



BYRON SHIRE COUNCIL
ANNUAL REPORT
2016-2017



In the preparation of this document Council acknowledges that 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. Council also acknowledges the Aboriginal and Torres Strait Islander people who now reside within this area.

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The Division of Local Government receives a full and comprehensive Statutory Annual Report under Section 428 of the Local Government Act 1993.

Hard copies of this Statutory Report may be obtained at Council's Administration Building. It is also available on Council's website at www.byron.nsw.gov.au/annual-reports.

Images are by Byron Shire Council staff and David Hancock.



Traditional Home
of the Bundjalung



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It was an honour to be re-elected as Mayor of the Byron Shire in September 2016.

Representing the Byron Shire is a tremendous privilege and I would like to acknowledge the tireless work and endless enthusiasm of my fellow councillors. As a cohort we are gearing up and working together with great passion, commitment and collegiality. Many of the outcomes achieved so far would not have been possible without their dedication.

Byron Shire is well known for its approach to sustainability and the environment and these principals underpinned a lot of our decisions in 2016/17, particularly with respect to development. Some two million tourists visited our shire over the last 12 months to experience the same colour, magic and “laid back vibe” that inspires us all to live here. But this comes at a hefty price. The numbers of visitors are expected to continue to grow, putting enormous pressure on Council which has to provide the roads and infrastructure, not just for our ratepayers, but everyone else as well. The extra revenue generated from our pay parking and the unfortunately necessary rate rise will ensure we will tackle this impact head-on. This year we increased our annual roads expenditure to \$17 million and with pay parking revenue of \$3.5 million we are using this money to make significant and much needed improvements to our infrastructure.

Along with nation-wide exorbitant housing price rises, our tourism “success” and high demand from those wishing to join us to live here, have also contributed to a lack of affordable housing. This is a hard problem to solve but if any place in Australia can come up with innovative thinking in this space, we can, and in 2017/18 Council staff, councillors and many locals will be progressing new concepts from our recent Affordable Housing Expression of Interest process and investigating and instigating a range of options.

Balancing the needs and wellbeing of the community and the environment with the ever-increasing pressure of development is a challenge that must continue to be tackled. We released our draft Rural Land Use Strategy for comment, a document that seeks to find the balance between not only preserving, but encouraging the growth of our rural industries whilst maintaining the charm of our villages and communities in the hinterland.

This year we worked with residents of Bangalow and Mullumbimby on the Bangalow Village Plan and the Mullumbimby Masterplan. This work was in addition to the finalisation of the Byron Bay Town Masterplan. We are focused on making sure our towns and villages meet our needs, reflect our values and are vibrant places to live, work and gather.

Byron Shire Council continued to be a leader in its approach to renewable energy and Councillors have committed to ensuring the Shire is 100% renewable by 2025. In fact, we are poised to be so even sooner. We also worked closely with a number of innovative local organisations on exciting projects such as hydro-electricity generation, solar farms and a power company proposing to allow locals to buy electricity that is generated in the Byron Shire – by nature. I am confident of significant outcomes in this area next year.

We are blessed to not only live, work and raise our families in paradise, but to be part of such a highly-spirited and actively-engaged community. We are proud to be different and passionate about making a difference and I love our community for its ongoing activism. A key challenge moving forward will be our ability to respectfully accept difference and to collaborate with each other in order to get the best outcomes for our shire, after all – we are all in this together.

The future of the Byron Shire is bright because of the community the Council represents. I can't wait to see what next year brings.

Simon Richardson
Mayor



MESSAGE FROM THE GENERAL MANAGER

There's no doubt about it – Byron Shire Council is one of the most progressive and vibrant local government areas in Australia and as I reflect on 2016/17 it's been a significant year on many levels not only for the Council, but for the community we serve.

The 2016 NSW Local Government Election saw Cr Simon Richardson returned as Mayor along with Councillors Basil Cameron, Paul Spooner and Alan Hunter. They were joined by five new faces – Councillors Cate Coorey, Jan Hackett, Jeanette Martin, Sarah Ndiaye and Michael Lyon.

While Byron Shire Council committed to a range of innovative projects this year, we also made road maintenance and infrastructure renewal a priority. This area has been chronically underfunded by successive councils, and as a result our road network is in poor shape. This is a consistent message from residents.

We have increased our spending on roads from \$4million in 2012 to \$17million in 2017.

Our most significant achievement in 2016/17 was the approval received from the Independent Pricing and Regulatory Tribunal (IPART) for a special rate variation of 7.5 per cent, each year for four years commencing from 2017/18.

Our staff spoke to and received feedback from several thousand people about our reasons for applying for the rate increase, highlighting Council's promise to them that all the money raised would be invested in renewing and improving our road and bridge infrastructure.

IPART was satisfied with the case that was presented and approved the special rate variation and I am looking forward to reporting back next year on the achievements and progress of our efforts to address our infrastructure backlog across the Shire. Our budget for road projects is \$19.6 million in 2017/18, excluding works on the Byron Bay Bypass.

Ex-Tropical Cyclone Debbie, which hit the Northern Rivers area in late March, had a severe impact on parts of the Byron Shire. The heavy rain and flooding wreaked havoc on our road network with communities at Mullumbimby, Billinudgel, New Brighton, South Golden Beach and areas of Ocean Shores being particularly hard hit. We were successful in our applications for natural disaster funding for the repair of Council infrastructure and for Australian Government Disaster Recovery funding for affected residents and businesses.

Plans to upgrade Ewingsdale Road, the main entrance to Byron Bay saw construction start on a new roundabout at the Sunrise Boulevard intersection which coincided with structural repairs on the bridge over Belongil Creek.

The NSW Government contributed \$2 million to the roundabout project as part of its Black Spot Project Grant program. A new roundabout at Bayshore Drive will also be built next year. More than 20,000 vehicles a day use Ewingsdale Road so combined, the projects will improve access to and from Sunrise and the industrial estate.

Planning work for the construction of the Byron Bay town bypass is well underway and we were successful in defending court action from a community group opposed to the project. There's no holding back the number of visitors coming to Byron Bay and our long-term plan is to make the town centre a much more pedestrian-friendly zone. The bypass will be instrumental in diverting traffic away from the middle of the town.

Our tourism industry is ever growing and Council, with our ratepayer base of approximately 15,500 properties, continues to battle to provide infrastructure for around two million tourists. Pay parking in Byron Bay is going some way to providing some revenue from tourists but Council continues to lobby the NSW Government for answers to this problem which is not going away.

Each year we produce a report for our community to document progress against our operational plan and outline our investment of funding and resources. This year we are taking the next step to highlight our achievements and showcase some of the great work happening in our community. I trust you will enjoy reading our 2016/17 Annual Report.

My thanks to the staff at Byron Shire Council for their efforts this year. We have terrific people on staff who not only are very skilled but work extremely hard for the community.

We look forward to continuing to work in partnership with residents, businesses, stakeholders, visitors and government partners as we deliver a better future for Byron Shire.

Ken Gainger
General Manager





The Byron Shire is the traditional home of the Arakwal people from the Bundjalung nation on the far north coast of NSW. It shares its boundaries with the Tweed, Lismore and Ballina Local Government Areas in a region known as the Northern Rivers.

Covering an area of 556 km² the Byron Shire is famous for its beaches, hinterland and villages. The Cape Byron Lighthouse sits atop the most easterly point in Australia and is an icon for a Shire that is regarded for its creativity, sustainability and its relaxed lifestyle. Our population of 32,790 is diverse and colourful including surfers, farmers and those committed to alternative lifestyles and philosophies.

In 2016, two million people visited the Byron Shire, making it one of the country's most popular destinations for domestic and international tourists. Tourism contributed \$418 million to the local economy in 2015/16, sustaining a workforce of 1,366 people. The retail trade sector however was the largest employer, generating 2,069 jobs.

The area is well known for its sustainability principles – and is a vibrant home to creative industries and innovative business ideas. A recent study identified the Northern Rivers as one of the nation's top entrepreneurial hotspots with Byron Shire being described as a leading 'lifestylepreneur' region.

Transport provides significant challenges to residents living in the Byron Shire. There is limited public transport and a high reliance on privately-owned cars which sometimes restrict people's access to services and educational facilities outside the Shire.

Council maintains a network of 603km of urban and rural roads and the impact of our sub-tropical climate and large visitor numbers take their toll on infrastructure.

In 2016 hospital services in the Byron Shire were consolidated with the new Byron Central Hospital replacing the Mullumbimby and Byron Bay Hospitals. Larger hospitals in Lismore and Tweed Heads and further north on the Gold Coast and Brisbane provide a wide range of specialist medical services. Private hospitals are also located in Lismore and on the Gold Coast.

Southern Cross University and North Coast TAFE offer a wide selection of courses at a variety of campuses. The Byron Shire is fortunate to be served by excellent public and private primary, and high schools and early childhood facilities which provide a diverse range of educational opportunities for our young residents.

The Byron Shire is a great place to live, work and do business. Our innovative approach to sustainability, the protection of our natural environment and working with our community are highly regarded by the NSW and Federal Governments.



2016-2017 SNAPSHOT



32,790
POPULATION

CITIZENSHIPS GRANTED



162
CITIZENS



from **30**
DIFFERENT COUNTRIES

\$4.1M

COMPETITIVE GRANTS RECEIVED



\$587,746

DONATED TO COMMUNITY GROUPS, ORGANISATIONS INITIATIVES OR LEASE SUBSIDIES SUPPORTING INFRASTRUCTURE CHARGES (AS PER S3.56 DONATIONS POLICY)



\$366,580

SAVED (EQUIVALENT OF 1.25% OF MATERIALS AND CONTRACTS BUDGET)

\$2.2M

INTEREST EARNED ON INVESTMENTS

\$99.16M TOTAL REVENUE

\$77.98M TOTAL EXPENDITURE

\$36.97M

GENERAL RATES AND ANNUAL CHARGES LEVIED



45,984
WATER METERS READ

\$24.9M

CAPITAL EXPENDITURE (NEW ASSETS)



\$782.34M
WORTH OF NET ASSETS



10 STRATEGIC PARTNERSHIPS AND JOINT VENTURES ENGAGED IN BY COUNCIL



599
FOOD INSPECTIONS COMPLETED OF FIXED, TEMPORARY AND MOBILE PREMISES

\$12.71M

CAPITAL EXPENDITURE (ASSET RENEWAL)



2,306 SUPPLIERS

\$7.08M

LOAN REPAYMENTS

\$185M

WORTH OF DEVELOPMENT APPROVED

15,388
RATEABLE PROPERTIES

556km²
TOTAL AREA

3.94km
OF ROADS CONSTRUCTED

13.49km
OF ROADS REASEALED

10 MAJOR ROAD RECONSTRUCTION PROJECTS DELIVERED



63 COURT MATTERS SETTLED

18 MAJOR CONTRACTS (>\$150,000) AWARDED

14 COUNCIL MEETINGS HELD WITH 318 ITEMS CONSIDERED

607 CERTIFICATES FOR BUILDING CONSTRUCTION, OCCUPATION AND SUBDIVISION APPROVED



8,600
HOURS

SAVED PER YEAR WITH IMPLEMENTATION OF ONLINE REQUISITIONS



200kg

OF PHONES, BATTERIES AND LIGHT BULBS COLLECTED IN SPECIALITY RECYCLING STATIONS



532,220
PEOPLE VISITED OUR BEACHES

OUR COUNCILLORS

Councillors are elected to represent the interests of the residents and ratepayers, provide leadership and guidance to the community, and facilitate communication between the community and the Council.

We have nine councillors including the popularly-elected Mayor. Councillors hold office for four years and the following were elected in the September 2016 NSW Local Government Elections.



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Paul Spooner
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Dianne Woods, Rose Wanchap, Sol Ibrahim, Chris Cubis and Duncan Dey were Councillors until September 2016.

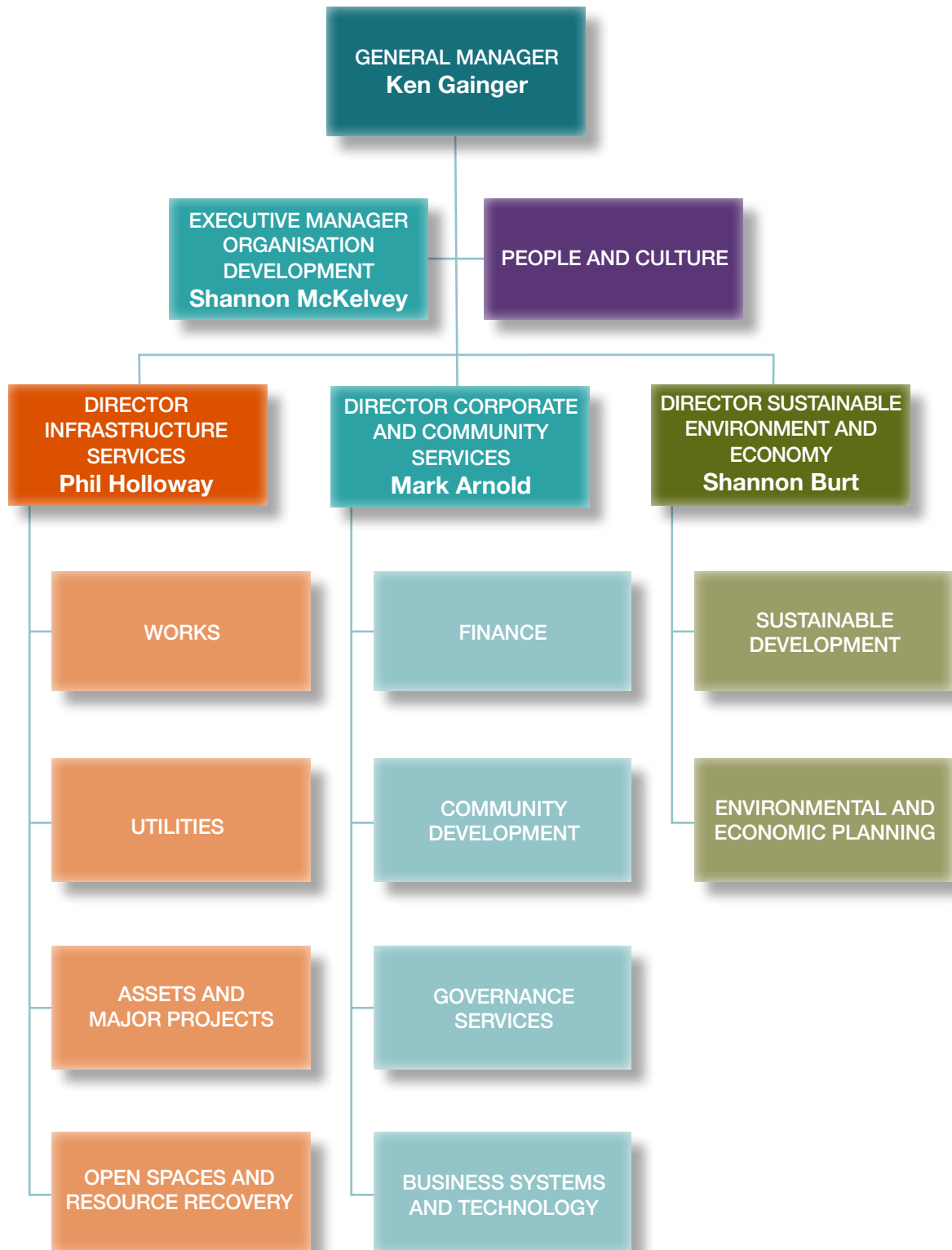


Get involved and help shape decisions for our community by:

- Attending Council meetings
- Making an appointment to speak with the Mayor or Councillors
- Making an appointment to speak with the General Manager or relevant Director
- Writing or telephoning Council about the issues important to you
- Attending a public meeting or forum to discuss specific issues
- Joining a Council committee or project reference group

More information is included at appendix 1.

Our team includes 293 staff who are responsible for the delivery of effective and efficient services for our community. Our team is led by the General Manager Ken Gainger and Directors for Corporate and Community Services (Mark Arnold), Infrastructure Services (Phil Holloway) and Sustainable Environment and Economy (Shannon Burt).



OUR VISION

Our vision: Culturally rich, thriving communities living in harmony, responding positively to the challenges of our world, and leading by example.

This vision, together with our priorities and aspirations for the future are encompassed in the Byron Shire Community Strategic Plan and then translated into actions and activities in our four-year Delivery Program and annual Operational Plan.

Our Community Strategic Plan is built around five key themes:

Corporate Management	Effective leadership and ethical and accountable decision making.
Economy	A sustainable and diverse economy which provides innovative employment and investment opportunities in harmony with our ecological and social aims.
Society and Culture	Resilient, creative and active communities with a strong sense of local identity and place.
Environment	Our natural and built environment is improved for each generation.
Community Infrastructure	Services and infrastructure that sustains, connects and integrates our communities and environment.

The NSW Government's Integrated Planning and Reporting framework outlines how local government's capture the community's main priorities and aspirations for the future and outlines how these will be achieved. All councils must have a:

- Community Strategic Plan
- Resourcing Strategy that includes a Long Term Financial Plan, a Workforce Plan and an Asset Management Plan
- Delivery Program
- Operational Plan, including a statement of revenue policy, and a detailed annual budget

These documents are linked through a series of cascading actions that detail how the community's long term aspirations and outcomes will be achieved.



CORPORATE MANAGEMENT

Effective leadership and ethical and accountable decision making.



Customer service focus

Customers are able to access Council through a variety of channels making it easier for customers to get information, liaise with Council and get business done. Two new self-service kiosks have been installed at the Mullumbimby Council Administration Centre and a new online 'report it' function was launched in 2016/17.

Procurement roadmap

Council undertook a number of initiatives to improve the way it procures goods and services, including centralising contracts, developing a sustainable procurement policy, introducing a new contract management system, implementing online requisitions and trialling purchasing cards. Strategic procurement initiatives have resulted in \$342,277 in savings.

Commercial activities

Byron Shire is one of the most popular tourist destinations in Australia. With public demand for our beaches and reserves increasing, we must take every care to protect them and the safety and comfort of people who use them. Council developed a commercial activities policy to help retain coastal Crown reserves as places for passive and active recreation, setting out regulations for what activities can be carried out and regulate the level of temporary business or commercial activity and the provision of criteria for determining these applications.

Mullumbimby Hospital Site acquisition

Council negotiated with the NSW Government to secure the acquisition of the Mullumbimby Hospital site following strong community support and encouragement. Council is working with the community to determine future uses for the site.

Records Management

Council staff processed 20,810 incoming emails from Council's inbox during the 16-17 financial year, completed 1522 informal access requests from external customers and generated 668 external customer appointments.

Special rate variation for infrastructure investment

Council undertook an intense community engagement program to seek approval from the Independent Pricing and Regulatory Tribunal (IPART) for a special rate variation to inject funds into infrastructure investment. IPART approved an increase of 7.5 per cent per year for four years which is anticipated to raise \$11.72 million. This will be allocated to reducing Council's infrastructure backlog and improving financial sustainability. The additional funding will be spent on roads, stormwater drainage, rural drainage and culverts, buildings, public amenities and parks.



