dog Attack	Finalised – Withdrawn due to error in Court Attendance Notice issued by the State Debt Recovery Office (SDRO)
BSC v Clapham	\$364	Class 5 Appeal of PIN – Non compliance with nuisance dog order	Finalised – Matter withdrawn due to other mitigating factors.
BSC v Weeks	\$0	Class 5 Appeal of PIN – roaming dog	Finalised – Matter withdrawn by defendant and PIN paid.
BSC v Merkat Investments	\$3323.15	Class 5 Appeal of PIN – Erection of illegal signage on road reserve	Finalised – September 2012 Council unsuccessful in defence of PIN appeal, due to interpretation of definition of “road”. Given costs of appeal, no appeal launched by Council.
BSC v Lucas Alexander Latimer	Nil (costs covered in agreement between BSC and RTA/RMS)	Class 5 Appeal of PIN – Disobey no stopping sign in school zone	Finalised – Council successful in prosecution

### ***Rates and Charges debt recovery***

The table below is a summary of legal debt recovery action for rates and charges for the 2011/2012 rating year including comparisons to the previous two years. Most recovery action handled by Council's debt recovery agency Australian Receivables Limited (ARL), do not progress to formal legal proceedings. Due to technical issues and staff resourcing associated with the Authority software upgrade no debt recovery action has been undertaken since 01/07/2009. Normal debt recovery will recommence in September 2011.

	<b>2008/09</b>	<b>2009/10</b>	<b>2010/11</b>
Statements of Claim issued	18	0	<b>0</b>
Number of assessments currently with ARL for recovery	99	42	<b>6</b>
Original principal amount recoverable from assessments currently with ARL for recovery	\$183,853	\$101,194	<b>\$11,060</b>
Costs incurred for assessments currently with ARL for recovery (recoverable from ratepayers)	\$14,303	\$6,205	<b>\$4,930</b>
Balance payable on assessments currently managed by ARL at 30 June	\$142,707	\$83,992	<b>\$10,270</b>
Total assessments referred to ARL for recovery action during financial year	526	0	<b>0</b>
Total principal amount referred to ARL for recovery action during financial year	\$435,913	0	<b>0</b>

### ***Public Liability and Professional Indemnity***

During this period, legal proceeding costs paid by Council (being payment of excess of claims) associated with public liability and professional indemnity insurance claim representation was approximately \$54,000.

## **Private works**

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### **LGA s67(3) and REG cl 217(1)(a4)**

In accordance with section 67 of the Local Government Act Council is permitted to provide, at current approved market rates, specific services on private land. Any private works carried out in 2011/2012 were charged as per Council's adopted fees and charges.

## Contributions and donations

### LGA s356 and REG cl 217(1)(a5)

Section 356 of the Local Government Act enables Council to make donations or provide financial assistance to persons or groups. This assistance includes contributions for:

- Rates & charges for community groups (including Ordinary Rates, Water, Sewer and Waste Charges).
- Waste Management fees for not-for-profit second hand stores.
- Repairs/building works to community halls.
- Support of regional services such as North Coast Academy of Sport and Westpac Rescue Helicopter.

During the 2011/2012 financial year Council made contributions to the organisation listed adjacent:

<b>Capital Assistance - Community Halls</b>	
Rous Mill & District Memorial Hall Inc	4,738
McLeans Ridges Public Hall	2,380
Wollongbar Hall Committee	1,250
Meerschaum Vale Community Hall	2,475
Newrybar Community Hall	13,000
Tintenbar School of Arts Community Hall	7,500
Pimlico Ladies Charitable Organisation	1,500
Ballina Girl Guides	1,408
Arts Northern Rivers	3,250
Rous Mill & District Memorial Hall Inc	1,940
<b>Waste Management fees for not-for-profit second hand</b>	
Salvation Army	1,500
ADRA	1,500
Ballina Anglican	189.86
Alstonville Anglican	1,500
Ballina Care Bargain Centre	1,500
St Vincent de Paul	191.23
Alstonville Uniting Church	124.22

<b>Rates and Charges (various community organisations)</b>	<b>62,533</b>
<b>Staff Christmas Party</b>	<b>2,136</b>
<b>Community Donations Program</b>	
Quota International Alstonville-Wollongbar Club	1,000
Ballina Senior Citizens Inc	2,000
The Ballina Breast Cancer Support Group	300
Ballina & District Orchid Society	500
Lennox Head Chamber of Commerce	4,000
Australian Seabird Rescue Inc	1,000
Lennox Head Residents Association Inc	1,600
Alstonville Agricultural Society Inc	4,000
Alstonville Agricultural Society Inc	1,000
Ballina Jetboat Surf Rescue Inc	12,500
Australian Red Cross (Tintenbar Branch)	169
Wollongbar Garden Club	80
Ballina Naval & Maritime Museum	632
Riverside Carols Ballina & District	375
Riding for the Disabled Association (NSW)	268
Ulysses Motorcycle Club Northern Rivers	500
North Coast Academy of Sport	3,000
Ballina Lighthouse RSL Day Club	2,376
Alstonville Amateur Swimming Club	2,205
Carols by Candlelight	3,625
Northern Rivers Wildlife Carers	1,200
Lifeline Northern Rivers	1,500
Cabbage Tree Island Rugby League Football Club	2,500
Ballina Jetboat Surf Rescue Inc	2,500
Ballina Coastcare Inc	500
Westpac Life Saver Rescue Helicopter	1,000
Ballina Shire Our House Fundraising Committee	3,000
Stephanie Lymburner for Cancer Council	100
All Girls Surf Showdown	2,000
Alstonville Rotary Club Inc	500
Ballina High School Marine Discovery Centre	388
Ballina RSL Sub-Branch	2,929
Lennox Head Residents Association Inc	1,450
Rous Mill Ratepayers Association	100
Biala Support Services	1,760
Ballina Rugby Club	880
Statewide Eyesight Screening	207
Marine Rescue NSW	399
Rous Public School	250
Jay Meaney (Aust Representative)	410
<b>TOTAL</b>	<b>175,318</b>

## Delegated external bodies

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### REG cl 217 (1)(a6)

#### **County Councils**

During the year, Ballina Shire Council was a constituent member of the following County Councils that exercised functions on its behalf.

Organisation	Delegation
Rous County Council	Water Supply
Far North Coast County Council	Noxious Weeds Control
Richmond River County Council	Flood Mitigation

#### **Other Groups**

Council has formal arrangements with several local management groups that have authority for the care, control and management of reserves, surf clubs, halls, sporting facilities, pre-schools, cultural facilities and youth centres. Licenses are reviewed within twelve months of each Local Government general election. A list of these committees together with general license conditions is available from Council's Customer Service Centre.

## Controlling interest in companies

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### REG cl 217 (1)(a7)

Council held no controlling interests in any company for the period 1 July 2011 to 30 June 2012.

## Corporations, partnerships, cooperatives and joint ventures

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### REG cl 217 (1)(a8)

Council was party to the following partnerships, cooperatives and joint ventures:

- Statewide Mutual - pooling arrangement with various NSW local government authorities to acquire insurance coverage and best practice systems for risk management.
- Richmond-Tweed Regional Library - a jointly funded relationship with other Councils in the Richmond-Tweed to provide library services throughout the region.
- North East Weight of Loads Groups (NEWLOG) - enforces vehicle weight limits, to reduce damage to council classified roads and thus decrease road maintenance costs.
- North East Waste Forum (NEWF) - this cooperative pursues effective disposal of waste on a local and regional basis. This group operates in lieu of a Regional Waste Council under NSW Legislation.

## Equal employment opportunity

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### REG cl 217(1)(a9)

The annual review of Council's Equal Employment Opportunity Plan and Policy was undertaken. As part of this process Council reviewed its targets and strategies surrounding employment of minority groups with an aim of increasing participation in these areas. The commitment in this area has enabled Council to achieve the following:

During this period Council participated in the ALGWA 50:50 Vision – Council's for Gender Equity program. Council received a Bronze award in recognition of Council's efforts. This program is the first national accreditation and awards program which encourages Councils across Australia to address gender equity issues within the organisation and among their elected representatives.

During this period Council developed and implemented an indigenous employment strategy which is incorporated into Council's current EEO Policy and Management Plan action. The implementation of this strategy has assisted Council in achieving an increase to its indigenous employment statistics.

Council has continued to successfully pass the annual audit requirements by the Department of Families, Housing Community Services and Indigenous (FaHSCIA) to retain our accreditation to employ individuals with low to medium disability support needs. Council again received excellent results in the audit findings.

Council has continued to place a strong focus in employing trainees and apprentices in order to provide our youth with an opportunity to gain skills and qualifications to assist them in their careers.

Council has provided a range of EEO support mechanisms to staff during this period including the implementation of mentoring program, provision of EEO / bullying and harassment training and we actively participate in International Women's Day and NAIDOC celebrations.

## Senior staff remuneration

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### REG cl 217(1)(b) & (c)

The number of staff designated as Senior Staff employed by Ballina Shire Council under the Local Government Act 1993 is three. All Senior Staff are employed under five year performance based contracts. The total value of the remuneration package paid to senior staff was \$544,103 for the 2011/12 financial year.

Total remuneration packages for each senior staff member for the reporting period:

*General Manager - \$195,441*

*Civil Services Group Manager - \$174,331*

*Regulatory Services Group Manager - \$174,331*

This remuneration figure includes the salary component, performance payments other than salary, super contribution (employer or salary sacrifice contributions), non-cash benefits and FBT for non-cash benefits for the Senior Staff.

## Public Liability and Professional Indemnity

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During this period, legal proceeding costs paid by Council (being payment of excess of claims) associated with public liability and professional indemnity insurance claim representation was approximately \$20,328.

## Coastal protection services

### REG cl 217(1)(e1)

Ballina Shire Council applied no annual charge for coastal protection services during the reporting period.

The coastal protection works provided and coordinated by Council included the maintenance of rock walls, groynes and replenishment of sand. Volunteers erected dune forming shadecloth fences and planted natives to assist in sand accretion at several dune locations along the shire's coastline.

## Stormwater levy and services

### REG cl 217(1)(e)

Income from the levy of the stormwater annual charge was raised and expended as follows during 2011/12.

Project	Amount raised	Expended	Balance	Comment
Urban Lanes Upgrade Drainage	21,889	21,889	Nil	Replace and improve existing pipes.
Daydream Avenue Drainage	60,036	60,036	Nil	Replace and improve existing pipes.
Coogee Street Drainage	32,385	64,000	Nil	Replace and improve existing pipes.
Lennox Outlets Trecise Place	11,662	11,662	Nil	Replace and improve existing pipes.
Flat Rock Estate Stormwater Upgrades	29,501	29,501	Nil	Replace and improve existing pipes.
Tweed Street Drainage	8,899	8,899	Nil	Replace and improve existing pipes.
Rous Mill Road	50,926	50,296	Nil	Replace and improve existing pipes.
Richland Close Alstonville	10,588	10,588	Nil	Replace and improve existing pipes.
Suvla Street Drainage Upgrade	13,781	13,781	Nil	Replace and improve existing pipes.
River Drive Keith Hall Culvert Replacement	158,149	158,149	Nil	Replace and improve existing pipes.
Ballina Town Centre Upgrade	69,000	69,000	Nil	Replace and improve existing pipes.
Alstonville Town Centre Upgrade	132,000	132,000	Nil	Replace and improve existing pipes
<b>Total Expense 2011/12</b>		<b>620,870</b>		

# Enforcement and compliance with Companion Animals Act

## REG cl 217(1)(f) & Companion Animals Act 1998

### ***Lodgement of pound collection data with Division of Local Government (DLG)***

Animal Shelter collection data for the reporting period was lodged with the Department in September 2012.

<b>Summary of Pound Data for 2010/2011</b>	<b>Cats</b>	<b>Dogs</b>	<b>Total</b>
Seized & Transferred to Council's Facility	22	146	168
Dumped	5	21	226
Surrendered by Owners	3	24	27
Released to Owners	5	120	125
Euthanised	11	33	44
Sold	0	2	2
Released for rehoming	9	29	38
Died at Council's Facility	0	0	0
Stolen or Escaped from Council's Facility	1	0	1

### ***Lodgement of data relating to dog attacks with DLG***

Council notifies the Department within 72-hours where possible when council officers have investigated complaints of dog attacks. Forty four (44) dog attacks were reported and investigated for the 2011/2012 year.

Additionally, for the 2011/2012 reporting year Council investigated one hundred and thirteen (113) complaints regarding an alleged dog attack either on a person and/or animal.

### ***Companion Animals fund expended as per s85(1A)***

Council received \$19,884 from the Companion Animals Fund for the 2011/2012 year. These funds were used for companion animal management, education programs, the maintenance and upkeep of Council's Animal Shelter and towards the wages of Rangers.

### ***Animal management/activities expenditure***

Expenditure for animal management/activities including wages, cleaning of and maintenance of animal shelter and veterinary expenses totalled approximately \$189, 337 for 2011/2012.

### ***New Animal Shelter***

Council is currently finalising construction plans for a new animal shelter to be built at the Council depot site adjacent to the existing animal shelter. Development consent was granted for the new animal shelter in July 2012 and construction works are anticipated to commence in late January 2013 with works scheduled to be completed by the 30 May 2013.

The existing animal shelter has been sold to the Northern Rivers Animal Service (NRAS). Council's working relationship with the NRAS for the rehoming of animals is expected to further develop and continue into the future given the close proximity of the services.

### ***Companion animal & desexing community education programs***

Council belongs to a regional companion animal compliance committee and in conjunction with this committee has released educational DVDs and brochures. These promotional products are made available to those adopting pets from the animal shelter and at various functions such as 'Adopt a Pet' days. Rangers give presentations to local service groups on the rangers' roles and companion animal management. Council regularly advertises requirements of the legislation and general education on good companion animal management in the local media and in Council's newsletter. Council's website on Companion Animals has been recently reviewed and updated.

#### ***Strategies to comply with s64(5) – euthanasia alternatives for unclaimed animals***

Council works with local animal rescue organisations in particular the Northern Rivers Animal Shelter to rehome dogs and cats. During 2011/2012, twenty nine (29) dogs and nine (9) cats were rehomed from Council's animal shelter.

Council promotes to the community that they should contact an animal rescue organisation to discuss the rehoming of their companion animal prior to surrendering an animal to the Council animal shelter.

#### ***Companion Animals Management Plan***

Council adopted the Companion Animals Management Plan in July 2010 which outlines its approach to fulfilling responsibilities under the NSW Companion Animals Act.

Council at its Ordinary Meeting on the 23 August 2012 considered a report regarding a review of the Companion Animals Management Plan (the Plan). The original Plan was developed and adopted by Council on 23 September 2010, and is required every two years to be reviewed by Council.

The Companion Animals Management Plan outlines Council's approach to fulfilling responsibilities under the NSW Companion Animals Act for the management of dogs and cats in the Shire.

Council has recently received letters of concern regarding the 12 month trial of The Serpentine as an on-leash dog area. A report was presented at the 22 November 2012 Council Meeting responding to those concerns. It was resolved at this meeting;

1. That Council dispense with the 12 month trial of the dog on-leash area at The Serpentine.
2. That Council continue to provide information to the community on responsible dog ownership and of the importance of migratory and shore bird protection in the Shire.

The Companion Animals Management Plan will now be updated to reflect the recent changes regarding The Serpentine.

Council is aware how important pets, particularly dogs and cats, are to many people and this plan aims to work with the community to promote responsible dog and cat ownership and to provide a healthy environment in which animals, their owners and the wider community can comfortably live.

The Management Plan also details the areas where dogs can be exercised off-leash and areas where dogs are prohibited.

In order for Council to achieve the objectives of the Companion Animals Management Plan a series of Action Plans accompany the Plan. These Action Plans outline the implementation strategy of the Plan and the measures that will be used to assess the effectiveness of its implementation.

As part of the action plans review new procedures and processes have been implemented for;

- Barking Dogs
- Roaming Dogs
- Dangerous Dog Management
- Dog Attack Investigation
- Animal Release Procedure from Animal Shelter

Council has also implemented a Companion Animal Review Panel and the purpose of this panel is;

- To determine the appropriate course of action following a dog attack complaint and initial investigation by Rangers
- To protect public interest and the safety of the community
- To prevent further attacks and/or inappropriate dog management

Council understands the joy people get from owning companion animals and are trying to find a balance that suits the entire community.

The Companion Animal Management Plan can be viewed on Council's website [www.ballina.nsw.gov.au](http://www.ballina.nsw.gov.au) for further detailed information.

#### ***Off-leash dog areas***

Council recognises the importance under the Companion Animal Management Plan of dogs being allowed time to exercise unrestrained and as such provides six (6) full time off -leash dog exercise areas in the shire.

- Bicentennial Gardens, the northern area of reserve, Ballina
- Compton Drive, East Ballina
- Gap Road, Alstonville
- Seven Mile Beach, north of Lake Ainsworth Reserve (old 4WD access point), Lennox Head
- Ballina Heights Estate, eastern reserve area, Ballina Heights
- Headlands Drive Drainage Reserve, Skennars Head

#### ***Dog prohibited areas***

Council also provides beaches and places where dogs are not permitted to enable people to visit and enjoy these places where dogs are not permitted and avoid the undesired interaction.

