

Richmond
Valley
Council



AGENDA

Ordinary Council Meeting

I hereby give notice that an Ordinary Meeting of Council will be held on:

Date: Tuesday, 16 October 2018

Time: 5.00 pm

**Location: Council Chambers
10 Graham Place, Casino**

**Vaughan Macdonald
General Manager**

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1 ACKNOWLEDGEMENT OF COUNTRY

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

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

2 PRAYER**3 PUBLIC ACCESS AND QUESTION TIME****4 APOLOGIES**

Councillor Stephen Morrissey requests leave of absence for the period Monday 15 October until Tuesday 13 November 2018.

5 MAYORAL MINUTES**5.1 MAYORAL MINUTE - MAYOR'S ATTENDANCES 11 SEPTEMBER - 8 OCTOBER 2018**

Author: Vaughan Macdonald, General Manager

RECOMMENDATION

That Council receive and note the Mayor's attendance report 11 September to 8 October, 2018.

REPORT**September**

- 13th Moments That Matter Recognition Awards, Ballina
- 15th Salvo's Op Shop New Store Official Opening
- 15th St Marks Flower Show and Fete
- 15th Casino Netball Grand Final and Presentation
- 16th Casino RSM Fun Run
- 16th Bos Indicus Youth Round-up
- 16th Fundraiser for "OVER THE RANGE" farmers
- 16th Woodburn-Evans Head Orchid Society Presentation
- 16th Carp Muster presentations
- 17th 2018 NSW Volunteer of the Year Awards
- 18th Meeting with Healthy Towns Initiative Officer
- 18th Ordinary meeting
- 19th Rous County Council meeting
- 19th Woodburn Amateur Boxing Club visit
- 20th Citizenship Ceremony
- 21st Meeting with Patrick Deagan
- 22nd Casino Orchid Society
- 22nd Cancer Council walk to Kyogle
- 22nd Soccer presentation
- 23rd Cancer Council walk to Kyogle (continuation)
- 23rd Ford Motor Show presentations
- 24th Meeting with resident at Evans Head
- 24th Meeting with resident at Evans Head
- 24th Performing Arts Festival
- 25th Rural Financial Counselling Service meeting
- 26th NRLX promotional photo opportunity
- 28th Evans River K-12 Year 12 Graduation
- 29th Coraki Public School Centenary

- 29th Riverfire event Evans Head

October

- 1st Evans Head Malibu Classic event
- 3rd Richmond Police District Awards Presentation Ceremony
- 5th NRJO meeting
- 7th Rock and Roll afternoon Windara
- 8th Woodburn Riverside Sod turning with Kevin Hogan MP

ATTACHMENT(S)

Nil

6 CONFIRMATION OF MINUTES

6.1 MINUTES OF ORDINARY MEETING HELD ON 18 SEPTEMBER 2018

Author: Vaughan Macdonald, General Manager

RECOMMENDATION

That Council confirms the Minutes of the meeting on 18 September 2018.

ATTACHMENT(S)

- 1. Minutes Ordinary meeting 18 September 2018 (under separate cover)**

7 MATTERS ARISING OUT OF THE MINUTES

8 DECLARATION OF INTERESTS

(Councillors to specify details of item and nature of interest)

9 PETITIONS

Nil

10 NOTICE OF MOTION

Nil

11 MAYOR'S REPORT

Nil

12 DELEGATE'S REPORTS**12.1 DELEGATES REPORT SUBMITTED TO THE SEPTEMBER 2018 ORDINARY MEETING**

Author: Vaughan Macdonald, General Manager

RECOMMENDATION

That the Delegates' report for the month of September 2018 be received and noted.

REPORT

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

The following information has been provided in regard to meetings/functions attended by Councillors.

Rous County Council

Cr Robert Mustow and Cr Sandra Humphrys have provided the following summary of the main items of business for the Rous County Council meeting held on 19 September 2018.



**Summary of main items of business for
Rous County Council meeting
19 September 2018**

i). Election of chairperson and deputy chairperson

Elections were held for the positions of chair and deputy chair which resulted in Cr Keith Williams elected as Chair and Cr Vanessa Ekins as Deputy Chair for the ensuing 12 months.

ii). Minor amendment to Code of Meeting Practice

Council proposes to alter the number of months that Council meets by amending its Code of Meeting Practice to read: *"Council meets on the third Wednesday of February, April, June, August, October and December at 1:00pm"*. The Code will be publicly exhibited and if no submissions received, will be deemed adopted.

Council also agreed that on the third Wednesday of the month, when meetings are not scheduled to be held, Council will hold briefings/workshops at 1.00pm, unless, in consultation with the Chair, the General Manager determines that there is no substantial matter required for discussion.

iii). Retail water customers' account assistance

In accordance with section 356 (1) of the *Local Government Act 1993* and its 'Retail Water Customers' Account Assistance' policy, Council approved financial assistance in the amount of \$3,340.85.

iv). Release of easement for water supply – Paterson Street, Byron Bay

Council approved release of an easement for water supply at Byron Bay and to progress with the release of easements over the entire length of the decommissioned pipeline (as per attachment 2 of the report), where accepted by the landholder.

v). Council issued delegation: General Manager

Following a workshop with Council the General Manager's delegation was reviewed and updated to further clarify the scope of delegated functions in relation to the letting of contracts. The revised instrument of delegation was adopted without change.

INFORMATION REPORTS

i). Investments – August 2018

Total funds invested for August was \$35,527,265. This is an increase of \$22,334 compared to the July 2018 figure.

The weighted average return on funds invested for the month of August was 2.63%. This represents an increase of one basis point compared to the July result (2.62%) and is 67 basis points above Council's benchmark (the average 90-day BBSW rate of 1.96%).

Interest earned for August was \$78,260; compared to the original budget is \$40,587 in excess of pro-rata budget.

Council meeting summary September 2018

ii). Water production and usage August 2018

Total consumption by the constituent councils in August 2018 decreased compared to the previous year. Due to main breaks on the St. Helena 300mm pipeline, bulk meters were not read at the end of the month. As a result, water consumption for August was for 28 days. Byron Shire consumption has again decreased when compared to this time last year due to the commissioning of the 10ML Coopers Shoot reservoir.

Daily source usage for August 2018 averaged 32.102ML. This is an increase from the July 2018 daily average of 29.565ML.

Rocky Creek Dam as at 31 August 2018 was at 91.92% of full capacity.

iii). Delegate report: 2018 LGNSW Water Management Conference

Council received an overview of the recent LGNSW Conference held at Armidale. The conference presented a broad range of information from a local government perspective on water management issues associated with water supply and sewerage services provided by water utilities.

Delegates had the opportunity to hear about the latest water policy initiatives and trends, receive updates on emerging technical issues, network and further their professional development.

CONFIDENTIAL REPORTS**i). Appointment of internal auditor (consultant)**

It was agreed that Grant Thornton be appointed to provide internal audit services to Council for a 4-year engagement (2018-2021).

ii). Retail water customers' account assistance

Council agreed to a minor update of its "Retail Water Customers' Account Assistance" policy, with Council's application forms and guidelines to be updated in accordance with legal advice.

For a copy of the draft minutes for this meeting and the business paper please go to Council's website www.rous.nsw.gov.au

ATTACHMENT(S)

Nil

13 MATTERS DETERMINED WITHOUT DEBATE

Each Councillor is given the opportunity to indicate which items they wish to debate or question. Item numbers identified for debate or questioning will be read to the Meeting.

Following identification of the above items a motion will be moved in regard to the balance of items being determined without debate.

13.1 MATTERS TO BE DETERMINED WITHOUT DEBATE**RECOMMENDATION**

That items identified be determined without debate.

14 GENERAL MANAGER'S REPORTS

Nil

15 FINANCIAL REPORTS**15.1 2017/2018 RICHMOND VALLEY COUNCIL FINANCIAL STATEMENTS**

Author: Ryan Gaiter, Chief Financial Officer / Manager Mid-Richmond

EXECUTIVE SUMMARY

Council's financial statements for the year ended 30 June 2018 have been prepared and subjected to external audit by the Audit Office of New South Wales. A copy of the draft financial statements and the draft Auditor's Report have been provided separately to Councillors for their information.

Council's external auditor, the Audit Office of New South Wales and their representative firm, Thomas, Noble and Russell have advised they will be attending the Ordinary Meeting of Council and will provide a presentation on the 2017/2018 financial statements.

Council achieved a surplus from continuing operations of \$5.68 million for the 2017/2018 financial year, compared to a surplus of \$7.507 million in the previous year. Council recorded a loss before capital grants and contributions of \$5.877 million for 2017/2018, compared to a surplus of \$3.424 million for the 2016/2017 financial year. There were four main contributing factors for the decline in this result, being the previous year's advance payment of \$2.369 million in the Financial Assistance Grant, increased depreciation of \$2.505 million, an increase of \$1.803 million in the net loss on disposal of assets and recognition of \$1.531 million in loan break costs as a part of loan refinancing during the 2017/2018 year.

Total revenue increased to \$60.008 million, from \$56.458 million in 2016/2017. The main changes included an increase in capital grants and contributions of \$7.474 million, offset by a decrease in operating grants and contributions of \$3.873 million.

Total operating expenditure was \$54.328 million, an increase from \$48.951 million in the previous year. The main changes included an increase in depreciation of \$2.505 million, an increase in the net loss from the disposal of assets of \$1.803 million and an increase in borrowing costs of \$1.256 million as a result of recognising loan break costs due to refinancing of three loans during the year.

Council's total cash, cash equivalents and investments increased by \$6.371 million to \$45.016 million as at 30 June 2018.

Council has achieved improvements in some of its key performance measures, with the majority of the ratios remaining above the industry benchmark. A notable improvement was in the Buildings and Infrastructure Renewals Ratio for general fund, increasing from 79.15% to 101.07%. This is above the benchmark of $\geq 100.00\%$. Another notable improvement was in the Rates, Annual Charges, Interest and Extra Charges Outstanding Percentage for general fund, improving from 8.25% to 6.31%. This is below the benchmark of $< 10.00\%$ and demonstrates Council's progress in addressing its outstanding debts.

To finalise the financial reporting process, Council must follow the legislative steps as detailed in the report.

RECOMMENDATION

That

1. Council adopt the general purpose financial statements, special purpose financial statements and special schedules for the year ended 30 June 2018.
2. Council certify the following in respect of the general purpose financial statements and special purpose financial statements for the year ended 30 June 2018:
 - (a) Council's general purpose financial statements and special purpose financial statements have been prepared in accordance with:
 - (i) The *Local Government Act 1993 (NSW)* (as amended) and the regulations made thereunder, and
 - (ii) The Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board, and
 - (iii) The Local Government Code of Accounting Practice and Financial Reporting.
 - (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 2018 and:
 - (i) The reports are in accordance with Council's accounting and other records,
 - (ii) The signatories 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 20 November 2018 as the date for the meeting to present the financial statements for the year ended 30 June 2018 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 and the Audit Office of New South Wales for their presentation, and
 - (v) Council adopt the restricted assets (reserves) schedule as detailed in this report.

DELIVERY PROGRAM LINKS

Making Council Great

CS2 Great Support

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

BUDGET IMPLICATIONS

Nil.

REPORT

Council's operating result from continuing operations for 2017/2018 was a surplus of \$5.68 million, compared to a surplus of \$7.507 million in 2016/2017. Excluding capital grants and contributions, there was a loss of \$5.877 million in 2017/2018, compared to a surplus of \$3.424 million in the previous year. Council's total cash, cash equivalents and investments increased by \$6.371 million to \$45.016 million as at 30 June 2018 and Council's key performance indicators remain strong. In terms of the Auditor's Report, Council has received an unmodified audit opinion.

Whilst there was a decline in the operating result before capital grants and contributions of \$9.301 million for 2017/2018, there were four major drivers of this.

1. The advance payment of 50% of the Financial Assistance Grant in June 2017, meaning Council effectively received one and a half years' worth of grant funding in 2016/2017, improving the operating result by \$2.369 million in comparison to 2017/2018.
2. The depreciation expense increased by \$2.505 million, which was mainly as a result of water and sewerage asset revaluations in 2016/2017, increasing depreciation by \$1.542 million.
3. Net loss from the disposal of assets also increased by \$1.803 million, which was mainly due to a higher profit on sale of real estate assets in 2016/2017, with the sale of the last stage of Settlers Subdivision occurring in that year.
4. Refinancing three loans during the year. Council had to bring to account loan break costs of \$1.531 million which are factored in to future loan repayments. It should be recognised that this was not a cash expense and that this is a positive outcome for Council, resulting in savings of over \$536,000 over the remaining terms of the loans.

The summarised financial results for the year ended 30 June 2018 are as follows:

Income Statement	Actual 2018 \$'000	Actual 2017 \$,000
Total Income from Continuing Operations	60,008	56,458
Total Expenses from Continuing Operations	54,328	48,951
Operating Result from Continuing Operations	5,680	7,507
Net Operating Result before grants and contributions provided for capital purposes	(5,877)	3,424

Statement of Financial Position	Actual 2018 \$'000	Actual 2017 \$,000
Total Current Assets	51,752	49,973
Total Non-Current Assets	754,770	677,134
Total Assets	806,522	727,107
Total Current Liabilities	12,562	10,416
Total Non-Current Liabilities	27,517	26,747
Total Liabilities	40,079	37,163
Net Assets	766,443	689,944
Equity		
Accumulated Surplus	343,332	337,652
Revaluation Reserves	423,111	352,292
Total Equity	766,443	689,944

Statement of Cash Flows	Actual 2018 \$'000	Actual 2017 \$,000
Cash Flows from Operating Activities - receipts	59,209	52,711
Cash Flows from Operating Activities - payments	(36,880)	(35,877)
Net Cash provided (or used in) Operating Activities	22,329	16,834
Cash Flows from Investing Activities - receipts	5,175	2,224
Cash Flows from Investing Activities - payments	(36,067)	(53,715)

Net Cash provided (or used in) Investing Activities	(30,892)	(51,491)
Cash Flows from Financing Activities - receipts	13,855	1,260
Cash Flows from Financing Activities - payments	(12,238)	(1,802)
Net Cash provided (or used in) Financing Activities	1,267	(542)
Net Increase/(Decrease) in Cash Held	(6,946)	868
Cash and Cash Equivalents - beginning of year	12,934	12,066
Cash and Cash Equivalents - end of year	5,988	12,934
Plus: Investments on Hand - end of year	39,028	25,711
Total Cash, Cash Equivalents and Investments	45,016	38,645

Council's key performance measures remain strong, with the majority of these being above the industry benchmark. These are summarised below:

Consolidated Performance Measures	2017/2018	2016/2017	Benchmark
Operating Performance Ratio	-7.31%	7.50%	> 0.00%
Own Source Operating Revenue Ratio	64.04%	68.13%	> 60.00%
Unrestricted Current Ratio	3.08x	3.48x	> 1.5x
Debt Service Cover Ratio	0.93x	5.02x	> 2.00x
Rates, Annual Charges, Interest & Extra Charges Outstanding Percentage*	13.29%	14.94%	< 10.00%
Cash Expense Cover Ratio	7.81	7.00	> 3.00
Buildings and Infrastructure Renewals Ratio	86.18%	82.94%	≥ 100.00%
Infrastructure Backlog Ratio	1.89%	3.80%	< 2.00%
Asset Maintenance Ratio	119.15%	113.84%	> 100.00%
General Fund Ratios			
Operating Performance Ratio	-9.75%	5.12%	> 0.00%
Own Source Operating Revenue Ratio	53.45%	58.08%	> 60.00%
Unrestricted Current Ratio	3.08x	3.48x	> 1.5x
Debt Service Cover Ratio*	2.12x	10.02x	> 2.00x
Rates, Annual Charges, Interest & Extra Charges Outstanding Percentage	6.31%	8.25%	< 10.00%
Cash Expense Cover Ratio	8.67	6.36	> 3.00
Buildings and Infrastructure Renewals Ratio	101.07%	79.15%	≥ 100.00%
Infrastructure Backlog Ratio	1.97%	4.25%	< 2.00%
Asset Maintenance Ratio	122.83%	114.79%	> 100.00%

Council's Operating Performance Ratio has deteriorated due to four main contributing factors which have been detailed above. Some of these were due to one-off factors, such as the advance payment of the Financial Assistance Grant in 2016/2017, the net loss on disposal of assets for 2016/2017 being significantly lower than usual with the sale of the remaining lots at Settlers Subdivision as well as loan break costs being recognised in 2017/2018. The increase in depreciation expense of \$2.505 million is a result of asset revaluations for Water and Sewerage Infrastructure undertaken in 2016/2017.

In addition, Council revalued its Roads, Bridges and Footpath assets as at 30 June 2018. This is estimated to increase Council's depreciation expense by \$2.723 million in 2018/2019. This demonstrates the significant impact the change in depreciation methodologies has had on Council's operating result. This change was a requirement of the Australian Accounting Standards in 2015 whereby straight line depreciation must be used, rather than consumption based methodologies that were used previously.

Going forward with future asset revaluations, Council can focus on ensuring its unit rates and useful lives are reflective of what occurs in the field. In addition, Council has reviewed its methodologies around asset renewals and subsequent disposals and this will partially offset the increase in depreciation expense.

The Debt Service Ratio for 2017/2018 was 0.93. Whilst this is below the benchmark of > 2.0 , this ratio was impacted by the refinancing of three loans during the year. In adjusting for the effect of refinancing, this ratio would have been 4.28.

Council's Rates, Annual Charges Interest and Extra Charges Outstanding Percentage has improved to 13.29% on a consolidated basis, which is below the benchmark of 10.00%. This is due to the fact that Council levies its water and sewerage annual charges in arrears, meaning one quarter of those annual charges are outstanding at year end. The positive for this ratio, is the general fund result of 6.31%, which is below the benchmark and has improved from 8.31% in 2016/2017. This demonstrates Council has focussed on its debt recovery processes and aims to further improve this going forward.

Another pleasing result is the general fund Buildings and Infrastructure Renewals Ratio of 101.07%, which is both above the benchmark of $\geq 100.00\%$ and an improvement from 79.15% in 2016/2017. To consistently meet this benchmark, it is important for Council to focus on directing expenditure towards the renewal of existing assets and balance this with the construction of new assets.

Council's Infrastructure Backlog Ratio also improved to 1.89% on a consolidated basis and 1.97% for general fund, which is below the benchmark of 2.00%. This is an improvement from 3.80% on a consolidated basis and 4.25% for general fund from the previous year. This demonstrates that despite the increase in depreciation expense, the majority of Council's infrastructure assets are in a satisfactory condition or better.