ECONOMY

A sustainable and diverse economy which provides innovative employment and investment opportunities in harmony with our ecological and social aims.





Councillors and staff at the Affordable Housing Summit

Byron Young Innovators

A key challenge for the community is to provide meaningful opportunities for young people to access programs and experiences that nurture innovation and entrepreneurship and develop skills that are relevant to a changing economy. Council endorsed the Byron Young Innovations Pilot Project to focus on inclusive and adaptive learning programs to assist in skills development and career prospects. The project will be delivered with cross-sectoral partners.

Social enterprise

Council spent \$2.3M with social enterprises during 2016/17. In November 2016 we celebrated two years of partnership with the House with No Steps which has looked after the ground maintenance of Byron Shire Council's Sewerage Treatment Plants and Wetlands since 2014. The program has created up-skilling and employment outcomes for people with a disability. Council is committed and keen to explore new social enterprise opportunities within its operations, as well as externally through local business and government.

Affordable Housing Summit

Byron Shire is a prosperous area for some people, but not for others who are at risk of homelessness or looking at a future that does not include home ownership. Council facilitated a Summit to share knowledge and benefit from practical experience, case studies and expert presentations from leading national and local organisations. The event brought stakeholders from government, housing providers, private industry and community to look at current policies, development practices and programs for housing and to look at what could be done differently to improve the availability and supply of housing.

House with No Steps representatives with General Manager Ken Gainger





SOCIETY AND CULTURE

Resilient, creative and active communities with a strong sense of local identity and place.



Consultation in Bangalow

Arakwal Memorandum of Understanding

Byron Shire Council has a strong partnership with the indigenous owners of our land, the Arakwal people, and through the Bundjalung of Byron Bay Aboriginal Corporation, Council is committed to acknowledging and assisting with their caring for country. The Arakwal Memorandum of Understanding was signed in 2013 and underpins Council's work to preserve cultural practices, traditional sites, significant places and expressions of cultural identity. Council conducts regular meetings with the Bundjalung of Byron Bay Arakwal people through the Arakwal Memorandum of Understanding Advisory Committee.

Children's services sector analysis

The purpose of this analysis is to create a picture of the existing early childhood education landscape and identify current and future childcare and education needs in our local community. With this understanding, Council can better plan, deliver and advocate for local children's services in an effective, collaborative way to support the wellbeing of our community. The sector analysis informed the development of Council's new Children's Services policy and demonstrates Council's commitment to support and partner with the community in response to identified needs for inclusive, quality children's services in the Byron Shire.

Ex-Tropical Cyclone Debbie flood recovery

In the wake of Ex-Tropical Cyclone Debbie, significant impacts to people and property were experienced in parts of Byron Shire. Council partnered with local service providers to ensure the community was well supported in relation to their health and wellbeing, including collecting data, coordinating advocacy efforts with State and Federal Governments and providing leadership in the recovery phase. Intensive advocacy on behalf of Byron Shire saw affected communities receive State and Federal grants and payments which will aid in the long journey of recovery.

Disability Access and Inclusion Plan

The NSW Disability Inclusion Act 2014 requires that all local councils undertake disability inclusion action planning. The Disability Access and Inclusion Plan (DAIP) was developed for people with a disability through a whole-of-Council and community stakeholder engagement process. The DAIP is Council's practical commitment to reduce barriers for people with disabilities to access, and to facilitate inclusion and participation across the built, economic, social and natural environments of Byron Shire. The DAIP also provides strategic direction for Council to meet the needs of its residents and visitors with disabilities.

Development Assessment assistance

In 2016/17 Council approved developments valued at \$185 million. This year we implemented a number of initiatives to help customers lodge development applications. This included a preDA process, to reduce processing times by providing a preliminary review on lodgement, and providing detailed information on Council's website for subdivision development to assist applicants lodging applications and providing online building and plumbing inspection request forms to make booking inspections easier for customers and staff.

Love Byron Halls Project

Through Section 355 committees, Council manages a number of halls which are used for community activities, dances, cinema experiences, concerts and performances, public meetings, and many other purposes. The halls have a strong history in our community and for many years have been important places to meet. Where halls in many regions have been abandoned to the dust heap of history, in Byron Shire, Council is supporting the creative local community to keep finding new ways to activate these quirky places. In 2016/17 we launched the Love Byron Halls project, which aimed to fund new ways to activate the old halls and support our local creative communities.

Village and town masterplans

Plans are being prepared for Mullumbimby and Bangalow with the aim of being visionary local plans which are flexible and responsive to the needs of the community. Guidance Groups including community representatives, Council staff and Councillors have been formed to take responsibility for guiding the preparation of the plans.

Lifeguard services

Lifeguard services continue to be a vital service for our community and visitors. More than 532,000 people visited our beaches in 2016/17 with 321,845 visiting Byron Bay Main Beach.

Key statistics include:

- 35,399 preventative actions
- 60 rescues
- 2,519 first aid treatments
- 2,550 law enforcement actions
- 50,534 cases of providing information and advice to the public.

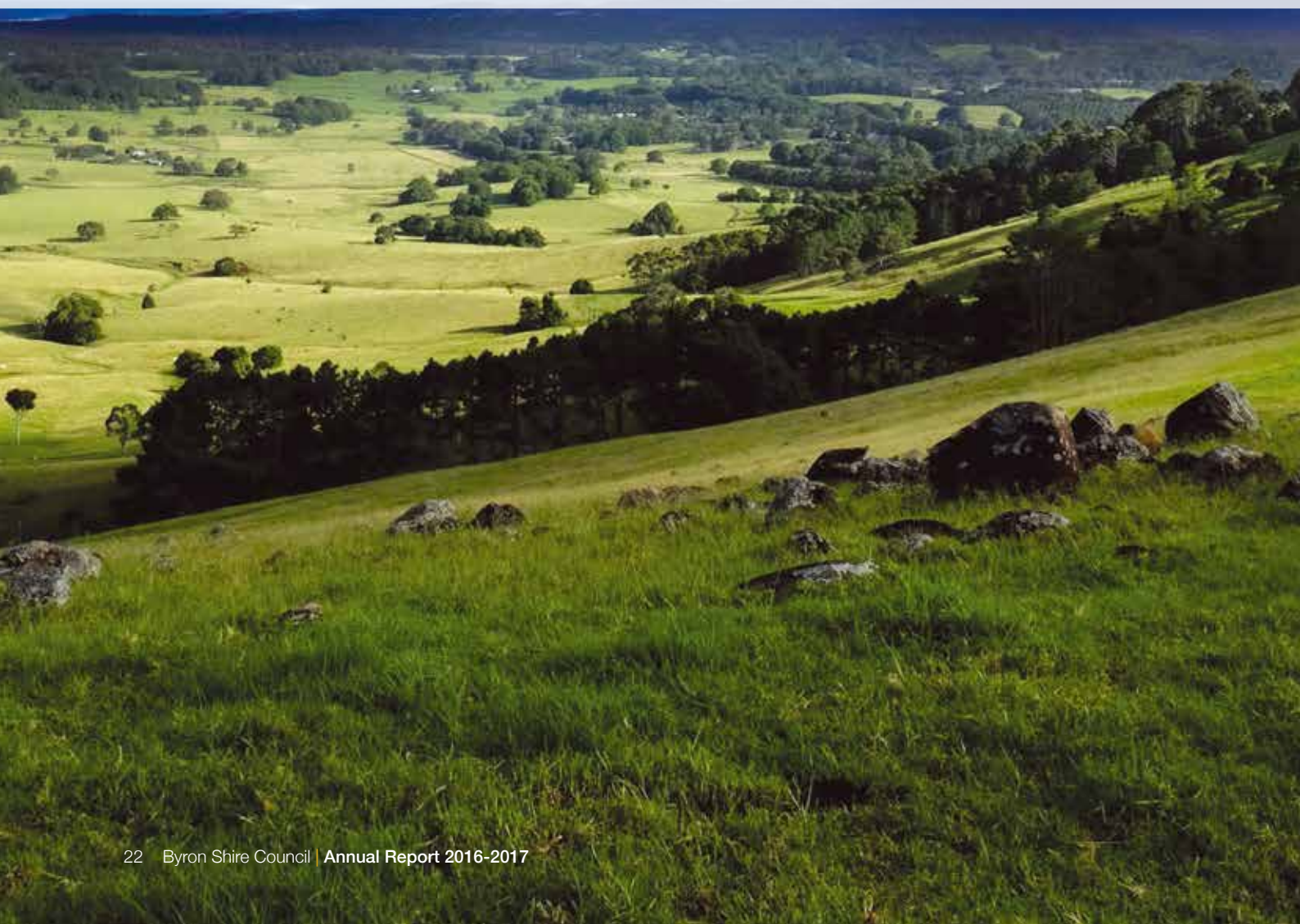


A fashion market in Bangalow's A&I hall



ENVIRONMENT

Our natural and built environment is improved for each generation.



Rural land use strategy

Some 95 per cent of the land in our Shire is zoned as rural land. Council released its draft Byron Shire Rural Land Use Strategy for consultation. The strategy provides a strategic framework to guide future land zoning, protection and development of our rural lands through a practical set of actions to be delivered over the next 20 years.

Electric vehicle charge station

Council charged into the future with the installation of its first zero emissions electric vehicle charging station. Located at the Byron Bay Library it is a central location where electric vehicles can recharge their batteries.



Electric vehicle charge station at Byron Bay library

Illegal dumping

Illegal dumping is a significant issue in the Byron Shire. We did a 12-month study to better understand the issue, including the hotspots and types of illegally dumped waste. There were 717 incidents reported in 2016/17 equating to an estimated 287 tonnes of illegally dumped waste.

Organics diversion from landfill

Resource Recovery programs and education campaigns have seen more than 9,000 tonnes of organic waste diverted from landfill in the last two years and turned into certified organic compost.



New organic bins

Community Recycling Centre (CRC)

Opened in July 2016, the centre takes problem household waste items like gas bottles, batteries, and light bulbs. 32 tonnes of material was diverted from landfill in 12 months. The centre was funded by an Environmental Trust grant, the Waste Levy, and the NSW State Government's Waste Less, Recycle More initiative.

Increased public place recycling in Byron Bay and Brunswick Heads

More than 70 new enclosures, including 38 recycling bins, were installed along the Byron Bay foreshore and at Wategos in December 2016. Public Place recycling was introduced in Brunswick Heads in March 2017.

Dirty Dozen Recycling Campaign launched – November 2016

This campaign explained 12 additional 'rules' for the yellow bin including the introduction of soft plastic and polystyrene recycling.

Waste Wise Schools Program

Twelve local schools participated in the Waste Wise Schools Program which involved a number of interactive and hands-on activities, including waste audits and excursions to teach students about the importance of good waste management at home and at school. The schools were asked to create a recycled sculpture and video to show what they have achieved throughout the year. The Byron Bay Community School was judged the best waste wise school.

Land for Wildlife – Restoring rainforest in a biodiversity hotspot

This year we worked with 11 separate landholders to restore 17.8 hectares of degraded rainforest by controlling noxious and environmental weeds resulting in a 92% reduction in weed abundance, allowing natural regeneration and planting of more than 500 trees. Landholders have played an important role in the success of the project through their on going commitment to restoring the land.

Vegetation Mapping

Vegetation mapping across the Shire was reviewed and updated using a combination of aerial photo interpretation, existing survey data and on-ground inspections to improve the accuracy of the mapping and reflect the changes in vegetation extent and composition over time. This mapping identifies high environmental value vegetation, and guides conservation land management programs, land use zones and bushfire prone land.

Byron Bay Graminoid Clay Heath Restoration

The clay heath is an Endangered Ecological Community threatened by a number of factors including urbanisation, weeds and changing fire regimes which have allowed canopy trees to take hold shading out the clay heath. The project restored three hectares by clearing weeds and undertaking ecological burns. Interpretative signs and field days were also held to inform the public about this endangered plant community.

Commitment made to 100% zero emissions by 2025

Council has made a commitment to achieve 100% net zero emissions by 2025 and to source 100% of its energy through renewable energy sources within 10 years. To support the achievement of this goal an Emissions Reduction Officer will be appointed to develop Council's Emissions Reduction Strategy and to liaise with the community-led Zero Emissions Byron group.

Low Carbon Strategy

All of the 35 2015/16 priority actions from the Low Carbon Strategy have been completed or are in progress. This has led to a 179 tonne decrease in Council emissions for the 2015/16 financial year. The emission saving was coupled with energy procurement efficiencies to deliver a financial saving of \$367,500 for the same period.



Restored clay heath



COMMUNITY INFRASTRUCTURE

Services and infrastructure that sustains, connects and integrates our communities and environment.



New North Ocean Shores sports field

New North Ocean Shores sports field

A new \$2.3M North Ocean Shores sports field was opened on Shara Boulevard, in Ocean Shores. It features a premier grade soccer field, home and away change rooms, public toilets, canteen, referees room and first aid room. It features ecologically sustainable design principles and has great airflow, natural lighting in the change rooms and caters for all-abilities access and amenity. It's also the first New South Wales sports field to be fully lit with LED floodlights.

Byron Bay Town Centre Bypass

Planning for the Byron Bay Town Centre Bypass continued in 2016/17. Council also successfully defended an appeal in the Land and Environment Court to stop the construction of the bypass. Key to the Court's decision was the fact that the Butler Street alignment comprises the existing road network, road reserve and Council-owned land. This means that Council will be the owner and custodian of this land in perpetuity.



Council has undertaken a significant road maintenance program



New reservoir at Bangalow

Construction of new reservoirs at Coopers Shoot and Bangalow

Two new reservoirs were under construction in Bangalow (1.45ML) and Coopers Shoot (10ML) to ensure a sustainable water supply for residents and businesses within the Byron Shire.

Major infrastructure works

Road spending by Council has increased from \$4.2M (2012) to \$17M (2017) and in the 2016-17 financial year, road reconstructions and additional works were completed at the following:

- **Sunrise Boulevard intersection roundabout, Byron Bay**
Stage One – guardrail, footpath, pedestrian fencing, seal, driveways, final earthworks and pavement spray seal completed.
- **Beach Avenue, South Golden Beach**
Road reconstruction and infiltration pits from Helen Street to Gloria Street. The Helen Street footbridge was refurbished.
- **Massinger Street, Byron Bay**
Road reconstruction and widening, stormwater reconstruction new roundabout.
- **Orana Road, Ocean Shores**
Road reconstruction.
- **Marine Parade, Wategos**
Road reconstruction, footpath construction from Brownel Drive to the steps to the Light House.
- **Tyagarah Road, Benlora Intersection**
Shoulder widening, kerb and gutter, sub soil drainage and pavement reseal.

- **Seven Mile Beach Road, Broken Head** Road regrading and drainage works.
- **O'Meara's Bridge, Binna Burra Road** Emergency works to reopen O'Meara's Bridge undertaken.
- **South Arm Bridge, Brunswick Heads** Commenced replacement of South Arm Bridge – walkway deck and refurbished handrails.
- **Belongil Creek Bridge, Byron Bay** Major repairs to damaged piles, corrosion protection system and refurbished steel barrier rails commenced.

Waterlily Park, Ocean Shores

The new playground was completed in March 2017 in partnership with the Waterlily Playscape group. It was inspired by, and interacts with, the local natural environment. This active community group is now fundraising to complete stage 2 which includes a shade sail, treehouse and flying fox.



Planting day at Bangalow Weir

Bangalow Weir

The failed Bangalow Weir was remediated following a grant from the NSW Environmental Trust. In November 2016, community members got together to help put in 800 plants and beautify the area. The weir features a new rock ramp fishway to establish supportive fish habitats allowing them to travel back and forth for breeding programs. Approximately 800 tonnes of rock was donated from a local farm and 200 tonnes were donated from recent highway works.



The Cavanbah Centre celebrated five years in business

Cavanbah Centre

The Cavanbah Centre celebrated five years in business in 2017 and has provided more than 5000 hours of service since it opened.

South Golden Beach Community Hall

An upgrade of the South Golden Beach Community Hall was completed.

Timber Bridge Replacement Program

Three additional surplus ADF steel bridges were purchased for deployment as part of the timber bridge replacement program.

Belongil Bridge, Byron Bay

Funding was secured for the refurbishment of Belongil Bridge.

South Byron Sewerage Treatment Plant site

The decontamination of the former South Byron Sewage Treatment Plant is occurring in two stages. The first stage involved the demolition of above and below ground structures within the compound of the existing STP site. The second stage will involve remediating and validating all other areas of the site, including soil remediation activities and pipe removal. The first stage (demolition) was completed in 2016.

Partnership for Affordable Housing

Council entered into a partnership for affordable housing with North Coast Community Housing to progress the Station St subdivision, Mullumbimby.

Transport Infrastructure Investment Proposal

A \$90 million Transport Infrastructure Investment Proposal was completed and submitted to the Premier.

Land acquisition in Suffolk Park

Council purchased surplus Department of Education land at Suffolk Park from the NSW Government.



Tom Kendall Oval Change Facility

Tom Kendall Oval Change Facility

The oval, located just north of Byron Bay at New Brighton, is used by soccer teams, as well as serving as base for a local farmers' market which often hosts a band. The new change facility was completed in July 2016 and has been welcomed with overwhelmingly positive feedback.

Better Byron Crew

A large number of garden beds throughout the Byron Township have been refurbished. This ongoing program (with over 150 individual garden beds within the township) has been delivered by the Better Byron Crew who are tasked with maintenance, renewals and upgrade activities within Byron Bay town. Maintenance of all assets within the town has been achieved herbicide free.

Major water and sewer upgrades:

Council has undertaken significant upgrades to its water and sewer network during 2016/17, including:

- Narooma Drive Ocean Shores sewer upgrade
- Railway Park toilet installation
- Second Exeloo block installed at Apex Park
- Bangalow Railway Corridor sewer crossing capacity upgrade
- Mullumbimby pipework renewals (Argyle St railway crossing watermain renewal)
- Kendall Street water main
- Mullumbimby WTP refurbishment
- SPS3001 manhole repair/renewal
- SPS4002 pump station and rising main upgrade
- SPS5002 pump upgrade and installation
- Palmer Water booster pump station
- Ocean Shores renewal of water reticulation mains in Yallakool Dr/Jarraah Cres/Goondooloo Dr.
- 250kVA emergency generator received for use at critical pump stations
- Upsized part of Sunrise sewer rising main for SPS3024
- Acceptance of new Byron Central Hospital sewer pump station and rising main
- Acceptance of a new sewer pump station and rising main servicing Elements Resort at the end of Bayshore Drive
- Practical completion of the replacement Mullumbimby water trunk main
- Installation of Wilson Creek stream flow gauge feeding Mullumbimby water supply dam
- Renewal of the 2001RSM at Brunswick Heads across the Simpson Creek walkway/bridge
- SPS1003 Bangalow – Inlet pipe work upgrade
- Practical completion of the Argyle Street water main renewal in Mullumbimby
- New development servicing plan for water supply and sewerage
- Renewal and relocation of Corkwood Close water booster pump station
- Development of a planned maintenance regime for urban stormwater
- Completed energy efficiency audit of major/critical sewer pump stations.

