

# NOTICE OF MEETING



## AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

An Audit, Risk and Improvement Committee Meeting of Byron Shire Council will be held as follows:

Venue	<b>Conference Room, Station Street, Mullumbimby</b>
Date	<b>Thursday, 12 November 2020</b>
Time	<b>11.30am</b>

Vanessa Adams  
Director Corporate and Community Services

I2020/1749  
Distributed 05/11/20

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## CONFLICT OF INTERESTS

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**What is a “Conflict of Interests”** - A conflict of interests can be of two types:

**Pecuniary** - an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated.

**Non-pecuniary** – a private or personal interest that a Council official has that does not amount to a pecuniary interest as defined in the Code of Conduct for Councillors (eg. A friendship, membership of an association, society or trade union or involvement or interest in an activity and may include an interest of a financial nature).

**Remoteness** – a person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to a matter or if the interest is of a kind specified in the Code of Conduct for Councillors.

**Who has a Pecuniary Interest?** - a person has a pecuniary interest in a matter if the pecuniary interest is the interest of the person, or another person with whom the person is associated (see below).

**Relatives, Partners** - a person is taken to have a pecuniary interest in a matter if:

- The person's spouse or de facto partner or a relative of the person has a pecuniary interest in the matter, or
- The person, or a nominee, partners or employer of the person, is a member of a company or other body that has a pecuniary interest in the matter.

N.B. “Relative”, in relation to a person means any of the following:

- (a) the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descends or adopted child of the person or of the person's spouse;
- (b) the spouse or de facto partners of the person or of a person referred to in paragraph (a)

**No Interest in the Matter** - however, a person is not taken to have a pecuniary interest in a matter:

- If the person is unaware of the relevant pecuniary interest of the spouse, de facto partner, relative or company or other body, or
- Just because the person is a member of, or is employed by, the Council.
- Just because the person is a member of, or a delegate of the Council to, a company or other body that has a pecuniary interest in the matter provided that the person has no beneficial interest in any shares of the company or body.

### Disclosure and participation in meetings

- A Councillor or a member of a Council Committee who has a pecuniary interest in any matter with which the Council is concerned and who is present at a meeting of the Council or Committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable.
- The Councillor or member must not be present at, or in sight of, the meeting of the Council or Committee:
  - (a) at any time during which the matter is being considered or discussed by the Council or Committee, or
  - (b) at any time during which the Council or Committee is voting on any question in relation to the matter.

**No Knowledge** - a person does not breach this Clause if the person did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.

**Non-pecuniary Interests** - Must be disclosed in meetings.

There are a broad range of options available for managing conflicts & the option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with. Non-pecuniary conflicts of interests must be dealt with in at least one of the following ways:

- It may be appropriate that no action be taken where the potential for conflict is minimal. However, Councillors should consider providing an explanation of why they consider a conflict does not exist.
- Limit involvement if practical (eg. Participate in discussion but not in decision making or vice-versa). Care needs to be taken when exercising this option.
- Remove the source of the conflict (eg. Relinquishing or divesting the personal interest that creates the conflict)
- Have no involvement by absenting yourself from and not taking part in any debate or voting on the issue as of the provisions in the Code of Conduct (particularly if you have a significant non-pecuniary interest)

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## RECORDING OF VOTING ON PLANNING MATTERS

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### Clause 375A of the Local Government Act 1993 – Recording of voting on planning matters

- (1) In this section, **planning decision** means a decision made in the exercise of a function of a council under the Environmental Planning and Assessment Act 1979:
  - (a) including a decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but
  - (b) not including the making of an order under that Act.
- (2) The general manager is required to keep a register containing, for each planning decision made at a meeting of the council or a council committee, the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- (3) For the purpose of maintaining the register, a division is required to be called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- (4) Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document, and is to include the information required by the regulations.
- (5) This section extends to a meeting that is closed to the public.

**BYRON SHIRE COUNCIL**  
AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

**BUSINESS OF MEETING**

**1. APOLOGIES**

**2. DECLARATIONS OF INTEREST – PECUNIARY AND NON-PECUNIARY**

**3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**

- 3.1 Adoption of Minutes from Audit, Risk and Improvement Committee Meeting 20 August..... 4

**4. STAFF REPORTS**

**Corporate and Community Services**

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4.2 Update on delegations in place 2019 - 2020 ..... 39  
4.3 Operational Plan 2020/21 - First Quarter Report - Q1 - 1 July to 30 September 2020. 79

**5. CONFIDENTIAL REPORTS**

**Corporate and Community Services**

- 5.1 CONFIDENTIAL - Risk Management - Update..... 181  
5.2 CONFIDENTIAL - Audit Status Report - November 2020 ..... 182  
5.3 CONFIDENTIAL - Cyber Security and System Outages Quarterly Update..... 183  
5.4 CONFIDENTIAL - External Audit Actions Quarter 1 2020-2021 Update ..... 184

*The Draft 2019/2020 Financial Statements have been completed but are still undergoing audit review especially in regards to the asset revaluations for roads, bridges, footpaths, stormwater drainage and community land. With this in mind they are not ready to be distributed with the agenda. It may be possible to provide a late report to the Audit, Risk and Improvement Committee before the 12 November 2020 Meeting but if not still finalised at that point, a verbal update will be provided.*

ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

**Report No. 3.1**      **Adoption of Minutes from Audit, Risk and Improvement Committee Meeting 20 August**

**Directorate:**      Corporate and Community Services

**Report Author:**      Emma Fountain, Strategic Risk & Business Continuity Coordinator

**File No:**      I2020/1737

**RECOMMENDATION:**

**That the minutes of the Audit, Risk and Improvement Committee Meeting held on 20 August 2020 be confirmed.**

**Attachments:**

- 1 Minutes 20/08/2020 Audit, Risk and Improvement Committee, I2020/1200 , page 6 [↓](#)
- 2 Audit Risk and Improvement Committee Constitution (Adopted 22 10 20 Res 20-577), E2020/87552 , page 14 [↓](#)



**Report**

The attachment to this report provides the minutes of the Audit, Risk and Improvement Committee Meeting of 20 August 2020 .

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**Report to Council**

The minutes were reported to Council on 22 October 2020.

**Comments**

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In accordance with the Committee Recommendations, the Audit, Risk and Improvement Committee Constitution was adopted by Council on 22 October 2020 (Resolution 20-577) (attached).

**M I N U T E S   O F   M E E T I N G**



**AUDIT, RISK AND IMPROVEMENT  
COMMITTEE MEETING**

Venue	Chambers, Station Street, Mullumbimby
Date	Thursday, 20 August 2020
Time	11.30am



# BYRON SHIRE COUNCIL

## ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

3.1 - ATTACHMENT 1

### BYRON SHIRE COUNCIL

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES

20 AUGUST 2020

#### **Minutes of the Audit, Risk and Improvement Committee Meeting held on Thursday, 20 August 2020**

**File No:** I2020/1200

**PRESENT:** Cr M Lyon, Cr B Cameron, Cr A Hunter (virtual)

Staff: Mark Arnold (General Manager)  
Vanessa Adams (Director Corporate and Community Services)  
Esmeralda Davis (Acting Manager Corporate Services)  
James Brickley (Manager Finance) (virtual)  
Colin Baker (Manager Business Systems and Technology)  
Emma Fountain (Strategic Risk and Business Continuity Coordinator)

Community: Brian Wilkinson (virtual), Rae Wills

#### **Committee Recommendation**

That Cr Cameron be elected Chairperson for today's meeting in the absence of Michael Georghiou. (Lyon/Hunter)

*The recommendation was put to the vote and declared carried.*

*Cr Cameron (Chair) opened the meeting at 11.35am and acknowledged that the meeting was being held on Bundjalung Country.*

#### **APOLOGIES:**

There was an apology received from Michael Georghiou.

#### **DECLARATIONS OF INTEREST – PECUNIARY AND NON-PECUNIARY**

There were no declarations of interest.

#### **ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**

#### **Committee Recommendation:**

That the minutes of the Audit, Risk and Improvement Committee Meeting held on 14 May 2020 be confirmed. (Lyon/Wills)

*The recommendation was put to the vote and declared carried.*

#### **BUSINESS ARISING FROM PREVIOUS MINUTES**

There was no business arising from previous minutes.

# BYRON SHIRE COUNCIL

## ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

3.1 - ATTACHMENT 1

### BYRON SHIRE COUNCIL

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES

20 AUGUST 2020

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#### STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

**Report No. 4.1**      **Draft Audit, Risk and Improvement Committee Constitution and 2021 Agenda Schedule**  
**File No:**            I2020/1022

**Committee Recommendation:**

That the Audit, Risk and Improvement Committee:

1. Considers the draft Audit, Risk and Improvement Committee Constitution (E2020/46708) and the Agenda Schedule for 2021 (E2020/46705) and provides feedback to the Chair by 3 September 2020.
2. Submits the Audit, Risk and Improvement Committee Constitution, with any amendments based on feedback from the Committee, to Council for adoption.
3. Be provided with a copy of the Update on Council's Financial and Investment Positions as provided to the Finance Advisory Committee. (Hunter/Wilkinson)

*The recommendation was put to the vote and declared carried.*

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**Report No. 4.2**      **Annual Compliance Report 2019-2020**  
**File No:**            I2020/1055

**Committee Recommendation:**

That the Audit, Risk and Improvement Committee notes Council's compliance with legislative reporting requirements as at 30 June 2020. (Wilkinson/Wills)

*The recommendation was put to the vote and declared carried.*

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#### CONFIDENTIAL REPORTS - CORPORATE AND COMMUNITY SERVICES

**Report No. 5.1**      **CONFIDENTIAL - Risk Management- Update**  
**File No:**            I2020/953

**Committee Recommendation:**

1. That pursuant to Section 10A(2)(f) of the Local Government Act, 1993, Council resolve to move into Confidential Session to discuss the report Risk Management- Update.
2. That the reasons for closing the meeting to the public to consider this item be that the report contains:
  - a) details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property
3. That on balance it is considered that receipt and discussion of the matter in open Council would be contrary to the public interest, as:

Risk Management

(Wilkinson/Cameron)

BYRON SHIRE COUNCIL

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES

20 AUGUST 2020

*The recommendation was put to the vote and declared carried.*

**Committee Recommendation:**

1. That the Audit, Risk and Improvement Committee notes the strategic and operational risk reports for the quarter ending 30 June 2020 (E2020/49108).
2. That the Audit, Risk and Improvement Committee requests Council consider the impacts on all transport users when implementing asset upgrades particularly roads. (Cameron/Lyon)

*The recommendation was put to the vote and declared carried.*

**Committee Recommendation:**

That the meeting move out of confidential session. (Cameron/Wilkinson)

*The recommendation was put to the vote and declared carried.*

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**Report No. 5.2**      **CONFIDENTIAL - Audit Progress Report - August 2020**  
**File No:**            I2020/954

**Committee Recommendation:**

1. That pursuant to Section 10A(2)(d)i of the Local Government Act, 1993, Council resolve to move into Confidential Session to discuss the report Audit Progress Report - August 2020.
2. That the reasons for closing the meeting to the public to consider this item be that the report contains:
  - a) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it
3. That on balance it is considered that receipt and discussion of the matter in open Council would be contrary to the public interest, as:

nature and content of audit report is for operational purposes (Cameron/Wilkinson)

*The recommendation was put to the vote and declared carried.*

**Committee Recommendation:**

1. That the Audit, Risk and Improvement Committee notes the Internal Audit Activity Report – August 2020 (E2020/60577).
2. That the Audit, Risk and Improvement Committee endorses the recommendation from the Executive Team to close off 18 recommendations in Appendix E of the attached report (E2020/60577). (Wilkinson/Lyon)

*The recommendation was put to the vote and declared carried.*

**Committee Recommendation:**

That the meeting move out of confidential session. (Cameron/Wilkinson)

**BYRON SHIRE COUNCIL**

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES

20 AUGUST 2020

*The recommendation was put to the vote and declared carried.*

**Committee Recommendation:**

That pursuant to the Local Government Act, 1993, Council move into Confidential Session to discuss reports 5.3, 5.4, 5.5 and 5.6 for the following reasons:

**Report 5.3 under Section 10A(2)(f) of the Local Government Act:**

The reasons for closing the meeting to the public to consider this item be that the reports contains:

- a) details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property

and on balance it is considered that receipt and discussion of the matter in open Council would be contrary to the public interest, as it exposes security risk and vulnerabilities that could assist unauthorised threats to Council's data and systems

**Report 5.4 under Section 10A(2)(d) of the Local Government Act 1993**

The reasons for closing the meeting to the public to consider this item be that the report contains:

- a) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it

and on balance it is considered that receipt and discussion of the matter in open Council would be contrary to the public interest, as to nature and content of audit report is for operational purposes.

**Report 5.5 under Section 10A(2)(f) of the Local Government Act 1993**

The reasons for closing the meeting to the public to consider this item be that the report contains:

- a) details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property

and on balance it is considered that receipt and discussion of the matter in open Council would be contrary to the public interest, as to nature and content of audit reports is for operational purposes and report details information about Council's systems, controls and processes.

**Report 5.6 under Section 10A(2)(f) of the Local Government Act 1993**

The reasons for closing the meeting to the public to consider this item be that the report contains:

- a) details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property

and on balance it is considered that receipt and discussion of the matter in open Council would be contrary to the public interest, as to nature and content of audit reports is for operational purposes and report details information about Council's systems, controls and processes.

(Cameron/Wilkinson)

*The recommendation was put to the vote and declared carried.*

# BYRON SHIRE COUNCIL

## ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

## 3.1 - ATTACHMENT 1

### BYRON SHIRE COUNCIL

#### AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES

20 AUGUST 2020

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**Report No. 5.3**      **CONFIDENTIAL - Cyber Security and System Outages Quarterly Update**

**File No:**            I2020/1113

**Committee Recommendation:**

That the Audit, Risk and Improvement Committee:

- a) notes the Cyber Incidents report, attachment 1; and,
- b) notes the System Outages report, attachment 2; and,
- c) receives ongoing status reports for cyber Incidents and systems outages (Cameron/Hunter)

*The recommendation was put to the vote and declared carried.*

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**Report No. 5.4**      **CONFIDENTIAL - Development Application Processes Audit Review**

**File No:**            I2020/1179

**Committee Recommendation:**

- 1. That the Audit, Risk and Improvement Committee notes the Development Application Processes internal audit review report.
- 2. That the Audit, Risk and Improvement Committee requests management to implement the recommendations made in the report, identified as Confidential Attachment 1 (E2020/60181).
- 3. That the report and Confidential Attachment 1 (E2020/60181) of the closed part of the meeting remain confidential. (Wilkinson/Cameron)

*The recommendation was put to the vote and declared carried.*

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**Report No. 5.5**      **CONFIDENTIAL - 2020 External Audit Interim Audit Management Letter**

**File No:**            I2020/1185

**Committee Recommendation:**

That the comments provided by Management in response to matters raised in the 2020 External Audit Interim Audit Management Letter detailed at Attachment 1 (#E2020/60321) be noted by the Audit, Risk and Improvement Committee. (Wilkinson/Hunter)

*The recommendation was put to the vote and declared carried.*

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**Report No. 5.6**      **CONFIDENTIAL - External Audit Actions - Quarter 4 2020 Update**

**File No:**            I2020/1187

**Committee Recommendation:**

That the Audit, Risk and Improvement Committee notes the external audit activity update for the quarter ending 30 June 2020. (Wilkinson/Hunter)



# BYRON SHIRE COUNCIL

## ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

## 3.1 - ATTACHMENT 1

### BYRON SHIRE COUNCIL

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES

20 AUGUST 2020

*The recommendation was put to the vote and declared carried.*

**Committee Recommendation:**

That the meeting move out of confidential session.

(Cameron/Wilkinson)

*The recommendation was put to the vote and declared carried.*

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*There being no further business the meeting concluded at 1.00pm.*



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**AUDIT, RISK & IMPROVEMENT  
COMMITTEE**

**CONSTITUTION**

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E2020/43124

# BYRON SHIRE COUNCIL

## ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

## 3.1 - ATTACHMENT 2

### INFORMATION ABOUT THIS DOCUMENT (INTERNAL USE ONLY)

<b>Date Adopted by Council</b>	23/10/08	<b>Resolution No.</b>	08-656
<b>Responsibility</b>	General Manager		
<b>Review Timeframe</b>	Annual		
<b>Last Review Date:</b>	22 October 2020	<b>Next Scheduled Review Date</b>	22 October 2021

#### Document History

Doc No.	Date Amended	Details Comments eg Resolution No.
#807046		Adopted 23/10/08 Res 08-656
#847308	9/4/09	Amended Res 09-189 Ord Meeting 9/4/09
#982110	10/6/10	Amended Res 10-422
#1162057	3/11/11	Amended Res 11-873
#E2012/25442	10/12/2012	27/9/2012 Res 12-769 – New Councillor Appointment 8/11/2012 – reference to WHS Policy
#E2017/17073	15/03/2017	Legislative amendments as per Local Government Amendment Act (Governance and Planning) 2016 (NSW)
#E2017/17073	22/6/2017	Council adopted amended constitution as per the legislative requirements under the Local Government Amendment (Governance and Planning) Act 2016 NSW at its Ordinary Meeting 22 June 2017 (Resolution 17-233)
E2018/71315	27/08/2018	Included information regarding the Committee's responsibilities relating to fraud and corruption prevention, as per recommendation from Council's internal auditors.
E2020/43124	22/10/20	Council adopted amended constitution at its Ordinary Meeting 22 October 2020 (Resolution 20-577)

#### Further Document Information and Relationships

<b>Related Legislation</b>	Local Government Act 1993 Local Government Amendment (Governance and Planning) Act 2016
<b>Related Policies</b>	Code of Conduct for Council Committee Members, Delegates of Council and Council Advisers 2019 (E2019/859)
<b>Related Procedures/ Protocols, Statements, documents</b>	

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## **Audit, Risk and Improvement Committee**

### **1. Preamble**

The Audit, Risk and Improvement Committee (Committee) is a committee of Byron Shire Council (Council) under section 355 of the *Local Government Act 1993* (Act). The Committee is an advisory Committee of Council and does not have financial delegation.

This Constitution establishes the authority and responsibilities conferred on the Committee by Council and the role of the Committee within Council.

### **2. Objectives**

The role of the Committee is to report to Council and provide independent advice and recommendations on matters identified in this Constitution.

The Committee has a legislated duty to keep under review the following aspects of Council's operations:

- a) Compliance
- b) Risk management
- c) Fraud control
- d) Financial management
- e) Governance
- f) Implementation of the strategic plan, delivery program and strategies
- g) Service reviews
- h) Collection of performance measurement data by Council
- i) Any other matters prescribed by the regulations made under the Act.

The Committee is also to provide information to Council for the purpose of improving Council's performance of its functions.

### **3. Authority**

Council authorises the Committee, within the scope of its role and responsibilities, to:

- a) Obtain any information it needs from any employee or external party (subject to their legal obligations to protect information).
- b) Discuss any matters with the external auditor (subject to confidentiality considerations).
- c) Request the attendance of any employee or Councillor at Committee meetings.
- d) With the concurrence of the General Manager or Mayor, obtain external legal or other professional advice considered necessary to meet its responsibilities.

### **4. Duties and Responsibilities**

Audit, Risk and Improvement Committee responsibilities are set out in the Act. The Committee has no executive powers, except those expressly provided by Council.

In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with Council and the General Manager as defined by the Act.

The responsibilities of the Committee may be revised or expanded by Council from time to time. The Committee's duties and responsibilities include, but are not limited to:

**4.1. Compliance**

- a) Review whether management has in place relevant policies and procedures, and these are periodically reviewed and updated.
- b) Review whether management has considered legal and compliance risks as part of risk assessment and management arrangements.
- c) Review the effectiveness of the system for monitoring compliance with laws and regulations policies and procedures.
- d) Review whether management has taken steps to embed a culture which is committed to ethical and lawful behaviour.

**4.2. Risk Management**

- a) Review whether management has in place a risk management framework that complies with current Australian risk management standards.
- b) Review whether the risk management framework operates effectively and supports the achievement of Council's strategic goals and objectives.
- c) Review whether management has integrated risk management into decision making processes and operations.
- d) Review whether management has taken steps to embed a positive risk management culture.
- e) Consider the adequacy of resources provided for risk management and whether employees are able to carry out their risk management responsibilities.

**4.3. Fraud Control**

- a) Review whether management's fraud and control plan and prevention strategies are adequate and effective.
- b) Review whether management has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

**4.4. Financial Management**

- a) Review whether management's financial management processes are adequate.
- b) Satisfy itself that the annual financial reports comply with applicable Australian Accounting Standards and are supported by appropriate management sign-off.
- c) Review the financial statement by Councillors and management made pursuant to section 413(2)(c) of the Act.
- d) Review the processes in place designed to ensure financial information included in the annual report is consistent with the signed financial statements.
- e) Review the external audit opinion, including whether appropriate action has been taken in response to audit recommendations and adjustments.

**4.5. Governance**

- a) Review whether appropriate processes and systems are in place for the management and exercise of delegations.
- b) Review whether appropriate processes and systems are in place to govern day to day activities and decision making.
- c) Review whether management has adequate internal controls over external third parties such as contractors and advisors.

**4.6. Implementation of the Strategic Plan, Delivery Program and Strategies**

- a) Review whether Council is achieving the objectives and goals it set out in its Community Strategic Plan and successfully implementing its Delivery Program, Operational Plan and other strategies.

**4.7. Service Reviews**

- a) Review the effectiveness of the service review program in improving service delivery performance.

**4.8. Collection of Performance Measurement Data by Council**

- a) Review whether management has adequate performance indicators and data to measure performance.

**4.9. Internal Audit**

- a) Act as a forum for communication between the Council, General Manager, senior management, internal audit and external audit.
- b) Review the Internal Audit Plan and the risk methodologies used, and approve the plan.
- c) Review the progress of the Internal Audit Plan and the findings/recommendations of internal audit activities.
- d) Monitor the implementation of recommendations by management.
- e) Consider the adequacy of internal audit resources to successfully deliver the audit function.
- f) Periodically review the effectiveness of the internal audit function.

**4.10. External Audit**

- a) Act as a forum for communication on external audit issues.
- b) Review the findings of external audits and monitor the implementation by management any recommendations for corrective action.

**5. Membership**

The Committee shall comprise six members, consisting of three councillors and three relevantly qualified external representatives.

**5.1 Ex-officio members**

Council's General Manager and external auditor shall be available to attend all Committee meetings but are not members of the Committee and do not have voting rights.

**5.2 Independent member skills**

Independent members must have appropriate skills and time to fulfil their role on the Committee and, taken collectively, must have skills and experience in the following areas:

- a) Financial systems, processes and reporting;
- b) Risk management;
- c) Governance and compliance; and
- d) Corporate management and performance.

**5.3 Independent member appointment process**

Independent members shall be requested to nominate their services through a public invitation process. The initial evaluation of potential members will be undertaken by the General Manager, taking into account the experience of the nominees and their ability to apply appropriate analytical and strategic management skills. The General Manager will then nominate selected independent members to Council for approval.

The Chair of the Committee shall be an independent member elected by a majority vote of the members of the Committee.

All independent members shall be appointed by Council for a term of up to four years.

**5.4 Obligations of members**

Members of the Committee must at all times in the discharge of their duties and responsibilities exercise honesty, objectivity and probity and not engage knowingly in acts or activities that have the potential to bring discredit to Council.

Members must also refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and must at all times act in a proper and prudent manner in the use of information acquired in the course of their duties. Members must not use Council information for any personal gain for themselves or their immediate families or any manner that would be contrary to law or detrimental to the welfare of Council.

Further, members must not publicly comment on matters relative to activities of the Committee other than as authorised by Council.



**6. Meetings**

- a) The Committee will meet at least four times per year, with one of those meetings to include the review of Council's financial statements and external audit opinion.
- b) The need for any additional meetings will be decided by the Chair of the Committee, though other Committee members, Council or the General Manager may make requests to the Chair for additional meetings.
- c) An annual agenda schedule shall be agreed by the Committee each year. The agenda schedule will cover all Committee responsibilities as detailed in this Constitution.
- d) While meetings will generally be conducted in person, telephone or video conference, other methods to conduct meetings including by email communication, may be used.

**7. Attendance at Meetings and Quorum**

- a) A quorum shall be four Committee members.
- b) If the Chair of the Committee is absent from a meeting, the first business of the meeting will be to elect a Chair for that meeting from the independent members present.
- c) The internal auditor will be invited to attend each meeting unless requested not to do so by the Chair of the Committee. The Committee may invite ex-officio members, members of the Executive Team, the Manager Finance or other Council employees to participate for certain agenda items.
- d) The Committee members can request ex-officio members and invitees to absent themselves from all or part of the meetings where it is not appropriate for them to be present for the discussion of matters on the agenda.

**8. Privacy, Conflict of interest & Code of Conduct**

- a) Committee members are required to adhere to Council's Code of Conduct and Code of Meeting Practice.
- b) Committee members and invitees must declare any conflict of interest at the start of each meeting or before discussion of a relevant agenda item. Details of any conflicts of interests should be appropriately noted in the minutes.
- c) Where Committee members or invitees have a real or perceived conflict of interest, it may be appropriate for them to be excused from Committee deliberations on the issues from which the conflict arises. The final arbiter of such a decision is the Chair of the Committee.
- d) The Committee must comply with Council policies in relation to confidentiality, privacy and reporting. Members of the Committee must not disclose matters dealt with by the Committee to third parties except with approval of the Committee.

**9. Secretariat**

Corporate and Community Services Directorate will provide secretariat support to the Committee. The secretariat will ensure the agenda for each meeting and supporting papers are circulated at least one week before the meeting and will take minutes at each meeting. Minutes shall be circulated to each member of the Committee within three weeks of the meeting.

**10. Assessing Performance**

The Chair of the Committee shall initiate a review of the performance of the Committee annually. The review shall be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from management and any other relevant stakeholders, as determined by the Chair.

**11. Review**

The Council and Committee shall review the Constitution annually. Only Council can amend the Constitution.

**STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES****Report No. 4.1                      Status of Council Policies 2019 - 2020****Directorate:** Corporate and Community Services**Report Author:** Mila Jones, Governance Coordinator**File No:** I2020/1056**Summary:**

This report is submitted to the Audit, Risk and Improvement Committee to assist the Committee in fulfilling its obligations under its Constitution and the Local Government Act 1993.

An important component of public sector governance is establishing key policies and ensuring they are available, regularly updated and monitored for compliance.

An annual review of Council's policies is conducted by the Governance Coordinator and coordinated with relevant document development officers. This is the first report to ARIC on the status of Council's policies, and is proposed to be submitted annually in accordance with the draft Annual Agenda Schedule currently being considered.

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**RECOMMENDATION:**

- 1. That the Audit, Risk and Improvement Committee notes the status of Council's policies as provided in this report.**
- 2. That the Audit Risk and Improvement Committee receive an annual report on Delegations as a standing item at their November meetings.**

**Attachments:**

- 1 Status of Policies as at 30/06/2020, E2020/85743 , page 27 [↓](#)
- 2 Interim Status of Policy Review 2020-2021 (showing status as at 30/10/2020 for comparison), E2020/85745 , page 33 [↓](#)

**REPORT**

This report is submitted to assist the Audit, Risk and Improvement Committee in fulfilling its obligations under its Constitution and the Local Government Act 1993.

The Constitution provides at part 4 the Committee's duties and responsibilities which include:

**4.1 Compliance**

a) *Review whether management has in place relevant policies and procedures, and these are periodically reviewed and updated.*

In response to a previous internal audit recommendation (2017 Internal Audit of Corporate Compliance and Policy Management), Council has improved its commitment to and resourcing of, the coordination, review and maintenance of Council's policies, to support ongoing improvement.

**Policy status as at 30 June 2020**

As at 30 June 2020 Council had 103 adopted Council policies which are also published on Council's website.

The status of the 103 policies was:

<b>Status as at 30/06/20</b>	<b>Number</b>	<b>Percentage</b>
Current	41	39.8%
Submitted to Council	2	1.9%
Review Initiated	10	9.7%
Overdue for Review	50	48.5%

It was also determined in 2019/20, that a further 23 policies (not included in the table above) were redundant and these were endorsed for repeal by Council.

Although the figures above suggest a low review rate, this is a snapshot in time of a continuous improvement journey. At 30 June 2019 for example, only 27.4% of policies were current. As at 30 October 2020, 50% of policies are current and 29.8% overdue, indicating a continuing positive trend.

***Next steps – Review 2020-2021***

Staff continue to review Council policies, with the Governance team providing the processes and framework to support currency across the organisation.

A rolling four year policy review timetable has been developed to assist the review process. It has been included in this report at Attachment 1. This timetable is subject to change where updates to legislation may require certain policies to be reviewed sooner than anticipated.

The policy review for 2020 -2021 has commenced strongly, and it is worth noting that 16 policies have already been reviewed in the period 1 July to 30 October 2020 with a number of them ready for reporting to Council on 26 November 2020. Further details are included in Attachment 2.

**Improved policy template for accessibility**

Further work is also being undertaken in this review period to convert all policies to a new template that provides improved online accessibility, including better formatting for assistive technology such

as screen readers. Font sizes and spacing have also been increased to improve general readability.

### STRATEGIC CONSIDERATIONS

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#### *Community Strategic Plan and Operational Plan*

CSP Objective	L2	CSP Strategy	L3	DP Action	L4	OP Activity
<b>Community Objective 5: We have community led decision making which is open and inclusive</b>	5.2	Create a culture of trust with the community by being open, genuine and transparent	5.2.3	Provide access to publicly available corporate registers	5.2.3.2	Review, update and publish Council policies online and report on the status of Council's policy register
	5.6	Manage Council's resources sustainably	5.6.7	Develop and embed a proactive risk management culture	5.6.7.4	Implement Internal Audit and External Audit recommendations as appropriate
	5.2	Create a culture of trust with the community by being open, genuine and transparent	5.2.1	Provide timely, accessible and accurate information to the community	5.2.1.6	Review and update Council business templates for consistency and accessibility
	5.2	Create a culture of trust with the community by being open, genuine and transparent	5.2.1	Provide timely, accessible and accurate information to the community	5.2.1.7	Ensure all content, including documents, published to the website complies with DDA and WCAG Level AA standards.  Roll out of Accessible Documents Plan and capacity building activities.

#### *Legal/Statutory/Policy Considerations*

10 Councils have a number of statutory policies that it must adopt, the others are optional. These optional policies are useful to:

- reflect a council's key issues and responsibilities
- guide staff and ensure consistency
- clearly inform the public of a council's commitments

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Not keeping abreast of the most recent developments in legislative requirements, and the community's and Council's position on certain matters, undermines confidence in Council's decision making process. This in turn, may have an adverse impact on Council's reputation.

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Additionally, the risk of maintaining outdated policy positions is that persons may form the incorrect view that certain activities are still acceptable or legal.

***Financial Considerations***

There are no financial implications.

**5    *Consultation and Engagement***

Acting Manager Corporate Services  
Governance Coordinator  
Managers

10    Document Development Officers  
Executive Team  
Council  
Public via exhibition periods

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*Note: All Council Policies are available on Council's website at*  
<https://www.byron.nsw.gov.au/Council/Your-right-to-Council-information/Policies>

# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.1 - ATTACHMENT 1

Policy Review Status						Review Due			
Public Policy	Directorate	Latest Revision	Next Revision	Last Review Outcome	Status as at 30/06/2020	2020-21	2021-22	2022-23	2023-24
Access to Bulk Water from Council Water Mains Policy 2019 (E2019/6582)	IS	23/01/2019	23/01/2023	Minor amendments (GM/ET approved)	Current			✓	
Appropriate Dispute Resolution of Development Proposals Policy 2002 (DM316358)	SEE	12/03/2002	12/03/2006	New Policy (Council adopted)	Overdue	✓			
Asbestos Policy 2018 (E2018/31878)	IS	22/11/2018	22/11/2022	New Policy (Council adopted)	Current		✓		
Asset Management Policy 2020 (E2020/4726)	IS	23/03/2016	23/03/2020	Major amendments (Council adopted)	Review initiated				
Backflow Prevention Policy 2014 (E2014/64964)	IS	19/11/2014	19/11/2018	New Policy (Council adopted)	Review initiated	✓			
Building Certificates Policy 2004 (DM532662)	SEE	23/03/2004	23/03/2008	New Policy (Council adopted)	Overdue	✓			
Building in the Vicinity of Underground Infrastructure Policy 2020 (E2020/58121)	IS	29/05/2020	29/05/2024	Major amendments (Council adopted)	Current				✓
Burials on Private Property Policy 1996 (DM633985)	SEE	24/09/1996	24/09/2000	Major amendments (Council adopted)	Overdue	✓			
Burning of Garden Waste Matter in Urban and Village Areas Policy 1996 (DM634024)	SEE	24/09/1996	24/09/2000	Major amendments (Council adopted)	Overdue	✓			
Busking Policy 2012 (E2013/12293)	SEE	06/12/2012	31/12/2016	Major amendments (Council adopted)	Review initiated	✓			
Byron Shire Community Gardens Policy 2020 (E2019/50687)	SEE	26/03/2020	26/03/2024	Major amendments (Council adopted)	Current				✓
Camphor Laurel Management in Byron Shire Policy 2011 (DM1131653)	SEE	27/02/2020	28/02/2022	New Policy (Council adopted)	Review initiated				✓
Car Share Policy 2019 (E2018/60951)	SEE	23/01/2019	23/01/2023	Minor amendments (GM/ET approved)	Current			✓	
Children's Services Policy 2019 (E2019/12414)	CCS	06/03/2019	06/03/2023	Minor amendments (GM/ET approved)	Current			✓	
Circuses which include the use or display of exotic, wild or native Australian animals (E2019/12395)	SEE	6/03/2019	6/03/2023	Minor amendments (GM/ET approved)	Current			✓	
Climate Change Strategic Planning Policy 2014 (E2014/43283)	SEE	21/07/2014	21/07/2018	Major amendments (Council adopted)	Review initiated	✓			

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# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.1 - ATTACHMENT 1

Public Policy	Directorate	Latest Revision	Next Revision	Last Review Outcome	Status as at 30/06/2020	2020-21	2021-22	2022-23	2023-24
Code of Conduct for Council Committee Members, Delegates of Council and Council Advisers 2019 (E2019/859)	GM	23/05/2019	23/05/2022	Major amendments (Council adopted)	Current		✓		
Code of Conduct for Councillors 2019 (E2019/857)	GM	23/05/2019	23/05/2022	Major amendments (Council adopted)	Current		✓		
Code of Conduct for Staff 2019 (E2019/858)	GM	23/05/2019	23/05/2022	Major amendments (Council adopted)	Current		✓		
Code of Meeting Practice 2019 (E2019/39950)	GM	18/06/2019	18/06/2022	Major amendments (Council adopted)	Current		✓		
Commercial Activities on Coastal and Riparian Crown Reserves Policy 2019 (E2019/78565)	IS	28/11/2019	28/11/2023	Major amendments (Council adopted)	Current			✓	
Commercial and Other Activities on Public Land and Roads Policy 1994 (DM657502)	SEE	29/03/1994	29/03/1998	New Policy (Council adopted)	Review initiated	✓			
Commercial Operations at Tyagarah Airfield Policy 2008 (DM844705)	IS	23/04/2009	23/04/2013	New Policy (Council adopted)	Overdue	✓			
Commercial Use of Road Reserves Policy 2018 (E2018/28846)	SEE	22/02/2018	22/02/2022	New Policy (Council adopted)	Current		✓		
Communications Policy 2013 (E2013/77794)	GM	27/11/2013	27/11/2017	New Policy (Council adopted)	Review initiated	✓			
Community Economic Development Policy 2010 (DM974927)	SEE	10/06/2010	10/06/2014	New Policy (Council adopted)	Overdue	✓			
Community Engagement Policy 2018 (E2018/10445)	GM	13/12/2018	13/12/2022	Major amendments (Council adopted)	Current		✓		
Community Initiatives Program (Section 356) Policy 2019 (E2019/6941)	CCS	23/01/2019	23/01/2023	Minor amendments (GM/ET approved)	Current			✓	
Companion Animal Exercise Areas Policy 2019 (E2019/10485)	SEE	23/01/2019	23/01/2023	Minor amendments (GM/ET approved)	Current			✓	
Complaints Management Policy 2011 (DM1154370)	CCS	11/08/2011	11/08/2015	Major amendments (Council adopted)	Overdue	✓			
Construction of Garages and Outbuildings on Vacant Land Policy 1994 (DM636427)	SEE	29/03/1994	29/03/1998	New Policy (Council adopted)	Overdue	✓			
Contribution to the cost of Sealing of Unsealed Roads adjacent to Properties at Request of Owners 1995 (DM632089) <i>*This Policy is suspended until a replacement has been endorsed*</i>	IS	23/08/2018	23/08/2019	Major amendments (Council adopted)	Review initiated	✓			
Corporate Sustainability Policy 2012 (DM1199207)	SEE	17/02/2012	17/03/2013	New Policy (Council adopted)	Overdue	✓			

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# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.1 - ATTACHMENT 1