As at 30 June 2018, Council had \$45.016 million in cash, cash equivalents and investments, an increase of \$6.371 million from the previous year ended 30 June 2017. The schedule of restricted assets (reserves) held by Council as at 30 June 2018 is as follows:

Restricted Asset	30 June 2018 \$'000	30 June 2017 \$'000
External Restrictions		
Specific Purpose Unexpended Loans - General Fund	338	2,980
Bonds and Deposits	564	450
Developer Contributions - General Fund	1,894	664
Developer Contributions - Water Fund	1,697	1,583
Developer Contributions - Sewerage Fund	3,207	3,025
Specific Purpose Unexpended Grants	3,795	3,910
Water Supplies	3,672	2,428
Sewerage Services	7,412	6,123
Domestic Waste Management	4,397	3,834
Stormwater Management	485	300
Other	670	965

Restricted Asset	30 June 2018 \$'000	30 June 2017 \$'000
Total External Restrictions	27,229	22,832
Internal Restrictions		
Employee Leave Entitlements	1,125	1,041
Richmond Upper Clarence Regional Library	292	364
Other Waste Management	2,585	2,211
Insurance Reserve	95	92
Plant Replacement	930	1,471
Real Estate and Infrastructure	4,831	1,363
Petersons Quarry	2,063	1,959
Woodview Quarry	1,254	999
Quarry Rehabilitation	152	123
Road Rehabilitation Reserve	458	490
Northern Rivers Livestock Exchange	555	622
Rural Road Safety Program	112	65
Unexpended Special Rates Variations	1,633	821
RMS State Roads Maintenance Contract	5	5
Public Cemeteries Perpetual Maintenance Reserve	427	502
Carry Over Works	360	247
Revolving Energy and Sustainability Fund	8	8
Total Internal Restrictions	16,885	12,383
Total Restrictions	45,016	38,645
Total Cash, Cash Equivalents and Investments	45,016	38,645
Unrestricted Cash, Cash Equivalents and Investments	0	0

CONSULTATION

Council will advertise the financial statements for the year ended 30 June 2018 to the public and invite submissions in writing, with submissions closing at 4:00pm, Tuesday 27 November 2018. Any submissions will be reported to the December 2018 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, 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 2018:

(a) Council's general purpose financial statements and special purpose financial statements have been prepared in accordance with:

- (i) The *Local Government Act 1993 (NSW)* (as amended) and the regulations made thereunder, and
- (ii) The Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board, and

(iii) The Local Government Code of Accounting Practice and Financial Reporting.

(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 2018 and:

(i) The reports are in accordance with Council's accounting and other records,

(ii) The signatories 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 2018 are 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.

ATTACHMENT(S)

Nil

15.2 MONTHLY BUDGET ADJUSTMENTS SEPTEMBER 2018

Author: Ryan Gaiter, Chief Financial Officer / Manager Mid-Richmond

EXECUTIVE SUMMARY

This report details the proposed budget adjustments for the month of September 2018. The main adjustment includes additional funding of \$400,000 towards road rehabilitation works on MR145 Woodburn Coraki Road at Swan Bay. This aligns the funding with the grant application, taking the total project budget to \$2,400,000 across 2017/2018 and 2018/2019. Previously, the budget only totalled \$2,000,000. Total funding includes \$1,000,000 in Federal grants and \$1,400,000 from Council, with Council's share being funded from the Road Rehabilitation Reserve and Section 94 Heavy Haulage Reserve.

Other adjustments include the reallocation of funding between a number of projects including CCTV funding at Council's landfills, funding for construction of an accessible toilet at the Coraki Youth Hall, funding for retaining wall works in Evans Head, funding for asphalt overlay works on Reynolds Road as well as funding for the replacement of a flow meter at the Coraki Sewerage Treatment Plant. There are also requests for funding for new projects to be added to the 2018/2019 budget, which includes an allocation to subdivide and create a lot at Evans Head to allow for the sale of land to NSW Health to establish a HealthOne facility. Council has also been successful with grant funding for a number of road improvement projects including works on Mongogarie Road and Naughtons Gap Road. In addition, there are funding requests to upgrade SCADA licences and telemetry radios across Council's water and sewerage operations.

In summary, the proposed budget adjustments will have no impact on Council's projected surplus of \$105,544 for 2018/2019 as all of the proposed changes are fully funded from grants, reserves or reallocations from other project budgets. The report provides further details of the proposed changes as well as the revised budget position as at 30 September 2018.

RECOMMENDATION

That

1. Council approve the proposed budget adjustments for the month of September 2018.
2. Council note the revised budget position for 2018/2019 as at 30 September 2018.

DELIVERY PROGRAM LINKS

Making Council Great

CS2 Great Support

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

BUDGET IMPLICATIONS

As detailed in the report.

REPORT

During the month of September 2018, the following adjustments have been proposed.

Reallocation of Funds between Projects

CCTV upgrades at Nammoona Landfill and Evans Head Transfer Station

The original budget included \$25,000 for the CCTV upgrade at the Nammoona Landfill. This allocation should have been split with \$12,500 allocated to Nammoona Landfill and \$12,500 to the Evans Head Transfer Station.

Project Description	Revised Budget 31-Jul-18	Proposed Adjustment	Revised Budget 30-Sep-18
Evans Head Transfer Station CCTV upgrade	0	12,500	12,500
Nammoona Landfill CCTV upgrade	25,000	(12,500)	12,500

Coraki Youth Hall Accessible Toilet

Funding to allow construction of a new accessible toilet within the Coraki Youth Hall. Proposed transfer of \$25,000 from the Riverfront upgrade project, along with \$10,000 from the Halls renewals budget.

Project Description	Revised Budget 31-Jul-18	Proposed Adjustment	Revised Budget 30-Sep-18
Coraki Youth Hall Accessible Toilet	0	35,000	35,000
Coraki Riverfront Precinct	355,000	(25,000)	330,000
Hall Renewals to be allocated	41,481	(10,000)	(31,481)

Reynolds Road Asphalt Overlay

Asphalt overlay work in the intersection was required to complete this project, with funding to be sourced from the rural reseals budget.

Project Description	Revised Budget 31-Jul-18	Proposed Adjustment	Revised Budget 30-Sep-18
Reynolds Road Pavement Rehabilitation	21,419	115,425	136,844
Rural Reseals	888,050	(115,425)	772,625

Coraki Sewerage Treatment Plant - replace existing magnetic flow meter

The existing magnetic flow meter is at the end of its useful life and is unreliable. Reliable and accurate flow measurement of influent is required to satisfy EPA licence requirements. Funding is available from savings anticipated in the Casino Sewerage Treatment Plant wetlands management project.

Project Description	Revised Budget 31-Jul-18	Proposed Adjustment	Revised Budget 30-Sep-18
Coraki Sewerage Treatment Plant - replace magnetic flow meter	0	8,000	8,000
Casino Sewerage Treatment Plant – Wetlands Management	250,000	(8,000)	242,000

Request for Additional Funding*MR145 Woodburn Coraki Road, Swan Bay*

This project is jointly funded by a Federal Land Transport Infrastructure grant and Council. To align the budget with the grant application, an additional \$400,000 in Council funding is required to take the total project to a value of \$2,400,000. This includes \$1,000,000 in grant funding and \$1,400,000 in Council funding. The additional \$400,000 will be funded from the Section 94 Heavy Haulage Reserve.

Project Description	Revised Budget 31-Jul-18	Proposed Adjustment	Revised Budget 30-Sep-18
MR145 Reconstruction	1,089,930	400,000	1,489,930
Section 94 Heavy Haulage Reserve Funding	0	(400,000)	(400,000)

Addition of New Projects*Evans Head Office Subdivision*

At its August 2018 Ordinary Meeting, Council resolved to enter into negotiations to sell land to NSW Health to establish a HealthOne facility at Evans Head (210818/6). A budget of \$15,000 is required for the proposed subdivision to create a lot to sell to NSW Health, with funding to be sourced from Council's Real Estate and Infrastructure Reserve.

Project Description	Revised Budget 31-Jul-18	Proposed Adjustment	Revised Budget 30-Sep-18
Subdivision Evans Head Office	0	15,000	15,000
Real Estate and Infrastructure Reserve Funding	0	(15,000)	(15,000)

NSW Saving Lives on Country Roads - Approved Projects

Council has been successful in obtaining grant funding under the NSW Saving Lives on Country Roads Program for three projects as detailed below. These projects are 100% grant funded.

Project Description	Revised Budget 31-Jul-18	Proposed Adjustment	Revised Budget 30-Sep-18
Mongogarrie Road - resurface and signage at intersection with Ainsworth Road	0	35,900	35,900
Mongogarrie Road - resurface and signage at intersection with Broadheads Road	0	31,100	31,100
Naughtons Gap Road - rehabilitation and line marking between rail bridge and Rambaldinis Road	0	310,500	310,500
Total RMS Grant Funding	0	377,500	377,500

Emergency Sewer Main Repair - Wheat Street

Sewer inspections have detected a collapsing main delivering to Sewerage Pump Station 1 in Wheat Street Casino. This is a main feeding line requiring repair before failure. Due to the nature

of the failure this was not included in planned work and now requires a budget allocation, funded from the Sewerage Infrastructure Reserve.

Project Description	Revised Budget 31-Jul-18	Proposed Adjustment	Revised Budget 30-Sep-18
Sewer Main Casino – Wheat Street	0	80,000	80,000
Sewerage Infrastructure Reserve Funding	0	(80,000)	(80,000)

Water and Sewerage SCADA Licence upgrades

Funding is required to meet the cost of upgrading Council's SCADA server licences. The current servers are failing and are coming to the end of their useful life and the support resolution from Council's supplier is to upgrade them. Funding is recommended to be transferred from Water and Sewerage Infrastructure Reserves.

Project Description	Revised Budget 31-Jul-18	Proposed Adjustment	Revised Budget 30-Sep-18
Water Management - SCADA Licence and Software	0	18,000	18,000
Sewer Management - SCADA Licence and Software	0	18,000	18,000
Water Infrastructure Reserve Funding	0	(18,000)	(18,000)
Sewerage Infrastructure Reserve Funding	0	(18,000)	(18,000)

Sewerage Telemetry Radio Renewals

Funding of \$25,000 is required to replace existing telemetry radios which have come to the end of their life. This is proposed to be transferred from the Sewerage Infrastructure Reserve.

Project Description	Revised Budget 31-Jul-18	Proposed Adjustment	Revised Budget 30-Sep-18
Telemetry Radio Renewals	0	25,000	25,000
Sewerage Infrastructure Reserve Funding	0	(25,000)	(25,000)

Revised Budget Position

The effect of the proposed adjustments on the 2018/2019 budget is summarised in the table below, with the important information for Council to note being the recommended changes for resolution.

Budget Adjustments September 2018	Revised Budget 31-Jul-18	Recommended Changes for Council Resolution	Revised Budget 30-Sep-18
Income from Continuing Operations	69,659,785	377,500	70,037,285
Expenses from Continuing Operations	57,303,818	36,000	57,339,818
Operating Result from Continuing Operations	12,355,967	341,500	12,697,467

Budget Adjustments September 2018	Revised Budget 31-Jul-18	Recommended Changes for Council Resolution	Revised Budget 30-Sep-18
Add: Non-cash Expenses	14,551,664	0	14,551,664
Add: Non-Operating Funds Employed	5,726,273	0	5,726,273
Less: Capital Expenditure	32,625,086	897,500	33,522,586
Less: Loan Repayments	2,369,833	0	2,369,833
Estimated Funding Result - Surplus/(Deficit)	(2,361,015)	(556,000)	(2,917,015)
Restricted Funds - Increase/(Decrease)	(2,466,559)	(556,000)	(3,022,559)
Working Funds - Increase/(Decrease)	105,544	0	105,544

CONCLUSION

In conclusion, the proposed budget adjustments for the month of September 2018 will have no impact on the projected budget surplus of \$105,544 for 2018/2019 as all works are fully funded from grants, reserves or the reallocation of funding from other project budgets.

ATTACHMENT(S)

Nil

15.3 FINANCIAL ANALYSIS REPORT - SEPTEMBER 2018**Author: Ryan Gaiter, Chief Financial Officer / Manager Mid-Richmond****EXECUTIVE SUMMARY**

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

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

Investment Portfolio	General Bank Accounts	Trust Funds	Total
\$45,859,467	\$649,353	\$120,995	\$46,629,814

The rate of return on Council's investments for September 2018 was 2.73% which is above the 90 Day Bank Bill Index for September of 1.94%.

RECOMMENDATION

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

DELIVERY PROGRAM LINKS

Making Council Great

CS 2 Great Support

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

BUDGET IMPLICATIONS

As at 30 September 2018, Council had earned \$80,385 in interest and \$72,779 in fair value gains for total investment revenue of \$153,164 against a budget of \$810,953 (which equates to 18.89%).

REPORT**Reserve Bank of Australia (RBA) Cash Rate Update**

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

Rate of Return

The weighted average rate of return on investments decreased in September 2018 to 2.73%, a decrease of 1 basis point from the previous month. This rate of return is 79 basis points above the 90 Day Bank Bill Index of 1.94% which is Council's benchmark.

Council's Investment Portfolio

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

Investment Portfolio	Face Value	General Bank Accounts	Trust Funds
\$45,859,467	\$44,758,350	\$649,353	\$120,995

The Investment Portfolio balance at 30 September 2018 of \$45,859,467 is made up of Council's Business Online Saver Account (\$8,758,350), Term Deposits (\$26,000,000) and NSW Treasury Corporation Investments (\$11,101,117).

Council's investment portfolio has maturity dates ranging from same day up to 732 days. Term deposits of \$26,000,000 represented 56.69% of the total portfolio as at 30 September 2018. Council made three new term deposits one with each of Defence Bank, Westpac and AMP Ltd. Of these Westpac and AMP Ltd support the fossil fuel industry. These term deposits were chosen as they offered the highest available return after diversification principles were applied. Three term deposits matured during the period.

Council had \$10,000,000 in longer term investments being the Cash Facility Trusts with NSW Treasury Corporation as at 30 September 2018. The investment values as at 30 September 2018 are shown below.

Hourglass Cash Facility Trust	Hourglass Strategic Cash Facility Trust
\$2,502,485	\$8,598,632

Environmentally Sustainable Investments (ESI's)

The current holdings in ESI's is \$16,000,000 or 34.89% of the total portfolio. The information for the assessment has been sourced from the website www.marketforces.org.au which is an affiliate project of the Friends of the Earth Australia.

CONCLUSION

During the month of September 2018 Council's investments have been made in accordance with the Act, the Regulations and Council's Investment Policy. As at 30 September 2018 Council's investments totalled \$45,859,467 with a further \$770,347 held in bank accounts. The average rate of return was 2.73% for the month of September and total investment revenue equals 18.89% of budgeted revenue for the year to 30 September 2018.

ATTACHMENT(S)

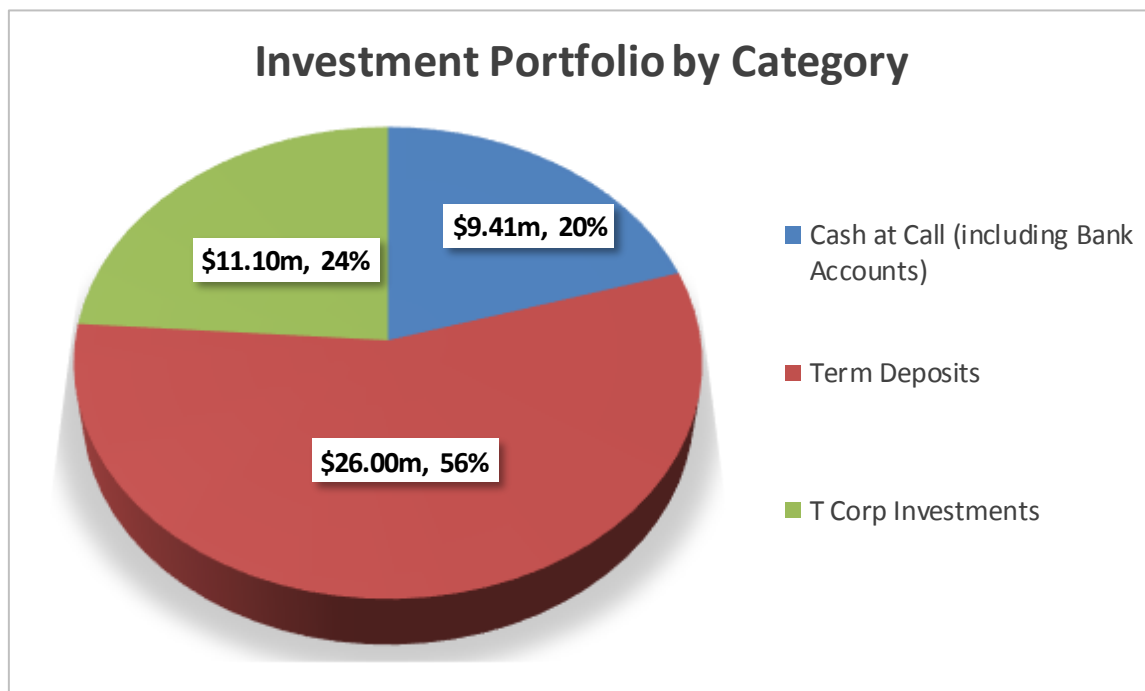
1. Financial Analysis Report Attachments

Attachment(s)

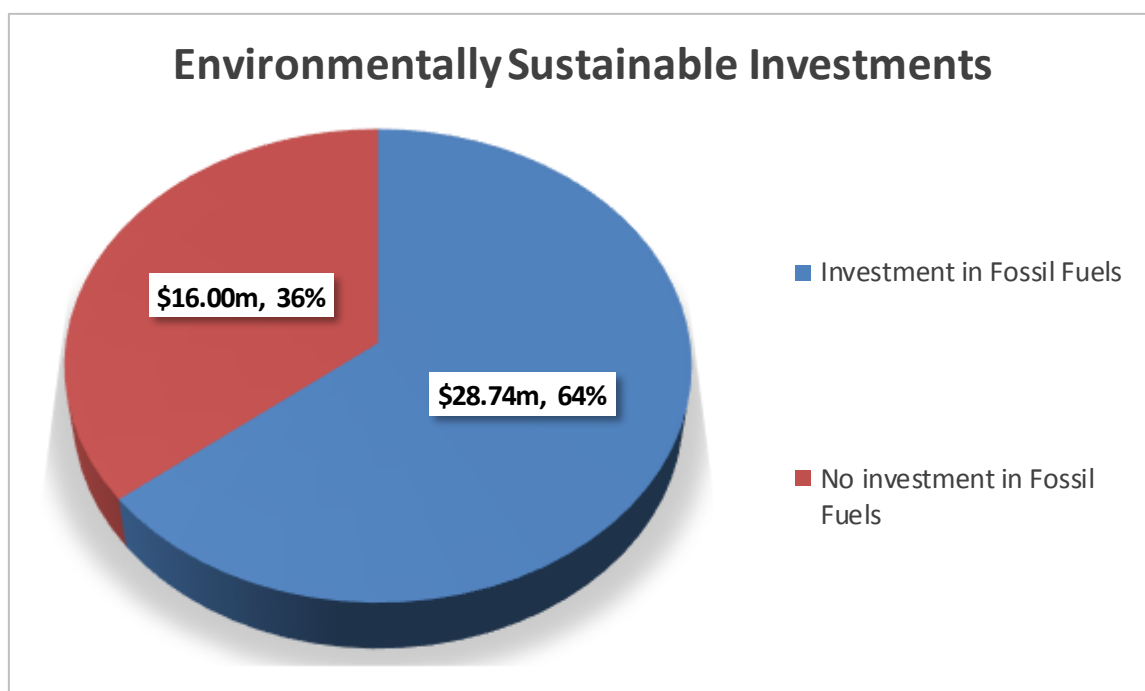
Included below:

