



## **Notice of Ordinary Meeting**

**to be held at the Council Chambers  
2 Pulteney Street, Taree**

**22 November 2017 at 2pm**

The order of the business will be as detailed below (subject to variation by Council):

1. Acknowledgement of Traditional Custodians
2. Declaration of Pecuniary or Conflicts of Interest (nature of interest to be disclosed)
3. Apologies
4. Confirmation of Minutes
5. Matters arising from Minutes
6. Addresses from the Public Gallery
7. Consideration of Officers' reports
8. Close of meeting



Glenn Handford  
**General Manager**

**THIS PAGE IS LEFT BLANK INTENTIONALLY**

## **TABLE OF CONTENTS**

<b><u>CONSIDERATION OF OFFICERS' REPORTS:.....</u></b>		<b><u>1</u></b>
<b><u>DIRECTOR PLANNING &amp; NATURAL SYSTEMS.....</u></b>		<b><u>1</u></b>
1	MINUTES FOR WALLIS & SMITHS COAST & ESTUARY COMMITTEE.....	1
2	LIST OF MATTERS BEFORE THE LAND & ENVIRONMENT COURT - OCTOBER 2017 .....	23
<b><u>DIRECTOR ENGINEERING &amp; INFRASTRUCTURE.....</u></b>		<b><u>25</u></b>
3	MINUTES OF LOCAL TRAFFIC COMMITTEE MEETING HELD ON 4 OCTOBER 2017 .....	25
4	CAPITAL WORKS REPORT - NOVEMBER 2017 .....	27
<b><u>DIRECTOR COMMUNITY SPACES &amp; SERVICES.....</u></b>		<b><u>31</u></b>
5	CHILD PROTECTION POLICY .....	31
<b><u>DIRECTOR CORPORATE &amp; BUSINESS SYSTEMS.....</u></b>		<b><u>35</u></b>
6	COUNCILLOR EXPENSES AND FACILITIES POLICY.....	35
7	APPOINTMENT OF DELEGATES TO PSGI MARINE PARK ADVISORY COMMITTEE .....	55
8	ANNUAL REPORT MAY 2016 - JUNE 2017.....	57
9	QUARTERLY BUDGET REVIEW STATEMENT - SEPTEMBER 2017.....	61
10	INVESTMENTS REPORT - OCTOBER 2017 .....	63
<b><u>DIRECTOR WATER SERVICES.....</u></b>		<b><u>73</u></b>
11	ENDORSEMENT OF MIDCOAST WATER ANNUAL REPORT 2016-17 .....	73
12	MIDCOAST WATER SERVICES EXECUTIVE MONTHLY PERFORMANCE REPORT - OCTOBER 2017 .....	75
13	INFRASTRUCTURE PROJECT STATUS REPORTS - NOVEMBER 2017 .....	77
14	DRINKING WATER QUALITY MANAGEMENT SYSTEM ANNUAL REPORT SUMMARY 2016-2017.....	85

**THIS PAGE IS LEFT BLANK INTENTIONALLY**

**CONSIDERATION OF OFFICERS' REPORTS:**

**DIRECTOR PLANNING & NATURAL SYSTEMS**

**1 MINUTES FOR WALLIS & SMITHS COAST & ESTUARY COMMITTEE**

**Report Author** Prudence Tucker, Water Quality & Estuary Management Program Coordinator  
**File No. / ECM Index** NS-EST-W/L-S/L; Estuary, Coast Mgmt, Smiths & Wallis  
**Date of Meeting** 22 November 2017

---

**SUMMARY OF REPORT**

The minutes of the Wallis & Smiths Lake Coast & Estuary Management Committee meetings held 22 February 2017 and 31 May 2017 are submitted for adoption.

**SUMMARY OF RECOMMENDATION**

It is recommended that the Minutes of the Wallis & Smiths Lake Coast & Estuary Management Committee meetings held 22 February 2017 and 31 May 2017 be noted.

**FINANCIAL/RESOURCE IMPLICATIONS**

Nil.

**LEGAL IMPLICATIONS**

Nil.

---

**REPORT**

That the Minutes of the Wallis & Smiths Lake Coast & Estuary Management Committee held 22 February 2017 and 31 May 2017 are attached as Annexure A and Annexure B respectively for noting. Amendments to the 22 February 2017 minutes were made at our meeting held 31 May 2017 and are reflected in the minutes presented today.

**RECOMMENDATION**

It is recommended that the Minutes of the Wallis & Smiths Lake Coast & Estuary Management Committee meetings held 22 February 2017 and 31 May 2017 be noted.

## ANNEXURES

- A: Minutes of the Wallis & Smiths Lake Coast & Estuary Management Committee held 22 February 2017

<b>MINUTES OF THE WALLIS &amp; SMITHS COAST &amp; ESTUARIES COMMITTEE MEETING HELD 22 February 2017</b>
---

### ATTENDED BY:

Committee Member	Organisation Represented
Carl Atchison	Community Member
Debe Brassey	Community Member
Linda Brook-Franklin	MidCoast Water
Kath Cheers	Professional Fisherman Smiths Lakes (Rep Newcastle Co-op)
Reece Chapman	Wallis Lake Fishermen's co-operative
Michael Barbarire	NSW Trade & Investment - Crown Lands
Luke Erskine	NSW Department of Primary Industries
Sue Gould	Community
Janusz Haschek	Community Member
Frank Hemmings	University of New South Wales
Brian Hughes	LLS (Local Land Services) Hunter
Neil Kelleher	Office of Environment & Heritage
Peter Mallow	Free Spirit Cruises
Dr George McKay	Community Member
Drew Morris	MidCoast Council
Prue Tucker	MidCoast Council
Gerard Tuckerman	MidCoast Council
Josh Ward	Office of Environment & Heritage
David Harasti	DPI Fisheries (Research) (guest)
Scott Carter	DPI Fisheries (guest)

### 1. APOLOGIES:

Committee Member	Organisation Represented
Katheryn Smith	MidCoast Council LRC
Alex Macvean	MidCoast Council
Graeme Byrnes	Community Member
Les Cheers	Professional Fisherman Smiths Lakes (Rep Newcastle Co-op)

### 2. CONFIRMATION OF MINUTES

The minutes of the meeting held 30 November 2016 were moved as a true and accurate record of the meeting, and subsequently adopted.

Moved by: Kath Cheers  
Seconded: Sue Gould

All in favour

### 3. MATTERS ARISING FROM PREVIOUS MEETINGS WITH OUTSTANDING ACTIONS

Action Arising from Meeting	Meeting	Responsible	Comments
Provide data on the quantity of building material over whole litter collection study	26/8/15	Andrew Morris	Complete 788 kgs construction material removed from Pennington Creek
Provide information about dogs and horses on Smiths Lake to regulatory officers	24/02/16	Prue Tucker	Ongoing Prue to pass on info to rangers - low priority
Liaise with Oyster Growers and Fisherman Co-op to discuss the idea of dedicating a meeting to industry projects/practices and estuary management observations	24/02/16	Prue Tucker	Complete
Include Council's progress against DP/OP as agenda item on and reference in the project report to these actions	24/02/16	Prue Tucker	This item will be considered once the new Community Strategic Plan and DPOP for MCC is complete
Consider concept of implementation plan to track project progress in relation to management plans and reference to management plan in progress reports	24/02/16	Prue Tucker	Ongoing Natural Systems are putting together a business plan which will address this
Tina to discuss with Drew contractors using long handled spray for weed eradication in hard to reach places	25/5/16	Tina Clemens / Drew Morris	Complete - A trial is currently being undertaken at Bennetts Head
Geoff Love to report back next meeting regarding Smiths Lake stormwater issues RE:EAST COAST LOW	25/5/16	Geoff Love	Ongoing Add agenda Item
Follow up with compliance team regarding the complaints received water quality at Charlotte Bay after the heavy rainfall in January 2016.	25/5/16	Prue Tucker	What are the different agencies that are involved with water quality compliance and management? Include as a future agenda item. Some progress is being made towards this item with the example of the fish kill at Smiths Lake.
Contact maritime to address the trees in Smiths Lake RE: Navigational issues around Bull Island towards the east & the entrance	14/9/16	Prue Tucker	Email sent by Prue regarding navigational issues. Prue to Follow up Prue to follow up

Action Arising from Meeting	Meeting	Responsible	Comments
Prue to discuss how close the bug communities were to tipping into poor condition with researchers.	30/11/16	Prue Tucker	Ongoing
Invite Jay Currie to join committee - new CEO Forster Local Aboriginal Land Council	30/11/16	Prue Tucker	Invitation to be extended to Jay Currie
Local Land Services to update on crab trap research	30/11/16	Brian Hughes	Complete - Refer to agency update

## AGENDA TOPICS

### 4. AGENCY REPORTS & UPDATES - AGENCY REPRESENTATIVES

Agency	Project	Comments
OEH - Neil	Coastal Reforms	<p>Coastal reforms ongoing</p> <p>Smiths and Wallis Coastal Zone Plan still being assessed for certification but all seems to be going well.</p> <p>Estuary funding - currently there are delays due to change in government.</p> <p>Plans that have been submitted can apply for estuary funding.</p>
LLS - Brian	Crab trap research	<p>Additional monitoring on blue swimmer crabs in relation to the size of the escape gap in the nets. - commercial fisherman have been using the modified nets with good outcome.</p> <p>Panels are to be mass produced and distributed to fisherman shortly.</p> <p>Adrian has been assisting with mud crabs monitoring - work to finish up this week.</p> <p>As part of the estuary processes and oyster health project - 3 water quality loggers from OEH have been installed. There has been a lot of algal growth on the loggers - more than expected and more frequent maintenance will be required.</p> <p>LLS are working on developing partnerships with the University of Sydney to assess other aspects of the system - The University are seeking grant funding to assess - estuary carbonate levels in relation to climate change impacts.</p> <p>Meeting next week to have discussions with oyster growers about the project - LLS are arranging an oyster shed day to provide the growers with more information about the hydrodynamics of Wallis Lake.</p>
MCC - Drew	Boating Now Funding update	<p>Stage one of the project was to seal of carpark at Pacific Palms Recreation club and this has been completed, Council operations crew will come back to do a final seal</p>



		<p>after the school holidays.</p> <p>A contractor has been appointed for the construction of a new jetty at Tuncurry, as well as installation of pontoons at Tuncurry, Pacific Palms and Coomba Park. Works to commence mid-February (after school holidays).</p> <p>Smiths Lake boat ramp and car park have been completed. Council operations crew will come back to do a final seal after school holidays.</p> <p>Significant community engagement regarding works at Patsys Flat and Eagles Nest Parade (Smiths Lake) has been completed. Works are expected to commence after the school holidays (comments have been received from the community regarding 4WD access to the lake from these points during summer holidays).</p>
--	--	--

**5. TARA REVIEW BACKGROUND**

**PLEASE SEE ATTACHEMENT 1 - TARA PRESENTATION**

TARA is the Threat And Risk Assessment framework which has been developed by MEMA (Marine Estate Management Authority). MEMA are seeking feedback about the framework via the website and online tool.

MEMA are responsible for setting a vision for the marine estate. TARA is a tool that has been developed to identify and prioritise risks to the marine estate

TARA - overarching assessment for all waterways and estuaries in NSW to inform MEMS.

<http://www.marine.nsw.gov.au/>

YouTube videos were presented and explain the background to TARA:

Introduction to the marine estate and draft statewide TARA  
<https://www.youtube.com/embed/2ngBv6lpHVU?rel=0>

DRAFT TARA <https://www.youtube.com/embed/zdz6yf5AACK?rel=0>

We are able to look into specific areas of interest by searching the website, (via the interactive tool) we are located within the north region. The framework is on exhibition till 31/03/2017.

MEMA are particularly interested in evidence based data to inform the assessment - for example reports that can back up the risk attributions. MEMA are encouraging evidence based submissions. Using the search tools on the website it is possible to create a risk assessment analysis and then turn it into a submission. There is also an email address where you can send general feedback.

The question was asked: is it a tool for feedback ie to report fish kills - No, this is not the tool to supply this type of information.

How do you identify compliance issues? Compliance (or regulation/lack of) is identified as a high risk and this is contained within the social and economic section of the framework.

## 6. SMITHS LAKE FISH KILL COMMUNITY FEEDBACK

The following information was presented to the Committee by Debe Brassey. The following is a transcript of the notes presented at the meeting.

### **Community Feedback following Recent Fish Kill in Smiths Lake**

20.1.2017

Compiled by Debe Brassey, Kath Cheers

As community representatives on the Wallis & Smiths Lake Estuary Management Committee we feel the need to provide relevant government departments with feedback and possible opportunities for improvement when dealing with the public following a fish kill incident as recently happened in Smiths Lake in December 2016.

#### **1. Problem 1: Public Confusion**

There was a lot of public confusion about which government agency to report the sightings of dead fish and/or birds and animals to. Should it be Council, Fisheries, DPI, EPA, National Parks???. **Information from the public was being referred to various different departments meaning no one agency had the whole picture about what was happening.** This only fragments the big picture and delays the response time. There appeared to be no centralised pool of information just various departments with random information from community members.

Suggestion: **That a lead agency be identified very quickly and the public notified through social media channels**, not just the weekly local paper, as to who that agency is. Many communities have a local social media bulletin site that is commonly used for buy, swap, sell items which can be used to reach hundreds of people. Link up with key people in the community and they will circulate the information rapidly. Information would then be sent to one lead agency and centralised for appropriate and timely crisis management.

#### **2. Problem 2: Actions Taken -Response to Community**

The lack of feedback from various government departments frustrated a great number of community members. **When the community doesn't know what you are doing they assume you are doing nothing which enraged some members.** Everyone was wanting to know about clean-ups of rotting fish?, was the water being tested?, had the dam been tested?, are the fish being tested?, are the dead birds being tested?, when will the results be through, when will we know?, should there be signs up to stop people eating fish and/or swimming in the lake?

As a community that exists primarily on tourism to families with small children the answers to these questions in a timely manner are vitally important especially at a peak tourist time of year. Equally as keen for answers and knowledge about what's going on are the residents in the area as this event or one similar **has the potential to destroy this area's reputation as a tourist destination and impact adversely on the economy of the entire area/region.**

What we witnessed during this recent event in Smiths Lake was Chinese whispers including comments like raw sewerage entering the lake, all the fish are affected, is it like the oyster outbreak?. One local person who holidays here stated that he was talking (I can only assume with little or no factual knowledge) about this event on a fishing radio station in Sydney. If the public are going to talk lets at least try to give them the correct information

as quickly as possible to talk about. This can only minimise the negative impacts on a community throughout the entire event given it's unknown duration.

**Suggestion: That the lead agency liaise with community representatives or key personnel and post on social media regular statements about what action is being taken, when and where. Even if there are no results as yet bi weekly post should be made to the public letting them know that results are not back yet and what else is happening.** This will reduce the frustration and anger in the wider community as information spreads to tourist and visitors.

### **3. Problem 3 : Provide Results to the Community ASAP**

Aside from keeping the community well informed of ongoing action take by various departments results and finding must also be circulated asap.

#### **Media Limitations:**

TV News usually 6pm – in summer families are still on the beaches and busy with meals therefore reports often missed.

Advocate Newspaper – only a weekly paper and the local store only stock a certain number for distribution.

Suggestion: We strongly believe the most efficient way of circulating crisis information as quickly as possible is through social media and that this could be more efficiently used in the future.

### **4. Problem 4: Provide a closure Statement**

The lead agency must provide a closure statement asap and circulate again through social media including contact details for any further problems arising.

The following information was presented to the Committee by Kath Cheers. The following is a transcript of the notes presented at the meeting.

As the committee is aware Smiths Lake had another fish kill

The reason being this time: Lake temperatures.

1. Fish, insects etc. and other aquatic species all have a preferred temperature range.

The higher the water temperature the greater the surface warms with biological activity.

The fish seem to grow faster in Smiths Lake because the growth rate will double if the temperature increases by 10 degrees Celsius within their preferred range.

Temperature is also important because of its influence on water chemistry.

Warm water holds less oxygen than cool water.

The most obvious for temperature change in Smiths Lake is the sandy flat at Sandbar and the Shallow water at Symes Bay, which are warm during the day and cool at night.

In the deeper water eg. near Big Island and off Brambles reserve, during the summer months the water separates into layers of distinctly different density caused by differences in temperature.

*In other words the sun warms the surface, but the bottom of the lake remains cold.*

*There has been no fish deaths at the above spot because of the deep water.*

*The recognise oxygen depletion you have to observe the lake immediately before daylight.*

*This is where the fishers become helpful as they usually are on the lake at this time.*

*Fish will be seen on the surface gulping for oxygen.*

*This when we know we have a problem.*

*Most of the time there is a desirable balance*

*However under some conditions, like unnormal hot days, strong hot winds, and shallow waters, which is what happened to our wonderful lake.*

*The oxygen concentration became low enough to stress or kill the fish.*

*Mullet are a great candidate for this phenomenon as they are mostly surface fish.*

*We had dead pelicans, 1 osprey and 1 possum*

*The wild life died because they ate contaminated mullet gut.*

*When you see a dead mullet on top of the water it has been dead usually for 2 days.*

*The reason is that the bladder determines the fish buoyancy.*

*Oxygen remains in the bladder after a fish dies.*

*The fish is a closed container*

*As the fish decomposes gases fill the body cavity.*

*The belly becomes a gut-fillet balloon and the fish floats to the top.*

*There would be a lot of dead fish that stay on the bottom of the lake because their belly has been damaged by crabs etc.*

*If birds eat kilos of fish as pelicans do the rotten contaminated gut in the fish is what killed them.*

*We have seen fish kills in Smiths Lake 3 times.*

*Over the hundred or so years that professional have been working in Smiths we have not seen a fish kill like we have just had. Maybe there was but you would not have seen any quantity of dead fish because the fish had been kulled out.*

*The first time it was noticed Deb and I noticed dead fish on date and we took photos and reported it to Fisheries and Marine Park.*

*The second time the fish kill was completely different.*

*We noticed fish dying and person were reporting that you could not eat the fish because they had no meat on them. They were only skin and bone.*

*We had fish dying of starvation.*

7.

