

**Richmond**  
**Valley**  
**Council**



**Minutes**  
**Ordinary Meeting**  
**17 July 2018**



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**MINUTES OF THE ORDINARY MEETING OF RICHMOND VALLEY COUNCIL,  
HELD IN THE COUNCIL CHAMBERS, CNR WALKER STREET AND  
GRAHAM PLACE, CASINO, ON 17 JULY 2018 AT 5PM.**

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*Please note: these minutes are subject to confirmation at the next Council meeting. Decisions recorded in the draft minutes are subject to the Council's Code of Meeting Practice in relation to rescinding decisions.*

## **PRESENT**

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Crs Robert Mustow (Mayor), Steve Morrissey (Deputy Mayor), Daniel Simpson, Sam Cornish, Robert Hayes, Sandra Humphrys and Jill Lyons.

Angela Jones (Acting General Manager), Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond), Deborah McLean (Manager Governance & Risk), Charlene Reeves (Project Support Officer) and Julie Clark (Personal Assistant to Mayor and General Manager) were also in attendance.

## **1 ACKNOWLEDGEMENT OF COUNTRY**

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The Mayor provides an Acknowledgement of Country by reading the following statement on behalf of Council:

*"Richmond Valley Council recognises the people of the Bundjalung Nations as Custodians and Traditional Owners of this land and we value and appreciate the continuing cultural connection to lands, their living culture and their unique role in the life of this region in the past, present and future."*

## **2 PRAYER**

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The meeting opened with a prayer by the Acting General Manager.

A minute's silence was observed as a mark of respect for former Councillor and Mayor Col Sullivan OAM.

## **3 PUBLIC ACCESS AND QUESTION TIME**

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Nil

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**4 APOLOGIES**

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Nil

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**5 MAYORAL MINUTE**

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Nil

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**6 CONFIRMATION OF MINUTES**

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**6.1 ORDINARY MEETING MINUTES – 26 JUNE 2018**

A copy of the Minutes of the Ordinary Meeting, held on 26 June 2018, was distributed with the Business Paper.

**RECOMMENDATION**

Recommended that the Minutes of the Ordinary Meeting, held on 26 June 2018, be taken as read and confirmed as a true record of proceedings.

**170718/1 RESOLVED** (Cr Lyons/Cr Cornish)

That the Minutes of the Ordinary Meeting, held on 26 June, 2018, be taken as read and confirmed as a true record of proceedings.

FOR VOTE - All Council members voted unanimously.

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**7 MATTERS ARISING OUT OF THE MINUTES**

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**14.7 Tender RVC799016 – Woodburn Riverside Precinct**

Cr Simpson requested an update on the progress of the Woodburn Riverside Project following on from his question asked at the June Ordinary meeting.

The Acting General Manager advised Council are currently in negotiations with a contractor to provide an amended scope of works and quote. Council Officers are also costing the works separately and looking to see if we can deliver the project more cost effectively by project managing sub-contractors ourselves. Once a decision has been made as to the best option, a report will be presented to Council for a decision.

**14.1        Draft Revised Delivery Program 2017/2021, Draft Operational Plan 2018/19 (including Financial Estimates), Draft Revenue Policy 2018/2019, Draft Long Term Financial Plan 2018/2028)**

Cr Mustow sought clarification on whether the Casino Stock and Station Agents had signed and paid the Agents Annual Business Licence agreement.

The Acting General Manager confirmed all Agents had signed the agreement and paid the associated fees.

**14.11        Tender RVC806650 – Stage 2 Detailed Design and Construction for Renewal of the Northern Rivers Livestock Exchange (NRLX)**

Cr Mustow requested an update on the progress of Stage 2 of the NRLX.

The Acting General Manager advised as per Council's resolution, the tender has been awarded to AGS Commercial. A scope of works has been finalised and Council is now in contract negotiations to ensure the best outcome is achieved. It is expected the contract will be signed in the coming week.

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**8            DECLARATION OF INTERESTS**

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Cr Morrissey declared an insignificant non-pecuniary conflict of interest in Item 14.7 Tender RVC810648 – Casino Drill Hall (relative is employed by the company).

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**9            PETITIONS**

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Nil

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**10          NOTICES OF MOTION**

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Nil.

## **11 MAYOR'S REPORT**

### **11.1 MAYOR'S ATTENDANCES 20 JUNE – 8 JULY 2018**

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#### **RECOMMENDATION**

Recommended that the Mayor's Report be received and noted.

**170718/2 RESOLVED** (Cr Mustow/Cr Morrissey)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

#### **Report**

The Mayor attends a number of meetings/functions on behalf of Council.

The following information has been provided by the Mayor in regard to recent attendances.

#### **June**

- 20<sup>th</sup> Rous County Council Ordinary meeting
- 21<sup>st</sup> Biggest Morning Tea
- 21<sup>st</sup> Legacy - Far North Coast luncheon
- 22<sup>nd</sup> NOROC meeting (last)
- 23<sup>rd</sup> Cougars Old Boys 50th anniversary
- 23<sup>rd</sup> Rappville Dog Trial and Rodeo
- 23<sup>rd</sup> Rotary annual changeover
- 26<sup>th</sup> Chris Gulaptis catch-up meeting
- 26<sup>th</sup> June Ordinary meeting
- 27<sup>th</sup> Lions Club dinner
- 28<sup>th</sup> Lord Taverners Dinner – Kurt Fearnley
- 30<sup>th</sup> Crankfest Evans Head
- 30<sup>th</sup> Rotary Governor District Changeover
- 30<sup>th</sup> Cancer Council high tea

#### **July**

- 1<sup>st</sup> Casino Tennis match
- 1<sup>st</sup> Casino Cobras Mini Roos Football Carnival
- 1<sup>st</sup> Dirt performance – RSM
- 3<sup>rd</sup> Meeting with Patrick Deegan Labour Candidate
- 3<sup>rd</sup> Councillor Information Session
- 5<sup>th</sup> Meeting with Museum delegates
- 5<sup>th</sup> St Mary's College
- 6<sup>th</sup> Bentley Art Prize photo
- 6<sup>th</sup> Coraki Preschool NAIDOC Flag Raising Ceremony
- 6<sup>th</sup> Evans Head Fishing Classic opening

- 7<sup>th</sup> Attend former Mayor Col Sullivan OAM, funeral

## **12 DELEGATES' REPORTS**

### **12.1 DELEGATES REPORT SUBMITTED TO THE JULY 2018 ORDINARY MEETING**

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#### **RECOMMENDATION**

Recommended that the Delegates' Reports be received and noted.

**170718/3 RESOLVED** (Cr Humphrys/Cr Mustow)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

#### **Report**

Council delegates are required to report on meetings/forums attended on Council's behalf.

The following information has been provided regarding meetings/functions attended by Councillors.

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#### **Submitted by Mayor Robert Mustow and the General Manager**

**Subject Matter of Attendance:** National General Assembly of Local Government held in Canberra 17 – 20 June 2018.

#### **Summary of Issues Discussed/Considered:**

The Mayor Robert Mustow and the General Manager attended the 2018 Local Government National General Assembly held in Canberra from 17-20 June 2018. The theme of the Assembly was "Australia's future: make it local" and was attended by close to 800 delegates from Councils across Australia.

The Conference was opened by the President of the Australian Local Government Association Mayor David O'Loughlin and included addresses from the Federal Minister for Regional Development, Territories and Local Government, the Honourable Dr John McVeigh, the Minister for Rural Health, Sport and Regional Communications Senator the Honourable Bridget McKenzie, the Leader of the Opposition Bill Shorten MP, and the Shadow Minister for Regional Services, Territories and Local Government the Honourable Stephen Jones MP.



Keynote addresses were provided by:

- Political Commentator David Speers on the Australian Political Landscape, providing commentary of political manoeuvring in Canberra and some recent events and predictions for the upcoming by-elections.
- Virginia Haussegger on The Case of Gender Diversity in Local Government, who focussed on the need for increased representation of women in leadership positions in local government, which is the worst performing tier of government for this measure.
- Renowned demographer Bernard Salt AM on Population and Policy Imperative which outlined the challenges for local government in responding to population growth and changes in our communities using the outcomes of the 2016 census as the basis for a very engaging discussion.

Over the conference the Assembly debated over ninety motions put forward by Councils across Australia on issues of interest to the Richmond Valley community ranging from:

- Increasing the Federal Assistance Grants to at least 1% of national taxation revenue
- Waste management solutions and packaging policies to increase re-use
- Seeking a higher return of waste levies from State Governments
- Seeking commitments funding models that support renewable energy being included on Council infrastructure projects
- Expedite the implementation of the NBN and ensure its performance meets expectations
- Encourage decentralisation to assist the growth of rural and regional areas

The full business paper and other information from the Assembly are available at [www.alga.asn.au](http://www.alga.asn.au)

We also visited Parliament House to meet with our local Federal Member for Page and Deputy Speaker Kevin Hogan MP to discuss a range of issues relevant to the Richmond Valley and Northern Rivers region.

During the Assembly discussions were also held with a range of Councillors and General Managers on issues relevant to the challenges we face in local government.

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### ***Rous County Council Meeting 20 June 2018***

Cr Robert Mustow and Cr Sandra Humphrys have provided the following summary of the main items of business for the Rous County Council meeting held on 20 June 2018.



## Summary of main items of business for Rous County Council meeting

20 June 2018

### i). **Chair's minute – 2018 Floodplain Management Australia National Conference**

Chair's report provided an overview on the FMA Conference held on the Gold Coast from 30 May to 1 June. The conference was also attended by Cr Vanessa Ekins, General Manager, Phillip Rudd and Manager Operations, Andrew Logan.

Presentations included:

- Australia's current funding and policy focus on Disaster Recovery and the apparent lack of funding for mitigating infrastructure, planning and community resilience building.
- Climate change and impacts on flood modelling and disaster mitigation – no good news – most problems we face with climate variability will become worse. Urgent need for governments to reduce greenhouse gas emissions.
- Focus on resilience and need to increase sophistication in economic modelling. Presenters queried the Australian practice of only quantifying direct costs (e.g. insurance payouts) but excluding indirect costs (increased health care, lost work, disruption etc).

The conference was informative and provided a better understanding of best practice flood mitigation and floodplain management.

### ii). **Final draft Delivery Program/Operational Plan and 2018/19 Budget:**

Council received, for information and consideration, the public submissions lodged during the consultation process, and adopted the draft Delivery Program/Operational Plan and 2018/19 Budget.

### iii). **Retail water customer account assistance**

In accordance with section 356 (1) of the *Local Government Act 1993* and its 'Retail Water Customer Account Assistance' policy, Council approved financial assistance in the amount of \$2,076.38.

### iv). **Perradenya update on shared walking path/cycling track**

Council received a report on the proposed path/cycling track, noting that the requirement to construct the track from Perradenya to Caniaba Public School is a significant piece of community infrastructure with associated engineering, environmental, legal and financial implications that would need to be considered in determining the best way forward.

Two feasible alignment proposals for the path/track were submitted, with Alignment B recognised as the preferred option.

Council has authorised a detailed survey be undertaken for both Alignment A and Alignment B options to produce a cost options paper (*refer to the full Council report on our website for details of Alignment A and B*).

A further report will be provided to the December 2018 Council meeting detailing the estimated cost to construct both options; outcome of consultation with Caniaba Public School and the community; and options available to Rous County Council under DA98/7.

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**v). Regional Demand Management Plan 2019-2022**

Following a comprehensive development and consultation process, Council adopted its draft Regional Demand Management Plan 2019-2022. Constituent councils will be provided a copy of the Plan seeking their adoption.

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**vi). Greenhouse Gas (GHG) Abatement Strategy**

The focus of the Strategy has been on RCC's operational carbon footprint and the use of solar photo-voltaic systems to reduce the reliance on the retail energy network as well as reducing Council's overall operating expenses. The strategy also reviewed several funding opportunities for its implementation, whilst recognising the level of mutuality of the organisation in this field.

The development of a GHG Abatement Strategy is in keeping with the action taken by RCC's constituent councils on climate change and includes RCC setting an ambitious goal for the take up of renewable energy.

Rous' GHG emissions are more than 5,600 tonnes of equivalent carbon dioxide annually, 92% of which is from Council's operational electricity consumption. These emissions are generated from six key operational sites which creates further challenges for the development of such a strategy.

Council adopted the draft Greenhouse Gas Abatement Strategy as presented and noted Council will be provided with an annual status report on the implementation of the Strategy.

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**vii). Waiver of developer contributions – complying development – Biala Support Services Inc.**

Council agreed (via section 68 application for water supply works) to waive bulk headworks charges levied on the development for Biala Support Services Inc (a not-for-profit and charitable type organisation) in relation to the additional classrooms and life-skills centre being constructed at School.

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**viii). Restoration of the lowland rainforest/riparian ecological community along the alignment of the Tintenbar to Ewingsdale (T2E) Pacific Highway upgrade**

Rous has sought to work co-operatively with RMS and its contractor throughout the life of the T2E Pacific Highway upgrade project to achieve the shared goals of successfully re-planting lowland rainforest along the highway alignment and the revegetation of the riparian corridors bordering the creeks. However, as commitments provided by RMS to the ERG at its final meeting have not been fulfilled, and the poor outcomes on the ground, it is appropriate that Rous seek commitments from the Minister for Planning and the Minister for Roads, Maritime and Freight.

Council agreed that the General Manager be authorised to make an official complaint to the Minister for Planning and the Minister for Roads, Maritime and Freight to express Rous' dissatisfaction with the landscaping treatment on the Pacific Highway upgrade.

It was also agreed that Rous request that the relevant Minister instigate an independent assessment within six months against the Urban Design and Landscaping Plan and commits to the rectification of all areas of non-compliance with the development consent within 12 months.

Council further agreed that the relevant Minister be requested to use suitably qualified contractors with local experience in the restoration of the Big Scrub landscape to remediate the identified deficiencies, and conduct maintenance over a new 3-year maintenance period.

**INFORMATION REPORTS**

**i). Investments – May 2018**

Total funds invested for May was \$35,850,563

This is a decrease of \$478,041 compared to April 2018, primarily due to three loan repayments processed at the end of May.

Return for May was 2.58%

The weighted average return on funds invested for May 2018 was 2.58%, a decrease of two basis point compared to the April 2018 result. This rate of return is 62 basis points above Council's benchmark, the average 90-day bank bill swap rate of 1.96%.

Interest earned was \$767,504 year to date

Interest earned compared to the adjusted budget was \$54,904 more than pro-rata budget.

Ethical holdings represent 65.83% of the total portfolio

The current holdings in Ethical Financial Institutions is \$23,600,000.

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**ii). Water production and usage May 2018**

Total consumption by constituent councils in May 2018 increased compared to the previous year. For May 2018, Rocky Creek Dam recorded 36mm rainfall.

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Daily source usage for May 2018 averaged 29.233ML. This is a decrease from the April 2018 daily average of 29.517ML. As at 31 May 2018 Rocky Creek Dam was at 99.70% of full capacity.

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**iii). Grant application information – April 2018**

The report provided information on grant applications that have been approved or submitted to April 2018. One new grant was approved, and one new grant was applied for up to end of April 2018.

**CONFIDENTIAL REPORTS**

*(Noted that Cr Ekins voted against moving into Confidential session in relation to report 'Financial assistance for pensioners – section 582').*

**i). Panel of providers – Traffic Control Services**

Regional Procurement Initiative has undertaken an open panel source by tender on behalf of Council for the provision of Traffic Control Services. Eight submissions from suppliers that conformed to the tender requirements were received.

Council agreed that the following tenderers be appointed as panel providers for Traffic Control Services to Council for a period of 22 months (1 July 2018 to 31 March 2020):

- i). Altus Traffic Pty Ltd
- ii). DOB Enterprises Pty Ltd t/as Watchout Training and Traffic Control
- iii). Workforce Road Services Pty Ltd.

A provision will be allowed for a 12-month extension period based on satisfactory supplier performance, which may take this contract through to 31 March 2021.

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**ii). Panel of providers – supply and delivery of Ready Mix concrete**

Regional Procurement Initiative has undertaken an open panel source by tender on behalf of Council for the supply and delivery of Ready Mix concrete. Three submissions from suppliers that conformed to the tender requirements were received.

Based on these submissions and the tender evaluation process, Council agreed as follows:

1. The following tenderers be appointed as panel of providers for supply and delivery of Ready Mix concrete to Council for a period of 33 months (1 July 2018 to 31 March 2021):
  - i). Boral Resources County Pty Ltd
  - ii). Grahams Concrete Pty Ltd
  - iii). Holcim Pty Ltd
2. A provision be allowed for a 12-month extension period based on satisfactory supplier performance, which may take this contract through to 31 March 2022.



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**iii). Financial assistance for pensioners – section 582**

In accordance with section 582 of the *Local Government Act 1993* and its 'Retail Water Customer Account Assistance' policy, Council approved the financial assistance of \$1,789.92, subject to receipt of a valid Water Use Audit report.

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**iv). Northern Rivers Joint Organisation's (NRJO) Executive Services**

The NSW Government formally proclaimed the new NRJO in May 2018. The NRJO member councils are Ballina, Byron, Kyogle, Lismore, Richmond Valley and Tweed. Rous wrote to all NOROC members requesting consideration of Rous as an associate member of NRJO (a non-voting member of the NRJO).

The creation of the new NRJO presents a unique opportunity for Rous to further evolve as a valued regional service provider.

As an established local government organisation that already enjoys close ties with all the NRJO member councils, Rous is well positioned to provide the quality executive and secretariat support services the new joint organisation requires.

Council approved the General Manager to make two submissions to the Northern Rivers Joint Organisation:

- i). That Rous County Council's General Manager be concurrently appointed as the Northern Rivers Joint Organisation's interim Executive Officer on a monthly fee-for-service proposal which includes secretariat support.
  - ii). That Rous County Council expresses its interest in undertaking the Executive Officer role through a concurrent arrangement with RCC's General Manager on:
    - a). a fee-for-service basis including secretariat support services; or
    - b). hosting the Northern Rivers Joint Organisation's Executive Officer at its Administration building and providing related services on a fee-for-service proposal.
- 

**v). Tender – Rous administration building foyer/entry upgrades**

Rous County Council is a unique, multi-purpose county council offering bulk water, flood mitigation and weed biosecurity services for the northern rivers region of New South Wales. As such, it was recognised that the administration building should be commensurate in amenity for a regional service provider.

Council agreed to accept the tender from Greg Clark Building Pty Ltd to provide the upgrade works for the contract amount and increase the 2018/19 budget allocation to accommodate the revised project estimate.

*Voting against: Cr Ekins*

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**vi). Tender – Corner Conway and Carrington Streets – roof replacement and structural repairs**

Rous County Council owns and leases the property on the corner of Carrington and Conway Streets, which currently consists of two buildings – one approximately 100 years old and one approximately 30 years old.

Following an engineering review, it was determined that both buildings suffer different structural issues.

Council has agreed to accept the tender from Greg Clark Building Pty Ltd to carry out the required repairs for the contract amount and increase the 2018/19 budget allocation to accommodate the revised project estimate.

*For a copy of the draft minutes for this meeting and the business paper please go to Council's website [www.rous.nsw.gov.au](http://www.rous.nsw.gov.au)*

**13 MATTERS DETERMINED WITHOUT DEBATE****170718/4 RESOLVED** (Cr Lyons/Cr Humphrys)

That Items 14.2, 14.3, 14.4, 14.5 and 14.6 be determined without debate.

FOR VOTE - All Council members voted unanimously.

