INFRASTRUCTURE & ASSETS DEPARTMENT
EXECUTIVE MANAGERS REPORT

1. CORONATION PARK SHELTER
   EF10/11

Précis:
Reporting on the current condition of the shelter in Coronation Park, Dungog.

Introduction
The shelter in Coronation Park Dungog is adjacent to the playground and is used on a daily basis by the community for shade and weather protection. The shelter has a high level of patronage. A recent inspection has revealed that the condition of the shelter is very poor.

Background
A recent inspection of Council assets has identified that the shelter in Coronation Park is in a poor state of repair regarding structural adequacy.

There are numerous components of the structure needing repair however the timber support posts are rotted where embedded in the ground. The structure relies on the integrity of the posts for lateral support and uplift in the event of wind. The support post are buried directly into the ground and are visibly rotten at ground surface level and present a risk of the structure falling over in adverse weather conditions. The shelter does present a risk to Council and the public in the event that it collapses.

Options
1. Demolish the shelter and do not replace. The estimated cost to demolish and remove the shelter only would be $2,000. The estimated cost to demolish and remove the shelter, tables and concrete slab would be $3,000.
2. Demolish the shelter and replace with a new structure including the concrete base as the current concrete slab is built following the existing ground slope and include new aluminium tables and chairs. The current shelter has a hip roof that which would be replaced with a gable roof at a cost estimate of $23,000.00.

IMPLICATIONS

Financial
The final cost of replacement would be approximately $23,000.00. The project could be funded from Council’s Restricted Assets, Special Rate Variation - Parks and Gardens Risk Management.

Community
The current shelter is well used and patronised by the community and provides shelter for people caring for children in the park and play equipment.

RECOMMENDATION
Council replace the shelter as per option 2 above.
2. **URBAN ROADS MAINTENANCE EXPENDITURES**

EF08/221

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**Precis:**

This report provides detail on expenditures within Council’s Urban Roads Maintenance Vote.

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Current expenditures for maintenance on the Urban Road Network are as follows:-

<table>
<thead>
<tr>
<th>Job Location / Description</th>
<th>Budget Allocation</th>
<th>Current Expenditure</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urban Roads Maintenance</td>
<td>$182,210</td>
<td>$211,273</td>
<td>($29,063)</td>
</tr>
<tr>
<td>Urban Roads Reseals</td>
<td>$74,990</td>
<td>$2,283</td>
<td>$72,707</td>
</tr>
<tr>
<td>Urban Roads Storm Damage</td>
<td>$0</td>
<td>$5,972</td>
<td>($5,972)</td>
</tr>
<tr>
<td>Urban Roads SRV Heavy Patch</td>
<td>$40,000</td>
<td>$7,187</td>
<td>$32,813</td>
</tr>
<tr>
<td>Urban Roads SRV Rehabilitation</td>
<td>$50,000</td>
<td>$0</td>
<td>$50,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$347,200</strong></td>
<td><strong>$226,715</strong></td>
<td><strong>$120,485</strong></td>
</tr>
</tbody>
</table>

Note:- SRV is the Special Rate Variation for the funding for various projects on the Urban Road Network.

**Urban Roads Maintenance** - There is a current over-expenditure of $29,063 with still some end of financial year costing to be charged in this area. A review of this area has shown that in excess of $57,000 has been expended on Heavy Patching on Urban Roads during 2013/2014, the majority of which should have been charged against the Urban Roads SRV Heavy Patching vote. It is therefore recommended that the $32,813 balance in the Urban Roads SRV Heavy Patching vote be reallocated to the Urban Roads Maintenance vote.

**Urban Roads Reseals** - There is an under-expenditure of $72,707 showing in this vote. It is recommended that the residual funding be transferred to Restricted Assets.

**Urban Roads Storm Damage** - The Natural Disaster Claim is yet to be finalised. The $5,972 will be carried forward as a debtor to 2014/2015.

**Urban Roads SRV Heavy Patch** - Please see commentary in Urban Roads Maintenance above.

**Urban Roads SRV Rehabilitation** - There is an under-expenditure of $50,000 showing in this vote. It is recommended that the residual funding be carried forward to the 2014/2015 financial year.

**IMPLICATIONS**

**Financial**

There are no financial implications to this report as it is a matter of adjusting votes within the same budget allocation area.

**RECOMMENDATION**

1. That $32,813 from the Urban Roads SRV Heavy Patching vote be re-allocated to the Urban Roads Maintenance vote; and

2. Any residual funding in the Urban Roads budget area be transferred to restricted assets for future expenditure in this area.
3. **RURAL SEALED AND UNSEALED ROADS MAINTENANCE EXPENDITURES**

**EF09/79**

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**Precis:**

This report provides detail on expenditures within Council's Rural Sealed and Unsealed Roads Maintenance Votes.

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Current expenditures for maintenance on the Rural Sealed and Unsealed Road Network are as follows:-

<table>
<thead>
<tr>
<th>Job Location / Description</th>
<th>Budget Allocation</th>
<th>Current Expenditure</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rural Roads Sealed Maintenance</td>
<td>$577,949</td>
<td>$608,286</td>
<td>($30,337)</td>
</tr>
<tr>
<td>Rural Roads Reseals</td>
<td>$321,247</td>
<td>$278,900</td>
<td>$42,347</td>
</tr>
<tr>
<td>Rural Roads Sealed SRV Drainage</td>
<td>$28,665</td>
<td>$34,698</td>
<td>($6,033)</td>
</tr>
<tr>
<td>Rural Roads Sealed SRV Shoulders</td>
<td>$55,000</td>
<td>$0</td>
<td>$55,000</td>
</tr>
<tr>
<td><strong>Sub-Total - Sealed Roads</strong></td>
<td>$982,861</td>
<td>$921,884</td>
<td>$60,977</td>
</tr>
<tr>
<td>Rural Roads Unsealed Maintenance</td>
<td>$365,550</td>
<td>$361,310</td>
<td>$4,240</td>
</tr>
<tr>
<td>Rural Roads Unsealed SRV Resheeting</td>
<td>$102,829</td>
<td>$98,351</td>
<td>$4,478</td>
</tr>
<tr>
<td>Rural Roads Unsealed SRV Drainage</td>
<td>$30,000</td>
<td>$19,455</td>
<td>$10,545</td>
</tr>
<tr>
<td>Rural Roads Unsealed Upgrades</td>
<td>$62,990</td>
<td>$42,898</td>
<td>$20,092</td>
</tr>
<tr>
<td><strong>Sub-Total - Unsealed Roads</strong></td>
<td>$561,369</td>
<td>$522,014</td>
<td>$39,355</td>
</tr>
<tr>
<td>Rural Roads Storm Damage</td>
<td>$0</td>
<td>$278,836</td>
<td>($278,836)</td>
</tr>
<tr>
<td><strong>Sub-Total - Storm Damage</strong></td>
<td>$0</td>
<td>$278,836</td>
<td>($278,836)</td>
</tr>
</tbody>
</table>

Note:- SRV is the Special Rate Variation for the funding for various projects on the Urban Road Network.

**Rural Roads Sealed Maintenance** - There is a current over-expenditure of $30,377 with still some end of financial year costings to be charged in this area. A review of this area has shown that there have been misallocations of expenditures in the Maintenance vote that should have been allocated against the Rural Roads Sealed SRV Shoulders. It is therefore recommended that the over-expenditure in the Rural Roads Sealed Maintenance vote be funded from the Rural Roads Sealed SRV Shoulders vote with any residual funding be transferred to Restricted Assets.

**Rural Roads Reseals** - There is an under-expenditure of $42,347 showing in this vote. It is recommended that the residual funding be transferred to Restricted Assets.