*Our family realised that this was a disaster to the lake.*

*We hired a scientist Dr. Ben Diggles from Queensland to examine the fish.*

*He said simply too many fish in a dam.*

*We did not have weather conditions this time we had flathead eating flathead, prawns were eaten out so we had no prawn season that year, bream that you could see through and mullet so skinny that 10 mullet fitted head to tail 20cm wide.*

*The mullet did not spawn that year, Les has never seen that happen in his 60 yrs on the lake.*

*The third we have just seen.*

*We will have another fish kill*

*You ask why? Or how do I know.*

*The answer is that mullet have to go to sea to spawn and if the lake is closed they just move from the western end of the lake down to the eastern end (the sandbar) and do not school in the middle of the lake and that is where the blue zone is and where the professionals can put a net.*

*Marine Park zoning has stopped the culling of the mullet because they cannot put their nets where the mullet school.*

*You cannot put a line across a dam because that is what Smiths Lake is when it closes up after a opening.*

*After attending a marine Park meeting at Newcastle on the 14<sup>th</sup> Feb I believe it will be some time before the Marine Park Reform can address these reordering castraphonies and allow some taking of the mullet out of the lake. A very simple answer to the problem.*

*We have had an environmental Impact study, Fisheries Impact study, les hours, Larger net mesh size, shorter nets, closed lakes at the weekend and long weekends, only allowed 3 hrs setting, and the fisher has to be on the net, only night time setting to not disturb the public.*

*All of this was signed off by the Minister for Fisheries.*

*No reason for a habitat protection zone.*

*The Marine park was a arbitrary decision based on discretion and draconian menas or choice with no science taken into accout.*

*George will let you of this.*

*I would also like to make reference to the monitoring of all Midcoast Water Systems around the Smiths Lake foreshore. At the time of the latest fish kill we had an inspection site in Eagles Nest Pde. Over flowing for some time.*

*We strongly believe that a monitoring program by Mid Coast Water be instigated regularly.*

*Deb will address you on protocols of community crises.*

*Thank you*

General discussions then took place

It has been 20 years since the blue green algae outbreaks in the Myall - protocols were put in place during this time .

It was agreed that the local newspaper and news reports are not seen by the community over the summer periods as everyone is still out at the beach - the idea of using social media for communication needs to be embraced.

A clear contact needs to be established identifying who will take the lead in these types of situations eg which department. The community need to be aware of who the key agency is

Malcolm Hunter (Environmental Health Officer, Mid Coast Council) raised concerns regarding what was being said within the community about the reasons for the fish kill (chinese whispers). Water samples were taken and unfortunately there was lack of information passed to residents about what the results were. An internal response protocol for environmental incidents is currently being developed by Council. A protocol for customer service to use also needs to be developed so that it is clear where enquiries about incidents and issues should be referred.

Fish kills are not uncommon and occur in estuaries similar to Smith Lake along the NSW Coast. Unfortunately fish kills in Smiths Lake will happen again due to high water temperatures and low dissolved oxygen. A suggestion was made that the lake could be opened to address these issues or that the lake could be opened more often. This suggestion was dismissed by committee members as it was noted, at time of the fish kill the lake was at 0.25m AHD and it is unable to be opened at this depth.

DPI was the lead agency at the time of the event. Regrettably, laboratory's were shut over the Christmas period, unfortunately this was the worst possible time for an event like this to take place. DPI gave the best possible response they could at the time given the low staff numbers over the Christmas period.

It was noted that with regard to the TARA reforms project, Port Stephens zone won't be reviewed regarding re-zoning in the near future.

MidCoast Water responded to comments about the maintenance of sewerage infrastructure around Smiths Lake. There is a protocol for sewage overflows in place, a response team is sent to check infrastructure when concerns are raised. There was a surcharge in early January after the fish kill but this did not reach the lake, staff were also sent to check when there was news of a fish kill and none of the infrastructure had been compromised. Manhole monitoring systems are in place with regular checks being undertaken by staff.

<b>Action</b>	Undertake an inter-agency review of agencies responses to fish kills.
---------------	---

## 7. SMITHS LAKE REPRESENTATIVES FEEDBACK ON TARA REVIEW

Representatives from the Professional Fishermen's Association (PFA) expressed great concerns regarding the Threat And Risk Assessment (TARA) review regarding Smiths Lake. Issues were voiced regarding the TARA documentation seeming to have ignored the NSW Governments environmental management system and harvest strategies in their ultimate ratings or lack of or ineffective community engagement or participation in governance. They were also concerned that many of the 600 scientific papers that formed the basis of the TARA are dated ranging back often 20 years.

Pest and disease threats were also discussed with the example of the white spot disease from Asia impacting on the prawn production which has now spread to the Richmond River.

Fears were raised that lakes like Smiths Lake were not even thought about when the TARA framework was developed.

## 8. NESTING BIRD PROTECTION SANDBAR

### PLEASE SEE ATTACHMENT 2 - BEACH NESTING BIRDS PRESENTATION

There are 5 species of shoreline nesting birds at Smiths Lake.

- Pied Oystercatcher
- Sooty Oystercatcher
- Beach Stone-curlew
- Red-capped Plover
- Hooded Plover

Concerns were raised regarding the impact of traffic on the dunes on shoreline nesting birds. The questions was raised as to which department is responsible regarding issue of traffic on the dunes?

Short term strategies for protecting these species were suggested. While birds are nesting these could include signage, temporary fencing, permits and monitoring.

It was asked if it is possible to keep the tourists from driving on Celeto beach or if the beach could be closed? It was highlighted that this may cause community backlash and impact on tourism particularly in Summer time.

It was noted that the loss of eggs could also be due to dogs and foxes being on the beach or people running around the dune area. Signage and temporary fencing is required. Identification of hot spots for bird breeding needs to take place and section of areas for protection. Farquhar Spit has had similar pressures, there is potential funding available from Crown Lands.

Temporary fencing and signage is not going to cost excess amounts of money, will be able to reuse the equipment/fencing. Co-ordination will be required. It was suggested that bird clubs may be interested in being involved. We will need to build volunteers as high volunteer input would be required to make a project like this successful.

<b>Action</b>	Enquire with Bird Life Australia and see if a member can come and talk to committee about shoreline nesting birds and in particular the significance of Smiths Lake in NSW
---------------	--

<b>Action</b>	Drew to speak with Bird Club to organise a walk around August/September to see what species of birds are around.
---------------	--

## 9. General Business

Beach access way signs at Smiths Lake potentially need to be inspected as signs have been knocked down.

Marine debris clean ups - container deposit scheme was to start in July but has been deferred to December. LLS are currently working with OEH and doing baseline monitoring until the scheme is introduced. Core sites will be established and then community involvement will begin.

**MATTERS STILL REQUIRING ACTION FROM PREVIOUS MEETINGS & NEW MATTERS REQUIRING ACTION**

Action Arising from Meeting	Meeting	Responsible	Comments
Provide information about dogs and horses on Smiths Lake to regulatory officers	24/02/16	Prue Tucker	Ongoing Prue to pass on info to rangers - low priority
Include Council's progress against DP/OP as agenda item on and reference in the project report to these actions	24/02/16	Prue Tucker	This item will be considered once the new Community Strategic Plan and DPOP for MCC is complete
Consider concept of implementation plan to track project progress in relation to management plans and reference to management plan in progress reports	24/02/16	Prue Tucker	Ongoing Natural Systems are putting together a business plan which will address this
Geoff Love to report back next meeting regarding Smiths Lake stormwater issues  RE:EAST COAST LOW	25/5/16	Geoff Love	ONGOING Add agenda Item
Follow up with compliance team regarding the complaints received water quality at Charlotte Bay after the heavy rainfall in January 2016.	25/5/16	Prue Tucker	What are the different agencies that are involved with water quality compliance and management?  Include as a future agenda item.  Some progress is being made towards this item with the example of the fish kill at Smiths Lake.
Contact maritime to address the trees in Smiths Lake  RE: Navigational issues around Bull Island towards the east & the entrance	14/9/16	Prue Tucker	Email sent by Prue regarding navigational issues. Prue to Follow up  Prue to follow up
Prue to discuss how close the bug communities were to tipping into poor condition with researchers.	30/11/16	Prue Tucker	Ongoing
Invite Jay Currie to join committee - new CEO Forster Local Aboriginal Land Council	30/11/16	Prue Tucker	Invitation to be extended to Jay Currie
Local Land Services to update on crab trap research	30/11/16	Brian Hughes	Refer to agency update
Undertake an inter-agency review of agencies responses to fish kills.	22/2/17	Malcolm Hunter MCC	



<b>Action Arising from Meeting</b>	<b>Meeting</b>	<b>Responsible</b>	<b>Comments</b>
Enquire with Bird Life Australia and see if a member can come and talk to committee about shoreline nesting birds and in particular the significance of Smiths Lake in NSW	22/2/17	Andrew Morris	
Drew to speak with Bird Club to organise a walk around August/September to see what species of birds are around.	22/2/17	Andrew Morris	

**MEETING CLOSED AT 3:53 PM**

**NEXT MEETING SCHEDULED FOR 31 May 2017**

**Thank You**

B: Minutes of the Wallis & Smiths Lake Coast & Estuary Management Committee held 31 May 2017

**MINUTES OF  
THE WALLIS & SMITHS COAST & ESTUARIES  
COMMITTEE MEETING  
HELD 31 May 2017**

**ATTENDED BY:**

<b>Committee Member</b>	<b>Organisation Represented</b>
Carl Atchison	Community Member
Fiona Miller	National Parks and Wildlife Service
Linda Brook-Franklin	MidCoast Water
Michael Barbarire	NSW Trade & Investment - Crown Lands
Janusz Haschek	Community Member
Frank Hemmings	University of New South Wales
Neil Kelleher	Office of Environment & Heritage
Peter Mannow	Free Spirit Cruises
Jaz Lawes	University of New South Wales
Dr George McKay	Community Member
Drew Morris	MidCoast Council
Prue Tucker	MidCoast Council
Gerard Tuckerman	MidCoast Council
Josh Ward	Office of Environment & Heritage
Brett Ryan	Roads and Maritime Services
Katheryn Smith	MidCoast Council LRC
Mat Broadhurst	Department of Primary Industries (Presenter)
Geoff Love	MidCoast Council (Presenter)

**1. APOLOGIES:**

<b>Committee Member</b>	<b>Organisation Represented</b>
Alex Macvean	MidCoast Council
Graeme Byrnes	Community Member
Luke Erskine	NSW Department of Primary Industries
Brian Hughes	LLS (Local Land Services) Hunter
Sue Gould	Community Member
Tina Clemens	NSW Trade & Investment - Crown Lands

The Chair welcomed Matt Broadhurst from DPI Fisheries who will be presenting today.

## 2. CONFIRMATION OF MINUTES

The following pages were noted as requiring amendments, changes noted on text below:

Page 4:

MEMA are responsible for setting a vision for the marine projects-estate. TARA is a tool that has been developed to identify and prioritise risks to the marine estate

TARA - overarching ~~body~~ assessment for all waterways and estuary's ies in NSW to inform MEMS.

MEMA are particularly interested in evidence based data to inform the ~~framework~~ assessment - for example reports that can back up the risk attributions. MEMA are encouraging evidence based submissions. Using the search tools on the website it is possible to create a risk assessment analysis and then turn it into a submission. There is also an email address where you can send general feedback

How do you identify compliance issues? Compliance (or regulation/lack of) is identified as a high risk and this is contained within the social and economic section of the framework

Additional corrections were suggested for pages 6-9 however these are a transcript from speeches read during the previous meeting so no changes were made.

Page 10:

Pest and disease threats were also discussed with the example of the white spot disease from ~~America~~ Asia impacting on the prawn production which has now spread to the Richmond River.

Page 11, in the actions table:

Undertake an inter-agency review of agencies responses to fish kills.	22/2/17	Lead agencies Malcom Hunter MCC	
---	---------	---------------------------------------	--

It was recommended that when agenda items raised pecuniary interest that members should declare these prior to the items being discussed. This suggestion was discussed and it was decided that as the committee are not an advisory committee and therefore it was not necessary to have declarations during meeting. If the committee saw the need, a list of members with pecuniary interests could be generated at the beginning of each year.

Action Arising from Meeting	Meeting	Responsible	Comments
Provide information about dogs and horses on Smiths Lake to regulatory officers	24/02/16	Prue Tucker	Complete
Include Council's progress against DP/OP as agenda item on and reference in the project report to these actions	24/02/16	Prue Tucker	This item will be considered once the new Community Strategic Plan and DPOP for MCC is complete

Page 2 of 9

Action Arising from Meeting	Meeting	Responsible	Comments
Consider concept of implementation plan to track project progress in relation to management plans and reference to management plan in progress reports	24/02/16	Prue Tucker	Ongoing Natural Systems are putting together a business plan which will address this
Geoff Love to report back next meeting regarding Smiths Lake stormwater issues RE:EAST COAST LOW	25/5/16	Geoff Love	Addressed as an agenda item at this meeting. Complete
Follow up with compliance team regarding the complaints received water quality at Charlotte Bay after the heavy rainfall in January 2016.	25/5/16	Prue Tucker	What are the different agencies that are involved with water quality compliance and management? Include as a future agenda item. Some progress is being made towards this item with the example of the fish kill at Smiths Lake. Followed up compliance issue with regulatory team, they are looking into it. Ongoing
Contact maritime to address the trees in Smiths Lake RE: Navigational issues around Bull Island towards the east & the entrance	14/9/16	Prue Tucker	Followed up with Maritime, discussion and suggestions noted below table. Complete
Prue to discuss how close the bug communities were to tipping into poor condition with researchers.	30/11/16	Prue Tucker	OEH are looking into it. Ongoing

Action Arising from Meeting	Meeting	Responsible	Comments
Invite Jay Currie to join committee - new CEO Forster Local Aboriginal Land Council	30/11/16	Prue Tucker	Invitation to be extended to Jay Currie
Local Land Services to update on crab trap research	30/11/16	Brian Hughes	Addressed as an agenda item at this meeting. Complete
Undertake an inter-agency review of agencies responses to fish kills.	22/2/17	Lead agencies	MCC commenced with discussions with internal staff.
Enquire with Bird Life Australia and see if a member can come and talk to committee about shoreline nesting birds and in particular the significance of Smiths Lake in NSW	22/2/17	Andrew Morris	In September Birdlife Australia will be up here in the Manning. Drew will pass on details. Complete.
Drew to speak with Bird Club to organise a walk around August/September to see what species of birds are around.	22/2/17	Andrew Morris	As above. Complete.

Action	Invite regulatory team to attend and talk about water quality compliance in particular erosion and sediment control
--------	---

#### **Navigational issues in relation to trees fallen in Smiths Lake during opening**

It was noted that some trees have fallen into Smiths Lake following opening events. These have the potential to become a navigational hazard when the lake fills, but they also become habitat. Marine Parks require a permit for moving the trees. It was suggested that as a Marine Park Permit already exists for the lake opening that Council seek approval to push/drag the trees to a designated area on the shore where they would no longer be a navigational hazard. Maritime put markers out where there is a hazard when water is too shallow to pull the trees to the side. Designated locations for depositing the trees should be mapped.

Action	Revise the permit between MCC and Marine Parks for the Smiths Lake opening to include the ability to move fallen trees that are navigational hazards. Include the digging out of the Smiths Lake boat ramp on the same permit. Map the location of where the trees are to be deposited.
--------	---

#### **Crab Research Project - Mat Broadhurst, DPI, Fisheries - Please see Attachment 1**

2 key species of crab included in this study Giant Mud Crab and Blue Swimmer Crab. During Stage 1 of the project DPI trialed a range of sizes and methods for escape hatches which aim to minimise the catch of undersized stock. Stage 2 of the study was to determine how many escape hatches are required. Two was identified as the optimal number but more research is needed.

80% of the NSW crab catch comes from Wallis Lake and recreational and professional fisherman have similar catch rates. There are five estuaries in NSW that account for most of the harvest. Politics prevent NSW from mandating change to crab gear.

DPI have given fishermen in the Wallis Lake Fisherman's Co-op 2 escape hatches per trap. In order to reach recreational fishers the escape hatches would need to be legislated through fish and tackle association then the nets would be required to be produced in this way. The projects intention was to start with Professional fishers, then roll out to the recreational community.

Ghost fishing research has shown that once the mud crabs get in and they can get out by breaking the traps having limited impact on other species. A range of scenarios were tested. During the first two weeks, fishing effort is high but after 6-8 weeks the ghost traps had no fishing catch. There were some octopus in the trial but not many were recorded. Hoop nets recorded similar results, however, the marine debris issues are a major issue with the breakdown of these nets.

Round traps are the more popular crab fishing gear, cheap, and easy to use and stack they were introduced 5 years ago. This gear uses an Arc Mesh 50x50 gaps in the mesh which is smaller than the previous nets used. Professional Fishermen suggesting there has been a reduction in size of maturity due to fishing efforts and the change of gear.

For Blue Swimmer Crabs densities are much higher (more gaps - more effective).

The escape hatches save time for fishermen and reduces the mortality and damage to smaller crabs. Less of the catch needs to be thrown back.

### **Agency Reports**

*Mid Coast Water* - Nothing to report

*Roads and Maritime Services* - Courtesy moorings are now in place - 3 in Charlotte Bay and 2 in Tuncurry. There are notes on the moorings about effluent disposal and waste management. These moorings will be included on boating maps

*NSW Trade & Investment, Crown Lands* - Access controls have been installed for locations around Smiths Lake foreshore. In Wamwarra Bay large rock was placed 6 weeks ago. Funds have been committed for foreshore fencing at Smiths Lake around caravan park and dune fencing. Techniques will include a mix of bollards and temporary fencing with hard wood stakes. Crown Lands were congratulated for their efforts, access onto the lake bed has been a long standing issue for many years.

*Office of Environment and Heritage* - New Coastal Management Act is still being discussed by government. Legislation will commence when SEPP commences. Within the new SEPP - 4 Coastal Management areas define the zone:

1. Coastal Use
2. Coastal Wetlands and Rainforest
3. Coastal Environment Area eg. mudflats
4. Coastal Vulnerability area (coastal risk areas)

The Coastal Zone Management Program will be linked to Council's Integrated Planning & Reporting framework so actions can be implemented. It will be linked to Marine Estate Management Act. Manuals are being developed for managing the coast. At this stage Councils can't apply for funding unless plans are certified.

