

Richmond  
Valley  
Council



## **Minutes**

### **Ordinary Meeting**

**Tuesday, 25 October 2016**

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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 TUESDAY, 25 OCTOBER 2016 AT 5.00 P.M.**

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**PRESENT**

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

Vaughan Macdonald (General Manager), Simon Adcock (Chief Operating Officer), Angela Jones (Director Infrastructure and Environment), Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond) and Roslyn Townsend (Corporate Support Officer) were also in attendance.

**1 ACKNOWLEDGEMENT OF COUNTRY**

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

*"Council would like to show its respect and acknowledge all of the traditional custodians of land within the Richmond Valley Council area and show respect to elders past and present."*

**2 PRAYER**

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The meeting opened with a prayer by Assistant Pastor Darryl McKee (Heartlands Church).

**3 PUBLIC ACCESS AND QUESTION TIME**

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Nil.

**3A PRESENTATION BY COUNCIL'S AUDITOR**

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**3A1 PRESENTATION BY MR GEOFF DWYER (THOMAS NOBLE AND  
RUSSELL) REGARDING COUNCIL'S 2015/2016 FINANCIAL  
STATEMENTS**

The Mayor welcomed Council's Auditor, Mr Geoff Dwyer from Thomas Noble and Russell, to the meeting.

Mr Dwyer gave a presentation in respect of Council's Financial Statements and Audit Report for the year ended 30 June 2016 and provided explanations on the statements and their results.

Mr Dwyer also brought to Council's attention two matters resulting from the recent amendments to the Local Government Act. Firstly, from 1 July 2016 the Auditor-General has become the auditor of local government in NSW however it was expected that audit arrangements may be contracted out for the next year or two. The other matter concerned the requirement for Council to establish an Audit, Risk and Improvement Committee.

In closing Mr Dwyer thanked the General Manager and particularly the finance team for their efforts in maintaining and preparing the books and records which helped to facilitate a smooth audit process.

Mr Dwyer then responded to Councillor questions following which the Mayor thanked him for his presentation.

#### **4 APOLOGIES**

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An apology was tendered on behalf of Cr Morrissey.

**251016/1 RESOLVED** (Cr Humphrys/Cr Hayes)

That such apology be accepted and leave of absence granted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Morrissey

#### **5 MAYORAL MINUTE**

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Nil.

#### **6 CONFIRMATION OF MINUTES**

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##### **6.1 ORDINARY MEETING MINUTES - TUESDAY, 16 AUGUST 2016**

A copy of the Minutes of the Ordinary Meeting, held on Tuesday, 16 August 2016, was distributed with the Business Paper.

#### **RECOMMENDATION**

Recommended that the Minutes of the Ordinary Meeting, held on Tuesday, 16 August 2016, be taken as read and confirmed as a true record of proceedings.

**251016/2 RESOLVED** (Cr Hayes/Cr Cornish)

That the Minutes of the Ordinary Meeting, held on Tuesday, 16 August 2016, be taken as read and confirmed as a true record of proceedings.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Morrissey

**6.2 EXTRAORDINARY MEETING MINUTES - TUESDAY, 27 SEPTEMBER 2016**

A copy of the Minutes of the Extraordinary Meeting, held on Tuesday, 27 September 2016, was distributed with the Business Paper.

**RECOMMENDATION**

Recommended that the Minutes of the Extraordinary Meeting, held on Tuesday, 27 September 2016, be taken as read and confirmed as a true record of proceedings.

**251016/3 RESOLVED** (Cr Cornish/Cr Simpson)

That the Minutes of the Extraordinary Meeting, held on Tuesday, 27 September 2016, be taken as read and confirmed as a true record of proceedings.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Morrissey

**7 MATTERS ARISING OUT OF THE MINUTES**

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Nil.

**8 DECLARATION OF INTERESTS**

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Nil.

**9 PETITIONS**

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Nil.

**10 NOTICES OF MOTION**

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Nil.

**11 MAYOR'S REPORT**

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**11.1 MAYOR'S ATTENDANCES - 14 SEPTEMBER TO 19 OCTOBER 2016**

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**RECOMMENDATION**

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

**251016/4 RESOLVED** (Cr Mustow/Cr Lyons)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Morrissey

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**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.

***September 2016***

- 14 September – Matt King and South Sydney Rugby League players visit.
- 18 September – Woodburn/Evans Head District Orchid & Foliage Society
- 18 September – Carp Muster Casino
- 19 September – Schools Performing Arts Festival Casino
- 20 September – Induction/Workshop Council
- 21 September – Evans Head Chamber of Commerce meeting
- 22 September – Family History Open Day Casino
- 23 September – Year 12 Pancake and Prayer Breakfast
- 23 September – St Mary's year 12 graduation ceremony
- 23 September – Casino High School Year 12 graduation ceremony
- 25 September - NR Dirty Wheels, Mountain Bike opening, New Italy
- 27 September – Extraordinary Meeting Casino
- 30 September – Lismore Regional Gallery exhibition

**October 2016**

- 1 October – If Halls could Talk celebration Broadwater
- 2 October – Mini-rail and Museum 23rd anniversary
- 3 October – Malibu Longboard Classic at Evans Head
- 4 October – Presentation of RVC baby pack
- 4 October – Councillor Information Session
- 5 October – Meeting with Casino Greyhound Club representatives
- 5 October – Meeting with Casino TAFE representative
- 8 October – Woodburn Riverside Festival
- 13 October – Meeting with North Coast TAFE Director
- 13 October – Citizenship ceremony at Chambers
- 14 October – Attended Casino Show
- 14 October – White Cane day walk as a vision impaired person
- 14 October – Meeting with resident
- 16-19 October – LGNSW Conference Wollongong

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**12 DELEGATES' REPORTS**

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**12.1 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE**

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**RECOMMENDATION**

Recommended that the Delegates' Report be received and noted.

**251016/5 RESOLVED** (Cr Mustow/Cr Humphrys)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Morrissey

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**Report**

The Mayor and General Manager attended the Local Government NSW Annual Conference in Wollongong from 16-18 October 2016. The conference is the main policy setting conference for member Councils who make up the NSW local government sector and provides the opportunity to share ideas, determine advocacy priorities and hear from NSW Government representatives.

The Premier, the Hon Mike Baird MP, addressed the conference and focussed on the challenges of the past year as the Fit for the Future structural reforms have been rolled out. He acknowledged that change was difficult but necessary and required strong leadership. He outlined some of the benefits that are already

being seen from some of the newly merged councils, mainly through savings with one example where a council was able to provide a \$75 rebate to pensioners. The benefits of TCorp now providing borrowing and investment options was emphasised and the importance of the reforms to the Local Government Act. In response to questions from the floor he also committed to looking closely at the adequacy of public library funding. The Premier made clear his strong belief that the NSW local government sector will come out of the Fit for the Future reforms in a much stronger position.

The Minister for Local Government, the Hon Paul Toole, congratulated all newly elected Councillors and emphasised the importance of the role and the need for strong leadership and decisions to be made in the long term interest of communities. He outlined the Government's priorities for local government reform, including establishing Joint Organisations in regional areas, funding support through better value investment and borrowing through TCorp, the IPART review of the rating system, and the importance of the recent Governance and Integrity reforms to the Local Government Act. He finished by encouraging all Councillors to embrace the need for change and enjoy being a Councillor over the next four years – “being a Councillor is an incredible journey?”

The Minister also launched the NSW Workforce Development Strategy which sets out actions to ensure NSW local councils continue to attract people with the right skills and experience to enable the continuous improvement of the local government sector.

There were over 50 motions considered by the conference in the following areas: industrial relations policy; social policy; economic policy; environmental policy; governance/civic leadership policy. Some motions of interest to Richmond Valley Council included:

- Vocational trade courses available through TAFE NSW
- Increasing Public library funding
- Improved allocation of Federal Assistance Grants to areas of most need
- Environmentally and socially responsible lending and investing
- Transfer of NSW Regional Development Australia responsibilities and funding to Joint Organisations

Updates on a number of NSW Government programs were provided throughout the conference and opportunities were available to network with other councils and to speak to a range of local government service providers.

The conference was closed with an inspirational keynote address from Kitty Chiller who was the Australian Olympic team's Chef de Mission for the Rio Olympics. Her story is one of inspirational leadership in the face of unique challenges throughout her athletic career and during her contribution to Olympics in London and Rio. Her message was very relevant to both elected Councillors and staff and left those present with a final message to “know what you believe in, play your role and stand by your principles and values.”

**13 MATTERS DETERMINED WITHOUT DEBATE**

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**251016/6 RESOLVED** (Cr Humphrys/Cr Hayes)

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

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Morrissey

**14 MATTERS FOR DETERMINATION**

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**14.1 2015/2016 RICHMOND VALLEY COUNCIL FINANCIAL STATEMENTS****Responsible Officer:**

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

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**RECOMMENDATION**

Recommended that:

1. Council adopt the general purpose financial statements, special schedules and special purpose financial statements for the year ended 30 June 2016.
2. Council certify the following in respect of the general purpose financial statements and special purpose financial statements for the year ended 30 June 2016:
  - (a) Council's general purpose financial statements and special purpose financial statements have been drawn up in accordance with:
    - (i) The *Local Government Act 1993* (as amended) and Regulations; and,
    - (ii) The Local Government Code of Accounting Practice and Financial Reporting, and
    - (iii) The Australian Accounting Standards and professional pronouncements.
  - (b) The general purpose financial statements and special purpose financial statements present fairly Council's financial position and operating result for the year ended 30 June 2016 and:
    - (i) The reports are in accordance with Council's accounting and other records,
    - (ii) The signatures to this statement being the Mayor, a Councillor, General Manager and Responsible Accounting Officer are not aware of anything that would make the financial statements false or misleading in any way,

- (iii) Council fix Tuesday, 15 November 2016 as the date for the meeting to present the financial statements for the year ended 30 June 2016 to the public and invite submissions in writing. Council provide appropriate public notice of this meeting,
- (iv) Council receive and note the Auditor's Reports and thank the Auditors, Thomas Noble and Russell for their presentation, and
- (v) Council adopt the restricted assets (reserves) schedule as detailed in this report.

**251016/7 RESOLVED** (Cr Simpson/Cr Hayes)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Morrissey

Prior to the motion being put to the vote, the Mayor thanked the Chief Financial Officer and his staff for their efforts in preparing the financial statements.

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### **Executive Summary**

The financial statements for the year ended 30 June 2016 for Council have been completed, referred to audit and subsequently audited by Council's Auditor, Thomas Noble and Russell. A copy of the draft financial statements and the draft Auditor's Report have been separately provided to Councillors for their information.

Council's Auditor has advised they will be attending the October Ordinary Meeting and will provide a presentation on the financial statements as at 30 June 2016.

Council's operating result from continuing operations for the 2015/2016 year has decreased to a surplus of \$1,727,000 compared to a surplus of \$3,484,000 in 2014/2015. The main reasons for the decrease were an increase in employee costs and depreciation expense. There was also a decrease in the operating result before capital grants and contributions; the deficit has increased from \$1,854,000 to \$2,271,000.

Council's revenue has decreased slightly from \$49,935,000 to \$49,353,000. The main area of change is a decrease in capital grants and contributions.

Council's expenditure had a moderate increase from \$46,451,000 to \$47,626,000. The main areas of change in expenditure are increases in employee costs and depreciation expense as mentioned above.

Council's cash, cash equivalents and investments have increased by \$3,134,000 to \$32,376,000 at year end.

Council has achieved some improvements in its key performance indicators. Note: The indicators published in the financial statements are stand-alone ratios for each year, as opposed to ratios per Fit for the Future, which in most cases are averaged over a number of years.

	2015/2016	2014/2015
<b>Consolidated Ratios:</b>		
Operating Performance Ratio	0.00%	0.95%
Own Source Operating Revenue Ratio	69.65%	69.11%
Unrestricted Current Ratio	2.51	2.33
Debt Service Cover Ratio	3.85	4.53
Rates, Annual Charges, Interest & Extra Charges	17.00%	16.52%
Outstanding Ratio		
Cash Expense Cover Ratio	5.44	9.98
Building, Infrastructure & Other Structures Renewals Ratio	98.97%	118.22%
Infrastructure Backlog Ratio	1.32%	1.80%
Asset Maintenance Ratio	1.09	0.97
<b>General Fund Ratios:</b>		
Operating Performance Ratio	-5.68%	-5.13%
Own Source Operating Revenue Ratio	58.98%	58.46%
Unrestricted Current Ratio	2.51	2.33
Debt Service Cover Ratio	7.13	14.43
Rates, Annual Charges, Interest & Extra Charges	10.28%	9.91%
Outstanding Ratio		
Cash Expense Cover Ratio	4.15	7.42
Building, Infrastructure & Other Structures Renewals Ratio	78.77%	118.08%
Infrastructure Backlog Ratio	0.37%	1.07%
Asset Maintenance Ratio	1.12	0.99

The performance indicators as at 30 June 2016 show that Council has made some progress in terms of improving its Financial Sustainability. The Operating Performance Ratio (0%), even though slightly down on last financial year still meets the benchmark of 0% on a consolidated basis.

There has been improvement in the Infrastructure Backlog Ratio, improving from 1.80% to 1.32%, remaining below the benchmark of 2.00%.

The approval of a five year Special Rate Variation has meant that Council has been able to channel additional funding towards addressing its Asset Renewals and Infrastructure Backlog and the improvement in these ratios is largely a result of this.

The improvements in the key performance indicators demonstrate that Council is taking significant steps forward in the area of financial sustainability and has taken on board the recommendations of the NSW Treasury Corporation review.

### Community Strategic Plan Links

Focus Area 7 Governance and Process - Long Term Goal 7.5 Sound Governance and Legislative Practices

### Budget Implications

Not Applicable.

## Report

The summarised financial results for the year are as follows:

<b>Income Statement</b>	<b>Actual 2016 \$'000</b>	<b>Actual 2015 \$'000</b>
Total Income from Continuing Operations	49,353	49,935
Total Expenses from Continuing Operations	47,626	46,451
<b>Operating Result from Continuing Operations</b>	<b>1,727</b>	<b>3,484</b>
Net Operating Result from Discontinued Operations	0	0
<b>Net Operating Result for the Year</b>	<b>1,727</b>	<b>3,484</b>
Net Operating Result before Grants and Contributions provided for Capital Purposes	(2,271)	(1,854)

<b>Balance Sheet</b>	<b>Actual 2016 \$'000</b>	<b>Actual 2015 \$'000</b>
Total Current Assets	41,780	44,299
Total Non-Current Assets	666,531	661,564
<b>Total Assets</b>	<b>708,311</b>	<b>705,863</b>
Total Current Liabilities	10,514	11,630
Total Non-Current Liabilities	27,209	27,555
<b>Total Liabilities</b>	<b>37,723</b>	<b>39,185</b>
<b>Net Assets</b>	<b>670,588</b>	<b>666,678</b>
<b>Equity</b>		
Retained Earnings	330,145	328,418
Asset Revaluation Reserve	340,443	338,260
<b>Total Equity</b>	<b>670,588</b>	<b>666,678</b>

<b>Cash Flow Statement</b>	<b>Actual 2016 \$'000</b>	<b>Actual 2015 \$'000</b>
Cash Flows from Operating Activities - Receipts	52,636	48,114
Cash Flows from Operating Activities - Payments	(33,795)	(33,453)
<b>Net Cash provided by (or used in) Operating Activities</b>	<b>18,841</b>	<b>14,661</b>
Cash Flows from Investing Activities - Receipts	990	4,289
Cash Flows from Investing Activities - Payments	(29,127)	(15,508)
<b>Net Cash provided by (or used in) Investing Activities</b>	<b>(28,137)</b>	<b>(11,219)</b>
Cash Flows from Financing Activities - Receipts	1,240	5,620
Cash Flows from Financing Activities - Payments	(1,627)	(1,111)
<b>Net Cash provided by (or used in) Financing Activities</b>	<b>(387)</b>	<b>4,509</b>
<b>Net Increase (Decrease) in Cash Assets Held</b>	<b>(9,683)</b>	<b>7,951</b>
Cash and Cash Equivalents – beginning of year	21,749	13,798
<b>Cash and Cash Equivalents – end of year</b>	<b>12,066</b>	<b>21,749</b>
Plus: Investments on Hand – end of year	20,310	7,493
<b>Total Cash, Cash Equivalents &amp; Investments</b>	<b>32,376</b>	<b>29,242</b>

In terms of the Auditor's Report, Council's Auditors have expressed an unqualified opinion.

The operating result for the 2015/2016 financial year details a surplus of \$1.727 million. Excluding capital grants and contributions, there was an operating deficit of \$2.271 million, representing a decrease of \$417,000 over the 2014/2015 financial year result. The major contributing factor to the decrease in result is the increase in expenditure, namely employee costs and depreciation expense. The increase in employee costs is due to an increase in full time staff, namely trainee positions and the statutory award increase of 2.8%, along with a number of redundancies issued in the 2015/2016 financial year. Total expenditure from continuing operations increased by \$1.175 million which totalled \$46.451 million in last year's financial result compared to \$47.626 million this financial year.

During the 2014/2015 financial year, road, bridges and footpaths were re-valued. Council's infrastructure backlog is reported at \$6.897 million for the 2015/2016 financial year, a significant reduction from \$9.404 million in 2014/2015. The depreciation charge for Council at 30 June 2016 was \$11.199 million.

As at 30 June 2016, Council has \$32.376 million in cash, cash equivalents and investments, an increase of \$3.134 million compared to 30 June 2015.

The schedule of restricted assets (reserves) held by Council as at 30 June 2016 compared to total cash, cash equivalents and investments are as follows with restricted assets (reserve) levels from 30 June 2015 shown in comparison:

<b>Restricted Asset</b>	<b>30 June 2016 \$</b>	<b>30 June 2015 \$</b>
<b>External Restricted Assets</b>		
Bonds and Deposits	476,840.38	411,187.57
Developer Contributions - General	547,674.43	422,440.36
Developer Contributions – Sewerage	2,959,716.52	2,855,170.80
Developer Contributions – Water	1,492,111.74	1,434,222.12
RTA Contributions	0.00	0.00
Unexpended Grants	1,259,133.98	888,581.17
Water Supply	1,618,219.75	1,018,936.78
Sewerage Services	6,418,760.00	8,552,561.07
Stormwater Management	202,445.14	132,192.76
Specific Purpose Unexpended Loans General Fund	3,089,227.63	3,928,750.00
Domestic Waste Management	3,506,185.57	3,207,950.36
Unearned Revenue	0.00	0.00
Other	563,896.03	618,885.24
<b>Total External Restricted Assets</b>	<b>22,134,211.17</b>	<b>23,470,878.23</b>
<b>Internal Restricted Assets</b>		
Employee Leave Entitlements	970,782.50	944,191.87
Unexpended Rates Special Variation	221,085.00	216,189.00
Plant Replacement	1,542,095.19	652,391.39
Petersons Quarry	1,038,615.43	439,763.04
Woodview Quarry	905,036.82	387,890.07
Quarry Rehabilitation	113,135.20	95,832.26
Insurance Reserve	89,501.86	87,050.32
Real Estate and Infrastructure	1,529,024.41	409,629.85
Road Rehabilitation Reserve	213,417.96	0.00
Other Waste Management	1,880,499.45	1,287,071.00

<b>Restricted Asset</b>	<b>30 June 2016 \$</b>	<b>30 June 2015 \$</b>
Casino Saleyards	308,688.52	317,787.87
Rural Road Safety Program	43,978.79	0.00
Richmond Upper Clarence Regional Library	263,850.75	419,311.93
RMS State Roads Maintenance Contract	202,816.23	0.00
Public Cemeteries Perpetual Maintenance	467,382.27	455,528.98
Revolving Energy and Sustainability Fund	8,225.30	8,000.00
Carry Over Works	90832.00	50,832.00
<b>Total Internal Restrictions</b>	<b>9,889,057.67</b>	<b>5,771,469.56</b>
<b>Total Restrictions</b>	<b>32,023,268.84</b>	<b>29,242,347.79</b>
<b>Available Cash Assets and Investments</b>	<b>32,023,268.84</b>	<b>29,242,347.79</b>
<b>Unrestricted Cash and Investments</b>	<b>0.00</b>	<b>0.00</b>

Council has seen significant improvements in relation to its key performance indicators.

In the most recent review by NSW Treasury Corporation, Council's Financial Sustainability rating was changed to be rated Moderately Sustainable with a Neutral Outlook. This was a significant improvement on the previous review in April 2013 which found Council to have a Financial Sustainability Rating of Weak with an outlook of Negative. Council was advised the areas to focus on were improving its Operating Performance Ratio to be as close to breakeven as possible. The Operating Performance Ratio (0%) continues to meet the benchmark of 0% on a consolidated basis. Another area of focus is reducing the Infrastructure Backlog. The Infrastructure Backlog Ratio has also improved markedly, from 1.80% to 1.32%, again exceeding the benchmark of less than 2%. The third area of focus is having Asset Renewal and Asset Maintenance Ratios as close to 1 at all times. The Building, Infrastructure and Other Structures Renewal Ratio is at 98.97% very close to the benchmark of 100%.

The approval of a five year Special Rate Variation has meant that Council has been able to channel additional funding towards addressing its Asset Renewals and Infrastructure Backlog and the improvement in these Ratios is largely a result of this.

The improvements in the key performance indicators demonstrate that Council is taking significant steps forward in the area of Financial Sustainability and has taken on board the recommendations of the TCorp review.

### **Consultation**

Council will advertise the financial statements for the year ended 30 June 2016 to the public and invite submissions in writing; submissions closing at 4:00pm, Tuesday, 22 November 2016. Any submission will be reported to the December Ordinary Meeting. Council must also make available copies of the financial statements for inspection by the public from the date public notice is given until the day after the meeting where the financial statements were presented.

## Conclusion

To formalise the financial reporting process for the year ended 30 June 2016, there are legislative steps Council must follow. In accordance with Section 413 2(c) of the *Local Government Act 1993*, the following statements are required to be included in the resolution of this report to enable Council to adopt the financial statements for the year ended 30 June 2016:

- (a) Council's general purpose financial statements and special purpose financial statements have been drawn up in accordance with:
  - (i) The *Local Government Act 1993* (as amended) and Regulations; and,
  - (ii) The Local Government Code of Accounting Practice and Financial Reporting; and,
  - (iii) The Australian Accounting Standards and professional pronouncements.
- (b) Council's general purpose financial statements and special purpose financial statements present fairly the Council's financial position and operating result for the year and:
  - (i) The reports are in accordance with the Council's accounting and other records and;
  - (ii) The signatures to this statement, being the Mayor, a Councillor, General Manager and Responsible Accounting Officer are not aware of anything that would make the financial statements false or misleading in any way.

In accordance with Section 418 of the *Local Government Act 1993*, Council must fix a date for a meeting to be held where the financial statements for the year ended 30 June 2016 are to be presented to the public. Council must also give public notice of this date and invite submissions in writing from the public within seven days of the financial statements being presented to the public. Council must also make available copies of the financial statements for inspection by the public from the date public notice is given until the day after the meeting where the financial statements were presented.

## 14.2 MONTHLY BUDGET ADJUSTMENTS - SEPTEMBER 2016

### Responsible Officer:

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

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## RECOMMENDATION

Recommended that:

1. Council approve the proposed budget adjustments for the month of September 2016; and
2. Council note the revised budget position as at 30 September 2016.

**251016/8 RESOLVED** (Cr Humphrys/Cr Hayes)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Morrissey

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**Executive Summary**

In between Quarterly Budget Reviews, circumstances arise which require adjustments to Council's budget. This can include the need to remove projects, reallocate funds between projects or the addition of new projects to the budget. This can be due to a number of factors including unforeseen delays caused from planning requirements, tendering and procurement processes, along with other factors including unplanned maintenance, weather events or Council being successful with new grant funding.

A monthly budget adjustment report is considered to be prudent financial management. It gives a more timely and more accurate reflection of Council's budget position which considers changing circumstances and provides management with additional tools to monitor and track the delivery of projects.

The proposed changes include reallocating savings from the Casino Showground Campdraft Facilities project, along with prioritising works on Manifold Road in preference to Reynolds Road as well as reducing the budget for works at Alcock Lane, Casino. This report also details the addition of three projects to the capital works budget, including the Casino RFS Airbase, construction of stage 4 of Settlers Subdivision and works on MR145 Casino-Coraki Road.

In summary, the proposed changes will have no impact on the projected budget surplus of \$185,315.

The report provides further details of the proposed adjustments to the 2016/2017 budget for the month of September 2016.

**Community Strategic Plan Links**

Focus Area 7 Governance and Process - Long term Goal 7.5 Sound Governance and Legislative Practices

**Budget Implications**

As detailed in the report.

**Report**

During the month of September, the following budget adjustments have been proposed:

### ***Removal of Existing Projects from the Budget***

No projects have been proposed to be removed from the budget during the month of September 2016.

### ***Reallocation of Funds between Projects***

#### Casino Showground Campdraft Facilities

Savings of \$25,000 have been achieved in the completion of this project. These savings are proposed to be transferred towards funding the construction of a toilet and storage facility that can be utilised by all users of the Showground. In addition to the savings of \$25,000, the Casino Men's Shed are willing to contribute \$18,500 taking the budget for the toilet and storage facility to \$43,500. These adjustments would have the net effect of increasing the capital expenditure budget by \$18,500 along with increasing the capital grants and contributions budget by \$18,500.

#### Manifold Road Capital Renewal

It is proposed to bring forward capital works on Manifold Road from 2018/2019 to 2016/2017, with these works estimated to cost \$362,000. These works have been identified as a priority as resolved by Council at the Ordinary Meeting in November 2015. In order to bring these works forward, it is proposed that works on Reynolds Road, in the amount of \$300,000 be deferred to 2018/2019. The condition of Reynolds Road is such that deferring these works would not have an adverse effect. It is also proposed that the budget for works in Alcock Lane Casino be reduced by \$62,000, from \$225,000 to \$163,000 to allow the Manifold Road project to proceed. The project budget for Alcock Lane Casino has been reassessed and works can be completed for \$163,000. These adjustments would have no net impact on the capital expenditure budget.

The proposed changes for the Casino Showground projects, along with the proposed changes to the Manifold Road, Reynolds Road and Alcock Lane projects are summarised in the table below:

Project Description	Reason for Adjustment	Current Budget	Proposed Adjustment	Revised Budget
Casino Showground Campdraft Facilities	Allocate savings towards toilet and storage facility	46,117	(25,000)	21,117
Casino Showground Toilet & Storage Facility	Construct toilet and storage facility to be shared by all users (fund from savings of \$25,000 in Campdraft Facilities and \$18,500 contribution from Casino Men's Shed)	0	43,500	43,500
Manifold Road	Rehabilitation works to be brought forward from 2018/2019	0	362,000	362,000
Reynolds Road	Rehabilitation works to be deferred to 2018/2019 – transfer \$300,000 to Manifold Road	300,000	(300,000)	0
Alcock Lane Casino	Works will not require full \$225,000 – transfer \$62,000 to Manifold Road	225,000	(62,000)	163,000

### ***Addition of New Projects***

Proposed adjustments include the addition of three projects to the budget.

#### **Casino RFS Airbase**

Council was successful in receiving grant funding of \$40,000 to establish and enhance aerial firefighting capabilities at the Casino Aerodrome. This will have the effect of increasing both the capital grants and contributions and capital expenditure budgets by \$40,000.

#### **Settlers Subdivision – Stage 4 Construction**

Due to better than anticipated sales of land at Settlers Subdivision in Casino, it is proposed that the construction of stage 4 be brought forward from 2017/2018 to 2016/2017. It is proposed that these works be funded from additional land sales. This would increase the asset sales and capital expenditure budgets by \$300,000.

#### **MR145 Casino-Coraki Road**

Quarry Solutions are undertaking asphalt overlay works as part of pre operations compliance work for the expansion of Petersons Quarry. Part of the conditions of consent require notification to Council of any pre-existing damage to the road pavement that requires repairs. Council has the option to let Quarry Solutions overlay the existing damage or repair the damage before the overlay works are done. It is considered prudent asset management practice that Council repair the damaged pavement prior to Quarry Solutions undertaking overlay works. It is estimated that these works will cost \$100,000 and this can be funded from Council's Road Rehabilitation Reserve. These funds are being set aside from the royalty fees being received from Petersons Quarry. This would have the effect of increasing the capital expenditure budget by \$100,000 and the transfer from reserves budget by \$100,000.

