

Richmond
Valley
Council



Minutes

Ordinary Meeting

Tuesday, 17 October 2017

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**MINUTES OF THE ORDINARY MEETING OF RICHMOND VALLEY COUNCIL,
HELD IN THE COUNCIL CHAMBERS, CNR WALKER STREET AND
GRAHAM PLACE, CASINO, ON TUESDAY, 17 OCTOBER 2017 AT 5.03 P.M.**

PRESENT

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

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

1 ACKNOWLEDGEMENT OF COUNTRY

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

The meeting opened with a prayer by Pastor Craig Fraser (Ariseshine Fellowship).

3 PUBLIC ACCESS AND QUESTION TIME

3.1 PUBLIC ACCESS - MR ROBERT GIBSON, SECRETARY, BODY CORPORATION SP38599, 68 WOODBURN STREET - ITEM 14.2 - DA2018/0021 ABOVE GROUND FUEL TANK, 70 WOODBURN STREET EVANS HEAD

Mr Gibson, Secretary of Body Corporation SP38599, spoke in opposition to Development Application 2018/0021 for the installation of an above ground fuel tank and expressed views on various matters associated with the proposal, including potential fumes, visual and noise impact, negative financial impact on unit owners, possible fire hazard, acceptable set-back distance, potential vandalism.

Following response to a Councillor's question, the Mayor thanked Mr Gibson for his presentation.

3.2 PUBLIC ACCESS - MR JOHN CHAPPLE (ENVIRONMENTAL COMPLIANCE OFFICER), NORTH COAST PETROLEUM - ITEM 14.2 - DA2018/0021 ABOVE GROUND FUEL TANK, 70 WOODBURN STREET EVANS HEAD

Mr Chapple, Environmental Compliance Officer, North Coast Petroleum (applicant) responded to matters raised in submissions received as part of the development application process and also to concerns raised by the previous speaker. He commented on a number of matters, including:

- the proposal was for the storage of a combustible liquid (not a flammable liquid)
- the setback distance of the tank based on storage volumes and the number and height of vents on the site complied with Australian Standards
- the design and alert sensor on the tank will prevent any spillage or over-filling of the tank
- the number of truck movements per week would be reduced allowing North Coast Petroleum to better manage fuel supply into Evans Head
- the surrounding properties would benefit from a reduced level of heavy vehicle movement to and from the site together with a limitation on delivery times
- following contact with Elgas it was proposed that the LPG tanks would either be relocated or removed.

Following response to questions from Councillors, the Mayor thanked Mr Chapple for his presentation.

The Mayor advised the applicants who wished to ask questions that Council's Code of Meeting Practice provided for a maximum of five questions with a time limit of two minutes per question at any one question time session. As the number of questions submitted by the applicants exceeded the limit of five questions, he would allow as many questions as possible with a 10 minute timeframe.

3.3 QUESTIONS - MR ROBERT GIBSON

Mr Gibson asked the following questions:

Question:

"Can Council reassure us that this DA will be judged by all relevant legislation and rules and regulations?"

The General Manager advised that Council's processes for all development applications require consideration of relevant legislation, that includes acts, regulations and standards and that is what has been done with this application. The same applies to processes which are required to be followed for notification and the like. Council has standard processes in place; planning staff consider the application, consider the submissions and assess what is proposed against the legislation and standards.

Question:

"There's no fencing at the back of the service station against Yarran Lane or Booyong Street for that matter. What measures or precautions will be put in place to guard against vandalism or deliberate tampering in this area?"

The General Manager advised that Council is required to assess the proposal against the standards and any requirements for protection of the facility. The proposed conditions and application include bollards around the tank as required protection and this has been assessed by Council's planners and the conditions reflect any requirements of those standards.

3.4 QUESTIONS - MS CATHRYN STAVERT

Ms Stavert asked the following questions:

Question:

"What are the councillors going to do about the dilapidated state of the service station that we have to look at every day? Is it any indication of the equipment maintenance standards if this fuel storage tank is going to be put in our backyard?"

The Mayor advised that this matter is not part of the development application process and that if she has any concerns she should express them in writing to Council so that Council can address those concerns.

Question:

"Has the EPA and/or any of the councillors inspected the site personally?"

The General Manager advised that the EPA has not inspected the site because they don't have a role with this development application; Council is the determining authority. As far as the councillors' role is concerned, they are required to assess the application on its merits. Council's staff are required to prepare the assessment report which assesses the application and submissions. Staff have provided a thorough report, including photos of the site, for the councillors' information. The General Manager was aware that a number of the councillors had inspected the site, however that was a matter for them as to whether they've inspected the site individually.

Question:

"There is a surface drain that will be under the tank. What is the situation with that?"

The General Manager advised that Council staff are aware of the drain and have carried out an inspection of it. There is a condition of consent proposed to manage the placement of this facility to make sure that any pollution or stormwater risk is contained.

Question:

"Does Council know what type of pump is going to be used on this tank and what is the decibel rating?"

The Manager Development and Environment advised that Council is aware that it is a submersible pump within the tank and generally those pumps are of a low decibel rating. They are largely pumps of low capacity and therefore not expected to create an offensive noise. Council has conditioned the development application to ensure that there is no offensive noise produced from the operation and use of the tank.

Question:

"What is the decibel rating on the fuel alarm system?"

The Manager Development and Environment advised that, as indicated by the North Coast Petroleum representative, it would rarely go off because there is a system within the tank to prevent over-filling. He was not aware of the decibel rating.

Question:

"Is Council aware that the safe setback to our residence has not included the inspections of our outside electricity water heaters and has Council taken this into consideration?"

The General Manager advised that the proposed conditions of consent address the setback distances to ensure they comply with the Australian Standards and that it is important to note that the tank is for storage of a combustible liquid as opposed to a flammable liquid. There will be conditions of consent, if the development application is approved, that Council's staff will ensure are implemented.

The Manager Development and Environment also advised that Council's staff have been in discussion with the proponent and have identified that in accordance with the Australian Standard the setback distance needs to be applied to the property boundary. The minimum setback requirement is approximately 4.5 metres however it looks like they will be achieving a 6 metre setback. Staff have conditioned the application accordingly, including that the installation complies with the Australian Standard and also that an amended plan be submitted prior to release of the Construction Certificate that shows compliance with the Australian Standard and minimum setback.

Question:

"Is there any other information on the type of tank?"

The Manager Development and Environment advised there is an Australian Standard 1692 that sets the requirements for metal above ground storage tanks for combustible or flammable liquids and that Council staff have conditioned the development application accordingly.

3A PRESENTATION BY COUNCIL'S AUDITOR/AUDIT OFFICE OF NSW

3A1 PRESENTATION BY MS REIKY JIANG (AUDIT OFFICE OF NSW) AND MR GEOFF DWYER (THOMAS NOBLE AND RUSSELL) REGARDING COUNCIL'S 2016/2017 FINANCIAL STATEMENTS

The Mayor welcomed Ms Reiky Jiang from the Audit Office of NSW and Mr Geoff Dwyer from Thomas Noble and Russell to the meeting.

Ms Jiang advised that this was the first year that the Auditor-General has been appointed as auditor of all NSW councils and that the Audit Office of NSW has partnered with Council's previous auditor, Thomas Noble and Russell, to conduct the audit for 2016/2017.

Ms Jiang and Mr Dwyer provided explanations and comments on key points of the Audit Report and planned to issue an unmodified audit opinion for Council's general purpose financial statements.

Ms Jiang and Mr Dwyer thanked Council's General Manager, Chief Financial Officer and Finance Team for their cooperation and assistance in facilitating a smooth audit process.

The Mayor thanked Ms Jiang and Mr Dwyer for their presentation.

4 APOLOGIES

An apology was tendered on behalf of Cr Humphrys.

171017/ 1 RESOLVED (Cr Morrissey/Cr Lyons)

That such apology be accepted and leave of absence granted.

FOR VOTE - All Council members voted unanimously.
ABSENT. DID NOT VOTE - Cr Humphrys

5 MAYORAL MINUTE

Nil.

6 CONFIRMATION OF MINUTES

6.1 ORDINARY MEETING MINUTES - TUESDAY, 19 SEPTEMBER 2017

A copy of the Minutes of the Ordinary Meeting, held on Tuesday, 19 September 2017, was distributed with the Business Paper.

RECOMMENDATION

Recommended that the Minutes of the Ordinary Meeting, held on Tuesday, 19 September 2017, be taken as read and confirmed as a true record of proceedings.

171017/ 2 RESOLVED (Cr Lyons/Cr Simpson)

That the Minutes of the Ordinary Meeting, held on Tuesday, 19 September 2017, be taken as read and confirmed as a true record of proceedings.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Humphrys

7 MATTERS ARISING OUT OF THE MINUTES

7.1 NORTHERN RIVERS LIVESTOCK EXCHANGE (NRLX) (ORDINARY MEETING - ITEM 7.1 - PAGE 3)

Cr Simpson enquired whether the outstanding moneys had been paid and up to date.

The General Manager advised that he did not have an answer at hand however he would check with the Revenue Team as to whether the specific invoices had been paid and respond to the enquiry.

7.2 RICHMOND VALLEY COUNCIL ORGANISATION STRUCTURE (ORDINARY MEETING - ITEM 14.3 MINUTE 190917/12 - PAGES 21-23)

Cr Mustow enquired whether there were any concerns with the functioning of the recently implemented organisation structure.

The General Manager advised that he didn't have any concerns at this point in time and that the new structure had been clearly communicated to all staff. He felt that the morale of the organisation was good and was quite comfortable about how the structure was functioning. Should there be a need for adjustment to the structure in the future, this can be brought back to Council if required.

8 DECLARATION OF INTERESTS

Nil.

9 PETITIONS

Nil.

10 NOTICES OF MOTION

Nil.

11 MAYOR'S REPORT

11.1 MAYOR'S ATTENDANCES - 11 SEPTEMBER TO 8 OCTOBER 2017

RECOMMENDATION

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

171017/ 3 RESOLVED (Cr Mustow/Cr Morrissey)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Humphrys

Report

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

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

September 2017

- 13th Casino Chamber of Commerce AGM
- 15th Awards & Medal Ceremony NSW Police
- 16th Rous County Council General Manager farewell dinner
- 17th Casino Fun-Run
- 17th Woodburn Orchid Show
- 17th CarpMuster Casino
- 18th NRLX Stage 2 - Stakeholder Information Session
- 18th Performing Arts Festival
- 19th Aboriginal Interagency Meeting
- 19th Ordinary Meeting

- 20th Rous County Council meeting
- 22nd Prayer and Pancake Breakfast
- 22nd Saint Marys Year 12 Graduation Mass
- 22nd Casino High School - Year 12 Assembly
- 22nd St Marks Anglican Church Commissioning Service Judy Taylor
- 25th Meeting with National's candidate
- 26th Northern Rivers Military Museum opening
- 26th Anzac Memorial Soil Collection – Casino Hospital
- 26th Meeting with Chris Gulaptis MP
- 29th Meeting with Richmond River Express Examiner
- 30th Casino Orchid Society Spring Show - presentation of trophies

October 2017

- 2nd Evans Head Malibu Club Inc
- 3rd Councillor Information Session

12 DELEGATES' REPORTS

12.1 DELEGATES' REPORT SUBMITTED TO THE OCTOBER 2017 ORDINARY MEETING

RECOMMENDATION

Recommended that the Delegates' Reports be received and noted.

171017/ 4 RESOLVED (Cr Mustow/Cr Simpson)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.
ABSENT. DID NOT VOTE - Cr Humphrys

Report

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

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

Rous County Council Meeting 20 September 2017

Cr Robert Mustow and Cr Sandra Humphrys have provided the attached summary of the main items of business for the Rous County Council Meeting held on 20 September 2017.



**Summary of main items of business for
Rous County Council meeting
20 September 2017**

1. Election of chair and deputy chair

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

2. Reconciliation Action Plan Advisory Group: appointment of Councillor member as chair and committee members

Cr Ekins was re-appointed as Chair of the Reconciliation Action Plan Advisory Group with membership of all current RAP Advisory Group committee members being extended to coincide with the conclusion of the current term of Council.

3. Risk and Audit Committee: extension of term for independent external members

Council extended the term of appointment of Mr Brian Wilkinson (Chairperson) and Mr David Yarnall as external independent members of the Risk and Audit Committee for a further four year term.

4. Panel selection: conduct reviewers

Council agreed to enter into an arrangement with other NOROC member Councils to share a Code of Conduct Review Panel and appoint as its Code of Conduct Review Panel, for a term of four years, the panel endorsed by NOROC.

5. Council meeting schedule 2018

Council determined its meeting schedule for 2018 with meetings to be held 1.30pm at Rous County Council Administration Office on:

No January meeting	No July meeting
21 February	15 August
21 March	19 September
18 April	17 October
16 May	21 November
20 June	19 December

6. Retail water customers' account assistance

Council received one application for financial assistance in accordance with section 356(1) under Council's 'Retail water customers' account assistance' policy. The total amount of financial assistance approved by Council on this occasion equates to \$645.00.

RCC Council meeting summary 20 September 2017

7. Reinstatement of budget allocations from 30 June 2017

Council received and noted the report from staff and approved the reinstatement of budget allocations for the purposes of the 2017/18 Operational Plan.

8. Rocky Creek Dam carpark and entrance upgrade

Council let a contract for the Rocky Creek Dam carpark upgrade and landscaping to Price Civil Pty Ltd for the lump sum tender amount of \$1,027,276.73 (incl. GST), subject to provision of a bank guarantee; and declined further consideration of the security gate upgrade subject to a Council workshop to consider feedback received and a further Council report.

Following a foreshadowed motion from Cr Mustow, it was also agreed that Council investigate the feasibility and possibility of an educational centre/resource at Rocky Creek Dam in the review of the site master plan.

9. Reticulation Headworks Charges: revocation of policy

The 'Reticulation Headworks Charges' policy was revoked. The policy was only relevant while a development servicing plan for retail water supply services was in place. As the 'Development Servicing Plan for Retail Water Supply Services 2009' was revoked by Council in June 2016 the 'Reticulation Headworks Charges' policy was no longer required. Future development costs within the retail supply system are managed by agreement on a case-by-case basis.

10. Information reports**i). Investments August 2017**

Total funds invested for August 2017 was \$29,643,708

This is a decrease of \$302,944 compared to the July 2017 figure. This is primarily due to the payment of several progress invoices for the Rocky Creek Dam tunnel project.

Return for August 2017 was 2.59%

The weighted average return on funds invested for the month of August was 2.59%, a decrease of 5 basis points compared to the July result (2.64%). This rate of return is 87 basis points above Council's benchmark the average 90 day BBSW rate of 1.72%.

ii). Water production and usage August 2017

Total consumption by constituent councils in August 2017 increased when compared to the same period last year. Byron Shire Council is in the preliminary stages of commissioning two new additional reservoirs at Coopers Shoot and Bangalow. There has been notable increases in consumption at these sites due to these works, compared to last month's water production and usage report.

RCC Council meeting summary 20 September 2017

Rocky Creek Dam received 11mm of rainfall in July and 3mm in August. In late August, the Dam dropped to below full to 95% capacity. At the time of writing the report Dam capacity was at 92.94%.

Daily source usage during August 2017 averaged 32.640ML. This is an increase from the July 2017 daily average of 29.776ML.

**11. Refund of developer contributions – secondary dwelling development
(Confidential)**

Council agreed to refund the Rous County Council developer contributions levied on a secondary dwelling development.

Voting against: Cr Ekins

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

13 MATTERS DETERMINED WITHOUT DEBATE

171017/ 5 RESOLVED (Cr Morrissey/Cr Hayes)

That Items 14.5, 14.6, 14.7 and 14.9 be determined without debate.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Humphrys

14 MATTERS FOR DETERMINATION

14.1 2016/2017 RICHMOND VALLEY COUNCIL FINANCIAL STATEMENTS**Responsible Officer:**

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

RECOMMENDATION

Recommended that:

1. Council adopt the general purpose financial statements, special schedules and special purpose financial statements for the year ended 30 June 2017.
2. Council certify the following in respect of the general purpose financial statements and special purpose financial statements for the year ended 30 June 2017:
 - (a) Council's general purpose financial statements and special purpose financial statements have been drawn up in accordance with:
 - (i) The *Local Government Act 1993* and Regulation; and,
 - (ii) The Local Government Code of Accounting Practice and Financial Reporting, and
 - (iii) The Australian Accounting Standards and professional pronouncements.
 - (b) The general purpose financial statements and special purpose financial statements present fairly Council's financial position and operating result for the year ended 30 June 2017 and:
 - (i) The reports are in accordance with Council's accounting and other records,
 - (ii) The signatories to this statement being the Mayor, a Councillor, General Manager and Responsible Accounting Officer are not aware of anything that would make the financial statements false or misleading in any way,
 - (iii) Council fix Tuesday, 21 November 2017 as the date for the meeting to present the financial statements for the year ended 30 June 2017 to the public and invite submissions in writing. Council provide appropriate public notice of this meeting,

- (iv) Council receive and note the Auditor's Reports and thank the Auditors, Thomas Noble and Russell and the Audit Office of New South Wales for their presentation, and
- (v) Council adopt the restricted assets (reserves) schedule as detailed in this report.