MidCoast Council - Parks and Recreation - The pontoons at Pacific Palms, Tuncurry and Coomba are essentially finished. Boat ramp at Smiths Lake and Coomba Park are complete. The concept plans for the boat ramp car park in Tuncurry are drafted.

Environmental health team are keen to decommission toilets on Wallis, Tern and Long Islands in Wallis Lake as they are not being used due to erosion.

Consideration is currently being given for Boating Now funding (Round 2), there are not many projects proposed for Wallis. The question was raised by the committee if Boating Now funding could be used for dredging.

Action	Invite Boating Now administrator to provide presentation on funding available clarifying if it can be spent on dredging.
--------	--

### **Stormwater issues at Smiths Lake following the East Low in 2016 - Geoff Love, MidCoast Council**

Stormwater management plan have been completed for Bulahdelah, North Arm Cove and one for Coomba Park has been commenced. These plans deal with issues of water quality and quantity management. There were 19 enquiries about flooding from Smiths Lake following the East Coast Low. These were due to the legacy issues associated with the under design of drainage infrastructure and actively eroding gully heads. The main issue for water quality are the eroding soils. Council have responded to enquiries and provided relief where possible.

Council need to consider all of the management options by developing a Stormwater management plan for the area, assess level of damage and identify priorities for management and seek funding to undertake planning (as recommended in Smiths Lakes Management plan).

Preliminary flow calculations for Eagle Nest Parade indicate undersized pipes, undersized open drains and constricting flows across driveway crossings resulting in flooding properties. In this area the idea would be to have a broad dispersal level spreader to control flows.

Amaroo and Third Ridge Road have rock lined edges to protect from erosion and these were addressed 5 years ago. There is however scour occurring on easements on private property.

The question was raised if existing home owners can do something on their properties?

- o Erosion gullies are already initiated, the erosion needs to address in these.
- o Tanks would deal with some of the volume of water.
- o The issue is complicated by new houses are covering 70-80% of the lot leaving less area for water to be absorbed into the landscaping.

### **Aerial Spraying Program Booti Booti National Park - Fiona Miller NPWS**

The annual Bitou Bush Helespray program commenced last week. Booti Beach has an infestation of greater than 75% cover. Bitou is listed as a key threatening process (drives animals and plants to extinction) in the threatened species act. There are 90kms of coastline along the former Great Lakes Council and 70% are in National Park. The Bitou Bush program includes a combination of heles spraying and ground work, Council and National Parks work together to spray whole coast. Booti Beach was sprayed for this first time this year and is an excellent technique for covering large areas and also areas that are hard to get to.

The hele spraying uses a large droplet size, so that it drops directly down to the weeds. Pre and post spray shown on little gibber, Myall Lakes 2009-2014 with regeneration of natives in areas where Bitou was previously growing. The results represent a significant change in composition from Bitou to natives. Only 1 native species - headland tea tree has received some burn off but it is considered to be a small price to pay for the effectiveness of the technique.

It is not possible to kill Bitou under forest with hele spraying therefore ground based techniques are also used.

The herbicide used acts as an enzyme on plants it is not toxic to insects and mammals the only way it can affect people is through skin contact which causes irritation. All chemicals are tested by APBMA, rats would have to eat kilograms worth in order to die.

How is it technique so selective for Bitou? This time of year is selected as Bitou is vigorous. Comparing the control and treatment plots before and after it is noted that treatment takes a few months to take effect. The technique costs \$120 / hectare (not including staff) which is a lot cheaper than ground work.

The question was raised if the 1km along the edge of Wallis Lake in Pipers Bay is/will be sprayed?

Action	Find out if the 1km along the edge of Wallis Lake in Pipers Bay is/will be sprayed in Councils aerial spraying program.
--------	---

Wind and conditions (rain) have to be right, National Parks book a craft for 5 weeks and do 10 days of spraying to ensure the program can be completed.

#### GENERAL BUSINESS

The issue of the impact of free paper deliveries on stormwater pollution was raised. 60% of these end up in the gutter. Little street is a particular problem as there is a direct link from this area to Wallis Lake.

Action	Raise the issue of free newspaper deliveries impacting on stormwater pollution with Waste and Regulatory services.
--------	--

On MidCoast Councils website there is a comment from Captain Cooks log about the sand dune on North One Mile (being large and sandy and not vegetated). It is suggested that this is an error and that this description is of another location. This should be rectified as it has been used as an argument to not undertake bush regeneration near the dune.

Action	Remove the reference to One Mile sand dune in Captain Cooks log from the MCC website.
--------	---

Katheryn Smith indicated that this would be her last meeting as she is a member of MidCoast Councils LRC and the next meeting to be held will be leading up to the Council election. She thanked the committee and said she enjoyed her involvement. The Chair thanked Katheryn for her contributions.



**MATTERS STILL REQUIRING ACTION FROM PREVIOUS MEETINGS & NEW MATTERS REQUIRING ACTION**

Action Arising from Meeting	Meeting	Responsible	Comments
Consider concept of implementation plan to track project progress in relation to management plans and reference to management plan in progress reports	24/02/16	Prue Tucker	Ongoing Natural Systems are putting together a business plan which will address this
Follow up with compliance team regarding the complaints received water quality at Charlotte Bay after the heavy rainfall in January 2016.	25/5/16	Prue Tucker	What are the different agencies that are involved with water quality compliance and management?  Include as a future agenda item.  Some progress is being made towards this item with the example of the fish kill at Smiths Lake.  Followed up compliance issue with regulatory team, they are looking into it.  Ongoing
Prue to discuss how close the bug communities were to tipping into poor condition with researchers.	30/11/16	Prue Tucker	OEH are looking into it.  Ongoing
Invite Jay Currie to join committee - new CEO Forster Local Aboriginal Land Council	30/11/16	Prue Tucker	Invitation to be extended to Jay Currie  Ongoing.
Undertake an inter-agency review of agencies responses to fish kills.	22/2/17	Malcom Hunter	MCC commenced with discussions with internal staff.
Invite regulatory team to attend and talk about water quality compliance in particular sediment and erosion control	31/5/17	Prue Tucker	
Revise the permit between MCC and Marine Parks for the Smiths Lake opening to include the ability to move fallen trees that are navigational hazards. Include the digging out of the Smiths Lake boat ramp on the same permit. Map the location of where the trees are to be deposited.	31/5/17	Prue Tucker, Brett Ryan	

<b>Action Arising from Meeting</b>	<b>Meeting</b>	<b>Responsible</b>	<b>Comments</b>
Invite Boating Now administrator to provide presentation on funding available clarifying if it can be spent on dredging.	31/5/17	Prue Tucker	
Find out of the 1km along the edge of Wallis Lake in Pipers Bay is / will be sprayed in Councils aerial spraying program.	31/5/17	Prue Tucker	
Raise the issue of free newspaper deliveries impacting on stormwater pollution with Waste and Regulatory services	31/5/17	Prue Tucker	
Remove the reference to One Mile sand dune in Captain Cooks log from the MCC website.	31/5/17	George McKay	

**MEETING CLOSED AT 4:00 PM**

**NEXT MEETING SCHEDULED FOR 30 August 2017**

**Thank You**

## **2 LIST OF MATTERS BEFORE THE LAND & ENVIRONMENT COURT - OCTOBER 2017**

**Report Author Lisa Schiff, Director - Planning & Natural Systems**

**File No. / ECM Index Land & Environment Court Appeals - Development Applications**

**Date of Meeting 22 November 2017**

---

### **SUMMARY OF REPORT**

This report lists and provides an update on matters currently before the Land and Environment Court.

### **SUMMARY OF RECOMMENDATION**

It is recommended that the information be noted.

### **FINANCIAL/RESOURCE IMPLICATIONS**

Indicated in Annexure 'A'.

### **LEGAL IMPLICATIONS**

Indicated in Annexure 'A'.

### **LIST OF ANNEXURES:**

A: List of matters currently before the Land and Environment Court.

### **LIST OF ATTACHMENTS:**

Nil.

---

### **REPORT**

This report lists and provides an update on matters currently before the Land and Environment Court.

### **RECOMMENDATION**

It is recommended that the information be noted.

## ANNEXURES

### A: List of matters currently before the Land and Environment Court.

Name	DA No.	Proposal	Location	Nature of Appeal	Council representation	Current Status	Likelihood of recovering Costs	Costs
Pacific Rim Accommodation Group Pty Ltd Vs MidCoast Council	DA-279/2016	Caravan Park	233 The lakes Way, Forster	Class 1 Appeal against deemed refusal	Local Government Legal	S34 conference has been held. Hearing has been held with the acting commissioner and the decision is pending	No	Not finalised
John Watts Vs MidCoast Council	DA-60/2014	Two lot Subdivision	6 The Lakes Way, Elizabeth Beach	Class 1 Appeal against refusal of the development application	Local Government Legal	Hearing date scheduled for 4-5 December 2017	No	Not finalised
R L Wilson Vs MidCoast Council	DA-206/2015	Service Station	19 The Lakes Way, Tuncurry	Class 1 Appeal in relation to s94 development contributions	Local Government Legal	Appeal lodged. Telephone directions hearing to be held on 13 November 2017	No	Not finalised
Rutkowski Vs MidCoast Council	DA-119/2017	Single Dwelling	28A The Esplanade, North Arm Cove	Class 4 Appeal against approval of the development application	Local Government Legal	Appeal withdrawn	Seeking advice	Not finalised

## **DIRECTOR ENGINEERING & INFRASTRUCTURE**

### **3 MINUTES OF LOCAL TRAFFIC COMMITTEE MEETING HELD ON 4 OCTOBER 2017**

**Report Author** Richard Wheatley – Senior Transport Engineer

**File No. / ECM Index** Traffic Committee Agendas

**Date of Meeting** 22 November 2017

---

#### **SUMMARY OF REPORT**

This report presents the Minutes of the Local Traffic Committee meeting held on 4 October 2017 for adoption.

#### **SUMMARY OF RECOMMENDATION**

It is recommended that the Minutes of the Local Traffic Committee meeting held on 4 October 2017 be noted and that Council endorse the recommendations made at the meeting.

#### **FINANCIAL/RESOURCE IMPLICATIONS**

For the items 1, 3, 4, 5, 6 and 8.1 Council will be responsible for the costs associated with the installation of signage and pavement markings.

#### **LEGAL IMPLICATIONS**

Nil.

#### **ATTACHMENTS**

A: Minutes of the Local Traffic Committee meeting held on 4 October 2017

Attachment A has been circulated in hard copy to the Councillors and Senior Staff, however this Attachment is publicly available on Council's website.

---

#### **BACKGROUND**

The Local Traffic Committee meeting was held on Wednesday 4 October 2017 at MidCoast Council's Taree Office. The minutes of the meeting are attached as Attachment A with the recommendations for each item.

It should be noted that in order for traffic control devices to be approved and installed Council must seek the opinion of members of the Local Traffic Committee. The Committee make a recommendation to install a device, and the recommendation must then be accepted or rejected by Council.

By noting the minutes and endorsing the recommendations made at the meeting Council is accepting the advice and installing traffic control devices.

---

## **CONSULTATION**

Attendees at the Local Traffic Committee meeting are listed in the minutes. Consultation was undertaken in the development of the recommendations in the minutes with Police, RMS and Council staff.

## **COMMUNITY IMPACTS**

Community impact (negative and positive) is considered by the Local Traffic Committee in its deliberations for each item. A whole of community impact is taken into account when formulating the recommendations within the regulations, standards and guidelines that administer the roads, traffic management and road safety

## **BUDGET IMPLICATIONS**

For the items 1, 3, 4, 5, 6 and 8.1 Council will be responsible for the costs associated with the installation of signage and pavement markings.

## **RECOMMENDATION**

It is recommended that the Minutes of the Local Traffic Committee meeting held on 4 October 2017 be noted and that Council endorse the recommendations made at the meeting.

**4 CAPITAL WORKS REPORT - NOVEMBER 2017**  
**Report Author** Stuart Small, Team Leader Project Delivery  
**File No. / ECM Index** ROADS - Asset Management  
**Date of Meeting** 22 November 2017

---

#### **SUMMARY OF REPORT**

This report provides advice on work currently in progress or recently completed within MidCoast Council's Engineering and Infrastructure Division by day labour staff and contractors.

#### **SUMMARY OF RECOMMENDATION**

That Council note the information included in this report.

#### **FINANCIAL/RESOURCE IMPLICATIONS**

Projects listed within this report are included in 2017/2018 Operational Plan of MidCoast Council or grant funding that has subsequently been accepted by Council.

Work funded under Council's Road Maintenance Council Contract (RMCC) with Road & Maritime Services (RMS) for the state road sections of The Lakes Way and Failford Road is also included.

#### **LEGAL IMPLICATIONS**

Nil.

#### **ATTACHMENTS**

Nil.

---

#### **BACKGROUND**

An update on the progress of capital works included in the 2017/18 Operational Plans for the MidCoast Council area is included in this report. It also includes works undertaken through special grants and the RMCC. The report is provided for the information of Council.

#### **DISCUSSION**

Councillors will recall that a monthly report has been presented to each Council meeting to provide information on the progress of significant projects within the Engineering and Infrastructure Division.

Following discussion at the last Council meeting a more detailed report, including financial details and progress commentary will be prepared for future Council meetings. Unfortunately time constraints, and the limitations of working under 3 separate financial systems, has precluded the presentation of such a report to the current meeting.

However, information on the major projects from the Capital Works Program that will be of interest to Councillors follows:

### **Manning Region**

- Diamond Beach Rd reconstruction. Works are programmed to be completed this month.
- Harrington Rd reconstruction. 1.27km section between Christies Lane and 300m west of Longworths Lane, works progressing to schedule expected completion prior to Christmas.
- Avalon Rd reconstruction. 670m section at Germany Lane, works progressing to schedule.
- The Bucketts Way – Burrell Creek. Road reconstruction works and replacement of Kelly's Bridge continue. This project has experienced significant delays, the Head Contractor is pushing to complete the project prior to Christmas.
- Bohnock Boat Ramp Car Park. Improvements to the carpark programmed to be finished this month.
- Pelican Bay Bridge replacement. Replacement of a timber bridge with concrete culverts commencing this month with works to be finished prior to Christmas.

### **Great Lakes Region**

- Roundabout construction at Lee Street and Stroud Street intersection, Bulahdelah. Works are in progress, Head Contractor has now engaged a new subcontractor with the goal of completing works prior to Christmas.
- Reconstruction of The Lakes Way south of Bungwahl. Reconstruction of 700m of road pavement from 700m south of Seal Rocks Road. Works programmed to be completed prior to Christmas.
- Wattle Hill Road seal extension. 1.8km extension at the eastern end of Wattle Hill Rd. Works have commenced this month with works programmed to be finished prior to Christmas.

### **Gloucester Region**

- Scone Road seal extension. Upgrading 6.5km's to bitumen seal, construction of the last half has commenced.
- Gloucester Tops Road seal extension. Works have commenced.
- Callaghan's Creek Bridge replacement. Dismantling of the original bridge has commenced with a side track in operation.

### **CONSULTATION**

The management and coordination of all aspects of the Capital Works Program is undertaken in consultation with a wide range of internal and external stakeholders.

The key stakeholders in the preparation of this monthly report include the Transport Assets Section, Projects and Engineering Section, Operations (North and South) Sections and the Finance Section.

### **COMMUNITY IMPACTS**

Community Impacts are considered and managed as part of each Capital Works Program project.

### **ALIGNMENT WITH COMMUNITY PLAN/OPERATIONAL PLAN**

Section 4 of the 2017-2018 Operational Plan is the Asset Management Program (Capital Works). This report to Council details the progress in delivering this section of the plan.

### **BUDGET IMPLICATIONS**

Current total expenditure within the Capital Works Program is within budget. A more detailed analysis of the financial position of each project will be presented to future Council meetings.



**RISK CONSIDERATION**

Each individual project is proactively managed to reduce risks associated with the project.

**RECOMMENDATION**

That Council note the information in this report.

**THIS PAGE IS LEFT BLANK INTENTIONALLY**

## **DIRECTOR COMMUNITY SPACES & SERVICES**

### **5 CHILD PROTECTION POLICY**

**Report Author** Lyndie Hepple, Co-ordinator, Community Strengthening

**File No. / ECM Index** Child Protection Legislation; Policy Register - General

**Date of Meeting** 22 November 2017

---

#### **SUMMARY OF REPORT**

To present a draft Child Protection Policy to Council for adoption.

#### **SUMMARY OF RECOMMENDATION**

That the draft Child Protection Policy be adopted.

#### **FINANCIAL/RESOURCE IMPLICATIONS**

Implementation of the policy and associated procedures will be undertaken within existing resources.

#### **LEGAL IMPLICATIONS**

Council has an obligation to comply with the Child Protection (Working with Children) Act 2012. Adoption of the draft Child Protection Policy and implementation of the requirements set out in the Procedures endorsed by MANEX will allow Council to meet those requirements.

---

#### **REPORT**

In 2012, as part of changes to the child protection system, the Child Protection (Working with Children) Act 2012 was enacted. This Act commenced on 15 June 2013.

The object of the Act is to protect children:

- a) *By not permitting certain persons to engage in child-related work, and*
- b) *By requiring persons engaged in child-related work to have working with children check clearances.*

Procedures are in place to outline processes in relation to Working with Children Checks, Mandatory Reporting, Dealing with Reports of Unacceptable Behaviour and Working with Children. These procedures have been endorsed by MANEX and implementation is under way.

The Child Protection Policy is presented to Council for adoption which sets out Council's position in relation to its responsibilities under the Child Protection Act 2012.

#### **RECOMMENDATION**

That the draft Child Protection Policy provided in Annexure A be adopted.

