

Richmond  
Valley  
Council



## **Minutes**

### **Ordinary Meeting**

**Tuesday, 16 February 2016**

## Table of Contents

<b>PRESENT .....</b>		<b>1</b>
<b>1</b>	<b>ACKNOWLEDGEMENT OF COUNTRY .....</b>	<b>1</b>
<b>2</b>	<b>PRAYER.....</b>	<b>1</b>
<b>3</b>	<b>PUBLIC ACCESS AND QUESTION TIME .....</b>	<b>1</b>
<b>4</b>	<b>APOLOGIES .....</b>	<b>2</b>
<b>5</b>	<b>MAYORAL MINUTE.....</b>	<b>2</b>
<b>6</b>	<b>CONFIRMATION OF MINUTES.....</b>	<b>2</b>
	6.1 Ordinary Meeting Minutes - Tuesday, 22 December 2015.....	2
	6.2 Extraordinary Meeting Minutes - Wednesday, 27 January 2016.....	2
<b>7</b>	<b>MATTERS ARISING OUT OF THE MINUTES.....</b>	<b>3</b>
<b>8</b>	<b>DECLARATION OF INTERESTS.....</b>	<b>3</b>
	8.1 Declaration of Interests - Ordinary Meeting 16 February 2016.....	3
<b>9</b>	<b>PETITIONS.....</b>	<b>3</b>
<b>10</b>	<b>NOTICES OF MOTION .....</b>	<b>4</b>
	10.1 Rescission Motion - Northern Rivers Livestock Exchange (NRLX).....	4
	10.2 Notice of Motion (Cr Robert Mustow) - Future Residential Subdivisions.....	6
	10.3 Notice of Motion (Cr Robert Mustow) - Responding to Natural Emergencies.....	6
<b>11</b>	<b>MAYOR'S REPORT .....</b>	<b>7</b>
<b>12</b>	<b>DELEGATES' REPORTS .....</b>	<b>7</b>
	12.1 Delegate's Report submitted to the February 2016 Ordinary Meeting.....	7

<b>13</b>	<b>MATTERS DETERMINED WITHOUT DEBATE .....</b>	<b>8</b>
<b>14</b>	<b>MATTERS FOR DETERMINATION .....</b>	<b>9</b>
14.1	Delivery Program 2013/2017 Progress Report (July 2013 to December 2015) .....	9
14.2	Quarterly Budget Review of Richmond Valley Council as at 31 December 2015 .....	11
14.3	Financial Analysis Report - December 2015 and January 2016 .....	16
14.4	Northern Rivers Livestock Exchange Statistics and Financial Performance as at 31 December 2015 .....	22
14.5	Conduct of a Poll - Local Government Election.....	25
14.6	Events Support Scheme - Funding Guidelines .....	27
14.7	Regional Intermodal Taskforce .....	48
14.8	Joint Regional Planning Panel - nomination of representatives .....	49
14.9	Tourism Directional Signage.....	52
14.10	Tender No REGPRO271516 Supply and Delivery of Water Meters.....	53
14.11	Quotation VP41516 - Supply and Delivery of a Tipping Truck (Plant 135) .....	57
14.12	Tender RVC319.15 - Construction of Concrete Skate Park Extension, Casino .....	60
<b>15</b>	<b>MATTERS FOR INFORMATION.....</b>	<b>63</b>
15.1	Disability Inclusion Action Plan .....	64
15.2	Grant Application Information - December 2015 and January 2016 .....	65
15.3	Write-off of Monies under Delegation - July to December 2015.....	68
15.4	Investigation into the possibility of stockpiling excavated material at Evans Head Memorial Aerodrome .....	69
15.5	Proposed irrigation connection of Stan Payne Oval and Woodburn Oval to mains water.....	70
15.6	Development Applications determined under the Environmental Planning and Assessment Act for the period 1 December 2015 to 31 January 2016.....	71
<b>16</b>	<b>QUESTIONS ON NOTICE.....</b>	<b>77</b>

<b>17</b>	<b>QUESTIONS FOR NEXT MEETING (IN WRITING).....</b>	<b>77</b>
17.1	Responses to Questions asked at the last Ordinary Meeting....	77
17.2	Questions asked at this Meeting .....	78
<b>18</b>	<b>MATTERS REFERRED TO CLOSED COUNCIL.....</b>	<b>78</b>
18.1	Appointment of the General Manager .....	79
<b>19</b>	<b>RESOLUTIONS OF CLOSED COUNCIL.....</b>	<b>81</b>

**MINUTES OF THE ORDINARY MEETING OF RICHMOND VALLEY COUNCIL,  
HELD IN THE COUNCIL CHAMBERS, CNR WALKER STREET AND  
GRAHAM PLACE, CASINO, ON TUESDAY, 16 FEBRUARY 2016 AT 5.01 P.M.**

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**PRESENT**

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Crs Ernie Bennett (Mayor), Robert Hayes, Sandra Humphrys, Steve Morrissey, Robert Mustow, Daniel Simpson and Col Sullivan.

Vaughan Macdonald (Acting General Manager), Angela Jones (Director Infrastructure and Environment), Ryan Gaiter (Manager Finance and Procurement) and Roslyn Townsend (Corporate Support Officer) were also in attendance.

**1 ACKNOWLEDGEMENT OF COUNTRY**

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

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

**2 PRAYER**

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

**3 PUBLIC ACCESS AND QUESTION TIME**

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**3.1 PUBLIC ACCESS - MS JILL LYONS  
ITEM 10.3 - NOTICE OF MOTION (CR ROBERT MUSTOW) -  
RESPONDING TO NATURAL EMERGENCIES AND ITEM 14.5 -  
CONDUCT OF A POLL - LOCAL GOVERNMENT ELECTION**

Ms Lyons expressed the view that it was no longer necessary for a poll to be conducted by Council due to the cancellation and buy back of the PELs in our region, however she would prefer Council to make representations to Federal and State Environment Ministers requesting that they legislate to further protect the entire Northern Rivers region by initiating a total ban on mining industries.

Ms Lyons also supported the need to plan for natural emergencies with the threat of natural disasters a growing concern as the effects of climate change take place. Ms Lyons also raised the possibility of a potential threat from gas well failure. There have been over 50 gas wells drilled across our region and it was suggested that any review of Council's emergency response plans should include possible gas well failure.

The Mayor thanked Ms Lyons for her presentation.

**4 APOLOGIES**

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Nil.

**5 MAYORAL MINUTE**

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Nil.

**6 CONFIRMATION OF MINUTES**

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**6.1 ORDINARY MEETING MINUTES - TUESDAY, 22 DECEMBER 2015**

A copy of the Minutes of the Ordinary Meeting, held on Tuesday, 22 December 2015, was distributed with the Business Paper.

**RECOMMENDATION**

Recommended that the Minutes of the Ordinary Meeting, held on Tuesday, 22 December 2015, be taken as read and confirmed as a true record of proceedings.

**160216/ 1 RESOLVED** (Cr Morrissey/Cr Sullivan)

That the Minutes of the Ordinary Meeting, held on Tuesday, 22 December 2015, be taken as read and confirmed as a true record of proceedings.

FOR VOTE - All Council members voted unanimously.

**6.2 EXTRAORDINARY MEETING MINUTES - WEDNESDAY, 27 JANUARY 2016**

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

**RECOMMENDATION**

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

**160216/ 2 RESOLVED (Cr Hayes/Cr Sullivan)**

That the Minutes of the Extraordinary Meeting, held on Wednesday, 27 January 2016, be taken as read and confirmed as a true record of proceedings, subject to it being recorded that Cr Hayes had asked a question in respect to Item 5.2 prior to the Extraordinary Meeting moving into Closed Council; he had asked the Chief Executive Officer whether the address that Council was to receive in Closed Council would give the entity any advantage. The Chief Executive Officer's response had been "No" and the meeting continued.

FOR VOTE - All Council members voted unanimously.

**7 MATTERS ARISING OUT OF THE MINUTES**

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**7.1 NOTICE OF MOTION (CR ROBERT HAYES) - EVANS HEAD COUNCIL OFFICE RENOVATION (ORDINARY MEETING MINUTE 221215/8 - PAGE 9)**

Cr Hayes enquired whether there had been any progress with respect to the Evans Head council office renovations.

The Acting General Manager advised that it was planned to provide a presentation on the proposed office fit out and car parking options in that vicinity at the Councillor information session on 1 March 2016.

**8 DECLARATION OF INTERESTS**

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**8.1 DECLARATION OF INTERESTS - ORDINARY MEETING 16 FEBRUARY 2016**

Vaughan Macdonald (Acting General Manager) declared a pecuniary interest in Item 18.1 - Appointment of the General Manager (He is an applicant for the position of General Manager and will be leaving the Closed Meeting session for that Item).

**9 PETITIONS**

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Nil.

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**10 NOTICES OF MOTION**

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**10.1 RESCISSION MOTION - NORTHERN RIVERS LIVESTOCK EXCHANGE (NRLX)**

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At Council's Extraordinary Meeting on 27 January 2016, Council considered a report (Item 5.2) in Closed Council session concerning potential investment and options for the future management of the NRLX facility and associated financial considerations. The resolution from the Closed Council meeting was subsequently read to the Open Council meeting by the Chief Executive Officer and is provided below.

*"That Council:*

1. *resolve to redevelop the NRLX by leasing the facility with the following terms:*
  - a) *a long term lease.*
  - b) *agreeing to sell the business at market value as assessed by an independent valuer.*
  - c) *requiring full redevelopment of the total facility completed within five years and in line with the key elements of the Huefner Report.*
  - d) *there be a two year freeze on selling fees.*
  - e) *30% of the sale price for the business be quarantined for future fee relief if required.*
2. *authorise the Chief Executive Officer to issue an open tender for the lease and redevelopment of the NRLX."*

**Rescission Motion**

A rescission motion signed by Councillors Ernie Bennett (Mayor), Col Sullivan and Steve Morrissey has been received in compliance with Council's Code of Meeting Practice.

Council is now required to consider the rescission motion which is as follows:

*"We, the undersigned Councillors, formally submit a motion of recision [sic] in regard to decisions made in connection with Item 5.2 Northern Rivers Livestock Exchange (NRLX) taken at the meeting held on 27 January 2016."*

**160216/ 3 RESOLVED** (Cr Bennett/Cr Sullivan)

That the decisions made in connection with Item 5.2 Northern Rivers Livestock Exchange (NRLX) taken at the meeting held on 27 January 2016, be rescinded.

FOR VOTE - All Council members voted unanimously.



Cr Mustow foreshadowed a further motion prior to the above motion being put to the vote. Cr Bennett also foreshadowed a further motion prior to the above motion being put to the vote.

Clarification was sought as to whether Cr Mustow or Cr Bennett had the right to move their motion first. Cr Bennett believed that he had the right to move his motion first as he had moved the rescission motion.

The Acting General Manager advised that Council's Code of Meeting Practice was "silent" on this issue and the Office of Local Government's Meetings Practice Note also did not specifically address this circumstance. This is an item to be addressed in a future review of Council's Code of Meeting Practice.

Cr Mustow advised that in the interests of the meeting proceeding he was prepared to allow the Mayor to move his motion first.

A **Motion** was moved by Cr Bennett and seconded by Cr Sullivan

That Council defer any further action until we consult the community widely and gather further important information.

The above **Motion** on being put to the meeting was **lost**.

FOR VOTE - Cr Bennett, Cr Sullivan

AGAINST VOTE - Cr Hayes, Cr Humphrys, Cr Morrissey, Cr Mustow, Cr Simpson

Cr Mustow reminded Council of his intention to move a further motion prior to the above motion being put to the vote and read his proposed motion to the meeting.

A **Motion** was moved by Cr Mustow and seconded by Cr Hayes

That Council authorise the General Manager to prepare an open tender for various options to redevelop the NRLX.

1. When preparing the tender a probity plan be developed and the long term financial implications of each option be assessed.
2. A public information session be held to outline the options for the redevelopment of the NRLX and to seek feedback from the community prior to issuing the tender.

A **Motion** was moved by Cr Sullivan that the motion be now put.

The above **Motion** (moved by Cr Mustow and seconded by Cr Hayes) on being put to the meeting was **carried** (as follows):

**160216/ 4 RESOLVED** (Cr Mustow/Cr Hayes)

That Council authorise the General Manager to prepare an open tender for various options to redevelop the NRLX.

1. When preparing the tender a probity plan be developed and the long term financial implications of each option be assessed.
2. A public information session be held to outline the options for the redevelopment of the NRLX and to seek feedback from the community prior to issuing the tender.

FOR VOTE - Cr Hayes, Cr Humphrys, Cr Morrissey, Cr Mustow, Cr Simpson, Cr Sullivan

AGAINST VOTE - Cr Bennett

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**10.2 NOTICE OF MOTION (CR ROBERT MUSTOW) - FUTURE RESIDENTIAL SUBDIVISIONS**

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Cr Mustow submitted the following Notice of Motion.

**Notice of Motion**

That Council investigate options for future residential subdivisions throughout the Richmond Valley. This should include an assessment of the advantages and disadvantages of each opportunity.

**160216/ 5 RESOLVED** (Cr Mustow/Cr Humphrys)

That Council investigate options for future residential subdivisions throughout the Richmond Valley. This should include an assessment of the advantages and disadvantages of each opportunity.

FOR VOTE - All Council members voted unanimously.

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**10.3 NOTICE OF MOTION (CR ROBERT MUSTOW) - RESPONDING TO NATURAL EMERGENCIES**

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Cr Mustow submitted the following Notice of Motion.

**Notice of Motion**

That Council review its emergency response plans to ensure the timely removal of dangerous materials from public areas following a natural event that causes damage to property. This should include consideration of the cost implications of this service for Council and affected residents.

**160216/ 6 RESOLVED (Cr Mustow/Cr Morrissey)**

That Council review its emergency response plans to ensure the timely removal of dangerous materials from public areas following a natural event that causes damage to property. This should include consideration of the cost implications of this service for Council and affected residents.

FOR VOTE - All Council members voted unanimously.

**11 MAYOR'S REPORT**

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Nil.

**12 DELEGATES' REPORTS**

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**12.1 DELEGATE'S REPORT SUBMITTED TO THE FEBRUARY 2016 ORDINARY MEETING**

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**RECOMMENDATION**

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

**160216/ 7 RESOLVED (Cr Mustow/Cr Sullivan)**

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**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.

**Submitted by Cr Mustow and Cr Sullivan**

**Subject Matter of Attendance:** Rous Water Council Meeting held at Lismore on 16 December 2015.

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

Summary of the main items of business were:

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1. Emigrant Creek Water Treatment Plant – bulk carbon dioxide tender

Council agreed not to invite tenders by public notice for the supply of carbon dioxide and rental of storage and dosing equipment due to there only being two firms able to meet the appropriate specification. Council will invite selective tenders from Air Liquide Australia Limited and BOC Limited. The outcome of the tender process will be reported to Council's February 2016 meeting.

2. Councillor request: Attendance at the Introduction to Groundwater: Principles and Practices workshop

Council authorised Cr Ekins' attendance at the Introduction to Groundwater: Principles and Practices workshop in Brisbane in June 2016. In the event Cr Ekins is unable to attend, a staff member will be authorised to attend.

3. Information reports

The following reports were received and noted:

- i) Investments report – November 2015.
- ii) Water production and usage – November 2015.
- iii) Reports pending.

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## 13 MATTERS DETERMINED WITHOUT DEBATE

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**160216/ 8 RESOLVED** (Cr Morrissey/Cr Hayes)

That Items 14.1, 14.2, 14.3, 14.4, 14.7, 14.10 and 14.11 be determined without debate.

FOR VOTE - All Council members voted unanimously.

Cr Simpson enquired in relation to Item 14.11, Quotation for Supply and Delivery of a Tipping Truck, as to whether Council had budgeted for this plant item. The Acting General Manager advised that the funding was available from Council's Plant Fund which currently had a budget of \$1.9 million for the financial year. Staff manage within that budget and assess the needs of Council's plant and that item had been identified as needing replacement.

Cr Hayes questioned why January figures had not been provided in the report contained in Item 14.4 Northern Rivers Livestock Exchange Statistics and Financial Performance as at 31 December 2015. The Acting General Manager advised that the report was delivered each quarter however the figure for January was around 6,700 head.

Cr Mustow requested that Councillors be advised of the zoning of the Intermodal site referred to in Item 14.7. The Acting General Manager advised that he would provide the zoning details of the Casino Rail Freight Terminal site to Councillors.

**14 MATTERS FOR DETERMINATION**

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**14.1 DELIVERY PROGRAM 2013/2017 PROGRESS REPORT (JULY 2013 TO DECEMBER 2015)****Responsible Officer:**Vaughan Macdonald (Acting General Manager)

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**RECOMMENDATION**

Recommended that the Progress Report for the period July 2013 to December 2015 on the Delivery Program 2013/2017 be received and noted.

**160216/ 9 RESOLVED** (Cr Morrissey/Cr Hayes)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

Council adopted its 2013/2017 Delivery Program on 25 June 2013 and adopted a revised 2013/2017 Delivery Program on both 18 February 2014 and 23 June 2015 respectively. In accordance with the *Local Government Act 1993* the General Manager must ensure that progress reports are provided to the Council reporting on the progress of all principal activities detailed in the Delivery Program at least every six months. This report relates to and provides information about the achievement of the targeted outcomes prescribed in the Delivery Program.

The report is presented in a traffic light indicator format (green, amber, red and blue) and provides commentary on the progress of all Delivery Program actions and milestones. The report represents the period 1 July 2013 to 31 December 2015.

A dashboard has been provided to summarise Council's overall performance in meeting its four year targets. The accumulated percentage of Green and Amber traffic lights (73%) demonstrates a strong performance towards achieving the outcomes detailed in the four year program.

**Community Strategic Plan Links**

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

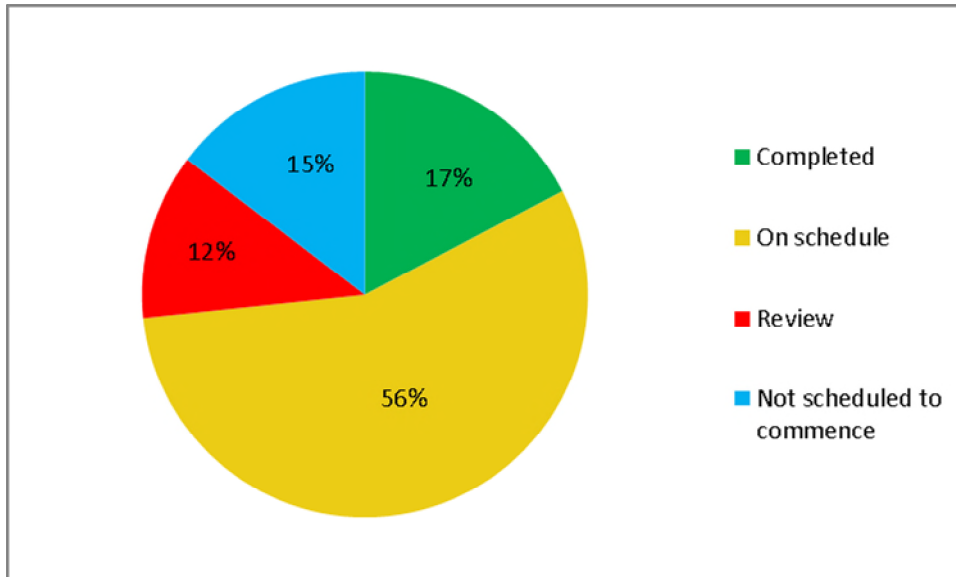
**Budget Implications**

Not applicable.