171017/ 6 RESOLVED (Cr Mustow/Cr Morrissey)

That:

1. Council adopt the general purpose financial statements, special schedules and special purpose financial statements for the year ended 30 June 2017.
2. Council certify the following in respect of the general purpose financial statements and special purpose financial statements for the year ended 30 June 2017:
 - (a) Council's general purpose financial statements and special purpose financial statements have been drawn up in accordance with:
 - (i) The *Local Government Act 1993* and Regulation; and,
 - (ii) The Local Government Code of Accounting Practice and Financial Reporting, and
 - (iii) The Australian Accounting Standards and professional pronouncements.
 - (b) The general purpose financial statements and special purpose financial statements present fairly Council's financial position and operating result for the year ended 30 June 2017 and:
 - (i) The reports are in accordance with Council's accounting and other records,
 - (ii) The signatories to this statement being the Mayor, a Councillor, General Manager and Responsible Accounting Officer are not aware of anything that would make the financial statements false or misleading in any way,
 - (iii) Council fix Tuesday, 21 November 2017 as the date for the meeting to present the financial statements for the year ended 30 June 2017 to the public and invite submissions in writing. Council provide appropriate public notice of this meeting,
 - (iv) Council receive and note the Auditor's Reports and thank the Auditors, Thomas Noble and Russell and the Audit Office of New South Wales for their presentation, and
 - (v) Council adopt the restricted assets (reserves) schedule as detailed in this report.
3. Council acknowledge the Finance Team and relevant staff for their work in preparing the financial statements and achieving an unmodified opinion for the Audit Report.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Humphrys

Executive Summary

The financial statements for the year ended 30 June 2017 for Council have been completed, referred to audit and subsequently audited by the Audit Office of New South Wales. A copy of the draft financial statements and the draft Auditor's Report on the conduct of the audit have been separately provided to Councillors for their information.

Council's Auditor and a representative from the Audit Office of New South Wales have advised they will be attending the October 2017 Ordinary Meeting and will provide a presentation on the financial statements as at 30 June 2017.

Council's operating result from continuing operations for the 2016/2017 year has increased to a surplus of \$7,507,000 compared to a surplus of \$1,727,000 in 2015/2016. The main reasons for the increase were an increase in operating grants and contributions, an increase in user charges and fees and a decrease in loss on disposal of assets. There was also an increase in the operating result before capital grants and contributions; the deficit of \$2,271,000 for 2015/2016 has increased to a surplus of \$3,424,000 in 2016/2017.

Council's revenue has increased significantly from \$49,353,000 to \$56,458,000. The main areas of change are an increase in operating grants and contributions, and an increase in user charges and fees.

Council's expenditure had a moderate increase from \$47,626,000 to \$48,951,000. The main areas of change in expenditure are increases in employee costs and materials and contracts, and a decrease in loss on sale of assets.

Council's cash, cash equivalents and investments have increased by \$6,269,000 to \$38,645,000 at year end.

Council has achieved some improvements in its key performance indicators.

Note: The indicators published in the financial statements are stand-alone ratios for each year, as opposed to the ratios used in the Fit for the Future assessment, which in most cases are averaged over a number of years.

	2016/2017	2015/2016
Consolidated Ratios:		
Operating Performance Ratio	7.50%	0.00%
Own Source Operating Revenue Ratio	68.13%	69.65%
Unrestricted Current Ratio	3.48	2.51
Debt Service Cover Ratio	5.02	3.85
Rates, Annual Charges, Interest & Extra Charges	14.94%	17.00%
Outstanding Ratio		
Cash Expense Cover Ratio	6.99	5.44
Building, Infrastructure & Other Structures Renewals Ratio	82.94%	98.97%
Infrastructure Backlog Ratio	3.80%	1.32%
Asset Maintenance Ratio	1.14	1.09
General Fund Ratios:		
Operating Performance Ratio	5.12%	-5.68%

	2016/2017	2015/2016
Own Source Operating Revenue Ratio	58.08%	58.98%
Unrestricted Current Ratio	3.48	2.70
Debt Service Cover Ratio	9.79	7.13
Rates, Annual Charges, Interest & Extra Charges Outstanding Ratio	8.25%	10.28%
Cash Expense Cover Ratio	6.36	4.15
Building, Infrastructure & Other Structures Renewals Ratio	79.15%	78.77%
Infrastructure Backlog Ratio	4.25%	0.37%
Asset Maintenance Ratio	1.15	1.12

The performance indicators as at 30 June 2017 show that Council has made some progress in terms of improving its Financial Sustainability. The Operating Performance Ratio 7.50%, is considerably higher than last financial year and exceeds the benchmark of 0% on a consolidated basis.

Whilst there has been improvement in nearly all of Councils ratios this financial year, both the Infrastructure Backlog Ratio and the Infrastructure Renewals Ratios have decreased.

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

Delivery Program Links

Making Council Great

CS2 Great Support

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

Budget Implications

Not Applicable.

Report

The summarised financial results for the year are as follows:

Income Statement	Actual 2017 \$'000	Actual 2016 \$'000
Total Income from Continuing Operations	56,458	49,353
Total Expenses from Continuing Operations	48,951	47,626
Operating Result from Continuing Operations	7,507	1,727
Net Operating Result from Discontinued Operations	0	0
Net Operating Result for the Year	7,507	1,727
Net Operating Result before Grants and Contributions provided for Capital Purposes	3,424	(2,271)

Balance Sheet	Actual 2017 \$'000	Actual 2016 \$'000
Total Current Assets	49,973	41,780
Total Non-Current Assets	677,134	666,531
Total Assets	727,107	708,311
Total Current Liabilities	10,416	10,514
Total Non-Current Liabilities	26,747	27,209
Total Liabilities	37,163	37,723
Net Assets	689,944	670,588
Equity		
Retained Earnings	337,652	330,145
Asset Revaluation Reserve	352,292	340,443
Total Equity	689,944	670,588

Cash Flow Statement	Actual 2017 \$'000	Actual 2016 \$'000
Cash Flows from Operating Activities - Receipts	52,711	52,636
Cash Flows from Operating Activities - Payments	(35,877)	(33,795)
Net Cash provided by (or used in) Operating Activities	16,834	18,841
Cash Flows from Investing Activities - Receipts	2,224	990
Cash Flows from Investing Activities - Payments	(17,648)	(29,127)
Net Cash provided by (or used in) Investing Activities	(15,424)	(28,137)
Cash Flows from Financing Activities - Receipts	1,260	1,240
Cash Flows from Financing Activities - Payments	(1,802)	(1,627)
Net Cash provided by (or used in) Financing Activities	(542)	(387)
Net Increase (Decrease) in Cash Assets Held	868	(9,683)
Cash and Cash Equivalents – beginning of year	12,066	21,749
Cash and Cash Equivalents – end of year	12,934	12,066
Plus: Investments on Hand – end of year	25,711	20,310
Total Cash, Cash Equivalents & Investments	38,645	32,376

In terms of the Auditor's Report, the Audit Office of New South Wales have expressed an unqualified opinion.

The operating result for the 2016/2017 financial year details a surplus of \$7.507 million. Excluding capital grants and contributions, there was an operating surplus of \$3.424 million, representing an increase of \$5.695 million over the 2015/2016 financial year result. The major contributing factors to the increase in result are the increase in operating grants and contributions, namely the financial assistance grant; an increase in user charges and fees, namely private works charges; and Roads and Maritime charges. Total income from continuing operations increased by \$7.105 million, whereas total expenditure from continuing operations only increased by \$1.325 million.

As at 30 June 2017, Council has \$38.645 million in cash, cash equivalents and investments, an increase of \$6.269 million compared to 30 June 2016.

The schedule of restricted assets (reserves) held by Council as at 30 June 2017 compared to total cash, cash equivalents and investments are as follows with restricted assets (reserve) levels from 30 June 2016 shown in comparison:

Restricted Asset	30 June 2017 \$	30 June 2016 \$
External Restricted Assets		
Bonds and Deposits	449,456.60	476,840.38
Developer Contributions - General	662,688.95	547,674.43
Developer Contributions – Sewerage	3,025,399.26	2,959,716.52
Developer Contributions – Water	1,583,302.48	1,492,111.74
RTA Contributions	0.00	0.00
Unexpended Grants	3,910,843.29	1,259,133.98
Water Supply	2,427,764.84	1,618,219.75
Sewerage Services	6,122,959.93	6,418,760.00
Stormwater Management	300,706.80	202,445.14
Specific Purpose Unexpended Loans General Fund	2,980,145.03	3,089,227.63
Domestic Waste Management	3,834,017.55	3,506,185.57
Unearned Revenue	0.00	0.00
Other	965,380.53	563,896.03
Total External Restricted Assets	26,262,665.26	22,134,211.17
Internal Restricted Assets		
Employee Leave Entitlements	1,041,239.87	970,782.50
Unexpended Rates Special Variation	820,571.00	221,085.00
Plant Replacement	1,469,163.22	1,542,095.19
Petersons Quarry	1,958,229.88	1,038,615.43
Woodview Quarry	999,274.06	905,036.82
Quarry Rehabilitation	123,047.63	113,135.20
Insurance Reserve	92,151.09	89,501.86
Real Estate and Infrastructure	1,363,288.25	1,529,024.41
Road Rehabilitation Reserve	490,810.63	213,417.96
Other Waste Management	2,211,042.37	1,880,499.45
Casino Saleyards	622,298.15	308,688.52
Rural Road Safety Program	64,762.79	43,978.79
Richmond Upper Clarence Regional Library	363,558.43	263,850.75
RMS State Roads Maintenance Contract	5,218.85	202,816.23
Public Cemeteries Perpetual Maintenance	502,474.89	467,382.27
Revolving Energy and Sustainability Fund	8,225.30	8,225.30
Carry Over Works	246,977.00	90,832.00
Total Internal Restrictions	12,382,333.40	9,889,057.67
Total Restrictions	38,644,998.66	32,023,268.84
Available Cash Assets and Investments	38,644,998.66	32,023,268.84
Unrestricted Cash and Investments	0.00	0.00

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

In the most recent review by NSW Treasury Corporation, Council's Financial Sustainability rating was changed to be rated Moderately Sustainable with a Neutral Outlook. This was a significant improvement on the previous review in April 2013 which found Council to have a Financial Sustainability Rating of Weak

with an outlook of Negative. Council was advised the areas to focus on were improving its Operating Performance Ratio to be as close to breakeven as possible. The Operating Performance Ratio (7.5%) continues to meet the benchmark of 0% on a consolidated basis. Whilst there has been improvement in nearly all of Council's ratios this financial year, both the Infrastructure Backlog Ratio and the Infrastructure Renewals Ratios have decreased. Improving these two ratios is difficult especially when making significant investment in new assets, which is one of Council's focuses at the moment.

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

Consultation

Council will advertise the financial statements for the year ended 30 June 2017 to the public and invite submissions in writing; submissions closing at 4:00pm, Tuesday, 28 November 2017. Any submission will be reported to the December 2017 Ordinary Meeting. Council must also make available copies of the financial statements for inspection by the public from the date public notice is given until the day after the meeting where the financial statements were presented.

Conclusion

To formalise the financial reporting process for the year ended 30 June 2017, there are legislative steps Council must follow. In accordance with Section 413 2(c) of the *Local Government Act 1993*, the following statements are required to be included in the resolution of this report to enable Council to adopt the financial statements for the year ended 30 June 2017:

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

In accordance with Section 418 of the *Local Government Act 1993*, Council must fix a date for a meeting to be held where the financial statements for the year

ended 30 June 2017 are to be presented to the public. Council must also give public notice of this date and invite submissions in writing from the public within seven days of the financial statements being presented to the public. Council must also make available copies of the financial statements for inspection by the public from the date public notice is given until the day after the meeting where the financial statements were presented.

14.2 DA2018/0021 - ABOVE GROUND FUEL TANK - 70 WOODBURN STREET EVANS HEAD

Responsible Officer:

Andrew Hanna (Manager Development and Environment)

RECOMMENDATION

Recommended that Development Application No. DA2018/0021 be approved subject to the recommended conditions contained in this report.

171017/ 7 RESOLVED (Cr Simpson/Cr Hayes)

That the above recommendation be adopted.

FOR VOTE - Cr Cornish, Cr Hayes, Cr Morrissey, Cr Mustow, Cr Simpson

AGAINST VOTE - Cr Lyons

ABSENT. DID NOT VOTE - Cr Humphrys

Executive Summary

The application is for the installation of an above ground self-bunded combustible liquids tank on an existing service station at 70 Woodburn Street, Evans Head. The tank will have a storage capacity of 30 kL and will be used to store diesel fuel for retail sale.

The tank is to be located on the northern portion of the property towards Yarran Lane and will supply the existing diesel pump on the western side of the site fronting Woodburn Street. A trench and linework are required to traverse the site to connect the tank to the diesel pump. No additional bowsers are proposed as part of this development.

Delivery Program Links

Growing our Economy

EC1 Driving Economic Growth

EC1.4 Provide support to prospective developers regarding Council processes and requirements

Budget Implications

There are no budget implications for this matter.

Report

In accordance with Council Policy 15.2 - Development Assessment Panel (DAP) - Role, Constitution and Operation, Development Application No. 2018/0021 is submitted to Council for determination following two Councillors making a request in writing to the General Manager that the application is to be submitted to Council for consideration and determination.

Council records indicate the service station was first approved on this site in 1958 (BA1958/040). Since then there have been various applications for additions and alterations to the service station.

Applicant

North Coast Petroleum
PO Box 6402
SOUTH LISMORE NSW 2480

Subject Property

Lot 10 Section 4 DP 758403
70 Woodburn Street
EVANS HEAD NSW 2473



Zoning

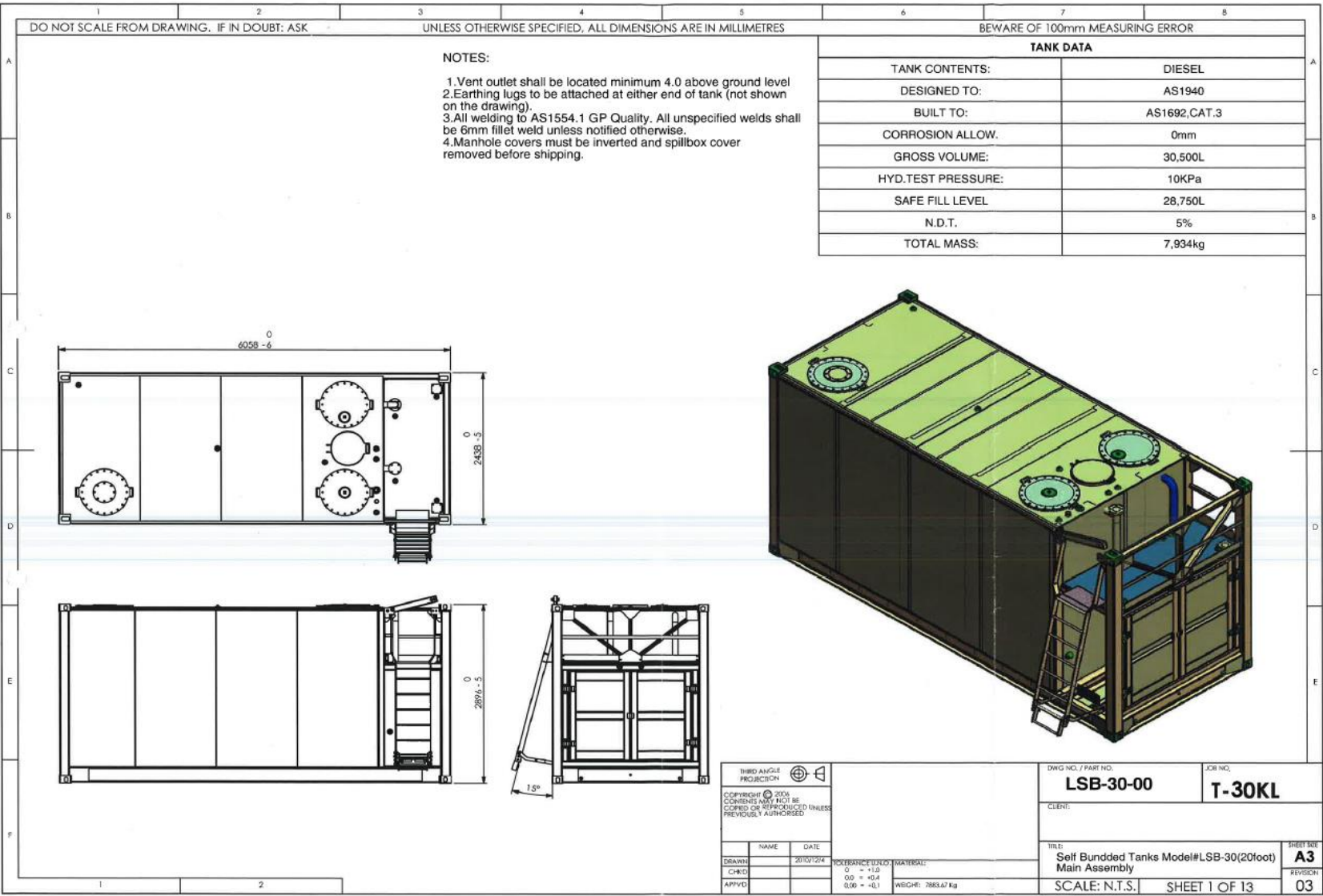
The subject site is zoned R1 General Residential under the Richmond Valley Local Environmental Plan (LEP) 2012. Approval of the existing service station pre-dates the LEP therefore the use of the site as a service station is permitted to continue through existing use rights.