---

**ANNEXURE**

A: Draft Child Protection Policy



**Policy**

<b>Name of policy:</b>	Child Protection		
<b>Policy code:</b>			
<b>Adoption by Council:</b>		<b>Minute number:</b>	
<b>Last review date:</b>			
<b>Review timeframe:</b>	4 years		
<b>Next scheduled review date:</b>	October 2021		
<b>Related legislation:</b>	<p>Local Government Act, 1993</p> <p>Children and Young Persons (Care and Protection) Act, 1998</p> <p>Child Protection (Working with Children) Act, 2012</p> <p>Adoption Act, 2000</p> <p>Child Protection (Working with Children) Regulation, 2013</p> <p>Children and Young Persons (Care and Protection) (Child Employment) Regulation, 2015</p> <p>Children and Young Persons (Care and Protection) Regulation, 2012</p> <p>Adoption Regulation, 2015</p> <p>Child Protection Legislation Amendment Act, 2015</p> <p>Commission for Children &amp; Young People Act 1998: Child Protection (Prohibited Employment) Act, 1998</p> <p>Ombudsman Act, 1974 (Amendment 68); Ombudsman Amendment (Child Protection and Community Services) Act, 1998</p> <p>Community Services (Complaints, Reviews and Monitoring) Act, 1993</p>		

<b>Association policies/documents:</b>	<b>MidCoast Council Code of Conduct</b> <b>MidCoast Council Working with Children Check Procedure</b> <b>MidCoast Council Child Protection Procedure</b>
<b>Responsible division:</b>	<b>Human Resources</b>

**Policy objective**

- To prevent foreseeable harm to children and young people in Council's care.
- To ensure that all Council Officers who work in identified child related roles within the organisation are assessed and deemed fit to work with children.
- To ensure that all people in the organisation are aware of their responsibilities in relation to child protection.

**Policy statement**

MidCoast Council (here after referred to as 'Council') is committed to the safety and wellbeing of all children and young people who access Council services and to protecting them from harm.

**Coverage of the policy**

This policy applies to all Council services and Council Officers.

**Strategic Plan link**

Direction 4 – Civic Leadership – Objective 12 – Provide good governance.

**Policy content**

Council will:

- Ensure all Council Officers treat children and young people with respect and understanding at all times.
- Ensure Council Officers working in identified child-related roles hold a valid Working with Children Check.
- Ensure that Council Officers engaged in identified child-related roles, have a more senior officer assigned to support and supervise their work where appropriate.
- Ensure that Council's Child Protection Policy, Code of Conduct and relevant Child Protection Procedures are rigorously promoted, enforced and reviewed.
- Maintain a rigorous and consistent recruitment, screening and selection process.
- Provide clear procedures for raising concerns and complaints regarding child protection.
- Ensure that information regarding children and their parents accessing Council services is kept confidential.

- Ensure that information regarding children or parents accessing Council services is not disclosed verbally or in writing to any third party who is not authorised by the parent or guardian of that child to receive that information unless required to by law.

#### Definitions

<b>Child</b>	A person who is under the age of 16 years.
<b>Young Person</b>	A person who is aged up to 18 years.
<b>Council Officer</b>	Any person who carries out work on behalf of Council including, but not limited to, Council employees, contractors, sub-contractors, labour hire employees, apprentices, trainees, work experience students and volunteers.
<b>Mandatory Reporter</b>	An individual required under Section 7 of the Children and Young Persons (Care and Protection) Act 1998 to report to the Child Protection Helpline when he/she has reasonable grounds to suspect a child is at risk of significant harm from abuse or neglect, and those grounds arise during the course of or from the person's work.
<b>Risk of Significant Harm</b>	A child/young person is at risk of significant harm if the circumstances that are causing concern for the safety, welfare or well-being of the child/young person are present to a significant extent ('significant' being sufficiently serious to warrant a response by a statutory authority irrespective of a family's consent).
<b>Reportable Conduct</b>	Any sexual offence or misconduct committed against, with or in the presence of a child; or any assault, ill treatment or neglect of a child; or any behaviour that causes psychological harm to a child, whether or not, in any case, with the consent of the child.
<b>Designated Agency</b>	An agency accredited in accordance with the regulations under the Children and Young Persons (Care and Protection) Act 1998 to provide out-of-home care services. In respect to reporting allegations against employees (as per the NSW Ombudsman Act 1974) designated agencies are: Community Services, Department of Education and Training, Department of Health (including area health services), Juvenile Justice, Corrective Services, NSW Sport and Recreation, NSW Ageing, Disability and Home Care, Non-Government Schools, Child Care Centres, and agencies that provide substitute care to children, whether in foster care or in a residential care facility.

#### Responsible officer

Manager Human Resources

#### Attachments

Nil

## **DIRECTOR CORPORATE & BUSINESS SYSTEMS**

### **6 COUNCILLOR EXPENSES AND FACILITIES POLICY**

**Report Author** Rob Griffiths, Manager Governance

**File No. / ECM Index** Governance/Policy Registers

**Date of Meeting** 22 November 2017

---

#### **SUMMARY OF REPORT**

In accordance with statutory requirements (Section 252 of the Local Government Act 1993) and the Office of Local Government *Guidelines for payment of expenses and the provisions of facilities for Mayors and Councillors in NSW*, this Policy sets out the maximum amounts Council will pay for specific expenses and facilities.

#### **SUMMARY OF RECOMMENDATION**

That the attached Councillor Expenses and Facilities Policy be placed on public exhibition for a period of 28 days allowing for public submissions in accordance with Section 253 of the *Local Government Act 1993*.

#### **FINANCIAL/RESOURCE IMPLICATIONS**

Expenditure associated with this policy is included in Council's 2017-2018 budget.

#### **LEGAL IMPLICATIONS**

In accordance with Section 252 of the *Local Government Act 1993* Council must adopt a policy for the provision of expenses and facilities for Councillors within the first twelve months of term of a Council.

Further, Section 253 of the *Local Government Act 1993* requires the Council to give public notice of at least 28 days of its intention to adopt this policy allowing for the making of public submissions.

---

#### **BACKGROUND**

Following a briefing session at the Strategic Committee Meeting held on Wednesday, 8 November 2017, the attached Councillor Expenses and Facilities Policy is provided to Council for consideration to be placed on 28 days' public exhibition.

#### **DISCUSSION**

In accordance with statutory requirements and guidelines issued by the Office of Local Government, this Policy sets out the maximum amounts Council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

#### **TIMEFRAME**

To be placed on public exhibition for 28 days.

---

## **BUDGET IMPLICATIONS**

Funding has been included in the 2017/2018 adopted budget.

## **RECOMMENDATION**

That the attached Councillor Expenses and Facilities Policy be placed on public exhibition for a period of 28 days allowing for public submissions in accordance with Section 253 of the *Local Government Act 1993*.



**ANNEXURES**

**A: Councillor and Staff Interaction Policy**



**Policy**

<b>Name of Policy:</b>	<b>Councillor Expenses and Facilities</b>		
<b>Policy code:</b>			
<b>Adoption by Council:</b>		<b>Minute number:</b>	
<b>Last review date:</b>			
<b>Review timeframe:</b>	<b>Annually</b>		
<b>Next scheduled review date:</b>	<b>November 2018</b>		
<b>Related legislation:</b>	<ul style="list-style-type: none"> <li>• Local Government Act 1993, Sections 252 and 253</li> <li>• Local Government (General) Regulation 2005, Clauses 217 and 403</li> <li>• Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009</li> <li>• Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities</li> <li>• Local Government Circular 05-08 legal assistance for Councillors and Council Employees.</li> </ul>		
<b>Associated policies / documents:</b>	<b>Code of Conduct</b>		
<b>Responsible department:</b>	<b>Corporate and Business Systems (Governance)</b>		

## Contents

<b>Policy Summary</b>	3
<b>Part A – Introduction</b>	4
1. Introduction	4
2. Policy objectives	4
3. Principles	4
4. Private or political benefit	5
<b>Part B – Expenses</b>	5
5. General expenses	5
6. Specific expenses	6
7. Insurances	10
8. Legal assistance	10
<b>Part C – Facilities</b>	11
9. General facilities for all Councillors	11
10. Additional facilities for the Mayor	12
<b>Part D – Processes</b>	12
11. Approval, payment and reimbursement arrangements	12
12. Disputes	14
13. Return or retention of facilities	14
14. Publication	14
15. Reporting	14
16. Auditing	14
17. Breaches	14
<b>PART E – Appendices</b>	15
Appendix I: Related legislation, guidance and policies	15
Appendix II: Definitions	16

### Policy Summary

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties.

It ensures accountability and transparency, and seeks to align Councillor expenses and facilities with community expectations.

The policy has been prepared in accordance with the *Local Government Act 1993* and *Local Government (General) Regulation 2005*, and complies with the Office of Local Government's *Guidelines for the payment of expenses and provision of facilities to Mayors and councillors in NSW*.

This policy applies to all MidCoast Council Councillors.

This policy sets out the maximum amounts Council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed. The main expenses and facilities are summarised in the table below. All monetary amounts are exclusive of GST.

Expense or facility	Maximum amount	Frequency
General travel expenses on Council business [6.1]	In accordance with Local Government (State) Award kilometre rate	Per year
Interstate, overseas and long distance intrastate travel expenses [6.5]	To be approved by Council	Not relevant
Accommodation and meals [6.17]	As per the ATO Guidelines currently TD2017/19 Table 3	Per meal/night
Professional development [6.22]	\$44,000 (All Councillors)	Per year
Conferences and seminars [6.27]	To be approved by Council	Not relevant
ICT expenses [6.33]	\$250 per month per Councillor \$3,000 per Councillor (equipment)	Per month Upon election
Carer expenses [6.41]	\$20 per hour to a maximum of \$2,500 per Councillor per year	Per year
Home office expenses [6.47]	Actual expenditure up to \$300 per Councillor per year	Per year
Access to facilities in a Councillor room [9.1]	Provided to all Councillors	Not relevant
Council vehicle and fuel card [10.1]	Provided to the Mayor	Not relevant
Reserved parking space at Council offices [10.4]	Provided to the Mayor	Not relevant
Furnished office [10.5]	Provided to the Mayor	Not relevant

Additional costs incurred by a Councillor in excess of these limits are considered a personal expense that is the responsibility of the Councillor.

Councillors must provide claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Council's website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

---

## Part A – Introduction

---

### 1. Introduction

- 1.1. The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of MidCoast Council.
- 1.2. The community is entitled to know the extent of expenses paid to Councillors, as well as the facilities provided.
- 1.3. The purpose of this policy is to clearly state the facilities and support that are available to Councillors to assist them in fulfilling their civic duties.
- 1.4. Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this policy.
- 1.5. Expenses and facilities provided by this policy are in addition to fees paid to Councillors. The minimum and maximum fees a council may pay each Councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

### 2. Policy objectives

- 2.1. The objectives of this policy are to:
  - enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties
  - enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties
  - ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors
  - ensure facilities and expenses provided to Councillors meet community expectations
  - support a diversity of representation
  - fulfil Council's statutory responsibilities.

### 3. Principles

- 3.1 Council commits to the following principles:
  - **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions
  - **Reasonable expenses:** Providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor
  - **Participation and access:** Enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor

- **Equity:** There must be equitable access to expenses and facilities for all Councillors
- **Appropriate use of resources:** Providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations
- **Accountability and transparency:** Clearly stating and reporting on the expenses and facilities provided to Councillors.

#### 4. Private or political benefit

- 4.1. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
- 4.2. Private use of Council equipment and facilities by Councillors may occur from time to time. For example, telephoning home to advise that a Council meeting will run later than expected.
- 4.3. Such incidental private use does not require a compensatory payment back to Council.
- 4.4. Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse Council.
- 4.5. Campaigns for re-election are considered to be a private interest. The following are examples of what is considered to be a private interest during a re-election campaign:
  - production of election material
  - use of Council resources for campaigning
  - use of official Council letterhead, publications, websites or services for political benefit
  - fundraising activities of political parties or individuals, including political fundraising events.

---

## Part B – Expenses

---

#### 5. General expenses

- 5.1. All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- 5.2. Expenses not explicitly addressed in this policy will not be paid or reimbursed.
- 5.3. Any claim from a Councillor outside the terms within this Policy will be subject to an exceptional circumstances assessment by the Public Officer and Director, Corporate and Business Systems

## 6. Specific expenses

### General travel arrangements and expenses

- 6.1. All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.
- 6.2. Each Councillor will be reimbursed for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars within NSW. This includes reimbursement:
  - for public transport fares
  - for the use of a private vehicle or hire car
  - for parking costs for Council and other meetings
  - for tolls
  - for documented ride-share programs, such as Uber.
  - by Cabcharge or equivalent.
- 6.3. Allowances for the use of a private vehicle will be reimbursed at the rate contained in the *Local Government (State) Award*.
- 6.4. Councillors seeking to be reimbursed for use of a private vehicle must keep a record of the date, distance and purpose of travel being claimed. Details of the travel must be provided with the claim.

### Interstate, overseas and long distance intrastate travel expenses

- 6.5. This section includes reference to long distance intrastate travel. At MidCoast Council long distance intrastate travel is travel that is estimated to take more than four hours from the Councillor's residence.
- 6.6. In accordance with Section 4, Council will scrutinise the value and need for Councillors to undertake overseas travel. Councillors should avoid interstate, overseas and long distance intrastate trips unless direct and tangible benefits can be established for Council and the local community. This includes travel to sister and friendship cities.
- 6.7. Council will set aside an annual budget to facilitate total interstate, overseas and long distance intrastate travel expenses for all Councillors.
- 6.8. Councillors seeking approval for any interstate and long distance intrastate travel must submit a request to, and obtain the approval of a full Council Meeting to travel. Where approval at a full council meeting is not possible or appropriate then approval should be given jointly by the Mayor and the General Manager. If the mayor requires approval it should be given jointly by the Deputy Mayor or another councillor and the General Manager.
- 6.9. The request should include:
  - objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result and its relevance to the exercise of the Councillor's civic duties.
  - who is to take part in the travel
  - duration and itinerary of travel
  - a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.

- 6.10. Travel requirements by Councillors who have been appointed to external bodies/committees via a Council Resolution are deemed to have been approved where travel is in relation to that external body/committee.
- 6.11. When travel is using airline travel the following applies to class of travel:
- Less than three hours – economy
  - More than three hours – premium economy where it is available otherwise economy
- 6.12. Bookings for approved air travel are to be made by Council staff on behalf of the Councillor.
- 6.13. For travel that is reimbursed as Council business, frequent flyer points will not accrue to Councillors. This is considered a private benefit.

**Travel expenses not paid by Council**

- 6.14. Council will not pay any traffic or parking fines or administrative charges for toll road accounts.

**Accommodation and meals**

- 6.15. In circumstances where it would introduce undue risk for a Councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the General Manager. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the Councillor lives more than 50 kilometres from the meeting location.
- 6.16. Council will reimburse costs for accommodation and meals (when meals are not provided) while Councillors are undertaking prior approved travel or professional development.
- 6.17. The daily limits for accommodation and meal expenses will be in line with the maximum reasonable travel and meal expense amounts determined by the Australian Taxation Office (ATO) currently TD2017/19 Table 3.

Expense	Amount
Accommodation (Sydney)	\$265
Accommodation (Country)	\$195 (or Table 4 if higher)
Breakfast	\$34.75
Lunch	\$49.20
Dinner	\$68.85

- 6.18. The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the General Manager, being mindful of Clause 6.17.
- 6.19. Councillors will not be reimbursed for the purchase of alcoholic beverages.

**Refreshments for Council related meetings**

- 6.20. Appropriate refreshments may be available for Council meetings, Council Committee meetings, Councillor briefings, approved meetings and engagements, and official Council functions as approved by the General Manager.

- 6.21. As an indicative guide for the standard of refreshments to be provided at Council related meetings, the General Manager must be mindful of Part B Monetary Rates of the *NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009*, as adjusted annually.

#### **Professional development**

- 6.22. Council will set aside an annual budget to facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies.
- 6.23. In the first year of a new Council term, Council will provide a comprehensive induction program for all Councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.
- 6.24. Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- 6.25. Approval for professional development activities is subject to a prior written request to Council outlining the:
- details of the proposed professional development
  - relevance to Council priorities and business, and
  - relevance to the exercise of the Councillor's civic duties.
- 6.26. In assessing a Councillor request for a professional development activity, the Council must consider the factors set out in Clause 6.24, as well as the cost of the professional development in relation to the Councillor's remaining budget.

#### **Conferences and seminars**

- 6.27. Council is committed to ensuring its Councillors are up to date with contemporary issues facing council and the community, and local government in NSW.
- 6.28. Council will set aside an annual approved budget to facilitate Councillor registration fees for attendance at conferences and seminars, excluding the Local Government NSW Annual Conference. This allocation is for all Councillors. The General Manager will ensure that access to expenses relating to conferences and seminars is distributed equitably.
- 6.29. Approval to attend a conference or seminar is subject to a written request to Council. In assessing a Councillor request, the Council must consider factors including the:
- relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties
  - cost of the conference or seminar in relation to the total remaining budget.
- 6.30. Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by Council. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.16 - 6.17.



### **Local Government NSW Annual Conference**

- 6.31. Councillors will also be permitted to attend the Local Government NSW Annual Conference. Council will organise the booking and registration and meet the costs of this conference including additional accommodation before or after the conference where necessary because of travel requirements subject to the provisions in 'Accommodation and meals' (6.15 – 6.19)
- 6.32. For the Local Government NSW Annual Conference only, Council will meet the costs of the official conference dinner for an accompanying person of a Councillor.

### **Information and Communications Technology (ICT) Expenses**

- 6.33. Where a Councillor uses devices provided by Council the limit is set at the level of the telecommunications plan provided by Council.
- 6.34. Where a Councillor chooses to provide their own devices, reimbursement will be 75% up to a limit of \$250 per month. This may include mobile phone, tablet, data, services, home phone and internet costs.
- 6.35. The reimbursement of expenses will only be made on submission of "account statements" (Annually for bundled or all-inclusive plans and monthly for other plans) supplied by the Councillor or sourced from Council records (for those Councillors using Council issued devices).
- 6.36. Where a council supplied device applies, with the exception of incidental private use, any substantial private use component is to be identified by the councillor and be refunded to Council.
- 6.37. Council may provide appropriate ICT equipment up to a limit of \$3,000 per Councillor upon the commencement of their term of office. The determination as to what equipment will be provided will be made by the General Manager based upon Council's general ICT program and identified business needs.
- 6.38. Reimbursements will be made only for communications devices and services used for Councillors to undertake their civic duties, such as:
- receiving and reading Council business papers
  - relevant phone calls and correspondence
  - diary and appointment management.
- 6.39. Councillors may seek reimbursement for applications on their mobile electronic communication device that are directly related to their duties as a Councillor, within the maximum limit.
- 6.40. Council may from time to time provide Councillors with upgraded equipment or new facilities where doing so will result in efficiencies and aligns to Council's general ICT program.