**Rural Road Sealed SRV Drainage** - There is an over-expenditure of $6,033 currently showing in this vote. It is recommended that the over-expenditure be funded from Restricted Assets previously retained for this SRV.

**Rural Roads Sealed SRV Shoulders** - Please see commentary in Rural Roads Sealed Maintenance above.

**Rural Roads Unsealed Votes** - There is a current under-expenditure of $39,355 with still some end of financial year costings, mainly quarry materials, to be charged in this area. The combined over-expenditure is expected to be less than $1,000. It is therefore recommended that any over-expenditure in the Rural Roads Unsealed Maintenance combined votes be funded from the Rural Roads Unsealed Upgrades Restricted Asset.
Rural Roads Storm Damage - The Natural Disaster Claim is yet to be finalised. The expenditure in this area will be carried forward as a debtor to 2014/2015.

IMPLICATIONS

Financial
There are no financial implications to this report as it is a matter of adjusting votes within the same budget allocation areas.

RECOMMENDATION

1. That the over-expenditure in the Rural Roads Sealed Maintenance vote be funded from the Rural Roads Sealed SRV Shoulders vote with any residual funding be transferred to Restricted Assets;

2. The over-expenditure in Rural Roads Sealed SRV Drainage be funded from Restricted Assets previously retained for this SRV;

3. That any over-expenditure in the Rural Roads Unsealed Maintenance combined votes be funded from the Rural Roads Unsealed Upgrades Restricted Asset

4. Any other residual funding in the Rural Roads budget areas be transferred to restricted assets for future expenditure in this area.
1. AGENCY INFORMATION GUIDE 2014-15
EF 09/226

Shaun Chandler

Precis:


Section 20 of the Government Information (Public Access) Act 2009 (NSW) (“the GIPA Act”) requires agencies to develop and adopt an Agency Information Guide as part of their mandatory open access information. Council must review the agency information guide and adopt a new Agency Information Guide at intervals of not more than 12 months.

The Agency Information Guide describes the agencies (Council’s) structure, functions and how the functions affect members of the public. It identifies the various kinds of government information held by the agency, the kinds of government information it holds that it makes publicly available and the kinds of publicly available information available for free or for a charge. The Agency Information Guide also specifies any arrangements that exist to enable the public to participate in forming the agency’s policies and how the agency makes government information publicly available.

Council may update and amend its agency information guide at any time. Once adopted the agency information guide is posted on Council’s website and a copy sent to the Information Commissioner who may comment and provide advice or feedback on the guide if requested. After receipt, the Information Commissioner will formally respond to Council in accordance with section 22 of the GIPA Act.

A review of Council’s Information Guide has been completed, as required by the Information and Privacy Commission the document is now referenced as the “Agency Information Guide” and not the “Publication Guide”, and the Commissions contact details have also been updated, no other changes have been made.

A copy of the Agency Information Guide is available to Councillor’s upon request or can be downloaded from Council’s web site.

IMPLICATIONS

Statutory

Satisfies Council’s obligations under Sections 20 – 22 of The Government Information (Public Access) Act 2009 (NSW).

RECOMMENDATION

That Council adopt the Agency Information Guide, post a copy on Council’s website and forward a copy to the Information Commissioner prior to 31 July 2014.
1. LOCAL GOVERNMENT ELECTIONS

EF08/619

Precis:

Reporting on a statutory requirement as regards the administration of Local government elections.

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Under the Local Government Act 1993 (NSW) the General Manager is responsible for the administration of local Council elections. There has been a series of amendments to the conduct of elections in recent years following extensive lobbying of Government to return the decisions as regards the conduct of elections to local government.

Prior to these amendments elections were being run by the NSW Electoral Commission however many Councils were dissatisfied with the arrangement due to the costs associated with the administration of elections increasing significantly.

In 2013 the NSW Government amended Sec 296 of the Local Government Act 1993 NSW to enhance the flexibility of Councils to make decisions on the conduct of the local Council elections.

The changes now allow Councils to decide as to whether the General Manager should administer the local Council election or enter into an election arrangement with the NSW Electoral Commissioner.

It should be noted that prior to the 2012 local government elections Council participated in a tender with a number of other NSW Councils for the provision of election services. The pricing that came out of such tender highlighted that the cost loadings and obligations as regards compliance for small Councils like Dungog it was not to Councils advantage to utilise an alternative provider or have the staff of Council conduct the election.

Through the administration of the 2012 election there were further savings attributed to Council as a consequence of the sharing of the returning officers position with Great Lakes and Gloucester Councils as all three LGA’s elections were being administered by the NSW Electoral Commission.

IMPLICATIONS

Financial

The costs associated with the conduct of elections has been difficult to monitor for Dungog Shire as in 2012 there was no election held in ‘B’ Ward and as a consequence the true cost of running a full election could not be reliably calculated as there was a mix of fixed and variable costs. However as a consequence of the no election in one ward there were savings against the initial budget of $90,000.

Statutory

Council needs to determine as to whether to appoint the NSW Electoral Commission under an all elections contract which covers the ordinary election, any polls or referendums, and any subsequent by-election poll or referendum that may occur during the term of the contract. Chapter 10 Part 6 Division 1 of the Local Government Act 1993 (NSW) is the key legislative reference.
RECOMMENDATION

The Dungog Shire Council (“the Council”) resolves:

1. Pursuant to Sec 296 (2) and (3) of the Local Government Act 1993 (NSW) (“the Act”) that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.

2. Pursuant to Sec 296 (2) and (3) of the Act, as applied and modified by Sec 18, that a Council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council.

3. Pursuant to Sec 296 (2) and (3) of the Act, as applied and modified by Sec 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.
2. COUNCILLOR LEAVE OF ABSENCE
EF08/527

Precis:

Reporting on Councillor notifications and requests for leave of absence.

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Councillors I am in receipt of advice from four Councillors as regards their absences from the Shire over the next couple of months. Of which only one Councillor (Cr Norman) has advised that they will not be in attendance at an Ordinary meeting of Council and is seeking leave of absence from the September meeting of Council as they will be overseas.

Councillor Norman has also advised that she will be absent from two Dungog Showground & Recreation Reserve Management Committee Meetings being the September & October meetings of this Committee.

IMPLICATIONS

Statutory

Local Government (General) Regulation 2005 Clause 235A is the key reference or Councils Code of Meeting Practice Sec B Clause 12.

RECOMMENDATION

That Councillor Norman be granted leave of absence from the September 2014 Ordinary meeting of Council.
REPORTS FROM COMMITTEES AND OUTSIDE ORGANISATIONS

1. COUNCIL’S MANAGEMENT COMMITTEE MEETING MINUTES

Précis:

Reporting on Minutes of Council Management Committee Meetings provided to Council.

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The minutes of the following Management Committee Meetings are attached as Annexure ‘A’ to this report:

- Gresford School of Arts Hall meeting held 13 May 2014
- Paterson Sportsground Committee Meeting held 26 May 2014
- Vacy School of Arts Hall meeting held 27 May 2014
- Dungog Showground Committee Annual General Meeting held 5 June 2014
- Dungog Showground Committee meeting held 5 June 2014

IMPLICATIONS

Financial

There are no financial implications the report is for information purposes only.

Statutory

The minutes of the Vacy School of Arts Hall Committee highlights that the Committee has made determinations as regards fees and charges that the Committee does not have the delegated power to make.

Sec 377 of the Local Government Act 1993 stipulates that the Council can, by resolution, delegate the General Manager or any other person or body (not including another employee of the Council) any of the functions of the Council, other than the following:

(e) the fixing of a fee
(q) a decision under Sec 356 to contribute money or otherwise grant financial assistance to persons.