**14 MATTERS FOR DETERMINATION**

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**14.1 NORTHERN RIVERS JOINT ORGANISATION UPDATE**

**Responsible Officer:**

Vaughan Macdonald (General Manager)

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**RECOMMENDATION**

That Council:

1. Notes that the Northern Rivers Joint Organisation has been established;
2. Endorses the;
  - (a) draft Northern Rivers Joint Organisation Charter
  - (b) draft Northern Rivers Joint Organisation Code of Meeting Practice
  - (c) draft Northern Rivers Joint Organisation Expenses and Facilities Policy
3. Supports that the Mayor is the one voting representative per member council
4. Appoints the Deputy Mayor, or a Councillor as the alternate voting delegate to the Northern Rivers Joint Organisation where the Mayor is unable to attend.

**170718/5 RESOLVED** (Cr Humphrys/Cr Morrissey)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

This report is to provide Council with information in relation to the establishment of the Northern Rivers Joint Organisation (NRJO) and provide the opportunity for input into the governance and operating arrangements that are being established.



## **Delivery Program Links**

### **4. Making Council Great**

CS1 - Leading and Advocating for our community

Be a highly active member in the Northern Rivers Regional Organisation of Councils

## **Budget Implications**

The current proposal is for the financial arrangements that are used for the former Northern Rivers Regional Organisation of Councils (NOROC) be used initially for the NRJO until such time as a more detailed assessment of cost sharing options has been developed based on the NRJO budget.

There is \$15,000 in the 2018/19 budget for contributions to the NRJO. The NRJO is required to adopt a statement of revenue policy and budget for 2018/19 by 31 August 2018. The contributions will increase over the coming years as the JO is established and resourced to deliver on the Statement of Priorities.

NOROC is being wound up and these funds are to be transferred to the NRJO. The Office of Local Government has also advised that it will be providing \$300,000 to the NRJO in its first year which must be spent by the end of the second year. Given this, it is unlikely that there would be any budget issues for Council for the first year of the NRJO, with any funding implications to be reviewed during future budget processes.

## **Report**

The Northern Rivers Joint Organisation (NRJO) was proclaimed on Monday 14 May 2018. The following are 'member councils' of the NRJO:

- Tweed Shire Council
- Byron Shire Council
- Ballina Shire Council
- Lismore City Council
- Richmond Valley Council
- Kyogle Council

The following organisations are proposed as non-voting or associate members of the NRJO:

- the NSW Government, as represented by a nominee of the Secretary of the Department of Premier and Cabinet, currently the Department of Premier and Cabinet, Director North Coast Region
- Rous County Council
- Clarence Valley Council
- Tenterfield Shire Council
- Gold Coast City Council
- Scenic Rim Regional Council
- RDA Northern Rivers

The NRJO held its inaugural meeting on 22 June 2018. A copy of the unconfirmed minutes from this meeting have been provided to Councillors. At this meeting the NRJO;

1. Elected Cr Danielle Mulholland, Mayor of Kyogle Council as Chair unopposed
2. Adopted a draft Charter for consultation with the member Councils
3. Appointed Mr Tim Williamson, Director of Regional Development with RDA Northern Rivers as the interim Executive Officer for a period of 3 months, then month by month and provided the necessary delegations
4. Agreed to commence the recruitment process for an Executive Officer
5. Adopted a Code of Conduct and procedures for its administration
6. Agreed to transfer the NOROC Code of Conduct Panel of Conduct Reviewers
7. Adopted a draft Code of Meeting Practice for consultation with the member Councils
8. Adopted a draft Expenses and Facilities Policy for consultation with the member Councils
9. Set meeting dates for the next 18 months
10. Requested the new Executive Officer to seek proposals for an external consultant to assist with the development of a Statement of Strategic Regional Priorities based on the 10 Regional Priorities adopted by NOROC.

The next meeting of the NRJO is set down for 6 August 2018 at Ballina. Joint Organisation meetings are open to the public.

The draft Charter adopted by the NRJO provides for;

- One voting representative per member council (the Mayors)
- Allows for an alternate voting delegate in the absence of the Mayor, as determined by the member Council
- That decisions are made through a majority (4/6) voting model
- That the annual membership fees for the NRJO are apportioned to the member Councils with 50% of costs being split in equal amounts and 50% of costs apportioned by population, with any financial contributions over and above the annual membership fees to be referred to the member councils to resolve
- The following non-voting or associate members of the NRJO:
  - Department of Premier & Cabinet
  - Rous County Council
  - Clarence Valley Council
  - Tenterfield Shire Council
  - Gold Coast City Council
  - Scenic Rim Regional Council
  - RDA Northern Rivers

It should be noted that some voting member councils have resolved to seek to include two voting members for each voting member council. The legislation allows this option, however the need for this is questionable, as the Mayor is there to represent his/her Council's interests and make decisions in the best

interests of the region. A second voting member is unnecessary and would make for a Board of twelve voting members supported by six General Managers and the non-voting and associate members, creating an unwieldy meeting environment that could lead to drawn out and inconsistent decision making. The pilot JOs have operated on a one voting member per council model. The former NOROC also operated effectively under the one representative for each council model.

### **Consultation**

The NRJO has now been established and will operate under a Code of Meeting Practice similar to all NSW Councils with the opportunity for members of the public to attend meetings. Meeting locations will be rotated around the six Council areas. A Statement of Regional Priorities is being developed which has taken into account all Councils' Community Strategic Plans.

### **Conclusion**

The Northern Rivers Joint Organisation has been established as part of the reforms of local government being implemented by the NSW Government. The aim of Joint Organisations is to provide for an improved relationship with the NSW Government and its agencies to enhance the delivery of services and projects to the community of regional NSW.

### **Attachments**

Nil.

## **14.2 DRAFT COMMUNITY FINANCIAL ASSISTANCE PROGRAM – POLICY CHANGES**

### **Responsible Officer:**

Vaughan Macdonald (General Manager)

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### **RECOMMENDATION**

Recommended that Council approve changes to the Draft Community Financial Assistance Program Policy 1.2, as outlined in this report, in accordance with Section 356 *Local Government Act 1993*.

**170718/6 RESOLVED** (Cr Lyons/Cr Humphrys)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

## **Executive Summary**

Council allocates an amount of financial assistance each year for requests from individuals, groups and organisations seeking financial assistance. Council's Policy 1.2, Community Financial Assistance Program provides for two rounds of funding allocations each year in accordance with Section 356 of the *Local Government Act 1993*. The policy also sets out the method of determining allocations in accordance with the strategies, eligibility and selection criteria outlined in the policy.

The most recent Round 1 and Round 2 of the 2017/2018 applications approved at the May 2018 Council meeting showed that interest in these grants is strong. Council allocated \$70,000 of funding across the 2017/2018 financial year. However, there were 21 applications for a total of \$63,940.00 in Round 1, and 17 applications for a total of \$38,400.44 in Round 2. This is a total of 38 applications for \$102,340.44 across the 2017/2018 financial year.

With the strong competition for community financial assistance, a number of issues have surfaced, specifically in relation to interpretation of the Policy and clarification of eligibility of applicants and requirements for projects.

To address these, a number of changes have been proposed to the Policy and application form. A summary document outlining the proposed changes is included in this report.

## **Delivery Program Links**

Making Council Great

CS1 Leading and Advocating for Our Community

CS1.1 Improve decision making by engaging stakeholders and taking community input into account

## **Budget Implications**

Council has allocated \$70,000 in the 2018/2019 budget for the Community Financial Assistance Program. The proposed changes aim to make clearer the eligibility of projects to ensure funds are utilised to best effect.

## Report

The following table summarises changes to the Policy for the Community Financial Assistance Program Policy.

| Change to Policy   | Reason   |
|--|--|
| <b>Under 'Introduction'</b>  |  |
| Change of word 'strategies' to 'process'   | Better reflects purpose of the next section  |
| <b>Under 'Funding Process' (formerly 'Strategies')</b>   |  |
| Process for selection of projects to be funded has been modified as below:<br><br>Addition of line 'Council will advertise and call for applications from community groups for financial assistance from \$100 up to \$5000 on a bi-annual basis.'   | Clarifies the amount for which applicants can apply. This ensures that groups request reasonable amounts of funding and that the maximum number of community members can benefit from project. |
| Deletion of phrase 'in the local newspaper'  | Council now focuses advertising in the monthly community newsletter  |
| Change of word 'collated' to 'assessed'  | Clarifies meaning  |
| Inclusion of sentence 'An assessment panel composed at the General Manager's discretion will review applications and make recommendations for partial funding, full funding or no funding.'  | Clarifies the process for deciding funding priorities for applications   |
| <b>Under 'Eligibility'</b>   |  |
| Reordering of paragraphs   | This section has been rewritten for clarification of eligibility in general, including new detail on projects which are <u>not</u> eligible for funding.                                       |
| Change of wording from 'Council area' to Richmond Valley LGA   | Clarifies the specific geographic area   |
| Change of wording from 'non-profit organisations' to 'incorporated not-for-profit community organisations and groups'  | Clarifies the groups and organisations which are eligible for funding  |
| Inclusion of paragraph regarding public liability insurance: 'Applications must be from incorporated organisations or associations holding the appropriate public liability insurance. Unincorporated not-for-profit community organisations can apply for assistance through eligible incorporated sponsor organisations. Sponsor organisations must agree to take responsibility for the receipt, application and acquittal of the assistance provided.'   | It is common practice now for Councils to include a requirement for successfully funded organisations to hold appropriate public liability insurance.  |
| Inclusion of wording:<br><br>'The following activities/projects are <u>not</u> eligible for funding:<br><ul style="list-style-type: none"> <li>• Operating costs or recurrent expenses</li> <li>• staff/ volunteer/ committee member costs including salaries <i>and professional development</i></li> <li>• <i>insurance, leases, bills, consumables and disposables</i></li> <li>• <i>Items/ equipment primarily for use by one individual or a closed group of individuals only; equipment must have a broad benefit.</i></li> <li>• Fundraising or scholarship based initiatives</li> <li>• Promotional items</li> </ul> | Clarifies projects which are not eligible for funding. New items are in italics.   |

|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Groups already receiving financial assistance from another source of Council funding are not eligible for assistance under this process.</li> <li>• Event funding. This is subject to another process. Events, including equipment to support events, will only be funded under the Community Financial Assistance Program if they are one-off, community-based events that provide a social benefit to the community.</li> <li>• <i>Funding for activities which have already occurred, or items already purchased.'</i></li> </ul>  |   |
| <b>New Section – ‘Conditions of Funding’</b>   |   |
| <p>This section clarifies that groups must contact Council if their project will not go ahead or if they are unable to spend the funds on the original project for any reason.</p> <p>‘Funding is allocated to groups on the understanding that groups will undertake the following:</p> <ul style="list-style-type: none"> <li>• Funding must be used be for the purpose for which it is granted; i.e. for activities and items included in the original grant application.</li> <li>• Should a community group or organisation become aware that the original project will not proceed or be only partially undertaken, including in the instance where additional funding or resources become newly available, the group must notify Council in writing as soon as possible, and seek Council’s written approval to amend the project purpose.</li> <li>• If funding is not spent for the original project, all unexpended funds are to be returned to Council.</li> <li>• Projects must acknowledge Richmond Valley Council as the funding body in the activity. The use of the Council approved logo is required in any promotional activity or signage related to the funded project and the applicant acknowledges this assistance as below on media releases, invitations, posters, signs, digital channels such as website and any other suitable communications;<br/>"This project is supported by the Richmond Valley Council Community Financial Assistance Program."</li> </ul> | <p>There has been an increase in the number of groups who spend funds on items or a different purpose than in their original applications without first seeking approval from or notifying Council.</p> |

### Consultation

Consultation with community groups on these matters has been ongoing during the 2017/2018 period.

### Conclusion

Changes made to the Community Financial Assistance Program Policy and Application Form should ensure clarity in interpretation of the Policy and clarity in eligibility of applicants and requirements for projects.

### Attachment(s)

Included in the following pages:

1. Revised Community Financial Assistance Program Policy



# Council Policy

|                         |   |
|-------------------------|---|
| <b>Policy Title:</b>    | <b>Draft Community Financial Assistance Program</b> |
| <b>Policy Number:</b>   | 1.2   |
| <b>Focus Area:</b>      | Governance and Process                              |
| <b>Responsibility:</b>  | Governance and Corporate Risk                       |
| <b>Meeting Adopted:</b> |   |

## OBJECTIVE

To allocate financial assistance funds to community groups in an equitable and appropriate manner and to assist Council in exercising its functions.

## POLICY

### Overall Aims

1. To acknowledge and support community groups within the Richmond Valley Local Government Area (LGA).
2. To consult with the community on a regular basis to determine the growing and changing needs of the community.
3. To comply with S356 of the Local Government Act in maintaining a consistent, open and equitable approach to the provision of financial assistance by Council to applicants in the Richmond Valley community.
4. To link financial assistance to Council's Community Strategic Plan through its Delivery Program and Operational Plans.

## Introduction

During the annual budget review each year Council allocates funds for Community Financial Assistance. To optimise the benefit of these funds in the community, funds are allocated in accordance with the process, eligibility and selection criteria outlined in this Policy.

## Funding Process

Each year Council will allocate an amount in its annual budget for Community Financial Assistance. Council will advertise and call for applications from community groups for financial assistance from \$100 up to \$5000 on a bi-annual basis.

Ordinarily, applications will be advertised twice yearly, calling for applications to be submitted in March and September, with those applications then decided by Council in May and November. The advertisement will advise the deadline for applications, which will be no less than 28 days from the first date of publication.

All applicants will be made aware that there are limited funds available as determined in Council's budget.

All applicants will be required to complete an application, in the approved form. This will include a brief description of the organisation, the organisation's viability, the purpose of the funding request, the expected beneficiaries of the funding request and the need to be accountable for any funds provided.

Applications will be assessed based on each applicant's eligibility, including how well they have addressed the selection criteria, the application's overall merit and the amount of financial assistance requested. An assessment panel composed at the General Manager's discretion will review applications and make recommendations for partial funding, full funding or no funding.

A summary of applications along with funding recommendations will be presented to Councillors at a workshop and Councillors' comments and recommendations noted.

Based on this feedback, Council staff will finalise recommended allocations, and prepare a report to Council advising of the collective recommendations.

Funds will be made available to groups as soon as practicable after the resolution has been made.

### **Eligibility**

Financial Assistance is available to incorporated not-for-profit community organisations and groups which provide a community service or the like within the Richmond Valley LGA; that service should assist Council in exercising its functions.

Preference will be given to programs and activities with a direct social or community benefit. Equipment and infrastructure may be funded if the request is considered of sufficient benefit to the community. Only one application per organisation per round of funding will be considered.

Applications must be from incorporated organisations or associations holding the appropriate public liability insurance. Unincorporated not-for-profit community organisations can apply for assistance through eligible incorporated sponsor organisations. Sponsor organisations must agree to take responsibility for the receipt, application and acquittal of the assistance provided.

Financial assistance will only be provided to applicants who act for private gain, in exceptional circumstances, and then only strictly in accordance with the requirements of the Act, including 28 days' public notice.



The following activities/projects are not eligible for funding:

- Operating costs or recurrent expenses
  - staff/ volunteer/ committee member costs including salaries and professional development
  - insurance, leases, bills, consumables and disposables
- Items/ equipment primarily for use by one individual or a closed group of individuals only; equipment must have a broad benefit.
- Fundraising or scholarship based initiatives
- Promotional items
- Groups already receiving financial assistance from another source of Council funding are not eligible for assistance under this process.
- Event funding. This is subject to another process. Events, including equipment to support events, will only be funded under the Community Financial Assistance Program if they are one-off, community-based events that provide a social benefit to the community.
- Funding for activities which have already occurred, or items already purchased.

Groups are encouraged to contact Council to discuss their application if they are unsure of the eligibility of their project.

### **Selection Criteria**

In ranking applications and making recommendations of the amount of financial assistance that should be allocated to applications, Council should:

- Consider how each project will assist Council exercise its functions.
- Consider the impact each project will have on the community or on disadvantaged groups within the community.
- Consider the number of potential beneficiaries from the proposed project or service.
- Where the project has a smaller number of potential beneficiaries from the proposed project or service, consider the relative disadvantage of that group of people (e.g. low income, youth, Aboriginality, rural or social isolation, disability, etc.).
- Consider the availability of other funding sources.
- Consider resources/projects availability to the general community.
- Consider the equity of support to groups across the area.
- Consider whether or not the applicant has received previous community financial assistance in previous years.
- Include consideration of whether requirements for previous funding have been met.

## **Conditions of Funding**

Funding is allocated to groups on the understanding that groups will undertake the following:

- Funding must be used for the purpose for which it is granted; i.e. for activities and items included in the original grant application.
- Should a community group or organisation become aware that the original project will not proceed or be only partially undertaken, including in the instance where additional funding or resources become newly available, the group must notify Council in writing as soon as possible, and seek Council's written approval to amend the project purpose.
- If funding is not spent for the original project, all unexpended funds are to be returned to Council.
- Projects must acknowledge Richmond Valley Council as the funding body in the activity. The use of the Council approved logo is required in any promotional activity or signage related to the funded project and the applicant acknowledges this assistance as below on media releases, invitations, posters, signs, digital channels such as website and any other suitable communications;  
"This project is supported by the Richmond Valley Council Community Financial Assistance Program."
- Groups who receive funding will be required to acquit funding by showing proof of expenditure for the purpose nominated within 12 months by completing the Acquittal for Community Financial Assistance Program - Evaluation of Grant and Financial Report form.
- Groups who fail to comply with any of these conditions will not be considered for further funding.

## **Procedures**

The General Manager will ensure that staff develop, maintain and comply with procedures supporting implementation of this Policy.

## **REVIEW**

This policy will be reviewed by Council at the time of any relevant legislative changes, compliance requirements or at least every four years.

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**14.3 FINANCIAL ANALYSIS REPORT – JUNE 2018****Responsible Officer:**Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond)

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**RECOMMENDATION**

Recommended that Council adopt the Financial Analysis Report detailing investment performance for the month of June 2018.

**170718/7 RESOLVED** (Cr Lyons/Cr Humphrys)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

The purpose of this report is to inform Council on the status and performance of its investment portfolio in accordance with the *Local Government Act 1993* (Section 625), *Local Government (General) Regulation 2005* (Clause 212), Australian Accounting Standard AASB 139 and Council's Investment Policy.

The value of Council's Investment Portfolio as at 30 June 2018 including General Bank Accounts and Trust Funds are shown below.

| Investment Portfolio | General Bank Accounts | Trust Funds | Total        |
|----------------------|-----------------------|-------------|--------------|
| \$44,461,688         | \$505,655             | \$120,995   | \$45,088,337 |

The rate of return on Council's investments for June 2018 was 2.68% which is above the 90 Day Bank Bill Index for June of 2.11%.

**Delivery Program Links**

Making Council Great

CS 2 Great Support

CS2.14 Provide efficient, effective and highly valued financial services to the organisation

**Budget Implications**

As at 30 June 2018, Council had earned \$446,741 in interest and \$317,435 in fair value gains for total investment revenue of \$764,176 against a budget of \$788,396 (which equates to 96.93%).

## Report

### Reserve Bank of Australia (RBA) Cash Rate Update

The RBA left the cash rate unchanged at 1.50% per annum at its June 2018 meeting.

### Rate of Return

The weighted average rate of return on investments increased in June 2018 to 2.68%, an increase of 6 basis points from the previous month. This rate of return is 57 basis points above the 90 Day Bank Bill Index of 2.11% which is Council's benchmark.

### Council's Investment Portfolio

The value of Council's Investment Portfolio as at 30 June 2018 including General Bank Accounts and Trust Funds are shown below.

| Investment Portfolio | Face Value   | General Bank Accounts | Trust Funds |
|----------------------|--------------|-----------------------|-------------|
| \$44,461,688         | \$43,433,350 | \$505,655             | \$120,995   |

The Investment Portfolio balance at 30 June 2018 of \$44,461,688 is made up of Council's Business Online Saver Account (\$5,433,350), Term Deposits (\$26,000,000) and NSW Treasury Corporation Investments (\$13,028,337).