The addition of the Casino RFS Airbase, stage 4 construction of Settlers Subdivision and Casino-Coraki Road projects are summarised in the table below:

Project Description	Reason for Adjustment	Current Budget	Proposed Adjustment	Revised Budget
Casino RFS Airbase	Successful grant funding of \$40,000 to establish/enhance aerial firefighting capabilities	0	40,000	40,000
Settlers Subdivision Casino	Bring forward construction of stage 4 from 2017/2018 (funded from increased land sales)	0	300,000	300,000
MR145 Casino-Coraki Road	Heavy Patching works in conjunction with works undertaken by Quarry Solutions (funded from the Road Rehabilitation Reserve)	0	100,000	100,000

### ***Revised Budget Position***

The important information for Council to note in the table below is the recommended changes for resolution.

The increases to Income from Continuing Operations of \$58,500 include a \$40,000 grant for the Casino RFS Airbase, along with \$18,500 from the Casino Men's Shed, which will be used towards construction of a toilet and storage facility at the Casino Showground.

Increases to Non-Operating Funds Employed of \$300,000 include increased land sales due to the construction of stage 4 of Settlers Subdivision.

Increases to Capital Expenditure of \$458,500 include \$40,000 for the Casino RFS Airbase, \$300,000 for construction of stage 4 of Settlers Subdivision, \$100,000 for works on MR145 Casino-Coraki Road and an additional \$18,500 towards the construction of a toilet and storage facility at the Casino Showground.

Increases in the use of Restricted Funds of \$100,000 includes the funding of works on the Casino-Coraki Road from Council's Road Rehabilitation Reserve.

The proposed budget adjustments for September 2016 and the effect on the projected budget results for the 2016/2017 financial year are summarised in the table below:

<b>Budget Adjustments September 2016</b>	<b>Revised Budget 31-Jul-16</b>	<b>Recommended Changes for Council Resolution</b>	<b>Projected Year End Result 2016/2017</b>
Income from Continuing Operations	57,861,141	58,500	57,919,641
Expenses from Continued Operations	53,705,513	0	53,705,513
<b>Operating Result from Continuing Operations</b>	<b>4,155,628</b>	<b>58,500</b>	<b>4,214,128</b>
Add: Non-Cash Expenses	12,747,045	0	12,747,045
Add: Non-Operating Funds Employed	4,737,300	300,000	5,037,300
Less: Capital Expenditure	20,733,525	458,500	21,192,025
Less: Loan Repayments	1,850,414	0	1,850,414
<b>Estimated Funding Result - Surplus/(Deficit)</b>	<b>(943,966)</b>	<b>(100,000)</b>	<b>(1,043,966)</b>
Restricted Funds – Increase/(Decrease)	(1,129,281)	(100,000)	(1,229,281)
<b>Working Funds – Increase/(Decrease)</b>	<b>185,315</b>	<b>0</b>	<b>185,315</b>

### **Conclusion**

The report details the proposed budget adjustments for the month of September 2016. Although there is no impact on the projected budget surplus of \$185,315, there is an increase in the utilisation of cash reserves of \$100,000 for the 2016/2017 financial year.

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**14.3 FINANCIAL ANALYSIS REPORT - AUGUST AND SEPTEMBER 2016****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 months of August 2016 and September 2016.

**251016/9 RESOLVED** (Cr Simpson/Cr Lyons)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Morrissey

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**Executive Summary**

The Financial Analysis Report gives an overview of Council's performance in regard to investment returns; investments made and reports on the balance of Council's Investment Portfolio as at the end of the reported month. This overview is both a legislative requirement and essential in keeping Council up to date on the monthly performance of Council's investments. Council's investment balance as at 31 August 2016 and 30 September 2016 are shown below:

<b>Period</b>	<b>Investment Portfolio</b>
31 August 2016	\$32,668,323.89
30 September 2016	\$33,799,533.63

The rate of return on Council's investments for August 2016 is 2.91% which is above the 90 Day Bank Bill Index of 1.72%.

The rate of return on Council's investments for September 2016 is 2.73% which is above the 90 Day Bank Bill Index of 1.74%.

**Community Strategic Plan Links**

Focus Area 7 Governance and Process - Long Term Goal 7.5 Sound Governance and Legislative Practices.

**Budget Implications**

As at 31 August 2016, Council had earned \$58,709.67 in interest and \$86,732.76 in fair value gains for total investment revenue of \$145,442.43 against a budget of \$878,540.00 (which equates to 16.56%). As at 30 September 2016, Council had earned \$71,871.43 in interest and \$117,942.50 in fair value

gains for total investment revenue of \$189,813.93 against a budget of \$878,540.00 (which equates to 21.61%).

## Report

The Financial Analysis Report aims to disclose information regarding Council's investment portfolio in accordance with the *Local Government Act 1993* (Section 625), *Local Government (General) Regulations 2005* (Clause 212) and Council's Investment Policy.

This report includes the provision of Fair Value for all of Council's investments. Council receives indicative market valuations on these investments monthly (where available) and this can be compared to the Face Value or original cost of the investment when purchased (where available). The notion of Fair Value is to comply with Australian Accounting Standard AASB 139. The market valuations of Fair Value valuations are an indication only of what a particular investment is worth at a point in time and will vary from month to month depending upon market conditions.

The Reserve Bank of Australia (RBA) lowered the cash rate at its August 2016 meeting so at 30 August 2016; the cash rate in Australia was 1.50% per annum. The cash rate remained unchanged at the September 2016 meeting, so the cash rate in Australia was 1.50% per annum at 30 September 2016.

Council's cash and term deposit investment portfolio has maturity dates ranging from same day up to 210 days. Deposits are made taking into account cash flow requirements and the most beneficial investment rates available at the time of making any investment. Council had a term deposit portfolio of \$11,000,000 representing 33.67% of the total portfolio as at 31 August 2016. The portfolio was \$13,000,000.00 representing 38.46% of the total portfolio as at 30 September 2016. Council made nine new term deposits for the period and four term deposits matured within the period. All investments are in accordance with Council's Investment Policy.

Average interest rates available for investments have decreased from the previous month from 3.00% to 2.83%.

Council has invested \$16,000,000 in longer term investments being the Cash Facility Trusts with NSW Treasury Corporation. The investment values as at 31 August 2016 and 30 September 2016 are shown below:

Period	Hourglass Cash Facility Trust	Hourglass Strategic Cash Facility Trust
As at 31 August 2016	\$8,192,453.28	\$8,203,881.33
As at 30 September 2016	\$8,206,599.88	\$8,220,944.47

The value of Council's Investment Portfolio as at 31 August 2016 and 30 September 2016 as well as our General Bank Accounts and Trust Funds are shown below:

<b>Period</b>	<b>Investment Portfolio</b>	<b>Face Value</b>	<b>General Bank Accounts</b>	<b>Trust Funds</b>
31 August 2016	\$32,668,323.89	\$32,271,989.28	\$1,714,278.06	\$120,994.55
30 September 2016	\$33,799,533.63	\$33,371,989.28	\$ 776,499.85	\$120,994.55

Council staff continually look for ways to increase Council's investment performance, both on a returns basis and in the way of environmentally and socially responsible investments. Council staff are currently assessing the difference between investing with financial institutions which do not invest in the fossil fuel industry and those that do, to understand the financial impact of a change in policy. Once enough data is collected to understand the impact a further report will be presented to Council.

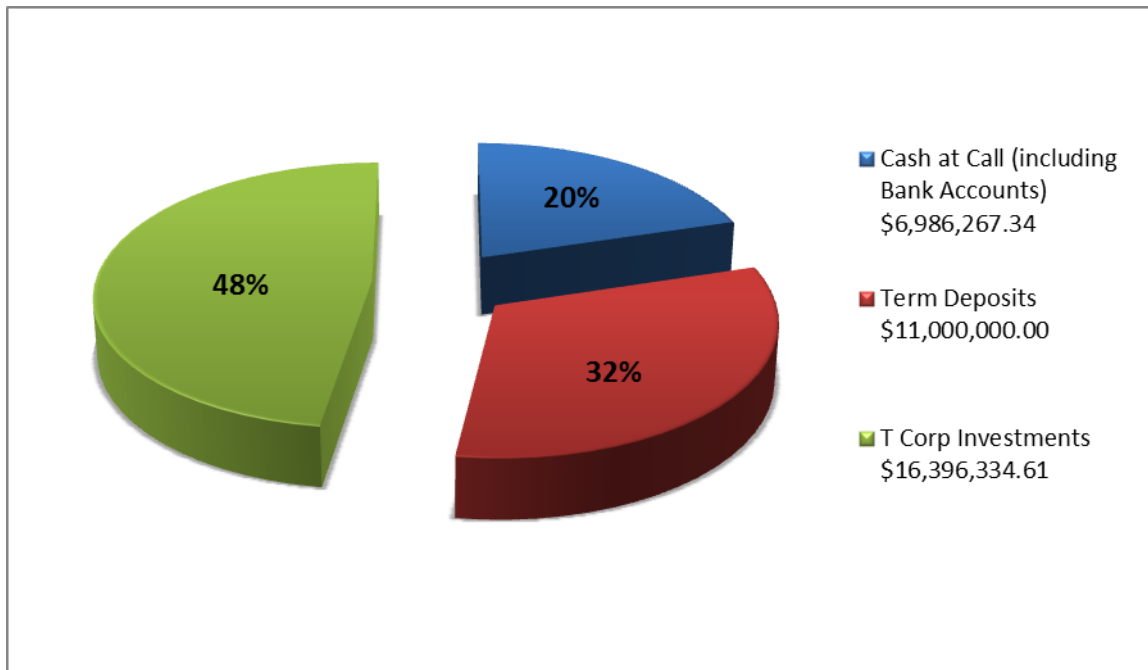
### **Conclusion**

Council is continually looking for ways to increase its investment performance. Consistent with Council's Investment Policy, a significant portion of the investment portfolio is now invested with New South Wales Treasury Corporation in the Hourglass Cash Facility Trust and Hourglass Strategic Cash Facility Trust with the aim of achieving higher returns.

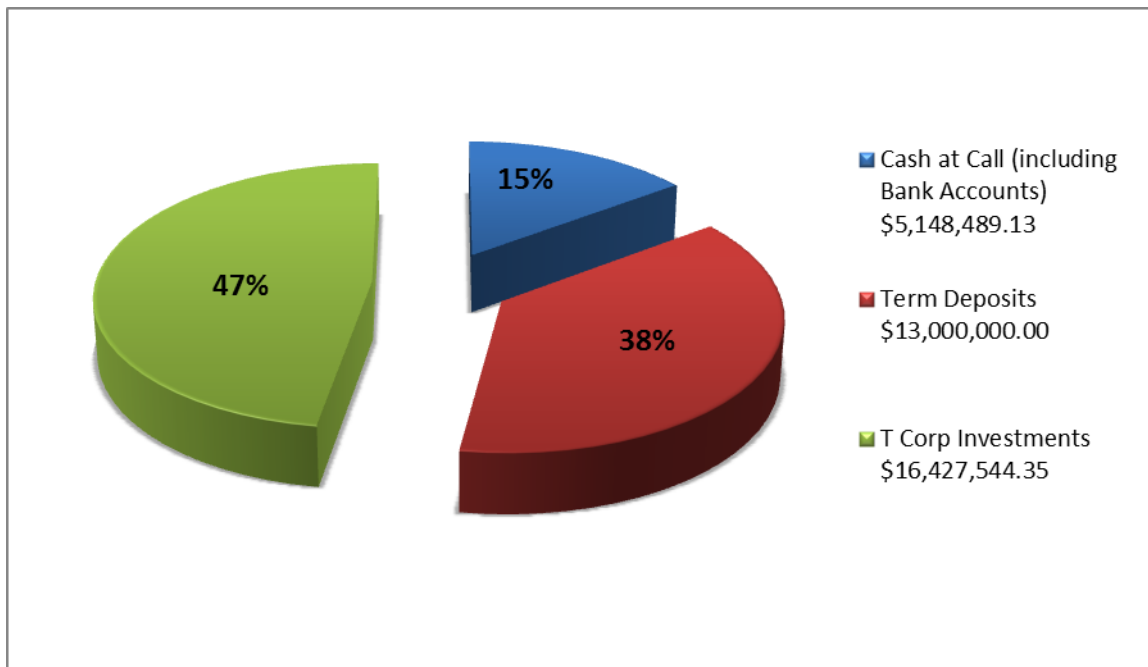
Further information has been included in this report below providing an in-depth breakdown of Council's performance.

**Appendix to Financial Analysis Report August and September 2016**

The following graph shows a breakup of Council's investment portfolio as at 31 August 2016:



The following graph shows a breakup of Council's investment portfolio as at 30 September 2016:



Council made six new term deposits during the month of August 2016.

Financial Institution	Investment Amounts (\$)	Maturity Date	Investment Rate per annum (%)	Days Invested
Newcastle Permanent	1,000,000.00	9/11/2016	2.80	90
AMP Ltd	1,000,000.00	16/03/2017	2.95	210
Beyond Bank	1,000,000.00	28/11/2016	2.70	91
Greater Bank	1,000,000.00	27/02/2017	2.75	181
Greater Bank	1,000,000.00	28/11/2016	2.70	90
Newcastle Permanent	1,000,000.00	29/11/2016	2.70	90

Council made three new term deposits during the month of September 2016.

Financial Institution	Investment Amounts (\$)	Maturity Date	Investment Rate per annum (%)	Days Invested
Bank of QLD	1,000,000.00	1/03/17	2.70	181
Members Equity Bank	1,000,000.00	5/12/16	2.68	91
Beyond Bank	1,000,000.00	3/01/17	2.70	97

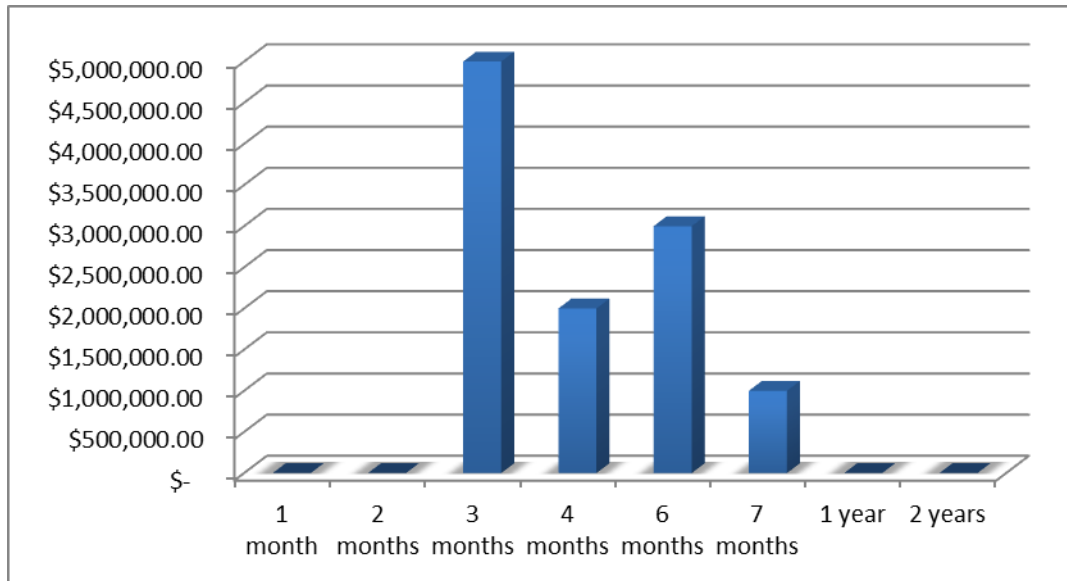
Total term deposit maturities during the month ending 31 August 2016 included returning principal (in full) and interest, are shown in the following table.

Financial Institution	Investment Amount (\$)	Maturity Date	Investment Rate per annum (%)	Interest Received (\$)
Members Equity Bank	1,000,000.00	11/08/2016	2.98	7,511.23
Beyond Bank	1,000,000.00	29/08/2016	3.03	7,554.25
National Australia Bank	1,000,000.00	29/08/2016	2.92	7,280.00

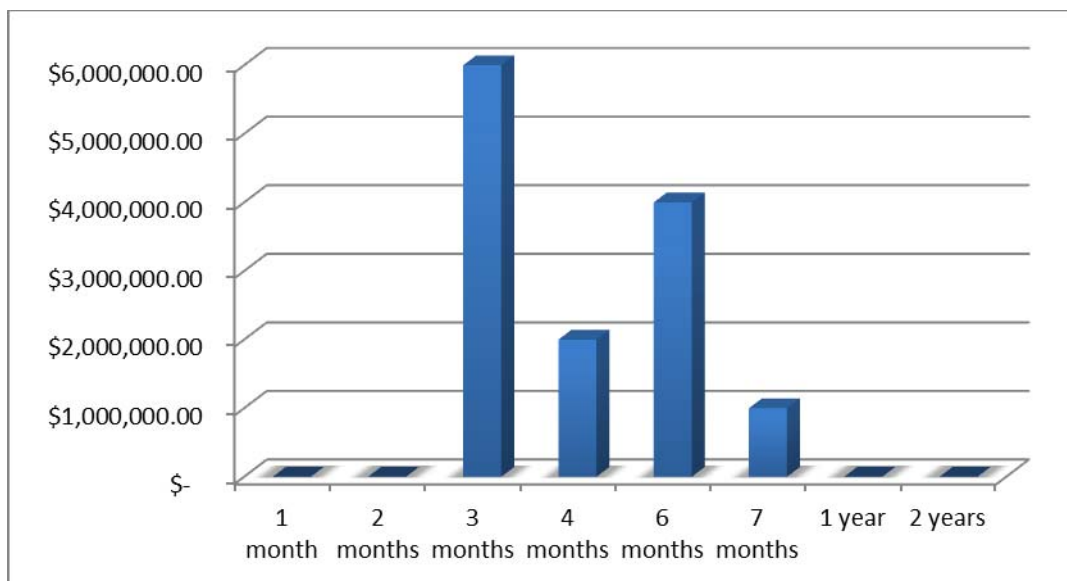
Total term deposit maturities during the month ending 30 September 2016 included returning principal (in full) and interest, are shown in the following table.

Financial Institution	Investment Amount (\$)	Maturity Date	Investment Rate per annum (%)	Interest Received (\$)
Beyond Bank	1,000,000.00	28/09/2016	2.95	\$7,354.80

The following graph shows the length of time of Council's term deposit maturities as at 31 August 2016.



The following graph shows the length of time of Council's term deposit maturities as at 30 September 2016.



RICHMOND VALLEY COUNCIL FINANCIAL ANALYSIS REPORT AT 31 AUGUST 201 €														
Investment Name	Investment Source	Investment Type	Rating	Investment Date	Maturity Date	Interest Basis	Interest Frequency	Current Interest Rate for Month	Original Investment Value	Current Investment Fair Value	Fair Valuation Date	% of Total Portfolio	Capital Guarantee Maturity	
<u>Cash at Call</u>														
CBA Business Online Saver	Commonwealth Bank	At Call	A1+/AA	At Call	Variable		Monthly	0.21%	N/A	5,271,989.28	31/08/2016	16.14%	No	
Total Cash at Call										5,271,989.28		16.14%		
<u>Term Deposits</u>														
Term Deposit	Bank of QLD	Term Deposit	A2/BBB	6/04/2016	4/10/2016	Fixed for Term	Maturity	0.26%	N/A	1,000,000.00	31/08/2016	3.06%	Part	
Term Deposit	Elders Rural Bank	Term Deposit	A2/A-	6/06/2016	4/10/2016	Fixed for Term	Maturity	0.24%	N/A	1,000,000.00	31/08/2016	3.06%	Part	
Term Deposit	AMP Ltd	Term Deposit	A1+/AA-	7/06/2016	5/12/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	31/08/2016	3.06%	Part	
Term Deposit	Westpac Bank	Term Deposit	A1+/AA-	20/06/2016	18/10/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	31/08/2016	3.06%	Part	
Term Deposit	Beyond Bank	Term Deposit	A2/BBB+	29/06/2016	28/09/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	31/08/2016	3.06%	Part	
Term Deposit	Newcastle Permanent	Term Deposit	A2/BBB+	11/08/2016	9/11/2016	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	31/08/2016	3.06%	Part	
Term Deposit	AMP Ltd	Term Deposit	A1+/AA-	18/08/2016	16/03/2017	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	31/08/2016	3.06%	Part	
Term Deposit	Beyond Bank	Term Deposit	A2/BBB+	29/08/2016	28/11/2016	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	31/08/2016	3.06%	Part	
Term Deposit	Greater Bank	Term Deposit	A2/BBB+	30/08/2016	27/02/2017	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	31/08/2016	3.06%	Part	
Term Deposit	Greater Bank	Term Deposit	A2/BBB+	30/08/2016	28/11/2016	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	31/08/2016	3.06%	Part	
Term Deposit	Newcastle Permanent	Term Deposit	A2/BBB+	31/08/2016	29/11/2016	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	31/08/2016	3.06%	Part	
Total Term Deposits										11,000,000.00		33.67%		
<u>Fixed Interest Securities</u>														
Total Fixed Interest Securities										0.00	0.00			
<u>NSW Treasury Corporation Hourglass Investments</u>														
Cash Facility Trust	NSW Treasury Corporation	Trust		Various	N/A		Monthly	0.24%	8,000,000.00	8,192,453.28	31/08/2016	25.08%		
Strategic Cash Facility Trust	NSW Treasury Corporation	Trust		Various	N/A		Monthly	0.31%	8,000,000.00	8,203,881.33	31/08/2016	25.11%		
Total Fixed Interest Securities										16,000,000.00	16,396,334.61		50.19%	
Total Investment Portfolio at Face Value										32,271,989.28				
Total Investment Portfolio at Fair Value											32,668,323.89			
Overall Average Interest Rate for month - Portfolio										0.24%				
Total Bank Account Portfolio											1,835,272.61			
Total Portfolio											34,503,596.50			
<u>Bank Accounts</u>														
Account Name	Balance \$ 31-Aug-16													
General Fund Bank Account	1,702,007.42													
Trust Fund Bank Account	120,994.55													
NAB Cheque Account	-20.00													
Evans Head Memorial Areodrome Fund	12,290.64													
Total	1,835,272.61													

RICHMOND VALLEY COUNCIL FINANCIAL ANALYSIS REPORT AT 30 SEPTEMBER 2016														
Investment Name	Investment Source	Investment Type	Rating	Investment Date	Maturity Date	Interest Basis	Interest Frequency	Current Interest Rate for Month	Original Investment Value	Current Investment Fair Value	Fair Valuation Date	% of Total Portfolio	Capital Guarantee Maturity	
<u>Cash at Call</u>														
CBA Business Online Saver	Commonwealth Bank	At Call	A1+/AA	At Call	Variable		Monthly	0.21%	N/A	4,371,989.28	30/09/2016	12.94%	No	
Total Cash at Call										4,371,989.28		12.94%		
<u>Term Deposits</u>														
Term Deposit	Bank of QLD	Term Deposit	A2/BBB	6/04/2016	4/10/2016	Fixed for Term	Maturity	0.26%	N/A	1,000,000.00	30/09/2016	2.96%	Part	
Term Deposit	Elders Rural Bank	Term Deposit	A2/A-	6/06/2016	4/10/2016	Fixed for Term	Maturity	0.24%	N/A	1,000,000.00	30/09/2016	2.96%	Part	
Term Deposit	AMP Ltd	Term Deposit	A1+/AA-	7/06/2016	5/12/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	30/09/2016	2.96%	Part	
Term Deposit	Westpac Bank	Term Deposit	A1+/AA-	20/06/2016	18/10/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	30/09/2016	2.96%	Part	
Term Deposit	Newcastle Permanent	Term Deposit	A2/BBB+	11/08/2016	9/11/2016	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	30/09/2016	2.96%	Part	
Term Deposit	AMP Ltd	Term Deposit	A1+/AA-	18/08/2016	16/03/2017	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	30/09/2016	2.96%	Part	
Term Deposit	Beyond Bank	Term Deposit	A2/BBB+	29/08/2016	28/11/2016	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	30/09/2016	2.96%	Part	
Term Deposit	Greater Bank	Term Deposit	A2/BBB+	30/08/2016	27/02/2017	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	30/09/2016	2.96%	Part	
Term Deposit	Greater Bank	Term Deposit	A2/BBB+	30/08/2016	28/11/2016	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	30/09/2016	2.96%	Part	
Term Deposit	Newcastle Permanent	Term Deposit	A2/BBB+	31/08/2016	29/11/2016	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	30/09/2016	2.96%	Part	
Term Deposit	Bank of QLD	Term Deposit	A2/BBB	1/09/2016	1/03/2017	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	30/09/2016	2.96%	Part	
Term Deposit	Members Equity Bank	Term Deposit	A2/BBB	5/09/2016	5/12/2016	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	30/09/2016	2.96%	Part	
Term Deposit	Beyond Bank	Term Deposit	A2/BBB+	28/09/2016	3/01/2017	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	30/09/2016	2.96%	Part	
Total Term Deposits										13,000,000.00		38.46%		
<u>Fixed Interest Securities</u>														
Total Fixed Interest Securities										0.00	0.00			
<u>NSW Treasury Corporation Hourglass Investments</u>														
Cash Facility Trust	NSW Treasury Corporation	Trust	Various	N/A			Monthly	0.17%	8,000,000.00	8,206,599.88	30/09/2016	24.28%		
Strategic Cash Facility Trust	NSW Treasury Corporation	Trust	Various	N/A			Monthly	0.19%	8,000,000.00	8,220,944.47	30/09/2016	24.32%		
Total Fixed Interest Securities										16,000,000.00	16,427,544.35		48.60%	
Total Investment Portfolio at Face Value									33,371,989.28					
Total Investment Portfolio at Fair Value										33,799,533.63				
Overall Average Interest Rate for month - Portfolio									0.23%					
<u>Bank Accounts</u>														
Account Name	Balance \$ 30-Sep-16													
General Fund Bank Account	764,206.95													
Trust Fund Bank Account	120,994.55													
NAB Cheque Account	0.00													
Evans Head Memorial Areodrome Fund	12,292.90													
Total	897,494.40													
Total Bank Account Portfolio										897,494.40				
Total Portfolio										34,697,028.03				

**14.4 NORTHERN RIVERS LIVESTOCK EXCHANGE (NRLX) STATISTICS AND FINANCIAL PERFORMANCE AS AT 30 SEPTEMBER 2016****Responsible Officer:**Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond)

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**RECOMMENDATION**

Recommended that Council note the performance of the Northern Rivers Livestock Exchange (NRLX) as at 30 September 2016.

**251016/10 RESOLVED** (Cr Humphrys/Cr Hayes)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Morrissey

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**Executive Summary**

This report provides an update of NRLX throughput as at 30 September 2016 and also monthly throughput from 2011/2012 to 2016/2017.

The throughput is down 1.95% (compared to the same period in the 2015/2016 financial year).

Income from sales is \$246,680 (which is 24.3% of the budgeted sales income for the year). Council has also earned \$13,206 in interest from reinvesting the loan funds borrowed to upgrade the complex.

Expenditure is at \$215,072 (or 20.9% of total recommended budget expenditure). There are no major concerns in any area of expenditure as at the end of the first quarter.

The operating result is a \$44,814 surplus (including depreciation) against an adopted budget surplus of \$65,663. The cash surplus as at 30 September 2016 is \$84,766 against the anticipated year end cash result of a \$225,473 surplus. This means that overall we have 68.2% of the surplus with 25% of the year gone. We are on-track to meet our budgeted surplus.

**Community Strategic Plan Links**

Focus Area 2 Local Economy - Long Term Goal 2.1 Business Industry and Agriculture (Strategy 2.1.2 Promote a broad agricultural base while ensuring our current position as the beef capital of NSW is maintained).

**Budget Implications**

As detailed in the report.