RECOMMENDATION

1. That the minutes of the Management Committee Meetings be received and noted.

2. That the General Manager write to the Vacy School of Arts Hall Committee as regards their determinations in terms of waiving and discounting of fees.

Ordinary Meeting of the Council of the Shire of Dungog, to be held Tuesday 15 July 2014 commencing 6.00pm.
2. MINUTES OF OUTSIDE ORGANISATIONS TO WHICH COUNCIL HAS AN APPOINTED DELEGATE

Précis:

Reporting on the minutes of outside organisations to which Council has an appointed delegate.

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The minutes of the following Outside Organisations are attached as Annexure ‘B’ to this report:

- Arts Upper Hunter Board General Meeting held on 5 June 2014

IMPLICATIONS

There are no implications the report is for information purposes only.

RECOMMENDATION

That the draft minutes of the Arts Upper Hunter Board General Meetings be received and noted.
COUNCILLOR REPORTS

Cr Robert Booth

1. REPORT ON AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (ALGA) NATIONAL GENERAL ASSEMBLY (NGA) OF LOCAL GOVERNMENT CONFERENCE. EF09/1

Precis:

This year the NGA was held 15th-18th June 2014 at the National Conventional Centre, Canberra and delegates Mayor H. Johnston & Cr R. Booth attended for Dungog Shire Council.

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The theme of the conference was “Getting Down to Business”.

Approximately 900 delegates attended which represented a mix of Mayors, Councillors, General Managers & Senior Council Staff from all councils around Australia.

A total of 83 motions were presented and voted upon. Each Council had 1 vote allotment. The successful motions enabled the ALGA Executive Committee to act on the successful motions appropriately. The motion for the reinstatement of Financial Assistance Grant (FAG) indexation was topical and carried.

The conference was opened by His Excellency General the Honourable Sir Peter Cosgrove who gave compliments to all those engaged in Local Government Areas (LGA’s). Each session was introduced or concluded by an invited speaker who expanded topical issues that relate to Local Government.

Networking between sessions was strong with many issues that Dungog Shire Council have, are similar with other LGA’s, but having different resource funding abilities; such as input from an extractive industry within the Shire towards the budget of that LGA.

The Exhibition and catering area had a representative sample of products that LGA’s could utilise. The products of interest that we engaged in were:

- Order of Australia Nomination form.
- Attorney Generals Department, Chemical Security. This Australian Government Department is monitoring the usage, storage & reporting of commonly available chemicals for the making of bombs and toxic weapons.
- Earthco Projects Pty Ltd produce a product “Polycom” stabilising aid for improving the lifespan of formed graded roads.
- Camper & Motorhome Club of Australia. This collection of booklets is titled “Working with Government & Industry”
- Australasian LED Pty Ltd contains details of LED street lighting fixtures.

Attendance at the ALGA Annual Conferences is recommended to Councillors for an appreciation of their role within their LGA and interaction with other national LGA’s.

RECOMMENDATION

That the report be received and the information noted.
**INFORMATION ONLY REPORTS**

**1. DEVELOPMENT APPLICATIONS - DELEGATED AUTHORITY**

**EF08/228**

Jacqui Tupper

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**Precis:**

Development Consent has been granted to the following development applications under delegated authority for the month of June 2014.

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<table>
<thead>
<tr>
<th>Development Application</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA 41/2012 (TPA 463)</td>
<td>Lot 1 DP 998639, Lot 11 DP 1083079, 250-260 Dowling Street, Dungog. Modification to Outdoor Eating Area to allow for an amended design of outdoor eating area. Approved subject to conditions 5 June 2014.</td>
</tr>
<tr>
<td>DA 95/2013 (TPA 66/0012)</td>
<td>Lot 132 DP 1077296, 64 Grey Street, Clarence Town. Modification to Multi unit commercial development over four stages and strata subdivision to allow for amendment to conditions 18 and 64 of consent. Approved subject to conditions 17 June 2014.</td>
</tr>
<tr>
<td>DA 110/2013 (TPA 173)</td>
<td>Lot 3 Sec 19 DP 758250, 35 Rifle Street, Clarence Town. Two (2) Lot Subdivision. Approved subject to conditions 10 June 2014.</td>
</tr>
<tr>
<td>DA 20/2014 (TPA 2879/2)</td>
<td>Por 54 DP 753206, Monkerai Road, Main Creek. Dwelling House. Approved subject to conditions 19 June 2014.</td>
</tr>
<tr>
<td>DA 23/2014 (TPA 723/1)</td>
<td>Lot 2 DP 1095394, Lot 1 DP 1095394, 32-34 Abbott Lane, Dungog &amp; 36-38 Abbott Lane, Dungog. Two (2) Lot Boundary Adjustment. Approved subject to conditions 10 June 2014.</td>
</tr>
<tr>
<td>DA 39/2014 (TPA 2216/15)</td>
<td>Lot 5 DP 1182779, Banjo Place, Vacy. Modification to Dwelling to allow for an amendment to the location of the dwelling. Approved subject to conditions 16 June 2014.</td>
</tr>
<tr>
<td>DA 54/2014 (TPA 2139/102433)</td>
<td>Lot 213 DP 1167918, 94 Park Street, East Gresford. Farm Shed. Approved subject to conditions 19 June 2014.</td>
</tr>
<tr>
<td>DA 68/2014 (TPA 1578)</td>
<td>Lot 1 DP 322431, 97 Cory Street, Martins Creek. Shed. Approved subject to conditions 12 June 2014.</td>
</tr>
</tbody>
</table>

**RECOMMENDATION**

That the report be received and the information noted.
2. BETTER WASTE AND RECYCLING FUND
EF10/55

Precis:

The purpose of this report is to advise of Council’s payment entitlements under the NSW Government’s Better Waste and Recycling Fund and to provide details of the draft action plan for allocation of funds for the first two years (2013/14 and 2014/15).

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BACKGROUND

Council was advised at its August 2013 meeting of the receipt of its last ever Waste and Sustainability Improvement Payment (WASIP) of around $53,000.

These annual payments were provided by the NSW Government and represent a portion of the waste levy collected by Council’s waste operations and remitted to the Government under Section 88 of the Protection of the Environment Operations (waste) Regulation.

During 2013, the Government announced the waste and resource recovery initiative “Waste Less, Recycle More”, a $465.7million package over 5 years that aims to transform waste and recycling in NSW. The new funding package was formulated in response to the first ever review of the NSW waste levy and provided a new suite of grant funding available to Councils.

The new initiative saw the phasing out of the previous WASIP payment program.

The program was replaced by a similar system of non contestable grants called the “Better Waste and Recycling Fund” (BWRF) under which Council will receive around $270,000 over a four year period.

Over the past years, Council has utilized its WASIP payment, for a range of waste related and sustainability projects such as the installation of solar panels to reduce energy consumption in Council buildings, subsidized mattress disposal and the installation of a dual bin system to Dungog’s main street to promote recycling. The EPA’s guidelines for the use of the Better Waste and Recycling Funds require it to be spent on -

- Actions and projects that have been previously endorsed through the WASIP program i.e. that have commenced and are ongoing.
- New and enhanced programs that will deliver improved waste avoidance, resource recovery, the use of secondary resources and waste management outcomes.
- Programs that tackle illegal dumping and littering.