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

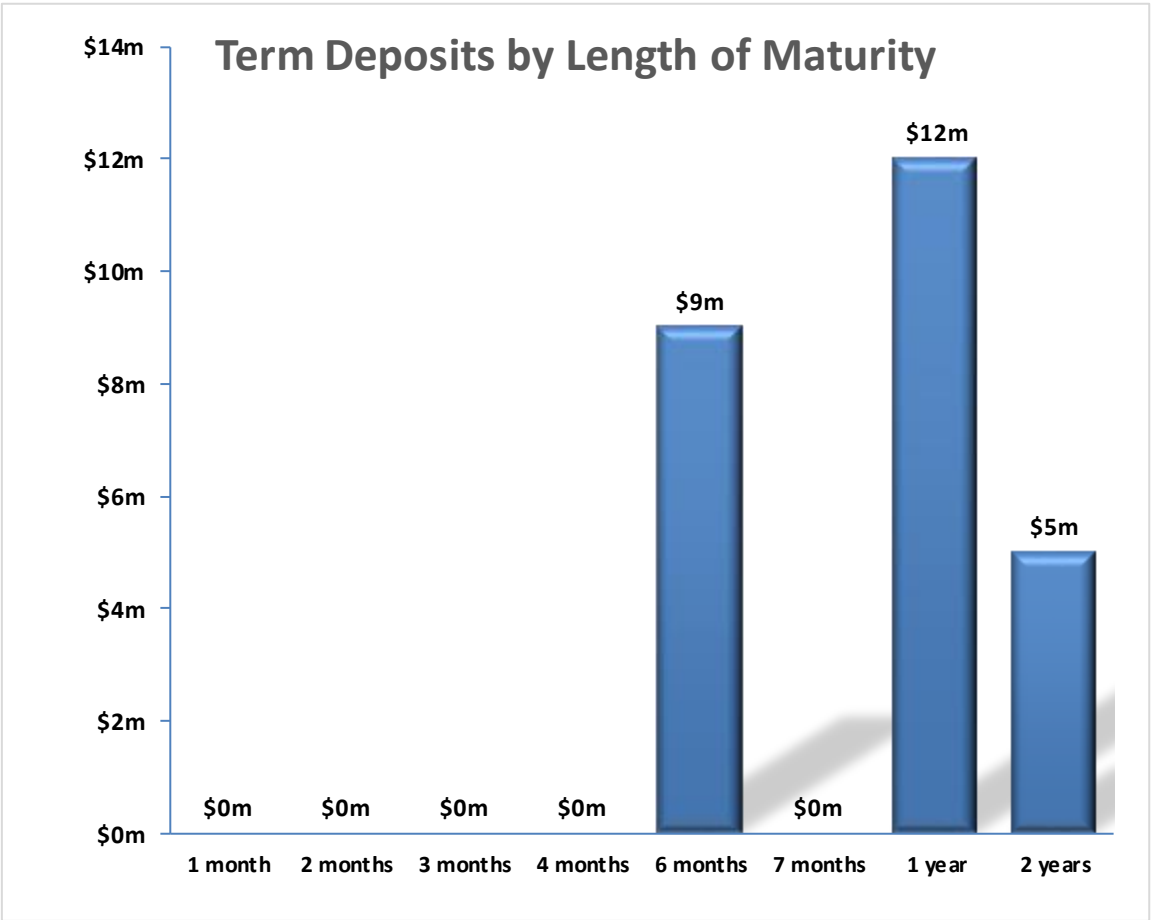
The following graph shows Council's investment portfolio by investment category as at 30 September 2018.



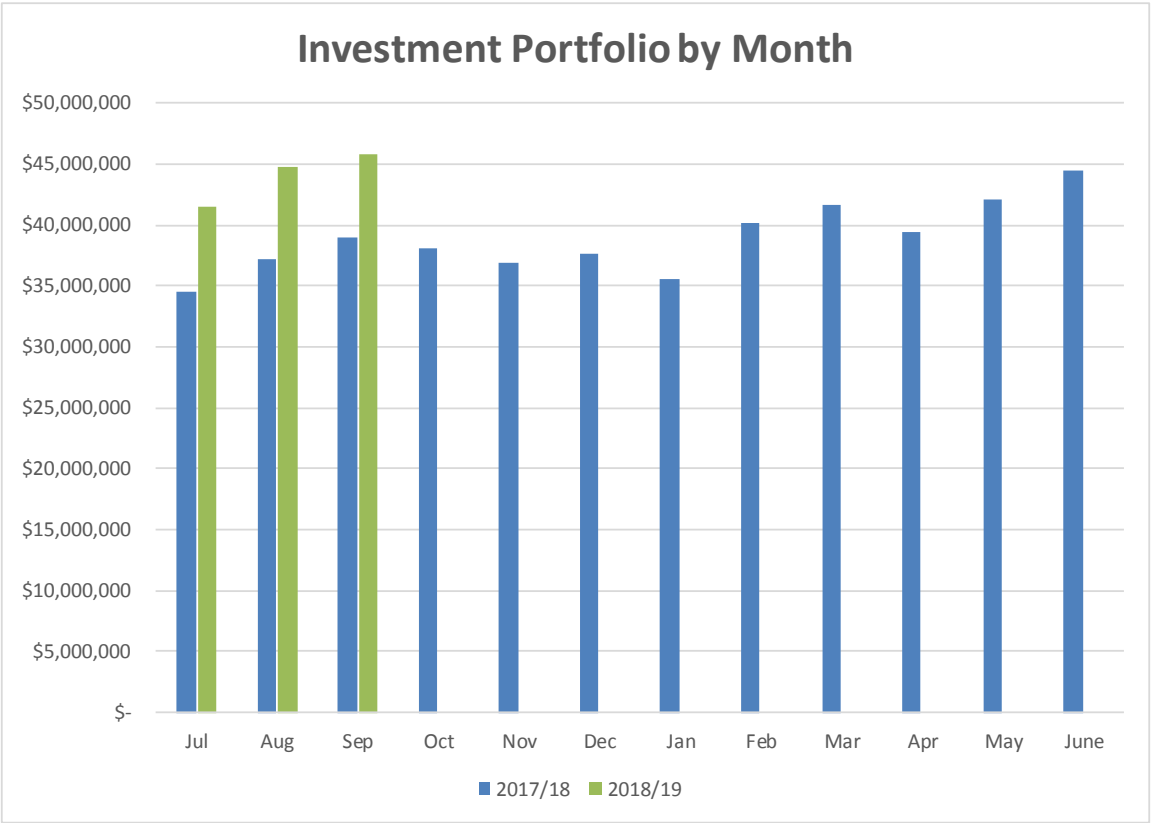
The following graph details Council's Environmentally Sustainable Investments as a percentage of Council's investment portfolio as at 30 September 2018.



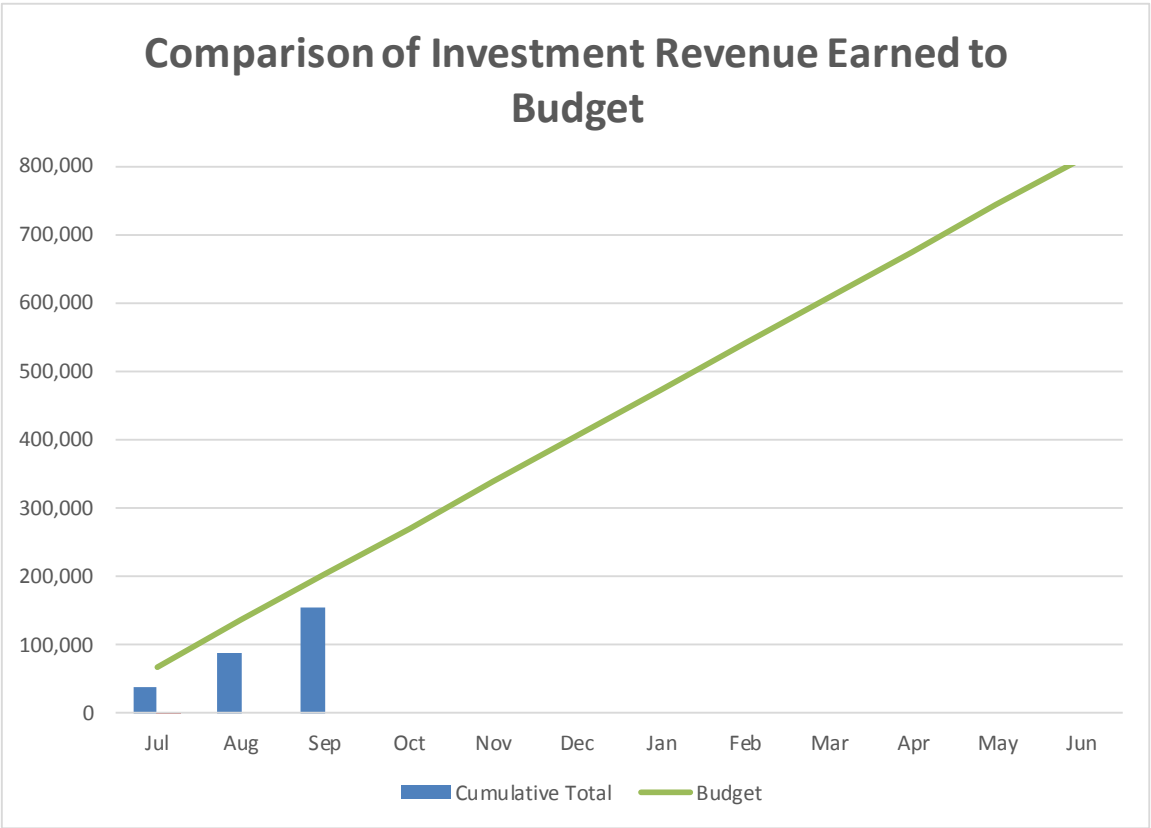
The following graph shows the length of time of Council's term deposit maturities as at 30 September 2018.



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



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



RICHMOND VALLEY COUNCIL FINANCIAL ANALYSIS REPORT AS AT 31 JULY 2018										
Investment Source	Investment Type	Rating	Environmentally Sustainable Investments	Investment Date	Maturity Date	Rate of Return	Original Investment Value	Current Investment Fair Value	Interest/ Fair Value Gain Received	% of Total Portfolio
<u>Cash at Call</u> CBA Business Online Saver Interest on Other Bank Accounts	At Call	A1+/AA	N	At Call		1.40%	N/A	4,463,350	8,377 645	10.75%
Total								4,463,350	9,021	10.75%
<u>Term Deposits</u>										
Auswide Bank	Term Deposit	A3/BBB-	Y	28/11/2017	28/11/2018	2.60%	N/A	1,000,000	0	2.41%
Auswide Bank	Term Deposit	A3/BBB-	Y	28/11/2017	28/11/2018	2.60%	N/A	1,000,000	0	2.41%
Defence Bank	Term Deposit	A2/BBB	Y	4/12/2017	4/12/2018	2.75%	N/A	1,000,000	0	2.41%
Westpac	Term Deposit	A1+/AA-	N	20/02/2018	20/02/2019	2.63%	N/A	1,000,000	0	2.41%
ING Direct	Term Deposit	A2/A-	N	21/02/2018	21/02/2020	2.90%	N/A	1,000,000	0	2.41%
AMP Ltd	Term Deposit	A1-A	N	26/02/2018	27/08/2018	2.80%	N/A	1,000,000	0	2.41%
Defence Bank	Term Deposit	A2/BBB	Y	1/03/2018	3/09/2018	2.60%	N/A	1,000,000	0	2.41%
Westpac	Term Deposit	A1+/AA-	N	1/03/2018	1/03/2019	2.62%	N/A	1,000,000	0	2.41%
ING Direct	Term Deposit	A2/A-	N	1/03/2018	2/03/2020	2.88%	N/A	1,000,000	0	2.41%
Westpac	Term Deposit	A1+/AA-	N	5/03/2018	3/09/2018	2.60%	N/A	1,000,000	0	2.41%
ING Direct	Term Deposit	A2/A-	N	5/03/2018	5/03/2020	2.88%	N/A	1,000,000	0	2.41%
MyState Bank Limited	Term Deposit	A2/BBB+	Y	6/03/2018	6/03/2019	2.75%	N/A	1,000,000	0	2.41%
AMP Ltd	Term Deposit	A1-A	N	13/03/2018	10/09/2018	2.80%	N/A	1,000,000	0	2.41%
Members Equity Bank	Term Deposit	A2/BBB	Y	9/04/2018	9/10/2018	2.75%	N/A	1,000,000	0	2.41%
Bank of QLD	Term Deposit	A2/BBB+	N	28/05/2018	28/05/2019	2.75%	N/A	1,000,000	0	2.41%
Members Equity Bank	Term Deposit	A2/BBB	Y	29/05/2018	29/05/2019	2.80%	N/A	1,000,000	0	2.41%
Elders Rural Bank	Term Deposit	A2/BBB+	Y	29/05/2018	29/11/2018	2.80%	N/A	1,000,000	0	2.41%
MyState Bank Limited	Term Deposit	A2/BBB+	Y	1/06/2018	30/11/2018	2.86%	N/A	1,000,000	0	2.41%
AMP Ltd	Term Deposit	A1-A	N	1/06/2018	3/06/2019	2.95%	N/A	1,000,000	0	2.41%
MyState Bank Limited	Term Deposit	A2/BBB+	Y	12/06/2018	11/12/2018	2.88%	N/A	1,000,000	0	2.41%
Peoples Choice Credit Union	Term Deposit	A2/BBB	Y	12/06/2018	12/06/2019	2.90%	N/A	1,000,000	0	2.41%
Elders Rural Bank	Term Deposit	A2/BBB+	Y	13/06/2018	13/12/2018	2.82%	N/A	1,000,000	0	2.41%
Greater Bank	Term Deposit	A2/BBB	Y	13/06/2018	12/06/2020	3.00%	N/A	1,000,000	0	2.41%
Greater Bank	Term Deposit	A2/BBB	Y	13/06/2018	13/06/2019	2.90%	N/A	1,000,000	0	2.41%
Heritage Bank	Term Deposit	A3/P2	Y	28/06/2018	9/01/2019	2.95%	N/A	1,000,000	0	2.41%
Heritage Bank	Term Deposit	A3/P2	Y	28/06/2018	28/06/2019	3.10%	N/A	1,000,000	0	2.41%
AMP Rebate									340	
<u>Matured Term Deposits</u> Nil										
Total								26,000,000	340	62.62%
<u>NSW Treasury Corporation Hourglass Investments</u>										
Cash Facility Trust	Trust		N	Various	N/A	2.64%	2,000,000	2,493,653	8,654	6.01%
Strategic Cash Facility Trust	Trust		N	Various	N/A	2.76%	8,000,000	8,563,462	20,123	20.62%
Total								10,000,000	28,777	26.63%
Bank Accounts							Total Investment Portfolio at Face Value			
							40,463,350			
							Total Investment Portfolio at Fair Value			
							41,520,465			
							Interest Revenue Received			
							38,139			
							Overall Average Interest Rate			
							2.75%			
							Total Bank Account Portfolio			
							735,093			
Total							42,255,558			
Item 15.3 - Attachment 1							Total Portfolio			
							735,093			

16 TENDER REPORTS

Nil

17 GENERAL BUSINESS

17.1 ROCK FISHING SAFETY ACT

Author: Ryan Gaiter, Chief Financial Officer / Manager Mid-Richmond

EXECUTIVE SUMMARY

On 1 December 2016, the NSW State Government introduced the *Rock Fishing Safety Act 2016* making it compulsory for rock fishermen to wear lifejackets when fishing in declared high risk areas. Randwick Local Government Area (LGA) was declared a high risk area and chosen as the preferred Council to trial and implement the legislation. On 13 April 2018 the Minister for Emergency Services, Troy Grant MP announced the implementation of the *Rock Fishing Safety Act 2016* to commence 1 June 2018 following positive results from the evaluation of Randwick LGA trial.

To date Randwick LGA is the only area operating under the *Rock Fishing Safety Act 2016* with other LGAs given the opportunity to 'opt-in'.

RECOMMENDATION

That Council

1. Commend the NSW Government on its proactive approach to water safety and commit to support the *Rock Fishing Safety Act 2016*.
2. Commence a trial period to implement the *Rock Fishing Safety Act 2016* and education campaign as provided by the DPI in liaison with all relevant stakeholders.
3. Monitor and evaluate the Trial and provide a report to Council at the end of the Trial period.

DELIVERY PROGRAM LINKS

Connecting People and Places

PP3: Working Together

PP3.8: Maximise opportunities for community and Council to apply for grant opportunities

BUDGET IMPLICATIONS

There is no direct financial impact for this matter however Council resources will be required to support implementation of the initiative and Rangers will have a support role in education and enforcement. Should Council 'opt-in' a patrol and enforcement action plan would need to be established between Council Rangers and local authorities.

REPORT

Rock Fishing Safety Act (RFSa)

The *Rock Fishing Safety Act 2016* requires people rock fishing, or anyone assisting someone rock fishing, in high-risk locations to wear lifejackets. A high risk rock fishing location is a naturally occurring rock platform or other rock formation exposed to ocean swell within a declared area. Within the Richmond Valley Local Government Area (LGA) this definition applies to a small area of our coastline between Half Tide Beach below Razorback Lookout and Snapper Rocks at Goanna Headland.

The penalty under the *Rock Fishing Safety Act 2016* is a \$100 on-the-spot fine, allocated to the Recreational Fishing (Saltwater) Trust Fund. Adults must wear a lifejacket that complies with at least Level 50S of Australian Standard AS 4758; children under 12 must wear a jacket that is at least level 100.

To encourage a culture of safer rock fishing in our LGA, the key messages the *Rock Fishing Safety Act 2016* campaign includes:

- always wear a lifejacket while rock fishing
- non-slip footwear and light clothing
- stay alert to weather conditions even if it's the same spot you fish all the time
- know how to swim
- plan an escape route in the case you are washed in
- never turn your back on the ocean
- never fish alone

Identified high-risk locations

The coastline spanning from Half Tide Beach – 500m South of Sharks Bay to Snapper Rocks at Goanna Headland as identified in Figure 1.



Figure 1: Half Tide Beach to Snapper Rocks on Goanna Headland

Opt-in Model

On 13 April 2018 the Minister for Emergency Services Troy Grant announced that other coastal councils could elect to opt-in to the *Rock Fishing Safety Act 2016*.

A grant from the Water Safety Fund of up to \$30,000 is available for each council that chooses to implement the *Rock Fishing Safety Act 2016*. The Water Safety Fund grant can be used by local councils for signage, training and other rock fishing safety, education and awareness measures. A specialised tool kit that brings together resources, such as educational materials, signage examples and other guidance materials that were developed during the trial will also be available to councils that opt-in.

The \$30,000 in grant funding does not require a dollar for dollar contribution. It can be used how Council decides to, in promoting awareness and educating the community. Although not compulsory to 'opt-in', it would be considered high risk for councils with coastal localities to not 'opt-in' as the *Rock Fishing Safety Act 2016* is likely to be made compulsory by the NSW Government in the near future with no grant funding available for implementation.



Friday, 13 April 2018

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OPT-IN MODEL THE WAY FORWARD FOR ROCK FISHING

The NSW Government today announced coastal councils now have the opportunity to opt-in to mandate the use of lifejackets while rock fishing.