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## Report

The traffic lights in the graph below represent a dashboard of Council's overall performance at the completion of the first half of year three of the Delivery Program.



The status is defined as:

- Green:** The action or milestone has been completed.
- Amber:** The action or milestone is on schedule and is being actively managed.
- Red:** The project has not yet commenced, behind schedule, or circumstances have occurred that will prevent the completion of the project as scheduled.
- Blue:** The project has not been budgeted or scheduled to commence in the current year.

The six monthly progress report detailed in the attachment circulated separately with the Business Paper provides a report on the progress of principal activities for the period 1 July 2013 to 31 December 2015 being the first half of year three of the four year program.

## Legal

In accordance with *the Local Government Act 1993*, the General Manager must ensure that progress reports are provided to Council with respect to the principal activities detailed in Council's Delivery Program at least every six months.

## Consultation

The progress report has been compiled in consultation with management and staff.

## Conclusion

Council's Integrated Planning and Reporting framework consists of a range of plans and reports, including a four year Delivery Program. This report provides a progress report to the Council with respect to the principal activities detailed in the Delivery Program in accordance with the provisions of the *Local Government Act 1993*.

Note: A copy of the Delivery Program 2013/2017 Progress Report (July 2013 to December 2015) was attached to the archived Minutes of this Meeting.

## 14.2 QUARTERLY BUDGET REVIEW OF RICHMOND VALLEY COUNCIL AS AT 31 DECEMBER 2015

### Responsible Officer:

Ryan Gaiter (Manager Finance and Procurement)

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## RECOMMENDATION

Recommended that Council adopt the Quarterly Budget Review Statement as at 31 December 2015 and approve the variations thereto.

**160216/ 10 RESOLVED** (Cr Morrissey/Cr Hayes)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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## Executive Summary

A detailed Quarterly Budget Review Statement for the quarter ended 31 December 2015 has been circulated separately to each Councillor.

Council continues to be in a positive position in regards to the projected budget surplus of \$243,943 at year end, despite there being a reduction of \$49,304 from the previous quarter. Council's estimated operating result from continuing operations has improved to \$4,395,899. This is an increase from \$3,909,261 in the previous quarter. There has been an increase in the required funding from reserves of \$1,634,739 for the 2015/2016 financial year; the projected amount required from reserves is \$5,965,302. This increase is mainly due to delays in a number of asset sales.

The overall estimated cash deficit has increased by \$1,684,043 to \$5,721,359. This is also largely attributable to deferred asset sales.

Income from continuing operations has increased by \$1,289,194 to \$56,726,657. Expenditure from continuing operations has increased by \$802,556 to \$52,330,758. These increases are mainly due to budget adjustments made in regards to the leasing of Petersons Quarry.

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The budgeted capital works program as at 31 December 2015 is \$23,508,755. This is a decrease of \$873,502 from the previous quarter. This is mainly due to a reduction of \$730,000 for the Evans Head Office capital upgrade. The upgrade will be planned and shovel ready for the 2016/2017 financial year. Details of this and other changes are shown on page 6 of the Quarterly Budget Review Statement.

**Community Strategic Plan Links**

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

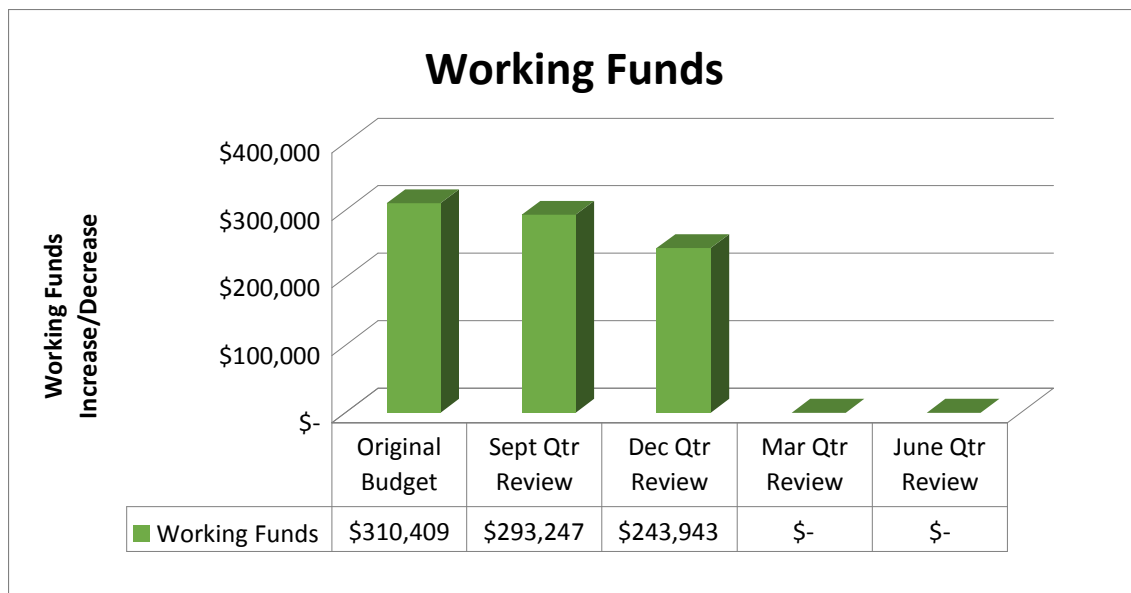
**Budget Implications**

As detailed in the report.

**Report**

The Budget Review for the second quarter of the 2015/2016 financial year has seen the estimated working funds (unrestricted cash) decrease from the Revised Budget surplus of \$293,247 as at 30 September 2015 to a projected surplus of \$243,943 at year end. Budget savings will continue to be sought to remain on target for a budget surplus of \$300,000 by year end.

The following graph shows the movement from the original working funds position.



Council’s estimated budget surplus has decreased by \$49,304 to an estimated surplus of \$243,943. This is mainly due to an increase in statutory contributions payable to the NSW Rural Fire Service (RFS). NSW RFS approved their 2015/2016 allocations in November 2015 and this included a 46.9% increase in Volunteer and Statewide Support Costs compared to 2014/2015. These costs are outside the control of Council, however decisions like this made by the State



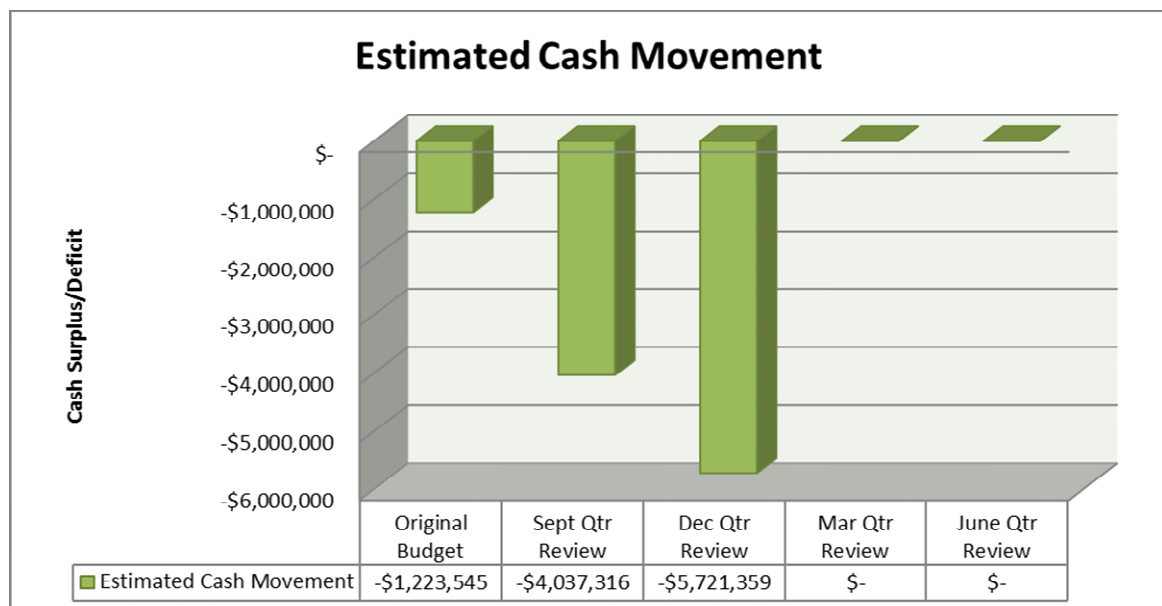
Government have an adverse effect on Council’s budget and has reduced the estimated budget surplus by \$46,010.

In overall cash terms the estimated deficit has increased from \$4,037,316 to a cash deficit of \$5,721,359. The main reason for the increase in the cash deficit is the 12 month extension granted for the property sale to Evans Head Airpark Pty Ltd. This has reduced the asset sales budget by \$2,375,000 and has directly impacted the available cash in Council’s Real Estate and Infrastructure Reserve. To fund the temporary cash shortfall within this reserve, the capital upgrade of Evans Head Office, from which this is being funded, has been deferred until 2016/2017 or until such time as the asset sale occurs. The estimate for these works has been reduced accordingly from \$750,000 to \$20,000 to enable planning to be completed. In addition, funds received from the sale of Petersons Quarry stockpile materials, approximately \$833,000, have been transferred to the Real Estate and Infrastructure Reserve.

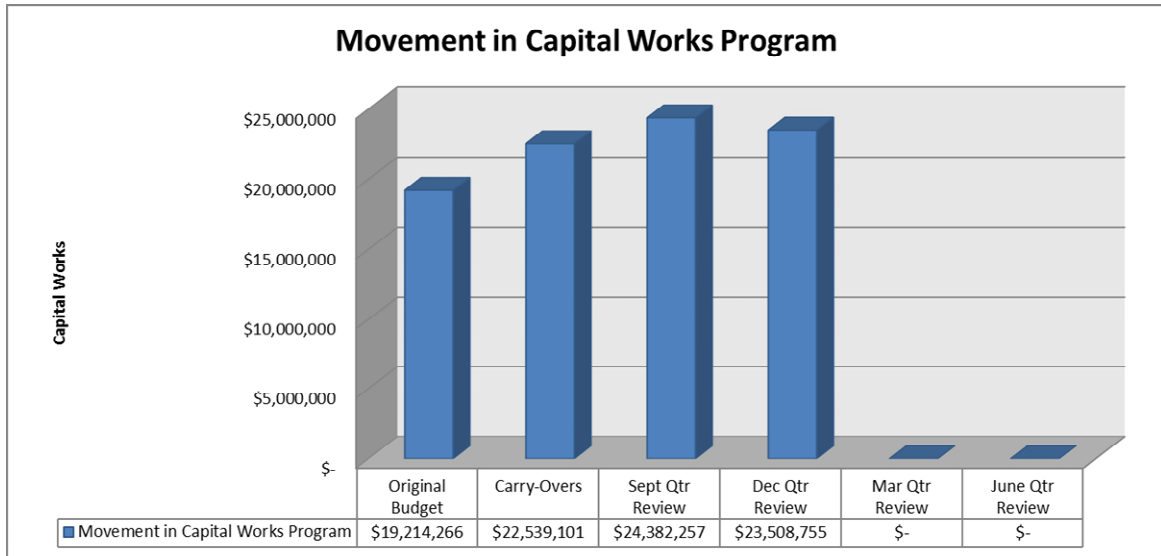
Council's Capital Works Program has decreased by \$873,502 to \$23,508,755. Actual expenditure as at 31 December 2015 is \$7,327,519, which represents 31.2% of the capital works budget. At the same stage of the 2014/2015 financial year, capital works were 23.6% of the budget. (Note: this excludes committed orders).

The major decrease in the capital works budget is a reduction of \$730,000 for the Evans Head Office capital upgrade. This has been required due to a reduction in available cash in Council’s Real Estate and Infrastructure Reserve as previously detailed. Other reductions in capital works budgets include \$470,000 in works at Jabour Weir which have been delayed due to Fisheries permits and \$180,000 in Waste Management projects which have been delayed until further business cases are developed. A more detailed breakdown can be seen on page 6 of Council's Quarterly Budget Review Statement as well as in the Budget Variation Explanations on pages 9-11.

The following graph shows the movement in cash from the original budget position.



The following graph tracks the movement in Council's Capital Works budget for 2015/2016.



The revised estimates for Council are summarised in the table below with detailed explanations contained in the attachment to the Business Paper.

2015/2016 Budget Review Statement as at 31 December 2015	Revised Budget 30-Sep-15	Recommended Changes for Council Resolution	Projected Year End Result 2015/2016
Income from Continuing Operations	55,437,463	1,289,194	<b>56,726,657</b>
Expenses from Continued Operations	51,528,202	802,556	<b>52,330,758</b>
<b>Operating Result from Continuing Operations</b>	<b>3,909,261</b>	<b>486,638</b>	<b>4,395,899</b>
Add: Non-Cash Expenses	11,302,480	717,817	<b>12,020,297</b>
Add: Non-Operating Funds Employed	6,872,800	(3,875,000)	<b>2,997,800</b>
Subtract: Funds Deployed for Non-Operating Purposes	26,121,857	(986,502)	<b>25,135,355</b>
Add: Movements in Balance Sheet	0	0	<b>0</b>
<b>Estimated Funding Result - Surplus/(Deficit)</b>	<b>(4,037,316)</b>	<b>(1,684,043)</b>	<b>(5,721,359)</b>
Restricted Funds – Increase/(Decrease)	(4,330,563)	(1,634,739)	<b>(5,965,302)</b>
<b>Working Funds – Increase/(Decrease)</b>	<b>293,247</b>	<b>(49,304)</b>	<b>243,943</b>

Pages 9-11 of the attached Budget Review Statement contain the budget variation explanations. A summary of the main contributing factors within each Focus Area is as follows:

Environment

- Health and Regulatory Control – Council to receive \$28,000 in funding towards beach cleaning works.
- Waste Management – \$180,000 in works have been deferred.

### Local Economy

- Tourism and Economic Development – increased salary allocation of \$105,000.
- Real Estate and Other Property – delays in sale of Evans Head residential land, reducing asset sales by \$1.5m, along with increased capital expenditure of \$158,235.
- Saleyards – income budget revised downwards by \$115,115, expenditure down by \$37,914.

### Community and Culture

- The NSW Rural Fire Service (RFS) approved its 2015/2016 budget in November 2015. There were a number of station upgrades approved, along with an increase in Council's statutory contributions of \$113,521. This was mainly due to the NSW RFS increasing its Volunteer and Statewide Support costs by 46.9% from 2014/2015.
- The NSW State Emergency Service (SES) has increased its contribution to \$200,000 towards relocation works in Coraki.

### Recreation and Open Space

- Increase in salary vote of \$45,500 to fund the position of Sports Stadium Manager.
- Increase in capital expenditure budget of \$242,869 to allow for completion of the Casino Sports Stadium.

### Rural and Urban Development

- Savings of \$150,500 in salaries reallocated to Economic Development and Sports Stadium Manager position.

### Transport and Infrastructure

- Roads and Transport Services – capital contribution of \$130,000 received towards works done at the Bellman Hangar in previous financial years.
- Evans Head Airpark settlement extended 12 months, reducing asset sales by \$2,375,000.
- Water Supplies – Jabour Weir capital works budget reduced by \$470,000 due to Fisheries requirements, with remaining works to be undertaken in 2016/2017.
- Quarries – Petersons Quarry budgets adjusted to reflect leasing of the operation. Increased income of \$821,229 and expenses of \$615,242.

### Governance and Process

- Governance and Financial Services – increased capital expenditure of \$14,542.
- Corporate Support Services – decrease in capital expenditure of \$733,819, mainly due to deferral of Evans Head Office upgrade works of \$730,000.

## Conclusion

As at the end of the second quarter, Council continues to be on target to deliver a budget surplus which is projected to be \$243,943 at year end.

Council's projected cash deficit has increased to \$5,721,359 mainly as a result of deferred asset sales and is also dependent on completion of the capital works program.

Council's capital works program is 31.2% of budget as at 31 December 2015. It should be noted that there are a number of large projects, including \$3m for the Northern Rivers Livestock Exchange, which have not yet commenced that are affecting the percentage of works completed. This will continue to be monitored and reported to Council as the year progresses.

Note: A copy of the adopted Quarterly Budget Review Statement as at 31 December 2015 was attached to the archived Minutes of this Meeting.

### **14.3 FINANCIAL ANALYSIS REPORT - DECEMBER 2015 AND JANUARY 2016**

#### **Responsible Officer:**

Ryan Gaiter (Manager Finance and Procurement)

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## RECOMMENDATION

Recommended that Council adopt the Financial Analysis Report detailing investment performance for the months of December 2015 and January 2016.

**160216/ 11 RESOLVED** (Cr Morrissey/Cr Hayes)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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## Executive Summary

The Financial Analysis Report gives an overview of Council's performance in regard to investment returns and investments made and also reports the balance of Council's Investment Portfolio as at the end of the reported month. This overview is both a legislative requirement and essential in keeping Council up to date on the monthly performance of Council's investments.

Council made nine new term deposits for the period. Nine term deposits also matured within the period.

Emphasis continues to be placed on investing in accordance with Council's Investment Policy.

Council's cash and term deposit investment portfolio has maturity dates ranging from same day up to 120 days; deposits are made taking into account cash flow requirements and the most beneficial investment rates available at the time of making any investment.

Council has maintained its investments with NSW Treasury Corporation during this period. The Hourglass Cash Facility Trust has \$7,000,000 invested in it and the Hourglass Strategic Cash Facility Trust has \$7,000,000 invested in it. As of 31 January 2016 the Hourglass Cash Facility Trust is valued at \$7,065,539.59 and the Hourglass Strategic Cash Facility Trust is valued at \$7,058,043.65.

Council's total Investment Portfolio at fair value as at 31 January 2016 was \$27,059,458.87 against a face value of \$26,935,875.63. Council also has \$682,264.34 in General Bank Accounts and \$120,994.55 in Trust Funds as at 31 January 2016.