SECTION 1: OPERATIONAL PLAN PROGRESS

Council has made significant progress against its operational plan – the tables in this section illustrate our progress against each action.

The actions are grouped by directorate and illustrate the action, measure, target, responsibility and progress. It also provides links to our four year delivery program.

The progress is noted as either

✓ Achieved • Substantially achieved ✗ Not achieved

Appendix 2 illustrates the alignment of the Community Strategic Plan with the Delivery Program and Operational Plan.

Summary of 2016/17 actions



















INFRASTRUCTURE SERVICES

✓ 20 achieved ● 32 substantially achieved ✗ 2 not achieved










No.	Delivery Program reference	Action Statement	Measures	Target	Responsibility	Progress
1	51	Deliver the Operating Maintenance and Capital Works Programs	Complete works	90%	Assets and Major Projects	● 100% completed for maintenance works 84% completed for capital works Program
2	10, 24, 51	Prepare infrastructure reports for the Financial Statements and NSW Fit for Future program	Reports to Government including the Special Schedule 7 report	Completed on time	Assets and Major Projects	✓
3	24, 51, 52	Develop levels of service for infrastructure to support investment	Adopted levels of service	Mar-17	Assets and Major Projects	●
4	24, 51, 52	Progress the outcomes of Asset Management Audits to improve performance	Scheduled audit outcomes completed	Jun-17	Assets and Major Projects	●
5	24, 51	Improve the level and integration of asset information to better assist decision making and focus infrastructure investment	Independently audited databases and systems are assessed as satisfactory	Jun-17	Assets and Major Projects	✓
6	10, 24, 51	Revalue water and sewer assets in accordance with the Local Government Accounting Code	Valuations in progress for completion June 2017	Jun-17	Assets and Major Projects	✓
7	24, 51	Creatively develop new and revised funding strategies for better community outcomes	Development charging plans continue to reflect community priorities	Jun-17	Assets and Major Projects	✓









No.	Delivery Program reference	Action Statement	Measures	Target	Responsibility	Progress
8	10, 16, 18	Actively work with government and industry leaders to improve asset management performance	Report local, state and federal asset benchmark data within legislative timeframes, 100%	On time	Assets and Major Projects	✓
9	24,51,52	Engage with the community on the challenges of asset management	Community Infrastructure Advisory Committee meetings held quarterly	Jun-17	Assets and Major Projects	✓
10	16	Develop the Myocum Quarry Transfer Station and Resource Recovery Centre in line with the waste disposal strategy	Preferred option adopted	Jun-17	Assets and Major Projects	●
11	50	Deliver the Byron Bay Bypass Project which is a two lane road from Shirley Street in the north to Browning Street in the south	Construction completed in accordance with the contract	Jun-17	Assets and Major Projects	✘ Delayed due to Land and Environment Court case
12	50	Progress the development of Stage 2 of the Byron Bay Bypass	Feasibility assessment completed	Jun-17	Assets and Major Projects	●
13	18, 47	Progress the replacement of O'Meara's Bridge	Adopted solution implemented	Jun-17	Assets and Major Projects	●
14	27	Complete the sports field and infrastructure on the northern section of Lot 5 Shara Boulevard	Construction completed	Sep-16	Assets and Major Projects	✓
15	24	Progress the future use of the South Byron Sewage Treatment Plant site and the integrated remediation	Future use determined and implementation progressed	Jun-17	Assets and Major Projects	●

No.	Delivery Program reference	Action Statement	Measures	Target	Responsibility	Progress
16	24	Complete the Brunswick Heads Sewage Treatment Plant site remediation to secure the site for a potential future use	Remediation completed	Jun-17	Assets and Major Projects	
17	24	Progress the Mullumbimby Sewage Treatment Plant site remediation to secure the site for a potential future use	Detailed remediation plan completed	Jun-17	Assets and Major Projects	
18	24	Complete the remediation of Lot 12 Bayshore Drive Byron Bay and implement the adopted future use	Remediation completed, future use determined and progressed	Jun-17	Assets and Major Projects	
19	24	Complete the Station Street Mullumbimby subdivision project to provide funds for important community initiatives	Subdivision completed.	Dec-16	Assets and Major Projects	
20	24	Progress the Tyagarah subdivision to provide funds for important community initiatives	Rezoning completed	Jun-17	Assets and Major Projects	
21	24	Progress Lot 22 Mullumbimby South development to establish a future use that best serves the needs of the community	Future use adopted	Jun-17	Assets and Major Projects	
22	24	Progress Valances Road Mullumbimby development	Implement the outcome of the Rural Land Use Strategy	Jun-17	Assets and Major Projects	

No.	Delivery Program reference	Action Statement	Measures	Target	Responsibility	Progress
23	24	Progress Lot 4 Mullumbimby development project	Implement the outcome of the Rural Land Use Strategy	Jun-17	Assets and Major Projects	
24	24	Implement the Fletcher Street Byron Bay property development to provide a long term source of funds for the community	Implement the adopted future use	Jun-17	Assets and Major Projects	
25	24	Progress the evaluation of alternative sites for the Bayshore Drive Works Depot	Assessment completed	Jun-17	Assets and Major Projects	
26	24	Complete Lot 16 Dingo Lane Myocum property sale with a view to repaying loans	Sale completed	Dec-16	Assets and Major Projects	
27	39, 40	Progress the implementation of adopted Byron Bay Town Centre Master plan works	Works progressed	Jun-17	Assets and Major Projects	
28	47	Complete the Suffolk Park Hall Upgrade	Works completed	Jun-17	Assets and Major Projects	
29	53	Emergency Management	Plan	Complete, 30/06/2017	Works	
			LEMC Meetings	Attended, as scheduled.		
30	53	Flood Risk Management Study and Plan for North Byron	Plan, adopted	30-Jun-17		 Delayed as grant received July 2017

No.	Delivery Program reference	Action Statement	Measures	Target	Responsibility	Progress
31	51	Improve utilisation of heavy and light fleet	Utilisation report for previous financial year	Completed, 30-Oct-16	Works	✓
32	51	Improve the condition of local road and drainage assets by undertaking renewal, upgrade, enhancement and new projects	Capital Works Program	Complete, 100%	Works	●
33	17, 18, 48	Maintain access to Regional Road Block Grant funds	Annual Regional Road Return	Complete	Works	✓
34	17, 18, 48	Maintain access to Regional Road REPAIR Program grant	Grant applications	Submitted	Works	✓
35	3.21	Completion of all mandatory returns to NSW State Government departments	Submission of annual material production quantities	By due dates	Works	✓
			Submission of annual environmental testing results	By due dates		✓
36	40	Improve amenity of iconic open space	Level of Service Maintenance Plans for all parks that have LOS of 1	Developed and implemented	Open Space and Resource Recovery	●
37	40	Improve amenity of town centres	Landscape plans for all towns and village main streets	Developed and implemented	Open Space and Resource Recovery	●
			Level of Service Maintenance Plans	Developed and implemented		●

No.	Delivery Program reference	Action Statement	Measures	Target	Responsibility	Progress
38	40	Promote volunteerism through beautify day events across the shire	Beautify days delivered.	4	Open Space and Resource Recovery	
39	35	Deliver Capital Work Program	Works Program	Completed, 90%	Open Space and Resource Recovery	
40	35	Maximise utilisation and sustainability of facility	Income sources Income	Increased Increased	Open Space and Resource Recovery	
41	46, 56	Maintain Contract Management Plan for Waste and Resource Recovery Collection Contract 2014-0011	Contractor KPIs	KPIs achieved	Open Space and Resource Recovery	
42	22, 45	Maintain compliance with the Federal Government's Emissions Reduction Fund contract conditions for the Myocum Landfill Gas Carbon Farming Initiative Project	Compliance	Required allocation of ACCUs delivered	Open Space and Resource Recovery	
43	16, 46, 55, 56	Implement Revised Waste Disposal Strategy	Implementation	Yr 1 strategy objectives complete	Open Space and Resource Recovery	
44	16, 46, 55, 56	Implement Revised Resource Recovery Management Strategy	Implementation	Yr 1 strategy objectives complete	Open Space and Resource Recovery	
45	16, 46, 55, 56	Implement Revised Resource Recovery Education Plan	Implementation	Yr 1 plan objectives complete	Open Space and Resource Recovery	
46	16, 46, 55, 56	Continue membership and participation in North East Waste regional waste management programs and initiatives	Participation	Maintained	Open Space and Resource Recovery	












No.	Delivery Program reference	Action Statement	Measures	Target	Responsibility	Progress
47	31	Increase accommodation facilities and upgrade amenities to ensure public satisfaction of guests and economic benefit to Byron Shire	Revenue	Increase	Open Space and Resource Recovery	
48	31	Increase accommodation facilities and upgrade amenities to ensure public satisfaction of guests and economic benefit to Byron Shire	Revenue	Increase	Open Space and Resource Recovery	
49	22, 34, 40	Deliver Capital Work Program	Works Program	Completed 90%	Utilities	
50	16, 20	Upgrade of fire main capacity Ocean Shores	Pipeline design and construction complete	Jun-17	Utilities	
51	16, 20	Drought Management planning	Complete Regional plan and align Mullumbimby Plan	Jun-17	Utilities	
52	29, 37	Develop agreements for community art to be incorporated into asset maintenance	Number of art on water assets increased	Jun-17	Utilities	
53	45, 51	Obtain Council project approval on future of the Ocean Shores Sewage Treatment Plant	Council resolution of project approval	Jun-17	Utilities	
54	22, 44	Implement a whole of Council response in the management of the Belongil catchment	No of plan / strategy actions implemented	Jun-17	Utilities	

SUSTAINABLE ENVIRONMENT AND ECONOMY

✓ 12 achieved
 ● 9 substantially achieved

No.	Delivery Program reference	Action Statement	Measures	Target	Responsibility	Progress
55	21	Provide efficient, objective and comprehensive development assessment	Development applications determined within 40 days of lodgement	At least 60%	Sustainable Development	✓
56	21	Provide efficient, objective and comprehensive development certification service	Construction certificates processed with 28 working days	At least 80%	Sustainable Development	✓
			Complying development certificates processed within 20 working days	At least 80%		✓
			Building certification inspections undertaken within 2 days of notification	At least 80%		✓
57	20, 22	Provide guidance and education in planning policies and advice to the public and stakeholders	Provide development industry forum / newsletter	At least 1 forum or newsletter provided	Sustainable Development	✓
58	22	Simplify the provision of consistent and accurate flooding information provided to the development community / public	Review the way that flood data and information is provided to the development community and public.	Commence a review of the provision of flood information.	Sustainable Development	✓
59	22	Provide a Local Heritage Advisory service	Grant conditions meet	Heritage Services provided in accordance with grants funding.	Sustainable Development	✓

No.	Delivery Program reference	Action Statement	Measures	Target	Responsibility	Progress
60	19	Respond to enquiries concerning public health and safety	Customer Service Requests responded to within 25 days of lodgement	At least 85%	Environment and Compliance Services	✓
61	19	Implement effective regulatory and compliance services and programs to maximise the public health and safety of the community	Food business inspections undertaken in accordance with Food Authority category requirements	At least 90%	Environment and Compliance Services	✓
			Onsite Sewerage Management Program implemented to Plan	Plan implemented		●
			Liquor licence applications responded to in accordance with Council's Policy and the Liquor Act	At least 80%		✓
			Companion Animals Management Plan reviewed	Commence review of the plan.		●
			Suitable impounded animals rehoused	At least 70%		✓
62	42, 43	Update vegetation mapping in line with legislative requirements	Vegetation Mapping	Reported to Council	Environmental and Economic Planning	●
63	22, 25, 38	Finalise the Rural Land Use Strategy and commence implementation of priority actions	Plan	Completed	Environmental and Economic Planning	●
			Actions	Commenced		●
64	22, 25, 38	Finalise the Residential Strategy and commence implementation of priority actions	Plan	Completed	Environmental and Economic Planning	●
			Actions	Commenced		●

No.	Delivery Program reference	Action Statement	Measures	Target	Responsibility	Progress
65	22, 38	Review Byron DCP 2014 to a performance outcome focused plan (Resolutions 14-315 & 15-604)	DCP Review	Commenced	Environmental and Economic Planning	
66	22, 38	Develop an Economic and Employment Strategy for general and heavy industries. (Resolution 13-127)	Project Plan	Developed	Environmental and Economic Planning	
67	42, 43	Continue staged review of Biodiversity Conservation Strategy	Project Plan	Milestones,	Environmental and Economic Planning	
68	44	Finalise the Coastal Zone Management Plan for the Byron Bay Embayment and commence implementation of priority actions	Plan Actions	Completed Commenced	Environmental and Economic Planning	 
69	22, 25, 38	Progress the Bangalow Place Activation Masterplan and commence implementation of priority actions	Plan Actions	Completed Commenced	Environmental and Economic Planning	   Actions pending finalisation of plan
70	22, 25, 38	Progress the Mullumbimby Place Activation Masterplan and commence implementation of priority actions	Plan Actions	Completed Commenced	Environmental and Economic Planning	 
71	22, 25, 38	Progress the Byron Bay Town Centre Masterplan and commence implementation of priority actions	Plan Actions	Commenced	Environmental and Economic Planning	

No.	Delivery Program reference	Action Statement	Measures	Target	Responsibility	Progress
72	46	Implement priority actions in the Low Carbon Strategy, and support for Zero Emissions Byron Action and Implementation Plans	Year 2 projects	Commenced	Environmental and Economic Planning	✓
73	15, 28, 30, 31	Continue implementation of Byron Shire Tourism Management Plan	Beautify Byron Fund Business Sustainability Program	Implemented Implemented	Environmental and Economic Planning	●
74	16, 18, 25, 26,	Commence implementation of Byron Shire Economic Development Strategy	Business Retention Survey	Complete and Reported to Council	Environmental and Economic Planning	●
75	16, 17, 31, 32, 39, 40	Establish and undertake the Byron Bay Town Centre Place-making Seed	Fund	Established	Environmental and Economic Planning	✓



Surfers enjoying Byron's iconic beaches and waves

GENERAL MANAGER

✓ 7 achieved ● 2 substantially achieved

No.	Delivery Program reference	Action Statement	Measures	Target	Progress
76	3, 5, 6, 14	Continue to build organisational capacity to deliver effective and focused community engagement	Key staff IAP2 accredited	At least 2	●
			Key staff having completed an introductory or a specialised IAP2 course	At least 5	✓
			Community Engagement Framework and Tool Kit Developed	Complete	●
77	13	Increase social and digital media presence and information dissemination	Number of hits on web and social media sites	Increasing	✓
			Subscribers across digital platforms	Increasing	✓
78	3,6	Continue program of building staff capacity to deliver high quality customer service	Customer Service Framework Implementation.	Commenced	●
			% administrative and technical staff having completed facilitated training	80%	●
79	3, 13	Identify and action opportunities to improve customer service	Voice of Customer Measurement Systems	Implemented	●
			Customer Satisfaction Survey Action Plan	Endorsed	●
80	24	Coordination of benchmarking and monitoring of organisational performance improvements	Business and Management Effectiveness Survey	Complete	✓
			Effectiveness Action Plan updated to include 2015 results and 2016 Actions	Endorsed and implementation commenced	●
81	24	Continue building leadership skills and capacity	Leadership Development Programs delivered to Team Leaders and Supervisors	100%	✓

No.	Delivery Program reference	Action Statement	Measures	Target	Progress
82	4, 6	Implementation of Balanced Scorecard Performance Planning	Balanced Scorecard system implementation to Manager level	1/7/2016	✓
			4 quarterly reviews by Managers and Directors	Complete	✗
			Completion Rate for Balanced Scorecard Actions	>90%	✗
83	6, 7	Effective staff engagement	Workforce Survey Action Plan	Endorsed	●
			Staff Suggestion and Recognition and Reward Schemes programs	2 each pa	✓
			Indoor staff forums	At least 4 pa	✓
			Permanent Staff Turnover	<12.5%	✓
			Average days of workforce absenteeism per Equivalent Full Time Employment	<9 pa	✓
84	8, 9	Effective injury management programs	Workers Compensation Premium (excluding impacts from State Government formula changes or wages increases)	Reduced on 2015/16	✓
			Return to work of injured workers	80% in less than 10 days	✓ (80%)
85	10, 11	Implementation of Workforce Plan	Actions from Workforce Plan implemented	>2 pa	✓

CORPORATE AND COMMUNITY SERVICES

✓ 18 achieved
 ● 6 substantially achieved

No.	Delivery Program reference	Action Statement	Measures	Target	Responsibility	Progress
86	34	Manage Service Level Agreement with Richmond Tweed Regional Library Service	Agreed Service Level	Met	Comm Dev	✓
87	47	Improve operations of Out of Hours School Care and Vacation Care services in Mullumbimby, Byron Bay and Brunswick Heads	National Quality Framework Rating	Maintained	Comm Dev	✓
88	47	Improve service provision to provide quality accredited early childhood education	National Quality Framework Rating	Maintained	Comm Dev	✓
89	47	Implement operational changes to the provision of Out of Hours School Care and Vacation Care services in Mullumbimby, Byron Bay and Brunswick Heads	National Quality Framework Rating	Maintained	Comm Dev	✓
90	47	Improve collaboration at regional level	Regional Forums Attended	2	Comm Dev	✓
91	11	Expand disability inclusion planning into the development of Council's Delivery Program	Disability Inclusion is embedded in the Delivery Program	Completed	Comm Dev	✓
92	18	Establish regional working group including State and Federal agencies to undertake baseline service analysis	Service Map	Completed	Comm Dev	✓

No.	Delivery Program reference	Action Statement	Measures	Target	Responsibility	Progress
93	37	Implement actions from the Arakwal Memorandum of Understanding	Actions implemented, 4	Completed	Comm Dev	✓
94	3, 23	Implement prioritised actions from new (2016-2019) Information	Program delivery as per project plan	Milestones met	IT	✓
95	3, 23	Finalise rollout of process mapping and documentation tools. Train and support staff	Process mapping and documentation tools Staff surveyed to determine effectiveness of tools and training	Rolled out Staff trained Completed	IT	✓
96	10	Improve strategic planning and integration of strategic planning and reporting framework processes and plans	Workshop sessions conducted Community 2017-2027 Delivery Program 2017-2021 and support Resource Strategy Operational Plan 2017-2018	2 Endorsed Endorsed Endorsed	Gov Services	✓ ✓ ✓ ✓
97	3	Provide quality investigations and response services for conduct complaints management	Conduct complaints managed within prescribed timeframes Public Interest Disclosures and conduct complaints reporting compliant Annual training programs for Councillors and staff	100% 100% Conducted	Gov Services	✓ ●

No.	Delivery Program reference	Action Statement	Measures	Target	Responsibility	Progress
98	24	Implement the strategic procurement roadmap for improved procurement outcomes	Project Milestones	Met	Gov Services	✓
			Process Improvements Implemented	2		✓
			Training programs	Conducted		✓
99	24	Improve enterprise wide risk management	Training sessions and workshops held	2	Gov Services	✗
			Business continuity plan	Implemented		●
			Toolkit	Developed		✗ Delayed due to reprioritisation of activities
100	24	Establish long-term licences for commercial activities on owned and managed open space crown reserves	Competitive process	Called	Gov Services	●
101	24	Establish long-term licences for sustainable community market policy	Competitive process	Finalised	Gov Services	✓
102	24	Improve lease and licence rental income	Notice and advice provided to asset managers >180 days of agreement expiry	100%	Gov Services	✓
			Notice and advice provided to executive team >150 days of agreement expiry	100%		✓
			Annual rent reviews conducted	100%		✓
			Invoices raised consistent with agreement	100%		✓

No.	Delivery Program reference	Action Statement	Measures	Target	Responsibility	Progress
103	24	Coordinate and provide legal services and written advice within agreed timeframes to support decision making processes	Council's critical projects, 3 working days	95%	Gov Services	●
			Internally provided, 7 working days	90%		●
			Externally provided	90%		●
104	24	Improve governance services for quality and robust framework	Implement gap analysis action plan	Complete	Gov Services	●
105	12, 24	Process Improvement initiatives	New Councillor Calendaring System	Implemented, September 2016	Gov Services	✓
			Committee Review	Completed and Implemented, September 2016		✓
			New term Councillor equipment policy	Reviewed and implemented, September 2016		✓
106	12, 24	Coordinate and facilitate new term Councillor training program	Training program	Developed and implemented	Gov Services	✓
107	24	Identify and introduce targeted improvements to financial performance reporting	Enhanced financial reporting tools	30 June 2017	Financial Services	●
108	24	Implementation of improved E Services payment facilities for Council utilising B-point contingent upon installation of Authority V6.11	Integrated payment gateway with Council's contracted bank reducing transaction costs	30 June 2017	Financial Services	✓
109	24	Addition of water and sewerage assets to the Capital Value Register (CVR) following revaluation of those assets in 2016/2017	Assets added following revaluation	30 June 2017	Financial Services	●

COMPETITIVE GRANTS

Council received the following grants during 2016/17 to help fund a number of important projects for the community.