Following a 12-month trial of the *Rock Fishing Safety Act 2016* (RFSA) in the Randwick Local Government Area, the Government commissioned an independent evaluator to assess the implementation of the RFSA and suggest options for the future.

The evaluation included observational data from enforcement officers, fatality and rescue data, a multilingual face-to-face rock fishing survey, and more than 700 public submissions and online survey responses.

Minister for Emergency Services Troy Grant and Minister for Primary Industries Niall Blair announced the next phase of the RFSA, will include an immediate review of lifejacket standards, and the reallocation of the RFSA to the Minister responsible for fisheries, subject to the approval of the Governor.

Mr Grant said the NSW Government can't be at every rock ledge, though it is committed to working with the community so more anglers return home to their family safe and well.

"Rock fishing safety can be improved but we need everyone working together; community, local government and state government agencies," Mr Grant said.

"We know there is demand for the law in other coastal areas. Any additional declarations will only be made at the request of local councils, as they have detailed knowledge of their communities and share enforcement responsibility.

"The decision to adopt the law will be one for each council. This is consistent with other water safety measures, including signage and lifeguard services. The RFSA is now another tool in a coastal council's water safety toolkit."

Mr Blair said many rock fishers are already wearing life jackets but some jackets don't meet the Australian Standards.

"Fishers have told us they want rock fishing jackets that meet international standards to be approved for use in NSW. We have listened and will be assessing their suitability," Mr Blair said.

"The Department of Primary Industries will lead the program from now on and we want to work closely with our fishers and local councils that opt-in.

"I want rock fishers to still be able to enjoy the past-time but it is vital that they wear a life jacket at all times, wear appropriate clothing and footwear, check the weather conditions and never fish alone."

Councils that elect to opt-in to the law will be provided with support including up to \$30,000 each from the Water Safety Fund and a tool kit that has been created with the assistance of Randwick Council that includes educational materials and signage.

The review of life jackets, to be conducted by Roads and Maritime Services by summer, will seek to identify additional international standards that also meet the same quality and performance standards set under the Australian Standard.

The NSW Government will also continue to collect data to ensure enforcement and education initiatives are targeted effectively.

Trial Period

Council would be required to elect a period of time (up to 18 months) where-by enforcement action would not take place. The trial period would aim to encourage more awareness of rock fishing safety as well as allow time for community awareness prior to implementation. During the trial period workshops are available to the public to learn all about the *Rock Fishing Safety Act 2016* as well as other helpful safety tips for fishing. The workshops provide each person attending with a free lifejacket valued at \$100, encouraging local and visiting fishers to register and learn.

Implementation

The Act permits the NSW Police Force to take the lead role in enforcement and assisted where resources allow by Department Primary Industries (DPI), National Parks and Wildlife Services and Local Government. It would be seen as a collaborative approach from all authorising bodies if Council chose to opt-in.

CONSULTATION

High risk locations initially identified with the DPI are within the Dirawong Reserve on the South of Evans Head. Consultation with the Dirawong Reserve Trust has commenced and further meetings will be scheduled pending the outcome of this report.

Council would also be required to work with DPI to establish and manage consultation with various additional stakeholders both internal and external as listed below:

- NSW Police Force
- Surf Life Saving NSW
- Marine Rescue NSW
- National Parks and Wildlife Services
- Local Rock Fishers
- Fishing Tackle Shop Owners
- Organisations representing recreational fishing
- Native Title Land Holders

Marine Rescue NSW has expressed its interest in implementing the Rock Fishing Safety Act 2016 during the initial information meeting held by DPI in Evans Head.

CONCLUSION

The implementation of compulsory lifejackets for rock fishers in the Richmond Valley LGA will improve safety in identified high-risk locations. It is a positive approach to educate locals and visitors of the dangers of rock fishing in these locations and an opportunity to work with various community groups and authorities to implement a vital safety measure in our community with funding support from the NSW Government.

ATTACHMENT(S)

Nil

17.2 CLASSIFICATION OF ACQUIRED LAND AS OPERATIONAL

Author: Mike Perkins, Manager Property & Economic Projects

EXECUTIVE SUMMARY

On 28 August 2018 Council acquired title to Lot 7304 DP 1138123 being a drainage reserve located within the boundaries of Council's land at 1459 Spring Grove Road Casino being land adjoining the Casino Sewerage Treatment Plant.

In accordance with Section 31 of the Local Government Act 1993, a resolution may be made within 3 months of acquisition to identify the classification of the land.

Being land that is used for drainage purposes, this report seeks a resolution to identify the land as Operational Land.

RECOMMENDATION

That Council resolve to classify Lot 7304 DP 1138123 as Operational Land.

DELIVERY PROGRAM LINKS

Growing our Economy

EC2: Building on our Strengths

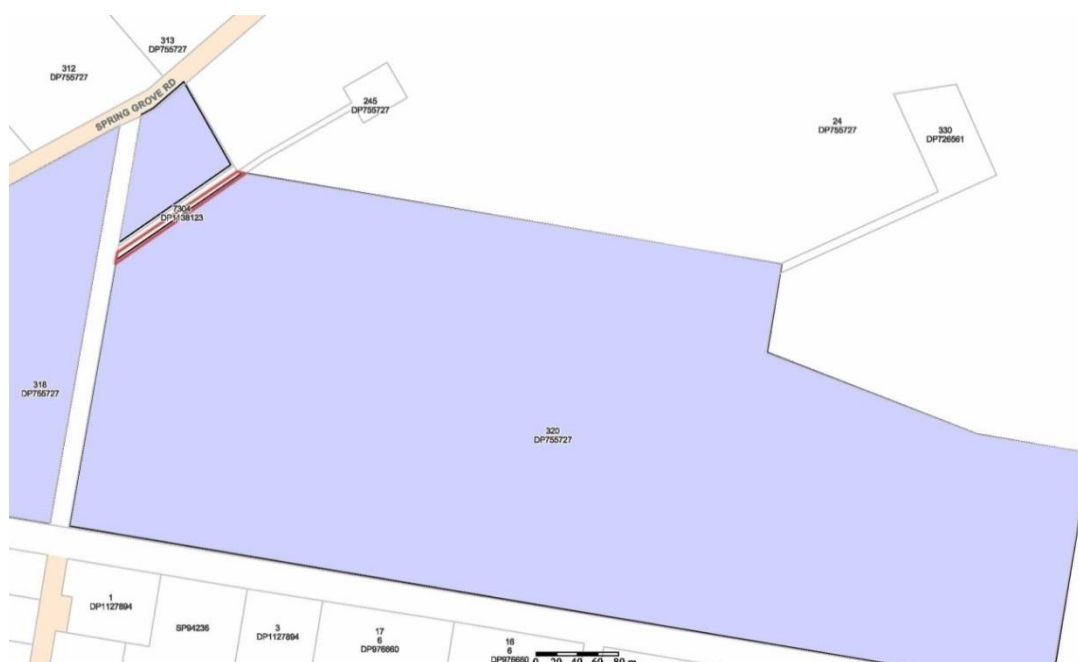
EC2.4: Acquisition, management and disposal of Council land to realise commercial opportunities

BUDGET IMPLICATIONS

Nil

REPORT

On 13 February 1968 Plan of Portion 320, Parish North Casino, County Rous, Land District Casino, Shire Tomki was approved which identified a drainage reserve 30 links wide (Crown Plan number 9955.1759). The reserve was later entered into the Torrens System as Lot 7304 DP 1138123. Reserve location indicated below in red.



Section 49(3) Local Government Act 1993 provides

On the registration by the Registrar-General of a plan on which land is marked with the words "drainage reserve", or of a transfer or conveyance to a council of land identified in the transfer or conveyance as being for use as a drainage reserve, the land vests in the council for an estate in fee simple and is held by the council for drainage purposes.

An application was made by Council to NSW Land Registry Services requesting title to be registered in the name of Richmond Valley Council in accordance with the terms of this clause.

On 28 August 2018 Land Registry Services approved the application and Title was issued in fee simple in the name of Richmond Valley Council.

Chapter 6, Part 2 of the *Local Government Act 1993* deals with the service and functions of councils, particularly relating to public land.

Section 25 provides

All public land must be classified in accordance with this Part.

Section 31(2) *Local Government Act 1993* provides

... within 3 months after it acquires land, a council may resolve (in accordance with this Part) that the land be classified as community land or operational land.

CONSULTATION

Not applicable.

CONCLUSION

Being land that is used for drainage purposes, this report seeks a resolution to identify the land as Operational Land in accordance with Chapter 6, Part 2 of the *Local Government Act 1993*.

ATTACHMENT(S)

Nil

17.3 TRAFFIC AND SAFETY CONCERNS - CENTRE STREET, CASINO

Author: Andrew Leach, Manager Asset Planning

EXECUTIVE SUMMARY

Councillors and the Executive have been approached by members of the community regarding the traffic congestion and road safety in Centre Street Casino. This report documents the history of works undertaken by Council Officers in an effort to gain support from Roads and Maritime Services for intersection upgrades on Centre Street, which is controlled by RMS, as part of the Bruxner Highway.

RECOMMENDATION

That Council approach Roads and Maritime Services to once again discuss the community concerns with road safety in Centre Street Casino, particularly the intersections of Canterbury Street and Richmond Street.

DELIVERY PROGRAM LINKS

Connecting People and Places

PP2: Getting Around

PP2.1: Improve Road Management practices at Richmond Valley Council

BUDGET IMPLICATIONS

Nil.

REPORT

The traffic conditions in Centre Street Casino have long been a concern for Council, particularly around the intersections of Canterbury Street and Centre Street, as well as Richmond Street and Centre Street.

Centre Street is under the control of Roads and Maritime Services (RMS), as it forms part of both the Bruxner Highway as an east west link, and the Summerland Way as a north south link. Traffic numbers are substantial (average daily traffic 12,850 vehicles with 14% heavy) making the two intersections in question problematic in peak times. It is also a B-double route with a high percentage of heavy vehicles utilising this route.

The following information identifies actions taken thus far, with very limited success:

Canterbury Street / Centre Street Intersection

- An initial Black Spot Funding application was submitted to RMS in 2010 for the intersection with an estimated cost of \$1.5 million to build a roundabout. This application was unsuccessful.
- The application was re-submitted in 2011 with some alterations to enhance the proposal but this was also denied.
- In 2012 the RMS offered funding to develop a concept pavement and intersection design. RMS paid Council \$50,000 to undertake the study which was contracted to Geolink. The study identified that the most appropriate treatment for the intersection was a roundabout, and this was costed out to \$2.1million. Subsequently in 2015 another Black Spot funding application was submitted using the study as a basis and this was also unsuccessful.
- There has not been any other Black Spot funding applications since the 2015 attempt due to the criteria associated with the program. Projects are required to be under \$2million, and the

recorded incidents of injury crashes were not high enough. The program does not take into account non-injury crashes or near misses.

Richmond Street / Centre Street Intersection

- A formal investigation (similar to that carried out at Canterbury Street) for this intersection has not been undertaken by Council. However during the development application process for retail outlet ALDI, a condition of consent was included in the DA that ALDI install a roundabout to cope with the additional traffic congestion the development would create. This condition of consent was challenged in court and subsequently overturned removing the requirement for installation of a roundabout.
- A summary of data indicates that there are more concerns with traffic congestion than with actual accidents however it is believed that numerous traffic incidents and near misses go unreported. Crash history does not meet Black Spot Funding levels.
- It would be reasonable to assume that construction of a roundabout at this intersection would be a similar cost to the Canterbury Street estimate.
- While not having success with formal channels of funding, Council Officers have remained diligent in their discussions with RMS Road Safety Officers on any available occasion, but with no favourable outcome.

It should also be noted that the congestion at the intersection of Centre Street and Barker Street, while already having a roundabout in place, at this point is substantial. Combined with the close association of the pedestrian crossing south of the intersection, travelling through this intersection is hazardous and choked at peak times.

CONSULTATION

Council Asset staff held discussions with Mr Jim Synott, Leader Network Optimisation Planning Northern Region RMS in August 2015 where he advised that the RMS Bruxner Highway Corridor Strategy, which was then 5 years old, was due to be revised. The two intersections have been specifically identified as requiring analysis and investigation as part of that revision.

The Summerland Way Corridor Strategy was recently revised in 2016/17 and points regarding the issues with Centre Street were raised at the time. RMS advised that Centre Street is formally the Bruxner Highway and will need to form part of that review.

The Bruxner Highway Corridor Strategy is yet to be formally scheduled by RMS.

CONCLUSION

Council has continued to campaign for the upgrade of Centre Street for a prolonged period of time with little success. There has been suggested solutions provided but these proposals rely on funding and RMS approval, both of which are lacking. Officers will continue to explore funding options and grant opportunities but will rely heavily on partnership with the RMS for works to eventuate. Support should also be sought from Regional Councils as this is a bottle neck for north/south traffic transport identified in the Regional Transport Plan.

ATTACHMENT(S)

Nil

17.4 DEBT RECOVERY AND PROVISIONS OF CREDIT POLICY REVIEW

Author: Ryan Gaiter, Chief Financial Officer / Manager Mid-Richmond

EXECUTIVE SUMMARY

Council adopted the Debt Recovery and Provision of Credit Policy in its current form on 15 August 2018. The policy has been reviewed by the Revenue Section. The reviewed policy, a copy of which is included in this report, recommends a number of changes and additions be made.

RECOMMENDATION

That Council adopt the reviewed Debt Recovery and Provisions of Credit Policy.

DELIVERY PROGRAM LINKS

Making Council Great

CS2 Great Support

CS2.11 Examine all revenue and expenditure reduction opportunities within legislative powers.

BUDGET IMPLICATIONS

Nil.

REPORT

Council adopted the Debt Recovery and Provision of Credit Policy in its current form on 15 August 2018. Due to the significant effort being made by the Revenue team to reduce overdue debts, further adjustments to the policy are proposed to continue the improvement in collecting outstanding amounts. A reviewed policy has been drafted and is included in this report.

The policy sets out the legislative requirements, recovery action steps, as well as information on payment arrangements, sale of land for unpaid rates and sundry debtor and provision of credit information.

The changes/additions to the policy are as follows:

Changes to the Recovery Actions:

- Minimum amount for collection changed from \$500 only to \$500 and/or an account that has two or more instalments or quarters.
- If Judgement is obtained this will be reported to Equifax Veda and listed on your credit file. The Judgement remains on your file for 5 years and Richmond Valley Council will not remove this from the file.

Changes to Payment Arrangements agreements:

- Upon completion of a Council issued Payment Arrangement form, a negotiated amount will be agreed upon, with the aim of recovering all arrears and the current year's charges within the current financial year where possible. Payments may be made weekly, fortnightly or monthly.

Changes to Sundry Debtors and the Provision of Credit recovery:

- Debtors are subject to debt recovery and legal procedures. Amounts that are overdue of \$10.00 and above will be sent a reminder. The reminder letter will request full payment. If no acceptable payment is received then a Letter of Demand may be issued on all accounts with a balance greater than \$150.00. If full payment is not received then the debt may be forwarded to Council's external debt recovery agent for recovery of the outstanding debt.

CONSULTATION

Nil.

CONCLUSION

A further review of Council's Debt Recovery, The Provisions of Credit Policy has been undertaken. Minor changes have been made to the wording of the policy as well as additional actions for recovery, payment arrangements and sundry debts. The recommended changes make the policy clearer and set a more defined guideline for both operational staff and ratepayers. The overall objective of debt collection remains the same and a copy of the revised Policy has been included with this report.

ATTACHMENT(S)

1. **Debt Recovery the Provision of Credit Policy -16 October 2018**



Council Policy

Policy Title:	Debt Recovery and Provision of Credit
Policy Number:	6.5
Focus Area:	Governance and Process
Responsibility:	Finance and Procurement
Meeting Adopted:	16 October 2018

OBJECTIVE

To provide direction to staff to ensure the efficient and effective recovery of all types of Council debts.

POLICY

1. Background/Legislative Requirements

Sections 569, 605 and 712-726 of the *Local Government Act 1993* deals with debt recovery of outstanding rates and charges, expenses with tracing persons, liability of the occupier and sale of land. Regulation 133 of the *Local Government (General) Regulation 2005* details procedures for the sale of land to recover overdue rates and charges.

2. Recovery Action

- (a) Recovery action will commence when rates and charges are not paid by the due date for each quarterly instalment or by the due date and by the invoice due date for a sundry debtor account.
- (b) A reminder letter will be issued after the due date for amounts with an outstanding balance greater than \$20.00. The reminder letter will request full payment or an acceptable payment arrangement to be entered into within 14 days from the issue date of the letter.
- (c) If no acceptable payment arrangement or full payment is received by the due date of the Reminder Letter, a Letter of Demand will be issued with an outstanding balance greater than \$500.00 and or an account that has 2 or more instalments or quarters outstanding. The Letter of Demand will request full payment or an acceptable payment arrangement to be entered into within 14 days from the issue of the letter.
- (d) If full payment is not received or a suitable arrangement is entered into following the issuing of a Letter of Demand the debt will be forwarded to Council's external debt recovery agent for recovery of the outstanding debt.

(e) The external debt recovery company will forward a Letter of Demand advising that legal proceedings and costs will be incurred if full payment or a suitable payment arrangement is not actioned within 14 days from issue.

(f) If full payment is not received or suitable payment arrangement entered into, a Statement of Claim will be issued for the arrears as at the date of issue and served. Following the expiration of the statutory period, to protect Council's interest in the matter and all available actions to recover the amount outstanding, if the debt is not cleared, a Notice of Motion Default Judgement for liquidated claim will be lodged.

(g) Recovery actions by Council's external debt recovery company to recover the outstanding debts that will be considered may include, but not limited to:

- (i) Writ of Execution on goods and chattels,
- (ii) Examinations summons,
- (iii) Service of a rent order where the property is tenanted,
- (iv) A garnishee of income (bank or wages),
- (v) Sale of land for unpaid rates in accordance with Section 713 of the Local Government Act 1993.

All legal costs and expenses incurred in recovering outstanding rates and charges will be charges against the property in accordance with Section 605 of the *Local Government Act 1993*. Legal costs incurred in outstanding sundry debtor accounts will be billed against the applicable sundry debtor account of which the debt is owed.

(h) If Judgement is obtained this will be reported to Equifax Veda and listed on your credit file. The Judgement remains on your file for 5 years and Richmond Valley Council will not remove this from your file.

3. Payment Arrangements

Ratepayers or sundry debtors who are unable to pay a debt amount owing to Council by the due date, may apply to enter into an arrangement with Council to make regular payments by completing a Council issued Payment Arrangement form. Upon completion of a Council issued Payment Arrangement form, a negotiated amount will be agreed upon, with the aim of recovering all arrears and the current years charges within the current financial year where possible. Payments may be made weekly, fortnightly or monthly.

Where the ratepayer fails to adhere to the payment arrangement and has not contacted Council to amend the current arrangement, recovery action will commence. If legal action has been suspended due to the ratepayer entering into a payment arrangement and the agreement has not been met by the ratepayer, the legal action will be recommenced at the level when the suspension took place.

In accordance with Section 556 of the *Local Government Act 1993*, Council charges interest on overdue rates and charges. Entering into a payment arrangement does not negate the charging of interest.

If a ratepayer is experiencing financial hardship due to rates and charges they can apply for relief in accordance with Council's policy titled "Financial Hardship".