### **Community Strategic Plan Links**

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

### **Budget Implications**

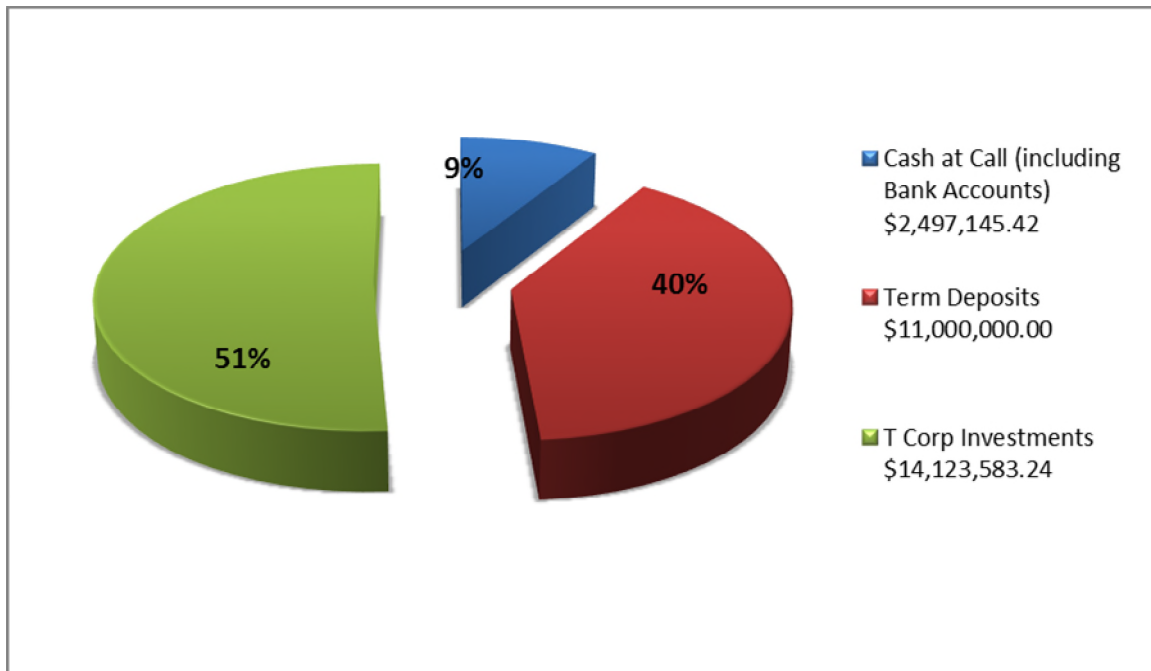
Year to date Council has earned \$308,648.10 in interest and \$130,683.24 in fair value gains for total revenue of \$439,331.34 against a budget of \$868,000.00 which equates to 50.61%.

### **Report**

The Financial Analysis Report aims to disclose information regarding Council's investment portfolio.

This report includes the provision of fair value for all Council's investments. Council receives indicative market valuations on these investments monthly (where available) and this can be compared to the face value or original cost of the investment when purchased (where available). The notion of fair value is to comply with Australian Accounting Standard AASB 139. The market valuations of fair value valuations are an indication only of what a particular investment is worth at a point in time and will vary from month to month depending upon market conditions. The fair value of Council's Investment Portfolio as at 31 January 2016 was \$27,059,458.87 against a face value of \$26,935,875.63.

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



The Reserve Bank of Australia (RBA) left the cash rate unchanged at its December 2015 meeting (the RBA didn't meet during January 2016), so the cash rate in Australia was 2.00% per annum at January 2016 month end.

Council has a term deposit portfolio of \$11,000,000 or 40.65% of the total portfolio composition. In terms of investment yields, interest rates available for investments during the period have increased from the previous report; the average yield of the deposits increased from 2.89% to 2.99%. The short dated deposit and cash position of the portfolio provides excellent liquidity to Council allowing flexibility to take advantage of higher interest bearing investments as the opportunities arise. Council has invested \$14,000,000 with NSW Treasury Corporation.

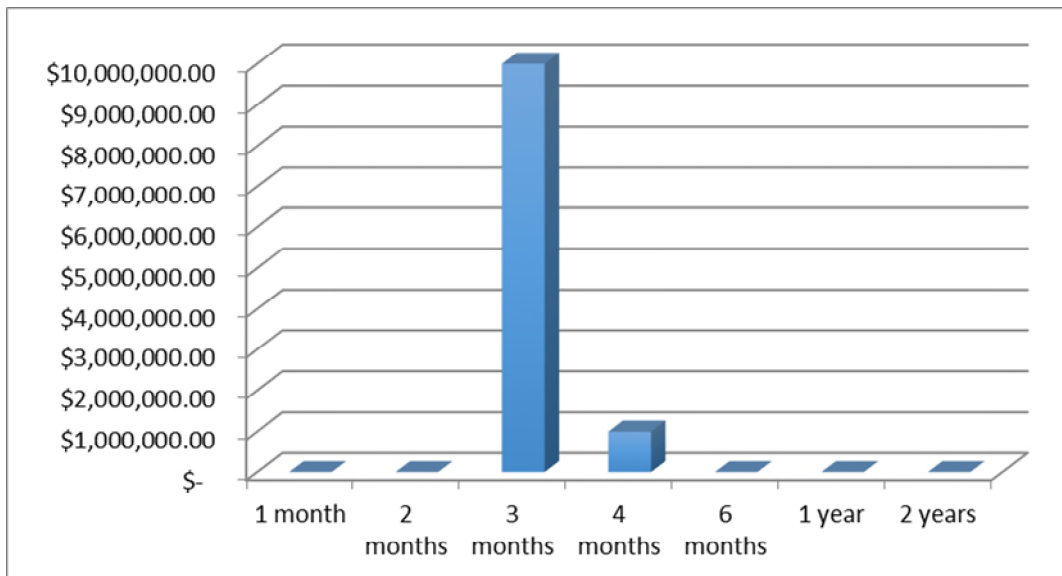
Council made nine new term deposits during the months of December 2015 and January 2016.

Financial Institution	Investment Amounts	Maturity Date	Investment Rate per annum	Days Invested
Defence Bank	\$1,000,000.00	29 February 2016	3.05%	<b>90</b>
Members Equity Bank	\$1,000,000.00	7 March 2016	2.93%	<b>91</b>
Westpac	\$1,000,000.00	6 April 2016	3.03%	<b>120</b>
ANZ Ltd	\$1,000,000.00	9 March 2016	3.00%	<b>90</b>
National Australia Bank	\$1,000,000.00	21 March 2016	3.04%	<b>91</b>
Members Equity Bank	\$1,000,000.00	11 April 2016	2.98%	<b>91</b>
Bankwest	\$1,000,000.00	18 April 2016	3.00%	<b>91</b>
National Australia Bank	\$1,000,000.00	22 April 2016	3.07%	<b>95</b>
ANZ Ltd	\$1,000,000.00	28 April 2016	3.00%	<b>100</b>

Total term deposit maturities during the months ending 31 December 2015 and 31 January 2016 included returning principal (in full) and interest, are shown in the following table.

Financial Institution	Investment Amount	Maturity Date	Investment Rate per annum	Interest Received
Greater Building Society	\$1,000,000.00	8 December 2015	2.80%	<b>\$6,904.64</b>
ANZ Ltd	\$1,000,000.00	10 December 2015	2.90%	<b>\$7,150.89</b>
National Australia Bank	\$1,000,000.00	21 December 2015	2.97%	<b>\$7,405.27</b>
Bank of QLD	\$1,000,000.00	11 January 2016	2.95%	<b>\$16,972.60</b>
National Australia Bank	\$1,000,000.00	14 January 2016	2.93%	<b>\$7,304.94</b>
Bankwest	\$1,000,000.00	18 January 2016	2.85%	<b>\$7,964.38</b>
National Australia Bank	\$1,000,000.00	18 January 2016	2.97%	<b>\$7,255.07</b>
ANZ Ltd	\$1,000,000.00	19 January 2016	2.85%	<b>\$7,105.47</b>
Auswide Bank	\$1,000,000.00	21 January 2016	2.78%	<b>\$7,007.12</b>

The following graph shows Council's term deposit maturities as at 31 January 2016.



## Conclusion

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

RICHMOND VALLEY COUNCIL FINANCIAL ANALYSIS REPORT AT 31 DECEMBER 2015													
Investment Name	Investment Source	Investment Type	Rating	Investment Date	Maturity Date	Interest Basis	Interest Frequency	Current Interest Rate for Month	Original Investment Value	Current Investment Fair Value	Fair Valuation Date	% of Total Portfolio	Capital Guarantee Maturity
<b>Cash at Call</b>													
CBA Business Online Saver	Commonwealth Bank	At Call	A1+/AA	At Call		Variable	Monthly	0.21%	N/A	2,531,989.28	31/12/2015	8.55%	No
<b>Total Cash at Call</b>										<b>2,531,989.28</b>		<b>8.55%</b>	
<b>Term Deposits</b>													
Term Deposit	Bank of QLD	Term Deposit		15/06/2015	11/01/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	31/12/2015	3.38%	Part
Term Deposit	Bankwest	Term Deposit		8/10/2015	18/01/2016	Fixed for Term	Maturity	0.24%	N/A	1,000,000.00	31/12/2015	3.38%	Part
Term Deposit	National Australia Bank	Term Deposit		15/10/2015	14/01/2016	Fixed for Term	Maturity	0.24%	N/A	1,000,000.00	31/12/2015	3.38%	Part
Term Deposit	National Australia Bank	Term Deposit		19/10/2015	18/01/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	31/12/2015	3.38%	Part
Term Deposit	ANZ Ltd	Term Deposit		20/10/2015	19/01/2016	Fixed for Term	Maturity	0.24%	N/A	1,000,000.00	31/12/2015	3.38%	Part
Term Deposit	Auswide Bank	Term Deposit		21/10/2015	19/01/2016	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	31/12/2015	3.38%	Part
Term Deposit	Elders Rural Bank	Term Deposit		3/11/2015	1/02/2016	Fixed for Term	Maturity	0.24%	N/A	1,000,000.00	31/12/2015	3.38%	Part
Term Deposit	Bankwest	Term Deposit		13/11/2015	11/02/2016	Fixed for Term	Maturity	0.24%	N/A	1,000,000.00	31/12/2015	3.38%	Part
Term Deposit	Defence Bank	Term Deposit		1/12/2015	29/02/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	31/12/2015	3.38%	Part
Term Deposit	Members Equity Bank	Term Deposit		7/12/2015	7/03/2016	Fixed for Term	Maturity	0.24%	N/A	1,000,000.00	31/12/2015	3.38%	Part
Term Deposit	Westpac	Term Deposit		8/12/2015	6/04/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	31/12/2015	3.38%	Part
Term Deposit	ANZ Ltd	Term Deposit		10/12/2015	9/03/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	31/12/2015	3.38%	Part
Term Deposit	National Australia Bank	Term Deposit		21/12/2015	21/03/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	31/12/2015	3.38%	Part
<b>Total Term Deposits</b>										<b>13,000,000.00</b>		<b>43.88%</b>	
<b>Fixed Interest Securities</b>													
<b>Total Fixed Interest Securities</b>										<b>0.00</b>	<b>0.00</b>		
<b>NSW Treasury Corporation Hourglass Investments</b>													
Cash Facility Trust	NSW Treasury Corporation	Trust		Various	N/A		Monthly		7,000,000.00	7,051,479.27	31/12/2015	23.80%	
Strategic Cash Facility Trust	NSW Treasury Corporation	Trust		Various	N/A		Monthly		7,000,000.00	7,045,320.06	31/12/2015	23.78%	
<b>Total Fixed Interest Securities</b>										<b>14,000,000.00</b>	<b>14,096,799.33</b>		<b>47.58%</b>
<b>Bank Accounts</b>													
		<b>Balance \$</b>											
<b>Account Name</b>		<b>31-Dec-15</b>											
General Fund Bank Account		988,391.50											
Trust Fund Bank Account		120,994.55											
NAB Business Cash Maximiser A/c		0.00											
NAB Cheque Account		-40.00											
NAB Saleyard Account		0.00											
NAB Sports Stadium		0.00											
Evans Head Memorial Areodrome Fund		12,240.73											
<b>Total</b>		<b>1,121,586.78</b>											
									<b>Total Investment Portfolio at Face Value</b>	<b>29,531,989.28</b>			
									<b>Total Investment Portfolio at Fair Value</b>	<b>29,628,788.61</b>			
									Overall Average Interest Rate for month - Portfolio	0.24%			
									<b>Total Bank Account Portfolio</b>	<b>1,121,586.78</b>			
									<b>Total Portfolio</b>	<b>30,750,375.39</b>			



RICHMOND VALLEY COUNCIL FINANCIAL ANALYSIS REPORT AT 31 JANUARY 2016														
Investment Name	Investment Source	Investment Type	Rating	Investment Date	Maturity Date	Interest Basis	Interest Frequency	Current Interest Rate for Month	Original Investment Value	Current Investment Fair Value	Fair Valuation Date	% of Total Portfolio	Capital Guarantee Maturity	
<b>Cash at Call</b>														
CBA Business Online Saver	Commonwealth Bank	At Call	A1+/AA	At Call		Variable	Monthly	0.21%	N/A	1,935,875.63	31/01/2016	7.15%	No	
<b>Total Cash at Call</b>										<b>1,935,875.63</b>		<b>7.15%</b>		
<b>Term Deposits</b>														
Term Deposit	Elders Rural Bank	Term Deposit		3/11/2015	3/02/2016	Fixed for Term	Maturity	0.24%	N/A	1,000,000.00	31/01/2016	3.70%	Part	
Term Deposit	Bankwest	Term Deposit		13/11/2015	11/02/2016	Fixed for Term	Maturity	0.24%	N/A	1,000,000.00	31/01/2016	3.70%	Part	
Term Deposit	Defence Bank	Term Deposit		1/12/2015	29/02/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	31/01/2016	3.70%	Part	
Term Deposit	Members Equity Bank	Term Deposit		7/12/2015	7/03/2016	Fixed for Term	Maturity	0.24%	N/A	1,000,000.00	31/01/2016	3.70%	Part	
Term Deposit	Westpac	Term Deposit		8/12/2015	6/04/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	31/01/2016	3.70%	Part	
Term Deposit	ANZ Ltd	Term Deposit		10/12/2015	9/03/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	31/01/2016	3.70%	Part	
Term Deposit	National Australia Bank	Term Deposit		21/12/2015	21/03/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	31/01/2016	3.70%	Part	
Term Deposit	Members Equity Bank	Term Deposit		11/01/2016	11/04/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	31/01/2016	3.70%	Part	
Term Deposit	Bankwest	Term Deposit		18/01/2016	18/04/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	31/01/2016	3.70%	Part	
Term Deposit	National Australia Bank	Term Deposit		18/01/2016	22/04/2016	Fixed for Term	Maturity	0.26%	N/A	1,000,000.00	31/01/2016	3.70%	Part	
Term Deposit	ANZ Ltd	Term Deposit		19/01/2016	28/04/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	31/01/2016	3.70%	Part	
<b>Total Term Deposits</b>										<b>11,000,000.00</b>		<b>40.65%</b>		
<b>Fixed Interest Securities</b>														
<b>Total Fixed Interest Securities</b>										<b>0.00</b>	<b>0.00</b>			
<b>NSW Treasury Corporation Hourglass Investments</b>														
Cash Facility Trust	NSW Treasury Corporation	Trust		Various	N/A		Monthly		7,000,000.00	7,065,539.59	31/01/2016	26.11%		
Strategic Cash Facility Trust	NSW Treasury Corporation	Trust		Various	N/A		Monthly		7,000,000.00	7,058,043.65	31/01/2016	26.08%		
<b>Total Fixed Interest Securities</b>										<b>14,000,000.00</b>	<b>14,123,583.24</b>		<b>52.19%</b>	
<b>Bank Accounts</b>														
<b>Account Name</b>		<b>Balance \$</b>												
		<b>31-Jan-16</b>												
General Fund Bank Account		549,041.78												
Trust Fund Bank Account		120,994.55												
NAB Business Cash Maximiser A/c		0.00												
NAB Cheque Account		-20.00												
NAB Saleyard Account		0.00												
NAB Sports Stadium		0.00												
Evans Head Memorial Areodrome Fund		12,248.01												
<b>Total</b>		<b>682,264.34</b>												
<b>Total Investment Portfolio at Face Value</b>									<b>26,935,875.63</b>					
<b>Total Investment Portfolio at Fair Value</b>										<b>27,059,458.87</b>				
<b>Overall Average Interest Rate for month - Portfolio</b>											<b>0.25%</b>			
<b>Total Bank Account Portfolio</b>												<b>682,264.34</b>		
<b>Total Portfolio</b>												<b>27,741,723.21</b>		

**14.4 NORTHERN RIVERS LIVESTOCK EXCHANGE STATISTICS AND FINANCIAL PERFORMANCE AS AT 31 DECEMBER 2015****Responsible Officer:**Ryan Gaiter (Manager Finance and Procurement)

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**RECOMMENDATION**

Recommended that Council note the performance of the Northern Rivers Livestock Exchange (NRLX) as at 31 December 2015.

**160216/ 12 RESOLVED** (Cr Morrissey/Cr Hayes)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

The throughput for the NRLX as at 31 December 2015 was up 17% compared to the same period in 2014/2015.

Income from sales for the period to 31 December 2015 is \$383,808 which is 36% of the budgeted sales income for the year. Council has also earned \$25,082 in interest from re-investing the loan funds borrowed to upgrade the complex. It must be noted that Council's original budget was based on a throughput of 110,000 head at \$9.00. This \$9.00 fee was only to be charged after completion of the upgrade works, therefore the fee charged to date has been \$7.33 per head. This reduction in income has been factored into the December 2015 Quarterly Budget Review.

Expenditure is at \$489,503 or 49% of total recommended budget expenditure. Since drawing down the \$3 million loan for the upgrade of the NRLX, Council has become liable for interest payments. These payments are made biannually, therefore the payment made in the first quarter related to both the first and second quarters. Insurance charges are paid annually at the beginning of the financial year, therefore the payment shown in this expense category is for the financial year in its entirety. There are no major concerns in any area of expenditure as at the end of the second quarter.

The NRLX operating result at the end of the second quarter is an \$80,613 deficit including depreciation, against an adopted budget surplus of \$57,168. The cash deficit as at 31 December 2015 is \$3,938 against the anticipated year end cash result of a \$210,519 surplus.

The NRLX still has a predicted reserve balance of \$577,993 as at the end of the financial year.

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## Community Strategic Plan Links

Focus Area 2 Local Economy - Long term Goal 2.1 Business Industry and Agriculture (Strategy 2.1.2).

### Budget Implications

As detailed in the report.