Grant	Description	Revenue
Conferencing Byron	The re-launch of Byron to the national and international conferencing marketplace.	\$84,000
Back to Business	Breakfast during 'Back to Business' week, to celebrate small to medium business impact in the local community.	\$5,000
Youth Week	The Youth Week event held on 8 April was a photographic exhibition called iSnap at the Youth Activity Centre, Byron Bay.	\$1,230
Senior Citizens Week	Seniors Week Celebration Day including Mayor's brunch and positive ageing awards.	\$962
Naidoc Week	Contribution to 'Our Languages Matter'	\$1,818
Naidoc Week	Preparation of 'Our Cultural Days Activity Book' for children.	\$5,000
Heritage Advisor	Contribution to the salary for a Heritage Advisor for Byron Shire.	\$7,000
Graminoid Clay Heath Restoration Project	Restoration work of Dwarf Graminoid Clay Heath across four Council sites.	\$18,482
Land for Wildlife – Restoring Rainforest	Field days focusing on rainforest restoration techniques.	\$15,600
NCCARF Partnership Payment	Beach scraping at New Brighton to increase dune volume and protect coastal assets.	\$12,000
OEH Flying Foxes Program	The development of Flying-fox management plan for the five flying fox camps in the Shire.	\$15,000
Responsible Pet Ownership Yr 2	Council partnership with Companion Animals Welfare Inc (CAWI), local veterinary practices, and local media to address pet overpopulation.	\$14,800
Crime Prevention CPTED lighting	The introduction of lighting in Byron Bay to deter crime.	\$50,000
Better Waste and Recycling Fund 2013-2015	Byron Bay Foreshore anti-littering and resource recovery project; and upgrade of Byron Bay Resource Recovery drop off area.	\$107,206
Organics Collection Systems Funding	Byron Shire Food and Organics collection service	\$73,576
OEH Bangalow Weir	Installation of a rock ramp fishway to replace the failed weir in Bangalow Parklands.	\$100,000
Natural Disaster Jan 2012 Upper Wilson Creek	Final natural disaster funding for the 2012 flood event upper Wilsons Creek land slip.	\$924,945

Grant	Description	Revenue
Natural Disaster April 2015	Repairing infrastructure associated with storm event with over 200mm of rain and high winds	\$144,508
Natural Disaster June 2016	High rainfall resulting from an East Coast Low which caused damage to road pavements and associated transport / road infrastructure assets.	\$600,000.00
Black Spot RMS	Roundabout Ewingsdale and Sunrise roads	\$1,796,820
Safer Roads RMS	Safety treatments Tyagarah Road and Benlore Lane	\$141,454
Total		\$4,119,404



Council's first permanent Placemaking Seedfunding project, ELYSIUM in Lanteen Lane



SECTION 2: HUMAN RESOURCES

2.1 Activities to implement EEO Management Plan

Local Government (General) Regulation 2005 cl 217(1)(a9)

Byron Shire Council is committed to the principles of Equal Employment Opportunity (EEO), the prevention of discrimination and ensuring employees and the community understand the principles of EEO and their application.

Council continued to ensure compliance with EEO-based recruitment and selection, targeted training and development, merit-based transfers, non-discriminatory employment and employment separation and supporting flexibility for employees who have family and carer responsibilities.

Council adopted a new Workforce Plan which includes a number of activities that support our goal of attracting and retaining a diverse workforce (Aboriginal people from a culturally and linguistically diverse background, people with disability, women and young people). During this year, Council advanced its Disability Action and Inclusion Plan and continued with the formalised Cultural Awareness Induction program introduced in 2013/2014.

2.2 Activities to advance recognition of carers

Carers (Recognition) Act 2010 Section 8

Council has continued to raise awareness of the Carers (Recognition) Act and NSW Carers Charter by displaying materials throughout its worksites and distributing information in staff newsletters, memos and emails. Council captures data in relation to employees with caring responsibilities on commencement of employment and also in our staff surveys. Council also provides support to carers through its Employee Assistance Program and has adopted HR policies that promote and encourage flexibility and provide workplace support for employees who are also carers.



Consultation on masterplans

SECTION 3: FREEDOM OF INFORMATION AND COMPLIANCE

3.1 Compliance and effect of Planning Agreement

In the reporting period 1 July 2016 to 30 June 2017, Byron Shire Council entered into one Voluntary Planning Agreement as defined by the Environmental Planning and Assessment Act 1979 Section 93(g)(5). This planning agreement was for the payment of a contribution for the provision of public car parking for development application DA 10.2016.217.1

3.2 Compliance with the Companion Animals Act 1998

Local Government (General) Regulation 2005 – Reg 217(1)(f)

Council's Animal Enforcement and Support Officers contributed to the control and the management of companion animals over the 2016/17 financial year. Their focus included:

- Rehoming abandoned animals
- Micro chipping and lifetime registration
- Roaming and straying dogs
- Animal noise complaints
- Nuisance dogs
- Reducing incidents of dog attacks
- Community education and awareness of responsible pet ownership

These officers also provide a 24/7 on-call service to respond to incidents of dog attacks.

This service is provided to improve public safety and reduce the incidence of accidents and injury to the public and animals.

The rehoming of impounded or surrendered animals is a priority for Council. The rate of rehoming is high thanks to the continued hard work of staff liaising with animal rescue and welfare groups.

Promote and assist in the de-sexing of companion animals

Council's policy is to de-sex all companion animals rehomed from the Council Pound. This reduces unwanted litters and supports the current low rate of animal euthanasia. Staff actively encourage the community to have their cats and dogs de-sexed through brochures, media promotion and advice from staff.



Council's Animal Enforcement and Support Officers

Impounded animals

An annual report detailed the number of animals arriving at the Pound and the way they were released. It was sent to the Division of Local Government on 2 August 2017. It showed an increase in the number of animals entering the Pound. The funds spent on companion animals for the year was \$36,500.

Lodgement of dog attack reports

It is mandatory for all dog attack data to be lodged with the Office of Local Government (OLG) in accordance with the Companion Animals Act. This legislation requires a dog attack incident to be reported to the OLG within 72 hours of the incident. Twenty incidents of dog attack were reported in 2016-2017. Of these, 15 involved attacks on animals and four on humans. Council declared one dog dangerous and two dogs as menacing over the course of the year.

Off leash areas

Byron Shire provides eight off leash areas as per Council's Companion Animal Exercise Areas Policy 5.31. These areas are at Main Beach/Belongil area, Brunswick Heads, New Brighton, South Golden Beach, Mullumbimby, Bangalow, Tallows Beach and Public Reserve Beech Drive Suffolk Park.

Community education programs

Council appreciates the important role companion animals play in our community and the need to minimise any potential negative impacts on the local environment, non-pet owners and the wider community in the Byron Shire.

Our objectives include:

- Encouraging and promoting responsible pet ownership through community education
- Identify and accommodate the needs of companion animals and their owners
- Reducing adverse impacts of companion animals on local residents and the environment
- Reducing the number of unwanted and abandoned companion animals.

Community education initiatives during the 2016/17 included:

- Faeces reduction campaign
- Distribution of companion animal information brochures
- Companion animal information on Council's website
- Media releases including newspaper articles
- Proactive patrols of complaint areas
- RSPCA EMU bus visits to local schools
- Launch of the Cat Bib initiative

3.3 Freedom of Information

Government Information Public Access Act 2009 Section 125

The GIPA Act provided widespread reform for the public sector in the way community members access Government information.

There are now four ways in which government information can be released:

- Open access information
- Proactive release
- Informal release of information
- Formal access application for release of information

Refer to Appendix 1 for Council's full GIPA Act Annual Report and Statistical Information Financial Year 2016/2017 as required under Section 125 of GIPA Act.

3.4 Public Interest Disclosures

Public Interest Disclosures Act 1994 Section 31

Under s31 of the Public Interest Disclosures Act 1994 Council is required to report annually on its Public Interest Disclosure (PID) obligations.

Statistical Information – clauses 4(2)(a)-(c) of the PID Regulations 2011

Number of public officials who made Public Interest Disclosures (PIDs)	0
Number of PIDs received	1
Number of PIDs finalised (during reporting period)	1

Internal Reporting Policy – clause 4(2)(d)

Has Council established an Internal Reporting Policy?	Yes
---	-----

Staff Awareness – clause 4(2)(e) of the PID Regulations

During the reporting period, Council undertook the following actions to meet staff awareness obligations:

- Training provided to new staff during induction
- Links on internet site
- Messages in staff newsletters
- Messages on bulletin boards/staff kitchens
- Staff undertaking that they have read and understood your organisation's internal reporting policy
- Training provided by a private sector organisation

SECTION 4: BUSINESS ACTIVITIES

4.1 External bodies exercising Council functions

Local Government (General) Regulation 2005 cl 217(1)(a6)

Under the Local Government Act 1993 Section 355, Council is able to delegate some of its functions to a committee of Council. Council uses this delegation and appoints community members to manage its facilities, or functions, through a committee or board of management.

The committees provide a mechanism by which interested people can have an active role in the provision/management of Council facilities or services. This provides a twofold benefit by giving protection to the committee operating under the banner of Council, and by providing Council with assistance in the carrying out of its functions. Memberships consist of a Councillor and community representatives.

During the reporting period 1 July 2016 to 30 June 2017, due to Local Government elections held in September, previous committees were dissolved and new committees established. From 1 December 2016, there were 11 Section 355 Committees and two Boards of Management managing Council's facilities (see list on <http://www.byron.nsw.gov.au/section-355-committees>).

As of 1 July 2016, Far North Coast Weeds and Richmond River County Council merged with Rous County Council. Rous County Council also performs functions delegated by Council. It is commissioned to provide bulk water supply, noxious weed eradication and flood mitigation and catchment management services on behalf of its constituent councils. The County Council Executive is comprised of eight councillors, two nominated from each of the constituent councils of Ballina, Byron, Lismore and Richmond Valley.

Facilities run by committee or board of management



Brunswick Valley Community Centre



Durrumbul Community Centre



Ocean Shores Community Centre



Brunswick Heads Memorial Hall



Mullumbimby Civic Memorial Hall



Bangalow A & I Hall



Cook Pioneer Centre



South Golden Beach Community Centre



Suffolk Park Community Hall



Heritage House Bangalow and Tennis Court



Senior Citizens Hall Byron Bay



Lone Goat Gallery

4.2 Major Contracts Awarded

Local Government (General) Regulation 2005 cl 217(1)(a2)

The following major contracts (greater than \$150,000) were awarded by Council during the reporting period 1 July 2016 to 30 June 2017:

Contractor	Nature of goods/ services supplied	Amount payable under Contract
Atlantico Proficiency Group Ingle and Associates Pacesetter Services Votar Partners AAM allaboutXpert	IT Technical Analyst Panel of Providers	Schedule of rates > \$150,000
Ardill Payne and Partners	Contract inspection and management services for construction of roundabout	\$293,091
Rosmech Sales and Service	Truck Mounted Road Broom Sweeper	\$371,257
Ledonne Constructions	Construction of North Ocean Shores Fire Main	\$1,999,483
Hazell Bros Group	Construction of Roundabout at Sunrise Boulevard and Ewingsdale Road Byron Bay	\$2,958,260
Ledonne Constructions	Construction Sewage Pump Station SPS5012 Upgrade	\$1,040,620
Marine and Civil Maintenance	Belongil Creek Bridge Repairs	\$408,761
Synergy Resource Management	Brunswick Heads Sewage Treatment Plant Demolition and Excavation	\$400,000
Biniris Strongarm Cleaning Services Susan Yacopetti Susan Ogston Indulekha Dasi	Provision of Cleaning Services Panel of Providers	Schedule of rates > \$150,000
Northernair	Air conditioning service and repair	Schedule of rates > \$150,000

Contractor	Nature of goods/ services supplied	Amount payable under Contract
Skilltech Consulting Services	Water meter reading	\$278,500
DJ and JA Brooker Smith Plant Andrew Johnston Haulage AJ Bulk Haulage Solo Resource Recovery Eric Childs and Sons	Plant hire for Byron Resource Recovery Centre	\$1,070,000
MJ Protective Services Group	Pay Parking and Beach Locker Cash Collection	Schedule of rates > \$150,000
Surf Life Saving Services	Provision of Surf Life Saving Services	\$3,000,000
NORTEC	Provision of Casual Labour Hire	Schedule of rates > \$150,000
Holcim Australia	Supply and delivery of pre-mixed concrete	Schedule of rates > \$150,000
Boral Brunswick Valley Quarry Holcim Australia J&M Bashforth and Sons Lismore City Council (trading as Northern Rivers Quarries and Asphalt) Smith Plan	Supply of quarry products	Schedule of rates > \$150,000
Civil Logic	Construction of a roundabout at the intersection of Lawson Street/ Massinger Street/ Lighthouse Road Byron Bay	\$776,610

4.3 Controlling Interests in Companies

Local Government (General) Regulation 2005 cl 217(1)(a7)

Council had no controlling interest in any company during the reporting period 1 July 2016 to 30 June 2017.

4.4 Partnerships, Cooperatives and Joint Ventures

Local Government (General) Regulation 2005 cl 217(1)(a8)

Council was involved in the following partnerships and joint ventures during the reporting period 1 July 2016 to 30 June 2017:

1. Arts Northern Rivers is the peak body for Arts and Cultural sector in the region. Arts Northern Rivers is an independent not-for-profit organisation, supported by Arts NSW and the seven local governments of the region:

- Council resolved in December 2002 to provide in principle support for the establishment of a Regional Arts Board for the far north coast region.
 - In November 2003 Council endorsed the MOU with Arts Northern Rivers which is a document intended to recognise the regional co-operation of all northern rivers councils in achieving the development of a much anticipated Regional Arts Board.
 - Since 2003/04 Council has allocated an annual contribution to Arts Northern Rivers.
2. Local Government NSW (LGNSW) is the peak body for local government in NSW. It represents the views of councils through:
- presenting council views to governments
 - promoting local government to the community
 - providing specialist advice and services.
3. NOROC (Northern Rivers Regional Organisation of Councils) – The objectives of the Association are to:
- provide a forum for cooperative action on issues of regional significance and concern to local government requiring advocacy and/or political representation
 - act as an advocate for the region to the Commonwealth and New South Wales Governments to advance the interests of the region
 - seek from governments, financial assistance, legislative and/or policy changes and additional resources required by the region.
4. North East Waste Forum – Council is a member whose objective is to identify common problems and issues in waste minimisation and management for the Northern Rivers Region.
5. North East Weight of Loads Groups – the group's objective is to generally promote the aims of reducing damage to Council and classified roads by the policing of vehicle weight limits.
6. NSW Cancer Council – In 2006, Council resolved to be in a community partnership with the NSW Cancer Council which confirms Council's commitment to reduce the impact of cancer on the local community. By entering into a formal relationship, Council has easy access to the full range of Cancer Council programs and activities.
7. The Australian Coastal Councils Association Inc. (formerly The National Sea Change Taskforce) was established in 2004 as a national body to represent the interests of coastal councils and communities experiencing the effects of rapid population and tourism growth.
8. Richmond-Tweed Regional Library – A joint funding relationship through the Richmond-Tweed Regional Library (involving Lismore, Ballina, Tweed and Byron Shire Councils) to provide library services to the Shire.
9. My Road Info – A regional community information initiative developed by NOROC, now expanded to include the Mid North Coast and North West Slopes region. It provides information about local roads which is particularly helpful during emergencies.
10. Southern Cross University (SCU) – Council has an MoU with SCU which to collaborate on a range of issues including tourism, coastal management and establishing Byron-based educational facilities as well as sponsoring internships for undergraduates.

SECTION 5: LEGAL SERVICES

5.1 Legal Proceedings

Local Government (General) Regulation 2005 cl 217(1)(a3)

The following schedule provides details of legal costs associated with proceeding during the reporting period 1 July 2015 to 30 June 2016.

	Nature of Proceedings	Legal Costs Expended in reporting period (\$)		Legal Costs Recovered in reporting period
A	Land & Environment Court Applications and appeals from Land and Environment Court decisions	Matters settled in reporting period	8	\$8060
		Matters current as at 30/06/2017	3	Nil
		Matters settled prior to 01/07/15 for which costs incurred/recovered during reporting period	0	
B	Local Court Prosecutions and Penalty Infringement Notices matters, and appeals from Local Court decisions	Matters settled in reporting Period	63	\$5,700
		Matters current as at 30/06/2017	1	Nil
		Matters settled prior to 01/07/15 for which costs incurred/recovered during reporting period	0	
Nett Legal Costs Expenditure on Court Proceedings in 2016/17*				

* Costs are predominantly recovered by SDRO

A. Land and Environment Court Applications and appeals to other Courts from Land and Environment Court decisions.

Eight matters were finalised during the reporting period. All matters were commenced against Council.