- Lighthouse Beach
- Shelly Beach
- Flat Rock Reef
- Sharpes Beach (when surf life saving services are provided)
- Seven Mile Beach (south of the old 4WD access point)
- Chickiba Lake, north/eastern corner surrounding the bird migratory area

Under the Act dogs are not permitted in certain public places and Council also monitors these areas for non compliance.

## Other reporting requirements

### SPECIAL VARIATION TO GENERAL INCOME

#### LGA s508(2)

In **2006/07** the Minister for Local Government approved a special variation to the notional Ordinary Rate yield. This approval enabled council to raise additional ordinary rate income to **\$493,000**. The table below details the ways in which these funds were applied in **2011/2012**.

Expenditure Items	Income from Special Variation	Actual Expense on Project or Service	Comment
<b>Community Services</b>			
Life Saving Services	88,000	218,000	Additional funds put towards extra lifeguards over peak holiday periods. The outcome was a safer environment for beach users.
Richmond/Tweed Library	50,000	142,000	Funds used to keep pace with ever increasing demands placed on library services. Improved book stocks and longer opening hours among other benefits.
<b>Urban Roads Reconstruction</b>			
Compton Drive	63,000	192,000	Reconstruction of failed pavement providing a better and safer road network.
<b>Rural Roads Reconstruction</b>			
Rifle Range Road	63,000	203,000	Reconstruction of failed pavement providing a better and safer road network.
<b>Strategic Services</b>			
New Shire Wide LEP	99,000	183,000	Complete revision of Local environment Plan.
<b>Tourism &amp; Economic Development</b>			
Promotion & Marketing	74,000	108,000	A range of marketing programs.
<b>Regulatory Services Management</b>			
Regulatory Services Staff	56,000	497,000	New staff and resources used to provide support in the area of Environmental Health.
<b>Total Expenditure</b>	<b>493,000</b>	<b>1,543,000</b>	

In **2007/08** the Minister for Local Government approved a special variation to the notional Ordinary Rate yield. This approval enabled council to raise additional ordinary rate income to **\$483,000**. The table below details the ways in which these funds were applied in **2011/12**.

Expenditure Items	Income from Special Variation	Actual Expense on Project or Service	Comment
<b>Urban roads reconstruction</b>			
Fenwick Drive	62,000	132,000	Reconstruction of failed pavement providing a better and safer road network.
<b>Rural Roads reconstruction</b>			
Midgen Flat Road	58,000	415,000	Reconstruction of failed pavement providing a better and safer road network.
<b>Cycleways</b>			
Lennox Head to Pat Morton Lookout	58,000	106,500	New shared path and cycleway route
<b>Street Lighting</b>			
Various projects	26,000	33,000	New lights installed at Riverside Drive, Casey Place, Sunnybank Drive.
<b>Community Infrastructure</b>			
Pat Morton Stairs	20,000	94,000	Construction of stairs at Pat Morton Lookout using recycled plastic.

Expenditure Items	Income from Special Variation	Actual Expense on Project or Service	Comment
Community Hall Donations	30,000	33,000	Minor upgrades to various community halls including Newrybar, Tintenbar, Wollongbar, Pimlico and McLeans Ridges
Players Theatre Roof	40,000	40,000	Part cost for a new roof on the theatre.
Admin Centre Improvement	62,000	62,000	New counter that is safer for staff and improves productivity with tasks other than customer service.
Maintenance contracts	10,000	20,000	Annual maintenance contracts for skate park, Ballina Town Centre and buildings.
<b>Regulatory Services Management</b>			
Development Services - Compliance Manager	117,000	150,000	Increase the level of resources applied to compliance.
<b>Total Expenditure</b>	<b>483,000</b>	<b>1,085,500</b>	

In **2008/09** the Minister for Local Government approved a special variation to the notional Ordinary Rate yield. This approval enabled council to raise additional ordinary rate income to **\$494,000**. The table below details the ways in which these funds were **applied in 2011/12**.

Expenditure Items	Income from Special Variation	Actual Expense on Project or Service	Comment
<b>Urban and Rural roads reconstruction</b>			
Teven Bridges reconstruction	222,000	353,000	Replacement of two bridges over several years.
<b>Cycleways</b>			
Coastal Cycleway – West Ballina to Kerr Street	54,000	55,000	New shared pathway along coastline
<b>Sports Fields</b>			
Skennars Head Fields	82,000	128,000	Sports field lighting
<b>Open space</b>			
Campbell Park	19,000	19,000	Provision of softfall for play equipment
Commemoration Park	13,000	13,000	Shade Shelter for Play Equipment
Chickiba Oval	14,000	14,000	Install play equipment
Crane Street War Memorial	10,000	54,000	Construction of war memorial
Fripp Oval	26,000	26,000	Improve dressing sheds and oval
<b>Environment</b>			
Ballina Flood Risk Study and Plan	54,000	101,000	Study to assist with appropriate development levels and strategies for the future.
<b>Total Expenditure</b>	<b>494,000</b>	<b>682,000</b>	

In **2010/11** the Minister for Local Government approved a special variation to the notional Ordinary Rate yield. This approval enabled council to raise additional ordinary rate income to **\$548,000**. The table below details the ways in which these funds were **applied in 2011/12**.

Expenditure Items	Income from Special Variation	Actual Expense on Project or Service	Comment
<b>Urban and Rural roads new work</b>			
Plateau drive intersection with Sneaths road	291,000	1,763,000	New road to enable Wollongbar Urban Expansion Area.

Expenditure Items	Income from Special Variation	Actual Expense on Project or Service	Comment
<b>Urban and Rural roads reconstruction</b>			
Cherry Street	51,000	182,000	Reconstruction of failed pavement providing a better and safer road network.
<b>Footpaths/Cycleways</b>			
Coastal cycleway Rutherford St to Park Ln	56,000	56,000	New shared path and upgrade of existing path and cycleway
Preconstruction and EIS approval for shared path	47,000	47,000	Preliminary investigations and consent approvals for next stages.
<b>Sports Fields</b>			
Skennars Sports Fields	45,000	128,000	Little Athletics amenities block (toilets and canteen)
Fripp Oval	30,000	161,000	Upgrade lighting.
Hill Park	2,000	17,000	New sight screen
<b>Surf Life Saving Services</b>			
Life Saving Services	26,000	218,000	Additional funds put towards extra lifeguards over peak holiday periods. The outcome was a safer environment for beach users.
<b>Total Expenditure</b>	<b>548,000</b>	<b>2,572,000</b>	

In 2011/12 the Minister for Local Government approved a special variation to the notional Ordinary Rate yield. This approval enabled council to raise additional ordinary rate income to **\$480,000**. The table below details the ways in which these funds were applied in 2011/12.

Expenditure Items	Income from Special Variation	Actual Expense on Project or Service	Comment
<b>Urban and Rural roads new work</b>			
Plateau Drive intersection with Sneaths Road	342,000	1,763,000	New road to enable Wollongbar Urban expansion area.
<b>Urban and Rural roads reconstruction</b>			
Boatharbour Road	57,000	232,000	Reconstruction of failed pavement providing a better and safer road network
<b>Footpaths/Cycleways</b>			
Lennox Head to Pat Morton Lookout	7,000	106,500	New shared pathway.
<b>Community Facilities</b>			
Pat Morton headland stairs	74,000	94,000	Little Athletics amenities block (toilets and canteen)
<b>Total Expenditure</b>	<b>480,000</b>	<b>2,195,500</b>	

## Environmental Planning & Assessment Act 1979

### EP&A s93G(5)

Council does not have any planning agreements in force as per Section 93F of the Environmental Planning & Assessment Act 1979.

## Rates and charges written off

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### REG 132

The following rates, charges and interest were written off in the reporting period:

	2009/10	2010/11	2011/12
Statements of Claim issued	0	0	25
Number of assessments currently with ARL for recovery	42	6	91
Original principal amount recoverable from assessments currently with ARL for recovery	\$101,194	\$11,060	\$355,846
Costs incurred for assessments currently with ARL for recovery (recoverable from ratepayers)	\$6,205	\$4,930	\$16,127
Balance payable on assessments currently managed by ARL at 30 June	\$83,992	\$10,270	242,765
Total assessments referred to ARL for recovery action during financial year	0	0	259
Total principal amount referred to ARL for recovery action during financial year	0	0	\$717,775

## Public Access to Information

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### GIPA Act 2009 s125

Council is committed to the proactive release of information under the Government Information (Public Access) Application (GIPA Act 2009). The GIPA Act stipulates access arrangements as follows;

**Mandatory Disclosure** allows a large amount of information to be available free of charge on Council's website.

**Proactive Release** allows some types information not published on Council's website to be available for viewing unless there is an overriding public interest against its release.

**Informal Access** allows information to be released in response to an informal request unless there is an overriding public interest against its disclosure.

**Formal Access** where informal access is not possible, formal GIPA procedures and associated fees apply. Formal applications for information under GIPAA should be accompanied by a \$30 application fee. A \$30 per hour processing fee is charged to access documents that are not for personal information (about the applicant) and cannot be obtained under other legislation.

**Council's GIPA Act Annual Report 2011/12** developed in accordance with Section 125 of the GIPA Act outlines access requests made during 2011/12 (see Attachment 3).

### Contact Information for Access Requests

The Public Officer - Ballina Shire Council

PO Box 450, Ballina NSW 2478

P 02 6686 4444

E [council@ballina.nsw.gov.au](mailto:council@ballina.nsw.gov.au)

Appendix 1  
Delivery Program Final Quarter Report  
2011/2012

## Delivery Program Report - as at 30 June 2012

### CSP Objective 1: A built environment contributing to health and being

Program Actions	Principal Activity	Comp Date	On Target?
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#### *Complete coastline shared path to maximise user experience and commuter benefits*

Obtain all necessary approvals for Coastline Shared Path

**Engineering Works**

**Dec 2011**



Construction of shared path and cycleway from West Ballina to Ballina town centre is complete (with dismount section being between Grant Street and Martin Street).

All consultants have been engaged for the coastal shared path and coastal recreational path for concept design and environmental and heritage assessments. Concept design options for the recreational path presented to Council in December 2011 and January, February and March 2012, with design now endorsed by Council. Preliminary ecological studies have been completed and the heritage assessment is in progress for the preferred route, with forecast completion of heritage consultation by October 2012.

Construction has commenced of a 'missing link' of the shared path along Headlands Drive and Skennars Head Road, Skennars Head, and construction has been partly completed for the shared path in Lennox Head village along Rutherford Street and Park Lane through to the community centre. A section is still to be completed in Lennox Head due to underground Essential Energy work and building work. The boardwalk section of the Pat Morton section of the shared path has also recommenced. The preference was to finalise stage two of the landslide rehabilitation prior to completing the missing segment between the boardwalk section and Lennox Head however RMS will not provide funding for stage two. Therefore it is now planned to complete the missing segment prior to stage two of the landslide work being completed. This work will occur in July and August and Councillors should note that the segment includes a handrail in certain areas.

Program Actions	Principal Activity	Comp Date	On Target?
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#### *Implement town and village signage program to enhance information and education opportunities available to residents and visitors*

Implement Town and Village Signage Program

Tourism

June 2012



All town and village have now been re-printed and replaced with the installation of Ballina and Lennox Head signs completed. The Local Information Boards have been delivered to Council's depot and will be installed over the coming few weeks. The Interpretative Signage project is continuing.

## CSP Objective 1: A built environment contributing to health and being (cont'd)

Program Actions	Principal Activity	Comp Date	On Target?
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*Analyse future works to support improved drainage outcomes*

Prepare drainage review for North Ballina	Engineering Works	June 2012	
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To avoid the expense of an external consultant, the report was included on the internal staff work program. However to date it has been problematic for staff to allocate sufficient time. With their currently being a reduced demand for engineering development there is now a more realistic opportunity to advance the project. The aim is to now have the review presented to the August 2012 Council meeting.

2

## CSP Objective 2: A diverse and prosperous economy

Program Actions	Principal Activity	Comp Date	On Target?
<i>Develop Ballina - Byron Gateway Airport to enhance overall service</i>			
3 Reconfigure airport terminal to improve efficiency	Airport	June 2012	
<p>The terminal extension has been completed.</p> <p>Work has commenced on the apron extension project. Stage 1A and Stage 1B are nearing completion.</p> <p>The design of Stage 2 is 80% complete.</p> <p>The expression of interest for construction of stage 2 closed on 5 June 2012.</p> <p>Tenders for construction will be called as soon as possible.</p> <p>The apron extension project should be completed by 31 December 2012.</p>			
Provide long term car parking and additional lease sites for aviation related development	Airport	June 2012	
<p>The long term car park is fully operational and we are looking to install shade covers to same in 2013.</p>			
Expand jet services on offer	Airport	June 2012	
<p>Jetstar are providing two jet services per day to Sydney – starting 1 July 2012.</p> <p>Jetstar have announced their intention to increase capacity with the addition of 7 return jet services per week from Ballina Byron Gateway Airport to Sydney – from 18 April 2013.</p> <p>The double daily services to Newcastle are still growing.</p>			

## CSP Objective 2: A diverse and prosperous economy

Program Actions	Principal Activity	Comp Date	On Target?
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### *Expand tourism services and facilities to maximise visitor satisfaction levels*

Implement regional visitor services strategy	Tourism	June 2012	
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Applications for the Federal Government Tourism Quality Projects (TQUAL) are not yet known, however the implementation of the Regional Visitor Services Strategy will continue to roll out in 2012/13.

Participate in and leverage opportunities to market the Ballina Coast and Hinterland	Tourism	June 2012	
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The results from the evaluation survey of the Local Rewards Campaign were mixed, with 61% participants still wanting to participate in the campaign, however not believing it was worthwhile to their business, or willing to pay a fee to participate. Council has now communicated to all participants, advising the campaign will not continue in its current format. The Marketing Prospectus was well received within the business community; sales will be presented in the 2012/13 year. Two international familiarisations (UK and China agents) have been hosted in the Ballina Shire as a result of participation in the Byron and Beyond Campaign.

Program Actions	Principal Activity	Comp Date	On Target?
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### *Encourage local produce through increased opportunities at the local level*

Coordinate Food Links project and establish Farmers Market	Strategic Services	Dec 2011	
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Food Links Project concluded and grant funds fully acquitted. Weekly twilight market trialled. Council has resolved to continue this market during daylight saving period.

Program Actions	Principal Activity	Comp Date	On Target?
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### *Improve planning for specialised business precincts to ensure business develops in a cohesive manner*

Prepare Master Plan for Clarke Street Area	Strategic Services	June 2012	
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Project dependent upon zoning outcome under new LEP and savings being achieved in remainder of operational budget.

## CSP Objective 2: A diverse and prosperous economy

Program Actions	Principal Activity	Comp Date	On Target?
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### *Promote overall health of Richmond River*

Promote initiatives within the Richmond River Estuary Management Plan, with dredging to be actively pursued with the State and Federal Governments

Strategic Services

June 2012



Minister has endorsed the Coastal Zone Management Plan for the Richmond River estuary. Awaiting outcomes of the State Government's feasibility studies to dredge the Richmond River bar and the Ballina Trawler Harbour. Council funds are allocated for a scoping study to dredge material in North Creek.

Program Actions	Principal Activity	Comp Date	On Target?
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### *Finalise LEP Renewal and review Ballina Shire Combined Development Control Plan to provide a contemporary planning structure*

Implementation of new LEP and review Ballina Shire Combined Development Control Plan

Strategic Services

June 2012



Draft comprehensive LEP forwarded to the Department of Planning and Infrastructure for finalisation. Preparation of revised shire-wide DCP to be reported to Council's July Ordinary Meeting for exhibition.

### CSP Objective 3: A healthy natural environment

Program Actions	Principal Activity	Comp Date	On Target?
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*Provide a proactive approach to Coastline Management to ensure the community is informed and appropriate strategies are in place*

Finalise Coastline Management Plan	Engineering Works	Dec 2011	
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Revised coastline hazard lines completed for Seven Mile Beach in accordance with NSW climate change benchmarks in December 2011. The consultant has now revised the draft coastline management plan in accordance with new guidelines and submitted it in March 2012. This document is now under review by staff from Council and the Office of Environment and Heritage.

However the Minister has also requested the completion of specific coastal erosion Emergency Action Subplan (EAS) and this was presented to Council in June 2012, and endorsed for public exhibition. The EAS forms part of the coastline management plan and will be referenced. The coastline management plan will have reviews completed in July 2012 with a further update to Council to follow.

Program Actions	Principal Activity	Comp Date	On Target?
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*Provide a proactive approach to Flood Management to maximise community safety and knowledge*

Finalise Ballina Floodplain Risk Management Plan	Engineering Works	Dec 2011	
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The presentation of the draft Floodplain Risk Management Study and draft DCP was submitted to the Civil Committee in December 2011. Council endorsed public exhibition at the December 2011 Ordinary Council meeting. The exhibition period for the Study and draft DCP closes in July 2012 and a further report to Council will present the results of the exhibition.