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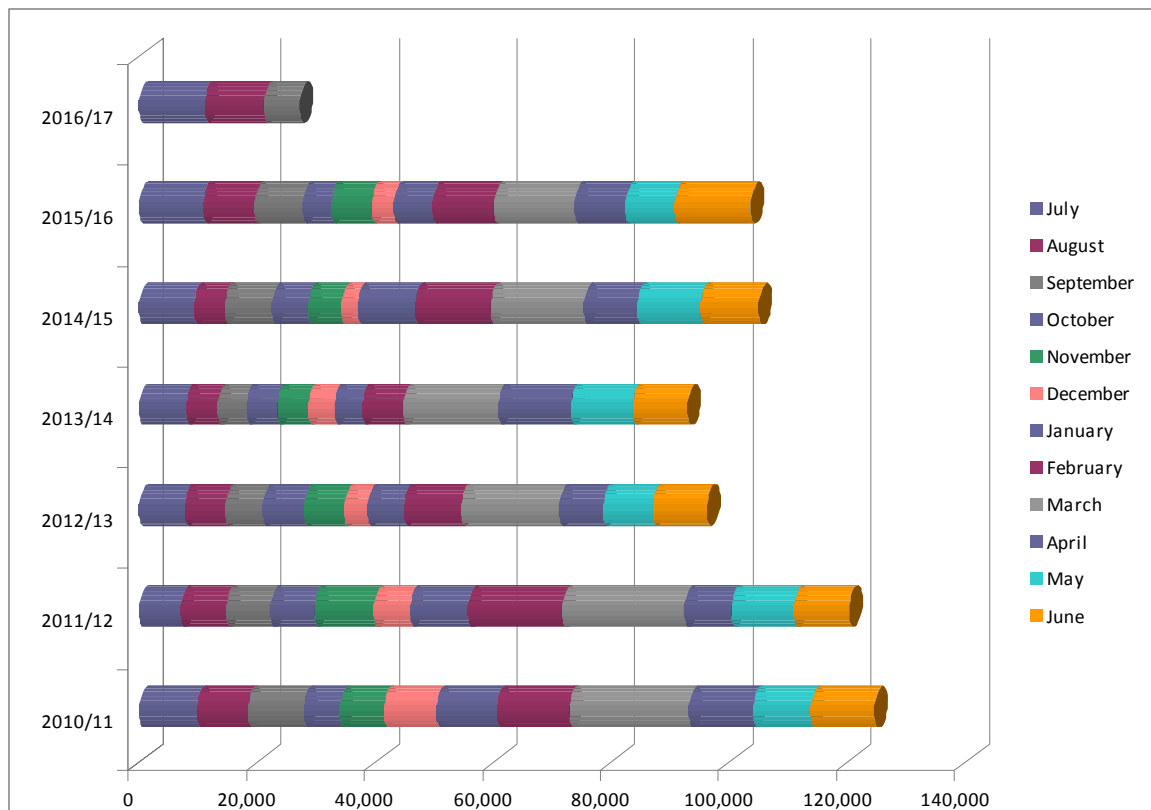
## Report

The below graph indicates 27,253 head were processed through sales at NRLX in the 2016/2017 September quarter compared with 27,796 head for the same period in 2015/16. Throughput is largely unchanged for the same period last year. Record re-stocker prices, good seasonal conditions and building the national cattle herd continue to dominate the numbers of cattle on offer at sales nationally including the NRLX.

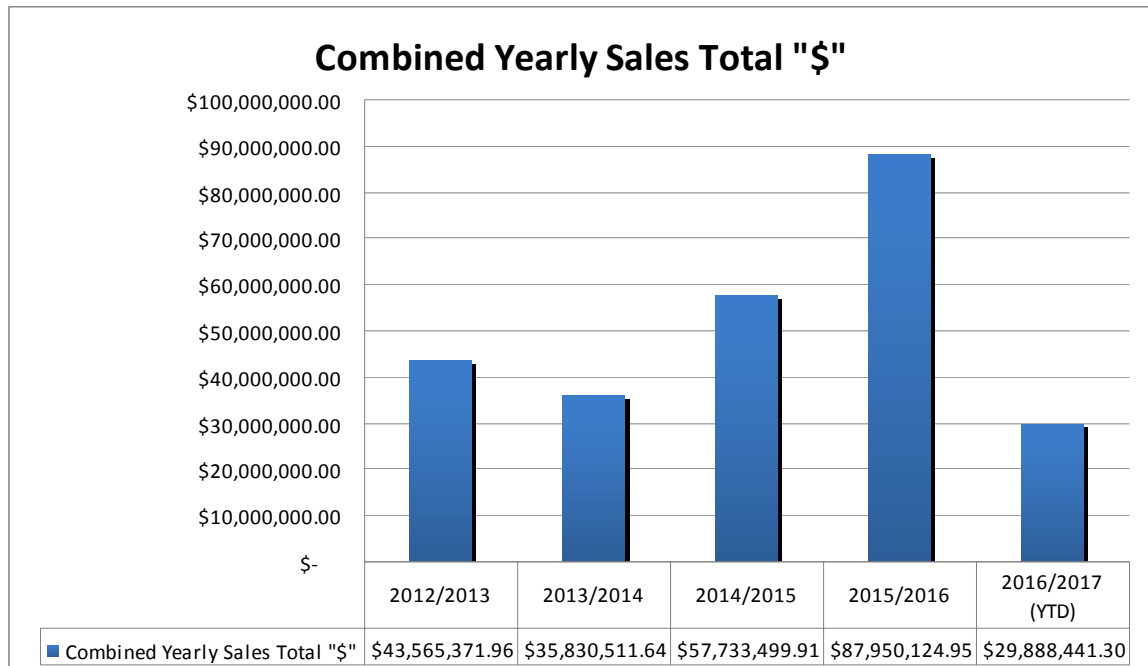
Set out below are recorded figures and graphs for total cattle sold at the NRLX.

	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17
July	7,093	7,760	8,027	9,361	10,878	11,207
August	7,754	6,899	5,320	5,237	8,774	9,993
September	7,397	6,345	4,869	7,965	8,144	6,053
October	7,559	7,054	5,286	6,147	4,899	
November	9,966	6,737	5,203	5,667	6,781	
December	6,144	3,959	4,487	2,645	3,805	
January	9,834	6,248	4,664	9,744	6,487	
February	15,977	9,675	6,991	12,808	10,509	
March	20,672	16,538	16,084	15,866	13,572	
April	8,014	7,457	12,311	9,069	8,620	
May	10,642	8,444	10,370	10,730	8,390	
June	9,305	9,164	9,332	9,738	12,807	
<b>TOTAL</b>	<b>120,357</b>	<b>96,280</b>	<b>92,944</b>	<b>104,977</b>	<b>103,666</b>	<b>27,253</b>

The following graph shows total cattle figures per month by year:



The following graph shows total sales dollars through the NRLX for the last four financial years including this year to-date. Last year, up until 30 September turnover was \$21,239,227.10 compared to \$25,651,273.60 this year, \$4,412,046.50 up year on year. Looking at the total so far this financial year, turnover is now \$29,888,441.30 compared to \$22,993,048.67 in the same period last year (up \$6,895,392.63). As can be seen in the graph below, last financial year was an extremely good year with a total turnover of \$87,950,124.95 and with the way the current year is tracking the year end result should be even better. These are very pleasing results with record sales prices being reached. This puts important income into the Richmond Valley local economy.



### ***Financial Implications***

The following table shows actual income and expenditure against the original budget for the financial year to 30 September 2016:

<b>NRLX Income and Expenditure</b>	<b>Actual 30 September 2016 (\$)</b>	<b>Budget (\$)</b>	<b>Percentage %</b>
<b>Income</b>			
Fees & Rent	246,680	1,015,320	24.29
Interest on Investment	13,206	0	100.00
LIRS Subsidy	0	81,192	0.00
<b>Expenses</b>			
Salaries and On Costs	67,784	318,063	21.31
Materials and Contracts	11,723	100,768	11.63
Interest on Loans	26,522	106,091	25.00
Depreciation	39,952	159,810	25.00
SRA Lease Agreement	0	5,202	0.00
Electricity Charges	4,961	33,000	15.03
Telephone Charges	894	5,500	16.25
Insurance Charges	6,337	9,300	68.14
Advertising Costs	1,210	12,173	9.94
Printing and Stationery	1,298	521	249.14
Licence Fees	1,750	6,555	26.70

Subscriptions	0	5,826	0.00
Security Charges	250	2,081	12.01
Staff Training	1,036	4,162	24.89
Software Licences	0	8,847	0.00
Other General Expenses	95	0	100.00
Internal Charges	51,260	252,950	20.26
<b>Net Operating Result</b>	<b>44,814</b>	<b>65,663</b>	<b>68.25</b>

As shown above, as at 30 September 2016 the NRLX operating result (including depreciation) is a surplus of \$44,814. With depreciation added back (which shows the actual cash operating result for the quarter), the NRLX cash operating result is an \$84,766 surplus. Income is on track with what was expected.

The majority of expenditure categories are within budget with those that are over are minor expenditure items. The largest category of expenditure (outside of salaries) is internal charges, this covers administration overheads, Council rates, internal plant charges and on-site sewerage charges.

### Conclusion

The figures shown in the report are a pleasing result for this stage of the year, this keeps the NRLX operation on track to meet the budgeted surplus set for the 2016/2017 financial year.

### 14.5 APPLICATION FOR CHANGE OF RATING CATEGORY - PROPERTY ID 124940

#### Responsible Officer:

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

### RECOMMENDATION

Recommended that:

1. The rating category change application subject of this report be approved.
2. Council write-back the amount of \$3,732.61 of the general rate revenue for 2015/2016.
3. Council advise the applicant in writing of its decision.

**251016/11 RESOLVED** (Cr Humphrys/Cr Hayes)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Morrissey

## **Executive Summary**

This report was previously presented for determination at the Ordinary Meeting held on 19 July 2016. A request for further information was sought in relation to the use of the land. Council staff have determined the use of the land to be of a residential nature and as a result, the application has been reassessed and found it does meet the relevant sections of the *Local Government Act 1993*.

If Council approves the application subject of this report then this will result in \$3,732.61 of the 2015/2016 general rate revenue being written-off.

## **Community Strategic Plan Links**

Focus Area 7 Governance and Process – Long Term Goal 7.5 Sound Governance and Legislative Practices.

## **Budget Implications**

If Council approves the application subject of this report, which does meet the requirements of the *Local Government Act 1993* in regard to rating category change, this will result in \$3,732.61 of the 2015/2016 general rate revenue being written-off.

## **Report**

The property was previously used as a slipway, as a result was rated within the business category. Council staff have investigated the use of the land and it is confirmed that the property is now used for residential accommodation. If the use of the land was to change (i.e. a business recommenced) then the rateability of the land would need to be reassessed. In this case, as there is a residence located on the allotment, then the rating category could be then determined as a mixed development with a component levied as residential and the remaining component levied as business. Mixed development properties are determined by the NSW Valuer General's Office and advised to Council.

## **Conclusion**

The owner of the rateable property has requested that the property's rating category be amended to residential from business category. The application meets the relevant sections of the *Local Government Act 1993* as the dominant use of the land is for residential purposes. It is recommended that Council approves the application for the change of rating category. This will result in \$3,732.61 of the 2015/2016 general rate revenue being written-off.

**14.6 TENDER REGPRO171617 - SUPPLY AND DELIVERY OF CONCRETE PIPES****Responsible Officer:**Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond)

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**RECOMMENDATION**

Recommended that:

1. Holcim (Australia) Pty Ltd t/as Humes be awarded this contract to supply participating RTC member Councils for the period 1 October 2016 to 30 September 2018.
2. Provision be allowed for a 12 month extension based on satisfactory supplier performance which may take this contract through to 30 September 2019.
3. The Common Seal of Council be affixed to any documentation where required.

**251016/12 RESOLVED** (Cr Humphrys/Cr Hayes)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Morrissey

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**Executive Summary**

Council uses concrete pipes, headwalls, manholes, lintels etc. in its construction and replacement of Councils stormwater infrastructure and Councils water and sewer infrastructure. Council spends approximately \$75,000 per annum on such products.

Regional Procurement® called for a Single Source Tender (by Council tender) for participating Regional Procurement Richmond Tweed Clarence (RTC) Group for the Supply and Delivery of Concrete Pipes. Tenders closed at 10:00 am on Tuesday, 19 July 2016.

There were 27 participating Councils in this tender and Richmond Valley and Clarence Valley Councils were the only two participating Councils from the RTC Group.

The tender was advertised in the following media:

- Tenderlink on 28 June 2016,
- Sydney Morning Herald on 28 June 2016,

- Newcastle Herald on 28 June 2016, and
- Gold Coast Bulletin on 2 July 2016.

Three tender documents were issued however only two tenders were received from the following entities:

- Holcim (Australia) Pty Ltd t/as Humes
- Bruno Altin & Co. Pty Ltd

### **Community Strategic Plan Links**

Focus Area 6 Transport and Infrastructure - Long Term Goal 6.4 Water and Sewerage (Strategy 6.4.3 Review and implement a forward capital works program for new and replacement works)

### **Budget Implications**

The products are purchased as a part of stock items within Councils' Store section and issued to specific infrastructure projects within Councils adopted budgets. The products are used in constructing and repairing Councils Water, Sewer and Stormwater infrastructure. Council spends approximately \$75,000 per annum on these products.

### **Report**

Richmond Valley Council is a member of Regional Procurement's Richmond Tweed Clarence (RTC) Group. Regional Procurement runs tenders for regional Local Government member groups to aggregate the combined local tenders in order to attract greater supplier competition and lower pricing for member Councils. Richmond Valley Council has participated in Regional Procurement's tender for a Single Source Supplier for Supply and Delivery of Concrete Pipes.

### ***Contract Duration***

This contract will run for 24 months from 1 October 2016 to 30 September 2018 (supply to commence once this recommendation has been adopted). A 12 month extension option may be taken up if the performance by the successful tenderer is deemed as satisfactory.

### ***Probity***

The tender has been conducted in accordance with Clause 166(a) of the *Local Government (General) Regulation 2005*.

Conflict of Interest Declarations were signed by all participating evaluation panel members including the Regional Procurement® facilitator. All tenderer insurance records were checked against Tender requirements and potential non-conformities were noted.

The evaluation was conducted in accordance with the Local Government Tendering Guidelines, Regional Procurement® Tendering Code of Conduct and

Tendering Evaluation Principles and Process. Confidentiality and probity were maintained throughout the process.

### ***Tender Analysis***

The tender evaluation was conducted at Regional Procurement Offices on 5 August 2016 by the following evaluation panel members:

- Mark Kentish - Facilitator - Regional Procurement®
- Craig Wade – Regional Procurement®
- Mikala Fraser – Strategic Services Australia

### ***Evaluation Results:***

EVALUATION CRITERIA	%	Holcim (Australia) Pty Ltd t/as Humes	Bruno Altin & Co Pty Ltd
Table 1.2: Stormwater Pipes (RRJ Joint) RMS Compliant	20	20.00	13.62
Table 1.3: Stormwater Pipes (Flush Joint) non-compliant	15	15.00	8.27
Table 1.4: Stormwater Pipes (Flush Joint) RMS Compliant	10	10.00	5.52
Table 1.5: Head Walls	10	10.00	9.18
Table 1.8: Precast Kerb Entry Units	10	10.00	8.56
Table 1.12: Precast Box Culverts (Small X2.4 X450)	5	3.51	5.00
Quality Assurance	10	10.00	10.00
WH&S	10	10.00	7.00
Freight: MNC/ RTC	10	10.00	10.00
Final Score as no freight submitted for MNC and RTC	100	<b>98.51</b>	<b>77.15</b>

### **Note**

- No late tenders were received.
- All tenderers had been noted as active on the ASIC website.
- No tenders were deemed non-compliant.

### **Consultation**

Consultation took place between Regional Procurement, Clarence Valley Council and Richmond Valley Council throughout the tender process.

### **Conclusion**

It is recommended that Holcim (Australia) Pty Ltd t/as Humes be awarded this contract for Council as this company was scored highest by the evaluation panel and the company operates within the Richmond Valley Local Government Area.

**14.7 TENDER RVC336.16 - TRANSPORT AND DISPOSAL OF CONSTRUCTION AND DEMOLITION WASTE AND/OR MIXED PUTRESCIBLE WASTE****Responsible Officer:**David Timms (Manager Infrastructure Services)

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**RECOMMENDATION**

Recommended that:

1. Subject to successful contract negotiations, a contract be entered into with Ti-Tree Bioenergy Pty Ltd for the transport and disposal of construction and demolition waste and mixed putrescible waste from both Nammoona and Evans Head.
2. In the interim period, the current arrangement with Veolia Environmental Services continues until such time as a contract is signed and transport and disposal of waste commences with Ti-Tree Bioenergy Pty Ltd.
3. The Common Seal of Council be affixed to any documentation where required.

**251016/13 RESOLVED** (Cr Hayes/Cr Humphrys)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Morrissey

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**Executive Summary**

Richmond Valley Council called tender RVC336.16 for appropriately qualified and experienced contractors to collect, transport and dispose of Construction and Demolition Waste and/or Mixed Putrescible Waste from both Evans Head and Nammoona waste facilities.

In July 2016, at the Ordinary Meeting, Council resolved the following:

1. Council authorise the immediate take up of services with Veolia Environmental Services to transport mixed putrescible waste to South East Queensland under the terms and conditions of the original North Coast Regional Council's tender.
  2. This will be for an interim period of three months due to extreme circumstances as per Section 55 (3)(k) of the Local Government Act 1993.
  3. The service is tendered during the interim period and the outcome considered at the October 2016 Ordinary Meeting.
-

Since the resolution was passed and up to and including 17 September 2016, a total of 194.32 tonnes of mixed waste has been transported from Evans Head to Queensland and 694.42 tonnes from Nammoona to Queensland. Loads from Nammoona have averaged 19.29 tonnes and loads from Evans Head 12.95 tonnes.

The Report summarises the outcome of the tender process as per dot point three of the July Council resolution.

Council is at a stage in the management of waste where it needs to take advantage of the pricing and option to have waste carted to Queensland. The Council decision to abandon the construction of Cell 5 has left Cell 4 with a limited remaining lifespan and the planning, design and development of Cell 6 will take some time. In the interim the space in Cell 4 needs to be preserved as much as possible meaning an alternative solution needs to be found for the disposal of waste.

The objective of the Tender was to engage a suitably qualified and experienced Contractor to undertake the transport and disposal of Construction and Demolition Waste and/or Mixed Putrescible Waste from each of Council's nominated loading sites for a one (1) year period with an option for two, one (1) year extensions i.e. 1 year + 1 year + 1 year. The Tender stated that Council, *'reserves the right to award a single contract for the transport and disposal of waste or separate contracts for the transport and disposal. The decision to include transport with disposal or to award separate contracts for each will be communicated to the successful tenderer in each case.'*

Three submissions for the tender were received with all submissions evaluated as conforming tenders. The Tender received from Ti-Tree Bioenergy Pty Ltd for the transport and disposal of construction and demolition waste and putrescible waste has been identified as the most advantageous to Council.

The Tender Evaluation Panel has recommended that the Contract be awarded as a combined contract for the transport and disposal, subject to successful negotiation of contractual conditions.

### **Community Strategic Plan Links**

Focus Area 1 Natural Environment - Long Term Goal 1.3 Environmental Protection (Strategy 1.3.2 Provide services and programs which protect and enhance our natural and built environment).

### **Budget Implications**

Council will fund the transport and disposal of the waste from the existing budget allocated for waste operations. Since minimal waste will be landfilled at Nammoona, because it will be transported and disposed of, savings associated in not using up the airspace will fund the contract service.

## Report

Tenders were called on 19 August 2016 and closed on 20 September 2016 at 2.00pm. Table 1 below sets out the details of the Tenders received. Amounts that were assessed were based on a per tonne price (all prices are exc. GST).

Tender Item	Tenderer		
	Megawaste Industries (ABN 87 328 564 350)	Richmond Waste (ABN 83 493 775 096)	Ti-Tree Bioenergy (ABN 67 450 387 919)
Transport and Disposal of Construction and Demolition Waste (from Nammoona)	\$73.92/tonne transport + \$29.70/tonne disposal	\$0.1659 tonne/km (16 t load) \$0.1475 tonne/km (18 t load) \$0.1327 tonne/km (20 t load) + \$16.50/tonne disposal	\$5.69 tonne/km + \$36.00/tonne disposal
Transport (ONLY) of Construction and Demolition Waste (from Nammoona)	\$73.92/tonne	\$0.1659 tonne/km (16 t load) \$0.1475 tonne/km (18 t load) \$0.1327 tonne/km (20 t load)	\$5.69 tonne/km
Transport and Disposal of Putrescible Waste (from Nammoona)	\$75.54/tonne transport + \$39.50/tonne disposal	\$0.1668 tonne/km (16 t load) \$0.1473 tonne/km (18 t load) \$0.1326 tonne/km (20 t load) + \$36.00/tonne disposal	\$4.55 tonne/km + \$36.00/tonne disposal
Transport (ONLY) of Putrescible Waste (from Nammoona)	\$75.54/tonne	\$0.1668 tonne/km (16 t load) \$0.1473 tonne/km (18 t load) \$0.1326 tonne/km (20 t load)	\$4.55 tonne/km
Transport and Disposal of Putrescible Waste (from Evans Head)	\$71.70/tonne transport + \$39.50/tonne disposal	\$0.1661 tonne/km (16 t load) \$0.1477 tonne/km (18 t load) \$0.1329 tonne/km (20 t load) + \$36.00/tonne disposal	\$4.48 tonne/km + \$36.00/tonne disposal
Transport (ONLY) of Putrescible Waste (from Evans Head)	\$71.70/tonne	\$0.1661 tonne/km (16 t load) \$0.1477 tonne/km (18 t load) \$0.1329 tonne/km (20 t load)	\$4.48 tonne/km

Table 1. Tendered Rates for the Transport and Disposal of Construction and Demolition Waste and Putrescible Waste

The Tender document stated that the following approximate tonnages of waste would be available for transport and disposal:

Nammoona Facility: 5,000 tonnes per annum of putrescible waste  
500 tonnes per annum of Construction and Demolition waste  
Evans Head Facility: 3,000 tonnes per annum of putrescible waste

The tendered rates provided were used to calculate a price per tonne (exc. GST) for waste transported and disposed of based on a minimum 16 tonne load for putrescible waste and a 20 tonne load for Construction and Demolition waste. The per tonne rates provided by Richmond Waste for other load weights as tendered are also presented (Tables 2 and 3).

Tender Item	Tenderer		
	Megawaste Industries (ABN 87 328 564 350)	Richmond Waste (ABN 83 493 775 096)	Ti-Tree Bioenergy (ABN 67 450 387 919)
Transport and Disposal of Construction and Demolition Waste (from Nammoona)	\$103.62/tonne	\$97.46/tonne (16 t load) \$88.48/tonne (18 t load) \$81.26/tonne (20 t load)	\$111.33/tonne
Transport (ONLY) of Construction and Demolition Waste (from Nammoona)	\$73.92/tonne	\$80.96/tonne (16 t load) \$71.98/tonne (18 t load) \$64.76/tonne (20 t load)	\$75.33/tonne

Table 2. Price per tonne for Transport and Disposal of Construction and Demolition waste

Tender Item	Tenderer		
	Megawaste Industries (ABN 87 328 564 350)	Richmond Waste (ABN 83 493 775 096)	Ti-Tree Bioenergy (ABN 67 450 387 919)
Transport and Disposal of Putrescible Waste (from Nammoona)	\$115.04/tonne	\$124.40/tonne (16 t load) \$114.07/tonne (18 t load) \$106.28/tonne (20 t load)	\$111.36/tonne
Transport (ONLY) of Putrescible Waste (from Nammoona)	\$75.54/tonne	\$88.40/tonne (16 t load) \$78.07/tonne (18 t load) \$70.28/tonne (20 t load)	\$75.36/tonne
Transport and Disposal of Putrescible Waste (from Evans Head)	\$111.20/tonne	\$118.05/tonne (16 t load) \$108.96/tonne (18 t load) \$101.65/tonne (20 t load)	\$105.16/tonne
Transport (ONLY) of Putrescible Waste (from Evans Head)	\$71.70/tonne	\$82.05/tonne (16 t load) \$72.96/tonne (18 t load) \$65.65/tonne (20 t load)	\$69.16/tonne

Table 3. Price per tonne for Transport and Disposal of Putrescible waste

Tenders were called under the provisions of the *Local Government Act 1993*, the *Local Government (General) Regulation 2005* and the requirements of the Richmond Valley Council Purchasing Policy.

Council's Manager Infrastructure Services, Coordinator Waste and Resource Recovery and Council's Overseer for Waste Management were involved in the development of the specifications and assessment criteria.

Richmond Valley Council's Purchasing Policy references the *Local Government Act Section 55* which requires Council to tender any contract with an estimated expenditure of more than \$150,000.

The estimated expenditure on this contract will exceed the tenderable limit.

A non-compulsory on site tender meeting was held on the 14<sup>th</sup> September 2016 at the Nammoona Facility followed by an inspection of the Evans Head Facility.

## ***Tender Analysis***

Tenders were evaluated by the Tender Evaluation Panel with a price criteria of 80% and the non-priced criteria being 20%.

### **1. Pre-Evaluation Actions**

Council decided to call tenders using the open tendering method, in accordance with Clause 167 of the *Local Government (General) Regulation 2005*.

A Tender Evaluation Plan consistent with the Regulation and the Conditions of Tendering in the Request for Tender documents was prepared and endorsed by the Tender Evaluation Committee prior to close of tenders.

### **2. Initial Evaluation**

All tenders were received prior to the nominated closing date and time, through the Tenderlink portal.

The initial evaluation revealed that all three companies had met all requirements of the tender. Clarifications on pricing had to be sought from all three companies due to the different formats that prices were submitted in.

### **3. Evaluation of Non-Price**

The information submitted by the tenderers was evaluated against the specified non-price criteria, in accordance with the Tender Evaluation Plan.

The non-price criteria for evaluation were Management Systems, Capability and Relevant Experience and specifically:

- EPA Licences for the transport of materials
- Disposal site(s) registered with the relevant state authority
- Environmental and OHandS Systems
- Appropriate resources to service the contract
- Experience in transport and disposal of waste

The non-price scores were weighted and scored for both the transport and disposal of construction and demolition waste and putrescible waste and are provided in Table 4 below.

Tenderer	Non-price Score		Total Non-Price Score	Rank
	Transport and Disposal of Construction and Demolition Waste	Transport and Disposal of Putrescible Waste		
Megawaste Industries	6	6	12	3
Richmond Waste	7.5	7.5	15	2
Ti-Tree Bioenergy	9	9	18	1

Table 4. Non Price Weighted Scores for waste transport and disposal

#### 4. Price Scores

Due to the fact that Richmond Waste submitted a sliding scale of unit rates which depended on the weight of the waste load, a comparable basis for assessment had to be found. To achieve this a base weight per load of 16 tonnes was adopted for the putrescible waste and 20 tonnes for the construction and demolition waste. An analysis of the loads transported to Queensland under the current arrangement showed that the average load weight of mixed waste from Evans Head was 12.95 tonnes and 19.29 tonnes from Nammoona.

The tenders were compared on the basis of the assessed tender amounts based on a 16 tonne load of putrescible waste and a 20 tonne load of construction and demolition waste. The weighted and normalised price scores were then calculated using the method set out in the Tender Evaluation Plan and are presented in Table 5 below.

Tenderer	Price Score		Total Price Score	Rank
	Transport and Disposal of Construction and Demolition Waste	Transport and Disposal of Putrescible Waste		
Megawaste Industries	2.05	5.74	7.79	2
Richmond Waste	8.00	0.00	8.00	Equal 1
Ti-Tree Bioenergy	0.00	8.00	8.00	Equal 1

Table 5. Weighted Price Scores

Note: Due to the Price Scoring Methodology the lowest submitted price receives maximum points to be awarded and the highest the minimum points.

#### 5. Selection of the Most Advantageous Tender

Total scores were obtained for each of the three tenders by adding the total of the non-price score and weighted price score as shown in Table 6 below.

Tenderer	Total non-price score	Weighted Total Price Score	Total Score	Overall Rank
Megawaste Industries	12	7.79	19.79	3
Richmond Waste	15	8.00	23.00	2
Ti-Tree Bioenergy	18	8.00	26.00	1

Table 6. Summary of Tender Assessment Scores

The summary shows that the most advantageous tender is that from Ti-Tree Bioenergy. An analysis of the tendered rates per tonne was applied to the load weights already transported to Queensland this financial year and it showed that the lowest cost would have been achieved by Ti-Tree Bioenergy.