Methods of finalisation during reporting period of matters commenced against Council	
Upheld (Appeal allowed by Court) on original application	1
Upheld (Appeal allowed by Court) after application amended	0
Consent Orders on original application	0
Consent Orders after application amended	2
Dismissed (Appeal disallowed by Court)	2
Discontinued (Appeal withdrawn by Applicant)	3

Matters settled 1 July 2016 to 30 June 2017					
Name	Brief description of matter	Address/Type	Court No where applicable	Expenditure 2016/17	Status as at 30 June 17
BSC v Byron Ventlink Pty Ltd	Class 1 application for deemed refusal to issue construction certificate and Roads Act approval.	19-23 Lawson Street, Byron Bay	LEC 2016/10170	\$29,916.38	Finalised
BSC ats Bertram	Class 1 application for deemed refusal to issue subdivision certificate	6 Narrogal Court, Ocean Shores	LEC 2016/10446	\$6,209.50	Finalised
BSC & Ors ats Hicks Enterprises Pty Ltd	Class 2 application for extension of time for a development scheme.	Strata Plan 78115, 6-8 Browning Street, Byron Bay	LEC 2016/188023	NIL	Finalised
BSC ats Butler Street Community Network	Class 1 Application objecting to Byron Bay Bypass DA 10.2016.77.1	Butler Street, Byron Bay	LEC	\$469,247.84	Finalised
BSC & Wallace ats Arnott	Class 4 application- appeal against development consent for DA 10.2015.491.1	Three Storey Dwelling at 27 Marine Parade, Byron Bay	LEC	\$10,360.24	Finalised
BSC & Ors ats Koho Projects P/L	Class 1 application – appeal against decision to refuse development consent 10.2016.189.1	116 Stuart Street, Mullumbimby	LEC 2016/266825	\$35,979.69	Finalised

Matters settled 1 July 2016 to 30 June 2017					
Name	Brief description of matter	Address/Type	Court No where applicable	Expenditure 2016/17	Status as at 30 June 17
BSC ats Newton Denny Chapelle (1)	Class 1 application – appeal against decision to refuse temporary-use development consent 10.2016.590.1 (use existing dwelling as function centre/wedding venue- Horizons, 440 Bangalow Road, Talofa)	440 Bangalow Road, Talofa	LEC 2016/360368	\$7,626.90	Finalised
BSC ats Newton Denny Chapelle (2)	Class 1 application-s97 appeal against development consent conditions 10.2016.589.1 (tourist accommodation for 12 people- Horizons, 440 Bangalow Road, Talofa)	440 Bangalow Road, Talofa	LEC 2016/376053		

List of matters settled in previous reporting period but which costs were paid in this reporting period

Brief description of matter	Address/Type	Court No	Expenditure 2016/17	Status as at 30 June 17
NIL				

B. Local Court Prosecutions and appeals against Penalty Notices, and appeals from Local Court decisions

63 matters were finalised during the reporting period. Of these 36 were matters commenced against Council and 27 were commenced by Council.

Methods of finalisation during reporting period of matters commenced against Council	
Withdrawn by Council	10
Withdrawn on basis of undertakings given to Council/Court	1
Dismissed by Court	1
Section 10 Dismissal by Court	5
Convicted	46

Matters Settled 01/07/16 to 30/06/17

Matter BSC v	Brief Description of Matter	Status	Next step/ milestone due date	Costs and expenses 2016/17
Ennis	Illegal Camping- Belongil Beach	Withdrawn	Finalised	Nil
Bryant	Illegal Camping- Border Street car park	Convicted	Finalised	Nil
Evans	Stop in loading zone longer than 30min in Fletcher Street Byron bay	Section 10	Finalised	Nil
Marcello-Junior	Illegal camping- Banskia Drive, Byron Bay	Convicted	Finalised	Nil
Stacey-Martin	Park continuously for longer than permitted in Johnson Street Byron Bay	Withdrawn	Finalised	Nil
Rozenfeld	Park continuously longer than permitted in Jonson Street, Byron Bay	Section 10	Finalised	Nil
Markstein	Illegal Camping at Main Beach Byron Bay	Convicted	Finalised	Nil
Miffington-Willis	Park continuously longer than permitted in Fingal Street, Brunswick Heads	Section 10	Finalised	Nil
Munro	Not angle park as on parking control sign Marine Parade, Byron bay	Convicted	Finalised	Nil
Michail	Illegal camping Tongarra Drive Ocean Shores	Convicted	Finalised	Nil
Todd	Illegal camping, Main Beach car park Byron Bay	Convicted	Finalised	Nil
Hudson	Fail to comply with dangerous dog control requirements	Convicted	Finalised	Nil
Meni	Park in No Stopping zone, Middleton Street Byron Bay	Convicted	Finalised	Nil
Carroll	Unpaid fines for development without consent (signage). SDRO issued garnishee order.	Dismissed	Finalised	Nil
Carter	Disobey No Stopping sign (in school zone) Byron Street, Bangalow	Convicted	Finalised	Nil
Feingold	Not angle park according to signage (Front to kerb), Main beach Carpark, Byron bay.	Withdrawn	Finalised	Nil
Gow	Fail to comply with terms of notice erected by Council (no camping) Jarmen Street, Suffolk Park	Withdrawn	Finalised	Nil

Matters Settled 01/07/16 to 30/06/17				
Matter BSC v	Brief Description of Matter	Status	Next step/ milestone due date	Costs and expenses 2016/17
Bell	Fail to comply with terms of notice erected by council (no camping) Jarmen Street, Suffolk Park	Withdrawn	Finalised	Nil
Keen	Development without consent (advertising restricted premises – Krystalworld adult shop), Centennial Circuit, Byron Bay	Withdrawn – Irrevocable Undertaking	Finalised	Nil
Muldoon	Disobey No Stopping sign, Station Street Bangalow	Withdrawn	Finalised	Nil
Brew	Development without Consent (illegal ‘doof’ party in Arakwal National Park) Tallows Beach, Byron Bay	Convicted	Finalised	Nil
Benk	Fail to comply with terms of notice erected by Council (no camping) Sommerset Street, Byron Bay	Convicted	Finalised	Nil
Huber	2 x Dog off leash 1 x fail to provide information to officer, Brunswick Heads	Convicted	Finalised	Nil
Hughes	Park Continuously for longer than permitted (Woolworths North Carpark)	Section 10	Finalised	\$165
Cruikshank	Development without consent (Border Street, Byron Bay) Primitive Campsite	Withdrawn	Finalised	Nil
Bridgman	Disobey No Stopping Sign (South Beach Road)	Section 10	Finalised	\$330
Muxlow	Fail to comply with Terms of Notice erected by Council (Camping) Butler Street	Convicted	Finalised	\$330
Bruce	Fail to comply with Terms of Notice erected by Council (Camping) Butler Street	Convicted	Finalised	\$330
King	Development without consent – Illegal ‘Doof Party’ (510 Goonengerry Rd Montecollum)	Convicted	Finalised	\$1,200
Brookes	Disobey No Stopping sign (Seven Mile Beach Road)	Convicted	Finalised	Nil
Speirs	Fail to comply with terms of notice erected by Council (Road reserve on corner of Banksia Drive and Ewingsdale Road)	Withdrawn	Finalised	Nil

Matters Settled 01/07/16 to 30/06/17

Matter BSC v	Brief Description of Matter	Status	Next step/ milestone due date	Costs and expenses 2016/17
Faulkner	Carry out development forbidden with or without consent (83 Walkers Lane, The Pocket)	Convicted	Finalised	\$1,500
Cairns	Fail to comply with terms of notice erected by Council (Main Beach Carpark)	Convicted	Finalised	\$200
Taufmann	Fail to comply with terms of notice erected by Council (Main Beach Carpark)	Convicted	Finalised	\$200
Vargas	Fail to comply with terms of notice erected by Council (Main Beach Carpark)	Convicted	Finalised	\$200
Layhe	Fail to comply with terms of notice erected by Council (Main Beach Carpark)	Convicted	Finalised	\$200
Wrencher	Disobey No Stopping sign (Seven Mile Beach Road)	Withdrawn	Finalised	Nil
Lawrence	Aggravated Litter (Seven Mile Beach Road)	Convicted	Finalised	\$100
Lawrence	Not state name/address when requested by an authorised officer (Seven Mile Beach Road)	Convicted	Finalised	\$100
Frankland	Disobey No Stopping sign (Brownell Drive)	Convicted	Finalised	Nil
Porter	Disobey No Parking sign	Convicted	Finalised	Nil
Westwood	Disobey No Parking sign (Bay Street)	Convicted	29 June 2017	Nil
Westwood	Park without paying meter fee (Main Beach Car Park)	Convicted	29 June 2017	Nil
Westwood	Disobey No Parking sign (Lawson Street)	Convicted	29 June 2017	Nil
Westwood	Park continuously for longer than permitted (Main Beach Car Park)	Convicted	29 June 2017	Nil
Worts	Fail to comply with notice erected by Council (driving/parking on a reserve) (Venture Park)	Withdrawn	26 June 2017	\$600
Yajia	Disobey No Stopping sign (Butler Street)	Convicted	Finalised	Nil
Toomath	Deposit Litter – Individual (South Beach Road)	Convicted	26 June 2017	Nil

Matters Settled 01/07/16 to 30/06/17				
Matter BSC v	Brief Description of Matter	Status	Next step/ milestone due date	Costs and expenses 2016/17
Toomath	Fail to comply with terms of notice erected by Council (South Beach Road)	Convicted	26 June 2017	Nil
Berkec	Stop in restricted parking area (Lawson Street)	Mention	29 June 2017	Nil
Eadie	Fail to comply with terms of notice erected by Council (Main Beach Car Park)	Mention	29 June 2017	Nil
Fong	Fail to comply with terms of notice erected by Council (Main Beach Car Park)	Mention	29 June 2017	Nil
Armstrong	Deposit litter – individual (Border Street)	Mention	6 July 2017	Nil
Stahl	Stop in restricted parking area (Lawson Street)	Mention	6 July 2017	Nil
Donnelly	Disobey no stopping sign (Tallow Beach Road)	Mention	6 July 2017	Nil
Asaadi	Disobey no stopping sign (Brownell Drive)	Mention	20 July 2017	Nil
Turnbull-Biggs	Development no development consent (16B Coomburra Crescent)	Mention	27 July 2017	Nil
Vargas	Fail to comply with terms of notice erected by Council (Border Street)	Mention	27 July 2017	Nil
Cooper	Disobey no stopping sign (Marine Parade)	Mention	Hearing 7 July 2017	Nil

SECTION 6: FINANCIAL MANAGEMENT

6.1 Councillors' Remuneration

Local Government Act 1993 Section 428

Item	Amount
Mayoral Allowance	\$41,090
Councillor fees	\$167,183
Total	\$208,273

Local Government (General) Regulation 2005 Clause 217(1)(a1)(i)-(viii)

Item	Amount
Mayor vehicle expenses	\$7,900
Telephone calls made by councillors	\$20,336
Catering	\$9,831
Stationery/Equipment	\$4,180
Attendance of councillors at conferences and seminars	\$20,118
Training of councillors and provision of skill development	\$1,859
Intra and Inter State visits by councillors, including transport, accommodation and other out of pocket travelling expenses	\$15,070
Overseas visits by councillors, including transport, accommodation and other out of pocket travelling expenses	0
Expenses of any spouse, partner or other person who accompanied a councillor	0
Expenses involved in the provision of care for a child or an immediate family member of a councillor	0
Legal Expenses	0
Total	\$79,294

For further information refer to Appendix 2 Council's Policy Mayor and Councillors Payment of Expenses and Provision of Facilities.

6.2 Financial Summary

Local Government Act 1993 Section 428(4)(a)

A summary of the financial reports, including the Auditor's Report for the reporting period 1 July 2016 to 30 June 2017 is attached at Appendix 5.

In accordance with the Local Government Act 1993, the NSW Auditor General is the appointed external auditor for all NSW Councils.

A full copy of the Financial Statements can be obtained by request and are available at public access points around the Shire and on Council's website at www.byron.nsw.gov.au/public-documents

6.3 Overseas Visits

Local Government Act 1993 Section 428(2)(r)

Local Government (General) Regulation 2005 Clause 217(1)(a)

There were no overseas trips undertaken by Councillors or Staff during the period 1 July 2016 to 30 June 2017.

6.4 Rates and Charges Written Off

Local Government (General) Regulation 2005 Clause 132

This table details the rates and charges written off, reduced or waived by Council during the reporting period 1 July 2016 to 30 June 2017.

Item	Local Government Act 1993	Amount \$
Rates	Section 595	0
Interest	Section 595	0
Interest	Section 564	\$808
Pensioner Abandonment	Section 582	\$833,989
TOTAL		\$834,797

6.5 General Manager and Senior Management and Remuneration

Local Government (General) Regulation 2005 Clause 217(1)(b)(c)

Senior staff were employed by Council during the reporting period 1 July 2016 to 30 June 2017.

Total remuneration, shown below, includes:

- Total value of salary component of package.
- Total amount of any bonus payments, performance or other payments that do not form part of salary component.
- Total employer's contribution to superannuation (salary sacrifice or employer's contribution).
- Total value of non-cash benefits.
- Total fringe benefits tax for non-cash benefits.

Senior Staff	Total Remuneration
General Manager	\$258,602
Other Senior Staff	\$819,812

6.6 Stormwater Management Services

Local Government (General) Regulations 2005 Clause 217(1)(e)

For the reporting period 1 July 2016 to 30 June 2017 the following information is provided regarding Stormwater Management Services Income and Projects.

Stormwater Management Services Income

Type of Charge	Annual Charge \$	Number of Properties	Yield \$
Stormwater Management Charge (Residential)	\$25.00	7,326	\$183,150
Stormwater Management Charge (Residential Strata Units)	\$12.50	2,204	\$27,550
Stormwater Management Charge (Business Strata Units – not within a mixed development)**	-	504	\$11,705
Stormwater Management Charge (Business Strata Units)	\$12.50	123	\$1,538
Stormwater Management Charge (Business Properties – Not Strata Titled)**	-	565	\$69,075
Totals		10,814	\$293,018

** Varying Amounts – A single annual flat charge does not apply to Business Properties and Business Strata Units (not within a mixed development). The amount shown is a minimum charge.

Stormwater Management Projects 2016/2017

Project	Funded from Stormwater Management Charge \$	Funded from Other Sources \$*	Total \$	Actual \$	Variance \$
Urban Drainage Maintenance	0	\$299,600	\$299,600	\$267,945	\$31,655
Rural Drainage Maintenance	0	\$108,200	\$108,200	\$96,818	\$11,382
Urban Capital Drainage Works **	\$772,300	0	\$772,300	\$636,452	\$135,848
TOTAL	\$772,300	\$407,800	\$1,180,100	\$1,001,215	\$178,885

* Includes General Revenue, Grants and Reserve Funds.

** Includes funding from the Stormwater Management Charge raised in 2016/2017 plus unexpended funds held from previous years.

6.7 Works on Private Land

Local Government General Regulation 2005 cl 217(1)(a4)

During the reporting period 1 July 2016 to 30 June 2017, Council did not carry out any work on private land that was fully or partly subsidised by Council.

Further, Council did not make any resolutions during the reporting period, under Section 67(2b) of the Local Government Act 1993, to carry out works on private land at a charge less than the adopted fee.

6.8 Special Variation Expenditure

Local Government Act 1993 Section 508(2), 508A)

Council has complied with the reporting obligations of historical Special Rate Variations approved in the following financial years:

- 2002/2003
- 2003/2004
- 2005/2006
- 2006/2007
- 2007/2008
- 2008/2009

The reporting obligations have either expired due to the conditions attached to the Special Rate Variation approval or on the advice provided by the Office of Local Government in 2015 that it is no longer required to annually report after a period of ten years. It is on this basis that Council has not provided any reporting on the above historical Special Rate Variations approved in the financial years above.

Council will commence reporting on the Special Rate Variation approved by the Independent Pricing and Regulatory Tribunal (IPART) on 9 May 2017 2017, which comes into effect from 1 July 2017, in the 2017/18 Annual Report.

6.9 Coastal Protection Services Levy Local Government (General) Regulation 2005 Section 217(1)(f)

Council did not levy an annual charge for coastal protection services during 2016-2017.

6.10 Condition of Assets

Section 428 of the Local Government Act requires Council to prepare a report on the conditions of public works (including public buildings, public roads and water, sewerage and drainage works) under the control of the Council as at the end of that year, together with:

1. an estimate (at current value) of the amount of money required to bring the works up to satisfactory standard;
2. an estimate (at current values) of the annual expense of maintaining the works at that standard; and,
3. the Council's program of maintenance for that year in respect of the works.

In assessing the condition of Public Assets, Council has had regard to the condition, function and location of each asset. Proposed or potential enhancements to the existing asset have been ignored. Assets within each Asset Category have been assessed on an overall basis, recognising that an average valuation may be assessed even though certain assets may be above or below that standard on an individual basis. Councils will adopt different intervention levels for their assets determined by the current condition and their financial capacity to maintain assets at a predetermined level.

Council recognises that the assessed condition may be different from that determined by other Councils for public works under their control.

This information is detailed at **Section 3** in Council's Financial Statements in Special Schedule No 7 – Condition of Public Works as at 30 June 2017.