Public Policy	Directorate	Latest Revision	Next Revision	Last Review Outcome	Status as at 30/06/2020	2020-21	2021-22	2022-23	2023-24
Council Investments Policy 2019 (E2019/13629)	CCS	06/03/2019	06/03/2023	Minor amendments (GM/ET approved)	Current			✓	
Councillor Expenses and Facilities Policy 2019 (E2020/52209)	CCS	25/06/2020	30/09/2022	Major amendments (Council adopted)	Current		✓		
Cultural Policy (E2019/79249)	CCS	28/10/2019	28/10/2023	Minor amendments (GM/ET approved)	Submitted to Council				
Debt Management and Financial Hardship Policy 2019 (E2019/63417)	CCS	27/06/2019	31/08/2023	Major amendments (Council adopted)	Current			✓	
Development Policy 1994 (DM630086)	SEE	29/03/1994	29/03/1998	New Policy (Council adopted)	Overdue	✓			
Disposal of Assets Policy 2019 (E2019/12789)	CCS	20/02/2019	20/02/2023	Minor amendments (GM/ET approved)	Current			✓	
Enforcement Policy 2016 (E2016/14523)	SEE	11/11/2016	11/11/2020	Major amendments (Council adopted)	Current	✓			
Environmental Levy Implementation Policy 2015 (E2015/31373)	SEE	07/05/2015	7/05/2019	Major amendments (Council adopted)	Overdue	✓			
Ethical Catering Policy 2010 (DM999084)	SEE	10/06/2010	10/06/2014	New Policy (Council adopted)	Submitted to Council				✓
Events on Public and Private Land Policy 2010 (E2018/84767)	SEE	07/10/2010	7/10/2014	New Policy (Council adopted)	Overdue	✓			
Filming on Council Owned and Controlled Land Protocol 2009 (DM916396)	SEE	18/12/2009	18/12/2013	Major amendments (Council adopted)	Overdue	✓			
Fraud and Corruption Control Policy 2019 (E2020/5122)	GM	28/02/2019	28/02/2023	Major amendments (Council adopted)	Current			✓	
Fund Raising (Community Organisations Policy 1994 (DM657468)	SEE	29/03/1994	29/03/1998	New Policy (Council adopted)	Overdue	✓			
Homelessness Policy 2015 (E2016/54215)	CCS	08/10/2015	8/10/2019	Major amendments (Council adopted)	Review initiated	✓			
Integrated Pest Management Policy 2018 (E2018/220)	SEE	24/08/2018	24/08/2022	New Policy (Council adopted)	Current		✓		
Internal Reporting Policy 2015 (E2015/5497)	GM	06/02/2015	6/02/2017	Minor amendments (GM/ET approved)	Overdue	✓			
Land Acquisition and Disposal Policy 2019 (E2019/10540)	GM	23/01/2019	23/01/2023	Minor amendments (GM/ET approved)	Current			✓	
Lavertys Gap Weir Catchment Management Policy 2007 (DM801845)	IS	30/08/2007	30/08/2011	New Policy (Council adopted)	Overdue	✓			

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# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.1 - ATTACHMENT 1

Public Policy	Directorate	Latest Revision	Next Revision	Last Review Outcome	Status as at 30/06/2020	2020-21	2021-22	2022-23	2023-24
Legal Costs (Assistance to Committee Members, Officers and Council Employees Policy 2008 (DM815086)	GM	28/11/2008	28/11/2012	New Policy (Council adopted)	Overdue	✓			
Light Motor Vehicle Fleet Policy 2010 (DM978485)	IS	24/06/2010	24/06/2014	New Policy (Council adopted)	Overdue	✓			
Liquid Trade Waste Policy 2019 (E2019/7035)	IS	23/01/2019	23/01/2023	Minor amendments (GM/ET approved)	Current			✓	
Liquor Licensing and Approval Policy 2019 (E2019/10520)	SEE	23/01/2019	23/01/2023	Minor amendments (GM/ET approved)	Current			✓	
Loan Borrowings Policy 2009 (DM901779)	CCS	08/10/2009	8/10/2013	New Policy (Council adopted)	Overdue	✓			
Local Approvals Policy 2018 (E2018/86076)	SEE	22/10/2018	30/09/2021	Major amendments (Council adopted)	Current		✓		
Local Orders for the Keeping of Animals Policy 2012 (DM1225050)	SEE	30/04/2012	30/04/2016	Minor amendments (GM/ET approved)	Overdue	✓			
Management of Contaminated Lands Policy 2008 (DM810494)	SEE	13/11/2008	13/11/2012	New Policy (Council adopted)	Overdue	✓			
Managing Unreasonable Customer Conduct Policy 2020 (E2020/53014)	CCS	30/06/2020	30/06/2024	New Policy (Council adopted)	Current				✓
Maximum Speed Limits on Rural Roads Policy 2011 (DM1130465)	IS	11/08/2011	11/08/2015	New Policy (Council adopted)	Overdue	✓			
Motor Vehicles on Beaches Policy 2013 (E2013/59102)	SEE	29/08/2013	29/08/2017	New Policy (Council adopted)	Overdue	✓			
Naming of Public Places and Community Facilities Policy 2019 (E2019/7057)	IS	23/01/2019	23/01/2023	Minor amendments (GM/ET approved)	Current			✓	
On-site Sewage Management Systems in Reticulated Areas Policy 2014 (E2018/82269)	SEE	01/08/2014	1/08/2018	Major amendments (Council adopted)	Overdue	✓			
Planning Agreements Policy 2009 (DM869426)	SEE	26/03/2009	26/03/2013	New Policy (Council adopted)	Overdue	✓			
Planting and Landscaping on Footpaths and Nature Strips within Road Reserves and Drainage Easements Policy 1997 (DM632076)	IS	26/08/1997	26/08/2001	New Policy (Council adopted)	Overdue	✓			
Pressure Sewerage Policy 2012 (E2012/18926)	IS	07/11/2012	7/11/2016	New Policy (Council adopted)	Overdue	✓			
Private Sewer Pump Station Policy 2012 (E2012/18952)	IS	07/11/2012	7/11/2016	New Policy (Council adopted)	Overdue	✓			
Procurement and Purchasing Policy 2020 (E2020/9716)	CCS	10/02/2020	10/02/2024	Minor amendments (GM/ET approved)	Current				✓

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# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.1 - ATTACHMENT 1

Public Policy	Directorate	Latest Revision	Next Revision	Last Review Outcome	Status as at 30/06/2020	2020-21	2021-22	2022-23	2023-24
Provision of Driveways Policy 1994 (DM631705)	SEE	29/03/1994	29/03/1998	New Policy (Council adopted)	Overdue	✓			
Public Art Policy 2018 (E2018/66341)	CCS	2/08/2018	2/08/2022	New Policy (Council adopted)	Current			✓	
Public Consultation – Proposed Works Policy 1994 (DM630870)	IS	29/03/1994	29/03/1998	New Policy (Council adopted)	Overdue	✓			
Public Gates and Cattle Grids on Council Roads Policy 2008 (E2020/9638)	IS	28/02/2008	28/02/2014	Major amendments (Council adopted)	Overdue	✓			
Rainwater Tanks in Urban Areas Policy 2013 (E2013/75712)	IS	20/11/2013	20/11/2017	Major amendments (Council adopted)	Overdue	✓			
Rates and Charges - Pensioner Concessions Policy 2019 (E2019/6983)	CCS	23/01/2019	23/01/2023	Minor amendments (GM/ET approved)	Current			✓	
Register of Roads Maintained by Council Policy 1994 (DM631625)	IS	29/03/1994	29/03/1998	New Policy (Council adopted)	Overdue	✓			
Related Party Disclosure Policy 2019 (E2019/7001)	CCS	23/01/2019	23/01/2023	Minor amendments (GM/ET approved)	Current			✓	
Reticulated/Town Drinking Water Quality Policy 2012 (E2013/1621)	IS	12/12/2012	12/12/2016	New Policy (Council adopted)	Overdue	✓			
Risk Management Policy 2019 (E2019/79234)	CCS	4/03/2019	4/03/2023	New Policy (Council adopted)	Current			✓	
Road Airspace Policy 2019 (E2019/10526)	SEE	23/01/2019	23/01/2023	Minor amendments (GM/ET approved)	Current			✓	
Section 356 Donations - Rates, Water and Sewerage Charges Policy 2013 (E2014/19569)	CCS	12/12/2013	12/12/2017	Major amendments (Council adopted)	Overdue	✓			
Signs as Remote Supervision Policy 2005 (DM516329)	IS	27/09/2005	27/09/2009	New Policy (Council adopted)	Overdue	✓			
Social Impact Assessment Policy 2009 (DM906183)	SEE	22/10/2009	22/10/2013	Major amendments (Council adopted)	Overdue	✓			
Social Media Policy 2013 (E2013/77680)	GM	27/11/2013	27/11/2017	New Policy (Council adopted)	Review initiated	✓			
Sponsorship Received by Council Policy 2013 (E2013/75699)	CCS	20/11/2013	20/11/2017	Major amendments (Council adopted)	Overdue	✓			
Sportsfield User Policy 2012 (E2018/82278)	IS	06/12/2012	6/12/2013	Major amendments (Council adopted)	Overdue	✓			
Strategic Transport Statement (Transport Policy) 2019 (E2019/10347)	IS	23/01/2019	23/01/2023	Minor amendments (GM/ET approved)	Current			✓	

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# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.1 - ATTACHMENT 1

Public Policy	Directorate	Latest Revision	Next Revision	Last Review Outcome	Status as at 30/06/2020	2020-21	2021-22	2022-23	2023-24
Supporting Partnerships Policy 2019 (E2019/7007)	CCS	23/01/2019	23/01/2023	Minor amendments (GM/ET approved)	Current			✓	
Sustainable Community Markets Policy 2020 (E2020/4102)	IS	25/06/2020	30/06/2024	Major amendments (Council adopted)	Current				✓
Telecommunications Facilities on Council Owned Land Policy 2011 (DM1078930)	SEE	17/02/2011	17/02/2015	Major amendments (Council adopted)	Overdue	✓			
Temporary Use of Land Policy 1995 (DM657544)	SEE	07/02/1995	7/02/1999	New Policy (Council adopted)	Overdue	✓			
Tourist, Street Name, Community Facility and Service Signs Policy 2007 (DM705283)	IS	30/08/2007	30/08/2011	Major amendments (Council adopted)	Overdue	✓			
Traffic Control at Worksites Policy 1998 (DM633673)	IS	24/11/1998	24/11/2002	New Policy (Council adopted)	Overdue	✓			
Tree/Vegetation Vandalism Policy 2010 (DM1146221)	IS	11/11/2010	11/11/2014	New Policy (Council adopted)	Overdue	✓			
Urban Recycled Water Connections Policy 2017 (E2019/10420)	IS	23/01/2019	23/01/2023	Minor amendments (GM/ET approved)	Current			✓	
Volunteering with Council Policy 2014 (E2018/19919)	CCS	10/12/2014	10/12/2018	New Policy (Council adopted)	Overdue	✓			
Waiving of Fees for Building and Development Applications (DM1215392)	SEE	29/03/2012	29/03/2016	Major amendments (Council adopted)	Overdue	✓			
Waste Disposal Fees for Not-for-Profit Groups Policy 2012 (E2013/6306)	IS	12/12/2012	12/12/2018	New Policy (Council adopted)	Overdue	✓			
Waste Disposal following a Natural Disaster or Significant Storm Event Policy 2014 (E2014/19975)	IS	22/02/2014	22/02/2018	New Policy (Council adopted)	Overdue	✓			
Water and Sewer Equivalent Tenements Policy 2018 (E2018/34256)	IS	22/03/2018	22/03/2022	Major amendments (Council adopted)	Current		✓		
Water Conservation Policy 2019 (E2019/10427)	IS	23/01/2019	23/01/2023	Minor amendments (GM/ET approved)	Current			✓	
Wet Weather Sporting Ground Closure Policy 2012 (DM1199458)	IS	09/02/2012	9/02/2016	New Policy (Council adopted)	Overdue	✓			
Writing Off Water and Sewer Usage Charges Policy 2012 (DM1206579)	CCS	24/02/2012	24/02/2016	Major amendments (Council adopted)	Overdue	✓			


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# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.1 - ATTACHMENT 2

Policy Review Status							Review Due			
Public Policy	Directorate	Latest Revision	Next Revision	Last Review Outcome	Status as at 30/06/2020	Status as at 30/10/2020	2020-21	2021-22	2022-23	2023-24
Access to Bulk Water from Council Water Mains Policy 2019 (E2019/6582)	IS	23/01/2019	23/01/2023	Minor amendments (GM/ET approved)	Current	Current			✓	
Affordable Housing Contribution Policy 2020 (E2020/17217)	SEE	13/08/2020	13/08/2024	New Policy (Council adopted)	NA	Current				
Appropriate Dispute Resolution of Development Proposals Policy 2002 (DM316358)	SEE	12/03/2002	12/03/2006	New Policy (Council adopted)	Overdue	Overdue	✓			
Arts and Culture Policy 2020 (E2020/53603) (was Cultural Policy)	CCS	27/08/2020	27/08/2024	Major amendments (Council adopted)	Overdue	Current				
Asbestos Policy 2018 (E2018/31878)	IS	22/11/2018	22/11/2022	New Policy (Council adopted)	Current	Current		✓		
Asset Management Policy 2020 (E2020/4726)	IS	27/08/2020	27/08/2024	Major amendments (Council adopted)	Review initiated	Current				
Backflow Prevention Policy 2020 (E2020/76106)	IS	21/10/2020	21/10/2024	Minor amendments (GM/ET approved)	Review initiated	Current	✓			
Building Certificates Policy 2004 (DM532662)	SEE	23/03/2004	23/03/2008	New Policy (Council adopted)	Overdue	Review initiated	✓			
Building in the Vicinity of Underground Infrastructure Policy 2020 (E2020/58121)	IS	29/05/2020	29/05/2024	Major amendments (Council adopted)	Current	Current				✓
Burials on Private Property Policy 1996 (DM633985)	SEE	24/09/1996	24/09/2000	Major amendments (Council adopted)	Overdue	Review initiated	✓			
Burning of Garden Waste Matter in Urban and Village Areas Policy 1996 (DM634024)	SEE	24/09/1996	24/09/2000	Major amendments (Council adopted)	Overdue	Review initiated	✓			
Busking Policy 2012 (E2013/12293)	SEE	06/12/2012	31/12/2016	Major amendments (Council adopted)	Review initiated	Review initiated	✓			
Byron Shire Community Gardens Policy 2020 (E2019/50687)	SEE	26/03/2020	26/03/2024	Major amendments (Council adopted)	Current	Current				✓
Camphor Laurel Management in Byron Shire Policy 2011 (DM1131653)	SEE	27/02/2020	28/02/2024	New Policy (Council adopted)	Review initiated	Current				✓
Car Share Policy 2019 (E2018/60951)	SEE	23/01/2019	23/01/2023	Minor amendments (GM/ET approved)	Current	Current			✓	
Children's Services Policy 2019 (E2019/12414)	CCS	06/03/2019	06/03/2023	Minor amendments (GM/ET approved)	Current	Current			✓	
Circuses which include the use or display of exotic, wild or native Australian animals (E2019/12395)	SEE	6/03/2019	6/03/2023	Minor amendments (GM/ET approved)	Current	Current			✓	
Climate Change Strategic Planning Policy 2014 (E2014/43283)	SEE	21/07/2014	21/07/2018	Major amendments (Council adopted)	Review initiated	Review initiated	✓			

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# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.1 - ATTACHMENT 2

Public Policy	Directorate	Latest Revision	Next Revision	Last Review Outcome	Status as at 30/06/2020	Status as at 30/10/2020	2020-21	2021-22	2022-23	2023-24
Code of Conduct for Council Committee Members, Delegates of Council and Council Advisers 2019 (E2019/859)	GM	23/05/2019	23/05/2022	Major amendments (Council adopted)	Current	Current		✓		
Code of Conduct for Councillors 2020 (E2020/80736)	GM	24/09/2020	24/09/2022	Major amendments (Council adopted)	Current	Current		✓		
Code of Conduct for Staff 2019 (E2019/858)	GM	23/05/2019	23/05/2022	Major amendments (Council adopted)	Current	Current		✓		
Code of Meeting Practice 2020 (E2020/81037)	GM	18/06/2019	18/06/2022	Major amendments (Council adopted)	Current	Current		✓		
Commercial Activities on Coastal and Riparian Crown Reserves Policy 2019 (E2019/78565)	IS	28/11/2019	28/11/2023	Major amendments (Council adopted)	Current	Current			✓	
Commercial and Other Activities on Public Land and Roads Policy 1994 (DM657502)	SEE	29/03/1994	29/03/1998	New Policy (Council adopted)	Review initiated	Review initiated	✓			
Commercial Operations at Tyagarah Airfield Policy 2008 (DM844705)	IS	23/04/2009	23/04/2013	New Policy (Council adopted)	Overdue	Overdue	✓			
Commercial Use of Road Reserves Policy 2018 (E2018/28846)	SEE	22/02/2018	22/02/2022	New Policy (Council adopted)	Current	Current		✓		
Communications Policy 2013 (E2013/77794)	GM	27/11/2013	27/11/2017	New Policy (Council adopted)	Review initiated	Review initiated	✓			
Community Economic Development Policy 2010 (DM974927)	SEE	10/06/2010	10/06/2014	New Policy (Council adopted)	Overdue	Overdue	✓			
Community Engagement Policy 2018 (E2018/10445)	GM	13/12/2018	13/12/2022	Major amendments (Council adopted)	Current	Current		✓		
Community Initiatives Program (Section 356) Policy 2019 (E2019/6941)	CCS	23/01/2019	23/01/2023	Minor amendments (GM/ET approved)	Current	Current			✓	
Companion Animal Exercise Areas Policy 2019 (E2019/10485)	SEE	23/01/2019	23/01/2023	Minor amendments (GM/ET approved)	Current	Current			✓	
Complaints Management Policy 2011 (DM1154370)	CCS	11/08/2011	11/08/2015	Major amendments (Council adopted)	Overdue	Overdue	✓			
Construction of Garages and Outbuildings on Vacant Land Policy 1994 (DM636427)	SEE	29/03/1994	29/03/1998	New Policy (Council adopted)	Overdue	Review initiated	✓			
Contribution to the cost of Sealing of Unsealed Roads adjacent to Properties at Request of Owners 1995 (DM632089) <i>*This Policy is suspended until a replacement has been endorsed*</i>	IS	23/08/2018	23/08/2019	Major amendments (Council adopted)	Review initiated	Review initiated	✓			
Corporate Sustainability Policy 2012 (DM1199207)	SEE	17/02/2012	17/03/2013	New Policy (Council adopted)	Overdue	Review initiated	✓			
Council Investments Policy 2019 (E2019/13629)	CCS	06/03/2019	06/03/2023	Minor amendments (GM/ET approved)	Current	Current			✓	
Councillor Expenses and Facilities Policy 2019 (E2020/52209)	CCS	25/06/2020	30/09/2022	Major amendments (Council adopted)	Current	Current		✓		

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# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.1 - ATTACHMENT 2

Public Policy	Directorate	Latest Revision	Next Revision	Last Review Outcome	Status as at 30/06/2020	Status as at 30/10/2020	2020-21	2021-22	2022-23	2023-24
Debt Management and Financial Hardship Policy 2019 (E2019/63417)	CCS	27/06/2019	31/08/2023	Major amendments (Council adopted)	Current	Current			✓	
Development Policy 1994 (DM630086)	SEE	29/03/1994	29/03/1998	New Policy (Council adopted)	Overdue	Review initiated	✓			
Disposal of Assets Policy 2019 (E2019/12789)	CCS	20/02/2019	20/02/2023	Minor amendments (GM/ET approved)	Current	Current			✓	
Enforcement Policy 2020 (E2020/73343)	SEE	21/10/2020	21/10/2024	Major amendments (Council adopted)	Current	Current	✓			
Environmental Levy Implementation Policy 2015 (E2015/31373)	SEE	07/05/2015	7/05/2019	Major amendments (Council adopted)	Overdue	Overdue	✓			
Events on Public and Private Land Policy 2010 (E2018/84767)	SEE	07/10/2010	7/10/2014	New Policy (Council adopted)	Overdue	Review initiated	✓			
Filming on Council Owned and Controlled Land Protocol 2009 (DM916396)	SEE	18/12/2009	18/12/2013	Major amendments (Council adopted)	Overdue	Review initiated	✓			
Fraud and Corruption Control Policy 2019 (E2020/5122)	GM	28/02/2019	28/02/2023	Major amendments (Council adopted)	Current	Current			✓	
Fund Raising (Community Organisations Policy 1994 (DM657468)	SEE	29/03/1994	29/03/1998	New Policy (Council adopted)	Overdue	Review initiated	✓			
Homelessness Policy 2015 (E2016/54215)	CCS	08/10/2015	8/10/2019	Major amendments (Council adopted)	Review initiated	Review initiated	✓			
Integrated Pest Management Policy 2018 (E2018/220)	SEE	24/08/2018	24/08/2022	New Policy (Council adopted)	Current	Current		✓		
Internal Reporting Policy 2015 (E2015/5497)	GM	06/02/2015	6/02/2017	Minor amendments (GM/ET approved)	Overdue	Overdue	✓			
Land Acquisition and Disposal Policy 2019 (E2019/10540)	GM	23/01/2019	23/01/2023	Minor amendments (GM/ET approved)	Current	Current			✓	
Lavertys Gap Weir Catchment Management Policy 2007 (DM801845)	IS	30/08/2007	30/08/2011	New Policy (Council adopted)	Overdue	Review initiated	✓			
Legal Costs - Assistance to Council Officials Policy 2020 (E2020/70331)	GM	21/10/2020	21/10/2024	Minor amendments (GM/ET approved)	Overdue	Current	✓			
Light Motor Vehicle Fleet Policy 2010 (DM978485)	IS	24/06/2010	24/06/2014	New Policy (Council adopted)	Overdue	Overdue	✓			
Liquid Trade Waste Policy 2019 (E2019/7035)	IS	23/01/2019	23/01/2023	Minor amendments (GM/ET approved)	Current	Current			✓	
Liquor Licensing and Approval Policy 2019 (E2019/10520)	SEE	23/01/2019	23/01/2023	Minor amendments (GM/ET approved)	Current	Current			✓	
Loan Borrowings Policy 2009 (DM901779)	CCS	08/10/2009	8/10/2013	New Policy (Council adopted)	Overdue	Overdue	✓			
Local Approvals Policy 2018 (E2018/86076)	SEE	22/10/2018	30/09/2021	Major amendments (Council adopted)	Current	Current		✓		

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# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.1 - ATTACHMENT 2

Public Policy	Directorate	Latest Revision	Next Revision	Last Review Outcome	Status as at 30/06/2020	Status as at 30/10/2020	2020-21	2021-22	2022-23	2023-24
Local Orders for the Keeping of Animals Policy 2012 (DM1225050)	SEE	30/04/2012	30/04/2016	Minor amendments (GM/ET approved)	Overdue	Review initiated	✓			
Management of Contaminated Lands Policy 2008 (DM810494)	SEE	13/11/2008	13/11/2012	New Policy (Council adopted)	Overdue	Overdue	✓			
Managing Unreasonable Customer Conduct Policy 2020 (E2020/53014)	CCS	30/06/2020	30/06/2024	New Policy (Council adopted)	Current	Current				✓
Maximum Speed Limits on Rural Roads Policy 2011 (DM1130465)	IS	11/08/2011	11/08/2015	New Policy (Council adopted)	Overdue	Review initiated	✓			
Motor Vehicles on Beaches Policy 2013 (E2013/59102)	SEE	29/08/2013	29/08/2017	New Policy (Council adopted)	Overdue	Overdue	✓			
Naming of Public Places and Community Facilities Policy 2019 (E2019/7057)	IS	23/01/2019	23/01/2023	Minor amendments (GM/ET approved)	Current	Current			✓	
On-site Sewage Management Systems in Reticulated Areas Policy 2014 (E2018/82269)	SEE	01/08/2014	1/08/2018	Major amendments (Council adopted)	Overdue	Overdue	✓			
Planning Agreements Policy 2009 (DM869426)	SEE	26/03/2009	26/03/2013	New Policy (Council adopted)	Overdue	Overdue	✓			
Planting and Landscaping on Footpath Zones and Nature Strips within Road Reserves and Drainage Easements Policy 1997 (E2020/76006)	IS	21/10/2020	21/10/2024	Minor amendments (GM/ET approved)	Overdue	Current	✓			
Pressure Sewerage Policy 2020 (E2020/76317)	IS	21/10/2020	21/10/2024	Minor amendments (GM/ET approved)	Overdue	Current	✓			
Private Sewer Pump Station Policy 2020 (E2020/76527)	IS	21/10/2020	21/10/2024	Minor amendments (GM/ET approved)	Overdue	Current	✓			
Procurement and Purchasing Policy 2020 (E2020/9716)	CCS	10/02/2020	10/02/2024	Minor amendments (GM/ET approved)	Current	Current				✓
Provision of Driveways Policy 1994 (DM631705)	SEE	29/03/1994	29/03/1998	New Policy (Council adopted)	Overdue	Overdue	✓			
Public Art Policy 2018 (E2018/66341)	CCS	2/08/2018	2/08/2022	New Policy (Council adopted)	Current	Current			✓	
Public Consultation – Proposed Works Policy 1994 (DM630870)	IS	29/03/1994	29/03/1998	New Policy (Council adopted)	Overdue	Review initiated	✓			
Public Gates and Cattle Grids on Council Roads Policy 2008 (E2020/9638)	IS	28/02/2008	28/02/2014	Major amendments (Council adopted)	Overdue	Overdue	✓			
Rainwater Tanks in Urban Areas Policy 2013 (E2013/75712)	IS	20/11/2013	20/11/2017	Major amendments (Council adopted)	Overdue	Overdue	✓			
Rates and Charges - Pensioner Concessions Policy 2019 (E2019/6983)	CCS	23/01/2019	23/01/2023	Minor amendments (GM/ET approved)	Current	Current			✓	
Register of Roads Maintained by Council Policy 1994 (DM631625)	IS	29/03/1994	29/03/1998	New Policy (Council adopted)	Overdue	Overdue	✓			
Related Party Disclosure Policy 2019 (E2019/7001)	CCS	23/01/2019	23/01/2023	Minor amendments (GM/ET approved)	Current	Current			✓	

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# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.1 - ATTACHMENT 2

Public Policy	Directorate	Latest Revision	Next Revision	Last Review Outcome	Status as at 30/06/2020	Status as at 30/10/2020	2020-21	2021-22	2022-23	2023-24
Reticulated/Town Drinking Water Quality Policy 2020 (E2020/76888)	IS	21/10/2020	21/10/2024	Minor amendments (GM/ET approved)	Overdue	Current	✓			
Risk Management Policy 2019 (E2019/79234)	CCS	4/03/2019	4/03/2023	New Policy (Council adopted)	Current	Current			✓	
Road Airspace Policy 2019 (E2019/10526)	SEE	23/01/2019	23/01/2023	Minor amendments (GM/ET approved)	Current	Current			✓	
Section 356 Donations - Rates, Water and Sewerage Charges Policy 2013 (E2014/19569)	CCS	12/12/2013	12/12/2017	Major amendments (Council adopted)	Overdue	Overdue	✓			
Signs as Remote Supervision Policy 2005 (DM516329)	IS	27/09/2005	27/09/2009	New Policy (Council adopted)	Overdue	Overdue	✓			
Social Impact Assessment Policy 2009 (DM906183)	SEE	22/10/2009	22/10/2013	Major amendments (Council adopted)	Overdue	Overdue	✓			
Social Media Policy 2013 (E2013/77680)	GM	27/11/2013	27/11/2017	New Policy (Council adopted)	Review initiated	Review initiated	✓			
Sponsorship Received by Council Policy 2013 (E2013/75699)	CCS	20/11/2013	20/11/2017	Major amendments (Council adopted)	Overdue	Overdue	✓			
Sportsfield User Policy 2012 (E2018/82278)	IS	06/12/2012	6/12/2013	Major amendments (Council adopted)	Overdue	Overdue	✓			
Strategic Transport Statement (Transport Policy) 2019 (E2019/10347)	IS	23/01/2019	23/01/2023	Minor amendments (GM/ET approved)	Current	Current			✓	
Supporting Partnerships Policy 2019 (E2019/7007)	CCS	23/01/2019	23/01/2023	Minor amendments (GM/ET approved)	Current	Current			✓	
Sustainable Catering Policy 2020 (E2020/82441) (was Ethical Catering Policy 2010)	SEE	6/10/2020	06/10/2021*	New Policy (Council adopted)	Submitted to Council	Current		✓		
Sustainable Community Markets Policy 2020 (E2020/4102)	IS	25/06/2020	30/06/2024	Major amendments (Council adopted)	Current	Current				✓
Telecommunications Facilities on Council Owned Land Policy 2011 (DM1078930)	SEE	17/02/2011	17/02/2015	Major amendments (Council adopted)	Overdue	Overdue	✓			
Temporary Use of Land Policy 1995 (DM657544)	SEE	07/02/1995	7/02/1999	New Policy (Council adopted)	Overdue	Overdue	✓			
Tourist, Street Name, Community Facility and Service Signs Policy 2007 (DM705283)	IS	30/08/2007	30/08/2011	Major amendments (Council adopted)	Overdue	Overdue	✓			
Traffic Control at Worksites Policy 1998 (DM633673)	IS	24/11/1998	24/11/2002	New Policy (Council adopted)	Overdue	Review initiated	✓			
Tree/Vegetation Vandalism Policy 2010 (DM1146221)	IS	11/11/2010	11/11/2014	New Policy (Council adopted)	Overdue	Overdue	✓			
Urban Recycled Water Connections Policy 2017 (E2019/10420)	IS	23/01/2019	23/01/2023	Minor amendments (GM/ET approved)	Current	Current			✓	
Volunteering with Council Policy 2014 (E2018/19919)	CCS	10/12/2014	10/12/2018	New Policy (Council adopted)	Overdue	Overdue	✓			

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# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.1 - ATTACHMENT 2

Public Policy	Directorate	Latest Revision	Next Revision	Last Review Outcome	Status as at 30/06/2020	Status as at 30/10/2020	2020-21	2021-22	2022-23	2023-24
Waiving of Fees for Building and Development Applications (DM1215392)	SEE	29/03/2012	29/03/2016	Major amendments (Council adopted)	Overdue	Overdue	✓			
Waste Disposal Fees for Not-for-Profit Groups Policy 2012 (E2013/6306)	IS	12/12/2012	12/12/2018	New Policy (Council adopted)	Overdue	Overdue	✓			
Waste Disposal following a Natural Disaster or Significant Storm Event Policy 2014 (E2014/19975)	IS	22/02/2014	22/02/2018	New Policy (Council adopted)	Overdue	Overdue	✓			
Water and Sewer Equivalent Tenements Policy 2018 (E2018/34256)	IS	22/03/2018	22/03/2022	Major amendments (Council adopted)	Current	Current		✓		
Water Conservation Policy 2019 (E2019/10427)	IS	23/01/2019	23/01/2023	Minor amendments (GM/ET approved)	Current	Current			✓	
Wet Weather Sporting Ground Closure Policy 2012 (DM1199458)	IS	09/02/2012	9/02/2016	New Policy (Council adopted)	Overdue	Overdue	✓			
Writing Off Water and Sewer Usage Charges Policy 2012 (DM1206579)	CCS	24/02/2012	24/02/2016	Major amendments (Council adopted)	Overdue	Overdue	✓			

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**Report No. 4.2**                      **Update on delegations in place 2019 - 2020**  
**Directorate:**                      Corporate and Community Services  
**Report Author:**                  Mila Jones, Governance Coordinator  
**File No:**                            I2020/1627

5

**Summary:**

10      This report is submitted to the Audit, Risk and Improvement Committee (ARIC) to assist the Committee in fulfilling its obligations under its Constitution and the Local Government Act 1993.

15      A review of Council's delegations register is conducted by the Governance Coordinator on an on-going basis and reported to the Executive Team every six months. This is the first report to the ARIC meeting and is proposed to be submitted annually in accordance with the draft Annual Agenda Schedule.

---

**RECOMMENDATION:**

1.      That the Audit, Risk and Improvement Committee notes this report.
2.      That the Audit Risk and Improvement Committee receive an annual report on the Policy Register as a standing item at their November meetings.

20

**Attachments:**

- 1      Delegations by Category as at 30/10/2020, E2020/85898 , page 44 [1](#)

25

## REPORT

This report is submitted to assist the Audit, Risk and Improvement Committee in fulfilling its obligations under its Constitution and the Local Government Act 1993.

The Constitution provides at part 4 the Committee's duties and responsibilities which include:

## 4.5 Governance

- a) *Review whether appropriate processes and systems are in place for the management and exercise of delegations.*

The full list of functions and authorities that have been delegated to Council staff and the Mayor is provided at Attachment 1. This register is reviewed and updated six monthly, and may be amended due to legislative changes, policy changes, resolution or otherwise. There is a total of 229 active functions and authorities in Council's Delegations Register, with the relevant delegations assigned to approximately 300 staff members and the Mayor.

The following reviews of Council's delegations were undertaken for the period 2019 to 2020.

**Review to 31 December 2019**

The following delegations were reviewed and updated for the reasons and recommendations outlined in the table below:

Delegation	Reason for change	Staff recommendation
DEG003 <b>Authorise payment of salaries and wages</b> Authorise the payment of salaries and wages <b>subject to two signatories for each authorisation. Two signatories are required. One or both signatories to be from the Finance Group or one from the Finance Group and the other a Director or the Group Leader HR or the Group Leader Information Management.</b>	Less prescriptive, not relevant for all councils	* Minor change * Update as suggested  (currently assigned to Manager Finance, Financial Operations Accountant, Management/Asset Accountant)
DEG078 <b>Issue or Carry on Proceedings (including prosecutions), and to Act and Negotiate on behalf of Council on Legal Issues</b>	Gives clarity	* Update as suggested  (currently assigned to Manager People and Culture)
DEG080 <b>Lay information before the Court to prosecute offenders</b>	Delete as it overlaps with delegation DEG078	* Delete as suggested * Move staff (noted below) currently delegated with this function to DEG078 (limiting them to parts a) and b))  (currently assigned to all enforcement officers)
DEG085 <b>Issue prevention notices, clean up notices or prohibition notices notices of intention to issue orders and orders under the Protection of the Environment Operations Act 1997</b>	Amended wording to better suit the roles under the Act	* Update as suggested  (currently assigned to Gateway Planner, Animal and Enforcement Officer, Team Leader Community Enforcement)

Delegation		Reason for change	Staff recommendation
DEG086	<b>Issue notices of intention to issue orders and orders, notices and declarations under the Companion Animals Act 1998</b>	Amended wording to better suit the roles under the Act	* Update as suggested  (currently assigned to Animal and Enforcement Support Officer, Community Enforcement Officer, Team Leader Community Enforcement)
DEG087	<b>Issue notices of intention to issue orders, directions and notices and orders under the Roads Act 1993</b>	Amended wording to better suit the roles under the Act	* Update as suggested  (currently assigned to Building Services Supervisor Gateway Planner, Local Approvals Officer, Building Certifier, Animal and Enforcement Support Officer, Community Enforcement Officer, Team Leader Community Enforcement, Compliance Planner)
DEG108	<b>Operate and maintain the Council Airport in accordance with all applicable legislative requirements and Council's applicable operation manual</b>	Recognises that a council may have an operations manual	* Update as suggested in order to take into account any current or future adoption of an operation manual  (currently assigned to Open Space Facilities Coordinator)
DEG151	<b>Issue general infringement/penalty notices relating to Environmental Planning and Assessment Act 1979</b> Issue infringement notices under the Self Enforcing Infringement Notice Scheme relating to the Environmental Planning and Assessment Act 1979 (development not carried out in accordance with consent only)	Removes unnecessary wording	* Update as suggested to make function more general  (currently assigned to Environmental Health Officer, Animal and Enforcement Support Officer, Community Enforcement Officer, Parking Enforcement Officer, Parking Enforcement Supervisor, Team Leader Community Enforcement, Compliance Planner, Environmental Health Coordinator)
DEG179	<b>Issue of orders and emergency orders under section 124 of the Local Government Act 1993) and Schedule 5 of the Environmental Planning and Assessment Act 1979</b>	Delete as it overlaps with DEG083 and DEG084	* Delete as suggested * Move staff (noted below) currently delegated with this function to DEG083  (currently assigned to Team Leader Community Enforcement, Compliance Planner)

**Review to 30 June 2020**

5 During this review period, the amended legislation listed below was noted to have had no effect on Council's register of delegations:

1. Biodiversity Conservation Act 2016
2. Building Professionals Act 2005

3. Children (Education and Care Services National Law Application) Act 2010
4. Community Land Management Act 1989
5. Crown Land Management Act 2016
6. Environmental Planning and Assessment Act 1979
- 5 7. Government Information (Public Access) Act 2009
8. Liquor Act 2007
9. Local Government Act 1993
10. Privacy and Personal Information Protections Act 1998
11. Protection of the Environment Operations Act 1997
- 10 12. Public Health Act 2010
13. Public Interest Disclosures Act 1994
14. Unclaimed Money Act 1995;
15. Water Management Act 2000
- 15 16. Work Health and Safety Act 2011

There was, however, an additional delegation that was incorporated into our register based on the recommendation outlined in the table below:

Proposed Delegation		Compliance	Staff recommendation
DEG262	Administer the provisions and functions of the Strata Schemes Management Act 2015 and Strata Schemes Management Regulation 2016	Compliance with the Strata Schemes Management Act 2015 ( <a href="#">ss235, 236</a> provide councils with powers under this Act)	It is rare, if ever, that Council will exercise the power under this legislation. However, consideration could be given to including the delegation in our Register and would then fall under the general delegations of the Director Sustainable Environment and Economy and the Manager Sustainable Development. <b>The Manager Sustainable Development supports the inclusion of this delegation for both the Director and Manager.</b>

## 20 **Issues**

The delegations assigned to the Mayor and staff are based on the position they hold in Council and the tasks they are required to perform in that position. Staff are at risk of undertaking their roles illegally or not in accordance with Council's resolutions or policies, when acting outside their delegations or by having incorrect delegations assigned to them.

To increase understanding and acceptance of delegations, the Mayor and staff are required to acknowledge each function and authority either electronically within the Delegations Register or in writing. This done upon commencement of their role or when delegations change.