Council's investment portfolio has maturity dates ranging from same day up to 732 days. Term deposits of \$26,000,000 represented 58.48% of the total portfolio as at 30 June 2018. Council made nine new term deposits: two each with MyState Bank Limited, Greater Bank and Heritage Bank and one each with AMP Ltd, People's Choice Credit Union and Elders Rural Bank. Of these financial institutions only AMP Ltd supports the fossil fuel industry. These term deposits were chosen as they offered the highest available returns after diversification principles were applied. Four term deposits matured during the period.

Council had \$12,000,000 in longer term investments being the Cash Facility Trusts with NSW Treasury Corporation as at 30 June 2018. The investment values as at 30 June 2018 are shown below.

| Hourglass Cash Facility Trust | Hourglass Strategic Cash Facility Trust |
|-------------------------------|---|
| \$4,484,999                   | \$8,543,338                             |

### Environmentally Sustainable Investments (ESI's)

The current holdings in ESI's is \$16,000,000 or 35.99% of the total portfolio. The information for the assessment has been sourced from the website [www.marketforces.org.au](http://www.marketforces.org.au) which is an affiliate project of the Friends of the Earth Australia.

## Conclusion

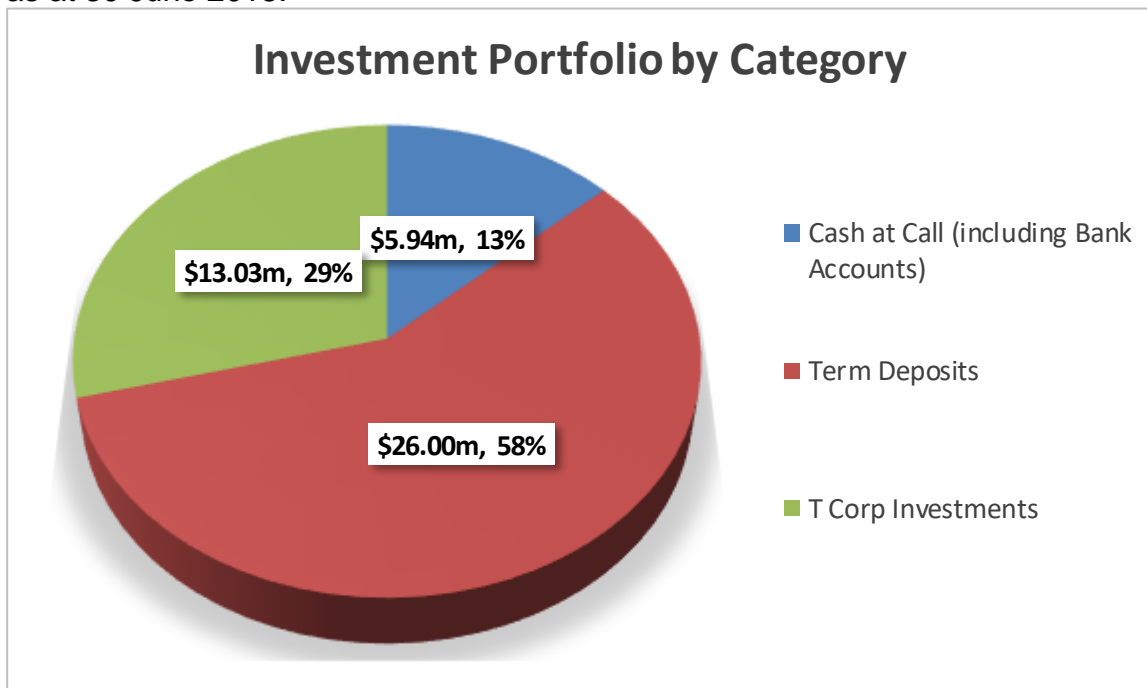
During the month of June 2018 Council's investments have been made in accordance with the Act, the Regulations and Council's Investment Policy. As at 30 June 2018 Council's investments totalled \$44,461,688 with a further \$626,650 held in bank accounts. The average rate of return was 2.68% for the month of June and total investment revenue equals 96.93% of budgeted revenue for the year to 30 June 2018.

## Attachment(s)

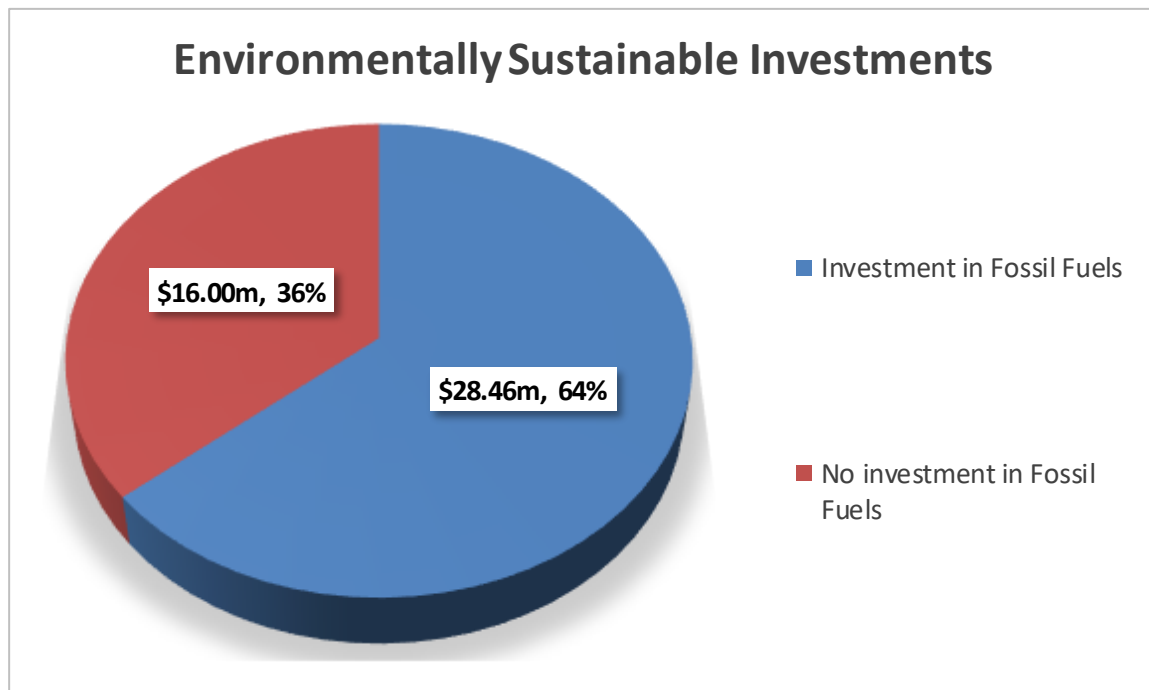
Included on the following pages:

1. Supporting Graphs; and
2. Investment Portfolio as at 30 June 2018.

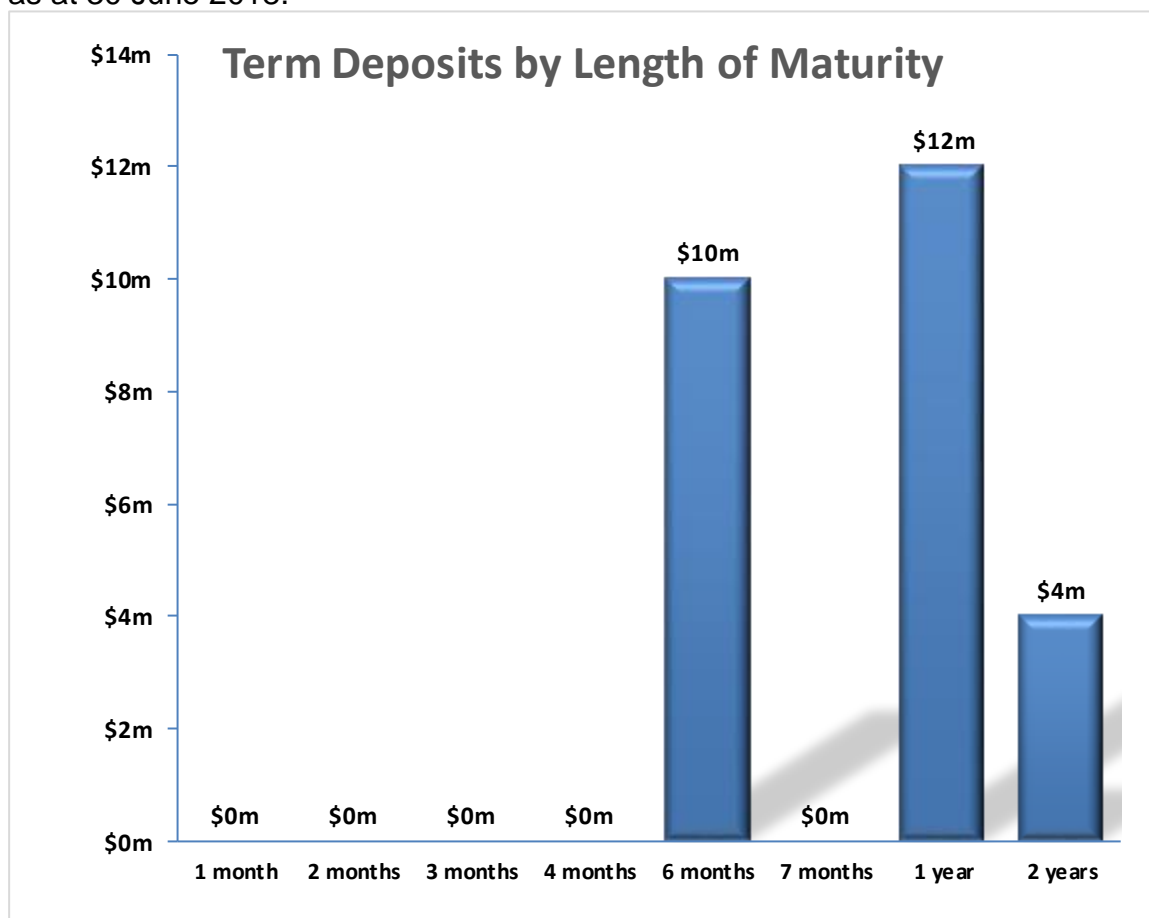
The following graph shows Council's investment portfolio by investment category as at 30 June 2018.



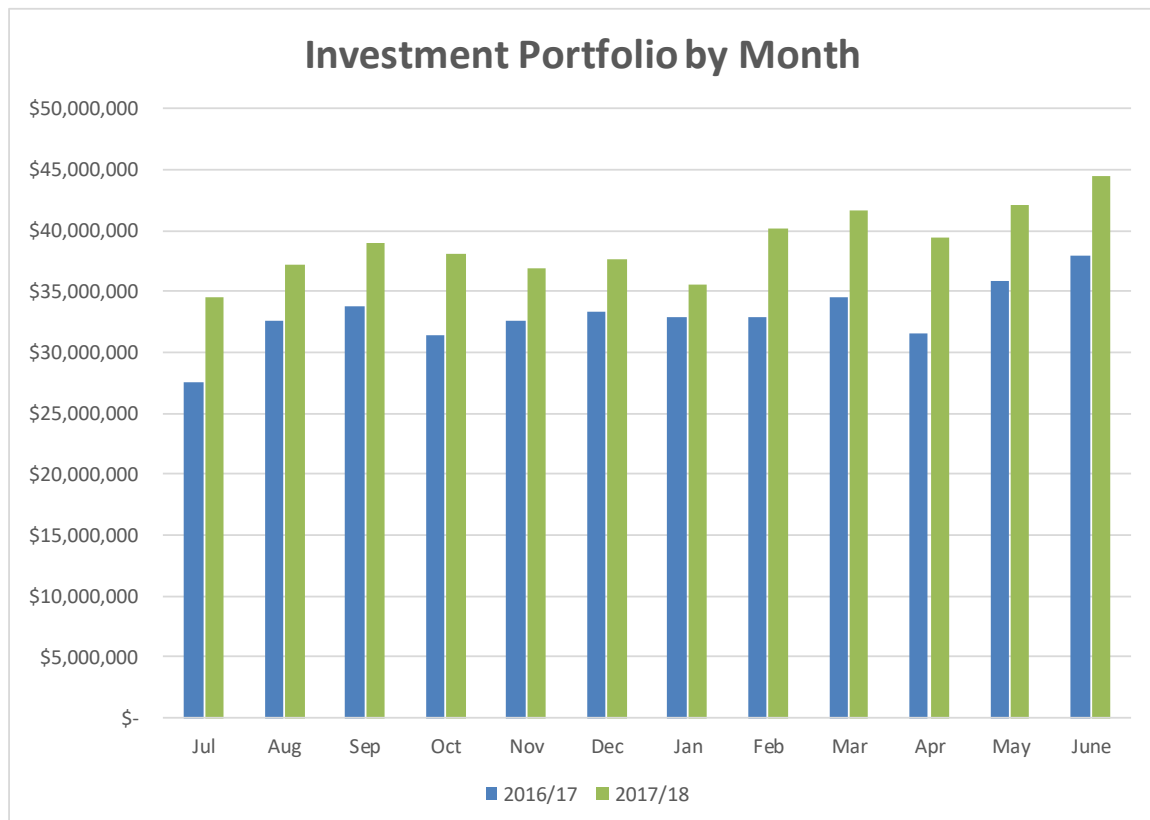
The following graph details Council's Environmentally Sustainable Investments as a percentage of Council's investment portfolio as at 30 June 2018.



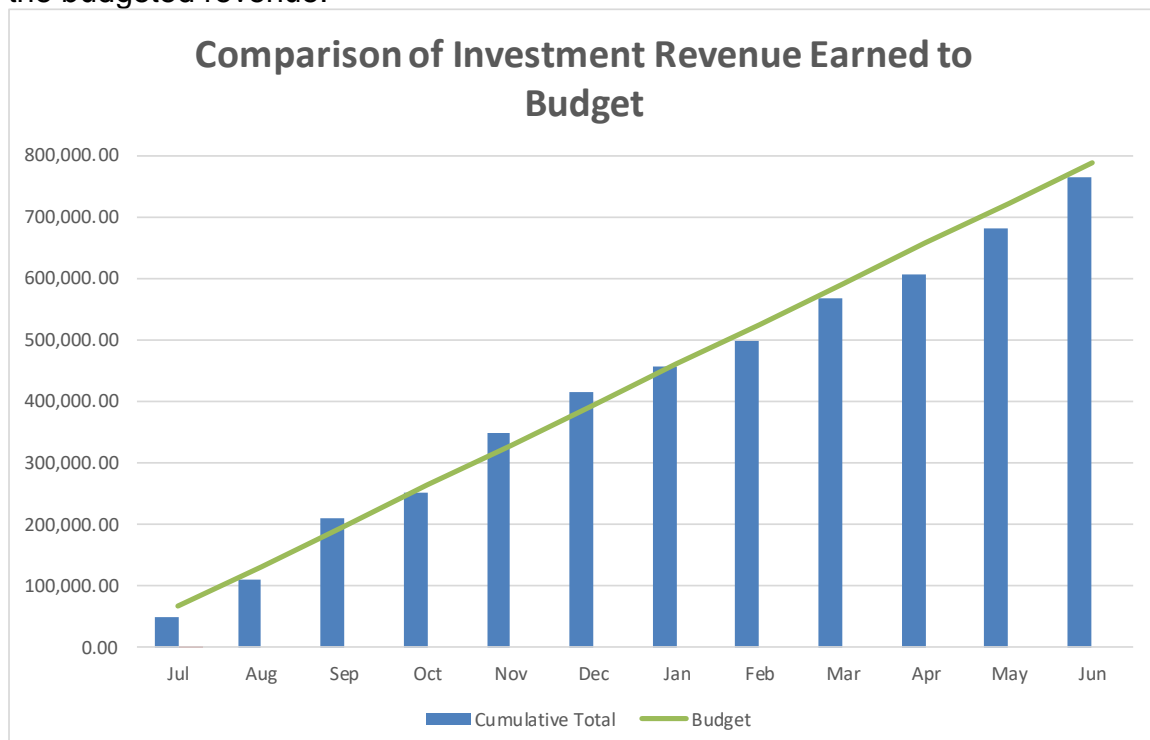
The following graph shows the length of time of Council's term deposit maturities as at 30 June 2018.



The following graph shows Council's total investment portfolio by month over the past two financial years to date.



The following graph compares Council's total investment revenue by month to the budgeted revenue.