Program Actions	Principal Activity	Comp Date	On Target?
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*Review Urban Water Management Strategy thereby ensuring this policy remains innovative and reflects contemporary best practice*

Complete update of Council's Urban Water Management Strategy	Sewer Services	Dec 2011	
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Having completed the review, the project to update the strategy has been included in the 2012/13 delivery program. This project has already achieved substantial progress.

## CSP Objective 4: *Diverse and balanced use of our land*

Program Actions	Principal Activity	Comp Date	On Target?
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### *Undertake Compliance Program to improve overall level of compliance*

Progress Swimming Pool Inspection Program	Building Services	June 2012	
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Inspection program progressing with project targets to finalise outstanding 2008-2009 pool inspections by September 2012; 2009-2010 pools by December 2012 and 2010-2011 pools by March 2013

**2008-2009 period:** 63% completed, 12% letters sent outstanding matters, 1% to be completed, 1% Private Certifiers, 23% not commenced

**2009-2010 period:** 59% completed, 14% letters sent outstanding matters, 11% to be completed, 2% Private Certifiers, 14% not commenced

**2010-2011 period:** 29% completed, 7% letters sent outstanding matters, 54% to be completed, 2% Private Certifiers, 8% not commenced

Program Actions	Principal Activity	Comp Date	On Target?
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### *Continue land releases at Southern Cross and Russelton Industrial Estate that assist in providing a diverse and balanced industry*

Finalise next land release at the Russelton Industrial Estate	Commercial Services	June 2012	
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Delays encountered in processing the Section 96 application. Estimated commencement date February 2013 subject to further reports to Council.

Program Actions	Principal Activity	Comp Date	On Target?
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### *Continue with implementation of the Southern Cross Precinct Master Plan to enhance this overall precinct*

Continue with implementation of the Southern Cross Precinct Master Plan	Commercial Services	June 2012	
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A Planning Proposal has been lodged with Strategic Services and it is hoped that a report on the proposal will go to the July Ordinary Meeting.

## CSP Objective 4: *Diverse and balanced use of our land*

Program Actions	Principal Activity	Comp Date	On Target?
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### *Expand economic development services and activities to maximise opportunities for appropriate development*

Finalise Tuckombil Quarry options report and development assessment process for Sand Pit (Quarry)	Operational Support (Engineering)	June 2012	
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Sandpit DA 2011/320 is undergoing assessment by Regulatory Services Group. Following assessment of Quotations, Groundwork Plus has been engaged to prepare a Strategic Options Report for Tuckombil and Stokers Quarries.

Program Actions	Principal Activity	Comp Date	On Target?
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### *Undertake Compliance Program to improve overall level of compliance*

Implement Adopted Compliance Work Program	Development Services	June 2012	
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The 2011/12 Compliance Work Program has been actioned and completed as reported to Council's June 2012 Ordinary Meeting. The 2012/13 Compliance Work Program has also been endorsed by Council at this meeting.

Program Actions	Principal Activity	Comp Date	On Target?
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### *Continue rezoning and urban design for the planned Release Areas to allow development to proceed*

Complete rezoning and urban design for the Cumbalum Urban Release Area	Strategic Services	June 2012	
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Submissions report relating to the outcomes of the public exhibition of the planning proposals to be presented to July Council Meeting.

Program Actions	Principal Activity	Comp Date	On Target?
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### *Prepare Shire Growth Management Strategy to ensure infrastructure is able to match growth*

Prepare Shire Local Growth Management Strategy	Strategic Services	June 2012	
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Public exhibition of draft document concluded and submissions being evaluated. Report being prepared for presentation to the July Council meeting.

## CSP Objective 4: *Diverse and balanced use of our land*

Program Actions	Principal Activity	Comp Date	On Target?
<i>Incorporate "green" technology into Council's business practices</i>			
Continue to implement Council's Environmental Action Plan	Strategic Services	June 2012	
Implementation of plan continuing. Progress includes:			
<ul style="list-style-type: none"><li>- draft stormwater management plan workshopped by Council. Public exhibition is imminent</li><li>- lighting within Council's Works Depot being upgraded to reduce energy usage</li><li>- substantial grant funds received to further investigate new waste management technology</li><li>- garage sale trail conducted - 130 participants in Ballina Shire</li><li>- improved chemical storage/handling area established at Waste Management Centre</li></ul>			

## CSP Objective 5: People attaining health and wellbeing

Program Actions	Principal Activity	Comp Date	On Target?
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***Continue with sporting field acquisition and financing program to ensure adequate standards are provided***

Continue with sporting field acquisition, development and financing program	Commercial Services	June 2012	
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Master planning for Skennars Head Sporting Fields is currently progressing. Preparation for development of Wollongbar Sports Field is progressing.

Program Actions	Principal Activity	Comp Date	On Target?
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***Deliver employee wellness program 'Live Well: Work Well' to achieve proactive health and safety strategies***

Develop a competency based training program which aligns with Council's OHS legislative requirements	Risk Management	June 2012	
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Skills based competency program fully implemented and ongoing. Safe work method statements (SWMS) competency program developed and commenced.

Audit Council's policies and procedures and implement a program to ensure Council's OHS policies and systems align with the new national health and safety laws	Risk Management	June 2012	
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First draft Work Health & Safety Manual complete which aligns with new WHS legislation.

Program Actions	Principal Activity	Comp Date	On Target?
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***Ensure priorities in program remain current***

Complete review of Playground Replacement Program	Open Spaces & Reserves	Dec 2011	
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Summary of status of Playground Replacement Program prepared and will be included with the recommendations resulting from the 2012 Play Equipment Audit

## CSP Objective 6: Resilient and adaptable communities

Program Actions	Principal Activity	Comp Date	On Target?
<b><i>Provide and support community events to improve social fabric</i></b>			
Ensure effective operation of the Lennox Head Cultural & Community Centre	Community Services	June 2012	
Tender documentation for potentially contracting out the management of the centre is being prepared. Outcomes of the tendering process likely to be reported to the Council in September.			
Program Actions	Principal Activity	Comp Date	On Target?
<b><i>Enhance consultation with the Aboriginal community to increase level of trust and involvement</i></b>			
Finalise a consultation protocol with the Aboriginal community	Community Services	Dec 2011	
Contact made with the Tweed Aboriginal Reference Group. Further, more detailed discussion regarding that Council's engagement model is to be scheduled.			
Program Actions	Principal Activity	Comp Date	On Target?
<b><i>Prepare and implement a Crime Prevention Plan to assist Council and other levels of Government to address community concerns</i></b>			
Develop a shire-wide crime prevention plan	Community Services	June 2012	
The funding provider has endorsed an alternative use of the grant as a community safety initiative, involving the illumination of public land. A preferred supplier of the lighting has been identified and installation is imminent.			
Program Actions	Principal Activity	Comp Date	On Target?
<b><i>Ensure currency of DISPLAN (Disaster Plan)</i></b>			
Complete review of DISPLAN	Operational Support (Engineering)	June 2012	
The Ballina Shire Displan has been reviewed and endorsed at the May meeting of Ballina LEMC. It has been referred to the District Emergency Management Committee for endorsement.			

## CSP Objective 7: Responsible and efficient use of resources

Program Actions	Principal Activity	Comp Date	On Target?
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***Improve and implement asset management strategy and plans to address funding shortfalls and to improve work practices***

Finalise open space asset management plan (AMP)	Asset Management	Dec 2011	
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With data collection completed last quarter (except for Lennox Head) the data sorting and allocation process is underway. The original completion date of December 2011 has passed and December 2012 is the new proposed completion date.

Program Actions	Principal Activity	Comp Date	On Target?
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***Assessment will allow upgrade of asset management plans***

Develop and implement condition assessment model for Water and Sewer Assets	Asset Management	June 2012	
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Entire water and sewer asset register has been updated and compiled in a new register.

The water and sewer revaluation report has been completed and is now subject to auditor assessment/approval in July 2012.

Then the asset management plans are to be updated.

Program Actions	Principal Activity	Comp Date	On Target?
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***Ensure development assessment and development engineering processes are efficient and effective***

Review engineering development assessment level of service and processes	Asset Management	June 2012	
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The group reviewing the Northern Rivers Local Government Design & Development Manual is continuing to meet to formalise the group's charter and to update the manuals.

The implementation of Authority for engineering referral assessments has been preliminary with more process improvement to follow.

## CSP Objective 7: Responsible and efficient use of resources (cont'd)

Program Actions	Principal Activity	Comp Date	On Target?
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***Ensure appropriate planning is undertaken for Council's buildings***

Update Asset Management Plans for buildings	Asset Management	June 2012	
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The plan is to assess BSC operational buildings first and the administration centre building assessment is completed (except for the roof). The depot and surrounds has been started, however the staff member has been allocated to the waste centre and this project is currently on hold.

The next stages will involve the operational facilities like the Airport, waste centre and library, followed by other commercial buildings and play centres, for example.

A revised completion date of 2013 is required depending on availability of staff resources.

Program Actions	Principal Activity	Comp Date	On Target?
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***Continue to migrate Council records to document imaging system to improve efficiency***

Ensure effective implementation of new document management system (TRIM)	Administration	June 2012	
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The organisation went live with TRIM on Wednesday 21 March 2012. All in all the implementation seems to have gone reasonably well given that it is a significant adjustment for staff to make. The system set up and functionality is operating as planned. Fine tuning of the system structure and training is ongoing.

Program Actions	Principal Activity	Comp Date	On Target?
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***Increase usage of technology to improve efficiencies and access to information***

Assist with implementation of customer request management system (CRM) across the organisation	Administration	June 2012	
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The organisation went live with CRM during March 2012. The system has improved the organisations ability to improve internal and external customer service.

## CSP Objective 7: Responsible and efficient use of resources (cont'd)

Program Actions	Principal Activity	Comp Date	On Target?
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***Review all Council policies during each quadrennial term to ensure they reflect current policy positions***

Finalise review of all Council policies for this term of Council	Administration	June 2012	
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**Following policies reviewed and adopted:**

Investments Policy, Backflow Prevention Policy, Social Media Policy.

**Following policies on exhibition:**

Planning Agreements Policy, Events on Public Land Policy (*previously known as 'Special Events Policy'*).

**Following policy presented to April Meeting:**

Management of Contaminated Land Policy, Public Art Policy, Cr Expenses & Facilities Policy.

The presentation of the Management of Contaminated Land Policy and Public Arts Policy to the July meeting completes the policies to be reviewed during this term.

Program Actions	Principal Activity	Comp Date	On Target?
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***Enhance development assessment services to improve processing times and service levels***

Implement actions from Development Services Review	Development Services	June 2012	
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12 of the 16 'administration' recommendations have been implemented. 7 of the 19 'Process and Procedure' recommendations have been implemented. The remaining administration and process and procedure recommendations require the preparation of a written procedure to be endorsed before implementation. These are all scheduled for action and completion in the 2012/13 year. The six 'Staffing/Resourcing' and 'Organisational Structure' recommendations are being reviewed by management.

Program Actions	Principal Activity	Comp Date	On Target?
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***Ensure effectiveness of operations are optimised and service levels reviewed for tree management***

Complete review of Tree Management functions	Open Spaces & Reserves	Dec 2011	
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The position of arborist within Council's organisation structure is currently vacant. This, combined with some other management initiatives is providing an opportunity to review the structure and resources within the Open Spaces Section. This review is being completed with the view to supporting the desire expressed by Council to increase the focus on our management of urban trees.

## CSP Objective 7: Responsible and efficient use of resources (cont'd)

Program Actions	Principal Activity	Comp Date	On Target?
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***Improve information available to community regarding levels of service***

Convert Operational Service level plans into a community information document	Open Spaces & Reserves	Dec 2011	
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Service levels have been documented to reflect operational planning needs and are being converted into plans that are suitable for the community to understand the level of service proposed by Council for this operation.

Program Actions	Principal Activity	Comp Date	On Target?
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***Increase usage of technology to improve efficiencies and access to information***

Establish a web-based community directory	Community Services	Sept 2011	
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Community directory now operational. Promotion of its availability is ongoing.

Program Actions	Principal Activity	Comp Date	On Target?
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***Continue to implement process reviews to improve efficiency and effectiveness of Council service delivery across all services***

Implement works orders	Financial Services	Dec 2011	
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Council has a new version of Civica 6.3 installed and trialling of works orders has started again on the new version. The trialling has indicated that the system has flaws and is not working correctly. Various issues have been worked through and other issues remain outstanding. Council staff are continuing to work with Civica such that we are confident of introducing the functionality into our ledger.

## CSP Objective 7: Responsible and efficient use of resources

Program Actions	Principal Activity	Comp Date	On Target?
Upgrade Names and Addresses Register	Financial Services	Dec 2011	

The Name and Address Register (NAR) is an ongoing project that will never really be completed. However the prime aim was to improve a database that is not satisfactory. The project has been broken into two parts:

- 1) fix addresses to Australia Post standards and
- 2) Identify and fix duplicate names.

Part one is essentially completed and addresses are formatted to a style that meets Australia Post requirements. This enables Council to receive a discount on bulk postage.

Part two has commenced however it may take many years to satisfactorily be completed. It is the type of task that needs

ongoing maintenance annually.

Additional resources have been available to advance the database cleansing although the budget for this staff resource has been almost consumed. Permanent staff will continue to improve the database however progress will slow considerably.

Program Actions	Principal Activity	Comp Date	On Target?
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*Continue to implement process reviews to improve efficiency and effectiveness of Council service delivery across all services*

Continue to implement process reviews to improve efficiency and effectiveness of Council service delivery	Governance	June 2012	
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The new Customer Request Management (CRM) and document management (TRIM) systems have now been operational for four months with CRM now providing a far more consistent method of managing external and internal requests. In addition to this an internal process improvement team has been completing a review of Council's Asset Capture and Development Contribution processes

Program Actions	Principal Activity	Comp Date	On Target?
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*Maintain and implement contemporary information systems to maximise use of technology*

Continue to Progress implementation of Civica System	Information Services	June 2012	
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Consolidation of TRIM/CRM functionality. Analysis and enhancement of reporting functionality currently underway.

## CSP Objective 7: Responsible and efficient use of resources (cont'd)

Program Actions	Principal Activity	Comp Date	On Target?
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***Progress resource sharing arrangements with other local government authorities to increase efficiencies***

Complete review of Waste Management Structure for the Region	Waste Services	June 2012	
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To date, Hyder have undertaken investigative work, desktop studies and a costings analysis. An options analysis will be presented to NEWF on 27 July, and a report presented to the NOROC GM's group on 6 August. Completion date to be advised.

Program Actions	Principal Activity	Comp Date	On Target?
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***Review new service to assess financial performance of waste diversion achieved and reforecast landfill expected life***

Review implementation of new green waste collection service	Waste Services	June 2012	
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The green waste collection is progressing well. There has been a slight increase in the level of contamination observed at the Lismore Wastes Management Facility. Measures to address the contamination are currently being considered. Future performance of the level of usage and contamination will continue to be monitored.

Program Actions	Principal Activity	Comp Date	On Target?
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***Complete investigation to determine reliability of project***

Progress investigation stages for the Pyrolysis Project	Waste Services	June 2012	
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Council were successful in gaining Regional Development Australia (RDA) funding of 4.25 million dollars. We are in the process of developing a business plan and negotiating a funding agreement with RDA. Council are currently preparing a brief for the preparation of an Environmental Impact Assessment and Development Application for the planning of the project.

Program Actions	Principal Activity	Comp Date	On Target?
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***Ensure efficient and effective service to internal clients***

Develop service level agreements for Trades Section	Operational Support (Engineering)	Dec 2011	
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Service Level Agreement in place with Water and Sewer for electrical works; draft agreement with Commercial Services under consideration.

## CSP Objective 7: Responsible and efficient use of resources (cont'd)

Program Actions	Principal Activity	Comp Date	On Target?
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***Develop long term funding strategies for Council infrastructure to ensure infrastructure is adequately maintained and delivered***

Finalise long term financial plan for the Council's quarry operations	Operational Support (Engineering)	June 2012	
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Consultant engaged to prepare Strategic Options report for Tuckombil and Stokers Quarries. Once a preferred option is confirmed Council will be in a position to adopt a long term financial plan for these quarries.

Program Actions	Principal Activity	Comp Date	On Target?
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***Continue to implement process reviews to improve efficiency and effectiveness of Council service delivery across all services***

Develop and implement a program that recognises service to the organisation and identifies appropriate recognition and reward for excellence	Human Resources	June 2012	
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Draft Policy developed and subgroup of the consultative committee established to progress finalisation of policy to enable consultation with staff.

Program Actions	Principal Activity	Comp Date	On Target?
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***Prepare water and sewer systems model to improve planning and operations***

Complete sewer systems model to improve planning and operations of sewer infrastructure	Sewer Services	June 2012	
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Council's sewer network modelling package is operational. The tool is now being applied to planning, development and capital works assessments.

Program Actions	Principal Activity	Comp Date	On Target?
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***Review telemetry system to improve planning and operations***

Review telemetry system to improve planning and operations	Sewer Services	Dec 2011	
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Continued improvements to the Telemetry and SCADA systems is occurring. Council recently commissioned the introduction of a Virtual Local Area Network (VLAN) on our external wireless network to improve data transfer and accessibility. Continued development of staff capability is required.