4. Sale of Land for Unpaid Rates

Where any rate or charge is overdue and has remained unpaid for more than five (5) years from the date on which it became payable, Council may proceed to sell the land in accordance with Division 5, Part 2, Chapter 17 of the *Local Government Act 1993*.

Where any rate or charge is overdue in respect of vacant land and the amount exceeds the Valuer General's current valuation of the property, Council may proceed to sell the land in accordance with Division 5, Part 2, Chapter 17 of the *Local Government Act 1993*.

On an annual basis, a report shall be referred to Council for consideration listing all ratepayers who fall into the above category. The report will provide a detailed history of the circumstances of each case together with a recommendation in relation to the possible sale of the land to recover the overdue rates and charges.

5. Sundry Debtors and the Provision of Credit

Sundry debtors are overdue if not paid within 30 days of the issuing of an invoice.

Council may cease the provision of credit facilities to debtors when an account is overdue by more than 30 days.

No credit is to be provided to any person(s) or organisation(s) except for Government Departments or other Councils without prior approval of the General Manager or delegated nominee.

Approval will only be considered upon completion of an approved Application Form.

Credit approval for all amounts less than or equal to \$300.00 will be denied unless otherwise approved by the General Manager or delegated nominee. Any approvals in this instance also require a Council issued credit application to be completed.

Debtors are subject to debt recovery and legal procedures. Amounts that are overdue of \$10.00 and above will be sent a reminder. The remind letter will request full payment. If no acceptable payment is received then a Letter of Demand may be issued on all accounts with a balance greater than \$150.00. If full payment is not received then the debt may be forwarded to Council's external debt recovery agent for recovery of the outstanding debt.

REVIEW

This policy will be reviewed by Council at the time of any relevant legislative changes, compliance requirements or at least every four (4) years.

Version Number	Date	Reason / Comments
1	23/06/2015	Policy review and presentation in new template
2	15/08/2017	Policy review
3	16/10/2018	Policy review

17.5 FINANCIAL HARDSHIP POLICY REVIEW

Author: Ryan Gaiter, Chief Financial Officer / Manager Mid-Richmond

EXECUTIVE SUMMARY

Council adopted the Financial Hardship Policy in its current form on 19 September 2017. The Policy has been reviewed by Council's Revenue section. The reviewed Policy, a copy which is included in this report, streamlines the process of assessment and makes it simpler for the ratepayer to apply.

RECOMMENDATION

Recommended that Council adopt the reviewed Financial Hardship Policy to assist ratepayers in applying for financial hardship measures.

DELIVERY PROGRAM LINKS

Making Council Great

CS2 Great Support

CS2.1 Provide excellent customer service to all stakeholders

BUDGET IMPLICATIONS

Nil.

REPORT

Council adopted the Financial Hardship Policy in its current form on the 19 September 2017. A reviewed policy has been drafted and is included in this report. Removed from the financial hardship policy application/procedure is the requirement for the below accompanying document:

- *Letter from a recognised financial counsellor or financial planner confirming financial hardship or a Statutory Declaration from ratepayer outlining reasons for applying for hardship*

By removing this from the procedure and conditions of the application, it will provide a streamlined process for ratepayers facing financial hardship.

CONSULTATION

Nil.

CONCLUSION

It is best practice for Council to review policies and procedures to improve our processes in an effort to make sure they are user friendly and easy to understand. Council's Revenue Team has reviewed the Financial Hardship Policy, streamlining the requirements for ratepayers to apply who are unable to access financial counselling.

ATTACHMENT(S)**1. Financial Hardship Policy**



Council Policy

Policy Title: Financial Hardship
Policy Number: 6.8
Priority Area: Making Council Great
Service Area: Financial Services
Meeting Adopted: 16 October 2018

OBJECTIVE

This policy is to determine the process for considering applications for Financial Hardship in payment of rates and charges (including water, sewerage, waste and stormwater).

POLICY

The Policy - Financial Hardship is to establish provisions to assist in the application of Financial Hardship that may be experienced by ratepayers in the payment of rates and charges. A Financial Hardship application if approved and an arrangement for payment adhered to, may result in any of the following:

- Interest not being charged on arrears for a set period of time
- Write-off interest on rates and charges already incurred either in full or part
- Enter into an arrangement for payment of outstanding rates and/or charges
- Any combination of the above

1. Application Conditions/Procedure

- The applicant must be the owner or part owner of the property and be liable for the payment of rates on the property.
- The applicant can only apply for Financial Hardship in relation to rates and charges levied on their principal place of residence. Owning multiple properties may have a negative impact on the resident's application.
- The application for Financial Hardship must be accompanied with supporting documentation which may include but not limited to:
 - Copy of recent bank statements of all accounts
 - Details of income and expenditure.

Council staff to provide to applicants at the time of/or prior to receipt of a Financial Hardship application the contact details of Government and Charity organisations who offer financial assistance. The application will be reviewed by the Senior Revenue Officer, Revenue Coordinator and/or the Chief Financial Officer and in accordance with Council policy Write-Off of Rates and Charges and the General Manager's delegated authority.

A recommendation to be made to the General Manager for amounts less than \$2,000. For amounts greater than \$2,000 a report to be prepared for resolution in Closed Council to protect the applicant(s) privacy in accordance with Section 10A(2)(b) of the Local Government Act 1993.

The General Manager or Council will review the information provided and determine if financial hardship will be granted.

3. Guidelines when Granting Financial Hardship

- Interest is charged and then written-off where a repayment schedule is adhered to and the arrangement provides for accrued interest to be waived.
- Where a scheduled repayment default occurs, the levying of interest charges are to be reactivated from the last payment made in accordance with the repayment schedule. The ratepayer will be contacted via correspondence and advised of the repayment default.

4. Continuing Financial Hardship

If the ratepayer continues to experience hardship after the period approved by Council has expired, a new application must be made by the ratepayer with new supporting documentation required as outlined above.

1. Cancellation of Financial Hardship Arrangement

The financial hardship arrangement may be cancelled as a result of the following:

- Defaulting on the payment arrangement
- The ratepayer no longer owns the land
- The ratepayer advises Council that financial hardship no longer applies
- Council receives information that the financial hardship no longer exists

Such cancellation will be at the discretion of the General Manager.

6. Privacy of the Applicant

Personal information collected as a result of this policy will only be used for the purpose of assessing eligibility under the policy and will not be used for any other purpose, or disclosed to any other person, unless required by law to do so, or authorised to do so by the person to whom that personal information relates.

REVIEW

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

Version Number	Date	Reason / Comments
1	15/07/2008	New Policy
2	17/04/2012	Policy review
3	23/06/2015	Policy review and presentation in new template
4	19/09/2017	Policy review
5	21/11/2017	Policy review
6	16/10/2018	Policy Review

17.6 NORTHERN RIVERS ECONOMIC DEVELOPMENT STRATEGY

Author: Cherie Holdsworth, Coordinator Economic Development

EXECUTIVE SUMMARY

The Northern Rivers Regional Economic Development Strategy 2018-2022 (the Strategy) was prepared by Corview Group on behalf of the NSW Government to identify the economic strengths of the Northern Rivers Region.

Consultation was undertaken during the development of the project with both government and non-government stakeholders.

The aim of the document is to provide a framework which can be utilised by Council to facilitate economic growth in the Northern Rivers. The strategy will also be used by the NSW Government to assist decision making in relation to the distribution of the Regional Growth Fund.

Five regional imperatives were identified during the consultation process which were:

1. Develop its Engines of Growth through better connections to external markets
2. Grow tourism activity across the Region consistent with the directions of the North Coast Destination Management Plan
3. Foster the development of emerging industries and specialisations, such as Creative Professionals
4. Continue to grow the population and internal markets like health, education and retail
5. Develop the services precincts of the Region by extending current models of collaboration and partnership.

For each imperative; Opportunities, Actions and Candidate Projects were identified.

RECOMMENDATION

That the Northern Rivers Economic Development Strategy be received and noted.

DELIVERY PROGRAM LINKS

Making Council Great

CS1: Leading and Advocating for our Community

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

BUDGET IMPLICATIONS

Nil.

REPORT

The Strategy has been developed for Councils by the NSW Government Centre for Economic and Regional Development to facilitate economic growth across the Northern Rivers.

The objective of this Strategy is to support economic development for social advancement across the community however it takes a new and distinctive approach to strategic economic planning, by using the concept of a Functional Economic Region (FER).

The Northern Rivers (FER) includes Ballina Shire, Byron Shire, Kyogle Council, Lismore City Council and Richmond Valley Council. This is because of the economic linkages they share across their administrative boundaries.

Development of the Strategy was undertaken by Corview Group on behalf of the NSW Government.

Consultation began in July 2018 and consisted of a series of workshops and meetings with economic stakeholders from the entire region. It also included research and investigation into the existing strategies, plans and documents in the region.

A draft Strategy was presented in February 2018 with further consultation and feedback being collated until the final document was released on 28 September 2018.

The Strategy consists of two documents

1. Northern Rivers Regional Economic Development Strategy 2018–2022; and
2. Northern Rivers 2018 -2022 Regional Economic Development Strategy Supporting Analysis.

The Strategy identifies five strategic imperatives or actions called 'enablers' which will help the region achieve economic growth and prosperity. Each imperative is discussed within the document and identifies Opportunities, Actions and Candidate Projects.

The five imperatives are:

1. Develop its Engines of Growth through better connections to external markets
2. Grow tourism activity across the Region consistent with the directions of the North Coast Destination Management Plan
3. Foster the development of emerging industries and specialisations, such as Creative Professionals
4. Continue to grow the population and internal markets like health, education and retail
5. Develop the services precincts of the Region by extending current models of collaboration and partnership.

CONSULTATION

Consultation for the Strategy was undertaken by Corview Group as a component of the strategy development process. Consultation began in July 2018 and consisted of a series of workshops and meetings with economic stakeholders from the entire region. It also included research and investigation into the existing strategies, plans and documents in the region.

CONCLUSION

The Northern Rivers Regional Economic Development Strategy 2018 -2022 is a thorough and well researched document which identifies the relative strengths of the region and highlights strategies and actions which may be undertaken by regional Councils to achieve economic growth.

It is important for Council to have a good understanding of this document and the actions proposed as the Strategy and supporting analysis will be used by the NSW Government to identify areas of priority within the region when making decisions on assessment of the funding under the Regional Growth Fund.

ATTACHMENT(S)

1. **Northern Rivers Economic Development Strategy 2018 - 2022 (under separate cover)**
2. **Northern Rivers Economic Development Strategy - Supporting Analysis (under separate cover)**

18 MATTERS FOR INFORMATION**RECOMMENDATION**

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

18.1 DEVELOPMENT APPLICATIONS DETERMINED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT FOR THE PERIOD 1 SEPTEMBER 2018 TO 30 SEPTEMBER 2018

Author: Andrew Hanna, Manager Development and Environment

RECOMMENDATION

That the development application figures for the period 1 September 2018 to 30 September 2018 be received and noted by Council.

REPORT

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

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

The total number of Development Applications and Complying Development Applications determined within the Local Government area for the period 1 September 2018 to 30 September 2018 was 32, with a total value of \$5,849,491.00.

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

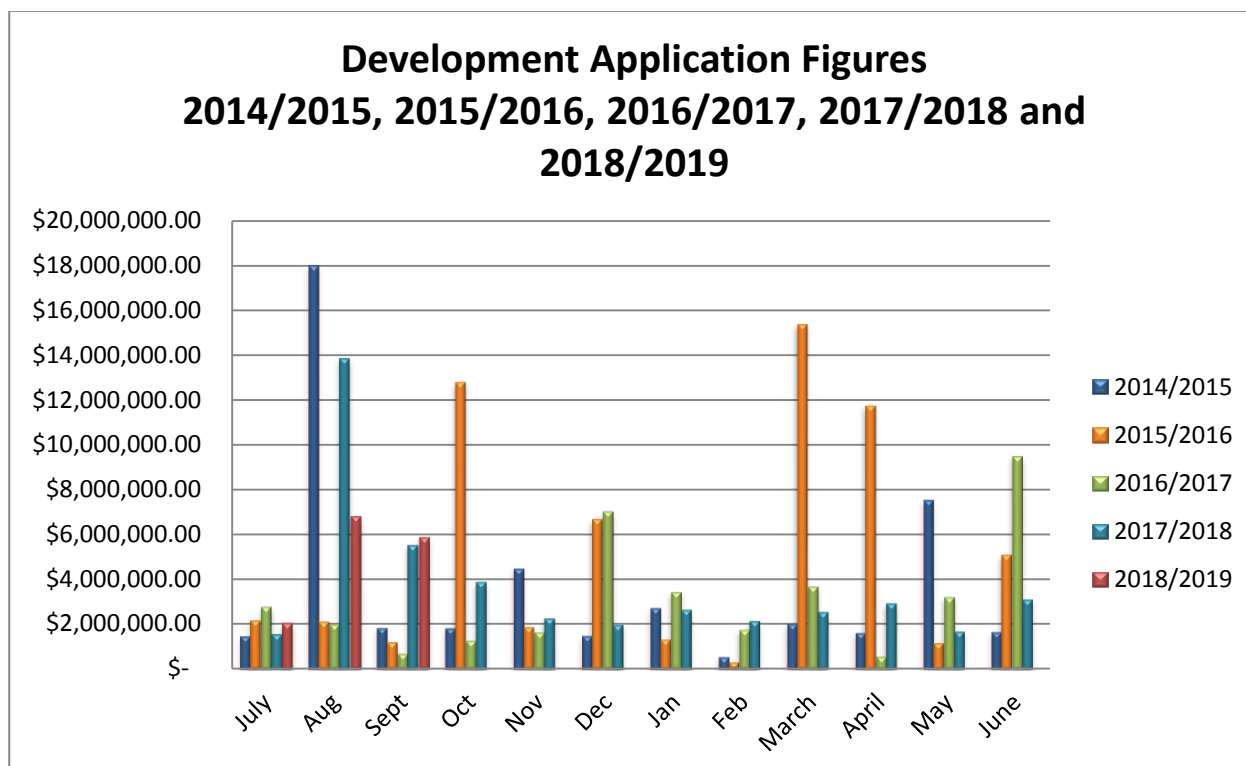


Figure 1: Monthly dollar value of development processed by Council over five financial years.

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

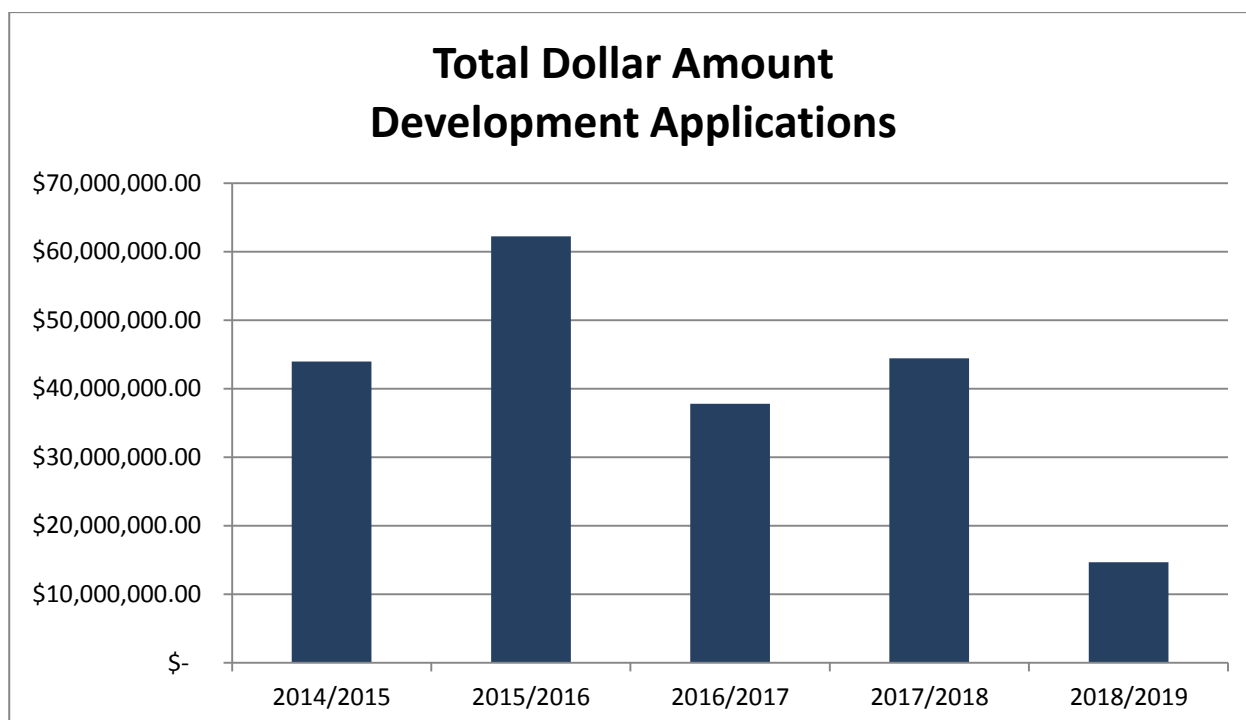


Figure 2: Annual value of development.

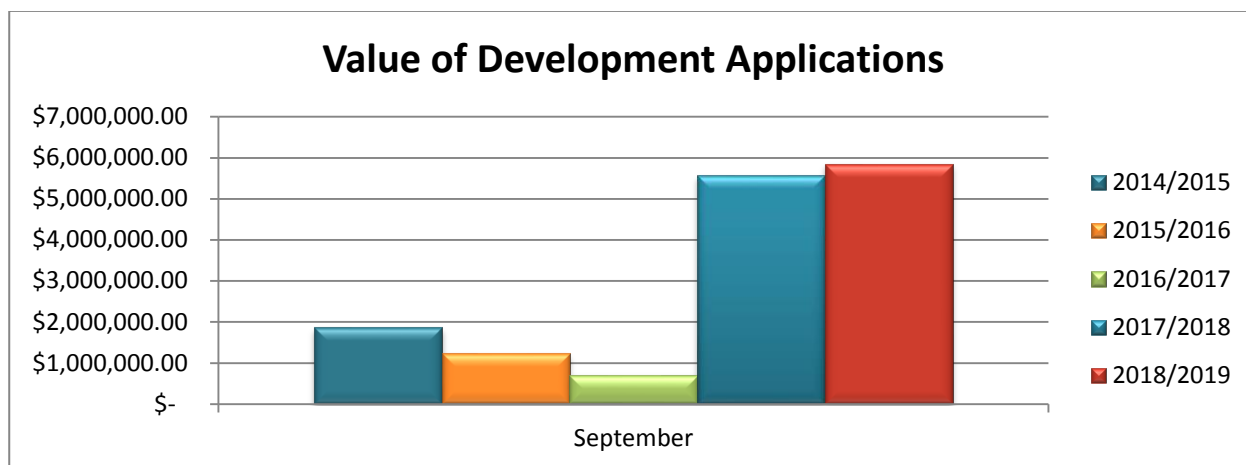


Figure 3: Value of development for the month of September.