| RICHMOND VALLEY COUNCIL FINANCIAL ANALYSIS REPORT AS AT 30 JUNE 2018 |                 |         |   |                 |               |                |                             |                               |                                    |                      |
|--|-----------------|---------|---|-----------------|---------------|----------------|-----------------------------|-------------------------------|------------------------------------|----------------------|
| Investment Source  | Investment Type | Rating  | Environmentally Sustainable Investments | Investment Date | Maturity Date | Rate of Return | Original Investment Value   | Current Investment Fair Value | Interest/ Fair Value Gain Received | % of Total Portfolio |
| <b><u>Cash at Call</u></b>   |                 |         |   |                 |               |                |                             |                               |                                    |                      |
| CBA Business Online Saver  | At Call         | A1+/AA  | N                                       | At Call         |               | 1.40%          | N/A                         | 5,433,350                     | 6,886                              | 12.22%               |
| Interest on Other Bank Accounts                                      |                 |         |   |                 |               |                |                             | 555                           |                                    |                      |
| <b>Total</b>   |                 |         |   |                 |               |                |                             | <b>5,433,350</b>              | <b>7,442</b>                       | <b>12.22%</b>        |
| <b><u>Term Deposits</u></b>  |                 |         |   |                 |               |                |                             |                               |                                    |                      |
| Auswide Bank   | Term Deposit    | A3/BBB- | Y                                       | 28/11/2017      | 28/11/2018    | 2.60%          | N/A                         | 1,000,000                     | 0                                  | 2.25%                |
| Auswide Bank   | Term Deposit    | A3/BBB- | Y                                       | 28/11/2017      | 28/11/2018    | 2.60%          | N/A                         | 1,000,000                     | 0                                  | 2.25%                |
| Defence Bank   | Term Deposit    | A2/BBB  | Y                                       | 4/12/2017       | 4/12/2018     | 2.75%          | N/A                         | 1,000,000                     | 0                                  | 2.25%                |
| Westpac  | Term Deposit    | A1+/AA- | N                                       | 20/02/2018      | 20/02/2019    | 2.63%          | N/A                         | 1,000,000                     | 0                                  | 2.25%                |
| ING Direct   | Term Deposit    | A2/A-   | N                                       | 21/02/2018      | 21/02/2020    | 2.90%          | N/A                         | 1,000,000                     | 0                                  | 2.25%                |
| AMP Ltd  | Term Deposit    | A1-A    | N                                       | 26/02/2018      | 27/08/2018    | 2.80%          | N/A                         | 1,000,000                     | 0                                  | 2.25%                |
| Defence Bank   | Term Deposit    | A2/BBB  | Y                                       | 1/03/2018       | 3/09/2018     | 2.60%          | N/A                         | 1,000,000                     | 0                                  | 2.25%                |
| Westpac  | Term Deposit    | A1+/AA- | N                                       | 1/03/2018       | 1/03/2019     | 2.62%          | N/A                         | 1,000,000                     | 0                                  | 2.25%                |
| ING Direct   | Term Deposit    | A2/A-   | N                                       | 1/03/2018       | 2/03/2020     | 2.88%          | N/A                         | 1,000,000                     | 0                                  | 2.25%                |
| Westpac  | Term Deposit    | A1+/AA- | N                                       | 5/03/2018       | 3/09/2018     | 2.60%          | N/A                         | 1,000,000                     | 0                                  | 2.25%                |
| ING Direct   | Term Deposit    | A2/A-   | N                                       | 5/03/2018       | 5/03/2020     | 2.88%          | N/A                         | 1,000,000                     | 0                                  | 2.25%                |
| MyState Bank Limited   | Term Deposit    | A2/BBB+ | Y                                       | 6/03/2018       | 6/03/2019     | 2.75%          | N/A                         | 1,000,000                     | 0                                  | 2.25%                |
| AMP Ltd  | Term Deposit    | A1-A    | N                                       | 13/03/2018      | 10/09/2018    | 2.80%          | N/A                         | 1,000,000                     | 0                                  | 2.25%                |
| Members Equity Bank  | Term Deposit    | A2/BBB  | Y                                       | 9/04/2018       | 9/10/2018     | 2.75%          | N/A                         | 1,000,000                     | 0                                  | 2.25%                |
| Bank of QLD  | Term Deposit    | A2/BBB+ | N                                       | 28/05/2018      | 28/05/2019    | 2.75%          | N/A                         | 1,000,000                     | 0                                  | 2.25%                |
| Members Equity Bank  | Term Deposit    | A2/BBB  | Y                                       | 29/05/2018      | 29/05/2019    | 2.80%          | N/A                         | 1,000,000                     | 0                                  | 2.25%                |
| Elders Rural Bank  | Term Deposit    | A2/BBB+ | Y                                       | 29/05/2018      | 29/11/2018    | 2.80%          | N/A                         | 1,000,000                     | 0                                  | 2.25%                |
| MyState Bank Limited   | Term Deposit    | A2/BBB+ | Y                                       | 1/06/2018       | 30/11/2018    | 2.86%          | N/A                         | 1,000,000                     | 0                                  | 2.25%                |
| AMP Ltd  | Term Deposit    | A1-A    | N                                       | 1/06/2018       | 3/06/2019     | 2.95%          | N/A                         | 1,000,000                     | 0                                  | 2.25%                |
| MyState Bank Limited   | Term Deposit    | A2/BBB+ | Y                                       | 12/06/2018      | 11/12/2018    | 2.88%          | N/A                         | 1,000,000                     | 0                                  | 2.25%                |
| Peoples Choice Credit Union  | Term Deposit    | A2/BBB  | Y                                       | 12/06/2018      | 12/06/2019    | 2.90%          | N/A                         | 1,000,000                     | 0                                  | 2.25%                |
| Elders Rural Bank  | Term Deposit    | A2/BBB+ | Y                                       | 13/06/2018      | 13/12/2018    | 2.82%          | N/A                         | 1,000,000                     | 0                                  | 2.25%                |
| Greater Bank   | Term Deposit    | A2/BBB  | Y                                       | 13/06/2018      | 12/06/2020    | 3.00%          | N/A                         | 1,000,000                     | 0                                  | 2.25%                |
| Greater Bank   | Term Deposit    | A2/BBB  | Y                                       | 13/06/2018      | 13/06/2019    | 2.90%          | N/A                         | 1,000,000                     | 0                                  | 2.25%                |
| Heritage Bank  | Term Deposit    | A3/P2   | Y                                       | 28/06/2018      | 9/01/2019     | 2.95%          | N/A                         | 1,000,000                     | 0                                  | 2.25%                |
| Heritage Bank  | Term Deposit    | A3/P2   | Y                                       | 28/06/2018      | 28/06/2019    | 3.10%          | N/A                         | 1,000,000                     | 0                                  | 2.25%                |
| AMP Rebate   |                 |         |   |                 |               |                |                             |                               | 669                                |                      |
| <b>Total</b>   |                 |         |   |                 |               |                |                             | <b>26,000,000</b>             | <b>53,447</b>                      | <b>58.48%</b>        |
| <b><u>Matured Term Deposits</u></b>                                  |                 |         |   |                 |               |                |                             |                               |                                    |                      |
| Defence Bank   | Term Deposit    | A2/BBB  | Y                                       | 1/12/2017       | 1/06/2018     | 2.60%          | N/A                         | 0                             | 13,214                             | 0.00%                |
| Bank of QLD  | Term Deposit    | A2/BBB+ | N                                       | 1/12/2017       | 1/06/2018     | 2.60%          | N/A                         | 0                             | 12,964                             | 0.00%                |
| MyState Bank Limited   | Term Deposit    | A2/BBB+ | N                                       | 11/12/2017      | 12/06/2018    | 2.65%          | N/A                         | 0                             | 13,286                             | 0.00%                |
| People's Choice Credit Union   | Term Deposit    | A2/BBB  | Y                                       | 12/12/2017      | 12/06/2018    | 2.67%          | N/A                         | 0                             | 13,313                             | 0.00%                |
| <b>Total</b>   |                 |         |   |                 |               |                |                             | <b>26,000,000</b>             | <b>53,447</b>                      | <b>58.48%</b>        |
| <b><u>NSW Treasury Corporation</u></b>                               |                 |         |   |                 |               |                |                             |                               |                                    |                      |
| <b><u>Hourglass Investments</u></b>                                  |                 |         |   |                 |               |                |                             |                               |                                    |                      |
| Cash Facility Trust  | Trust           |         | N                                       | Various         | N/A           | 1.68%          | 4,000,000                   | 4,484,999                     | 6,406                              | 10.09%               |
| Strategic Cash Facility Trust  | Trust           |         | N                                       | Various         | N/A           | 2.04%          | 8,000,000                   | 8,543,338                     | 14,573                             | 19.22%               |
| <b>Total</b>   |                 |         |   |                 |               |                |                             | <b>12,000,000</b>             | <b>13,028,337</b>                  | <b>29.30%</b>        |
| <b><u>Bank Accounts</u></b>  |                 |         |   |                 |               |                | <b>43,433,350</b>           |                               |                                    |                      |
| <b>Account Name</b>  |                 |         |   |                 |               |                | <b>Balance \$ 30-Jun-18</b> |                               |                                    |                      |
| General Fund Bank Account  |                 |         |   |                 |               |                | 493,319                     |                               |                                    |                      |
| Trust Fund Bank Account  |                 |         |   |                 |               |                | 120,995                     |                               |                                    |                      |
| NAB Cheque Account   |                 |         |   |                 |               |                | 0                           |                               |                                    |                      |
| Evans Head Memorial Areodrome Fund                                   |                 |         |   |                 |               |                | 12,336                      |                               |                                    |                      |
| <b>Total</b>   |                 |         |   |                 |               |                | <b>626,650</b>              |                               |                                    |                      |
| <b>Total Investment Portfolio at Face Value</b>                      |                 |         |   |                 |               |                | <b>43,433,350</b>           |                               |                                    |                      |
| <b>Total Investment Portfolio at Fair Value</b>                      |                 |         |   |                 |               |                | <b>44,461,688</b>           |                               |                                    |                      |
| <b>Interest Revenue Received</b>                                     |                 |         |   |                 |               |                | <b>81,868</b>               |                               |                                    |                      |
| <b>Overall Average Interest Rate</b>                                 |                 |         |   |                 |               |                | <b>2.68%</b>                |                               |                                    |                      |
| <b>Total Bank Account Portfolio</b>                                  |                 |         |   |                 |               |                | <b>626,650</b>              |                               |                                    |                      |
| <b>Total Portfolio</b>   |                 |         |   |                 |               |                | <b>45,088,337</b>           |                               |                                    |                      |



**14.4 REVIEW OF COUNCIL POLICIES – WRITE-OFF OF DEBTORS AND RATES AND CHARGES****Responsible Officer:**Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond)

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**RECOMMENDATION**

Recommended that:

1. Council delegate the General Manager authority to write-off debtors and rates and charges up to \$5,000.00.
2. Where the General Manager exercises his delegation to write-off of debtors and rates and charges in excess of \$1,000.00, an information summary report be submitted to Council on a six-monthly basis.
3. Council adopt amended Policies 6.12 Write-Off of Debtors and 6.13 Write-Off of Rates and Charges.

**170718/8 RESOLVED** (Cr Lyons/Cr Humphrys)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

Council must determine and resolve a monetary limit where debts, including rates and charges, can be written off by the General Manager. Any debt above this monetary limit can only be written off by resolution of Council. This is provided for within Clause 131 and 213 of the *Local Government (General) Regulation 2005*.

The General Manager's current monetary limit of \$2,000.00 has been in place since February 2007. Given the recent internal audit and restructure of Council's Revenue Department, along with a focus on monitoring Council's outstanding rates and annual charges, it is considered timely to review this limit.

In order to provide a balance between efficient business decisions as well as ensuring sufficient accountability whereby a Council resolution is required, it is proposed that the General Manager's delegation to write-off debtors and rates be increased to \$5,000.00.

**Delivery Program Links**

Making Council Great  
CS 2 Great Support

CS2.13 Ensure compliance with Accounting Standards and Local Government legislation.

CS2.14 Provide efficient, effective and highly valued financial services to the organisation.

### **Budget Implications**

Continued monitoring and review of Council's outstanding rates and annual charges, as well as outstanding debtors, will lead to improvements in cashflow and performance ratios regarding outstanding debts owed to Council.

### **Report**

The *Local Government (General) Regulation 2005* provides restrictions on the writing off of rates and charges as well as the writing off of debts to a council. The legislation requires that Council from time to time, by resolution, determine a monetary limit that can be written off by the General Manager. Any debt above this monetary limit can only be written off by a resolution of Council. The current monetary limits included in Council Policies 6.12 Write-Off of Debtors and 6.13 Write-Off of Rates and Charges is \$2,000.00. This monetary limit has been in place since February 2007.

Council's Revenue Department has recently been subject to an internal audit review and has also undergone a staff restructure. It is considered timely and prudent for Council to review the monetary limit of debts which can be written off by the General Manager. Council must determine an appropriate level of delegated authority which will enable a balance between efficient business decisions that can be made at an operational level as well as ensuring sufficient accountability where a Council resolution is required.

Given Council's focus on monitoring its outstanding rates and annual charges and the length of time this limit has been in place, it is proposed that the General Manager's monetary limit for the write-off of debtors and rates and charges be increased to \$5,000.00.

It is proposed that where the General Manager exercises his delegation to write-off debtors and rates and charges in excess of \$1,000.00, an information summary report be submitted to Council on a six-monthly basis. In that regard, there is no change to current practices.

### **Write-off of Debtors**

Clause 213 of the *Local Government (General) Regulation 2005* details the restrictions on the writing-off of debts, excluding debts relating to rates and charges. A debt can be written off under this clause only:

- a) if the debt is not lawfully recoverable, or
- b) as a result of a decision of a court, or
- c) if the Council or the General Manager believes on reasonable grounds that an attempt to recover the debt would not be cost effective.

A debt can be written off under this clause, either by delegated authority of the General Manager or by resolution of Council. It does not prevent Council from taking legal proceedings to recover the debt.

#### Write-off of Rates and Charges

Clause 131 of the *Local Government (General) Regulation 2005* details the restrictions on the writing-off of rates and charges. An amount of rates and charges can be written off under this clause only:

- a) if there is an error in the assessment, or
- b) if the amount is not lawfully recoverable, or
- c) as a result of a decision of the court, or
- d) If the Council or the General Manager believes on reasonable grounds that an attempt to recover the debt would not be cost effective.

A debt can be written off under this clause, either by delegated authority of the General Manager or by resolution of Council. It does not prevent Council from taking legal proceedings to recover the debt. In addition, the General Manager must advise Council of rates and charges he has written off under his delegated authority.

#### **Conclusion**

It is proposed the General Manager's monetary limit for the write-off of debtors as well as rates and charges be increased to \$5,000.00. This will provide a balance between efficient business decisions as well as providing sufficient accountability whereby a Council resolution is required above that amount.

#### **Attachment(s)**

Included on the following pages:

- 1. Policy 6.12 Write-Off of Debtors
- 2. Policy 6.13 Write-Off of Rates and Charges



## Council Policy

**Policy Title:** Write-Off of Debtors  
**Policy Number:** 6.12  
**Responsibility:** Finance and Procurement  
**Meeting Adopted:**

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### OBJECTIVE

To authorise the writing-off of debts owed to Council that are not rates and charges in accordance with the *Local Government (General) Regulation 2005*.

### POLICY

1. Council delegate to the General Manager the authority to write-off debts if allowable under the Local Government Act 1993 that are no greater than \$5,000.00.
2. Any debt to be written off if allowable under the Local Government Act 1993 that is greater than \$5,000.00, be only written off if authorised by a resolution of Council. Council can also write-off debts if allowable under the Local Government Act 1993 for debts less than \$5,000.00 by way of resolution if the General Manager's delegated authority is not used.
3. Where the General Manager exercises his delegation in regard to write-offs that exceed \$1,000, an information summary report be submitted to Council on a bi-annual basis.
4. This policy relates only to debts owed to Council that are not rates or charges.
5. This policy at all times must be applied in terms of procedure as indicated in Clause 213 of the Local Government (General) Regulation 2005.

### REVIEW

This policy will be reviewed by Council at the time of any relevant legislative changes, compliance requirements or at least every four years.



## Council Policy

**Policy Title:** Write-Off of Rates and Charges  
**Policy Number:** 6.13  
**Responsibility:** Finance and Procurement  
**Meeting Adopted:**

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### OBJECTIVE

To authorise the writing-off of debts owed to Council in relation to rates and charges in accordance with the *Local Government (General) Regulation 2005*.

### POLICY

1. Council delegate to the General Manager the authority to write off rates and charges if allowable under the Local Government Act 1993 that are no greater than \$5,000.00.
2. Any rates or charges to be written off if allowable under the Local Government Act 1993 that are greater than \$5,000.00 be only written off if authorised by a resolution of Council. Council can also write off rates and charges if allowable under the Local Government Act 1993 for rates and charges less than \$5,000.00 by way of resolution if the General Managers delegated authority is not used.
3. Where the General Manager exercises his delegation in regard to write-offs that exceed \$1,000, an information summary report be submitted to Council on a bi-annual basis.
4. This policy relates only to rates and charges owed to Council that are not other forms of debt. Rates and charges are defined to include all general land rates, all water charges, all sewerage charges, all waste charges, all stormwater management charges and interest on rates and charges whether incurred or accrued.
5. This policy at all times must be applied in terms of procedure as indicated in Clause 131 of the Local Government (General) Regulation 2005.

### REVIEW

This policy will be reviewed by Council at the time of any relevant legislative changes, compliance requirements or at least every four years.

**14.5 REVIEW OF COUNCIL'S INVESTMENT POLICY****Responsible Officer:**Ryan Gaiter (Chief Financial Officer/ Manager Mid-Richmond)

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**RECOMMENDATION**

Recommended that Council adopt the revised Investments Policy.

**170718/9 RESOLVED** (Cr Lyons/Cr Humphrys)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

Council reviews its investment policy on an annual basis. In previous review periods substantial changes and updates were made to Council's Investment Policy making it a reliable and up to date document.

A full review of Council's policy has been undertaken again this year along with the policy being sent to both NSW Treasury Corporation and Imperium Markets to request feedback and recommendations on any changes they consider would be beneficial. The review has resulted in a number of changes/recommendations which are detailed in this report.

**Delivery Program Links**

Making Council Great

CS2 Great Support

CS2.14 Provide efficient, effective and highly valued financial services to the organisation

**Budget Implications**

With little movement on interest rate yields for term deposits and slightly less than expected short term returns on Treasury Corporation investments, it is believed adding more flexibility to Council's Investments Policy will enable Council to improve its interest on investment earnings.

**Report**

Council has taken a conservative approach to investments since the Global Financial Crisis (GFC) of 2007/2008 which is consistent with the industry wide response to the impact of the GFC and the tightening of the Ministerial Investment Order. Due to the weakened economy and low cash rate set by the Reserve Bank over the last few years, interest rates on current term deposits have remained low. This has resulted in other investment options becoming important for Council in the long term.

### ***Investment Options***

Council's approved Long Term Financial Plan forecasts funds available for investment will be in the range of \$26-69 million. This provides the ability to invest funds for longer periods of time.

Local Councils are required under the *Local Government Act 1993* to limit investments to those outlined in the Ministerial Order on investments. The types of investments allowed are:

- any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory
- any debentures or securities issued by a council
- interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit-taking institution (excluding subordinated debt obligations)
- any bill of exchange with a maturity date of less than 200 days; and if purchased for value confers on the holder in due course a right of recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority (APRA)
- a deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass Investment facility of the New South Wales Treasury Corporation.

For Council to achieve its goal of maintaining capital while achieving higher returns, the portfolio would need to include investments outside of normal banking institution term deposits as well as utilising investments which require longer terms.

While investments exist that can potentially achieve this goal, it must be noted in doing so Council will increase its exposure to downturns in the market, increasing short term risk of capital losses.

### ***Investment Performance***

Council's investment performance for the last four years is set out in the table below.

| <b>Year</b> | <b>Average Portfolio</b> | <b>Interest Revenue</b>                           | <b>Variance from Previous Year</b> |
|-------------|--------------------------|---|------------------------------------|
| 2015        | \$26,425,370.42          | \$764,523.61                                      | (\$132,736.42)                     |
| 2016        | \$30,723,471.26          | \$793,330.93<br>(includes TCorp fair value gains) | \$28,807.32                        |
| 2017        | \$33,115,506.73          | \$788,033.46<br>(includes TCorp fair value gains) | (\$5,297.47)                       |

| Year | Average Portfolio | Interest Revenue                                  | Variance from Previous Year |
|------|-------------------|---|-----------------------------|
| 2018 | \$38,920,181.24   | \$764,175.63<br>(includes TCorp fair value gains) | (\$23,857.83)               |

### ***TCorp Hour-Glass Investments***

Council has maintained its investments with TCorp over the past financial year with the objective of attaining higher yields than those offered by term deposits in the long term.

The performance of these investments over the financial year has decreased from the previous year with the funds achieving the following returns:

- Cash Facility Trust - 1.98%
- Strategic Facility Trust - 2.14%

These funds are subject to fluctuations in value and have still performed well over a longer term (as indicated below). These investments should attract even greater returns in future years:

- Cash Facility Trust
  - 3 year return of 2.28% p.a.
  - 5 year return of 2.50% p.a.
- Strategic Cash Facility Trust
  - 3 year return of 2.43% p.a.
  - 5 year return of 2.68% p.a.

Returns for TCorps Medium Term Growth Facility were provided in the July 2015 report. At the time it was recommended Council not invest in that fund but review this decision at a later date. The returns for this fund over the past 3 years have been:

| Investment Type             | 1 Year Return<br>(as at 30 June 2018) | 3 Year Return<br>(as at 30 June 2018) | 5 Year Return<br>(as at 30 June 2018) | 7 Year Return<br>(as at 30 June 2018) |
|-----------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| Medium Term Growth Facility | 5.07%                                 | 4.37%                                 | 5.72%                                 | 6.14%                                 |

It would be advantageous to Council to invest a portion of its investment portfolio in this fund to achieve long term returns above those offered on cash, term deposits and the TCorp Cash Facility Trust.

### ***Financial Advisors***

Council has been approached by Imperium Markets, Curve Securities and Laminar Markets over the past 6-12 months to trial online platforms for



investment purposes. Through this process Council has been able to examine the platforms on offer and utilise them for assessing rates of return and in some cases making deals. The Imperium Markets platform has been of particular benefit to Council as investments have not had commission fees factored into the rates offered, resulting in increased rates of up to 0.20%. For Council to continue using this platform after the trial period ends the annual cost to Council would be approximately \$10,000 p.a. Imperium Markets have also been offering Council staff market advice and commentary and have proved very helpful with economic data and market insight.

As of May 2018, investment portfolios taking advice from Imperium Markets are returning on average returns of 2.79% p.a. which is significantly higher than Council's annual return of 2.64% p.a. over the 12 months to 31 May 2018, with the best performing investment achieving a return of 3.63% p.a.