### **Special requirement and carer expenses**

- 6.41. Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible, including provision for sight or hearing impaired Councillors and those with other disabilities.
- 6.42. Transportation provisions as outlined in this policy, such as access to Cabcharges, will also assist Councillors who may be unable or unwilling to drive a vehicle.

- 6.43. In addition to the provisions above, the General Manager may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability to perform their civic duties.
- 6.44. Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to re-imbusement of carer's expenses at a rate of \$20 per hour up to a maximum of \$2,500 per annum for attendance at official business, plus reasonable travel from the principal place of residence.
- 6.45. Carer expenses may be claimed only where the carer is not a relative. Note: carer expenses for child care are up to and including the age of 16 years. For children over 16 years refer clause 6.44.
- 6.46. In the event of caring for an adult person, Councillors will need to provide suitable evidence to the General Manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

#### **Home office expenses**

- 6.47. Each Councillor may be reimbursed for actual expenditure associated with the maintenance of a home office, such as minor items of consumable printer ink cartridges and stationery to a limit of \$300 per year.

### **7. Insurances**

- 7.1. In accordance with Section 382 of the Local Government Act, Council is insured against public liability and professional indemnity claims. Councillors are insured under this Policy.
- 7.2. Insurance protection is only provided if a claim arises out of or in connection with the Councillor's performance of his or her civic duties, or exercise of his or her functions as a Councillor. Insurance cover is subject to terms, conditions, limits and exclusions set out in the policy wording.
- 7.3. Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.
- 7.4. Travel insurance is provided for Councillors traveling on approved Council business. This can include some incidental private travel.

### **8. Legal assistance**

- 8.1. Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
  - a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act
  - a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act
  - a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the



- investigative or review body makes a finding substantially favourable to the Councillor.
- 8.2. In the case of a conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the General Manager to a conduct reviewer or conduct review panel to make formal enquiries into that matter in accordance with Council's Code of Conduct.
  - 8.3. Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.
  - 8.4. Council will not meet the legal costs:
    - of legal proceedings initiated by a Councillor under any circumstances
    - for legal proceedings that do not involve a Councillor performing their role as a Councillor.
  - 8.5. Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

---

## Part C – Facilities

---

### 9. General facilities for all Councillors

#### Facilities

- 9.1. Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:
  - a Councillor common room appropriately furnished to include telephone, photocopier, printer, desks, computer, pigeon holes and appropriate refreshments (excluding alcohol)
  - access to shared car parking spaces while attending Council offices on official business
  - a name badge which may be worn at official functions, indicating that the wearer holds the office of a Councillor and/or Mayor or Deputy Mayor.
- 9.2. The provision of facilities will be of a standard deemed by the General Manager as appropriate for the purpose.
- 9.3. Council may from time to time provide additional facilities for Councillor use such as protective equipment for use during site visits.

#### Administrative support

- 9.4. Council will provide administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by staff in the Mayor's office or by a member of Council's administrative staff as arranged by the General Manager or their delegate.

- 9.5. As per Section 4, Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

#### **10. Additional facilities for the Mayor**

- 10.1. Council will provide to the Mayor a maintained motor vehicle to a similar standard of other Council vehicles, with a fuel card. The vehicle will be supplied for use in attending official business and professional development and attendance at the Mayor's office.
- 10.2. The Mayor must keep a log book setting out the date, distance and purpose of any substantial private use travel and supply that record to Council.
- 10.3. The Mayoral Fee will be reduced to cover the cost of any substantial private use calculated on a per kilometre basis by the rate set by the *Local Government (State) Award*.
- 10.4. A parking space at Council's offices will be reserved for the Mayor's Council-issued vehicle for use on official business, professional development and attendance at the Mayor's office.
- 10.5. Council will provide the Mayor with a furnished office incorporating a computer configured to Council's standard operating environment, telephone and meeting space.
- 10.6. In performing his or her civic duties, the Mayor will be assisted by a small number of staff providing administrative and secretarial support, as determined by the General Manager.

---

### **11. Part D – Processes**

---

#### **11. Approval, payment and reimbursement arrangements**

- 11.1. Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
- 11.2. Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 11.3. Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
- local travel relating to the conduct of official business
  - carer costs
  - ICT expenditure.
- 11.4. Final approval for payments made under this policy will be granted by the General Manager or their delegate.
- 11.5. All requests for reimbursement will be reviewed by two staff members and payment will be authorised by a staff member with the appropriate financial delegation.
- 11.6. The General Manager will provide a system for the request of reimbursements for Councillors.

### **Direct payment**

11.7. Council may approve and directly pay expenses. Requests for direct payment must be submitted through the appropriate system for assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

### **Reimbursement**

11.8. All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted through the appropriate system.

### **Advance payment**

11.9. Council may pay a cash advance for Councillors attending approved conferences, seminars or professional development.

11.10. The maximum value of a cash advance is \$200 per day of the conference, seminar or professional development to a maximum of \$600

11.11. Requests for advance payment must be submitted to the General Manager for assessment against this policy with sufficient information and time to allow for the claim to be assessed and processed.

11.12. Councillors must fully reconcile all expenses against the cost of the advance within one month of incurring the cost and/or returning home. This includes providing to Council:

- a full reconciliation against the provisions of this policy of all expenses including appropriate receipts and/or tax invoices
- reimbursement of any amount of the advance payment not spent in attending to official business or professional development.

### **Notification**

11.13. If a claim is approved, Council will make payment directly or reimburse the Councillor through accounts payable.

11.14. If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

### **Reimbursement to Council**

11.15. If Council has incurred an expense on behalf of a Councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:

- Council will invoice the Councillor for the expense
- the Councillor will reimburse Council for that expense within 14 days of the invoice date.

11.16 If the Councillor cannot reimburse Council within 14 days of the invoice date, they are to submit a written explanation to the General Manager. The General Manager may elect to deduct the amount out of the Councillor's fee.

### **Timeframe for reimbursement**

- 11.17 Unless otherwise specified in this policy, Councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

### **12. Disputes**

- 12.1 If the Councillor disputes a determination under this policy, the Councillor should discuss the matter with the General Manager.
- 12.2 If the Councillor and the General Manager cannot resolve the dispute, it will be mediated by a mutually agreeable third party.

### **13. Return or retention of facilities**

- 13.1 All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office.
- 13.2 Should a Councillor desire to keep any equipment allocated by Council, then this policy enables the Councillor to make application to the General Manager to purchase any such equipment. The General Manager will determine an agreed fair market price or written down value for the item of equipment.
- 13.3 The prices for all equipment purchased by Councillors under Clause 13.2 will be recorded in Council's Annual Report.

### **14. Publication**

- 14.1 This policy will be published on Council's website.

### **15. Reporting**

- 15.1 Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations. This will be published in full on Council's website and Annual Report.
- 15.2 Detailed reports on the provision of expenses and facilities to Councillors will be tabled at a Council meeting every twelve months. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

### **16. Auditing**

- 16.1 The operation of this policy, including claims made under the policy, will be included in Council's audit program and an audit undertaken at least every two years.

### **17. Breaches**

- 17.1 Suspected breaches of this policy are to be reported to the General Manager.
- 17.2 In accordance with the Code of Conduct this Councillor Expenses and Facilities Policy is a policy of Council and must not be contravened.

- 17.3 Alleged breaches of this policy shall be dealt with in accordance with Councils Code of Conduct, and Procedures for the Administration of the Code.

---

## **PART E – Appendices**

---

### **Appendix I: Related legislation, guidance and policies**

#### **Relevant legislation and guidance:**

- Local Government Act 1993, Sections 252 and 253
- Local Government (General) Regulation 2005, Clauses 217 and 403
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009
- Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities
- Local Government Circular 05-08 legal assistance for Councillors and Council Employees.

#### **Related Council policies:**

- Code of Conduct

## Appendix II: Definitions

The following definitions apply throughout this policy.

Term	Definition
accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a Councillor
appropriate refreshments	Means food and beverages, excluding alcohol, provided by Council to support Councillors undertaking official business
Act	Means the Local Government Act 1993 (NSW)
Annual Conference	Means Local Government NSW Annual Conference
clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	Means the Code of Conduct adopted by Council or the Model Code if none is adopted
Councillor	Means a person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the Mayor
General Manager	Means the General Manager of Council and includes their delegate or authorised representative
ICT	Means Telecommunications and Information Communications and Technology
incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
long distance intrastate travel	Means travel to other parts of NSW of more than four hours duration by private vehicle
maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in Appendix 1
NSW	New South Wales
official business	Means functions that the Mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for Council or result in a direct benefit for Council and/or for the local government area, and includes: <ul style="list-style-type: none"> <li>• meetings of Council and committees of the whole</li> <li>• meetings of committees facilitated by Council</li> <li>• civic receptions hosted or sponsored by Council</li> <li>• meetings, functions, workshops and other events to which attendance by a Councillor has been requested or approved by Council</li> </ul>
professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a Councillor or the Mayor



Regulation	Means the Local Government (General) Regulation 2005 (NSW)
year	Means the financial year, that is the 12 month period commencing on 1 July each year

**Responsible Officer**

Manager Governance

**Attachments**

Nil

**THIS PAGE IS LEFT BLANK INTENTIONALLY**

## **7 APPOINTMENT OF DELEGATES TO PSGL MARINE PARK ADVISORY COMMITTEE**

**Report Author** Rob Griffiths, Manager Governance

**File No. / ECM Index** Councillors - Representation on Committees

**Date of Meeting** 22 November 2017

---

### **SUMMARY OF REPORT**

The report requires Council to determine its representative on the Port Stephens Great Lakes Marine Park Advisory Committee for the ensuing twelve months.

### **SUMMARY OF RECOMMENDATION**

That Council appoint a delegate to the Port Stephens-Great Lakes Marine Park Advisory Committee.

### **FINANCIAL/RESOURCE IMPLICATIONS**

Nil.

### **LEGAL IMPLICATIONS**

Nil.

---

### **DISCUSSION**

Prior to the Amalgamation, the three former Councils had representation on various bodies as reported to the October 2017 Ordinary Meeting. These are not Council created committees but are bodies that require an elected representative to attend meetings or require an elected representative to be nominated as a contact.

At the 25 October Council Meeting, it was noted that Cr Hutchinson had previously been Council's representative on the Committee and that clarification be sought from the Committee on the status of Council's representation.

Following the October Meeting, clarification was sought as to whether there were any statutory requirements for representatives on this Committee. Luke Erskine, the Manager of Port Stephens Great Lakes Marine Park has confirmed there are no statutory requirements other than a resolution of Council. This means that Council is required to nominate a representative from the current Council. The committee details are detailed below.

#### **Port Stephens Great Lakes Marine Park Advisory Committee**

The Advisory Committee provides a voice for local communities to contribute to the management of the [NSW marine estate](#) and the Port Stephens-Great Lakes Marine Park. They engage with local residents and stakeholders, provide a forum for local communities to raise issues and give valuable feedback to the government.

*Meeting Frequency: Twice per year*

*Action: One Councillor to be nominated to this committee.*

### **RECOMMENDATION**

That Council appoint a delegate to the Port Stephens-Great Lakes Marine Park Advisory Committee.

---

**THIS PAGE IS LEFT BLANK INTENTIONALLY**

**8 ANNUAL REPORT MAY 2016 - JUNE 2017**  
**Report Author Rob Griffiths, Manager Governance**  
**File No. / ECM Index Governance / Annual Report**  
**Date of Meeting 22 November 2017**

---

## **SUMMARY OF REPORT**

The annual report is one of the key points of accountability between a Council and the community. The purpose of this report is to provide Council with a copy of MidCoast Council's Annual Report for the period 12 May 2016 to 30 June 2017 ahead of it being published on the website and being submitted to the Office of Local Government in accordance with legislation. The Annual Report provides a summary of Council's activities as well as statutory reporting.

## **SUMMARY OF RECOMMENDATION**

That the Annual Report for the period 12 May 2016 – 30 June 2017 be received and noted.

## **FINANCIAL/RESOURCE IMPLICATIONS**

Nil

## **LEGAL IMPLICATIONS**

It is a requirement of s428 of the Local Government Act 1993 for Council to post its Annual Report on its website and lodge it with the Minister for Local Government by 30 November each year.

## **ATTACHMENTS**

A: Annual Report - overview and achievements and statutory reporting.

Attachment A has been circulated in hard copy to the Councillors and Senior Staff, however this Attachment is publicly available on Council's website.

---

## **BACKGROUND**

The annual report is one of the key points of accountability between a Council and the community. The purpose of this report is to provide Council with a copy of MidCoast Council's Annual Report for the period 12 May 2016 to 30 June 2017 ahead of it being published on the website and being submitted to the Office of Local Government in accordance with legislation.

The Annual Report provides a summary of Council's activities as well as statutory reporting.

## **DISCUSSION**

This is the first Annual Report prepared for MidCoast Council following the amalgamation of Gloucester Shire Council, Great Lakes Council and Greater Taree City Council.

As detailed in the Managing change: Guidance for key staff document prepared by Department of Premier and Cabinet for amalgamated Councils it is noted that:

---

*New councils will not be required to prepare annual reports for the former councils or the new council for the 2015-16 year.*

*The first annual report for the new council will cover the period from the merger date to 30 June 2017 and will need to be prepared under the existing timeframes set out in the Act (i.e. within five months of the end of the financial year). The first annual report for the new council must include the audited financial report for the new council for the period from the merger date to 30 June 2017.*

The attached Annual Report contains two components:

1. A summary of activity undertaken during the year that reflects the diversity of the activity of the Council that improves community outcome and amenity.
2. The statutory requirements as governed by Local Government (General) Regulation 2005

The Annual report is supported by detailed reporting that is provided to Council and published on our website during the year to ensure the community are kept informed of activities and achievements.

Additionally, the report provides information that is also required to be submitted under the Government Information (Public Access) Act 2009 and the Public Interest Disclosures Act 1994

A copy of the Annual Report will be submitted to the Office of Local Government as required by legislation as well as placed on our website. The snapshot summary will be used throughout the year to assist in explaining the diversity of Council's business. Copies will also be forwarded to our local State and Federal members.

Note, the six monthly reporting of the Operational Plan required by Integrated Planning & Reporting Framework and Local Government Act was tabled at Council's August 2017 Ordinary meeting.

### **Audited financial statements**

The audit process now requires all NSW Local Government Audits to be conducted by the NSW Audit Office. Many Councils are still being audited by private audit firms contracted by the NSW Audit Office, however, the Audit Office formally signs off on each audit. As a result this new audit process, combined with the complexities of a merged Council, additional time to complete the financial audits is required.

The MidCoast Council financial reports are currently undergoing audit.

Following a request from the NSW Audit Office, Council applied to the Chief Executive of the Office of Local Government for an extension to lodge the audited financial reports. The Chief Executive has granted an extension to 31 December 2017.

Council will re-issue its Annual Report including the audited financial reports at the completion of the legislated audit process and presentation of the Auditors Reports to Council.

### **CONSULTATION**

There has been consultation with staff across Council.

### **COMMUNITY IMPACTS**

The Annual Report is a key point of accountability and information between a council and its community.

## **ALIGNMENT WITH COMMUNITY PLAN/OPERATIONAL PLAN**

The Annual Report is a key part of the Integrated Planning & Reporting Framework that includes development and delivery of the Delivery Plan and Operational Plan, and subsequent reporting – six monthly reporting, Annual Report and End of Term Report.

## **TIMEFRAME**

The Annual Report must be submitted to the Office of Local Government and placed on our website by no later than 30 November of each year.

## **BUDGET IMPLICATIONS**

Nil

## **RISK CONSIDERATION**

Local Government Act  
Local Government (General) Regulation  
Companion Animals Act and Regulation  
Government Information (Public Access) Act and Regulation  
Environmental Planning and Assessment Act  
Public Interest Disclosures Act and Regulation  
Carers' Recognition Act  
Disability Inclusion Act 2014  
Fisheries Management Act 1994

## **RECOMMENDATION**

That the Annual Report for the period 12 May 2016 – 30 June 2017 be received and noted.

**THIS PAGE IS LEFT BLANK INTENTIONALLY**



## **9 QUARTERLY BUDGET REVIEW STATEMENT - SEPTEMBER 2017**

**Report Author** Phil Brennan, Manager Finance

**File No. / ECM Index** Financial Management - Management Plan Quarterly Reports

**Date of Meeting** 22 November 2017

---

### **SUMMARY OF REPORT**

This report introduces the Quarterly Budget Review Statement (QBRs) for the period to 30 September 2017 to Council for consideration, as required by Clause 203(1) of the Local Government (General) Regulation 2005. A further report will outline the financial position of Council after the completion of the Review and contain the required components and Responsible Accounting Officer's Statement.

### **SUMMARY OF RECOMMENDATION**

That the report be noted.

### **FINANCIAL/RESOURCE IMPLICATIONS**

Financial implications will be contained within the follow-up report.

### **LEGAL IMPLICATIONS**

Council is required by legislation to prepare quarterly budget review statements including an opinion by the Responsible Accounting Officer as to whether the financial position of the Council is considered to be satisfactory.

---

### **BACKGROUND**

Clause 203(1) of the Local Government (General) Regulation 2005 requires a Council's Responsible Accounting Officer to prepare and submit a quarterly budget review statement to the governing body of council. The Quarterly Budget Review Statement (QBRs) must show, by reference to the estimated income and expenditure that is set out in the Operational Plan adopted by Council for the relevant year, a revised estimate of income and expenditure for that year.

It also requires the Budget Review Statement to include a report by the Responsible Accounting Officer as to whether or not they consider the Statement indicates that Council to be in a satisfactory financial position (with regard to the original budget) and if not, to include recommendations for remedial action.