## 6. Commentary on the Tenderer's Capability

Ti-Tree Bioenergy is the Trading Name for the partnership between Veolia Environmental Services (Australia) Pty Ltd and J.J. Richards Ti Tree Pty Ltd. Veolia Environmental Services is the company that is currently transporting and disposing of waste to Queensland for Council (August to present). There have been no problems whatsoever with the service that they have provided so far and an assessment of their capability has revealed that they are more than capable in performing the works as per the tender requirements.

Ti-Tree Bioenergy listed a number of departures from the contractual terms in their tender. Negotiations between Council and Ti-Tree Bioenergy will need to take place prior to entering into any contract to ensure both parties are satisfied with the contractual terms and arrangements/responsibilities.

### **Consultation**

No consultation was required.

### **Conclusion**

The tenderer with the highest total score was Ti-Tree Bioenergy. The Tender Evaluation Panel recommends engaging Ti-Tree Bioenergy for the transport and disposal of construction and demolition waste and mixed putrescible waste. The unit rates that will be applied will be \$111.33 per tonne (exc. GST) for construction and demolition waste and \$111.36 per tonne (exc. GST) for putrescible waste. A minimum weight of 16 tonnes will apply for putrescible loads, meaning that for any loads of less than this the transport unit rate will be calculated on a weight of 16 tonnes and the disposal rate on the actual weight of the load.

## **14.8 COUNCIL COMMITTEES AND DELEGATES**

### **Responsible Officer:**

Deborah McLean (Manager Governance and Risk)

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### **RECOMMENDATION**

Recommended that:

#### 1. Council nominate delegates to the following organisations or committees:

- Arts Northern Rivers  
One delegate: Councillor
- Northern Rivers Bush Fire Management Committee  
One delegate: Councillor
- Northern Rivers Zone Liaison Committee  
One delegate: Councillor

- Legume to Woodenbong Road Alliance  
One delegate: Mayor
- 2. Council resolve to confirm the appointments of Cr Robert Hayes as panel member and Cr Daniel Simpson as alternate panel member of the Joint Regional Planning Panel.
- 3. Councillors note that the Aboriginal Interagency Committee functions as the consultation mechanism for Council at the request of members, and that the Aboriginal Advisory Committee be disbanded.
- 4. The Transport and Infrastructure Advisory Committee and the Disability and Aged Advisory Committee merge as the Accessibility, Liveability and Aged Committee and current members be invited to participate in the Committee.
- 5. Council confirm the appointment of the General Manager as Chairperson of the Accessibility, Liveability and Aged Committee and nominate the Mayor as delegate.
- 6. The Saleyad Advisory Committee and Business and Industry Advisory Panel be disbanded.

**251016/14 RESOLVED** (Cr Hayes/Cr Humphrys)

That:

1. Council appoint the following delegates to the organisations or committees listed below:
  - Arts Northern Rivers  
One delegate: Cr Jill Lyons
  - Northern Rivers Bush Fire Management Committee  
One delegate: Cr Jill Lyons
  - Northern Rivers Zone Liaison Committee  
One delegate: Cr Robert Mustow (Mayor)
  - Legume to Woodenbong Road Alliance  
One delegate: Cr Robert Mustow (Mayor)
2. Council resolve to confirm the appointments of Cr Robert Hayes as panel member and Cr Daniel Simpson as alternate panel member of the Joint Regional Planning Panel.
3. Councillors note that the Aboriginal Interagency Committee functions as the consultation mechanism for Council at the request of members, and that the Aboriginal Advisory Committee be disbanded.

4. The Transport and Infrastructure Advisory Committee and the Disability and Aged Advisory Committee merge as the Accessibility, Liveability and Aged Committee and current members be invited to participate in the Committee.
5. Council confirm the appointment of the General Manager as Chairperson of the Accessibility, Liveability and Aged Committee and appoint the Mayor as delegate.
6. The Saleyard Advisory Committee and Business and Industry Advisory Panel be disbanded.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Morrissey

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### **Executive Summary**

At the September 2016 Extraordinary Meeting Council appointed representatives and delegates to external committees and Council committees. This report deals with Council committees and delegates where the elected representatives have previously held a position, or where a committee is required to be constituted under s355 of the *Local Government Act 1993*. Following the local government elections it is Council's practice to review the appointment of Councillor representatives and Councillor delegates to essential committees and organisations.

A review of all committees has been undertaken and Councillors have been provided information on the structure and composition of all Council committees at the October 2016 Councillor Information Session.

### **Community Strategic Plan Links**

Focus Area 7 Governance and Process - Long term Goal 7.5 Sound Governance and Legislative Practices.

### **Budget Implications**

Nil.

### **Report**

Following a local government election it is Council's practice to review the appointment of Councillor representatives and delegates to council committees and external organisations.

At the September 2016 Extraordinary Meeting a number of delegate positions were appointed. The remaining Council committees and external organisation committee appointments now need to be considered.

**EXTERNAL COMMITTEES:**

**Arts Northern Rivers:** This is an external organisation representative committee appointment for one delegate and an alternate delegate from each Council that financially contributes to the annual program. Representatives may be selected by direct appointment or by calling for Expressions of Interest, in consideration of selection criteria. Delegates may be councillors, staff or members of the arts community from each Local Government Area.

It is recommended that Council nominate a Councillor. A supporting delegate will be a Council Officer appointed by the General Manager.

**Joint Regional Planning Panel:** At the 16 February 2016 Council Meeting, as a result of the secretariat of the Northern Joint Regional Planning Panel (JRPP) advising the need to review and confirm the nominated panel members to the regional panel, Council appointed Cr Robert Hayes as panel member and Cr Daniel Simpson as alternate panel member to provide local representation on the Joint Regional Planning Panel for Richmond Valley Council.

Regional panels consist of five members, comprising one chair, two other members appointed by the Minister and two Council appointed members.

Council may resolve to vote for panel member appointments or may resolve to continue the current appointments. As no vacancy has occurred as a result of the local government election it is recommended that the membership remain unchanged.

**Northern Rivers Bush Fire Management Committee:** This is an external management committee. A Councillor and the General Manager, and/or nominated supporting officer are representative delegates.

It is recommended that Council resolve to appoint one councillor representative as delegate. The supporting delegate will be the General Manager and/or a Council officer appointed by the General Manager.

**Northern Rivers Zone Liaison Committee:** This is an external management committee. A Councillor and the General Manager, and/or nominated supporting officer are representative delegates.

It is recommended that Council resolve to appoint one councillor representative as delegate. The supporting delegate will be the General Manager and/or a Council officer appointed by the General Manager.

**Legume to Woodenbong Road Alliance:** Membership consists of two local government representatives from each of the six (6) participating councils. The Mayor held one of the two local government representations for Richmond Valley Council during the previous term. Following Council Elections membership is to be reviewed and new nominations called for representatives.

It is recommended that Council resolve to appoint the Mayor as Council's representative delegate and re-nominate by advising Tenterfield Shire Council in writing in accordance with the Terms of Reference. A supporting delegate will be a Council officer appointed by the General Manager.

**Evans Head and District Workspace Committee:** This is an external management committee. A Councillor and Chief Financial Officer/Mid-Richmond Manager have been representative delegates.

The General Manager has appointed the Chief Financial Officer/Mid-Richmond Manager as delegate.

### **SECTION 355 ADVISORY COMMITTEES:**

**Aboriginal Advisory Committee:** This Committee has not had an official membership since early 2014 due to poor attendance at meetings.

On 2 February 2015 at the Aboriginal Interagency Committee meeting attendees discussed, requested and agreed that the Aboriginal Interagency Committee membership should act as the Aboriginal Advisory Committee. This practice has continued to the present, with Council staff liaising with Aboriginal community members and organisational representatives. The membership includes health and medical organisations, community contacts, school contacts, Land Councils, Casino and the Mid Richmond Neighbourhood Centres, State and Federal government, and volunteer organisations. Communication with local elders is also managed through these contacts.

Due to these factors it is recommended that Council disband the Aboriginal Advisory Committee and continue to facilitate its objectives through the Aboriginal Interagency Committee.

**Transport and Infrastructure Advisory Committee:** This Committee has met quarterly throughout 2015 to 2016. The committee failed to achieve quorum in May 2016 and marginally achieved a joint quorum with the Disability and Aged Advisory Committee in August 2016. The committee have continually requested the attendance of Councillors at meetings and it is the opinion of staff that this will increase participation and outcomes of the committee.

**Disability and Aged Advisory Committee:** This Committee has met quarterly throughout 2015 to 2016. The committee failed to achieve quorum in May 2016 and marginally achieved a joint quorum with the Transport and Infrastructure Advisory Committee in August 2016. The committee have continually requested the attendance of Councillors at meetings and it is the opinion of staff that this will increase participation and outcomes of the committee.

In order to provide a broader scope for community issues and achieve quorum to continue to meet quarterly, it is recommended that the Transport and Infrastructure Advisory Committee and the Disability and Aged Advisory Committee merge as the Accessibility, Liveability and Aged Committee.

It is proposed that the General Manager and Mayor be appointed as Council delegates and community members from the Transport and Infrastructure Advisory Committee and Disability and Aged Advisory Committee be invited to participate in the Accessibility, Liveability and Aged Committee.

### **REDUNDANT COMMITTEES:**

In addition a number of Council Committees have not met during the previous Council term and are required to be disbanded by Council.

**Saleyard Advisory Committee:** This committee has not met during the previous term of Council.

It is recommended that the Saleyard Advisory Committee be disbanded and that where necessary Advisory groups are established by the General Manager to support the Northern Rivers Livestock Exchange (NRLX) operations and the NRLX renewal project.

**Business and Industry Advisory Panel:** This Committee has not met for a couple of years.

It is recommended that the Business and Industry Advisory Panel be disbanded and that new engagement options are explored to support Council's economic development activity to support local business.

### **Consultation**

There has been ongoing discussion at the Transport and Infrastructure and Disability and Aged Advisory Committee Meetings that members value the Committees, although attendance has waned to the point that both struggle to reach quorum. Committee members have strongly advocated that they would like a Councillor to attend their meetings.

### **Conclusion**

Following a full review of all Council committees and delegate commitments this report proposes appointments to fulfil the membership and representative requirements for each committee during the current term of council. The report also concludes committees which are no longer active.

## **14.9 RICHMOND-UPPER CLARENCE REGIONAL LIBRARY STRATEGIC PLAN 2016-2020**

### **Responsible Officer:**

Gary Ellem (Manager Regional Library)

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### **RECOMMENDATION**

Recommended that Council adopt the Richmond-Upper Clarence Regional Library Strategic Plan 2016-2020.

**251016/15 RESOLVED** (Cr Mustow/Cr Humphrys)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Morrissey

Prior to the motion being put to the vote, the Mayor congratulated the Regional Library and staff on receiving the Legal Information Access Centre (LIAC) - Centre of Excellence Award.

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**Executive Summary**

The Richmond-Upper Clarence Regional Library (RUCRL) Strategic Plan 2016-2020 provides vision and direction for the future development of the library. As the library evolves in response to the changing needs of our community, RUCRL remains committed to core values that support a connected community through innovation, collaboration and excellent services in a welcoming learning environment.

**Community Strategic Plan Links**

Focus Area 3 Community and Culture - Long term Goal 3.2 Events, Art and Culture (3.2.2 Ensure Council libraries meet or exceed the expectations of users)

**Budget Implications**

Nil.

**Report**


The Richmond-Upper Clarence Regional Library Strategic Plan 2016-2020 has been circulated separately to each Councillor.

**Consultation**

A survey of Library users was conducted in 2014 which indicated the need for improved services and longer opening hours.

**Conclusion**

The RUCRL is an integral part of the community which requires an adopted strategy to ensure it continues to expand and improve its services and social inclusion.



# **Richmond-Upper Clarence Regional Library Strategic Plan 2016-2020**



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## Executive Summary

The Richmond-Upper Clarence Regional Library (RUCRL) Strategic Plan 2016-2020 provides vision and direction for the future development of the library. As the library evolves in response to the changing needs of our community, RUCRL remains committed to core values that support a connected community through innovation, collaboration and excellent services in a welcoming learning environment.

The scope of the Library Strategic Plan includes an examination of library trends and an assessment of the existing library services against community needs in order to:

- Align with Richmond Valley Council's Community Strategic Plan,
- Determine critical issues and identify core library activities of a future library in anticipation of community needs, and
- Focus and prioritise Council's provision of library services to ensure current and future community needs are met.

A survey conducted in 2014 indicated the need for an up-to-date collection, educational programs, modern equipment and longer opening hours. In addition, a Library SWOT Analysis was completed. This Strategic Plan indicates how the library will maintain and expand these areas which will focus on future growth and continuing relevance to the changing needs of the community. In working towards this, six areas have been identified as follows:

1. **Infrastructure** - providing both a physical and virtual library for learning, discovering and creating.
2. **Sustainability/Community Awareness** - contributing to well-educated and informed communities using various marketing methods.
3. **Technology and innovation** - provide information technology resources to help overcome the digital divide.
4. **Programs and events** - programs for all age groups and diverse interests.
5. **Resources and capabilities** - provide equitable community access to all library resources.
6. **Social Inclusion** – use the library service to improve social cohesion in the community.

Our success is and will continue to be built on the ongoing development and monitoring of our collections, programs, services and staff. Our focus will remain on our continuing relevance to the changing needs of the community. We will explore possible partnerships with other libraries and community groups in order to provide the best service for the community.

## **The community we serve**

The Richmond-Upper Clarence Regional Library serves the communities of the Richmond Valley and Kyogle Council's. The total population is 31,265. In addition 1,609 non-residents use the library service.

The Library is crucial in this Local Government Area of high social need. Computer use, internet access, early school leaving, unemployment and low work skills are all indicators relevant to the high level of disadvantage in this region. In particular, it offers limited entertainment, recreational opportunities, and inadequate public transport. A quality library service thus plays an important role and is essential for this community.

Yet these are close-knit communities and library usage reflects this. Despite disadvantages, library membership continues to grow each year. 122,324 patrons visited the Regional Libraries annually, and staff answered 21,956 requests for information across 2015/16.

The Regional Library is more than a collection of material, it is a highly valued public space of learning, meeting and engagement. As usage rises, so do the community's expectations of Library's services, for example for private tutoring spaces for school, TAFE and University students and for meeting spaces for community organisations and local Aboriginal organisations.

## Population analysis (demography)

The community served by the Richmond-Upper Clarence Regional Library is a diverse one consisting of a widespread rural base. There are three larger towns plus a number of smaller villages throughout the region. The agricultural production of the region includes, cattle, dairy, poultry, soybean and tea tree.

The following is a breakdown of the population of the constituent Councils of the Regional Library service based on the 2011 Census.

	<b>Richmond Valley Council</b>	<b>Kyogle Council</b>
Total Population	22,037	9,228
Male Population	10,905	4,642
Female Population	11,132	4,586
Indigenous Persons (comprises Aboriginal and Torres Strait Islander)	1,453	489
Employed	4,386	3,428
Unemployed	402	349
Speaks language other than English	383	115
Born overseas	1,212	573

*(2011 Census of Population and Housing for Richmond Valley and Kyogle Statistical Local Area – New South Wales).*

The figures indicate we have an Indigenous population of 6.2% and a multi-cultural population of 5.7%. This highlights the opportunity for RUCRL to ensure future programs and services recognize and support the different cultures within our community.

## Library snapshot

In 2015/16 the Regional Library had:

- 122,324 patrons and visitors,
- 16,404 registered members (52% of the population),
- 1,156 new members,
- 525 programs/events (increase of 39% on previous year),
- Satisfied 21,956 information requests with a 98% success rate,
- 13,986 internet bookings,
- 21,080 Wi-Fi uses,
- 7,190 satisfied reserves, and
- 5,438 new titles added to the collection.

The Richmond-Upper Clarence Regional Library consists of five library services:

1. Casino Library – (Headquarters of the Regional Library) open 40.5 hours per week.
2. Kyogle Library - open 36.5 hours per week.
3. Evans Head Library/Richmond Valley Customer Service – open 43 hours per week.
4. Coraki Library – open 6 hours per week.
5. Mobile Library – consists of 19 scheduled stops over a fortnightly schedule.

Staffing consists of 8 full-time staff, 4 part-time, 2 job share and 1 casual staff. Their qualifications are as follows:

- 3 Qualified Librarians,
- 1 Library Technician,
- 7 Library Assistants,
- 2 Library Assistant/Customer Service, and
- 1 Mobile Library Operator.



*LIAC Excellence Award winner*

## What the library offers

The Library contributes to the success of the community, providing a place where learning and literacy are encouraged, a place where the diversity, history, ideas and abilities of the community are celebrated, a place of connectedness.

The Library offers a friendly and professional library service to all customers and is an invaluable resource for the community. It provides welcoming public library spaces and services which aim to be stimulating environments where lifelong learning and self-expression are encouraged to assist our communities to grow.

This includes:

- Modern and relevant and collection with an up-to-date Collection Development Policy,
- eResources has been established and continually added to enhanced,
- Tailored programs, both children and adult, including a schedule of weekly programs that facilitate early literacy skills, adult education as well as leisure activities,
- On-going consultation with the community to identify resources for effective delivery, and
- Social engagement with the community.

By achieving this we have distinguished RUCRL as the community focal point facilitating the following outcomes:

- A library which encourages the community to reach their full potential,
- A library that is innovative and accessible for its community,
- A library that is a sustainable, viable community asset, and
- A library that is flexible in adapting to emerging social and technological trends.



### Mobile Library Operator of the Year

Bill won the prestigious David Quinlivan Mobile Library Operator of the year for his outstanding contribution to the mobile library service of the Richmond-Upper Clarence Regional Library.



New Mobile Library out on its route



Official opening by

- Bill Meuffels (Mobile Library Operator)
- Dr Alex Byrne (State Librarian and Chief Executive)
- Thomas George (Member for Lismore)
- Gary Ellem (Regional Library Manager)

Left to right:

- Bill Meuffels - Mobile Library Operator
- Dr Alex Byrne – State Librarian and Chief Executive
- Ernie Bennett - Richmond Valley Council Mayor
- Gary Ellem – Regional Library Manager
- Thomas George – Member for Lismore
- Danielle Mulholland - Kyogle Council Mayor



## What you said (from a Library Customer Survey)

To assist with the preparation of this Plan a community survey was made available across all our service points and on-line. A summary of the results is attached as Appendix 2. A total of 295 responses were received across all age groups from 14 years to 80 plus years.

The key message from the community was how important the library is to them, as the following comments show:

- *Any improvement is good. Keep the library going for all the community is essential. Being able to use the library as an information hub for the community would be welcome*
- *Staff is welcoming and extremely helpful.*
- *The Mobile Library is a fantastic resource for remote communities.*
- *I would be lost without the borrowing service at the library; the staff are pleasant, capable and helpful. I often refer people to the library for info such as legal issues and health.*
- *Casino Library is an important part of our community life, staff all very friendly and welcoming and helpful.*
- *The library enriches my life, knowledge and community info.*
- *The Library is a lifeline to the elderly.*



Writing workshop

## **Key challenges to future delivery of services**

The library, like many other community based services, faces many challenges due to:

- Resourcing issues and the ability of Council to provide levels of funding required to meet contemporary service delivery standards.
- The perception of funding bodies that libraries are a cost rather than an investment.
- The impact of state and federal government cost shifting.

In this context the key challenges facing RUCRL include:

- Provision of adequate staffing and greater emphasis on workforce planning,
- Reliance on volunteers,
- An ageing population and increasing social isolation,
- The impact of sea and tree changers,
- The impact of technology and changing community needs,
- Impact of electronic formats and electronic delivery e.g. eBooks and eReaders, eAudio, eMagazines etc., and
- Facilitation and delivery of education and recreation programs.

## SWOT Analysis

<p style="text-align: center;"><b>STRENGTHS</b></p> <ul style="list-style-type: none"> <li>• Staff: experienced, knowledgeable, dedicated, creative</li> <li>• Customer focused</li> <li>• Embrace change</li> <li>• Welcoming, friendly, safe environment</li> <li>• Success of existing programs</li> <li>• Affordable value-added services</li> <li>• Volunteers</li> </ul>	<p style="text-align: center;"><b>WEAKNESSES</b></p> <ul style="list-style-type: none"> <li>• Decline in state funding</li> <li>• Ageing infrastructure</li> <li>• Limited floor space</li> <li>• Access to professional staff</li> <li>• Labour intensive process</li> <li>• Location/visibility of central library.</li> <li>• Limited staff training opportunities and budget</li> <li>• Limited marketing/promotions expertise</li> <li>• Limited opening hours</li> <li>• Limited community access to technology</li> </ul>
<p style="text-align: center;"><b>OPPORTUNITIES</b></p> <ul style="list-style-type: none"> <li>• Seek alternative funding: grants, local projects</li> <li>• Embrace new technologies: RFID, social networking</li> <li>• Outsourcing selected operations</li> <li>• Co-operative projects, services, programs with other library services</li> <li>• Partnerships: with other council departments, community groups, schools</li> <li>• Increased community engagement</li> <li>• Increase local media relationships</li> </ul>	<p style="text-align: center;"><b>THREATS</b></p> <ul style="list-style-type: none"> <li>• Increasing community demand: for facilities, services, programs, collections</li> <li>• New collection formats: presents funding and collection issues</li> <li>• Rapid changes in technology and staying relevant</li> <li>• Changing community demand and usage patterns: collections, technology, programs, services</li> <li>• Changing skills set requirements of staff</li> <li>• Unsuccessful grant applications</li> </ul>

## Our Vision

### 21<sup>st</sup> Century libraries that support our community to connect and achieve

Our vision focuses on facilitating the RUCRL as a community hub that supports a connected and learning community. Formal, informal and lifestyle learning is maintained in partnership with our diverse community as we support lifelong achievement by:

- Anticipating community needs,
- Providing an open, comfortable, neutral and inviting space for the community,
- Celebrating knowledge and learning,
- Encouraging imagination and the exchange of ideas,
- Building partnerships that support the community and library user, and
- Being a recognised community leader.



Display by Casino Men's Shed

## Our Values

### **A corporate culture of excellence in customer service based on a cohesive and passionate staff**

Our values encompass:

- Mutual respect: for people, ideas, knowledge,
- Accountability: for our actions to enrich, engage and connect with the community,
- Sustainability: in thinking long-term,
- Pride: in being a professional, dynamic customer-focused team, and
- Communication: with our team, with our community and understanding their needs.

This Strategic Plan indicates how the library will maintain and expand these areas which will focus on future growth and continuing relevance to the changing needs of the community. In working towards this, six areas have been identified as follows:

- **Infrastructure** - providing both a physical and virtual library for learning, discovering and creating,
- **Sustainability/Community Awareness** - contributing to well-educated and informed communities using various marketing methods,
- **Technology and innovation** – provide information technology resources to help overcome the digital divide,
- **Programs and events** – programs for all age groups and diverse interests, and
- **Resources and capabilities** – provide equitable community access to all library resources.
- **Social Inclusion** – use the library service to improve social cohesion in the community.

**Monitoring our success**

To monitor the success of the Regional Library's six objectives, a number of Key Performance Indicators (KPIs) are used:

- Develop sustainable options
- Increase the rate of membership
- Increase the number of programs

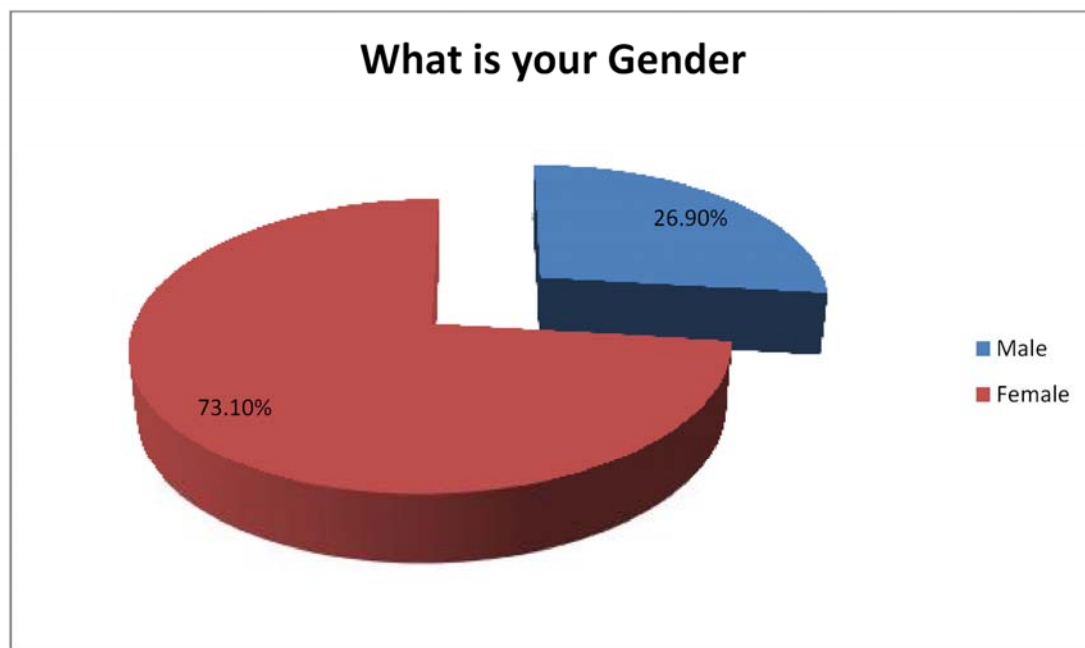
As well a Regional Library Annual Report is submitted to inform Council of the library activities and achievements. Annual statistics are submitted to the State Library of NSW so that comparisons and benchmarking can be made with other NSW public libraries.

A Performance and Recognition Management System (PARMS) is used to enable each staff member to perform their commitments to the library and council.

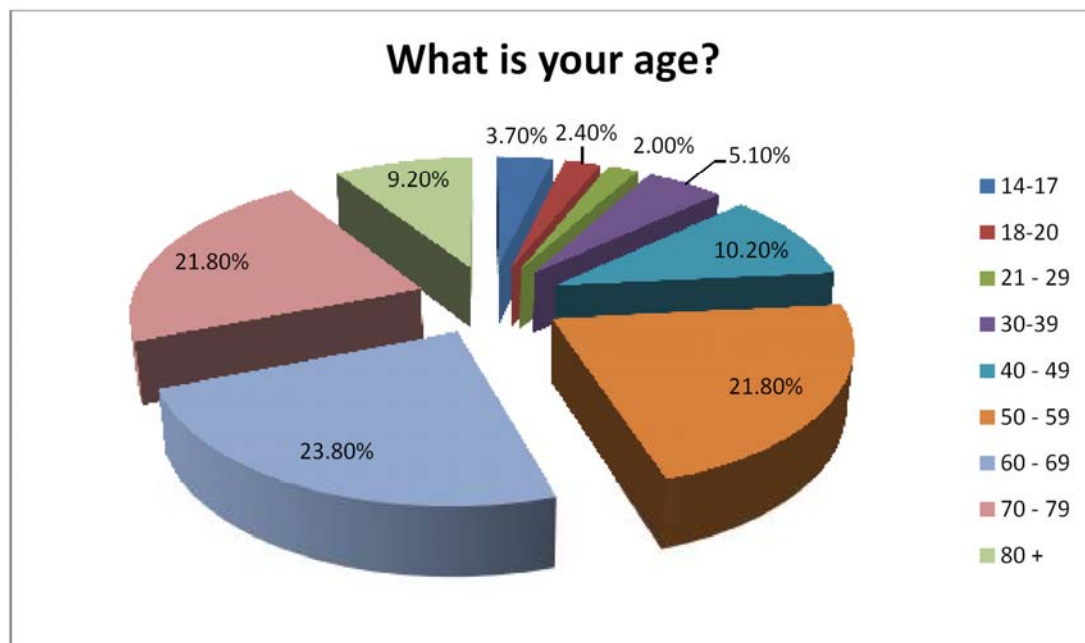
NSW State Library publication "Living Learning Libraries: standards and guidelines for NSW public libraries" is used as a guideline.

Quarterly reviews are undertaken of the Richmond Valley Council Organisational and Delivery Plans.