## CSP Objective 7: Responsible and efficient use of resources (cont'd)

Program Actions	Principal Activity	Comp Date	On Target?
<b><i>Protect and promote Aboriginal Heritage</i></b>			
Complete Aboriginal Heritage Study	Strategic Services	Dec 2011	
Project concluded and grant funds fully acquitted.			
<b><i>Progress Coastal Reserve Planning</i></b>			
Assist LPMA prepare Ballina Regional Crown Reserve Plan of Management and Ballina Shire Coastal Reserve Plan of Management	Strategic Services	June 2012	
Department of Primary Industries has engaged a consultant to prepare these plans. Council is yet to be contacted for input to the project.			
<b><i>Review and improve effectiveness and use of council buildings</i></b>			
Finalise expansion of Ballina Library	Libraries	June 2012	
No action on this item. With the changes in library management this has not been pursued as a priority. Council has no funding set aside for any capital improvements			
Implement and monitor service level agreement with Lismore City Council as the Administering Council for the Richmond Tweed Regional Library Service	Libraries	June 2012	
Council has resolved to enter into a short term contract with Lismore City Council to administer the Regional library.			

## CSP Objective 7: Responsible and efficient use of resources (cont'd)

Program Actions	Principal Activity	Comp Date	On Target?
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***Implement Risk Management Strategy to reduce overall risk rating***

Implement Risk Management Strategy in conjunction with Internal Audit Committee	Governance	June 2012	
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Internal audit program continuing with Billings and Collections audit completed during June quarter. Information Technology - General Controls audit completed during March quarter. Audits completed now include development assessment, waste management, occupational health and safety, accounting controls, water assets, sewer assets, accounts payable, purchasing and tendering and contract management, training and recruitment and succession planning and Information technology general controls. Approximately 55% of all recommended actions have been implemented in full with the majority of the remaining actions well advanced.

Program Actions	Principal Activity	Comp Date	On Target?
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***Ensure Developer Contribution Plans (Section 94 and Section 64) reflect contemporary planning to ensure revenue is realistic and infrastructure is delivered as required***

Finalise review of Section 64 Developer Contributions Plan	Sewer Services	Sep 2011	
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The Section 64 Developer plans are completed to a draft form and are currently being reviewed by Senior Management.

Finalise review of Section 64 Developer Contributions Plan	Water Services	Sept 2011	
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The Section 64 Developer plans are completed to a draft form and are currently being reviewed by Senior Management.

## CSP Objective 8: Transparent and accountable governance

Program Actions	Principal Activity	Comp Date	On Target?
<i>Improve opportunities for aboriginal employment</i>			
Development and implement strategies for targeted minority groups which improve employment opportunities, career development and job satisfaction	Human Resources	June 2012	

Aboriginal Employment Strategy endorsed by Consultative Committee and strategy to increase indigenous trainees and apprentices implemented with seven new school based indigenous trainees and apprentices implemented in April 2012.

Council received Bronze Award in Gender Equity Program. Four female staff members attended the Australian Local Government Womens Association conference. Next goal is to apply for Silver Award.

## Service Delivery Targets - as 30 June 2012

<i>Airport</i>	<i>2009/10</i>	<i>2010/11</i>	<i>2011/2012 Target</i>	<i>YTD Result</i>	<i>On Target?</i>	<i>Comments</i>
Net operating surplus (excl depreciation) (\$)	704,000.00	376,027.00	>25% of revenue	20% (approx)		The operating surplus is approximately \$715,000 for 2011/12.
Number of non-compliances with DOTARS and CASA airport operation requirements (#)	0.00	0.00	0.00	0.00		No issues.
Total number of commercial passengers (#)	330,185.00	287,226	350,000	327,906		Passenger numbers are up 10% on 2010/11
Total operating revenue (\$)	2,899,000.00	2,728,815	4,000,000	3,500,000 (approx)		The operating revenue is up 28% on the 2010/11 total.
<i>Asset Management</i>	<i>2009/10</i>	<i>2010/11</i>	<i>2011/2012 Target</i>	<i>YTD Result</i>	<i>On Target?</i>	<i>Comments</i>
Percentage of DA referrals completed within 14 days (%)	N/A	N/A	>70%	44%		Figures for 9 months from September 2011 - June 2012 and show an improvement from the approximate 25% from previous years.

<i>Building Services</i>	<i>2009/10</i>	<i>2010/11</i>	<i>2011/2012 Target</i>	<i>YTD Result</i>	<i>On Target?</i>	<i>Comments</i>
Proportion of building certificates (Section 149D of EPA Act) determined within 10 working days (%)	91.75	80.00	>80.00	83 (41 of 49)		Instances of delays have been experienced in retrieving files from Council's depot file storage facility.
Proportion of building development applications determined within 40 days (%)	93.00	80.00	>80.00	89 (452 of 508)		<b><u>June YTD figures</u></b> 0-10 days: 30% 11-20 days: 31% 21-30 days: 18% 31-40 days: 10% 40+ days: 11%
Proportion of complying development certificates issued within 10 working days (%)	95.75	90.00	>90.00	100.00 (90 of 90)		
Proportion of construction certificates issued by Council (%) of market total	93.00	80.00	>80.00	91.00 (406 of 442)		
Median days for determination of building development applications (excluding integrated development) (# days)	N/A	N/A	<50.00	17.5		

<i>Commercial Services</i>	<i>2009/10</i>	<i>2010/11</i>	<i>2011/12 Target</i>	<i>YTD Result</i>	<i>On Target?</i>	<i>Comments</i>
Vacancy rate for Council administered Crown properties (buildings) (%)	10.00	20.00	<10.00	10		No vacancies currently
Vacancy rate for Council commercial properties (%)	7.75	10.00	<10.00	1		Pelican 181 Café is vacant. Two shops in the Wigmore Arcade remain vacant pending outcome of future redevelopment plans. All leases expire in the Wigmore on 31/12/2012; All tenants have been notified that they will be placed on month to month leases from 1/1/2013.
Vacancy rate for Council community properties (buildings) (%)	0.00	20.00	<5.00	0		
<i>Community Services</i>	<i>2009/10</i>	<i>2010/11</i>	<i>2011/12 Target</i>	<i>YTD Result</i>	<i>On Target?</i>	<i>Comments</i>
Casual hiring of the Kentwell Centre (#)	327	1,034	200	887		
Number of community service contact occasions at Wardell Community Centre (#)	1,754	1,383	520	Service discontinued	N/A	
Number of visits to community gallery (#)	14,042	11,951	12,000	17,791		
Casual hiring of the Richmond Room (# of bookings)	N/A	N/A	150	214		
Patronage at the Lennox Head Cultural & Community Centre (# of bookings)	N/A	N/A	1,000	1,765		

<b>Development Services</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12 Target</b>	<b>YTD Result</b>	<b>On Target?</b>	<b>Comments</b>
Proportion of development applications determined under delegated authority (%)	91.06	93.00	> 90.00	92%		
Proportion of development applications determined within 40 days (excl integrated applications) (%)	50.00	46.00	> 50.00	46%		On a variance of 5% target is met
Proportion of section 149 Certificates issued within 4 days of receipt (%)	93.25	95.00	> 80.00	96%		
Proportion of section 96 applications determined within the 40 day period (excl integrated appns) (%)	46.00	56.00	> 60.00	67%		
Median days for determination of development applications (excluding integrated development) (# days)	N/A	N/A	< 60.00	48		
Median days for determination of section 96 applications determined within 40 days (excluding integrated development) (# days)	N/A	N/A	< 60.00	38		

<i>Engineering Works</i>	<i>2009/10</i>	<i>2010/11</i>	<i>2011/12 Target</i>	<i>YTD Result</i>	<i>On Target?</i>	<i>Comments</i>
Financial management of capital programs (%)	52.00	100.00	100.00	87.00		Outstanding works from the 2011/2012 budget largely comprises work in progress Ballina CBD upgrade (7%) and replacement bridges project at Yellow Ck and Gibson Ck (4%). Additional work also undertaken during period at Ballina airport.
Financial management of maintenance programs (%)	100.00	100.00	100.00	97.00		
<i>Public &amp; Environmental Health</i>	<i>2009/10</i>	<i>2010/2011</i>	<i>2011/2012 Target</i>	<i>YTD Result</i>	<i>On Target?</i>	<i>Comments</i>
Number of food safety penalty infringement notices issued (#)	N/A	0.00	< 12.00	0.00		
Proportion of food premises audited per year (%)	96.00	99.00	100.00	94.00		The Environmental Health Section has been very short on staff this financial year due to staff taking a large amount of annual and long service leave. The plan is to increase the rate of inspections during the final quarter.
Proportion of other commercial premises audited per year (%)	100.00	90.00	100.00	99.00		Inspections of the remaining 45 premises will be completed by the end of the fourth quarter with the assistance of the maternity relief EHO who starts on 16 April 2012.
Number of existing on site effluent disposal systems inspected (#)	224.00	269.00	250.00	92.00		Resignation of officer. Introduction of new staff. Follow up from Rous funded accelerated program.
Proportion of public pools monitored for water quality (%)	100.00	100.00	100.00	100.00		

<i>Public &amp; Environmental Health (cont'd)</i>	<i>2009/10</i>	<i>2010/2011</i>	<i>2011/2012 Target</i>	<i>YTD Result</i>	<i>On Target?</i>	<i>Comments</i>
Proportion of semi-public pools monitored for water quality (%)	100.00	100.00	100.00	100.00		
Number of non-compliance with NHMRC drinking water standards (#)	0.00	3.00	0.00	2.00		Both passed on retest.
Proportion of drinking water sites monitored per week (%)	100.00	100.00	100.00	100.00		
Proportion of abandoned vehicle responses within 3 days for high priority areas (%)	93.75	90.00	100.00	95.00		Process currently being reviewed to improve outcomes
Proportion of responses to reported dog attacks within 2 hours during operating hours (%)	90.00	40.00	100.00	60.00		We are interpreting "response" as attendance. Serious cases are given priority.
<i>Financial Services</i>	<i>2009/10</i>	<i>2010/11</i>	<i>2011/12 Target</i>	<i>YTD Result</i>	<i>On Target?</i>	<i>Comments</i>
Investment returns greater than 90 day bank bill rate (#)	80.50	83.00	40.00	125.00		
Value of outstanding rates accounts as a proportion of rating income (%)	2.77	7.4	< 4.00	6.72		Debt collection commenced as per normal in september 2011 which has improved the outcome although target has not been achieved at this stage.  NB percentages exclude final quarter water levy as not technically outstanding.

<i>Human Resources</i>	<i>2009/10</i>	<i>2010/11</i>	<i>2011/12 Target</i>	<i>YTD Result</i>	<i>On Target?</i>	<i>Comments</i>
Average number of sick leave per employee (# days)	8.10	7.00	<7.00	5.96		
Hours of formal learning per employee (T)	15.64	12.00	>12.00	17.97		
Proportion of staff turnover per year (%)	3.97	10.00	<10.00	6.16		
Proportion of staff undertaking formal training per year (%)	191.53	90.00	>90.00	98.00		This includes internal and external formal competency assessments, professional development, statutory training and general policy awareness training information sessions.
<i>Information Services</i>	<i>2009/10</i>	<i>2010/11</i>	<i>2010/11 Target</i>	<i>YTD Result</i>	<i>On Target?</i>	<i>Comments</i>
Number of external visits to Council's website (#)	112,459.00	131,097.00	> 120,000.00	133,489		
Proportion of requests for assistance addressed within 1 working day (%)	83.33	90.26	> 95.00	89.00		4,144 out of a total of 4,635 requests closed within a day of receipt.
<i>Libraries</i>	<i>2009/10</i>	<i>2010/11</i>	<i>2011/12 Target</i>	<i>YTD Result</i>	<i>On Target?</i>	<i>Comments</i>
Proportion of shire population with active library membership	65% of Shire Pop.	67% of Shire Pop.	> 29,000.00	30,741.00		
Total library loans per annum (#)	477,000.00	412,800	> 458,000.00	460,000.00		

<b>Open Spaces &amp; Reserves</b>		<b>2009/10</b>	<b>2010/11</b>	<b>2011/12 Target</b>	<b>YTD Result</b>	<b>On Target?</b>	<b>Comments</b>
Compliance with open space mowing service levels (%)		100.00	100.00	100.00	100.00		Wet weather was the only factor affecting delivery of mowing services during the year.
Financial management of capital programs (%)		75.00	78.00	100.00	92.00		
Financial management of maintenance programs (%)		87.00	99.00	100.00	95.00		
<b>Operational (Engineering)</b>	<b>Support</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12 Target</b>	<b>YTD Result</b>	<b>On Target?</b>	<b>Comments</b>
Surplus from fleet and plant operations (\$)		720,000.00	674,494.00	> 750,000.00	913,770.00		
Value of store stock control bin errors (\$)		2,388.00	729	< 500.00	210.00		Including Fuel stock control
Average fleet green star rating (#)		3.33	3.44	< 3.50	3.45 Leaseback vehicles 2.64 light pool vehicles		Several leaseback vehicles have been replaced with diesel rather than ULP which provides lower fuel consumption and reduced CO2, but lower greenstar rating; light fleet predominantly diesel.
Number of swimming pool patrons (#)		124,096.00	127,804.00	> 120,000.00	127,194.00		
Net operating deficit for swimming pools (excluding depreciation) (\$)		372,756.00	471,597.00	< 370,000.00	386,944.00		Income was down at Ballina pool because of the un-seasonal weather Increased Electricity Costs Increased gas costs due to weather Increased rates Allowance in budget for Alstonville contract low
Reduce CO2 emissions from Council's Built Assets energy consumption		N/A	N/A	< 8,000.00	7,199.00		
Reduce energy consumption from Council's Built Assets (\$)		N/A	N/A	< 1,300,000.00	1,540,060.97		Target low Increased electricity costs during 2011/2012

<i>Risk Management</i>	<i>2009/10</i>	<i>2010/11</i>	<i>2011/12 Target</i>	<i>YTD Result</i>	<i>On Target?</i>	<i>Comments</i>
Hours of lost time due to workers compensation claims (T)	1,300.80	1,067.95	<1,000.00	1,744.50		Council had two significant workplace injuries during this time accompanied with an increase in treatment requirements which has resulted in an unusual high amount of time loss.
Number of insurance claims (#)	36.00	40.00	<40.00	44.00		Council has experienced a high amount of pot hole claims due to the excessive wet weather conditions.
Number of worker's compensation claims (#)	21.00	30.00	<30.00	26.00		
<i>Sewer Services</i>	<i>2009/10</i>	<i>2010/11</i>	<i>2011/12 Target</i>	<i>YTD Result</i>	<i>On Target?</i>	<i>Comments</i>
Number of sewer chokes per 10km of main (#)	15.67	2.4	< 1.00	7.6		
Number of non-compliances with DECCW licence standards (#)	7	1	0	6		
Financial management of maintenance programs (%)	N/A	88	100	97		
Financial management of capital programs (%)	N/A	68	100	90		

<i>Tourism</i>	<i>2009/10</i>	<i>2010/11</i>	<i>2011/12 Target</i>	<i>YTD Result</i>	<i>On Target?</i>	<i>Comments</i>
Enquiries to Visitor Information Centre (#)	63,090.00	59,591.00	> 56,000.00	56,855.00		These lower than usual figures could be as a result of the opening of the Ballina Bypass, with fewer through traffic.
Revenue generating from booking service (\$)	9,880.00	7,933.00	> 12,000.00	7,304.00		With the proliferation of online booking engines, the Visitor Centre is continuing to see a decline in commissions collected from bookings. Rate parity is also an issue for the Visitor Centre.
Revenue raised from cooperative marketing (\$)	N/A	72,000.00	> 15,500.00	7,400.00		Multiple cooperative marketing initiatives were undertaken this quarter (Visitor Guide, Dining Out Guide, Seasonal e-Newsletter), however Council will not be invoicing until after 1 July 2012.
Number of visits to tourism website (#)	24,289.00	25,417.00	> 30,000.00	25,746.00		The discoverballina.com is number one result for google searches when searching for Ballina. With the introduction of Social Media tools in the past month will hopefully see more visits to this website.
Proportion of satisfied visitors to Ballina Shire (%)	93.00	96.00	> 90.00	96.00		Surveys undertaken over April School Holiday period.
Number of grant applications submitted (#)	NA	NA	> than three per month	8.00		See notes below

There were 8 applications for grants submitted in this quarter which is almost on target, although for the full year we were above target. However, as it can take up to 12 months for the funding to be announced, the success rate of the applications submitted cannot be readily captured. The following grants were announced as successful to continuing to the next stage of assessment, during this quarter, from applications submitted prior to this reporting period:

- Your Country Heritage Program – \$17,227
- 2011-12 Biodiversity Fund – Lennox Head Headland Littoral Rainforest Restoration Project - \$121,000
- International Women's Day - \$1,000
- CASP Art Workshops - \$1,650
- Regional Development Australia Fund (Pyrolysis Project) - \$4.3Million
- NRMA Community Grants – RRISK Program - \$10,000
- Ballina Shire Liquor Accord – RRISK Program - \$1,000
- Disability Employment Assistance - \$10,000
- Building Better Regional Cities – Wollongbar Sports Fields - \$4.5Million

<b>Waste Services</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12 Target</b>	<b>YTD Result</b>	<b>On Target?</b>	<b>Comments</b>
Number of non-compliance with DECCW licence standards per year (#)	N/A	0.00	0.00	3.00		
Volume of waste managed at Waste Management Facility (#)	49,949.00	43,597.00	< 55,000.00	37,960.00		
Proportion of received waste diverted from landfill (%)	24.84	29.00	> 50.00	50.2		
Average number of bin collections missed per month (#)	161.60	234.00	< 120.00	473.00 39/month		
Remaining useful life of Ballina Waste Management Facility (years)	N/A	4.00	> 7.00	5.00		

<b>Water Services</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12 Target</b>	<b>YTD Result</b>	<b>On Target?</b>	<b>Comments</b>
Number of non-compliance events (#)	N/A	1.00	0.00	2.00		
Average water consumption per metered connection (kL/pa)	198.50	210.40	< 250.00	174.5		
Water main breaks per 30km of main (#)	2.10	2.05	< 1.00	0.4		
Volume of unaccounted water (%)	19.00	22.00	< 18.00	18.8		
Financial management of capital programs (%)	N/A	88.00	100.00	79.00		

Appendix 2  
Councillor Expenses &  
Facilities Policy

**POLICY NAME:** COUNCILLOR EXPENSES AND FACILITIES

**POLICY REF:** C04

**MEETING REVIEWED:** 25 October 2012  
Resolution No. 251012/20

**POLICY HISTORY:** 260712/29; 271011/21; 280711/20; 230611/18; 251110/14;  
280110/23; 240909/19; 231008/29; 240408/13; 251007/18;  
240507/24; 231106/031



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## **PART 1 - INTRODUCTION**

### **OBJECTIVE**

The objective of this policy is to ensure that there is accountability and transparency in the reimbursement of reasonable and appropriate expenses incurred or to be incurred by Councillors in the performance of their role.