The draft action table for the use of the first two years BWRF payments (2013/14 and 2014/15) has now been completed and forwarded to the EPA. The following is a summary of the actions which predominantly are aimed at resource recovery, reduction of waste to landfill and addressing illegal dumping.
<table>
<thead>
<tr>
<th>Project</th>
<th>Scope</th>
<th>Aim</th>
</tr>
</thead>
</table>
| 1. Waste Audit of kerbside collection system | Engagement of a consultant to audit a sample of 200 general waste and recycling bins to determine waste compositions. | • Compliance with EPA Guidelines to carry out waste audits  
• To provide information to inform the Local Waste Strategy and future waste collection contracts |
| 2. Associate membership of the Hunter Region Illegal Dumping Squad | Payment of associate membership fee RID Squad. | Use of the RID squad as required at an associate level. |
| 3. Green Waste processing at Landfill | Continue to process green waste at a rate of 16 man hours per week along with additional plant. | • Processing of green waste on a regular basis providing a better quality, saleable product.  
• Ensuring Green Waste is not stored for longer than 12 months therefore incurring waste levy. |
| 4. Subsidised mattress and couch drop off | Subsidisation of mattress and couch disposal at landfill enabling reduced tipping fee | Reduction of waste to landfill by promoting recycling making disposal of mattresses inexpensive. Reduction in illegal dumping. |
| 5. *Initiatives contained in the Dungog Local Waste Strategy | Funding recommendations under the local waste Strategy in relation to community education and compliance. | To address the recommendations of the Strategy within the waste management budget. |

It should be noted that Project 5 relates to funding initiatives under the future Local waste strategy. These initiatives are currently unknown however it is anticipated that they will focus on community education to promote recycling and waste diversion from the domestic and commercial waste streams.

**IMPLICATIONS**

*Financial*

The action table relates to the spending of $141,895 over the next 12 months. A payment of $77,513 was received in April 2014 with the remaining $64,382 due in August 2014.

Council will then receive the following BWRF payments-
- 2015/16- $64400
- 2016/17- $64400

This funding will support existing waste management programs and future initiatives.

*Legislative*

The Better Waste and Recycling Fund is described in Part 5A of the Protection of the Environment Operations (Waste) Regulation. The guidelines are also referred to in the Regulations so Council has an obligation to spend BWRF funds in accordance with the guidelines.

*Consultation*

The draft action table is not required to be exhibited publicly.

**RECOMMENDATION**

The report be received and the information noted.
Précis:

This report provides an update on the work programs of the Environmental Compliance Officer for the period of April - June 2014.

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BACKGROUND

The following programs and activities were implemented by the Environmental Compliance Officer in the 4th Quarter of 2013-14 (April – June).

COMPANION ANIMAL MANAGEMENT

The NSW Companion Animal register receipted $2697.00 in fee revenue for the 4th Quarter period. Total income from registrations for 2013-14 was $36,974.00.

The above figures illustrate the importance to Council of following up Companion Animals registration. Registrations not only provide much needed revenue to support Environmental Services programs but a boost in registration assists in other companion animal programs including reuniting straying animals with owners.

The following table provides a summary of Companion Animal Registrations received in the last quarter.

<table>
<thead>
<tr>
<th>Companion Animal Registration (period of)</th>
<th>Working Dogs $0.00 (Nil Fee)</th>
<th>Pensioners $19.00</th>
<th>Breeders $49.00</th>
<th>Desexed $49.00</th>
<th>Entire (Non Desexed) Animals $182.00</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>2 $0.00</td>
<td>1 $19.00</td>
<td>0 $0.00</td>
<td>6 $294.00</td>
<td>3 $546</td>
<td>$859.00</td>
</tr>
<tr>
<td>May</td>
<td>3 $0.00</td>
<td>3 $57.00</td>
<td>0 $0.00</td>
<td>7 $343.00</td>
<td>3 $546</td>
<td>$946.00</td>
</tr>
<tr>
<td>June</td>
<td>0</td>
<td>2 $38.00</td>
<td>0 $0.00</td>
<td>10 $490.00</td>
<td>2 $364.00</td>
<td>$892.00</td>
</tr>
<tr>
<td>SUB TOTAL</td>
<td>$0.00</td>
<td>$114.00</td>
<td>0</td>
<td>$1127.00</td>
<td>$1456.00</td>
<td>$2697.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$2697.00</td>
</tr>
</tbody>
</table>

ANIMALS IMPOUNDED / RELEASED/ RESCUED AND SURRENDERED OR SOLD

During the period, a total of 6 companion animals (5 dogs and 1 cat) were seized in the Shire. Three (3) of the seized dogs were returned to their owners and three animals (3) were rehomed with an animal rescue organisation. There were no animals’ euthanased within this quarter.

Review of Pound Procedures

Continual review of the Council pound processes and procedures were conducted and improvements were made in accordance with the Companion Animals Act 1998 and regulations.
Review of Website

The Companion Animal Section of Council’s website is under review and will provide information on changes to legislation and registration fees.

Review of the Companion Animal Management Plan

Council’s Companion Animal Management Plan 2007 is under review, outlining the need for review of the current leash free area, the need for additional leash free areas, signage within parks and reserves, Community education and continual education on responsible pet ownership, identification and registration.

CUSTOMER COMPLAINTS (CRM’s)

A total of forty-three (43) customer service requests (CRM’s) were addressed by the Environmental Compliance Officer during the last quarter (April – June 2014). The following table provides a breakdown of these complaints.

(Table below provides, type of complaints and numbers)

<table>
<thead>
<tr>
<th>MONTH</th>
<th>NO. OF COMPLAINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>APRIL – CATEGORY</td>
<td></td>
</tr>
<tr>
<td>Dog attack</td>
<td>3</td>
</tr>
<tr>
<td>Barking Dog</td>
<td>3</td>
</tr>
<tr>
<td>Straying Dog/cats</td>
<td>-</td>
</tr>
<tr>
<td>Illegal Waste/ dumping</td>
<td>1</td>
</tr>
<tr>
<td>Abandoned Vehicles</td>
<td>-</td>
</tr>
<tr>
<td>Illegal Caravans</td>
<td>-</td>
</tr>
<tr>
<td>Illegal back yard burning</td>
<td>-</td>
</tr>
<tr>
<td>Stock on road</td>
<td>3</td>
</tr>
<tr>
<td>Noise - Roosters</td>
<td>-</td>
</tr>
<tr>
<td>Illegal Pool Structure - Compliance</td>
<td>-</td>
</tr>
<tr>
<td>Overgrown Land Property</td>
<td>-</td>
</tr>
<tr>
<td>Birds and other animals</td>
<td>2</td>
</tr>
<tr>
<td>SUBTOTAL: 12</td>
<td></td>
</tr>
</tbody>
</table>

| MAY – CATEGORY  |               |
| Dog attack      | 3               |
| Cats            | 1               |
| Barking Dog     | 5               |
| Straying Dog/cats | 5         |
| Illegal Parking/ motor bikes | 1      |
| Illegal Waste/ dumping | -       |
| Abandoned Vehicles | -          |
| Illegal Caravans | -           |
| Illegal back yard burning | -       |
| Stock on road   | -               |
| Noise - Roosters | -             |
| Illegal Pool Structure - Compliance | -     |
| Sediment and Erosion | -     |
| Overgrown Land Property | -     |
| SUBTOTAL: 15                          |
Ordinary Meeting of the Council of the Shire of Dungog, to be held Tuesday 15 July 2014 commencing 6.00pm.