### Report

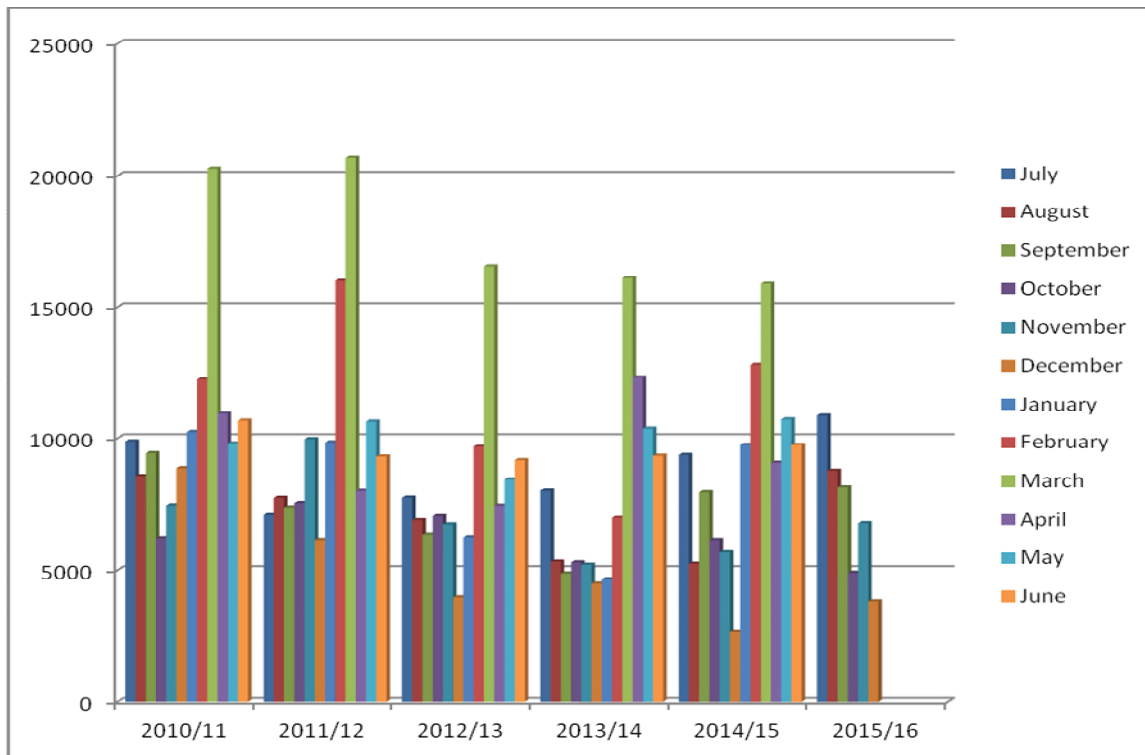
This report provides an update of Saleyard throughput as at the end of December 2015 and also monthly throughput from 2010/2011 to 2015/2016.

The graph below indicates 15,485 head were processed through sales at the saleyards in the 2015/2016 December quarter, compared with 14,459 head for the same period in 2014/2015. Although numbers were only slightly higher than for the same period last year, record prices and favourable seasonable conditions have ensured the NRLX has a high attendance from restockers, - an important factor for ensuring longevity of the NRLX as the regional facility for the Northern Rivers and beyond.

Set out below are recorded figures and graphs for cattle.

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
July	9,879	7,093	7,760	8,027	9,361	10,878
August	8,568	7,754	6,899	5,320	5,237	8,774
September	9,425	7,397	6,345	4,869	7,965	8,144
October	6,214	7,559	7,054	5,286	6,147	4,899
November	7,473	9,966	6,737	5,203	5,667	6,781
December	8,867	6,144	3,959	4,487	2,645	3,805
January	10,240	9,834	6,248	4,664	9,744	
February	12,240	15,977	9,675	6,991	12,808	
March	20,270	20,672	16,538	16,084	15,866	
April	10,947	8,014	7,457	12,311	9,069	
May	9,793	10,642	8,444	10,370	10,730	
June	10,680	9,305	9,164	9,332	9,738	
<b>TOTAL</b>	<b>124,596</b>	<b>120,357</b>	<b>96,280</b>	<b>92,944</b>	<b>104,977</b>	<b>43,281</b>

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



### **Financial Implications**

The following table shows actual income and expenditure against the original budget for the financial year up to 31 December 2015.

<b>NRLX Income and Expenditure</b>	<b>Actual 31 December 2015</b>	<b>Budget</b>
<b>Income</b>		
Fees & Rent	383,808	1,067,341
Interest on Investment	25,082	0
<b>Expenses</b>		
Salaries and On Costs	144,751	303,789
Materials and Contracts	44,951	98,021
Interest on Loans	58,317	110,600
Depreciation	76,675	153,351
SRA Lease Agreement	0	5,125
Electricity Charges	14,130	32,000
Telephone Charges	2,585	7,100
Insurance Charges	8,772	10,200
Advertising Costs	5,164	11,993
Printing and Stationery	477	513
Licence Fees	0	6,458
Subscriptions	490	5,740
Security Charges	1,414	2,050
Staff Training	614	4,100
Software Licences	2,091	8,815
Other General Expenses	379	0
Internal Charges	128,693	250,318
<b>Net Operating Result</b>	<b>(80,613)</b>	<b>57,168</b>

As shown above, as at 31 December 2015, the NRLX operating result including depreciation is a deficit of \$80,613. With depreciation added back, the NRLX operating result is a \$3,938 deficit. Income is slightly higher than expected due to the improved throughput figures on last year with all but one month being greater than last year's numbers.

In relation to expenditure there are two items that need clarification. The first item is Interest on Loans. Since drawing down the \$3 million loan for the upgrade of the NRLX Council has become liable for interest payments. These payments are made biannually; therefore the payment made in the first quarter related to both the first and second quarters. The other item is Insurance Charges which are paid annually at the beginning of the financial year. The majority of all other expense categories are within budget with those over being minor expenditure items. The largest category of expenditure outside of salaries is Internal Charges. This covers administration overheads, Council rates, internal plant charges and on-site sewerage charges.

### **Conclusion**

This report provides information on monthly throughput of cattle at the NRLX. Throughput is up for the first half of the financial year compared to last year. Income is better than expected due to this increased throughput due to increased cattle prices. Staff have recommended a decrease in income for the December 2015 Quarterly Budget Review due to the fee currently being charged differing from the fee the original budget was calculated on. There are no areas of real concern in expenditure.

## **14.5 CONDUCT OF A POLL - LOCAL GOVERNMENT ELECTION**

### **Responsible Officer:**

Vaughan Macdonald (Acting General Manager)

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### **RECOMMENDATION**

Recommended that Council, in accordance with its resolution of 16 September 2014, consider the need for the conduct of a poll at the next local government election.

### **160216/ 13 RESOLVED (Cr Sullivan/Cr Mustow)**

That no poll be conducted in relation to this issue at the next local government election.

FOR VOTE - All Council members voted unanimously.

## **Executive Summary**

Following consideration of a Notice of Motion at its Ordinary Meeting on 16 September 2014, Council resolved as follows:

*"That:*

- 1. In order for Council to obtain a true and accurate picture of the broader community's views on unconventional gas exploration and mining in the Richmond Valley Local Government Area, and for the information and guidance of Council, a poll be conducted under the provisions of Section 14 of the Local Government Act 1993 on this subject in conjunction with the next Council elections scheduled for September 2016.*
- 2. The conduct of the poll be included on the Agenda for Council's first Ordinary meeting in 2016 to confirm the need for the poll to proceed or otherwise depending on the circumstances that exist at that time.*
- 3. If a poll is confirmed to proceed Council consider the question(s) to be put to the community at that time."*

In accordance with the above resolution, this matter is listed for consideration by Council at this meeting with Council being required *"to confirm the need for the poll to proceed or otherwise depending on the circumstances that exist ....."* and that *"If a poll is confirmed to proceed Council consider the question(s) to be put to the community ....."*

Metgasco has explored for gas in three exploration licences in the Northern Rivers region over the past 10 years. In December 2015, Metgasco's shareholders voted to accept a \$25 million offer from the NSW Government to withdraw from its exploration licences and from litigation against the NSW Government. As a result Metgasco will be winding up its Northern Rivers operations and closing its Casino shop-front.

## **Community Strategic Plan Links**

Focus Area 2 Local Economy - Long term Goal 2.1 Business, Industry and Agriculture.

## **Budget Implications**

Costs associated with the conduct of a poll in conjunction with the next local government election would need to be included in the 2016/17 budget.

## **Report**

During the past 10 years Metgasco has been involved in the exploration for gas in three exploration licences in the Northern Rivers region of NSW.

In December 2015, Metgasco's shareholders voted to accept a \$25 million settlement/buyback offer from the NSW Government to withdraw from its Northern Rivers exploration licences and from all court action against the NSW Government in return for a \$25 million payment from the NSW Government.

As part of the settlement, Metgasco's exploration licences PEL 13 and PEL 16 have been cancelled, Metgasco has withdrawn its renewal application for PEL 426 and for a production licence (PPLA 9), and has formally withdrawn from court action. The NSW Government has transferred the \$25 million payment and released \$430,000 held by the Government in bonds to Metgasco. In addition, Metgasco is required to decommission coal seam gas wells and rehabilitate the sites.

In parallel with the decommissioning and rehabilitation process, Metgasco will be winding up its operations in the Northern Rivers region.

### **Conclusion**

The matter has been listed for Council's consideration in accordance with its resolution of 16 September 2014.

## **14.6 EVENTS SUPPORT SCHEME - FUNDING GUIDELINES**

### **Responsible Officer:**

Vaughan Macdonald (Acting General Manager)

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### **RECOMMENDATION**

Recommended that the Events Support Scheme Funding Guidelines be adopted.

### **160216/ 14 RESOLVED** (Cr Humphrys/Cr Sullivan)

That the Events Support Scheme Funding Guidelines, be adopted, with the inclusion of a minor amendment to page 1 dot point 4 to read "*clarify for interested organisations the application procedures .....*" in lieu of "*make all interested organisations aware of application procedures .....*"

FOR VOTE - All Council members voted unanimously.

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### **Executive Summary**

The Events Support Scheme Funding Guidelines were last adopted by Council on 15 September 2009. The guidelines are for the Events Support Scheme which receives applications annually.

The Events Support Scheme initiative was developed to facilitate key goals through encouragement and support of a range of events, from local community events to commercially significant events.

A review of these guidelines has taken place and changes to the guidelines have been made for Council's consideration. A copy of the reviewed Funding Guidelines has been circulated to each Councillor.

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## **Community Strategic Plan Links**

Focus Area 3 Community and Culture - Long term Goal 3.2 Events, Art and Culture (Strategy 3.2.1 Increase the use of public events to build social, cultural and economic capital).

## **Budget Implications**

The updated guidelines are in line with the current budgets.

## **Report**

The Events Funding Guidelines highlight three areas of support available.

- Grant Funding Application - A financial contribution or in-kind support provided to events that meet Council's criteria.
- Sponsorship - Provided to an event with the aim of gaining marketing exposure.
- Advertising – The purchase of an advertising space at an event for the purpose of promoting the Richmond Valley Council or other aspects such as tourism.

Funding for the purpose of advertising has not been used for at least three years and therefore has been removed. Events that are successful in sponsorship and grant funding applications must promote Council's support through multiple media opportunities as part of the agreement conditions.

For the past two years the successful grant funding applicants have received cash support only and not in-kind support. This occurred due to events requesting additional in-kind support in the lead up to their event that was over and above the original in-kind support approved. The in-kind support should continue to be option and a quote on internal costings should be provided for all works prior to the event.

Currently Council venue fees cannot be included in the in-kind support. The majority of successfully funded events request this type of support or a reduction of venue fees. The guidelines now include the option of in-kind support.

## **Conclusion**

The Events Funding Scheme has been invaluable for the community and the guidelines are a thorough guide of the application process and criteria.

The changes to the Events Support Scheme Funding Guidelines will increase the opportunities for supporting locally run events and clarity of the available support from Council.

Note: A copy of the adopted Events Support Scheme Funding Guidelines was included below.





RICHMOND VALLEY COUNCIL  
EVENTS SUPPORT SCHEME

# **FUNDING GUIDELINES**

## Contents

	Page Number
1. Purpose of the Events Support Scheme.....	1
2. Who Can Apply? .....	2
3. Types of Funding Available.....	3
4. Events Support Grant.....	4
Closing Date: Friday 25 <sup>th</sup> March 2016 at 5pm .....	4
Criteria .....	5
Funding Conditions .....	8
Administrative Requirements.....	10
How to Apply .....	12
5. Event Advertising.....	13
How to Apply .....	13
Criteria .....	13
Conditions.....	14
6. Event Sponsorship .....	15
How to Apply .....	15
Criteria .....	15
Conditions.....	16

## **1. Purpose of the Events Support Scheme**

In August 2005 Richmond Valley Council adopted a Strategic Plan for Events in the Richmond Valley.

Its goals were to:

- develop a culture and infrastructure that supports and grows a vibrant events calendar in the Richmond Valley;
- maximise the contribution events make to the tourism development of the Richmond Valley; and
- maximise the contribution events make to the social and cultural development of residents and visitors to the Richmond Valley.

The Richmond Valley Events Support Scheme is a Richmond Valley Council initiative developed to facilitate the Goals above through encouragement and support of a range of events; from local community events to commercially significant State, National and International events.

The vision of the scheme is to:

- facilitate a vibrant and innovative events culture within the Richmond Valley, fostering and supporting those events which reinforce the unique characteristics of the Richmond Valley;
- encourage the development of tourism in the Richmond Valley and increase economic development opportunities;
- encourage the involvement of local residents in projects and events that facilitate positive interaction, cultural activity and a strong community identity among the citizens of our diverse community;
- clarify for interested organisations the application procedures and requirements concerning the allocation of funding and service support from Council's Events Support Budget;
- ensure consistency in application for funding/service support by all organisations seeking event funding from Council; and
- allow proposals to be objectively evaluated against each other and stated criteria ensuring the events/projects with the most merit will be funded/supported.

## **2. Who Can Apply?**

In order to be eligible for Events Support, your group/organisation must satisfy the following criteria:

- stage the event within the Richmond Valley Local Government Area;
- have appropriate public liability insurance (minimum \$10m); and
- have satisfactorily acquitted all previous Council grants.

### **Applications that will not be considered**

Funding is not available for:

- Ongoing annual organisational support, i.e. general operating expenses
- Projects which require retrospective funding, i.e. projects which have commenced or are completed
- The purchase of plant and equipment
- Capital Works projects, i.e. infrastructure

Applications will not be considered from past recipients who have not fully met previous funding or acquittal obligations through Richmond Valley Council's Events Support Scheme or any other of Council's grant programs.

### **3. Types of Funding Available**

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The Richmond Valley Council Events Support Scheme provides for two avenues of funding for events

#### **1. Grant**

Developed to support and encourage events, this type of funding may be by way of financial contribution and in-kind support. When applying for funding, applicants will be required to meet the specific criteria outlined in the guidelines using the application form provided and supplying the required supporting documentation.

#### **2. Sponsorship**

Sponsorship of an event could be as a cash or in-kind fee paid to an organisation in return for the commercial benefit(s) associated with that event. Council provides this kind of assistance with the aim of gaining marketing exposure. Application is made by a written submission addressing the criteria listed in the guidelines.

*This guide contains full details, criteria and application information on each of the above funding avenues.*

#### **Other Funding Avenues?**

Not all events will be suitable or eligible for funding under this policy. In some cases, funding may be available from other avenues within Council for example s.356 Community Funding.

Please don't hesitate to contact the Events Officer for more information on these options, and other ideas.

Note: Council policy states that an event may only be successful in receiving funding from one of these avenues.

**4. Events Support Grant**

# EVENT SUPPORT GRANT GUIDELINES

**Closing Date: 25<sup>th</sup> March 2016 at 5pm**

Events Support Scheme Grants can consist of:

- financial assistance by direct payment (tax invoice); and/or
- in-kind service support i.e. Council services and/or infrastructure support e.g. barricades, truck hire, garbage bins, traffic management plans, posters, printing etc.

When applying for funding, applicants will be required to meet the specific criteria outlined in these guidelines.

The amount of financial assistance to eligible events will be limited by the total grants budget allocation in each financial year.

Every application will be considered on its merits. Funding for any event will be re-assessed annually upon application. Please remember, event funding is designed to be 'seed' funding only. As such, this kind of funding is usually only available for three years however this time period should not preclude an organisation from applying for support if relevant.

Funding submissions/applications may be received at any time before the Funding deadline. However, applications will only be reviewed in April for events taking place in the following financial year, commencing 1 July 2016.

**Criteria**

Event Support Scheme funding applications will be assessed on the following criteria:

**Economic**

- i) Level of economic impact associated with the event to the local economy by intrastate and interstate visitors (and to a lesser extent international visitors, although not essential).
- ii) Level of financial viability and sustainability as evidenced in the event's budget and or business plan.
- iii) Level of cash and in-kind support already secured from other relevant organisations (e.g. corporate sponsorship, community organisations, State or Federal Grants).
- iv) Level to which the event will attract outside visitors and encourage increased length of stay (eg. accommodation and attractions packages).
- v) Evidence that the event has potential to develop in the foreseeable future as one that will attract visitation from outside the Council area.
- vi) Level to which the event will increase the profile of the town/village/Council at a regional, state or national level.

**Marketing**

- i) Evidence of marketing and promotional strategies including details of the event objectives and target audience.
- ii) Documented research evaluation from previous events (if applicable) or mechanisms in place to conduct visitor/market research for the event.
- iii) Level of local, state and/or national media exposure generated by previous events.

**Community**

- i) Opportunities available to link or form partnerships with additional events and or organisations.
- ii) Have the potential for 'flow-on' benefits (social, cultural and community). Council will support events which provide increased opportunity for social, cultural and community activity and have the potential to develop organisers' skills and attract new external audiences.
- iii) Attract income and support from other sources (cash and in-kind sponsorship, donations, other grants, etc.)
- iv) Demonstrate community support (i.e.: audience/participant potential, eg. a strong group of volunteers who help to organise the event, as well as strong community attendance at the event).
- v) The applicant's record in providing a quality event.

- vi) Focus on issues identified as a priority under the Richmond Valley Community Strategic Plan

**Other**

- i) Indicators of likely level of visitation.
- ii) Level of experience of key event personal. The level of expertise should be to the extent required to successfully conduct the event within budget and to meet specified objectives.
- iii) Evidence of broad community support.
- iv) Level of Cultural significance to the region and opportunities for local artist, performers and minority groups.



**Council services and infrastructure support**

Richmond Valley Council receives many requests from event organisers for logistical support.

Events requiring Council services and infrastructure support only (eg. barricades, garbage bins, street cleaning, traffic management plans, etc.) are still required to complete an Application Form.

Council will provide quotes for such services, the cost of which will be incorporated into the application. (NB: Council personnel, plant and equipment may be hired at internal rates. The hired plant and equipment is ONLY operated by competent and authorised Council employees.)

Support is most common in the following areas:

- traffic management plans and street closure notification;
- health checks and advice on temporary food stalls and sanitary requirements;
- planning permits and liquor licensing advice;
- booking and information service, including ticketing facilities;
- signage, barricading, street cleaning & garbage bins;
- risk management assessments; and
- truck hire.
- venue hire

Please remember to list all Council services your event requires in the application form. This support will then be costed, and considered as part of your application.

**Events Manual**

To help Event Coordinators plan their event and who to contact at Council, an Events Manual has been written by Council.

This manual is a fantastic guide to help with the organisation and management of an event.

To obtain a copy of this manual, please contact the Events Officer on 02 6660 0300 or email [council@richmondvalley.gov.nsw.au](mailto:council@richmondvalley.gov.nsw.au).

**Funding Conditions**

The following conditions apply to all successful applications:-

By submitting an application under the Events Funding Scheme, the applicant acknowledges and agrees to be bound by the conditions of funding detailed in this guideline.

**Contact with Events Officer**

Successful applicants must make contact with the Events Officer to discuss the event at least four months prior to the event and provide the Events Officer with regular updates on the event planning.

**Funding Agreement**

Successful applicants will be required to enter into an agreement with Richmond Valley Council which details the level of grant, benefits agreed to, payment terms and evaluation procedures.