The policy also ensures that a range of facilities are provided to Councillors to assist in discharging the function of civic office.

### **BACKGROUND**

In accordance with the Local Government Act (LGA s.252) a council is required to adopt a policy concerning the payment of expenses incurred by, and the provision of facilities to, the Councillors in relation to their roles as elected persons and members of the governing body of the Council. This policy complies with the LGA.

The LGA (s.428(2)(f)) requires councils to include in their annual report a copy of this policy. This information must be submitted to the Department of Local Government by 30 November each year.

### **DEFINITIONS**

In the Councillor Expenses and Facilities Policy the following definitions apply:

<b>Council</b>	Ballina Shire Council
<b>Policy</b>	Councillor Expenses & Facilities Policy
<b>LGA</b>	Local Government Act 1993 (NSW)
<b>ATO</b>	Australian Taxation Office
<b>DLG</b>	Division of Local Government
<b>Region</b>	The region encompasses the Richmond, Tweed and Clarence Valleys (i.e. Kyogle, Tweed, Byron, Lismore, Ballina, Richmond and Clarence council areas)

### **SCOPE OF POLICY**

The Councillor Expenses and Facilities Policy applies to Councillors.

### **RELATED DOCUMENTATION**

This policy has been prepared with reference to the following publications:

- Council's Code of Conduct

- Council's Councillor Training and Development Policy
- Local Government Act 1993 (NSW)
- DLG Circulars:
  - 08/62 Councillor Induction & Professional Development Guide
  - 08/24 Misuse of Council Resources
  - 09/36 DLG Revised Guidelines for the Payment of Expenses and Provision of Facilities for Mayors and Councillors for Local Councils in NSW (October 2009)
- ICAC Publication - No Excuse for Misuse, preventing the misuse of Council resources

As a minimum this Policy should be read in conjunction with

- Council's Code of Conduct
- Council's Councillor Training and Development Policy

#### **APPROVAL ARRANGEMENTS**

The General Manager, in consultation with the Mayor, is responsible for authorising the payment of expenses or the provision of facilities in accordance with this policy. In the case of the Mayor's expenses, authorisation shall be provided by the General Manager and one other Councillor. If agreement cannot be reached on any particular matter the matter will be reported to Council for determination.

#### **PART 2 - PAYMENT OF EXPENSES**

##### **2.1 GENERAL PROVISIONS**

###### **2.1.1 Payment of Expenses Generally**

Councillors must provide a certified claim in the form provided by the General Manager for all travel and out of pocket expenses incurred.

Payment will only be made for expenses covered under this policy that are accompanied by appropriate tax invoices and receipts. To ensure claims are submitted promptly and accurately any claims submitted in excess of three months of the time of expenditure will not be approved.

###### **2.1.2 Establishment of Monetary Limits and Standards**

The following limits will apply in the operation of this policy:

### **Accommodation and Meals**

The maximum payable for accommodation and meals will be the maximum reasonable travel and meal expense amounts determined by the ATO (refer Taxation Determination TD 2011/17). The current rates are:

<b>Place</b>	<b>Accommodation \$</b>	<b>Food and Drink (1) \$</b>	<b>Incidentals \$</b>	<b>Total \$</b>
Adelaide	209.00	133.45	24.70	367.15
Brisbane	236.00	133.45	24.70	394.15
Canberra	230.00	133.45	24.70	388.15
Darwin	278.00	133.45	24.70	436.15
Hobart	195.00	133.45	24.70	353.15
Melbourne	265.00	133.45	24.70	423.15
Perth	275.00	133.45	24.70	433.15
Sydney	265.00	133.45	24.70	423.15
Country	190.00	133.45	24.70	348.15

(1) This figure is dissected between - breakfast \$30.30, lunch \$42.95, dinner \$60.20. Over-expenditure for one meal can be offset by under-expenditure for another.

### **Travel**

The reimbursement rate for use of a Councillors' vehicle shall be in accordance with the rates issued by the ATO each year using the cents per kilometre method. The current rates are:

63 cents per km	vehicle capacity up to 1600cc
74 cents per km	vehicle capacity 1601 – 2600 cc
75 cents per km	vehicle capacity over 2601 cc

This reimbursement will be considered to cover all costs associated with the vehicle use, including tyres, insurance, repairs, petrol, oil and associated incidental costs.

### **Telephone/Internet**

Councillors will be reimbursed for Council related telephone call charges, for a Council approved phone line, and /or internet service provider fees for Council related business, up to a combined maximum figure of \$80 per calendar month, upon receipt of a copy of the tax invoice(s) and a declaration by that Councillor that the amount claimed relates to Council related activities.

If the mobile phone plan provided by Council imposes a surcharge for low usage, the surcharge will be regarded as rental costs and not deducted from a Councillor's allowance. If the cost of calls made from a Council provided mobile and / or landline are less than \$5.00 for any one month, that cost will **not** be deducted from the Councillor's allowance as the administrative cost of deducting that charge more than offsets the return to Council.

Where Council provides phone or fax lines to Councillors, those numbers will be available for publication in Council documents and media.

## 2.2 SPECIFIC PROVISIONS FOR MAYORS AND COUNCILLORS

### 2.2.1 Travel Arrangements and Expenses within the Region

Councillors will receive reimbursement for the cost of using their private vehicle for travelling in accordance with rates set by the ATO (refer 2.1.2), within the region for attendance at:

- Meetings of Council
- Meetings of committees of Council (whether a committee member or not)
- Council inspections in compliance with Council resolutions
- Council business in compliance with Council resolutions
- Civic functions where representing the Mayor
- Meetings with Council staff within the shire
- Meetings at the Council Chambers with constituents and
- Other approved functions, seminars etc as outlined elsewhere in this policy

The General Manager, in consultation with the Mayor, shall prepare a weekly list of approved meetings / events for which travel by Councillors shall be reimbursed. Councillors who wish an event to be included on this list should forward details to the General Manager a minimum of one week in advance.

### 2.2.2 Travel outside the region

Travel outside the region is to be approved by Council, excluding the Mayor as per clause 2.2.3 of this policy.

The class of air travel to be used by a Councillor will be economy travel for journeys not exceeding five hours, and business class for continuous journeys (not including overnight stopovers) in excess of five hours.

Should a Councillor elect to use their vehicle to undertake such travel, or to travel via a non-direct route, travel expenses will be paid equivalent to an airfare to the destination or payment at the ATO rate per kilometre, whichever is the lower (refer 2.1.2).

Council will pay actual costs of overnight accommodation and the costs of all meals where those meals are not provided as part of the meeting, conference, seminar or engagement fee, subject to the limits identified within this policy (refer 2.1.2).

### 2.2.3 Attendance at Seminars and Conferences

The General Manager, in consultation with the Mayor, is able to approve attendance by Councillors at seminars and conferences within the region. Attendance at

seminars and conferences outside the region is to be approved by Council. The only exceptions to this are:

- the Mayor is also entitled to attend seminars and conferences outside the region, subject the matter being reported to Council at the next available Ordinary Meeting.

#### **2.2.4 Attendance at Functions and Events not organised by Council**

To assist the Mayor in undertaking his / her responsibilities Council will provide reimbursement of travel and entrance expenses where the Mayor is invited, in his / her official capacity as Mayor, to attend functions and events that are not organised by Council. For a function / event to be approved the Mayor must be invited to attend in his / her official capacity as Mayor.

A Councillor, invited by the Mayor to attend an event on behalf of the Mayor, will also be eligible for reimbursement of travel and entrance expenses.

Approval will only be provided for events within the region.

Consideration will be also given to meeting the cost of Councillors' attending, including travel and entrance fees, at non-Council functions / events etc which provide briefings to Councillors from key members of the community, politicians and business organisations. Approval to meet these expenses will only be given when the function / event is relevant to Council's interest and attendance at the function is open to all Councillors. Any approvals provided will be circulated weekly to Councillors.

#### **2.2.5 Spouse and Partner Expenses**

Where the Mayor and / or Councillor is required to attend a function / event etc on behalf of Council, and the nature of the function is such that the person's spouse, partner or accompanying person could reasonably be expected to attend, Council will meet their reasonable expenses, eg ticket, meal and or direct cost of attending the function.

If a service is shared between a Councillor and spouse / partner, the expense associated with that service will be reimbursed as long as the expense did not increase due to the attendance of the spouse / partner. An example of this may be accommodation where the cost of the room is the same with or without the attendance of the spouse / partner.

#### **2.2.6 Training and Education Expenses**

Council will make an annual allocation within the budget for training and educational expenses for Councillors. This allocation will be treated as a lump sum figure able to be accessed by all Councillors. There will not be a specific allocation per Councillor.

Approved training and education programs must be consistent with Council's Councillor Training & Development Policy. Refer to that policy for further details.

Reimbursement of expenses relating to a Councillor's attendance at training and education programs will be made in accordance with the provisions of this policy.

### **2.2.7 Telephone costs and expenses**

Each Councillor shall be entitled to:

- Payment of monthly rental of a Council approved telephone line
- Call charges up to the monthly limit as determined within this policy (refer 2.1.2).

### **2.2.8 Carer and other related expenses**

#### **a) Councillor as a carer**

Where a Councillor has to act as a primary carer Council will reimburse any reasonable costs incurred for alternative carer arrangements required whilst that Councillor is attending a Council approved activity (ie meeting, training, event etc). This includes items such as child care expenses and costs related to the care of the elderly, disabled and/or sick immediate family members.

#### **b) Councillor requiring care**

Where a Councillor requires a primary carer, Council will reimburse any reasonable costs related to that primary carer, incurred whilst that Councillor is attending a Council approved activity (ie meeting, training, event etc), where the reimbursed costs would not normally have been incurred except due to the Councillor's attendance at that activity. This includes items such as travel, meals or carer wages, where those wages would not normally have been incurred.

### **2.2.9 Miscellaneous Expenses**

Each Councillor is entitled to have one Northern Star newspaper delivered to their home each day or made available at a mutually convenient point should a home delivery service not be available.

### **2.2.10 Insurance expenses and obligations**

As a minimum Council will provide the following insurance cover in respect to Councillors for matters arising out of Councillors' performance of their civic duties and / or exercise of their Council functions:

- Public liability (covers councillors for negligence arising from day to day Council activities)
- Professional Indemnity (covers Councillors for errors and omissions relating to their Council activities)

- Personal Accident (covers Councillors and partners for bodily injury whilst travelling to and from any local government activity or business)
- Councillors and Officers (covers Councillors for any civil claims arising out of their normal actions as a Councillor)
- Statutory Liability (covers Councillors for their liability to pay fines which may arise out of innocent breaches of the many Acts which control Council's operations)

All these insurances are subject to the limitations and conditions set out in each respective policy.

#### **2.2.11 Legal expenses and obligations**

Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are to be distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. An example of the latter is expenses arising from an investigation as to whether a Councillor acted corruptly by using knowledge of a proposed rezoning for private gain.

Council may disburse money only if the disbursement is authorised by the Local Government Act 1993. Therefore, if a Councillor has a legal matter that they believe merits assistance, then that matter is to be reported to Council for determination.

In considering such a matter Council will be guided by the contents of Department of Local Government circular 05/08 "*Legal assistance for councillors and council employees*".

#### **2.2.12 Representation on Joint Regional Planning Panel**

Council will pay the NSW Department of Planning's maximum recommended fee per meeting for Councillor representation on the Northern Region – Joint Regional Planning Panel (currently \$600 per meeting).

#### **2.2.13 Use of Staff Resources to Assist Councillors at their Private Residence**

The General Manager is entitled to authorise Council staff to attend a Councillor's residence to assist in resolving a Council related matter. However this approval can only be given in the following circumstances:

- The Councillor must declare that the matter is directly related to Council business; and
- It has been assessed by the General Manager that the issue can be resolved relatively quickly; and
- There will be no additional expense incurred by Council in providing that assistance; and

- The work environment must be considered safe from an occupational health and safety perspective; and
- The General Manager is of the opinion that the use of the Council staff resource is the quickest and most effective method to resolve the matter.

### **2.3 ADDITIONAL MAYORAL EXPENSES**

The Mayor is not entitled to the reimbursement of any additional expenses, other than being able to undertake certain levels of travel and attendance at seminars, conferences and training courses, without prior approval, as per clause 2.2.

## **PART 3 - PROVISION OF FACILITIES**

### **3.1 GENERAL PROVISIONS**

#### **3.1.1 Provision of Facilities Generally**

Facilities provided to the Mayor and Councillors will generally relate to telecommunications to ensure that all Councillors are readily accessible to the community and Council.

#### **3.1.2 Private use of Equipment and Facilities**

In accordance with Council's Code of Conduct, any resources provided, under this policy, or otherwise, shall not be used for private purposes. Nor shall such resources be used for political purposes, i.e. Council elections and the like.

### **3.2 PROVISION OF EQUIPMENT AND FACILITIES FOR COUNCILLORS**

#### **3.2.1 Telecommunications including Internet**

Each Councillor shall be entitled to:

- Installation of one home telephone line to enable either telephone or facsimile connection
- Provision, maintenance and consumables for a multi function centre at each Councillor's premises for Council use
- Provision of a caller-id unit
- Provision of tablet technology (i.e. IPAD or similar)
- Provision of a mobile telephone / smartphone
- Suitable hands free device for the Councillor's private vehicle

The above equipment will be provided to a standard as determined by the General Manager in accordance with Council approved budgets and the communication needs of Council. Internet services, in accordance with the Council's corporate internet service provider plan, will also be available to Councillors through the provision of the Council supplied smartphone and / or tablet computer.

### 3.2.2 Miscellaneous Items

Miscellaneous items each Councillor may receive are:

- Council business cards up to a maximum of 500 per annum
- CMA map
- Support of the General Manager's Personal Assistant on an as-available basis
- Access to a shared office space within the Council Chambers, including availability of photocopier, telephone, facsimile machine etc during Council office hours
- A Council name badge
- A Council blazer
- Standard stationery items on an as required basis

### 3.3 PROVISION OF ADDITIONAL EQUIPMENT AND FACILITIES FOR MAYOR

In recognition of the duties and responsibilities undertaken by the Mayor, Council will provide the following additional equipment and facilities:

#### 3.3.1 Office Space and Support

Council will provide the Mayor with a dedicated office along with all support services such as phone, facsimile and consumables. The Mayor will also have access to the General Manager's Personal Assistant for secretarial services.

#### 3.3.2 Motor Vehicle

Council will provide the Mayor with a Council motor vehicle for Council and private use. In the event of the vehicle being used for private use Council shall set any contribution level from time to time. The current contribution rate is nil, subject to the following clause:

*A fuel card is provided for refuelling from Council authorised facilities, however, during periods of private use any refuelling occurring outside a 200km radius from the Council administrative centre, must be paid for by the Mayor.*

The maximum standard of the motor vehicle will be that of a Holden Statesman, Ford Fairlane, or equivalent.

**3.3.3 Telecommunications**

Council will provide the Mayor an additional home telephone line, and rental thereon, if requested.

**3.3.4 Qantas Club Membership**

Council will provide the Mayor with an annual Qantas Club Membership.