### JUNE - CATEGORY

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dog/ cat attack</td>
<td>6</td>
</tr>
<tr>
<td>Cats</td>
<td>-</td>
</tr>
<tr>
<td>Barking Dog</td>
<td>1</td>
</tr>
<tr>
<td>Straying Dog/cats</td>
<td>7</td>
</tr>
<tr>
<td>Illegal Parking/ motor bikes</td>
<td>-</td>
</tr>
<tr>
<td>Illegal Waste/ dumping</td>
<td>-</td>
</tr>
<tr>
<td>Abandoned Vehicles</td>
<td>1</td>
</tr>
<tr>
<td>Illegal Caravans</td>
<td>-</td>
</tr>
<tr>
<td>Illegal back yard burning</td>
<td>-</td>
</tr>
<tr>
<td>Stock on road</td>
<td>-</td>
</tr>
<tr>
<td>Noise - Roosters</td>
<td>-</td>
</tr>
<tr>
<td>Illegal Pool Structure - Compliance</td>
<td>-</td>
</tr>
<tr>
<td>Sediment and Erosion</td>
<td>-</td>
</tr>
<tr>
<td>Overgrown Land Property</td>
<td>1</td>
</tr>
</tbody>
</table>

**SUBTOTAL: 16**

### TOTAL COMPLAINTS FOR THE 4TH QUARTER

43

### PARKING SURVEILLANCE

#### Patrol of school zones

Clarence Town Public, Dungog Public, and Vacy Public Schools were patrolled during the last quarter of the 2013/14 financial year (totalling in 6 hours). No offences were observed during these patrols.

#### General parking

Parking surveillance has been incorporated into general patrols and action taken where offences are identified. Parking surveillance of the shire has outlined that the shire requires the marked parking bays re-lined/marked and signage updated and reposted to allow for enforcement of these areas. General parking patrols have not been carried out to full potential whilst upgrading of parking restriction signs and markings is being carried out. Scheduled on street parking patrols were not carried out during the quarter. The Environmental Compliance Officer is now a member of the Traffic Committee.

### PENALTY INFRINGEMENTS ISSUED

A total of seven (7) infringement notices with a value of $2,891.00 were issued in the 4th quarter. The following infringement notices were issued for offences pursuant of the Companion Animals Act 1998, Australian Road Rules 2008, and the Protection of the Environment Operations Act. (See table of a list of infringements)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>Fail to prevent Dog from Escaping – Not a Dangerous/ Menacing/ Restricted Dog – CAA - $220.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4 $880.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Companion Animal – Not registered as required – Not dangerous/menacing/restricted Dog. - CAA - $275.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 $275.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fail to Comply with prevention Notice. (Company/ Corporation POEO - $1500.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 $1500.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Disobey No Stopping Sign – ARR - $236.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 $236.00</td>
</tr>
<tr>
<td><strong>Total infringements issued</strong></td>
<td><strong>Total infringements issued</strong></td>
<td><strong>Total infringements issued</strong></td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>7</td>
</tr>
</tbody>
</table>
FOOD AND OTHER COMMERCIAL PREMISES

A total of thirteen (13) Food Premises were inspected by the Environmental Compliance Officer in the last quarter as part of the food inspection program.

Information packs were developed and introduced in the last quarter, and all food businesses that were inspected were given the information packs which included information on:

✓ Safe Food Handling
✓ Temperature Control
✓ Fresh Cut Fruit and Vegetables
✓ Pest Control and Management
✓ Food Labelling and Date Marking
✓ Cleaning and Sanitising
✓ Health and hygiene requirements for food handlers
✓ Correct hand washing procedures
✓ Safe handling of raw egg products
✓ Keeping food separate
✓ Information on cooling and reheating foods safety
✓ Food Safety Supervisor requirements and;
✓ Food Safety in school canteens (to all school canteens that were inspected)

These information packs were received well by the proprietors of the food businesses and Council was advised by the proprieties that the information provided would be helpful for their businesses to train staff and be general reminders.

ILLEGAL WASTE DUMPING PROGRAM

There was one complaint reported of illegal waste dumping (vehicle parts and concrete) on Council’s road reserve during the last quarter. Council’s Environmental Compliance Officer was unable to take any further action. The waste was removed by Council, and taken to Council’s waste facility and disposed of in accordance with the Act. There were several other dumpings that were found by Council staff on road reserves that were removed for disposal.

SWIMMING POOL BARRIER INSPECTION PROGRAM

Council’s Swimming Pool Inspection Program commenced in February 2014. Commencement was delayed due to the Office of Local Government extending the time for owners/occupants and agents to register their pools on-line due to technical difficulties.

A total of twenty seven (27) Swimming Pool Barrier Inspections were completed during the last quarter (April – June 2014). Fourteen (14) Swimming Pool Inspections were undertaken in the month of April, Two (2) inspections were completed in the month of May and Eleven (11) were completed in the month of June 2014.

A total of six (6) Swimming Pool Compliance Certificates were issued in the last quarter, with the end of financial year indicating $2,400.00 receipted income for the program so far.

TRAINING AND SEMINARS

The Environmental Compliance Officer (ECO) attended the following meetings and seminars and training during the period -

1. Food Authority – Authorised Officer, Food Surveillance Training for a two week period during the Month of May 2014.
2. Under going online training in Environmental Health and Certificate IV in Food Surveillance

RECOMMENDATION

That the report be received and the information noted.
4. ENVIRONMENTAL HEALTH OFFICERS REPORT – 4th Quarter 2013-14
EF08/301, EF08/182 & EF08/69

Précis:

This report provides an update on Environmental Health programs for the 4th Quarter of 2013-14.

**********

ON-SITE SEWAGE MANAGEMENT PROGRAM

There were 23 inspections completed from the 1st April 2014 to the 30th June 2014. Inspections were carried out focussing on high medium and low risk systems.

Of these 23 inspections 5 systems were classified as high risk and require rectification work.

Three Order’s under the Local Government Act were issued requiring upgrading and maintenance works.

Over the next three months inspections will focus on systems located in the Hunter Water drinking water catchment areas of the lower Williams and Chichester rivers. These inspections will form part of the commencement of the Septic Inspection and Rectification Program (see below)

The program will also focus on septic systems that have been installed but have not yet had a final inspection.

During the reporting period 22 applications for the installation of an On-site Sewage Management System were assessed. The majority of these new systems are located in the rural lifestyle blocks around Clarence Town, Martins Creek and Vacy.

Clarence Town Sewer

Orders were issued to 150 property owners in November requiring sewer connection by the end of April 2014, with 12 property owners requesting and being provided with an extension of time to connect.

The time to comply with the Orders has now expired and a list has been requested from Hunter Water of properties that have not connected to sewer. Over the next few months contact will be made with owners to discuss the status of sewer connection for their properties.

Hunter Water Septic Inspection and Rectification Program (SIRP)

The SIRP is a joint partnership between Dungog, Port Stephens Councils and Hunter Water and is aimed effectively managing On Site sewage Management Systems (OSSM) within Hunter Water Catchment areas. To achieve this resources will be directed to undertake specific OSSM inspections, education, monitoring and rectification works within Hunter Catchments, to reduce the risks from nutrient and pathogen loads from OSSM systems.

During the last quarter the SIRP project plan has been approved and the SIRP officer’s position has been advertised. Interviews for this position will be conducted with Port Stephens Council during July. The SIRP officer will be housed at Port Stephens but will work across both Council areas under the supervision of both Dungog and Port Stephens Environmental Services staff.

Ordinary Meeting of the Council of the Shire of Dungog, to be held Tuesday 15 July 2014 commencing 6.00pm.
Hunter Water, through the SIRP project, also provided funding for the preparation of technical tools and a Development Assessment Framework (DAF) for Dungog Shire which will underpin the review of the Onsite Sewage Management Strategy.

A tender brief was prepared and forwarded to three (3) consultants for expressions of interest for this work. Consultant BMT- WBM has been appointed to complete the DAF work and this is expected to take 12 weeks. During this time and extending towards the end of 2014, Council’s Onsite Sewage Management Strategy will be reviewed and re-drafted.