In terms of asset condition rating also disclosed in the table below, the number disclosed has the following meaning:

- 1 = Near perfect – ranges from new or good
- 2 = Superficial deterioration – ranges from generally good to fair
- 3 = Deterioration evident – ranges from fair to marginal
- 4 = Requires major reconstruction – ranges from poor to critical
- 5 = Asset unserviceable – critical, beyond repair

6.11 s356 Contributions/Donations

Moneys distributed under Policy Assistance to Festivals and Community Organisations	Donation \$
Name of Community Organisations or Individual / Purpose	
Byron Bay Community Association	\$2,951
Byron Youth Service	\$4,311
Federal Community Children's Centre	\$500
Ocean Shores and District Garden Club	\$100
Australian Indonesian Arts Alliance	\$3,250
Mullumbimby Seed Inc.	\$3,250
Bangalow Land and Rivercare Inc.	\$926
Seaside Scavenge	\$760
Carols by the Sea	\$800
Liberation Larder Inc.	\$4,875
SHIFT Project Byron Inc.	\$1,950
Waterlily Community Playscape Inc.	\$1,000
Byron Cycle Club	\$1,000
Mullumbimby Community Preschool Association Inc	\$500
Rainbow Club Byron Bay	\$975
Animal Welfare League	\$400
Main Arm Upper Primary School P&C Association	\$3,250
STEER Project	\$5,200
TOTAL	\$35,999

Moneys distributed under Policy Section 356 Donations to Community Group – Reimbursement of Applications Fees paid	Donation \$
Suffolk Park Progress Association	\$370
Byron Bay Community Association	\$3,674
Brunswick Valley Woodchop	\$706
Byron Bay Cycle Club	\$385
TOTAL	\$5,135

Section 356 from the Mayor's Discretionary Funds	Donation \$
Name of Community Organisations or Individual	
Byron Bay High School	\$140
Mullumbimby High School	\$150
Byron Rudolf Steiner School	\$136
Mullumbimby Shearwater School	\$140
Ocean Shores Art Expo	\$250
TOTAL	\$818

Section 356 Donations – As adopted in 2016/2017 Budget	Donation \$
Name of Community Organisations or Individual / Purpose	
North Coast Academy of Sport	\$3,800
Tweed/Byron Life Education	\$3,100
Westpac Rescue Helicopter	\$5,000
Brunswick Valley Rescue	\$5,000
NAIDOC Week	\$1,000
Brunswick Volunteer Marine Rescue	\$5,000
Staff Christmas Party	\$9,173
TOTAL	\$32,073.25

Moneys donated under Policy Section 356 Donations – Rates, Water and Sewerage Charges	Donation \$	
Name of Centre/Hall	Assess. No.	
Bangalow CWA, 31 Byron Street Bangalow	735803	\$2,283.35
Bangalow Heritage House, Ashton Street Bangalow	1097997	\$1,151.00
Bangalow Parks Trust (Showground), Station Street Bangalow	1204411	\$6,270.00
Bangalow Rsl Hall, 19 Station Street Bangalow	930800	\$3,355.43
Billinudgel School Of Arts, 4 Wilfred Street Billinudgel	1038702	\$1,718.00
Broken Head Hall, 536 Broken Head Road Broken Head	1164516	\$1,387.22
Brunswick CWA, Park Street Brunswick Heads	782102	\$4,171.17
Brunswick Heads Memorial Hall, 24 Fingal Street Brunswick Heads	374603	\$3,969.81
Brunswick Heads Scout Hall, South Beach Road Brunswick Heads	928309	\$998.00
Brunswick Valley Community Centre, South Beach Road Brunswick Heads	1103449	\$7,310.85
Brunswick Valley Historical Society, Stuart Street Mullumbimby	1079219	\$998.00
Brunswick Heads RSL Hall, 24 Fawcett Street Brunswick Heads	356006	\$3,117.18
Byron Bay Community Centre, 69 Jonson Street Byron Bay	466300	\$19,144.92
Byron Bay Senior Citizens, 37 Marvel Street Byron Bay	1097096	\$998.00
Cook Pioneer Centre (Senior Citizens Mullumbimby), 32 Gordon Street Mullumbimby	428508	\$998.00
Coorabell Hall, Coolamon Scenic Drive Coorabell	279406	\$1,787.77
Durrumbul Hall/Pre School, Coolamon Scenic Drive Coorabell	590208	\$44.00
Eureka Hall, 500 Eureka Road Eureka	356204	\$1,117.88
Ewingsdale Hall, William Flick Lane Ewingsdale	758805	\$711.32
Federal Hall, Federal Drive Federal	358903	\$959.05
Island Quarry, Ewingsdale Road Byron Bay	1101963	\$918.00
Kohinur Hall, 1296 Main Arm Road Upper Main Arm	587204	\$1,131.70
Mullumbimby Civic Centre & Neighbourhood Centre, 55 Dalley Street Mullumbimby	1197268	\$2,842.59
Mullumbimby Civic Hall, 55 Dalley Street Mullumbimby	1197276	\$2,362.63
Mullumbimby CWA, 15 Tincogan Street Mullumbimby	999409	\$998.00
Mullumbimby Drill Hall, 4 Jubilee Avenue Mullumbimby	476804	\$2,835.69

Moneys donated under Policy Section 356 Donations – Rates, Water and Sewerage Charges		Donation \$
Name of Centre/Hall	Assess. No.	
Mullumbimby Scout And Guides Hall, Burringbar Street Mullumbimby	220103	\$998.00
Ocean Shores Community Centre, 1 Jarrah Crescent Ocean Shores	831800	\$3,647.45
South Golden Beach Community Centre, Pacific Esplanade South Golden Beach	1128339	\$6,098.41
Suffolk Park Community Centre, Alcorn Street Suffolk Park	1117605	\$3,207.08
Tyagarah Hall, Pacific Highway Tyagarah	1139278	\$695.00
War Widows Cottage (Byron Youth Centre), 34 Gordon Street Mullumbimby	1183771	\$1,718.00
Wilson's Creek Hall, 724 Wilson's Creek Road Wilson's Creek	1181577	\$876.17
Byron Bay Surf Club, Bay Street Byron Bay	95802	\$9,049.00
Brunswick Heads Surf Club, South Beach Road Brunswick Heads	928705	\$1,560.00
Bush Fire Brigade Mullumbimby, 34A Gordon Street Mullumbimby	1183789	\$4,712.00
TOTAL		\$106,140.67

Moneys distributed under Policy Section 356 Donations to Community Group – lease subsidies	Donations \$
Ocean Shores Pre-School Lease	\$45,999.96
Mullumbimby Neighbourhood Centre	\$15,000.00
Old Country Energy Building	\$61,400.00
Bangalow Community Childrens Centre	\$90,400.00
Byron Visitors Centre (Old Station Masters Cottage)	\$71,100.00
Tyagarah Recreational Club Lease	\$37,200.00
Lilly Pilly Community Pre-School Lease	\$40,200.00
Periwinkle Pre-School Lease	\$16,998.00
Mullumbimby District Cultural Centre (Drill Hall)	\$29,300.00
TOTAL	\$407,597.96

Total moneys distributed under Section 356 of the Local Government Act 1993	Total Donations \$
Moneys distributed under Policy Assistance to Festivals and Community Organisations	\$35,999.85
Moneys distributed under Policy Waving of Application fees	\$5,135.00
Moneys distributed from the Mayor's Discretionary fund	\$818.18
Moneys distributed under lease subsidies	\$407,597.96
As adopted in 2016/2017 Budget	\$32,073.25
Moneys donated under Policy Section 356 Donations – Rates Water and Sewerage Charges	\$106,140.67
TOTAL	\$587,746



<i>APPENDIX 1: Get involved</i>	<i>76</i>
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APPENDIX 1 – GET INVOLVED

Council Meetings are held generally on a monthly basis in the Council Chambers at Station Street, Mullumbimby. All meetings are open to the public and you are encouraged to attend. Confidential items are considered in closed session, which excludes press and public. Extraordinary and Byron Shire Reserve Trust Committee meetings, wherein all Councillors are members, are held when required.

All Ordinary Meetings and Standing Committee Meetings are conducted in accordance with Council's Code of Meeting Practice.

Agendas are uploaded to Council's website nine days prior to an Ordinary Meeting. Agendas for Extraordinary and Byron Shire Reserve Trust Committee Meetings are uploaded as soon as they are available. Minutes are uploaded as soon as possible following the meetings.

A hard copy of the Agenda is also available for viewing prior to the meeting at Council's Administration Centre, Station Street, Mullumbimby. Refer to www.byron.nsw.gov.au/meetings for more information.

Public access relating to items on agendas is available between 9.00am and 10.00am on the day of the meeting. Requests for public access should be made to the General Manager no later than 12 midday on the day prior to the meeting. For information on Public Access Sessions at Council meetings, and to request access, go to www.byron.nsw.gov.au/forms/public-access-sessions-and-submissions. Only one presentation for and one presentation against may be made on an Agenda item; a maximum of five minutes is allocated to each presentation. More than one speaker for or against an item shares the allotted time of five minutes.

Submissions and questions from the Public Gallery (Ordinary Meetings only):

Anyone wishing to make a submission to Council or ask a question on an item outside the Agenda will be able to do so at the completion of Public Access. This is subject to time availability.

Make an appointment

With the Mayor and Councillors:
The Mayor's and Councillors' contact details are within this Annual Report and are available on Council's website at www.byron.nsw.gov.au/council/councillors.

With the General Manager or Directors:
Refer to the inside front cover of this document for Council's contact details.

Attend a public meeting

Public meetings are advertised in Council's block advertising published in the Byron Shire News and where required the Byron Shire Echo. Alternatively you may wish to subscribe to Byron Shire Council's community e-news and keep up-to-date on what's happening in Council. You will receive the latest information on upcoming Council agendas, key Council decisions and where Council is at work in the community.

Council meetings are also advertised on the official Byron Shire Council Facebook page.

Join a Council Committee

At the end of each term of Council, all Committees are disbanded and all positions on Regional Bodies become vacant. Since the September 2016 election, Council's committee structure is as follows.

Special Purpose Committees

Council has special purpose committees, as follows, which meet as required.

- Planning Review – Consists of all Councillors and the General Manager or nominated delegate (any staff member to be non-voting delegate), however it only needs a quorum of three Councillors to convene.
- Byron Shire Reserve Trust – Consists of all Councillors and has delegated authority to determine matters.

The Special Purpose Committees adhere to Council's Code of Meeting Practice Policy and related legislation.

Advisory Committees

Council has developed greater strategic planning capability by focusing on areas additional to the traditional land planning issues falling within its jurisdiction.

These other areas fall under the following Advisory Committees that operated during the reporting period:

Advisory Committees
Arakwal Memorandum of Understanding
Transport and Infrastructure
Finance
Internal Audit
Byron Shire Floodplain Risk Management
Water, Waste and Sewer

Council also operated the following Panels during the reporting period:

Panels
Public Art
Coastal Estuary Catchment
Biodiversity and Sustainability
Communications
Heritage
Sustainable Economy

Vacant community positions on these committees and panels are advertised when required.

Project Reference Groups

Council has established Project Reference Groups (PRGs) to carry out specific objectives of Council. PRGs have a specific time frame to carry out their objectives, generally from three months to 12 months.

PRG membership consists of interested Councillors, invited representatives and community representatives chosen from a panel of interested community members.

APPENDICES

Community members may apply at any time to Council to be on a register of panel members available for membership to a PRG. Further information on PRGs and nomination forms to be on the panel register can be found on Council's website at www.byron.nsw.gov.au/committees. These are the PRGs which operated during 2016/17.

Reference Group	Timeframe to carry out objectives	Date commenced	Date disbanded
Koala Plan of Management	Complete	4 Aug 2011	4 August 2016
Mullumbimby Masterplan Scoping Project Reference Group	Ongoing	31 Mar 2016	

Section 355 Committees

Under the Local Government Act 1993 Section 355, Council is able to delegate some of its functions to a committee of Council. Council uses this delegation and appoints community people to manage its facilities or functions through a committee of management.

The committees provide a mechanism by which interested persons can have an active role in the provision/management of Council facilities or services. This provides a twofold benefit by giving protection to the committee operating under the banner of Council, and by providing Council with assistance in the carrying out of its functions. Membership consists of a Councillor and community representatives. Community members are appointed for a four year term the same as Councillors. There are presently ten Section 355 Committees and three Boards of Management. Further information on Council's Section 355 Committees can be found on Council's website at www.byron.nsw.gov.au/committees/section-355-committees and all these facilities are listed under "External Bodies Exercising Council Functions".

Other Committees

The following committees have been established in accordance with legislation or Council Resolution and membership consists of Councillor(s), Government Departments and staff representatives.

- Local Traffic Committee
- Staff WHS Committee
- Staff Consultative Committee
- Regional Committees

Council is represented on a number of community groups and industry bodies; these are known as Regional Committees. For further information on the Regional Committees and Councillor representation can be found on Council's website at www.byron.nsw.gov.au/committees/regional-committees.

APPENDIX 2 – COMMUNITY STRATEGIC PLAN OVERVIEW AND DELIVERY PROGRAM LINKAGES

Corporate Management	Effective leadership and ethical and accountable decision making	
Community Outcome	Community Strategies	Delivery Program Ref
CM1 Effective governance, business, project and financial management	CM1.1 Improve the transparency, effectiveness and accountability of Council	3, 4, 19, 23, 51, 52
	CM1.2 Ensure Council decision making supports fair allocation of resources, services and facilities	35, 52, 53
	CM1.3 Improve organisational sustainability (economic, social, environmental and governance)	1, 12, 24, 35, 39, 51
	CM1.4 Comply with NSW State government legislation for local government integrated planning and reporting	10, 11, 45, 49, 51
	CM1.5 Provide a safe, healthy and inclusive working environment	2, 5, 6, 7, 8, 9
CM2 Informed and engaged community	CM2.1 Use a range of effective communication tools to engage the community to support transparent and accountable Council decision making.	13, 51
	CM2.2 Provide education, engagement and feedback initiatives for meaningful community participation	14, 15, 51
CM3 Effective Partnerships with all levels of government	CM3.1 Implement collaborative partnerships that support efficient use of resources.	16, 18, 53
CM4 Community compliance with statutory requirements.	CM4.1 Promote community compliance with Acts, Regulations, Instruments and Council policies and standards	20, 21, 22

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Economy	A sustainable and diverse economy which provides innovative employment and investment opportunities in harmony with our ecological and social aims	
Community Outcome	Community Strategies	Delivery Program Ref
EC1 A diverse economic base and support for local businesses	EC1.1 Support the development of a range of sustainable industries in Byron Shire	25, 30, 31, 32, 39, 54
	EC1.2 Support and strengthen local businesses and local business networks	25, 31
	EC1.3 Support new avenues of research and vocational and tertiary learning	26
	EC1.4 Support sporting and cultural events in Byron Shire	27, 28, 31
	EC1.5 Advocate for greater local employment opportunities	17, 26
EC2 A sustainable tourism industry that respects and promotes our natural environment and community values	EC2.1 Build a tourism industry that delivers local and regional benefits in harmony with the community's values	25, 28, 30, 32, 39
	EC2.2 Develop Byron Shire as a leader in responsible and sustainable tourism and encourage sustainable business practices within the tourism industry	31, 32
	EC2.3 Support and promote a collaborative shire-wide approach to managing tourism	28
EC3 The development of a diverse range of arts and creative industries.	EC3.1 Support cultural and arts-based industries	25, 28, 31
	EC3.2 Develop Byron Shire as a leader in arts and creative industries	28, 30, 31, 39
	EC3.3 Strengthen regional partnerships with peak arts organisations	16

Society and Culture	Resilient, creative and active communities with a strong sense of local identity and place	
Community Outcome	Community Strategies	Delivery Program Ref
<p>SC1 Support communities to achieve equitable access to an appropriate range and level of whole of life services such as healthcare, education and housing.</p>	<p>SC1.1 Advocate and lobby State and Federal Government for the needs of all members of the Byron Shire community to have access to required services, infrastructure and facilities</p>	<p>11, 49</p>
	<p>SC1.2 Provide accessible facilities that support leisure, learning and recreation for people of all ages</p>	<p>11, 27, 34, 35</p>
	<p>SC1.3 Research, analyse, update and distribute information regarding the Byron Shire community's needs</p>	<p>27</p>
	<p>SC1.4 Coordinate communication forums between regional and local community services organisations, the community and business</p>	<p>11, 36, 53</p>
<p>SC2 Achieve active participation in local and regional community life</p>	<p>SC2.1 Provide a range of recreational, cultural and community opportunities</p>	<p>11, 14, 15, 16, 34, 36</p>
	<p>SC2.2 Recognise the importance of, and promote community safety</p>	<p>32, 33</p>
	<p>SC2.3 Facilitate positive family and community influences on child development</p>	<p>32</p>
	<p>SC2.4 Create vibrant liveable places and spaces within towns and villages for people of all ages and abilities</p>	<p>11, 29, 32</p>
<p>SC3 Respect and understanding of Aboriginal heritage and wider cultural diversity</p>	<p>SC3.1 Work in partnership with the community to facilitate access to a range of cultural places, spaces, opportunities and activities for all in the community</p>	<p>11, 25, 37</p>
	<p>SC3.2 Acknowledge, foster and celebrate Aboriginal culture</p>	<p>37</p>
	<p>SC3.3 Encourage and support residents from cultural and linguistically diverse backgrounds to participate in all aspects of the community</p>	<p>-</p>

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Environment	Our natural and built environment is improved for each generation	
Community Outcome	Community Strategies	Delivery Program Ref
EN1 Protect and enhance the natural environment	EN1.1 Protect, restore and maintain the biodiversity values, ecosystems and ecological processes of the Byron Shire	14, 42, 43
	EN1.2 Sustainably manage significant urban and peri-urban bushland areas	14, 17, 46, 43
	EN1.3 Manage coastal processes, hazards and development so that the diversity, amenity and accessibility of the Shire's coastline is maintained	14, 16, 43, 44, 53
	EN1.4 Protect and enhance the health of the Shire's catchments, waterways and estuaries	14, 16, 42, 43, 44, 53
EN2 Sustainable towns, villages and rural settlements that: a. Respect our natural environment b. Create an inclusive social environment, and c. Integrate harmoniously with the character of local areas.	EN2.1 Implement innovative and sustainable urban designs to: Enhance the distinctive qualities of towns and villages. a. Reduce urban development impacts on the environment. a. Encourage developments with reduced reliance on cars. a. Provide for sustainability outcomes in the development of private lands.	41, 45, 49, 56
EN2 A low carbon community that integrates: a. Food security b. Renewable energy c. Climate change d. Non-renewable resource constraints, including peak oil and e. Economic and social prosperity and resilience	EN3.1 Implement initiatives that address climate change	45
	EN3.2 Promote water and waste minimisation – avoid, reduce and reuse waste	46, 55, 56
	EN3.3 Encourage low consumption lifestyles and environmentally aware practices	46, 47
	EN3.4 Implement initiatives to prepare Council assets for climate change and peak oil impacts	45
	EN3.5 Promote reduced energy consumption, increased energy efficiency and the local provision of renewable energy	45
	EN3.6 Support initiatives that enhance socio-economic prosperity and resilience at the local level.	20, 26, 47

Community Infrastructure	Services and infrastructure that sustains, connects and integrates our communities and environment	
Community Outcome	Community Strategies	Delivery Program Ref
CI1 Planning for the future	CI1.1 Provide a network of accessible cycleways and walkways that link with public transport	33, 36, 47, 48, 49
	CI1.2 Encourage sustainable and accessible transport solutions between towns and villages	15, 33, 46, 47
	CI1.3 Plan for the provision of community facilities	27, 29, 36, 39
	CI1.4 Plan for future traffic demands	39, 50
	CI1.5 Provide water, sewerage and stormwater infrastructure and capacity for future generations	16
	CI1.6 Plan for the future of waste and recycling management	16, 55
	CI1.7 Infrastructure and land use planning are integrated	22, 33, 42
CI2 Provision of essential services	CI2.1 Maintain continuous water and sewerage services	16, 20
	CI2.2 Provide waste removal and recycling services	16, 46, 55, 56
	CI2.3 Provide roads and drainage infrastructure	51
	CI2.4 Have effective processes and systems to respond to natural disasters for the protection of life and the management of property and infrastructure	51, 53
	CI2.5 Pursue strategic regional resource sharing initiatives	16, 17, 42
CI3 Renew and maintain existing infrastructure	CI3.1 Maintain roads and drainage in a safe and operational condition	45
	CI3.2 Maintain water and sewerage infrastructure in accordance with operating licenses and regulatory standards	46, 55, 56
	CI3.3 Maintain waste and recycling facilities in accordance with operating licences	46, 47
	CI3.4 Ensure all public parks and open spaces are accessible, maintained and managed to meet the recreational needs of current and future residents	45
	CI3.5 Improve stormwater management through stormwater levy funding	45
	CI3.6 Maintain safe and legislative compliant community buildings and swimming pools	20, 26, 47
CI4 Develop new infrastructure	CI4.1 Determine and construct future infrastructure needs to serve the community	16, 35, 39, 52, 54
	CI4.2 Incorporate proposed new infrastructure works in the long term financial plans of Council	11, 27, 35, 52

The four year Delivery Program, which was referenced in the last column on the previous pages, details the key activities that Council will undertake in order to work towards achieving the Community Outcomes of the Community Strategic Plan. These activities are further broken down into Actions that are listed in Council's Operational Plan, which provides information on what Council will achieve and how progress will be measured.