**3.3.5 Car Park**

Council will provide the Mayor with a dedicated car park at the Council Customer Service Centre.

**PART 4 - OTHER MATTERS****4.1 ACQUISITION AND RETURNING OF FACILITIES & EQUIPMENT BY COUNCILLORS**

All items provided to Councillors in accordance with the policy shall remain the property of Council. Items shall be returned to Council:

- Upon request of the General Manager for repair, replacement, maintenance or upgrade
- Immediately upon the Councillor ceasing to hold office for any reason.

Items will be replaced when uneconomical to repair, or in accordance with any Council policy or resolution from time to time.

**4.2 COUNCILLORS CONTRIBUTING INTO SUPERANNUATION**

In accordance with the ATO Interpretative Decision 2007/205, Council may enter into an arrangement with a Councillor under which the Councillor agrees to forego all or part of their annual fee in exchange for the Council making contributions to a complying superannuation fund on their behalf.

**PART 5 - REVIEW**

The LGA (s.252) requires Council to review this policy within five months of the end of each financial year.

## Appendix 3 Overview of Major Capital Expenditure

Operational Plan Review  
Capital Expenditure - General Fund - Open Spaces - 2012/13  
as at 31 October 2012

Reference	Project Description	Estimate 2012/13	Carry Forwards	Approved Variations	New Variations	Latest Estimate	Expended to date	% Expended	Milestone Dates				Status
									Design	Consent	Commence	Completion	
<b>Cemeteries</b>													
2210.6023.	East Ballina	0	2,000			2,000	0	0	N/A	N/A	01-Sep-12	30-Jun-13	Funding to be expended on preparation of master plan
2210.6024.	Alstonville Niche Wall	0	3,500	14,000		17,500	18,000	103	Complete	N/A	Complete	Complete	Finalisation of 2011/12 works
2210.6025.	Alstonville	0	1,000	9,000		10,000	0	0	N/A	N/A	01-Jan-13	30-Jun-13	Funds needed for car park construction
	<b>Sub Total</b>	<b>0</b>	<b>6,500</b>	<b>23,000</b>	<b>0</b>	<b>29,500</b>	<b>18,000</b>	<b>61</b>					
<b>Open Spaces and Reserves</b>													
2205.5488.	Crown Land	21,000	0			21,000	0	0	Complete	N/A	15-Aug-12	30-Sep-12	Funds being expended on Lennox Foreshore Park as below
2205.5498.	Lennox Foreshore Park	0	14,000			14,000	10,700	76	Complete	Complete	15-Aug-12	30-Sep-12	First stage of works completed. Bollards and other minor works to go
2205.5586.	Campbell Park Softfall	0	1,000			1,000	800	80	Complete	N/A	Complete	Complete	Minor works completed
2205.5587.	Kellie Anne Crescent - Play Equip	0	19,000			19,000	13,000	68	Complete	N/A	01-Jul-12	30-Sep-12	Equipment installed
2205.5588.	Commemorston Park	0	6,700			6,700	200	3	Complete	N/A	01-Jul-12	30-Jun-13	Minor improvements
2205.5589.	Chickiba - Play Equipment	0	28,000			28,000	2,000	7	Complete	B/	01-Jul-12	30-Nov-12	Equipment installed
2205.6585.	Pat Morton Headland - Toilets	118,000	0			118,000	10,500	9	Complete	Complete	01-Nov-12	28-Feb-13	Works commenced - Mural to be discussed with Strategic Services
2205.6589.	Missingham Park Shade Structure	140,000	0			140,000	0	0	30-Nov-12	N/A	01-Feb-13	30-Apr-13	Quotations received - Council to determine preferred approach
	<b>Sub Total</b>	<b>279,000</b>	<b>68,700</b>	<b>0</b>	<b>0</b>	<b>347,700</b>	<b>37,200</b>	<b>11</b>					
<b>Sporting Fields</b>													
2212.6278.	Saunders Oval - Extension	170,000	13,000			183,000	5,000	3	Complete	N/A	01-Jun-12	31-Dec-12	Design completed - physical works to commence shortly
2212.6297.	Williams Reserve Screening	20,000				20,000	0	0	Complete	N/A	01-Oct-12	31-Dec-12	Installation underway
2212.6583.	Kingsford Smith - Lights	120,000	8,000			128,000	0	0	Complete	N/A	01-Nov-12	28-Feb-13	Quotations accepted - Order placed
	<b>Sub Total</b>	<b>310,000</b>	<b>21,000</b>	<b>0</b>	<b>0</b>	<b>331,000</b>	<b>5,000</b>	<b>2</b>					
	<b>TOTAL - OPEN SPACES</b>	<b>589,000</b>	<b>96,200</b>	<b>23,000</b>	<b>0</b>	<b>708,200</b>	<b>60,200</b>	<b>9%</b>					

**Operational Plan Review**  
**Capital Expenditure - General Fund - Engineering Works - 2012/13**  
**as at 31 October 2012**

Reference	Project Description	Estimate 2012/13	Carry Forwards	Approved Variations	New Variations	Latest Estimate	Expended to date	% Expended	Milestone Dates			Status	
									Design	Consent	Commence		Completion
<b>Urban Stormwater</b>													
2010.3111.	Urban Lane Improvements	20,000				20,000	9,100	46	N/A	N/A	N/A	N/A	Allowance for works as required
2010.3114.	Coogee Street, Ballina	370,000		(70,000)		300,000	3,500	1	31-Dec-12	N/A	Uncertain	Uncertain	Priorities under review due to other failures
2010.3115.	Tresise Place, Lennox Head	85,000				85,000	3,500	4	Complete	N/A	Uncertain	Uncertain	Priorities under review due to other failures
2010.3118.	Fiat Rock Estate Upgrades					0	3,700	100	Complete	N/A	Complete	Complete	Minor carry over from previous year - complete
2010.3122.	Tweed Street, Ballina		34,000	24,000		58,000	58,300	101	Complete	N/A	Complete	Complete	Complete
2010.3128.	Ballina Quays Estate - Canal Dredging	50,000				50,000	0	0	Complete	N/A	Uncertain	Uncertain	Further detailed survey being undertaken to determine need
2010.3130.	Grant Street, Ballina	140,000				140,000	0	0	Complete	N/A	Uncertain	Uncertain	Priorities under review due to other failures
2010.3131.	Barrett Drive, Lennox Head			26,000		26,000	19,900	77	Complete	N/A	Complete	Complete	Failure repaired
2010.3132.	Emprise Vale Road Culvert			16,000		16,000	15,500	97	Complete	N/A	Complete	Complete	Minor carry over from previous year - complete
	<b>Sub Total</b>	<b>665,000</b>	<b>34,000</b>	<b>(4,000)</b>	<b>0</b>	<b>695,000</b>	<b>113,500</b>	<b>16</b>					
<b>Urban Roads</b>													
2027	Ballina Heights Drive	1,200,000	25,000			1,225,000	30,600	2	Complete	Complete	Uncertain	Uncertain	Fresh tenders to be called for revised works
2058	Byron Street, Lennox Head	213,000				213,000	196,900	92	Complete	N/A	Complete	Complete	
2069	Canal Road, Ballina	336,000		180,000		516,000	0	0	Complete	N/A	01-Feb-13	30-Apr-13	Includes \$180,000 LIRS Project
2056	Cherry Street, Ballina (Swift to Bentinck)	0				0	12,500	100	Complete	N/A	Complete	Complete	Minor works
2070	Chickiba Drive (East of Links Avenue)	0		350,000		350,000	0	0	Complete	N/A	01-Apr-13	30-Jun-13	LIRS Project
2062	Coast Road - Landslip		16,000			16,000	2,600	16	Complete	Complete	Complete	Complete	Stage 1 complete - further discussion with RMS re Stage 2
2054	Coast Road - Segment 242 (Lennox Head)	71,500				71,500	0	0	Complete	N/A	01-Dec-12	21-Dec-12	Northern end reseal still to be completed
2068	Cumbalum Interchange	2,809,000				2,809,000	0	0	Complete	Complete	Complete	Complete	Represents payment to RMS
2008	Hutley Drive Lennox Head - EIS	15,000	93,000			108,000	24,300	23	Uncertain	Uncertain	N/A	N/A	Updated development application now lodged
2035	Martin Street	259,000				259,000	150,600	58	Complete	N/A	01-Oct-12	30-Nov-12	
2067	Swift and Grant Streets Intersection	0	7,100			7,100	0	0	Complete	N/A	Complete	Complete	Minor works
2071	Tamar Street (Grant Street to Kerr Street)	0	26,100	260,000		286,100	0	0	Complete	N/A	01-Mar-13	30-Apr-13	LIRS Project
	<b>Sub Total</b>	<b>4,903,500</b>	<b>167,200</b>	<b>790,000</b>	<b>0</b>	<b>5,860,700</b>	<b>417,500</b>	<b>7</b>					
<b>Rural Roads</b>													
2067	McLeay Culvert	1,743,400				1,743,400	0	0	Complete	N/A	Complete	Complete	Represents payment to RMS
2016	Midgeon Flat Road	595,000		(5,000)		590,000	200	0	31-Dec-12	N/A	01-Feb-13	31-Mar-13	
2039	Pimlico	360,000				360,000	0	0	28-Feb-13	N/A	01-May-13	30-Jun-13	
2065	Rifle Range Road - Seg 235, 237, 240, 245	750,000	5,700			755,700	574,300	76	30-Nov-11	N/A	01-Jul-12	30-Nov-12	Two years of RMS funding - 2011/12 and 2012/13
2055	Rifle Range Road - Seg 220 and 223		10,800			10,800	1,400	13	Complete	N/A	Complete	Complete	Minor works
2066	Ross Lane - Seg 40	255,000	104,000			359,000	321,900	90	Complete	N/A	Complete	Complete	
2017	Ross Lane / Coast Road - Intersection	168,000				168,000	1,500	1	Complete	N/A	Uncertain	Uncertain	RMS project
2047	Reseals and Overlays - Section 94					0	0	100	N/A	N/A	N/A	N/A	
2014	Tuckombil Road	151,000		305,000		456,000	300	0	30-Sep-12	N/A	31-Oct-12	31-Dec-12	
2047	Uralba Road	140,000	124,000			264,000	0	0	31-Jan-13	N/A	01-Apr-13	31-May-13	
2072	Wardell Road, Wardell	0		210,000		210,000	0	0	Complete	N/A	01-Dec-12	28-Feb-13	LIRS Project
2049	Wardell Road (Bagotville to Lumleys)	0	0			0	2,000	100	30-Sep-12	N/A	01-Nov-12	31-Dec-12	
	<b>Sub Total</b>	<b>4,162,400</b>	<b>244,500</b>	<b>510,000</b>	<b>0</b>	<b>4,916,900</b>	<b>901,600</b>	<b>18</b>					
<b>Bridges</b>													
2022.3401.	Gibson Creek Bridge Eltham Road		165,600	300,000		465,600	462,400	99	Complete	Complete	Complete	Complete	Complete
2021.3401.	Teven Bridges		41,200	0		41,200	4,000	10	Complete	Complete	Complete	Complete	Complete
2023.3401	Yellow Creek Bridge		309,300	270,000		579,300	567,400	98	Complete	Complete	Complete	Complete	Complete
	<b>Sub Total</b>	<b>0</b>	<b>516,100</b>	<b>570,000</b>	<b>0</b>	<b>1,086,100</b>	<b>1,033,800</b>	<b>95</b>					
<b>Total - Roads and Bridges</b>		<b>9,065,900</b>	<b>927,800</b>	<b>1,870,000</b>	<b>0</b>	<b>11,863,700</b>	<b>2,352,900</b>	<b>20</b>					

Operational Plan Review Capital Expenditure - General Fund - Engineering Works - 2012/13 as at 31 October 2012														
Reference	Project Description	Estimate 2012/13	Carry Forwards	Approved Variations	New Variations	Latest Estimate	Expended to date	% Expended	Milestone Dates				Status	
									Design	Consent	Commence	Completion		
2028.2500.	Ancillary Transport Services													
	Astonville Town Centre	0		50,000		50,000	11,800	24	Complete	Complete	Complete	Complete	Minor carry forward expenditure	
2031.2500.	Ballina Town Centre	1,800,000	1,095,300			2,895,300	1,558,000	54	Complete	Complete	30-Apr-12	21-Dec-12	May need budget increase from \$3.3 to \$3.45 million	
2029.4400.	Wardell Town Centre	500,000	47,000			547,000	36,400	7	Complete	Complete	01-Jun-10	31-Mar-13	Grant boat ramp submitted - If approved may complete ramp and boardwalk	
2030.4406.	Street Lighting - Energy Reduction		180,000			180,000	0	0	Complete	Complete	01-Oct-11	30-Sep-12	Essential Energy has commenced works - to be confirmed whether complete	
2030.4409.	Street Lighting - Installation	42,000	4,300			46,300	4,500	10	30-Nov-12	N/A	01-Mar-13	31-May-13		
	<b>Sub Total</b>	<b>2,342,000</b>	<b>1,326,600</b>	<b>50,000</b>	<b>0</b>	<b>3,718,600</b>	<b>1,610,700</b>	<b>43</b>						
	<b>Cycleways - Coastal Shared Path and Walk</b>													
1998.4222.	Shared Path - Land Acquisition		24,000			24,000	600	3	Complete	Uncertain	Uncertain	Uncertain	Land being surveyed to ultimately form part of Coast Road	
1998.4350.	Shared Path - Lennox to Pat Morton	137,700		45,000		182,700	190,400	104	Complete	Complete	30-Jan-12	31-Oct-12	Final stage underway	
1998.4381.	Shared Path - Pre-construction	170,000		(45,000)		211,000	3,200	2	30-Jun-12	Uncertain	Uncertain	Uncertain	Approvals being sought - Aboriginal consultation due end of November	
1998.4388.	Shared Path - Rutherford to Park Lane		27,000	30,000		57,000	55,200	97	Complete	Complete	Complete	Complete	Completed	
1998.4393.	Recreational Path - Pre-construction	396,000		(45,000)		351,000	4,000	1	30-Jun-12	Uncertain	Uncertain	Uncertain	Approvals being sought - Aboriginal consultation due end of November	
1998.4394.	Shared Path - Headlands Drive		40,000	31,000		71,000	29,100	41	Complete	Complete	Complete	Complete	Segment complete	
	<b>Sub Total</b>	<b>703,700</b>	<b>177,000</b>	<b>16,000</b>	<b>0</b>	<b>896,700</b>	<b>282,500</b>	<b>32</b>						
	<b>Footpaths and Cycleways</b>													
2024.4347.	Beachfront Parade	15,000				15,000	0	0	Uncertain	N/A	Uncertain	Uncertain	Project under review	
2024.4264.	Refuges - Headlands Dr / Shennars Hd Rd					0	1,000	100	Complete	N/A	Complete	Complete	Carried forward from 2011/12	
2024.4376.	Green Street Hwy to Commercial Road	10,000				10,000	0	0	31-Oct-12	N/A	01-Dec-12	31-Dec-12		
2024.4403.	Headlands Drive - Accesses	0		7,900		7,900	0	0	Complete	N/A	Complete	Complete		
2024.6587.	Sneaths Road to Rifle Range Road	90,000				90,000	0	0	30-Sep-12	N/A	01-Dec-12	28-Feb-13		
2024.6588.	Links Avenue	5,000				5,000	0	0	28-Feb-13	N/A	01-Apr-13	31-May-13		
2024.6590.	Missingham Shared Path	50,000				50,000	0	0	30-Sep-12	N/A	01-Nov-12	30-Nov-12	Works commenced	
	<b>Sub Total</b>	<b>170,000</b>	<b>0</b>	<b>7,900</b>	<b>0</b>	<b>177,900</b>	<b>1,200</b>	<b>1</b>						
	<b>Water Transport</b>													
2200.3485.	Ferry Ramp Refurbishment	0	11,300	11,000		22,300	25,800	116	Complete	N/A	Complete	Complete	Complete	
2200.4050.	Emigrant Creek Boat Ramp	0		140,000		140,000	139,000	99	Complete	N/A	30-Apr-12	31-Oct-12	Ramp upgrade and car park completed	
	<b>Sub Total</b>	<b>0</b>	<b>11,300</b>	<b>151,000</b>	<b>0</b>	<b>162,300</b>	<b>164,800</b>	<b>102</b>						
	<b>TOTAL - ENGINEERING WORKS</b>	<b>12,946,600</b>	<b>2,476,700</b>	<b>2,090,900</b>	<b>0</b>	<b>17,514,200</b>	<b>4,625,600</b>	<b>26%</b>						