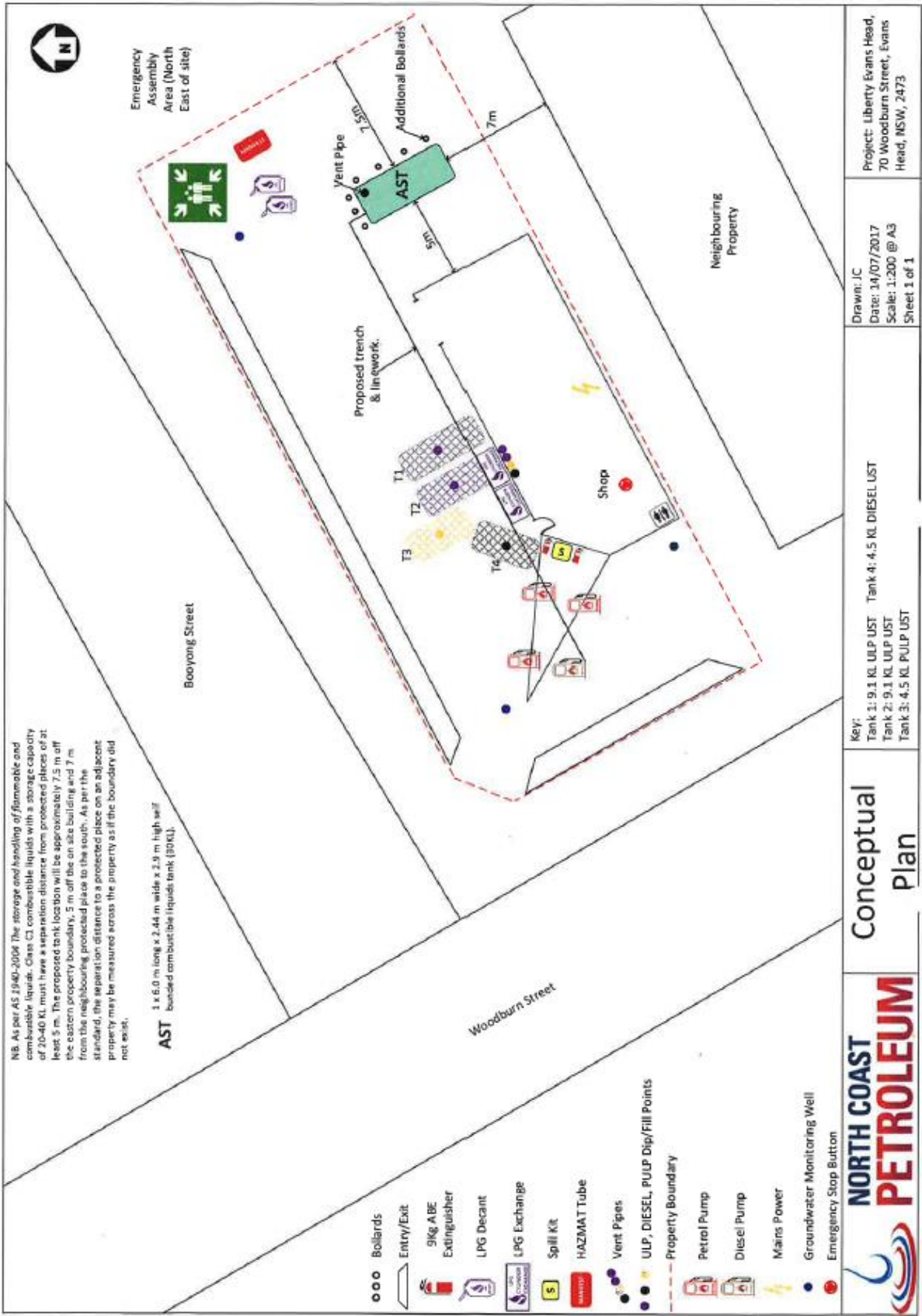
The proposed fuel storage tank is an ancillary use to the service station.

Description of Development

The development proposes to install an above ground fuel storage tank at the rear of the property towards Yarran Lane. The development comprises:

- Installation of a 30 kL above ground double-walled self-bunded fuel tank to store diesel fuel;
- The tank dimensions are 6 metres long x 2.44 metres wide x 2.9 metres high;
- Associated trench and pipework connecting the new tank to the existing diesel fuel pump fronting Woodburn Street;
- Installation of bollards around the northern and eastern facades of the tank;
- Removal or relocation of the two existing LPG tanks located in the northern corner of the site.







Proposed Tank Site



View of Proposed Tank Site from Booyong Street

A Certificate of Compliance has been provided with the application certifying the design of the tank and its compliance with Australian Standards AS 1940-2004 *The storage and handling of flammable and combustible liquids* and AS 1692-2006 *Steel tanks for flammable and combustible liquids*.

The construction, location and installation of the tank will also need to comply with Australian Standards AS 1940-2004 and AS 1692-2006. A report from a suitably qualified professional will be required ensuring compliance with these standards are met prior to the tank being used.

Exhibition Period

The subject proposal was notified for a period of 14 days being from 10 August 2017 to 24 August 2017. The Statement of Environmental Effects was on display at the administration offices of Richmond Valley Council at Casino and Evans Head.

All adjoining landholders, as well as owners in the immediate vicinity, were notified in writing of the proposed development and exhibition period in accordance with Richmond Valley Development Control Plan 2012.

Council agreed to extend the exhibition period until Monday 4 September 2017 (11 additional days) to accommodate an adjoining owner's request to allow adequate time to prepare their submission.

External Referrals

The development is ancillary to an existing land use. No external referrals were required in the assessment of this development.

The application was referred to Council's Engineering, Building and Environmental Health Officers for comments and recommended consent conditions.

Environmental Planning Considerations

A full assessment under Section 79C (1) of the *Environmental Planning and Assessment Act 1979 (as amended)* has been undertaken. The following planning instruments and policies are relevant to the proposal and their requirements have been considered as part of the assessment process:

- Richmond Valley Local Environmental Plan 2012
- Richmond Valley Development Control Plan 2015
- State Environmental Planning Policy No 71 – Coastal Protection
- State Environmental Planning Policy No.55 - Remediation of Land

Key Issues with the Application***Proximity to Adjoining Residential Building***

Australian Standard AS 1940-2004 provides minimum acceptable safety requirements for storage tanks, operating procedures, emergency planning and fire protection for the storage and handling of flammable and combustible liquids.

Table 5.4 of the standard sets minimum separation distances between above ground tanks and protected places. A tank with a capacity of 40kL of diesel fuel is required to be setback at least 5 metres from a protected place.

The definition of a protected place includes residential buildings and open areas in which persons are accustomed to assemble. The residents of 68 Woodburn Street advise they often use their outdoor yard area adjoining the service station for barbeques and social gatherings.

However, Section 11.2(c) of AS1940-2004 requires a formal agreement to be in place if the 5 metre separation distance required in table 5.4 crosses over a property boundary. In the absence of such an agreement it is recommended the tank be relocated so that the 5 metre separation distance can be achieved entirely within 70 Woodburn Street. Furthermore, the definition of a 'protected place' includes open areas in which persons are accustomed to assemble. The residents of 68 Woodburn Street advise they often use their outdoor area adjoining the service station for barbeques and social gatherings. It is therefore recommended that the tank be relocated to ensure the 5 metre separation distance be measured to the property boundary to ensure all requirements of the AS 1940-2004 are met.

Fire/Safety Concerns

It is important to distinguish between flammable liquids and combustible liquids when considering the risk of fire in the installation of fuel storage tanks. Generally speaking, the main difference between the two is that flammable liquids have a higher risk of igniting more easily at normal working temperatures, whereas combustible liquids require higher than normal temperatures to ignite. The tank will be used to store diesel fuel which is a Class C1 combustible liquid. The protection of an installed tank from fire is achieved primarily by good facility design and operational practices which ensure the outbreak of fire is minimised. Section 11 of AS 1940-2004 sets out the requirements and recommendations relating to the protection of flammable and combustible liquids from fire and for firefighting requirements for storage tanks. A report from a suitably qualified person will be required to ensure compliance with the requirements of AS 1940-2004 are met. It should be noted there are existing solid fences erected on the adjacent properties which would provide some screening of the proposed tank.

Visual Amenity

The tank has been located so as to minimise its visual impact from Woodburn Street. The tank is 2.9 metres in height and will be visible to adjacent residential development on Booyong Street and Yarran Lane and to the adjoining residential flat building on 68 Woodburn Street. It is recommended the tank be painted in a non-reflective, non-intrusive colour to minimise the impact of the tank on neighbouring properties.

Appropriate conditions have been imposed on the draft consent to ensure the requirements of the planning instruments are met and no adverse environmental impacts will result from the establishment of the proposed development.

Submissions

Council received two written objections during the exhibition period. A summary of the matters raised in these submissions is addressed below:

- Fire hazard/ risk of explosion

Concerns were raised over safety with regard to fire hazards. Residents of the adjoining residential flat building are concerned they can no longer enjoy a barbeque or smoke in their yard.

Comment: Fire safety concerns have previously been addressed in this report. A report from a suitably qualified consultant demonstrating compliance with the relevant Australian Standards AS 1940-2004 and AS 1692-2006 is recommended as a condition of consent.

- Noise Impacts

Concerns over noise impacts generated from increased patronage to the site, additional pumps and installed alarms to prevent overfill of the tank.

Comment: Currently, there are 6 truck deliveries per week delivering diesel fuel to the site. The increased storage capacity provided by the proposed tank will reduce truck deliveries to the site to 1 – 2 truck movements per week. Alarms will be fitted to the tank to alert when the tank is filled to a high level. The tank will only be filled 1 – 2 times a week therefore it is not considered that this will create an unreasonable noise nuisance. Given the site's proximity to residential development it is recommended that deliveries to supply the tank occur between the hours of 7.00 am and 6.00 pm.

- Soil Contamination

Concerns regarding spillage from overfilling the tank that will runoff to adjoining properties in a rain event.

Comment: The tank has an internal bunding capacity of 110%. This is designed to prevent spillage from the tank. The tank has an alert sensor that is activated once the tank has reached a high level. This alert system prevents over-filling of the tank.

- Petrol fumes/health impacts

Comment: The diesel tank will be fitted with a passive vent that extends 2 metres above the top of the tank (total height 4.9 metres above ground level) and located approximately 12 metres away from the nearest residence. This complies with the vent outlet requirements of AS 1940-2004.

- Visual impact

Comment: The visual impact of the tank has previously been discussed in this report. A condition is recommended requiring the tank to be painted in a non-reflective, non-obtrusive colour.

- Economic impact

Concerns that the development will result in a devaluation of adjoining residences and a loss of rental income.

Comment: The proposed tank is ancillary development to the service station that has been in existence since 1958. It is considered that installation of the tank in accordance with the applicable legislation and Australian Standards is appropriate with regard to the historical use of the site as a service station and will not have an unreasonable economic impact on the surrounding properties.

- Proximity to adjoining residential building and outdoor BBQ area

Comment: The proximity to the adjoining residential flat building has previously been addressed in this report. A condition of consent is recommended to relocate the proposed tank to ensure the mandatory separation distance between the tank and any nearby protected places are adhered to as per the requirements of AS 1940-2004.

Conclusion

The proposed tank design, location, installation and safety requirements are primarily set by the provisions of Australian Standards *AS 1940-2004 The storage and handling of flammable and combustible liquids* and *AS 1692-2006 Steel tanks for flammable and combustible liquids*.

The existing location of the proposed tank does not currently meet the separation distance required to the adjoining residential building located on 68 Woodburn Street. There is ample room on the site to relocate the tank so that it meets the required separation distance of 5 metres.

It is recommended that a report from a suitably qualified consultant be submitted prior to the issue of a construction certificate for the tank certifying compliance with the Australian Standards and any other applicable legislation.

The Development Assessment Panel endorsed the proposed conditions at its meeting of 5 October 2017. Appropriate conditions have been imposed on the draft consent to ensure the requirements of the planning instruments are met and any potential adverse environmental impacts will be minimised, particularly in relation to the concerns raised in submissions received by Council.

Details of Conditions

The Conditions of Consent are set out as follows:

1. In granting this development consent, Council requires:
 - All proposed buildings be constructed in accordance with any amendment or modification outlined in these conditions
 - All proposed works be carried out in accordance with any amendment or modification outlined in these conditions
 - Any proposed use of buildings or land be in accordance with any amendment or modification outlined in these conditions

and be substantially in accordance with the stamped approved Conceptual Plan dated 14/7/2017, Drawing No LSB-30-00 dated 4/12/2010, Statement of Environmental Effects, and supporting documents submitted with the application. Copies of the approved plans are attached to this consent.

Reason: *To correctly describe what has been approved. (EPA Act Sec 79C)*

2. The above ground tank, pipelines and other associated infrastructure shall be constructed, located and installed in accordance with but not limited to:
 - AS1940 - 2004: Storage and Handling of Flammable and Combustible Liquids;
 - AS1692 - 2006: Steel Tanks for Flammable and Combustible Liquids;
 - NSW Workplace Health and Safety requirements and industry best practice; and
 - NSW EPA Underground Petroleum Storage Systems (UPSS) Guideline

Council shall be provided with a report prepared by a suitably qualified consultant certifying the tank and associated infrastructure has been installed in compliance with all standards and regulations **prior to issue of an Occupation Certificate.**

Reason: *To ensure compliance with all relevant legislation applicable to the development.*

3. An amended site plan shall be submitted to and approved by Richmond Valley Council **prior to issue of a Construction Certificate.** The amended plan shall relocate the proposed tank to ensure compliance with the required separation distances set by *AS 1940-2004 The storage and handling of flammable and combustible liquids*. Certification from a suitably qualified person shall be provided to ensure the proposed location complies with AS 1940-2004.

Reason: *To ensure the tank is located in accordance with AS 1940-2004.*

4. The tank shall be painted a non-reflective, non-intrusive colour so as to minimise the visual impact of the structure.

Reason: *To protect the amenity of the area.*

5. Delivery of fuel to supply the tank shall not occur between the hours of 6.00pm and 7.00am.

Reason: *To minimise the noise impacts on adjoining residences.*

BUILDING

6. Notice of Commencement of work at least two (2) days prior to any building or ancillary work being carried out must be submitted to Council on the relevant form.

Reason: *Required by Section 81A(2) of the Environmental Planning and Assessment Act, 1979 and Clause 136 of the Environmental Planning and Assessment Regulation, 2000.*

7. A fence must be erected between the work site and a public place.

Reason: *To protect the health and safety of the public.*

8. Plant equipment or materials of any kind shall not be placed or stored upon the public footpath or roadway, which is open for use by pedestrians.

Reason: *So as not to cause a public hindrance or nuisance.*

9. Construction works must not unreasonably interfere with the amenity of the neighbourhood. In particular construction noise, when audible on adjoining residential premises, can only occur:

- a) Monday to Friday - 7.00 am to 6.00 pm.
- b) Saturday - 8.00 am to 1.00 pm.
- c) No construction work which will adversely impact on the amenity of the area is to take place outside the above hours, including Public Holidays.

Reason: *To preserve the amenity of the area.*

10. All building waste must be stored in a designated waste storage area and removed from the site to an approved waste disposal facility.

Reason: *To ensure the site is left in a clean condition and ensure proper disposal of waste.*

11. A final survey of the container location including setbacks from the boundaries and existing structures must be provided to Richmond Valley Council **prior to issue of an Occupation Certificate.**

Reason: *To ensure the building is located on site in accordance with this consent.*

12. Details and certification prepared by a Practising Structural Engineer must be submitted to the certifying authority for the following **prior to the issue of a Construction Certificate**:

- a) site classification.
- b) all footings and slabs.
- c) all bracing and tie downs including design wind speed assessment.
- d) structural steelwork.
- e) results of compaction/density testing.

The certification must:

- i) Certify that the design complies with the requirements of the Building Code of Australia and AS 1940; and
- ii) Set out the basis on which it is given and the extent to which relevant codes and standards of practice, specifications, rules or other publications have been relied upon.
- iii) Details of bore log results (if applicable)

Reason: *To ensure that the key structural elements of the building or structure have been designed to suit the site conditions.*

13. The application for a Construction Certificate must be accompanied by:

- a) a list of any fire safety measures that are proposed to be implemented for the site.

Reason: *Required by the Regulation 2000.*

14. The occupation or use of the fuel storage facility must not commence until an Occupation Certificate has been issued by the Principal Certifying Authority. Where Council is not the Principal Certifying Authority then all documentation must be forwarded to Council within seven (7) days of issue. (N.B. All Critical Stage Inspections must have been completed prior to the issue of the Occupation Certificate.)