**FOOD SURVEILLANCE PROGRAM**

**Registered Food Premises**

Sixty-two (62) food businesses are currently registered in the Dungog LGA.

During the period between the 1st of April 2014 and the 30th of June 2014, 43 scheduled food inspections were undertaken by Environmental Services staff of the high, medium and low risk premises located in the Shire.

No development applications were received for commercial food premises during this period.

From the 43 primary inspections, 40 were found to be satisfactory, with one reinspection undertaken. The premise was found to be satisfactory after the reinspection. Three warning letters were issued and no complaints were received in relation to food safety in this period.

Council’s inspection program for 2013/14 has been completed, with all high and medium risk premises being inspected. Council is now required under the Food Act to submit a food surveillance activities report to the Food Authority for 2013/14 which will be completed in July. Council’s food surveillance program for 2014/15 will commence in August with inspections being carried out of medium and high risk premises.

Factsheets on cleaning and sanitising standards, food labelling requirements, pest control, hygiene requirements of food handlers and temperature control were distributed as an education measure during the latest round of inspections.

**PUBLIC HEALTH - HAIRDRESSING, BEAUTY AND SKIN PENETRATION PROGRAM**

Currently 7 hair dressing, beauty and skin penetration premises are registered with Council. Inspections of these premises will be undertaken in the coming months.

**DA Referral’s**

Development applications are referred to Environmental services for comments and conditions relating to on-site sewage management, vegetation management, contaminated land, acoustic assessments, Environmental management plans and flora/fauna (endangered species). For the period from the 1st March 2014 to the 31st June 2014, 17 DA referrals have been assessed by Council’s EHO in regard to the above issues.

**TRAINING AND SEMINARS**

Councils Environmental Health Officer (EHO) attended the following meetings in the last three months:

1. Regional quarterly meeting of the Septic Tank Action Group
2. Regional Food Surveillance Group
3. Septic Tank Action Group Conference held in Forster.
Hunter New England Health


The topics in this quarter’s edition include:

Drinking Water Quality; Assurance Program; Sporotrichosis Facts; ADWG Updates; Bandicoots and Salmonella; Resilience of Buildings; Legionnaires Investigation; Water Cooling and Warm Water System Registers; Lower Hunter Water Plan 2014; Assessing Service Station Sites; POEO (Waste) Regulations consultation; National Construction Code 2014.

**IMPLICATIONS**

**Financial**

The On-site Sewage Management, Health and Food Surveillance Programs are all income producing programs.

**Statutory**

Council’s Food Surveillance, On-site Sewage Management and Health Programs are conducted in accordance with it’s responsibilities under the Food Act 2003, Public Health Act 1991 and Local Government Act 1993. Most environmental Services functions and responses are based either upon a legislative requirement or a duty of care for council to act.

**Environmental**

The Environmental Health programs are delivered to address legislative requirements and also community demand for Council to address public health and environmental issues of concern. These programs are carried out having regard to available resources.

**Community**

On-going information and advice is provided to owners of onsite sewage management systems, food businesses and other commercial premises during the course of the inspection process and through enquires by the general public.

**Consultative**

Council’s Environmental Health Officer is a member of a number of regional groups of professionals that meet regularly to discuss issues such as the management of on-site sewage systems, food surveillance, skin penetration and emergency management.

**RECOMMENDATION**

That the report be received and information noted.
5. REMOVAL OF GRESFORD WASTE OIL DROP OFF POINT
EF07/59

Precis:

The purpose of this report is to inform Council of the decommissioning and removal of the Gresford waste oil drop off point.

***********

BACKGROUND

A waste oil drop off tank has been located on the site of the former Council Works depot at Gresford Road Gresford since the closure of the depot site.

The tank allows for the drop off of waste oils at no cost. These oils are periodically collected by contractor Transpacific and removed for recycling at no cost to Council.

Whilst the Gresford waste oil drop off point is well utilized with 2700 litres being collected from it during 2013/14 (4900 litres were removed from Dungog landfill during the same period), there have been concerns over its management and maintenance and a decision has been made to remove it and relocate the collection tank to the Dungog Landfill site.

The main issue with the Gresford site was that it is unattended and exposed to misuse and vandalism. The site had taken on a derelict appearance with empty oil containers discarded adjacent to the tank and oils tipped onto the ground surface. The tank’s accessibility was also a concern having consideration to the hazardous nature of its contents, exposing Council to risk and potential cleanup costs if oil is spilled.

The tank has been relocated to the Dungog landfill and placed adjacent to the existing collection tank at that site, providing double capacity for waste oils. The landfill site is secure and supervised and considered an appropriate location for waste oil collection.

IMPLICATIONS

Financial

The waste oil drop off service is free to the public and is collected at no cost to Council.

Council has borne the cost of cleanup of discarded waste oil containers at the Gresford site along with the cost of clean up of oil contamination to the area surrounding the location of the waste oil tank. It is expected that this will need to be carried out in the future, prior to the use of the Gresford site for any other purpose.

Legislative

The waste oil collection point at Gresford has created concerns relating to Council’s liability as it is unsupervised and openly accessible to the public. The area surrounding the tank has also been contaminated with oil and Council will need to consider its obligations under the Contaminated Land Management Act and Protection of the Environment Operations Act in the future.

Community

There may be some sectors of the community that will be disadvantaged by the removal of the waste oil drop off tank. The service is still freely available at the Dungog Landfill requiring
additional travel for those who would ordinarily use the Gresford tank. The free drop off is targeted towards domestic generators of oil and not commercial operators.

Consultation

There has been no public consultation regarding this matter. The removal of the tank is considered to be a necessity from a risk perspective.

RECOMMENDATION

The report be received and the information noted.
6. INCREASE IN COMPANION ANIMAL REGISTRATION FEES
EF08/142

Precis:
The purpose of this report is to advise that as of 1st July 2014, statutory fees for dog and cat registrations increased in line with the Consumer Price index.

**********

BACKGROUND

Advice has been received from the Office of Local Government that registration fees under the Companion Animals Act have increased in line with the Consumer Price index, applicable from 1st July 2014. This increase will occur each year.

Registration fees were increased in late 2013 after a review of the Act. Previous to this, they had remained unchanged since the commencement of the Companion Animals Act in 1998.

Unfortunately, the registration fees provided in Council’s recently adopted Operational Plan did not reflect the CPI increase as they were unknown at the time of adoption. Council’s published fees however have now been amended to show the new fees. It is not considered necessary to place this change on public exhibition as the fees are statutory in nature, and Council does not have discretion in varying them.

The new fees are:
- Desexed animal: $51 (from $49)
- Non-Desexed animal: $188 (from $188)
- Breeder concession: $51 (from $49)
- Pensioner Concession (desexed animals only): $20 (from $19)

IMPLICATIONS

Financial
The increase in fees will assist in decreasing the gap between the costs of providing Companion animal management services and the income received from animal registrations.

Legislative
Registration fees are set by statute so therefore council does not have discretion to vary them.
The Act imposes various responsibilities on the owners of Companion animals including a requirement to register them at 6 months of age.

Community
The costs of lifetime registration are increasing each year along with the CPI. Some owners may feel disadvantaged and believe that it is too expensive to register their animals leading to a potential increase in non compliance.

Consultation
No consultation is required from Council.

RECOMMENDATION
The report be received and the information noted.
7. PROGRESS ON THE UNDERGROUND PETROLEUM STORAGE SYSTEMS (UPSS) PILOT PROGRAM- REMEDIATION OF ROAD RESERVE ADJACENT TO MODERN MOTORS DUNGOG
EF08/262

Précis:

This purpose of this report is to provide Council with an update on the progress of the Underground Petroleum Storage Systems (UPSS) Pilot program.