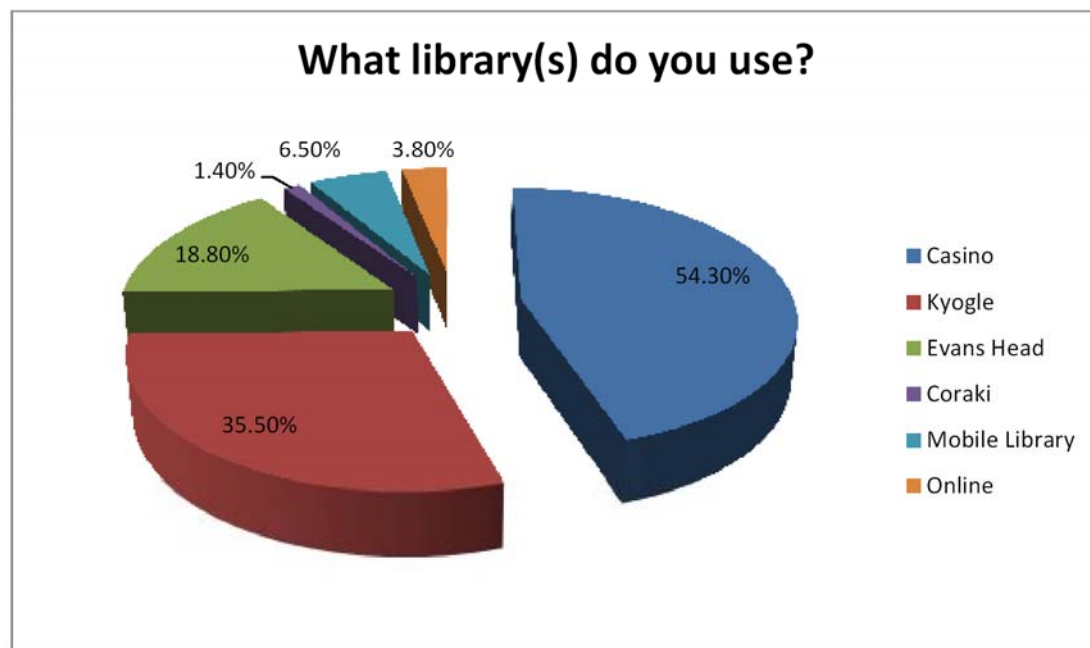
## Appendix 1 – Richmond-Upper Clarence Regional Library Community Survey



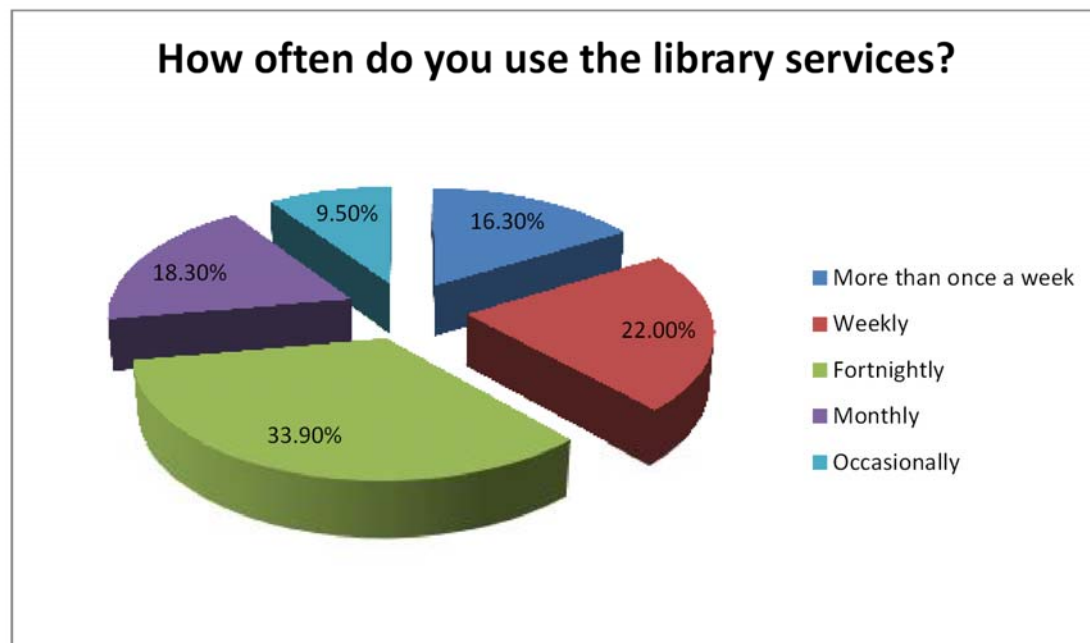
No. of participants who Answered this question – 286 – No. of participants who skipped this question 9



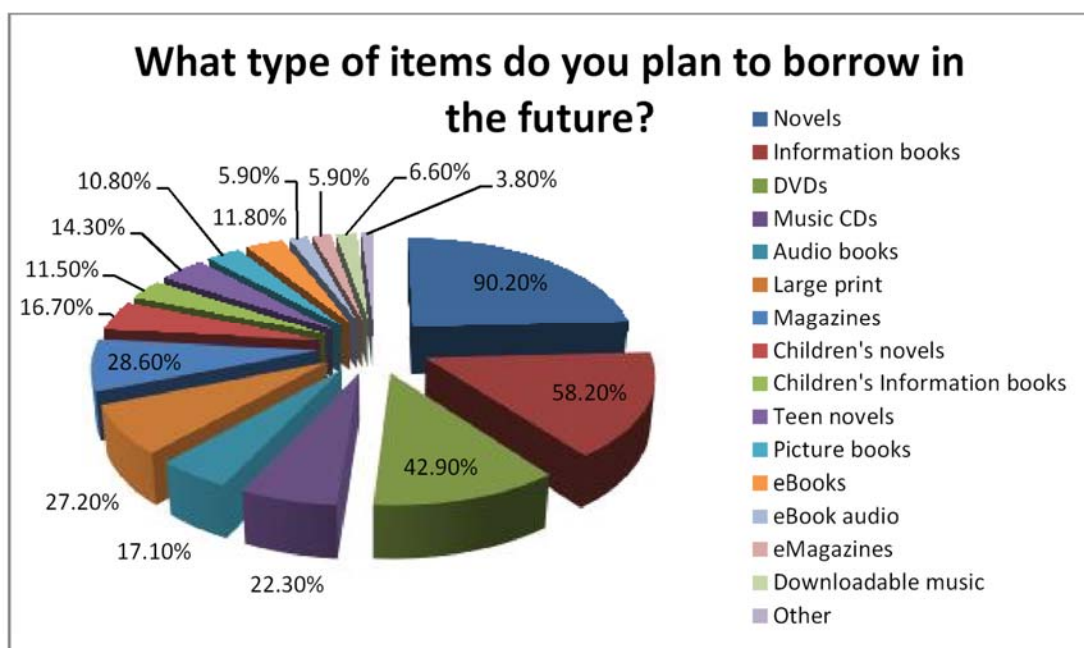
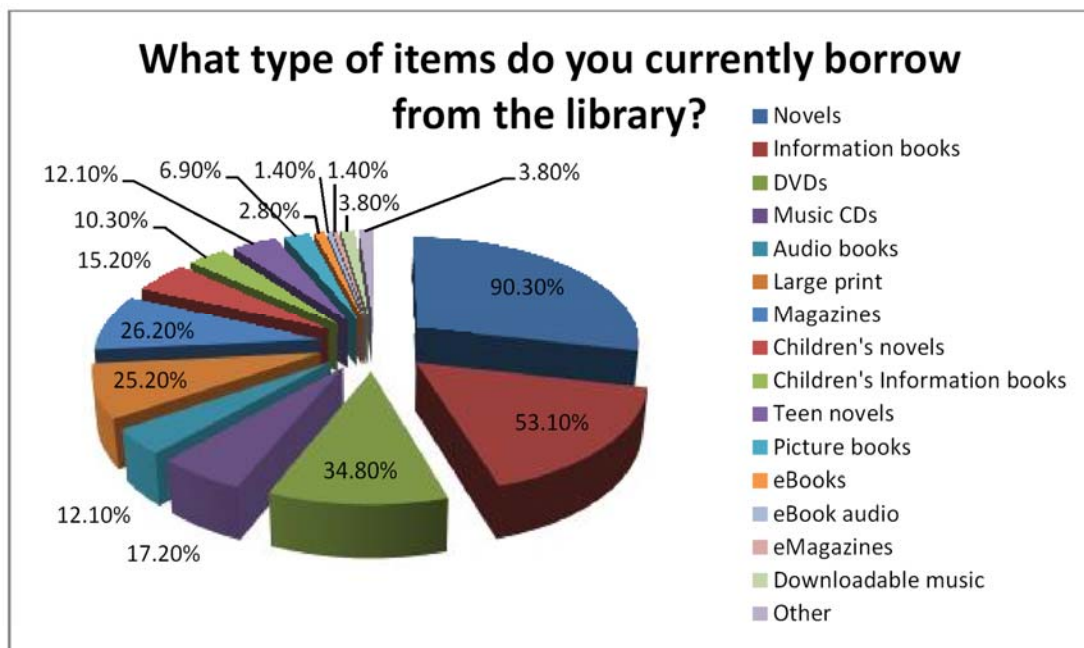
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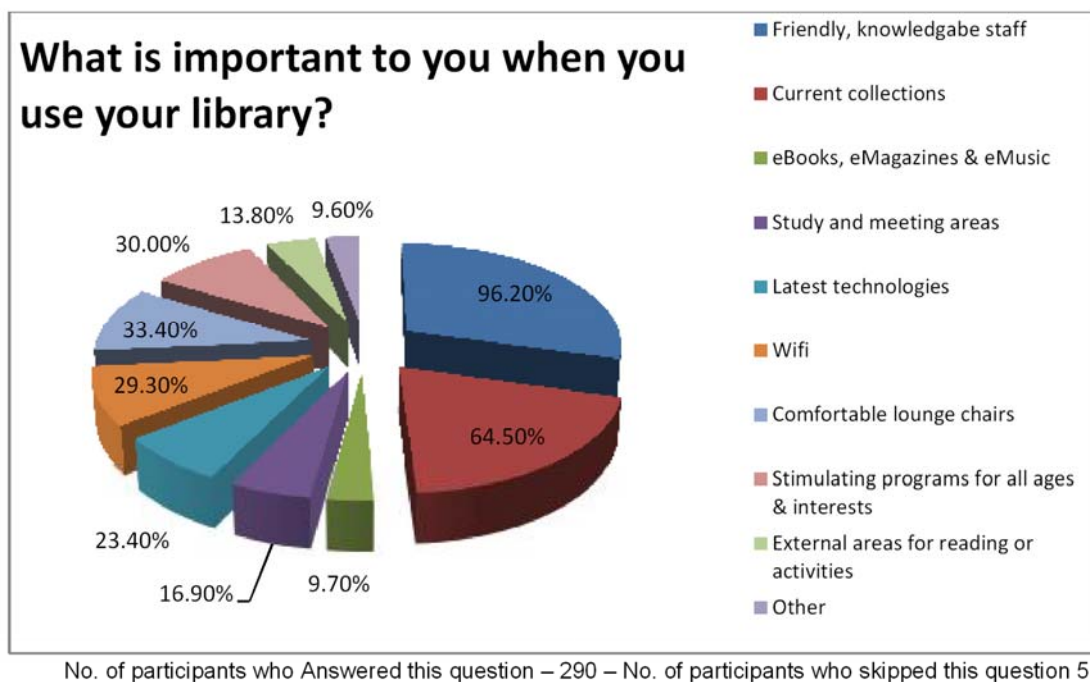
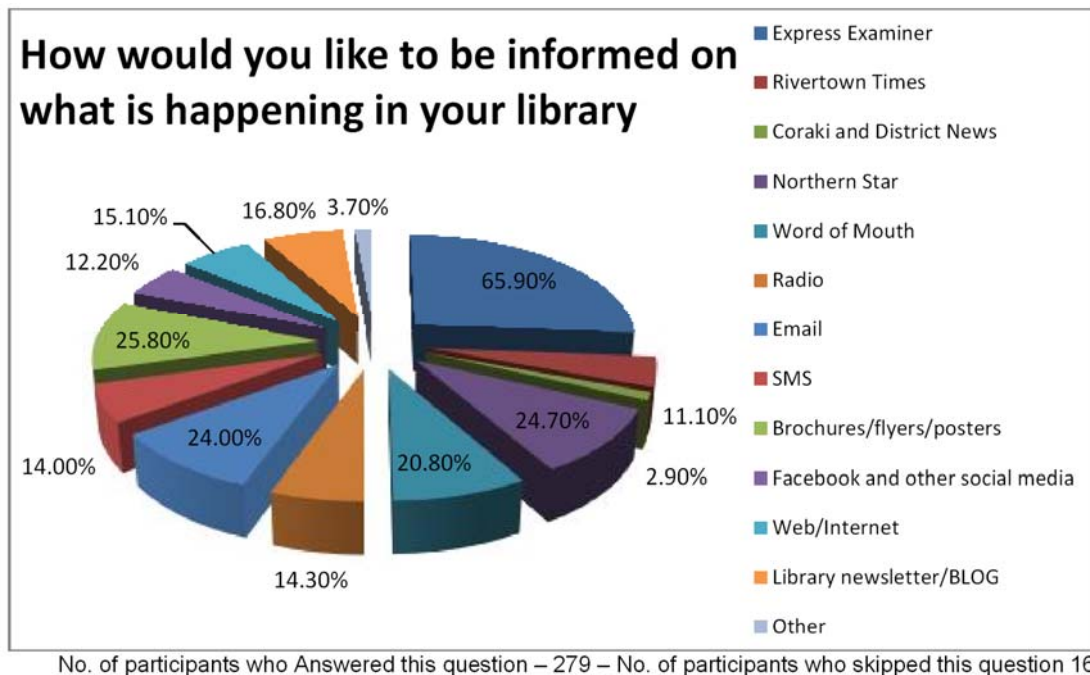


No. of participants who Answered this question – 293 – No. of participants who skipped this question 1

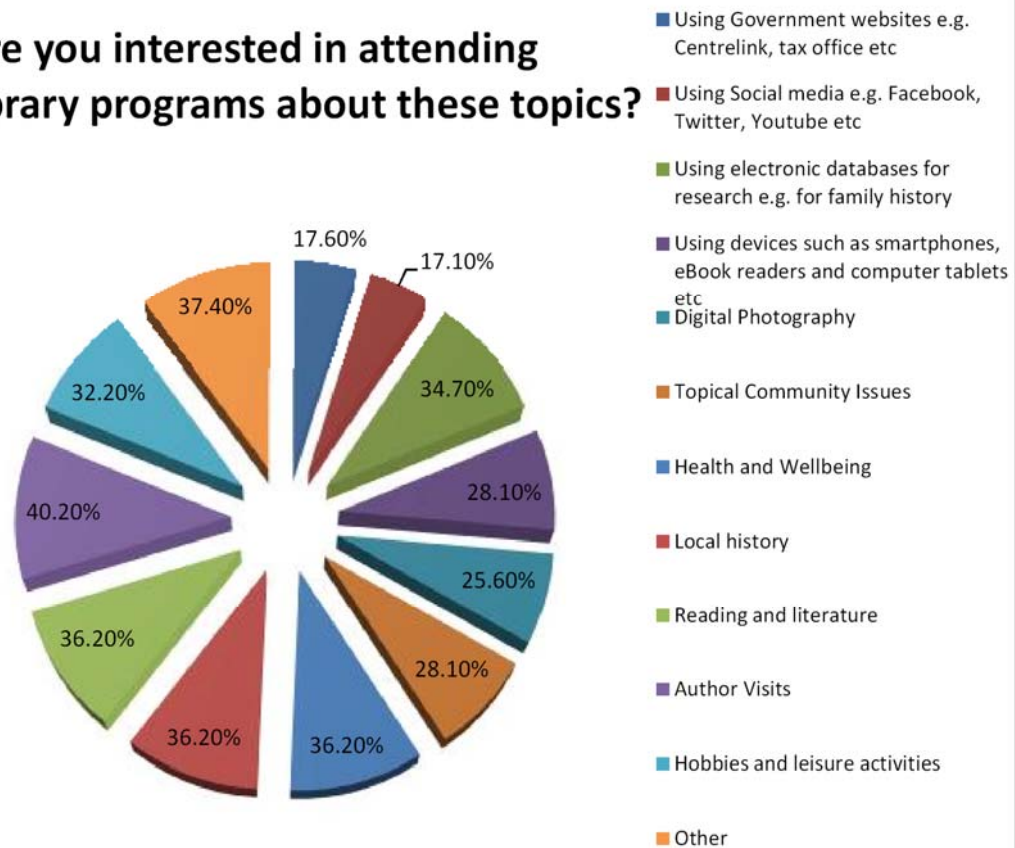


No. of participants who Answered this question – 295 – No. of participants who skipped this question 0



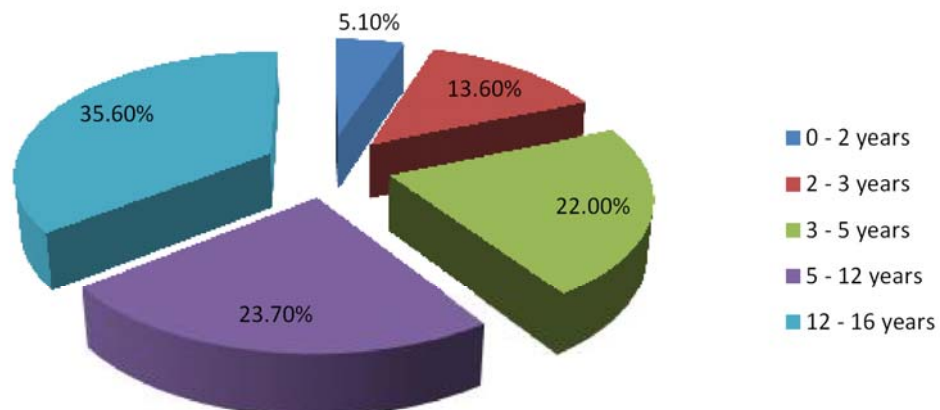


### Are you interested in attending library programs about these topics?

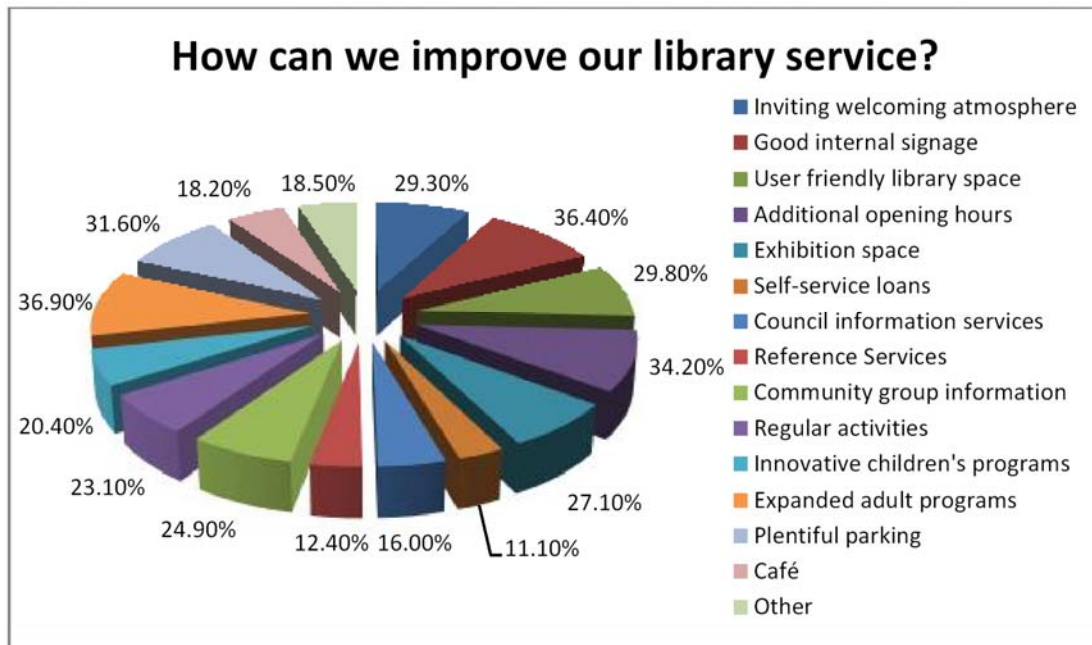


No. of participants who Answered this question – 199 – No. of participants who skipped this question 96

### Are you interested in children's programs for these ages?



No. of participants who Answered this question – 59 – No. of participants who skipped this question 236



## Appendix 2 – Action Plan

Focus	Goal	Action	Outcomes	Success Indicators	Timeframe
Infrastructure	To have resources – people, places, practices, technologies and funding adequate for our evolving library service needs.	Review and develop options for floor space at all branch libraries. Investigate funding opportunities.	Development of branch libraries as community hubs through provision of designated spaces for specific audiences.	<ul style="list-style-type: none"> <li>• Increase in library users.</li> <li>• Increase in membership to 55%.</li> <li>• Increase in programs and events offered.</li> </ul>	2017
	To provide welcoming, contemporary, adaptable community focused branch libraries – both real and virtual – to all members of the community.	Review layout and presentation of branch libraries collections.	Collections presented in a modern context making them more responsive to user needs.	Increase in circulation statistics.	2018
		Review and develop options for a designated youth space at Casino Library.	Provision of programs and events relevant to the target audience.	Introduction of targeted programs for youth. Increase in youth membership and usage of library facilities.	2017
		Review opening hours to be more consistent and convenient across all branch libraries.	Library services, collections and programs will be more convenient and accessible for the community.	Increase in loans, increased participation in programs and events by 10%.	2016
		Replacement of existing Mobile library vehicle.	Provision of modern and accessible library services to remote areas of our community, including internet access.	<ul style="list-style-type: none"> <li>• Increase in loans by 29%.</li> <li>• Increase in membership by 28% to meet NSW State averages.</li> </ul>	2016
		Review Evans Head branch in line with people and places.	Stage 1 – customer service branch operational.	Increased floor space, membership, loans and usage.	2016
Sustainability/Community Awareness	Libraries to meet or exceed the expectations of users with a well-resourced and sustainable regional library	Maximise opportunities to market and promote library services to wider communities not yet connected to libraries and learning programs. Investigate grant funding and increased Council funding to have resources for evolving library service and customer needs.	<ul style="list-style-type: none"> <li>• All library services, programs and facilities are well utilised. Increase in attendance, visits, demand for more programs.</li> <li>• All-weather LED screens used to promote library services 24/7.</li> <li>• Successful grant applications and increased per capita funding.</li> </ul>	<ul style="list-style-type: none"> <li>• Use of services and facilities are maximised by the community. The development of a community learning culture.</li> <li>• Increased membership and increase community engagement.</li> <li>• Modern, well-resourced and well used library service.</li> </ul>	Ongoing  2017  Ongoing

Richmond-Upper Clarence Regional Library Strategic Plan 2016-2020

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Focus	Goal	Action	Outcomes	Success Indicators	Timeframe
Sustainability/Community Awareness	Libraries to meet or exceed the expectations of users with a well-resourced and sustainable regional library.	Annually review relevance of library services through community consultation.	Dynamic, relevant services delivered in a sustainable environment.	Identified changes as indicated by community feedback.	Annually
		Seek and source funding opportunities that will assist in the delivery of programs/services/staff resources.	Libraries, resources, funding, services and facilities are sustainable.	Services delivered within budget constraints. Successful grant applications.	Annually
		Bi-annual customer satisfaction surveys.	Customer needs identified.	<ul style="list-style-type: none"> <li>Libraries, resources, funding, services and facilities sustainable.</li> <li>90% satisfaction rate.</li> </ul>	2016
		Develop a volunteer program to sustainably deliver services to community.	Volunteer management strategy is prepared so volunteers maybe utilised to enhance service delivery.	<ul style="list-style-type: none"> <li>Community pride.</li> <li>Volunteer contribution maximised to assist the delivery of services to the community.</li> </ul>	2017
	To make a significant contribution to build vibrant and well educated/informed communities; be aware of the diverse range of community services and facilities actively participating in opportunities for community learning.	Identify and create partnership that could promote the development of a learning community.	The RUCRL team will provide professional library services to our community with exceptional focus on delighting customers within an organisational culture of continuous improvement.	<ul style="list-style-type: none"> <li>Regular positive presence in a variety of media.</li> <li>10% increase in programs and event participation.</li> <li>Highlights and achievements reported quarterly.</li> </ul>	Ongoing Annually Ongoing
		Develop specified programming and seek funding to facilitate and support identified partnerships.	A partnered approach to community learning.	Increased community awareness of the range and relevance of library services, collections and activities.	Ongoing
	Engage with communities to identify library strengths, gaps, needs and priorities and engage with hard to reach communities including non-users.	Review and seek new partnerships aligning with community needs.	Well informed understanding of community needs and expectations.	Successful grant applications.	Annually
		Expand programs to include author visits, leisure activities, technology, children's programs, ease social isolation	Know our community and who we reach. Better community engagement and more social inclusion.	<ul style="list-style-type: none"> <li>Increased use of library services and programs.</li> <li>Library services are available where, when and how customers need.</li> </ul>	On-going - Bi-annually

Focus	Goal	Action	Outcomes	Success Indicators	Timeframe
Technology and Innovation	To improve and expand core services by making more effective use of technology in all libraries for remote and on-site customers.	Position and develop the libraries as the community hub for information, recreation and lifelong learning.	Provision of an innovative library service responsive to changing community needs.	<ul style="list-style-type: none"> <li>• More reliable and modern IT service.</li> <li>• Reduction in complaints regarding IT facilities and service.</li> </ul>	2016
	The library will be innovative in service provision	To review and develop training plan for staff.	Identify training needs and implement a responsive training program.	Up-skilling of staff.	Annually
		Investigate and develop a plan to introduce RFID (radio frequency identification) technologies and self-service.	Self-check in-out system to facilitate customer service and collection management in accordance with industry direction and customer demand.	<ul style="list-style-type: none"> <li>• RFID technology implemented in all branches.</li> <li>• Release of staff for other customer focused services.</li> </ul>	2017
		To review and develop technology based programs for the community.	Provision of responsive programs relevant to community needs.	<ul style="list-style-type: none"> <li>• Increase in number of programs delivered.</li> <li>• Increase in number of attendees.</li> </ul>	Annually
		Implement and utilise Library Management System through training.	Optimise Libero capabilities to drive innovation, reporting, inform customers and continually improve staff knowledge.	<ul style="list-style-type: none"> <li>• Greater customer use of WebOPAC SMS to inform customers.</li> <li>• Borrower profiling.</li> </ul>	Annually
		Investigate alternate Library management system.	Migrate to same Library Management System as neighbouring Libraries.	Better use of LMS – share resources with neighbouring Libraries.	2016
		Investigate an on-line PC booking system.	Enhancing the customer and staff PC use experience.	<ul style="list-style-type: none"> <li>• Fully automated booking system.</li> <li>• Release of staff for other customer focused services.</li> </ul>	2017
Resources and Capabilities	Provide equitable community access to all library resources.	Develop a collection relevant to the community as a whole. Annual review of Collection Development Policy.	Branch library collections reviewed ensuring equitable content.	Achieve a 90% customer satisfaction rating.	Annually
	Develop more efficient and effective purchasing and processing practices.	Investigate purchasing practices and outsourcing options for all collection materials.	Provision of balance between acquisition of print and digital.	Increase in the number of collections specific to customer needs.	Ongoing Annually
			Key processes streamlined.	Improved turnaround time for processing of new materials.	Ongoing Annually

Focus	Goal	Action	Outcomes	Success Indicators	Timeframe
Resources and Capabilities	Develop more efficient and effective purchasing and processing practices.	Implement Library specific customer service training.	New and enhanced programs/services developed to meet specific customer needs (community needs).	Satisfied customers.	Ongoing Annually
Programs/Events	To facilitate lifelong learning and encourage growth in literacy levels for an active, engaged community.	Review and develop a schedule for the delivery of adult programs/events.	Increased staff awareness and ability to delivery programs/events on time.	<ul style="list-style-type: none"> <li>• Increase in the number of programs/events offered to the community.</li> <li>• Increase programs to meet NSW State averages</li> </ul>	2017-2018
	Provide programs across all ages and diverse interests.	Review and develop existing schedule of children/youth programs and events.	Increase in age specific programs/events. Provision of early childhood literacy programs to encourage a lifelong reading habit.	<ul style="list-style-type: none"> <li>• Increased number of programs/events offered.</li> <li>• Increased number of attendees to meet NSW State averages.</li> </ul>	Ongoing
		Review and profile the needs/expectations of the community through consultation.	The delivery of dynamic library programs/events that facilitate lifelong learning to all sectors of the community.	<ul style="list-style-type: none"> <li>• Satisfaction rate of attendees.</li> <li>• Number of attendees.</li> <li>• Development of a community learning culture.</li> </ul>	Ongoing. Review annually.
		Review/identify resources needed for effective delivery of regional library programs/events (floor space, furniture, equipment, costs).	More informed, innovative and planned programming. Develop resources to support delivery of effective programs/events to the community.	Satisfaction rate of attendees.	Ongoing. Review annually.
		Develop service, program/event monitoring and evaluation methodologies.	Feedback on the efficacy, effectiveness, value of each program/events.	Qualitative and quantitative feedback.	Ongoing. Review quarterly.
		Research and evaluate the programs/events of other libraries.	More informed, innovative and planned programming. To identify new innovations and adaptable ideas.	Program themes developed annually.	Ongoing
		Investigate appointment of a promotions staff member.	Promotions staff member manages regular promotional activities at all branches.	Promotions staff member appointed. Programs continue to increase and be successful.	2017-2018

Focus	Goal	Action	Outcomes	Success Indicators	Timeframe
Social Inclusion	Libraries are a central point of community engagement and community learning.	Provide a genuine public space and a safe and welcoming atmosphere.	Enhanced quality of life for library customers.	Satisfied customers with multiple and changing needs.	Ongoing Annually
	Resolve social exclusion and promote social inclusion.	Contribute to the community cohesion.	Encouraging responsible social behaviour.	Being a safe and pleasant place to visit.	Ongoing
	Provide programs across all ages and diverse interests.	Investigate the concept of space and place of a library. Provide equitable access to services.	A welcoming and engaging space with programs and services that attract customers to use the library.	Be a recognized community leader.	Ongoing.
		Anticipate community needs and interests.	Increase in services delivered.	Libraries are open, inviting and vibrant.	Ongoing. Review annually.
		Create engagement opportunities with the community.	Greater use of the library. Socially vulnerable people have opportunities to engage with the broader community through the library services.	Increased use of the library services and programs.	Ongoing. Review annually.
		Greater customer interaction, social networking and information access.	A better understanding and greater engagement of the community.	Satisfied customers and a professional and innovative library staff.	Ongoing. Review quarterly.
		Target digitally excluded people with programs to help them to gain digital skills and better lives.	People improve their digital skills. Digital programs created. Mobile devices available for outreach engagement.	New partnerships forged with disability support groups and charities. Successful digital inclusion program created.	Ongoing.