## 30 **STRATEGIC CONSIDERATIONS**

### ***Community Strategic Plan and Operational Plan***

CSP Objective	L2	CSP Strategy	L3	DP Action	L4	OP Activity
<b>Community Objective 5: We have community led decision making which is open and inclusive</b>	5.2	Create a culture of trust with the community by being open, genuine and transparent	5.2.3	Provide access to publicly available corporate registers	5.2.3.1	Maintain, publish and report on relevant registers including delegations, Councillors and designated staff Disclosures of Interest, Councillor and staff Gifts and Benefits, and staff secondary employment

**Strategic Risk Register**

Delegations are listed as a control measure in Council's Strategic Risk Register with regard to corporate compliance risk:

5

Risk Title	Risk Description	Causes	Existing Controls
Corporate Compliance	Council does not implement adequate processes and controls to ensure corporate compliance across the organisation and prevent fraud and corruption leading to significant illegal, fraudulent or corrupt activity and/or breach of legislative or regulatory, requirements resulting in penalties/sanctions, legal disputes or litigation and financial loss	Inadequate process and controls, Lack of staff awareness and training, Inadequate auditing/monitoring of assets, Unauthorised/inappropriate release of confidential information, Poor compliance culture, Fraudulent intent	Legislative Compliance Framework, Code of Conduct, Fraud and Corruption Control Policy, Internal Reporting Policy, <b>Delegations</b> , Disability Inclusion Action planning, IT Standards, Internal/external audit, Security systems (eg CCTV) and monitoring systems, Staff induction program and refresher training, In house legal team, Crime and cyber protection insurance

**Legal/Statutory/Policy Considerations**

As identified in the two tables within this report.

10

**Financial Considerations**

There are no financial considerations.

15

**Consultation and Engagement**

Consultation is held with relevant managers and the Executive Team prior to making any amendments to Council's Delegations Register.





## Delegations by Category

### General

Code	Name & Description	Compliances
BSC093	<p><b>Directors - General powers, authorities, duties, functions and limitations</b></p> <p>1. That subject to</p> <ul style="list-style-type: none"> <li>a) the provisions of every applicable Act, Regulation, Award, or Council Policy,</li> <li>b) the direction and control of the General Manager of Byron Shire Council,</li> <li>c) any resolution made from time to time by the Council in relation thereto,</li> <li>d) limitations contained in the General Manager's delegations, and</li> <li>e) the limitations specific to the position as listed separately under this schedule</li> </ul> <p>this delegation authorises the exercise of the following powers, authorities, duties and functions:</p> <ul style="list-style-type: none"> <li>i. To carry on the regular services and operations of the Directorate within the sums voted by the Council for expenditure thereon, and in accordance with the resolutions of the Council and the policies of Council.</li> <li>ii. To give effect to the provisions made by or under the Act and any other Act and any ordinance, regulation and by-law conferring powers or imposing duties on the Council in respect to the activities and responsibilities of the Directorate including the exercise of any power and discretion conferred thereby and the performance of any duty imposed thereby, and to give effect to any resolution, minute, report, or policy which has been passed or adopted by the Council in respect to the Directorate's activities and responsibilities.</li> <li>iii. To take such actions and do such acts or things as deemed necessary to generally manage, control and administer the affairs of the Directorate including exercise of the powers and discretions of the Council and performance of its duties.</li> </ul> <p>2. This delegation does not give the power to:</p> <ul style="list-style-type: none"> <li>a) exercise any function of the Council which is excluded from the Council's power of delegation pursuant to section 377 of the Act or otherwise.</li> <li>b) sub-delegate unless that power is expressly provided.</li> <li>c) dismiss an employee.</li> <li>d) Apply for search warrants from a court without the approval of the General Manager.</li> </ul> <p>3. Nothing in this delegation is limited in the Council's system of management of delegations or template delegations.</p>	



# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.2 - ATTACHMENT 1

Code	Name & Description	Compliances
BSC093a	<p><b>Managers, Legal Counsel, Executive Officer: General powers, authorities, duties, functions and limitations</b></p> <p>1. That subject to</p> <ul style="list-style-type: none"> <li>a) the provisions of every applicable Act and Regulation, Award, or Council policy,</li> <li>b) the direction and control of the General Manager of Byron Shire Council,</li> <li>c) any resolution made from time to time by the Council in relation thereto,</li> <li>d) limitations contained in the Director's delegations, and</li> <li>e) the limitations specific to the position as listed separately under this schedule</li> </ul> <p>this delegation authorises the exercise of the following powers, authorities, duties and functions:</p> <ul style="list-style-type: none"> <li>i. To carry on the regular services and operations of the duties, responsibilities and activities of the position within the sums voted by the Council for expenditure thereon, and in accordance with the resolutions of the Council and the policies of Council.</li> <li>ii. To give effect to the provisions made by or under the Act and any other Act and any ordinance, regulation and by-law conferring powers or imposing duties on the Council of the duties, responsibilities and activities of the position including the exercise of any power and discretion conferred thereby and the performance of any duty imposed thereby, and to give effect to any resolution, minute, report, or policy which has been passed or adopted by the Council in respect to the position's activities and responsibilities.</li> <li>iii. To take such actions and do such acts or things as deemed necessary to generally manage, control and administer the duties, responsibilities and activities of the position; including exercise of the powers and discretions of the Council and performance of its duties.</li> </ul> <p>2. This delegation does not give the power to:</p> <ul style="list-style-type: none"> <li>a) exercise any function of the Council which is excluded from the Council's power of delegation pursuant to section 377 of the Act or otherwise.</li> <li>b) sub-delegate unless that power is expressly provided.</li> <li>c) dismiss an employee.</li> <li>d) Apply for search warrants from a court without the approval of the Director.</li> </ul> <p>3. Nothing in this delegation is limited by the Council's system of management of delegations or template delegations.</p>	
BSC101	<p><b>General Manager - General powers, authorities, duties, functions and limitations</b></p> <p>Pursuant to the Local Government Act 1993 (the Act) and by every other Act conferring a power of delegation, Byron Shire Council:</p> <p>1. Revokes all previous delegations granted to the General Manager prior to the date of this instrument.</p> <p>2. Delegates to the General Manager of the Council, or to a person acting in the position of the General Manager, ALL the powers and functions of the Council subject to the express conditions or limitations as listed separately in the schedule, and the following additional general limitations:</p> <ul style="list-style-type: none"> <li>a) Delegated functions or powers do not include any function or power that: <ul style="list-style-type: none"> <li>i) cannot be delegated under s377 of the Act or any other law; or</li> <li>ii) is exclusively delegated to the Mayor;</li> <li>iii) cannot be exercised lawfully.</li> </ul> </li> </ul>	

# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.2 - ATTACHMENT 1

Code	Name & Description	Compliances
	<p>b) Delegated functions or powers must be exercised consistently with all resolutions, resolved policies and statutory planning documents of the Council.</p> <p>c) Delegations do not include the power to make or amend any policies of the Council which have been adopted by resolution, except to make minor administrative amendments (for example inserting document references, updating hyperlinks or references to updated policies or legislation etc).</p> <p>d) Where a delegation requires the prior recommendation or estimate from Council's solicitors, it must be in writing.</p> <p>e) Where any function or power provided by these delegations is amended by a subsequent Act or Regulation, the delegations continues so amended.</p> <p>In this instrument of Delegation, a reference to the General Manager includes any person who is acting in the position of General Manager.</p> <p>This delegation commences on the date of the Resolution (17-422) which makes it and remains in force until expressly altered or revoked by subsequent Resolution.</p>	
BSC101a	<p><b>Mayor - General powers and limitations</b></p> <p>Pursuant to the Local Government Act 1993 (the Act) and by every other Act conferring a power of delegation, Byron Shire Council:</p> <ol style="list-style-type: none"> <li>1. Revokes all previous delegations granted to the Mayor prior to the date of this instrument.</li> <li>2. Delegates to the Mayor of the Council, or to person acting in the office of the Mayor, ALL the powers and functions of the Council subject to the express conditions or limitations as listed separately in the schedule, and the following additional general limitations:               <ol style="list-style-type: none"> <li>a) Delegated functions or powers do not include any function or power that:                   <ol style="list-style-type: none"> <li>i) cannot be delegated under s377 of the Act or any other law; or</li> <li>ii) is covered by an existing delegation to, or legislative function imposed upon, the General Manager or staff; or</li> <li>iii) cannot be exercised lawfully.</li> </ol> </li> <li>b) Delegated functions or powers must be exercised consistently with all resolutions, resolved policies and statutory planning documents of the Council.</li> <li>c) Where any function or power provided by these delegations is amended by a subsequent Act or Regulation, the delegations continues so amended.</li> <li>d) A written record of the exercise of any of the above delegations must be made and signed and dated. The reasons for not exercising a delegation in accordance with a recommendation from the General Manager must also be recorded in writing and signed by the Mayor.</li> <li>e) If a delegation requires the Mayor to concur with a specified person, a written record of that concurrence must be made and signed and dated by the person who is required to concur.</li> </ol> </li> </ol> <p>A reference to the Mayor includes any person who is acting in the position of Mayor.</p> <p>This delegation commences on the date of the Resolution which makes it and remains in force until expressly altered or revoked by subsequent Resolution.</p>	

# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.2 - ATTACHMENT 1

### Financial Matters

Code	Name & Description	Compliances
BSC0000	<b>Authorise expenditure up to the limit of authority, being Council's adopted budget for the Directorate</b> Obtain quotations and authorise the purchase of, and issue official orders for goods, works and services required for the functioning of the Council and to incur expenditure for such goods, works and services provided that and subject to: a) due provision has been made in the approved Budget for the incurring of such expenditure; or b) the incurring of such expenditure is otherwise authorised as per the Procurement and Tendering Policy and Guidelines; and c) the delegate not accepting tenders which are required by the Act to be invited by Council.	
BSC000	<b>Authorise expenditure up to the limit of authority, being financial delegation to \$1000 per transaction</b> Obtain quotations and authorise the purchase of, and issue official orders for goods, works and services required for the functioning of the Council and to incur expenditure for such goods, works and services (excluding that for the purchase of major items or works, plant, and/or motor vehicles) provided that and subject to: a) due provision has been made in the approved Budget for the incurring of such expenditure; or b) the incurring of such expenditure is otherwise authorised as per the Procurement and Tendering Policy and Guidelines; and c) the delegate not accepting tenders which are required by the Act to be invited by Council.	
BSC001	<b>Authorise expenditure up to the limit of authority, being financial delegation to \$2000 per transaction</b> Obtain quotations and authorise the purchase of, and issue official orders for goods, works and services required for the functioning of the Council and to incur expenditure for such goods, works and services (excluding that for the purchase of major items or works, plant, and/or motor vehicles) provided that and subject to: a) due provision has been made in the approved Budget for the incurring of such expenditure; or b) the incurring of such expenditure is otherwise authorised as per the Procurement and Tendering Policy and Guidelines; and c) the delegate not accepting tenders which are required by the Act to be invited by Council.	
BSC002	<b>Authorise expenditure up to the limit of authority, being financial delegation to \$5000 per transaction</b> Obtain quotations and authorise the purchase of, and issue official orders for goods, works and services required for the functioning of the Council and to incur expenditure for such goods, works and services (excluding that for the purchase of major items or works, plant, and/or motor vehicles) provided that and subject to: a) due provision has been made in the approved Budget for the incurring of such expenditure; or b) the incurring of such expenditure is otherwise authorised as per the Procurement and Tendering Policy and Guidelines; and c) the delegate not accepting tenders which are required by the Act to be invited by Council.	

# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.2 - ATTACHMENT 1

Code	Name & Description	Compliances
BSC003	<b>Authorise expenditure up to the limit of authority, being financial delegation to \$10000 per transaction</b> Obtain quotations and authorise the purchase of, and issue official orders for goods, works and services required for the functioning of the Council and to incur expenditure for such goods, works and services (excluding that for the purchase of major items or works, plant, and/or motor vehicles) provided that and subject to: a) due provision has been made in the approved Budget for the incurring of such expenditure; or b) the incurring of such expenditure is otherwise authorised as per the Procurement and Tendering Policy and Guidelines; and c) the delegate not accepting tenders which are required by the Act to be invited by Council.	
BSC004	<b>Authorise expenditure up to the limit of authority, being financial delegation to \$20000 per transaction</b> Obtain quotations and authorise the purchase of, and issue official orders for goods, works and services required for the functioning of the Council and to incur expenditure for such goods, works and services (excluding that for the purchase of major items or works, plant, and/or motor vehicles) provided that and subject to: a) due provision has been made in the approved Budget for the incurring of such expenditure; or b) the incurring of such expenditure is otherwise authorised as per the Procurement and Tendering Policy and Guidelines; and c) the delegate not accepting tenders which are required by the Act to be invited by Council.	
BSC005	<b>Authorise expenditure up to the limit of authority, being financial delegation to \$50000 per transaction</b> Obtain quotations and authorise the purchase of, and issue official orders for goods, works and services required for the functioning of the Council and to incur expenditure for such goods, works and services (excluding that for the purchase of major items or works, plant, and/or motor vehicles) provided that and subject to: a) due provision has been made in the approved Budget for the incurring of such expenditure; or b) the incurring of such expenditure is otherwise authorised as per the Procurement and Tendering Policy and Guidelines; and c) the delegate not accepting tenders which are required by the Act to be invited by Council.	
BSC006	<b>Authorise expenditure up to the limit of authority, being financial delegation to \$100000 per transaction</b> Obtain quotations and authorise the purchase of, and issue official orders for goods, works and services required for the functioning of the Council and to incur expenditure for such goods, works and services (excluding that for the purchase of major items or works, plant, and/or motor vehicles) provided that and subject to: a) due provision has been made in the approved Budget for the incurring of such expenditure; or b) the incurring of such expenditure is otherwise authorised as per the Procurement and Tendering Policy and Guidelines; and c) the delegate not accepting tenders which are required by the Act to be invited by Council.	
BSC035	<b>Determine applications in relation to the exemption from water and sewerage charges</b> Determine applications in relation to the exemption from water and sewerage charges	<b>Local Government Act 1993</b> sections 557 and 558
BSC041	<b>Agreement as to periodical payment of rates and charges</b> Accept arrangements on behalf of Council for the payment of rates and charges in accordance with the Local Government Act and Council policy/procedure	<b>Local Government Act 1993</b> section 564

# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.2 - ATTACHMENT 1

Code	Name & Description	Compliances
BSC043	<b>Authorise Petty Cash</b> Authorise petty cash	
BSC044	<b>Certify amounts for employee termination are correct and within Award/Agreement/Contract conditions and taxation requirements</b> Certify amounts for employee termination are correct and within Award/Agreement/Contract conditions and taxation requirements	
BSC045	<b>Countersign and process general journal entries to the General Ledger</b> Certify amounts for employee termination are correct and within Award/Agreement/Contract conditions and taxation requirements	
BSC046	<b>Determine rateability of land</b> Determine rateability of land in accordance with the provisions of the Local Government Act	<b>Local Government Act 1993</b> section 555 (and 554)
BSC047	<b>Determine rating category of each rateable parcel of land</b> Determine and declare the categorisation of land for purposes of ordinary rates	<b>Local Government Act 1993</b> section 514
BSC048	<b>Determine applications to change rating category</b> Determine applications to change the categorisation of rateable land in accordance with the provisions of the Local Government Act	<b>Local Government Act 1993</b> section 525
BSC060	<b>Complete and submit Council's Goods and Services Tax, Payroll Tax and Fringe Benefits Tax returns as required in accordance with legislative guidelines</b> Complete and submit Council's Goods and Services Tax, Payroll Tax and Fringe Benefits Tax returns as required in accordance with legislative guidelines	
BSC066	<b>Prepare tenders for Council approval</b> Prepare documents and call tenders for the purchase of goods, works and services, or the sale, lease or licence of Council assets where required in accordance with Section 55 of the Local Government Act and Clause 170 of the Local Government (General) Regulations 2005 and Council policies and procedures	<b>Local Government Act 1993</b> Section 55 <b>Local Government (General) Regulation 2005</b> Clause 170
BSC067	<b>Funding agreements - Children's services</b> Create funding agreements including Inclusion Support and other funding agreements up to the value of \$50,000	
BSC070	<b>Accept loan offers on behalf of Council, subject to the lending amount being previously approved by Council</b> Accept loan offers on behalf of Council, subject to the lending amount being previously approved by Council	
BSC071	<b>Assume the delegation of functions for a position</b> Assume the delegation of functions for the position of Management/Asset Accountant or Financial Operations Accountant during any periods of leave of that position	



# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.2 - ATTACHMENT 1

Code	Name & Description	Compliances
BSC072	<b>Write off rates and charges payable up to a maximum amount</b> Write off, in accordance with Regulation, rates and charges payable, up to a maximum of \$1,000.00 per transaction if the person is unable to pay due to circumstances beyond their control or payment would cause undue hardship, in accordance with Council policies and procedures	<b>Local Government (General) Regulation 2005</b> Part 5, Division 3
BSC073	<b>Sale of land for unpaid rates and charges</b> Prepare documents for the sale of land for unpaid rates and charges in accordance with the Local Government Act	<b>Local Government Act 1993</b> Section 713
BSC074	<b>Responsible Accounting Officer</b> As Council's Responsible Accounting Officer, carry out the functions as prescribed by the Local Government Act 1993 and Local Government (General) Regulations 2005	<b>Local Government Act 1993</b> <b>Local Government (General) Regulation 2005</b>
BSC077	<b>Authorisation to approve corporate expenditures</b> Authorised to approve corporate expenditures	
BSC078	<b>Procure paid exemptions for paid parking</b> Be issued with a corporate credit card for the purposes of procuring paid exemptions for paid parking only	
BSC081	<b>Transfers and files for Council's banking</b> Create for authorisation, the transfers to and from Council's bank accounts, importation of files for direct debits, payroll files, and accounts payable files into Council's banking files	
BSC102	<b>Restrictions on writing off debts to a council</b> The amount above which debts to the Council may be written off only by resolution of the Council is \$10,000	<b>Local Government (General) Regulation 2005</b> Clause 213
BSC106	<b>Enter into a contract or authorise expenditure for works, for an amount not exceeding \$50,000</b> Enter into a contract or authorise expenditure for works, for an amount not exceeding \$50,000 provided: a) The matter is urgent and cannot wait until the next available Ordinary Meeting. b) For amounts over \$15,000 the concurrence of the General Manager is required. c) Must be reported to the next available Council meeting.	
BSC107	<b>Authorise donations from the vote of money called the "Mayor's discretionary donations"</b> Authorise donations from the vote of money called the "Mayor's discretionary donations" provided: a) it must be within the vote of money b) it must not be a donation to a for-profit entity c) it must still satisfy the requirements under s356 of the Act d) it must be reported to the next available Council meeting	
DEG003	<b>Authorise Payment of Salaries and Wages</b> Authorise the payment of salaries and wages subject to two signatories for each authorisation.	

# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.2 - ATTACHMENT 1

Code	Name & Description	Compliances
DEG004	<b>Sign and Countersign Electronic Funds Transfers (EFT), Direct Debits and Cheques drawn on Councils Bank Account</b> Sign and Countersign Electronic Funds Transfers (EFT), Direct Debits and Cheques drawn on Council's Bank Account	
DEG005	<b>Approve Payment to Contractors and Creditors</b> Approve Payment to Contractors and Creditors	
DEG006	<b>Check and Certify the Annual Statutory Accounts</b> Check and Certify the Annual Statutory Accounts	
DEG008	<b>Authority to Require the Lodgement of a Cash Bond or Bank Guarantee</b> Authority to Require the lodgement of a Cash Bond or Bank Guarantee including the authority for the release of Cash Bonds or Bank Guarantees.	
DEG009	<b>Negotiate Councils Overdraft Limit</b> Negotiate Council's Overdraft Limit	
DEG010	<b>Sell or Dispose of Old Materials, Spoilt or Obsolete Equipment</b> Sell or Dispose of Old Materials, Spoilt or Obsolete Equipment	
DEG013	<b>Apply for Borrowings from Financial Institutions</b> Apply for borrowings from financial institutions following a Resolution of Council in accordance with section 377(1)(f) of the Act.	<b>Local Government Act 1993</b> section 377(1)(f),section 377(1)(i)
DEG015	<b>Arrange the Investment of Money not immediately required by Council</b> Arrange the investment of money as per Council's Investments Policy that is not for the time being required by the Council for any other purpose. Any money may only be invested in a form of investment notified by order of the Minister and published in the Government Gazette.	
DEG016	<b>Write off Accrued Interest on Rates and Charges</b> Write off accrued interest on rates and charges in accordance with section 567 of the Act.	<b>Local Government Act 1993</b> section 567
DEG017	<b>Arrange for Payment by Instalment - Accounts Receivable</b> Make arrangements with debtor for payment to be made by reasonable and satisfactory instalments.	
DEG019	<b>Authorise the Refund of Development Application/Construction Certificate Application Fees</b> Authorise the refund (up to delegated amount) of all or part of the fees paid for development or where the application is either not proceeded with or is withdrawn subsequent to assessment and where that application has been the responsibility of a more junior officer. Note: Authorising officer is not to be the officer recommending refund.	

## BYRON SHIRE COUNCIL

### STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

### 4.2 - ATTACHMENT 1

Code	Name & Description	Compliances
DEG020	<b>Grant Rebate of Rates</b> Grant rebates of rates to qualified rateable persons in accordance with the provisions of the Act.	<b>Local Government Act 1993</b> section 577
DEG021	<b>Approve Credit Notes</b> Approve Credit Notes	
DEG022	<b>Refund Trust Fund Deposits</b> Refund trust fund deposits upon appropriate certification and recommendation.	



# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.2 - ATTACHMENT 1

### Operational

Code	Name & Description	Compliances
BSC013	<b>Determinations under Roads Act - Other Works and Structures</b> Make all determinations necessary under Roads Act 1993 Other Works and Structures	<b>Roads Act 1993</b> Part 9, Division 3, s137A to 143
BSC014	<b>Request and obtain Legal advice from LGNSW</b> Request and obtain legal advice from Local Government NSW and to do anything in accordance therewith	
BSC018	<b>Receiving, opening and recording the receipt of tenders</b> Act as and undertake the role of appropriate person in receiving, opening, and recording the receipt of tenders.	<b>Local Government (General) Regulation 2005</b> Clause 175
BSC028	<b>Naming of public roads</b> Determine and issue correspondence relating to roads created in a subdivision	<b>Roads Act 1993</b> Section 162
BSC032	<b>Authorised Officer to exercise functions under POEO Act 1997</b> Appointed as an Authorised Officer under Section 187 of the Protection of the Environment Operations Act 1997 and exercise such functions as are conferred or imposed on an Authorised Officer by or under this Act including but not limited to those powers conferred or imposed in Chapter 7 of the Act	<b>Protection of the Environment Operations Act 1997</b> Parts 7.2, 7.3, 7.4, 7.5
BSC038	<b>Conduct Land Title, business name and company searches</b> Authorised to conduct Land Title searches, business name and company searches as relevant to the functions of the position	
BSC039	<b>Administer Child Care Management System</b> Administer the Child Care Management System on behalf of the Department of Education and Training and provide weekly attendance records of children within the service	
BSC040	<b>Report census and statistical data</b> Report the census and statistical data requirement as an authorised user of the Australian Taxation Office AusKey Australian Business Register	
BSC042	<b>Sign Certificates as to rates and charges</b> Sign Certificates as to rates and charges in accordance with provisions of the Local Government Act	<b>Local Government Act 1993</b> section 603
BSC049	<b>Make all determinations necessary pursuant to Chapter 7 Part 1 (Approvals) of the LG Act</b>	<b>Local Government Act 1993</b> Chapter 7, Part 1 (Approvals)

# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.2 - ATTACHMENT 1

Code	Name & Description	Compliances
BSC049a	<b>Make all determinations necessary pursuant to Chapter 7 Part 1 (Approvals) of the LG Act</b> Make all determinations necessary pursuant to Part 1 (Approvals) Chapter 7 of the Local Government Act, 1993 except: a) Variation of any standard specified in any environmental planning instrument, Development Control Plan or Council policy unless such a variation is considered to be minor in that: i) the proposal is consistent with the underlying/principles of the environmental planning instrument, Development Control Plan or Council policy; and ii) the proposal will not constitute an undesirable precedent; b) Any section 106 amendment where the elected Council made the original determination.	<b>Local Government Act 1993</b> Chapter 7 Part 1 (Approvals)
BSC049b	<b>Applications under Chapter 7 Part 1 of the Local Government Act 1993</b> Delegations do not include determination of any activity for review of a determination previously made by the General Manager or the Council.	<b>Local Government Act 1993</b> Chapter 7, Part 1
BSC050	<b>Sign and issue correspondence - Inspections, property information and flood certificates</b> Sign and issue correspondence: a) relating to inspections by Council officers; b) relating to property information and planning controls; c) to issue Flooding Certificates	
BSC051	<b>Sign and issue Plumbing Permits</b> Sign and issue (not approve) Plumbing Permits in accordance with the Local Government Act, Drainage Plan and Plumbing Drainage Code of NSW	
BSC052	<b>Sign and issue certificates under section 735A of the Local Government Act 1993</b> Sign and issue certificates under section 735A of the Local Government Act 1993	<b>Local Government Act 1993</b> section 735A
BSC053	<b>Request proof of ownership of vehicles from other authorities</b> Request proof of ownership of vehicles from relevant Authorities (RMS and Police) in relation to notified Court matters	
BSC056	<b>Exercise functions of an Authorised Officer relating to littering</b> Exercise such functions as are conferred or imposed on an Authorised Officer by or under Part 5.6A of the Protection of the Environment Operations Act 1997	<b>Protection of the Environment Operations Act 1997</b> Part 5.6A (Littering)
BSC057	<b>Authorised as an inspector for the purpose of Local Government Act s634 (water, sewer and drainage)</b> Authorised as an inspector for the purpose of Local Government Act s634 (water, sewer and drainage)	<b>Local Government Act 1993</b> Section 634 Water, sewerage and stormwater drainage offences
BSC058	<b>Sign and issue Planning Certificates</b> Sign and issue Planning Certificates	<b>Environmental Planning and Assessment Act 1979</b> Section 10.7 Planning Certificates
BSC059	<b>Sign approval for bond release upon appropriate certification</b> Sign approval for bond release upon appropriate certification	

# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.2 - ATTACHMENT 1

Code	Name & Description	Compliances
BSC061	<b>Manage social media platforms in accordance with Council's social media procedures</b> Manage social media platforms in accordance with Council's social media procedures	
BSC062	<b>Lop, prune and remove trees under Council's Tree Preservation Order</b> Lop, prune and remove trees under Council's Tree Preservation Order on footpaths, road reserves, Council, community and operational land and Crown Reserve under control of Council subject to requirements of the Tree Preservation Order	
BSC063	<b>Delegations to Council - Regulation of Traffic</b> Carry out functions of the Roads Act 1993 as per "Delegations to Council - Regulation of Traffic dated 31 October 2011 from the Roads and Maritime Service	<b>Roads Act 1993</b> Part 8 Regulation of Traffic by roads authorities
BSC065	<b>Reply to and sign correspondence relevant to development, health, enforcement and engineering</b> Relating to inspections by Council officers; Directing a persons to comply with an Act, Regulation or Council Policy; Providing information with regards to Development and s4.55 Applications, Council Policies, Planning Instruments, Development Control Plans and related legislation, except advising of Council's opinion in regard to Part 4 Division 4.11 of the Environmental Planning and Assessment Act 1979 (Existing Use); Relating to a meeting or workshop (other than Council or Committee meetings); and Advising of a Council Resolution	<b>Local Government Act 1993</b> <b>Environmental Planning and Assessment Act 1979</b>
BSC068	<b>Make all determinations necessary pursuant to subdivision work and certificates relating to subdivision work</b> Make all determinations necessary under Division 6.4 "Subdivision work and certificates relating to subdivision work" of the Environmental Planning and Assessment Act, 1979	<b>Environmental Planning and Assessment Act 1979</b> Division 6.4
BSC075	<b>Be an authorised signatory to any operating lease agreement established by Council</b> Be an authorised signatory to any operating lease agreement established by Council	
BSC076	<b>Corporate telecommunications account</b> Be authorised to establish, amend or delete services attached to Council's corporate telecommunications account	
BSC080	<b>Undertake the functions delegated to Finance roles</b> Assume the delegations and functions for the following roles when relieving in those roles during approved leave periods: - Revenue Officer - Revenue Officer (Debt Management) - Revenue Officer (Water and Sewer Billing) - Finance Officer (Accounts Payable) - Finance Officer (Accounts Receivable/Data Support)	
BSC083	<b>Accept service of summons, notice or application on Council's behalf</b> Accept service on Council's behalf of any application, summons or Notice relating to matters within the functions and duties of the position	
BSC085	<b>Swimming pool barrier exemptions</b> Grant exemptions from all or any of the requirements of Part 2 of the Swimming Pool Act under the terms of Part of the Act	<b>Swimming Pools Act 1992</b> Part 2

# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.2 - ATTACHMENT 1

Code	Name & Description	Compliances
BSC094	<b>Determinations under Roads Act - Footway Restaurants</b> Make all determinations necessary under Roads Act 1993 Footway Restaurants	<b>Roads Act 1993</b> Part 9, Division 1, s125 to 127
BSC095	<b>Determinations under Part 5 Infrastructure and Environmental Impact Assessment of the EP&amp;A Act</b> Make all necessary determinations under Part 5 Infrastructure and Environmental Impact Assessment of the EP&A Act, except: i. approval of an activity for which an Environmental Impact Statement has been required.	<b>Environmental Planning and Assessment Act 1979</b> Part 5
BSC099	<b>Sign and issue correspondence - DA and Section 4.55 Applications</b> Sign and issue items of correspondence to applicants, adjoining land owners, persons who make a submission and government departments with regards to Development and Section 4.55 Applications with which you have been allocated the responsibility to process	
BSC100	<b>Approvals under the Roads Act 1993 or Local Government Act 1993</b> Make any approvals as required under the Roads Act 1993 or the Local Government Act 1993 as directed by the Manager or the Director	<b>Roads Act 1993</b> <b>Local Government Act 1993</b>
BSC104	<b>Administration of public land</b> Delegations do not include: a) Power to adopt a Plan of Management under Section 40. b) Power to grant consent to a development application to which Section 47E of the Local Government Act applies.	<b>Local Government Act 1993</b> Chapter 6
BSC105	<b>Administration of roads under the Roads Act 1993</b> Delegations do not include the power to make an application for the permanent closure of any road for which Council is the roads authority.	<b>Roads Act 1993</b>
BSC108	<b>Expel a member of the public from a Council meeting pursuant to s10(2)(b) of the Local Government Act and Part 10 of the Local Government (General) Regulation 2005</b> Expel a member of the public from a Council meeting pursuant to s10(2)(b) of the Local Government Act and Part 10 of the Local Government (General) Regulation 2005.	<b>Local Government Act 1993</b> Section 10(2)(b) <b>Local Government (General) Regulation 2005</b> Part 10
BSC109	<b>Execute all documents, including under seal, ancillary or incidental to the exercise of these delegations or the exercise of functions or powers conferred on the Mayor by any resolution or by the LG Act or any Act or Regulation</b> Execute all documents, including under seal, ancillary or incidental to the exercise of these delegations or the exercise of functions or powers conferred on the Mayor by any resolution or by the LG Act or any Act or Regulation	

# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.2 - ATTACHMENT 1

Code	Name & Description	Compliances
BSC110	<b>Make a decision on Council's behalf where the Mayor considers that an urgent decision is required for the efficient and effective administration of the Council</b> Make a decision on Council's behalf where the Mayor considers that an urgent decision is required for the efficient and effective administration of the Council provided: a) The urgency of the matter must mean that it cannot wait to be determined at the next available Council meeting and it is not reasonable or practicable to call an Extraordinary meeting b) Must be reported to the next available Council meeting.	
DEG002a	<b>Acceptance of tenders other than to provide services currently provided by members of staff of the council (s377(1)i of LGA)</b> Acceptance of tenders is limited to: a) Capital works specifically itemised in a budget approved by Council (as long as the tendered amount falls within the approved budget); or b) Renewal of existing contracts; or c) Projects that are less than \$250,000 (ex GST) in value	Local Government Act 1993 Section 377(1)i
DEG035a	<b>Authorise Councillor attendance at conferences and training</b> Authorise Councillor attendance at conferences and training provided: a) it must be within the vote of money for Councillor conferences and training b) it must be in accordance with Council's Payment and Expenses Policy c) it must be reported to the next available Council meeting d) The allocation of funds must be made in a fair and equitable manner	
DEG081	<b>Authorise the Issue of On-the-Spot Penalty Notices</b> To authorise the issue of 'on-the-spot' penalty infringement notices and to commence Court proceedings where necessary.	
DEG092	<b>Engage Contractors for the Removal of Derelict Vehicles from Roads, Road Reserves and Public Places</b> Authority to engage contractors to remove derelict vehicles from roads, road reserves and public places in accordance with the Impounding Act 1993.	Impounding Act 1993
DEG093a	<b>Approve applications for street stalls, issue busking permits and issue beach vehicle permits</b> <ul style="list-style-type: none"> <li>• Approve applications for street stalls within the shire in accordance with Council's policies and conditions.</li> <li>• Issue busking permits subject to Council's policies and conditions.</li> <li>• Issue beach vehicle permits subject to Council's policies and conditions.</li> </ul>	
DEG094	<b>Approve Applications for Filming/Photographing in Parks, Reserves and Public Places</b> Approve applications to film/photograph in Council's parks, reserves and public places subject to the conditions and fees determined by Council.	

# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.2 - ATTACHMENT 1

Code	Name & Description	Compliances
DEG095	<b>Approve the Casual Use of Council Parks and Properties</b> To approve or refuse applications for the casual use of parks in accordance with policies and subject to approved fees (if any).	
DEG101	<b>Authorise and Sign Notices to Quit to Tenants of Council Properties</b> To authorise and sign notices to quit to tenants whose rent arrears exceed four weeks, or to take such alternative action necessary to manage tenants and recover outstanding rent or payments.	
DEG102	<b>Approve or Refuse to grant Councils consent to a third party development application that may traverse or Impact upon Council Land</b> Approve or Refuse to grant Council's consent to a third party development application that may traverse or Impact upon Council Land	
DEG103	<b>Authorise the Maintenance and Repair of Council Properties</b> Authorise repairs/maintenance of Council's buildings, equipment and plant within the limits approved in the annual budget.	
DEG108	<b>Operate and maintain the Council airport in accordance with all applicable legislative Requirements and Council's applicable operation manual</b> Operate and maintain the Council airport in accordance with all applicable legislative requirements and Council's applicable operation manual	
DEG109	<b>Operate and Maintain Councils Waste Management Centre (Landfill) in accordance with all applicable legislative requirements</b> Operate and Maintain Council's Waste Management Centre (Landfill) in accordance with all applicable legislative requirements	
DEG110	<b>Operate and maintain Councils Cemetery/Crematorium in accordance with all applicable legislative requirements</b> Operate and maintain Council's Cemetery/Crematorium in accordance with all applicable legislative requirements	
DEG111	<b>Operate and Maintain Councils Childrens Services in accordance with all applicable legislative requirements</b> Operate and Maintain Council's Children's Services in accordance with all applicable legislative requirements	
DEG113	<b>Approve or Refuse Applications for Pruning or Removal of Trees</b> In accordance with Council's Tree Preservation Order to approve or refuse applications from residents to prune, top, lop or remove trees either on the applicant's property or Council's property subject to the payment of any required fee.	



# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.2 - ATTACHMENT 1

Code	Name & Description	Compliances
DEG114	<b>Issue Parking Infringement Notices</b> To issue Parking Infringement Notices on behalf of the Council for offences listed in the Fixed Penalty handbook under the Self Enforcing Infringement Notice Scheme and in conjunction and as agreed with the Police Service.	
DEG125	<b>Endorse/Sign Positive Covenants, Easements and Section 88B Instruments under the Conveyancing Act 1919</b> - Approve and sign the grant or removal of a positive covenant or restriction contained in any positive covenant, easement and/or section 88B instrument under the Conveyancing Act 1919 - Suspend the operation of any regulatory instrument in reliance upon section 3.16 of the Environmental Planning and Assessment Act and subject to any Council Policy and the Law.	<b>Conveyancing Act 1919</b> <b>Environmental Planning and Assessment Act 1979</b> section 88B of Conveyancing Act, section 3.16 of EPA Act
DEG163	<b>Act on Councils behalf in all matters relating to the Companion Animals Act 1998</b> (a) To act on Council's behalf in all matters relating to the administration of the Dog Impounding contract and service provision in accordance with Council policy and guidelines. (b) To administer the provisions of the Companion Animals Act 1998 including the authorisations of prosecutions and consideration of appeals for leniency from on the spot fines.	<b>Companion Animals Act 1998</b>
DEG164	<b>Determine Applications for Parking Permits</b> Determine Applications for Parking Permits	
DEG169	<b>Order Supplies, Plant and Equipment Authorised under Requisition</b> To order all supplies, materials, plant, equipment and vehicles upon the issue of an appropriate authorised requisition as per Council's procurement and tendering policies and guidelines.	
DEG172	<b>Sign as Owner of Council Properties for Applications for Development/Building Consent</b> Sign as Owner of Council Properties for Applications for Development/Building Consent	
DEG176	<b>To Administer the Provisions of the Roads Act 1993, Road Transport Act 2013 and Road Rules 2014 as they apply to Council</b> To Administer the Provisions of the Roads Act 1993, Road Transport Act 2013 and Road Rules 2014 as they apply to Council subject to any applicable standards, protocols and directions from State Government departments and/or NSW Police.	<b>Roads Act 1993</b> <b>Road Rules 2014</b>
DEG194	<b>Administer the Provisions and Functions of the Boarding House Act 2012 and associated Regulation</b> Administer the Provisions and Functions of the Boarding House Act 2012 and associated Regulation	<b>Boarding Houses Act 2012</b>
DEG195	<b>Administer the Provisions and Functions of the Children and Young Persons (Care and Protection) Act 1998 and associated Regulation</b> Administer the Provisions and Functions of the Children and Young Persons (Care and Protection) Act 1998 and associated Regulation	<b>Children and Young Persons (Care and Protection) Act 1998</b>

# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.2 - ATTACHMENT 1

Code	Name & Description	Compliances
DEG196	<b>Administer the Provisions and Functions of the Children (Education and Care Services National Law Application) Act 2010 and associated Regulation</b> Administer the Provisions and Functions of the Children (Education and Care Services National Law Application) Act 2010 and associated Regulation	<b>Children (Education and Care Services National Law Application) Act 2010</b>
DEG198	<b>Administer the Provisions and Functions of the Companion Animals Act 1998 and associated Regulation</b> Administer the Provisions and Functions of the Companion Animals Act 1998 and associated Regulation	<b>Companion Animals Act 1998</b>
DEG199	<b>Administer the Provisions and Functions of the Conveyancing Act 1919 and associated Regulation</b> Administer the Provisions and Functions of the Conveyancing Act 1919 and associated Regulation	<b>Conveyancing Act 1919</b>
DEG199a	<b>Authorise electronic conveyancing transaction</b> Authorise any electronic conveyancing transaction provided for by the Conveyancing Act 1919, the Real Property Act 1900 and/or the Electronic Conveyancing National Law (NSW).	<b>Conveyancing Act 1919 Real Property Act 1900</b>
DEG200	<b>Administer the Provisions and Functions of the Crown Land Management Act 2016 and associated Regulation</b> Administer the Provisions and Functions of the Crown Land Management Act 2016 and associated Regulation	<b>Crown Land Management Act 2016</b>
DEG201	<b>Administer the Provisions and Functions of the Environmental Planning and Assessment Act 1979 and Environmental Planning and Assessment Regulation 2000</b> Administer the Provisions and Functions of the Environmental Planning and Assessment Act 1979 and Environmental Planning and Assessment Regulation 2000	<b>Environmental Planning and Assessment Act 1979</b>
DEG209	<b>Administer the Provisions and Functions of the Impounding Act 1993 and associated Regulation</b> Administer the Provisions and Functions of the Impounding Act 1993 and associated Regulation	<b>Impounding Act 1993</b>
DEG212	<b>Administer the Provisions and Functions of the Local Government Act 1993</b> Administer the Provisions and Functions of the Local Government Act 1993	<b>Local Government Act 1993</b>
DEG213	<b>Administer the Provisions and Functions of the Local Government (General) Regulation 2005</b> Administer the Provisions and Functions of the Local Government (General) Regulation 2005	<b>Local Government (General) Regulation 2005</b>
DEG215	<b>Administer the Provisions and Functions of the Plumbing and Drainage Act 2011 and associated Regulation</b> Administer the Provisions and Functions of the Plumbing and Drainage Act 2011 and associated Regulation	<b>Plumbing and Drainage Act 2011</b>
DEG217	<b>Administer the Provisions and Functions of the Protection of the Environment Operations Act 1997 and associated Regulation</b> Administer the Provisions and Functions of the Protection of the Environment Operations Act 1997 and associated Regulation	<b>Protection of the Environment Operations Act 1997</b>



# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.2 - ATTACHMENT 1

Code	Name & Description	Compliances
DEG220	<b>Administer the Provisions and Functions of the Road Rules 2008 NSW Consolidated Regulations - Under the Road Transport Act</b> Administer the Provisions and Functions of the Road Rules 2008 NSW Consolidated Regulations - Under the Road Transport Act	<b>Road Rules 2008 NSW Consolidated Regulations Road Transport Act</b>
DEG222	<b>Administer the Provisions and Functions of the Roads Transport Act 2013 and Road Transport (General) Regulation 2013</b> Administer the Provisions and Functions of the Roads Transport Act 2013 and Road Transport (General) Regulation 2013	<b>Roads Transport Act 2013</b>
DEG226	<b>Administer the Provisions and Functions of the Swimming Pools Act 1992 and Swimming Pools Regulation 2018</b> Administer the Provisions and Functions of the Swimming Pools Act 1992 and Swimming Pools Regulation 2018	<b>Swimming Pools Act 1992</b>
DEG230	<b>Administer the Provisions and Functions of the Work Health and Safety Act 2011 and associated Regulation</b> Administer the Provisions and Functions of the Work Health and Safety Act 2011 and associated Regulation	<b>Work Health and Safety Act 2011</b>
DEG231	<b>Administer the Provisions and Functions of the Workers Compensation Act 1987</b> Administer the Provisions and Functions of the Workers Compensation Act 1987	<b>Workers Compensation Act 1987</b>
DEG232	<b>Administer the Provisions and Functions of the Workplace Injury Management and Workers Compensation Act 1998 and associated Regulation</b> Administer the Provisions and Functions of the Workplace Injury Management and Workers Compensation Act 1998 and associated Regulation	<b>Workplace Injury Management Workers Compensation Act 1998</b>
DEG234	<b>Administer the Provisions and Functions of the Public Interest Disclosures Act 1994 and associated Regulation</b> Administer the Provisions and Functions of the Public Interest Disclosures Act 1994 and associated Regulation	<b>Public Interest Disclosures Act 1994</b>
DEG262	<b>Administer the Provisions and Functions of the Strata Schemes Management Act 2015 and Strata Schemes Management Regulation 2016</b> Administer the Provisions and Functions of the Strata Schemes Management Act 2015 and Strata Schemes Management Regulation 2016	<b>Strata Schemes Management Act</b>

# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.2 - ATTACHMENT 1

### Governance

Code	Name & Description	Compliances
BSC007	<b>Processing Access Applications in accordance with Part 4 of the GIPA Act 2009</b> Exercise functions under Part 4 <i>Access Applications</i> .	<b>Government Information (Public Access) Act 2009</b> Part 4
BSC008	<b>Mandatory proactive release of certain Government information</b> Exercise functions under the Government Information (Public Access) Act 2009 to proactively release certain mandatory government information.	<b>Government Information (Public Access) Act 2009</b> Part 2, Division 1, Section 6, Part 3, Division 1, Section 18
BSC022	<b>Receive and register disclosures of interests</b> Receive and keep a register of lodgements for Returns, in accordance with the Act, disclosing interests of councillors, designated persons, members of a council committee, or advisor to council or council committee	<b>Local Government Act 1993</b> Part 2: Division 2 Disclosure of Interest in Written Returns; Division 3 Disclosure of Pecuniary Interests at Meetings; Division 4 Disclosure of Pecuniary Interests in Council Dealings
BSC024	<b>Receive and register declarations of gifts and benefits</b> Receive lodgements and keep a register of lodgements for declarations of gifts and benefits in accordance with policies and procedures	
BSC055	<b>Authorise proactive release of government information and Informal release of government information</b> Exercise functions under Section 7 Authorised Proactive Release of Government Information and Section 8 Informal Release of Government Information.	<b>Government Information (Public Access) Act 2009</b> Part 2, Division 1, Section 7(5) and Section 8(6)
DEG056a	<b>Manage, sign and issue correspondence or any other documents within the activities and responsibility of the position</b> (a) To reply to all routine correspondence that does not require the prior consideration of Council. (b) To exercise discretion in regard to referring correspondence to various Council officers for attention.	
DEG062	<b>Act as Councils Public Officer</b> Act as the Public Officer in relation to functions contained within section 343 of the Act.	<b>Local Government Act 1993</b> section 343
DEG069	<b>Act as Code of Conduct Complaints Coordinator and Alternate Complaints Coordinator</b> Act as Code of Conduct Complaints Coordinator and Alternate Complaints Coordinator	

## BYRON SHIRE COUNCIL

### STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

### 4.2 - ATTACHMENT 1

Code	Name & Description	Compliances
DEG070	<b>Receive and Investigate Complaints under the Internal Reporting Public Interest Disclosures Policy</b> To receive and Investigate Complaints under the Internal Reporting (Public Interest Disclosures Policy) and to authorise action to be taken by the appropriate officer in regard to any complaints or requests received.	
DEG072	<b>Receive Complaints and Authorise Investigation under Child Protection Policy</b> To receive complaints and authorise investigation under the Child Protection Policy and to determine the action to be taken by the appropriate officer in regard to any complaints or requests received.	
DEG205	<b>Administer the Provisions and Functions of the Government Information (Public Access) Act 2009 and associated Regulation</b> Administer the Provisions and Functions of the Government Information (Public Access) Act 2009 and associated Regulation (includes making a reviewable decision - Part 2, Division 1, Section 9, subclause (3))	<b>Government Information (Public Access) Act 2009</b>

**Development**

Code	Name & Description	Compliances
BSC092	<b>Sign and issue notices of determination for Development Applications and Section 4.55 Applications</b> Following a Development Application or Section 4.55 Application being determined by Council, Director of Sustainable Environment and Economy, Manager of Sustainable Development, Development Assessment Panel or Team Leader, this position may sign and issue notices of determination and corresponding plans in respect to such Development Applications and Section 4.55 Applications	
BSC103	<b>Adoption of local policies concerning approvals and orders</b> Delegations do not include the power to adopt, amend or revoke a local approvals or orders policy under s161 or 165 of the Local Government Act 1993.	<b>Local Government Act 1993</b> Sections 161 and 165
DEG088	<b>Determine Development Applications (including Section 4.55 and Modification Applications) and Complying Development Applications made under the Environmental Planning and Assessment Act 1979 and relevant Regulations</b> (a) To determine development applications (including applications made pursuant to Section 4.55 and Section 4.56 of the Environmental Planning and Assessment Act 1979, Complying Development Applications and Subdivision applications) that comply with relevant Acts and Regulations together with Council's LEP and DCP, any other relevant DCP and Council policies and no material objections have been received. (b) To determine development applications (including applications made pursuant to Section 4.55 and Section 4.56 of the Environmental Planning and Assessment Act 1979 and Subdivision applications as (a) above except where approval of the application would result in a material adverse impact on a person who made a written objection to the application due to non-compliance with a development standard in Council's LEP. Delegated approval is permissible if that objection can be resolved through a condition of consent or has been addressed by way of amendment to plans. (c) To determine applications made pursuant to Section 4.55 and Section 4.56 of the Environmental Planning and Assessment Act 1979, and relevant Regulations, where objections have been received but those objections do not raise any issues not covered when the original application was determined (d) To determine applications made pursuant to and in accordance with Section 4.5 and Section 4.56 of the Environmental Planning and Assessment Act 1979, and relevant Regulations, where objections have been received but those objections do not raise any issues not covered when the original application was determined. (e) To determine Modification Applications pursuant to the Environmental Planning and Assessment Act 1979. Note: (1) Notwithstanding subclauses (a) and (b) above, any development application or application to modify a consent must be referred to Council for determination, following a written request from at least two Councillors to the General Manager. (2) Notwithstanding subclauses (a) and (b) above, any development application or application to modify a consent that, in the opinion of the Director Planning & Environment, is of significant public interest or where any determination may result in major policy implications must be referred to Council for determination.	<b>Environmental Planning and Assessment Act 1979</b> Part 4 Development Assessment and Consent, Section 4.55 and Section 4.56

# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.2 - ATTACHMENT 1

Code	Name & Description	Compliances
DEG088a	<b>Development assessment determination exceptions - Director</b> Make all determinations necessary under Part 4 Development Assessment and Consent of the Environmental Planning and Assessment Act, 1979 (Delegation DEG088) except as listed below: i. Any development application that is referred to Council by the Planning Review Committee except where the stated issues requiring referral are subsequently resolved to the satisfaction of the members of the Committee. ii. Any development application that has an estimated value exceeding \$10,000,000 or for subdivision of land that will create 20 or more lots. (Res 16-600) iii. Section 4.55 applications for development applications determined by Council or the Court unless the Planning Review Committee has resolved that the Section 4.55 application can be determined under delegated authority. iv. Any designated development, development pursuant to the provisions of Section 4.10 of the Environmental Planning and Assessment Act, 1979. v. Any development application where there is a SEPP 1 Application to vary development standards by 10% or more (except when associated with Development Applications with an estimated value exceeding \$10,000,000 or any subdivision exceeding 20 lots). (Res 15-234 & 16-600) vi. Any development application proposing strata subdivision in a 7(f2)(Urban Coastal Land Zone) under clause 32 of the Byron Local Environmental Plan (except any subdivision exceeding 20 lots). (Res 15-234) vii. The amendment or review of all development applications, except the review of a determination made by the Council, and not by a delegate of the Council, of an application for approval or an application that may be reviewed under Section 8.2 of the Environmental Planning and Assessment Act 1979. (Res 15-234)	
DEG088b	<b>Development assessment determination exceptions - Manager</b> Make all determinations necessary under Part 4 Development Assessment and Consent of the Environmental Planning and Assessment Act 1979 (Delegation DEG088) except: a) Any development application that has an estimated value exceeding \$2,000,000 b) Variation of any standard specified in any environmental planning instrument. c) Multi dwelling housing development containing more than twelve dwellings d) Commercial development (retail, business and officer premises) having a floor space exceeding 1000 m2. e) Industrial development having a floor space exceeding 4000 m2. f) Torrens Title Subdivisions exceeding twelve lots. g) Strata and Community Title subdivisions which create more than twelve vacant lots with dwelling entitlements h) Any Council development application. i) Applications involving a legal agreement with Council not already executed by the applicant. j) Developments to which objections have been received and those objections can not be overcome by imposition of conditions of consent or refusal of the application. k) Any development application that is referred to Council by the Planning Review Committee; l) Any designated development, to which any of the provisions of section 4.30 of the Environmental Planning and Assessment Act have been applied or otherwise. m) Section 4.55 applications for development applications determined by Council or the Court unless the Planning Review Committee has resolved that the Section 4.55 application can be determined under delegated authority. n) Section 8.2 applications for development applications determined by Council or the Court unless the Planning Review Committee has resolved that the Section 8.2 application can be determined under delegated authority. o) Alterations or an addition to an existing non-conforming use. p) Any development involving a change of an existing use.	

# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.2 - ATTACHMENT 1

Code	Name & Description	Compliances
DEG088c	<p><b>Development assessment determination exceptions - team leader/major projects planner</b></p> <p>Make all determinations necessary under Part 4 - Development Assessment and Consent of the Environmental Planning and Assessment Act, 1979 (Delegation DEG088) except: a) Variation of any standard specified in any environmental planning instrument, Development Control Plan or Council policy, other than DCP variations to: i) front, side and rear setbacks (no greater than 50% of the numerical standard); ii) Building Height Plane Encroachments; iii) Earthworks (cut and fill variations not exceeding 50%) iv) front fence height variations up to 1.8 metres. b) Multi dwelling housing development containing more than six dwellings c) Commercial development (retail, business and officer premises) having a floor space exceeding 1000m sq. d) Industrial development having a floor space exceeding 1000m sq. e) Torrens Title Subdivisions exceeding three lots. f) Strata and Community Title subdivisions which create vacant lots with dwelling entitlements g) Traffic generating developments designated under SEPP 2007 (Infrastructure). h) Alterations or an addition to an existing non-conforming use. i) Any Council development application. j) Rural tourist facilities and tourist and visitor accommodation in rural zones other than bed and breakfast establishments. k) Applications involving a legal agreement with Council not already executed by the applicant. l) Developments to which objections have been received and those objections can not be overcome by imposition of conditions of consent or refusal of the application. m) Any development application that is referred to Council by the Planning Review Committee; n) Any development application that has an estimated value exceeding \$1,500,000. o) Any designated development, to which any of the provisions of section 4.30 of the Environmental Planning and Assessment Act have been applied or otherwise. p) Section 4.55 applications for development applications determined by Council or the Court unless the Planning Review Committee has resolved that the Section 4.55 application can be determined under delegated authority. q) Section 8.2 applications for development applications determined by Council or the Court unless the Planning Review Committee has resolved that the Section 8.2 application can be determined under delegated authority. r) Any development involving a change of an existing use.</p>	
DEG088d	<p><b>Power to approve development applications</b></p> <p>Provided always that in respect of applications made to Council for consent or approval in relation to matters requiring consideration of policies, practice and/or codes which have been adopted by Council, the power of the Director to approve any such application which would otherwise be exercisable by them pursuant to this delegation shall not extend to permit a variation of any standard specified in any such policy, statutory planning document or code unless such a variation is considered to be minor in that: a) the proposal is consistent with the underlying objectives/principles of the policy, statutory planning document or code; and b) the proposal will not constitute an undesirable precedent.</p>	



# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.2 - ATTACHMENT 1

Code	Name & Description	Compliances
DEG088e	<b>Applications under Part 4 of the Environmental Planning and Assessment Act 1979</b> Delegations do not include determination of any: Development Application or Section 4.55 Modification Application that is referred to Council by the Planning Review Committee unless the stated issues requiring referral are subsequently resolved to the satisfaction of the Planning Review Committee. Application that has an estimated value exceeding \$10,000,000 or for subdivision of land that would create 20 or more lots. Application involving "designated development" pursuant to Section 4.10 of the Environmental Planning and Assessment Act, 1979. Application involving a proposed variation under State Environmental Planning Policy No 1 - Development Standards unless the variation relates to a minor rural boundary adjustment. Application for review of a determination previously made by the General Manager or the Council. Revocation or modification of a consent pursuant to s96A of the Environmental Planning and Assessment Act 1979.	<b>Environmental Planning and Assessment Act 1979</b> Part 4
DEG126	<b>Determine Public Notification of Applications</b> Determine public notification of applications: (a) To determine whether an application should be exempted from notification in accordance with Council policy. (b) To determine such persons who own land or who reside in properties that may be detrimentally affected by the development and to ensure such persons are notified in accordance with Council's policy.	
DEG134a	<b>Issue of Permits, Certificates or Approvals</b> Approve or refuse the issue of permits, certificates and approvals for activities that are required to be regulated under the provisions of the Act or related legislation, including, but not limited to Section 68 Approvals under the Act.	<b>Local Government Act 1993</b>
DEG180	<b>Sign Building Information Certificates and Related Correspondence Environmental Planning and Assessment Act 1979</b> Sign Building Information Certificates and Related Correspondence - Environmental Planning and Assessment Act 1979	<b>Environmental Planning and Assessment Act 1979</b> Division 6, Part 6 Division 6.7 section 6.26
DEG181a	<b>Approve or Refuse Applications for Construction Certificates and Complying Development Certificates</b> (a) Approve or refuse applications for Construction Certificates and Complying Development Certificates which comply in all respects with the requirements of the Building Code of Australia, the Local Government Act 1993, as amended by the Environmental Planning and Assessment Act 1979 and Regulations, Council's Planning Controls and Policies and do not depart from the conditions and plans of the development consent. (b) Refuse an application for Construction Certificate or Complying Development Certificate proposing the erection of a building which does not comply with the requirements of either Council's LEP, the Building Code of Australia, the Local Government Act 1993, the Environmental Planning and Assessment Act 1979 and Regulations 2000 there under or relevant conditions of development consent.	<b>Building Code of Australia</b> <b>Local Government Act 1993</b> <b>Environmental Planning and Assessment Act 1979</b> <b>Environmental Planning and Assessment Regulation 2000</b> <b>Councils Planning Controls and Policies</b>

## BYRON SHIRE COUNCIL

### STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

### 4.2 - ATTACHMENT 1

Code	Name & Description	Compliances
DEG184	<b>Approve Applications for Strata/Subdivision Plans</b> To approve applications for strata/subdivision that comply with the Local Government Act 1993 and the Environmental Planning and Assessment Act 1979 and Regulations and the relevant provisions of the Strata Schemes Development Act 2015 and associated regulations; and any development consent issued (including release of the Subdivision plans and Certificates), including signature/endorsement of linen plans.	<b>Local Government Act 1993</b>  <b>Environmental Planning and Assessment Act 1979</b> <b>Environmental Planning and Assessment Regulation 2000</b>  <b>Strata Schemes Development Act 2015</b>
DEG192	<b>Perform the Functions in relation to Local Environment Plans</b> Perform the Functions in relation to Local Environment Plans subject to the Minister delegating functions under Section 3.36 of the Environmental Planning and Assessment Act 1979 and subject to Council resolving to accept the Ministerial delegation. Only those functions identified in the Ministerial delegation may be carried out.	<b>Environmental Planning and Assessment Act 1979</b> Part 3,Section 3.36



# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.2 - ATTACHMENT 1

### Enforcement

Code	Name & Description	Compliances
BSC033	<b>Issue Notices of Intention to Issue Orders and Orders under the Swimming Pools Act 1992</b> Approve, and issue Notices, Orders and Directions as an Authorised Officer under the terms of the Swimming Pools Act 1992 and Swimming Pools Regulation 2018	<b>Swimming Pools Act 1992 Swimming Pools Regulation 2018</b>
BSC086	<b>Issue Notices of Intention to Issue Orders and Orders under the Boarding Houses Act 2012</b> Issue Notices of Intention to Issue Orders and Orders under the Boarding Houses Act 2012	<b>Boarding Houses Act 2012</b>
BSC087	<b>Issue Notices of Intention to Issue Orders and Orders under the Impounding Act 1993</b>	<b>Impounding Act 1993</b>
DEG083	<b>Issue Notices of Intention to Issue Orders and Orders under the Local Government Act 1993</b> Issue Notices of Intention to Issue Orders under section 124 and section 132 the Act for failing to manage excessive vegetation	<b>Local Government Act 1993</b> section 124 and section 132
DEG084	<b>Issue Notices of Intention to Issue Orders and Orders under the Environmental Planning and Assessment Act 1979</b> Issue Notices of Intention to Issue Orders and Orders under the Environmental Planning and Assessment Act 1979	<b>Environmental Planning and Assessment Act 1979</b> section 9.34, section 9.58
DEG085	<b>Issue prevention notices, clean up notices or prohibition notices under the Protection of the Environment Operations Act 1997</b> Issue prevention notices, clean up notices or prohibition notices under the Protection of the Environment Operations Act 1997	<b>Protection of the Environment Operations Act 1997</b>
DEG086	<b>Issue notices of intention, notices and declarations under the Companion Animals Act 1998</b> Issue notices of intention, notices and declarations under the Companion Animals Act 1998	<b>Companion Animals Act 1998</b>
DEG087	<b>Issue orders, directions and notices under the Roads Act 1993.</b> Issue orders, directions and notices under the Roads Act 1993.	<b>Roads Act 1993</b>
DEG112	<b>Exercise the Powers of Councils Impounding Officer</b> Exercise the Powers of Council's Impounding Officer	<b>Impounding Act 1993</b>
DEG115	<b>Authorise Withdrawal of Penalty Infringement Leniency</b> (a) To withdraw Penalty Infringement Notices where those notices are technically flawed. (b) To withdraw from prosecution proceedings relating to penalty infringement notices following consideration of representations. Note – Not to be the originator or signatory to the Penalty Notice.	

# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.2 - ATTACHMENT 1

### Legal

Code	Name & Description	Compliances
BSC009	<b>Entry to land and premises - LG Act 1993</b> Enter any land and premises in accordance with the enabling legislation for the purpose of inspection, investigation, sampling and any other functions authorised by the Local Government Act 1993 and the regulations made under it.	<b>Local Government Act 1993</b> Chapter 8, Part 2, Sections 191 to 201
BSC020	<b>Entry to land and premises - Swimming Pools Act 1992</b> Enter any land and premises in accordance with the enabling legislation for the purpose of inspection, investigation, sampling and any other functions authorised by the Swimming Pool Act 1992 and the regulations made under it.	<b>Swimming Pools Act 1992</b> Part 3
BSC023	<b>Entry to land and premises - Impounding Act 1993</b> Enter any land and premises in accordance with the enabling legislation for the purpose of inspection, investigation, sampling and any other functions authorised by the Impounding Act 1993 and the regulations made under it	<b>Impounding Act 1993</b>
BSC025	<b>Entry to land and premises and act as Authorised Officer to exercise functions under Public Health Act 2010</b> Appointed as an Authorised Officer under Part 9 Division 2 section 126 to exercise such functions as are conferred or imposed on an Authorised Officer under Part 8, Divisions 1 and 2 of the Public Health Act 2010 including powers of entry into any premises. Power of entry is only limited by the terms of section 108(4), with respect to entering residential premises.	<b>Local Government Act 1993</b> Chapter 8, Part 2, Sections 191 to 201 <b>Public Health Act 2010</b> Part 8, Div 1 and 2 s108, Part 9 Div 2 s126
BSC027	<b>Entry to land and premises - Roads Act 1993</b> Enter any land and premises in accordance with the enabling legislation for the purpose of inspection, investigation, sampling and any other functions authorised by the Roads Act 1993 and the regulations made under it	<b>Roads Act 1993</b> Sections 164 to 174
BSC029	<b>Entry to land and premises - Companion Animals Act 1998</b> Enter any land and premises in accordance with the enabling legislation for the purpose of inspection, investigation, sampling and any other functions authorised by the Companion Animals Act 1998 and the regulations made under it	<b>Companion Animals Act 1998</b> Section 69A
BSC030	<b>Entry to land and premises - EP&amp;A Act 1979</b> Enter any land and premises in accordance with the enabling legislation for the purpose of inspection, investigation, sampling and any other functions authorised by the Environmental Planning and Assessment Act 1979 and the regulations made under it	<b>Environmental Planning and Assessment Act 1979</b> Part 9 Division 9.2
BSC031	<b>Entry to land and premises - POEO Act 1997</b> Enter any land and premises in accordance with the enabling legislation for the purpose of inspection, investigation, sampling and any other functions authorised by the Protection of the Environment Operations Act 1997 and the regulations made under it	<b>Protection of the Environment Operations Act 1997</b> Sections 111, 196 and 203

# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.2 - ATTACHMENT 1

Code	Name & Description	Compliances
BSC034	<b>Entry to land and premises and act as Authorised Officer to exercise functions under Food Act 2003</b> Exercise such functions as are conferred or imposed on an Authorised Officer under Part 4, Division 1 (Inspections); Part 4 Division 2 (Items seized by authorised officers) and Part 5 (Improvement Notices and Prohibition Orders for Premises or Equipment) under the terms of the Food Act 2003. Limitations: An Authorised Officer may only exercise the functions of an Authorised Officer under the Food Act 2003 within Byron Shire in respect of: (a) Imminent threat to; (i) public health and safety, or (ii) the health of any individual; in connection with food; and (b) A retail food business at premises within Byron Shire. (c) Power of entry is strictly limited by the terms of section 37(2), with respect to entering residential premises.	<b>Food Act 2003</b> Part 4 Division 1, Division 2, Part 5
BSC037	<b>Entry to land and premises and act as Authorised Inspector to exercise functions under Plumbing and Drainage Act 2011</b> Authorisation as an inspector under the Local Government (General) Regulation 2005 and Plumbing and Drainage Act 2011. Enter upon land in accordance with Part 4 Division 2 of the Plumbing and Drainage Act 2011	<b>Plumbing and Drainage Act 2011</b> Part 4 <b>Local Government (General) Regulation 2005</b>
BSC064	<b>Seek legal advice, assist legal representatives and give evidence and swear affidavits</b> Seek legal advice on processes or interpretations of Acts or Planning Instruments subject to prior agreement from the Director. Assist Council's legal representatives in regard to: Settling the statement of issues/facts; Preparing statements of evidence/court reports; Settling without prejudice conditions of development consent; Represent the Council in legal action, if instructed to, relevant to your powers, duties and authority Give evidence and swear affidavits in respect of any infringements under the various Acts, Regulations, Ordinances and Orders administered by Council that are relevant to the position's powers, duties and authority	
BSC089	<b>Obtain search warrants from the court</b> Subject to the approval of the General Manager, obtain search warrants from the court	
BSC090	<b>Legal action in the Local Court</b> Initiate (Legal Counsel position only) and prosecute legal actions (including by personal appearance or by instructing another Australian Lawyer) in the Local Court in relation to any breach of any Act, ordinance, regulation or by-law administered in whole or in part by the Council: - To authorise specific persons to initiate legal actions before a court of law (Legal Counsel position only); and - To provide and/or obtain legal advice (within the sums voted by Council for that purpose) as and when it is necessary to do so.	

# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.2 - ATTACHMENT 1

Code	Name & Description	Compliances
BSC091	<b>Commencing or defending legal proceedings</b> Delegation to commence or defend legal proceedings is limited to those proceedings in which Council's external solicitors (if engaged) estimate, in writing, that the professional legal costs for the proceedings will be less than \$50,000 unless commencement or defence of legal proceedings has otherwise been authorised by Council resolution. Where Council's external solicitors are not engaged delegation to commence or defend legal proceedings is limited to those proceedings in which Council's internal solicitors estimate, in writing, that the disbursements for the proceedings will be less than \$50,000 unless commencement or defence of legal proceedings has otherwise been authorised by Council resolution. Exercise of delegation is subject to Councillors being informed by memorandum of its exercise and the progress of the proceedings, together with current cost expenditure, being reported to Councillors monthly.	
BSC091a	<b>Settlement of legal proceedings</b> The delegations do not include: a) Power to settle legal proceedings for payment of less than 50% of Council's original or amended claim. b) Power to enter into consent orders in the Land and Environment Court in relation to development for which the General Manager would not otherwise be able to grant consent under delegation.	
BSC091b	<b>Legal action in any court</b> Subject to the approval of the General Manager to initiate and prosecute or defend legal actions in any court (other than local court - refer delegation BSC090) in relation to any breach of any Act, ordinance, regulation or by-law administered in whole or in part by the Council and to authorise specific persons to initiate legal actions before a court of law and to provide and/or obtain legal advice (within the sums voted by Council for that purpose) as and when it is necessary to do so	
BSC096	<b>Issue Court Attendance Notices (including Field Court Attendance Notices) and General Infringement/Penalty Notices</b> Issue Court Attendance Notices (including Field Court Attendance Notices) and General Infringement/Penalty Notices under the Self Enforcing Infringement Notice Scheme relating to Protection of the Environment Operations (General) Regulation 2009	Protection of the Environment Operations (General) Regulation 2009
BSC097	<b>Issue Court Attendance Notices (including Field Court Attendance Notices) and General Infringement/Penalty Notices</b> Issue Court Attendance Notices (including Field Court Attendance Notices) and General Infringement/Penalty Notices under the Self Enforcing Infringement Notice Scheme relating to Local Government (General) Regulation 2005	Local Government (General) Regulation 2005

# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.2 - ATTACHMENT 1

Code	Name & Description	Compliances
BSC098	<b>Issue Court Attendance Notices (including Field Court Attendance Notices) and General Infringement/Penalty Notices</b> Issue Court Attendance Notices (including Field Court Attendance Notices) and General Infringement/Penalty Notices under the Self Enforcing Infringement Notice Scheme relating to Impounding Regulation 2013	Impounding Regulation 2013
BSC111	<b>Make a submission to or appear before a lawfully established inquiry, commission or other similar body the terms of reference of which relate to, or the finding or recommendations of which may relate to or affect, the Council or its operations</b> Make a submission to or appear before a lawfully established inquiry, commission or other similar body. The terms of reference of which relate to, or the finding or recommendations of which may relate to or affect, the Council or its operations provided that the submission must be reported to the next available Council meeting.	
DEG060	<b>Negotiate and Enter into Leases, Licences and other Legal Transactions:</b> Authority to negotiate and enter into any form of Lease or Licence or other transaction for use of land or assets, subject to compliance with the Act, and subject to the General Manager making reasonable enquiries into the appropriate payments to be made to Council and consulting with Council's solicitor to determine the appropriate format of the legal agreement.	Local Government Act 1993
DEG077b	<b>Retrieval of stored CCTV footage and maintain register of fixed CCTV camera locations</b> Retrieve CCTV footage for viewing, upon approval by Legal Counsel. Maintain the register of fixed CCTV camera locations.	
DEG078	<b>Issue or Carry on Proceedings (including prosecutions), and to Act and Negotiate on behalf of Council on Legal Issues</b> (a) Lay information, to initiate or carry on, to act on behalf of Council and to negotiate on matters in issue between parties in any proceedings in any Court or Tribunal, including but not limited to, the Local, District or Supreme Courts of any State or Territory, any Industrial Relations Tribunal or Commission, and the Land and Environment Court; and (b) Instruct and engage Council's Solicitors and Counsel where considered necessary. (c) With the exception of Enforcement Officers, authorise the issue or withdrawal of any penalty infringement notices or complaint or the institution of any proceedings for the recovery of any penalty or the making of any order for or in respect of any offence, nuisance, or any other matter or thing whatsoever which the Council might be entitled to recover or seek under any Act or Regulation.	
DEG098	<b>Take Legal Action for the Recovery of Unpaid Rates and Charges and Unpaid Sundry Debtors</b> To take all necessary legal action at any time for the recovery of unpaid rates and charges and unpaid sundry debtors in accordance with the Act.	Local Government Act 1993 Section 712



# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.2 - ATTACHMENT 1

Code	Name & Description	Compliances
DEG100	<b>Resolve or Authorise Settlement of Liability Claims</b> To resolve claims on Council's behalf a) up to the excess on insurance policies b) above the level of the excess applicable to each insurance policy where an insurance claim is not made or an insurance claim is not accepted by the insurer, or c) there is no insurance in place.	
DEG136	<b>Issue General Infringement/Penalty Notices relating to Local Government Act 1993</b> To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Local Government Act 1993	<b>Local Government Act 1993</b>
DEG137	<b>Issue General Infringement/Penalty Notices relating to Road Rules 2014</b> To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Road Rules 2014	<b>Road Rules 2014</b>
DEG138	<b>Issue General Infringement/Penalty Notices relating to Companion Animals Act 1998</b> To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Companion Animals Act 1998	<b>Companion Animals Act 1998</b>
DEG139	<b>Issue General Infringement/Penalty Notices relating to Companion Animals Regulations 2018</b> To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Companion Animals Regulations 2018	<b>Companion Animals Regulations 2018</b>
DEG140	<b>Issue General Infringement/Penalty Notices relating to Road Transport (General) Regulation 2013</b> To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Road Transport (General) Regulation 2013	<b>Road Transport (General) Regulation 2013</b>
DEG141	<b>Issue General Infringement/Penalty Notices relating to Roads Act 1993</b> To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Roads Act 1993	<b>Roads Act 1993</b>
DEG142	<b>Issue General Infringement/Penalty Notices relating to Impounding Act 1993</b> To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Impounding Act 1993	<b>Impounding Act 1993</b>
DEG143	<b>Issue General Infringement/Penalty Notices relating to Protection of the Environment Operations Act 1997</b> To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Protection of the Environment Operations Act 1997	<b>Protection of the Environment Operations Act 1997</b>

# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.2 - ATTACHMENT 1

Code	Name & Description	Compliances
DEG144	<b>Issue General Infringement/Penalty Notices relating to Protection of the Environment Operations (Clean Air) Regulation 2010</b> To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Protection of the Environment Operations (Clean Air) Regulation 2010	Protection of the Environment Operations (Clean Air) Regulations 2010
DEG145	<b>Issue General Infringement/Penalty Notices relating to Protection of the Environment Operations (Noise Control) Regulation 2017</b> To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Protection of the Environment Operations (Noise Control) Regulation 2017	Protection of the Environment Operations (Noise Control) Regulations 2017
DEG146	<b>Issue General Infringement/Penalty Notices relating to Protection of the Environment Operations (Waste) Regulation 2014</b> To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Protection of the Environment Operations (Waste) Regulation 2014	Protection of the Environment Operations (Waste) Regulation 2014
DEG147	<b>Issue General Infringement/Penalty Notices relating to Swimming Pools Act 1992</b> To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Swimming Pools Act 1992	Swimming Pools Act 1992
DEG151	<b>Issue General Infringement/Penalty Notices relating to Environmental Planning &amp; Assessment Act 1979 (Development not carried out in accordance with consent only)</b> Issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Environmental Planning & Assessment Act 1979	Environmental Planning & Assessment Act 1979
DEG152	<b>Issue General Infringement/Penalty Notices relating to Environmental Planning and Assessment Regulation 2000</b> To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Environmental Planning and Assessment Regulation 2000	Environmental Planning and Assessment Regulation 2000
DEG153	<b>Issue General Infringement/Penalty Notices relating to Food Act 2003</b> To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Food Act 2003	Food Act 2003
DEG158	<b>Issue General Infringement/Penalty Notices relating to Public Health Act 2010</b> To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Public Health Act 2010	Public Health Act 2010
DEG159	<b>Issue General Infringement/Penalty Notices relating to Public Health Regulation 2012</b> To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Public Health Regulation 2012	Public Health Regulation 2012
DEG161	<b>Issue General Infringement/Penalty Notices relating to Road Regulations 2008</b> To issue Infringement Notices under the Self Enforcing Infringement Notice Scheme relating to Road Regulations 2008	Road Regulation 2008

# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.2 - ATTACHMENT 1

### Staffing Matters

Code	Name & Description	Compliances
BSC010	<b>Allocate and reallocate tasks amongst staff under officer's supervision</b> Allocate and reallocate tasks amongst staff under officer's supervision	
BSC011	<b>Report to State Insurance Regulatory Authority (with regard to WHS)</b> Make reports State Insurance Regulatory Authority for any notifiable incidents	
BSC012	<b>Determine Access to Personnel Files</b> Determine and approve requests for access to personnel files and management of documents on personnel files in accordance with Council policy and procedures	
BSC015	<b>Selection and Recruitment Panel</b> Act as the People and Culture Unit representative in selection and recruitment processes	
BSC016	<b>Authorise payments for tax, superannuation and all employee deductions</b> Authorise payments for tax, superannuation and all employee deductions	
BSC017	<b>Report to SafeWork NSW for any notifiable incidents</b> Make any reports to SafeWork NSW for any notifiable incidents	
BSC019	<b>Authorise periodic attendance sheets (timesheets)</b> Authorise periodic attendance sheets for staff under your supervision	
BSC021	<b>Exercise authorities of supervisor during their absence</b> Exercise the authorities and functions of your supervisor during the absence of your supervisor due to annual leave, long service leave, sick leave, attendance at conferences, or the like when directed in writing by the supervisor	
BSC082	<b>Performance management and disciplinary action</b> Implement performance management and disciplinary action, but not dismissal, involving Council staff, other than Managers or Directors, in accordance with the Act, Award and Council policy	
BSC084	<b>Ensure Council's Equal Employment Opportunity (EEO) obligations are fulfilled</b> Ensure Council's Equal Employment Opportunity (EEO) obligations are fulfilled	<b>Local Government Act 1993</b> Section 344-347
BSC112	<b>Make variations if required to the General Manager's Performance Agreement by agreement</b> Make variations if required to the General Manager's Performance Agreement by agreement provided it must be reported to the next available Council meeting.	
DEG028	<b>Approve Salary Step Progressions for Staff</b> Approve salary step progression (2 or more steps for BSC) for staff in accordance with the Agreement and Council's Reward and Recognition Framework Policy and the Local Government (State) Award 2017	<b>Local Government (State) Award 2017</b>



# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.2 - ATTACHMENT 1

Code	Name & Description	Compliances
DEG033	<b>Approve a Report of Injury to Councils Workers Compensation Insurer</b> To deal with, determine and sign any correspondence relating to insurance claims, workers compensation claims, work health and safety and risk management matters or as directed by the Manager People and Culture	
DEG034	<b>Approve Leave</b> Approve or refuse leave having due regard to the proper functioning of the Council and maintenance of appropriate levels of service to the public and compliance with Council's policies, including: (a) Long service (all types); (b) Annual; (c) Sick (Full Pay); (d) Carers; (e) Bereavement; (f) Jury service; (g) Trade union training leave; (h) Union conference leave; (i) Parental/maternity leave; (j) Emergency services (up to 5 days per calendar year); (k) Defence Force Reserve; (l) Study leave (if education assistance already approved); (m) Leave without pay; (n) Concurrent parental leave; (o) Purchased annual leave; (p) Approved leave of absence; (q) Sick (Half Pay); (r) Health and Wellbeing leave; and (s) Special leave with or without leave.	
DEG035	<b>Approve Professional Development</b> Approve attendance at professional development programs and reasonable out of pocket expenses, with pay in the following cases: (a) Professional body where staff members are full members of a relevant professional body that is running a conference or meeting -; a maximum of five days leave at any one time, with a maximum in any one year of 15 days; (b) Field days where it is considered that the machinery to be displayed is of some relevance to Council's operations, that senior staff directly associated with the purchase of Council's machinery be allowed to attend one day only; (c) Executive of a professional body where an employee is elected to the executive of a professional body, special leave must fit within the parameters laid down under the professional body category; (d) Attendance at refresher courses (for example, management courses) to be decided by Council in each particular case.	
DEG042	<b>Approve Council Employment Agreements in accordance with the Local Government (State) Award 2017</b> Approve Council Employment Agreements in accordance with the Local Government (State) Award 2017	Local Government (State) Award 2017
DEG047	<b>Approve Overtime Payments</b> Approve or refuse the payment of overtime in accordance with the Local Government (State) Award 2017.	Local Government (State) Award 2017
DEG048	<b>Deal with Industrial Disputes</b> To deal with industrial disputes within the terms of existing Industrial Instruments.	
DEG051	<b>Provide a Reference to a Potential Employer</b> Provide a reference to a potential employer with the consent of a current or former employee: (a) Verbal references can be provided to a potential employer. (b) Written references on Council letterhead can only be provided by the General Manager and Directors. Without the consent of a current or former employee the only information that can be provided to a potential employer, is confirmation that the person has worked for Council, the duration of that work and the position occupied during that time.	