Number of Development Applications

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

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

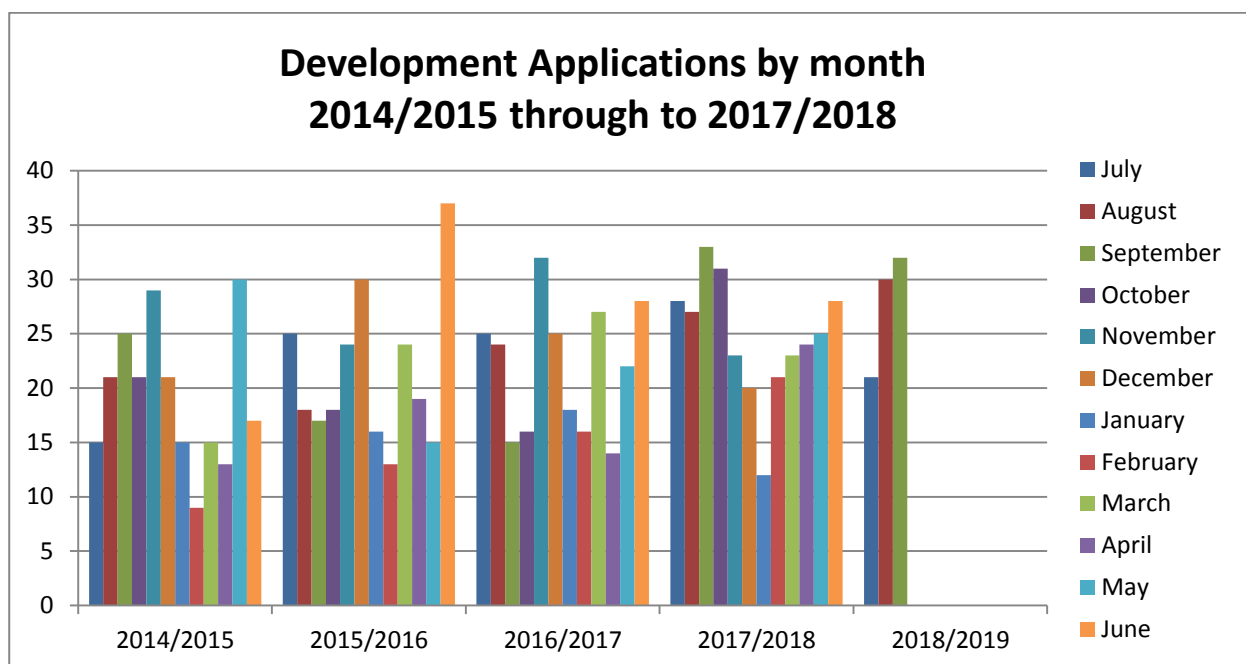


Figure 4: Number of Development Applications per month over five financial years.

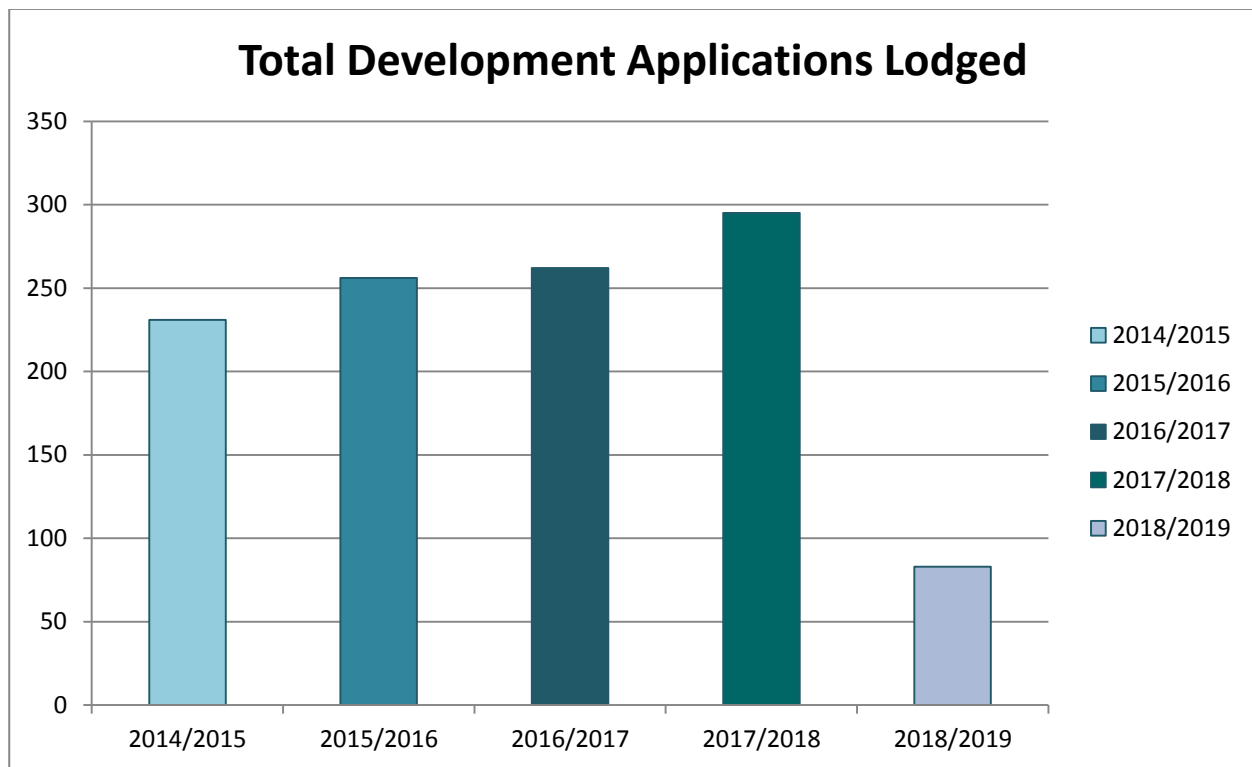


Figure 5: Number of development applications per year over five financial years.

Activity for the month of September

General Approvals (excluding Subdivisions, Section 96s)	28
Section 96 amendments to original consent	3
Subdivision	0
Refused	0
Withdrawn	0
Complying Development (Private Certifier Approved)	1
TOTAL	32

DELIVERY PROGRAM LINKS

Growing our Economy

EC1: Driving Economic Growth

EC1.6: Improved customer satisfaction with the DA process

BUDGET IMPLICATIONS

Nil.

CONSULTATION

Nil.

ATTACHMENT(S)

1. **Summary of Development Applications determined under the Environmental Planning and Assessment Act for the period 01 September 2018 to 30 September 2018**

Summary of Development Applications determined under the Environmental Planning and Assessment Act for the period 1 September 2018 to 30 September 2018							
Application ID	Applicant	Owners	Location	Development	Date Lodged	Determination Date	Estimated Cost
CDC2019/0004	Modern Building Certifiers	L J Larsson	535 Benns Road, Shannon Brook	Energy Systems	3/09/2018	27/08/2018	\$ 135,518.00
CDC2019/0006	Newton Denny Chapelle	Aboriginal Housing Office	132 Johnston Street, Casino	Demolition dwelling	20/09/2018	27/09/2018	\$ 30,000.00
DA2011/0332.01	Hayes Building Consultancy	Ms L E Wicks & Mr B J Wicks	29 Uralba Street, Woodburn	Modification	4/09/2018	12/09/2018	\$ -
DA2017/0031.01	WJ Townend - Town Planning Pty Ltd	Mr A De Re	510 Manifold Road, North Casino	Modification	2/08/2018	27/09/2018	\$ -
DA2018/0150	Newton Denny Chapelle	The Lazy Labrador Pty Ltd	122 Centre Street, Casino	Change of use from dental surgery to restaurant	1/02/2018	17/09/2018	\$ 224,000.00
DA2018/0192	Dixonbuild Pty Ltd	Ms R J Rooney	10 Durack Circuit, Casino	Dwelling	28/03/2018	5/09/2018	\$ 207,812.00
DA2018/0215	P J & E M Alford	P J & E M Alford	385 Busbys Flat Road, Leeville	Primitive camp ground	30/04/2018	27/09/2018	\$ 9,000.00
DA2018/0232.01	P W Dossett	J M & P W Dossett	38 Rileys Hill Road, Broadwater	Modification	29/08/2018	4/09/2018	\$ -
DA2018/0241	Narellan Pools Northern Rivers	B C & S K Fitzgerald	10 Rosewood Place, Evans Head	Swimming Pool	25/05/2018	18/09/2018	\$ 33,100.00
DA2018/0253	Byron Bay Planning & Property Consultants	Polkadot Pineapples Pty Ltd	39 Richmond Terrace, Coraki	Detached dual occupancy and subdivision to create two (2) lots	8/06/2018	4/09/2018	\$ 320,000.00
DA2019/0002	Hayes Building Consultancy	D L Carroll	117 River Street (Pacific Hwy), Woodburn	Change of use from take away restaurant to a dine in restaurant including alterations & additions	2/07/2018	13/09/2018	\$ 95,000.00
DA2019/0011	Northern Rivers Land Solutions	W L Evans	Pacific Highway, New Italy	Dwelling	4/07/2018	19/09/2018	\$ 100,000.00
DA2019/0014	Coastline Building Certification Group Pty Ltd	D Chambers	11 Grevillea Place, Casino	Principal dwelling and secondary dwelling	16/07/2018	6/09/2018	\$ 314,000.00
DA2019/0024	G N & L J Bryant	G N & L J Bryant	24 Country Lane, Casino	Dwelling with attached garage	3/08/2018	17/09/2018	\$ 319,187.00
DA2019/0029	P J Humphreys	P J Humphreys	86 Rileys Hill Road, Broadwater	As built jetty	7/08/2018	11/09/2018	\$ 5,000.00
DA2019/0035	Hayes Building Consultancy	I A Gerrard	53 Richmond Street, Woodburn	Dwelling extions and deck - two storey	14/08/2018	3/09/2018	\$ 150,000.00

Application ID	Applicant	Owners	Location	Development	Date Lodged	Determination Date	Estimated Cost
DA2019/0037	D J Maloney	D J Maloney	130A Broadwater Evans Head Road, Broadwater	2 x shipping containers	20/08/2018	25/09/2018	\$ 22,000.00
DA2019/0039	Davis Architects	D J & G A Donnelly	120 Carltons Road, Irvington	Dwelling and swimming pool	21/08/2018	11/09/2018	\$ 600,000.00
DA2019/0040	D J Henderson	D J Henderson	18 Cypress Street, Evans Head	Dwelling extensions, deck and carport	22/08/2018	28/09/2018	\$ 155,000.00
DA2019/0041	Perry Homes (Aust) Pty Ltd	J G & T E Marsden	Casuarina Drive, Swan Bay	Dual occupancy	23/08/2018	18/09/2018	\$ 570,000.00
DA2019/0042	B A Harley	B A & A L Hannigan	Llewellyns Road, Casino	Dual occupancy	29/08/2018	25/09/2018	\$ 737,000.00
DA2019/0043	Ardill Payne & Partners	E I & W L Franco	21-33 Pacific Highway, Broadwater	Dwelling	29/08/2018	18/09/2018	\$ 500,000.00
DA2019/0044	Perry Homes (Aust) Pty Ltd	J E & R K C Collins	1025 Naughtons Gap Road, Bentley	Dwelling	30/08/2018	27/09/2018	\$ 302,000.00
DA2019/0045	R A Mustow	R A Mustow	10820 Summerland Way, Casino	Awning	31/08/2018	12/09/2018	\$ 8,000.00
DA2019/0046	Dixonbuild Pty Ltd	J L & D G Kowalec	64 Eucalypt Drive, Swan Bay	Dwelling	31/08/2018	18/09/2018	\$ 313,709.00
DA2019/0047	Richmond Valley Council	Richmond Valley Council	Casino Lawn Cemetery Reynolds Road, Casino	Shed	31/08/2018	12/09/2018	\$ 19,100.00
DA2019/0048	J N Wraight	J N Wraight	8A Wooroooolgan Street, Casino	Dwelling	3/09/2018	21/09/2018	\$ 220,000.00
DA2019/0051	S M & K M Wright	S M & K M Wright	3 Ironbark Place, Naughtons Gap	Shed	6/09/2018	19/09/2018	\$ 17,765.00
DA2019/0052	S R & K L Thompson	S R & K L Thompson	101 Schielers Road, Tomki	Swimming Pool	6/09/2018	19/09/2018	\$ 40,700.00
DA2019/0056	C Coughran	A P & C Coughran	Moonem View Drive, Swan Bay	Shed	7/09/2018	18/09/2018	\$ 19,600.00
DA2019/0057	H C Steele	H C & E M Steele	Casino Coraki Road, Tatham	Dwelling	7/09/2018	26/09/2018	\$ 380,000.00
DA2019/0060	J J Richards	J J Richards	929 Rappville Wyan Road, Rappville	As built swimming pool	10/09/2018	13/09/2018	\$ 2,000.00

18.2 CUSTOMER SERVICE REPORT - QUARTERLY UPDATED 1 JULY 2018 TO 30 SEPTEMBER 2018

Author: Kelly Moroney, Coordinator Customer Service and Support

RECOMMENDATION

That the quarterly Customer Service Report for the period 1 July 2018 to 30 September 2018 be noted by Council.

REPORT

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

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

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

A total of 7831 calls were received during the quarter which is a 9% increase from the previous quarter and a 6% increase from the corresponding period for the previous year. The Contact Centre has significantly exceeded all service targets for this quarter.

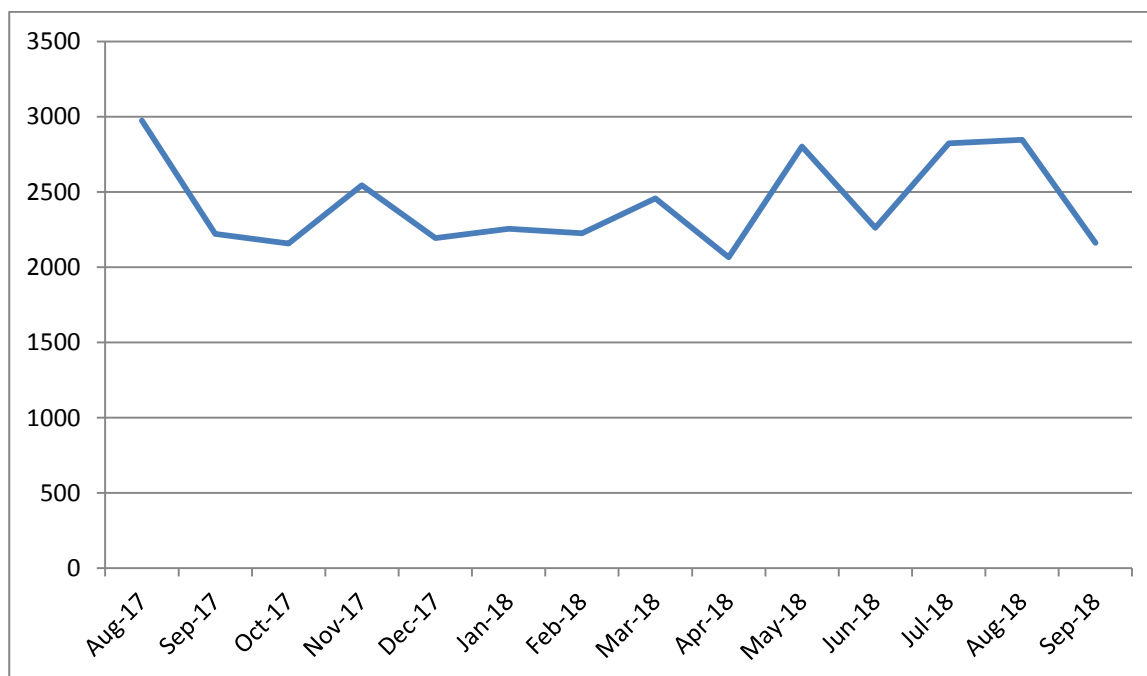


Figure 1- Total Number of Calls

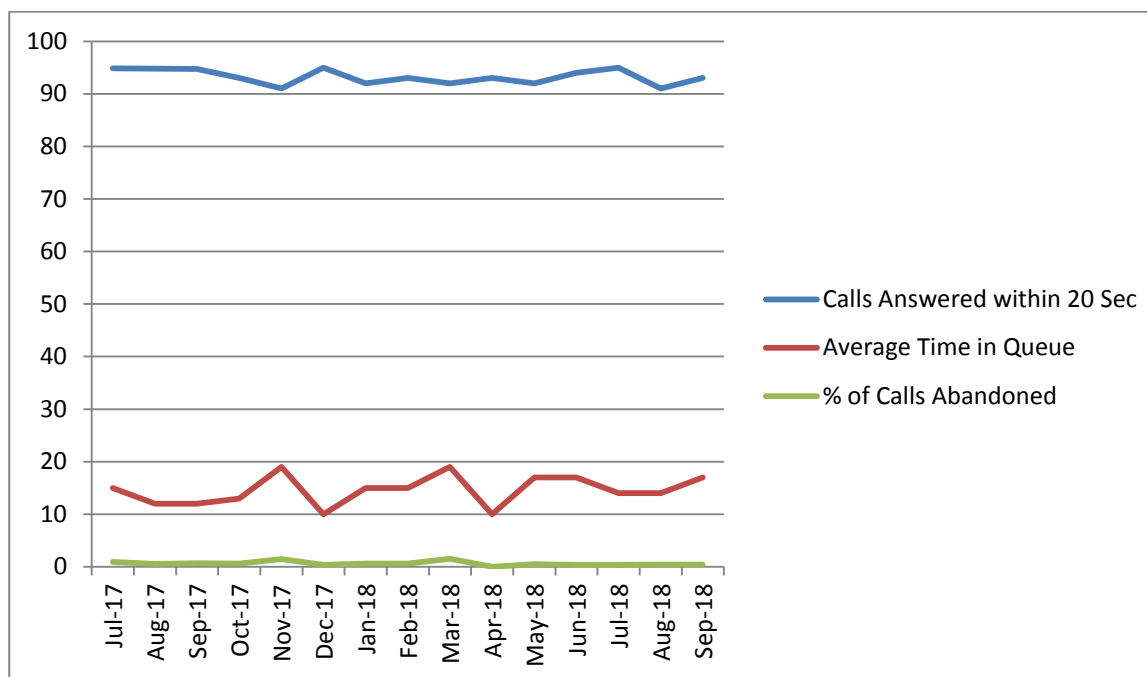


Figure 2 - Call Statistics

Receipt and Administration Statistics

A total of 3870 receipts were actioned for this quarter which sees an increase from the previous quarter and similar results for the corresponding period for the previous year.