**14.10 SUMMERLAND WAY DRAFT CORRIDOR STRATEGY SUBMISSION****Responsible Officer:**Andrew Leach (Manager Asset Planning)

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**RECOMMENDATION**

Recommended that the attached draft response submission be submitted to Roads and Maritime Services following assessment of the Summerland Way Draft Corridor Strategy.

**251016/16 RESOLVED** (Cr Simpson/Cr Hayes)

That the attached draft response submission be submitted to Roads and Maritime Services following assessment of the Summerland Way Draft Corridor Strategy and content of submissions from Kyogle Council and Regional Development Australia to ensure Council's submission provides consistency of message from the region.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Morrissey

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**Executive Summary**

Roads and Maritime Services (RMS) has prepared a Summerland Way Draft Corridor Strategy and is seeking feedback from stakeholders. The document describes the Summerland Way in its entirety, the current condition and uses, the associated economic drivers and users, as well as a proposed improvement strategy.

The Summerland Way, (B91) is a State Road which stretches approximately 197 kilometres from Grafton to the QLD border north of Woodenbong. It travels through the Richmond Valley LGA from just south of Whiporie to the northern boundary south of Kyogle.

Council Officers have prepared a submission for the RMS in response to the draft strategy for Council to approve. A copy of the Summerland Way Draft Corridor Strategy and Council's draft response has been circulated separately to Councillors for their information.

**Community Strategic Plan Links**

Focus Area 6 Transport and Infrastructure - Long Term Goal 6.1 Roads, Drainage and other Infrastructure Asset Classes.

**Budget Implications**

Nil.

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## **Report**

Council Officers met with representatives of Roads and Maritime Services (RMS) in February 2016 to discuss the proposed scope and outcomes of the strategy. Key to the discussion was the section of the Summerland Way / Bruxner Highway (Centre Street) between Johnston Street and Hare Street in Casino. In the RMS hierarchy, this section is recognised as the Bruxner Highway, and as such does not form part of this draft Strategy. This point will be raised in the submission, but due to the above categorisation will not form part of the strategy actions.

Council Officers believe the Draft Strategy reflects the current state of the corridor and identifies future issues and proposed treatments but are disappointed the overall vision appears to be "business as usual". There appears to be very little commitment to tangible outcomes and the priorities identified over the short, medium and long term are a rolling sameness of 'maintain', 'improve', 'investigate', 'upgrade', 'continue to' and so on. The economic vision is at best given cursory comment and a document such as this should have a greater strategic focus. There appears to be no appetite for a study, possibly in collaboration with the Queensland government, to ascertain the pros and cons of this important "internal" road infrastructure.

## **Consultation**

Face to face consultation was undertaken with Council Officers in February 2016. RMS has run its own consultation program to include the community on other occasions. The Draft Strategy has been on public display since 28 September 2016 and submissions close on 28 October 2016.

## **Conclusion**

That Council approve the submission to RMS of the attached draft response prepared by Council Officers.



Telephone Enquiries to:  
*Andrew Leach*

27 October 2016

Summerland Way Corridor Strategy  
Roads and Maritime Services  
Grafton Regional Office  
PO BOX 576  
GRAFTON NSW 2460

Dear Sir/Madam

### **Richmond Valley Council - Summerland Way Corridor Strategy Submission**

Council wish to take the opportunity to submit feedback on the Draft Summerland Way Corridor Strategy. Council agree in principle with the content of the document and issues as listed in the short, medium and long term priorities, however is disappointed the overall vision appears to be "business as usual". There appears to be very little commitment to tangible outcomes and the priorities identified over the short, medium and long term are a rolling sameness of 'maintain', 'improve', 'investigate', 'upgrade', 'continue to' and so on.

Other points of note from Council are:

1. While recognising the RMS hierarchy, Council wish to register its concern with the intersection treatments through the section of the Summerland Way / Bruxner Highway in the township of Casino. This remains as a bottle neck and traffic hazard for locals and through traffic alike and should form part of any strategic planning for Bruxner Corridor Studies into the future.
2. The bridge crossing the Richmond River in Casino remains the only north / south crossing point for significant distance in either direction and if that is closed for any reason, the traffic impacts are substantial.
3. An issue which has also been drawn to Council's attention is safety of the locality and function of school and public bus stops on the Summerland Way – in particular the intersection of McDonalds Bridge Road, where the geometry and proximity to high speed traffic through a busy intersection raised community safety concerns. We would like to see this issue recognised in the strategy.
4. Council also wish to draw attention to a road safety issue associated with roaming livestock, primarily from land leased by Forestry NSW in the Whiporie area. These leases are not enforced by Forestry for control or fencing, and Council Rangers are regularly called to the area to herd cattle off the Summerland Way.

If RMS in its capacity as a road authority can bring pressure to Forestry NSW to be diligent in this area it will reduce traffic hazards.

5. The economic vision is at best given cursory comment and we are of the opinion this area needs to have a greater strategic focus. As the document points out, the Summerland Way leads directly into the Mount Lindesay road; an important link into Brisbane. Interestingly it is identified as one of Queensland's poorest safety performing roads. Having referenced in the report the importance of the "S.Way" as a freight and goods and services route between SEQ and NNSW (and its current heavy vehicle limitations) there appears to be no appetite for a study, possibly in collaboration with the Queensland government, to ascertain the pros and cons of this important "internal" road infrastructure.

Admittedly the vision does include "support" (but without clearly saying what that means) for the movement of goods between SEQ, the Darling Downs and NNSW and recognises the current restrictions and 'potential to achieve higher productivity'. However it goes on to seemingly put it into the too hard basket when it states it will need robust investigations into the provision of sufficient infrastructure. This comes across as a comment not a commitment to actually do something.

Thank you for the opportunity to provide comment on the Draft Strategy which provides an important opportunity for the NSW Government to show some vision for how this corridor could provide stimulus to the future economic development and prosperity of the inland communities in the Northern Rivers.

Should you wish to discuss the matter further please contact this office by telephoning 6660 0300 or email [andrew.leach@richmondvalley.nsw.gov.au](mailto:andrew.leach@richmondvalley.nsw.gov.au)

Yours faithfully

Vaughan Macdonald  
**General Manager**

**14.11 PLANNING PROPOSAL PP2016/0005 - SEEKING TO PERMIT A RESTAURANT/CAFE AS AN ADDITIONAL PERMITTED USE AT 122 CENTRE STREET, CASINO****Responsible Officer:**Angela Jones (Director Infrastructure and Environment)

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**RECOMMENDATION**

Recommended that:

1. Council support Planning Proposal PP2016/0005 which seeks to add a restaurant/cafe as an additional permitted use at 122 Centre Street, Casino being Lot 3 DP337230;
2. the Planning Proposal be submitted to the Department of Planning and Environment for a Gateway Determination; and
3. Ministerial Plan Making delegations be requested for Council and the General Manager.

**251016/17 RESOLVED** (Cr Cornish/Cr Humphrys)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Morrissey

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**Executive Summary**

A Planning Proposal seeking to amend the *Richmond Valley Local Environmental Plan 2012* (the RVLEP) has been received for 122 Centre Street, Casino.

The Planning Proposal aims to amend the RVLEP by identifying, in Schedule 1, the land along with an additional permitted use being for restaurant/cafe. Currently restaurants/cafes are prohibited in the *R1 General Residential Zoning* which applies to the land.

Consideration has been given to whether the Planning Proposal should be supported, and the best means of amending the LEP to facilitate the development.

It is concluded the Planning Proposal should be supported.

**Community Strategic Plan Links**

Focus Area 5 Rural and Urban Developments - Long Term Goals 5.1 Land Use Development should be Appropriate for the Retention of a Country Atmosphere and Village Lifestyle (Strategies 5.1.1 and 5.1.3)

## Budget Implications

Nil.

## Report

Planning Proposal PP2016/0005 was received from consultants Newton Denny Chapelle, on behalf of M Scholl, seeking to amend the *Richmond Valley Local Environmental Plan 2012* (the RVLEP). The Planning Proposal aims to permit with development consent, Food and Drink Premises in the form of a Restaurant or Cafe at 122 Centre Street Casino (being Lot 3 DP337230). This will be achieved by identifying the land and the additional permitted use in Schedule 1 Additional Permitted Uses of the RVLEP.



Figure 1 – 122 Centre Street Casino which is proposed to be zoned to permit a restaurant or cafe development.

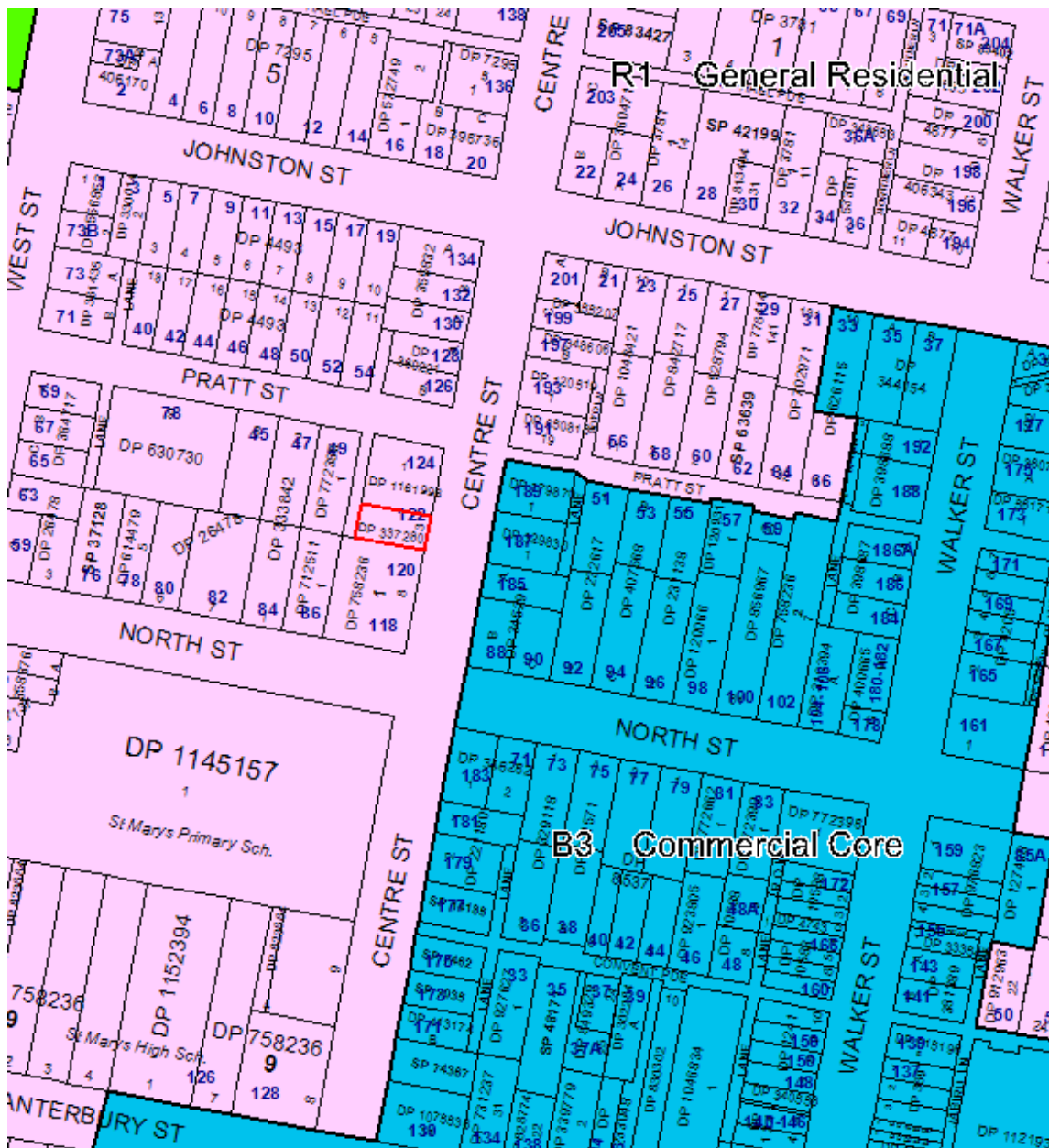


Figure 2 – Extract from Land Zone Map under the Richmond Valley Local Environmental Plan 2012 with 122 Centre Street Casino identified by a red outline.

The land is currently contained within Zone R1 General Residential in the RVLEP, see Figure 2. Zone R1 prohibits Restaurants and Cafes along with other types of Commercial Premises, but does permit Office Premises, Kiosks, and Neighbourhood Shops with consent.

Zone R1 also has the following zone objectives (highlight added):

- To provide for the housing needs of the community.
- To provide for a variety of housing types and densities.
- To enable other land uses that provide facilities or services to meet the day to day needs of residents.
- To ensure that housing densities are generally concentrated in locations accessible to public transport, employment, services and facilities.
- To minimise conflict between land uses within the zone and land uses within adjoining zones.

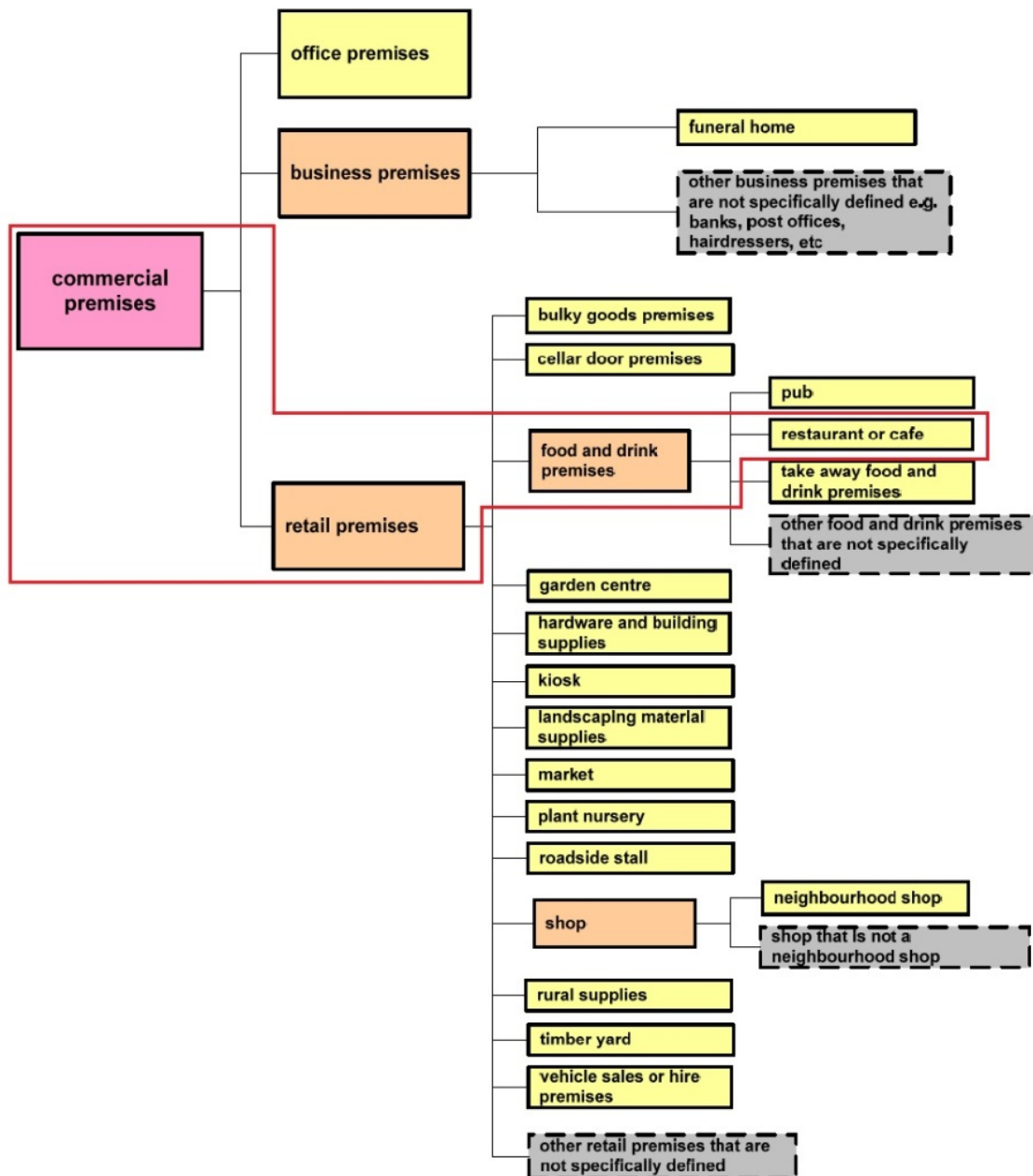
**LAND USE** terms WITHIN **commercial premises** group term:

Figure 3 - Diagram showing the Parent/Sibling relationships for land use terms under the Group Term Commercial Premises.

### Land Use History

The building located on 122 Centre Street Casino was first used as a dwelling house. In 1989 it was converted to a dental clinic, with off street car parking, and was further altered in 1991 so part of the premises could be used as commercial office space.

In 2010 the adjoining dwelling (corner of Centre and Pratt Streets) was demolished to facilitate the establishment of a new dental clinic. So the new clinic could retain the existing off street car parking, the previous development

consents over 122 Centre Street were surrendered. As such, the premise has no prevailing existing or continuing use rights.

The RVLEP commenced on 21 April 2012 and repealed the *Casino Local Environmental Plan 1992* (the former LEP). Under the former LEP the land was contained within Zone 2 Township. This zoning was replaced with a like-for-like Standard Instrument LEP zone being Zone R1 General Residential under the RVLEP.

The former Zone 2 Township zoning was extremely flexible in its application and permitted almost any development that was consistent with the zone objectives, which required it to be compatible with all adjoining land uses. The new R1 General Residential zone is much tighter in its application and is classed as a “closed zone” (that is it defines what is permitted and prohibits everything else).

### Cafe/Restaurant Proposal

The owner of 122 Centre Street, whom also owns 124 Centre Street, made enquiries in 2015 regarding the establishment of a restaurant within the premises. Unfortunately, the zoning of the land currently does not permit restaurants/cafes. Every planning avenue was explored to find a mechanism to support the proposal including defining it as a kiosk, as this term includes the selling of food and light refreshments. However, the proponent desires to establish a restaurant and has sought to do this by means of an LEP Amendment.

### The LEP Amendment

There are several LEP amendment options that could be used to permit a restaurant on the land. These include:

1. **Change the land zoning** from *R1 General Residential* to another zone which permits restaurants (such as extending the Business Zone to include the subject property)

*Comment: Extending the business zone across Centre Street would be justified on the basis of existing land use patterns, however it would also need to be supported by a need for additional commercial zoned land in Casino. Notwithstanding, a review of the B zones will be undertaken in the near future and may consider splitting the B3 Commercial Core Zone to include an area of Zone B2 Local Centre. This review will also look at land use patterns along Centre Street and whether the zone should be extended to include additional properties. It will also review whether parts of the B3 Zone zoned R1. Unfortunately, this review won't be completed in a timely manner to support the current planning proposal.*

2. **Change the Land Use Table** for Zone R1 General Residential to permit restaurant.

*Comment: This would make restaurants permissible on all land within Zone R1 and not just this site. A review of all Land Use Tables will be conducted*

*and may find in favour of this option but, as with point 1 above, it won't be completed in a timely manner to support the current planning proposal.*

3. **Amend Schedule 1 Additional Permitted Use** in the LEP by including the land and development proposal as an additional permitted Land Use.

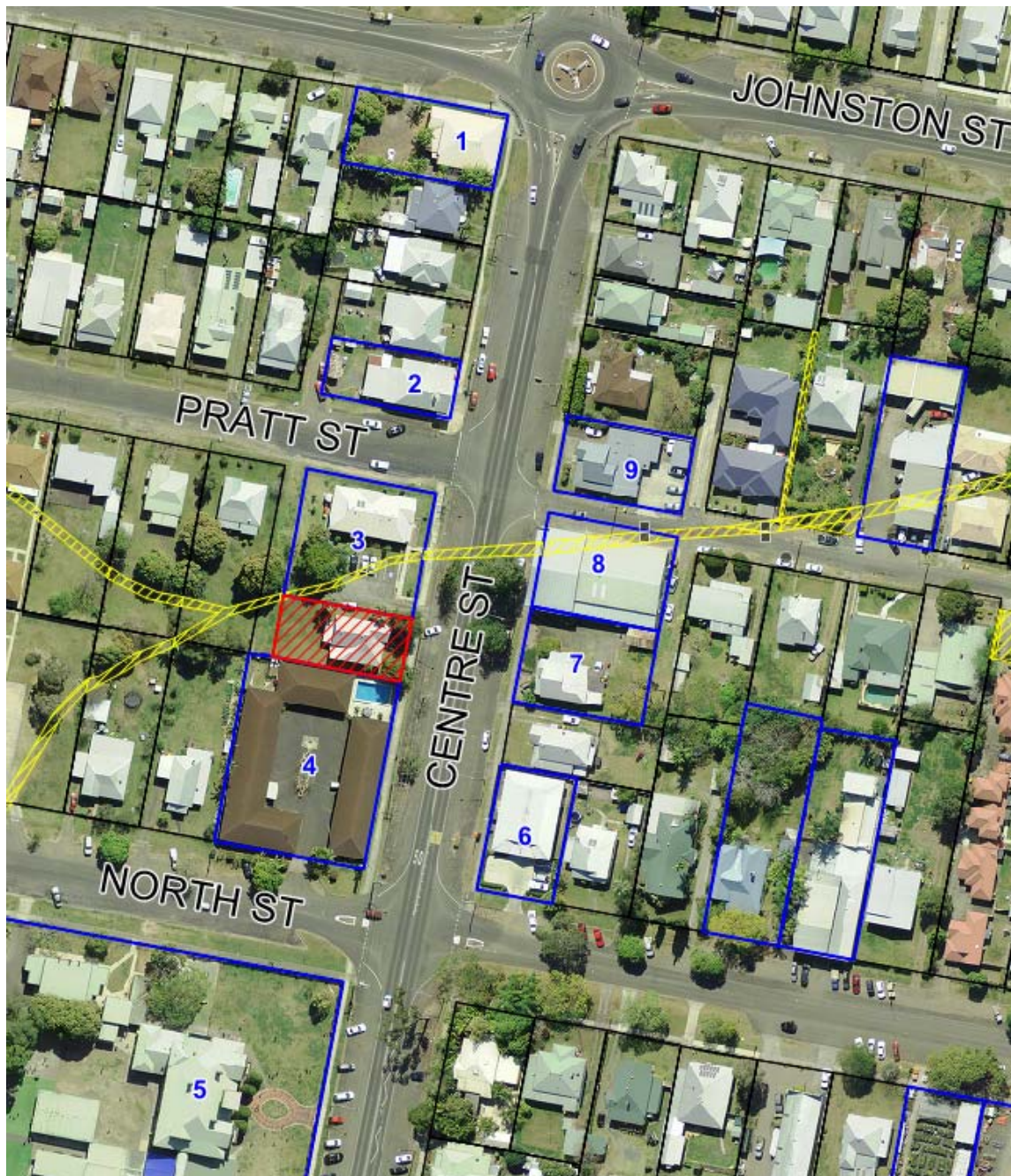
*Comment: This is a site specific option that identifies the proposed development that will be permitted on the land. This has been identified as the preferred option by the Planning Proposal and is considered the most suitable option given the comments in items 1 and 2 above.*

#### Land Use Patterns

Before determining whether to support this Planning Proposal it is necessary to consider the suitability of the subject property for the proposed development. Figure 4 contains an aerial photo and identifies land use patterns for properties surrounding the proposal with businesses being numbered and having a blue outline.

The subject land is located on the western side of Centre Street, a major arterial road through Casino. The property was previously used for commercial office space and health consulting rooms. The land adjoins other businesses which include a dental clinic to the north (#3 on figure 4 at 124 Centre Street), and a motel to the south (#4 at 118-120 Centre Street). In fact this side of Centre Street, between Johnston Street and Light Street Casino, being a 1.7km section of road, has only 6 residential properties the closest of which is 70 metres from the subject land.

The opposite side of Centre Street is contained in Zone B3 Commercial Core (see Figure 2) and contains a number of businesses inter-mixed with residential development.



*Figure 4 – Land use patterns surrounding 122 Centre Street Casino. Businesses are numbered and identified with blue outlines.*

To the rear of the subject property are low density residential properties and the “Town Drain”. The proposed restaurant will be oriented towards Centre Street, see Figure 1, but may require off-street car parking to be established in the rear yard. This could result in the formation of the rear lane (a public road) to facilitate access to the rear yard via Pratt Street. This rear lane would be constructed close to an adjoining residence and will require further consideration of impact during the Gateway process.

The presence of the “Town Drain”, a major piped stormwater drain which traverses through the rear yard of the subject property and that of adjoining residential properties (identified by a yellow hatched area on Figure 4), will be a

limiter on development potential in its vicinity. These limitations are due to the physical presence of the drain, which in some instances is covered by an easement, and flooding. Thus the subject property would be restricted to developing only the front half of the land which would rule out the potential for the land to be developed by a major fast food franchise, while adjoining residential properties would likewise be restricted in further development of their rear yard spaces. This drain therefore establishes a buffer between adjoining land uses.

### **Consultation**

At this point there has been no consultation. However, if the Planning Proposal is supported by Council it will be submitted to the Department of Planning and Environment's Gateway Process. Gateway determinations are tailored to the specifics of a Planning Proposal, therefore it is reasonable to expect that a minimum 30 day community consultation period will be required. Council will also give written notification to all potentially affected property owners in the vicinity.