The Office of Local Government in December 2010 issued guidelines to standardise the QBRs format (Quarterly Budget Review Statement for NSW Local Government). The QBRs presents a summary of Council's financial position at the end of each quarter. It is the mechanism whereby Councillors and the community are informed of Council's progress against the Operational Plan, the last revised budget and recommended changes and reasons for variances.

The QBRs is composed of the following components:

- Statement by the Responsible Accounting Officer on Council's financial position at the end of the year based on the information in the QBRs;
  - Budget Review Income & Expenses Statement
  - Budget Review Capital Budget;
  - Budget Review Cash & Investments position;
  - Budget Review Key Performance Indicators; and
  - Budget Review Contracts and Other Expenses.
-

At present Council has not determined the Key Performance Indicators that it wishes to report against. The discussion with Council around the development of these indicators is scheduled for the December Strategic Meeting.

At the time of preparation of this report the final consolidation and reconciliation of financial information from the 3 accounting systems was still being undertaken. A separate report will be issued that provides the required components and commentary and Responsible Accounting Officer's Statement.

## **RECOMMENDATION**

That the report be noted.

## 10 INVESTMENTS REPORT - OCTOBER 2017

Report Author Phil Brennan, Manager Finance

File No. / ECM Index Investments - Monthly Reports

Date of Meeting 22 November 2017

---

### SUMMARY OF REPORT

This report provides details of the funds invested by Mid-Coast Council under section 625 of the Local Government Act 1993 as required by clause 212 of the Local Government (General) Regulation 2005.

### SUMMARY OF RECOMMENDATION

That the report be received and noted.

### FINANCIAL/RESOURCE IMPLICATIONS

Nil.

### LEGAL IMPLICATIONS

A monthly report on Investments made and held by Council together with a statement by Council's Responsible Accounting Officer is required by legislation.

---

### BACKGROUND

Section 625 of the Local Government Act 1993 permits a Council to invest money that is not, for the time being, required for any other purpose. This money may only be invested in a form of investment that has been notified in an Order by the Minister for Local Government.

Clause 212 of the Local Government (General) Regulation 2005 requires that the Responsible Accounting Officer of Council must provide Council with a written report setting out all money invested under section 625 of the Local Government Act, at the last day of the month immediately preceding the meeting. It also requires that the Responsible Accounting Officer must include a certificate as to whether or not the investments have been made in accordance with the Act, Regulations and Policies. This Certificate is included as Annexure A.

### DISCUSSION

At 31 October 2017 Council had \$170,757,754 in invested funds with financial institutions.

Those funds were held by the former offices as set out below:

Office	Amount Invested
Gloucester Office	\$4,348,783
Taree Office	\$43,500,000
Forster Office	\$85,326,700
Water Division - Sewer Funds	\$30,380,927
Water Division - Water Funds	\$7,201,344
<b>Total</b>	<b>\$170,757,754</b>

---

The Investment Policy requires a report on the following matters:

1. *Details of each investment*

These details are shown in Annexure B to this report. That report provides the following detail for each investment held by Council:

Investment Date, Interest Rate, Security Type, Duration, Amount Invested, Maturity Date, Counter Party (who holds the investment), Credit Rating

2. *Counterparty Holdings*

The Policy provides for the following Counterparty Limits (maximum amount to be held with any one institution):

<b>Credit Rating</b>	<b>Individual % of Portfolio</b>	<b>Estimated \$ Limit</b>
AAA / A-1	20%	\$30 Million
AA / A-1	20%	\$30 Million
A / A-1 & A / A-2	13%	\$20 Million
BBB / A-2	7%	\$10 Million
Unrated	1.3%	\$2 Million

The position at 31 October 2017 with respect to Counterparty compliance is as follows:

<b>Counterparty</b>	<b>Rating</b>	<b>Amount Invested</b>	<b>% Invested</b>	<b>Max % Limit</b>	<b>Comply (Y / N)</b>
NSWTC ICM CF	AAA	\$3,074,504	1.81%	20.00%	Y
ANZ Bank	AA-	\$1,500,303	0.88%	20.00%	Y
Commonwealth Bank	AA-	\$14,272,540	8.36%	20.00%	Y
BankWest	AA-	\$12,900,000	7.55%	20.00%	Y
NAB	AA-	\$31,000,000	18.15%	20.00%	Y
Westpac	AA-	\$4,060,407	2.38%	20.00%	Y
Rabobank	A+	\$1,000,000	0.59%	13.00%	Y
Suncorp-Metway	A+	\$3,400,000	1.99%	13.00%	Y
AMP Bank	A	\$5,000,000	2.93%	13.00%	Y
Credit Suisse AG	A	\$1,000,000	0.59%	13.00%	Y
ING Bank	A	\$3,000,000	1.76%	13.00%	Y
Macquarie Bank	A	\$1,000,000	0.59%	13.00%	Y
Bank of Queensland	BBB+	\$8,000,000	4.68%	7.00%	Y
Bendigo - Adelaide (Rural) Bank	BBB+	\$6,500,000	3.79%	7.00%	Y
People's Choice Credit Union	BBB	\$2,000,000	1.17%	7.00%	Y
Beyond Bank	BBB	\$7,200,000	4.20%	7.00%	Y
Bank Australia	BBB	\$7,000,000	4.10%	7.00%	Y
Greater Bank	BBB	\$10,000,000	5.86%	7.00%	Y

Counterparty	Rating	Amount Invested	% Invested	Max % Limit	Comply (Y / N)
Defence Bank	BBB	\$3,000,000	1.76%	7.00%	Y
Credit Union Australia	BBB	\$1,750,000	1.02%	7.00%	Y
IMB Bank	BBB	\$12,500,000	7.32%	7.00%	N
Newcastle Permanent	BBB	\$500,000	0.29%	7.00%	Y
Members Equity Bank	BBB	\$16,000,000	9.37%	7.00%	N
MyState Bank	BBB	\$6,500,000	3.81%	7.00%	Y
Teachers Mutual Bank	BBB	\$1,500,000	0.88%	7.00%	Y
Auswide Bank	BBB-	\$2,850,000	1.67%	7.00%	Y
Bananacoast Community	Unrated	\$1,000,000	0.59%	1.30%	Y
Bank of Sydney	Unrated	\$250,000	0.15%	1.30%	Y
Police Credit Union SA	Unrated	\$3,000,000	1.76%	1.30%	N
<b>Total</b>		<b>\$170,757,754</b>	<b>100.00%</b>		

As identified in the table above Council remains in excess of the counterparty limit with investments with the IMB Bank, Members Equity Bank and the Police Credit Union SA. It has further reduced its holdings in Bank of Queensland (\$8.2 million reduction) and IMB Bank (\$6.5 million reduction) as investments with these institutions matured during October.

The following amounts mature during November which will assist in bringing the holdings with these financial institutions back within policy limits:

- IMB Bank - \$2,300,000
- Members Equity Bank - \$3,500,000

The holdings in Police Credit Union SA mature in December which will allow Council to reduce the amount invested with this counterparty and bring it into compliance

### 3. *Dissection based on Maturity Horizon*

The policy classifies investments with a maturity shorter than 1 year as short term investments with those greater than 1 year as long term investments. This is based on the term of the initial investment not the remaining period to maturity at the date of the report.

The current positioning of the portfolio is as follows:

Investment Maturity	Amount	% of Portfolio	Policy Limits
Short Term - 1 year or less	\$147,007,754	87.26%	60% - 100%
Long Term - Greater than 1 year	\$23,750,000	13.91%	0% - 40%

#### 4. Portfolio by Credit Rating

The table below shows the diversification of the portfolio by credit rating:

Credit Rating	Amount	% of Portfolio	Policy Limits
AAA Category	\$3,074,504	1.81%	20%
AA Category	\$63,733,250	37.32%	80%
A Category	\$14,400,000	8.43%	80%
BBB Category	\$85,300,000	49.95%	65%
Unrated ADIs	\$4,250,000	2.49%	4%
<b>Total</b>	<b>\$170,757,754</b>	<b>100.00%</b>	

Council is within policy limits for all credit ratings at the end of October. With the reduction in holdings in Bank of Queensland and IMB Bank during October there has been a move from BBB rated investments into the higher rated AA category.

#### 5. Benchmarking across the Investment Horizon

The following shows the weighted average yield at the end of October across the various investment horizons, as indicated in the Investment Policy.

Investment Horizon	Amount Invested	Expected Min. Return Range	Expected Min Return %	Council's Wgt Avg. Yield	Council's Wgt Avg. Duration
On Call	\$6,886,194	Cash Rate	1.50%	1.64%	0
0 - 3 mths	\$79,050,000	BBI + 40-50bp	2.19%	2.59%	41
3 - 6 mths	\$42,800,000	BBI + 50-70 bp	2.34%	2.54%	129
6 - 12 mths	\$18,271,560	BBI + 70-90bp	2.54%	2.59%	243
1 - 2 yrs	\$5,000,000	BBI + 90-100bp	2.69%	3.11%	586
Greater	\$18,750,000	BBI + 100bp	2.74%	3.00%	1012
<b>Council's Portfolio</b>	<b>\$170,757,754</b>		<b>2.42%</b>	<b>2.60%</b>	<b>209</b>

Generally Council's investment portfolio remains well spread across institutions, ratings and maturities given the competing demands to manage operational cashflow across 4 offices while achieving a reasonable return on funds under investment. Council's aggregated position has generally been conservative and there is some capacity to achieve higher returns through the consolidation and management of the entire portfolio and a move into longer dated investments.

#### RECOMMENDATION

That the report be received and noted.

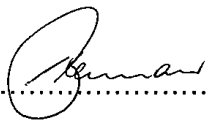
## ANNEXURES

A: Responsible Accounting Officer's Certificate

### Investment Certificate

In accordance with the provisions of the Local Government (General) Regulations, Part 9 Division 5 Clause 212, I certify that Council's Investments have been made in accordance with the Local Government Act 1993, Regulations and Council's Investment Policy.

This certificate is to be read in conjunction with the Investment Report and Annexures for the month of October 2017.



.....  
Phil Brennan  
Responsible Accounting Officer  
9 November 2017

B: Mid-Coast Council Investments at 31 October 2017

Investment Date	Interest Rate	Security Type	Duration	Amount Invested	Maturity Date	Held With	Credit Rating
<b>Financial Securities as at 31 October 2017</b>							
<b>FORSTER OFFICE INVESTMENTS</b>							
<b>Floating Rate Notes</b>							
24/06/2014	BBSW +110	FRN		\$1,000,000.00	24/06/2019	Bank of Queensland Ltd	BBB+ / A-2
24/10/2014	BBSW +113	FRN		\$1,000,000.00	22/12/2017	Bank of Queensland Ltd	BBB+ / A-2
27/11/2013	BBSW +130	FRN		\$1,000,000.00	27/11/2018	Bendigo & Adelaide	BBB+ / A-2
18/08/2015	BBSW+110	FRN		\$1,000,000.00	18/08/2020	Bendigo & Adelaide	BBB+ / A-2
28/01/2016	BBSW +115	FRN		\$1,000,000.00	18/01/2021	Commonwealth Bank	AA- / A-1+
9/03/2016	BBSW +185	FRN		\$1,000,000.00	9/03/2021	Credit Suisse	A / A-1
20/03/2017	BBSW +130	FRN		\$750,000.00	20/03/2020	CUA	BBB / A-2
24/02/2017	BBSW +145	FRN		\$1,000,000.00	24/02/2020	Greater Bank	BBB / A-2
9/08/2016	BBSW+152	FRN		\$1,000,000.00	7/06/2019	Greater Bank	BBB / A-2
30/08/2016	BBSW+155	FRN		\$1,500,000.00	30/08/2019	Greater Bank	BBB / A-2
7/07/2015	BBSW+110	FRN		\$1,000,000.00	3/03/2020	Macquarie Bank	A / A-1
5/11/2015	BBSW+108	FRN		\$1,000,000.00	5/11/2020	NAB	AA- / A-1+
26/02/2015	BBSW+110	FRN		\$500,000.00	27/02/2018	Newcastle Permanent	BBB / A-2
4/03/2016	BBSW + 150	FRN		\$1,000,000.00	4/03/2021	ReboBank	A+ / A-1
20/10/2015	BBSW +125	FRN		\$1,000,000.00	20/10/2020	Suncorp Metway	A+ / A-1
4/12/2014	BBSW+105	FRN		\$1,000,000.00	4/12/2017	Teachers Mutual Bank	BBB / A-2
28/10/2016	BBSW+140	FRN		\$500,000.00	28/10/2019	Teachers Mutual Bank	BBB / A-2
2/06/2017	BBSW +140	FRN		\$1,000,000.00	29/05/2020	Greater Bank	BBB / A-2
31/08/2017	BBSW +125	FRN		\$2,000,000.00	6/04/2020	Members Equity Bank Pty Ltd	BBB / A-2
7/06/2017	BBSW +140	FRN		\$1,000,000.00	29/05/2020	Greater Bank	BBB / A-2
		<b>Floating Rate Notes</b>		<b>\$20,250,000.00</b>			
<b>Floating Term Deposits</b>							
19/02/2015	BBSW + 95	FTD		\$1,000,000.00	21/02/2020	ING	A / A-1
11/12/2014	BBSW + 106	FTD		\$1,000,000.00	11/12/2019	NAB	AA- / A-1+
11/12/2014	BBSW + 106	FTD		\$1,000,000.00	11/12/2019	NAB	AA- / A-1+
1/12/2015	3.0000%	FTD		\$1,000,000.00	1/12/2020	Westpac Bank	AA- / A-1+
		<b>Floating Term Deposits</b>		<b>\$4,000,000.00</b>			
<b>On Call Bank Accounts</b>							
31/10/2017	1.4000%	On call		\$2,196.72		Commonwealth Bank	AA- / A-1+
31/10/2017	2.1100%	On call		\$3,074,503.45		T-Corp	AAA / A-1+
				<b>\$3,076,700.17</b>			



Financial Securities as at  
31 October 2017

Investment Date	Interest Rate	Security Type	Duration	Amount Invested	Maturity Date	Held With	Credit Rating
<b>Term Deposits</b>							
27/04/2017	2.7000%	Term Deposit	189	\$1,000,000.00	2/11/2017	My State Bank	BBB / A-2
16/05/2017	2.6000%	Term Deposit	175	\$1,750,000.00	9/11/2017	AMP	A / A-1
29/05/2017	2.8000%	Term Deposit	178	\$2,000,000.00	23/11/2017	Bank Australia	BBB / A-2
1/06/2017	2.7000%	Term Deposit	189	\$1,000,000.00	7/12/2017	My State Bank	BBB / A-2
2/06/2017	2.7500%	Term Deposit	167	\$1,000,000.00	16/11/2017	Bananiacoast CU	Unrated
2/06/2017	2.8000%	Term Deposit	230	\$2,000,000.00	18/01/2018	Bank Australia	BBB / A-2
2/06/2017	2.7000%	Term Deposit	181	\$1,000,000.00	30/11/2017	CUA	BBB / A-2
2/06/2017	2.7000%	Term Deposit	195	\$1,000,000.00	14/12/2017	Police Credit Union SA	Unrated
2/06/2017	2.7000%	Term Deposit	199	\$1,000,000.00	18/12/2017	Police Credit Union SA	Unrated
5/08/2017	2.8500%	Term Deposit	185	\$2,000,000.00	7/12/2017	Greater Bank	BBB / A-2
14/06/2017	2.8000%	Term Deposit	211	\$1,000,000.00	11/01/2018	Bank Australia	BBB / A-2
14/06/2017	2.7200%	Term Deposit	224	\$1,000,000.00	24/01/2018	Defence Bank	BBB / A-2
15/06/2017	2.8500%	Term Deposit	203	\$1,500,000.00	4/01/2018	Greater Bank	BBB / A-2
6/07/2017	2.6000%	Term Deposit	210	\$1,000,000.00	1/02/2018	Bank of Queensland Ltd	BBB+ / A-2
13/07/2017	2.6000%	Term Deposit	210	\$1,000,000.00	8/02/2018	Members Equity Bank Pty Ltd	BBB / A-2
17/08/2017	2.6000%	Term Deposit	273	\$1,000,000.00	17/05/2018	Members Equity Bank Pty Ltd	BBB / A-2
22/08/2017	2.5500%	Term Deposit	177	\$1,000,000.00	15/02/2018	AMP	A / A-1
22/08/2017	2.6000%	Term Deposit	281	\$1,000,000.00	10/05/2018	Members Equity Bank Pty Ltd	BBB / A-2
25/08/2017	2.6000%	Term Deposit	272	\$1,000,000.00	24/05/2018	AMP	A / A-1
25/08/2017	2.5200%	Term Deposit	181	\$1,000,000.00	22/02/2018	NAB	AA- / A-1+
25/08/2017	2.5200%	Term Deposit	188	\$1,000,000.00	1/03/2018	NAB	AA- / A-1+
30/08/2017	2.6500%	Term Deposit	385	\$1,000,000.00	30/06/2018	My State Bank	BBB / A-2
31/08/2017	2.5500%	Term Deposit	189	\$1,000,000.00	8/03/2018	NAB	AA- / A-1+
31/08/2017	2.5500%	Term Deposit	186	\$1,000,000.00	15/03/2018	NAB	AA- / A-1+
7/09/2017	2.5000%	Term Deposit	186	\$1,000,000.00	22/03/2018	Beyond Bank	BBB / A-2
7/09/2017	2.5000%	Term Deposit	217	\$1,500,000.00	12/04/2018	Commonwealth Bank	AA- / A-1+
7/09/2017	2.5700%	Term Deposit	210	\$1,500,000.00	5/04/2018	My State Bank	BBB / A-2
7/09/2017	2.5500%	Term Deposit	203	\$1,000,000.00	29/03/2018	Rural Bank	BBB+ / A-2
21/09/2017	2.6000%	Term Deposit	364	\$1,250,000.00	20/09/2018	AMP	A / A-1
21/09/2017	2.6000%	Term Deposit	273	\$1,000,000.00	21/06/2018	Commonwealth Bank	AA- / A-1+
21/09/2017	2.6500%	Term Deposit	384	\$1,000,000.00	20/09/2018	ING	A / A-1
28/09/2017	2.5500%	Term Deposit	210	\$1,000,000.00	26/04/2018	Suncorp Metway	A+ / A-1
12/10/2017	2.6000%	Term Deposit	182	\$1,500,000.00	12/04/2018	Auswide Bank	BBB- / A-3
26/10/2017	2.5600%	Term Deposit	189	\$1,000,000.00	3/05/2018	Bank Australia	BBB / A-2
				<b>\$40,000,000.00</b>			