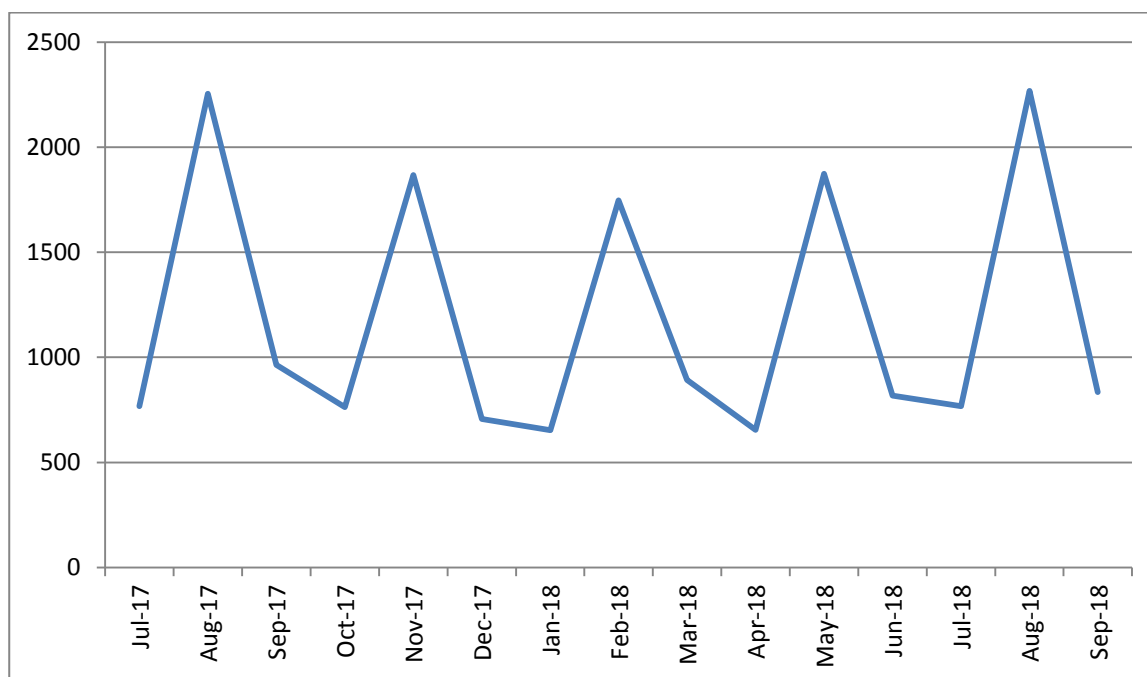


Figure 3 - Total Numbers of Receipts

91% of Section 735A, 149, 603 Certificates were completed within set timeframes as per our service standards. When comparing the statistics from this quarter with the previous quarter, they show a substantial increase in Dial Before You Dig Applications which can be contributed to work being undertaken on the Pacific Highway upgrade.

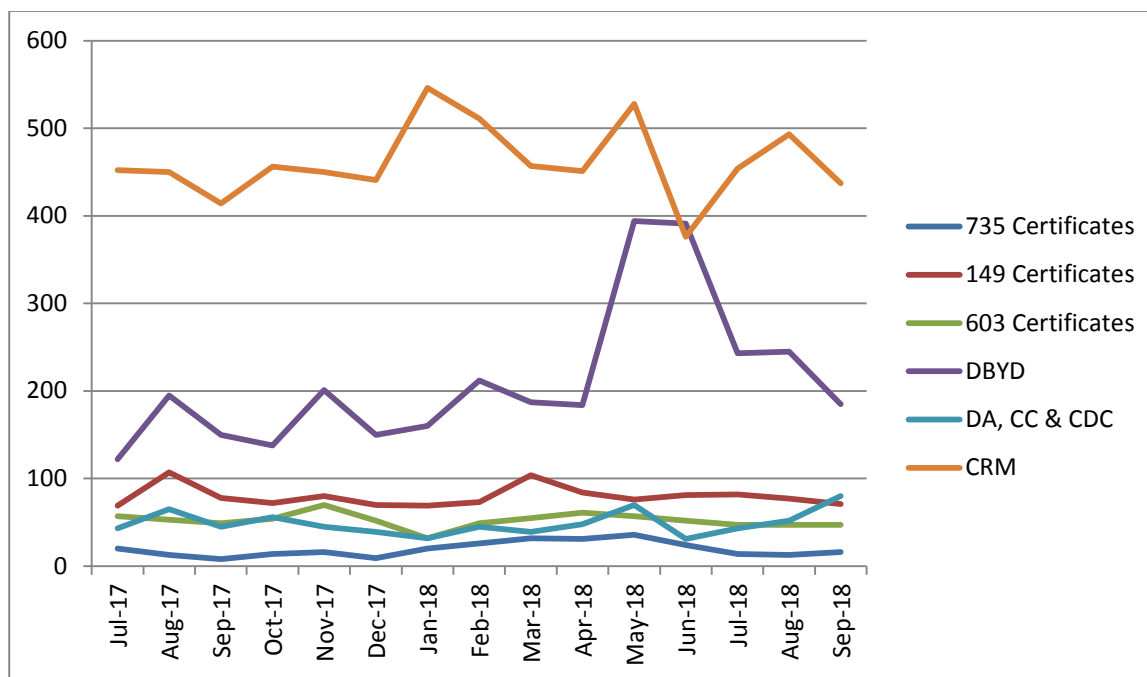


Figure 4 - Administration Statistics

Customer Request Management System - Key Statistics

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

Similar to the last quarter the majority of Council requests were referred to Environment Regulatory Control with the Waste and Resource Recovery seeing a marked increase from the previous quarter.

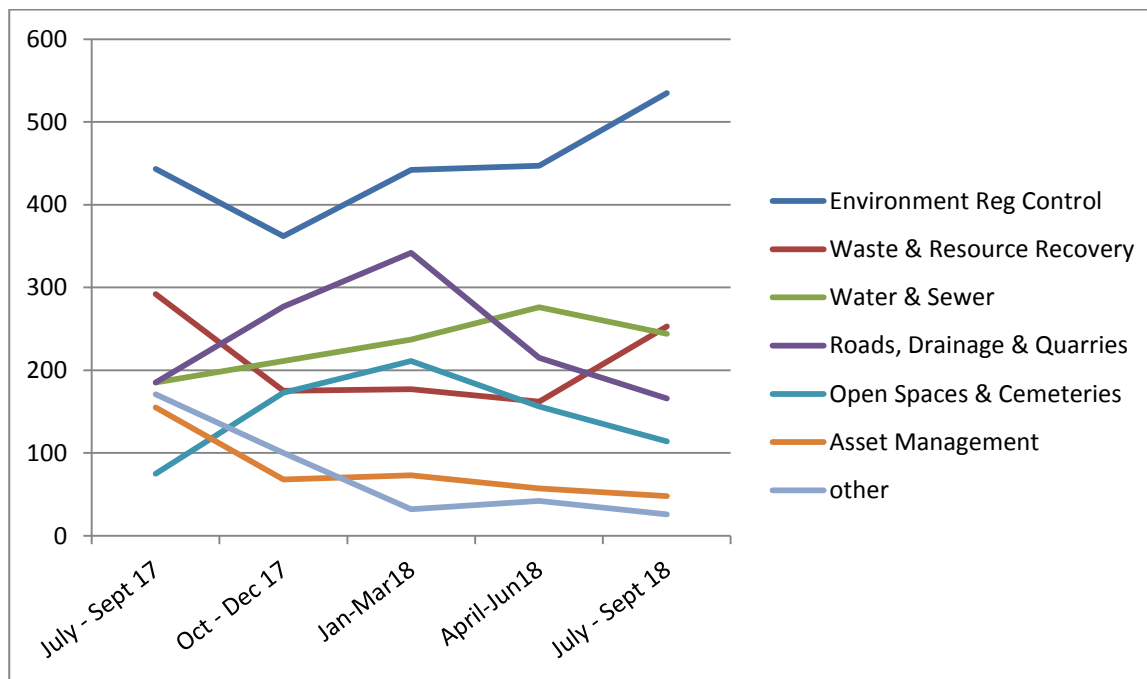


Figure 5 - Number of Requests

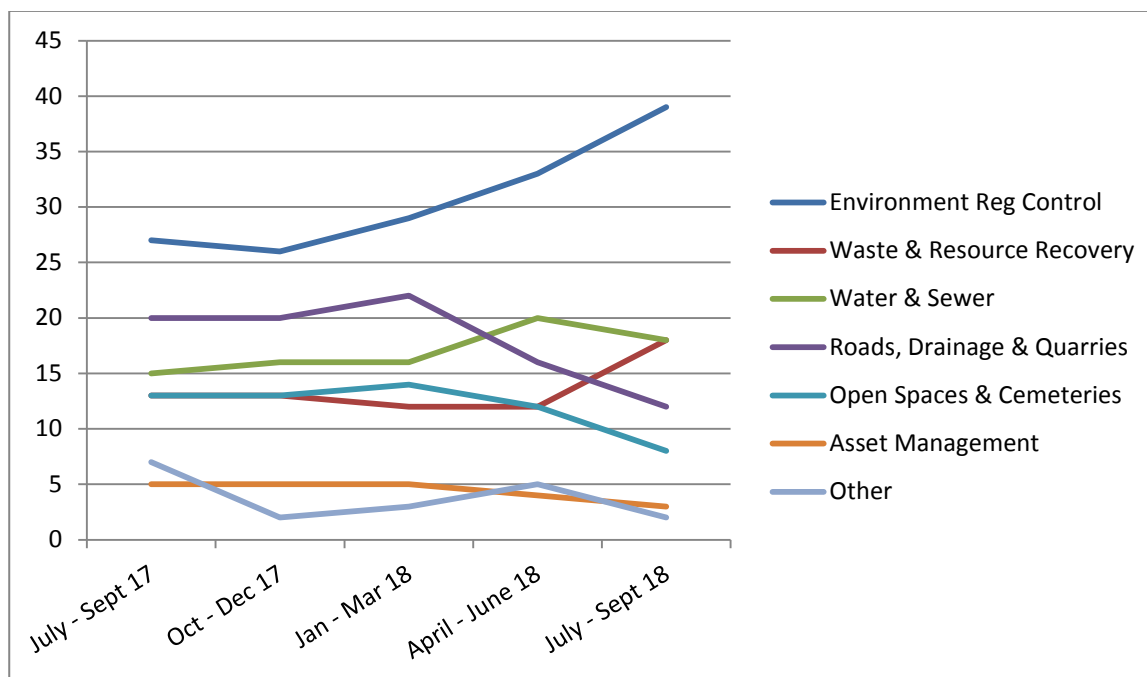


Figure 6 - Percentage of Total Requests

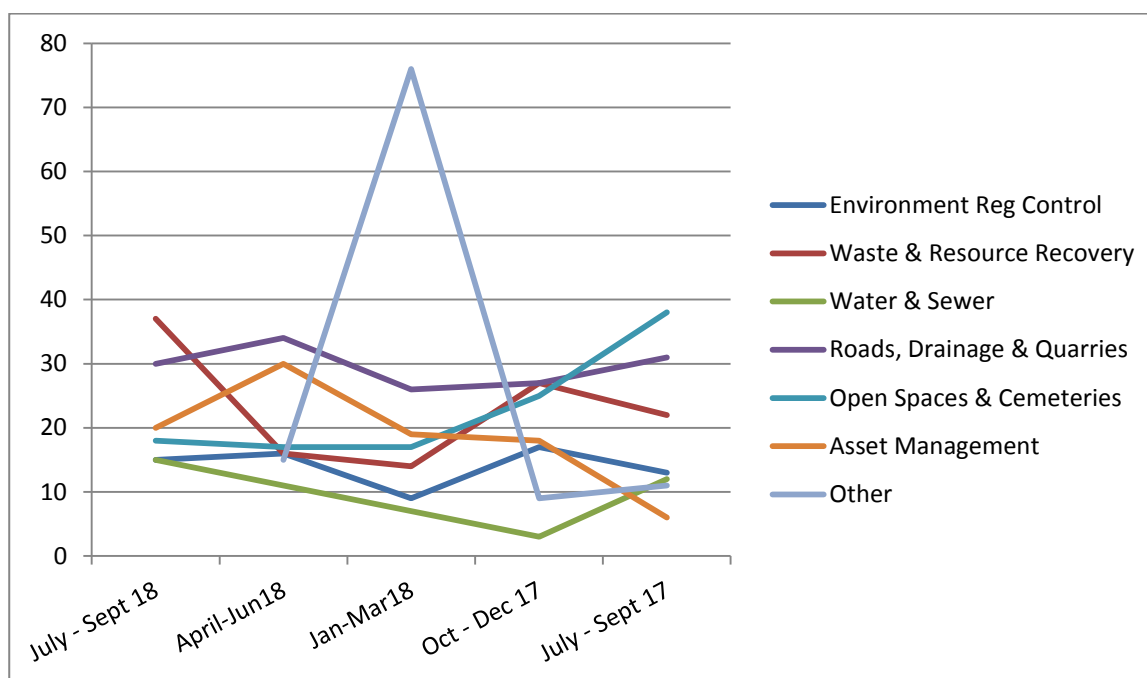


Figure 7- Completed Outside Target

Customer Service After Service Survey - Key Statistics

The quarterly after service customer survey was conducted with customers who had recently contacted Council. Customers were contacted by phone and asked a series of questions in relation to the service they received. The survey results saw the overall satisfaction increase by 3% and a decrease 4% of customers dissatisfied with the service received. The results also saw a decrease in staff being able to answer the enquiry in the first instance however the result is still within the customer service framework targets of 80% first contact resolution. For respondents who provided feedback that they were dissatisfied with Council's service, a series of comments were taken for follow up with the relevant work areas. A total of 22 responses were received from 100 calls and the key results are listed below.

- 70% of the survey respondents had contacted Council by phone and 30% in person.
- 38% contacted Council to seek further information with 21% placing a request for service.
- 23% had contacted Council in relation to building services and 24% in relation to rates enquires, this is an increase on the previous survey results and can be attributed to reminder notices being issued for non-payment of rates and water/sewer notices.
- 20% of respondents advised they had to contact Council again to resolve their initial enquiry. When examining the information collected, the follow up enquiry often related to further information being required by a technical officer to resolve the enquiry.
- 83% advised the first person they spoke to could answer their enquiry.
- 73% of respondents advised they were very satisfied with the service and 17% satisfied, 6% neutral and 4% dissatisfied.
- Several positive comments were also received including praise for the efficient and courteous service provided.

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

Opportunity for Improvement

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

1. Customer Requests Time Frames

A working party has commenced and is in the process of reviewing issues with the current system with time frames for individual request types being reviewed and processing times for staff entering or completing the requests to be streamlined. A further update will be provided within the next quarter within this standing report.

2. Customer Request Management System

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

DELIVERY PROGRAM LINKS

Making Council Great

CS2 Great Support

CS2.1 Provide excellent customer service to all stakeholders

BUDGET IMPLICATIONS

Nil.

CONCLUSION

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

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

this high level of customer service, monitoring of our performance, the implementation of strategies and constant improvements to processes are required to this area of our business.

ATTACHMENT(S)

Nil

18.3 PUBLIC LIBRARIES FUNDING

Author: Gary Ellem, Manager Regional Library

RECOMMENDATION

That Council receive and note the NSW State Government's announcement of increased funding for public libraries.

REPORT

The NSW State Government recently announced a \$60 million investment in NSW Public Libraries over a 5 year period. All councils will receive an increase in annual library subsidy funding between 40 to 50 % by 2022-23. Under the new investment, the per capita subsidy for public libraries will increase from \$1.85 per capita to \$2.85 per capita.

Based on 2017/18 the per capita funding increase to \$2.85 by 2022/23 would mean an additional \$32,967 for the Richmond-Upper Clarence Regional Library. At this stage there is no indication on what the increase will be in 2019/20.

This is very positive news as it was only in June 2018 that the NSW Public Libraries Association (NSW PLA) informed Public libraries across NSW of the State Government's decision to slash library funding by 18% in its recent State Budget.

At the time of the cutbacks the NSW PLA, representing a network of 368 public libraries across the State said that these new cuts constituted a major blow to library services that were highly valued by local communities.

Even before this new funding cut, and then the announcement of the additional funding, the NSW Government contribution to public library funding was already at historic lows. At just 7.8% of total funding, the NSW Government contribution to libraries was already the lowest of every state in Australia, and far behind Victoria (18%) and Queensland (12%).

The level of State Government funding for NSW public libraries had reached crisis point. This is an historic issue and not a party-political issue that has been ignored by successive NSW governments.

Richmond-Upper Clarence Regional Library welcomes the news of the increase funding from the State Government of NSW. The additional funding will provide greater opportunities for the library to add to and improve services.

NSW public libraries are governed by the Library Act 1939, a legislative instrument that was initially introduced to ensure the provision and ongoing sustainability of libraries through State Government and Local Government collaboration, and providing up to 50% of the funding required to establish and operate libraries. Since then local government has increasingly carried the funding burden with the situation deteriorating significantly since the 1980s.

A letter from the Don Harwin, MLC (copy provided in the attachments) states the NSW State Government recently announced a \$60 million investment in NSW Public Libraries over a 5 year period.

There has been a great deal of work done by the NSW PLA who has been lobbying NSW State Governments for increased funding since the 1980's.

The Public Library Funding Strategy 2017/18 for Richmond-Upper Clarence Regional Library consisted of:

- Richmond Valley Council Subsidy @ \$1.85 per capita - \$43,338
Subsidy Adjustment \$49,364
Collaboration Incentive for Rural and Regional Council - \$4,355
Total - \$97,057
- Kyogle Council – Subsidy @ \$1.85 per capita \$17,653
Subsidy adjustment \$21,894
Collaboration Incentive for Rural and Regional Councils - \$4,355
Total - \$43,902

Total for Richmond-Upper Clarence Regional Library – \$140,959

The library subsidies are included each year in the annual Regional Library Operational Costs

What does this mean for this library service? This additional funding could be spent on:

- Additional opening hours particularly Casino and Kyogle Libraries.
- Improved technology – the library will keep pace with technology and meet customer's expectations.
- Provide access and opportunity for teleconferences and maker space.
- Additional and much needed resources.
- Appointment of part-time and casual staff.

The Richmond–Upper Clarence Regional Library has been engaging the community by providing more programs and a diverse collection. In 2017/18 the libraries serving the Richmond Valley Council had 139,541 patrons and visitors walk through the doors to use the library facilities. 169,322 items were loaned and 19,427 internet and 19,949 Wi-Fi usages. There were 855 programs which was an increase of 7.5% on the previous year and 63% over 2 years (253% increase over 5 years). These included 175 adult programs, 68 tech savvy programs, 3 author visits and 609 children's programs. The libraries have become very much community spaces, easing social isolation. They have become a third space for many community members; they are welcoming, safe and free. 52% of the population are members of the library which is above the state average.

This has all been achieved with continual reducing State Government funding.

The additional funding will also benefit the community as the library serves a regional, low socio economic population. It has a higher than average number of residents aged 65+ (19%), a higher than average proportion of young people and thus families (27% of the population), and a large Aboriginal population of 6.6% (double the NSW population).

The Richmond Valley was ranked the 7th most disadvantaged Local Government Area in the 2011 Socio Economic Index for Advantage (and most disadvantaged of the seven Northern Rivers LGAs). Casino was ranked 5% for the locational disadvantage in the 2015 Dropping of the Edge Report.

While the increase in State Government funding is fantastic news, there still needs further explanation/investigation including:

- What is the indexing of per capita funding past 2022/23 and security of funding beyond 2022/23?
- Does the previous reduction in funding in the 2018/19 budget reduce the impact of the \$60 million fund allocation?
- What is the impact on libraries hosting Service NSW kiosks?

It is also worth noting that the NSW Opposition released its Library Funding Policy on 26 March 2018 with an undertaking to increase overall funding to all suburban and regional NSW public libraries by \$50 million in the first term of government.

DELIVERY PROGRAM LINKS

Connecting People and Places

PP1 Fresh and Vibrant Community

PP1.7 Library be innovative and provide equitable community access to all library resources

BUDGET IMPLICATIONS

Both Richmond Valley Council and Kyogle Council will receive an increase in annual library subsidy funding between 40 to 50 % by 2022-23.