It is also likely the Gateway will require consultation with Roads and Maritime Services as the land fronts Centre Street (Bruxner Highway/Summerland Way) which is a Classified Road.

### **Conclusion**

The Planning Proposal as submitted seeks to have the *RVLEP 2012* amended by permitting a restaurant/cafe at 122 Centre Street Casino. This would be done by amending Schedule 1 in the RVLEP by identifying the land and additional use.

In the main, the proposed additional permitted use is consistent with most adjoining land uses, as well as being consistent with former uses of the land. Where it adjoins residential properties, there is little likelihood of land use conflict except from a potential new access via Pratt Street.

It is therefore recommended that the Planning Proposal be supported by Council.

**14.12 PROPOSED EXTENSION TO OFF LEASH DOG AREA - AIRFORCE BEACH EVANS HEAD****Responsible Officer:**Andrew Hanna (Manager Environment and Regulatory Services)

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**RECOMMENDATION**

Recommended that:

1. Council endorse the public exhibition for a period of one month of the proposed extension to the existing off-leash dog area at Airforce Beach, Evans Head extending a distance of 380m south along the beach; and
2. A further report be provided to Council following the exhibition period for a resolution.

**251016/18 RESOLVED** (Cr Hayes/Cr Cornish)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Morrissey

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**Executive Summary**

Council staff have received requests from dog owners in Evans Head and those using the off-leash dog area on Airforce beach to provide an off-leash area on the beach that is prohibited for use by 4WD vehicles.

The off-leash dog area on Airforce beach forms part of the 4WD vehicle area and dog walkers using the area have raised concerns that there is a conflict between dogs and vehicles, with some stating they have witnessed or had their own dog involved in a near miss.

This section of beach is popular and heavily used during the warmer months by people in 4WD vehicles and also those walking dogs. The potential for conflict during busy periods exists and Council Rangers have investigated the potential to extend the off-leash dog area south of the 4WD access point to Airforce beach towards the surf club.

Extending the area along the beach a distance of approximately 380m provides an area where 4WD vehicles are prohibited, provides two additional access points from the residential area to the beach for dog walkers, and also ensures a large section of beach remains for other users which will be prohibited for use by both dogs and vehicles.

## **Community Strategic Plan Links**

Focus Area 3 Community and Culture – Long Term Goal 3.3 Community Health and Wellbeing and Social Inclusion and Focus Area 4 Recreation and Open Space - Long Term Goal 4.3 Manage Public Lands and Resources for the Community Benefit.

## **Budget Implications**

Additional signage will be required to establish an extension to the off-leash area. This includes signage on the beach to the point of the extension and at the entrances to two existing access tracks leading from residential areas to the beach.

Two additional dog poo bag receptacles will also be required on the two access tracks leading to the extended area.

The cost of signage and dog poo receptacles is estimated to be \$3,500 and will be funded from within the existing budget.

## **Report**

A section of Airforce beach is one of just two off-leash dog areas in Evans Head and it is the only beach in our Local Government Area whereby dog owners can walk their dogs off-leash. The other off-leash area in Evans Head is on a parcel of land in South Evans Head adjoining the Fishing Co-op.

The Airforce beach off-leash dog area extends from the 4WD access point off Terrace Street for a distance of approximately 1.3km north. This section of beach also forms part of the 4WD vehicle area and concerns have been raised by dog owners in the community and visitors walking their dogs about a conflict between dogs and vehicles. (Refer to Figure1).

Some dog owners have stated to Council Rangers they have witnessed or have had their dogs involved in a near miss with vehicles on the beach.

This section of beach is very popular and heavily used during the warmer months by people in 4WD vehicles and also those walking dogs. The potential for conflict during busy periods exists and as a response Councils Rangers have investigated extending the off-leash area along the beach in a southerly direction from the 4WD access point. Vehicles are not permitted on this section of beach.

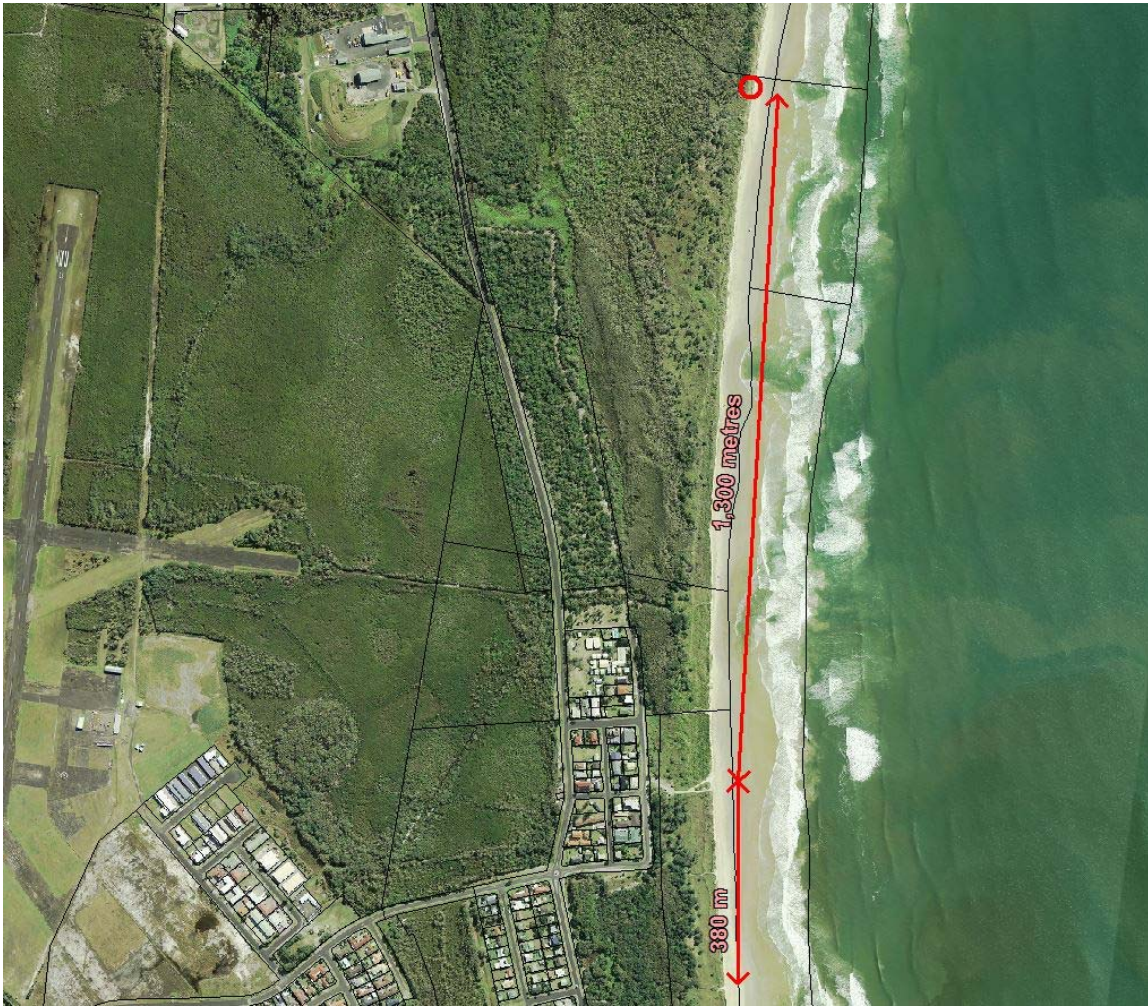


Figure 1 Existing off-leash dog area and part of the 4WD area

#### Extension of off-leash dog area

Rangers investigated the potential to extend the off-leash dog area southward of the existing 4WD access point and.

There is an existing semi-formal walking track linking the footpath along Beech Street to Airforce Beach (Refer to Figures 1 and 3). Extending the off-leash area along the beach to the point where this track enters the beach provides an additional 380m of off-leash area. This 380m of beach is prohibited to be used by people driving vehicles ensuring there is no conflict between both dogs and vehicles.

The semi-formal walking track will provide an alternative access point from the residential area to the beach for dog walkers to the track also used by 4WD vehicles.

The track traverses a section of Crown Land which consists generally of low lying wetland dominated by melaleuca paperbark vegetation. A stormwater drainage line runs through this area, so the track includes a small timber footbridge over this drainage line. The track is clear of vegetation but has not been improved with a formal base or boardwalk, however does have a natural sand bed which is stable and in good condition. The only steep section of track is

over the dune. It is likely this will need to be improved with a firm walking base to improve access for people in the next two to five years depending on usage and erosion.

The access track through Crown Land should remain a dog on lead area and become off-leash only at the point of the high tide mark on the beach.

There is another access point at the southern end of Terrace Street adjacent to the public amenities building. This track is also semi-formal consisting of a sand base but in reasonable condition.

A large section of beach approximately 700m in distance remains between the north wall of the Evans River to what will be the commencement of the off-leash dog area if it is extended. Airforce beach is prohibited to dogs, apart from the section provided as an off-leash area thereby providing 700m of beach from the wall for use by people where there are no dogs or vehicles.



*Figure 2 – Proposed extension of off-leash area*



*Figure 3 – Access Track from Beech Street to Airforce Beach*

### Other Issues

The Evans Head Coastal Zone Management Plan (CZMP) outlines a number of objectives for the Evans Head Coastline. The proposal to extend the off-leash dog area is generally consistent with the objectives of the plan, specifically objective 04 – *“to maintain and improve public access and use”* and objective 05 – *“to minimise and manage risk to public health and safety”*.

This section of beach is not adjoining National Park and is not identified as a section commonly used by the endangered Pied Oystercatcher for nesting

Staff have identified additional signage will be required on the beach and at the entrances to the two access tracks. This will ensure signage is consistent with any extension of the off-leash area and will enable Council Rangers to enforce requirements. Additional dog poo bags and receptacles will also be required to be installed.

### **Consultation**

It is proposed to place the proposed extension on public exhibition for a period of one month. Any submissions received during this period will be considered for inclusion in further reporting to Council for its consideration and determination.

## Conclusion

Dog owners in the Evans Head community and using the Airforce Beach off-leash dog area have identified safety concerns between dogs and vehicles on this section of beach.

Dog owners have suggested extending or providing an off-leash area whereby vehicles are prohibited on the beach so their dogs can be walked on the beach without concerns of having conflict with vehicles.

Council Rangers have investigated the potential to provide an off-leash dog area by extending the existing off-leash area south for a distance of approximately 380m.

It is considered this additional section of Airforce Beach is suitable for use as an off-leash area. It has two additional access points from the residential area to the beach and still ensures a large section of beach north of the Evans River wall and surf club area for use by people where dogs and vehicles are prohibited.

It is recommended the proposed extension be publicly exhibited for one month and an additional report be presented to Council for determination, following completion of the exhibition period outlining any submission.

## 15 MATTERS FOR INFORMATION

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### RECOMMENDATION

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

**251016/19 RESOLVED** (Cr Humphrys/Cr Lyons)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Morrissey

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### 15.1 NORTHERN RIVERS LIVESTOCK EXCHANGE (NRLX) BI-MONTHLY UPDATE

**Responsible Officer:**

Vaughan Macdonald (General Manager)

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### Report

At Council's Ordinary Meeting held on Tuesday, 17 May 2016 it was resolved that Council *"receive a bi-monthly report on the NRLX upgrade and operational issues identified in the report"* which it had considered at that meeting.

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Following on from the previous bi-monthly report on the NRLX Upgrade, the Expression of Interest for the “Supply and Delivery of Landscape Design, Architecture, Engineering and Project Management Services” (EOI 340.16) process was concluded. The EOI period began on 1 July 2016 and concluded on 26 July 2016 and called for interest from capable companies to become potential partners in the delivery of Council's signature projects.

Council received 43 responses and all were deemed suitable to tender for future projects. The priority project highlighted in the EOI was the NRLX upgrade and 21 of the respondents were interested in being involved in some or all of the various disciplines required.

To ensure Council observes the necessary probity requirements throughout the process, Thomas Noble and Russell (TNR) accountants were engaged on 15 August 2016 to be Council's probity advisors. On an as needs basis, the Performance Management Office (PMO) has liaised with TNR on probity issues and have obtained official sign off on the completion of milestone events with the NRLX upgrade.

The feature document to ensure compliance with probity is the Probity Plan which was drafted by the PMO and reviewed by TNR on 24 August 2016.

The Project Control Group continued to hold discussions on the best way to approach the NRLX upgrade and decided to pursue a targeted Design and Construct tender process, where the successful tenderer would be engaged to deliver the full design of an upgraded NRLX where stage 1 of the construction will be to the extent of the \$7 million available in funding. The tender process is being conducted by the PMO.

The tender document was drafted in early September and released specifically to the 21 interested providers on 15 September 2016. A key feature of the tender document was the requirement that those wishing to participate in the NRLX tender, needed to attend an information session and site inspection on 23 September 2016. The information session was held in the Chambers and then at the NRLX with Council hosting 9 contractors.

The timeline for the NRLX tender is as follows:

- Tender Release 15 September 2016;
- Mandatory Tender Briefing 23 September 2016;
- Clarification and Questions close 24 October 2016;
- Tender Closes 31 October 2016.

### **Community Strategic Plan Links**

Focus Area 2 Local Economy - Long Term Goal 2.1 Business, Industry and Agriculture (Strategy 2.1.2 Promote a broad agricultural base while ensuring our current position as the beef capital of NSW is maintained).

## 15.2 CUSTOMER SERVICE REPORT - QUARTERLY UPDATE 1 JULY TO 30 SEPTEMBER 2016

### Responsible Officer:

Simon Adcock (Chief Operating Officer)

### Report

Council is committed to providing a high level of customer service to the Richmond Valley 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 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 two parts; the Customer Service Contact Centre Data and the data from the Customer Request Management system (CRM). The first shows the responsiveness of the Contact Centre, the second the performance of the rest of the business in its response to customer requests.

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

#### Calls Statistics

A total of 8,627 calls were received during the quarter with an average of 87.78% of these calls being resolved at the first point of contact, the service standard is 80% of calls to be resolved. The rollout of Food Organic Garden Organics (FOGO) with the new waste service pickup changes occurring in July resulted in a higher number of calls. For the quarter, the average queue time is below the service standard of 15 seconds. The abandonment rates are quite low (under 1%) compared to our service standard of 5%. The Contact Centre has exceeded all service targets for the first quarter.

	July	August	September
Total No Of Calls	3,135	3,262	2,230
Waited > 1 Minute	141	154	70
% of Calls waited >1 Minute	4.5	4.72	3.14
Abandoned Calls<42sec	31	27	16
% of Calls Abandoned	0.99	0.83	0.72
Average Time In Queue	0.12	0.13	0.09
Average Call Time	1.95	2.03	1.88
80% Calls resolved	89.56	87.82	85.97

#### Receipt & Administration Statistics

A total of 4,181 receipts were actioned for the quarter at our administration offices. An increase in receipts made was seen in the month of August due to the rates and water/sewer notices being due on 31 August 2016. This also overflows into September as we see customers making payments within the week after the due date. The Section 735a and 149 Certificates were completed

within set time frames as per our service standards with eight of the 603 Certificates being completed outside of the set service standard. DA, CC & CDC are receipted at the counter and then referred to the relevant teams, Dial Before You Dig applications have been completed within the set service standards.

	July	August	September
Receipts	798	2,377	1,006
Section 735a Certificates	15	19	15
Section 149 Certificates	54	128	82
Section 603 Certificates	56	46	68
Dial Before You Dig Applications	212	201	215
DA, CC & CDC Applications	38	47	39
Customer Requests (CRM) entered	379	532	420

### ***Customer Request Management System (CRM) - Key Statistics***

The first quarter has seen an improvement in Customer Request Management Performance. Requests completed within target have increased by 10% from 57% to 67%. The quarterly figures have reflected the noticeable improvement in CRM performance that has been revealed by the weekly monitoring process undertaken by the Performance Management Office (PMO).

Approximately 34% of Councils requests were referred to Environment Regulatory Control, which is an increase on 3% last quarter. Water and Sewer received 18% of requests, a static result from last time, whilst Waste requests increased (by 3%) to 19% of requests this quarter. During the quarter a total of 1,423 requests were entered into the system.

Requests completed within target	958	67%
Requests completed outside target	465	33%
<b>Total</b>	<b>1,423</b>	<b>100%</b>

Workgroup	No. request referred	% of total requests	Complete d outside target	In Progress outside target	Average Target days	Average completi on days
Environment Regulatory Control	483	33.94%	21.74%	2.90%	5.55	3.76
Waste & Resource Recovery	270	18.97%	17.04%	10.37%	5.39	7.29
Water and Sewer	262	18.41%	42.75%	3.82%	3.82	6.63
Roads, Drainage and Quarries	189	13.28%	39.15%	1.59%	9.90	10.46
Open Spaces & Cemeteries	123	8.64%	22.76%	3.25%	7.72	6.63
Asset Management	77	5.41%	19.48%	14.29%	11.57	11.87
Development Assessment	15	1.05%	13.33%	73.33%	8.87	33.80
Workshops	3	0.21%	0.00%	66.67%	18.67	49.33
Purchasing	1	0.07%	0.00%	0.00%	7.00	1.00

## ***Future Works***

### **Customer Service Contact Centre Data**

Improvements will be made to the processing of Section 603 certificates to ensure that they are completed within set standard timeframes.

### **Customer Request Management System**

There were 45 requests or 3% of the total are in progress and missing target by greater than 30 days. This will be investigated and resolved by the next quarterly update.

## **Community Strategic Plan Links**

Focus Area 7 Governance and Process - Long term Goal 7.4 Civic Leadership and Corporate Planning (Strategy 7.4.2 Council will ensure its workforce is appropriately sized and equipped to deliver the services as outlined in Council's Integrated Planning System).

## **Conclusion**

In order for Council to continue to provide a high level of customer service to the Richmond Valley community, strategies and improvements are required to be implemented so continual improvement is part of business as usual.

## **15.3 DISCLOSURE OF INTERESTS - COUNCILLORS AND DESIGNATED PERSONS**

### **Responsible Officer:**

Deborah McLean (Manager Governance and Risk)

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## **Report**

In accordance with Section 449 of the *Local Government Act 1993* No 30 (*The Act*) and the *Local Government (General) Regulation 2005*, Councillors and Designated Persons were required to lodge their completed disclosure of pecuniary interest returns by 30 September 2016.

Section 449(3) of *The Act* states:

*"A councillor or designated person holding that position at 30 June in any year must complete and lodge with the General Manager within 3 months after that date a return in the form prescribed by the regulations."*

Section 441 prescribes who are "designated persons" and states as follows:

*"For the purposes of this Chapter, **designated persons** are:*

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- *the General Manager*
- *other senior staff of the council*
- *a person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions under this or any other Act (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person's duty as a member of staff or delegate and the person's private interest*
- *a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council's functions under this or any other Act (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest."*

A review of the list of Designated Person positions held at 30 June 2016 was conducted with the staff holding those positions being required to complete a return.

All of the required disclosures have been received from Councillors and Designated Persons.

In addition, Section 449(1) of the *Local Government Act 1993 (The Act)* provides that a councillor or designated person must complete and lodge with the General Manager, within three months after becoming a councillor or designated person, a return in the form prescribed by the *Local Government (General) Regulation 2005*.

The following is a list of newly elected councillors and appointed designated person positions of Council:

- Councillor - Sam Cornish
- Councillor - Jill Lyons
- Development Assessment Planner

The disclosures for the above councillors and designated person have been received.

The disclosures are tabled for the information of Council and will be made available on request to any member of the public at Council's Casino Administration Office.

### **Community Strategic Plan Links**

Focus Area 7 Governance and Process - Long term Goal 7.5 Sound Governance and Legislative Practices.

## 15.4 SECTION 64 AND SECTION 94 CONTRIBUTIONS

### Responsible Officer:

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

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### Report

Council recovers contributions, raises levies and enters planning agreements on development works that are subject to a development consent issued by Council.

All contributions received must be spent/utilised for the specific purpose for which they were levied and any interest earned on these funds must be added to the remaining funds to be spent on the same. These funds cannot be used for ongoing operational and maintenance costs.

These contributions enable local councils or other consent authorities to levy contributions for public amenities and services required as a consequence of increased demand caused by development. Developer contributions are essential in maintaining access to the facilities and services that support the high quality of life that residents of Richmond Valley Council enjoy.

**Section 64** of the Local Government Act allows Council to collect monetary contributions from development in order to help meet the additional demand for water mains, reservoirs, treatment plants, sewer reticulation, sewage pumping stations, sewage pumping lines, sewage treatment plants, etc. These contributions require a Development Servicing Plan (current plan prepared in accordance with the Department of Water and Energy Best-Practice Management of Water Supply and Sewerage Guidelines 2007). There are new 2016 Guidelines, therefore any future Development Servicing Plans will need to be prepared in accordance with the new 2016 guidelines.

Section 64 contributions are based on an Equivalent Tenement basis (1ET = typical water and sewer demand of an average residential development i.e. a 3 bedroom house). The NSW Water Directorate has developed guidelines for a wide range of residential, commercial, health related and industrial development. For example, for sewer a motel is rated at 0.45ET per room, a hospital at 1.43ET per bed, and a hotel at 0.05ET per m<sup>2</sup> of floor area.

**Section 94 and Section 94A** of the Environmental Planning and Assessment Act 1979 allows Council to collect monetary contributions from development in order to help meet the additional demand for roads and traffic, community, cultural, open space and recreational facilities generated by development associated with population growth and employment generation. Council's adopted S94 or S94A Plans were prepared in accordance with the requirements of the Environmental Planning and Assessment Act 1979.

Council's **Section 94A levy** is triggered by all development over \$100,000 at the percentage set by the legislation. There are legislated exemptions that each development that triggers the levy is assessed against. The levy is collected

across the entire Council area and is spent on the list of projects detailed in the Council adopted Section 94A Contributions Plan.

Council has a specialised **Section 94 Heavy Haulage** levy that is applied where the anticipated development will, or is likely to, generate additional heavy haulage vehicle movements e.g. quarries. As a consequence of anticipated development there is likely to be an accelerated decline in life of the road network due to increased heavy haulage, a cost which would otherwise be borne by the wider community. The rate is typically based on the tonnages and the distance covered on local roads to reach the classified road network.

At Council's Strategic Finance Committee Meeting held on Tuesday, 5 February 2013 a report titled "Economic Growth and Impact of Developer Charges for Sewerage Services" was presented. At the time of this meeting the current Section 64 charges for Sewerage per ET were as follows:

<b>Township</b>	<b>\$ Amount per ET</b>
Casino	\$11,420.00
Coraki	\$29,099.00
Woodburn	\$32,437.00
Rileys Hill	\$29,099.00
Broadwater	\$32,437.00
Evans Head	\$32,437.00

The recommendation from the Strategic Finance Committee Meeting was as follows:

*"That:*

- 1. Council reduce the Developer Service Charge for sewer.*
- 2. Council apply a common service charge across the entire Local Government Area.*
- 3. Council determine a charge of \$8,000 per equivalent tenement (ET).*
- 4. Council incorporate the determined Section 64 charges into the reviewed Developer Servicing Plan and advertise and display the reviewed Developer Servicing Plan for sewerage for a period of 30 business days."*

The above recommendation was subsequently submitted to and adopted by Council at its Ordinary Meeting on 19 February 2013.

The following table shows the history of Section 64 and 94 contributions received by Council over the past six years. This is three years prior to the change in fee structure through to last financial year.

	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>
Section 94	213,000	367,000	102,000	112,000	148,000	378,000
Section 64	279,000	156,000	511,000	85,000	64,000	38,000
<b>Total</b>	<b>492,000</b>	<b>523,000</b>	<b>613,000</b>	<b>197,000</b>	<b>212,000</b>	<b>416,000</b>

Year to date Council has received \$60,238 in Section 64 contributions and \$21,288 in Section 94 contributions.

As can be seen by these figures there was a significant drop in Section 64 charges in the year the fee structure changed. This was caused by a large development being lodged in the 2012/13 year. The development contributions for this one development were \$472,000. Looking at the fluctuations in the contributions received, it is difficult to ascertain whether the decrease in fees has had a positive or negative effect on the number of developments lodged with Council.

Looking at developer contributions as a percentage of total Planning and Development income shows the following:

	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>
<b>Developer Contributions</b>	492,000	523,000	613,000	197,000	212,000	416,000
<b>Total Development Income</b>	1,044,420	913,363	987,098	654,560	731,734	923,921
	<b>47.11%</b>	<b>57.26%</b>	<b>62.10%</b>	<b>30.10%</b>	<b>28.97%</b>	<b>45.06%</b>

As shown above since decreasing the fee, developer contributions have not reached the percentage of total income prior to decreasing the fee. This gives some indication that decreasing the fee has not quite delivered the outcome Council aimed to achieve. It is impossible to know whether it has had a negative effect as it is unknown whether the developments that have occurred (over the past three years) would have taken place if the fees were at their original levels.

### **Community Strategic Plan Links**

Focus Area 5 Rural and Urban Developments – Long term Goal 5.1 Land Use Development should be Appropriate for the Retention of a Country Atmosphere and Village Lifestyle.

## **15.5 GRANT APPLICATION INFORMATION - AUGUST AND SEPTEMBER 2016**

### **Responsible Officer:**

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

### **Report**

This report provides information on grant applications that have been approved, grant applications that have been received, grant applications that were unsuccessful and grant applications submitted in the months of August and September 2016.