**Exemptions**

Code	Name & Description	Compliances
BSC069	<b>General Exemptions</b> Delegations relating to Approvals are at all times subject to: a) any resolution, policy, procedure or budget made by Council; b) any directive from the Director; c) any Act, Regulation, Ordinance or by-law; d) any determination been made only following consideration of a recommendation of another officer; and e) any correspondence to the Ombudsman, ICAC, Members of Parliament or State and Federal Government Departments been limited to operational matters or matter which only involves the provision of factual information.	

**Report No. 4.3      Operational Plan 2020/21 - First Quarter Report - Q1 - 1 July to 30 September 2020****Directorate:** Corporate and Community Services**Report Author:** Heather Sills, Corporate Planning and Improvement Coordinator**File No:** I2020/1723**Summary:**

- 10 Council's Operational Plan outlines its projects and activities to achieve the commitments in its four-year Delivery Program. In accordance with the *Local Government Act 1993* progress reports must be provided at least every six months.
- 15 The proposed amendments to the Local Government Act suggest increased involvement of ARIC in the oversight of Council's Integrated Planning and Reporting practices. In preparation for this requirement and as good practice, a regular quarterly report will be provided to future ARIC meetings for information, summarising Council's progress towards achieving the annual activities contained in the 2020/21 Operational Plan.
- 20 This report is the first quarterly progress report for the period 1 July to 30 September 2020.
- 

**RECOMMENDATION:**

1. That the Audit, Risk, and Improvement Committee notes the Quarter 1 Report on the 2020/21 Operational Plan for the period ending 30 September 2020 (Attachment 1 #E2020/81520).
2. That the Audit Risk and Improvement Committee receive a Quarterly Report on the Operational Plan as a standing item at their November, February, May, and August meetings.

**Attachments:**

- 1 Operational Plan Quarterly Report - Q1 - July to September 2020, E2020/81520 , page 82 [↓](#)

### REPORT

#### Background

- 5 The Delivery Program and Operational Plan are two key corporate documents that establish Council's goals and priorities for the term of the Council and the current financial year. The Delivery Program is supported by the annual Operational Plan, which identifies the individual projects and activities that will be undertaken for the year to achieve the commitments made in the Delivery Program.
- 10 The General Manager is required to provide six monthly progress reports to the Council on the progress toward the Delivery Program, in accordance with the *Local Government Act 1993* s404 which states:
- 15 *"The general manager must ensure that regular progress reports are provided to the council reporting as to its **progress with respect to the principal activities detailed in its delivery program**. Progress reports must be provided at least **every 6 months**"*
- 20 While the requirement is six monthly reporting, in Byron Shire the Council is provided with a quarterly report on the activities in the Operational Plan, to promote effective and efficient reporting and decision making. This report will be provided to Council at its Ordinary Meeting on 22 November 2020.
- 25 The proposed amendments to the *Local Government Act* relating to Audit, Risk, and Improvement Committees (ARIC) suggest that a future mandated role of the ARIC will be *"...to continuously review and provide independent advice to the general manager and the governing body of the council about...the achievement of the goals set out in the council's community strategic plan, delivery program, operational plan, and other strategies."*
- 30 In preparation for this requirement and as good practice, a regular quarterly report on the will be provided to future ARIC meetings for information.

#### Quarter 1 report

- 35 The quarterly report details Council's progress towards achieving the activities in the 2020/21 Operational Plan. It includes a status update on progress and notes any highlights or exceptions where actions may be delayed or reprioritised.
- 40 The report (Attachment 1 #E2020/81520) is structured by the five 'Our Byron, Our Future' Community Strategic Plan 2028 objectives:
- Community Objective 1: We have infrastructure, transport and services which meet our expectations
  - Community Objective 2: We cultivate and celebrate our diverse cultures, lifestyle and sense of community
  - 45 • Community Objective 3: We protect and enhance our natural environment
  - Community Objective 4: We manage growth and change responsibly
  - Community Objective 5: We have community led decision making which is open and inclusive
- 50 Each section notes the progress against the activities including:
- Activity
  - Responsible directorate
  - Measure
  - Timeframe
  - 55 • Comments

- Status
  - On track – Indicates that an activity is currently on track, taking into account the timeframe, measures, and budget
  - Needs attention – Indicates that the scope of the activity may need to be reviewed in line with constraints such as timeframe/budget
  - Not commenced – The activity is not due to have commenced or has not commenced
  - Completed – The activity has been completed in accordance with the prescribed measures

## **STRATEGIC CONSIDERATIONS**

### ***Community Strategic Plan and Operational Plan***

<b>CSP Objective</b>	<b>L2</b>	<b>CSP Strategy</b>	<b>L3</b>	<b>DP Action</b>	<b>L4</b>	<b>OP Activity</b>
<b>Community Objective 5: We have community led decision making which is open and inclusive</b>	5.2	Create a culture of trust with the community by being open, genuine and transparent	5.2.1	Provide timely, accessible and accurate information to the community	5.2.1.2	Continuous improvement of corporate planning and reporting process

### ***Legal/Statutory/Policy Considerations***

The General Manager is required under Section 404 (5) of the *Local Government Act 1993* to provide regular progress reports as to the Council's progress with respect to the principal activities detailed in the Delivery Program/Operational Plan. Progress reports must be provided at least every six months.

### ***Financial issues***

Council's financial performance for the reporting period is addressed in the Quarterly Budget Review, which is subject to a separate report included in this business paper.

### ***Consultation and Engagement***

The development of the Delivery Program was informed by extensive engagement around the Community Strategic Plan and specifically a Community Solutions Panel on infrastructure priorities.

The progress reports on the Operational Plan and Delivery Program will be published on Council's website as a way of ensuring transparency around how Council is progressing activities and actions.

# Byron Shire Council

## Operational Plan Quarterly Report Q1

### Our progress towards the 2020/21 Operational Plan

1 July to 30 September 2020



## Acknowledgement of Country

In preparation of this document Council acknowledges the Bundjalung of Byron Bay - Arakwal People are the Traditional Custodians of the land in Byron Shire, and form part of the wider Aboriginal nation known as the Bundjalung.

Byron Shire Council and the Traditional Custodians acknowledge the Tweed Byron Local Aboriginal Land Council and the Jali Local Aboriginal Land Council under the Aboriginal Land Rights Act 1983.

Council also acknowledges all Aboriginal and Torres Strait Islander people who now reside within the Shire and their continuing connection to country and culture.



## Contact Council

In person:	<b>70 Station St, Mullumbimby NSW Byron Visitors Centre, Jonson St, Byron Bay</b>
Postal Address:	<b>PO Box 219, Mullumbimby NSW 2482</b>
Office Hours:	<b>8.30am to 4.30pm Mon-Fri</b>
Phone:	<b>02 6626 7000</b>
Fax:	<b>02 6684 3018</b>
Email:	<b><a href="mailto:council@byron.nsw.gov.au">council@byron.nsw.gov.au</a></b>
Web:	<b><a href="http://www.byron.nsw.gov.au">www.byron.nsw.gov.au</a></b>
Social media:	<b><a href="https://www.facebook.com/byronshire.council">www.facebook.com/byronshire.council</a></b>
Emergency After Hours	<b>02 6622 7022</b>

## This document

Council is committed to providing a regular update on its progress towards its Operational Plan. The Quarterly report details the progress on the activities of Council's 2018/19 Operational Plan, noting the:

- Activity
- Responsible directorate
- Measure
- Timeframe
- Comments
- Status

Further to the providing an update on the Operational Plan Activities, this report is a '6-monthly edition' of Council's Quarterly Report, providing an additional reporting layer regarding the progress toward the higher level actions of the Delivery Program, in accordance with the *Local Government Act 1993* s404 which states:

*"The general manager must ensure that regular progress reports are provided to the council reporting as to its **progress with respect to the principal activities detailed in its delivery program**. Progress reports must be provided at least **every 6 months**"*

This is an important component of the reporting cycle, focusing on the higher level commitments that the Councillors have made to the community for the duration of their term. It also provides an opportunity to reflect on whether the specific activities being undertaken are still working toward these priorities.

The report is structured by each of the 'Our Byron, Our Future' Community Strategic Plan (2018-2028) objectives:

### Community Objective 1:

**We have infrastructure, transport and services which meet our expectations**

### Community Objective 2:

**We cultivate and celebrate our diverse cultures, lifestyle and sense of community**

### Community Objective 3:

**We protect and enhance our natural environment**

### Community Objective 4:

**We manage growth and change responsibly**

### Community Objective 5:

**We have community led decision making which is open and inclusive**



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## Community Objective 1: Infrastructure

We have infrastructure, transport and services which meet our expectations

*1.1: Provide a road network which is safe, accessible and maintained to an acceptable level of service*

**1.1.1: Deliver road and drainage maintenance services in line with Community Solutions Panel values (SP)**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.1.1.1	Implement annual rural drainage planned maintenance works	Infrastructure Services	Completion of works / budget expended	Storm Recovery works almost complete. Regular maintenance to continue.	On Track	▶
1.1.1.2	Implement ongoing road planned maintenance works	Infrastructure Services	Completion of works / budget expended	Grading and Pothole Patching works continuing.	On Track	▶
1.1.1.3	Deliver heavy patching program	Infrastructure Services	Completion of program	Major activities to commence 6/10 at Booyong and Pearce Road	On Track	▶
1.1.1.4	Deliver gravel resheeting program	Infrastructure Services	Completion of program	Works will continue in October as grading resources are available	On Track	▶
1.1.1.5	Deliver Road Reseal Program	Infrastructure Services	Completion of program	Major package of work to commence in October with Pearce and Booyong Rd	On Track	▶
1.1.1.6	Deliver Bridge Works Program	Infrastructure Services	Completion of program	South Arm bridge restoration nearing completion. Belongil Footbridge Renewal and Orana Bridge Renewal in planning. Expected commencement of Belongil Footbridge is November 2020.	On Track	▶
1.1.1.7	Deliver Causeway Works Program	Infrastructure Services	Completion of program	Works underway, first causeway of 4 commenced.	On Track	▶
1.1.1.8	Deliver Major Culverts Works Program	Infrastructure Services	Completion of program	Programs funding not approved in final adopted budget. Will require budget review.	Not Commenced	—
1.1.1.9	Deliver Major Patching Program	Infrastructure Services	Completion of program	Major package of work to commence in October with Booyong and Pearce Road upgrade	On Track	▶

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# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.3 - ATTACHMENT 1

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.1.1.10	Deliver Pavement Asphalt Overlay Program	Infrastructure Services	Completion of program	Ocean Shores scope nearing completion, will be complete in the first week of October.	On Track	▶
1.1.1.11	Deliver Reseal Program	Infrastructure Services	Completion of program	Duplicate entry to 1.1.1.5 - action to be removed	On Track	▶

### 1.1.2: Develop maintenance levels for road network infrastructure in line with Community Solutions

#### Panel values (SP)

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.1.2.1	Undertake bridge inspection program to identify and prioritise scheduled maintenance and renewal of bridge components or bridges	Infrastructure Services	Completion of program	The bridge inspection program is conducted annually in the the early months of the calendar year, anticipated commencement in February 2020. Planning has commenced.	On Track	▶
1.1.2.2	Refine risk based methodologies and predictive modelling to strategically prioritise maintenance and renewal of infrastructure.	Infrastructure Services	Maintain up to date asset models	Predictive models based on condition assessment and risk evaluation continue to be updated.	On Track	▶
1.1.2.3	Undertake urban roadside tree maintenance for dead, dying, and dangerous trees	Infrastructure Services	Program within budget and identified dangerous trees treated	Continue reactive program	On Track	▶

**1.1.3: Prioritise road network asset renewal and upgrade programs in line with Community Solutions**

**Panel values (SP)**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.1.3.1	Deliver Road Side Barrier Renewal Program Shire Wide	Infrastructure Services	Completion of program	Procurement underway. Exact scope pending resolution to Coolamon Scope and wire rope repair.	Not Commenced	—
1.1.3.2	Deliver access ramp and footpath upgrades and renewals shire wide	Infrastructure Services	Access ramps and footpaths upgraded, in conjunction with planned capital projects or footpath renewal program, to leverage these works and improve DIAP access for community.	Works being planned and programed for delivery in second half of financial year.	On Track	▶
1.1.3.3	Deliver Kerb and Gutter renewal program Shire Wide	Infrastructure Services	Completion of program	Program of works developed. Will commence at suitable time to to use internal resources.	Not Commenced	—
1.1.3.4	Replacement of damaged footpaths	Infrastructure Services	Replacement of footpaths in accordance with inspection reports	Defect management continuing, programmed works to continue as infill works when resources are free	On Track	▶
1.1.3.5	Deliver Retaining Wall renewal Program Shire Wide	Infrastructure Services	Completion of program	Scope to be programmed in according to resource availability	On Track	▶
1.1.3.6	Deliver Ruskin Street Reconstruction	Infrastructure Services	Works Complete on site and road open to traffic	Environmental planning report completed, project out to consultation and awaiting council approval at the October meeting. Detailed design and bill of quantities with works for final estimate.	On Track	▶
1.1.3.7	Deliver Middleton Street Road Reconstruction	Infrastructure Services	Works Complete on site and road open to traffic	Works completed with linemarking outstanding.	On Track	▶
1.1.3.8	Deliver Renewal of Byron Creek Bridge	Infrastructure Services	Bridge replacement complete and open to traffic	Bridge deck slab complete. Barrier and road approaches under construction. Project completion expected late October 2020.	On Track	▶

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## 4.3 - ATTACHMENT 1

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.1.3.9	Deliver road reconstruction work on the Pocket Road Stage 2	Infrastructure Services	Works complete on site and open to traffic	Construction drawings are at 80% complete.	On Track	▶
1.1.3.10	Deliver Causeway Renewal Program - subject to causeway inspections	Infrastructure Services	Works complete on site and open to traffic	Works have commenced on first of three causeways being delivered in 2020/21.	On Track	▶
1.1.3.11	Deliver Myocum Road Renewal - Stage 1	Infrastructure Services	Works complete on site and open to traffic	Survey complete. Concept design commenced. Design to be finalised prior to 30 January 2021 and works to commence in March 2021.	On Track	▶
1.1.3.12	Design Myocum Road Renewal - Stage 2	Infrastructure Services	Construction Works Package complete	Survey complete. Concept design commenced. Design to be finalised prior to 30 January 2021. Works to be programmed in 2021/22 financial year.	On Track	▶
1.1.3.13	Deliver Coolamon Scenic Drive 16.5km section - Reconstruction - Coorabell	Infrastructure Services	Works complete on site and open to traffic	Stage 2 on ground works complete. Stage 3 guardrail design is under investigation for construction later in FY20/21.	On Track	▶
1.1.3.14	Deliver Bangalow Road 8.02km section - Road Safety Project - Byron Bay	Infrastructure Services	Works Complete on site and road open to traffic	Council is finalising design based on feedback from TfNSW. Works expected to commence in November following completion of the road reconstruction currently underway between Byron Creek Bridge and Tinderbox Road.	On Track	▶
1.1.3.15	Design Fern Street Reconstruction	Infrastructure Services	Construction Works Package complete	Hansen Partnership have been awarded as the successful design consultant. Project kickoff meeting has been held.	On Track	▶
1.1.3.16	Deliver Bangalow Road Renewal - Talofa	Infrastructure Services	Works complete on site and open to traffic	Drainage works complete. Pavement widening and construction has now commenced.	On Track	▶
1.1.3.17	Design Stuart Street Renewal	Infrastructure Services	Construction Works Package complete	Hansen Partnership have been awarded as the successful design consultant. Project kickoff meeting has been held.	On Track	▶

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## 4.3 - ATTACHMENT 1

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.1.3.18	Design Tincogan Street - Intersection Priority Change	Infrastructure Services	Construction Works Package complete	Hansen Partnership have been awarded as the successful design consultant. Project kickoff meeting has been held.	On Track	▶
1.1.3.19	Design Tincogan Street - Intersection Priority Change at Dalley Street	Infrastructure Services	Construction Works Package complete	Duplicate action. See Operational Plan action 1.1.3.18. This action to be removed.	On Track	▶
1.1.3.20	Design Carlyle Street Renewal	Infrastructure Services	Construction Works Package complete	Survey underway. Design planned within design program. Geotech information being sourced.	On Track	▶
1.1.3.21	Design Main Arm Road Renewal	Infrastructure Services	Construction Works Package complete	Design contract being awarded in early October. Completion of full design package expected in third quarter of financial year.	On Track	▶
1.1.3.22	Design Bayshore Drive Renewal - Byron Arts and Industrial Estate	Infrastructure Services	Construction Works Package complete	Scope of pavement rehabilitation confirmed. Design to consider, shared path and other landscaping or master plan items, as well as flood mitigation future plans. Survey and design programmed	On Track	▶
1.1.3.23	Deliver South Arm Car Park Upgrade - Stage 1	Infrastructure Services	Stage 1 works complete on site and open for use	Concept design options to be presented to October SPW. Detailed design subject to outcomes from SPW.	On Track	▶

**1.1.4: Develop road network new works program in line with Community Solutions Panel values/principles (SP)**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.1.4.1	Seek and apply for grants that deliver new or upgraded road network works	Infrastructure Services	On going - suitable grants applied for throughout year	A number of Fixing Country Roads, Bridge Replacement Program and Safer Road program grant applications are being developed.	On Track	▶

**1.1.5: Deliver road network new works program**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.1.5.1	Complete construction of the Byron Bay Bypass	Infrastructure Services	Open the Bypass	This major project will be completed this financial year. Work is continuing on stages 2,3, 4 and the noise works.	On Track	▶
1.1.5.2	Complete Suffolk Park Cycle Way - Bangalow Road	Infrastructure Services	Onsite works complete	Finalisation of construction waiting on approvals from Council (Local Traffic Committee endorsed) prior to recommencing footpaths, bitumen, pedestrian crossing and line marking works. Estimating that works will resume in October.	On Track	▶
1.1.5.3	Seek and apply for grants that deliver new or upgraded road network works	Infrastructure Services	On going - suitable grants applied for throughout year	Duplicate action to be removed. See Operational Plan action 1.1.4.1 - Seek and apply for grants that deliver new or upgraded road network works	On Track	▶



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## 4.3 - ATTACHMENT 1

### 1.1.6: Provide stormwater infrastructure to manage flood mitigation, social and environmental outcomes

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.1.6.1	Review 10 year stormwater levy program	Infrastructure Services	Program reviewed and updated	Review has been programmed.	On Track	▶
1.1.6.2	Deliver 44 Kingsley Lane - Kerb and Gutter to prevent property flooding at a number of properties	Infrastructure Services	Works Complete on site and road open to traffic	Project is being considered for movement from 2020/21 program and into 2021/22 program. Scope for action 1.1.6.5 Deliver South Golden Beach Street Drainage Upgrade - Pacific Esplanade has been extended due flooding issues found during heavy rain in early 2020. This work is higher priority, therefore, funds need to be directed to this project.	On Track	▶
1.1.6.3	Deliver Annual Urban Drainage Maintenance works	Infrastructure Services	Complete 70% of programmed maintenance for urban drainage	Programmed works ongoing and reactive maintenance actions undertaken as and when required	On Track	▶
1.1.6.4	Design Alcorn Street Drainage Augmentation	Infrastructure Services	Construction Works Package complete	Programmed for delivery in second half of financial year.	Not Commenced	—
1.1.6.5	Deliver South Golden Beach Street Drainage Upgrade - Pacific Esplanade	Infrastructure Services	Works Complete on site and road open to traffic	Scope has been extended due flooding issues found during heavy rain in early 2020. Funding for additional works will be sought from Council in September quarterly review.	On Track	▶
1.1.6.6	Design South Golden Beach Street Drainage Upgrade - Clifford Street	Infrastructure Services	Construction Works Package complete	Programmed for delivery in second half of financial year.	Not Commenced	—
1.1.6.7	Design works for drainage upgrades to 18 Old Bangalow Road - pipe open drain to reserve	Infrastructure Services	Construction Works Package complete	Scope has been extended following environmental investigations. Funding for additional works will be sought from Council in September quarterly review.	On Track	▶
1.1.6.8	Urban Laneway Drainage Master Planning Program	Infrastructure Services	Construction Works Package complete	Programs funding not approved in final adopted budget. Will require budget review.	Not Commenced	—

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## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.3 - ATTACHMENT 1

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.1.6.9	Complete Water Sensitive Urban Design Strategy Actions	Infrastructure Services	Agreed actions complete	Works being programmed for second half of financial year.	On Track	▶
1.1.6.10	Deliver I&I Stormwater Renewal - Mullumbimby	Infrastructure Services	Works Complete on site and road open to traffic	It is proposed that these works will occur as part of the Stuart and Fern Street upgrades because the at risk of failure pipelines are within these street and renewal as part of these projects provides better value for money to Council.	On Track	▶
1.1.6.11	Complete Annual Stormwater Network Camera Inspection Program as per program	Infrastructure Services	All inspection complete and asset conditions uploaded to predictor software	Program not commenced, proposed high priority sites (Suffolk Park and Ocean Shores) to be inspected Feb 2021.	Not Commenced	—


## 1.2: Provide essential services and reliable infrastructure which meet an acceptable community standard

### 1.2.1: Deliver infrastructure maintenance services in line with Community Solutions Panel values (SP)


OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.2.1.1	Building assets managed to support the provision of services to the community.	Corporate and Community Services	Building asset management actions are identified, documented, monitored and reported to community in line with Strategic Asset Management Plan .	RCD register complete for 2020.  Half yearly fire safety inspections complete.	On Track	▶
1.2.1.2	Complete 80% of programmed maintenance for water and sewer assets	Infrastructure Services	Complete 80% of programmed maintenance for water and sewer assets	Overall planned maintenance stands at 83% of tasks completed by due date in September 2020. This is up from 64% last month.	On Track	▶
1.2.1.3	Implement planned maintenance program for resource and recovery operational assets	Infrastructure Services	Program within budget	Public Place bin cleaning and maintenance ongoing. Replacement of bins within the enclosures for cleaning underway.  New arrangements for ongoing cleaning and maintenance of cigarette butt bins commenced.  Dog poo bag dispensers serviced as per schedule - high season scheduling to commence	On Track	▶

**1.2.2: Develop infrastructure asset renewal and upgrade program in line with Community Solutions**

**Panel values (SP)**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.2.2.1	Develop and amend Open Space Programs in accordance with the adopted Open Space Asset Management Plan	Infrastructure Services	Programs amended in line with AMP and adopted budget	Program developed	On Track	

**1.2.3: Develop infrastructure new works program in line with Community Solutions Panel values (SP)**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.2.3.1	Amend the Recreational Needs Assessment 10 year program to 2031	Infrastructure Services	Completed in line with the 21/22 budget development program	To be undertaken during budget preparation for 21/22 FY	Not Commenced	

**1.2.4: Provide active and passive recreational Community space that is accessible and inclusive for all (SP)**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.2.4.1	Pursue funding opportunities in partnership with Reflections Holiday Parks for the delivery of accessible infrastructure at Torakina Beach (as adopted from the beach accessibility program)	Infrastructure Services	Funded Projects delivered	Staff actively communicating with Reflections in regards to current Council projects and future adjoining Reflection Projects.	On Track	▶
1.2.4.2	Deliver accessibility outcomes within Capital works and infrastructure renewal programs	Infrastructure Services	Adopted Program	Accessibility, CPTED, Everyone Can Play standards being applied to programmed works.	On Track	▶
1.2.4.3	Deliver Stage 2 of a Public Open Space Accessibility Program	Infrastructure Services	Funded elements delivered	Available budget for accessible BBQ units at Ocean Shores to be utilized for in installation of new facility in Tom Kendall Park.	On Track	▶
1.2.4.4	Finalise detailed design for the Byron Skate Park and Recreation Hub	General Manager	Detailed design complete	Inception meeting held with Convic (DD consultants) 6 September.	On Track	▶
1.2.4.5	Finalise planning approvals for Byron Skate Park and Recreation Hub	General Manager	Project fully approved and ready for construction	Planning consultant awaiting 50% detailed designs to progress this further.  Also awaiting land tenure advice from Crown Lands to determine planning approval pathway.	On Track	▶
1.2.4.6	Maintain beach entry points to agreed levels of service	Infrastructure Services	Maintained in accordance with AMP within adopted budget	Maintenance work ongoing. Works undertaken on Beach Access points at New Brighton. Maintenance works to Clarkes Beach access tracks ongoing.	On Track	▶

**1.2.5: Ensure ongoing maintenance and upgrade of inclusive community buildings and swimming pools (SP)**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.2.5.1	Review the delivery of the Buildings AMP improvement plan	Infrastructure Services	Report on the outcomes of the Buildings AMP improvement plan	Actions detailed in the BAMP improvement plan are being tracked. A internal audit of AM is planned for the second quarter.	On Track	▶
1.2.5.2	Implement successful building grants eg stronger country communities program	Infrastructure Services	Complete grant approved projects	The grant funded Ocean Shores Community Centre Upgrade tender has been reported to the 24 September meeting of Council	On Track	▶
1.2.5.3	Complete the upgrade of the Ocean Shores community Centre	Infrastructure Services	Significant progress toward completion in the 2021/22 FY for the Ocean Shore Community Centre project	The tender recommendations report was approved by Council at the 24 September meeting of Council	On Track	▶
1.2.5.4	Progress planning of renewal / upgrades of Byron Bay Pool	Infrastructure Services	Plan for renewal / upgrades developed and reported to Council	PRG established	On Track	▶
1.2.5.5	Manage Surf Life Saving Contract for patrolled areas	Infrastructure Services	Service program delivered	Summer period commenced on 1 September 2020. Working with ALS on Covid Safe Summer Plan.	On Track	▶
1.2.5.6	Upgrades at the Brunswick Heads Memorial Hall including; toilets, widening the stage, and accessibility improvements	Corporate and Community Services	Upgrade works completed	<p>Planning complete with DA approved.</p> <p>Grant funding approved however more information has been requested from the Grant Funding body.</p> <p>Awaiting determination from Grants Coordinator RE: funding amount approved.</p>	On Track	▶

# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.3 - ATTACHMENT 1

### 1.2.6: Optimise Councils property portfolio (SP)

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.2.6.1	Progress Lot 12 Bayshore Drive Byron Bay future use	Infrastructure Services	Implement council resolutions on the preferred future use	The EOI for future use options is currently open. The probity consultant has been engaged.	On Track	▶
1.2.6.2	Undertake detailed road assessment and revaluation for the purposes of closure and potential land sale as required.	Infrastructure Services	Ongoing actions complete throughout year as required	Ongoing actions throughout year in response to enquiries to close and purchase. All current actions are progressing well within expected timeframes.	On Track	▶
1.2.6.3	Purchase of land access for Lot 4 Mullumbimby	Infrastructure Services	Complete the purchase	Continuing follow up has occurred with TfNSW. No time frame has been provided by TfNSW for progressing the land sale.	On Track	▶
1.2.6.4	Progress infrastructure planning for the Ewingsdale Road corridor	Infrastructure Services	Complete assessments	Key work is continuing with TfNSW and an application to Infrastructure Australia has been lodged and will be subject to an SPW briefing in October.	On Track	▶
1.2.6.5	Ongoing management of contracts for operation of First Sun and Suffolk Park Caravan Parks	Infrastructure Services	Net operating budgeted profit met or exceeded.	Contract for service being managed in accordance with the terms and conditions of the contract and COVID-19 restrictions. Output measure currently being met.	On Track	▶
1.2.6.6	Manage approval to operate licence conditions for First Sun and Suffolk Holiday Parks	Infrastructure Services	Approval to Operate Conditions achieved	Work progressed SBFHP Residence compliance	On Track	▶
1.2.6.7	Deliver adopted capital works program for First Sun Holiday Park	Infrastructure Services	Delivery of adopted program	Adopted capital works program underway and on track.	On Track	▶
1.2.6.8	Deliver adopted capital works program for Suffolk Park Holiday Park	Infrastructure Services	Delivery of adopted program	Adopted capital works program underway and on track.	On Track	▶

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## 4.3 - ATTACHMENT 1

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.2.6.9	Manage leases and contracts at Tyagarah Airfield	Infrastructure Services	Progress the resolved direction for future use	Tyagarah Project Group dissolved. Research started to ascertain resolved direction for future use and work progressing on existing leases. Tyagarah Hall lease scheduled to be considered at the October Council Meeting.	On Track	▶

### 1.2.7: Implement identified projects of the Byron Bay Town Centre Master Plan


OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.2.7.1	Develop concept plans for the upgrade of Byron Bay foreshore (action from Byron Bay Town Centre Masterplan)	General Manager	Concept plans for the Byron Bay foreshore adopted by Council	Awaiting outcome of Main Beach Shoreline project options assessment	Not Commenced	—
1.2.7.2	Construct Byron Rail Corridor Restoration Works (action from Bryon Bay Town Centre Masterplan)	General Manager	Rail corridor restoration constructed	Expecting heritage and REF approvals and tender package ready to go out mid-October	On Track	▶
1.2.7.3	Implement Byron Town Centre Landscaping Plan	General Manager	Adoption of Byron Bay Town Centre Landscaping Plan. Implementation of Stage 1 elements	SPW scheduled for November to workshop plans, to then be reported to November Council meeting.	On Track	▶



**1.2.8: Develop capital upgrades, renewal and enhancements works program for buildings- including community buildings, public toilets, emergency services, sports club facilities and Council operations buildings (SP)**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.2.8.1	Consult with user groups to establish user agreements, leases, licenses and Plans of Management	Infrastructure Services	At least 6 User agreements reviews/implemented per annum	Ongoing liaison with user groups. Working with user groups in relation to COVIDSafe Plans. A report will be provided to TIAC in relation to ongoing use of facilities.	On Track	▶
1.2.8.2	Deliver adopted Sporting Infrastructure Renewal Program (Shire wide)	Infrastructure Services	program delivery within budget as adopted	Program being delivered. Seasonal renewal of cricket wicket turfing, goal mouth renewal works and goal post changeover.	On Track	▶
1.2.8.3	Complete renewal of Bangalow Weir Footbridge	Infrastructure Services	Renewal works complete within budget	Awaiting RFQ submissions	On Track	▶
1.2.8.4	Deliver renewal of Gaggin Park amenities, including the improvement to accessibility of the amenities	Infrastructure Services	Adopted Program delivered within budget	Awaiting DA determination	On Track	▶
1.2.8.5	Continue to deliver on Stronger Country Community grant	Corporate and Community Services	Stronger Country Communities funding resources an agreed community project.	Tenders received for Ocean Shores Community Centre currently being assessed by Major Projects staff.  Brunswick Memorial Hall design and DA approved but awaiting confirmation of Grant Funding before going to Market to Tender.	On Track	▶
1.2.8.6	Submit Clubgrants Application for Brunswick Heads Memorial Hall amenities and stage upgrade	Corporate and Community Services	Capital improvement completed	Application completed and submitted by Grants Coordinator.  Waiting on confirmation from funding body	On Track	▶
1.2.8.7	Revaluation of the land, buildings, open space, and recreation assets	Infrastructure Services	Complete revaluation in accordance with the accounting code	Work is progressing on the scope of condition assessment, validation of unit rates and engagement of the specialist consultant.	On Track	▶

**1.2.9: Provide safe, clean modern public toilets compliant to accessible standards for increasing visitor population and general public (SP)**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.2.9.1	Maintain public amenities in accordance with adopted levels of service	Infrastructure Services	Ongoing maintenance of Council owned public toilets across the Shire	New contractors in place with detailed monitoring and reporting programs. Currently working to include reporting within Council Reflect system for improved data accessibility. Levels of service to be reported to TIAC in October.	On Track	

**1.3: Support, through partnership, a network of integrated sustainable transport options**

**1.3.1: Ensure an integrated and accessible transport network (SP)**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.3.1.1	Finalise the Integrated Transport Management Strategy (ITMS)	Infrastructure Services	Strategy adopted by Council	Updated report has been reported to TIAC. Further amendments are required prior to being supported for presentation to Council.	On Track	▶
1.3.1.2	Delivery prioritised Pedestrian and Access Mobility Plan (PAMP) facilities	Infrastructure Services	Program developed and ready to implement as funding permits	A number of actions with Bangalow and Mullumbimby are currently being progressed to detail design. Action with Suffolk Park and Byron Bay are under construction.	On Track	▶
1.3.1.3	Support the Byron Bay Bus Interchange in partnership with Transport for NSW	Infrastructure Services	Complete the Interchange	Construction of the Interchange is continuing with the current program indicating the facility will be completed this financial year.	On Track	▶
1.3.1.4	Construction of the Bangalow Deacon Street share path (priority project from the Bike Plan)	Infrastructure Services	Construction works completed	Design contract awarded to Geolink Consulting and site survey underway	On Track	▶
1.3.1.5	Provide a quarterly update report on the outcome of discussions with State government and agencies about the multi-use of the rail corridor, including any policy developments and funding opportunities identified	Infrastructure Services	4 quarterly update reports provided	An update report was presented to the 24 September meeting of Council.	On Track	▶
1.3.1.6	Develop a governance model to support rail corridor activation	Infrastructure Services	Governance model developed	Progress on research has been included in the update report that was considered by Council at their 24 September Council meeting	On Track	▶

**1.4: Provide a regular and acceptable waste and recycling service**

**1.4.1: Implement Integrated Waste Management and Resource Recovery Strategy**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.4.1.1	Implement 2020/21 action plan activities identified in the Waste Management Strategy	Infrastructure Services	Adopted Program delivered within budget	Several actions ongoing. Internal assessment and education and engagement program in planning stages.	On Track	▶

**1.4.2: Provide waste and resource recovery services**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.4.2.1	Implement Waste and Resource Recovery Collection Contract Management Plan	Infrastructure Services	Managed in accordance with adopted budget	KPI report and monthly meetings held in accordance with Collections Contract with documented meeting minutes distributed to all relevant parties. No issues to report this month.	On Track	▶