For the complete set of these documents see our Integrated Planning webpage.

If you require a printed copy of the following information in a larger print size, please contact Council via council@byron.nsw.gov.au.

APPENDIX 3 – GIPA ACT 2009 ANNUAL REPORT 2016-2017

Government Information (Public Access) Act – Annual Report for Agency Byron Shire Council

Clause 7A: Details of the review carried out by the agency under section 7 (3) of the Act during the reporting year and the details of any information made publicly available by the agency as a result of the review

Reviews carried out by the agency	Information made publicly available by the agency
Yes	Yes

Byron Shire Council during this reporting period completed a formal review of the organisation's public website. It is now planned to replace the existing website; scheduled to go live in March 2018. The new website will allow the community to more easily find information, interact with council online and be more accessible. During the reporting period Council has proactively published information on the Council's website in relation to major capital works, projects, services, activities, studies and policy and planning documents. The publication of information in relation to these areas has occurred to ensure that decisions and reporting in regard to the related matters is both transparent and provides accountability to the community. The website has been a key tool in delivering information and engaging with the community in relation to town master planning currently under development for Byron Bay, Bangalow, Brunswick Heads and Mullumbimby.

Clause 7B: The total number of access applications received by the agency during the reporting year (including withdrawn applications but not including invalid applications)

Total number of applications received
12

Clause 7C: The total number of access applications received by the agency during the reporting year that the agency refused either wholly or partly, because the application was for the disclosure of information referred to in Schedule 1 to the Act (information for which there is conclusive presumption of overriding public interest against disclosure)

Number of Applications Refused	Wholly	Partly	Total
	1	1	2
% of Total	50%	50%	

Schedule 2 Statistical information about access applications to be included in annual report

Table A: Number of applications by type of applicant and outcome*

	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Refuse to Deal with Application	Refuse to Confirm/Deny whether information is held	Application Withdrawn	Total	% of Total
Media	0	0	0	0	0	0	0	0	0	0%
Members of Parliament	0	0	0	0	0	0	0	0	0	0%
Private sector business	1	3	1	0	0	0	0	3	8	67%
Not for profit organisations or community groups	0	0	0	0	0	0	0	0	0	0%
Members of the public (by legal representative)	1	2	0	0	0	0	0	1	4	33%
Members of the public (other)	0	0	0	0	0	0	0	0	0	0%
Total	2	5	1	0	0	0	0	4	12	
% of Total	17%	42%	8%	0%	0%	0%	0%	33%		

* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Government Information (Public Access) Act – Annual Report for Agency Byron Shire Council

Table B: Number of applications by type of application and outcome*

	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Refuse to Deal with Application	Refuse to Confirm/Deny whether information is held	Application Withdrawn	Total	% of Total
Personal information applications*	0	0	0	0	0	0	0	0	0	0%
Access applications (other than personal information applications)	2	5	1	0	0	0	0	4	12	100%
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0	0	0%
Total	2	5	1	0	0	0	0	4	12	
% of Total	17%	42%	8%	0%	0%	0%	0%	33%		

* A personal information application is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Table C: Invalid applications

Reason for invalidity	No of applications	% of Total
Application does not comply with formal requirements (section 41 of the Act)	0	0%
Application is for excluded information of the agency (section 43 of the Act)	0	0%
Application contravenes restraint order (section 110 of the Act)	0	0%
Total number of invalid applications received	0	0%
Invalid applications that subsequently became valid applications	0	0%

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of Act

	Number of times consideration used*	% of Total
Overriding secrecy laws	0	0%
Cabinet information	0	0%
Executive Council information	0	0%
Contempt	0	0%
Legal professional privilege	1	50%
Excluded information	0	0%
Documents affecting law enforcement and public safety	1	50%
Transport safety	0	0%
Adoption	0	0%
Care and protection of children	0	0%
Ministerial code of conduct	0	0%
Aboriginal and environmental heritage	0	0%
Total	2	

*More than one public interest consideration may apply in relation to a particular access application and if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E

Government Information (Public Access) Act – Annual Report for Agency Byron Shire Council

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of Act

	Number of times consideration used*	% of Total
Responsible and effective government	0	0%
Law enforcement and security	0	0%
Individual rights, judicial processes and natural justice	6	75%
Business interests of agencies and other persons	2	25%
Environment, culture, economy and general matters	0	0%
Secrecy provisions	0	0%
Exempt documents under interstate Freedom of Information legislation	0	0%
Total	8	

Table F: Timeliness

	Number of applications*	% of Total
Decided within the statutory timeframe (20 days plus any extensions)	8	100%
Decided after 35 days (by agreement with applicant)	0	0%
Not decided within time (deemed refusal)	0	0%
Total	8	

Government Information (Public Access) Act – Annual Report for Agency Byron Shire Council

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total	% of Total
Internal review	1	1	2	100%
Review by Information Commissioner*	0	0	0	0%
Internal review following recommendation under section 93 of Act	0	0	0	0%
Review by NCAT	0	0	0	0%
Total	1	1	2	
% of Total	50%	50%		

*The Information Commissioner does not have the authority to vary decisions, but can make recommendations to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made by the Information Commissioner.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review	% of Total
Applications by access applicants	0	0%
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	1	100%
Total	1	

Table I: Applications transferred to other agencies.

	Number of applications transferred	% of Total
Agency-Initiated Transfers	0	0%
Applicant - Initiated Transfers	0	0%
Total	0	

APPENDIX 4 – MAYOR AND COUNCILLORS PAYMENT OF EXPENSES AND PROVISION OF FACILITIES – POLICY NO.14/010

INFORMATION ABOUT THIS DOCUMENT

Date Commenced	29 March 1994		
Policy Responsibility	Corporate and Community Services		
Date Adopted	29 March 1994	Resolution No.	
Review Timeframe	Within 5 months at the end of each year		
Last Review Date:	October 2016	Next Review Date	May 2017

Document History

Doc No.	Date Amended	Details Comments eg Resolution No.
	24/9/96	
	5/3/04	Res No. 04-166
#541785	27/9/05	Res No. 05-684
#606871	14/11/06	Res No. 06-730 adopted 28/6/07 07-342
#705189	27/9/07	Res No. 07-511
#754283	24/4/08	Res No. 08-252 placed on exhibition (#760664)
#779620	31/8/08	Res No. 08-525 adopted
#790811		Come into effect 13/9/08
#779666	28/8/08	Res No. 08-525
#790824		Placed on public exhibition
#805632	27/11/08	Res No 08-727
#815079	27/11/08	Res No 08-727 (adopted after exhibition)
#906057	13/8/09	Res No. 09-634 (adopted after exhibition – no submissions)
#942479		Amended in accordance with DLG Guidelines 09-36
#942479	7/10/10	Res No. 10-799 placed on exhibition (#942479)
#1057179	10/02/11	Res No. 10-1110 adopted 10/02/11 Res No. 11-14
#1069432	16/3/11	Res No. 10-1110 adopted 10/2/11 Res No. 11-14 Typo changes – ref Clauses
#1120094	25/8/11	Reported to Council for advertising 8/9/11 to 6/10/11.
#1151504	7/10/11	Adopted after close of exhibition see Res 11-648 – no submissions received
#1184365	9/1/12	Updated Page 3 and 7 of 14 - referencing Clauses
#E2012/7649	9/8/12	Adopted after close of exhibition period see Res 12-602 – no sub received
#E2013/48106	29/8/2013	Reported to Council for advertising #E2013/48057
#E2013/72869		Created with incorrect Policy No.
E2013/74016	7/11/13	Adopted after close of exhibition period – no sub received Res No. 13-411
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Further Document Information and Relationships

Related Legislation	Local Government Act 1993 Sections 23a 252, 253 254 Local Government (General) Regulation 2005 DLG Guidelines Circular 08/24 Misuse of council resources DLG Guidelines Circular 08/37 Council decision making prior to ordinary elections DLG Guidelines Circular No. 09/36 Release of Revised Councillor Expenses and Facilities Guidelines www.dlg.nsw.gov.au ICAC Publication "No Excuse for Misuse, preventing the misuse of council resources (Guidelines 2)" November 2002 www.icac.nsw.gov.au
Related Policies	Model Code of Conduct www.byron.nsw.gov.au Light Motor Vehicle Fleet #978485
Related Procedures/ Protocols, Statements, documents	Email Communications Procedure #664764 Procedures Light Motor Vehicles <ul style="list-style-type: none"> Fees & Charges and Makes and Models #1037783 General Terms of Use #1037780 Size of Fleet, Type of Vehicles & Allocation of Vehicles and Permitted Uses #1037773 Councillors Allowances Claim Form E2013/42853 – Last Updated 01/07/2014

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Policy No: 14/010

POLICY TITLE MAYOR AND COUNCILLORS PAYMENT OF EXPENSES AND
PROVISION OF FACILITIES

1. INTRODUCTION

Under the Local Government Act 1993 including Section 252 to 254, requires that the Council must adopt a policy concerning the payment of expenses and the provision of facilities to the Mayor and other Councillors.

Section 428(2)(f) requires a council to include in its Annual Report:

- 1.1. Total amount of money expended during the year on providing those facilities and paying those expenses.
- 1.2. Council's policy on the provision of facilities for, and the payment of expenses to Councillors.
- 1.3. The payment of Councillors' expenses, together with a statement of the total amount of money expended during that year on the provision of such facilities and the payment of such expenses.

Section 12 provides that the public is entitled to inspect the Council's policy concerning the payment of expenses incurred by, and the provision of facilities to Councillors, free of charge, and may obtain a copy, either free of charge or on payment of reasonable copying charges.

This policy should be read in conjunction with Council's Code of Conduct, Policy 1.8, in particular, Clause 8 – Personal Benefit, and Clause 10 – Access to Information and Council Resources, DLG Circular 08/24 – Misuse of Council resources and DLG Circular 08/37 – Council decision making prior to ordinary elections.

2. OBJECTIVES

To ensure the Mayor and Councillors and/or appointed Administrators of Byron Shire Council are:

- 2.1. reimbursed for reasonable and appropriate expenses incurred in the performance of their civic duties.
- 2.2. provided with a range of facilities to assist in the discharge of their civic duties.

3. FIXING AND PAYMENT OF ANNUAL FEES

The Councillors annual fees do not fall within the scope of this Policy. See Local Government Act 1993 Section 248 - Fixing and payment of annual fees for Councillors and Section 249 - Fixing and payment of annual fees for the Mayor.

4. GENERAL CONDUCT

Councillors must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out their function under the Local Government Act or any other Act. This is required under Section 439 of the Local Government Act and reinforced in Council's adopted Code of Conduct made under Section 440 of the Act.

5. TRAVEL EXPENSES/PROVISIONS

- 5.1. Councillors are entitled to claim "mileage" allowance for use of private vehicles when used to travel (including return) between their place of residence or employment, utilising the most direct route possible, subject to the Councillor's private vehicle being currently registered and covered by Compulsory Third Party Insurance:-
 - 5.1.1. To attend Council or Committee or Sub-Committee meetings and appointments at the Council Chambers, Council's Training Rooms, Depots and Halls/Community Centres for Council business;
 - 5.1.2. Inspections within the Council's area undertaken in compliance with a resolution of the Council if for good reason they are unable to use transport when provided by Council;
 - 5.1.3. Attending public meetings convened by the Council;
 - 5.1.4. Individual or personal inspections of any site within Council's area listed on the current Council Meeting Agenda, if for good reason they are unable to use transport when provided by the Council;
 - 5.1.5. To and from the periodical conferences and seminars as stated in Clause 8.
 - 5.1.6. To attend Council Regional Committee or Sub-Committee meetings.
 - 5.1.7. To attend any other official Council events, functions, meeting and public information sessions.
- 5.2. Reimbursement will be paid at the current rate of the "mileage" allowance set by the appropriate Local Government Industrial Award from time to time.
- 5.3. All vehicle allowance claims to be made in accordance with the Claims Procedure at Section 12.
- 5.4. Costs of traffic or parking fines incurred whilst travelling in private or Council vehicles on Council business are the responsibility of the driver.
- 5.5. Councillors unable or unwilling to drive to any Council business, as stated in 5.1.1 to 5.1.6, and if Council is unable to provide transport to the Council business, may use public transport or taxis utilising the most direct route possible which costs will be reimbursed by Council.

6. PAYMENT OF EXPENSES (MONETARY LIMITS)

- 6.1. No annual, monthly or daily allowance or expense type allowance payment will be payable in any circumstance.
- 6.2. Monetary limits applying to this policy include:
- 6.2.1. **Carer's expenses** Mayor and Councillors maximum \$3,000 (total for all Councillors including Mayor) per annum
- 6.2.2. **Fixed and Mobile charges** for: voice calls, data services, telephone/mobile line/handset rental
- a) Mayor - \$235 per month maximum
b) Councillor - \$200 (per Councillor) per month maximum
- 6.2.3. **Computer hardware (including laptops, tablets and smartphones), printer, software and services**
- Mayor and Councillors
- a) maximum of \$3,700 (per Mayor/Councillor) in the first year only for term of office, for initial purchase of equipment, software licenses, consumables, protective covers or carry case for equipment and line installation as deemed necessary for business paper distribution, to work with documents supplied by Council and for communications.
- b) maximum of \$2,000 (per Mayor/Councillor) in the either the second or third year of office, for purchase of equipment, software licenses, consumables and protective covers or carrycase for equipment and line equipment for the purposes stated in a) above;
- c) maximum of \$1,000 (per Mayor/Councillor) in the fourth year of office per annum for consumables and protective covers or carry case for equipment purchased.
- d) maximum of \$2,000 (total for all Councillors including Mayor) per annum for services (backup support) provided by hardware supplier/local providers.
- 6.2.4. **Out of Pocket Expenses** associated with attending conferences, seminars or training, maximum \$100 per day
- 6.3. Reimbursement of expenses must be made in accordance with the Claims Procedure at Clause 12.

7. FACILITIES FOR MAYOR AND COUNCILLORS

7.1. Mayor

In addition to those facilities provided to the Councillors in 7.2, the Mayor is entitled to receive the benefit of:

- 7.1.1. The use of a Council vehicle for official and private use by the Mayor and that the Mayor be required to pay to Council an appropriate rate per kilometre for his/her private use of the vehicle.

- a) The vehicle is provided in accordance with Council's adopted Policy Light Motor Vehicle Fleet and associated procedures being:
 - i) Light Motor Vehicle -Fees & Charges and Makes and Models
 - ii) Light Motor Vehicle – General Terms of Use.
 - iii) Light Motor Vehicle – Size of Fleet, Type of Vehicles and Allocation of Vehicles and Permitted Uses
- b) The vehicle be made available by arrangement with the Mayor for official Council business;
- c) An allotted parking space at the Council's Administration building.
- d) The vehicle be returned to Council after completion of his/her term of office, extended leave of absence or at the cessation of his/her civic duties.

7.1.2. A furnished office for civic duties provided in Council's Administration Building;

7.1.3. Secretarial services relating to the discharge of his or her civic functions;

7.1.4. Administrative assistance associated with civic functions, meetings and the like;

7.1.5. Office refreshments;

7.1.6. Provision of a Mastercard with Council's preferred banking institution to the value of \$5,000 (see Claims Procedure at Clause 12) Note: All expenditure on the credit card must be in accordance with the provisions of the Policy and is not for private use.

7.2. Deputy Mayor and Councillors

The Councillors, including the Deputy Mayor are to receive the benefit of:-

- 7.2.1. **Access Provisions** – Appropriate provisions will be made for sight or hearing impaired councillors or those with any other disability.
- 7.2.2. **Business cards** - using Council's Logo;
- 7.2.3. **Carer Expenses** – Council will reimburse the reasonable costs of carer arrangements, including childcare expenses and care of the elderly, disabled and/or sick immediate family members of Councillors, to allow Councillors to undertake their Council business obligations.

Note:

- i) Reimbursement of reasonable costs will only be available to enable the Councillor's attendance at essential Council activities and will be the subject of a separate application by the affected Councillor in each instance, for determination by the General Manager.
- ii) Child/dependant care expenses are not to be reimbursed if the care is provided by a relative of the Councillor who ordinarily resides with the Councillor. A 'relative' is defined as a spouse, defacto partners, parent, son, daughter, brother, sister or grandparent.
- iii) Childcare will only be provided to children of the Councillor up to an including the age of 16 years.

- iv) After approval, Council will reimburse actual expenses incurred by Councillors in this regard upon submission of a claim (in line with the Claims Procedure at Clause 12) supported by receipts and details of the activity attended. The maximum entitlement for such expenses in accordance with the monetary limits set at 6.2.1.

7.2.4. **Computer** – Council will reimburse the cost of a laptop computer and other forms of electronic services as deemed necessary for business paper distribution and communications, as per Clause 6.2.3.

7.2.5. **Computer Software** – Council will reimburse the cost of appropriate software to work with documents supplied by Council, as per Clause 6.2.3.

7.2.6. **Computer/Tablet Training** - Training to be arranged through local providers.

7.2.7. **Computer/Tablet Support** – Provided by hardware supplier/local providers in accordance with monetary limits set in 6.2.3 c).

7.2.8. **Email Address** - Councillor emails are to be in the format:

firstname.lastname@cr.byron.nsw.gov.au

Council's IT department will arrange the set up of this domain.

7.2.9. **Fax/Printing Equipment**

- a) Council will reimburse the purchase cost of a multi-function fax/printer/scanner for use at place of residence or business.
- b) Maintenance/servicing and consumables to be provided by external providers and the costs to be reimbursed by Council.
- c) Monetary limits are in accordance with Clause 6.2.3.
- d) The fax number is to be provided to the public.

7.2.10. **Filing** - Up to a four (4) drawer filing cabinet and associated equipment to be used in place of residence.