Reason: *To monitor compliance with the Development Consent and Construction Certificate.*

15. If Council is to be engaged as the Principal Certifying Authority the following progress and mandatory critical stage inspections will be required with 48 hours notice;

- a) at the commencement of the building work, erosion control, safety signs and site toilet facilities to be erected.
- b) after excavation for, and prior to the placement of, any footings.
- c) prior to pouring any in-situ reinforced concrete building element.
- d) after the building work has been completed and prior to any occupation certificate being issued in relation to the building. Prior to final inspection being requested, all certificates required by this consent are to be submitted to Council.

Reason: *To monitor compliance with the Development Consent and Construction Certificate.*

16. At completion/occupation, the following certification must be submitted to Council, if Council is to be engaged as the Principal Certifying Authority:

- a) A suitably qualified person's certification that the fire separation has been carried out in accordance with Part C.2.7 of the Building Code of Australia and AS1940.
- b) A practising structural engineer certification that the **Fuel container** is in accordance with the relevant Australian Standards.
- c) The development has been completed in accordance with the development consent and construction certificate.

Reason: *To monitor compliance with the Development Consent and Construction Certificate.*

ENVIRONMENTAL HEALTH

17. A contaminated land report must be submitted to Council and approved prior to any soil disturbance/excavation work commencing on the site. The report must assess the site for contamination in accordance with Richmond Valley Council's adopted Policy and SEPP 55.

Reason: *To protect the environment and public health.*

18. A preliminary Acid Sulfate Soil (ASS) assessment is required to be carried out to determine the likelihood of occurrence of ASS by a suitably qualified person. Should the preliminary assessment identify presence of ASS, an Acid Sulfate Soil Management Plan must be submitted to and approved by Richmond Valley Council.

Reason: *To protect the environment and public health.*

19. Only clean and unpolluted water is permitted to discharge to Councils stormwater system. In this respect suitable provision must be put in place to prevent any spills and contaminants entering stormwater pits/inlets around the site including any stormwater drains.

Reason: *To protect the environment.*

20. All mechanical plant and equipment associated with the above ground fuel storage tank such as pumps and compressors must not give rise to offensive noise as defined within the meaning of the Protection of the Environment Operations Act (1997).

Reason: *To protect the amenity of the area.*

14.3 PUF VENTURES AUSTRALIA - MEDICAL CANNABIS FACILITY**Responsible Officer:**Vaughan Macdonald (General Manager)

RECOMMENDATION

Recommended that:

1. Council note that in accordance with the resolutions of the closed meeting of 19 September 2017, the General Manager has negotiated a Memorandum of Understanding with PUF Ventures Australia Pty Ltd.
2. Council endorse the actions of the General Manager and note the Chief Executive Officer of PUF Ventures Australia Pty Ltd and the General Manager of Richmond Valley Council have executed a Memorandum of Understanding.

171017/ 8 RESOLVED (Cr Simpson/Cr Mustow)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Humphrys

Executive Summary

Council was approached in September 2017 by PUF Ventures Australia Pty Ltd (PVA) looking to partner with a Council in the Northern Rivers to establish a medicinal cannabis growing and processing facility with an estimated capital investment value of up to \$100 million. A number of council areas were being considered by PVA and Council acted promptly to make the case for PVA to invest in and establish a partnership with Richmond Valley Council which they have now done.

When fully operational the facility, including growing, manufacture and processing would be capable of employing up to 300 people directly; and up to 400 when indirect jobs are accounted for.

At its 19 September 2017 meeting, Council authorised the General Manager to negotiate a deal for the lease and/or purchase of land to facilitate the development in line with terms outlined to Council in a closed council meeting due to commercial in confidence information.

A commercial lease with Council will be entered into with an option to purchase after 5 years. The initial 5 years rent will be at no cost to PVA and the option to purchase is at a value less than a recent valuation for the land, but more than Council paid for it when purchased in 1999. Council will also provide some infrastructure works as part of its commitment to secure this development.

Council has offered an incentives package to entice this development to the Richmond Valley due to its anticipated economic benefits to the area and the Northern Rivers region. It is consistent with the strong message from the community when consulting on and subsequently adopting the Richmond Valley Made 2030 Community Strategic Plan. Council has a strong commitment to economic development to attract jobs to our area for the people in our community and this development meets this aim by offering at least 300 jobs which is significant.

Attracting a development such as this is consistent with the NSW Government's North Coast Regional Plan 2036 which has Goals including "Grow Agribusiness across the region", "Provide great places to live and work" and "Promote renewable energy opportunities". This is also supported by the NSW Government's Regional Development framework which provides opportunities for funding support through the \$1.3B Regional Growth Fund.

Council is continuing to work actively with PVA to support the progression of the development in the Richmond Valley.

Delivery Program Links

Growing Our Economy

EC1 Driving Economic Growth

EC1.2 Actively lobby and provide assistance for the establishment of new businesses and the expansion and/or continuing operation of existing businesses

Budget Implications

Securing this investment opportunity would be a potential game changer for the Richmond Valley economy and for Casino in particular.

Report

Council was approached in September 2017 by PUF Ventures Australia Pty Ltd (PVA) looking to partner with a Council in the Northern Rivers to establish a medicinal cannabis growing and processing facility with an estimated capital investment value of up to \$100 million. When fully operational the facility, including growing, manufacture and processing would be capable of employing up to 300 people directly; and up to 400 when indirect jobs are accounted for. PVA had discussed opportunities with several councils in the Northern Rivers and reviewed up to 70 possible sites.

PVA expressed a desire to partner with Council in an endeavour to ensure their significant investment is both supported and facilitated by Council.

Their proposal to partner, by way of locating their facility upon Council owned land together with a contract to lease and an option to purchase resulted in a tour of possible sites.

After considering a number of sites across the Richmond Valley, PVA determined that 27 hectares located on the north eastern edge of Casino would best suit their requirements. The site, being Lot 320 in DP755727, which adjoins the sewerage treatment plant (STP) is also adjacent to the planned Bio Hub.

The location offers the potential benefits of being able to access reclaimed water from the STP and power from the proposed bio-hub.

A commercial lease with Council will be entered into (5+5+10 year) with an option to purchase after 5 years. The initial 5 years rent will be at no cost to PVA and the option to purchase is at a value less than a recent independent valuation but more than Council purchased the land for in 1999. Council will also provide some infrastructure works as part of its commitment.

Council has offered an incentives package to entice this development to the Richmond Valley due to its anticipated economic benefits to the area and the Northern Rivers region. It is consistent with the strong message from the community when consulting on and subsequently adopting the Richmond Valley Made 2030 Community Strategic Plan (CSP). Council has a strong commitment to economic development to attract jobs to our area for the people in our community and this development meets this aim by offering at least 300 jobs which is significant.

Objective EC1 Driving Economic Growth in Council's CSP clearly states "Council will create the environment which allows our economy to flourish now and into the future" where the strategic goal is to "Significantly grow the Richmond Valley's economy". Strategies to achieve this include:

- Support the growth of a diverse regional economy
- Create more job opportunities
- Work in partnership with existing and prospective businesses to create new economic opportunities

An investment of this size which can deliver a massive boost to our Gross Regional Product and resultant jobs, together with many skills and training opportunities across a wide age demographic, does not present often.

Attracting a development such as this is consistent with the NSW Government's North Coast Regional Plan 2036 which has Goals including "Grow Agribusiness across the region", "Provide great places to live and work" and "Promote renewable energy opportunities". This is also supported by the NSW Government's Regional Development framework which provides opportunities for funding support through the \$1.3B Regional Growth Fund.

A strategic decision was therefore taken to give the Richmond Valley and its community every chance to secure this opportunity via the incentives offered by Council.

Note: The MOU cannot be disclosed publicly due to the commercially sensitive nature of the content and confidentiality clauses contained within it.

14.4 TENDER RVC 781471 - CASINO DRILL HALL PRECINCT - DESIGN AND TECHNICAL DRAWINGS**Responsible Officer:**Andrew Leach (Manager Asset Planning)

RECOMMENDATION

Recommended that:

1. Chris Pritchett and Associates be awarded the contract for the drafting of Design Drawings and Technical Specifications required for the development of the Casino Drill Hall Precinct in Casino, for the lump sum of \$157,425 excluding GST.
2. The Common Seal of Council be affixed to any documentation where required.

171017/ 9 RESOLVED (Cr Mustow/Cr Cornish)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Humphrys

Executive Summary

Council is developing the Casino Drill Hall Precinct to promote visitation, community events, and economic development in the township of Casino. The site will be improved to include a visitor information centre and a performance space/amphitheatre. Following a successful community consultation, and the drafting and adoption of a masterplan for the precinct, Council required detailed drawings and specifications to go to tender and ultimately the construction of the proposed facilities on site.

The Tender is for suitably qualified contractors to undertake these works in consultation with Council Officers.

Tenders were advertised and closed Friday, 6 October 2017 with Council receiving four tenders;

Following the tender evaluation process there was a preferred tenderer who scored competitively on price and deliverable timeframe. Chris Pritchett and Associates forecast the ability to deliver the appropriate standard of works at a competitive price, within the prescribed timeframe, and as such are recommended to be awarded the works.

Delivery Program Links

Connecting People and Places

PP1 Fresh and Vibrant Community

PP1.3 Provide clean, safe and accessible open spaces and recreational services to the community and visitors

Budget Implications

Council is utilising funding dedicated to the redevelopment of the Casino Drill Hall Precinct. The current budget has a balance of \$1,716,228. With the endorsement of this tender the remaining budget will be \$1,558,803 which will be used for the construction phase.

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.

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. 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 Tender evaluation was conducted on 10 October 2017 at Richmond Valley Council by the following Council Officers:

- Andrew Leach – Manager Asset Planning
- Charlene Reeves – Managerial Assistant
- Daniel Parker - Acting Coordinator Purchasing and Stores

Methodology

The percentage weightings and criteria were agreed upon prior to the tender closing as follows:

Lump Sum Price	65%
Previous experience in delivery of like projects	15%
Capacity to complete the work as agreed	20%

Evaluation Results

A table summarising the evaluation results is provided below.

Criteria	Wt	Caldis Cook		Chris Pritchett		Ardell Payne		Osborn	
Tender Price Submit (excl GST)		\$217,268		\$157,425		\$210,000		\$157,878	
		Score	Wt Score	Score	Wt Score	Score	Wt Score	Score	Wt Score
Lump Sum Price	65%	7.25	4.71	10	6.5	7.25	4.71	9.97	6.48
Previous experience in delivery of drawings/ specification	15%	9	1.35	9	1.35	9	1.35	9	1.35
Capacity to complete the works as agreed	20%	8	1.60	9	1.8	9	1.8	8	1.60
Total Score			7.66		9.65		7.86		9.43
Rank Order			4		1		3		2

Notes

There are a number of points to note which reflect the scores allocated, and how the final recommendation is reached.

- This tender was directed to Council's preferred supplier panel, and 34 consultants were invited to submit.
- Council received four tenders for the task. All were deemed conforming.
- All tenderers provided good submissions, demonstrating knowledge and ability of a high level.
- Two of the four submissions included the delivery of cost estimates for the project. Caldís Cook and Osborn had this quantity surveying element excluded, and the panel estimated from averages that this work is valued at least \$10,000.
- The pricing information is vital to budgeting and programming works.
- The lowest priced tenderer, Chris Pritchett and Associates, is familiar with the project, having delivered the Masterplan. This is a benefit moving forward as they are aware of the community consultation and Council's direction on this project.
- The panel discussed the two lowest submissions, and recommend Chris Pritchett ahead of Osborn Consulting Engineers, confident that they provide value for money, and have good knowledge of Council's requirements within the project.

Consultation

Referee checks have been considered by Council staff relevant to the preferred tenderer and have been positive with the contractor having delivered many similar projects for Local Government in regional NSW, on time and within budget, including the experience of Council's dealings with them.

Conclusion

It is recommended that Chris Pritchett and Associates be awarded the contract for the drafting of Design Drawings and Technical Specifications required for the development of the Casino Drill Hall Precinct in Casino, for the lump sum of \$157,425 excluding GST.

14.5 NORTHERN RIVERS LIVESTOCK EXCHANGE (NRLX) BUSINESS PERFORMANCE AS AT 30 SEPTEMBER 2017**Responsible Officer:**

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

RECOMMENDATION

Recommended that Council note the business performance of the Northern Rivers Livestock Exchange as at 30 September 2017.

171017/ 10 RESOLVED (Cr Morrissey/Cr Hayes)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Humphrys

Executive Summary

This report provides an update on the Northern Rivers Livestock Exchange (NRLX) business performance as at 30 September 2017, as well as monthly throughput information from 2010/2011 to 2017/2018.

NRLX throughput is down 33% compared to the same period in the 2016/17 financial year. This is a result of no sales being conducted for a two-week period at the end of August (losing three sales in total) and also due to 2016/17 being an exceptionally strong year.

Income from user charges and fees is \$231,551 as at 30 September 2017 (which is 18.93% of budgeted income for the year). Council has earned \$1,199 in

interest from reinvesting the loan funds borrowed to upgrade the complex, but to-date has not received a Local Infrastructure Renewal Scheme subsidy payment.

Operating expenditure is \$232,492 as at 30 September 2017 (which is 22.02% of budgeted expenditure for the year). There are no major concerns in any area of expenditure. Council will continue to look closely at areas where the NRLX can run in a more efficient manner, with an independent Operational Review scheduled for this financial year.

The operating result is a surplus of \$258 against a budgeted surplus of \$239,677.

Sales turnover year to date is \$14,354,222 compared to \$25,651,274 at the same period in 2016/17.

Community Strategic Plan Links

Growing our Economy

EC2 Building on our strengths

EC2.2 The Northern Rivers Livestock Exchange returns a profit to the community

Budget Implications

As detailed in the report.

Report

This report provides an update on the NRLX business performance as at 30 September 2017 and monthly throughput from 2010/2011 to 2017/2018.

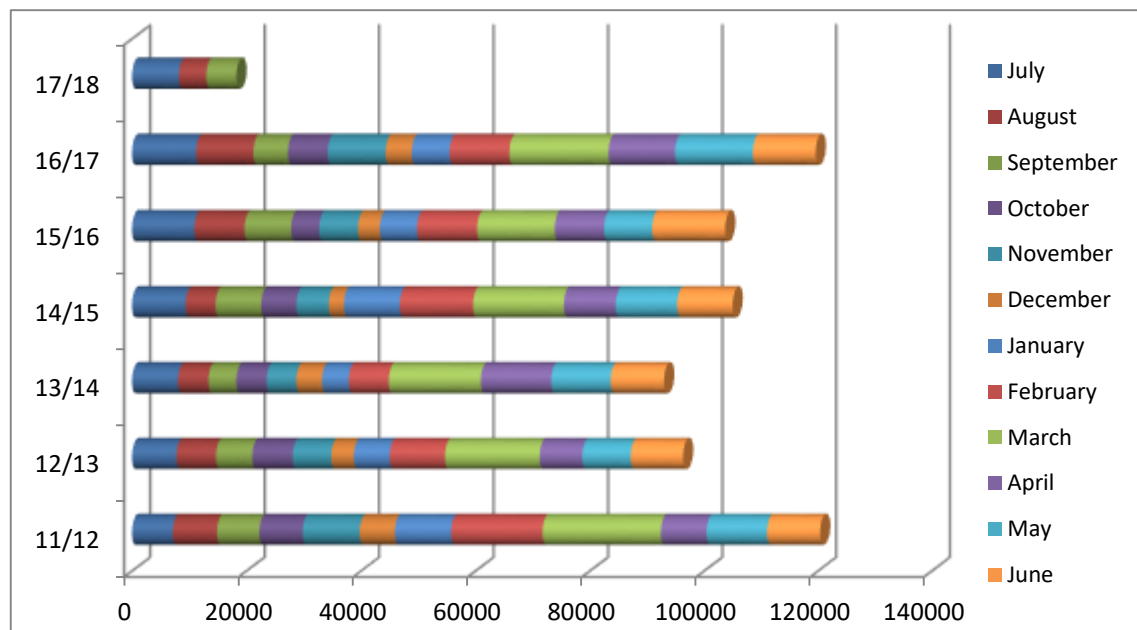
The graph below indicates 18,228 head were processed through sales at the NRLX in the 2017/18 September quarter compared with 27,442 head for the same period in 2016/17. This is a result of three less sales during the same period, combined with an exceptionally good year in 2016/17. Based on the average head sold per sale for the September quarter, the 2017/18 result would be considered as standard for this time of the year.

Whilst processors have remained active, their presence has not been as dominant due to the continued weak export market, in particular China's import ban on Australian beef. The stronger AUD against the USD through August and September also had an effect on export markets. Whilst prices have come back, a push to grow the national herd coinciding with feedlots indicating they will continue to maintain cattle numbers, NRLX throughput for the balance of 2017/18 should remain relatively strong.