Operational Plan Review Capital Expenditure - General Fund - Operations Support - 2012/13 as at 31 October 2012													
Reference	Project Description	Estimate 2012/13	Carry Forwards	Approved Variations	New Variations	Latest Estimate	Expended to date	% Expended	Milestone Dates				Status
									Design	Consent	Commence	Completion	
<b>Administration Building and Depot</b>													
2102.2286	Depot No. 1 - Metal Bins	0	0	20,000		20,000	19,500	98	Complete	Complete	Complete	Complete	
2102.2287	Depot No. 1 - Construct and Fit out Small Plant Building	150,000	15,000			165,000	31,700	19	Complete	Complete	01-Oct-12	31-Jan-13	Work underway
2102.2288	Depot No. 1 - Relocate Store into Existing Small Plant		35,000			35,000	0	0	Complete	N/A	01-Jan-13	28-Feb-13	Commence once small plant building complete
2102	Depot No. 1 - UPS System for Security and Gates		10,000	(10,000)		0		100	N/A	N/A	On hold	N/A	Deferred
2102	Depot No. 1 - Wash Down Bay Bunding		15,000	(15,000)		0		100	N/A	N/A	On hold	N/A	Deferred
2102.2289	Depot No. 2 - Access Improvements		25,000			25,000	0	0	Complete	N/A	On hold	N/A	Reviewing current state of depot number two
2102.2416	Administration Centre - Improvements	0	13,000	0		13,000	11,500	88	Complete	N/A	01-Jul-12	30-Jun-13	Minor works as needed
	<b>Sub Total</b>	<b>150,000</b>	<b>113,000</b>	<b>(5,000)</b>	<b>0</b>	<b>258,000</b>	<b>62,700</b>	<b>24</b>					
<b>Asset Management Program</b>													
32022.531.	Public Amenities	7,000	0	0		7,000	0	0	N/A	N/A	01-Jan-13	30-Jun-13	Works planned for second half of year
32022.2490.	ALEC Improvements	31,500	0	0		31,500	0	0	Complete	N/A	01-Nov-12	28-Feb-13	Currently finalising quotes
32022.2491.	Alstonville Swimming Pool	20,000	0	0		20,000	18,200	91	Complete	N/A	01-Aug-12	31-Oct-12	Largely complete
32022.2492.	Ballina Swimming Pool	20,000	0	0		20,000	16,200	81	Complete	N/A	01-Aug-12	31-Oct-12	Largely complete
32022.2493.	Northern Rivers Gallery	6,500	0	0		6,500	0	0	Complete	N/A	01-Oct-12	31-Jan-13	Works underway
32022.2494.	Lennox Head Cultural and Community Centre	37,500	0	0		37,500	0	0	Complete	N/A	On hold	On hold	Purchases on hold until contract determination made
32022.5461.	Lennox Head Surf Club	11,000	0	0		11,000	0	0	Complete	N/A	01-Sep-12	31-Dec-12	Project being managed by the Lennox Head Surf Club
32022.8686.	Former Tintenbar Council Chambers	58,500	0	0		58,500	0	0	Complete	N/A	01-Nov-12	28-Feb-13	Currently finalising quotes
	<b>Sub Total</b>	<b>192,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>192,000</b>	<b>34,400</b>	<b>18</b>					
<b>Regulatory Control Services</b>													
2100.1667	Animal Shelter	340,000	276,000	0		616,000	8,000	1	Complete	Complete	Uncertain	Uncertain	Quantity surveyor confirming cost prior to tender
	<b>Sub Total</b>	<b>340,000</b>	<b>276,000</b>	<b>0</b>	<b>0</b>	<b>616,000</b>	<b>8,000</b>	<b>1</b>					
<b>Plant and Fleet</b>													
2215.6442	Light Plant	320,000	0	0	0	320,000	98,300	31	N/A	N/A	01-Jul-12	30-Jun-13	
2215.6444	Heavy Plant	580,000	0	0	0	580,000	365,400	63	N/A	N/A	01-Jul-12	30-Jun-13	
	<b>Sub Total</b>	<b>900,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>900,000</b>	<b>463,700</b>	<b>52</b>					
	<b>TOTAL - OPERATIONS SUPPORT</b>	<b>1,582,000</b>	<b>389,000</b>	<b>(5,000)</b>	<b>0</b>	<b>1,966,000</b>	<b>568,800</b>	<b>44</b>					

Operational Plan Review Capital Expenditure - General Fund - Commercial Services as at 31 October 2012														
Reference	Project Description	Estimate 2012/13	Carry Forwards	Approved Variations	New Variations	Latest Estimate	Expended to date	% Expended	Milestone Dates				Status	
									Design	Consent	Commence	Completion		
2350.4162.	Airport													
	Terminal Awning	0	0	20,000	0	20,000	17,000	85	Complete	Complete	Complete	Complete	Minor improvements	
2350.4163.	CCTV Terminal	40,000	0	15,000	0	55,000	51,400	93	Complete	Complete	Complete	Complete		
2350.4164.	Storage Containers	12,000	0	(12,000)	0	0	0	100	N/A	N/A	N/A	N/A	Deferred	
2350.4165.	Toilets to Departure Lounge	40,000	0	15,000	0	55,000	58,000	105	Complete	Complete	Complete	Complete		
2350.4166.	Car Park Overlay	80,000	0	(80,000)	0	0	0	100	Complete	Complete	01-Mar-13	30-Jun-13	Whether works proceed will depend on budget for apron project	
2350.4168.	Apron Extension	3,475,000	541,400	1,483,600	0	5,500,000	680,800	12	Complete	Complete	01-May-12	28-Feb-13	Tender awarded	
2350.4169.	Airport Drainage	25,000	0	5,000	0	30,000	0	0	N/A	N/A	01-Mar-13	30-Jun-13	Whether works proceed will depend on budget for apron project	
2350.4171.	Chain Wire Fence	80,000	0	(55,000)	0	25,000	0	0	N/A	N/A	01-Mar-13	30-Jun-13	Whether works proceed will depend on budget for apron project	
2350.4172.	Lease Area Stage One	0	0	20,000	0	20,000	13,000	65	N/A	N/A	01-Jan-12	31-Dec-12	Work to finalise lease area for tenants	
2350.4178.	Equipment Storage Shed	0	0	20,000	0	20,000	0	0	N/A	N/A	01-Nov-12	31-Dec-12	Relocation of existing shed	
	<b>Sub Total</b>	<b>3,752,000</b>	<b>541,400</b>	<b>1,431,600</b>	<b>0</b>	<b>5,725,000</b>	<b>820,200</b>	<b>14</b>						
2375	Camping Ground													
	Flat Rock	0	10,000	0	0	10,000	0	0	N/A	N/A	N/A	N/A	Allowance for minor works	
	<b>Sub Total</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>0</b>						
2343	Property													
	Ballina Surf Club	5,500,000	0	0	0	5,500,000	433,000	8	Complete	Complete	01-Aug-12	30-Sep-13	Tender approved at August 2012 Extraordinary meeting	
2340.4758.	Lennox Head Community Centre	0	12,000	20,000	0	32,000	23,400	73	Complete	Complete	Complete	Complete	Awaiting outcome from insurance claim	
2345.8697.	Lennox Head Surf Club	0	0	400,000	0	400,000	0	0	31-Dec-13	Uncertain	Uncertain	Uncertain	Discussions commenced with Surf Club	
2342.4220.	Land Acquisition - 74 Tamar Street	0	1,055,000	0	0	1,055,000	1,062,000	101	Complete	Complete	Complete	Complete	Purchase finalised	
2342.4221.	Land Acquisition - 78 Tamar Street	0	955,000	0	0	955,000	961,000	101	Complete	Complete	Complete	Complete	Purchase finalised	
2342.8709.	Girl Guides Hall	0	0	22,000	0	22,000	0	0	Complete	N/A	01-Jan-13	30-Jun-13	Essential works to upgrade wiring	
2342.8715.	Lennox Head Rural Fire Shed	0	55,000	0	0	55,000	5,000	9	Complete	31-Dec-12	01-Mar-13	30-Jun-13	Development application lodged for Park Lane site	
2342.8719	Coastguard Tower	150,000	0	0	0	150,000	0	0	31-Mar-13	30-Jun-13	01-Oct-13	30-Jun-14	Tender for design advertised	
2344	Ballina Sports and Leisure Centre	0	427,000	0	0	427,000	15,600	4	N/A	Uncertain	01-Oct-11	30-Sep-12	Preferred option confirmed - No further action until after election	
2336.6299.	Wollongbar Sports Fields - Development	1,858,000	0	0	0	1,858,000	23,000	1	Complete	Complete	01-Nov-12	30-Jun-14	Funding approved by Federal Government for fields development	
2336.8629.	Skenners H Sports Fields - Development	0	0	16,000	0	16,000	16,000	100	30-Jun-12	31-Dec-12	N/A	N/A	Allowance to obtain approvals for sports fields plus sale of residual	
2336.8630.	Wigmore Arcade - Refurbishment	0	9,000	19,000	0	28,000	12,000	43	N/A	N/A	N/A	N/A	Options for redevelopment under review	
2336.8631.	Henderson Land - Development Consent	0	60,000	0	0	60,000	200	0	N/A	N/A	01-Jul-12	30-Jun-13	Funding to obtain development consent after rezoning	
	<b>Sub Total</b>	<b>7,508,000</b>	<b>2,873,000</b>	<b>477,000</b>	<b>0</b>	<b>10,558,000</b>	<b>2,551,200</b>	<b>24</b>						
	Land Development													
2323	Russellton Industrial Estate - Stage 8	600,000	10,000	0	0	610,000	23,000	4	Complete	30-Sep-12	01-Jan-13	30-Jun-13	Revised development consent close to being finalised	
2322	Southern Cross Estate - Stage 15	110,000	0	0	(110,000)	0	0	100	N/A	N/A	N/A	N/A	Further development awaits Master Plan process - no further action	
2324	Southern Cross Estate - Stages 10 to 13	0	50,000	0	0	50,000	15,000	30	Complete	Complete	01-Sep-12	30-Nov-12	Nominal allowance for minor works to finalise consent	
	<b>Sub Total</b>	<b>710,000</b>	<b>60,000</b>	<b>0</b>	<b>(110,000)</b>	<b>660,000</b>	<b>38,000</b>	<b>6</b>						
	<b>TOTAL - COMMERCIAL SERVICES</b>	<b>11,970,000</b>	<b>3,184,400</b>	<b>1,908,600</b>	<b>(110,000)</b>	<b>16,953,000</b>	<b>3,409,400</b>	<b>20%</b>						

Operational Plan Review Capital - Water Operations - 2012/13 as at 31 October 2012														
Reference	Project Description	Estimate 2012/13	Carry Forwards	Approved Variations	New Variations	Latest Estimate	Expended to date	% Expended	Milestone Dates				Status	
									Design	Consent	Commence	Completion		
<b>Section A - Infrastructure Related to Growth and Identified in Developer Servicing Plans (Section 64 Contributions)</b>														
	<b>Reservoirs</b>													
7001.3850.	Reservoir - Ballina Heights	3,500,000			(1,500,000)	2,000,000	0	0	Complete	N/A	01-Feb-13	30-Sep-13	Tender reported to November 2012 Ordinary meeting	
	<b>Pumping Stations</b>													
7005	Basalt Court	180,000				180,000	0	0	Complete	N/A	01-Feb-13	30-Sep-13	Tender reported to November 2012 Ordinary meeting	
7005	Pacific Pines	110,000			(110,000)	0	0	100	Uncertain	Uncertain	Uncertain	Uncertain	Timing of Pacific Pines development is unclear due to receiver	
7005	Ballina Heights	70,000			(70,000)	0	0	100	N/A	N/A	N/A	N/A	Works no longer required based on updated assessment of growth	
	<b>Trunk Mains</b>													
7006.3873.	WD33 PZ Distribution Coastal Growth	160,000			(160,000)	0	0	100	Uncertain	Uncertain	Uncertain	Uncertain	Works deferred due to slower growth	
7006.3875.	WD23 Boring Parallel Mis'ham Bridge	380,000			(380,000)	0	0	100	Uncertain	Uncertain	Uncertain	Uncertain	Works deferred due to slower growth	
7006.3876.	WD23 Main Parallel Mis'ham Bridge	130,000			(130,000)	0	0	100	Uncertain	Uncertain	Uncertain	Uncertain	Works deferred due to slower growth	
7006.3877.	WD05 Angels Beach Stage 1	80,000			(80,000)	0	0	100	Uncertain	Uncertain	Uncertain	Uncertain	Works deferred due to slower growth	
7006.3879.	WD08 Pacific Pines Stage 1	300,000			(300,000)	0	0	100	Uncertain	Uncertain	Uncertain	Uncertain	Works deferred due to slower growth	
7006.3880.	WD07 Pacific Pines Stage 1	100,000			(100,000)	0	0	100	Uncertain	Uncertain	Uncertain	Uncertain	Works deferred due to slower growth	
7006.3881.	WD06 Pacific Pines Res Supply Line	70,000			(70,000)	0	0	100	Uncertain	Uncertain	Uncertain	Uncertain	Works deferred due to slower growth	
7006.3883.	WD28 Pacific Pines Distribution	150,000			(150,000)	0	0	100	Uncertain	Uncertain	Uncertain	Uncertain	Works deferred due to slower growth	
7006.3884.	WD17 DN300 Sneaths Road	0	12,000		(12,000)	0	0	100	Uncertain	Uncertain	Uncertain	Uncertain	Works deferred due to slower growth	
7006.3885.	WD18 DN300 Plateau Dve	0	45,000		(45,000)	0	0	100	Uncertain	Uncertain	Uncertain	Uncertain	Works deferred due to slower growth	
7006.3887.	WD01 Ballina Heights	220,000			(220,000)	0	0	100	Uncertain	Uncertain	Uncertain	Uncertain	Works deferred due to slower growth	
7006.3888.	WD02 Ballina Heights Distribution	80,000			(80,000)	0	0	100	Uncertain	Uncertain	Uncertain	Uncertain	Works deferred due to slower growth	
7006.3889.	Aug - WD22 Ballina Island Coastal Growth	150,000			(150,000)	0	0	100	Uncertain	Uncertain	Uncertain	Uncertain	Works deferred due to slower growth	
7006.3890.	Aug - WD43 Basalt Ct Distribution	40,000			(40,000)	0	0	100	Uncertain	Uncertain	Uncertain	Uncertain	Works deferred due to slower growth	
7006.3891.	Aug - WD26 Lennox Hd Distribution	240,000			260,000	500,000	0	0	Complete	N/A	01-Feb-13	31-May-13	Tender reported to November 2012 Ordinary meeting	
7006.3893.	WD36 Nth Ballina Distribution	140,000			(140,000)	0	0	100	Uncertain	Uncertain	Uncertain	Uncertain	Works deferred due to slower growth	
7006.3894.	Aug - WD35 Nth Ballina Distribution	130,000			(130,000)	0	0	100	Uncertain	Uncertain	Uncertain	Uncertain	Works deferred due to slower growth	
7006.3896.	WM01 Reservoir Supply	940,000			(940,000)	0	0	100	Uncertain	Uncertain	Uncertain	Uncertain	Works deferred due to slower growth	
	<b>Sub Total - Trunk Mains</b>	<b>3,310,000</b>	<b>57,000</b>	<b>0</b>	<b>(2,867,000)</b>	<b>500,000</b>	<b>0</b>	<b>0</b>						
<b>Section B - Infrastructure Renewal and Upgrades as per Council Asset Management Plan</b>														
	<b>Main Renewals</b>													
7000.3836.	Main Renewals	400,000				400,000	18,000	5	N/A	N/A	01-Jul-12	30-Jun-13	Allowance for works as required and as per Asset Mgmt Plans	
	<b>Miscellaneous</b>													
7008.3901.	Plant	50,000	50,000			100,000	97,900	98	N/A	N/A	01-Jul-12	30-Jun-13	Purchase finalised	
	<b>TOTAL - WATER OPERATIONS</b>	<b>7,620,000</b>	<b>107,000</b>	<b>0</b>	<b>(4,547,000)</b>	<b>3,180,000</b>	<b>115,900</b>	<b>4%</b>						

Operational Plan Review Capital - Waste Management - 2012/13 as at 31 October 2012													
Reference	Project Description	Estimate 2012/13	Carry Forwards	Approved Variations	New Variations	Latest Estimate	Expended to date	% Expended	Milestone Dates				Status
									Design	Consent	Commence	Completion	
2225	Biochar Facility	4,300,000			(3,800,000)	500,000	0	0	Uncertain	Uncertain	Uncertain	Uncertain	Refer to report elsewhere in this agenda
2225.7126	Waste Centre - DECC Levy	324,800				324,800	1,500	0	N/A	N/A	01-Feb-13	31-May-13	Works on-going
2225.7127	Leachate Pumps		56,000			56,000	9,500	17	N/A	N/A	01-Oct-12	30-Jun-13	
2225.7128	Organics Processing Pad		10,000			10,000	0	0	N/A	N/A	01-Feb-13	30-Jun-13	
2225.7129	Cover Recycling Area		55,000			55,000	0	0	N/A	N/A	01-Feb-13	30-Jun-13	
	<b>TOTAL - WASTE MANAGEMENT</b>	<b>4,624,800</b>	<b>121,000</b>	<b>0</b>	<b>(3,800,000)</b>	<b>945,800</b>	<b>11,000</b>	<b>1%</b>					