### ***Investment Holdings***

Council's Investment Policy has been amended slightly so that Council can broaden its investments as set out in the following table:

| <b>Investment Class</b>             | <b>Minimum Holding</b> | <b>Maximum Holding</b> |
|-------------------------------------|------------------------|------------------------|
| Cash                                | 10%                    | 30%                    |
| Term Deposits – AAA Rated           | 0%                     | 100%                   |
| Term Deposits – AA Rated            | 0%                     | 100%                   |
| Term Deposits – A Rated             | 0%                     | 70%                    |
| Term Deposits – BBB Rated           | 0%                     | 40%                    |
| Term Deposits – Unrated             | 0%                     | 20%                    |
| TCorpIM Cash Facility               | 0%                     | 40%                    |
| TCorpIM Strategic Cash Facility     | 0%                     | 40%                    |
| TCorpIM Medium Term Growth Facility | 0%                     | 40%                    |

It is recommended the minor changes investment class holdings be approved.

### ***Recommended Changes***

The following are the recommended changes which have been made to the policy:

- Modifying the objective to be based around minimising the risk of loss of capital rather than maximising revenue.
- Adding in a list of definitions to cover terms.
- Minor wording changes in Section 1 Legislative Requirements, Section 5 Approved Investments, Section 7 Liquidity and Maturity and Section 8 Risk Management Guidelines.

- The introduction of a table setting out credit rating, portfolio and counterparty limits.
- Modification of the wording in Section 9 Investment Advisor.
- Council insert a table setting out credit rating, portfolio and counterparty limits based on the advice from TCorp and Imperium Markets although not in the restrictive manner that TCorp has suggested.
- Council utilise the TCorp Cash Facility Trust in conjunction with the current BOS account for daily cashflow requirements in order to increase interest revenue.
- Council adjust the allocation of funds held with CBA, Term Deposits and TCorp for this purpose. The recommended levels are approximately:

| Investment Type                     | Amount                            | Change            |
|-------------------------------------|-----------------------------------|-------------------|
| General Fund                        | \$500,000                         | No change         |
| BOS Account                         | \$2,000,000                       | Decrease of \$3m  |
| TCorp Cash Facility Trust           | \$3,000,000                       | Decrease of \$1m  |
| TCorp Strategic Cash Facility Trust | \$0                               | Decrease of \$8m  |
| TCorp Medium Term Growth Trust      | \$10,000,000                      | Increase of \$10m |
| Term Deposits                       | Remainder of Investment Portfolio |                   |

- Council utilise the Imperium Markets platform with the aim of achieving better returns. This should be reassessed after a 12-month trial based on investment portfolio performance.
- Council recognise Imperium Markets as its financial advisory service provider for a period of 12 months.

## Conclusion

A full review of Council's Investment Policy has been undertaken as required annually. Some minor revisions have been made to the policy but the overall objective has remained the same.

## Attachment(s)

Included on the following pages:

1. Draft Investments Policy.



# Council Policy

**Policy Title:** Draft Investments  
**Policy Number:** 6.14  
**Focus Area:** Governance and Process  
**Responsibility:** Finance and Procurement  
**Meeting Adopted:**

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## OBJECTIVE

To provide a framework for investing Council's funds to maximise interest revenue from authorised investments, while giving due consideration of the risk and security of the investment; using the care, diligence and skill that a prudent person would exercise in investing Council funds.

## POLICY

### 1. Legislative Requirements

All investments are to comply with the following:

- Section 625 of the Local Government Act 1993;
- Clause 212 of the Local Government (General) Regulation 2005;
- Current Ministerial Investment Order;
- Local Government Code of Accounting Practice and Financial Reporting;
- Australian Accounting Standards;
- Office of Local Government Circulars; and
- Section 14A(2), 14C(1) and (2) of the Trustee Amendment (Discretionary Investments) Act 1997.

### 2. Definitions

- (a) Authorised Deposit-taking Institutions (ADIs) - are corporations authorised under the Bank Act 1959 (Cwth) to take deposits from customers. ADI's include banks, building societies and credit unions all of which are regulated by the Australian Prudential Regulation Authority.
- (b) Bank Bill Swap Rate - is the compilation and average rate of market rates supplied by domestic banks relating to multiple maturities of bank bills.
- (c) Bills of Exchange - is an unconditional order in writing, addressed by one person to another, signed by the person giving it, requiring the person to whom it is addressed to pay on demand, or at a fixed or determinable future

time, a sum certain in money to or to the order of a specified person, or to bearer.

- (d) Debentures – are a debt security usually secured by a fixed or floating charge over an underlying asset or pool of assets. Debentures are normally issued by companies in return for medium and long-term investment funds.
- (e) Floating Rate Note - are securities that (in Australia) pay a coupon normally priced at a fixed margin above the Bank Bill Swap Rate
- (f) TCorp - means NSW Treasury Corporation
- (g) Term Deposits - are non-tradeable investments offered by ADIs with varying maturity dates (normally from one month to 60 months) and a rate set at the outset. Interest is normally payable upon maturity or if the term is longer than 12 months, annually from the investment date. Penalties apply if the funds are withdrawn before maturity and a notice period of 31 days is usually required.

### **3. Delegation of Authority**

Authority for implementation of the Investment Policy is delegated by Council to the General Manager in accordance with the Local Government Act 1993. The General Manager delegates the day-to-day management of Council's Investments to the Chief Financial Officer/Manager Mid-Richmond, Financial Accountant, Management Accountant and Business Development Accountant. Officers' delegated authority to manage Council's investments shall be recorded and required to acknowledge they have received a copy of this policy and understand their obligations in this role.

All new investments require at least two of the above staff to approve, and evidence of such is to be kept in the Investment Folders, maintained by the Financial Accountant. These documents should specify the amount of money invested, the security or form of investment made, the term of the investment and if appropriate the rate of interest to be paid and the amount of money that Council has earned.

### **4. Prudent Person Standard**

Council officers should act with the duty of care, skill, prudence and diligence that a prudent person would exercise when investing and managing their own funds. As trustees of public monies, officers are to manage Council's investment portfolios to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.

### **5. Ethics and Conflicts of Interest**

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the General Manager. Independent advisors are also required to declare that they have no actual or perceived conflicts of interest.

**6. Approved Investments**

Investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government:

- (h) any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory;
- (i) any debentures or securities issued by a council (within the meaning of the Local Government Act 1993 (NSW));
- (j) interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit-taking institution (as defined in the Banking Act 1959 (Cwth)), but excluding subordinated debt obligations;
- (k) any bill of exchange which has a maturity date of not more than 200 days; and if purchased for value confers on the holder in due course a right of recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority;
- (l) a deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility (now known as TCorpIM Fund) of the New South Wales Treasury Corporation.

**7. Prohibited Investments**

In accordance with the Ministerial Investment Order, this investment policy prohibits but is not limited to any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cashflow;
- Standalone securities issued that have underlying futures, options, forwards contracts and swaps of any kind;

This policy also prohibits the specific use of leveraging (borrowing to invest) of an investment. However, where loan funding is obtained for a specific project and there is a time lag between receiving the funds and final expenditure, funds may be invested in the short term.

## 8. Liquidity and Maturity

Surplus funds are determined by review of Council's "Daily Cashflow" spreadsheet, which forecasts known revenues and expected expenditures. It is revised each day by Council's Financial Accountant (a detailed procedure is included in the Financial Accountants Procedure Manual). As a rule of thumb, a cash balance of approximately \$500,000 is to be maintained to cover emergency situations. Funds over and above this are considered surplus however a level of cash is to be held in a separate account/s to cover short term payment run demands. This account/s is chosen in order to attract interest at a higher rate than the general fund account and should be approximately \$5,000,000.00 in total.

In the short term, the duration of investments will be determined by analysis of the "Daily Cashflow". For the longer term, cash requirements will be determined by Council's Long Term Financial Plan. In addition, the current market for interest rates must be taken into consideration and input from Council's financial advisors should be sought as to the longer-term outlook.

## 9. Credit Rating, Portfolio and Counterparty Limits

The minimum and maximum holding percentage for each investment class and the counterparty limits for each institution are as follows:

| Investment Class                    | Minimum Holding | Maximum Holding | Counterparty Limit |
|-------------------------------------|-----------------|-----------------|--------------------|
| Cash                                | 10%             | 30%             | 20%                |
| Term Deposits – AAA Rated           | 0%              | 100%            | 40%                |
| Term Deposits – AA Rated            | 0%              | 100%            | 30%                |
| Term Deposits – A Rated             | 0%              | 70%             | 20%                |
| Term Deposits – BBB Rated           | 0%              | 40%             | 15%                |
| Term Deposits – Unrated             | 0%              | 20%             | 10%                |
| TCorpIM Cash Facility               | 0%              | 40%             | 100%               |
| TCorpIM Strategic Cash Facility     | 0%              | 40%             | 100%               |
| TCorpIM Medium Term Growth Facility | 0%              | 40%             | 100%               |

## 10. Risk Management Guidelines

Investments obtained are to be considered using the following criteria:

- Preservation of Capital – the requirement of preventing losses in an investment portfolio's total value (considering the time value of money);
- Diversification – setting limits to the amounts invested with a financial institution or government authority to reduce credit risk. An investment must not exceed 25% of the total investment portfolio except TCorp funds which can have a maximum holding of 40% in each fund;
- Credit risk – the risk that an institution that Council has invested in fails to pay the interest and or repay the principal of an investment;

- Market risk – the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices;
- Liquidity risk – the risk an investor is unable to redeem the investment at a fair price within a timely period; and
- Maturity risk – the risk relating to the length of ‘term to maturity’ of the investment. The larger the term, the greater the length of exposure and risk to market volatilities both gains and losses.

#### **11. Investment Advisor**

Council utilises Imperium Markets for its financial advisory services and for the use of its online investment platform for a monthly fee. TCorp also offers this service free to Council although this is being used on a needs basis rather than a contracted monthly arrangement.

#### **12. Measurement**

As Council no longer holds grandfathered investments such as Collateralised Debt Obligations (CDOs), the investment returns for the portfolio are easily identifiable. This measurement of the market value is to be assessed at least once a month to coincide with monthly reporting.

#### **13. Benchmarking**

Benchmarks are established to evaluate investment outcomes against objectives, and they must be easily measureable. The 90 Day Bank Bill Reference Rate (BBSW) is used as Council’s benchmark and is included in the Monthly Financial Analysis Report to Council.

All investments aim to at least match or outperform the BBSW.

#### **14. Reporting and Reviewing of Investments**

Documentary evidence must be held for each investment and details thereof maintained in an investment register, and it must provide Council legal title to the investment, i.e. a financial instrument that clearly defines the contractual arrangement needs to be provided to Council. It is imperative that this financial instrument states that the investment is held in the name of Council. The Investment Register must be reconciled to Council’s financial records monthly.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council’s behalf as at 30 June each year and reconciled to the Investment Register.

A monthly Financial Analysis Report will be provided to Council, detailing the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value.

### **REVIEW**

This policy will be reviewed at least once a year or as required in the event of legislative changes. Any amendment to the policy must be by way of Council resolution.

**14.6 WRITE-OFF OF MONIES UNDER DELEGATION – JANUARY TO JUNE 2018****Responsible Officer:**Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond)

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**RECOMMENDATION**

Recommended that the report be received and noted.

**170718/10 RESOLVED** (Cr Lyons/Cr Humphrys)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**Report**

At Council's Ordinary Meeting held on 21 April 2015 it was resolved as follows:

*"Where the General Manager exercises his delegation in regard to refunds/write-offs that exceed \$1,000, an information summary report be submitted to Council on a six-monthly basis."*

In order to comply with the resolution which requires that reports be submitted on a six-monthly basis, details are provided to the first Ordinary Meeting of the new financial year and the first Ordinary Meeting held in the new calendar year.

This summary report covers the six-month period commencing 1 January 2018 and ending on 30 June 2018.

As at 30 June 2018 the General Manager has used his delegation to write off amounts in excess of \$1,000.00 on two occasions, details of these write offs are as follows:

- Property ID 114975 - \$1,028.15 Water Income, \$894.47 Rating Income due to Financial Hardship.
- Property ID 153305 - \$1,461.01 Rating Income due to debt being unrecoverable.

**Delivery Program Links**

Making Council Great

CS1 Leading and Advocating for our Community

CS1.3 Ensure transparency and accountability in Council's operations.



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**14.7 TENDER RVC810648 – CASINO DRILL HALL****Responsible Officer:**Ben Zeller (Manager Projects and Performance)

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**RECOMMENDATION**

Recommended that:

1. AGS Commercial be awarded the tender for the Casino Drill Hall project.
2. The General Manager be delegated the authority to negotiate with AGS Commercial on the Casino Drill Hall project regarding scope and pricing to maximise the delivery of the Casino Drill Hall Masterplan.
3. The General Manager be authorised to sign necessary documentation and the Common Seal of Council be affixed to any documentation where required.

**170718/11 RESOLVED** (Cr Cornish/Cr Hayes)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

Richmond Valley Council released a Request for Tender for the Casino Drill project on 4 June 2018 with a closing date of 11 July 2018. Tenderers could seek clarifications up until the tender closing date and a non-compulsory site visit was held on 26 June 2018.

The summary of the request for tender was to provide a price and methodology for:

- Visitor Information Centre
- Roadworks and Carpark
- Amphitheatre
- Landscaping

These inclusions (referred to as Stage 1) were prioritised from the Casino Drill Hall masterplan considering the available funding and the requirement of those funding deeds. A pre-tender estimate of the cost to deliver the entire masterplan was approximately \$3,500,000. The same pre-tender estimate showed a Stage 1 cost of approximately \$1,820,000.

By the tender closing date of 11 July 2018, Council received two (2) tender submissions from Greg Clark Building and AGS Commercial. The tender

evaluation process commenced on 11 July and the evaluation panel recommend AGS Commercial to Council as the successful tenderer.

As set out in detail in this report, AGS Commercial provides Council with the best value for money tender submission. Their tender satisfied the Assessment Panel that they have the necessary construction and site management experience to deliver Stage 1 of the Casino Drill Hall Masterplan.

### **Delivery Program Links**

Connecting People and Places

PP2 Getting around

PP2.2 Striving for consistent improvement

### **Budget Implications**

This tender is for the Casino Drill Hall project. Council has received funding commitments to date of:

- \$252,000 NSW Government (Infrastructure Grants)
- \$500,000 Federal Government (Infrastructure Fund)
- \$836,000 Federal Government (Building Better Regions Fund)

Council has so far committed \$1,150,000 to the Casino Drill Hall project meaning a total of \$2,738,000 has been funded. Expenses to date including masterplans, technical drawings, consultancy and project management has totalled \$353,188 leaving \$2,384,812 in the project budget.

### **Report**

#### ***Tender Process***

Richmond Valley Council released a Request for Tender for the Casino Drill project (Stage 1) on 4 June 2018 with a closing date of 11 July 2018. Tenderers could seek clarifications up until the tender closing date and a non-compulsory site visit was held on 26 June 2018.

Council's Project Management Office (PMO) and Assets team formulated the scope for the first stage of the upgrade with reference to the Casino Drill Hall Masterplan and with consideration of the available funding and the requirements of the related funding agreements. The agreed scope for Stage 1 was to deliver the:

- Visitor Information Centre
- Roadworks and Carpark
- Amphitheatre
- Landscaping

The tender issue timeline was as follows:

- 4 June 2018 – Tender Release

- 11 July 2018 – Tender Close

After the tender period, Council received tender submissions from Greg Clark Building and AGS Commercial.

### ***Tender Analysis***

The tender evaluation was conducted between 11 July and 13 July by the following evaluation panel members:

- Andrew Leach – Manager Asset Planning
- Brad Birney – Projects and Performance Officer
- Jeff Breen – Project Engineer

The panel met several times in this period and forwarded clarification questions to each of the tenderers.

The tenders were assessed under the following criteria:

- Price Items 60%
- Non- Price Items 40%

Non- Price Items consisted of Methodology (40%), Program (40%) and Team (20%).

An extract from the tender documentation further explains the valuation criteria:

#### **2.14. Evaluation Criteria**

Tenders will be assessed against both Commercial (Pricing etc.) and Technical (Non-Price) Criteria.

Tenders will be assessed using a weighted scoring process based on information provided with the Tender.

The following Technical evaluation criteria will be used in the evaluation of Tender submissions received for this RFT:

- Previous experience in construction of the type required to satisfactorily complete the WUC
- Capacity to complete the works as required
- Methodology
- Referees

The following Commercial evaluation criteria will be used in the evaluation of Tenders submissions received for this RFT:

- Lump Sum Price

**Evaluation Results**

| Tenderer | Price Items (60%) |                  |                | Non-Price Assessment (40%) |                |                 |                |                 |                | Total Weighted Score | Total Score |
|----------|-------------------|------------------|----------------|----------------------------|----------------|-----------------|----------------|-----------------|----------------|----------------------|-------------|
|          | Price Items (60%) |                  |                | Methodology (40%)          |                | Program (40%)   |                | Team (20%)      |                |                      |             |
|          | Assessed Price    | Normalised Score | Weighted Score | Score out of 10            | Weighted score | Score out of 10 | Weighted Score | Score out of 10 | Weighted Score |                      |             |
|          | GCB               | \$2,055,490      | 9.95           | 5.97                       | 3.00           | 1.20            | 4.00           | 1.60            | 6.00           | 1.20                 | 1.60        |
| AGS      | \$2,045,075       | 10.00            | 6.00           | 5.00                       | 2.00           | 7.00            | 2.80           | 7.00            | 1.40           | 2.48                 | 8.48        |

The evaluation panel individually scored each tender and then held a final evaluation meeting to reach a consensus score. The consensus score was not an average of the panel's individual scores but an agreed score after significant discussion and analysis.

As per the final evaluation matrix table above, AGS Commercial received the highest score overall at 8.48 with Greg Clark Building at 7.57. AGS Commercial scored higher in price criteria 6.00 to 5.97 and non-price criteria 2.48 to 1.60.

The evaluation panel unanimously endorsed AGS Commercial as the company that will deliver the best project outcome for council.

### **Price (60% Weighting):**

The tendered amounts for the Stage 1 works were:

AGS Commercial \$2,045,075  
Greg Clark Building \$2,055,490

These lump sum prices were given a weighting where the lowest price received a score of 6.00 and the highest price received a score relative to the lowest price of 5.97.

### **Non-Price (40% Weighting):**

Methodology (40%):

Both tender submissions provided a basic outline of their proposed method of delivering the works and showed a basic understanding of Councils requirements via a list of activities. AGS Commercial were assessed as having made the better methodology submission.

Program (40%):

AGS Commercial provided a thorough Gantt chart submission including all the relevant tasks through to completion. Greg Clark Building provided a basic excel chart outlining some of the required activities. AGS Commercial were assessed as having made the better Program submission.

Team (20%):

AGS Commercial and Greg Clark Building both presented teams with significant relevant experience in the management of similar and larger projects. AGS Commercial provided significant detail on their list of sub-contractors. AGS Commercial were assessed as having made the better Team submission.

### **Conclusion**

To fully leverage Councils purchase of the Drill Hall, significant investment has been made by Councils Assets team in the Casino Drill Hall Masterplan which displays a vision for the site to become 'the entrance to Casino'. The Casino

Drill Hall Masterplan contained a series of separate components so that stages could be delivered commensurate with available funding.

The full Masterplan would deliver:

- Visitor Information Centre
- Roadworks and Carpark
- Amphitheatre
- Landscaping
- Public Toilet
- A Walk through the entire site
- Shed upgrade
- Parade
- Viewing Platform and Boardwalk

A Pre-Tender estimate of costs stated that the entire Drill Hall plan would cost approximately \$3,500,000 to complete. As this amount exceeded the available funds, a separable portion of work being the Visitor Information Centre, Roadworks / Carpark, Amphitheatre and Landscaping was prioritised as an ideal Stage 1 tender package. The Pre-Tender estimate of this portion was approximately \$1,820,000 compared to Councils available funds of \$2,384,812.