**Tax Invoice**

Successful applicants will be required to provide Council with a tax invoice for 50% of the approved amount and a detailed risk assessment for the event 3 months prior to the event.

**Input as to use of Funds**

Council reserves the right to have input to the use of funds as outlined in Council's Event Support Policy/Funding Guidelines and the Richmond Valley Event Strategy.

**Acknowledgement**

Organisations that receive funds from Council are required to acknowledge Council's contribution in all advertising and promotional material associated with the event. This means the Richmond Valley Council's promotional logo should appear in a prominent position on any brochures, flyers, posters, press advertisements, invitations and programs associated with your event.

Council permission must be sought prior to using the Richmond Valley Council logo in any such acknowledgements and a proof provided to the Events Officer for approval prior to production.

Successful applicants should provide an opportunity for a Richmond Valley Council representative to speak at the event and include Richmond Valley Council in sponsor invitations. In the case of ticketed events Council should be supplied with up to six complimentary tickets in accordance with funding contribution amount/value.

**Use of Council Signage**

Funded events will be supplied a minimum of two Richmond Valley signs that will be required to be erected in a prominent position as agreed to by the Events Officer. Signs lost or returned damaged will be paid for from the balance of remaining funds to be invoiced after the event.

**Compliance**

Organisations that receive funds from Council must comply with and meet any conditions that Council or any other agency may impose relating to health, building, public order and safety. Any expense from imposed conditions will be met by the event organisers.

**Acquittal Report**

Successful applicants must provide to Council an evaluation report within 60 days of the completion of the event. Please use the Acquittal Report Form provided which is available from Council's website or from the Events Officer. Survey results, media clippings, copies of promotional and advertising material and final budget (detailing both income and expenditure, in-kind and cash), are to be included in the Acquittal Report.

Failure to provide a satisfactory event Acquittal Report could result in forfeiture of the remaining 50% of funds and jeopardise future funding through the Event Support Scheme.

**Post Event Survey**

Where possible, applicants are required to conduct a minimum of 100 surveys or 10% of the attendance (which ever is greater) at the event, in a bid to gauge the event's marketing and tourism benefits to the Richmond Valley. Survey results must be included in the event Acquittal Report. Survey template can be provided by Council.

## **Administrative Requirements**

### **Funding Agreement**

Successful applicants will be required to enter into a formal agreement with Richmond Valley Council

The agreement schedule(s) will consist of the General Conditions and any event specific Special Conditions that maybe be deemed appropriate.

### **Auspice bodies for unregistered groups or organisations**

Proposals from applicants not registered as a legal entity or associated body will need to provide details of a sponsoring registered organisation willing to auspice, manage and acquit the granted funds. A letter of confirmation from the auspice organisation must be attached to the application.

### **Assessment and acquittal report**

It is a condition of the grant that an acquittal report be submitted within eight weeks from the completion date of the funded event.

### **Funds as taxable income**

Any monies received by the grant recipient will be considered to be taxable income unless the Australian Taxation Office has declared the organisation a tax-exempt body.

### **GST (Goods & Services Tax)**

Organisations and individuals are strongly encouraged to clarify their GST status and indicate on the Application Form what that status is. For detailed information:

Phone 13 28 66 or visit <http://www.ato.gov.au/>

### **Legal and insurance standards**

All applicants must ensure that they comply with all legal and insurance standards. For certain projects that include public participation or occur in public areas, applicants will be asked to produce proof of public liability insurance (certificate of currency) to a minimum of \$10,000,000.

**Richmond Valley Council needs to be named on the insurance as an interested party.**

For any legal queries please check this website: <http://www.artslaw.com.au/>.

### **Other legal requirements**

Successful applicants must ensure they act with fairness and equity in all matters concerning staff recruitment and management, for both paid and volunteer staff.

Funded applicants are required to comply with relevant Acts such as:

- Workplace Relations Act 1996
- Equal Opportunity Act 1995

- Permits and local laws
- Volunteers and OH&S

Events that include the exhibition and installation of artworks **or** the building of temporary structures, **or** performances in public and open space, may need a permit application.

Please note that some permits may require a fee, which will need to be included in the project budget.

For additional information about assessing the permitting needs of your event, please call the Events Officer on 02 6660 0300.

### **Assessment Process**

The Events Support Scheme is a limited fund and Richmond Valley Council cannot fund all the applications it receives.

The success of an application is determined by the application's merits against the funding criteria and program objectives, and in competition with assessment against other applications.

### **Future Funding**

Funding provided in any financial year does not assure that funding will be available in future years.

**How to Apply****Closing date is Friday 25<sup>th</sup> March 2016 at 5pm.**

Applicants are advised that they should discuss the eligibility of their applications with the Events Officer *prior* to submitting their application.

Application forms are available from Council's Events Officer, phone 02 6660 0300. All applications must be submitted on the correct application form (typed) and received by Council by the due date of **Friday 25<sup>th</sup> March 2016 at 5pm.**

Applications, where applicable, should include the relevant supporting documents as detailed in the application form.:

Applications may be mailed or emailed.

**How to present the application**

By post? Please provide two hard copies of the application

By email? Please only send in PDF format.

**Written submissions must be:**

- Submitted on white A4 paper (if submitting by post)
- Printed type face (minimum 11 point)
- Print single sided only
- Presented in **loose leaf form** (paper clipped) with page numbers. **Do not** staple or hard bind any of the material

Send your application to:

Events Officer, Richmond Valley Council  
Locked Bag 10  
CASINO NSW 2470 Email – [council@richmondvalley.nsw.gov.au](mailto:council@richmondvalley.nsw.gov.au)

OR hand deliver to either:

Richmond Valley Council  
Cnr Walker Street & Graham Place      or  
CASINO NSW 2470

Richmond Valley Council  
Woodburn St (Cnr School Lane)  
EVANS HEAD NSW 2473

Incomplete applications will not be accepted. Late applications will not be accepted.

## **5. Event Advertising**

# **EVENT ADVERTISING GUIDELINES**

Advertising is the activity of attracting public attention to a product or business, through paid advertisements in the print, broadcast or electronic media.

From time to time, Council may elect to purchase advertising space. This may, for example, take the form of an advertisement in the official event program or assigned signage space at the event venue.

Council will predominantly use advertising to gain exposure for its business enterprises but may also use the advertisement to promote various other aspects (eg. tourism).

### **How to Apply**

Request for funding under the Event Advertising Support Scheme should be forwarded in writing addressing the criteria listed on this page.

The request should include information about the event, the type of advertising offered and address the criteria listed below.

The amount of financial assistance to eligible events will be limited by Council's Events Funding Scheme budget allocation in each financial year. Eligible applications received after budget allocation is exhausted will not be considered.

Advertising applications may be received at any time of the year, provided they are received three (3) calendar months prior to the event date.

Every application will be considered on its merits and in alignment with Council's Community Strategic Plan.

### **Criteria**

Applications will be assessed on the following criteria:

#### **Event Details**

- i) date, times and venue(s), etc.

#### **Type of advertising**

- i) what type of advertising are you asking Council to take?
- ii) how much will it cost?
- iii) who else is advertising?

#### **Target market**

- i) what is the reach of the advertising? i.e.: who and how many people will see it and where will it be distributed?



**Conditions**

**By submitting an application under the Events Funding Scheme, the applicant acknowledges and agrees to be bound by the conditions of funding detailed in this guideline.**

**Funding Agreement**

Successful applicants will be required to enter into an agreement with Richmond Valley Council which details the level of funding, benefits agreed to, payment terms and evaluation procedures.

**Use of Council Logo**

Council permission must be sought prior to using the Richmond Valley Council logo in any way and a proof provided to the Events Officer for approval prior to production.

**After Event Report**

A short after event report which includes information on the outcome of the event and a copy of the event's advertising exposure should be provided to Council within 60 days of the completion of the event.

**Payment**

Once an application is approved and a funding agreement is entered into, a valid tax invoice can be provided to council for the advertising fee. The tax invoice should be sent to:

Events Officer  
Richmond Valley Council  
Locked Bag 10  
CASINO NSW 2470  
[council@richmondvalley.nsw.gov.au](mailto:council@richmondvalley.nsw.gov.au)

**General Note**

The Events Sponsorship Scheme is different to the Event Funding Grant Scheme. The criteria attached to this kind of support are significantly different to that which applies to the Event Support Scheme.

*Whats the difference?*

Funds granted through the Event Support Scheme Grants are used to market and promote the event.

Funds received through the Sponsorship and Program Advertising Scheme are used to promote and market Council or its specific enterprise associated with the particular event.

Organisers cannot receive funding under both the Grant and Sponsorship Schemes.



**6. Event Sponsorship**

# EVENT SPONSORSHIP GUIDELINES

Sponsorship can be defined as a cash or in-kind fee paid to an organisation or individual in return for the commercial benefit(s) associated with that event.

Council provides this kind of assistance with the aim of gaining marketing exposure for its business enterprises (Casino Regional Livestock Selling Centre, Quarries, etc).

To this end, applications will need to outline the synergies that exist between the event and the business enterprise as well as outlining the benefits associated with sponsoring the event.

**How to Apply**

When applying for sponsorship for events, applicants will be required to submit a written proposal that meets the specific criteria outlined below.

All applications must be made addressed to the Events Officer and not made directly with the individual areas of Council or its business enterprises' management or committees.

Sponsorship proposals may be received at any time of the year provided they are received three (3) calendar months prior to the event date.

Once a Sponsor Proposal is assessed by the Events Officer and deemed eligible, it will be forwarded to relevant Council Officers for final determination. Each proposal will be considered on its merits and in alignment with Council's Community Strategic Plan.

The amount of financial assistance to eligible events will be limited by Council's Events Funding Scheme budget allocation in each financial year. Eligible applications received after the annual budget allocation is exhausted will not be considered.

**Criteria**

Event Sponsorship Proposals will be assessed on the following criteria. Please address all relevant criteria in the sponsorship proposal:

**Event Details**

- i) History, objectives and long term goals, staffing, date and times.

**Financial Details**

- i) Funding and/or Council services/infrastructure requested.
- ii) Details of how funds will be spent.
- iii) Full list of other sponsors involved in the event and their level of support.

**Target Audience**

- i) Number of people who will see, attend or be involved in the event.
- ii) An outline of the event's target audience.

**Benefits**

- i) Outline of benefits i.e.: planned publicity and media exposure, marketing and promotional plans and other benefits associated with sponsoring your event.
- ii) Outline of the synergies between Council's business enterprise and the event.
- iii) Detail how this nexus between Councils enterprises and your organisation can be further enhanced beyond the life of your event.

**Conditions**

**By submitting an application under the Events Funding Scheme, the applicant acknowledges and agrees to be bound by the conditions of funding detailed in this guideline.**

**Funding Agreement**

Applicants will be notified of the outcome of their application six (6) weeks after lodgement. Successful applicants will be required to enter into an agreement with Richmond Valley Council which details the level of funding, benefits agreed to, payment terms and evaluation procedures.

**Payment**

The sponsorship funding will be made in two payments. 50% prior to the event and 50% after the event and after receipt of the applicants post event report.

To receive payment, the applicant must provide a valid tax invoice. The tax invoice should be sent to

Richmond Valley Council Events Officer  
Locked Bag 10  
CASINO NSW 2470  
Email – [council@richmondvalley.nsw.gov.au](mailto:council@richmondvalley.nsw.gov.au)

**Acknowledgement of Support**

Organisations that receive sponsorship funds from Council are required to acknowledge Council's contribution in all advertising and promotional material associated with the event. This means the Richmond Valley Council's logo must appear in a prominent position on any brochures, flyers, posters, press advertisements, invitations and programs associated with your event.

Council permission must be sought prior to using the Richmond Valley Council logo in any such acknowledgements and a proof must be provided to the Events Officer for approval prior to production. Where possible Council signs, flags or banners may be required to be erected in designated positions for prominent exposure. Signs lost or returned damaged will be paid for from the balance of remaining funds to be invoiced after the event.

Successful applicants should provide an opportunity for a Richmond Valley Council representative to speak at the event and include Richmond Valley Council in all sponsor invitations.

**Post Event Report**

Successful applicants must provide to Council a Sponsor's Report of the event within 60 days of the completion of the event. This report should include details of the event, media clippings, copies of all promotional and advertising material.

Please include information on how Council's sponsorship helped the sustainability of your event.

**General Note**

The Events Sponsorship Scheme is different to the Event Funding Grant Scheme. The criteria attached to this kind of support are significantly different to that which applies to the Event Support Scheme.

Whats the difference?

Funds granted through the Event Support Scheme Grants are used to market and promote the event.

Funds received through the Sponsorship and Program Advertising Scheme are used to promote and market Council .

**14.7 REGIONAL INTERMODAL TASKFORCE****Responsible Officer:**Mike Pearce (Manager Economic Development – Business)

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**RECOMMENDATION**

Recommended that Council assist and/or provide a written submission to the Regional Intermodal Taskforce by 11 March 2016 to support the development of the Casino Rail Freight Terminal as essential infrastructure in the Northern Rivers of NSW.

**160216/ 15 RESOLVED** (Cr Morrissey/Cr Hayes)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

Council received correspondence on 19 January 2016 advising that on 20 November 2015 the Hon. Duncan Gay, MLC, Minister for Roads, Maritime and Freight, announced the formation of the Regional Intermodal Taskforce to independently assess the fitness for purpose, financial viability and sustainability of existing and planned logistics intermodal terminals in regional NSW.

The Taskforce will make recommendations on how the NSW Government should support the future development of these terminals. Specifically, the Taskforce will provide advice to Government on whether there is a demonstrated need for more investment in terminal capacity, supporting road access (local, regional and state roads) and the overall rail network.

**Community Strategic Plan Links**

Focus Area 2 Local Economy – Long Term Goal 2.2 Employment Opportunities (Strategy 2.2.3 Support for the development and implementation of the Regional Transport Plan road and rail solution to maximise Richmond Valley's connectivity to south east Queensland).

**Budget Implications**

Nil.

**Report**

The Regional Intermodal Taskforce held a public meeting in Tamworth on 3 February 2016 attended by Council's Manager Economic Development -

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Business. The presentation centred on the methodology and process that would be undertaken to make their assessments. Key points to note:

1. It must be fit for purpose. (Commercially sustainable outcomes)
2. It must be viable. Minimum 10,000 Twenty-Foot Equivalent Unit's (TEU's) per annum (20'container equivalents)
3. A demonstrated need must underpin the business case
4. Councils thinking regionally and collaborating will carry more weight where there are competing channels in a catchment.
5. Economic and Social impact carries the most weight (26%) in the assessment methodology and subsequent scoring of a submission
6. Cross Border issues could be in play if too many terminals are in the same catchment.

A copy of correspondence from NSW Government dated 15 January 2016 regarding the Regional Intermodal Taskforce and the presentation provided by the Regional Intermodal Taskforce at the public meeting on 3 February 2016 has been issued separately for the information of Councillors only.

### **Consultation**

To ensure all stakeholders have an opportunity to be fully informed, the Taskforce will consult through a combination of public forums and consultations in February and March 2016 prior to receiving and considering written submissions.

### **Conclusion**

The opportunity to progress and support the development and implementation of an Intermodal in Casino should be pursued with clear focus on the requirements as outlined by the NSW Government Taskforce.

## **14.8 JOINT REGIONAL PLANNING PANEL - NOMINATION OF REPRESENTATIVES**

### **Responsible Officer:**

Angela Jones (Director Infrastructure and Environment)

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### **RECOMMENDATION**

Recommended that:

1. Council nominate at least one panel member and an alternative to provide local representation on the Joint Regional Planning Panel for Richmond Valley Council; and
2. Council nominate Manfred Boldy, Executive Manager Planning and Environment from Kyogle Council, to provide local representation on the Joint Regional Planning Panel for Richmond Valley Council.

**160216/ 16 RESOLVED** (Cr Mustow/Cr Sullivan)

That:

1. Council nominate Cr Robert Hayes as panel member and Cr Daniel Simpson as alternate panel member to provide local representation on the Joint Regional Planning Panel for Richmond Valley Council; and
2. Council nominate Manfred Boldy, Executive Manager Planning and Environment from Kyogle Council, to provide local representation on the Joint Regional Planning Panel for Richmond Valley Council.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

Council has been contacted by the secretariat of the Northern Joint Regional Planning Panel (JRPP) advising of the need to review and confirm the nominated panel members to the regional panel. Richmond Valley Council's current nominated representatives are Cr Robert Hayes, with Cr Daniel Simpson being the alternate panel member.

Previously, Richmond Valley Council and Kyogle Council had a reciprocal arrangement whereby the Planning Directors of each Council were nominated on each other's panel.

Regional panels consist of five members, comprising of one chair (appointed by the Minister with concurrence of Local Government NSW), two other members appointed by the Minister and two Council appointed members. If Council fails to nominate one or more Council members, a regional panel may still exercise its functions in relation to the area of the Council concerned. Council needs to advise the secretariat who its representatives will be.

**Community Strategic Plan Links**

Focus Area 5 Rural and Urban Developments - Long Term Goal 5.1 Land use Development should be appropriate for the retention of a country atmosphere and village lifestyle.

**Budget Implications**

Council considered a report at the Ordinary Meeting held on 15 September 2009, whereby it was resolved:

1. *Councillors' membership of the Joint Regional Planning Panel be remunerated to the amount of \$200 per meeting.*

2. *Council's community member of the Joint Regional Planning Panel be remunerated in accordance with the adopted tendered rate for legal services being \$295 per hour per meeting.*
3. *Remuneration for travelling and meals for Council members of the Joint Regional Planning Panel to be in accordance with Council's Payment of Expenses and the Provision of Facilities to Councillors Policy, as amended.*

It is proposed the previously resolved remuneration remain unchanged. The reciprocal arrangement between Richmond Valley and Kyogle Council negated the need to remunerate a community member which resulted in a significant cost saving.

### **Report**

Council needs to nominate two panel members. At least one of the Council appointed members is required to have expertise in one or more of the following area:

- Planning
- Architecture
- Heritage
- The environment
- Urban Design
- Land Economics
- Traffic and Transport
- Law
- Engineering;
- or Tourism.

The previously reciprocal arrangement between Richmond Valley and Kyogle Council can now be reinstated with the appointment of a new Executive Manager Planning and Environment at Kyogle Council being Manfred Boldy.

### **Consultation**

Nil.

### **Conclusion**

It is recommended that Council nominate at least one panel member and an alternate at this point in time. The joint arrangement with Kyogle is beneficial and represents a cost saving and should be re-established with the appointment of Manfred Boldy of Kyogle Council.

**14.9 TOURISM DIRECTIONAL SIGNAGE****Responsible Officer:**Andrew Leach (Manager Asset Planning)

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**RECOMMENDATION**

Recommended that:

1. Council note the advice from Roads and Maritime Services.
2. Council investigate alternative options for tourism directional signage.