**1.4.3: Participate in regional waste management programs and initiatives**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.4.3.1	Maintain membership and participation in the North East Waste regional waste management group	Infrastructure Services	attendance to 80% or more of scheduled working group meetings	Membership ongoing. Working with NEW on delivery and promotion of online workshops on bees wax wrapper making, bicycle repair and reuse and repair. Next scheduled meeting in October. Work on feasibility of hazardous chemical clean up for Byron and Ballina through North East Waste.	On Track	▶
1.4.3.2	Support the progression of a regional; alternative waste treatment facility in alignment of the adopted strategy and relevant resolutions	Infrastructure Services	Ongoing support and participation in the Regional Waste sector	Work continuing on North Coast Waste Investment Report and NRJO Micro industry business case project for NR region.	On Track	▶

**1.4.4: Ensure facilities and services meet statutory requirements**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.4.4.1	Maintain compliance with NSW Environmental Protection Licences for the Byron Resource Recovery Centre and Myocum Landfill	Infrastructure Services	compliance with EPL and on time completion of annual returns	Annual Return for EPL 13127 lodged prior to due date.  Response sent to EPA letter requesting further information on Noise Impact Assessment, noting license variation will be sought.	On Track	▶
1.4.4.2	Maintain compliance with the NSW Protection of the Environment Operations (Waste) Regulation 2014	Infrastructure Services	compliance with EPL and on time completion of annual returns	Compliance maintained. No issues to report.	On Track	▶
1.4.4.3	Maintain compliance with the Federal Governments Emissions Reduction Fund contract conditions for the Myocum Landfill Gas Carbon Farming Initiative Project	Infrastructure Services	On-time reporting	September surface emission monitoring complete with no areas exceeding threshold. All data captured as per contract.	On Track	▶
1.4.4.4	Delivery of stage 1 of the Capping Plan	Infrastructure Services	Stage 1 works completed	Consultant update: plans and drawings are undergoing final revisions. Revised schedule aims to have consultancy work completed and plans approved by EPA by end 2020 to allow for procurement and construction works to commence March / April 2021.	On Track	▶
1.4.4.5	Dingo Lane, Myocum Solar Farm Project	Infrastructure Services	Project feasibility and design completed (shovel ready)	EOI completed and report being drafted. Required 2 weeks clarification period.  Market Evaluation completed.  October 2020 Council Report to request owners consent to submit DA.	On Track	▶

**1.5: Provide continuous urban water and sewerage services within the Shire**

**1.5.1: Increase the energy efficiency of sewerage treatment Plants**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.5.1.1	Generate baseline energy consumption report for all treatments plants with recommendations for further improvement.	Infrastructure Services	Complete report	Not due to commence until January 2021.	Not Commenced	—

**1.5.2: Ensure Wastewater Treatment Plants are maintained in accordance with operating licences**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.5.2.1	Monitor and compile annual licence returns	Infrastructure Services	Complete annual report	Current work focusing on compliance with the Pollution Incident Response Management Planning aspects of the licences.	On Track	▶
1.5.2.2	Renew pumps in sewerage pump stations identified in 30yr Capex Plan with more energy efficient units.	Infrastructure Services	Complete pump station renewals in accordance with capital works plan	All pumps and switchboards ordered. Installations commencing in October.	On Track	▶
1.5.2.3	Conduct three years of condition assessments of sewer pump stations identified in the 30yr Capex Plan.	Infrastructure Services	In accordance with project schedule	Condition reports submitted and accepted. A three year program of SPS improvement/renewal has been scoped.	Completed	✓
1.5.2.4	Complete Stage 2 South Byron Sewerage Treatment Plant Remediation	Infrastructure Services	Complete the remediation	The tender recommendations report was approved by Council on 24 September	On Track	▶
1.5.2.5	Upgrade to Butler Street Sewer Pump Station SPS3003 rising main	Infrastructure Services	Practical completion for project	80% of the new sewer rising main is installed. Connection into the existing system at the southern end (Mitre10) required.	On Track	▶
1.5.2.6	Byron sewer treatment plant blower replacement	Infrastructure Services	Practical completion for project	Installation of trial blower completed.	On Track	▶

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## 4.3 - ATTACHMENT 1


OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.5.2.7	Develop capital works plan in line with recycled water strategy	Infrastructure Services	Capital works plan completed	Recycled water strategy currently being reviewed and water balance assessment being undertaken. Feasibility projects currently being undertaken. Project go-no-go to be discussed at the next WWSC to make recommendation to Council on capital works project priority.	On Track	▶
1.5.2.8	Conduct three years of condition assessments of sewer pipelines identified in the 30yr Capex Plan.	Infrastructure Services	In accordance with project schedule	Planning for on-site inspections commenced.	On Track	▶
1.5.2.9	Investigate future use options for the remediated old Brunswick heads STP site	Infrastructure Services	Complete a future use options report	The EMP has been finalised and the EPA site auditor will now make the final report. This will be the basis for consideration of future use options	On Track	▶
1.5.2.10	Mullumbimby STP Site Remediation	Infrastructure Services	Complete the remediation	The tender recommendations was approved by Council at the 24 September meeting of Council	On Track	▶
1.5.2.11	Mullumbimby Inflow/Infiltration carry out planned capital works to improve system performance.	Infrastructure Services	In accordance with project schedule	RFT2020-0024 has been awarded for next phase of investigation works within Mullumbimby. Currently scheduling works.	On Track	▶
1.5.2.12	Inflow/Infiltration for the rest of the Shire excl. Mullumbimby carry out condition assessments of prioritised catchments and develop capital works budget	Infrastructure Services	In accordance with project schedule	RFT2020-0024 has been awarded for next phase of investigation. Project initiation underway.	On Track	▶



**1.5.3: Ensure Water Supply is maintained in accordance with NSW Health guidelines**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.5.3.1	Undertake annual review Drinking Water Management Plan and associated performance	Infrastructure Services	Drinking Water Management Plan reviewed and available on website	Hydraulic and process analysis report of the Mullumbimby WTP provide close out for previous review.	On Track	▶
1.5.3.2	Implement recommendations from Mullumbimby water supply security investigations and upgrade	Infrastructure Services	Mullumbimby water supply security investigations and upgrade	Waiting for heritage report in relation to the water race. Received hydraulic and process analysis report of the existing WTP. Status report to Executive Team for review.	On Track	▶
1.5.3.3	Review Drought Management Plan	Infrastructure Services	Drought Management Plan reviewed	Consultant to be engaged to provide independent review.	On Track	▶
1.5.3.4	Conduct three years of condition assessments of water pipelines identified in the 30yr Capex Plan.	Infrastructure Services	In accordance with project schedule	Planning for on-site inspections commenced.	On Track	▶
1.5.3.5	Replace roof at Yamble Drive Reservoir	Infrastructure Services	Construction complete	Planit Consulting drafting specification / tender documents. Site meeting and structural detail discussion held.	On Track	▶
1.5.3.6	Replace roof at Coopers Shoot Reservoir	Infrastructure Services	Construction complete	Planit Consulting drafting specification / tender documents. Site meeting and structural detail discussion held.	On Track	▶
1.5.3.7	Undertake works on the Byron Bypass cross connection	Infrastructure Services	Project practical completion	New water main installed and pressure tested. Connections into existing system to be completed.	On Track	▶
1.5.3.8	Development of plan and program for Smart Metering for water services	Infrastructure Services	Deliver Pilot program for smart metering	Contract awarded to WaterGroup and purchased order placed for supply of new meters. Planning for installation of new meters also underway. Installations to commence in october.	On Track	▶

**1.5.4: Implement the Water and Sewerage Strategic Business Plan**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.5.4.1	South Byron Sewage Treatment Plant (STP) Stage 3 remediation of the Tertiary Ponds	Infrastructure Services	Complete the assessment, design and approvals	Priority has been given to progressing the land remediation project. Assessment will commence in 2021	Not Commenced	

**1.5.6: Protect and enhance our natural environment and biodiversity**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.5.6.1	Review Effluent Reuse management plan strategy	Infrastructure Services	Review complete	Comprehensive review of the current status of the water recycling business of Council. Currently developing a proposal for improvements to water recycling practices.	On Track	

**1.6: Manage traffic and parking in an efficient manner**

**1.6.1: Implement review of parking management**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.6.1.1	Implement Parking Management Strategy for Brunswick Heads	Infrastructure Services	Parking management schemes in place and operational	Reported to August Council meeting as part of rescission motion. On hold, to be reviewed October 2022. All actions now programmed for reporting in October 2022. OP requires updating to reflect the current position	On Track	▶
1.6.1.2	Develop Parking Management Strategy for Belongil	Infrastructure Services	Strategy adopted by Council	Programs funding not approved in final adopted budget. Will require budget review.	Not Commenced	—
1.6.1.3	Complete Seven Mile Beach Road and Broken Head Road Traffic Management Improvements Investigation	Infrastructure Services	Construction Works Package complete	Concept plans and two meetings with local Broken Head community group complete. Wider community consultation is planned once similar consultation has occurred with Seven Mile Beach local community.	On Track	▶
1.6.1.4	Investigate parking management within New Brighton and The Esplanade area	Infrastructure Services	Review complete and reported to Council for consideration	Investigation programmed to commence in second half of 20/21.	Not Commenced	—
1.6.1.5	Review Byron Bay Parking Scheme	Infrastructure Services	Review complete and reported to Council	Scope for this review to be confirmed at next paid parking team meeting and in consideration of pay parking management contract changes, prior to progressing further.	On Track	▶
1.6.1.6	Implement new pay parking contract	Infrastructure Services	New contract sign and in operation	Contracts have been signed by all parties. Initial set up works are well underway and delivery is on track as programmed.	On Track	▶
1.6.1.7	Finalise audit of disability parking arrangements in Byron Town Centre and prepare list of proposed improvements	Infrastructure Services	Report to Council	Mapping has been completed and report being prepared to November Council meeting.	On Track	▶

**1.6.3: Ensure new infrastructure is planned and funded to meet the needs of the current and future population (SP)**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.6.3.1	Advocate for improved public transport across the Shire	Infrastructure Services	On going - suitable grants applied for throughout year	Awaiting suitable grant opportunities. Actions to be developed in consideration of outcomes from the Integrated Transport Strategy currently being developed. Discussions are occurring with TfNSW in this space.	On Track	▶
1.6.3.2	Develop Electric Vehicle and Charging Station Maintenance and Improvement Guidelines	Sustainable Environment and Economy	Investigate Council EV charging infrastructure being monitored under one software platform and one asset manager.  Investigate and implement user-pays options for charging stations.  Deliver community awareness information regarding EVs.  Develop guidelines	Engaging third party company, EVolution, to manage back-end software and monitoring platforms for both Mullumbimby and Byron Bay EV charging stations.  Preparing an ET report on EV charging stations to consider introducing a user-pays mechanism to cover minimal operating costs. Report will include recommended additional signage for Mullumbimby station as well as updated user instructions for the Byron Bay station.  Guidelines to be developed in early 2021.	On Track	▶
1.6.3.3	Advocate and apply for grants to improve transport networks	Infrastructure Services	On going - suitable grants applied for throughout year	A number of Fixing Country Roads and Safer Road program grant applications are being developed for lodgment when grant applications open.	On Track	▶
1.6.3.4	Design Mullumbimby to Pacific Hwy Cycleway Draft Design and seek grant funding, in accordance with resolution 19-611	Infrastructure Services	Draft design complete and grant funding sought	Programs funding not approved in adopted budget, alternative funding source to be identified (including ECG) and will be reported to December Budget Review for consideration.	Not Commenced	—

**1.6.4: Improve effectiveness of Local Traffic Committee**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
1.6.4.1	Report regulatory traffic matters for recommendation to Council and items requiring comment through the Local Traffic Committee	Infrastructure Services	Ongoing coordination of Committee throughout year	Second LTC meeting of 20/21 held in september and being reported to October Council meeting in accordance with meeting schedule.	On Track	▶

## Community Objective 2: Community

We cultivate and celebrate our diverse cultures, lifestyle and sense of community

### **2.1: Support range of existing, emerging and major events**

#### **2.1.1: Support a range of inclusive events that encourage broad community participation and promote social inclusion**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
2.1.1.1	Support innovative and flexible delivery of community events and initiatives	Corporate and Community Services	Number of inclusive events supported	Opportunities for online and place-based events and initiatives currently being identified.	On Track	▶

#### **2.1.2: Provide meaningful and inclusive opportunities for volunteering**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
2.1.2.1	Partner with community organisations to develop coordinated spontaneous volunteering processes	Corporate and Community Services	Spontaneous volunteering network and protocols established	Disaster Recovery Officer commenced end September, desktop review underway.	On Track	▶
2.1.2.2	Deliver 2 online workshops to support Council volunteers	Corporate and Community Services	Volunteers report increased skills and knowledge	Continuing to plan and implement roll out of online venue booking system via Bookable software.	On Track	▶

**2.1.3: Enhance opportunities for interaction with art in public spaces**



OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
2.1.3.1	Implement Public Art Strategy	Corporate and Community Services	One public art project completed	Report of the Extraordinary Public Art Panel meeting considered at 24 September meeting.	On Track	▶
2.1.3.2	Adopt and implement Arts and Culture Policy	Corporate and Community Services	Arts and Culture Policy adopted and implemented.	Arts and Culture Policy adopted and information distributed to relevant stakeholders. Recruitment of Arts and Cultural Officer underway.	On Track	▶
2.1.3.3	Support the ongoing operations of the Lone Goat Gallery	Corporate and Community Services	Lone Goat Gallery operational	Recruitment of the Arts and Culture Officer underway, with management of Lone Goat Gallery included in the position description.	On Track	▶

**2.1.4: Support Aboriginal cultural vibrancy within the Shire**


OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
2.1.4.1	Support cultural expression and cultural restoration opportunities	Corporate and Community Services	Number of cultural expression and cultural restoration opportunities supported	Council is working on a signage project in conjunction with NPWS for Ti Tree Lake Aboriginal Place to reflect the important Aboriginal cultural significance of the area. The project is ongoing with consultation with Arakwal, NPWS and Jali LALC.	On Track	▶
2.1.4.2	Implement Arakwal MOU in partnership with Arakwal	Corporate and Community Services	Number of Arakwal MOU strategies delivered	Arakwal MOU meeting scheduled for 8 October 2020 with the Arakwal cemetery report on the agenda.	On Track	▶



**2.1.5: Develop and maintain collaborative relationships with multicultural communities**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
2.1.5.1	Support multicultural community priorities	Corporate and Community Services	Support delivered to the newly established Byron Multicultural Network.	<p>Byron Multicultural were granted Community Initiatives Program funds to survey the Multicultural community to understand their aspirations, needs and wants. Survey design underway.</p> <p>Moving forward, this item is proposed for removal from the OP. Council will be supporting community groups more broadly to build their capacity and ensuring that this is done in an inclusive way. Council will be rolling out workshops for local community groups on a range of things in the current financial year, and will make sure that the multicultural group/community is able to engage with those online workshops</p>	Needs Attention	
2.1.5.2	Coordinate citizenship ceremonies to confer new Australian citizens on behalf of the Department of Home Affairs	Corporate and Community Services	5 ceremonies held each year	Due to COVID-19 and the Public Health Order Council has stopped all citizenship ceremonies and the Department of Home Affairs are running online ceremonies. Will review the option of in-person ceremonies as restrictions are lifted.	Not Commenced	

**2.1.6: Develop strong and productive relationships between the Aboriginal community and Council**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
2.1.6.1	Formalise relationships with identified stakeholder groups in the Shire and undertake appropriate, meaningful consultation	Corporate and Community Services	Aboriginal Consultative Committee established and operational.	Ongoing consultation is continuing with Arakwal Board meetings and through discussion with Tweed Byron LALC during the reporting period.	On Track	

**2.1.7: Support range of existing, emerging and major events**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
2.1.7.1	Continue to support event organisers in the delivery of a range of events	Sustainable Environment and Economy	Support workshops on subjects such as event planning, sustainable event and grant writing as opportunities arise.	Continuing to support event organisers with COVID-related enquiries. Working with Corporate Communities Directorate to develop workshop series to build capacity within the sector. Very busy with two major film projects in the shire - Eden and Nine Perfect Strangers.	On Track	▶
2.1.7.2	Deliver event and festivals annual sponsorship program	Sustainable Environment and Economy	Review sponsorship program  Advise Council on outcome of annual sponsorship program	Working with Community Development to run a round of event funding proposed for October in parallel to their Community Events funding stream. There are strong synergies between the projects and collaborating will enable some cost savings.	On Track	▶
2.1.7.3	Administer licences for weddings, events, activities and filming on council and crown land	Sustainable Environment and Economy	Report monthly statistics	Wedding licenses and event and film applications continue to be supported. New and existing filming applications continue to be in high demand.	On Track	▶
2.1.7.4	Investigate electronic event and festival application referral and management system	Sustainable Environment and Economy	Report on investigation	Continuing to use Register 42 for application management.	On Track	▶
2.1.7.5	Commence preparation of an Sustainable Event Strategy	Sustainable Environment and Economy	Prepare project scope	Completed CIP workbook (events) for Statewide Mutual reporting; this informed the planning for event strategy scoping.  Also communicating with LGNSW around event strategy / policy development.	On Track	▶

***2.2: Support access to a wide range of services and activities that contribute to the wellbeing of all members of the Byron Shire community***

**2.2.1: Develop and maintain collaborative relationships with government, sector and community**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
2.2.1.1	Support local interagency and regional network development to improve collaboration and inclusion	Corporate and Community Services	Increased sector network strength	Homelessness Interagency held on 9 September. Guest speakers: NSW National Parks and Wildlife and Casuarina Seaside Vets. 12 community organisations participated. Byron Interagency webinar held on 22 Sept. Theme: Co-design. Guest Speakers: NSW Carers, headspace, Jarjum Centre and Charles Sturt University. 18 community sector organisations participated. Attended Mental Health Partnership Meeting and Youth Domestic Violence Strategy meeting with NSW Police.	On Track	▶
2.2.1.2	Participate in community planning to inform decision making, build capacity and develop a shared responsibility for actions with the community.	Corporate and Community Services	Number of community planning activities undertaken	Reviewed the Byron Shire Integrated Transport Strategy. Provided follow up questions to the Inquiry into the Protocol for Homeless People in Public Places.	On Track	▶
2.2.1.3	Partner with Access Consultative Working Group to implement disability inclusion action planning priorities	Corporate and Community Services	Ongoing monitoring and reporting on disability inclusion outcomes	Planning underway for October meeting. Events & Economy Team Leader invited to attend.	On Track	▶
2.2.1.4	Implement, monitor and report on the Disability Inclusion Action Plan 2017-2021	Corporate and Community Services	Annual reporting obligations met within statutory requirements	DIAP 2019-2020 Progress Report completed and endorsed by the Executive Team.	On Track	▶
2.2.1.5	Work in partnership with people with disability and carers in the development of a new Disability Inclusion Action Plan 2021-2024	Corporate and Community Services	People with disability are actively engaged in the preparation of the new DIAP 2021-2024	Amending Draft Community Engagement Plan following consultation with Communications Team. Currently designing survey and exploring appropriate and accessible community engagement tools.	On Track	▶

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OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
2.2.1.6	Develop and implement Homelessness Policy	Sustainable Environment and Economy	# of homelessness strategies delivered	No further action this reporting period as work is scheduled to commence in Q2.	On Track	▶
2.2.1.7	Establish homelessness hub in Byron Bay	Sustainable Environment and Economy	Hub established and operational	The Expression Of Interest (EOI) has been uploaded on Vendor Panel and stakeholders notified. October dates allocated for site visits. Majority of building works completed (new roof, property maintenance) and some yet to be undertaken (new ramp, final maintenance activities).	On Track	▶

### 2.2.2: Support and facilitate accessible, high quality early childhood education and activities

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
2.2.2.1	Strengthen and deliver high quality business and pedagogy outcomes	Corporate and Community Services	measure and benchmark stakeholder satisfaction; deliver priority outcomes based on children's services review;	The endorsed Review process for Children's Services has been actioned by Council and delegates. Children's Services Coordinator undertaking second round recruitment to find a suitable candidate to fill operational side of the role for a term period of 12 months while Coordinator leads review change project work. This is taking longer than anticipated, as first round recruitment was unsuccessful.	On Track	▶
2.2.2.2	Lead early childhood education sector development	Corporate and Community Services	Number of sector development activities undertaken; delivery of 1 relevant professional development opportunity	Inclusion support works are rolling out to OSHC sites initially to begin a wider consultation within portfolio. It has been advised sector engagement will not occur until 2021. The implementation into sites aside from Sandhills is a new direction.	On Track	▶

**2.3: Provide accessible, local community spaces and facilities**

**2.3.1: Increase accessibility of facilities**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
2.3.1.1	Improve facility access through capital works and maintenance program	Corporate and Community Services	Number of facilities where access is improved	<p>Brunswick Memorial Hall stage two works will incorporate new accessible toilet facilities and improved access with the installation of a new chair lift to access the stage during events. Design and DA approved, awaiting confirmation of Grant Funding.</p> <p>Design of new ramp for Fletcher Street cottage complete. Estimate quotes to be available for assessment by early November 2020.</p>	On Track	▶

**2.3.2: Support effective management of community buildings (SP)**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
2.3.2.1	Implement maintenance, capital upgrades, renewal and enhancements program for building assets that is informed by access requirements and the strategic asset management plan.	Corporate and Community Services	Access requirements identified and program delivered	Identified potential accessibility projects and scoping budget to complete	Needs Attention	⊘
2.3.2.2	Review community building management models to maximise effective operation	Corporate and Community Services	Review completed and management models refined	Continuing to attend and contribute to cross directorate asset management working group.	On Track	▶
2.3.2.3	Administration of former Byron Hospital site	General Manager	Ongoing site protection maintained. Signed lease agreement and adopted financial model.	Head lease endorsed by Council 24 September. Internal PCG inception meeting mid-October.	On Track	▶
2.3.2.4	Design and restoration works of former Byron Hospital site	General Manager	Adopted architectural plans	Internal PCG inception meeting mid-October	On Track	▶

**2.3.3: Provide high quality library services (SP)**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
2.3.3.1	Complete RTRL Staffing Review and Long Term Financial Plan	Corporate and Community Services	Staffing review and LTFP completed	Staffing second draft provided to Senior Leadership Group with final reporting to RTRL Executive Committee November 2020	On Track	▶

**2.3.4: Provide council buildings which are water and energy efficient**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
2.3.4.1	There are no actions identified in the 2020/21 Operational Plan	Corporate and Community Services		There are no specific activities identified in the 2020/21 Operational Plan	On Track	▶

**2.3.5: Maintain Public Open space in a safe and efficient way that provides for both active and passive recreation (SP)**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
2.3.5.1	Deliver Open Space maintenance programs in accordance with Levels of Service and adopted AMP	Infrastructure Services	Programs delivered on budget	Maintenance programs being rolled out in accordance with adopted AMP. Reference to Parks Maintenance Levels of Service and Open Space Asset Management Plan.	On Track	▶
2.3.5.2	Deliver beach safety programs as adopted	Infrastructure Services	Program developed and reviewed annually with Stakeholder input	Consultation to commence in November 2020.	Not Commenced	—
2.3.5.3	Provide ongoing support for the Byron Safe Beaches committee	Infrastructure Services	Ongoing support provided	Manager Open Spaces and Resource Recovery actively providing support to Safe Beaches Committee	On Track	▶



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OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
2.3.5.4	Manage contracts for operation of Byron Bay and Mullumbimby Swimming Pools	Infrastructure Services	forecasted revenue met and expenditure not exceeded	Ongoing Contract for service. Contracts in place until 2025 for both pools. Revenue and expenditure budget reviews indicate a unfavourable position due to COVID-19 restrictions.	On Track	▶
2.3.5.5	Delivery of operations and maintenance program for Tyagarah Airfield	Infrastructure Services	Ongoing maintenance delivered	Ongoing scheduled maintenance and daily safety inspections	On Track	▶
2.3.5.6	Undertake daily safety inspections at Tyagarah Airfield	Infrastructure Services	completed daily safety inspections	Daily runway inspections undertaken in accordance with relevant guidelines. Further investigation required to update to Aviation CRM (AVCRM) system.	On Track	▶

### 2.3.6: Ensure Shire wide assessment of the current and future needs of the community for active and passive recreation is integrated into Open Space works programs (SP)





OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
2.3.6.1	Inspections of playgrounds and park infrastructure and maintenance that provides for safe use	Infrastructure Services	Completed as scheduled	Ongoing program of inspections	On Track	▶
2.3.6.2	Renewal of playground equipment (Shire wide - emergent)	Infrastructure Services	Completed as scheduled and budgeted	Emergent issues at Jacaranda Park playground are being addressed.	On Track	▶
2.3.6.3	Seek funding to upgrade playground facilities to accessibility standards	Infrastructure Services	Funding application submitted as appropriate	Monitoring potential grant funding opportunities with intent to make application as and when opportunities arise. Currently investigating opportunities through the 'Everyone Can Play' grant program.	On Track	▶



**2.3.7: Deliver Open Space and Recreational services in line with Community Solutions Panel values (SP)**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
2.3.7.1	Operation of Cavanbah Centre and sports fields and delivery of adopted capital works programs	Infrastructure Services	Completed as adopted	Commenced Adopted Capital Work Program for 2020/21 as per adopted budget.	On Track	▶
2.3.7.2	Maintain each of the Council owned parks, reserves, and sports fields to agreed level of service	Infrastructure Services	Open spaces maintained to agreed levels of service	Maintenance programs reflecting Parks Maintenance Levels of service are underway.	On Track	▶
2.3.7.3	Byron Bay town centre renewals - delivery of adopted elements of the Landscape/Precinct Plan	Infrastructure Services	Deliver adopted program of works	Budget allocation proposed to be reallocated to the rail corridor precinct.	Not Commenced	—
2.3.7.4	Maintain all towns and village street scapes to agreed levels of service	Infrastructure Services	Maintained to agreed levels of service	Towns and Villages unit undertaking programmed streetscape maintenance.	On Track	▶
2.3.7.5	Operate and maintain Shire's cemeteries	Infrastructure Services	Program meets adopted budget	Cemeteries operations ongoing.	On Track	▶
2.3.7.6	Identify a suitable site for the establishment of a Natural Burial facility	Infrastructure Services	Suitable site selected	Investigating constraints and options.	On Track	▶
2.3.7.7	Renewal and upgrade of the Byron Bay children's cemetery section	Infrastructure Services	Program meets adopted budget	Reviewing options for upgrade.	On Track	▶
2.3.7.8	Deliver adopted infrastructure within the Suffolk Park Recreation Ground in accordance with POM and Community consultation	Infrastructure Services	Projects complete	Masterplan being finalised for adoption. Precinct detailed drainage plan in development to inform future site works.	On Track	▶

**2.3.8: Meet requirements for the transition of management of Crown Land to Council under the Crown Lands Management Act 2018**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
2.3.8.1	Progress outstanding responses to applications to Minister for initial classification and categorisation of applicable reserves and one-off applications	General Manager	All Council applications lodged with Crown Lands	This is ongoing.	On Track	
2.3.8.2	Develop Plans of Management for Crown Reserves, that incorporate inclusion and accessibility, in accordance with prioritisation plan	Infrastructure Services	Plans of Management progressively developed	Being reviewed due to changes in Crown Land legislation	Not Commenced	
2.3.8.3	Meet Crown Lands reporting and funding requirements	General Manager	Compliant reporting	Reporting will be completed in November 2020	On Track	
2.3.8.4	Inclusively work with community groups to development Plans of Management for Crown Reserves	Infrastructure Services	Ministerial approval of Plans of Management	Being reviewed due to changes in Crown Land legislation	Not Commenced	

**2.4: Enhance community safety and amenity while respecting our shared values**

**2.4.1: Provide and facilitate local emergency management**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
2.4.1.1	Maintain Byron Flood Warning Network and Disaster Dashboard	Infrastructure Services	Flood warning network and dashboard operational throughout year	Ongoing maintenance to gauge network is proceeding well. Dashboard go live is planned for November 2020.	On Track	▶
2.4.1.2	Attend TBLEMC and Regional Emergency Management Committee (REMC) meetings	Infrastructure Services	Attend meetings as required throughout year	LEMC meetings attendance ongoing as required and scheduled	On Track	▶
2.4.1.3	Undertake exercises of EMP and CMGs as decided by TBLEMC	Infrastructure Services	Attend exercises as required throughout year	EMP exercises attended when schedules - Schoolies/Covid exercise scheduled for 4 November	On Track	▶
2.4.1.4	Ensure sufficient staff are trained to undertake EM roles in and outside business hours	Infrastructure Services	Staff trained and sufficient staff available during disaster events	Formal EM training deferred by State Government due to COVID impacts. Training being rolled out for new emergency management dashboard to go live in November	On Track	▶
2.4.1.5	Deploy technology to improve disaster response and recovery by preparing field devices and staff trained in readiness to respond to a natural disaster	Infrastructure Services	Ongoing as opportunities arise	Disaster dashboard training being programmed	On Track	▶
2.4.1.6	Development and delivery of 'Strengthening Community' workshops	Corporate and Community Services	Development of workshop training packages and materials. Community workshops to develop preparedness plans and seek expert advice in partnership with emergency combat and support agencies  Delivery of 10 workshops for year 1 of the overall project	Partnership being finalised with Red Cross to develop and deliver workshops taking a risk based approach. Some constraints still in relation to COVID and delivery of workshops. This is a 2 year project and is ongoing	On Track	▶

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OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
2.4.1.7	Development and delivery Street Meets Workshops	Corporate and Community Services	Delivery of workshops for year 1 of the overall project	Partnership being finalised with Red Cross. Have other community partners engaged to assist with Street Meets and establish important connections to services and supports. This is a 2 year project and is ongoing. Some restrictions due to COVID	On Track	▶
2.4.1.8	Develop an Extreme Weather Protocol and deliver workshops for people experiencing homelessness	Corporate and Community Services	Protocol developed and workshops delivered	No further action this period, scheduled for Q2-3.	On Track	▶
2.4.1.9	Strengthening Business Cohesion workshops	Sustainable Environment and Economy	Delivery of workshops	Deliverable from Disaster Resilience Project. Initial discussions held as part of internal working group.	On Track	▶
2.4.1.10	Develop and deliver Aboriginal Custodianship and Caring for Country workshop	Corporate and Community Services	Delivery of 7 workshops for year 1 of the overall project	Not yet scheduled for commencement.	Not Commenced	—
2.4.1.11	Children's Services Resilience Project	Corporate and Community Services	Development of best practice emergency management, recovery, and resilience documentation for children's services	As per prevision comments, Child Safe Standards within LG is a new and key feature.	On Track	▶
2.4.1.12	Audit of Evacuation and Recovery Centres	Corporate and Community Services	Audit undertaken	This project will be completed in partnership with emergency management agencies and will be delivered by a consultant as part of the 2 year bush fire resilience funding. Preliminary brief development has occurred.	On Track	▶
2.4.1.13	Conduct a feasibility study for the development of an Emergency Services 'Hub'	Infrastructure Services	Feasibility study completed	Further discussions to be held with stakeholders, before proceeding further.	On Track	▶
2.4.1.14	Develop an Asset Protection Zone & Fire Trail Management Program	Infrastructure Services	Program endorsed by the FNC BPMC	Seeking appropriate consultants to prepare plan	On Track	▶

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OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
2.4.1.15	Establish a local Emergency Operations Centre	Infrastructure Services	New or existing EOC upgrade to current standards operational	Discussion regarding the best location for the EOC are ongoing. Works to proceed once location agreed.	On Track	▶
2.4.1.16	Undertake remediation and improvement works at the evacuation and recovery centre	Infrastructure Services	Remediation and improvement works completed	initial investigative works commenced to determine final scope and requirements	On Track	▶
2.4.1.17	Partner with non-government organisations and other levels of government to respond to issues arising from COVID-19	Corporate and Community Services	Responses identified and delivered	Disaster Recovery Officer has been recruited to support the Community Development team's work. Relationships established with key agencies and local service providers to gather data and understand impacts to the community sector resulting from COVID. Reporting of impacts through LEMC and interagencies and direct advocacy will continue where appropriate. Ongoing.	On Track	▶
2.4.1.18	Develop a Climate Wise Communities website	Sustainable Environment and Economy	Ready Check online platform for community preparedness to extreme weather events available	QIT+'s quote accepted and work has begun to build Climate Wise website. Working with Communications Team to ensure branding matches Council aesthetic. Due to be completed by end of October 2020.	On Track	▶
2.4.1.19	Assist in delivery of community 'Firewise' education	Infrastructure Services	As per FNCBMP	Consultation with Fire and Rescue NSW for nomination of Tongarra Ave, Ocean Shores, for community Firewise meeting.	On Track	▶
2.4.1.20	Maintain official APZ, SFAZ, and fire trail access on council tenured land	Infrastructure Services	3 times a year dependent on vegetation type	Program being delivered	On Track	▶
2.4.1.21	Represent Council at Far North Coast Bushfire Management committee meetings quarterly	Infrastructure Services	Quarterly reports to biodiversity advisory committee	Meetings attended as scheduled.	On Track	▶
2.4.1.22	Maintain fire management actions on FRS BRIMS database	Infrastructure Services	As part of management actions	General maintenance works have been undertaken. Update of database not complete due to planned replacement of the FRS BRIMS.	Needs Attention	⊘

**2.4.2: Support community driven safety initiatives**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
2.4.2.1	Support and deliver programs that improve community safety	Corporate and Community Services	Number of community safety projects supported	Commenced mapping Alcohol Prohibited Zones to enable production of an AFZ and Alcohol Prohibited Areas map. Working with Placescore on Mullumbimby Talking Street project to assess for future use in improving activation of places for community safety outcomes.	On Track	▶
2.4.2.2	Support Gambling Harm Minimisation Initiatives	Corporate and Community Services	# gambling harm minimisation initiatives completed	Peer led training opportunity promoted to existing networks.	On Track	▶

**2.4.3: Enhance public safety, health and liveability through the use of council's regulatory controls and services**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
2.4.3.1	Monitor, investigate and respond to unauthorised land use, development and environment complaints	Sustainable Environment and Economy	100% response to Very High Compliance Priorities identified in the Compliance Priority Program & 80% customer service requests completed	During the reporting period there were 89 CRMs received. Staff completed 79 and there are currently 192 outstanding.  As this is the first reporting period, information for August is also provided. There were 73 received, 78 completed and 192 outstanding.	On Track	▶
2.4.3.2	Undertake proactive camping patrols of streets and public places throughout the Shire	Sustainable Environment and Economy	Patrols of streets and public places undertaken for unauthorised camping activity (> 7 weekly) Patrol roster maintained to meet peak period demands	During the reporting period there were 55 camping CRMs received, 52 completed. 19 remain outstanding.  Staffing resourced to ensure Community Enforcement Officers undertake regular patrols throughout the Shire and as required.	On Track	▶



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OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
2.4.3.3	Respond to people experiencing homelessness and rough sleepers through engagement and referrals to appropriate support and housing services	Sustainable Environment and Economy	Number of contacts made & Number of referrals made (Year 1 Baseline)	During the reporting period there were 43 contacts made and 12 referrals made.	On Track	▶
2.4.3.4	Undertake proactive patrols of community parks and open spaces to monitor safe use by dogs and their owners	Sustainable Environment and Economy	Patrols undertaken of town and village parks & open spaces ( > 4 weekly) Patrol roster maintained to meet peak period demands	During the reporting period there were 83 animal related CRMs received. Nine of them related to dog attacks. Staff finalised 81 CRMs. There are currently 32 outstanding.  Staffing maintained to ensure Animal Enforcement Officers undertake regular patrols throughout the Shire.	On Track	▶
2.4.3.5	Provide companion animal management services	Sustainable Environment and Economy	Annual reports and registration financial statements submitted to Office of Local Government by due date (100%) Dog attacks investigated within 24 hours of notification (100%) Animals impounded are returned to owner or rehomed (90%)	Annual reports and registration financial statements submitted to Office of Local Government by due date (100%) - N/A  Dog attacks investigated within 24 hours of notification - All dog attacks are investigated immediately on report. There were nine dog attack CRMs received during the reporting period.  Animals impounded are returned to owner or re-homed - All impounded animals were re-homes or returned to their owner.	On Track	▶
2.4.3.6	Facilitate companion animals education	Sustainable Environment and Economy	2 programs delivered & communications updated to promote responsible pet ownership	Education program not delivered at this time.	Not Commenced	—



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OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
2.4.3.7	Undertake regular and frequent parking patrols to increase availability and turnover in the Town and Village centres	Sustainable Environment and Economy	Patrols undertaken of towns and villages ( 7 day/weekly) Patrol roster maintained to meet peak period demands & 80% customer service requests completed	During the reporting period there were 80 vehicle related CRMs received. 29 related to abandoned vehicles and 51 were parking related.  Staffing maintained to ensure Parking Enforcement Officers undertake regular patrols throughout the Shire.	On Track	▶
2.4.3.8	Monitor, investigate and respond to public and environmental health matters through proactive inspections and surveillance programs	Sustainable Environment and Economy	Inspections completed compliance (>90%) Customer service requests attended to within response times (>85%) Comments to Liquor & Gaming Authority on license applications attended to within response times (>80%)	Public and Environmental Health staff focus have been assisting and educating businesses with COVID19 Safety Plan requirements.  All public and environmental health inspections identified as 'Very High' in the CPP are investigated immediately.  During the reporting period there were 29 health related complaints received and 28 completed. There are currently 28 outstanding.	On Track	▶
2.4.3.9	Deliver the Food Premises inspection program	Sustainable Environment and Economy	Inspections conducted in accordance with NSW Food Regulation Partnership includes inspections and markets/major events (80% completed) Compliance with legislation and food safety standards (> 90%)	For the reporting period staff staff carried out 17 COVID-19 food premises related inspections, this included re-inspections. These inspections are to provide education and advice to assist business owners to comply with their COVID Safety Plan, public order and health requirements.	On Track	▶
2.4.3.10	Deliver the Onsite Sewage Management System inspection program	Sustainable Environment and Economy	Inspections completed (>10%) and system compliance (>80%)	Public and Environmental Health staff focus has been on assisting and educating businesses with COVID19 Safety Plan requirements.  During the reporting period there were 39 inspections carried out.	On Track	▶
2.4.3.11	Review the Onsite Sewage Management Policy and Procedure Manual	Sustainable Environment and Economy	Policy review complete	Scope of review and consultant engagement by December 2020.	Not Commenced	—