As the commercial response has shown, the Stage 1 portion is probably closer to \$2,050,000.

With this in mind:

It is recommended that AGS Commercial be awarded the contract for Casino Drill Hall project as they scored the highest by the evaluation panel **(8.48)**.

As AGS Commercial has been recommended as the best option to deliver the project for Council, it is also recommended that the General Manager be delegated the authority to negotiate with AGS Commercial on the Casino Drill Hall project in regard to scope and pricing so as to maximise the outcome for Council with a limited budget.

## **15 MATTERS FOR INFORMATION**

### **RECOMMENDATION**

Recommended that the following reports submitted for information be received and noted.

**170718/12 RESOLVED** (Cr Humphrys/Cr Morrissey)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**15.1 LONG-TERM STRATEGIES FOR CORAKI AND CASINO SEWERAGE TREATMENT PLANTS AND CASINO SEWERAGE NETWORK****Responsible Officer:**Andrew Leach (Manager Asset Planning)

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**Report**

Under Section 55(3)(a) of the *Local Government Act 1993*, Council can procure goods and services from prescribed persons listed in regulation 163 of the *Local Government (General) Regulation 2005*. Local Government Procurement Partnership is one of the entities listed under this regulation as a prescribed person. This means Councils can procure goods or services by requesting quotations by way of Local Government Procurement (Vendor Panel) without having to bring such procurement to Council for resolution. This report is to keep Council up to date with any significant procurement purchased in this way.

Council has sought quotes from Local Government Procurement (Vendor Panel) for consultancy services to develop long-term strategies for Coraki and Casino sewerage treatment plants (STPs) and the Casino sewerage network. The long-term strategies will provide Council with a strategy to renew and upgrade aging infrastructure in a cost-effective manner whilst catering for future growth.

Quotes were requested from the following six consultants:

- Atom Consulting;
- Cardno (NSW/ACT) Pty Ltd;
- City Water Technology;
- GHD Pty Ltd;
- Hunter H2O Holdings Pty Ltd;
- Hydrosphere Consulting.

The consultants were selected based on their experience in the water and sewage field with a spread of large and small consultants, of which five have worked with Council previously. City Water Technologies, whilst not having worked with Council before, specialise in process assessment/design and long-term strategies and hence, were also included in the quote request.

No requests seeking clarification of information were submitted by way of Local Government Procurement during the quotation request period which was open from 23 April 2018 to 24 May 2018. Hydrosphere Consulting was the only company to decline the invitation.

Only one quote was submitted, being from GHD Pty Ltd. This company has been involved in previous water and sewage strategies and infrastructure design works for Richmond Valley and therefore has a very good understanding of the current state of the infrastructure.

**Delivery Program Links**

Looking After Our Environment

EH1 Managing our Waste and Water

EH1.8 Provide compliant, continuous and cost-effective water supplies and sewerage services

EH1.8.1 Continue to provide safe and secure water and sewerage networks through the implementation of Integrated Water Cycle Management Plans

**Budget Implications**

Council has a combined budget of \$300,000.00 in 2017/18 and 2018/19. The quoted price for long-term strategies for Coraki and Casino STPs and the Casino sewerage network is \$175,325.45 exclusive of GST. It is estimated an additional \$20,000 will be spent on process specific sampling analysis.

Council has appointed GHD for the lump sum of \$175,325.45 exclusive of GST. This quote is believed to represent value for Council and will provide Council with a long-term strategy which will ensure the aging sewage infrastructure in Casino and Coraki can be renewed or upgraded as required in the most cost-effective manner.



## 15.2 CUSTOMER SERVICE REPORT – QUARTERLY UPDATE 1 APRIL TO 30 JUNE 2018

### Responsible Officer:

Angela Jones (Director Infrastructure and Environment)

### Report

Council is committed to providing a high level of customer service to the community. The Customer Service Framework was adopted by Council at the Ordinary Meeting held on 19 July 2016. As a result, this quarterly report detailing Council's performance against the standards in the framework has been developed. The report also contains details on the resolution of customer requests made through the Contact Centre. Analysis is undertaken to determine what strategies or areas of improvement are required.

The report comprises of three parts; the Customer Service Contact Centre Data, the data from the Customer Request Management System (CRM) and the data from the Customer Service After Service Survey.

### ***Customer Service Contact Centre Data - Key Statistics***

#### Calls Statistics

A total of 7129 calls were received during the quarter which is a slight increase from previous although comparative to the corresponding period for the previous year. The Contact Centre has significantly exceeded all service targets for this quarter.

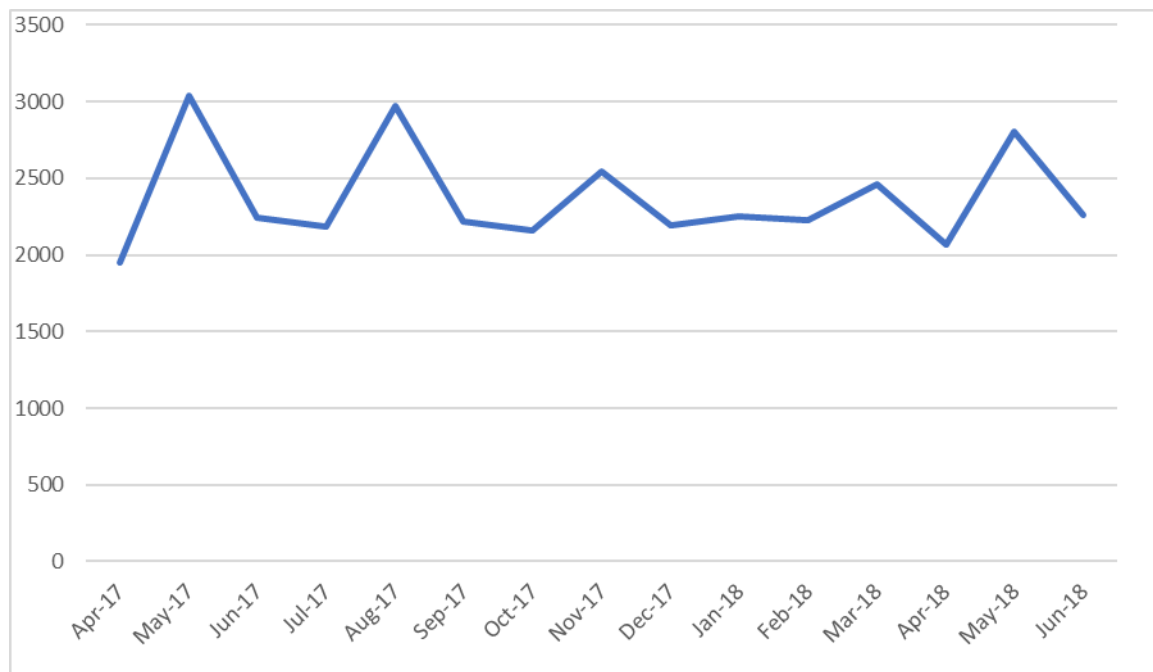


Figure 1. Total Number of Calls

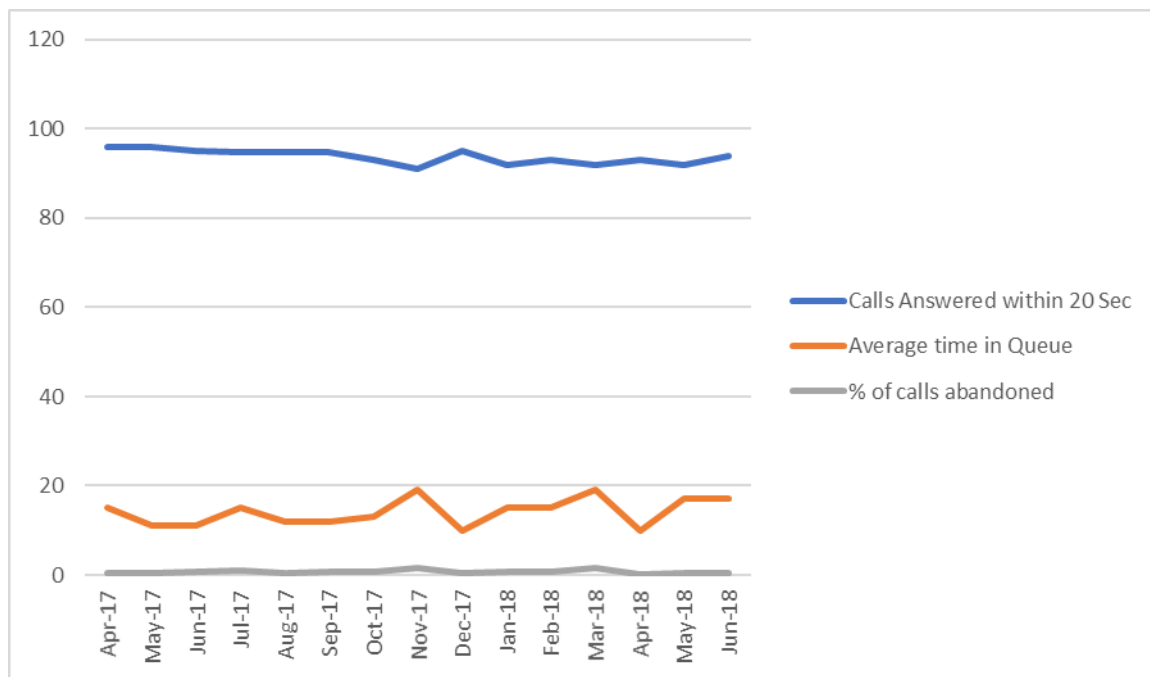


Figure 2. Call Statistics

### Receipt and Administration Statistics

A total of 3346 receipts were actioned for this quarter which sees a slight increase from the previous quarter however a decrease comparative for the corresponding period for the previous year. The month of May did see a marked increase which can be attributed to the rates notice being issued on 30 April.

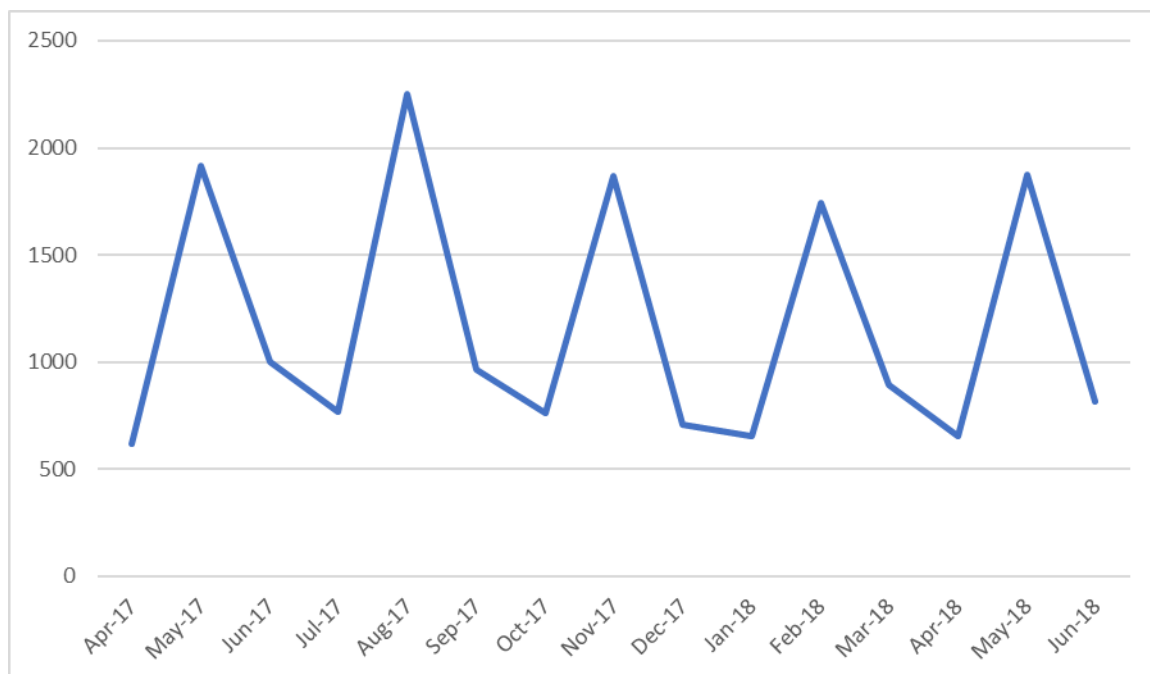


Figure 3. Total Numbers of Receipts

92% of Section 735A, 149, 603 Certificates were completed within set timeframes as per our service standards. When comparing the statistics from this

quarter with the previous quarter, they show a substantial increase in Dial Before You Dig Applications which can be contributed to work being undertaken with electricity poles in the Casino township area and the pacific highway works.

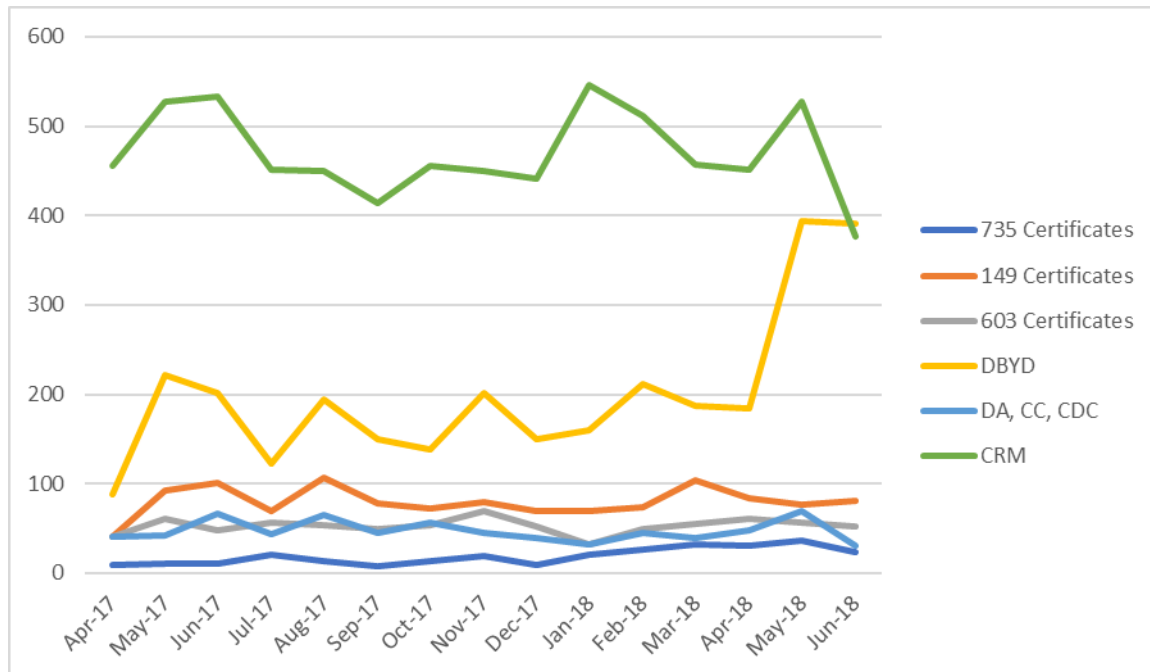


Figure 4. Administration Statistics

### **Customer Request Management System - Key Statistics**

This quarter sees a decrease in requests received, with the month of June showing the biggest decrease. This is a decrease comparative to the corresponding period for the previous year. A total of 21% of requests were completed outside target which is comparative to the last quarter for each category.

Similar to the last quarter the majority of Council requests were referred to Environment Regulatory Control with the Roads, Drainage & Quarries and Open Spaces & Cemeteries seeing a marked decrease from the previous quarter.