**160216/ 17 RESOLVED** (Cr Hayes/Cr Humphrys)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

At Council's Ordinary Meeting held on 22 December 2015, following consideration of a Notice of Motion, Council resolved that:

*“Council provide large distinctive tourist type signage at the roundabout near the Charcoal Inn, Casino, directing tourists to Evans Head, and further, that similar large signage at the intersection of the Coraki Woodburn Road and the Pacific Highway and the turn off from the Pacific Highway onto Alfred Street in Woodburn also be erected.”*

Staff consulted with representatives from Roads and Maritime Services (RMS) who advised that under RMS policy, Evans Head cannot be signposted from Casino.

**Community Strategic Plan Links**

Focus Area 6 Transport and Infrastructure – Long Term Goal 6.1 Roads Drainage and Other Infrastructure Asset Classes (Strategy 6.1.1).

**Budget Implications**

Funds would need to be allocated if new tourism directional signage is to be pursued.

**Report**

Following the request made at Council's Ordinary Meeting on 22 December 2015, staff consulted with Ian Shanahan, Manager Network and Safety Services from Roads and Maritime Services who advised as follows:

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*“On state roads, all city, town or suburb names that may be displayed on Advance Direction and Intersection Direction signs are called focal points. Towns and suburbs are selected as focal points as a means of providing continuity of signposting. Focal point towns are normally the next town of importance along a route. The two focal points to be signposted from Casino towards the east coast, should be Coraki and Woodburn.*

*In the case of providing ‘Evans Head’ from Casino, Evans Head is not on a direct route from Casino and only accessible from the Pacific Highway via several intersections in Woodburn.*

*Under RMS policy ‘Evans Head’ cannot be signposted from Casino for the above reasons.”*

For the reasons above, Evans Head cannot be signposted from Casino with Roads and Maritime Services traditional signage. However, Council could investigate alternative options to provide directional tourism signage to Evans Head at key points throughout the Richmond Valley while ensuring no conflict with RMS Policy occurs.

#### **14.10 TENDER NO REGPRO271516 SUPPLY AND DELIVERY OF WATER METERS**

**Responsible Officer:**

Ryan Gaiter (Manager Finance and Procurement)

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#### **RECOMMENDATION**

Recommended that:

1. Elster Metering Pty Ltd be awarded the contract for supply and delivery of water meters to participating RTC member Councils for the period 1 April 2016 to 31 March 2018.
2. Provision be allowed for a 12 month extension based on satisfactory supplier performance which may take this contract through to 31 March 2019.
3. The Common Seal of Council be affixed to any documentation where required.

**160216/ 18 RESOLVED** (Cr Morrissey/Cr Hayes)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

## **Executive Summary**

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

Tendering for the supply and delivery of water meters has been discussed by the NOROC Regional Procurement Group. At the time, when Council's representatives brought this tender to the group, no other NOROC Councils were in a position to go to tender.

Regional Procurement® has called a Single Source by Council tender for participating RTC member councils for the Supply and Delivery of Water Meters. Tenders closed 10.00am, Tuesday, 17 November 2015.

Participating councils in this tender which signed a Letter of Participation were Richmond Valley Council and Clarence Valley Council.

This tender was advertised via the following media:

- Tenderlink on 27 October 2015
- Sydney Morning Herald on 27 October 2015
- Western Magazine on 27 October 2015.

Three tenders in total were received from the following entities:

- All Valve Industries Pty Ltd
- Elster Metering Pty Ltd
- Global Valve Technology Ltd

## **Community Strategic Plan Links**

Focus Area 6 Transport and Infrastructure - Long Term Goal 6.1 (Strategies 6.1.1 and 6.1.4).

## **Budget Implications**

This tender is for the ongoing supply of water meters. These meters are purchased as part of specific projects within Council's adopted budgets.

## **Report**

In accordance with the Local Government (General) Regulation 2005 – Part 7 Tendering, where expenditure on a tender exceeds \$150,000 over the term of the contract a council must, by resolution, adopt a report accepting the tender recommendation.

Where expenditure is less than \$150,000 over the term of the contract, acceptance of the tender recommendation may be undertaken by the manager responsible (subject to internal delegations).

Either way, an email confirmation advising Council's acceptance/rejection of the tender recommendation is required prior to the successful tenderer being advised.

### ***Contract Duration***

This contract will run for two (2) years from 1 April 2016 to 31 March 2018 (24 months). A one (1) year option may be taken up based on satisfactory performance by the successful tenderer(s).

### ***Probity***

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

Conflict of Interest Declarations were signed by all participating evaluation panel members including the Regional Procurement® facilitator. The declarations are available to be viewed if required.

All tenderer insurance records were checked against tender requirements and potential non-conformities were noted in the Evaluation Matrix for the consideration of the panel.

The evaluation was conducted in accordance with the Local Government Tendering Guidelines, Regional Procurement® Tendering Code of Conduct and Tendering Evaluation Principles and Process. Confidentiality and probity were maintained throughout the process.

### ***Tender Analysis***

The RTC tender evaluation was conducted on 17 December 2015 via teleconferencing by:

- Coordinator Purchasing and Stores – Richmond Valley Council
- Procurement/Light Fleet Coordinator – Clarence Valley Council
- Craig Wade - Regional Procurement (as facilitator).

## Evaluation Results

Criteria evaluation	%	All Valve Industries Pty Ltd	Elster Metering Pty Ltd	Global Valve Technology Ltd
Price	60			
Table 1 - 20mm Painted/unpainted	15	9.08	10.35	15.00
	Total value	<b>\$170.10</b>	<b>\$149.30</b>	<b>\$103.00</b>
Table 2 - 25mm Recycled water lilac	10	6.59	10.00	7.50
	Total value	<b>\$596.95</b>	<b>\$393.60</b>	<b>\$525.00</b>
Table 3 - 20mm Recycled water lilac	10	10.00	9.00	3.76
	Total value	<b>\$62.49</b>	<b>\$69.40</b>	<b>\$166.00</b>
Table 4 - 25mm Recycled water lilac	5	3.35	5.00	3.67
	Total value	<b>\$213.45</b>	<b>\$143.20</b>	<b>\$195.00</b>
Table 5 - 32mm Painted lilac/unpainted	5	5.00	3.36	3.02
	Total value	<b>\$259.40</b>	<b>\$385.70</b>	<b>\$430.00</b>
Table 6 - 40mm Painted lilac/unpainted	5	4.17	5.00	4.02
	Total value	<b>\$486.75</b>	<b>\$405.80</b>	<b>\$505.00</b>
Table 7 - 50mm Painted lilac/unpainted	5	4.97	3.30	5.00
	Total value	<b>\$563.30</b>	<b>\$848.20</b>	<b>\$560.00</b>
Table 8 -100mm Painted lilac/unpainted	5	5.00	2.92	2.38
	Total value	<b>\$1,285.90</b>	<b>\$2,201.50</b>	<b>\$2,700.00</b>
Referees	15	13.30	13.60	12.00
Quality Assurance	10	10.00	10.00	4.00
Customer Service	10	10.00	10.00	10.00
Ecologically Sustainable Development	5	0.00	5.00	1.00
<b>TOTAL</b>	<b>100</b>	<b>81.47</b>	<b>87.54</b>	<b>71.35</b>

### Note:

- No late tenders were received.
- All tenderers had been noted as active on the ASIC website.
- No tenders were deemed non compliant.
- Global Valve Technology offered their own meter for 20mm and 25mm but anything above they offered Elster and Everhard.

### Consultation

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

### Conclusion

The tender submitted by Elster Metering Pty Ltd is seen as most advantageous to supply participating RTC member councils water meters for the period 1 April 2016 to 31 March 2018 and it is recommended that provision be allowed for a 12 month extension to this contract based on satisfactory supplier performance which may take this contract through to 31 March 2019.

**14.11 QUOTATION VP41516 - SUPPLY AND DELIVERY OF A TIPPING TRUCK (PLANT 135)****Responsible Officer:**Ryan Gaiter (Manager Finance and Procurement)

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**RECOMMENDATION**

Recommended that:

1. Council accept the quotation from Murwillumbah Truck Centre for the supply and delivery of one tipping truck (Quotation VP41516) in the amount of \$121,481.80 (excluding GST).
2. The Common Seal of Council be affixed to any documentation where required.

**160216/ 19 RESOLVED** (Cr Morrissey/Cr Hayes)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

Richmond Valley Council called for Quotations through Local Government Procurement's Vendor Panel under reference number VP41516 for the supply and delivery of one tipping truck for replacement of one of the existing Council vehicles.

Local Government Procurement has been 'prescribed' by the NSW State Parliament to carry out group tenders on behalf of NSW local government. 'Prescribed' means LGP is named in the *Local Government (General) Regulation 2005* (NSW) and as such a council does not need to go to tender if that council buys from a contract already set up by LGP. Councils can therefore procure goods or services from LGP contracts for values greater than \$150,000 (inclusive of GST), without the need to tender themselves.

Seven submissions for the quotation were received with the seven respondents evaluated as conforming tenders. All respondents meet the minimum tender specification requirements.

This truck operates within the Infrastructure and Environment section of Council and tows a plant trailer carrying a mini excavator.

## Community Strategic Plan Links

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

## Budget Implications

Isuzu is recommended as best value to Council with a cost of \$121,481.80 exclusive of GST.

## Report

Council uses prescribed entities under the Local Government Act 1993 for the purchase of heavy plant and machinery to streamline the procurement process for more efficient purchases.

Quotations were called and closed on the 21 December 2015. Quotations were received from the following companies:

Quotation Company	Quoted Amount (\$) Inclusive GST	Assessed Quoted Amount (\$)	Total Score Assessment (out of 50)	Recommended Tender Amount (\$) Inclusive GST
Murwillumbah Truck Centre	\$133,630.00	\$133,630.00	47	\$133,630.00
Hino Motor Sales Australia	\$142,471.12	\$142,471.12	42	
Isuzu Australia Limited	\$143,931.00	\$143,931.00	46	
Brown & Hurley	\$191,661.90	\$191,661.90	43	
MAN Automotive Imports Pty Ltd	\$193,930.00	\$193,930.00	41	
VOLVO Truck Coffs Harbour	\$195,000.00	\$195,000.00	43	
UD TRUCKS Australia	\$147,950.00	\$147,950.00	46	

Council's Manager Infrastructure and Environment, Plant Superintendent and Co-ordinator Purchasing and Stores have been involved in the development of specifications and assessment criteria.

Richmond Valley Council references the Office of Local Government Tendering Guidelines for NSW Local Government:

### 3.16. Report to Council of Tender Evaluation

*While there is no statutory requirement that contracts that are not otherwise captured by the tendering requirements of section 55 of the Act be reported to council, it is considered to be good practice for such contracts to be reported to council as part of the quarterly budget review process prescribed under clause 203 of the Local Government (General) Regulation 2005. It is also expected that councils will develop procurement procedures for contracts that are not otherwise captured under section 55 of the Act. This is monitored by the Division of Local Government as part of its Promoting Better Practice Review Program.*

## ***Quotation Analysis***

The quotations are ranked in order and the works are awarded to the successful quotation with the best advantage and price for the specific works required.

Quotations were evaluated by the Evaluation Panel on the following 50:50 method with price being 50% and the non-priced criteria being 50%.

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

Council decided to call for Quotations through Local Government Procurement's Vendor Panel.

An Evaluation Plan was prepared and endorsed by the Evaluation Committee prior to close of Quotations.

### **2. Initial Evaluation**

All Quotations were received prior to the nominated closing date and time.

#### *Non-Conforming Quotation*

All respondents submitted conforming Quotations as per Specifications.

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

The information submitted by the quotation responders was evaluated against the specified non-price criteria in accordance with the Evaluation Plan.

The non-price criteria for evaluation are as follows:

- Operational Capabilities,
- Mechanical assessment & Service Back up,
- Work Health & Safety,
- Environmental (Co2) Output/Service intervals

The scores were weighted against each criterion and totalled as shown in the table below.

<b>Tenderer</b>	<b>Total weighted score</b>	<b>Rank</b>
Murwillumbah Truck Centre	9.7	1
Hino Motor Sales Australia	8.55	4
Isuzu Australia Limited	9.2	2
Brown & Hurley	7.7	5
MAN Automotive Imports Pty Ltd	7.45	7
VOLVO Truck Coffs Harbour	7.7	6
UD TRUCKS Australia	9.2	3

### **4. Selection of the Most Advantageous Quotation**

Total weighted scores were obtained for each of the seven quotationers by adding the total non-price score and price scores to multiply against each weighting.

The quote with the highest total score from the conforming quotes was Murwillumbah Truck Centre and is identified as the most advantageous at this time.

### **Consultation**

Consultation was required throughout the quotation process between the operator and Plant Superintendent for the suitability of the proposed vehicle.

### **Conclusion**

The quotation from Murwillumbah Truck Centre represents best value for Council for \$121,481.80 exclusive of GST

## **14.12 TENDER RVC319.15 - CONSTRUCTION OF CONCRETE SKATE PARK EXTENSION, CASINO**

### **Responsible Officer:**

Ryan Gaiter (Manager Finance and Procurement)

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### **RECOMMENDATION**

Recommended that:

1. Council accept the tender submitted by Concrete Skate Parks Pty Ltd for Tender RVC319.15 for the construction of a concrete skate park extension at the tendered price of \$130,000 (excluding GST).
2. The Common Seal of Council be affixed to any documentation where required.

### **160216/ 20 RESOLVED (Cr Bennett/Cr Hayes)**

That:

1. Council accept the tender submitted by Concrete Skate Parks Pty Ltd for Tender RVC319.15 for the construction of a concrete skate park extension at the tendered price of \$130,000 (excluding GST).
2. The Common Seal of Council be affixed to any documentation where required.
3. A report come back to Council on the possibility of bringing forward the construction of a skate park at Broadwater into this year's budget utilising funds of \$110,000 anticipated to be saved on the Casino concrete skate park extension project.

FOR VOTE - All Council members voted unanimously.



## Executive Summary

Richmond Valley Council called for tenders for the construction of a concrete skate park extension in Casino.

Council's primary objective was to contract a supplier to build an extension on the existing skate park within the allocated budget. Council's budget for this project is \$240,000.

Three submissions for the tender were received, all were conforming tenders. Only one of the tendered amounts was outside Council's allocated budget.

As Concrete Skate Parks' tender was considerably lower than the other tenderers, Council's Manager Asset Planning contacted a representative from Concrete Skate Parks to confirm the tendered price and to make sure finished landscaping was included in the tendered price. Both points were confirmed in writing.

## Community Strategic Plan Links

Focus Area 4 Recreation and Open Spaces - Long term Goal 4.2 Improve Recreational Facilities (Strategy 4.2.2 Enhance existing picnic areas and playgrounds throughout the Richmond Valley area).

## Budget Implications

Council has an adopted budget of \$240,000 for this project. Two of the tenders are within the allocated budget, including the recommended tenderer. The recommended tenderer will provide significant savings for Council.

## Report

Council has requested tenders for the construction of a concrete skate park extension at Crawford Square, Casino.

Tenders were called on 4 December 2015 and closed at 2.00pm on 8 January 2016. Tenders were received from the following companies.

Tenderer	ABN	Tendered Amount (\$) Excluding GST	Assessed Tender Amount (\$)	Total Score out of 100	Recommended Tender Amount (\$) Excluding GST
Oasis Skate Parks Pty Ltd	13 125 440 404	\$222,000.00	\$222,000.00	70	
Convic Pty Ltd	23 159 140 137	\$370,250.00	\$370,250.00	49	
Concrete Skate Parks Pty Ltd	41 107 932 007	\$130,000.00	\$130,000.00	91	\$130,000.00

As Concrete Skate Parks Pty Ltd tender was considerably lower than the other tenderers, Council's Manager Asset Planning contacted a representative from Concrete Skate Parks to confirm the tendered price and to make sure finished landscaping was included in the tendered price. Both points were confirmed in writing. Calls were also made to Lismore City Council and Ballina Council to check on their experience with projects undertaken by Concrete Skate Parks Pty Ltd at Nimbin, Goonellabah and Ballina. Feedback was positive in all cases.

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

Council's Manager Finance and Procurement, Manager Asset Planning, Engineering Assistant – Reserves and Facilities and Coordinator Asset Management have been involved in the development of specifications and assessment criteria.

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

The estimated cost of this contract exceeded the tenderable limit.

### ***Tender Analysis***

The tenderers are ranked in order and the works are awarded to the tenderer with the best advantage and price for the specific works required.

Tenders were evaluated by the tender evaluation panel on a 65% price and 35% non-price criteria. The non-price criteria consisted of the following:

- Previous experience in construction type
- Delivery capability and capacity
- Demonstrated benefit to the local economy

### ***Non-Conforming Tender***

No respondents submitted a non-conforming tender.

### **Consultation**

No consultation was required throughout the tender process.

### **Conclusion**

After tender evaluation it is recommended that the tender submitted by Concrete Skate Parks Pty Ltd is the most advantageous to Council. Council staff have verified price and works in writing, and also checked references. All results were positive.

**15 MATTERS FOR INFORMATION**

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**RECOMMENDATION**

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

**160216/ 21 RESOLVED** (Cr Morrissey/Cr Simpson)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

Cr Simpson sought a comment on the grant for closure of the Bora Ridge Landfill and also the grant to convert it to a Transfer Station as detailed in Item 15.2. Cr Simpson queried whether Council had made a decision in relation to the Bora Ridge Landfill. The Acting General Manager confirmed that Council had not yet made a decision and that a full briefing on the waste business would be provided to the March 2016 information session. If Council then needed to make a decision on the waste service, this could be done at the March Ordinary meeting. Council had until 31 March to accept the grants.

Cr Hayes sought further clarification in relation to information provided in Item 15.5 regarding the proposed irrigation connection of Stan Payne Oval and Woodburn Oval to mains water. The Director Infrastructure and Environment understood that this was a capital item which had been proposed in the 2015/16 budget but had subsequently been removed from the adopted budget. The Acting General Manager suggested that this matter be reviewed to enable the clarification of issues raised by Cr Hayes. Cr Mustow noted that the report indicated that cost estimates will be submitted in the 2016/17 draft budget and that this will provide an opportunity to address the issues raised.

Cr Mustow commented on unsuccessful applications for grants for Crawford Square projects detailed in Item 15.2 and enquired whether Council had a masterplan for that area. The Acting General Manager advised that Council did not have a masterplan, however there is a need to have a masterplan for our different areas that identify opportunities so that Council has business cases ready to apply for particular grants when opportunities arise.

## 15.1 DISABILITY INCLUSION ACTION PLAN

### Responsible Officer:

Vaughan Macdonald (Acting General Manager)

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### Report

The *Disability Inclusion Act 2014* requires NSW Councils to have a Disability Inclusion Action Plan by 1 July 2017. This document will set out Council's commitment to inclusion, consultation with people with disability and protection of their rights.

Plans will have four main strategies:

1. Attitudes and behaviours: Government, business and the general community are aware of and demonstrate positive attitudes and actions to inclusion for people with disability
2. Liveable communities: All people including those with disability are able to exercise their rights, live, learn, work and play, feel safe, raise a family and grow old within their own community
3. Employment: People with disability have the opportunity to gain, retain, contribute effectively and experience the positive self and social benefits of employment
4. Systems and processes: People with disability are able to access information, systems, processes and services, and supporting their right to exercise choice and control.