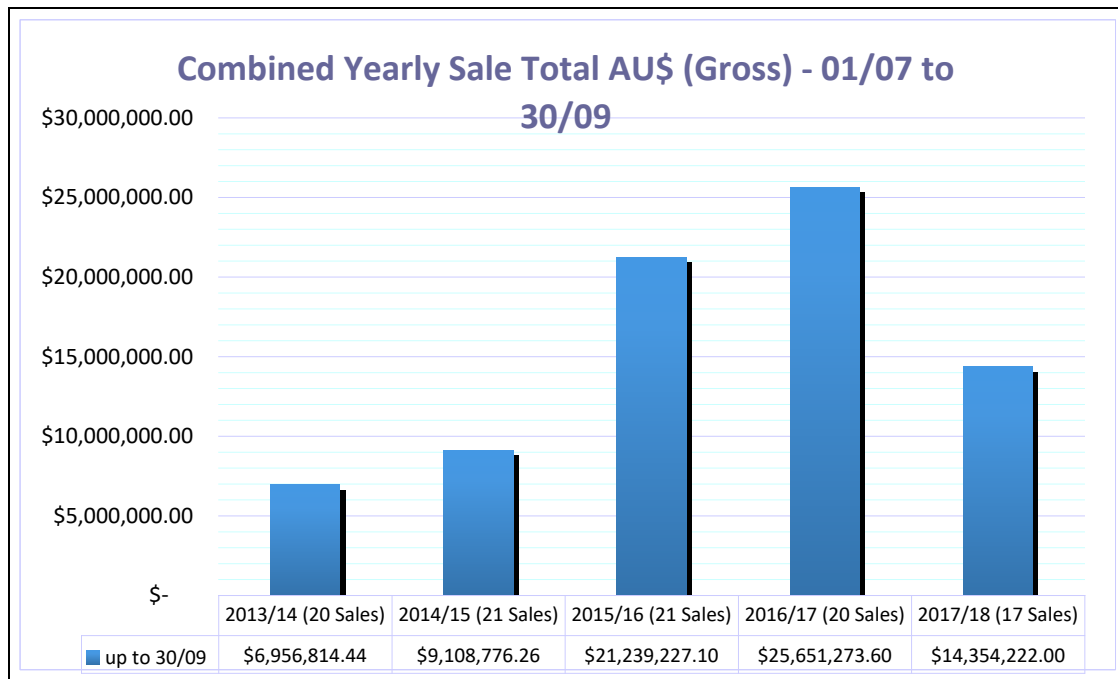
Set out below are recorded figures and graphs for total cattle sold at the NRLX.

	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18
July	9879	7093	7760	8027	9361	10878	11207	8168
August	8568	7754	6899	5320	5237	8774	9993	4789
September	9425	7397	6345	4869	7965	8144	6053	5271
October	6214	7559	7054	5286	6147	4899	6932	
November	7473	9966	6737	5203	5667	6781	10132	
December	8867	6144	3959	4487	2645	3805	4553	
January	10240	9834	6248	4664	9744	6487	6602	
February	12240	15977	9675	6991	12808	10509	10464	
March	20270	20672	16538	16084	15866	13572	17302	
April	10947	8014	7457	12311	9069	8620	11625	
May	9793	10642	8444	10370	10730	8390	13667	
June	10680	9305	9164	9332	9738	12807	11042	
TOTALS	124596	120357	96280	92944	104977	103666	119572	18228

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



The below graph shows total gross sales in dollars through the NRLX (01/07/17 – 30/09/17) for the last five financial years, including this year to date. Up until 30 September last year, turnover was \$25,651,274 compared to \$14,354,222 this year. Year on year this is down \$11,259,052. Whilst these results are down, there have been three less sales, plus 2016/17 was an exceptionally strong year with cattle prices that could not be sustained.



Financial Implications

The following table shows actual income and expenditure against budget for the financial year to 30 September 2017.

NRLX Income and Expenditure			
	Actual 30 Sept 2017 (\$)	Budget (\$)	Percentage %
<u>Operating Income</u>			
Fees	231,551	1,223,291	18.93%
Interest on Investments	1,199	-	0.00%
LIRS Subsidy	-	72,447	0.00%
Total Operating Income	232,750	1,295,738	17.96%
<u>Operating Expenses</u>			
Salaries and Oncosts	71,290	303,348	23.50%
Materials and Contracts	35,430	116,500	30.41%
Fleet Maintenance	-	1,000	0.00%
Interest on Loans	12,569	104,039	12.08%
Depreciation	39,250	176,800	22.20%
Electricity Charges	7,264	35,000	20.76%
Telephone Charges	967	6,500	14.88%
Insurance Charges	3,160	6,600	47.88%
Advertising Costs	2,583	12,500	20.66%
Printing and Stationary	328	2,000	16.39%
Licensing Fees	510	6,500	7.85%
Subscriptions	-	4,000	0.00%
Security Charges	600	3,700	16.22%
Software Licences	2,049	5,000	40.98%
Other General Expenses	87	-	0.00%
Internal Charges	56,405	272,575	20.69%
Total Operating Expenditure	232,492	1,056,061	22.02%
Operating Profit/Loss	258	239,677	0.11%

	Actual 30 Sept 2017 (\$)	Budget (\$)	Percentage %
Capital Income			
Federal Grant - NRLX Upgrade	-	3,000,000	0.00%
Capital Works Levy	30,663	191,100	16.05%
Total Capital Income	30,663	3,191,100	16.05%
Capital Expenditure			
Rail Replacement	74	5,000	1.48%
Pavement/Roadway Repair	-	20,000	0.00%
Software/Hardware Upgrade	-	15,000	0.00%
Effluent Management Review	14,206	20,000	71.03%
Potable Water Supply Study	-	10,000	0.00%
LIRS Project Upgrades	5,864,479	6,000,000	97.74%
Loan Repayments Principal	-	291,742	0.00%
Total Capital Expenditure	5,878,759	6,361,742	92.41%
Total Program Result	-5,847,838	-2,930,965	199.52%

As shown above, as at 30 June 2017 the NRLX operating result is a surplus of \$258.

Income is around what was expected due to the decrease in sales in August.

Operating expenditure is on budget as at 30 September 2017. The largest category of expenditure (outside of salaries) is internal charges covering administration overheads, Council rates, internal plant charges and on-site sewerage charges. Other significant expenditure items are Depreciation and Interest on Loans.

Conclusion

This report provides information on monthly throughput of cattle at the NRLX. The results for this period are noticeably not as strong as the same period last year, however 2016/17 was an exceptionally strong year. It may also be a reflection of producers having turned cattle off sooner than usual, to try and take advantage of the higher prices in 2016/17. The NRLX will always be subject to seasonal fluctuations which can change results quite quickly. It is hoped 2017/18 will remain relatively strong, although throughput is not expected to reach 120,000. NRLX will continue to require significant cash outflows in future years, associated with the upgrade of the facility plus subsequent repayment of loan borrowings and increased depreciation expense. The NRLX performance needs to be closely monitored, especially following the amended fee structure for 2017/18.

14.6 FINANCIAL ANALYSIS REPORT - SEPTEMBER 2017**Responsible Officer:**Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond)

RECOMMENDATION

Recommended that Council adopt the Financial Analysis Report detailing investment performance for the month of September 2017.

171017/ 11 RESOLVED (Cr Morrissey/Cr Hayes)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Humphrys

Executive Summary

The Financial Analysis Report gives an overview of Council's Investment Portfolio as at the end of the reported month. This overview is both a legislative requirement and essential in keeping Council up to date on the monthly performance of Council's investments. Council's investment balance as at 30 September 2017 is shown below.

Period	Investment Portfolio
30 September 2017	\$39,036,664.03

The rate of return on Council's investments for September 2017 was 2.42% which is above the 90 Day Bank Bill Index of 1.71%.

Delivery Program Links

Making Council Great

CS 2 Great Support

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

Budget Implications

As at 30 September 2017, Council had earned \$122,694.98 in interest and \$85,941.07 in fair value gains for total investment revenue of \$208,636.05 against a budget of \$873,396.00 (which equates to 23.89%).

Report

The Financial Analysis Report aims to disclose information regarding Council's investment portfolio in accordance with the *Local Government Act 1993* (Section

625), *Local Government (General) Regulations 2005* (Clause 212) and Council's Investment Policy.

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

The Reserve Bank of Australia left the cash rate unchanged at its September 2017 meeting therefore the cash rate in Australia remained at 1.50% per annum as at 30 September 2017.

Council's cash and term deposit investment portfolio has maturity dates ranging from same day up to 182 days. Deposits are made considering cash flow requirements and the most beneficial investment rates available at the time of making any investment. Council does give investment preference to financial institutions which do not support the fossil fuel industry, if the investment rate quoted is equal to or greater than the most beneficial rate quoted for that investment. Council had a term deposit portfolio of \$16,000,000 representing 40.99% of the total portfolio as at 30 September 2017. Council made eight new term deposits for the period; consisting of one each with MyState Bank Ltd, Greater Bank, AMP Ltd and Members Equity Bank and two each with Westpac and Bankwest. Of these financial institutions, Westpac, Bankwest, MyState Bank Ltd and AMP Ltd support the fossil fuel industry. These term deposits were chosen as they offered the highest available returns after diversification principles were applied. Nine term deposits matured within the period and all investments are in accordance with Council's Investment Policy.

Average interest rates available for investments decreased from August 2017 to September 2017 from 2.47% to 2.42%.

Council has \$16,000,000 in longer term investments being the Cash Facility Trusts with NSW Treasury Corporation as at 30 September 2017. The investment value as at 30 September 2017 is shown below.

Period	Hourglass Cash Facility Trust	Hourglass Strategic Cash Facility Trust
30 September 2017	\$8,386,642.84	\$8,410,200.53

The value of Council's Investment Portfolio as at 30 September 2017 including General Bank Accounts and Trust Funds is shown below.

Period	Investment Portfolio	Face Value	General Bank Accounts	Trust Funds
30 September 2017	\$39,036,664.03	\$38,239,820.66	\$1,478,547.73	\$120,994.55

The Investment Portfolio figure of \$39,036,664.03 is made up of Council's Business Online Saver Account (\$6,239,820.66), Term Deposits (\$16,000,000.00) and NSW Treasury Corporation Investments (\$16,796,843.37).

Council staff continually look for ways to increase and improve Council's investment performance, both on a returns basis and in the way of environmentally and socially responsible investments.

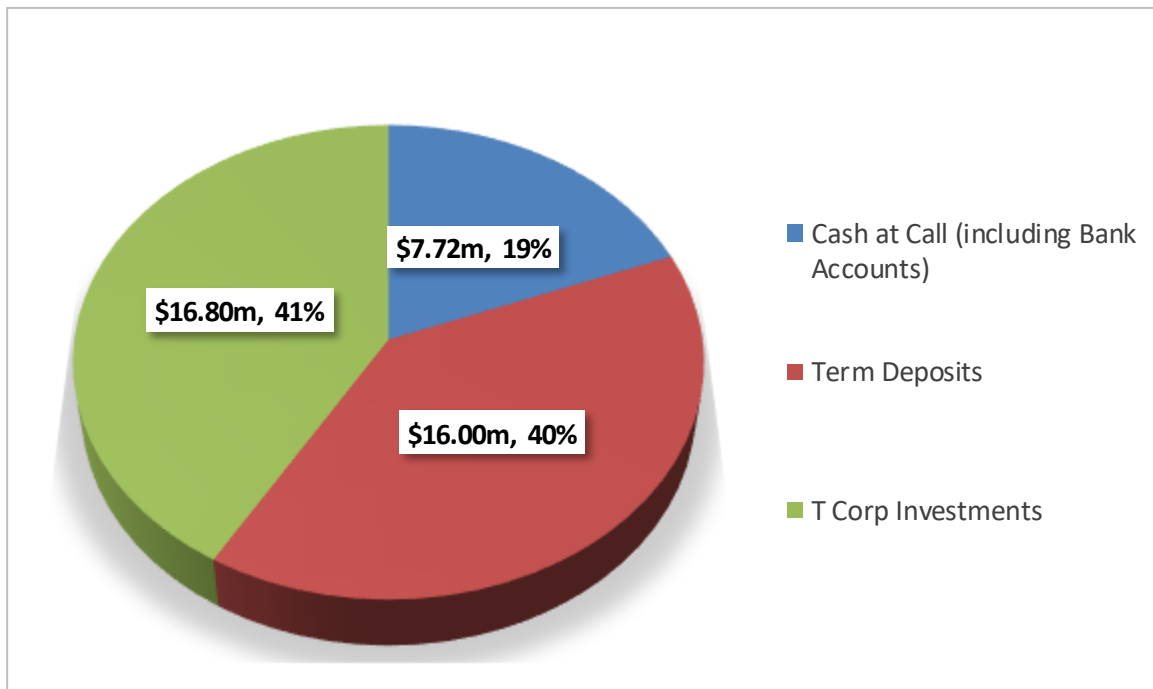
Conclusion

Interest rates on investments have decreased marginally. 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 invested with New South Wales Treasury Corporation in the Hourglass Cash Facility Trust and Hourglass Strategic Cash Facility Trust with the aim of achieving higher returns.

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

The following graph shows a breakup of Council's investment portfolio as at 30 September 2017.



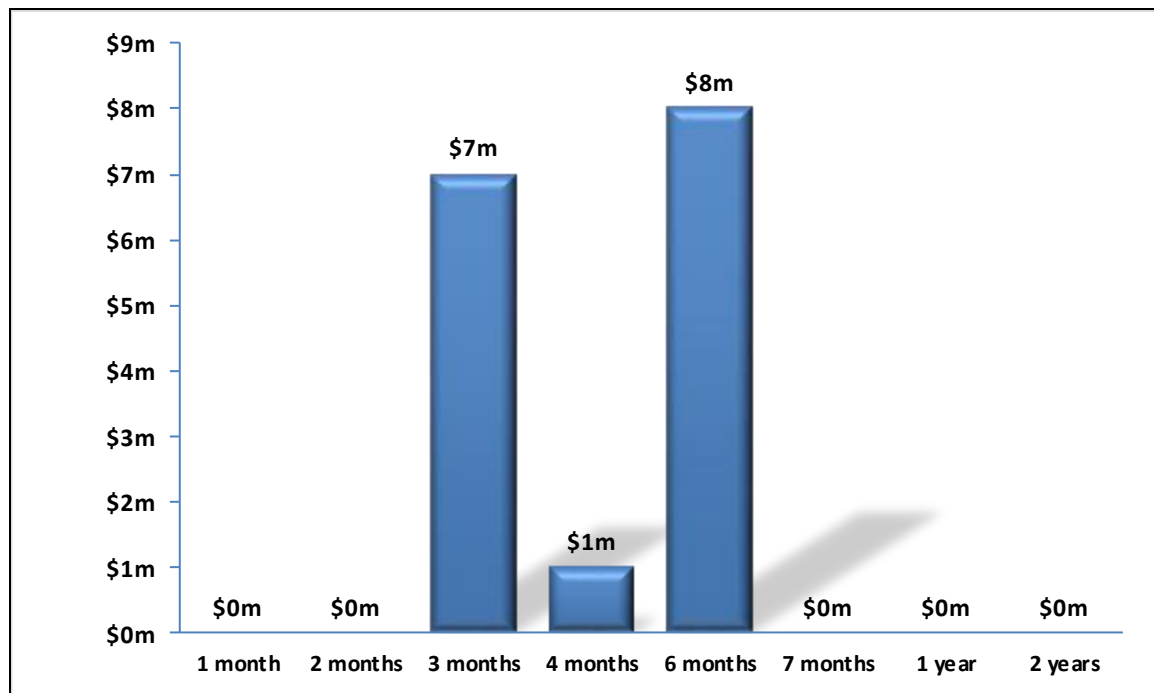
Council made eight new term deposits during the month of September 2017.

Financial Institution	Investment Amounts (\$)	Maturity Date	Investment Rate per annum (%)	Days Invested
Westpac	\$1,000,000	05/03/2018	2.69%	182
Bankwest	\$1,000,000	04/12/2017	2.40%	91
MyState Bank Limited	\$1,000,000	06/03/2018	2.57%	181
Greater Bank	\$1,000,000	06/12/2017	2.40%	90
Westpac	\$1,000,000	11/12/2017	2.68%	90
AMP Ltd	\$1,000,000	13/03/2018	2.75%	181
Members Equity Bank	\$1,000,000	12/12/2017	2.42%	90
Bankwest	\$1,000,000	17/01/2018	2.50%	120

Total term deposit maturities during the month of September 2017 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 (\$)
IMB Ltd	\$1,000,000	01/09/2017	2.68%	\$6,357.53
Westpac	\$1,000,000	04/09/2017	2.65%	\$6,704.93
Greater Bank	\$1,000,000	06/09/2017	2.65%	\$6,606.85
Newcastle Permanent	\$1,000,000	07/09/2017	2.60%	\$7,123.29
Westpac	\$1,000,000	12/09/2017	2.67%	\$6,729.86
AMP Ltd	\$1,000,000	13/09/2017	2.75%	\$13,636.99
Members Equity Bank	\$1,000,000	13/09/2017	2.54%	\$6,332.60
Newcastle Permanent	\$1,000,000	13/09/2017	2.50%	\$6,232.88
Bank Australia	\$1,000,000	27/09/2017	2.70%	\$8,876.71

The following graph shows the length of time of Council's term deposit maturities as at 30 September 2017.