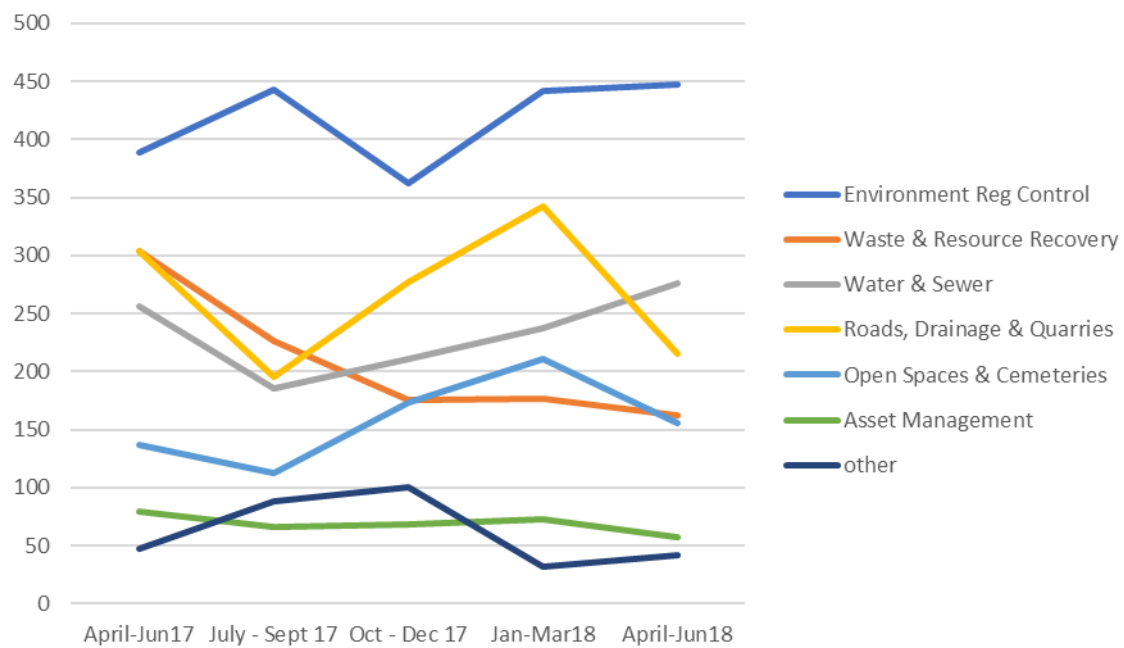


Figure 5. Number of Requests

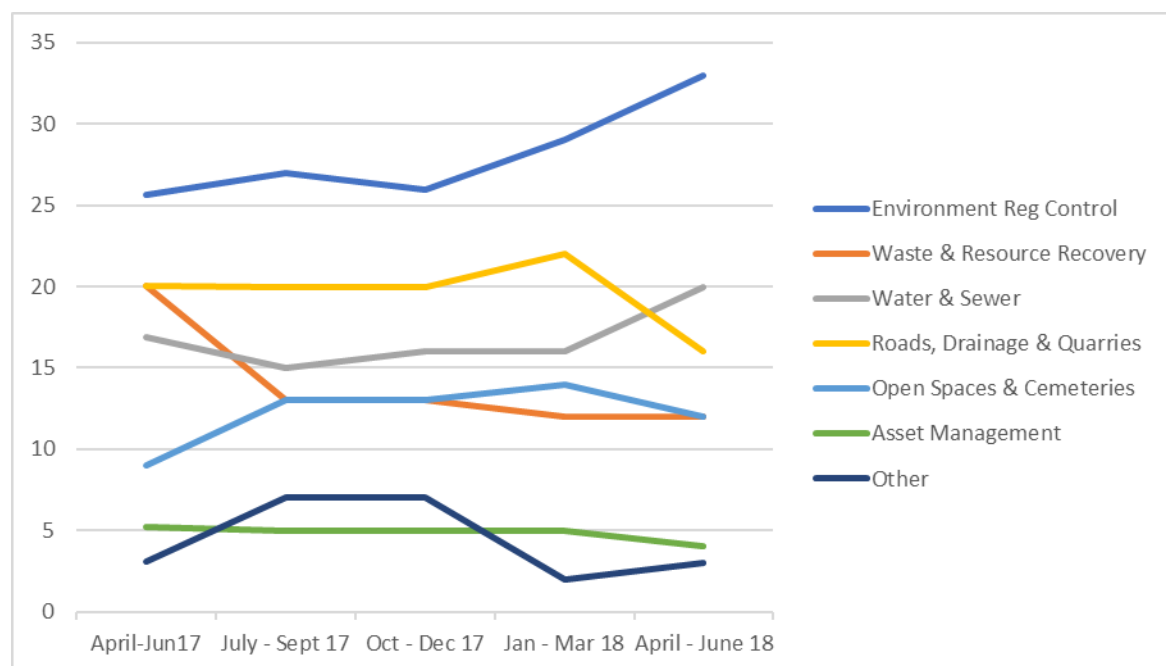


Figure 6. Percentage of Total Requests

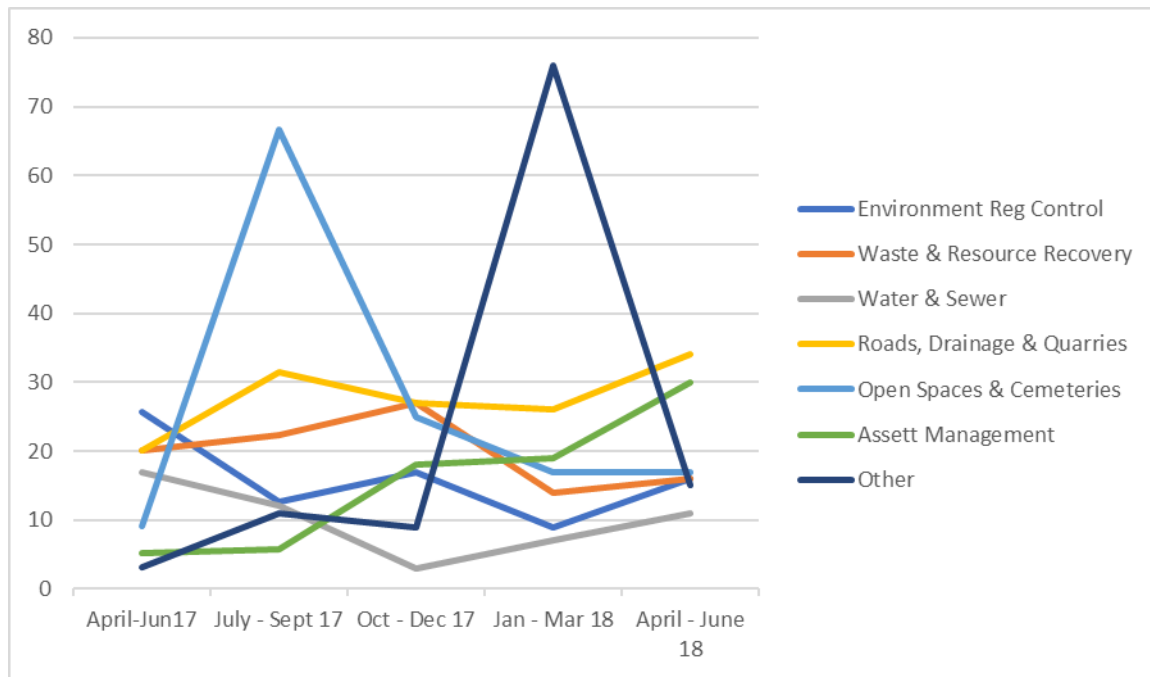


Figure 7. Completed Outside Target

### Customer Service After Service Survey - Key Statistics

The quarterly after service customer survey was conducted with customers who had recently contacted Council. Customers were contacted by phone and asked a series of questions in relation to the service they received. The survey results saw the overall satisfaction decrease by 5% and an increase of 8% of customers dissatisfied with the service received. The results also saw a decrease in staff being able to answer the enquiry in the first instance however the result is still within the customer service framework targets of 80% first contact resolution. When asked of the survey, respondents who advised they were dissatisfied with the service a series of comments were taken for follow up with the relevant work areas. A total of 16 responses were received from 100 calls and the key results are listed below.

- 68% of the survey respondents had contacted Council by phone and 32% in person.
- 36% contacted Council to seek further information with 19% placing a request for service.
- 20% had contacted Council in relation to building services and 22% in relation to rates enquires, this is an increase on the previous survey results and can be attributed to reminder notices being issued for non-payment of rates and water/sewer notices.
- 25% of respondents advised they had to contact Council again to resolve their initial enquiry. When examining the information collected, the follow up enquiry often related to further information being required by a technical officer to resolve the enquiry.
- 81% advised the first person they spoke to could answer their enquiry.
- 70% of respondents advised they were very satisfied with the service and 16% satisfied, 6% neutral and 8% dissatisfied.

- Several positive comments were also received including praise for the efficient and courteous service provided.

The after-service survey will continue to be actioned each quarter, trends monitored and areas for improvement identified within this quarterly report.

### ***Opportunity for Improvement***

Following a review of the last quarter's results, a number of opportunities for improvement have been identified. These areas, as highlighted below, will be the focus of the customer service team in the coming months.

1. Customer Requests Time Frames

A working party is being developed to review the required time frames for individual request types. This will ensure that the levels of service are delivered in accurate time frames and reporting reflects this. The working party will also make recommendations on the management of the CRM process and an update will be provided with the next quarterly customer service report.

2. Customer Request Management System

Whilst the rate of requests completed within target has remained steady for this quarter, there are areas that require improvement. Additional monitoring and reporting of the CRM system will be utilised to identify potential efficiency gains. The customer service section will work with the relevant areas to ensure any unresolved requests are finalised and any opportunities to improve the CRM system are implemented.

### **Delivery Program Links**

Making Council Great

CS2 Great Support

CS2.1 Provide excellent customer service to all stakeholders

### **Conclusion**

The information contained in this report demonstrates the significant volume of tasks and actions which are required by our frontline Customer Service staff. The Customer Service standards we have set ourselves are generally met and more often than not exceeded.

Quarterly statistical analysis of Customer Service Contact Centre data, Customer Request Management System (CRM) and feedback from the Customer Service After Service Survey provide valuable information which enables identification of opportunities to improve Council's Customer Service and ensure our processes are as efficient and effective as they can be. In accordance with Council's Customer Service Framework, we continue to strive for the provision of high standards in customer service to the community. In order for Council to continue to provide this high level of customer service, monitoring of our performance, the implementation of strategies and constant improvements to processes are required to this area of our business.

### 15.3 DEVELOPMENT APPLICATIONS DETERMINED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT FOR THE PERIOD 1 JUNE 2018 TO 30 JUNE 2018

#### Responsible Officer:

Andrew Hanna (Manager Development and Environment)

#### Report

This report provides a summary of development activity on a monthly basis. All Development Applications determined in the month are outlined in this report, including Section 96 approvals, applications that are refused and withdrawn, and applications with no development value such as subdivisions.

Council receives a weekly summary of the status of applications (including all received). Council notifies all determinations of Development Applications in the local newspaper pursuant to Clause 101 of the *Environmental Planning and Assessment Act 1979* (as amended) on a monthly basis.

The total number of Development Applications and Complying Development Applications determined within the Local Government area for the period 1 June 2018 to 30 June 2018 was 28, with a total value of \$3,142,010.00

In order to provide a better understanding of the value of Development Consents issued by Council over a 12-month period, a graph is set out below detailing this information.

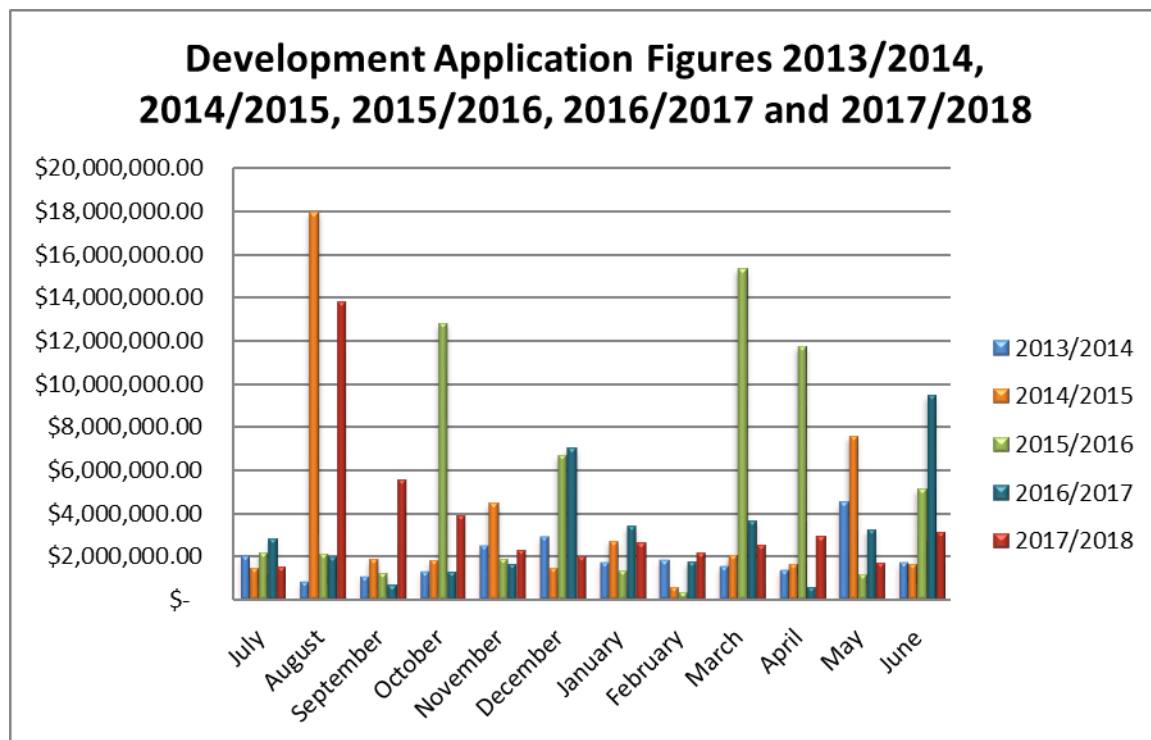


Figure 1: Monthly dollar value of development processed by Council over five financial years.

Figure 2 graph provides the annual value of Development Consents issued by Council over six financial years and Figure 3 and 4 graphs provide a detailed review of the value for the reporting month of June 2018.

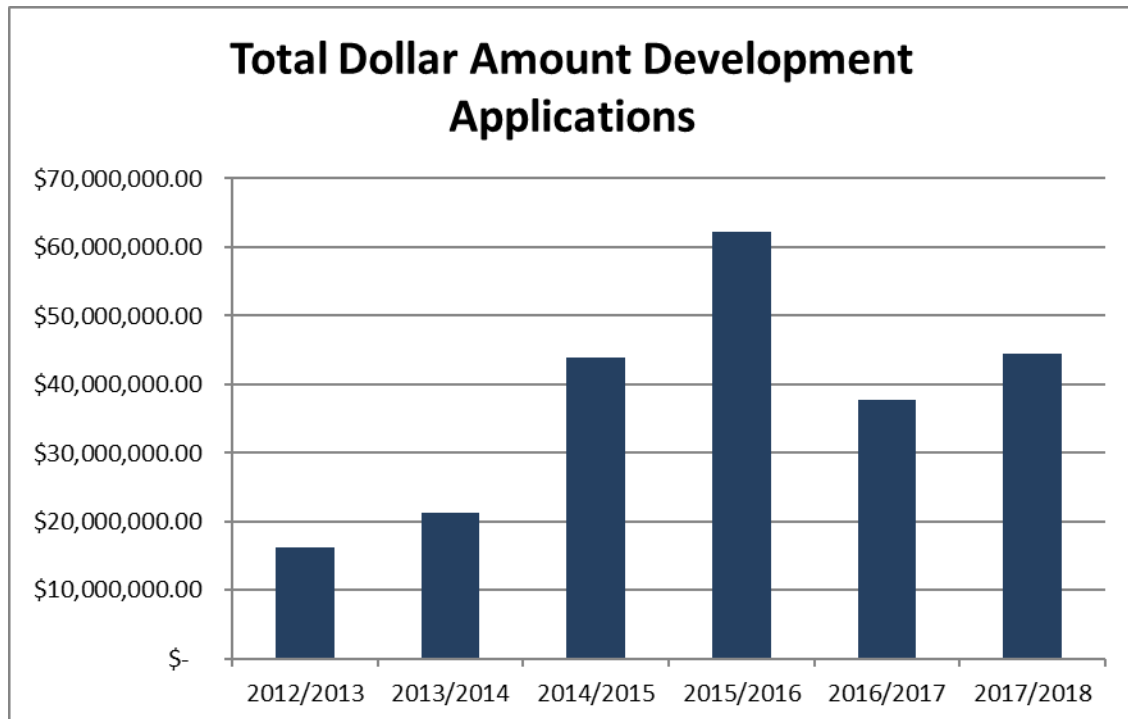


Figure 2: Annual value of development.

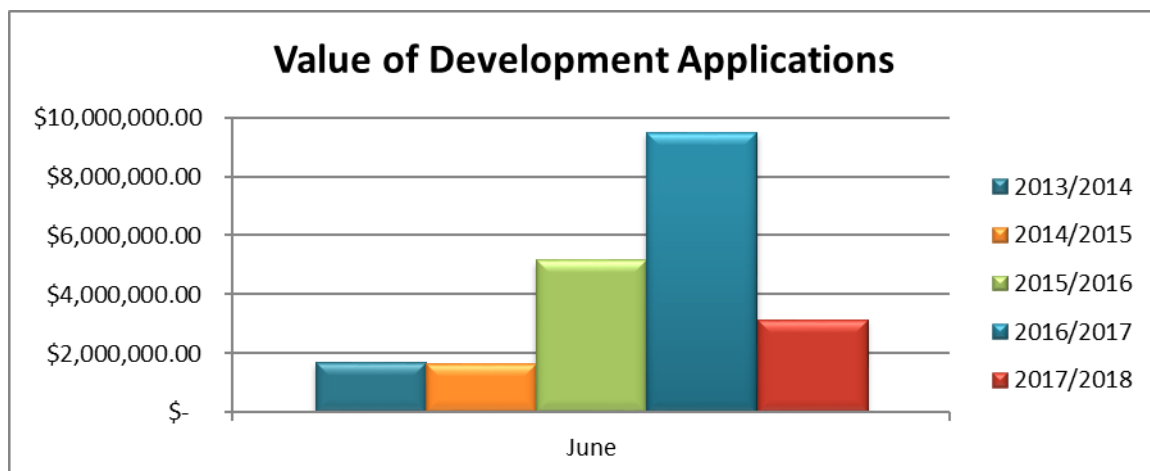


Figure 3: Value of development for the month of June.

### **Number of Development Applications**

The number of applications received by Council does not necessarily reflect the value of developments as single large developments can be equivalent in value to a large number of more standard type developments such as sheds, dwellings and small commercial developments.

Figures 4 and 5 below detail the number of applications determined by Council which, as stated above, is not necessarily reflective of the value of development.



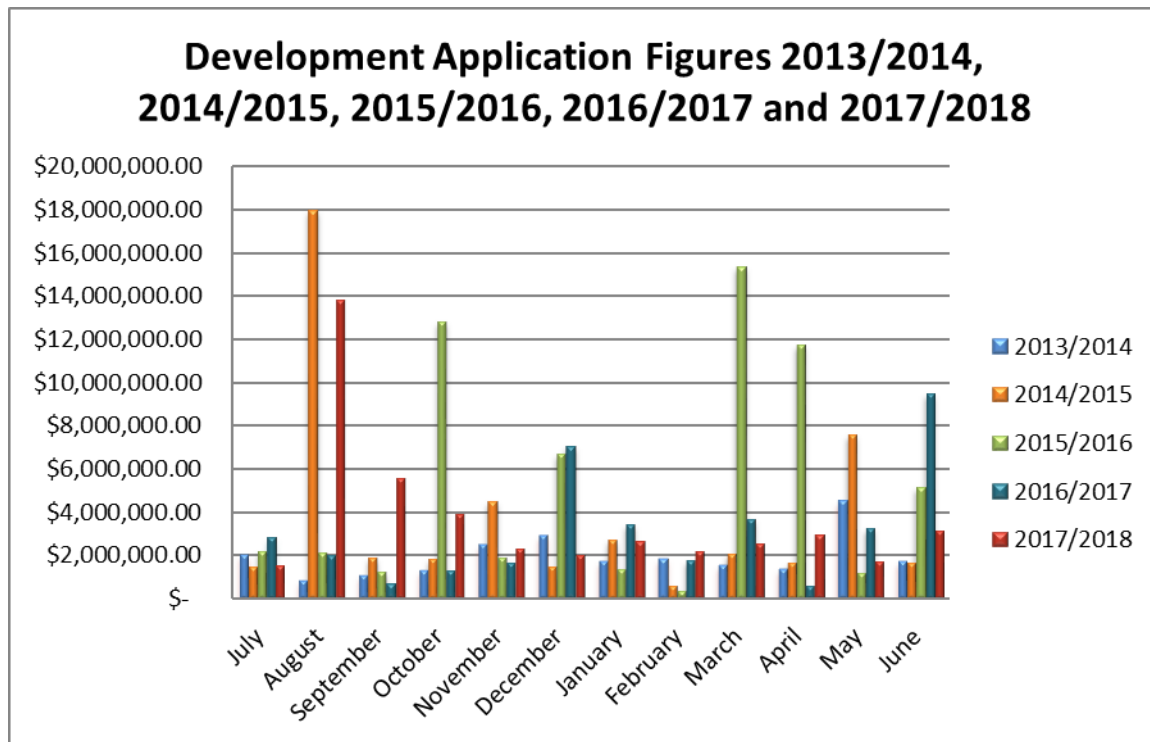


Figure 4: Number of Development Applications per month over six financial years.

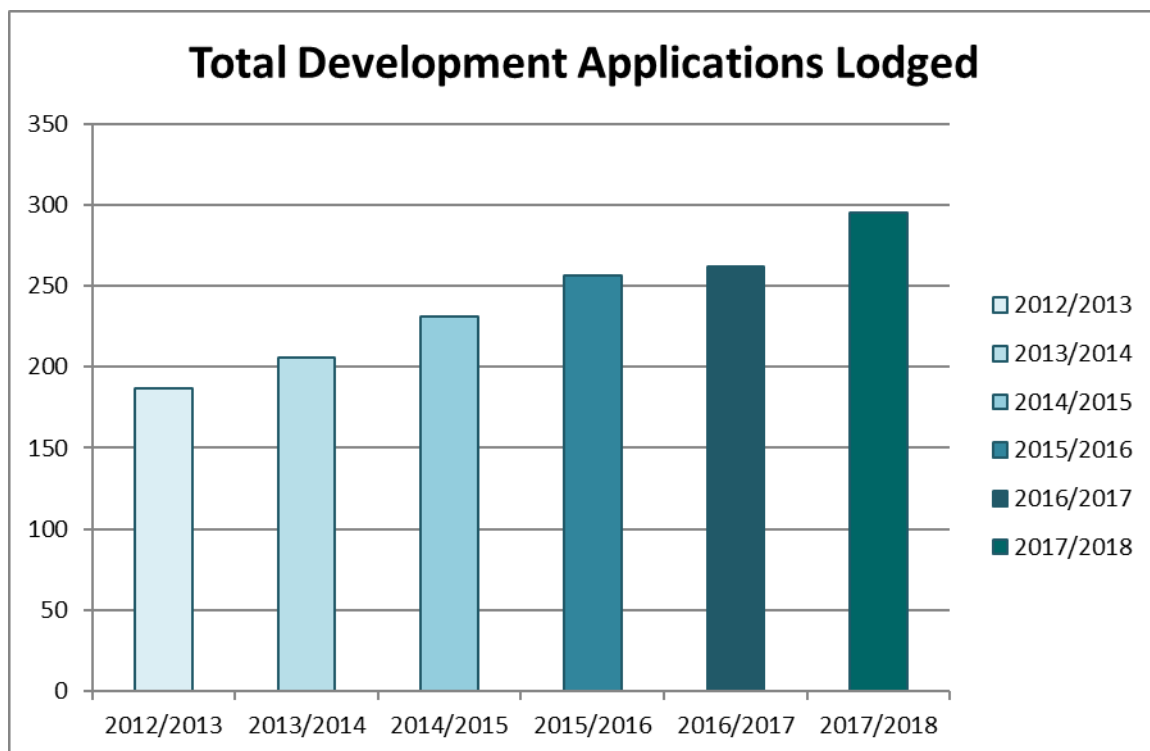


Figure 5: Number of development applications per year over six financial years.