Actions against items 3 and 4, Employment and Systems and processes, will be particularly important for Council to consider during the planning process. For example, workplaces will need to be fully accessible, including websites and employment practices to provide full accessibility for vision-impaired users.

A copy of the NSW Disability Inclusion Action Planning Guidelines (June 2015) has been circulated to each Councillor.

### Regional Working Group

Richmond Valley Council's Coordinator Community Projects and Social Planning is working with a regional Working Group of eight NSW Councils to consolidate research resources, plan for consultations with community groups efficiently and to ensure that individual Councils' Plans are coordinated across the region.

The eight Councils are: Ballina Shire Council, Byron Shire Council, Clarence Valley Council, Coffs Harbour City Council, Kyogle Council, Lismore City Council, Richmond Valley Council and Tweed Shire Council.

The groups are currently planning joint community consultations for 2016. Many of the community organisations which provide services to people with disabilities

work in more than one Local Government Area. Undertaking consultations this way will ensure effective use of Councils' resources and community organisations' time.

Richmond Valley Council's contribution to the Working Group will be to design and administrate a survey for individuals and community organisations. This will provide information to feed into the design and priorities of each of the eight Councils' Disability Inclusion Action Plans.

#### Community Strategic Plan Process

The Disability Inclusion Action Plan consultation process is timely, as it will be able to feed into Richmond Valley Council's Community Strategic Plan preparation during 2016 and 2017.

#### **Community Strategic Plan Links**

Focus Area 3 Community and Culture - Long term Goal 3.3 Community Health and Wellbeing and Social Inclusion (Strategy 3.3.1 – Partner with the community to build social capacity and Strategy 3.3.2 – Seek to improve services for the aged, early childhood and youth, disability, disadvantaged and multicultural sectors).

#### **Budget Implications**

The Coordinator Community Projects and Social Planning is undertaking work as part of staff hours. Where required, funds are included in project budgets.

### **15.2 GRANT APPLICATION INFORMATION - DECEMBER 2015 AND JANUARY 2016**

#### **Responsible Officer:**

Ryan Gaiter (Manager Finance and Procurement)

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#### **Report**

This report provides information on grant applications submitted, grants that have been approved and/or received and grant applications that were unsuccessful for the months of December 2015 and January 2016.

Council was notified as being unsuccessful with two grant expressions of interest from the NSW Office of Liquor, Gaming and Racing under the 2015/16 ClubGRANTS Category 3 - Sport and Recreation Round funding.

Council applied for four grants during the period. The projects will require \$1,236,364.64 in Council funding towards projects costing \$5,450,909.09 in total if successful.

Council received funding for one grant during the period totalling \$189,000.00. Two grant projects were approved during the period.

**Unsuccessful Grant Applications**

Project ID	10197
Funding Body	NSW Office of Liquor, Gaming & Racing
Funding Name	2015/16 ClubGRANTS Category 3 - Sport and Recreation Round
Government Level	State
Project Name	Crawford Square All Accessible Playground
Project Value (excl GST)	\$823,000.00
Grant Amount (excl GST)	\$823,000.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	8 October 2015 (expression of interest only)
Comment (if required)	N/A
Date Advised Unsuccessful	17 November 2015

Project ID	10198
Funding Body	NSW Office of Liquor, Gaming & Racing
Funding Name	2015/16 ClubGRANTS Category 3 - Sport and Recreation Round
Government Level	State
Project Name	Crawford Square Splashpad Waterpark
Project Value (excl GST)	\$614,000.00
Grant Amount (excl GST)	\$614,000.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	8 October 2015 (expression of interest only)
Comment (if required)	N/A
Date Advised Unsuccessful	17 November 2015

**Grant Applications Submitted**

Project ID	10203
Funding Body	Department of Family and Community Services
Funding Name	Social Housing Community Improvement Fund 2015/2016
Government Level	State
Project Name	McCracken Park Open Space Enhancement
Project Value (excl GST)	\$40,909.09
Grant Amount (excl GST)	\$36,364.64
Council/Other (excl GST)	\$ 4,544.45
Date Application Submitted	14 December 2015
Comment (if required)	N/A

Project ID	10204
Funding Body	Transport for NSW
Funding Name	Fixing Country Roads Round 2 2015-16
Government Level	State
Project Name	Woodburn-Coraki Road
Project Value (excl GST)	\$4,500,000.00
Grant Amount (excl GST)	\$3,500,000.00
Council/Other (excl GST)	\$1,000,000.00
Date Application Submitted	16 December 2015
Comment (if required)	N/A

Project ID	10205
Funding Body	Transport for NSW
Funding Name	Fixing Country Roads Round 2 2015-16
Government Level	State
Project Name	Old Tenterfield Road
Project Value (excl GST)	\$430,000.00
Grant Amount (excl GST)	\$330,000.00
Council/Other (excl GST)	\$100,000.00
Date Application Submitted	16 December 2015
Comment (if required)	N/A

Project ID	10206
Funding Body	Transport for NSW
Funding Name	Fixing Country Roads Round 2 2015-16
Government Level	State
Project Name	Wyan Road
Project Value (excl GST)	\$480,000.00
Grant Amount (excl GST)	\$380,000.00
Council/Other (excl GST)	\$100,000.00
Date Application Submitted	16 December 2015
Comment (if required)	N/A

***Grants that have been approved and/or received***

Project ID	10193
Funding Body	NSW Environmental Protection Agency
Funding Name	Waste Less, Recycle More Initiative - Landfill Consolidation and Environmental Improvements - Funding Round 2 Stream 1 - Landfill Consolidation
Government Level	State
Project Name	Closure of Bora Ridge Landfill
Project Value (excl GST)	\$572,300.00
Grant Amount (excl GST)	\$200,000.00
Council/Other (excl GST)	\$372,300.00
Date Application Submitted	18 August 2015
Comment (if required)	N/A
Date Approved/Received	Approved 18 January 2016 – funding still to be accepted; required by 31 March 2016.
Total Funds Received To Date	\$0.00

Project ID	10194
Funding Body	NSW Environmental Protection Agency
Funding Name	Waste Less, Recycle More Initiative - Landfill Consolidation and Environmental Improvements - Funding Round 2 Stream 2 - Environmental Improvements
Government Level	State
Project Name	Establish Coraki Transfer Station
Project Value (excl GST)	\$295,960.00
Grant Amount (excl GST)	\$200,000.00
Council/Other (excl GST)	\$ 95,960.00

Date Application Submitted	18 August 2015
Comment (if required)	N/A
Date Approved/Received	Approved 18 January 2016 – funding still to be accepted; required by 31 March 2016.
Total Funds Received To Date	\$0.00

<b>Project ID</b>	<b>10199</b>
Funding Body	NSW Roads and Maritime Services
Funding Name	Natural Disaster Funding
Government Level	State
Project Name	Flood Event of April-May 2015/Restoration Works
Project Value (excl GST)	\$1,606,655.00
Grant Amount (excl GST)	\$1,577,655.00
Council/Other (excl GST)	\$ 29,000.00
Date Application Submitted	17 August 2015
Comment (if required)	Funds to be received by 30 June 2016 with the exception of an anticipated portion (\$217,000) to be received in the 2016/17 financial year.
Date Approved/Received	\$108,000.00 received 7 December 2015 \$81,000.00 received 11 January 2016
Total Funds Received To Date	\$189,000.00

### Community Strategic Plan Links

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

### Budget Implications

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

### 15.3 WRITE-OFF OF MONIES UNDER DELEGATION - JULY TO DECEMBER 2015

#### Responsible Officer:

Ryan Gaiter (Manager Finance and Procurement)

### Report

At the 21 April 2015 Ordinary Meeting of Council it was resolved as follows:

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

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



This summary report covers the six month period commencing 1 July 2015 and ending on 31 December 2015.

As at 31 December 2015 the General Manager has not used his delegation to write off any amounts in excess of \$1,000.00.

### **Community Strategic Plan Links**

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

## **15.4 INVESTIGATION INTO THE POSSIBILITY OF STOCKPILING EXCAVATED MATERIAL AT EVANS HEAD MEMORIAL AERODROME**

### **Responsible Officer:**

Mike Perkins (Manager Property and Economic Projects)

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### **Report**

At the 22 December 2015 Council Meeting Cr Hayes submitted the following question in writing.

*Question: Can Council staff investigate and report back to Council on the possibility of suitably qualified contractors carrying out excavation works including low level contaminated sand in Evans Head and being able to transport this sand to the existing stockpile located on Council land at the Evans Head Memorial Aerodrome, for future sale or use by the Council?*

In regard to the possibility of stockpiling excavated material with low level contamination at the Aerodrome there are a number of relevant considerations.

The industrial zoned land at the aerodrome has been remediated, tested and validated as suitable for industrial land use. The existing stockpile located upon the industrial zoned land has also been remediated, tested and validated as suitable for use as fill on industrial zoned land. Therefore in regard to contamination the site is currently validated as suitable for industrial development with no further remediation, removal of material or testing required. The importation of additional contaminated material would re-contaminate the site, invalidating the previous reporting, thus requiring retesting, validation and potentially remediation of the imported material prior to use of the land.

Regardless of whether the material is contaminated or not a development consent would be required prior to allowing additional material to be imported to the site and stockpiled. The development consent under which the existing stockpile was created does not allow for material from other properties to be imported to the site for stockpiling. Therefore a new development consent would be required prior to importing material to the site. As long as the volume of material to be imported is below 1,000 cubic metres per year, which you would

expect it to be, the site would not require EPA licensing for receiving contaminated soil. However, as the site is registered on the State Heritage Register it would require a Section 60 approval under the Heritage Act, making the development application integrated development.

The land upon which the stockpile is located is under option for sale to Evans Head Airpark Pty Ltd. The existing stockpile was present at the time the option agreement was executed and therefore is part of the existing condition of the land at the date of the agreement and will therefore become the purchaser's responsibility upon settlement. Any contaminated material imported to the site after the execution of the agreement would be treated differently. If Council allows additional material to be stockpiled it will have occurred after entering into the option for sale. Under contract law the purchaser may have a claim for Council to remove or meet the costs of removal of any contaminated material placed after the date of the execution of the option.

### **Community Strategic Plan Links**

Focus Area 6 Transport and Infrastructure - Long term Goal 6.3 Community Facilities including Aerodromes, Cemeteries and Halls (Strategy 6.3.3 Implement management plans for aerodromes and heritage agreement at Evans Head).

## **15.5 PROPOSED IRRIGATION CONNECTION OF STAN PAYNE OVAL AND WOODBURN OVAL TO MAINS WATER**

### **Responsible Officer:**

Andrew Leach (Manager Asset Planning)

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### **Report**

This report is to inform Council of the proposed irrigation connection of Stan Payne Oval and Woodburn Oval to mains water, following a question raised by Councillor Hayes at the Ordinary Meeting held in December 2015:

*"It was recommended unanimously at the March meeting in 2014 that Council make provision in the draft estimates for 2014/2015 for the connection of town water to Stan Payne and Woodburn Ovals. Further, at the April meeting in 2014 an annual allowance of \$5,000 for Stan Payne and \$1,000 for Woodburn was to be provided above the current annual average water costs. When will this work be carried out and are the annual allowances being credited towards future bills?"*

The following information was prepared for Council at the time identifying the estimated costs of connection and ongoing annual costs:

*"The upgrade works required to either connect town water or install a bore are not currently included in any forward works program. The responsibility for payment of water consumption charges would need to be clarified. If Council is to meet the cost of watering then operational budgets need to be increased by approximately \$10,000 per annum for Woodburn Oval and*

*\$15,000 per annum for Stan Payne Oval. The upgrade cost for town water connection is \$26,000 at Stan Payne Oval and \$32,000 at Woodburn Oval.”*

This information was submitted in the 2015/16 budget process for consideration by Council but was not adopted.

Allowing for CPI, an initial revised capital estimate of \$60,000 for both ovals and annual estimated operational budget of \$33,000 (inclusive of \$6,000 for increased water consumption) will be submitted in the 2016/17 Draft Budget Estimates for Council's consideration. It should be noted the condition of the existing irrigation infrastructure is essentially unknown until the systems are configured for alternate water supply and connected and tested, which may lead to further substantial costs.

### **Community Strategic Plan Links**

Focus Area 4 Recreation and Open Space - Long Term Goal 4.1 Improved Sporting Facilities.

## **15.6 DEVELOPMENT APPLICATIONS DETERMINED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT FOR THE PERIOD 1 DECEMBER 2015 TO 31 JANUARY 2016**

### **Responsible Officer:**

Angela Jones (Director Infrastructure and Environment)

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### **Report**

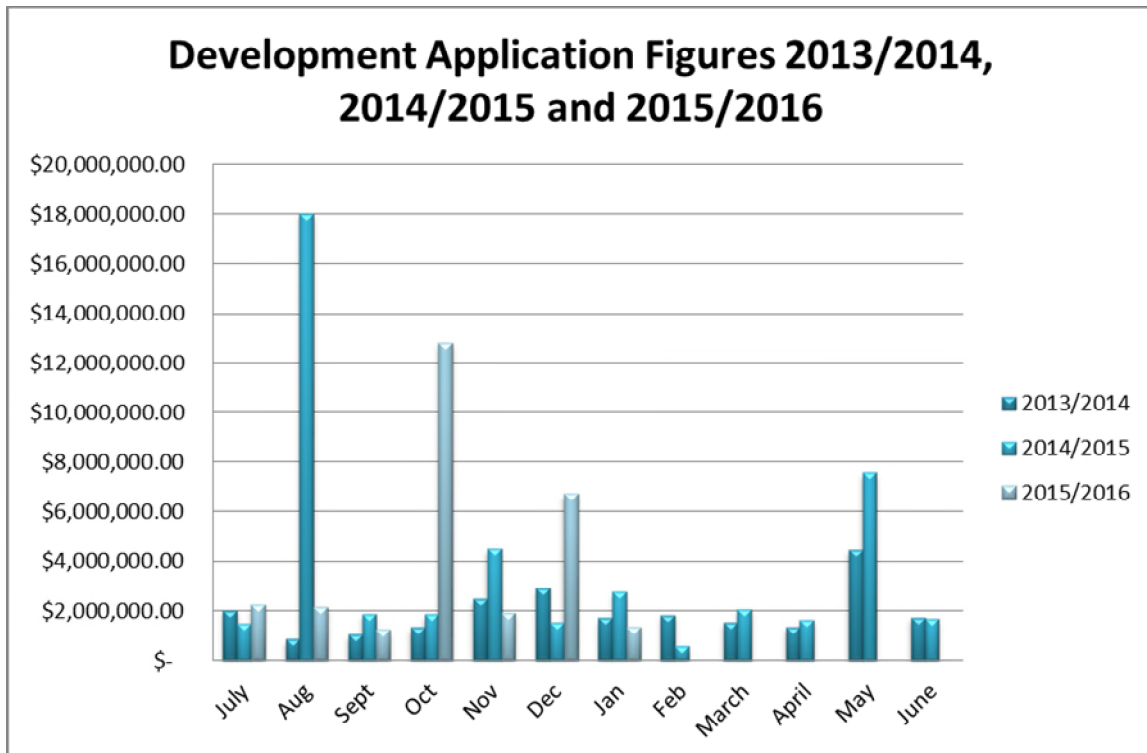
This report provides a summary of development activity on a monthly basis. All Development Applications determined in the months of December 2015 and January 2016 are outlined in this report, including Section 96 approvals, applications that are refused and withdrawn, and applications with no development 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.

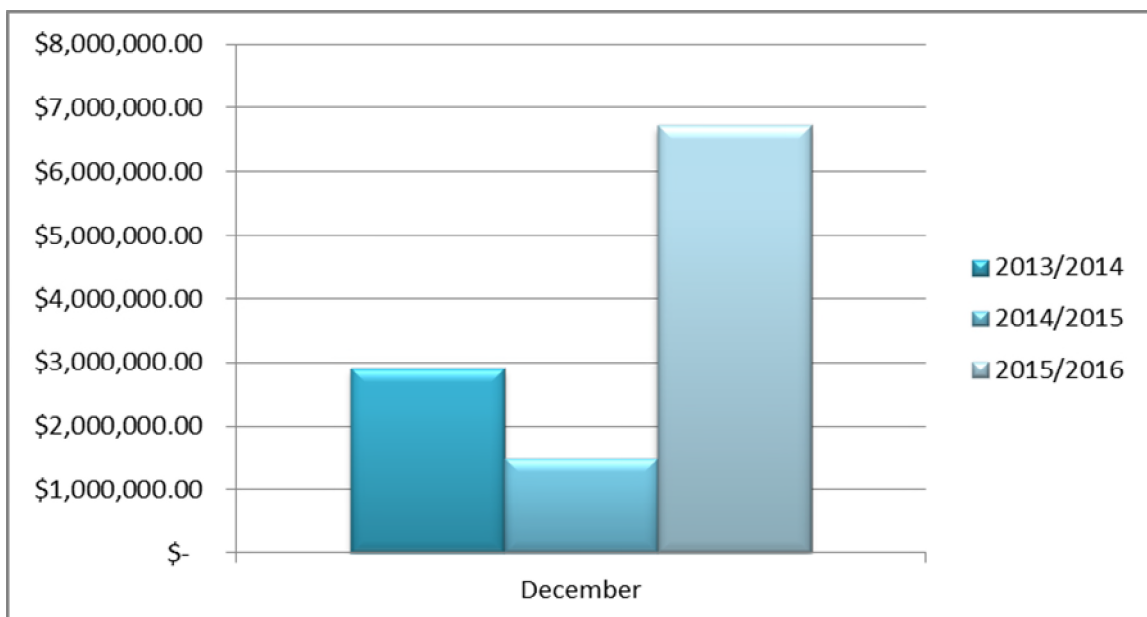
The total number of Development Applications and Complying Development Applications determined within the Local Government area for the period 1 December 2015 to 31 January 2016 was 48, with a total value of \$8,069,134.00.

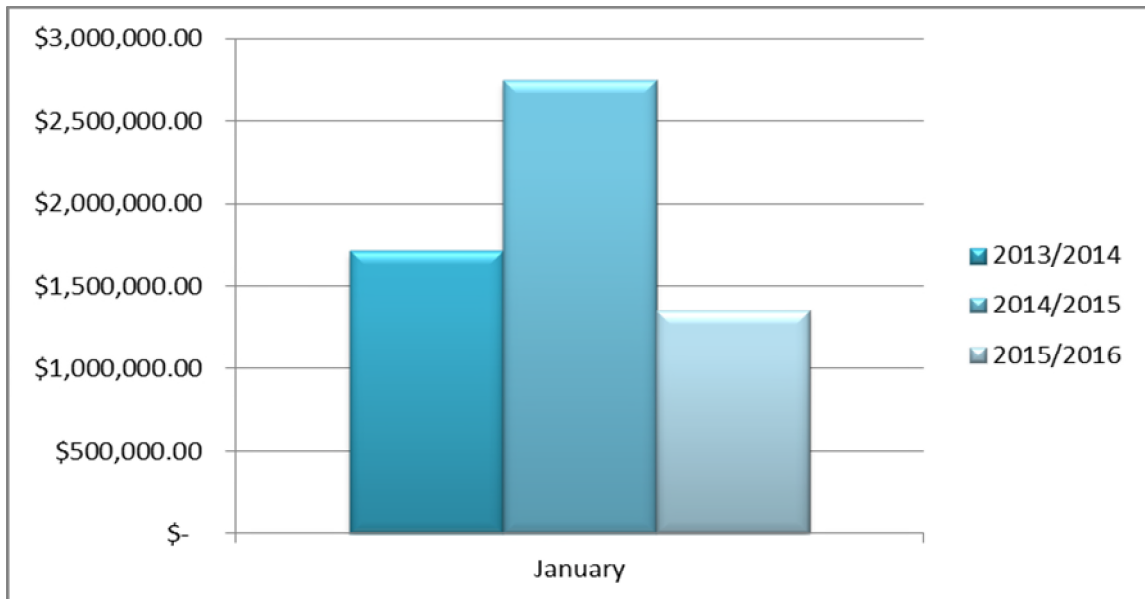
To ensure transparency, any Development Applications which council officers are aware of that are directly related to Councillors are highlighted on the Summary of Development Applications included below.