RICHMOND VALLEY COUNCIL FINANCIAL ANALYSIS REPORT AT 30 SEPTEMBER 2017														
Investment Name	Investment Source	Investment Type	Rating	Investment Date	Maturity Date	Interest Basis	Interest Frequency	Current Interest Rate for Month	Original Investment Value	Current Investment Fair Value	Fair Valuation Date	% of Total Portfolio	Capital Guarantee Maturity	
<u>Cash at Call</u>														
CBA Business Online Saver	Commonwealth Bank	At Call	A1+/AA		At Call	Variable	Monthly	0.05%	N/A	6,239,820.66	30/09/2017	15.98%	No	
Total Cash at Call										6,239,820.66		15.98%		
<u>Term Deposits</u>														
Term Deposit	Auswide Bank	Term Deposit	A3/BBB-	29/05/2017	27/11/2017	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	30/09/2017	2.56%	Part	
Term Deposit	Bank Australia	Term Deposit	A2/BBB	30/05/2017	27/11/2017	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	30/09/2017	2.56%	Part	
Term Deposit	Auswide Bank	Term Deposit	A3/BBB-	31/05/2017	28/11/2017	Fixed for Term	Maturity	0.24%	N/A	1,000,000.00	30/09/2017	2.56%	Part	
Term Deposit	Greater Bank	Term Deposit	A2/BBB	9/06/2017	7/12/2017	Fixed for Term	Maturity	0.24%	N/A	1,000,000.00	30/09/2017	2.56%	Part	
Term Deposit	AMP Ltd	Term Deposit	A1/A	29/08/2017	26/02/2018	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	30/09/2017	2.56%	Part	
Term Deposit	National Australia Bank	Term Deposit	A1+/AA-	30/08/2017	28/11/2017	Fixed for Term	Maturity	0.21%	N/A	1,000,000.00	30/09/2017	2.56%	Part	
Term Deposit	Members Equity Bank	Term Deposit	A2/BBB	31/08/2017	29/11/2017	Fixed for Term	Maturity	0.21%	N/A	1,000,000.00	30/09/2017	2.56%	Part	
Term Deposit	National Australia Bank	Term Deposit	A1+/AA-	31/08/2017	29/11/2017	Fixed for Term	Maturity	0.21%	N/A	1,000,000.00	30/09/2017	2.56%	Part	
Term Deposit	Westpac	Term Deposit	A1+/AA-	4/09/2017	5/03/2018	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	30/09/2017	2.56%	Part	
Term Deposit	Bankwest	Term Deposit	A1+/AA-	4/09/2017	4/12/2017	Fixed for Term	Maturity	0.20%	N/A	1,000,000.00	30/09/2017	2.56%	Part	
Term Deposit	MyState Bank Limited	Term Deposit	A2/BBB	6/09/2017	6/03/2018	Fixed for Term	Maturity	0.21%	N/A	1,000,000.00	30/09/2017	2.56%	Part	
Term Deposit	Greater Bank	Term Deposit	A2/BBB	7/09/2017	6/12/2017	Fixed for Term	Maturity	0.20%	N/A	1,000,000.00	30/09/2017	2.56%	Part	
Term Deposit	Westpac	Term Deposit	A1+/AA-	12/09/2017	11/12/2017	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	30/09/2017	2.56%	Part	
Term Deposit	AMP Ltd	Term Deposit	A1/A	13/09/2017	13/03/2018	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	30/09/2017	2.56%	Part	
Term Deposit	Members Equity Bank	Term Deposit	A2/BBB	13/09/2017	12/12/2017	Fixed for Term	Maturity	0.20%	N/A	1,000,000.00	30/09/2017	2.56%	Part	
Term Deposit	Bankwest	Term Deposit	A1+/AA-	19/09/2017	17/01/2018	Fixed for Term	Maturity	0.21%	N/A	1,000,000.00	30/09/2017	2.56%	Part	
Total Term Deposits										16,000,000.00		40.99%		
<u>Fixed Interest Securities</u>														
Total Fixed Interest Securities										0.00	0.00			
<u>NSW Treasury Corporation Hourglass Investments</u>														
Cash Facility Trust	NSW Treasury Corporation	Trust		Various	N/A		Monthly	0.15%	8,000,000.00	8,386,642.84	30/09/2017	21.48%		
Strategic Cash Facility Trust	NSW Treasury Corporation	Trust		Various	N/A		Monthly	0.15%	8,000,000.00	8,410,200.53	30/09/2017	21.54%		
Total Fixed Interest Securities										16,000,000.00	16,796,843.37		43.03%	
Total Investment Portfolio at Face Value									38,239,820.66					
Total Investment Portfolio at Fair Value										39,036,664.03				
Overall Average Interest Rate for month - Portfolio 0.20%														
Total Bank Account Portfolio										1,599,542.28				
Total Portfolio										40,636,206.31				
<u>Bank Accounts</u>														
Account Name	Balance \$ 30-Sep-17													
General Fund Bank Account	1,466,256.63													
Trust Fund Bank Account	120,994.55													
NAB Cheque Account	-26.40													
Evans Head Memorial Areodrome Fund	12,317.50													
Total	1,599,542.28													

14.7 REVIEW OF MEDIA POLICY AND GIFTS AND BENEFITS POLICY**Responsible Officer:**Deborah McLean (Manager Governance and Risk)

RECOMMENDATION

Recommended that Council re-adopt the Media Policy and Gifts and Benefits Policy as amended.

171017/ 12 RESOLVED (Cr Morrissey/Cr Hayes)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Humphrys

Executive Summary

Section 233 of the *Local Government Act 1993* requires Council to develop and endorse the community strategic plan, delivery program and other strategic plans, programs, strategies and policies of the council and to make decisions necessary for the proper exercise of the council's regulatory functions.

To assist in this regard Council has a rolling program of policy reviews which are reviewed against Council's priority areas and objectives outlined in the Community Strategic Plan. This report recommends that Council re-adopt the Media Policy and Gifts and Benefits Policy as amended.

Delivery Program Links

Making Council Great

CS1 Leading and Advocating for our Community

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

Budget Implications

There are no budget implications.

Report

Council has in place a rolling program of policy reviews to ensure that the Council meets its obligations under Section 223 of the *Local Government Act 1993*. The Media Policy and the Gifts and Benefits Policy have been reviewed against council policy and legislative compliance. Details of the reviewed policies and a summary of proposed amendments are listed in the table below.

Policy No	Policy Name	Adopted	Last Review	Summary of review
9.02	Media	18/08/2015	N/A	References to the Executive and Management team amended to reflect current position titles to align with the Organisation Structure adopted by Council at the September 2017 Ordinary Meeting.
1.05	Gifts and Benefits	17/08/2006	17/08/2010	<ul style="list-style-type: none">- Amended to include all Code of Conduct provisions in relation to Gifts and Benefits.- Policy objective amended.- Additional examples of gifts and benefits provided.- Disclosure form reviewed.

Conclusion

Council staff have reviewed the Media Policy and Gifts and Benefits Policy, copies of which are included with this report. Both policies have undertaken minor changes and it is recommended that both policies are re-adopted by Council.



Council Policy

Policy Title:	Media
Policy Number:	9.2
Priority Area:	Connecting People and Places
Service Area:	Community Engagement, Consultation and Communication
Meeting Adopted:	

OBJECTIVE

The aim of this policy is to provide timely and accurate information to the media in a way which is professional, enhances Council's public image, limits the possibility of misinformation and maintains positive relations with the media.

POLICY

1. Authorisation

Richmond Valley Council encourages open, honest and prompt communication with the media.

Only the Mayor and General Manager are authorised to comment on Council's behalf. All media is coordinated through the Communications Team.

Councillors are not permitted to comment to the media on Council's behalf unless authorised to do so by the Mayor. Council acknowledges that as elected representatives, the media will, from time to time, call on Councillors for personal comment. In this instance, a Councillor wishing to make statements to the media must inform the journalist:

- that comments are made as an individual;
- that comments made do not necessarily represent the views or beliefs of Council or other Councillors; and
- that the matter has or has not been determined by Council.

On approval from the Mayor and/or General Manager, in time of crisis, the Director Infrastructure and Environment or the Manager Communications, Events and Tourism may deal with the media directly. All information, regardless of importance needs to be given to the above people so timely and accurate information can be delivered to the media and broader community.

2. Preparing and issuing media releases

Media releases relating to Council's activities, decisions and plans will be prepared by the Manager Communications, Events and Tourism with input from respective

departments. All proposed releases are to be forwarded to the General Manager for approval prior to release.

Council will only write a media release for Council initiatives and projects, or for external not-for-profit organisations, where Council is a partner or where Council officially supports a particular project.

Following authorisation of media releases, distribution to media is arranged via the Communications Team, with the distribution to include a copy of the release being forwarded to all Councillors and staff.

3. Providing a Council spokesperson for comment or interview

Council staff are not permitted to discuss Council matters with the media either during work hours in a work capacity, or out of work hours in a personal capacity unless authorised to do so by the General Manager.

Where a staff member is contacted by the media, they must be polite, courteous and refer the call to the Manager Communications, Events and Tourism. If no one is available at the time, email the person's name, media outlet they represent, nature of the call and deadline to the Communications Team. Where the issue is urgent, refer person to the General Manager.

No media statement is to be released without approval from the General Manager.

To ensure continuity, all interview requests are to be forwarded to the Manager Communications, Events and Tourism

4. Enquiries

All media enquiries are to be allocated to the General Manager or Manager Communications, Events and Tourism.

5. Media access to Council business papers

Representatives of local media outlets should have access to Council business papers as near as possible to the time they are available to Councillors.

6. Liaison with media outlets

All media outlets are to be treated equally and without bias. All media releases and other statements/announcements are to be provided to all and any relevant outlets for reporting.

REVIEW

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



Council Policy

Policy Title:	Gifts and Benefits
Policy Number:	1.05
Priority Area:	Making Council Great
Responsibility:	Governance and Advocacy
Meeting Adopted:	

OBJECTIVE

The purpose of the Gifts and Benefits Policy is to provide a framework for Council staff and Councillors on the ethical considerations and procedures involved in the giving and receiving of gifts and benefits in the course of their official duties.

It is essential that all Council staff and Councillors not place themselves in situations which could lead to, or be seen to give rise to, a conflict of interest.

Council's Code of Conduct provides information in relation to gifts and benefits that may be offered to Councillors and staff. Corrupt acts such as inducements are not considered acceptable by Council and instances of corrupt conduct must be reported to the Independent Commission Against Corruption (ICAC) in accordance with Council's Internal Reporting Policy.

POLICY

This policy applies to all Council staff and Councillors and should be read in conjunction with Council's Code of Conduct Policy relating to the giving and receipt of gifts and benefits. It is the responsibility of the individual staff member or Councillor to respond to offers of gifts and benefits in accordance with this policy.

Gifts and Benefits

1. You must not:
 - seek or accept a bribe or other improper inducement
 - seek gifts or benefits of any kind
 - accept any gift or benefit of more than a token value. *(For the purpose of this policy, token value is regarded as being a value of \$50.00 or less.)*
 - accept an offer of cash or a cash-like gift, regardless of the amount, including but not limited to gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internal credit, memberships or entitlements to discounts.
2. You must not seek or accept any payment, gift or benefit that may create a sense of obligation on your part or may be perceived to be intended or likely to influence you in carrying out your public duty to:

- act in a particular way (including making a particular decision)
 - fail to act in a particular circumstance
 - otherwise deviate from the proper exercise of your official duties.
3. You may accept gifts or benefits of a nominal or token value that do not create a sense of obligation on your part.

Token Gifts and Benefits

Generally speaking, token gifts and benefits may include:

- gifts of single bottles of reasonably priced alcohol to individual council officials at end of year functions, public occasions or in recognition of work done (such as providing a lecture/training session/address).
- free or subsidised meals, of a modest nature, and/or beverages provided infrequently (and/or reciprocally) that have been arranged primarily for, or in connection with the discussion of official business
- council work related events such as:
 - training, education sessions, workshops.
 - conferences
 - council functions or events
 - social functions organised by groups, such as council committees and community organisations
- invitations to and attendance at local social, cultural or sporting events
- ties, scarves, coasters, tie pins, diaries, chocolates or flowers
- prizes of token value

Dealing with Gifts and Benefits

- You must never accept an offer of money, regardless of the amount.
- In general, you must not accept gifts and benefits that have more than a nominal or token value. These include, but are not limited to tickets to major sporting events, corporate hospitality at a corporate facility at a sporting venue, discounted products for personal use, the frequent use of facilities such as gyms, use of holiday homes, free or discounted travel
- If you receive a gift of more than token value in circumstances where it cannot reasonably be refused or returned, you should accept the gift and disclose this promptly to your supervisor, the Mayor or the General Manager. The supervisor, Mayor or General Manager will ensure that any gifts or benefits of more than token value that are received are recorded in a Gifts Register. The gift or benefit must be surrendered to council, unless the nature of the gift or benefit makes this impractical.
- You must avoid situations in which the appearance may be created that any person or body, through the provision of hospitality or benefits of any kind, is securing or attempting to influence or secure a favour from you or the council.
- You must also take all reasonable steps to ensure that your immediate family members do not receive gifts or benefits that could appear to an impartial observer to be an attempt to influence or secure a favour. Immediate family members ordinarily include parents, spouses, children and siblings.

Richmond Valley Council 1.05 Gifts and Benefits Policy

- Councillors and designated persons must by law disclose a description of any gift or gifts totalling a value exceeding \$500 made by the same person during a period of 12 months or less. *(Required to be included in the disclosure of interests returns – section 449)*

Disclosure

A Personal Benefit Disclosure form has been prepared for utilisation in conjunction with this policy. The disclosure form should be utilised by staff and Councillors to record the receipt of all gifts and benefits.

REVIEW

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

Version Number	Date	Reason / Comments
1	19/09/2006	New Policy
2	17/08/2010	Review
3	4/10/2017	Review



Local Government Act 1993 – Section 440

The Model Code of Conduct for Local Councils in NSW

Councillors and Staff Personal Benefit Disclosure

GIFTS OR BENEFITS

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 - seek or accept a bribe or other improper inducement
 - seek gifts or benefits of any kind
 - accept any gift or benefit of more than a token value. (For the purpose of this policy, token value is regarded as being a value of \$50.00 or less.)
 - accept an offer of cash or a cash-like gift, regardless of the amount, including but not limited to gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internal credit, memberships or entitlements to discounts.
2. You must not seek or accept any payment, gift or benefit that may create a sense of obligation on your part or may be perceived to be intended or likely to influence you in carrying out your public duty to:
 - act in a particular way (including making a particular decision)
 - fail to act in a particular circumstance
 - otherwise deviate from the proper exercise of your official duties.
3. You may accept gifts or benefits of a nominal or token value that do not create a sense of obligation on your part.

TOKEN GIFTS AND BENEFITS

Generally speaking, token gifts and benefits may include:

- gifts of single bottles of reasonably priced alcohol to individual council officials at end of year functions, public occasions or in recognition of work done (such as providing a lecture/training session/address).
- free or subsidised meals, of a modest nature, and/or beverages provided infrequently (and/or reciprocally) that have been arranged primarily for, or in connection with the discussion of official business
- council work related events such as:
 - training, education sessions, workshops
 - conferences
 - council functions or events
 - social functions organised by groups, such as council committees and community organisations
- invitations to and attendance at local social, cultural or sporting events
- ties, scarves, coasters, tie pins, diaries, chocolates or flowers
- prizes of token value

GIFTS OF VALUE

- You must never accept an offer of money, regardless of the amount.
- In general, you must not accept gifts and benefits that have more than a nominal or token value. These include, but are not limited to, tickets to major sporting events, corporate hospitality at a corporate facility at a sporting venue, discounted products for personal use, the frequent use of facilities such as gyms, use of holiday homes, free or discounted travel.
- If you receive a gift of more than token value in circumstances where it cannot reasonably be refused or returned, you should accept the gift and disclose this promptly to your supervisor, the Mayor or the General Manager. The supervisor, Mayor or General Manager will ensure that any gifts or benefits of more than token value that are received are recorded in a Gifts Register. The gift or benefit must be surrendered to council, unless the nature of the gift or benefit makes this impractical.
- You must avoid situations in which the appearance may be created that any person or body, through the provision of hospitality or benefits of any kind, is securing or attempting to influence or secure a favour from you or the council.
- You must also take all reasonable steps to ensure that your immediate family members do not receive gifts or benefits that could appear to an impartial observer to be an attempt to influence or secure a favour. Immediate family members ordinarily include parents, spouses, children and siblings.
- Councillors and designated persons must by law disclose a description of any gift or gifts totalling a value exceeding \$500 made by the same person during a period of 12 months or less. (*Required to be included in the disclosure of interests returns – section 449*)

Personal Benefit Disclosure by:
(Full Name)

Description of Gift or Benefit:
.....

Value of Gift or Benefit: \$ Date Received:

Signature: Date:

**To be forwarded to the General Manager for notation and recording in
Council's Corporate Information System**

Richmond Valley Council 1.05 Gifts and Benefits Policy

Adopted:

Page 4 of 4

14.8 CODE OF CONDUCT REVIEW PANEL**Responsible Officer:**Deborah McLean (Manager Governance and Risk)

RECOMMENDATION

Recommended that Council enter into an arrangement with other NOROC member Councils to share the proposed Conduct Review Panel endorsed by NOROC.