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OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
2.4.3.12	Deliver environmental and public health education programs to the community	Sustainable Environment and Economy	Provide 'I'm Alert' online food education training (1) & Number of Food Safety Newsletters developed (2) distributed	In lieu of 2 newsletters, a number of fact sheets and tailored information about COVID-19 to food businesses were developed and supplied. With the ongoing changes to COVID-19, information is continually being provided to businesses and a major education and support package is being developed for delivery to business during Small Business Month in October.	On Track	▶
2.4.3.13	CCTV camera replacement in Jonson Street and Apex Park, Byron Bay	Corporate and Community Services	Replacement of 15 cameras	Draft scope of works and specifications document completed	On Track	▶

**2.5: Encourage community appreciation of cultural vitality and diversity**

**2.5.1: Ensure Aboriginal and other cultural heritage management reflects legislative requirements as well as community expectations and values**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
2.5.1.1	Scope Aboriginal Cultural Heritage Management Project	Corporate and Community Services	scope completed with internal and external stakeholders and funding identified	Scope completed with internal and external stakeholders and funding identified. Workshop completed with Tweed Shire Council Strategic Planner shared experience in developing Aboriginal mapping and management plan. Further internal stakeholder discussions to determine pathway forward. Agreement with Arakwal that this is the key project in the MOU	On Track	▶

**2.5.2: Recognise and support the heritage of Byron Shire**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
2.5.2.1	Coordinate the Heritage Advisory Panel	Sustainable Environment and Economy	4 meetings held	September meeting held.	On track	▶
2.5.2.2	Conduct the Local Heritage Places Grant Program	Sustainable Environment and Economy	Program complete to meet OEH grant requirements	Grant funding program FY20/21 advertised. Report to Council in November on successful applications. Works to be completed by March 2021 for OEH acquittal.	On track	▶
2.5.2.3	Coordinate the Heritage Advisory Service	Sustainable Environment and Economy	Program complete to meet OEH grant requirements Level of service use (referrals and advice >10)	41 (referrals/site inspections/written advice) completed.	On track	▶

## Community Objective 3: Environment

We protect and enhance our natural environment

### 3.1: Partner to protect and enhance our biodiversity, ecosystems and ecology

#### 3.1.1: Protect and enhance our natural environment and biodiversity

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
3.1.1.1	Implement the Biodiversity Conservation Strategy	Sustainable Environment and Economy	Investigate and apply for funding grants to deliver the Strategy	Investigating funding sources from DPIE & ET	On Track	▶
3.1.1.2	Revise Wildlife Corridor Mapping (Biodiversity Conservation Strategy action)	Sustainable Environment and Economy	Wildlife Corridor Mapping progressed	Finalising project timeframes with contractor.	On Track	▶
3.1.1.3	Continue to develop a Biodiversity DCP (Biodiversity Conservation Strategy action)	Sustainable Environment and Economy	Biodiversity DCP prepared	<p>Draft DCP Chapter B1 Biodiversity sent to Tweed Shire planners, Internal council planners, internal strategic planners, local ecologists and external planners for peer review.</p> <p>Draft DCP Chapter B2 Tree and Vegetation Management sent to internal strategic planners, internal council planners, Open Space Team leader, local arborist and Tweed Shire planners for peer review.</p> <p>Report on Chapter B1 being prepared for Council Planning Meeting 15 October 2020 for recommendation for public exhibition for 28 days. Chapter B2 to be reported to November council meeting.</p>	On Track	▶
3.1.1.4	Seek to partner with key stakeholders to plan, implement and monitor an ecological and cultural burning hub at Broken Head Reserve Rd. (Biodiversity Conservation Strategy action)	Sustainable Environment and Economy	Meet with stakeholders involved in Broken Head Reserve Rd project	In discussion with project partners, regarding development of a project proposal that can be used to seek project funding.	On Track	▶

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OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
3.1.1.5	Plan for hazard reduction/ecological burn at Honeysuckle Hill (Clay Heath) (Biodiversity Conservation Strategy action)	Sustainable Environment and Economy	Investigate planning documentation for burn and community awareness activities.	Progressing review of approval requirements for planned burns in urban areas.	On Track	▶
3.1.1.6	Investigate opportunities for Council to provide incentives for landholders to conduct restoration works on their properties that will assist with long term biodiversity conservation.(Biodiversity Conservation Strategy action)	Sustainable Environment and Economy	Report to Biodiversity Advisory Committee	Currently being progressed through private landholder habitat restoration projects including North East Hinterland Koala Conservation Project, Byron Habitat Corridors and Koala Food for the Future.  Assisting Mullumbimby High School with a student-led project to plant fauna habitat on private properties in the Shire.	On Track	▶
3.1.1.7	Continue the E zone review (Action No.9 from Rural Land Use Strategy)	Sustainable Environment and Economy	Review progressed in stages	Stage 2 planning proposal, supporting LEP maps and GIS data submitted to DPIE for review. Preparation of Stage 3 planning proposal underway and report to Council in late 2020.	On Track	▶
3.1.1.8	Implement the Shire wide Integrated Pest Management Strategy	Infrastructure Services	Implement budgeted program	Steam Weeding and Cleaning Program ongoing.	On Track	▶
3.1.1.9	Implement the Flying Fox Camp Management Plan	Sustainable Environment and Economy	Meetings with Community Project Reference Group  Grant funding sought	Restoration in progress at Beech Camp, Suffolk Park.	On Track	▶
3.1.1.10	Continue to undertake the Flying Fox National Census	Sustainable Environment and Economy	Survey flying fox camps every 3 months	Next census due in November 2020.	On Track	▶
3.1.1.11	Implement the Koala Plan of Management	Sustainable Environment and Economy	Continue delivery of key Byron Shire koala projects  Investigate and apply for funding grants to deliver the Plan	Proposal submitted to DPIE seeking resources for Byron Coast Koala Population Monitoring - 28/8/2020.	On Track	▶

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OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
3.1.1.12	Partner with key stakeholders on koala research and management projects, including - NE Hinterland Koala Conservation Project - North Coast Koala Linkage and - Maximising outcomes for koalas on private land project. (Koala Plan of Management action)	Sustainable Environment and Economy	Attend project meetings/workshops	NE Hinterland project: - 0.5 ha planted - work in progress on 3.3 ha - contract awarded for further 10 ha in Goonengerry - Discussions ongoing with other landholders re additional sites.  North Coast Linkage project now complete. Council staff continuing to liaise with project stakeholders regarding research results and future strategic planning for regional koala conservation.	On Track	▶
3.1.1.13	Deliver and report on feral animal projects (Action in Pest Animal Management Plan)	Sustainable Environment and Economy	Report to Council on trapping program  Participate in Feral Deer Working Group	Wild dog, fox and feral control program - contract in preparation.  Feral Deer Working group - Biodiversity and Agriculture projects officer participating in group.  Indian Myna trapping program - traps procured for pilot program. Engaging contractor to deliver program.  Updates on projects reported to Biodiversity Advisory Committee.	On Track	▶
3.1.1.14	Deliver the pests and weeds grant funded project	Sustainable Environment and Economy	Deliver agricultural and environmental weed control program  Provide extension services to rural landowners	Recruitment for extension officer in progress - applications closed, interviews October.  Contract for tropical soda apple control in development.  Contract for agricultural and environmental weeds in development.	On Track	▶
3.1.1.15	Continue program of steam (non-chemical) weeding	Infrastructure Services	Delivered in accordance with budget and program	Program ongoing, steam weeder used as appropriate.	On Track	▶

**3.1.2: Restore degraded areas and habitats that have or provide significant or high environmental and or community value**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
3.1.2.1	Undertake bush regeneration activities to maintain and expand restoration of HEV sites on Council owned or managed lands forming part of the Council bush regeneration program	Infrastructure Services	Delivered in accordance with budget and program	Undertaking agreed program across 66 sites, within approved budget.	On Track	▶
3.1.2.2	Respond to biosecurity threats in accordance with regulatory direction and agreement.	Infrastructure Services	No breaches issued, timely response to directions	No threats received this period	On Track	▶
3.1.2.3	Continuation of mentoring of volunteer community Landcare and Dune care groups and progression of the Small Steps to Healthier Roadside Program	Infrastructure Services	3 entities supported per annum	Mentoring of dunecare and landcare groups ongoing and delivering education program for schools when requested.	On Track	▶
3.1.2.4	Progression of high profile sites to maintenance levels for restoration works	Infrastructure Services	5 sites achieved	Ongoing program	On Track	▶



### 3.2: Strive to become a sustainable community

#### 3.2.1: Work towards Council's zero-emissions target

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
3.2.1.1	Deliver the Net Zero Emissions Action Plan for Council Operations 2025	Sustainable Environment and Economy	Internal Working Group meetings (2)  Report to Council to define Council's emissions boundary  Annual report to Council on delivery of Action Plan	Action Plan now on public exhibition. If no public submissions, aiming for adoption of Plan by mid-October.  Working on how Council will define its emissions boundary - internal working group meetings required to define scope.  Annual report to Council in December will include action plan items being focused on for this FY and their status updates.	On Track	▶
3.2.1.2	Prepare Annual Emissions Inventory to determine progress towards 2025 Net Zero Emission Target	Sustainable Environment and Economy	Annual Emissions Inventory reported to Council	Sustainability team finalising emissions data for analysis. Updated National Greenhouse Accounts Factors yet to be released for 2020 - this could delay report, but still aiming to report to ET at the beginning of November, for report to Council in December.	On Track	▶
3.2.1.3	Investigate a digital fuel card system for the bulk fuel supply	Infrastructure Services	Report to Executive Team	investigations commenced for reporting in conjunction with fleet management review	On Track	▶
3.2.1.4	Investigate Council's methane gas flare and Australian carbon credit unit generation in line with net zero emissions target	Infrastructure Services	Report to Council	Staff reviewing forward options. Proposed to be reported to either the Sustainable Emissions Reduction Advisory Committee (SERAC) or Water, Waste, and Sewer Committee (WWSC).	On Track	▶
3.2.1.5	Investigate streetlight bulk rollout of LED lighting	Infrastructure Services	Report to Council	Essential Energy planned rollout to be completed by 2025. First trial area undertaken at Ocean Shores. Staff liaise with Essential Energy as required to facilitate this program.	Completed	✓
3.2.1.6	Council decision for 'Go/No Go' on construction for Bioenergy Facility, subject to State/Federal authorities	Infrastructure Services	In accordance with project schedule	Finalised with Commercial Law Firm the work plan for the Capital Deployment Grant application reviewed with ARENA, and the Skala/Bekon team.	On Track	▶
3.2.1.7	Monitor Solar Performance at STP and provide annual report	Infrastructure Services	Complete annual report	Annual Report not due to be completed until February 2021.	Not Commenced	—

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OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
3.2.1.8	Finalise Sustainable Catering Policy for Council	Sustainable Environment and Economy	Policy finalised	Draft Sustainable Catering Policy on public exhibition for comment until 29 September. No submissions were received and therefore policy adopted. Internal communications to follow.	Completed	✓
3.2.1.9	Develop and implement a Climate Adaptation Plan	Sustainable Environment and Economy	Plan developed and actions commenced	Series of three internal workshops held to develop a Climate Change Risk Plan. This plan will inform the development of the Climate Adaption Plan. Contact has been made with City of Sydney and Resilience NSW in accordance with resolution 20-351. Update on project being prepared for November Sustainability and Emissions Reduction Advisory Committee.	On Track	▶
3.2.1.10	Regular reporting requirements for international partnerships (Global Covenant of Mayors, ICLEI (Cities With Nature), Cities Power Partnership, Carbon Disclosure Project)	Sustainable Environment and Economy	Complete annual online reporting  Participate as a Pioneer City in ICLEI's Cities With Nature initiative.	Completion of annual ICLEI and Carbon Disclosure Project report in progress.	On Track	▶
3.2.1.11	Public Food gardens continue to maintain public food garden outside Council Chambers	Sustainable Environment and Economy	Garden maintenance days (6)	Waiting for Nourish Backyard Gardens to renew public liability insurance - will then re-engage to maintain the public food garden.	On Track	▶
3.2.1.12	Monitor solar assets	Sustainable Environment and Economy	Monitoring hardware and Solar Analytics subscription installed on all existing solar assets.  Conduct training for confirmed solar asset managers	Finalising all Solar Analytics installation data for each site. On track for completion by end of September.	On Track	▶
3.2.1.13	Prepare a Plan of Management for 33 Charlotte, Street Bangalow to enable the express authorisation of a community garden.	Sustainable Environment and Economy	Plan finalised	Finalised draft plan of management. Organising public hearing to follow public exhibition period. Draft plan being reported to Council in October for public exhibition.	On Track	▶

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**3.2.2: Support community environmental and sustainability projects**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
3.2.2.1	Provide coastal, environmental and sustainability information and encourage and support community activities and groups	Sustainable Environment and Economy	<p>Participate in and deliver environmental and sustainable events and information that is relevant to our community.</p> <p>Support coastal, environmental and sustainability community groups</p> <p>Support Zero Emissions Byron (ZEB)</p>	Review and update coastal and biodiversity Council webpages, providing current information on projects being delivered or about to commence. Key biodiversity staff participated in a Koala Habitat Restoration webinar presented by the Saving our Species state government project team. Continue to collaborate with community group Positive Change for Marine Life (PCFML) on the Brunswick River Warriors Campaign as part of 'Bringing Back the Bruns' project. The sustainability team has partnered with the waste education team to revitalise the sustainability e-newsletter. Work is underway to launch it before Christmas this year. There will be quarterly emails sent to subscribers.	On Track	▶
3.2.2.2	Participate in regional sustainability and environmental working groups and initiatives.	Sustainable Environment and Economy	Attend Sustain Northern Rivers/Energy Working group; Northern Rivers Fire and Biodiversity Consortium	Sustain Energy regional working group met at the beginning of September - discussed regional energy projects and brainstormed how we could get solar onto social housing residences.	On Track	▶
3.2.2.3	Support community gardens in accordance with the Policy and Guidelines	Sustainable Environment and Economy	Provide guidance and liaise with new and existing community gardens	<p>In contact with all community garden committees regularly.</p> <p>Mullumbimby Community Garden - ongoing issues. Working with Governance staff to resolve. Mullum SEED co-ordinator has resigned - waiting to hear about replacement.</p> <p>Ocean Shores Shara Community Garden - licence for Shara Garden currently on public exhibition for comment.</p> <p>Suffolk Park Community Garden - working with Park's staff to manage committee's expectations of rec grounds drainage works.</p>	On Track	▶

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OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
3.2.2.4	Support Friends of the Koala, Bangalow Koalas and Wires through the Regional Koala Communications Group.	Sustainable Environment and Economy	Participate in Regional Koala Communications Group meetings	Supported organisation of the Northern Rivers koala habitat restoration webinar - September 18th.	On Track	▶
3.2.2.5	Support Brunswick Valley Landcare to deliver the Land for Wildlife Program and biodiversity enquiries	Sustainable Environment and Economy	Quarterly reports to biodiversity advisory committee	Staff continue to liaise closely with BVL on biodiversity related issues. Achievements are reported to Biodiversity Advisory Committee.	On Track	▶
3.2.2.6	Complete and maintain the Sustainable Living hub	Sustainable Environment and Economy	Complete online platform	Web updates almost complete. Staff working with Comms Team to update relevant web pages on Council's website. Once pages are complete and approved Sustainability team to investigate re-starting the sustainability e-newsletter on a quarterly basis.	On Track	▶
3.2.2.7	Finalise delivery of the Recognition program that acknowledges our sustainable community groups; individuals and businesses	Sustainable Environment and Economy	Delivered	Complete! It has been promoted via website, social media and e-newsletter. See link for website details.	Completed	✓
3.2.2.8	Develop capital works plan in line with the 'Enquiry by Design' for the Brunswick Valley Sustainability Centre Management Plan	Infrastructure Services	In accordance with project schedule	Inquiry by design completed, developing capital works program in progress	On Track	▶

**3.3: Partner to protect and enhance the health of the Shires coastlines, estuaries, waterways and catchments**

**3.3.1: Implement Coastal Management Program**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
3.3.1.1	Continue preparing a Coastal Management Program (CMP) in accordance with the staged process for Cape Byron to Sth Golden Beach	Sustainable Environment and Economy	Coastal Hazard Assessment progressed	Key information required for the scope of work will be available by end of October. Timeframe for consultant engagement is now end of November with project kick-off before the end of the year.	On Track	▶
3.3.1.2	Continue pre-construction phase of Main Beach Shoreline Project (Jonson Street protection works)	Sustainable Environment and Economy	Design progressed	Assessment of alternative option as presented at the 27 August 2020 Council meeting being undertaken with mini-Report being prepared. Material for broader community engagement on the concept options being prepared. Community engagement proposed to commence by end of October. Evaluation of the community feedback and response aiming to be reported back to Council at the November meeting.	On Track	▶
3.3.1.3	Continue Bringing Back the Brunswick River Project	Sustainable Environment and Economy	Deliver Habitat Action Grant  Investigate grant opportunities	Staff continue to pursue grant opportunities for improving the Brunswick River. Submission of Habitat Action Grant for Vallances Rd project has been delayed due to project costs. The first Report Card (Phase 1) for the Brunswick River Warriors Campaign has been produced by Positive Change for Marine Life (PCMFL). This project is supported by Council's Waste and Resource Recovery team through contribution of funding.	On Track	▶
3.3.1.4	Commence a Coastal Management Program (CMP) in accordance with the staged process for Cape Byron Southern Coastline (including Tallow and Belongil Creek Catchment)	Sustainable Environment and Economy	Stage 1 scoping study progressed	Coast and Estuary Officer has commenced. Project Inception Meeting with the consultant completed including key site inspection. Next steps are to develop a project Community Engagement Plan and prepare for the key stakeholder / agency workshop in October or November 2020.	On Track	▶
3.3.1.5	Construct additional flowpath from Byron STP subject to funding.	Infrastructure Services	Project practical completion	Council have received EPA licence amendment.  Tender ready for release October 2020	On Track	▶

**3.4: Support and secure our farming future**

**3.4.1: Develop and implement strategies to support agriculture, agri-business and farmers**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
3.4.1.1	Finalise and commence implementation of the Agriculture Action Plan	Sustainable Environment and Economy	Finalise Plan	SPW with Councillors completed 3rd September. Minor amendments to plan in progress.	On Track	▶
3.4.1.2	Continue to deliver Smart Farms Small Grants project	Sustainable Environment and Economy	Deliver field days/workshops (3) Deliver farming mentoring program Develop rural landowners handbook	Landholder Handbook under development.  Workshop series under development - held up due to COVID-19.  Mentoring program under development.	On Track	▶
3.4.1.3	Continue to convene Agricultural Cluster Group Meetings	Sustainable Environment and Economy	Meetings (3) Expand sectoral representation	Next cluster group meeting to be scheduled.	On Track	▶



## Community Objective 4: Growth

We manage growth and change responsibly

### **4.1: Support the visions and aspirations of local communities through place-based planning and management**

#### **4.1.1: Develop, implement and update Place Plans that promote place-based forward planning strategies and actions**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
4.1.1.1	Progress draft Planning Proposal and DCP chapter to amend planning controls for Byron Bay town centre (Byron Bay Town Centre Masterplan action)	Sustainable Environment and Economy	Updated DCP & LEP provisions reported to Council	Proposed changes to planning controls to be discussed with Councillors at SPW in November. Report to December Council Meeting	On Track	▶
4.1.1.2	Investigate establishment of a Design Panel for Byron Bay Town Centre	Sustainable Environment and Economy	Prepare Terms of Reference and Report to Council	Procedure drafted - proposed Town centre planning control review will include mechanism for Panel. Report to December Council meeting will explain and recommend EOI process for Panel Members	On Track	▶
4.1.1.3	Scope the development and implementation a strategic repositioning and behaviour change campaign for visitation to Byron Shire (Sustainable Visitation Strategy action)	Sustainable Environment and Economy	Campaign developed and reported to council	This project is on hold until the 2020 - 2030 Byron Shire Sustainable Visitation Strategy is endorsed (early 2021)	Not Commenced	—
4.1.1.4	Develop a Landscape Plan for Stuart St Greenspine (Our Mullumbimby Masterplan action)	Sustainable Environment and Economy	Design developed Construction commenced	Consultants appointed following RFQ process. Design work now beginning which will draw on input from the community into the RFQ brief. Three draft options being developed to present to the community in Oct/Nov 2020.	On Track	▶



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## 4.3 - ATTACHMENT 1

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
4.1.1.5	Implement Our Mullumbimby Masterplan, Bangalow Village Plan and Byron Arts and Industry Estate Plan	Sustainable Environment and Economy	Place Planning Collective meetings  Internal working group meetings  Funding implementation Plan prepared in consultation with Directorates for next years budget  Investigate and apply for grant funding	Internal Working Group meeting held 1 Sept  Place Planning Collective meeting held 22 Sept.	On Track	▶
4.1.1.6	Investigate priority needs for future masterplans	Sustainable Environment and Economy	Report to Council	Council has endorsed a community led masterplanning process for Federal village.	Completed	✓
4.1.1.7	Prepare Structure Plan and Development Control Plan for Bangalow town centre/Station Street (high priority action from the Bangalow Village Plan)	Sustainable Environment and Economy	Structure plan and DCP prepared	Initial public feedback period closed. Feedback being used to cultivate next steps and draft the DCP changes for Draft DCP.	On Track	▶
4.1.1.8	One way traffic trial for Centennial Circuit (Byron Arts and Industry Estate Precinct Plan action)	Sustainable Environment and Economy	Report to Council on trial	Quote received from works team. Currently under review. Implementation date to follow reviewed quote.	On Track	▶
4.1.1.9	Finalise the Byron Arts and Industry Estate Precinct Plan	Sustainable Environment and Economy	Plan finalised	Precinct Plan adopted at Council meeting 20 June 2020	Completed	✓
4.1.1.10	Park activation Bayshore Dr (Byron Arts and Industry Estate Precinct Plan)	Sustainable Environment and Economy	Park established	Public feedback period closed. Feedback being used to shape the concept plans for the site. Landscape architect currently assessing available materials and drafting concept plans.	On Track	▶
4.1.1.11	Amend Local Environmental Plan and Development Control Plan in accordance with Mullumbimby Hospital Precinct Plan	Sustainable Environment and Economy	Amendments progressed	Project remains on hold - pending resolution of contamination issues	On Track	▶

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## BYRON SHIRE COUNCIL

### STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

### 4.3 - ATTACHMENT 1

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
4.1.1.12	Finalise Local Strategic Planning Statement	Sustainable Environment and Economy	LSPS adopted and priority actions commenced	Minor updates made to adopted LSPS in response to comments received from DPIE. Updated LSPS submitted to DPIE on 9/9/2020.	Completed	✓
4.1.1.13	Progress Sandhills Reserve management transition in accordance with Crown Lands Management Act.	General Manager	All actions required of Council complete	Licence to October 2021 to support current activities granted to Council this month. Regular contact with DPIE-CL continuing.	On Track	▶

**4.1.3: Manage development through a transparent and efficient assessment process**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
4.1.3.1	Assess and determine development applications	Sustainable Environment and Economy	1. Time taken to determine development applications under delegated authority - Average = 70 days, Median = 60 days 2. Time taken to determine modification applications under delegated authority - Average = 50 days, Median = 40 days 3. % of applications determined within 50 days under delegated authority >50% 4. % of modified applications determined within 40 days under delegated authority >60%	1. Time taken to determine development applications under delegated authority - Average = 70 days, Median = 50 days 2. Time taken to determine modification applications under delegated authority - Average = 35 days, Median = 25 days 3. % of applications determined within 50 days under delegated authority 50% 4. % of modified applications determined within 40 days under delegated authority 70%  Quarterly assessment figures 1. Time taken to determine development applications under delegated authority - Average = 53 days, Median = 28 days 2. Time taken to determine modification applications under delegated authority - Average = 34 days, Median = 34 days 3. % of applications determined within 50 days under delegated authority 68% 4. % of modified applications determined within 40 days under delegated authority 81%	On Track	
4.1.3.2	Assess and determine construction certificates	Sustainable Environment and Economy	80% Construction Certificates processed in less than 28 working days; 80% subdivision certificates processed in less than 28 working days	100% Construction Certificates processed in less than 28 working days;  100% Subdivision Certificates processed in less than 28 working days.	On Track	

# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.3 - ATTACHMENT 1

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
4.1.3.3	Assess and determine complying development applications	Sustainable Environment and Economy	80% Complying Development Applications processed in less than 20 working days	100% Complying Development Applications processed in less than 20 working days	On Track	▶
4.1.3.4	Provide certification inspection services	Sustainable Environment and Economy	Undertake 95% of inspections within 2 working days	The building services team are attending their inspections within the booked time and aren't causing delays to the progress of construction or plumbing works.	On Track	▶
4.1.3.5	Respond to and investigate complaints against building standards	Sustainable Environment and Economy	Undertake 100% of inspections within 2 working days	Complaints that relate to high risk to human life are addressed as soon as possible.  Complaints that relate to lower risk to human life are risk assessed and inspected for further action.	On Track	▶
4.1.3.6	Conduct the Swimming Pool and Fire Safety inspection program	Sustainable Environment and Economy	Statutory requirements met	Swimming Pool Inspections undertaken on application. There were 19 inspections carried out during the reporting period.	On Track	▶
4.1.3.7	Share information through builder and developer forums	Sustainable Environment and Economy	Newsletters circulated to the building and development industry (6)  Newsletters available online	Planning eNews emailed out on 18/9/2020.	On Track	▶

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## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.3 - ATTACHMENT 1

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
4.1.3.8	Adaptable housing for multi-dwelling housing or medium density housing in accordance with DCP	Sustainable Environment and Economy		<p>Minimum 10% of multi unit or medium density housing dwellings to be adaptable according to B13.2.2 of Byron Shire Development Control Plan 2020.</p> <p>3 DAs for multi dwelling housing approved in September 2020, with 33% of the proposed dwellings required to be adaptable housing.</p> <p>4 DAs for multi dwelling housing approved in 2020-2021 financial year to date, with 27% of the proposed dwellings required to be adaptable housing.</p>	On Track	▶
4.1.3.9	Provide pre-lodgement advice and assistance to applicants	Sustainable Environment and Economy	80% development related advice provided within 21 days 80% DAP minutes provided within 10 days	<p>100% Development related advice provided within 21 days.</p> <p>There were no Development Related Advice meetings held during the reporting period.</p>	On Track	▶
4.1.3.10	Prepare a Planning Proposal to enable precinct based Short Term Rental Accommodation.	Sustainable Environment and Economy	Planning proposal progressed in accordance with Gateway	Planning Proposal is yet to receive gateway as DPIE have requested that Council provide an economic impact analysis (EIA) to support the proposed 90 day cap. Currently awaiting further clarification of EIA scope and specifications from DPIE, as well as update on any further changes to State planning framework.	On Track	▶

# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.3 - ATTACHMENT 1

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
4.1.3.11	Prepare and assess Planning Proposals and Development Control Plans, and amend Local Environmental Plan maps	Sustainable Environment and Economy	80% of applicant initiated planning proposals reported to council within 90 days once the applicant is formally advised that sufficient information has been supplied to consider their request.  Planning Proposal procedure revised	Work commenced on planning proposal received for 185 Jonson St, Byron Bay (to rezone land for private car park).	On Track	▶
4.1.3.12	Progress DCP Character Design Guideline for Low Rise Medium Density Housing Code	Sustainable Environment and Economy	DCP Character Design provisions adopted	Adopted by Council on 17 Sept. effective 28 Sept.	Completed	✓
4.1.3.13	Administer 10.7 certificates, allocation of property addresses and update property subdivisions in GIS and Authority	Sustainable Environment and Economy	95% of 10.7 requests processed in 5 working days  Report monthly on requests for property addresses  Update property information in Authority and GIS	All Section 10.7 Planning Certificate applications processed within 5 working days.	On Track	▶

**4.2: Support housing diversity in appropriate locations across the Shire**

**4.2.1: Establish planning mechanisms to support housing that meets the needs of our community**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
4.2.1.1	Prepare an Affordable Housing contribution scheme under SEPP 70 to be incorporated in the local planning framework controls (Action in Residential Strategy)	Sustainable Environment and Economy	Finalise Policy  LEP amended to apply SEPP 70 to one or more of the sites identified in the Residential Strategy	Affordable housing contribution policy adopted setting out an approach to implement. Awaiting feedback from the state government an Council implementation approach.	On Track	▶
4.2.1.2	Prepare a report on deliberative development models to facilitate the delivery of accessible housing	Sustainable Environment and Economy	Feasibility assessment for proposed Mullumbimby Hospital and Lot 12 complete	Start up meeting for Echelon's Phase 2 project - 16th Sept. Subsequent discussions held to clarify criteria/ parameters for feasibility assessment. Assessment underway.	On Track	▶
4.2.1.3	Progress future use of Lot 22, Mullumbimby Planning Proposal and Plan of Management	Sustainable Environment and Economy	Planning proposal progressed in accordance with Gateway  Plan of Management commenced	Updated to 5 Nov SPW - to present Flood Study & Draft Structure Plan. Preparing report to 19 November Council (Planning) Meeting to consider draft structure plan & amended planning proposal. PP will require amended Gateway & exhibition.	On Track	▶



### 4.3: Promote and support local business development, education and employment opportunities

#### 4.3.1: Facilitate and support sustainable development of our business community

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
4.3.1.1	Update the Economic Development Strategy and Action Plan	Sustainable Environment and Economy	Updated based on business survey	The update of the Enterprising Byron 2025 will commence shortly now the Business Impacts, Resilience and Continuity Survey results have been analysed and released.	Not Commenced	—
4.3.1.2	Continue to strengthen partnerships between Council and the business community through the Strategic Business Panel and Business Roundtable	Sustainable Environment and Economy	Review format of Business Roundtable  Strategic Business Panel Meetings (3)	The final Strategic Business Panel meeting took place on 10 September 2020. A discussion paper is to be prepared for the Panel to discuss the format of future Panel meetings.  The format of the Business Roundtable is to be reviewed in early 2021.	On Track	▶
4.3.1.3	Undertake Business Survey	Sustainable Environment and Economy	Develop project plan and Business Survey questions	Business Impacts, Resilience and Continuity Survey period has completed, with 200 responses. Key summary report has been released and can be viewed at <a href="https://www.byron.nsw.gov.au/Business/Research-reports-and-news/Business-surveys#section-1">https://www.byron.nsw.gov.au/Business/Research-reports-and-news/Business-surveys#section-1</a>	Completed	✓

**4.4: Support tourism and events that reflect our culture and lifestyle**

**4.4.1: Build a tourism industry that delivers local and regional benefits in line with the community's values**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
4.4.1.1	Finalise development of Sustainable Visitation Strategy	Sustainable Environment and Economy	Strategy finalised	<p>The draft 2020 - 2030 Byron Shire Sustainable Visitation Strategy and recovery/resilience discussion paper is being considered by Council at its meeting on 22 October 2020 with a view to move to public exhibition.</p> <p>The public exhibition will run from 27 October to 27 November 2020 and will be delivered online.</p>	On Track	▶
4.4.1.2	Continue to lead, build and strengthen strategic tourism partnerships	Sustainable Environment and Economy	Participate in Destination Byron Board, Byron Visitor Board, Cross Border Tourism Group, LGA Tourism Managers Group	During the reporting period the following meetings were attended by staff; Byron Visitor Centre board meeting, Destination Byron Board meeting, several industry forums, meetings and webinars.	On Track	▶

**4.5: Work to improve community resilience in our changing environment**

**4.5.1: Develop and implement strategies for our community's needs**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
4.5.1.1	Finalise the Business and Industrial Lands Strategy	Sustainable Environment and Economy	Respond to state agency comments	<p>Response package containing an updated Business and Industrial Lands Strategy as per Council resolution 20-369 forwarded to the Department of Planning, Industry and Environment.</p> <p>Department of Planning, Industry and Environment has advised that the strategy is approved.</p>	On Track	▶

## Community Objective 5: Governance

We have community led decision making which is open and inclusive

### 5.1: Engage and involve community in decision making

#### 5.1.1: Facilitate inclusive community consultation and stakeholder engagement to inform Council decision making (SP)

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.1.1.1	Refresh Byron Shire Council's corporate style guide	General Manager	Corporate style guide to developed and implemented.	This is on track with staff working on a brief for quote.	On Track	▶
5.1.1.2	Implement the Byron Model for deliberative democracy under a 2 year trial	Corporate and Community Services	Model implemented; inclusive stakeholder engagement strategies incorporated.	The "Byron Model" two year trial is currently at its half way point. Delivery of actions identified in the implementation plan are on track and an update report will be provided to the Executive Team in October. Key achievements include: Establishment of the Citizen's Lottery, implementation of new petition guidelines, implementation of Corporate Planning & Reporting software, implementation and staff training of Accessible Documents Plan, implementation of VendorPanel procurement platform and a review of website accessibility.	On Track	▶
5.1.1.3	Hold quarterly Community Roundtable meetings	General Manager	Community Roundtable meetings held four times a year.	Next meeting to be held on 11 Nov 2020.	On Track	▶
5.1.1.4	Report on outcomes of Community Survey	General Manager	Data published	External and internal report complete. Website information will continue to be updated as needed.	Completed	✓
5.1.1.5	Design and implement annual youth leadership program	Corporate and Community Services	1 leadership program delivered.	This program has been deferred to February/March 2021 to allow better integration with the engagement strategy for the 2021-2025 Delivery Program. An application for the Youth Opportunities Grant was submitted in September 2020 to support this initiative.	On Track	▶

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**5.1.2: Enhance staff capacity in community engagement**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.1.2.1	Minimum of six staff to complete IAP2 Essentials/Design courses	General Manager	Minimum of six staff completed IAP2 Engagement Essentials	Because of COVID this training has been postponed until 2021/22. Instead there will be training for 10+ staff on digital engagement. This is scheduled for 4 November.	On Track	▶
5.1.2.2	Implement inclusive Community Engagement Policy	General Manager	Evidence of staff to be implementing communication and engagement plans for major projects and for other issues of interest and importance to the community.	Communication and engagement plans for projects including South Arm Bridge, Byron A&I Estate pocket park and Lot 12.	On Track	▶
5.1.2.3	Upgrade Engagement Toolkit as required	General Manager	Staff to be referring to engagement toolkit when planning for and implementing projects that have a communication and engagement component.	Continuing.	On Track	▶

**5.1.3: Enhance community access through digital technologies which broaden participation and support inclusion**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.1.3.1	Make available Council's Ordinary Meeting business papers; enable business papers to be accessed by persons using assistive technology	Corporate and Community Services	>95% of business papers published on website at least 7 days prior to meeting; % business papers accessible to screen readers and text readers; work towards and progress through the requirements of WCAG 2.1	September Council Business Papers have been prepared and published on Council's website in accordance with Code of Meeting Practice. All business papers are able to be read online, with assistive technology support provided through ReadSpeaker on Council's website. Hardcopy documents are provided in Council's foyer for public access.	On Track	▶

# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.3 - ATTACHMENT 1

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.1.3.2	Update online governance manual and develop content guide for staff	General Manager	Guides published to intranet	Published content guide to intranet and distributed to staff.  Published links to new Aus Gov Style guide.	On Track	▶
5.1.3.3	Authority upgrade, reintroduction of Avoka Report IT	Corporate and Community Services	Internal and external stakeholder surveys	Project Initiation Document - CRM Review 2020 - Customer Portal POC submitted to management for approval. POC environment has been requested and is being established.	On Track	▶
5.1.3.4	Facilitate and promote online opportunities for community access and make community access opportunities accessible to people using assistive technology	General Manager	Four projects to be promoted and linked via website and <a href="http://yoursaybyronshire.com.au">yoursaybyronshire.com.au</a>	Projects on Your Say Byron Shire include unauthorised dwellings policy, net zero emissions policy.	On Track	▶
5.1.3.5	Continued monitoring and improvement of the Byron Shire Council website to ensure content complies with DDA and WCAG Level AA standards.	General Manager	Implementation of Accessible Documents Plan including capacity building programs for staff.	Staff training in creating accessible documents scheduled for 14 October.  Reviewed and provided advice on making key documents accessible. These include: Net Zero Action Plan, Sustainable Visitation Strategy, Planning documents.	On Track	▶
5.1.3.6	Continual use of online and social media engagement tools.	General Manager	Increase in social media followers	Ongoing. 7676 followers on FB.	On Track	▶

**5.2: Create a culture of trust with the community by being open, genuine and transparent**

**5.2.1: Provide timely, accessible and accurate information to the community**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.2.1.1	Review Operational Plan annually	Corporate and Community Services	New Operational Plan prepared; DIAP strategies incorporated into new Operational Plan	The 2020/21 Operational Plan was adopted on 31 July 2020 and implementation commenced in August.	On Track	►
5.2.1.2	Continuous improvement of corporate planning and reporting process	Corporate and Community Services	Software implemented and in use for 2020/21 reporting; 6 monthly DP report available to Councillors and public; Annual Report on DIAP available to Councillors and public	Corporate planning and reporting software (Pulse CPR Module) has been implemented, with staff completing the August and September reviews in the new system. Training has been delivered to each of the teams across the organisation. Currently working on the Annual Report.	On Track	►
5.2.1.3	Prepare and submit Annual Report	Corporate and Community Services	Annual Report and associated documentation submitted to OLG; Annual Report on DIAP provided to ACWG	A Draft Annual Report has been prepared and will be presented to the 22 October Ordinary Meeting of Council.	On Track	►
5.2.1.4	Publish GIPA open access information online	Corporate and Community Services	Open access published as per the Act.	Open access information continues to be published and updated on Council's website.	On Track	►
5.2.1.5	Implement 'knowledge bank' as one source of truth for information (i.e. internal cheat sheet/script on key Council topics)	Corporate and Community Services	Knowledge bank established as a working document	Customer Service Knowledge Bank added to Intranet in Toolkit section on 9 June 2020 and includes some information and content to address common customer enquiries. Will continue to add content throughout 2020/21.	On Track	►
5.2.1.6	Review and update Council business templates for consistency and accessibility	General Manager	Review of core business templates completed and identified schedule for revising all templates determined; Accessible templates completed for highest priority templates.	Provided advice on accessible versions of guidance notes and planning documents.	On Track	►



# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.3 - ATTACHMENT 1

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.2.1.7	Roll out of Accessible Documents Plan and capacity building activities to enhance accessibility.	General Manager	80% of content published complies with relevant legislation and standards, with a plan identified for remaining.  Accessible Documents Plan rolled out, guidance developed and training delivered.	Started discussion re evaluating business systems and third party tools for WCAG compliance.	On Track	▶
5.2.1.8	Maintain and update accessibility maps online that identify public space and facilities that provide information about accessibility	Infrastructure Services	6 monthly reviews	Map went live in July, due for review in December to identify ongoing improvements.	On Track	▶
5.2.1.9	Support provision of geospatial information to the public via councils website, subject to investigation of funding sources	Corporate and Community Services	GIS information available to public online	Online mapping website live for general public access.	Completed	✓

### 5.2.2: Incorporate wellbeing framework within organisation to inform decision making

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.2.2.1	Implement the wellbeing framework	Corporate and Community Services	Wellbeing survey delivered and recommendations identified.	Reviewing applicability of Social Progress Index and viability of local data collection.	On Track	▶
5.2.2.2	Deliver annual Community Donations Program	Corporate and Community Services	Equitable and transparent delivery of community donations	Recommended projects were endorsed by Council and all have now received funding agreements for signing and returning. All unsuccessful applicants have been notified and provided feedback.	On Track	▶



**5.2.3: Provide access to publicly available corporate registers**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.2.3.1	Maintain, publish and report on relevant registers including delegations, Councillors and designated staff Disclosures of Interest, Councillor and staff Gifts and Benefits, and staff secondary employment	Corporate and Community Services	100% of disclosures by Councillors and staff captured and reported as required	All governance registers are being maintained, reported on and published as required. Annual returns of interest process has been improved to enable designated staff to complete their forms electronically, including electronic approval by the General Manager. Quarterly report will be presented to the Executive Team in October 2020.	On Track	▶
5.2.3.2	Review, update and publish Council policies online and report on the status of Councils policy register	Corporate and Community Services	100% of policies adopted by Council are available online within 7 days of adoption; online information to meet WCAG 2.1 AA requirements	Council's Policies Register is maintained as required ensuring new, updated or repealed policies are recorded. The annual policy review project for 2020-2021 has commenced with approximately 60 policies identified for review this financial year.	On Track	▶
5.2.3.3	Develop and implement pre-election community information program	Corporate and Community Services	Program developed and delivered	Due to the postponement of the NSW Local Government Election to 2021, this activity will not properly commence until the new year. Work has commenced on the development of the Councillor onboarding program, which includes identification of pre-election information program.	On Track	▶

**5.2.4: Support Councillors to carry out their civic duties**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.2.4.1	Implement Councillor learning and development and capability framework	Corporate and Community Services	Training program delivered based on Councillors' identified needs	Email distributed to Councillors in July regarding the extension of their term and the availability of funds for their participation in training and professional development activities. A number of Councillors have responded to this invitation and identified upcoming opportunities that they would like to participate in. Due to COVID-19 restrictions, professional development programs are primarily delivered in virtual mode.	On Track	▶
5.2.4.2	Deliver Council meeting secretariat including agenda preparation, minutes and council resolutions monitoring	Corporate and Community Services	Agendas posted on website 7 days prior to meeting Minutes posted within 48 hours of meeting	Council Meeting Agendas are published on Council's website 7 days before the meeting, and Meeting Minutes are posted to Council's website within 2 working days. Currently investigating improvements to the Quarterly Resolutions Report to ensure the updates are current and meaningful to Councillors and the community.	On Track	▶
5.2.4.3	Provide support to Councillors including councillor requests, briefing sessions, provision of facilities and payment of expenses, and record keeping	Corporate and Community Services	Monthly strategic planning workshops 100% of complete claims are reimbursed within the month in which they are received	Continuing to provide support to Councillors as needed. SPW conducted on 3 September 2020, and September expense claims being processed as received.	On Track	▶
5.2.4.4	Implement and manage Code of Conduct training programs for Councillors, staff, and committee members	General Manager	Training program delivered	Training is ongoing.	On Track	▶
5.2.4.5	Implement and manage training in respect of Council's Code of Meeting Practice	General Manager	Training program delivered	Training is ongoing.	On Track	▶

# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.3 - ATTACHMENT 1

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.2.4.6	Improve Council's livestreaming of Council meetings to provide increased accessibility to the community	Corporate and Community Services	All Council meetings are livestreamed with continuous improvements to the accessibility; investigate options for inclusion of closed captioning	Minor enhancements continue to be made to improve accessibility, including the provision of an 'order of business' displayed on screen during the meeting. The Code of Meeting Practice has been amended in accordance with OLG Circular 20-31 'New requirement for councils to retain recordings of meetings on their websites for a minimum of 12 months.'	On Track	▶

### 5.2.5: Enhance access and availability of information to the community

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.2.5.1	Publish the 4 year works programs and activities online to the community	Infrastructure Services	Program published	Action complete and available on Council's website.	Completed	✓
5.2.5.2	Exhibit Development Applications as required by the Community Participation Plan	Sustainable Environment and Economy	DA exhibition meets CPP timeframes	Development Application exhibition undertaken in accordance with times within the Community Participation Plan 2019.	On Track	▶

**5.2.6: Keep community informed and provide updated relevant and timely information on Council activities and projects**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.2.6.1	Support and guide staff in the preparation and implementation of communication and engagement plans for projects and initiatives.	General Manager	Evidence of communication and engagement plans for relevant projects.	Ongoing. South Byron STP, Lot 12, Pocket Park.	On Track	▶
5.2.6.2	Manage media and social media enquiries about Council activities.	General Manager	95% of enquiries responded to within deadline.	Ongoing	On Track	▶
5.2.6.3	Keep community and Crown Reserve user groups updated with Crown Lands Transition progress information	General Manager	All actions required of Council complete	This is ongoing. 1st quarter user group consultation has included Arakwal Corporation, Brunswick Surf Club and Byron Youth Service.	On Track	▶
5.2.6.4	Produce a regular community newsletter 'Something to Talk about'	General Manager	Something to Talk About published by end of each calendar year.	The annual edition will be prepared in Nov-Dec 2020.	On Track	▶

**5.3: Deliver a high level of customer service****5.3.1: Enhance external and internal customer service effectiveness**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.3.1.1	Maintain online reporting to community on service guarantees	General Manager	Performance reports updated quarterly	First report will be due in October 2020	Not Commenced	—
5.3.1.2	Deliver great service to our customers and provide consistent, accurate and timely information	Corporate and Community Services	Improvement in Community Satisfaction Survey results	This activity relates to operational tasks and daily duties for the frontline Customer Service team. The results of the 2020 Community Satisfaction Survey showed improved service satisfaction. The Unreasonable Customer Conduct Policy is being embedded with practice guide and toolkit materials.	On Track	▶

**5.3.2: Further develop a proactive customer service culture**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.3.2.1	Embed Customer Service Strategy and implement action plan	Corporate and Community Services	Program implemented	Customer Experience Strategy 2019-2022 action plan is on track with some activities commenced e.g. training, ride-a-long pilot program, celebrating service champions, knowledge bank established, etc. Progress will continue in 2020/21 to complete program activities within the Strategy.	On Track	▶

**5.4: Manage Councils assets and allocate resources in a fair and holistic manner**

**5.4.1: Further develop Fleet Management Systems to ensure that fleet is managed to sustainably and efficiently support delivery of services and infrastructure programs**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.4.1.1	Annual review of suitability and utilisation of light and heavy fleet	Infrastructure Services	Review complete and reported to Manager Works	Fleet review underway for reporting early 2021	On Track	▶
5.4.1.2	Manage Council's fleet in accordance with approved program	Infrastructure Services	Fleet items managed and replacement as per approved program	Budget implications and program for heavy vehicle fleet management assessment commenced for reporting Dec 2020 / early 2021.	On Track	▶

**5.4.2: Improve further Asset Management Systems capability (SP)**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.4.2.1	Investigate improved alternatives for the asset register	Infrastructure Services	Report on alternatives for the asset register	An investigation has been undertaken and currently staff are maintaining the existing system. Alternative options would be subject to a further quarterly budget review.	On Track	▶
5.4.2.2	Review the Strategic Asset Management Plan	Infrastructure Services	Complete the review of the SAMP	Work is continuing on developing the basis for the revised plan. The planned AM audit in the second quarter will inform this process.	On Track	▶

**5.4.3: Provide reporting on key Infrastructure expenditure and the associated State Government measures**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.4.3.1	Improve the data quality of Work Orders (maintenance and capital expenditure)	Infrastructure Services	Report to TIAC the outcomes of SS7	Work is continuing on the update of task codes and key templates, proposed to be reported to the October TIAC meeting on outcomes of SS7 (Infrastructure Renewal Backlog)	On Track	▶
5.4.3.2	Complete the annual infrastructure report (Special Schedule 7 of the financial statements)	Infrastructure Services	On time completion of SS7	This project is nearing completion. Liaison is occurring with the external auditor on specific requirements.	On Track	▶

**5.4.4: Work with community to prioritise actions from the Place Plans (SP)**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.4.4.1	As recommended by the Community Solutions Panel, Council will continue to work with the community to priorities actions from Place Plans.	Corporate and Community Services		There are no specific activities identified in the 2020/21 Operational Plan	On Track	▶



**5.4.5: Progress implementation of inclusive and integrated resourcing strategy**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.4.5.1	Train and educate staff in the Disability Inclusion Act 2014 and how to respectfully, confidently and effectively communicate with people with disability and consider their inclusion and access needs.	General Manager	Disability awareness training module completed by all staff	Creating accessible document training for online platforms has been scheduled for 14/10/20. Accessible communications toolkit page with links to guides and tools has been included on the intranet. A short online course "Digital Accessibility - Tips for Elearning" has been uploaded to the LMS. Online disability awareness training module to be rolled out to all staff in December 2020.	On Track	▶
5.4.5.2	Review recruitment practices to ensure they are inclusive and identify partners to promote job opportunities for people with disability across the Byron Shire	General Manager	Job application processes simplified and identified barriers to diversity removed. Vacancies advertised with identified partners to ensure we are inclusive in our search. Inclusion related strategies incorporated into recruitment.	P&C team have worked with the Website & Digital Content Officer to improve the accessibility of the recruitment pages on the website.	On Track	▶
5.4.5.3	Monitor, review and update Long Term Financial Plan	Corporate and Community Services	Long Term Financial Plan 2020-2030 adopted and subsequently updated quarterly	Not yet commenced after adoption of 2020-2021 Budget on 31 July 2020. Proposed to commence after finalisation of 2019-2020 financial statements and audit in November 2020.	Not Commenced	—
5.4.5.4	Review 10 year capital plan in conjunction with the Long Term Financial Plan	Infrastructure Services	Plans and programs reviewed and ready for development of 2021/22 budget process	Meetings have occurred to comence program review as part of 2021/22 budget process. Balancing the 2021/22 budget is the current priority.	On Track	▶

### **5.5: Manage Councils finances sustainably**

#### **5.5.1: Enhance the financial capability and acumen of Council**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.5.1.1	Financial reporting as required provided to Council and Management	Corporate and Community Services	Within ten days of month end for management reporting and within agenda deadlines for Council.	Monthly finance reports being prepared for Executive Team as required. Financial comments provided in Council reports as required.	On Track	▶
5.5.1.2	Support the organisation in identifying financial implications of projects, proposals and plans	Corporate and Community Services	Financial comments provided in Council reports as required within agenda deadlines.	Providing input into Council reports as required.	On Track	▶

#### **5.5.2: Ensure the financial integrity and sustainability of Council through effective planning and reporting systems (SP)**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.5.2.1	Maintain and improve internal financial controls	Corporate and Community Services	Reconciliations undertaken monthly within 10 days of month end.	Reconciliations for the months of July, August and September completed.	On Track	▶
5.5.2.2	Complete annual statutory financial reports	Corporate and Community Services	Unmodified audit report provided and adopted by Council.	Draft 2019-2020 Financial Statements now completed. Audit commenced on 21 September 2020 and is still ongoing. Reporting Draft Financial Statements to 22 October 2020 Ordinary Council Meeting to officially refer to audit. Financial Statements to be completed by 26 November 2020 Ordinary Council Meeting. NSW Councils have been given a month month extension to finalise statutory reporting due to COVID-19.	On Track	▶

# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.3 - ATTACHMENT 1

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.5.2.3	Ensure Council revenue billing and payments are available in an accessible format	Corporate and Community Services	Increase uptake of electronic billing option by ratepayers from 2019/20 to 2020/21; online billing and payment information is compatible with WCAG 2.1 AA requirements	2020-2021 Rate Notices issued. Promotion included about utilising E-Notices on the notice itself and in accompanying brochure. Second instalment notice to also include promotion on notice itself. Council is now up to 28% of ratepayers receiving their notices electronically.	On Track	▶
5.5.2.4	Debt recovery is maintained within Office of Local Government benchmark	Corporate and Community Services	Benchmark is maintained below 10% for Office of Local Government benchmark by 5% for Council benchmark	Outstanding rates and charges still within industry benchmark of 10%. Council's benchmark of 5% has been exceeded at 30 June 2020. Outstanding rates and charges are now 7.32% at 30 June 2020 and is still subject to audit.	On Track	▶
5.5.2.5	Manage treasury functions of Council to maintain cash flow and maximise return on invested funds	Corporate and Community Services	Compliance with investment policy, T Corp directives and interest on investment revenue budget achieved	Investment portfolio being managed with investment policy tolerances. All time low record interest rates will impact investment returns so interest revenue budget will need to be monitored closely.	On Track	▶
5.5.2.6	Identification of ethical investment opportunities with environmental and social inclusion outcomes	Corporate and Community Services	Higher proportion of investment portfolio invested accordingly then previous year.	Identification of ethical investment opportunities being considered as they arise and fit within Council's investment policy and NSW Treasury Corporation requirements. Council withdrew from a Green Term deposit held with NSW Treasury Corporation in September 2020 due to extremely low interest rate available at maturity but has undertaken a Green term deposit with the Commonwealth Bank during September 2020.	On Track	▶


# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.3 - ATTACHMENT 1

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.5.2.7	Implementation of new Accounting Standards AASB15/AASB1058 - Revenue Recognition and AASB 16 - Leases	Corporate and Community Services	Updated position papers presented to Audit, Risk and Improvement Committee, systems and records developed to comply with new reporting requirements.	Position papers for both AASB 15/AASB 1058 and AASB 16 have been completed and included in Draft 2019-2020 Financial Statements. Position papers have been submitted to Auditors for review and will be reported to Audit Risk and Improvement Committee in November 2020.	On Track	▶
5.5.2.8	Complete Authority V7 upgrade as it pertains to Finance	Corporate and Community Services	Undertake tasks associated with upgrade as required by project plan for Finance related modules.	Further testing has been undertaken especially by rating staff including processing of levies and water billing. Still resolving postponed rates and posting to the general ledger.	On Track	▶
5.5.2.9	Finalise the revaluation of the roads and stormwater drainage assets in conjunction with Assets and Major Projects staff	Corporate and Community Services	Revaluation outcome analysed and incorporated into Council's assets registers and general ledger.	Revaluation outcome has now been included in Council's 2019-2020 Draft Financial Statements. Audit of revaluation is still ongoing and will be finalised during November 2020.	On Track	▶
5.5.2.10	Investigate and improve Council's water meter reading capability	Corporate and Community Services	Replacement of outdated and unsupported radio reading technology	Finance are participating in conjunction with Utilities regarding implementation of Smart Metering.	On Track	▶
5.5.2.11	Implement new land valuations to apply for the 2020/2021 financial year.	Corporate and Community Services	Completed prior to 2020/2021 rate levy.	Council adopted the Statement of Revenue Policy including rates and charges incorporating the new land values on 30 July 2020. 2020-2021 Rate Notices issued before the end of August 2020 incorporating new land values. Action is complete.	Completed	✓

**5.5.3: Ensure Council's procurement framework is robust, efficient and effective (SP)**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.5.3.1	Develop and implement forward procurement plan to ensure compliance with Local Government Act	Corporate and Community Services	Contracts compliant with Local Government Act tendering requirements 90% Actions listed in annual plan implemented.	<p>High level procurement roadmap and Annual Procurement Plan 2020/21 was endorsed by ET on 19 August 2020.</p> <p>Currently working with IT team to develop an Open Form that will allow GIPAA automation - early phase of development.</p> <p>Viewed demonstration of Vendor Panel Multi Party Evaluations and Supplier Intelligence Badges and currently considering benefits of implementation.</p> <p>Creation of the Engineering Professional and Consulting Services list of approved contractors in Vendor Panel.</p> <p>Business and Ethics statement has been published on Council's website and references have been updated on the Procurement Guide 2020.</p>	On Track	

# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.3 - ATTACHMENT 1

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.5.3.2	Develop and implement internal awareness and training program to upskill staff in procurement	Corporate and Community Services	Online induction modules for all new staff developed and implemented	A number of key staff are currently enrolled in the LGP e-learning program which is being actively promoted. Training for staff in the use of the Contract Register and raising Purchase Orders will be rolled out before December 2020. Online induction modules for all new staff including training for tender evaluation process, will be developed and implemented in 2021. Currently working with the legal team to organise a basic Contract Management Training by a legal firm, focusing primarily on contract clauses and other legal aspects.	On Track	▶
5.5.3.3	Implement local supplier development initiatives	Corporate and Community Services	One initiative implemented to educate local suppliers on Council procurement processes	Suppliers and the local community have been notified ( use of social media, newspapers and emails) about the use of VendorPanel as a quoting and tendering platform and have been invited to register on VendorPanel to access tenders and requests for quote.	On Track	▶
5.5.3.4	Assist in building the NRJO Councils regional procurement capacity and implement NRJO actions where applicable	Corporate and Community Services	Participate in two regional joint procurement initiatives	Hosted the September NRJO Procurement monthly meeting with LGP and Supply Nations as guest speakers. Sharing social procurement activities and main tenders to be released in the near future.	On Track	▶

# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES




## 4.3 - ATTACHMENT 1

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.5.3.5	Improve Councils sustainable procurement performance	Corporate and Community Services	Improvement on 2019/20 sustainable choice score	Currently reviewing feasible sustainability requirements to incorporate into Council Tenders and Council contracts to deliver sustainable outcomes. Providing ongoing advice to staff in consultation with the Sustainability Team, to assist with sustainable procurement outcomes. Council was investigating membership with Supply Nation however this organisation is no longer working with Vendorpanel therefore considering alternatives.	On Track	▶
5.5.3.6	Develop and Implement Contract Management Framework	Corporate and Community Services	Contract Management Framework developed and embedded in business practices.	<p>Have commenced planning to develop a framework to encompass:</p> <p>Contract Set Up</p> <p>Contract Management</p> <p>Contract Close Out</p> <p>Part of this framework will also include investigating and selecting suitable Contract Management software and provide training and education to embed framework in the later half of this financial year. Have commenced research with other councils in regards to their Contract Management framework and Software to obtain their feedback.</p>	On Track	▶





**5.6: Manage Councils resources sustainably**


**5.6.1: Enhance leadership effectiveness and capacity**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.6.1.1	Continue regular coaching and 360 degree feedback based on LSI for Executive Team, Managers and identified top talent	General Manager	LSI implemented for Manager Works. LSI retests conducted for Executive team and Executive Officer.	All Managers have now undertaken their LSI de-brief. Monthly coaching sessions are scheduled for all Managers and identified Team Leaders.	On Track	
5.6.1.2	Create opportunities for leaders across Council to embed learnings from Great Managers Program	General Manager	Continue lunch and learn leadership sessions for all interested staff. Hold 3 x Great Managers masterclass sessions for graduates.	No action required yet.	Not Commenced	
5.6.1.3	Create collaborative leadership groups to develop organisational responses to key community issues	Corporate and Community Services	Continue to support Access & Inclusion and Homelessness internal working groups; # of initiatives delivered	Invited Spinal Life Australia to attend the next Disability and Inclusion Staff Working Group to discuss their new app and the need for accessibility datasets at the local level.	On Track	


**5.6.2: Ensure support for employees physical and mental health**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.6.2.1	Deliver mental health first aid training to managers, team leaders and supervisors	General Manager	20 additional managers, team leaders and supervisors trained in mental health first aid	No action required yet.	Not Commenced	
5.6.2.2	Deliver a health and wellbeing expo for staff	General Manager	Expo delivered with 70% of staff attending	Likely to be postponed or cancelled due to COVID-19 - will look at doing something in Oct 2020 for mental health awareness month	Needs Attention	

**5.6.3: Develop targeted initiatives to increase employee engagement and implement tools to measure improvements in staff satisfaction, culture and morale**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.6.3.1	Partner with managers in implementing action plans following results from the Human Synergistics Organisational Culture Inventory (OCI) and Organisational Effectiveness Inventory (OEI) culture surveys	General Manager	Initiatives focused on culture improvement identified in Branch action plans and Managers feel capable and supported in implementing. P&C to develop initiative for whole of organisation culture improvement and ensure it is linked to values.	Session conducted with Managers at Leadership Lab on 4/9/20. Culture to be a recurring agenda item in all Leadership Labs.	On Track	

**5.6.4: Ensure Councils information systems are effective, resilient and accessible**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.6.4.1	<p>Prioritised security tasks based on Federal Govt Essential 8 compliance;</p> <ul style="list-style-type: none"> <li>- Operating Systems patching</li> <li>- Application patching</li> <li>- Retirement of legacy operating systems</li> <li>- Admin access control improvements</li> <li>- User access control improvements in Authority</li> </ul>	Corporate and Community Services	Compliance to Federal Govt Essential 8 recommendations	<p>1) Application Control (Not Commenced, requires 2, 5 and 6)</p> <p>2) Patch Applications (Commenced) Microsoft Operating System Patches and high risk applications patching is being deployed.</p> <p>3) Configure Microsoft Office Macros (Commenced, awaiting testing through UAT)</p> <p>4) User Application Hardening (Not Commenced)</p> <p>5) Restrict Admin Privileges (Commenced) Initial Admin Rights review created and plan of action created.</p> <p>6) Patch Operating Systems (Commenced) Windows Server Update Services (WSUS) installed/integrated with Flexera and System Center Configuration Manager (SCCM), Plan/design phase for SOEI.</p> <p>7) Multi-factor Authentication (Not Commenced) Required Microsoft License procured as part of Microsoft renewal, proposal to implement received, resources required for change management.</p> <p>8) Daily Backups (Completed) Daily Backups are taken as standard business practice. Currently being testing through Disaster Recovery project.</p>	On Track	

**5.6.5: Maintain and review council information and records management functions to improve efficiencies and meet legislative compliance**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.6.5.1	Coordinate and publish the Disclosure Log of Formal GIPA Access to Information requests to Councils website	Corporate and Community Services	GIPA disclosure logs published online	Continue to update monthly or as required	On Track	▶
5.6.5.2	Process Formal GIPA Access to Information Requests in accordance with legislative timeframes; review all Formal GIPA Access to information procedure to ensure legislative compliance	Corporate and Community Services	Processed within statutory timeframes.	Applications continue to be processed within time frame even with the steady increase of application numbers	On Track	▶
5.6.5.3	Monitor all inwards electronic email received in Councils generic mailbox, store these in Councils Electronic Document Records Management System (EDRMS); scan and process to EDRMS all Councils hardcopy inwards mail	Corporate and Community Services	Inwards mail and council inbox stored/scanned within 3 days	Hardcopy correspondence is slowly increasing back to pre covid levels, with emails remaining steady. All correspondence continues to be processed within agreed timeframes.	On Track	▶
5.6.5.4	Recommend improvements to IT Steering Committee. Implement recommended improvements. May include: Vendor Panel subscription NAR Cleanse tool Website search tool enhancement Skype Analytical Reporting Fleet Mgt system replacement	Corporate and Community Services	Improvements implemented as per agreed project plans	Endorsed projects generally progressing to plan.  Vendor Panel subscription upgrade implemented, NAR cleanse tool removed due to sponsor requesting to not proceed.	On Track	▶

# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.3 - ATTACHMENT 1

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.6.5.5	Online lodgements - Compliance with State Government requirement to utilise NSW e-Planning portal	Corporate and Community Services	Integration between Council Authority application and NSW e-planning platform	no activity during this reporting period	Not Commenced	—
5.6.5.6	Implement Contract Management system through the Vendor Panel subscription	Corporate and Community Services	Vendor Panel premium portal in use by all Council directorates	Vendor Panel subscription implemented. Contracts improvements work underway	On Track	▶
5.6.5.7	Deliver Authority upgrade to v7.1 to maintain vendor support	Corporate and Community Services	Authority upgrade to latest version	Authority 7.1 upgrade user testing and planning is underway and currently on schedule.	On Track	▶
5.6.5.8	Undertake Standard Operating Environment refresh to support security improvement initiatives	Corporate and Community Services	End user computing environment refreshed	RFQ released for required hardware to support new SOE  Application testing underway	On Track	▶
5.6.5.9	Implement eForms platform for all directorates	Corporate and Community Services	Council wide e-forms platform implemented	Open Forms based projects progressing within Strategic Procurement/HR On boarding. Forms solution has been found to be easy to use and reliable.  Pricing received from Open Cities. Open Cities feature road map has been reviewed - several enhancements are required for implementation of the selected projects. High priority Open Forms enhancement requests were made on 25/9.	On Track	▶

**5.6.6: Strategically align the leasing and licensing of Council assets to meet community needs**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.6.6.1	Develop a policy for the implementation of the recommendations of buildings and property audit in relation to leasing and licensing	General Manager	Policy developed and implemented	Draft Policy developed.	On Track	►

**5.6.7: Develop and embed a proactive risk management culture**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.6.7.1	Evaluate and improve risk management framework	Corporate and Community Services	Completion of coordinated activities and risk management reporting. Implementation of software	The strategic and operational risk reports for the September quarter were provided to ET on 14 October and will be provided to the Audit, Risk & Improvement Committee at the November meeting.  There were delays in receiving the CIP self assessment workbook for Fleet from Statewide and Zurich. This is now available on the Zurich website and will be completed by the end of October.	On Track	►
5.6.7.2	Implement training program to improve risk management	Corporate and Community Services	Risk Management Policy and Risk Management Strategy updated as required	Risk management training material 100% complete. With the assistance of P&C, material will be placed on Council's online learning platform and rolled out to all staff and included in Council's induction program.	On Track	►

# BYRON SHIRE COUNCIL

## STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

## 4.3 - ATTACHMENT 1

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.6.7.3	Review and test Business Continuity Plan in accordance with the Business Continuity Management Manual	Corporate and Community Services	Business Continuity Plan reviewed and one desktop exercise conducted	Continuity Management Team (CMT) meetings regarding COVID-19 have been reduced to fortnightly. A debrief and review of the BCP will occur when we resume the 'new normal'.  BCM training material is 100% complete. With the assistance of P&C, the material will be placed on Council's online learning platform and rolled out to all staff and included in Council's induction program.	On Track	▶
5.6.7.4	Implement Internal Audit and External Audit recommendations as appropriate	Corporate and Community Services	Audit recommendations implemented within set timeframes	The internal audit September quarter progress report was provided to ET on 14 October and will be provided to the Audit, Risk & Improvement Committee at the November meeting. 15 actions are recommended for closure.	On Track	▶
5.6.7.5	Coordinate the Audit Risk and Improvement program	Corporate and Community Services	Ongoing coordination of the Audit, Risk and Improvement Committee throughout the year; internal audit reviews undertaken in accordance with the Internal Audit Plan.	The planned review of Asset Management scheduled for Quarter 2 is underway.	On Track	▶



### 5.6.8: Manage insurance claim portfolio in a timely, effective and efficient manner while identifying areas for improvement

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.6.8.1	Assess and provide advice on internal and external insurance claims or concerns	Corporate and Community Services	Increase in claims managed in house by Council; insurance matters are managed in a timely, efficient and effective manner	Ongoing - Insurance officer has commenced Insurance Procedure Manual in Promapp, this has created opportunities to refine procedures and implement new procedure's. Working with IT and asset management team to create CRM category for reporting on insurance incidents and claims.	On Track	▶
5.6.8.2	Develop and implement internal claims procedure policy and supporting documents	Corporate and Community Services	Internal claims policy and supporting documents developed and published internally	Claims process and procedures currently under review to be documented, commenced Insurance Procedure Manual in Promapp, this has created opportunities to refine procedures and implement new procedure's.	On Track	▶
5.6.8.3	Manage insurance claims and provide data to inform strategic decision-making	Corporate and Community Services	Data and information from insurance performance report is used by management to inform decision making	Regular monthly reports are provided to the Executive Team on Insurance claims. Currently working with IT and Asset Management Team to implement CRM Insurance Claims/Incident category.	On Track	▶

### 5.6.9: Develop and implement organisational innovation and creativity

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.6.9.1	Identify evidence based opportunities to enable creativity and innovation in local government	Corporate and Community Services	One evidence based initiative undertaken, evaluated and showcased.	Preliminary scoping underway for collaboration initiative informed by collective impact approach.	On Track	▶

**5.6.10: Use business insights and strategic business planning to continuously improve (SP)**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.6.10.1	Complete 2020 LG Performance Excellence Program	General Manager	Data submitted and report obtained	Majority of data entry is complete. Will complete data entry once Audit complete.	On Track	▶
5.6.10.2	Maintain and provide status reports on the corporate compliance reporting register and monitor for currency and non-compliance issues.	Corporate and Community Services	Compliance register reviewed and updated to reflect legislation changes, non compliance issues reported to the Executive Team and Managers as required	The 6 month Legislative Compliance Reporting Status for Jan-Jul 2020 was presented to the Executive Team in July 2020 and annual status for 2019-2020 reported to the Audit, Risk and Improvement Committee on 20 August 2020.	On Track	▶
5.6.10.3	Provide relevant statistics/business intelligence data to the Executive Team to inform strategic decision-making	Corporate and Community Services	Regular reports provided to Managers and Executive Team: grants, risk & insurance, customer service data	Monthly reports provided to the Executive Team on 9 September included Grants and Insurance data. A proposed quarterly Customer Service report was provided to ET in August, and will commence regular reporting after September 2020.	On Track	▶

**5.6.11: Maintain effective relationships with key stakeholders, neighbouring local governments, government representatives and government agencies**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.6.11.1	Participate in NRJO forums	General Manager	Participate in regular NRJO meetings	NRJO GMAC and Board meetings held 25 September 2020. GMAC attended by General Manager. Board meeting attended by General Manager and Mayor.	On Track	▶

**5.6.12: Implement strategic grants management systems to deliver priority projects for Byrons community (SP)**

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.6.12.1	Coordinate competitive grant applications with Councils business units to meet Federal and State government outcomes	Corporate and Community Services	60% of proposed grant applications submitted	A fourth and final grants workshop was offered to IS (Assets and Major Projects) on the new Grans Procedure. Several new grant alerts issued to relevant staff (and for further notification community groups) including Fixing Country Bridges, Clubsgrants, Local Defibrillator Program, Local Sport Program, ATP Legacy Fund, NSW Public Library Grants, and Weed and Pest Pipeline Solutions. New grants applied for during this month include Youth Opportunities Grant, Habitat Action Grants, Coastal Zone Management Program, and four Safer Roads projects. The Mullumbimby Gateway opening has been postponed until end October 2020 and the Grants Coordinator has continued to liaise with community groups regarding this event.	On Track	▶
5.6.12.2	Provide governance for grants management	Corporate and Community Services	Successful delivery of funding body requirements on grant funded projects	The Grants Coordinator has continued to support staff to complete Milestone reports, advice has been provided on several funding deeds, and liaison has continued with relevant funders with respect to funding deed and work plan status', signage approvals, variations, and media release requests. Grants Coordinator has also coordinated the preparation of the Milestone 3 report for the \$25m Election Commitment for submission to the NSW Government.	On Track	▶

## BYRON SHIRE COUNCIL

### STAFF REPORTS - CORPORATE AND COMMUNITY SERVICES

### 4.3 - ATTACHMENT 1

#### 5.6.13: Manage the delivery of high quality cost effective legal services

OP Code	Operational Plan Activity	Directorate	Measure	Comments	Status	
5.6.13.1	Provide in-house legal advice to the organisation to inform decision making and minimise organisational risk	General Manager	Deliver monthly legal services status reports	All advices have been actioned	Completed	✓
5.6.13.2	Represent Councils legal interests	General Manager	Manage litigation to best advance Councils interest	All representation is up to date	Completed	✓
5.6.13.3	Manage code of conduct matters	General Manager	100% of matters dealt with and statutory reporting deadlines met	All Code of Conduct matters are being managed	Completed	✓

**CONFIDENTIAL REPORTS - CORPORATE AND COMMUNITY SERVICES**

**Report No. 5.1**                      **CONFIDENTIAL - Risk Management - Update**  
**Directorate:**                      Corporate and Community Services  
**Report Author:**                  Emma Fountain, Strategic Risk & Business Continuity Coordinator  
**File No:**                              I2020/1604

**Summary:**

This report presents an update on Council's risk registers for the quarter ending 30 September 2020.

**RECOMMENDATION:**

1. That pursuant to Section 10A(2)(f) of the Local Government Act, 1993, Council resolve to move into Confidential Session to discuss the report Risk Management- Update.
2. That the reasons for closing the meeting to the public to consider this item be that the report contains:
  - a) details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property
3. That on balance it is considered that receipt and discussion of the matter in open Council would be contrary to the public interest, as:

**Risk Management**

**Attachments:**

- 1 Confidential - Risk Reports (Quarter 1 2020-21), E2020/80564

**Report No. 5.2**                      **CONFIDENTIAL - Audit Status Report - November 2020**  
**Directorate:**                      Corporate and Community Services  
**Report Author:**                  Emma Fountain, Strategic Risk & Business Continuity Coordinator  
**File No:**                              I2020/1607

5

**Summary:**

10      This report presents the Internal Audit Status Report – November 2020 prepared by Council and the Internal Auditor, O'Connor Marsden and Associates (OCM).

15      The status report contains the remaining recommendations from each audit review conducted by Council's previous internal audit provider as well as recommendations from recently completed audit reviews conducted by OCM.

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**RECOMMENDATION:**

- 20      1.      That pursuant to Section 10A(2)(d)i of the Local Government Act, 1993, Council resolve to move into Confidential Session to discuss the report Audit Status Report - November 2020.
- 25      2.      That the reasons for closing the meeting to the public to consider this item be that the report contains:  
a)      commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it
- 30      3.      That on balance it is considered that receipt and discussion of the matter in open Council would be contrary to the public interest, as:  
  
nature and content of audit report is for operational purposes

**Attachments:**

- 1      Confidential - Internal Audit Status Report - November 2020, E2020/87675  
2      Confidential - Updated Internal Audit Plan October 2020, E2020/82245

40

**Report No. 5.3                      CONFIDENTIAL - Cyber Security and System Outages Quarterly Update****Directorate:** Corporate and Community Services**Report Author:** Colin Baker, Business Systems and Technology Coordinator**File No:** I2020/1611**Summary:**

This report provides a summary of cyber security incidents and IT service outages.

No significant cyber incidents or extended IT service outages have been reported during the period of 1 July 2020 to 30 September 2020.

Council has now implemented a cyber intrusion detection feature to the corporate firewall. A large number of cyber intrusion attempts were identified and blocked by this function.

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**RECOMMENDATION:**

1. That pursuant to Section 10A(2)(f) of the Local Government Act, 1993, Council resolve to move into Confidential Session to discuss the report Cyber Security and System Outages Quarterly Update.

2. That the reasons for closing the meeting to the public to consider this item be that the report contains:

a) details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property

3. That on balance it is considered that receipt and discussion of the matter in open Council would be contrary to the public interest, as:

**Exposes security risk and vulnerabilities that could assist unauthorised threats to Council's data and systems**

**Attachments:**

- 1 ARIC Security Intrusion Detection Report 2020 Q3, E2020/83056
- 2 ARIC Security Incident Report 2020 Q3, E2020/83057
- 3 ARIC Incident Outage Report 2020 Q3, E2020/83055



**Report No. 5.4**                      **CONFIDENTIAL - External Audit Actions Quarter 1 2020-2021 Update**  
**Directorate:**                      Corporate and Community Services  
**Report Author:**                  James Brickley, Manager Finance  
**File No:**                              I2020/1746

5

**Summary:**

10      This report provides and update on the audit matters raised in the 2019 External Audit Year End Management Letter and the 2020 External Audit Interim Management Letter for the quarter ending 30 September 2020.

15

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**RECOMMENDATION:**

- 20      1.      That pursuant to Section 10A(2)(f) of the Local Government Act, 1993, Council resolve to move into Confidential Session to discuss the report External Audit Actions Quarter 1 2021 Update.
- 25      2.      That the reasons for closing the meeting to the public to consider this item be that the report contains:  
            a)      details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property
- 30      3.      That on balance it is considered that receipt and discussion of the matter in open Council would be contrary to the public interest, as:  
            Nature and content of audit reports is for operational purposes and report details information about Council's systems, controls and processes.

**Attachments:**

- 35      1      Confidential - External Audit Actions Update Quarter 1 2020-2021 Update, E2020/88467