**Operational Plan Review  
Capital - Wastewater - 2012/13  
as at 31 October 2012**

Reference	Project Description	Estimate 2012/13	Carry Forwards	Approved Variations	New Variations	Latest Estimate	Expended to date	% Expended	Milestone Dates				Status
									Design	Consent	Commence	Completion	
<b>Pumping Stations</b>													
7502.4832	SP3102 Pump Upgrade	25,000			(25,000)	0	0	100	N/A	N/A	N/A	N/A	Deferred until 2013/14
7502.4833	SP2105 Pump Upgrade	50,000			(50,000)	0	0	100	N/A	N/A	N/A	N/A	Deferred until 2013/14
7502.4834	SP2108 Storage Capacity Upgrade	40,000			(30,000)	10,000	0	0	30-Jun-13	N/A	Deferred	Deferred	Design underway by Public Works - Construction to occur in 2013/14
7502.4835	SP3001 Upgrade Pumps	200,000	82,000			282,000	0	0	31-Jan-13	N/A	01-Mar-13	30-Jun-13	
7502.4836	SP3002 Construct Emergency Storage	85,000			(75,000)	10,000	0	0	30-Jun-13	N/A	Deferred	Deferred	Design underway by Public Works - Construction to occur in 2013/14
7502.4837	SP2309 Emergency Storage	75,000			(65,000)	10,000	0	0	30-Jun-13	N/A	Deferred	Deferred	Design underway by Public Works - Construction to occur in 2013/14
7502.4838	SP3101 Construct Emergency Storage	105,000			(95,000)	10,000	0	0	30-Jun-13	N/A	Deferred	Deferred	Design underway by Public Works - Construction to occur in 2013/14
7502.4840	SP3101 Upgrade Pumps	115,000			(115,000)	0	0	100	N/A	N/A	N/A	N/A	Deferred until 2013/14
7502.4841	SP4105 Upgrade Pumps	0	30,000			30,000	0	0	31-Jan-13	N/A	01-Mar-13	30-Jun-13	
7502.4842	SP2001 Polyurea Lining of Well	0	30,000			30,000	0	0	31-Jan-13	N/A	01-Mar-13	30-Jun-13	
7502.4843	SP2301 Upgrade Pumps	120,000			(120,000)	0	0	100	N/A	N/A	N/A	N/A	Justification for upgrade being reviewed
7502.4844	SP2002 Pump Capacity Upgrade	0	15,000			15,000	0	0	31-Jan-13	N/A	01-Mar-13	30-Jun-13	
7502.4845	SP2012 Pump Capacity Upgrade	0	13,000		(13,000)	0	0	100	N/A	N/A	N/A	N/A	Deferred until 2013/14
7502.4846	SP2009 Pump Capacity Upgrade	15,000				15,000	0	0	31-Jan-13	N/A	01-Mar-13	30-Jun-13	
7502.4847	SP2202 Upgrade Pumps - Racecourse Road	0	15,000			15,000	0	0	31-Jan-13	N/A	01-Mar-13	30-Jun-13	
7502.4848	SP2205 Upgrade Pumps - Piper Drive	15,000				15,000	0	0	31-Jan-13	N/A	01-Mar-13	30-Jun-13	
7502.4849	SP2206 Upgrade Pumps - De Havilland	15,000				15,000	0	0	31-Jan-13	N/A	01-Mar-13	30-Jun-13	
7502.4850	SP2207 Upgrade Pumps - Southern Cross	0	15,000		(15,000)	0	0	100	N/A	N/A	N/A	N/A	Deferred until 2013/14
7502.4851	SP2210 Upgrade Pumps - Whiting Way	0	37,000		(37,000)	0	0	100	N/A	N/A	N/A	N/A	Deferred until 2013/14
7502.4853	SP4004 Emergency Storage - Grainsdale Place	85,000			(75,000)	10,000	0	0	30-Jun-13	N/A	Deferred	Deferred	Design underway by Public Works - Construction to occur in 2013/14
7502.4854	SP4003 Storage Capacity Upgrade	35,000			(25,000)	10,000	0	0	30-Jun-13	N/A	Deferred	Deferred	Design underway by Public Works - Construction to occur in 2013/14
7502.4855	SP4001 Storage & Pump Upgrade	80,000			(70,000)	10,000	0	0	30-Jun-13	N/A	Deferred	Deferred	Design underway by Public Works - Construction to occur in 2013/14
7502.4856	P/S North Ballina	6,000				6,000	0	0	Complete	N/A	01-Feb-13	30-Jun-13	Part of pipelines contract
7502.4857	WUEA Pump Station NHS1	360,000	6,000		(166,000)	200,000	194,000	97	Complete	N/A	Complete	Complete	Completed as part of WUEA contract
7502.4858	WUEA Pump Station NHS2	280,000			(280,000)	0	0	100	Complete	N/A	Complete	Complete	Design underway by Public Works - Construction to occur in 2013/14
7502.4861	SP2306 Emergency Storage - Serpentine	0	50,000		(40,000)	10,000	0	0	30-Jun-13	N/A	Deferred	Deferred	Design underway by Public Works - Construction to occur in 2013/14
7502.4862	SP2309 Upgrade Pumps	75,000				75,000	0	0	Complete	N/A	01-Feb-13	30-Jun-13	
7502.4863	SP2312 Pump Capacity Upgrade	45,000			(45,000)	0	0	100	N/A	N/A	N/A	N/A	Deferred until 2013/14
7502.4864	SP2313 Storage Capacity Upgrade	35,000			(25,000)	10,000	0	0	30-Jun-13	N/A	Deferred	Deferred	Design underway by Public Works - Construction to occur in 2013/14
7502.4865	SP2311 Storage Capacity Upgrade	35,000			(25,000)	10,000	0	0	30-Jun-13	N/A	Deferred	Deferred	Design underway by Public Works - Construction to occur in 2013/14
7502.4866	SP2013 Upgrade Pumps	75,000			(75,000)	0	0	100	N/A	N/A	N/A	N/A	Deferred until 2013/14
7502.4870	SP3103 Storage Capacity Upgrade	25,000			(15,000)	10,000	0	0	30-Jun-13	N/A	Deferred	Deferred	Design underway by Public Works - Construction to occur in 2013/14
7502.4871	SP2001 Upgrade Pump Motor	175,000			(125,000)	50,000	0	0	30-Jun-13	N/A	01-Jul-13	30-Jun-14	Design underway
<b>Sub Total - Pumping Stations</b>		<b>2,156,000</b>	<b>308,000</b>	<b>0</b>	<b>(1,606,000)</b>	<b>858,000</b>	<b>194,000</b>	<b>23</b>					
<b>Trunk Mains</b>													
7506.4866	SP4106 Rising Main Keys Lane	25,000				25,000	9,400	38	31-Jan-13	N/A	01-Feb-13	30-Jun-13	
7506.4867	SP3001 Parallel Rising Main	270,000			(200,000)	70,000	0	0	31-Jan-13	N/A	01-Mar-13	30-Sep-13	
7506.4868	P/S 2101 Diversion to Ballina RWP	290,000				290,000	0	0	Complete	N/A	01-Feb-13	30-Jun-13	Part of pipelines contract
7506.4869	Diversion of Nih Ballina PS to Ballina	175,000				175,000	0	0	Complete	N/A	01-Feb-13	30-Jun-13	Part of pipelines contract
7506.4870	Rising Main Nih Ballina PS to Ballina WW	690,000				690,000	100	0	Complete	N/A	01-Feb-13	30-Jun-13	Part of pipelines contract
7506.4871	Diversion Ballina Hts to Ballina WWTP	525,000				525,000	0	0	Complete	N/A	01-Feb-13	30-Jun-13	Part of pipelines contract
7506.4872	SP3106 to SP3107 Gravity Main	15,000			(13,000)	2,000	1,300	65	Complete	N/A	Complete	Complete	Completed as part of WUEA contract
7506.4873	SP3110 Parallel Gravity Main Hutley Dr	398,000			(308,000)	0	0	100	N/A	N/A	N/A	N/A	Part of Pacific Pines - Timeframe unknown
7506.4910	Skenners Ridge Sth - Rising Main	116,000			(100,000)	16,000	0	0	30-Jun-13	N/A	01-Jul-13	30-Jun-14	
7506.4913	WUEA Preliminaries	0	3,000		(1,800)	1,200	1,200	100	Complete	N/A	Complete	Complete	Completed as part of WUEA contract
7506.4914	WUEA Contingency	0	300,000			300,000	0	0	Complete	N/A	01-Jul-12	30-Jun-13	Contingency for WUEA
7506.4915	WUEA Trenched Mains (Sewar)	30,000	270,000		(100,000)	200,000	199,000	100	Complete	N/A	Complete	Complete	Completed as part of WUEA contract
7506.4916	WUEA Gravity Trunk A2	69,000			(69,000)	0	0	100	Complete	N/A	Complete	Complete	Completed as part of WUEA contract
7506.4917	WUEA Trunk TDTB/TC (WPE)	114,000	86,000		(180,000)	0	0	100	Complete	N/A	Complete	Complete	Completed as part of WUEA contract
7506.4918	WUEA Under Bored Sewer	0	640,000		(637,000)	3,000	3,000	100	Complete	N/A	Complete	Complete	Completed as part of WUEA contract
7506.4919	WUEA Power Supply	20,000	84,000		(20,000)	64,000	64,000	100	Complete	N/A	Complete	Complete	Completed as part of WUEA contract
7506.4920	WUEA Line TH/TK	70,000			(70,000)	0	0	100	Complete	N/A	Complete	Complete	Completed as part of WUEA contract
7506.4921	WUEA Line TL	45,000			(45,000)	0	0	100	Complete	N/A	Complete	Complete	Completed as part of WUEA contract
7506.4922	WUEA Gravity Trunk B13	25,000			(25,000)	0	0	100	Complete	N/A	Complete	Complete	Completed as part of WUEA contract
7506.4979	Pacific Pines Gravity Main	160,000			(160,000)	0	0	100	N/A	N/A	N/A	N/A	Part of Pacific Pines - Timeframe unknown
7506.4980	North Creek Road Pipelines	0			2,400	2,400	2,400	100	Complete	N/A	Complete	Complete	Minor works completed
<b>Sub Total - Trunk Mains</b>		<b>3,007,000</b>	<b>1,343,000</b>	<b>0</b>	<b>(2,016,400)</b>	<b>2,333,600</b>	<b>280,400</b>	<b>12</b>					
<b>TOTAL - WASTEWATER</b>		<b>33,041,000</b>	<b>6,196,000</b>	<b>0</b>	<b>(4,882,400)</b>	<b>34,354,600</b>	<b>7,845,700</b>	<b>23%</b>					

## Appendix 4 Condition of Public Works

**BALLINA SHIRE COUNCIL**

**SPECIAL SCHEDULE NO 7  
CONDITION OF PUBLIC WORKS  
as at 30th June 2012**

Asset class	Asset category	Depreciation rate (%)	Depreciation expense	Cost	Valuation	Accumulated depreciation	Carrying value	Asset condition (see Notes attached)	Estimated cost to bring to a satisfactory standard	Estimated annual maintenance expense	Program maintenance works for current year
									'000	'000	'000
	<i>References</i>	<i>Note 9</i>	<i>Note 4</i>			<i>Note 9</i>			<i>Local Govt. Act 1993, Section 428 (2d)</i>		
Public Buildings	Council offices	1 - 5%	389		11,831	4,854	6,977	3	-	81	106
	Works depot	1 - 5%	142		4,293	1,563	2,730	3	-	96	89
	Halls	1 - 5%	274		9,226	4,728	4,498	3	-	87	110
	Dwellings	1 - 5%	91		2,952	1,812	1,140	3	-	35	28
	Airport	1 - 5%	217		6,782	1,675	5,107	3	-	110	132
	Shops/Offices	1 - 5%	275		8,863	4,073	4,790	3	-	40	47
	Library	1 - 5%	162		4,549	1,202	3,347	1 - 3	-	11	13
	Community centre	1 - 5%	407		12,868	529	12,339	1	-	30	31
	Childcare centres	1 - 5%	183		5,233	2,917	2,316	3	-	-	-
	Waste centre	1 - 5%	103		3,573	1,205	2,368	3	-	73	97
	Amenities/Toilets	1 - 5%	571		19,974	8,388	11,586	3 - 4	-	297	262
	<b>Subtotal</b>		<b>2,814</b>	<b>-</b>	<b>90,144</b>	<b>32,946</b>	<b>57,198</b>		<b>-</b>	<b>860</b>	<b>915</b>
Other structures	Not included in Buildings	1 - 9%	511		11,750	3,694	8,056	3	70	204	176
Public roads	Sealed roads	1 - 2%	6,011		386,557	112,564	273,993	2 - 4	11,450	3,114	3,032
	Unsealed roads	1 - 2%	265		24,461	11,890	12,571	3 - 4	275	576	587
	Bridges	1 - 2%	422		36,167	11,901	24,266	2 - 3	-	38	42
	Footpaths/Cycleways	1 - 2%	356		21,778	4,797	16,981	2 - 3	50	168	178
	Kerb and gutter	1 - 2%	498		34,525	15,421	19,104	2 - 3	-	-	-
	Road furniture	1%	116		15,630	1,769	13,861	2 - 4	-	288	299
	<b>Subtotal</b>		<b>7,668</b>	<b>-</b>	<b>519,118</b>	<b>158,342</b>	<b>360,776</b>		<b>11,775</b>	<b>4,184</b>	<b>4,138</b>

This Schedule is to be read in conjunction with the explanatory notes following.

**BALLINA SHIRE COUNCIL**

**SPECIAL SCHEDULE NO 7 - CONDITION OF PUBLIC WORKS (cont)  
as at 30th June 2012**

Asset class	Asset category	Depreciation rate (%)	Depreciation expense	Cost	Valuation	Accumulated depreciation	Carrying value	Asset condition (see Notes attached)	Estimated cost to bring to a satisfactory standard (1)	Estimated annual maintenance expense (2)	Program maintenance works for current year (3)
									'000	'000	'000
	<i>References</i>	<i>Note 9</i>	<i>Note 4</i>			<i>Note 9</i>			<i>Local Govt. Act 1993, Section 428 (2d)</i>		
Water	Treatment plants	1%	40		4,259	1,176	3,083	2 - 3	-	108	69
	Water connections	4 - 5%	70		1,867	938	929	2 - 4	-	358	350
	Reservoirs	1 - 2%	152		13,639	4,339	9,300	2 - 3	-	51	47
	Pipelines	1 - 2%	1,931		135,306	45,707	89,599	2 - 4	-	373	242
	Pump stations	1 - 2%	12		652	213	439	2 - 3	-	50	42
	<b>Subtotal</b>		<b>2,205</b>	<b>-</b>	<b>155,723</b>	<b>52,373</b>	<b>103,350</b>		<b>-</b>	<b>940</b>	<b>750</b>
Sewerage	Pump stations	1 - 2%	557		37,154	11,528	25,626	2 - 3	-	1,228	1,190
	Pipelines	2 - 3%	2,757		141,212	20,662	120,550	2 - 3	-	620	646
	Pits	2 - 3%	-		7,431	2,545	4,886	2 - 3	-	-	-
	Treatment works	1 - 2%	884		57,992	26,277	31,715	2 - 3	-	312	307
	<b>Subtotal</b>		<b>4,198</b>	<b>-</b>	<b>243,789</b>	<b>61,012</b>	<b>182,777</b>		<b>-</b>	<b>2,160</b>	<b>2,143</b>
Drainage Works	Culverts	1 - 2%	144		10,266	5,752	4,514	2 - 4	50	-	-
	Reticulation	1 - 2%	1,432		99,818	35,998	63,820	2 - 4	150	176	188
	Pollution control	2 - 3%	35		1,637	73	1,564	1 - 2	-	45	32
	Outfall structures	1 - 2%	4		251	100	151	3 - 4	20	-	-
	<b>Subtotal</b>		<b>1,615</b>	<b>-</b>	<b>111,972</b>	<b>41,923</b>	<b>70,049</b>		<b>220</b>	<b>221</b>	<b>220</b>
<b>Total classes - all assets</b>			<b>19,011</b>	<b>-</b>	<b>1,132,496</b>	<b>350,290</b>	<b>782,206</b>		<b>12,065</b>	<b>8,569</b>	<b>8,342</b>

This Schedule is to be read in conjunction with the explanatory notes following.

## BALLINA SHIRE COUNCIL

### SPECIAL SCHEDULE NO 7 - CONDITION OF PUBLIC WORKS (cont)

as at 30th June 2012

#### NOTES

1. Satisfactory standard refers to estimated cost to bring the asset to a satisfactory condition as deemed by Council. It does not include any planned 'enhancements' to the existing asset. Council has deemed an asset to be in a 'satisfactory condition' if it is available to be used and is, or can, perform as intended.
2. Required annual maintenance is what should be spent to maintain assets in a satisfactory standard.
3. Current annual maintenance is what has been spent in the current year to maintain assets.
4. Asset condition assessment ((DLG intergrated Planning and Reporting Manual)

The following condition codes have been used in this Schedule.

<b>Level</b>	<b>Condition</b>	<b>Description</b>
1	Excellent	No work required (normal maintenance)
2	Good	Only minor maintenance work required
3	Average	Maintenance work required
4	Poor	Renewal required
5	Very poor	Urgent renewal/upgrading required