7.2.11. **Internet - fixed or mobile**

Council will meet the cost of Internet (data) charges, fixed or mobile (as required) involved in the conduct of Council business, as per Clause 6.2.2.

7.2.12. **Landline Installation Costs** - The Council shall:-

- a) Meet the initial cost of installation, where necessary, of the equipment in the residence of the Councillor, including one (1) additional extension point for an existing phone line or one (1) separate point for a dedicated line.
- b) Meet the cost of any maintenance/servicing of the equipment including any service call charge.
- c) The land line number is to be made available to the public.

7.2.13. **Meals:** Provide sustenance prior to or during Council's official Meetings and meetings of Councillors with Parliamentary representatives visiting dignitaries and other delegations, including vegetarian or other specific sustenance for any Councillor who notifies such preference;

7.2.14. **Mobile and Landline Monthly Charges**

- a) After initial set up costs for telephone lines, internet broadband and fax, the maximum payable by Council to enable Councillors to conduct their civic duties will be as stated in Clause 6 "Payment of Expenses – Monetary Limits".
- b) Council will meet the monthly cost of a mobile and/or landline plan within the limits set by Clause 6.2.2.
- c) Individual Councillors are to meet the cost of accounts above the limit set in Clause 6.2.2.
- c) The mobile and landline number is to be made available to the public.

7.2.15. **Postage** of hardcopy official correspondence - all hardcopy mail is to be directed through the Council's own mailing system. Reimbursement of expenses will only be made where expenses can be verified.

7.2.16. **Support Service**

- a) Publishing council information, including business papers, memos and workshop presentations which is accessibly to Councillors via the web or tablet application
- b) Coordination of the shared Councillors' Diary
- c) Conference registration
- d) Expense reimbursement
- e) Catering for meetings and workshops
- f) Provision of stationery as per 7.2.17

7.2.17. **Stationery** - Use of official stationery and supplies to carry out official duties;

7.2.18. **Transport** to official functions (if needed) when deputising for the Mayor;

7.2.19. **Use of Private Equipment** - Councillors may use their existing telecommunications lines. Reimbursement for use will be made in accordance with the monetary limits set in 6.2.2. No retrospective payments will be made on existing line rentals.

If this option is used, Councillors are encouraged to make their landline telephone and fax numbers available to the public. All contact numbers are to be provided to staff.

7.2.20. **Vehicles** - Access to suitable vehicle or vehicles (if available) provided by the Council for use on official duties connected with the office of a Councillor.

7.3. Acquisition and return of facilities and equipment by Mayor and Councillors

- a) Return to Council all Council provided equipment. Councillors are to arrange for disconnection of services, subscriptions or mobile phone plans in their own name.
- b) The equipment may be purchased by the Mayor or Councillors at either trade in value or the price Council would obtain for its disposal of particular items.
- c) Council may require reimbursement of a portion of the monetary value of the equipment if he/she resigns in the first 12 months of service.

8. ATTENDANCE AT CONFERENCES, SEMINARS AND TRAINING

8.1. Who may attend conferences, seminars and training

8.1.1. Councillors may be authorised to attend conferences, seminars and similar functions by:-

- a) Preferably, the Council, through resolution duly passed at a Council meeting arising from a report to Council or a notice of motion by a Councillor
- b) The General Manager and Mayor jointly, provided the attendance is within the guidelines in Clause 8.4.2 of this policy
- c) The Mayor, provided the Councillor is a substitute for another Councillor previously authorised to attend that conference.

8.2. What Conferences and Seminars may be attended

8.2.1. The conferences, seminars, workshops, courses and similar to which this policy applies shall generally be confined to:

- a) Local Government NSW Annual Conference (LGA and Australian local Government Association (ALGA) Conferences;
- b) Special "one-off" conferences called or sponsored by or for LGNSW on important issues;
- c) Annual conferences and congresses of the major professions in local government;
- d) Australian Sister Cities Conferences;
- e) Regional Organisation of Councils Conferences
- f) Conferences which advance the professional development of elected members in their role as Councillors.
- g) Any meetings or conferences of organisations or bodies on which a Councillor of the Council may be elected, or appointed to be, a delegate or member of the Council or LGNSW.
- h) Seminars which further the training and development efforts of the Council and within the budget framework.

8.3. Training and Development

8.3.1. Council supports and encourages an active learning process and skills development in addition to providing for attendance at seminars and conferences

related to Council functions. It is essential that the training or educational course is directly related to the Councillor's civic functions and responsibilities and within budget parameters.

8.4. Guidelines for Authorisation

8.4.1. A resolution of Council is required to authorise attendance of Councillors at:

- a) LGNSW Conference(s) as a voting delegate
- b) National General Assembly of Local Government as a voting delegate
- c) Overseas conferences
- d) Any other discretionary conference, seminar or training.

8.4.2. Any discretionary conference, seminar or training (as per (d) above) not able to be authorised at a Council meeting the General Manager and Mayor jointly may authorise Councillors' attendance at:

- One conference, seminar or similar function per Councillor per financial year provided the conference is held in NSW, the ACT or South East Queensland and the Councillor has not attended a previous conference that year

If the Mayor requires approval to attend a conference/seminar not able to be authorised at a Council meeting the Deputy Mayor and General Manager jointly may authorise the Mayor's attendance.

Councillors or Mayor's attendance at conferences authorised by the General Manager and Mayor will be reported to the next quarterly review of the Management Plan.

8.4.3. The General Manager may approve the Mayor and Councillors' attendance at events/forums held in the local area up to the value of \$100.

8.4.4. Procedures:

- a) Staff will prepare a report to Council inviting nominations to attend the following conferences:
 - Local Government NSW Annual Conference
 - National General Assembly of Local Government
- b) Submission of motions for consideration by Council will be done by notice of motion, which can be considered during the year.
- c) Staff will remind Councillors of the opportunity to submit motions for these conferences in May in the case of the National General Assembly of Local Government and in August in the case of the LGNSW Annual Conference.
- d) All other conference attendance requiring Council resolution will be submitted as a notice of motion by a Councillor wishing to attend, in accordance with Council's normal procedures for such notices of motion. Councillors other than the Councillor who submitted the notice of motion may be authorised to attend by Council.

8.5. **Reporting requirements following Councillor and Mayor's attendance at the Conference, Seminar or Training**

The Mayor and Councillors are required to report in writing a Delegate's Report to an Ordinary Meeting of Council on the aspects of the conference, seminar or training relevant to Council business and or the local community. The report must be submitted to the General Manager within one month of the Councillor's or Mayor's attendance at the Conference or Seminar.

8.6. **Registration**

The Council will pay all normal registration costs which are charged by organisers, including the costs of related official luncheons, dinners and tours which are relevant to the interests of the Council or assist Councillors to discharge the functions of their civic office.

8.7. **Travel Expenses Incurred**

Payment or reimbursement of expenses incurred when travelling to conferences and seminars of local government related organisations at which attendance has been approved.

8.7.1. the travel is undertaken with all due expedition, and by the shortest practicable route;

8.7.2. All reasonable travel costs will be met by the Council. Where appropriate, travel will be provided by air (economy class). Depending upon the circumstances, it may be more appropriate for travel to be undertaken by car or train. Where trains are used, the Council will provide first class travel, including a sleeping berth where necessary.

8.7.3. Travel by motor vehicle may be undertaken by Council vehicle (where available) or by private vehicle subject to prior approval from the General Manager. Councillors using private vehicles will be paid the "mileage" allowance at the then current rate set by the appropriate Local Government Industrial Award from time to time, but subject to any such payment not exceeding economy class air fares to and from the particular destination.

8.7.4. Cost of vehicle hire and/or taxi fares which are reasonable and incurred while attending conferences will be reimbursed by the Council.

8.8. **Accommodation**

Reasonable accommodation costs (including meals), including the night before and/or after the conference, seminar, meeting or function including entertainment but excluding expenses of a normal private nature.

The reasonable daily accommodation amount will be in accordance with the Taxation ruling for that year.

8.9. Out of Pocket Expenses Incurred

So that Councillors, as delegates of the Council attending conferences which involve an overnight stay are not thereby financially disadvantaged, each Councillor attending in pursuance of a Council resolution or Mayoral authority, shall be entitled to an “out-of-pocket” allowance.

- 8.9.1. only reasonable amounts are claimed or accepted towards necessary out-of-pocket expenses to a maximum \$100 per day;
- 8.9.2. out-of-pocket expenses for which amounts are claimed relate only to the verified (tax invoice) costs of meals, travel, registration fees, stationery and the like;
- 8.9.3. any time occupied or travel incurred in other than Council business is not included in the calculation of expenses to be paid; and
- 8.9.4. the claim is made not later than three (3) months after the expenses were incurred, and upon a official receipt for payments.

8.10. Payment In Advance

The Council will normally pay registration fees and can pay, accommodation deposits and airline tickets direct in advance. Where this is not appropriate or possible, a cash allowance or cheque equivalent thereto will be paid to the attendee in advance or following the receipt of an expense claim form attaching proof of payment where the Councillor has personally made payment. Note 8.7 and 8.8 for “reasonable amounts” to be claimed. Refer to 12.1 for the claims procedure.

An allowance for estimated “out-of-pocket” expenses (up to \$100 per day) may be paid to an attendee in advance upon request, subject to a reconciliation statement, verification of expenses and the refund of any unexpended amount being submitted within seven (7) days of the close of the conference, seminar or function.

8.11. Overseas Conferences/Seminars etc.

Attendance by a Councillor at any conference, seminar, congress, forum, workshop, course, meeting, deputation, information or training sessions, events, etc. related to the industry of local government which are held overseas, must be authorised prior to departure by specific resolution of the council and such resolution shall specify and detail the conditions of attendance.

9. WHERE EXPENSES MAY NOT BE USED

9.1. Political fundraising

Councillors may not claim expenses to support attendance at political fundraising functions.

9.2. Communication expenses

Individual Councillors or groups of Councillors may not claim expenses to produce and disseminate personalised pamphlets, newsletters and the like without the prior approval of Council being obtained via Council resolution.

10. PAYMENT OF EXPENSES FOR SPOUSE/PARTNER OR ACCOMPANYING PERSON

10.1. Payment of expenses for Spouse/Partner or Accompanying Person at Conferences.

10.1.1. Where the Councillor is accompanied by his or her spouse/partner or accompanying person (ie. a person who has a close personal relationship with the councillor and/or provides carer support to the councillor), all costs for the spouse/partner or accompanying person, including travel, meals and room upgrades are to be met by the Councillor or spouse/partner of accompanying person.

10.1.2. The spouse/partner or accompanying person's registration and or program fees (if attending), are to be paid to the conference organiser and paid at time of registration. The Council is prepared to receive such registration and payments and forward them on to the conference organiser with any Councillor's registration.

10.1.3. Where Council meets, on account, any expenditure or costs on behalf of an accompanying person attending a conference, such expenditure must be repaid to the Council by the Councillor within seven (7) days of being invoiced for such expenditure following the conclusion of the conference.

10.1.4. Limited expenses of spouses, partners and accompanying persons will be met by Council in association with the Mayor or Councillors' attendance at the Local Government Association's Annual Conference. These expenses will be limited to registration costs and attendance at the conference dinner. Any additional travel and accommodation expenses and the cost of partner tours etc. will be the personal responsibility of the individual Councillor or spouse/partner or accompanying person.

10.2. Payment of expenses for Spouse/Partner or Accompanying Person at Official Council Functions.

10.2.1. Council will meet reasonable costs for spouses/partners or accompanying persons when accompanying Mayor or Councillors at official council functions that are of a formal and ceremonial nature within the Byron Shire. Examples include but not limited to, Australia Day award ceremonies, civic receptions and

charitable functions or events formally supported by the Council.

10.2.2. Council will also meet reasonable costs for a spouse/partner or accompanying person of the Mayor, or a Councillor when they are representing the Mayor, at an official function of the Council, or carry out an official ceremonial duty while accompanying the Mayor (or Councillor representing the Mayor) outside the Local Government area, but within the State or South East Queensland.

10.2.3. Payment of expenses for a spouse, partner or accompanying person when attending the abovementioned appropriate functions, will be limited to the ticket, meal or the direct cost of attending the function. Additional expenses such as accommodation, transport, grooming or special clothing are not considered to be reimbursable expenses.

11. INSURANCES

11.1. Personal Accident Insurance

Whilst ever on Council business, world-wide covering bodily injury caused by accidental, violent, external and visible means up to a sub-limit for death of \$500,000. Also covering permanent disablement, temporary total disability. The cover does not include medical expenses. Full details of personal accident insurance are available in Council's Insurance Manual held by the Risk Management Officer.

11.2. Professional indemnity

For matters arising out of Councillors' performance of civic duties or exercise of their functions as Councillors, provided the performance or exercise of the relevant civic duty of function is in the opinion of Council bona fide and/or proper; subject to any limitations or conditions set out in the policy of insurance which is, at the direction of Council, taken out. No such benefit, irrespective of insurance cover, shall be provided in relation to an action by one Councillor against another Councillor or a Councillor against a member of staff.

11.3. Public Liability

For matters arising out of Councillor's performance of civic duties or exercise of their functions as Councillors; subject to any limitation or conditions set out in the policy of insurance which is, at the direction of Council, taken out. No such benefit, irrespective of insurance cover shall be provided in relation to an action by one Councillor against another Councillor or a Councillor against a member of staff.

11.4. Statutory Liability

It provides protection against fines or penalties arising out of breaches of Acts of Parliament, plus the legal costs accrued in defending Council as an entity, individual Councillors and officers so long as the act was not wilfully committed. The policy will cover costs accrued before an individual is named in proceedings. Costs are then referred to Councillors and Officers policy.

11.5. Councillors and Officers Liability

This policy provides the main protection against personal liability for individual councillors and officers for matter arising from employment practices, civil fines and penalties and their defence costs, pollution defence costs and inquiries/investigations.

12. CLAIMS PROCEDURE

- 12.1. Councillors must provide a certified claim in the form at Appendix A for all travel and out of pocket expenses incurred. All claims must be accompanied by tax invoice receipts.
- 12.2. All claims should be made monthly unless otherwise specified. At the end of each financial year any claims outstanding for the previous financial year must be submitted in the first week of July.
- 12.3. All reimbursement of expenses must be approved by the General Manager.
- 12.4. All expenses being reimbursed must be in accordance with the provisions of this Policy.
- 12.5. The Mayor's Mastercard expense claims must be accompanied by Appendix A "Allowance Claim Form". All expenditure must be accompanied by Tax invoice receipts and remitted monthly by a date determined by the Finance Department.

13. DISPUTE RESOLUTION PROCESS

Should a dispute arise about the provision of expenses and facilities, or when an expense claim is not approved by the General Manager, then the disputed decision should be reviewed by the Internal Audit Committee, with a report to the full Council meeting.

14. GIFTS AND BENEFITS

In circumstances where it is appropriate for councillors to give a gift or benefit (for example on a council business related trip or when receiving visitors), these gifts and benefits should be of token value and in accordance with Council's Code of Conduct (clause 8.1)

15. LEGAL EXPENSES AND OBLIGATIONS

- 15.1. Council may disburse money only if the disbursement is authorised by the Local Government Act 1993, either expressly or because it is supplemental or incidental to or consequential upon the exercise of its functions.
- 15.2. In the particular circumstances outlined below, Council may therefore indemnify or reimburse the reasonable legal expenses of a Councillor:
 - 15.2.1. defending an action arising from the performance in good faith of his or her functions as a Councillor as referred to in s731 of the Local Government Act 1993; or
 - 15.2.2. defending an action in defamation provided the statements complained of were made in good faith in the course of exercising his or her functions as a Councillor; or

- 15.2.3. for proceedings before any investigative or review body provided the conduct being investigated arises from the performance in good faith of his or her functions as a Councillor under the Local Government Act 1993, that the matter before the investigative or review body has progressed past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor. Investigative or review bodies may include:-
- (i) Local Government Pecuniary Interest and Disciplinary Tribunal
 - (ii) Independent Commission Against Corruption
 - (iii) Office of the NSW Ombudsman
 - (iv) Division of Local Government, Department of Premier and Cabinet
 - (v) NSW Police Force
 - (vi) Director of Public Prosecutions
 - (vii) Council's Conduct Review Committee/Reviewer
- 15.2.4. In the case of a conduct complaint made against a Councillor, legal costs will only be made available where a matter has been referred by the General Manager to the Conduct Review Committee to make formal enquiries into the matter in accordance with the procedures in Council's Code of Conduct.
- 15.2.5. In the case of a pecuniary interest or misbehaviour matter legal costs will only be made available where a formal investigation has been commenced by the Division of Local Government.
- 15.3. Legal expenses incurred in relation to proceedings or investigations arising out of the performance by a Councillor or his or her functions as a Councillor are to be distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term of office. An example of the latter is expenses arising from an investigation as to whether a Councillor acted corruptly by using knowledge of a proposed rezoning for private gain which type of expense would not be reimbursed.
- 15.4. Council will not meet the costs of an action in defamation taken by a Councillor as plaintiff in any circumstances.
- 15.5. Council will not meet the costs of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.
- 15.6. Council will not meet the costs in respect of any legal proceedings initiated by any Councillors, acting as individuals, in any circumstances.
- 15.7. The amount of expenses that may be reimbursed to a Councillor shall be reduced by the amount of any money that are recouped by the Councillor on any basis.
- 15.8. The approval of Council is required to be sought and gained, where possible, prior to legal expenses being incurred.

16. REFERENCE TO COUNCILLOR

A reference in this policy to a Councillor includes the Mayor, unless the contrary is expressly indicated.

ANNEXURE A – ALLOWANCE CLAIM FORM
CR _____ ALLOWANCE CLAIM FORM
Section 252, Local Government Act, 1993

Date	Meetings, Authorised Council Business and Inspections	Vehicle Allowance		Total \$
		under 2.5L over 2.5L	= 68c KM = 78c KM	
		Rates subject to change as per Council Agreement (Award)		
		No of kms	68c or 78c	
		@		
		@		
		@		
		@		
		@		
		@		
		@		
		@		
		@		
		@		
Date	Sundry Claims All receipts/Tax Invoices to be enclosed	Sub Total		\$
			TOTAL	\$

I hereby certify that the above expenses have been incurred and accordingly claim reimbursement in accordance with Council Policy. All receipts for sundry items are attached to this Claim Form.

Councillor _____

Name (Please Print)	Signature	Date
Office Use Only		
Equipment 2151.004 _____ Total \$ _____	Sundry 2145.006 _____ Total \$ _____	
Travel 2145.002 _____ Total \$ _____	Carers Expenses 2145.011 _____ Total \$ _____	
Conference 2145.004 _____ Total \$ _____	Equip Support/svc 2145.012 _____ Total \$ _____	
Telephone/data 2145.005 _____ Total \$ _____	Consumables 2145.013 _____ Total \$ _____	

APPENDIX 5 – FINANCIAL STATEMENTS

Refer to separate item - financial statements.