171017/ 13 RESOLVED (Cr Simpson/Cr Hayes)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Humphrys

Executive Summary

The Richmond Valley Council Code of Conduct requires Council to appoint a panel of conduct reviewers for a term of up to four years. At the August 2013 Ordinary Meeting, Council adopted a panel of conduct reviewers for a four year term following an Expression of Interest process conducted by NOROC.

As the four year term has now ended NOROC have sought Expressions of Interest for a further four year term and have endorsed a Code of Conduct Review Panel and distributed details to member councils for recommended adoption.

Delivery Program Links

Making Council Great

CS1 Leading and Advocating for our Community

CS1.1 Facilitate Council's compliance with legal and governance requirements, including risk and insurance

Budget Implications

There are no budget implications.

Report

The Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW (Code of Conduct Procedures) are prescribed for the purposes of the administration of Richmond Valley Council's Model Code of Conduct. The Code of Conduct Procedures outline the administrative framework to establish a panel of conduct reviewers.

The administrative framework requires that:

- Council must by resolution establish a panel of conduct reviewers,
- Council may by resolution enter into an arrangement with one or more other councils to share a panel of conduct reviewers,
- The panel of conduct reviewers to be established following a public expression of interest process.

In accordance with the Code of Conduct Procedures, Council appointed a panel of conduct reviewers in August 2013 following an expression of interest process coordinated through NOROC. The panel of conduct reviewers was appointed for a four year term ending 31 August 2017.

As this term has now ended NOROC have established a new panel of conduct reviewers following a further public expression of interest process.

NOROC's Subcommittee's Assessment Group has recommended that the following panel of conduct reviewers be adopted by member Councils:

Nominee	Trading as	Locality
Nicolas Harrison	Nicolas A P Harrison	Lismore
Michael Symons	Michael Symons	Sydney
Graham Evans	O'Connell Workplace Relations	Sydney
Kathy Thane	Train Reaction Pty Ltd	Balmain
Peta Tupney	Tress Cox Lawyers	Sydney
Monica Kelly	Prevention Partners	Sydney
Chris Gallagher	Chris Gallagher Consulting	The Entrance
Alison Cripps	Cripps Consulting	Mosman
Kath Roach	Sincsolutions	Glebe
Phil O'Toole	Centium	Sydney
Emma Broomfield	Locale Consulting	Woolgoolga

It is proposed that Council enter into an arrangement with NOROC member Councils to share a conduct review panel.

Conclusion

The Code of Conduct Procedures prescribe the administrative framework for establishing a panel of conduct reviewers. Council is required to ensure that a panel of conduct reviewers is appointed and in place for a period of up to four years.

It is proposed that Council adopt the NOROC proposed panel of conduct reviewers for a further four year term.

14.9 CONDUCT OF ORDINARY MEETING (JANUARY 2018)**Responsible Officer:**Deborah McLean (Manager Governance and Risk)

RECOMMENDATION

Recommended that Council not conduct an Ordinary Meeting in January 2018.

171017/ 14 RESOLVED (Cr Morrissey/Cr Hayes)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Humphrys

Executive Summary

Council, in previous years, has determined not to conduct an Ordinary Meeting in January.

Section 365 of the *Local Government Act 1993* states that "*The council is required to meet at least 10 times each year, each time in a different month.*"

Council's Code of Meeting Practice provides that Council meets on the third Tuesday of each month at 5.00pm. The Code also indicates that Council does not normally conduct an Ordinary Meeting in January.

Delivery Program Links

Making Council Great

CS1 Leading and Advocating for our Community

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

Budget Implications

There are no budgetary implications arising from the non-conduct of a January 2018 Ordinary Meeting.

Report

Delegations to the Mayor and General Manager under Section 377 of the *Local Government Act 1993* provide for the exercise of various functions between meetings.

The proposal not to conduct an Ordinary Meeting in January 2018 will not impact on Council operations. However, should circumstances necessitating a meeting prevail, the option of calling an Extraordinary Meeting is available.

Consultation

Any decision to not conduct a January 2018 Ordinary Meeting will be notified to the community via newspaper advertising, Council's Website and in the Community newsletter.

Conclusion

This report is presented for Council to determine whether or not to conduct an Ordinary Meeting in January 2018.

14.10 REQUEST TO CLOSE COUNCIL CONTROLLED ROAD RESERVE THROUGH 1324 WOODBURN CORAKI ROAD, CORAKI**Responsible Officer:**

Andrew Leach (Manager Asset Planning)

RECOMMENDATION

Recommended that:

1. Council approve the closure of the Council controlled Road Reserve through 1324 Woodburn Coraki Road as indicated in the report.
2. Council submit a road closure application on behalf of the applicant to Crown Lands to close this section of Council controlled Road Reserve.
3. All costs associated with the road closure are to be paid for by the applicant.

171017/ 15 RESOLVED (Cr Mustow/Cr Hayes)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Humphrys

Executive Summary

Council has received a request to close an unconstructed Council controlled Road Reserve that passes through 1324 Woodburn Coraki Road Coraki. The road is not required by Council for future use, but can be beneficially used by the applicants.

As the road has never been constructed, the road reserve will vest in the Crown upon closure.

Delivery Program Links

Making Council Great

PP2. Getting Around

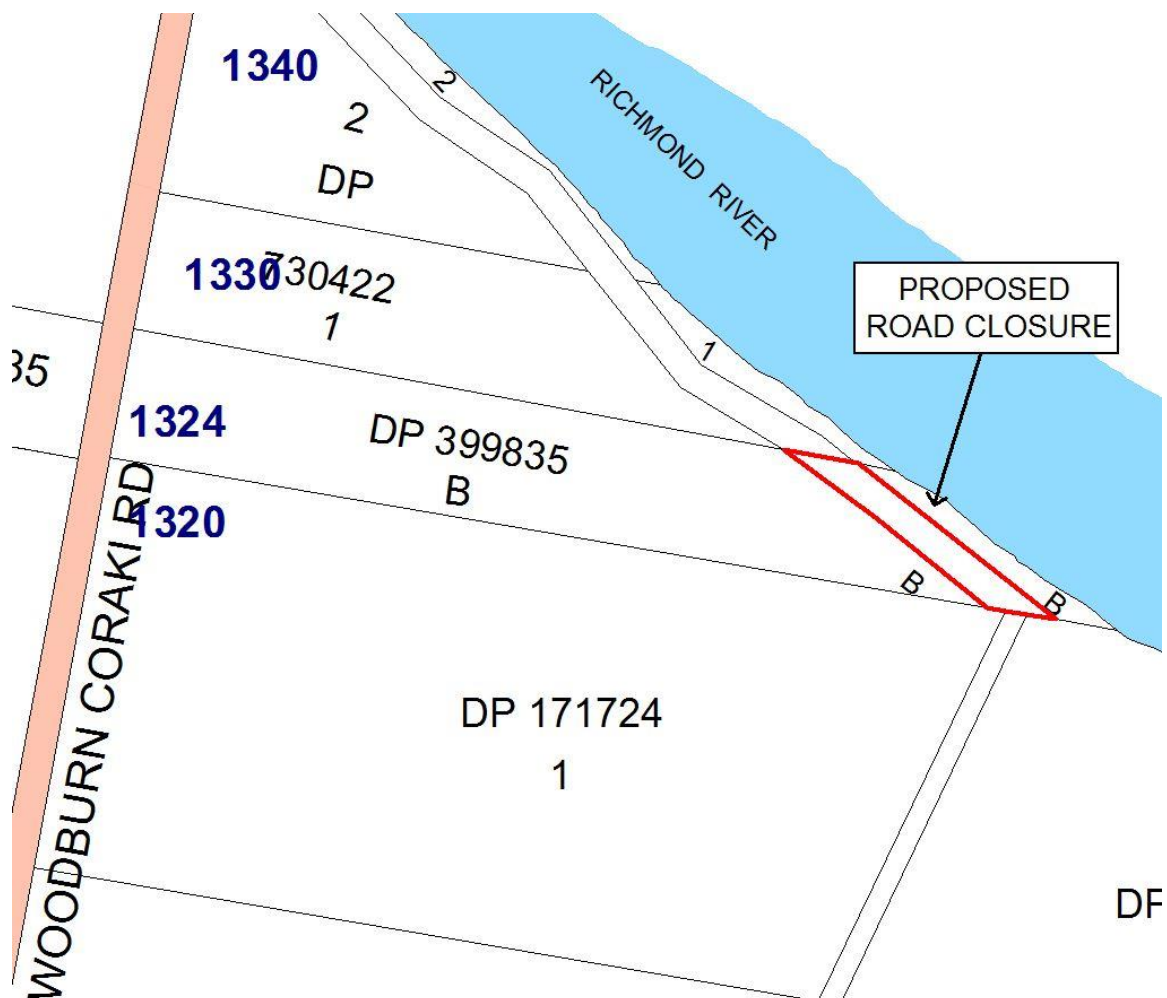
PP2.1 Improve Road Management practices at Richmond Valley Council.

Budget Implications

The costs associated with this road closure will be paid for by the applicant. Council will not need to fund any of the expenses in relation to the road closure.

Report

Council has received a request from the landowners of Lot B DP 399835 seeking to close and purchase an unconstructed Council controlled road reserve. The road reserve runs parallel to the Richmond River and is located within Lot B DP 399835 also known as 1324 Woodburn Coraki Road, Coraki. The 20.115 metre wide road reserve is approximately 240 metres long. This property does not have any dwellings located on it and the highest ground level in the area is within the footprint of the road reserve.



This section of road reserve does not directly front the Richmond River. It joins existing Council controlled Road Reserve at both ends. Council does not have any services located within the road reserve.

Consultation

The applicants have contacted the adjoining landowners on the northern boundary (Lot 1 DP 730422) prior to writing to Council and advise that there is no objection with this request. Council has also written to both adjoining landowners on the northern and southern boundaries to confirm there are no objections to the request. A positive response has been received from the northern boundary landowner however after 21 days Council has not received a response from the southern boundary landowner (Lot 1 DP 171724). Council has also unsuccessfully attempted to contact the southern boundary landowner by telephone. Further contact will be made with the southern boundary landowner during the Crown Lands road closure process.

Conclusion

The Council controlled road reserve that passes through 1324 Woodburn Coraki Road is not required as part of Council's maintained road network. The land involved in the closure of this road can be used beneficially by the applicant. The closure of this Road Reserve will not impact on Council's operational works. For these reasons it is recommended that Council approve the closure of the road reserve and submit a road closure application to Crown Lands on behalf of the applicant at the applicant's expense.

15 MATTERS FOR INFORMATION

RECOMMENDATION

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

171017/ 16 RESOLVED (Cr Morrissey/Cr Cornish)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.
ABSENT. DID NOT VOTE - Cr Humphrys

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

Responsible Officer:

Vaughan Macdonald (General Manager)

Report

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

The last update provided to Council was on 18 July 2017 and outlined the Phase 1 works completed to date which included upgrade work in the holding yards, relocation of manual crush, stormwater connection and site preparation for the tank installation.

Phase 2 work was started on 7 July 2017 and to date, has consisted of the following activities:

- Removal and storage of existing roof over receival area
- Removal of rails, gates and fences in receival area
- Clearing and grubbing of receival area
- Installation of 400kl tank and associated stormwater connections
- Redesign and construction of new multipurpose pens in the receival area
- Drilling of bored piers and construction of roof columns with associated concrete works
- Construction of roof span, insulation, electrical and data cabling, roof sheeting, LED lighting
- Initial construction of semi-automated four way drafts.

As of 30 September 2017, Stage 1 upgrade is 50% complete and remains on track for a February 2018 completion.

Immediate works focus upon completion of the drafts, the receival area and the new selling pens on the eastern end of the facility. Once this has been achieved, this area will be handed back for operational use and construction efforts will move to the refurbishment of the selling pens at the western end of the Stage 1 upgrade.

The contractors are aiming to achieve this initial handover in early November 2017.

The project remains on time and on track to be delivered within the \$7 million budget. From a funding perspective, Council has achieved the first milestone as at 30 June 2017 and received payment from the Federal government of \$700,000. The second milestone report was submitted by the 30 September 2017 deadline and is currently under assessment. A second funding instalment of \$1,050,000 will be received upon approval of the report.

Preparations have begun with regard to the Stage 2 upgrade. Stakeholder sessions and design meetings have been held in the past few weeks and

research has been conducted into the tendering and planning approval requirements of the next stage.

Council's operational staff will be visiting the Dalby saleyards this month to learn about the operational aspects of a roofed and soft floor facility.



Progress photo of roofing area



Progress photo of roofing area

Delivery Program Links

Growing our Economy

EC2 Building on our Strengths

EC2.2 The Northern Rivers Livestock Exchange returns a profit to the community

15.2 CUSTOMER SERVICE REPORT - QUARTERLY UPDATE 1 JULY 2017 TO 30 SEPTEMBER 2017

Responsible Officer:

Angela Jones (Director of Infrastructure and Environment)

Report

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

The report comprises of three parts; the Customer Service Contact Centre Data, the data from the Customer Request Management System (CRM) and the data from the Customer Service After Service Survey which was implemented for the first time this quarter.

Customer Service Contact Centre Data - Key Statistics

Calls Statistics

A total of 7381 calls were received during the quarter which is a slight decrease from the previous quarter. The Contact Centre has significantly exceeded all service targets for this quarter.

Figure 1. Total Number of Calls

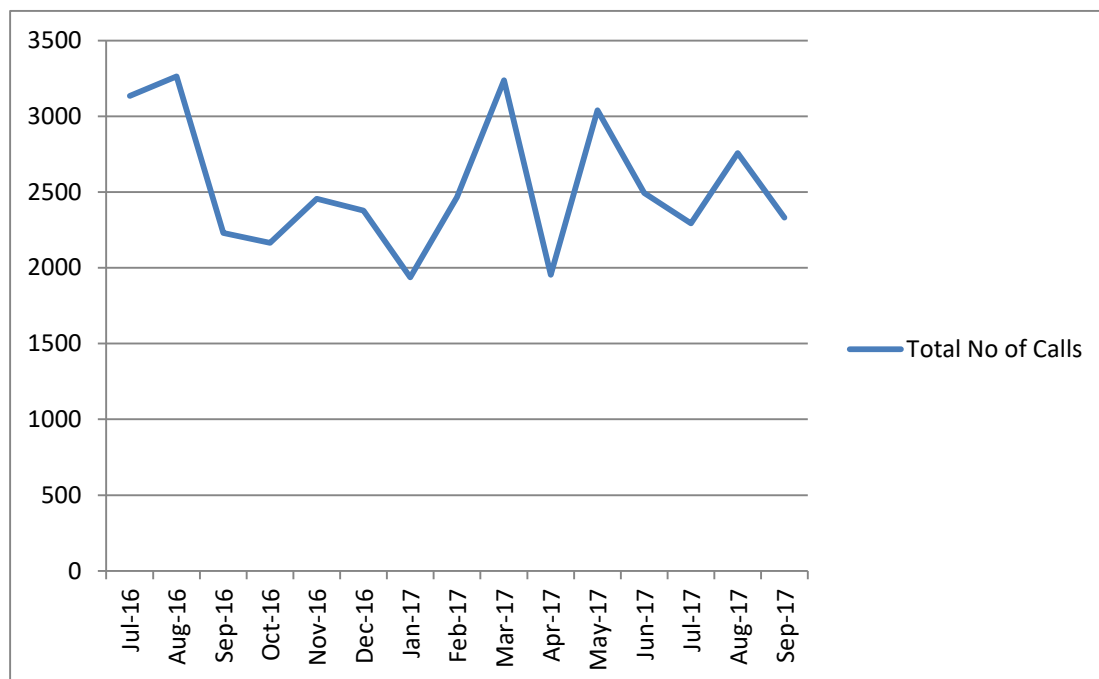
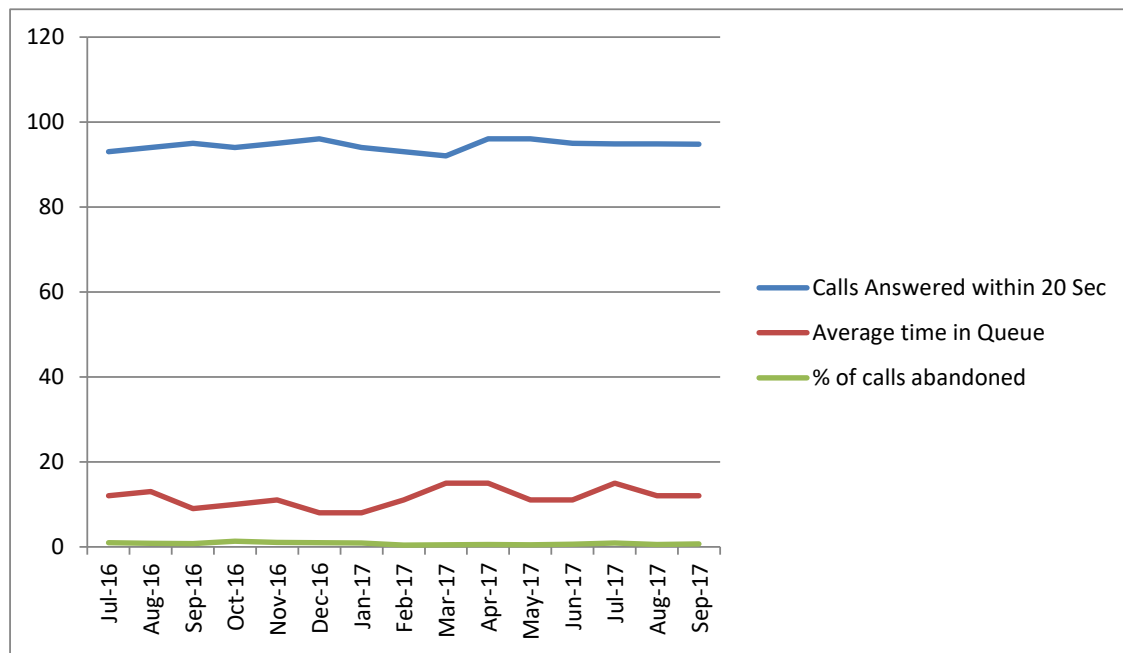
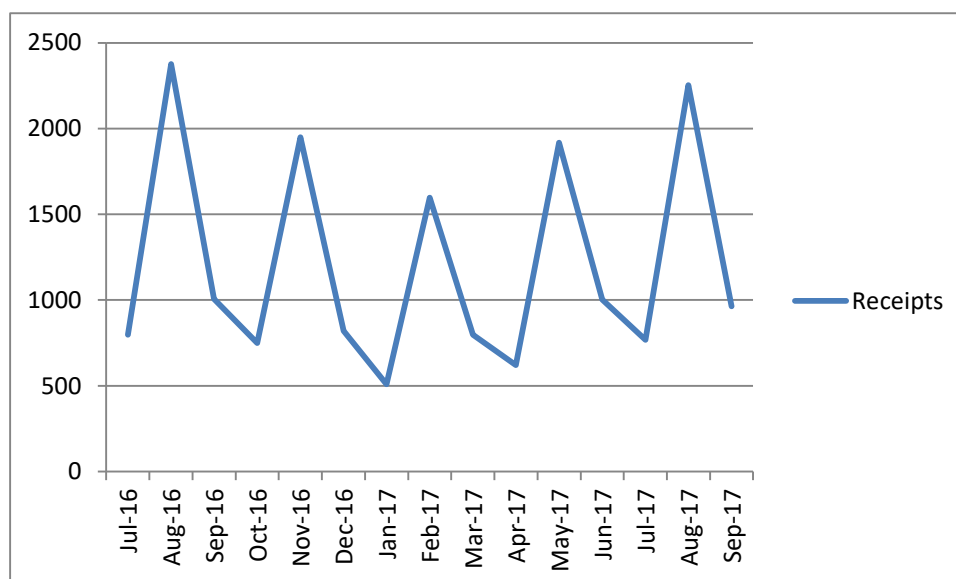