Under the new investment, the per capita subsidy for public libraries will increase from \$1.85 per capita to \$2.85 per capita.

In 2022/23 this would be approximately \$32,968 in additional per capita funding (Richmond Valley Council - \$66,763.94 and Kyogle Council \$27,195.16).

The library subsidies are included each year in the annual Regional Library Operational Costs.

ATTACHMENT(S)

1. Letter from Don Harwin MLC

18 SEP 2018

**Don Harwin MLC**Minister for Resources, Minister for Energy and Utilities,
Minister for the Arts, Vice-President of the Executive Council

MDPE18/3149

Councillor Robert Mustow
Mayor
Richmond Valley Council
Locked Bag 10
CASINO NSW 2470**SCANNED**

18 SEP 2018

Doc. No.

Dear Mayor

I am writing to you about funding for public libraries.

I am pleased to advise that the NSW Government has announced an extra \$60 million in funding over four years to transform NSW public libraries across the state. Every one of NSW's more than 370 public libraries will benefit from the new investment, ensuring they remain at the heart of every community.

As the single largest increase in State Government public library funding since the *Library Act 1939*, this historic funding reaffirms the NSW Government's commitment to literacy, lifelong learning, connectivity, and community wellbeing through public libraries.

The funding will transform and modernise public libraries, especially those in regional areas, delivering key services and educational and cultural experiences across the entire state.

All councils will receive an increase in annual library funding between 40 and 50 per cent by 2022-23.

A new \$24 million infrastructure grants program over four years will be rolled out for public libraries, with the first year of funding to begin in 2019-20.

This funding also includes a \$1 million investment to support more Service NSW self-serve kiosks at public libraries. These will allow everyone to access key government services such as vehicle registration, licenses, and fee payments.

I am pleased to advise that funding for infrastructure programs at public libraries outside of Newcastle, Sydney, and Wollongong will be available in 2018-19 through the Regional Cultural Fund (RCF). Public libraries in regional NSW can apply for capital grants to build new, or improve existing, infrastructure under the RCF fund, which was introduced in 2017-18.

GPO Box 5341 Sydney NSW 2001 ■ P: (02) 8574 7200 ■ F: (02) 9339 5568 ■ E: office@harwin.minister.nsw.gov.au

Later this year, the government will also offer a new funding program for capital works at metropolitan libraries in NSW.

If you have any questions about public library subsidies, please contact Mr Cameron Morley, Manager, Public Library Services at the State Library of NSW on 9273 1483. For more details about the RCF, please contact Mr Craig Limkin, Executive Director, Create Infrastructure, at Create NSW on 8289 6659.

Yours sincerely



Don Harwin MLC

Leader of the Government in the Legislative Council

Minister for Resources

Minister for Energy and Utilities

Minister for the Arts

Vice-President of the Executive Council

Date: 11.9.18

GPO Box 5341 Sydney NSW 2001 ■ P: (02) 8574 7200 ■ F: (02) 9339 5568 ■ E: office@harwin.minister.nsw.gov.au

18.4 GRANT APPLICATION INFORMATION REPORT - SEPTEMBER 2018**Author: Ryan Gaiter, Chief Financial Officer / Manager Mid-Richmond****RECOMMENDATION**

That the Grant Application report for the month of September be received and noted.

REPORT

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

Three new grants were approved during the month of September 2018. Council received funding for three grants during the reporting period, totalling \$162,226. Council was notified as being unsuccessful with two grant applications and applied for five new grants during September 2018. Details of these grants are provided below:

Grants that have been approved

Mongogarrie Road Safety Works	
Project ID	10253
Funding Body	Roads and Maritime Services
Funding Name	Safer Roads Program
Government Level	State
Project Value (exc GST)	\$31,100
Grant Funding (exc GST)	\$31,100
Council Funding (exc GST)	\$ 0
Date Application Submitted	31 July 2017
Date Approved	25 September 2018
Comment (if required)	Original application was for \$28,100 though funding for \$31,100 has been approved.

Broadheads Road and Mongogarrie Road Safety Works	
Project ID	10254
Funding Body	Roads and Maritime Services
Funding Name	Safer Roads Program
Government Level	State
Project Value (exc GST)	\$35,900
Grant Funding (exc GST)	\$35,900
Council Funding (exc GST)	\$ 0
Date Application Submitted	31 July 2017
Date Approved	6 September 2018
Comment (if required)	N/A

Ainsworth Road and Naughtons Gap Road Safety Works	
Project ID	10255
Funding Body	Roads and Maritime Services
Funding Name	Safer Roads Program
Government Level	State
Project Value (exc GST)	\$213,400
Grant Funding (exc GST)	\$213,400
Council Funding (exc GST)	\$ 0
Date Application Submitted	31 July 2017
Date Approved	6 September 2018
Comment (if required)	N/A

Grants that have been received

NRLX Truck Wash Upgrade	
Project ID	10226
Funding Body	Transport for NSW
Funding Name	Fixing Country Truck Washes
Government Level	State
Project Value (exc GST)	\$418,076
Grant Funding (exc GST)	\$358,076
Council Funding (exc GST)	\$ 60,000
Date Application Submitted	6 October 2016
Date Received	\$28,641 received 4 September 2018 \$29,124 received 25 September 2018
Total Funds Received To Date	\$237,669
Comment (if required)	Funding is now a 50/50 split between Transport NSW (Restart NSW) and RMS.

Flood Event of 28 March 2017 Emergency and Restoration Works	
Project ID	10258
Funding Body	Roads and Maritime Services
Funding Name	Natural Disaster Funding
Government Level	State
Project Value (exc GST)	\$3,113,420
Grant Funding (exc GST)	\$3,084,420
Council Funding (exc GST)	\$ 29,000
Date Application Submitted	Various
Date Received	\$17,000 received 28 September 2018

Total Funds Received To Date	\$2,072,000
Comment (if required)	N/A

Northern Rivers Livestock Exchange Stage 2	
Project ID	10260
Funding Body	NSW Treasury
Funding Name	Restart NSW
Government Level	State
Project Value (exc GST)	\$7,000,000
Grant Funding (exc GST)	\$7,000,000
Council Funding (exc GST)	\$ 0
Date Application Submitted	Various
Date Received	\$87,461 received 4 September 2018
Total Funds Received To Date	\$87,461
Comment (if required)	N/A

Unsuccessful Grant Applications

Queen Elizabeth Park Field 1 Fencing	
Project ID	10281
Funding Body	Department of Industry
Funding Name	2018-19 Public Reserves Management Fund Program (PRMFRP)
Government Level	State
Project Value (exc GST)	\$41,265
Grant Funding (exc GST)	\$41,265
Council Funding (exc GST)	\$ 0
Date Application Submitted	9 March 2018
Date Advised Unsuccessful	1 September 2018
Comment (if required)	N/A

Yorklea Hall Foundations Work and Electrical Upgrade	
Project ID	10282
Funding Body	Department of Industry
Funding Name	2018-19 Public Reserves Management Fund Program (PRMFRP)
Government Level	State
Project Value (exc GST)	\$42,010
Grant Funding (exc GST)	\$42,010

Council Funding (exc GST)	\$ 0
Date Application Submitted	9 March 2018
Date Advised Unsuccessful	1 September 2018
Comment (if required)	N/A

Grant Applications Submitted

Casino Library Makerspace	
Project ID	10298
Funding Body	Create NSW - Arts, Screen and Culture
Funding Name	Regional Cultural Fund Round Two
Government Level	State
Project Value (exc GST)	\$59,878
Grant Funding (exc GST)	\$43,897
Council Funding (exc GST)	\$15,981
Date Application Submitted	20 September 2018
Comment (if required)	N/A

Casino Civic Hall Revitalisation	
Project ID	10299
Funding Body	Create NSW - Arts, Screen and Culture
Funding Name	Regional Cultural Fund Round Two
Government Level	State
Project Value (exc GST)	\$228,044
Grant Funding (exc GST)	\$208,172
Council Funding (exc GST)	\$19,872
Date Application Submitted	20 September 2018
Comment (if required)	N/A

Art Van Go - Mobile Cultural Programs	
Project ID	10300
Funding Body	Create NSW - Arts, Screen and Culture
Funding Name	Regional Cultural Fund Round Two
Government Level	State
Project Value (exc GST)	\$50,397
Grant Funding (exc GST)	\$46,397
Council Funding (exc GST)	\$ 4,000
Date Application Submitted	20 September 2018

Comment (if required)	N/A
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Woodburn Riverside Precinct: Playground and Central Hub Area	
Project ID	10301
Funding Body	NSW Department of Premier and Cabinet
Funding Name	Regional Growth, Environment and Tourism Fund (RGETF)
Government Level	State
Project Value (exc GST)	\$598,253
Grant Funding (exc GST)	\$598,253
Council Funding (exc GST)	\$ 0
Date Application Submitted	21 September 2018
Comment (if required)	N/A

Casino CCTV Community Safety Project	
Project ID	10302
Funding Body	Department of Industry, Innovation and Science
Funding Name	Safer Communities Fund
Government Level	State
Project Value (exc GST)	\$606,302
Grant Funding (exc GST)	\$606,302
Council Funding (exc GST)	\$ 0
Date Application Submitted	21 September 2018
Comment (if required)	<p>Planned extensions to the current CCTV network if this funding application is successful include:-</p> <ul style="list-style-type: none"> • Install 2 cameras at Crawford Square Park skate park and BMX track • Install 4 cameras in South Casino (round-about and bridge) • Install 3 cameras at Casino Drill Hall • Install 2 cameras in the Casino CBD covering suspected crime zones • Install 4 cameras at Colley Park sports fields • Upgrade 2 existing cameras to Pan/Tilt/Zoom (PTZ) models • Upgrade Video Management System with new server and 96TB storage • Install License Plate Recognition server using same infrastructure as the Video Management System • Install 3 Licence plate recognition (LPR) cameras at entry points to Casino.

DELIVERY PROGRAM LINKS

Making Council Great

CS2 Great Support

CS2.12 Examine all revenue and expenditure reduction opportunities within legislative powers

BUDGET IMPLICATIONS

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

ATTACHMENT(S)

Nil

18.5 RICHMOND RIVER GOVERNANCE FRAMEWORK FUNDING AND INTENDED ACTIVITIES

Author: Andrew Hanna, Manager Development and Environment

RECOMMENDATION

That Council receive and note the Richmond River Governance Framework Funding and Intended Activities report.

REPORT

The Office of Environment and Heritage (OEH) approached Richmond Valley Council early this year to be involved in discussions regarding working toward an agreed system, model or framework for improving the overall health of the Richmond River.

The health of the Richmond River has been of concern particularly since the 2014 Ecohealth Study reviewed and found the overall health of the estuarine and upper reaches of the river scored consistently poor results. The overall system scored an overall a 'D-' and in particular large parts of the floodplain scoring an 'F', being the worst possible score.

The Ecohealth Study found that many and most aspects of the river required improvement, as bed and banks were unstable, few or no macroinvertebrates were found to be present to support fish, sparse or weedy riparian vegetation and high nutrient loads with resulting low dissolved oxygen and often low pH water (acidity) were prevalent.

Following considerable community and agency concerns regarding the river's health post 2014, discussions have been underway to seek possible alternatives and a new way forward beyond past systems, practices and strategies that appeared to be achieving little toward improving and maintaining the Richmond.

Richmond Valley Council staff met with representatives of the OEH in person to discuss the issues involved earlier this year. The OEH proposed creating an effective governance and funding framework to effectively tackle the river health issues within the Richmond River catchment with an integrated river basin management approach, engaging public and private stakeholders to further the process.

The above objective formed the backbone of a prepared Brief OEH used to approach Richmond Valley (and other constituent Council and agencies) to request co-contribution funds towards a collective pool making a total anticipated budget for the project of \$120,000. OEH generously matched the constituent Council's contributions of \$60,000 through a successful OEH Coast and Estuary Grants Program grant application, of which RVC provided \$10,000. Many thanks are owed to Ballina Shire Council whom generously agreed to manage the funds and oversee the grant application which was ultimately successful.

Following the successful application and funding for the project, work has been already commenced with the successful tendering and appointment of Alluvium Consulting whom will be tasked with developing and refining potential governance and funding frameworks for the Richmond River catchment. Alluvium will engage in detailed consultation with key stakeholders including all local government (listed below), state government, as well as non-government organisations and community groups.

The OEH just recently acknowledged the overall successful initiation of the project with correspondence dated 27 September 2018, and has requested Council nominate a primary contact for ongoing involvement in the Richmond River Governance and Funding Project over the next 5-6 months. The recent correspondence from OEH has been attached for reference and information.

DELIVERY PROGRAM LINKS**BUDGET IMPLICATIONS**

\$10,000 was initially contributed from last year's budget and ongoing participation will be resourced through existing staff salary. Negligible implications.

CONSULTATION

The Richmond River catchment being home to the five local government areas of:

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

Rous County Council provides weed, flood mitigation and bulk water supply services within the catchment under agreement with Lismore City, Richmond Valley and Ballina Shire Councils.

NSW government agencies also operate within the catchment within their areas of responsibility. Of particular note with respect to this project are:

- North Coast Local Land Services
- Department of Industry – Crown Land
- Department of Primary Industries – Fisheries
- Department of Primary Industries - Agriculture
- Office of Environment and Heritage – National Parks and Wildlife Service
- Office of Environment and Heritage – Water, Floodplains and Coast

Additionally, other various industry bodies representing commercial, recreational and other interests in the catchment will be included in the framework and will be engaged accordingly throughout the process.

ATTACHMENT(S)

1. **Office of Environment and Heritage - Richmond River Governance and Funding Project**



Mr Vaughan Macdonald
General Manager
Richmond Valley Council
council@richmondvalley.nsw.gov.au

Dear Mr Macdonald

Richmond River Governance and Funding Project

I am writing to advise Richmond Valley Council that the Richmond River Governance and Funding Project has commenced with the appointment of Alluvium Consulting. The project will develop and refine potential governance and funding frameworks for the Richmond River catchment and will involve detailed consultation with key stakeholders including local government, state government, non-government organisations and community groups.

I would like to sincerely thank Council for its assistance with the governance project to date, and in particular the assistance provided by Craig Rideout.

The first major consultation phase of the project comprises three workshops with key stakeholders. These will include consideration of the historical governance and funding challenges as relating to river health management, and present and explore possible governance frameworks.

Please consider nominating a primary Council contact for ongoing involvement in the Richmond River Governance and Funding Project over the next 5-6 months. This person would manage Council's input to workshops (including the attendance of relevant personnel), as well as managing Council's consolidated feedback to the project. Involvement of a senior Council representative will ensure that Council's needs and views are fully represented as the project develops.

We are optimistic that this project will deliver an improved governance and funding framework for increased investment in the health and productivity of the Richmond River.

I look forward to your response, and again thank you for Council's involvement in this important project. Should you have any queries please don't hesitate to contact Suzanne Acret at suzanne.acret@environment.nsw.gov.au or (02) 8289 6302.

Yours faithfully

A handwritten signature in black ink, appearing to read "Ben Fitzgibbon".

27.09.18

BEN FITZGIBBON
A/Senior Team Leader
Water Floodplains and Coast – North East Region

Contact officer: BEN FITZGIBBON
8289 6318

PO Box 856 Alstonville 2477
NSW Centre for Tropical Horticulture
494 Bruxner Highway Alstonville 2477
Tel: (02) 8289 6300 Fax: (02) 8289 6381
ABN 30 841 387 271
www.environment.nsw.gov.au

18.6 DISCLOSURE OF INTERESTS - COUNCILLORS AND DESIGNATED PERSONS

Author: Deborah McLean, Manager Governance & Risk

RECOMMENDATION

That the Disclosure of Interest Pecuniary Interest Returns for the period 1 July 2017 to 30 June 2018 be received and noted.

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 2017.

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:*

- *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 2017 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

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.

DELIVERY PROGRAM LINKS

Making Council Great

CS1 Leading and Advocating for our Community

CS1.2 Facilitate Council's compliance with legal and governance requirements, including risk and insurance

BUDGET IMPLICATIONS

Nil

CONSULTATION

Nil

ATTACHMENT(S)

Nil

18.7 CORRESPONDENCE NARRABRI SHIRE COUNCIL - DROUGHT ASSISTANCE

Author: Vaughan Macdonald, General Manager

RECOMMENDATION

That Council receive and note the letter of appreciation from Narrabri Shire Council, thanking Richmond Valley Council for its role in coordinating drought relief assistance provided to farmers within the Narrabri Shire Local Government Area.

SUMMARY OF CORRESPONDENCE

NARRABRI SHIRE COUNCIL ABN 95 717 801 656
46-48 Maitland Street
PO Box 261
NARRABRI NSW 2390
P: (02) 6799 6866 F: (02) 6799 6888
E: council@narrabri.nsw.gov.au
W: www.narrabri.nsw.gov.au



Narrabri
SHIRE
Heart of the North West

Our Reference: Infoexpert No. CR:DH
Your Reference: 426200
Contact Name: Mayor Cr Cathy Redding
Telephone: (02) 6799 6833

General Manager
Vaughan Macdonald
Richmond Valley Council
Locked Bag 10
CASINO NSW 2470

28 September 2018

Dear Vaughan,

Re: DROUGHT RELIEF – COUNCIL STAFF VOLUNTEER ASSISTANCE

On behalf of Council, I would like to sincerely thank both yourself and the staff members that volunteered their (weekend) time to travel to the Narrabri Shire Council area on the weekend of 18 & 19 August 2018, to provide much needed drought relief assistance of providing hay bales and water carting for the residents and farmers within the Narrabri Shire local government area.

As you would be fully aware, this type of assistance would normally take a great deal of time to prepare materials and resources, organise staff to undertake the work, and also the logistics of the vehicles they would need to prepare and maintain during the travel to and from the area. The scale of this type of organisation has not been lost on members of our Council, and as such, we would like to offer our sincere appreciation to the Management and Staff of Richmond Valley Council closely associated with this event, including the local growers and producers within your local government area that also donated the bales of hay, that were extremely welcomed when they arrived and were delivered within our community.

It is extremely humbling to members of our community that this type of assistance is provided on a volunteer basis, with no obligation or burden on the recipients, just a pure gesture of gratitude from your Council to ours, and again, Council cannot express in words the true appreciation to those staff members that took their own time to travel to our Shire, work tirelessly delivering hay bales and water, then travelling back home in the space of two days. This is very much the embodiment of the Australian spirit of 'helping mates' currently less fortunate. Thankyou.

Council would be grateful if you could please pass on our sincere 'thanks' to those staff members involved, and if there is anything that Council can do in return in the future, please do not hesitate to ask – we will be first to volunteer in return!

Yours sincerely,



Cr Cathy Redding
Mayor
NARRABRI SHIRE COUNCIL

**ATTACHMENT(S)**

Nil

19 QUESTIONS ON NOTICE

Nil

20 QUESTIONS FOR NEXT MEETING (IN WRITING)

21 MATTERS REFERRED TO CLOSED COUNCIL**RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993:

21.1 Proposed Sale of Land – Lot 55 DP 1227996 and Lot 56 DP 1227996 Bulmers Road, Hogarth Range

This matter is considered to be confidential under Section 10A(2) - (c) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

22 RESOLUTIONS OF CLOSED COUNCIL