*******

BACKGROUND

Council has previously been advised of a joint pilot program with the Environmental Protection Authority involving the remediation of the disused Underground Petroleum Storage System within the road reserve adjacent to Modern Motors at Dowling Street Dungog. An Environmental Trust grant for $200,000 was received for this project and Council awarded the tender for the works to Robert Carr and Associates in September 2013.

Since that time, the project has been substantially completed with the exception of an optional Stage 3 which included the installation of ground water bores on the site for future monitoring and analysis of the effectiveness of the project.

The project has included the following works, designed to comply with the EPA’s UPSS removal guidelines –

Pre-excavation works

- Vibration monitoring of surrounding properties to ensure works would not cause damage.
- Site setup in accordance with Traffic Management Plan.
- Security fence installation.
- Breaking and removal to landfill of concrete surfaces
- Location and clearance of services such as water and power.
- Removal of hydrocarbon affected water remnants in tanks (total 3.3 tonne)
- Establishment of landfarming site at Dungog Landfill

Excavation works

- Removal of Four (4) tanks.
- Removal of visually affected and olfactory contaminated soil and transport to landfill at Dungog landfill.
- Collection of soil samples (24 in total)
- Laboratory analysis of soil samples.
- Pumping out of site after extreme rainfall experienced during March 2014 and removal of effluent to landfill.
- Replacement of excavation with gravel material and certification of this material as VENM (virgin excavated natural material).

Reinstatement

- The project area was reinstated with a 150mm reinforced concrete driveway.
- Continual turning of material at landfarm at Dungog Landfill for four months.
Reporting

- Robert Carr and Associates have provided Council with a validation report relating to the works
- Testing and analysis of excavated material at landfarm to confirm compliance with solid waste guidelines.
- Disposal of landfarmed material to landfill.

As of the writing of this report, it is considered that the UPSS situated within the road reserve adjacent to Modern Motors have been removed in accordance with the EPA's requirements.

This work has been carried out within the framework of the UPSS Pilot program and within the grant funding allocation. Some grant funding remains and this will be used to complete the optional Stage 3 component of the project which was to include the installation of ground water monitoring bores at the site. The scope of this work is currently being negotiated with the EPA as the consultant has recommended that a combination of ground water monitoring and vapor testing on nearby properties be carried out in order to finally validate the effectiveness of the project.

It is known that there are still some disused UPSS on the privately owned adjacent premises. These were not removed as part of this project. The removal of these and subsequent validation of the works is the responsibility of the owner who has indicated a willingness to do this in the future.

**IMPLICATIONS**

*Financial*

The $200,000 Grant was the maximum amount of incentive on offer by the Environmental Trust and the works carried out to date along with the yet to be completed Stage 3 will be completed within this budget. A final financial report has not been prepared however it is considered that when the project is completed and a 10% allocation has been added to cover Council's administrative and supervisory costs, that the grant will be close to fully utilised. Any remaining grant funding is required to be returned to the Environmental Trust.

The pilot program has provided a good insight into the costs of remediating UPSS and will assist in future estimates for such projects.

Recent discussions with the EPA have indicated that it is unlikely that further UPSS remediation grant funding will be available in the future.

*Environmental*

Leaking underground petroleum storage systems (UPSS) have been identified as a very common and significant source of soil, groundwater and surface water contamination. This project has contributed to the elimination of one potential pollution source for which Council had an ongoing liability.

*Consultative*

Consultation with the proprietor of Modern motors has been ongoing during this project and Council staff have worked closely with both the consultant and the EPA. The consultant carried out some face to face consultation with nearby neighbours and businesses during the work phase. This was aimed at keeping them informed and to gain feedback on issues such as noise and odour.

**RECOMMENDATION**

That the report be received and the information noted.
8. WORKS PROGRESS REPORT
EF08/208

Précis:
Reporting on construction and maintenance works undertaken in June 2014.

**********

Works carried out during June 2014:-

Road and Bridge Construction
MR301 - Clarence Town Rd - Primer seal applied. Guardrail and Linemarking to be undertaken
PSC Boundary to Wallaroo Creek Bridge
RR7778 - Gresford Road - Drainage and Pavement works ongoing. Stabilising and primer seal scheduled for mid July
Torryburn Bends

Sealed Road Maintenance
Tar Patching - Lennoxton Road, Fishers Hill Road, Clements Road, Main Creek Road, Salisbury Road, Summerhill Road, RR7764, MR101, Wallarobba Brookfield Road, Dungog Streets, Glen Martin Road, Glen William Road, Horton Close

Heavy Patching - Park Street (Gresford)
Sign Maintenance - MR101
Drainage Maintenance - Dog Trap Creek Road
Vegetation Control - Paterson River Road, Alison Road

Unsealed Road Maintenance
Grade and Roll - Webbers Creek Road, Mt George South Road, Salisbury Gap Road
Gravel, Grade and Roll - Allyn River Road

Bridge, Concrete and Other Maintenance Works
Bridge Reserve - Two jetties replaced - one approach footpath to be constructed
Alison Court - Unit maintenance
All Park Playgrounds - Monthly playground inspection
Dungog Pool - Shade sail removal
Doug Walters - Building maintenance

Roadsides
Roadside Slashing was undertaken on MR301, Wallarobba Brookfield Road, Welshmans Creek Road, MR101, Fotheringay Road, Brentwood area, Clarence Town Streets, MR101, RR7764, RR7778, MR128

Sporting Grounds:-
The following Sporting Grounds were mown (the number of mowings is shown in brackets):-
Dungog Showground Surrounds (1), Vacy Sportsground (1).

Parks/Reserves/Cemeteries:-
The following Parks/Reserves were mown (the number of mowings is shown in brackets):-
Jubilee Park (1), Apex Park (1), Bruyn Park (1), Phillips Creek Reserve (1), Tucker Park (1), Kings Wharf Park (1), Vacy Park (1)
Major Works scheduled to be continued or commenced in the next 3 months:-

Attached as Annexure ‘A’ is a list of the major works scheduled for the forthcoming 3 months.

IMPLICATIONS

There are no financial, statutory, environmental, community or consultative implications of this report.

RECOMMENDATION

That the report be received and the information noted.
9. MR301 SPECIAL GRANT - PORT STEPHENS BOUNDARY TO WALLAROO BRIDGE EXPENDITURES
EF07/8

Precis:

This report provides detail on expenditures within Council’s MR301 Special Grant - Port Stephens Boundary to Wallaroo Creek Bridge project.

**********

Current expenditures for the MR301 Special Grant - Port Stephens Boundary to Wallaroo Creek Bridge project are as follows:-

<table>
<thead>
<tr>
<th>Job Location / Description</th>
<th>Budget Allocation</th>
<th>Current Expenditure</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>MR301 - Port Stephens Boundary to Wallaroo Creek Bridge</td>
<td>$1,109,000</td>
<td>$1,917,280</td>
<td>($808,280)</td>
</tr>
</tbody>
</table>

The Budget Allocation shown against this project was the residual funding for 2013/2014 for this project but did not take into consideration the residual funding from 2012/2013 for this same project.

This anomaly has now been rectified with a budget for 2013/2014 now being shown as $1,900,000 in the modified 2013/2014 Roads and Maritime Services (RMS) Program Funding Allocation for Dungog Shire Council. Any residual expenditure for this project will be carried forward to 2014/2015 as a debtor against this Special Grant program.