**Activity for the month of June**

|   |           |
|---|-----------|
| General Approvals (excluding Subdivisions, Section 96s) | 28        |
| Section 96 amendments to original consent               | 0         |
| Subdivision   | 0         |
| Refused   | 0         |
| Withdrawn   | 0         |
| Complying Development (Private Certifier Approved)      | 0         |
| <b>TOTAL</b>  | <b>28</b> |

**Delivery Program Links**

Growing our Economy

EC1 Driving Economic Growth

EC1.6 Improved customer satisfaction with the DA process

**Attachment(s)**

Summary on following page.

| Summary of Development Applications determined under the Environmental Planning and Assessment Act for the period 1 June 2018 to 30 June 2018 |                              |   |                                     |   |             |                    |                |
|---|------------------------------|---|-------------------------------------|---|-------------|--------------------|----------------|
| Application ID  | Applicant                    | Owners  | Location                            | Development   | Date Lodged | Determination Date | Estimated Cost |
| DA2018/0176   | R Kearin                     | R Kearin  | 38 Uralba Street, Woodburn          | Dwelling Alterations & Additions  | 8/03/2018   | 13/06/2018         | \$ 16,650.00   |
| DA2018/0181   | C L Thompson<br>L Morgan     | C L Thompson  | 6 Beronia Street, Evans Head        | Dwelling Extensions & Variation to Development Control Plan 2015          | 16/03/2018  | 20/06/2018         | \$ 230,000.00  |
| DA2018/0195   | S C Moroney                  | S C Moroney   | 400 Reynolds Road, Codrington       | Shed  | 3/04/2018   | 18/06/2018         | \$ 30,825.00   |
| DA2018/0205   | G J Piccoli                  | G J Piccoli   | 75 Johnston Street, Casino          | Shed & Demolition of Existing Shed  | 16/04/2018  | 26/06/2018         | \$ 30,085.00   |
| DA2018/0209   | LA Reynolds                  | P F Reynolds<br>L A Reynolds  | 118 Lennox Street, Casino           | Extension to Existing Garage & Variation to Development Control Plan 2015 | 24/04/2018  | 14/06/2018         | \$ 18,000.00   |
| DA2018/0214   | Dixonbuild Pty Ltd           | P W R Hurley<br>D M Hurley  | 17 Durack Circuit, Casino           | New Single Dwelling & Variation to Development Control Plan 2015          | 2/05/2018   | 5/06/2018          | \$ 223,051.00  |
| DA2018/0217   | Techton Building Services    | C M Cremin<br>G J Cremin  | 128-130 Pacific Highway, Broadwater | Secondary Dwelling  | 2/05/2018   | 29/06/2018         | \$ 140,000.00  |
| DA2018/0218   | Ardill Payne & Partners      | NSW Sugar Milling Cooperative Ltd<br>Manildra Stock Feeds (Manufacturing) Pty Ltd | 117 Pacific Highway, Broadwater     | Storage/Shelter Structure   | 2/05/2018   | 21/06/2018         | \$ 28,065.00   |
| DA2018/0220   | M J Adams                    | M J Adams   | 9 Echidna Place, Rileys Hill        | Shed & Variation to Development Control Plan 2015                         | 4/05/2018   | 5/06/2018          | \$ 10,895.00   |
| DA2018/0224   | D Sharp                      | J D Hollands<br>K A Maunder   | 16 Echidna Place, Rileys Hill       | Dwelling  | 9/05/2018   | 13/06/2018         | \$ 150,123.00  |
| DA2018/0226   | D Y McCarthy<br>P S McCarthy | D Y McCarthy<br>P S McCarthy  | 112 Casuarina Drive, Swan Bay       | Shed  | 15/05/2018  | 4/06/2018          | \$ 31,345.00   |
| DA2018/0228   | J MacDonald                  | O L Jones<br>A M Jones  | 15 Hereford Drive, North Casino     | Shed  | 16/05/2018  | 5/06/2018          | \$ 45,875.00   |
| DA2018/0229   | R J Drum                     | R J Drum<br>C L Drum  | 421 Perkins Bridge Road, Greenridge | House Pad   | 17/05/2018  | 6/06/2018          | \$ 20,000.00   |
| DA2018/0231   | Ballina Pool Shop            | T M Lumsden<br>D S Lumsden  | 199 Pacific Highway, Broadwater     | Inground Swimming Pool  | 18/05/2018  | 7/06/2018          | \$ 33,300.00   |
| DA2018/0232   | PW Dossett                   | J M Dossett<br>P W Dossett  | 38 Rileys Hill Road, Broadwater     | Covered Deck  | 21/05/2018  | 13/06/2018         | \$ 41,000.00   |
| DA2018/0233   | Hayes Building Consultancy   | P J Koskela<br>H M Koskela  | 52 Cypress Street, Evans Head       | Granny Flat   | 21/05/2018  | 15/06/2018         | \$ 52,000.00   |
| DA2018/0234   | G A Pearson                  | D M Pearson<br>G A Pearson  | 15 Gregors Road, Spring Grove       | Dwelling  | 21/05/2018  | 8/06/2018          | \$ 253,000.00  |
| DA2018/0235   | B A Harley                   | S L Hoare   | 26 Blackwood Road, Naughtons Gap    | Dwelling & Variation to Development Control Plan 2015                     | 22/05/2018  | 14/06/2018         | \$ 363,000.00  |
| DA2018/0236   | AGS Commercial Pty Ltd       | P J Bryant<br>M A Bryant  | 995 Myall Creek Road, Bora Ridge    | Garage attached to existing building                                      | 22/05/2018  | 13/06/2018         | \$ 58,575.00   |
| DA2018/0237   | Dixonbuild Pty Ltd           | P S McCarthy<br>D Y McCarthy  | 112 Casuarina Drive, Swan Bay       | Dwelling & Variation to Development Control Plan 2015                     | 23/05/2018  | 26/06/2018         | \$ 247,774.00  |
| DA2018/0238   | Equity Home Builders         | Ms N L Newman   | Tareeda Court, Spring Grove         | Dwelling & Variation to Development Control Plan 2015                     | 23/05/2018  | 14/06/2018         | \$ 417,254.00  |

| Application ID | Applicant                  | Owners                     | Location                       | Development                      | Date Lodged | Determination Date | Estimated Cost |
|----------------|----------------------------|----------------------------|--------------------------------|----------------------------------|-------------|--------------------|----------------|
| DA2018/0239    | J G Marsden<br>T E Marsden | J G Marsden<br>T E Marsden | Casuarina Drive, Swan Bay      | Shed                             | 23/05/2018  | 12/06/2018         | \$ 25,000.00   |
| DA2018/0240    | AGS Commercial Pty Ltd     | H E Batson<br>K A Batson   | 34 Gregors Road, Spring Grove  | Shed                             | 24/05/2018  | 15/06/2018         | \$ 63,860.00   |
| DA2018/0243    | Hayes Building Consultancy | R J Grissell               | 20 Wirraway Avenue, Evans Head | Retaining Wall 1.4m & Fence.     | 28/05/2018  | 26/06/2018         | \$ 5,000.00    |
| DA2018/0245    | A H G Coward<br>C Coward   | A H G Coward<br>C Coward   | 109 Ocean Drive, Evans Head    | Shed                             | 29/05/2018  | 15/06/2018         | \$ 18,945.00   |
| DA2018/0247    | AGS Commercial Pty Ltd     | M T Wise<br>J Wise         | Casuarina Drive, Swan Bay      | Dwelling & Shed                  | 30/05/2018  | 21/06/2018         | \$ 250,000.00  |
| DA2018/0248    | Dixonbuild Pty Ltd         | T J Adams<br>J A Noble     | 96 Casuarina Drive, Swan Bay   | Dwelling & Pergola               | 30/05/2018  | 26/06/2018         | \$ 234,088.00  |
| DA2018/0249    | KDC Pty Ltd                | Aldi Foods Pty Limited     | 133-145 Centre Street, Casino  | Commercial Alterations/Additions | 1/06/2018   | 29/06/2018         | \$ 104,300.00  |

**15.4 GRANT APPLICATION INFORMATION REPORT – JUNE 2018****Responsible Officer:**

Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond)

**Report**

This report provides information on grant applications that have been approved, grants that have been received, grant applications that were unsuccessful and grant applications submitted for the month of June 2018.

No new grants were approved during the month of June 2018. Council received funding for nine grants during the reporting period, totalling \$4,593,880. Council wasn't notified as being unsuccessful with any grant applications and applied for one new grant during June 2018. Details of these grants are provided below:

***Grants that have been received***

| <b>NRLX Truck Wash Upgrade</b> |  |
|--------------------------------|--|
| Project ID                     | 10226  |
| Funding Body                   | Transport for NSW  |
| Funding Name                   | Fixing Country Truck Washes                                  |
| Government Level               | Federal  |
| Project Value (exc GST)        | \$418,076  |
| Grant Funding (exc GST)        | \$358,076  |
| Council Funding (exc GST)      | \$ 60,000  |
| Date Application Submitted     | 6 October 2016   |
| Date Received                  | \$9,136 received 4 June 2018<br>\$2,553 received 8 June 2018 |
| Total Funds Received To Date   | \$149,372  |
| Comment (if required)          | N/A  |

| <b>Expansion of Northern Rivers Livestock Exchange, Casino Project</b> |   |
|--|---|
| Project ID   | 10240   |
| Funding Body   | Department of Infrastructure and Regional Development |
| Funding Name   | N/A   |
| Government Level   | Federal   |
| Project Value (exc GST)  | \$7,000,000   |
| Grant Funding (exc GST)  | \$3,500,000   |
| Council Funding (exc GST)  | \$3,500,000   |
| Date Application Submitted   | N/A   |
| Date Received  | \$1,750,000 received 15 June 2018                     |
| Total Funds Received To Date   | \$3,500,000 (total funding received)                  |
| Comment (if required)  | Approved 14 December 2016                             |

| <b>Flood Event of 12 March 2017 Emergency and Restoration Works</b> |                                |
|---|--------------------------------|
| Project ID  | 10256                          |
| Funding Body  | Roads and Maritime Services    |
| Funding Name  | Natural Disaster Funding       |
| Government Level  | State                          |
| Project Value (exc GST)   | \$1,773,221                    |
| Grant Funding (exc GST)   | \$1,744,221                    |
| Council Funding (exc GST)   | \$ 29,000                      |
| Date Application Submitted  | Various                        |
| Date Received   | \$17,700 received 27 June 2018 |
| Total Funds Received To Date  | \$1,501,700                    |
| Comment (if required)   | N/A                            |

| <b>Flood Event of 28 March 2017 Emergency and Restoration Works</b> |                                |
|---|--------------------------------|
| Project ID  | 10258                          |
| Funding Body  | Roads and Maritime Services    |
| Funding Name  | Natural Disaster Funding       |
| Government Level  | State                          |
| Project Value (exc GST)   | \$3,113,420                    |
| Grant Funding (exc GST)   | \$3,084,420                    |
| Council Funding (exc GST)   | \$ 29,000                      |
| Date Application Submitted  | Various                        |
| Date Received   | \$24,000 received 27 June 2018 |
| Total Funds Received To Date  | \$2,049,000                    |
| Comment (if required)   | N/A                            |

| <b>Installation of Disabled Toilet at Rappville Hall</b> |   |
|--|---|
| Project ID   | 10261                                       |
| Funding Body   | Department of Family and Community Services |
| Funding Name   | NSW Community Building Partnership 2017     |
| Government Level   | State                                       |
| Project Value (exc GST)                                  | \$22,636                                    |
| Grant Funding (exc GST)                                  | \$11,318                                    |
| Council Funding (exc GST)                                | \$11,318                                    |
| Date Application Submitted                               | 3 August 2017                               |
| Date Received  | \$10,000 received 13 June 2018              |
| Total Funds Received To Date                             | \$10,000                                    |
| Comment (if required)                                    | N/A   |

**Broadwater to the Beach Shared Pathway**

|                              |  |
|------------------------------|--|
| Project ID                   | 10262  |
| Funding Body                 | Roads and Maritime Services                  |
| Funding Name                 | Active Transport Program, Priority Cycleways |
| Government Level             | State  |
| Project Value (exc GST)      | \$1,000,000                                  |
| Grant Funding (exc GST)      | \$1,000,000                                  |
| Council Funding (exc GST)    | \$ 0   |
| Date Application Submitted   | 1 August 2017                                |
| Date Received                | \$194,800 received 27 June 2018              |
| Total Funds Received To Date | \$194,800                                    |
| Comment (if required)        | N/A  |

**Financial Assistance Grant Scheme 2018/19**

|                              |  |
|------------------------------|--|
| Project ID                   | N/A  |
| Funding Body                 | N/A  |
| Funding Name                 | NSW Local Government Grants Commission   |
| Government Level             | Federal  |
| Project Value (exc GST)      | \$4,972,438  |
| Grant Funding (exc GST)      | \$4,972,438  |
| Council Funding (exc GST)    | \$ 0   |
| Date Application Submitted   | N/A  |
| Date Received                | \$2,486,219 received 21 June 2018 (General Purpose Component \$1,689,036, Local Roads Component \$797,183)   |
| Total Funds Received To Date | \$2,486,219  |
| Comment (if required)        | Advance payment of first two instalments for 2018/19 financial year. The commission is currently finalising the 2018/19 allocation and will advise Councils of the outcome when the grant recommendations have been adopted. |

**MR544 Regional Roads REPAIR Program – Bentley Road**

|                              |                               |
|------------------------------|-------------------------------|
| Project ID                   | N/A                           |
| Funding Body                 | Roads and Maritime Services   |
| Funding Name                 | Regional Roads REPAIR Program |
| Government Level             | State                         |
| Project Value (exc GST)      | \$320,608                     |
| Grant Funding (exc GST)      | \$160,304                     |
| Council Funding (exc GST)    | \$160,304                     |
| Date Application Submitted   | Rolling program               |
| Date Received                | \$9,800 received 27 June 2018 |
| Total Funds Received To Date | \$147,800                     |
| Comment (if required)        | N/A                           |

| <b>Traffic Route Lighting Subsidy 2017/18</b> |  |
|---|--|
| Project ID                                    | N/A                                    |
| Funding Body                                  | Roads and Maritime Services            |
| Funding Name                                  | Traffic Route Lighting Subsidy 2017/18 |
| Government Level                              | State                                  |
| Project Value (excl GST)                      | \$89,672.00                            |
| Grant Amount (excl GST)                       | \$89,672.00                            |
| Council/Other (excl GST)                      | \$ 0.00                                |
| Date Application Submitted                    | N/A – Annual allocation                |
| Comment (if required)                         | N/A                                    |
| Date Received                                 | \$89,672.00 received 27 June 2018      |
| Total Funds Received To Date                  | \$89,672.00 (total funding received)   |

### ***Grant Applications Submitted***

| <b>Construction of an Accessible Toilet at Coraki Youth Hall</b> |  |
|--|--|
| Project ID   | 10292  |
| Funding Body   | Department of Premier and Cabinet's Office of Regional Development |
| Funding Name   | NSW Community Building Partnership Program 2018                    |
| Government Level   | State  |
| Project Value (exc GST)  | \$31,113   |
| Grant Funding (exc GST)  | \$14,904   |
| Council Funding (exc GST)  | \$16,209   |
| Date Application Submitted                                       | 15 June 2018   |
| Comment (if required)  | N/A  |

### **Delivery Program Links**

Making Council Great  
 CS2 Great Support  
 CS2.12 Examine all revenue and expenditure reduction opportunities within legislative powers

### **Budget Implications**

All Council funding required regarding the grants in this report has been included in Council's budget.



**16 QUESTIONS ON NOTICE**

Nil

**17 QUESTIONS FOR NEXT MEETING (IN WRITING)**

Nil

**18 MATTERS REFERRED TO CLOSED COUNCIL**

**Set out below is section 10A(2) of the *Local Government Act 1993* in relation to matters which can be dealt with in a closed part of a meeting.**

The matters and information are the following:

- (a) personnel matters concerning particular individuals (other than councillors)
- (b) the personal hardship of any resident or ratepayer
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business
- (d) commercial information of a confidential nature that would, if disclosed:
  - (i) prejudice the commercial position of the person who supplied it, or
  - (ii) confer a commercial advantage on a competitor of the council, or
  - (iii) reveal a trade secret
- (e) information that would, if disclosed, prejudice the maintenance of law
- (f) matters affecting the security of the council, councillors, council staff or council property
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land.
- (i) alleged contraventions of any code of conduct requirements applicable under section 440.

In accordance with the *Local Government Act 1993* and the *Local Government (General) Regulation 2005*, the following business is of a kind as referred to in section 10A(2) of the Act and should be dealt with in a part of the meeting closed to the media and public.

## **18.1 INVITATION TO PARTICIPATE IN GROUP ACTION AGAINST INDUSTRY SUPPLIER – INSURANCE**

### **Reason for Confidentiality**

This matter is classified CONFIDENTIAL under section 10A(2)(c) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business relating to the following:

- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

In accordance with section 10D(2)(b) and (c) of the *Local Government Act 1993* discussion in an open meeting would, on balance, be contrary to the public interest because the matter relates to information which if revealed would prejudice any court proceedings by revealing matter prepared for the purposes of future proceedings containing advice protected by legal professional privilege.

The Acting General Manager reported that no written representations had been received in respect to the items listed for consideration in Closed Council.

The Mayor called for verbal representations from the gallery.

There were no representations from the gallery.

### **170718/13 RESOLVED (Cr Morrissey/Cr Humphrys)**

That

1. Council resolve into Closed Council to consider the business identified in Item 18.1, together with any late reports tabled at the meeting.
2. Pursuant to section 10A(1)-(3) of the *Local Government Act 1993*, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of section 10A(2) as outlined above.
3. The correspondence and reports relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the *Local Government Act 1993*.

*Section 10A(4) of the Local Government Act 1993 provides that members of the public be allowed to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.*

*In addition, Council's Code of Meeting Practice provides for any written representations to be read to the meeting by the Acting General Manager.*

FOR VOTE - All Council members voted unanimously.

Council closed its meeting at 5.21 pm. The public and media left the Chamber.

The Open Council Meeting resumed at 5.28 pm.

## **19 RESOLUTIONS OF CLOSED COUNCIL**

The following resolutions of Council, passed while the meeting was closed to the public, were read to the Open Council Meeting by the Acting General Manager.

### **18.1 INVITATION TO PARTICIPATE IN GROUP ACTION AGAINST INDUSTRY SUPPLIER – INSURANCE**

That:

1. Council note and accept the offer of the legal firm Quinn Emanuel for Council to participate in the potential class action;
2. Council delegate to the General Manager the authority to enter into an agreement with Quinn Emanuel and a funding agreement with Harbour Litigation Funding;
3. A progress report be provided to Council at key milestones.

The Meeting closed at 5.29 pm.

**CONFIRMED – 21 August 2018**