Term Deposits

Financial Securities as at 31 October 2017

Investment Date	Interest Rate	Security Type	Duration	Amount Invested	Maturity Date	Held With	Credit Rating
<b>Stronger Communities Investments</b>							
12/10/2017	2.6700%	Term Deposit	371	\$1,000,000.00	18/10/2018	Auswide Bank	BBB- / A-3
15/06/2017	2.8000%	Term Deposit	245	\$1,000,000.00	15/02/2018	Bank Australia	BBB / A-2
27/06/2016	BBSW+148	FRN		\$1,000,000.00	18/05/2021	Bank of Queensland Ltd	BBB+ / A-2
7/09/2017	2.5000%	Term Deposit	182	\$1,000,000.00	8/03/2018	Beyond Bank	BBB / A-2
8/06/2017	2.7500%	Term Deposit	196	\$1,000,000.00	21/12/2017	Beyond Bank	BBB / A-2
14/06/2017	2.7300%	Term Deposit	239	\$1,000,000.00	3/02/2018	Beyond Bank	BBB / A-2
28/09/2017	2.5700%	Term Deposit	273	\$1,000,000.00	28/06/2018	Commonwealth Bank	AA- / A-1+
8/06/2017	2.8500%	Term Deposit	189	\$1,000,000.00	14/12/2017	Greater Bank	BBB / A-2
21/09/2017	2.6500%	Term Deposit	371	\$1,000,000.00	27/09/2018	ING	A / A-1
18/05/2017	2.6500%	Term Deposit	182	\$1,000,000.00	16/11/2017	Members Equity Bank Pty Ltd	BBB / A-2
25/05/2017	2.6500%	Term Deposit	183	\$1,000,000.00	24/11/2017	Members Equity Bank Pty Ltd	BBB / A-2
28/06/2017	2.7500%	Term Deposit	189	\$2,000,000.00	4/01/2018	My State Bank	BBB / A-2
14/06/2017	2.7000%	Term Deposit	232	\$1,000,000.00	1/02/2018	Rural Bank	BBB+ / A-2
				<b>\$14,000,000.00</b>			
<b>Implementation Funds Investments</b>							
27/06/2016	BBSW+148	FRN		\$1,000,000.00	18/05/2021	Bank of Queensland Ltd	BBB+ / A-2
28/05/2017	2.7000%	Term Deposit	178	\$1,000,000.00	23/11/2017	Defence Bank	BBB / A-2
27/10/2017	2.7800%	Term Deposit	363	\$1,000,000.00	25/10/2018	Defence Bank	BBB / A-2
23/03/2017	2.8500%	Term Deposit	273	\$1,000,000.00	21/12/2017	Police Credit Union SA	Unrated
				<b>\$4,000,000.00</b>			
				<b>\$86,326,700.17</b>			
<b>TOTAL FORSTER OFFICE INVESTMENTS</b>							
<b>GLOUCESTER OFFICE INVESTMENTS</b>							
<b>Term Deposits</b>							
24/05/2017	2.8000%	Term Deposit	181	\$350,000.00	21/11/2017	Auswide Bank	BBB- / A-3
6/06/2017	2.7700%	Term Deposit	154	\$250,000.00	7/11/2017	Bank of Sydney	Unrated
14/09/2017	2.5000%	Term Deposit	209	\$1,000,000.00	1/10/2018	Commonwealth Bank	AA- / A-1+
3/10/2017	2.4000%	Term Deposit	91	\$500,000.00	2/01/2018	ANZ Bank	AA- / A-1+
13/10/2017	2.4000%	Term Deposit	88	\$1,000,000.00	9/01/2018	ANZ Bank	AA- / A-1+
25/10/2017	2.5500%	Term Deposit	181	\$500,000.00	24/04/2018	Beyond Bank	BBB / A-2
		<b>Term Deposits</b>		<b>\$3,600,000.00</b>			
<b>On Call Bank Accounts</b>							
31/10/2017	1.6500%	On Call		\$748,783.00			
		<b>On Call Deposits</b>		<b>\$748,783.00</b>			
				<b>\$4,348,783.00</b>			
<b>TOTAL GLOUCESTER OFFICE INVESTMENTS</b>							

Financial Securities as at 31 October 2017

Investment Date	Interest Rate	Security Type	Duration	Amount Invested	Maturity Date	Held With	Credit Rating
<b>TAREE OFFICE INVESTMENTS</b>							
<u>Term Deposits</u>							
2/08/2017	2.4000%	Term Deposit	92	\$1,300,000.00	2/11/2017	IMB Bank	BBB / A-2
9/08/2017	2.4000%	Term Deposit	92	\$1,000,000.00	9/11/2017	IMB Bank	BBB / A-2
9/08/2017	2.4500%	Term Deposit	92	\$1,200,000.00	9/11/2017	NAB	AA- / A-1+
10/08/2017	2.5000%	Term Deposit	98	\$1,500,000.00	16/11/2017	Members Equity Bank Pty Ltd	BBB / A-2
10/08/2017	2.4500%	Term Deposit	98	\$1,500,000.00	16/11/2017	NAB	AA- / A-1+
16/08/2017	2.4600%	Term Deposit	98	\$2,000,000.00	22/11/2017	NAB	AA- / A-1+
23/08/2017	2.4700%	Term Deposit	91	\$1,500,000.00	22/11/2017	NAB	AA- / A-1+
23/08/2017	2.4700%	Term Deposit	91	\$2,000,000.00	22/11/2017	NAB	AA- / A-1+
25/08/2017	2.4700%	Term Deposit	96	\$1,300,000.00	29/11/2017	NAB	AA- / A-1+
30/08/2017	2.4000%	Term Deposit	91	\$1,000,000.00	29/11/2017	Beyond Bank	BBB / A-2
30/08/2017	2.4000%	Term Deposit	98	\$2,000,000.00	6/12/2017	IMB Bank	BBB / A-2
1/09/2017	2.5100%	Term Deposit	96	\$1,500,000.00	6/12/2017	NAB	AA- / A-1+
1/09/2017	2.5100%	Term Deposit	103	\$2,000,000.00	13/12/2017	NAB	AA- / A-1+
1/09/2017	2.5100%	Term Deposit	103	\$2,000,000.00	13/12/2017	NAB	AA- / A-1+
6/09/2017	2.4000%	Term Deposit	105	\$2,000,000.00	20/12/2017	IMB Bank	BBB / A-2
6/09/2017	2.4500%	Term Deposit	105	\$2,500,000.00	20/12/2017	Members Equity Bank Pty Ltd	BBB / A-2
13/09/2017	2.4000%	Term Deposit	112	\$1,000,000.00	3/01/2018	Beyond Bank	BBB / A-2
13/09/2017	2.4000%	Term Deposit	112	\$1,200,000.00	3/01/2018	IMB Bank	BBB / A-2
13/09/2017	2.4000%	Term Deposit	119	\$700,000.00	10/01/2018	Beyond Bank	BBB / A-2
21/09/2017	2.5000%	Term Deposit	118	\$2,000,000.00	17/01/2018	BankWest	AA- / A-1+
28/09/2017	2.5000%	Term Deposit	118	\$1,500,000.00	24/01/2018	BankWest	AA- / A-1+
21/09/2017	2.5000%	Term Deposit	181	\$1,400,000.00	21/03/2018	BankWest	AA- / A-1+
5/10/2017	2.4500%	Term Deposit	125	\$1,400,000.00	7/02/2018	Suncorp Metway	AA- / A-1+
5/10/2017	2.4500%	Term Deposit	118	\$2,000,000.00	31/01/2018	BankWest	AA- / A-1+
12/10/2017	2.4500%	Term Deposit	132	\$2,500,000.00	21/02/2018	BankWest	AA- / A-1+
12/10/2017	2.4500%	Term Deposit	125	\$2,000,000.00	14/02/2018	BankWest	AA- / A-1+
19/10/2017	2.4500%	Term Deposit	132	\$1,500,000.00	29/02/2018	BankWest	AA- / A-1+
		<b>Term Deposits</b>		<b>\$43,500,000.00</b>			
		<b>TOTAL TAREE OFFICE INVESTMENTS</b>		<b>\$43,500,000.00</b>			

Financial Securities as at 31 October 2017

Investment Date	Interest Rate	Security Type	Duration	Amount Invested	Maturity Date	Held With	Credit Rating
<b>WATER SERVICES DIVISION INVESTMENTS</b>							
<b>Term Deposits</b>							
21/06/2017	2.6500%	Term Deposit	150	\$5,000,000.00	18/11/2017	IMB Bank	BBB / A-2
20/07/2017	2.5000%	Term Deposit	153	\$5,000,000.00	20/12/2017	Members Equity Bank Pty Ltd	BBB / A-2
31/07/2017	2.5500%	Term Deposit	184	\$3,000,000.00	31/01/2018	Bank of Queensland Ltd	BBB+ / A-2
31/08/2017	2.5100%	Term Deposit	133	\$2,000,000.00	11/01/2018	NAB	AA- / A-1+
31/08/2017	2.5300%	Term Deposit	168	\$3,000,000.00	15/02/2018	NAB	AA- / A-1+
31/08/2017	2.5500%	Term Deposit	189	\$2,000,000.00	8/03/2018	NAB	AA- / A-1+
31/08/2017	2.5500%	Term Deposit	203	\$2,000,000.00	22/03/2018	NAB	AA- / A-1+
21/09/2017	2.5000%	Term Deposit	195	\$2,000,000.00	4/04/2018	People's Choice Credit Union	BBB / A-2
29/09/2017	2.5100%	Term Deposit	209	\$2,000,000.00	26/04/2018	Commonwealth Bank	AA- / A-1+
29/09/2017	2.5100%	Term Deposit	216	\$3,000,000.00	3/05/2018	Commonwealth Bank	AA- / A-1+
28/09/2017	2.5100%	Term Deposit	218	\$3,021,560.00	4/05/2018	Commonwealth Bank	AA- / A-1+
31/10/2017	2.5600%	Term Deposit	171	\$2,500,000.00	20/04/2018	Rural Bank	BBB / A-2
		<b>Term Deposits</b>		<b>\$34,521,560.00</b>			
<b>At Call Bank Accounts</b>							
31/10/2017		At Call		\$303.00		ANZ Bank	AA- / A-1+
31/10/2017	1.2300%	At Call		\$1,880,926.45		Westpac Bank	AA- / A-1+
31/10/2017	1.2300%	At Call		\$1,179,481.05		Westpac Bank	AA- / A-1+
		<b>At Call Deposits</b>		<b>\$3,066,710.50</b>			
		<b>TOTAL WATER SERVICES DIVISION INVESTMENTS</b>		<b>\$37,588,270.50</b>			
		<b>TOTAL MID-COAST COUNCIL INVESTMENTS</b>		<b>\$170,757,753.67</b>			

## **DIRECTOR WATER SERVICES**

### **11 ENDORSEMENT OF MIDCOAST WATER ANNUAL REPORT 2016-17**

**Report Author**            **Brendan Guiney, Director Water Services**

**File No. / ECM Index**   **A622875**

**Date of Meeting**         **22 November 2017**

---

#### **SUMMARY OF REPORT**

A report has been prepared on MidCoast Water's activity for the 2016-17 financial year in accordance with section 428 of the Local Government Act 1993.

#### **SUMMARY OF RECOMMENDATION**

The annual report on MidCoast Water's activity for the 2016-17 financial year be endorsed.

#### **FINANCIAL/RESOURCE IMPLICATIONS**

The annual report must contain a copy of the Council's audited financial reports.

The financial reports for MidCoast Water are currently undergoing audit. Following a request from the NSW Audit Office, an application for an extension to the Chief Executive of the Office of Local Government was lodged. The Chief Executive has granted an extension to 31 December 2017. MidCoast Water's annual report will be re-issued at the completion of the legislated audit process and presentation of the Auditor's reports to MidCoast Council.

#### **LEGAL IMPLICATIONS**

Section 428 of the Act requires a Council to prepare an annual report on its activities within five months of the end of each financial year.

#### **ATTACHMENTS**

A:    MidCoast Water Annual Report 2016-17

Attachment A has been circulated in hard copy to the Councillors and Senior Staff, however this Attachment is publicly available on Council's website.

---

#### **BACKGROUND**

It should be acknowledged that MidCoast County Council (trading as MidCoast Water) was dissolved and integrated into MidCoast Council by proclamation of the NSW Governor effective 1 July 2017.

The annual report 2016-17 on MidCoast Water's activities and financial performance is attached for Council's endorsement. In the future, reporting on the activities of MidCoast Water Services as a division of Council will be progressively integrated with Council's reporting as the Corporate Strategic Plan, Delivery Plan and Operational Plans are progressed, along with a Strategic Business Plan for Water and Sewerage which is a requirement of the Best Practice Management Guidelines overseen by NSW Crown Lands and Water.

---

**ALIGNMENT WITH COMMUNITY PLAN/OPERATIONAL PLAN**

The annual report reports achievements against MidCoast Water's Operational Plan 2016-17

**TIMEFRAME**

The annual report covers the 2016-17 financial year

**RECOMMENDATION**

The annual report on MidCoast Water's activity for the 2016-17 financial year be endorsed.

## **12 MIDCOAST WATER SERVICES EXECUTIVE MONTHLY PERFORMANCE REPORT - OCTOBER 2017**

**Report Author** Darryl Hancock, Executive Manager Corporate Services

**File No. / ECM Index** A622874

**Date of Meeting** 22 November 2017

---

### **SUMMARY OF REPORT**

The report provides key information on MidCoast Water Services financial position, risk and compliance, injury statistics, customer service and request for maintenance.

MidCoast Water Services financial position as at 31 October 2017 is better than expected against the current budget. Our current financial position shows an operating profit of \$0.9m, an improvement over the budgeted deficit of \$2.5m.

MidCoast Water Services environmental performance continues to show excellent compliance, water production for the month of October is consistent with previous years. Our current 2017/18 Lost Time Injury Frequency Rate is 24.6, up from 10.5 in 2016/17.

### **SUMMARY OF RECOMMENDATION**

MidCoast Water Services Executive Monthly Performance Report for October 2017 be received and noted.

### **FINANCIAL/RESOURCE IMPLICATIONS**

This report indicates that MidCoast Water Services is currently generating sufficient funds to service our operational and capital expenditure. An internal loan from the sewer to the water fund may be required in the second half of the financial year.

### **LEGAL IMPLICATIONS**

Nil

### **ATTACHMENTS**

A: MidCoast Water Services Executive Monthly Performance Report for October 2017

Attachment A has been circulated in hard copy to Councillors and Senior Staff, however, this attachment is publicly available on Council's website

---

### **BACKGROUND**

MidCoast Water Services provides a monthly report as a snapshot of critical business metrics. This enables Council and management to identify and take appropriate action on a timely basis if any areas of concern are identified.

MidCoast Water Services financial position as at 31 October 2017 is better than expected against the current budget. Our current financial position shows an operating profit of \$0.9m, an improvement over the budgeted deficit of \$2.5m. This is due to increased revenue due to increases in charges and increased water consumption. Significant reductions in operating expenses have also contributed to the positive operational result.

---

MidCoast Water Services actual capital expenditure as at 31 October 2017 is \$3.8m. Expenditure on capital projects is not consistent over the financial year, therefore timing variations on actual expenditure is normal.

As at 31 October 2017, there is an outstanding debt of \$3.1m, with \$2.2m debt in arrears of greater than 60 days. A total of 3,578 customers are currently in arrears, with 2,916 in arrears for more than 90 days. We are continuing to work with our customers to establish payment plans to manage the outstanding debt.

MidCoast Water Services environmental performance continues to show excellent compliance, water production for the month of October is consistent with previous years.

There were 2 lost time injuries in October 2017; our current 2017/18 Lost Time Injury Frequency Rate is 24.6.

The Lost Time Injury Frequency Rate for FY 2016/17 was 10.5

### **ALIGNMENT WITH COMMUNITY PLAN/OPERATIONAL PLAN**

This report aligns to MidCoast Water Services Strategic Objective 3.4: Ensure responsible financial management.

### **TIMEFRAME**

October 2017

### **BUDGET IMPLICATIONS**

A quarterly review (including FY 2017 carry overs) is required as there are several projects that have expenses allocated against them, while there is no budget allocation for these projects.

### **RISK CONSIDERATION**

The Risk and Compliance section specifically reports on treatment plant licence compliance, drinking water quality and any environmental impacts from sewage spills.

### **RECOMMENDATION**

MidCoast Water Services Executive Performance Report for October 2017 be received and noted.



## **13 INFRASTRUCTURE PROJECT STATUS REPORTS - NOVEMBER 2017**

**Report Author**            **Brendan Guiney, Director Water Services**

**File No. / ECM Index**   **A622869**

**Date of Meeting**        **22 November 2017**

---

### **SUMMARY OF REPORT**

This monthly report provides the status of major infrastructure projects and highlights potential issues with schedule, cost or impacts on delivery. Recommendations to change project budget or schedule are identified against individual projects or programs.

### **SUMMARY OF RECOMMENDATION**

That the infrastructure project status reports be received and noted, and the specified actions in relation to project budgets and proceeding through project gateway be endorsed.

### **FINANCIAL/RESOURCE IMPLICATIONS**

Two projects are recommended for an increase in budget which will be provided without increasing the overall capital budget in 2017-18 for water services by transferring contingent funds. Projects listed within this report have been included in the 2017/18 Operational Plan.

### **LEGAL IMPLICATIONS**

Nil

### **ATTACHMENTS**

A:    Project Status Reports

Attachment A has been circulated in hard copy to the Councillors and Senior Staff, however this Attachment is publicly available on Council's website.

---

### **BACKGROUND**

The attachment to this report contains individual status reports and a covering index.