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



The following graphs provide a closer look at the value of Development Consents issued by Council for the reporting months of December 2015 and January 2016.





**Activity for the months of December 2015 and January 2016**

General Approvals (excluding Subdivisions, Section 96s)	40
Section 96	3
Subdivision	4
Refused	0
Withdrawn	0
Complying Development (Private Certifier Approved)	1
<b>TOTAL</b>	<b>48</b>

**Community Strategic Plan Links**

Focus Area 5 Rural and Urban Developments – Long Term Goal 5.1 (Strategy 5.1.1).

Summary of Development Applications determined under the Environmental Planning and Assessment Act for the period 1 December 2015 to 31 January 2016							
Application ID	Applicant	Owners	Location	Parcel Description	Development	Determination Date	Estimated Cost
DA2014/0221.01	Newton Denny Chapelle	Enviro Safe Products Pty Limited	249 Reardons Lane, Swan Bay	Lot 4 DP 809345	Section 96 Modification - 20 Lot Subdivision	10/12/2015	Standard 596 Fee
DA2016/0043	Envirolink Consulting	S Galea G Galea	9085 Summerland Way, Leeville	Lot 97 DP 650914, Lot 42 & Lot 48 DP 755606	Clause 4.2(3) Subdivision of Land and Consolidation of Land to create two lots being proposed Lot 482 (53ha) & proposed Lot 481 (343.27ha)	8/12/2015	\$1.00
DA2016/0057	V Hicks	V Hicks	32 Bruton Street, Casino	Lot 1 DP 877320	Patio Deck with Roof, As-Built Patio Area, Front Boundary Fence and Constructed Fill Area on Boundary Line	4/01/2016	\$17,600.00
DA2016/0060	LB Barker	JM Pedrini	9 Seamist Lane, Evans Head	Lot C DP 101937	Dwelling, Carport, Inground Swimming Pool and Associated Fencing	21/12/2015	\$350,000.00
DA2016/0068	Ardill Payne & Partners	JW Northfield	127 Hare Street, Casino	Lot 11 Sec 49 DP 758236	Subdivision to Create 3 Residential Lots and the construction of a dwelling and attached dual occupancy	1/12/2015	\$493,890.00
DA2016/0069	Planit Consulting	Woodburn-Evans Head RSL Club Ltd	11-13 McDonald Place, Evans Head	Lot 1 DP 315114	Alterations and Additions to Existing Club (Evans Head RSL)	17/12/2015	\$750,000.00
DA2016/0070	Northern Co-Op Meat Co Ltd	Northern Co-Op Meat Co Ltd	10615 Queensland Road, Casino	Lot 3 DP 1164153	Use and Fit Out of Cold Chain Management Facility	15/12/2015	\$683,390.00
DA2016/0077	DM Courte	DM Courte	60 North Street, Casino	Lot 17 DP 840950	Garage	20/01/2016	\$7,134.00
DA2016/0078	SR Kwan	SR Kwan	30 Hereford Drive, North Casino	Lot 14 DP 710393	Garage	1/12/2015	\$19,700.00
DA2016/0081	DE Timms JA Strandquist	DE Timms JA Strandquist	52 Canterbury Street, Casino	Lot B DP 368103	Shed, Carport and Demolition of Existing Timber Shed	24/12/2015	\$49,000.00
DA2016/0083	LJD & HE Albon	LJD Albon HE Albon	42 Marigold Drive, Fairy Hill	Lot 31 DP 1083470	Garage, Shed and Building Line Variation	3/12/2015	\$31,000.00
DA2016/0085	Envirolink Consulting	S Galea G Galea	9085 Summerland Way, Leeville	Lot 97 DP 650914, Lot 42 & Lot 48 DP 755606	Intensive Livestock Agriculture – Conversion to Breeder Chicken Farm (Construction of twelve (12) new Chicken Sheds in addition to existing six (6) Chicken Sheds), two (2) Storage Sheds, three (3) Rural Worker's Dwellings and Associated Works	23/12/2015	\$3,200,000.00
DA2016/0086	IP & CG Griffin	IP Griffin CG Griffin	24 Bottlebrush Crescent, Evans Head	Lot 78 DP 1018226	Carport and Building Line Variation	4/12/2015	\$12,500.00
DA2016/0089	Richmond Valley Council	Richmond Valley Council	10095 Summerland Way, Casino	Lot 72 & 73 DP 755627 & Lot 3 DP 823672	New Men's Shed and Associated Works	17/12/2015	\$200,000.00

Application ID	Applicant	Owners	Location	Parcel Description	Development	Determination Date	Estimated Cost
DA2016/0090	RA & MA Armstrong	MA Armstrong RA Armstrong	24 Mangrove Street, Evans Head	Lot 3 DP 517561	Roofed Pergola and Building Line Variation	7/12/2015	\$18,800.00
DA2016/0091	D & K Armfield	DJ Armfield KE Armfield	Fogwells Road, Yorklea	Lot 32 DP 882048	Dwelling	14/12/2015	\$388,566.00
DA2016/0092	C & J Urquhart	J Urquhart C Urquhart	7 Laurie Place, Casino	Lot 100 DP 852590	Patio Extension	10/12/2015	\$3,500.00
DA2016/0093	J & AM Foster	J Foster AM Foster	285 Lagoon Road, West Coraki	Lot 7 DP 1131027 Lot 3 DP 1137313	Dwelling	14/12/2015	\$250,000.00
DA2016/0094	Icdgi Pty Ltd	Icdgi Pty Ltd	1-3 Terrace Street, Evans Head	Lot 1 Sec 36 DP 758403	Demolition of dwelling and levelling of block	4/12/2015	\$20,000.00
DA2016/0095	TF & SM McGuire	SM McGuire TF McGuire	122 Hotham Street, Casino	Lot 1 DP 573745	Carport and Building Line Variation	11/12/2015	\$3,232.00
DA2016/0096	KW & JA Rogers	KW Rogers JA Rogers	36 Donaldson Street, Coraki	Lot 5 DP 712059	Shed and awning	14/12/2015	\$14,090.00
DA2016/0097	Civiltech Consulting Engineers	PG Cooke	95 Musgraves Road, North Casino	Lot 3 DP 718174	Subdivision to Create Two (2) Lots	10/12/2015	\$0.00
DA2016/0098	DN Small	ML Milligan	19 High Street, Casino	Lot 5 DP 16878	Dwelling Addition - Bedroom and Barbeque Area	15/12/2015	\$49,307.00
DA2016/0099	RI Chandler	RI Chandler	19 Cypress Street, Evans Head	Lot 1 DP 323615	Garage with attached carport	16/12/2015	\$12,060.00
DA2016/0100	AS & N Macqueen	AS Macqueen N Macqueen	14 Daisy Place, Fairy Hill	Lot 20 DP 1083470	Shed	15/12/2015	\$14,200.00
DA2016/0101	JA Norman	JA Norman	25 Grenfell Street, Coraki	Lot 19, 20, 21 & 22 Sec 2 DP 5583	Above Ground Swimming Pool and Associated Fencing	15/12/2015	\$2,000.00
DA2016/0102	BP & EM Wenzel	BP Wenzel EM Wenzel	43 Jersey Drive, North Casino	Lot 14 DP 1061945	Shed	17/12/2015	\$12,700.00
DA2016/0103	Tranquil Pools Pty Ltd	JM Cruickshank GJ Cruickshank MA Cruickshank	460 Old Dyaaba Road, Woodview	Lot 10 DP 829712 Lot 13 DP 1055549	Demolition of Existing Swimming Pool & Installation of New Inground Fibreglass Swimming Pool	9/12/2015	\$42,000.00
DA2016/0104	CA Wenham	CA Wenham SA J Wenham	13 Leilani Close, Casino	Lot 12 DP 262584	Fibreglass Swimming Pool and Associated Fencing	15/12/2015	\$31,300.00
DA2016/0105	GMT & RM McInnes	GMT McInnes RM McInnes	54 Marigold Drive, Fairy Hill	Lot 27 DP 1083470	Inground Fibreglass Swimming Pool and Associated Fencing	15/12/2015	\$41,750.00
DA2016/0106	PC & KM Everingham RR & ML Greentree	ML Greentree RR Greentree C Everingham	71 Woodburn Street, Evans Head	Lot 7 Sec 5 DP 758403	Shed Extension	22/12/2015	\$9,500.00

Application ID	Applicant	Owners	Location	Parcel Description	Development	Determination Date	Estimated Cost
DA2015/0171.01	JR Regan	JR Regan	10075 Pacific Highway, Broadwater	Lot 2 DP 608704	Dwelling, bulk earthworks for building pad and farm buildings	6/01/2016	Standard S96 Fee
DA2016/0109	TLA Cotelli	TLA Cotelli	14 Barker Street, Casino	Lot C DP 432924	Above Ground Swimming Pool and Associated Fencing	23/12/2015	\$2,500.00
DA2016/0110	D & SJ Cox	SJ Cox	8-12 Cook Street, Broadwater	Lot 2 Sec 2 DP 879	Relocated Dwelling	13/01/2016	\$155,000.00
DA2016/0112	Active Construction Group	ML Rankin LJ Meyers	2815 Casino Coraki Road, Tatham	Lot 2 DP 1185836	Dwelling	6/01/2016	\$280,000.00
DA2016/0113	GJ & SM O'Reilly	GJ O'Reilly SM O'Reilly	47 Diary Street, Casino	Lot F DP 384620	Shed	4/01/2016	\$19,850.00
DA2016/0114	WM Santin	AM Imeson WM Santin	5 Woodside Grove, Casino	Lot 58 DP 263435	Covered Outdoor Area with Attached Covered Walkway & Shed	6/01/2016	\$35,000.00
DA2016/0115	LA Schofield	LA Schofield	4 Caddie Place, Casino	Lot 125 DP 805889	Alterations and Additions to Existing Dwellings	4/01/2016	\$126,000.00
DA2015/0098.02	WJ Webster	WJ Webster	14 Ash Street, Evans Head	Lot 11 Sec 16 DP 758403	Alterations & Additions to Dwelling	14/01/2016	Standard S96 Fee
DA2016/0116	BT Armstrong	BT Armstrong HA Hancock	20 Ivory Circuit, Casino	Lot 24 DP 1167260	Shed	12/01/2016	\$10,000.00
DA2016/0117	CL Connolly	Parker Pharma Pty Ltd Illuminate Health Consulting Pty Limited	2/2 Oak Street, Evans Head	Lot 2 SP 42219	Change of Use to Cafe and Bulk Health Food Shop	28/01/2016	\$5,000.00
DA2016/0120	Thomson	SS Thomson JM Thomson	3 West Street, Casino	Lot 1 Sec 2 DP 22359	Swimming Pool and Deck	19/01/2016	\$8,400.00
DA2016/0121	GJ Hansen JR Slade	GJ Hansen JR Slade	66-68 Richmond Street, Woodburn	Lot 2 DP 1025101	Subdivision to Create Two (2) Lots	20/01/2016	\$6,000.00
DA2016/0122	GJ Hansen JR Slade	GJ Hansen JR Slade	66-68 Richmond Street, Woodburn	Lot 2 DP 1025101	2 x Single Dwelling House on Proposed Lots 1 & 2	20/01/2016	\$385,000.00
DA2016/0125	J Lazzaroni	J Lazzaroni	12 Dixon Place, North Casino	Lot 22 DP 1132283	Shed	20/01/2016	\$28,000.00
DA2016/0126	Clarence Valley Sheds	DJ Armfield KE Armfield	Fogwells Road, Yorklea	Lot 32 DP 882048	Shed	20/01/2016	\$43,000.00
CDC2016/0012	Coastcert Private Certifiers	SM Mutzelburg	115 Haydons Road, Greenridge	Lot 21 DP 1006431	Swimming Pool	22/12/2015	\$19,000.00
DA2016/0127	Professional Planning Group	PJ Boland JA Boland	59 Canterbury Street, Casino	Lot 10 DP 1212273	New Single Dwelling	21/01/2016	\$219,164.00



**16 QUESTIONS ON NOTICE**

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Nil.

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

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**17.1 RESPONSES TO QUESTIONS ASKED AT THE LAST ORDINARY MEETING**

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Responses to the Questions for Next Meeting (in writing) asked at the Ordinary Meeting on 22 December 2015 are as follows:

**Cr Robert Hayes asked:**

Is there a policy that determines when information associated with major grant applications by Council and large Development Applications to Council can be released to the press? Further, if a policy exists, is it being followed and can it be reviewed? This is to prevent the community from becoming excited and then disappointed and outspoken against Council when the outcome is not what is documented in the press.

**Acting General Manager's response:**

No specific policy exists for these matters however we operate in an environment of transparency and it is our view that public announcements should be made as things happen and these are often part of the community consultation process. Council is regularly called on to provide information to inform public debate. Council's media policy applies in these circumstances.

**Cr Robert Hayes asked:**

Can Council staff investigate and report back to Council on the possibility of suitably qualified contractors carrying out excavation works including low level contaminated sand in Evans Head and being able to transport this sand to the existing stockpile located on Council land at the Evans Head Memorial Aerodrome, for future sale or use by the Council?

**Acting General Manager's response:**

Refer to the information report titled "Investigation into the possibility of stockpiling excavated material at Evans Head Memorial Aerodrome" provided under Agenda Item 15 Matters for Information.

**Cr Robert Hayes asked:**

It was recommended unanimously at the March meeting in 2014 that Council make provision in the draft estimates for 2014/2015 for the connection of town water to Stan Payne and Woodburn Ovals. Further, at the April meeting in 2014 an annual allowance of \$5,000 for Stan Payne and \$1,000 for Woodburn was to be provided above the current annual average water costs. When will this work be carried out and are the annual allowances being credited towards future bills?

**Acting General Manager's response:**

Refer to the information report titled "Proposed irrigation connection of Stan Payne Oval and Woodburn Oval to mains water" provided under Agenda Item 15 Matters for Information.

**17.2 QUESTIONS ASKED AT THIS MEETING**

The following Question for Next Meeting (in writing) was asked in accordance with Council's Code of Meeting Practice.

**Cr Robert Hayes asked:**

Can Council prepare a report on producing and circulating to all residents a fortnightly newsletter to fully inform all residents on such matters that are relevant at the time and where previous matters are up to? Information in this newsletter could contain such things as, what is in the current Shout publication, Development Application summaries, beach reports, library news, press releases.

A response to the question will be provided at the next meeting.

**18 MATTERS REFERRED TO CLOSED COUNCIL**

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

The matters and information are the following:

- (a) personnel matters concerning particular individuals (other than councillors)
- (b) the personal hardship of any resident or ratepayer
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business
- (d) commercial information of a confidential nature that would, if disclosed:

- (i) prejudice the commercial position of the person who supplied it, or
  - (ii) confer a commercial advantage on a competitor of the council, or
  - (iii) reveal a trade secret
- (e) information that would, if disclosed, prejudice the maintenance of law
  - (f) matters affecting the security of the council, councillors, council staff or council property
  - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege
  - (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land.
  - (i) alleged contraventions of any code of conduct requirements applicable under section 440.

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

## **18.1 APPOINTMENT OF THE GENERAL MANAGER**

### **Reason for Confidentiality**

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

- (a) personnel matters concerning particular individuals (other than councillors).

This matter is classified confidential due to its content containing personnel issues.

It is not appropriate for personnel issues to be discussed in public. As part of Council processes, the outcome of consideration of the matter will be disclosed to the public.

McArthur Consultants were engaged to conduct the recruitment for the position of General Manager, Richmond Valley Council.

Advertising was placed in the Local Government Job Directory, Sydney Morning Herald, Seek, LinkedIn and on the McArthur website in December 2015. One hundred and eighteen (118) people indicated interest in the position, with forty five (45) persons applying for the position.

Three rounds of interviews were held in January 2016; with nine candidates presenting to the first round, six candidates attending panel interviews (full

Council) for the second round and four candidates presenting to the panel (full Council) for the third and final presentation.

Following the presentation process all findings and outcomes were discussed and the appointment to the position is now to be determined.

## **RECOMMENDATION**

Recommended that:

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

No written representations were received in respect to the item listed for consideration in Closed Council.

The Mayor called for verbal representations from the gallery.

There were no representations from the gallery.

### **160216/ 22 RESOLVED** (Cr Morrissey/Cr Sullivan)

That:

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

FOR VOTE - All Council members voted unanimously.

The Acting General Manager, Director Infrastructure and Environment and Manager Finance and Procurement retired from the meeting at this stage.

The public and media left the Chamber.

Council closed its meeting at 6.17pm.

The Open Council meeting resumed at 6.22 pm.

The Acting General Manager, Director Infrastructure and Environment and Manager Finance and Procurement returned to the meeting at this stage, having been absent during the Closed Council session.

## **19 RESOLUTIONS OF CLOSED COUNCIL**

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

### **APPOINTMENT OF THE GENERAL MANAGER (ITEM 18.1)**

That Council authorise the Mayor to make the employment offer to Mr Vaughan Macdonald for the position of General Manager of Richmond Valley Council within the advertised remuneration package, for a five (5) year term and complete the necessary contract documentation under the Common Seal of the Council. Further, should the offer be accepted, that Mr Vaughan Macdonald be appointed as General Manager.

Following the reading of the above resolution, the Mayor advised the meeting that Vaughan Macdonald had verbally accepted the position of General Manager.

The Mayor, on behalf of Council, congratulated Vaughan on his appointment as General Manager of Richmond Valley Council.

Vaughan responded thanking the Mayor and Councillors and stating that he was pleased to receive the offer and accept it; that he was really looking forward to continuing to work with Council; that he had really enjoyed the last 12 months working for Richmond Valley Council and was confident that would continue; that he was very committed to regional NSW, being the reason he had chosen to move to the Richmond Valley with his family; and that he was committed to the community and had enjoyed being part of this community over the past 12 months. Vaughan stated that he looked forward to leading a team approach to how we develop the organisation, also to working with Council, the community, our staff and others in the Richmond Valley and looked forward to the challenges.

The Meeting closed at 6.25pm.

**CONFIRMED - 15 March 2016**

**CHAIRMAN**