IMPLICATIONS

Financial

There are no financial implications to this report as full funding for the project is provided under the Special Grant Program.

RECOMMENDATION

That the report be received and the information noted.
10. **MR301 SPECIAL GRANT - EARL STREET TO WOERDNS ROAD EXPENDITURE**

**EF07/8**

---

**Precis:**

This report provides detail on expenditures within Council’s MR301 Special Grant – Earl Street to Woerdens Road project.

*********

Current expenditures for the MR301 Special Grant – Earl Street to Woerdens Road project are as follows:

<table>
<thead>
<tr>
<th>Job Location / Description</th>
<th>Budget Allocation</th>
<th>Current Expenditure</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>MR301 - Earl Street to Woerdens Road</td>
<td>$38,000</td>
<td>$75,094</td>
<td>($37,094)</td>
</tr>
</tbody>
</table>

The Budget Allocation shown against this project was the residual funding for 2013/2014 for this project but did not take into consideration the residual funding from 2012/2013 for this same project.

This anomaly has now been rectified with a budget for 2013/2014 now being shown as $75,000 in the modified 2013/2014 Roads and Maritime Services (RMS) Program Funding Allocation for Dungog Shire Council.

**IMPLICATIONS**

**Financial**

There are no financial implications to this report as full funding for the project is provided under the Special Grant Program.

**RECOMMENDATION**

That the report be received and the information noted.
11. STATEMENT OF INVESTMENTS
EF08/220

Précis:

Clause 212 of Local Government (General) Regulation 2005 requires a monthly report to Council outlining all money’s Council has invested under Section 625 of the Local Government Act.

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The Statement of Investments as at 30 June 2014 incorporating the Responsible Accounting Officer’s Certificate is attached as Annexure ‘B’.

IMPLICATIONS

Financial

There are no financial, statutory, environmental, community or consultative implications associated with this report.

RECOMMENDATION

The report be received and information noted.
12. WORKS COST STATEMENT
   EF08/221

Précis:

A selective summary of expenditures on capital works and maintenance expense areas within Council’s roads, bridges, cemeteries, toilets, parks and sports ground cost centres.

***********

The Works Cost Statement for the period ending 30 June 2014 is attached as Annexure ‘C’, with commentary provided for those items that have changed from the last works cost statement presented to Council.

Councillors should note that year-end procedures result in some invoices for expenditure items received after 1 July being costed back to the 2013/14 financial year. This may result in a change to the levels of expenditure shown for some items included in the works cost statement.

Votes for Urban Roads and Rural Road Reseals, Bridges Maintenance, Rural Roads Unsealed Maintenance & Unsealed upgrades all remain within budget. Urban Roads Maintenance and Rural Roads Sealed Maintenance are recording significantly higher than budgeted expenditure, these overspends have been discussed with the Executive Manager – Infrastructure and Assets and will be reported on in the Engineering reports. Storm events experienced during the year have resulted in Storm Damage expenditure being charged to 2014 Maintenance items for storm damage. Council may be eligible to receive some compensation under the Natural Disaster Funding for this expenditure. Public Cemeteries are recording slightly higher than budgeted figures, while the overspend in Tree Planting Maintenance will be covered by the underspent Footpaths M&R vote. All other maintenance items are within budget allocations, and are in line with expected levels of expenditure.

Regional Roads Maintenance and Regional Road Reseals have recorded slightly less than budgeted expenditure however, this is offset by the higher than budgeted expenditure in Traffic Facilities. Capital works are at varying levels of completion and expenditure reflects such activity. The works progress report within the Infrastructure & Assets area provides further information on some items in this report including scheduled dates for commencement for individual projects and works undertaken in the prior month.

IMPLICATIONS

Financial

Depending on the level of compensation received for the storm damage expenditure, Council may record further overspends in some Maintenance areas, which may result in the need to carry forward these overspends resulting in a reduction of some votes in the 2014/15 financial year.

There are no statutory, environmental, community or consultative implications associated with this report. The report is for information purposes only.

RECOMMENDATION

That the Works Cost Statement for the period ending 30 June 2014 be received and noted.
13. COUNCILLORS TRAVELLING & OTHER EXPENSES

EF08/222

Précis:

Report on Councillors travelling for Councillors information.

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Hereunder is a list of meetings/inspections or business of Council held/to be held since the June Meeting of Council.

Gloucester Coal Seam Gas Meeting 18/06/14
Access Committee 19/06/14
Citizenship Ceremony 23/06/14
BFMC Draft Risk Management Plan Workshop 26/06/14
Extraordinary Council Meeting 26/06/14
Councillor Workshop 3/07/14
BFMC Draft Risk Management Plan Workshop 2/07/14
Citizenship Ceremony 5/07/14
BFMC Draft Risk Management Plan Workshop 9/07/14
General Managers Performance Review 14/07/14
Ordinary Council Meeting 15/07/14

IMPLICATIONS

There are no financial, statutory, environmental, community or consultative implications associated with this report. Council’s travelling costs are currently within budget.

RECOMMENDATION

That the report be received and information noted.
14. COMPARATIVE PERFORMANCE OF LOCAL GOVERNMENT
EF08/142

Precis:


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The comparative performance information on local government in NSW was released by the Minister for Local Government on 30 June 2014.

Included with the Council reports is a copy of Part 1 of the report which is an overview of the performance of the local government sector as a whole, then the summary pages (2) for Council are also included. The report has changed quite significantly in recent years to become more informative and includes information that is sourced by the Office of Local Government from other Agencies as well as Council.

The main body of the report that encapsulates each individual Council can be accessed from the Office of Local Government website (www.dlg.nsw.gov.au ), the file size is in excess of 72Mb and is around 350 pages in total. Should any Councillor want access to the full copy of the report it will be reproduced in hardcopy on request.

The Chief Executive Officer has asked General Managers (Circular 14-17) to bring the report to the attention of Councillors.

IMPLICATIONS

Nil report is for information purposes only.

RECOMMENDATION

That Council note the report and the information provided.
Précis:

Providing a summary of circulars that have been released by the Office of Local Government.

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The following circulars have been released by the Office of Local Government and the intent of this report is to keep Councillors informed of changes and/or requirements that Council officers may be required to implement. The circulars themselves may be found on the Office of Local Government’s website (www.dlg.nsw.gov.au). It is not the intent to reproduce such circulars but more so provide them as a point of reference to Councillors should they wish to undertake further research.

When there is a requirement to inform Councillors or designated officers of a matter correspondence and attachments will still be submitted to all Councillors in accordance with the requirements of the Director General of the Office of Local Government. Such circulars will be highlighted in **bold text**. The following Circulars have been released since 1 May 2014.

<table>
<thead>
<tr>
<th>Date</th>
<th>Circular No.</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>16/06/14</td>
<td>14-14</td>
<td>Managing owner compliance with the strict control requirements provided by the Companion Animals Act for dangerous, menacing and restricted dogs.</td>
</tr>
<tr>
<td>26/06/14</td>
<td>14-15</td>
<td>Reminder – Councils to help improve property addresses and signage</td>
</tr>
<tr>
<td>27/06/14</td>
<td>14-16</td>
<td>Code of Accounting Practice and Financial Reporting (version 22)</td>
</tr>
<tr>
<td>30/06/14</td>
<td>14-17</td>
<td>Comparative Information on NSW Local Government 2012-13</td>
</tr>
<tr>
<td>30/06/14</td>
<td>14-18</td>
<td>Increase to companion animal registration fees in line with CPI</td>
</tr>
</tbody>
</table>

**IMPLICATIONS**

There are no implications associated with this report, information only.

**RECOMMENDATION**

That the report be received and the information noted.