### **DISCUSSION**

A brief synopsis of the project status reports for the period ending 30 September 2017 is as follows:

- Sewer gravity mains renewals program – renewal of the gravity sewer network in Gloucester catchment no. 3 is continuing.
  - Pacific Palms Sewage Treatment Plant Stage 1 – this project has been delayed as resources have been committed to other high priority projects. Design is scheduled to be completed by June 2018
  - Gloucester Water Treatment Plant Upgrades – Delivery of the remaining scope of chemical dosing, electrical work and process controls is continuing. The remaining scope of works has now been budgeted and the recommendation is for Council to increase the project budget to complete the upgrade, in particular to address safety concerns with the electrical system. A report on the remaining scope is provided in annexure A.
-

- Nabisac Water Supply Scheme – Construction of the Nabisac Water Treatment Plant has continued with the installation of building slabs, plinths followed by roofing. The low voltage electrical contract for the Darawank Pump Station project has commenced. SCADA control system coding is 75% complete and a draft commissioning plan is underway for the scheme.
- Water mains renewals program – Renewal works are continuing in Taree and Wingham. Adjustments to the budget allocation have been forecast and have been submitted with the first quarter review of the 2017/18 budget.
- Bootawa Dam Safety Works 2017 – Although piezometer installation is late, the project will be completed well under the approved budget and surplus funds will be used for other projects in the 2017-18 financial year through the 1<sup>st</sup> quarter budget review.
- Water Treatment Plant (WTP) Chemical Systems Renewals – this project has commenced reporting this month with a proposed total project budget of \$606,000. A gateway report has been prepared that provides a Project Health Check to ensure the project is ready to implement.
- Implement Enterprise Business Management Systems (Technology One) software – The handover to the business has remained on hold due to resource constraints and reallocations to the MidCoast Council Technology One (MC1) project. A new schedule for completion of current activities will be developed with relevant stakeholders.

## **CONSULTATION**

The management and coordination of all aspects of infrastructure projects are undertaken in consultation with a range of internal and external stakeholders.

The internal stakeholders which have contributed to the preparation of this monthly report include the Planning & Development Group, Capital Works Group and GIS Section.

## **COMMUNITY IMPACTS**

Community impacts are considered and management in accordance with communication plans tailored to individual infrastructure projects.

## **ALIGNMENT WITH COMMUNITY PLAN/OPERATIONAL PLAN**

These activities align with the following objectives of MidCoast Water's Operational Plan:

- 1.1.3 Deliver our asset management strategy
- 3.1.5 Monitor and report on our progress towards our strategic goals

## **TIMEFRAME**

The timeframes associated with each infrastructure project are outlined in Attachment A.

## **BUDGET IMPLICATIONS**

These activities are proceeding within existing financial and resource allocations. Projects listed within this report have been included in the 2017/18 Operational Plan.

## **RISK CONSIDERATION**

The risks associated with each infrastructure project are identified and managed within individual management plans in accordance with MidCoast Water Services' corporate risk management framework.

## RECOMMENDATION

1. That the infrastructure project status reports be received and noted.
  2. The following actions be endorsed:
    - a. Gloucester WTP Upgrade – That the existing Baseline budget be adjusted to reflect the current Planned budget
    - b. GW-WTP-00 WTP Chemical System Renewals:
      - i. That the program of works be reported to the Board on a monthly basis due to total project value
      - ii. That the project proceeds through the Ready to Implement Gateway
      - iii. That the existing budget be adjusted to reflect the current Planned budget
-

## **ANNEXURES**

A: Gloucester Water Treatment Plant – scope and budget to finalise upgrade  
Author: David Morse, Project Manager

### **Executive summary**

The Gloucester Water Plant upgrade is nearing completion, with several key implementation and finalisation tasks remaining. The remaining scope has been workshopped with the respective manager, coordinator and operators and has been deemed to be of highest priority in terms of process/operability improvements and/or WHS.

This agreed completion scope has been priced and design has been completed for the electrical components and the Polymer system replacement. The remainder does not require detailed design and has been priced on experience from previous projects with similar scope.

The asset has undergone extensive improvements since 2015 in terms of chemical dosing systems, treatment processes, WHS and operator facilities since the original project initiation. These improvements have been delivered within the original baseline budget to the highest standards with no reportable WHS or regulatory compliance issues during the implementation phase to date.

This report recommends that additional budget funding of \$197,000 is allocated to the project in order to complete the known and agreed remaining scope to the same standard whilst mitigating supply, compliance and WHS risks.

It should be noted, that whilst the project delivery program is overdue and the budget nearly spent that there has been no reportable water supply, compliance or lost time due to WHS incidents during the roll out of the project.

### **Background**

The original scope for the Gloucester Water Treatment Plant upgrade was based on a condition assessment report which was prepared early 2015 with a business case and broad concept plan published April 2015, the planning for these works was based on a 10 year service life for the asset.

The project was still in the design/planning stage when it was initiated in May 2015. The implementation phase commenced sooner than anticipated due to the chlorine overdose incident in May 2015, at which stage a short term budget of \$532,000 was approved for high risk works deemed to be critical.

The adjusted budget of \$895,000 was approved in July 2015 following reprioritisation of works and further scoping of the known process and WHS issues, many of which became apparent whilst other construction activities were being undertaken, with very little chance of foreseeing the problems and remediation costs associated. For this reason, the project scope and delivery program has needed to be reasonably flexible with prioritisation of works changing to suit the operability of the plant.

There have been multiple unforeseeable expenses and variations to the project budget and scope due to the age and condition of the asset and lack of planned equipment and instrument maintenance.

A meeting was held 14th June 2017 to discuss and agree on the remaining scope of works and priorities. Stakeholders from Service Delivery - Operations, Infrastructure Development Electrical and Infrastructure Development Construction were in attendance and the remaining scope was agreed and deemed to be critical to the GL WTP process or WHS. The estimated costs are tabled below.

Cost estimates have been based upon either quotes from suppliers or estimated from previous similar projects.

<b>Item</b>	<b>Estimate</b>
1 - Polymer dosing system replacement	\$80,000
2 - Valve replacement and Festo automation works	\$10,000
3 - Chemical dosing and supernatant return location amendments	\$30,000
4 - pH monitoring instrumentation	\$10,000
5	\$10,000
a) Electrical Design completion	
b) New MCC and PLC rack and rewiring, PLC relocation and Switchboard safety modifications	\$60,000
c) Plant UPS upgrades and power monitoring	\$10,000
MCW Costs – Project Management and internal resources	\$30,000
Finalisation	\$30,000
<i>Contingencies</i>	\$15,000
<b>Total</b>	<b>\$285,000</b>

A summary of the current financial view is tabled below.

<b>Current</b>	<b>Amount</b>
Approved Baseline budget	\$895,000.00
Current expenditure (inclusive of commitments) as at 25.10.17	\$80,6427.00
<b>Variance</b>	<b>\$88,273.00</b>

<b>Required</b>	<b>Amount</b>
Estimate (as detailed above)	\$285,000.00
Variance (available to spend on existing budget)	-\$88,273.00
<b>Sub Total (Additional funding to be sought)</b>	<b>\$197,000.00</b>

<b>Required</b>	<b>Amount</b>
Approved Baseline budget	\$895,000.00
Additional funding to be sought	\$197,000.00
<b>TOTAL Project Budget</b>	<b>\$1,092,000.00</b>

## Summary

In order to deliver this project in line with the necessary safety standards, required process improvements and satisfactory finalisation and handover acceptance, it is recommended that the scope of the project is not reduced and that the approved Baseline budget be increased to \$1,092,000.00 to reflect the current planned budget.

B: Sustaining Capital Works – WTP Chemical Systems – Project Gateway

**Project Gateway Report**

GE-WTP – WTP Chemical Systems Renewals

<b>Project Name</b>	<b>Status Date</b>	<b>Project</b>
Sustaining Capital Works – WTP Chemical Systems Renewals	1/11/17	
<b>Project Director</b>	<b>Project Manager</b>	
Daniel Brauer	David Morse	

<b>Description</b>	<p>This project encompasses the scope of works initially detailed under the Project Requirement Statement WTP Chemical Systems Renewals Objective file ref: B532304.</p> <p>The scope entails the evaluation of the Chemical Dosing Systems at Bulahdelah, Stroud and Tea Gardens Water Treatment Plants for compliance with Australian standards in respect to hazardous chemical storage and handling. Inclusive:</p> <ul style="list-style-type: none"> <li>Review the chemical installations for compliance with Australian Standards and Codes of Practice making reference to the chemical systems audit completed in Nov 2015.</li> <li>Define the implementation scope to align the chemical dosing systems with the relevant Standards and Codes for the below WTP facilities.</li> <li>Consider the conversion of Hypochlorite to Chlorine gas for disinfection for Stroud STP as an implementation option.</li> </ul>
--------------------	--

<b>Decision Gate:</b> Ready to Implement	<b>Next Phase:</b> Design/Implementation
--	--

**Project Benefits**

Tangible benefits (i.e. those benefits that real costs can be attributed to or realised)

- Reduced Workplace Health & Safety risks
- Reduced operating costs
- Compliance with regulatory legislation
- Compliance with Australian standards and industry best practice

Total Project Budget	Target	Baseline	Plan	Actual
	\$30,000.00	\$40,000.00	\$605,845	\$39,846.00

Project Milestones	Target	Baseline	Plan	Actual	Status	% Complete
<i>Initiate</i>				30/08/2016	Complete - On-Time	100 %
<i>Concept - Plan</i>	01/03/2017	01/03/2017	01/03/2017	28/10/2017	Complete- Late	100 %
All design works, with the exception of Stroud Chlorine Gas System, will be completed on a case by case basis during implementation.						
<i>Implement</i>	16/11/2018	16/11/2018			Not Started	
<i>Finish</i>	14/12/2018	14/12/2018			Not Started	

Gateway “Health Checks” for ‘Ready to Implement’

“health checks”			Question
<b>Outcomes &amp; Objectives</b>	<i>Realistic &amp; achievable</i>	<i>Business case – is it complete? Have benefits been identified and agreed with all stakeholders? Are the project objectives related to the benefits identified, and are they achievable given the budget and scope of the work?</i>	<p>The business case and concept design report have been completed. The business case forms the basis for the project requirement statement (Objective file ref: <a href="#">B532204</a>). This report identifies the benefits of the project which are related to the project objectives and have been agreed upon by stakeholders.</p> <p>The objectives are achievable and are to bring the respective assets to a standard of regulatory (WHS) and A.S compliance with regards to chemical dosing system and chemical storage/handling.</p> <p>The objectives of this project align with the objectives of MCW’s strategic business plan:                      Manage business risks to reduce overall risk exposure (Objective 3.3 from MCW delivery program) &amp;                      Reduce asset lifecycle costs (Objective 2.5 from MCW delivery program)</p>
<b>Stakeholders</b>	<i>Engaged</i>	<i>Have all stakeholders in the project e.g. SD, Finance, project team, regulators etc. been identified? Has the value of the project to them been identified? Have they been communicated with? Have they participated at the necessary level?</i>	<p>Relevant stakeholders have been identified and consulted on this project.</p> <p>The development of the concept design report and budget estimate has been issued and reviewed by stakeholders, further HAZOP to be facilitated for specific scopes of works (i.e.) Stroud Chlorine Gas</p>
<b>Context</b>	<i>MCW Policies &amp; Regulator initiatives considered</i>	<i>Which MCW policies impact on the project? Have all Regulatory requirements been anticipated? What are they &amp; are they listed in the Concept or PMP?</i>	<p>MCW’s Workplace Health &amp; Safety and asset management policies underpin the objectives for this Project.</p> <p>The provisions of the Workplace Health &amp; Safety Act 2011 are relevant to the project scope along with the specific Australian Standards:                      AS3780-2008 The storage and handling of corrosive substances                      AS_NZS 2927_2011 - The Storage and handling of liquefied chlorine gas                      AS1345 - Identification of the contents of pipes, conduits and ducts</p>

			AS4775-2007 Emergency eyewash and shower equipment
<b>Project Management</b>	<i>Key roles &amp; responsibilities identified</i>	<i>Do we have a project org chart? Are those resources available? Do they have necessary skills?</i>	The scope of work is defined and similar to other projects undertaken by the Infrastructure Development major projects group. The project manager for this project is experienced with the trade disciplines and internal resources required to deliver the objectives. The majority of construction trade works will be let as small packages based on the specific disciplines with PO engagements. Works undertaken by internal resources will be programmed with the respective coordinators and managers. project PMP <a href="#">A621652</a>
<b>Risk</b>	<i>Risk controls identified</i>	<i>Have the risks from CHEQS1 been put into a project risk table? Have effective and feasible controls been identified for each risk? What is the risk score post-treatment?</i>	The risks associated with the project have been documented in the specific risk review register for each WTP. These risks form the basis for the scope of upgrade and renewal works. The controls, treatment measures, actions and responsibilities arising from the Reviews have also been recorded in the individual spreadsheets. A risk to be considered is the procurement strategy, over the 3 sites there are multiple work packages for chemical dosing pipework, supply and chemical dosing pipework installation (separated). There are limited suppliers in the area that can deliver the installation packages cost effectively and to the required standard. The proposed strategy is to use a known and proven contractor on a series of PO engagements.
<b>Resourcing</b>	<i>Plans for next phase</i>	<i>Have resource requirements been identified and quantified? Have they been entered into Mariner? Have the resource allocation been approved by the Exec Mgr?</i>	This project was initially estimated to require a total budget of \$300,000 +/- 50% in the PRS of 2016 with no detail of scope. The scope and budget estimate has been significantly refined during the development of the concept and a baseline budget for Implementation/Design and Finalisation has been estimated at \$565,845 inclusive of contingency. Resourcing will be predominantly externally sourced by specific trade disciplines and works packages tailored at each plant.  MCW's operational resources have the skills to support the project in a PLC and SCADA programming and testing capacity, the programming of these resources will be done in conjunction with the relevant coordinators and managers. These have not been entered into mariner yet, as the exact timeframes are not yet known.



## 14 DRINKING WATER QUALITY MANAGEMENT SYSTEM ANNUAL REPORT SUMMARY 2016-2017

Report Author Lisa Andersons, Product Quality Systems

File No. / ECM Index A622864

Date of Meeting 22 November 2017

---

### SUMMARY OF REPORT

A Memorandum of Understanding is in place between MidCoast Water Services and NSW Health. As part of this agreement, MidCoast Water Services presents the Drinking Water Quality Management System Annual Report to the Joint Strategic Group in October each year. This report is a summary of the annual report presented to NSW Health. It describes the implementation of the quality system including; upgrade and system improvements, water quality, customer complaints, water quality incidents, quality system implementation, continuous improvement and reservoir inspections. Performance of water supply systems is measured against targets set in Australian Drinking Water Guidelines.

### SUMMARY OF RECOMMENDATION

The *Drinking Water Quality Management System Annual Report Summary 2016 -2017* be received and noted.

### FINANCIAL/RESOURCE IMPLICATIONS

Management of drinking water quality is covered under the current budget allocation.

### LEGAL IMPLICATIONS

Drinking water quality management system has been developed to conform to Part 3, Clause 25 of the *Public Health Act 2010* and Part 5, Clause 27 of the *Public Health Regulation 2011*. The Act sets out the need for *Quality Assurance Programs* and the Regulation sets out the need for the programs to be consistent with relevant aspects of the *Australian Drinking Water Guidelines*.

### ATTACHMENTS

A: Drinking Water Quality Management System Annual Report Summary 2016 - 2017

Attachment A has been circulated in hard copy to Councillors and Senior Staff, however this Attachment is publicly available on Council's website.

---

### BACKGROUND

A Memorandum of Understanding between NSW Health and former MidCoast Water was signed in April 2007, reviewed and updated in 2013. It was designed 'to align long term strategic direction of both organisations, formally set out the terms of a co-operative relationship between the parties, establish their respective roles, and facilitate fulfilment of each party's function in relation to the protection of public health'.

As a requirement of this agreement, Joint Operational Group meetings are held every six months to update both parties on operational matters within the organisations. Joint Strategic Group meetings are held every six months to discuss long term strategic directions, principles and policies underlying the roles and responsibilities of the parties and the effects on public health. The Drinking Water Quality Management System Annual Report is presented to the Joint Strategic Group in October each year. This report is a summary of the annual report presented to NSW Health.

---

## **DISCUSSION**

This report summary describes the progress of MidCoast Water's Drinking Water Quality Management System implementation during 2016 - 2017 financial year reporting period. It measures performance of water supply systems against targets set in Australian Drinking Water Guidelines.

MidCoast Water Services is responsible for the operation of five drinking water supply systems; Manning, Bulahdelah, Stroud, Tea Gardens and Gloucester. Bulk water is purchased from Hunter Water for distribution to North Karuah.

Significant upgrades to water supply systems during 2016 - 2017 were concentrated in Manning, Gloucester and Tea Gardens water supplies. Routine maintenance and asset renewals continued across all schemes.

Extensive water quality monitoring is undertaken following requirements of Australian Drinking Water Guidelines and regulators. Results for microbiological water quality testing across all water supply schemes met Australian Drinking Water Guidelines for 100% of samples collected and tested. Results of physical parameters within guidelines improved from the previous year and chemical results remained steady.

Monitoring of customer complaints can provide useful information of potential water quality issues. All complaints and notifications are registered and investigated.

Internal reviews of the quality system were undertaken during 2016 - 2017. A new version of the document describing the drinking water quality management system was adopted and implemented. Significant progress was made on the continuous improvement of the quality system with corrective actions and improvement plans progressing.

An improved reservoir integrity program has resulted in enhanced maintenance schedules focussed on protection of water quality. Significant rectification works were completed on reservoirs during the reporting period.

## **ALIGNMENT WITH COMMUNITY PLAN/OPERATIONAL PLAN**

These activities align with the following objectives of MidCoast Water Services Operational Plan:

- 1.1.1 Implement a drinking water quality assurance program.
- 1.2.1: Provide timely, accurate and relevant access to information
- 2.4.2 Provide multiple water quality controls

## **TIMEFRAME**

The report covers 2016 - 2017 financial year.

## **RECOMMENDATION**

The Drinking Water Quality Management System Annual Report Summary 2016-2017 be received and noted.



Glenn Handford  
**General Manager**