One grant project was approved and Council received funding for nine grants during the reporting period totalling \$2,473,737.00. Council was notified as being unsuccessful with five grant applications during the months of August and

September 2016. Council applied for eight new grants in this period. The details of these grants is provided below:

***Grants that have been approved***

***Project - Establish/Enhance Aerial Firefighting Capability - Casino Air Base***

Project ID	10219
Funding Body	NSW Rural Fire Service
Funding Name	Bush Fire Risk Mitigation and Resilience Grant Funding
Government Level	State
Project Value (excl GST)	\$40,000.00
Grant Amount (excl GST)	\$40,000.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	N/A
Comment (if required)	N/A
Date Approved/Received	Funding approved 30 August 2016
Total Funds Received To Date	\$0.00

***Grants that have been received***

***Project - Flood Event of April-May 2015/Restoration Works***

Project ID	10199
Funding Body	NSW Roads and Maritime Services
Funding Name	Natural Disaster Funding
Government Level	State
Project Value (excl GST)	\$1,606,655.00
Grant Amount (excl GST)	\$1,577,655.00
Council/Other (excl GST)	\$ 29,000.00
Date Application Submitted	17 August 2015
Comment (if required)	N/A
Date Approved/Received	\$125,980.00 received 31 August 2016 \$ 19,000.00 received 30 September 2016
Total Funds Received To Date	\$1,314,980.00

***Project - Recycling Education Officer***

Project ID	10208
Funding Body	NSW Environment Protection Authority
Funding Name	Better Waste and Recycling Fund
Government Level	State
Project Value (excl GST)	\$90,302.00
Grant Amount (excl GST)	\$90,302.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	N/A – allocation of funds
Comment (if required)	N/A
Date Approved/Received	\$90,302.00 received 11 August 2016
Total Funds Received To Date	\$90,302.00 (total funding received)

*Project – Sealing of Training Area*

Project ID	N/A
Funding Body	NSW Rural Fire Service
Funding Name	N/A
Government Level	State
Project Value (excl GST)	\$66,628.00
Grant Amount (excl GST)	\$66,628.00
Council/Other (excl GST)	\$
Date Application Submitted	N/A
Comment (if required)	N/A
Date Approved/Received	\$33,490.00 received 4 August 2016
Total Funds Received To Date	\$33,490.00

*Project - Roads to Recovery Program 2015-2019*

Project ID	N/A
Funding Body	Department of Infrastructure and Regional Development
Funding Name	Roads to Recovery Program
Government Level	Federal
Project Value (excl GST)	\$4,207,632.00
Grant Amount (excl GST)	\$4,207,632.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	N/A – annual allocation
Comment (if required)	N/A
Date Approved/Received	1 <sup>st</sup> Instalment 2016/2017 \$811,841.00 received 13 August 2016
Total Funds Received To Date	\$3,516,528.00

*Project - 2016/2017 Financial Assistance Grant (FAG)*

Project ID	N/A
Funding Body	N/A
Funding Name	NSW Local Government Grants Commission
Government Level	Federal
Project Value (excl GST)	\$4,593,192.00
Grant Amount (excl GST)	\$4,593,192.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	N/A
Comment (if required)	Approved 17 August 2016
Date Approved/Received	\$1,148,298.00 received 17 August 2016 (General Purpose Component \$777,655.00, Local Roads Component \$370,643.00)
Total Funds Received To Date	\$1,148,298.00

*Project - Regional Roads Block Grant 2016/2017*

Project ID	N/A
Funding Body	Roads and Maritime Services
Funding Name	Regional Roads Block Grant 2016/2017
Government Level	State
Project Value (excl GST)	\$871,000.00
Grant Amount (excl GST)	\$871,000.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	N/A – Annual allocation
Comment (if required)	N/A
Date Approved/Received	\$217,750.00 received 31 August 2016
Total Funds Received To Date	\$217,750.00

*Project - MR544 Bentley Road and Holmes Road (Reconstruction and realignment of corner)*

Project ID	N/A
Funding Body	NSW Roads and Maritime Services
Funding Name	Australian Government Black Spot Funding
Government Level	State
Project Value (excl GST)	\$156,000.00
Grant Amount (excl GST)	\$156,000.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	N/A
Comment (if required)	N/A
Date Approved/Received	\$5,600.00 received 31 August 2016 \$ 400.00 received 30 September 2016
Total Funds Received To Date	\$156,000.00 (total funding received)

*Project - MR145 Casino-Coraki Road - Ranns Road (Reconstruction and realignment of road pavement)*

Project ID	N/A
Funding Body	NSW Roads and Maritime Services
Funding Name	Regional Road Repair Program
Government Level	State
Project Value (excl GST)	\$308,152.00
Grant Amount (excl GST)	\$154,076.00
Council/Other (excl GST)	\$154,076.00
Date Application Submitted	N/A
Comment (if required)	Council contribution funded from Regional Roads Block Grant
Date Approved/Received	\$20,076.00 received 31 August 2016
Total Funds Received To Date	\$154,076.00 (total funding received)

**Project - MR145 Casino-Coraki Road 2016-17 - Ranns Road (Reconstruction and realignment of road pavement)**

Project ID	N/A
Funding Body	NSW Roads and Maritime Services
Funding Name	Regional Road Repair Program 2016/17
Government Level	State
Project Value (excl GST)	\$314,322.00
Grant Amount (excl GST)	\$156,161.00
Council/Other (excl GST)	\$156,161.00
Date Application Submitted	N/A
Comment (if required)	Council contribution funded from Regional Roads Block Grant
Date Approved/Received	\$1,000.00 received 30 September 2016
Total Funds Received To Date	\$1,000.00

***Unsuccessful Grant Applications***

**Project - Woodburn-Coraki Road (major upgrade to road pavement)**

Project ID	10204
Funding Body	Transport for NSW
Funding Name	Fixing Country Roads Round 2 2015-16
Government Level	State
Project Value (excl GST)	\$4,500,000.00
Grant Amount (excl GST)	\$3,500,000.00
Council/Other (excl GST)	\$1,000,000.00
Date Application Submitted	16 December 2015
Comment (if required)	Council to reapply when the next round of funding becomes available.
Date Advised Unsuccessful	24 June 2016

**Project - Casino Showground Canteen Upgrade**

Project ID	10207
Funding Body	Department of Primary Industries (Lands)
Funding Name	2016-17 Public Reserves Management Fund Program
Government Level	State
Project Value (excl GST)	\$84,000.00
Grant Amount (excl GST)	\$84,000.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	7 April 2016
Comment (if required)	N/A
Date Advised Unsuccessful	9 August 2016

*Project - Crawford Square (Disability accessible playground equipment)*

Project ID	10210
Funding Body	Department of Family and Community Services
Funding Name	Social Housing Community Improvement Fund 2016
Government Level	State
Project Value (excl GST)	\$49,258.00
Grant Amount (excl GST)	\$44,258.00
Council/Other (excl GST)	\$ 5,000.00
Date Application Submitted	9 June 2016
Comment (if required)	N/A
Date Advised Unsuccessful	29 September 2016

*Project - Woodburn Riverside Park (Disability accessible playground equipment)*

Project ID	10211
Funding Body	Department of Family and Community Services
Funding Name	Social Housing Community Improvement Fund 2016
Government Level	State
Project Value (excl GST)	\$69,186.00
Grant Amount (excl GST)	\$49,995.00
Council/Other (excl GST)	\$19,191.00
Date Application Submitted	9 June 2016
Comment (if required)	N/A
Date Advised Unsuccessful	29 September 2016

*Project - Evans Head Footpath (Connectivity project to existing footpath)*

Project ID	10212
Funding Body	Department of Family and Community Services
Funding Name	Social Housing Community Improvement Fund 2016
Government Level	State
Project Value (excl GST)	\$30,000.00
Grant Amount (excl GST)	\$30,000.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	9 June 2016
Comment (if required)	N/A
Date Advised Unsuccessful	29 September 2016

***Grant Applications Submitted******Project - Woodburn Riverfront Master Plan***

Project ID	10217
Funding Body	NSW Department of Premier and Cabinet
Funding Name	Tourism Demand-Driver Infrastructure Program
Government Level	State
Project Value (excl GST)	\$100,000.00
Grant Amount (excl GST)	\$ 50,000.00
Council/Other (excl GST)	\$ 50,000.00
Date Application Submitted	9 August 2016
Comment (if required)	N/A

***Project - Summerland Way Shared Cycleway - Light St to Bennett St***

Project ID	10218
Funding Body	Roads and Maritime Services
Funding Name	Active Transport Program
Government Level	State
Project Value (excl GST)	\$200,000.00
Grant Amount (excl GST)	\$200,000.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	2 September 2016
Comment (if required)	N/A

***Project - Casino Civic Hall Restoration***

Project ID	10220
Funding Body	Arts NSW
Funding Name	Regional Capital Program
Government Level	State
Project Value (excl GST)	\$120,000.00
Grant Amount (excl GST)	\$ 60,000.00
Council/Other (excl GST)	\$ 60,000.00
Date Application Submitted	2 September 2016
Comment (if required)	N/A

***Project - Woodburn Street Shared Pathway Link***

Project ID	10221
Funding Body	Roads and Maritime Services
Funding Name	Active Transport Program
Government Level	State
Project Value (excl GST)	\$51,000.00
Grant Amount (excl GST)	\$30,000.00
Council/Other (excl GST)	\$21,000.00
Date Application Submitted	5 September 2016
Comment (if required)	N/A

*Project - Richmond Valley Seniors Week 2017 Program*

<b>Project ID</b>	<b>10222</b>
Funding Body	Department of Family and Community Services
Funding Name	2017 NSW Seniors Festival Grants Program
Government Level	State
Project Value (excl GST)	\$3,220.00
Grant Amount (excl GST)	\$1,650.00
Council/Other (excl GST)	\$1,570.00
Date Application Submitted	9 September 2016
Comment (if required)	N/A

*Project - Reardons Lane Bus Shelter/Footpath Program*

<b>Project ID</b>	<b>10223</b>
Funding Body	Transport for NSW
Funding Name	Country Passenger Transport Infrastructure Grants Scheme
Government Level	State
Project Value (excl GST)	\$14,000.00
Grant Amount (excl GST)	\$14,000.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	20 September 2016
Comment (if required)	N/A

*Project - Woodburn Riverside Park Upgrade*

<b>Project ID</b>	<b>10224</b>
Funding Body	Liquor and Gaming NSW
Funding Name	Sport & Recreation Infrastructure grant round 2016/17 (Clubgrants Category 3)
Government Level	State
Project Value (excl GST)	\$746,931.00
Grant Amount (excl GST)	\$746,931.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	22 September 2016
Comment (if required)	N/A

*Project - Richmond River Riparian Restoration in Coraki*

<b>Project ID</b>	<b>10225</b>
Funding Body	NSW Environmental Trust
Funding Name	Environmental Restoration and Rehabilitation
Government Level	State
Project Value (excl GST)	\$117,777.00
Grant Amount (excl GST)	\$100,000.00
Council/Other (excl GST)	\$ 17,777.00
Date Application Submitted	26 September 2016
Comment (if required)	N/A

## **Community Strategic Plan Links**

Focus Area 7 Governance and Process – Long Term Goal 7.1 Generate Revenue to Fund the Operations of Council.

## **Budget Implications**

All Council funding required regarding the grants in this report has been included in the Richmond Valley Council budget.

## **15.6 DEVELOPMENT APPLICATIONS DETERMINED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT FOR THE PERIOD 1 AUGUST 2016 TO 30 SEPTEMBER 2016**

### **Responsible Officer:**

Angela Jones (Director Infrastructure and Environment)

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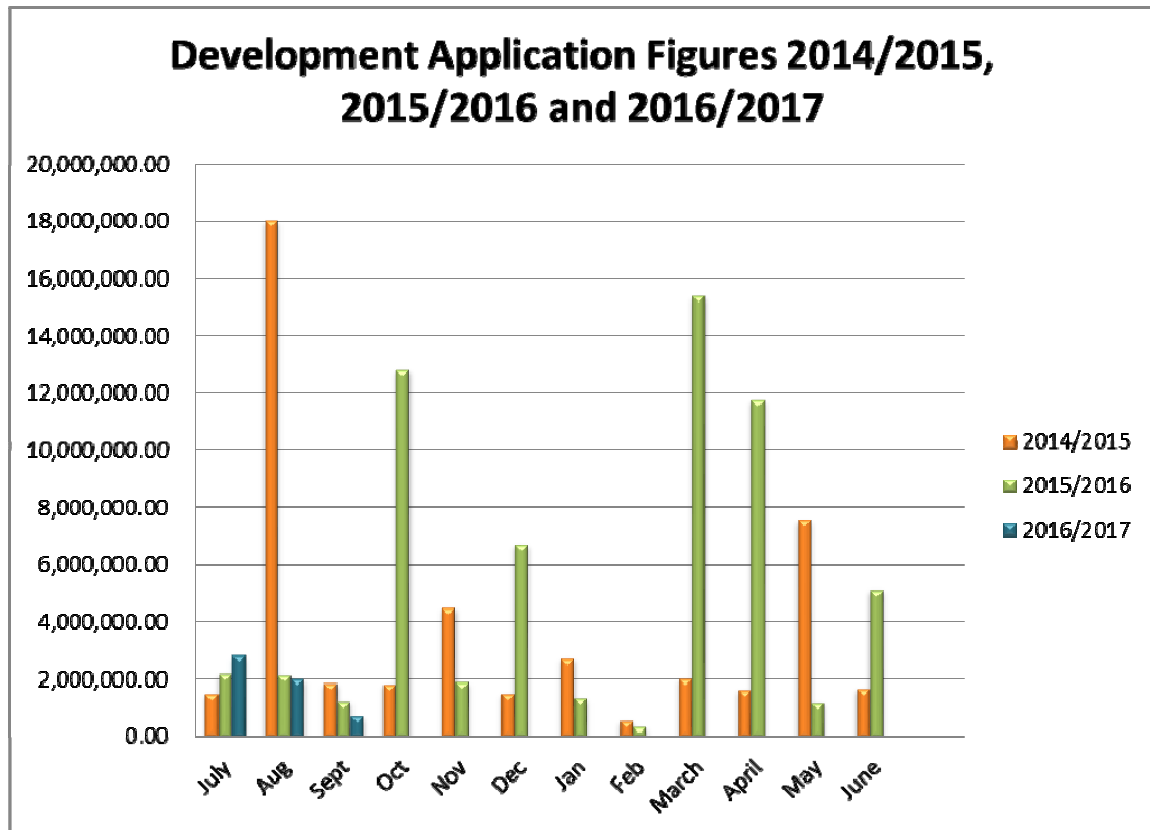
## **Report**

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. As there was no Ordinary Meeting in the month of September, two months of development data has been included in this report.

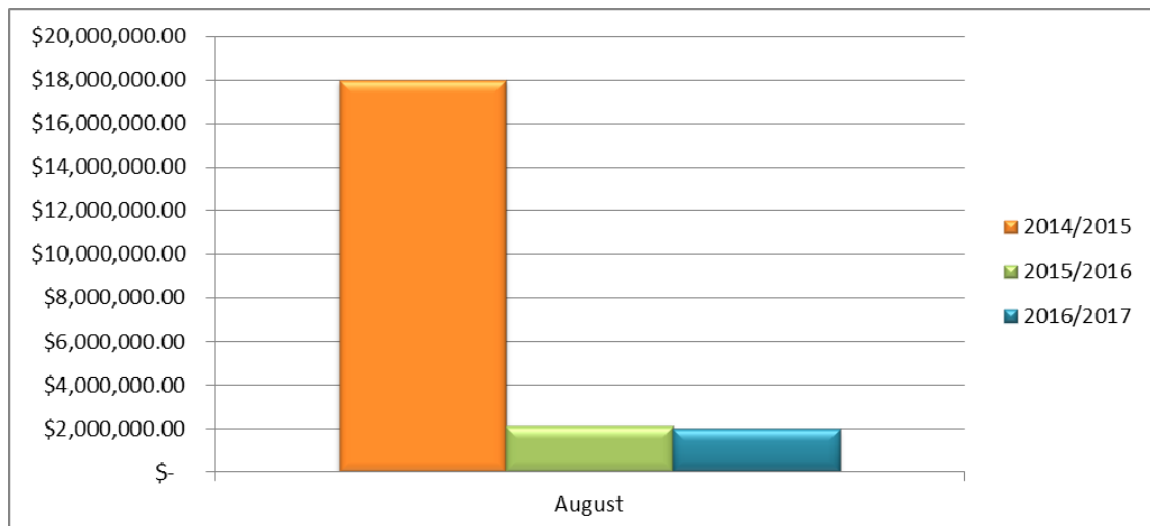
Council receives a weekly summary of the status of applications (including all received). Council notifies all determinations of Development Applications in the local newspaper pursuant to Clause 101 of the Environmental Planning and Assessment Act 1979 (as amended) on a monthly basis.

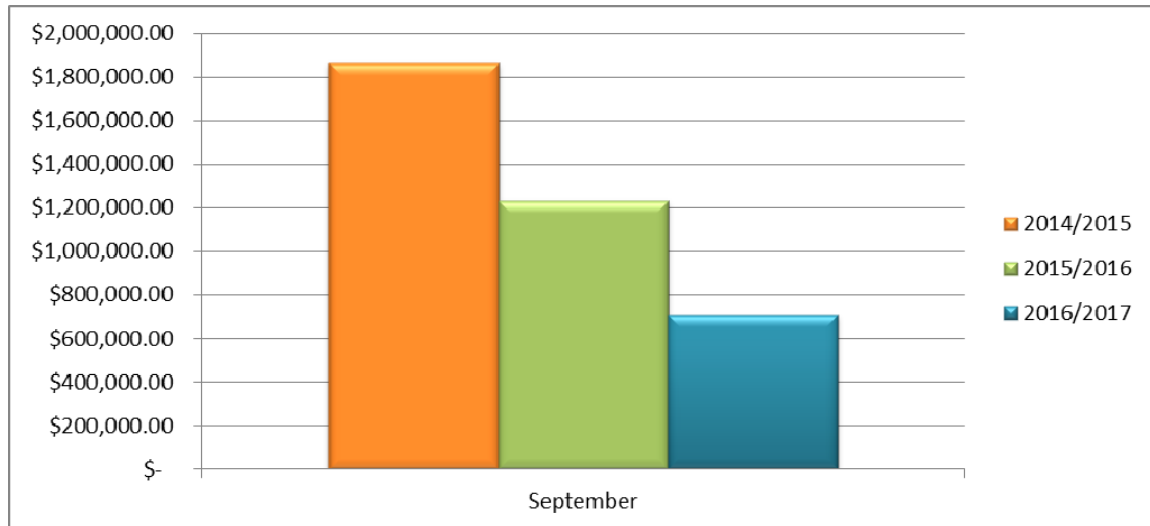
The total number of Development Applications and Complying Development Applications determined within the Local Government area for the period 1 August 2016 to 30 September 2016 was 39, with a total value of \$2,724,791.00.

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.



The following graphs provide a closer look at the value of Development Consents issued by Council for the reporting months of August and September 2016.





### ***Activity for the months of August and September***

General Approvals (excluding Subdivisions, Section 96s)	33
Section 96 amendments to original consent	2
Subdivision	3
Refused	0
Withdrawn	1
Complying Development (Private Certifier Approved)	0
<b>TOTAL</b>	<b>39</b>

### **Community Strategic Plan Links**

Focus Area 5 Rural and Urban Developments – Long term Goal 5.1 Land use Development should be appropriate for the retention of a Country Atmosphere and Village Lifestyle.

Summary of Development Applications determined under the Environmental Planning and Assessment Act for the period 1 August 2016 to 31 August 2016							
Application ID	Applicant	Owners	Location	Parcel Description	Development	Determination Date	Estimated Cost
CDC2016/0017	Hayes Building Consultancy	Mr D J Barnes	123 Richmond Street, Woodburn	Lot 1 DP 333078	Housing Alterations and Additions - house lift, timber deck additions and internal alts	25/02/2016	\$ 68,000.00
DA2016/0181	Gold Coast Family Pools & Spas Pty Ltd	M C Torrance M E Torrance	3 Cashmore Street, Evans Head	Lot 14 DP 1001816	Inground Concrete Swimming Pool	22/08/2016	\$ 14,480.00
CDC2016/0020	KL Porter	Ms K L Porter	5 Wiangarie Street, Casino	Lot 5 DP 742942	Second Dwelling	29/07/2016	\$ 50,000.00
DA2016/0199	AB Wotherspoon VE Wotherspoon	Mrs V E Wotherspoon Mr A B Wotherspoon	81 Ocean Drive, Evans Head	Lot 9 DP 529967	Dwelling Extensions	16/08/2016	\$ 70,000.00
DA2016/0220	Newton Denny Chapelle	Mrs J N McDonald Mr D C McDonald	9910 Pacific Highway, Woodburn	Lot 1 DP 1207045	Subdivision to Create Two (2) Lots being Lot 1 (49.53ha) and Lot 2 (57.97ha)	23/08/2016	\$ 1.00
DA2016/0225	JW Southon JM Southon	Mr J W Southon Mrs J M Southon	3 Wallum Drive, Doonbah	Lot 38 DP 1021682	Construction of Building for the use as a Home Business (Ballet Studio)	23/08/2016	\$ 73,652.00
DA2016/0063.01	GR Jeffery AE Jeffery	Mr G R Jeffery Mrs A E Jeffery	3 Echidna Place, Rileys Hill	Lot 2 DP 1152558	Section 96 Modification - Dwelling, Garage and Front Fence	8/08/2016	\$ -
DA2017/0002	Hayes Building Consultancy	Mr R J Hayes	95 Woodburn Street, Evans Head	Lot 8 Sec 10 DP 758403	Detached Dual Occupancy, Shed, Fencing and Torrens Title Subdivision	4/08/2016	\$ 350,000.00
DA2017/0004	Perry Homes (Aust) Pty Ltd	Enviro Safe Products Pty Limited	249 Reardons Lane, Swan Bay	Lot 4 DP 809345	Dwelling & Associated Earthworks	15/08/2016	\$ 204,000.00
DA2017/0006	Hayes Building Consultancy	Mr S P Scott Mrs B J Scott	1 Sir Valston Hancock Drive, Evans Head	Lot 84 DP 877481	Change of use to Industrial Kitchen and Associated Fitout	16/08/2016	\$ 35,000.00
DA2017/0007	JM Goddard KL Goddard	Mr J M Goddard Mrs K L Goddard	283 Manifold Road, North Casino	Lot 25 DP 1060726	Carport	5/08/2016	\$ 9,980.00
DA2017/0008	S Holm	Chestibor Pty Ltd	Forest Street, Coraki	Lot 1 Sec 10 DP 758291	Dwelling	4/08/2016	\$ 130,000.00
DA2017/0010	JR Cameron	Mr J R Cameron	50 Haughwood Road, Bora Ridge	Lot 1 DP 1206322	Dwelling	2/08/2016	\$ 106,000.00
DA2017/0013	PA Brown	TL Cummins L Cummins	45 Canterbury Street, Casino	Lot 2 DP 503135	Carport	16/08/2016	\$ 7,800.00
DA2017/0014	Atlas Awnings	Mr G J Puxty Mrs D M Puxty	9 Nowlan Place, North Casino	Lot 26 DP 1113025	Awning	5/08/2016	\$ 14,000.00
DA2017/0016	TW Hicks	Mr T W Hicks	30 Beith Street, Casino	Lot 6 Sec 2 DP 3835	Shed	8/08/2016	\$ 16,585.00
DA2017/0017	AD Robinson AM Robinson	Mr A D Robinson Mrs A M Robinson	19 Tareeda Court, Spring Grove	Lot 108 DP 1133540	Shed	10/08/2016	\$ 35,650.00
DA2017/0018	PE Constructions Pty Ltd	Mr S Papalos Mrs M R Papalos	10 Grevillea Place, Casino	Lot 14 DP 1104095	Dual Occupancy	30/08/2016	\$ 359,990.00

Application ID	Applicant	Owners	Location	Parcel Description	Development	Determination Date	Estimated Cost
DA2017/0019	Newton Denny Chapelle	Mr P A Bracks Ms M T Bracks	3925 Bruxner Highway, Woodview	Lot 7 DP 581715	Subdivision to Create Three (3) lots being Lot 1 (40ha), Lot 2 (37.06ha Clause 4.6(6) RVLEP 2012) and Lot 3 (40ha)	25/08/2016	\$ -
DA2017/0020	Hayes Building Consultancy	Mrs N D Gill Mr M Gill	9 Riverview Street, Evans Head	Lot 7 DP 245045	Deck and carport	22/08/2016	\$ 40,000.00
DA2017/0021	GJ Gardner Homes Clarence Valley	Mrs K A Mills	20 Country Lane, Casino	Lot 1 DP 1217057	Dwelling and Shed	18/08/2016	\$ 358,830.00
DA2017/0022	AJ Anderson NS Smith	Miss N S Smith Mr A J Anderson	20 Musgraves Road, North Casino	Lot 3 DP 1109802	Shed	16/08/2016	\$ 42,000.00
DA2017/0024	JW Byers SG Byers	Mr J W Byers Mrs S G Byers	9 Stitz Place, Casino	Lot 19 DP 259675	Shed	16/08/2016	\$ 11,000.00
DA2017/0027	Atlas Awnings	Mrs M R Hunt Mr P G Hunt	4 Brahman Way, North Casino	Lot 11 DP 710393	Patio Cover	24/08/2016	\$ 19,900.00

Summary of Development Applications determined under the Environmental Planning and Assessment Act for the period 1 September 2016 to 30 September 2016							
Application ID	Applicant	Owners	Location	Parcel Description	Development	Determination Date	Estimated Cost
DA2016/0165	Newton Denny Chapelle	Mrs R Armfield Mr G C Armfield	22 Short Street, Casino	Lot 24 DP 248990	Conversion of Existing Dwelling to Childcare Centre (Short Street) & Alterations to Existing Childcare Centre and Associated Works	29/09/2016	\$ 75,000.00
DA2017/0009	BJ Saunders JM Babuik	Mr B J Saunders Ms J M Babuik	7 Fischer Street, Broadwater	Lot 10 DP 569766	Shed	12/09/2016	\$ 28,000.00
DA2017/0023	B Bultitude	Mr P C Brodie Mrs G M Brodie	11795 Summerland Way, Fairy Hill	Lot 1 DP 1203880	Farm Building with Office and Carport	15/09/2016	\$ 29,000.00
DA2017/0025	NSW Rural Fire Service Northern Rivers Zone	Richmond Valley Council	Rural Fire Service, 2327 Coraki Ellangowan Road, Ellangowan	0	Alterations and Additions to existing Emergency Services Facilities	15/09/2016	\$ 90,000.00
DA2016/0129.01	Tattersalls Hotel	Casino Pub Pty Ltd Craig Lusby Management Pty Ltd	136-138 Barker Street, Casino	Lot 23 DP 1113592	Section 96 Modification - Additions and Alterations to Tattersalls Hotel	28/09/2016	\$ -
DA2017/0026	PA Brown	Mr H H J Noijsens	1820 Ellangowan Road, Ellangowan	Lot 1 DP 808245	Shed	29/09/2016	\$ 40,000.00
DA2017/0028	Newton Denny Chapelle	Northern NSW Local Health District	5 Spring Street, Coraki	Lot 1 DP 40 212 Lot 1 DP 127948 Lot 1 DP 650082 Lot 237 DP 755631	Subdivision (Boundary Adjustment and Consolidation) to Create Two (2) Lots and Demolition of Existing Structure	22/09/2016	\$ 7,000.00
DA2017/0029	Coral Homes Pty Ltd	Mr C L Hoare Mrs R Hoare	Blackwood Road, Naughtons Gap	Lot 16 DP 1176405	Dwelling	23/09/2016	\$ 218,416.00
DA2017/0030	Hayes Building Consultancy	Mr R N Fry Ms M J Fry	14 Rileys Hill Road, Broadwater	Lot 1 DP 813366	Dwelling Extensions	19/09/2016	\$ 40,000.00
DA2017/0032	VK Macdonald MI Macdonald	Mr V K Macdonald Mrs M I Macdonald	58 Jersey Drive, North Casino	Lot 22 DP 1061945	Shed	12/09/2016	\$ 24,910.00
DA2017/0034	NR Gollan PL Gamble	Mr N R Gollan Ms P L Gamble	16 Yarran Street, Evans Head	Lot A DP 346266	Garage	14/09/2016	\$ 14,958.00
DA2017/0036	5 Barker Street Pty Ltd	Mr S A George Mrs M M George Mr C J George 5 Barker Street Pty Ltd	143 Johnston Street, Casino	Lot 1 DP 1194099	Retaining Wall	20/09/2016	\$ 20,000.00
DA2017/0037	We Build-Um Pty Ltd	Mr T D Carlyle Mrs B P Carlyle	299 Brewers Road, Kippenduff	Lot 151 DP 811460	Relocatable Dwelling	27/09/2016	\$ 86,000.00
DA2017/0044	RB Garner UJ Flack	Ms L J Flack Mr R B Garner	84 Gregors Road, Spring Grove	Lot 35 DP 1062466	Carport	27/09/2016	\$ 10,000.00
DA2017/0049	SC Fitzsimmons	Mr S C Fitzsimmons	11 Brumby Place, North Casino	Lot 26 DP 1061945	Shed	29/09/2016	\$ 24,639.00

**16 QUESTIONS ON NOTICE**

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Nil.

Cr Simpson sought clarification regarding agenda item "Questions on Notice". The General Manager provided an explanation of the provisions associated with "Questions on Notice" as detailed in Council's Code of Meeting Practice.

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

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Nil.

**18 MATTERS REFERRED TO CLOSED COUNCIL**

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**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 SALE OF LAND - LOT 1 DP1193927 CURRAJONG STREET EVANS HEAD**

### **Reason for Confidentiality**

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

- (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.

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:

- disclosure of the negotiation of terms and conditions of sale at this stage would put the Council at a competitive disadvantage in its negotiations, preventing it from achieving a 'best value for money' outcome for the community; and
- could confer a commercial advantage on a person with whom Council is conducting business; and
- the matter relates to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.

### **RECOMMENDATION**

Recommended 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 General Manager.*

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

The Mayor called for verbal representations from the gallery.

There were no representations from the gallery.

**251016/20 RESOLVED** (Cr Hayes/Cr Simpson)

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*.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Morrissey

Council closed its meeting at 6.15pm. The public and media left the Chamber.

The Open Council Meeting resumed at 6.46pm.

(Mike Perkins, Manager Property and Economic Projects, was also in attendance at the resumption of the Open Council Meeting having joined the meeting for the Closed Council session.)

**19 RESOLUTIONS OF CLOSED COUNCIL**

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

**18.1 SALE OF LAND - LOT 1 DP1193927 CURRAJONG STREET EVANS HEAD**

That:

1. Council agree to amend the terms and conditions for sale as outlined in the report.
2. Council authorise the General Manager to have prepared and endorse, amended options and contracts for the sale of the land generally in accordance with the details considered by Council in closed session.

The Meeting closed at 6.47pm.

**CONFIRMED - 15 November 2016**

**CHAIRMAN**