Figure 2. Call Statistics

Receipt & Administration Statistics

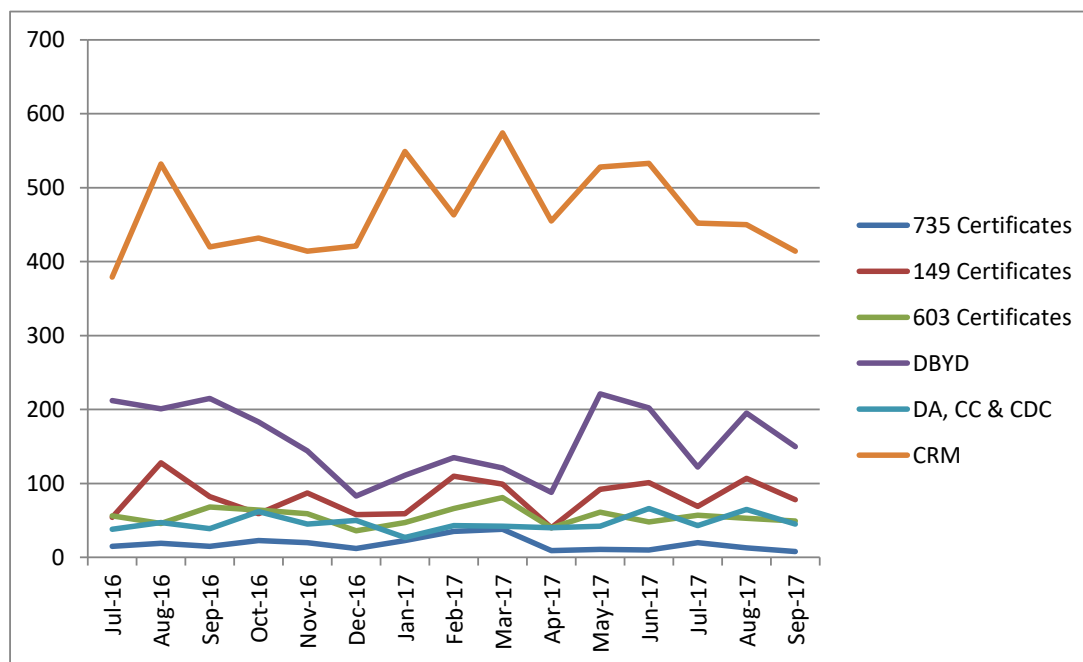
A total of 3986 receipts were actioned for this quarter which sees an increase of 11.20% in receipts processed from the previous quarter which can be mainly attributed to the annual rates notice being issued on the 31 July; however there is an increase of 200 receipts from the previous quarter for the corresponding period last year. For the next quarter cashier staff will discuss options with customers particularly in rates instalment time of alternative methods of payment for example paying via Bpay, Australia Post or Direct Debit.

Figure 3. Total Numbers of Receipts

95% of Section 735A, 149, 603 Certificates was completed within set timeframes as per our service standards. When comparing the statistics from this quarter with the previous quarter, they show a 13% decrease for customer requests

lodged and a slight decrease in Dial Before You Dig Applications from the previous quarter.

Figure 4. Administration Statistics



Customer Request Management System - Key Statistics

This quarter sees an increase in requests completed to the previous quarter with 80% of requests completed inside of the designated time targets for each category as opposed to 74% in the previous quarter.

Similar to the last quarter approximately 33% of Council's requests were referred to Environment Regulatory Control, with a decrease experienced by the Roads, Drainage and Quarries Section, Open Spaces & Cemeteries and Assets experienced a slight increase from the previous quarter.

Figure 5. Number of Requests

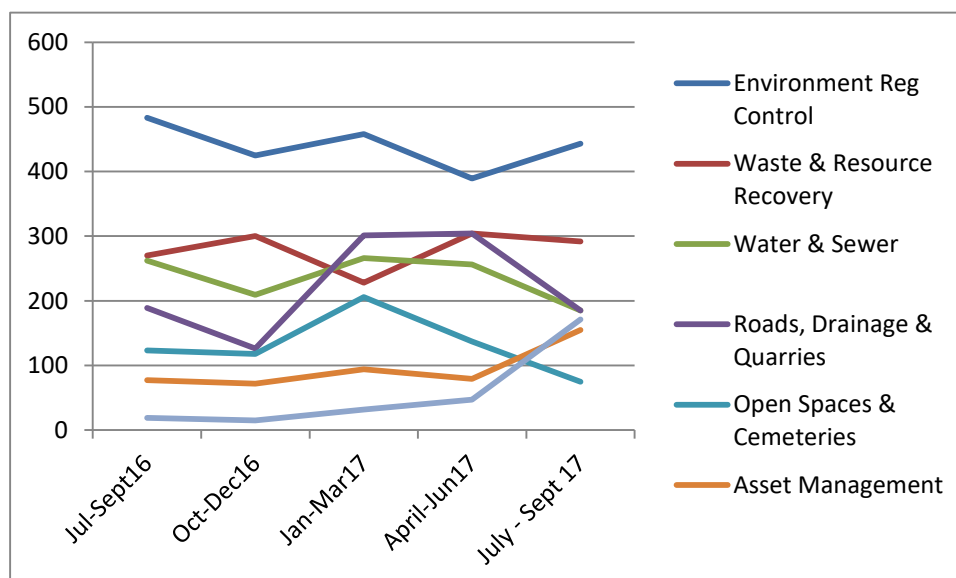
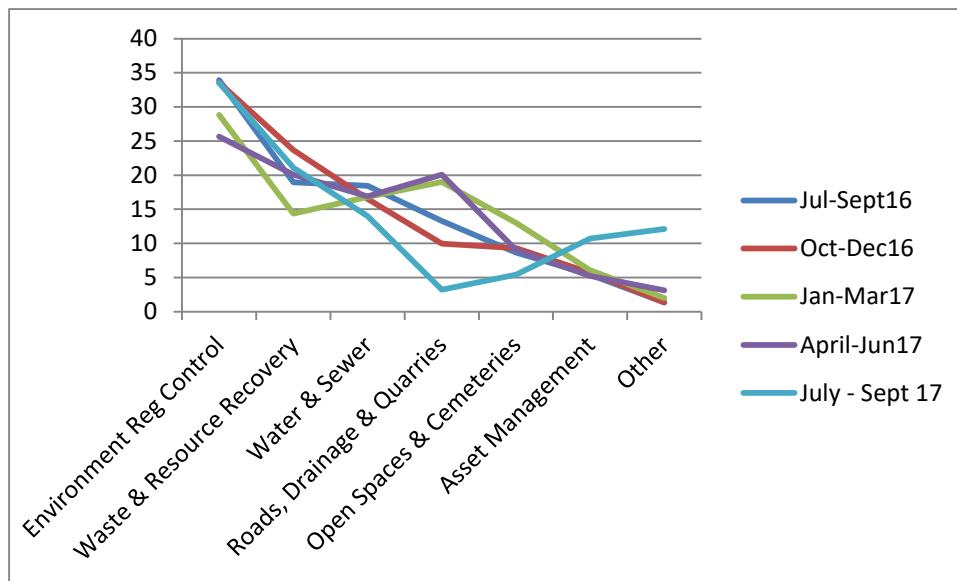
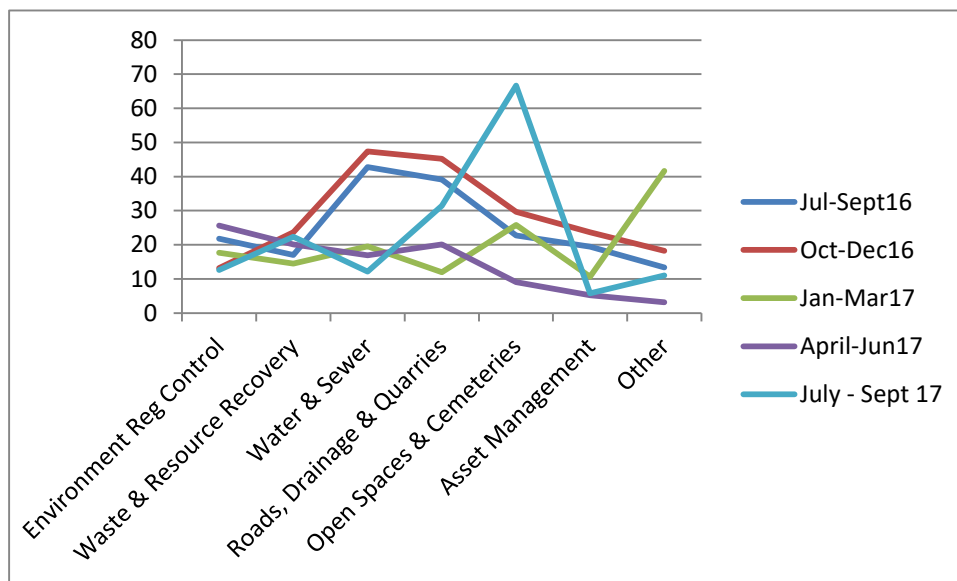


Figure 6. Percentage of Total Requests*Figure 7. Completed Outside Target*

Customer Service After Service Survey - Key Statistics

For the first time this quarter an after service customer survey was conducted. Customers who had recently made contact Council were contacted by phone and asked a series of questions in relation to the service they have received. A total of 77 responses were received and the key results are as listed below.

- 77% of the survey respondents had contacted Council by phone and 17% in person.
- 36.23% contacted Council to seek further information with 15% placing a request for service.

- 25% had contacted Council in relation to building services and 15% in relation to rates enquires.
- 28% of respondents advised they had to contact Council again to resolve their initial enquiry. When examining the information collected, the follow up enquiry often related to further information being required by a technical officer in order to resolve the enquiry.
- 76% advised the first person they were able to speak to could answer their enquiry.
- 65% of respondents advised they were very satisfied with the service and 17% satisfied, 8.00 % neutral and 10.00% dissatisfied.
- A number of positive comments were received including praise for the efficient and courteous service provided.

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

Opportunity for Improvement

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

1) Cashiering Administration Officers

When comparing this quarter with the same quarter last year, there has been a notable increase in the number of receipts being processed over the counter at the Administration Offices. In order to reduce the number of receipts being processed by staff, one strategy which will be implemented is cashiering staff will take every opportunity to educate our customers by discussing various payment methods available to them at Council. By reducing the number of receipts processed and cash handling by staff, resource efficiencies and improved security will result.

2) Customer Request Management System

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

Delivery Program Links

Making Council Great

CS2 Great Support

CS2.1 Provide excellent customer service to all stakeholders

Conclusion

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

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

15.3 SECTION 64 AND SECTION 94 CONTRIBUTIONS

Responsible Officer:

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

Report

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

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

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

The following table shows what was received in Section 64 and Section 94 contributions by Council last financial year.

Contributions Received 2016/2017	\$
Section 94	263,000
Section 64	39,000
Total	438,000

The following table shows expenditure of Section 94 contributions last financial year. There was no expenditure of Section 64 funds last financial year.

Expenditure of Contributions 2016/2017	\$
S94 Rural Development	
Old Tenterfield Road Shoulders	36,900
Upper Mongogarrie Road	39,200
S94 Quarry Roads	
Rural Reseals	10,600
S94 Development Contributions Plan	
Coast Guard Park - Boat Ramp Shelter & Table	18,800
Casino Riverfront - Amphitheatre	50,400
Urban Roads	8,800
Total	164,700

As at 30 June 2017 Council held \$4,608,701.74 in Section 64 reserves and \$662,688.95 in Section 94 reserves. Current planned expenditure of these reserve funds over the next ten years is as follows:

Budgeted Year	S94 Quarry Roads	S94A Development Plan Contributions	S64 Sewer Contributions
	\$	\$	\$
2017/2018	10,794	150,000	500,000
2018/2019	11,071	127,000	
2019/2020	11,356	150,000	
2020/2021	11,648	150,000	
2021/2022	11,947	150,000	
2022/2023	12,254	30,000	
2023/2024	12,569	30,000	
2024/2025	12,893	30,000	
2025/2026	13,224	30,000	
2026/2027	13,564		

Delivery Program Links

Growing our Economy

EC 1 Driving Economic Growth

EC 1.8 Provide sustainable Urban Development Opportunities

15.4 GRANT APPLICATION INFORMATION - SEPTEMBER 2017**Responsible Officer:**

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

Report

This report provides information on grant applications that have been approved, grants that have been received, grant applications that were unsuccessful and grant applications submitted for the month of September 2017.

One grant project was approved and Council received funding for five grants during the reporting period totalling \$914,412. Council was notified as being unsuccessful with one grant application and applied for nine new grants during September 2017. The details of these grants are provided below:

Grants that have been approved

Accessible Carousel for Crawford Square	
Project ID	10248
Funding Body	Department of Family and Community Services
Funding Name	Social Housing Community Improvement Fund – Round Three
Government Level	State
Project Value (exc GST)	\$45,235
Grant Funding (exc GST)	\$40,235
Council Funding (exc GST)	\$ 5,000
Date Application Submitted	8 May 2017
Date Approved	26 September 2017
Comment (if required)	N/A

Grants that have been received

Rural Fire Service – Ellangowan Station Extension	
Project ID	N/A
Funding Body	NSW Rural Fire Service
Funding Name	NSW Rural Fire Fighting Fund Allocation 2016/2017
Government Level	State
Project Value (exc GST)	\$95,000
Grant Funding (exc GST)	\$95,000
Council Funding (exc GST)	\$ 0
Date Application Submitted	N/A
Date Received	\$2,727 received 28 September 2017
Total Funds Received To Date	\$55,077
Comment (if required)	N/A

Better Waste and Recycling Fund 2017/2018

Project ID	N/A
Funding Body	NSW Office of Environment and Heritage
Funding Name	Better Waste and Recycling Fund 2017/2018
Government Level	State
Project Value (exc GST)	\$66,685
Grant Funding (exc GST)	\$66,685
Council Funding (exc GST)	\$ 0
Date Application Submitted	N/A
Date Received	\$66,685 received 6 September 2017
Total Funds Received To Date	\$66,685
Comment (if required)	N/A

Flood Event of 12 March 2017 Restoration Works

Project ID	10256
Funding Body	Roads and Maritime Services
Funding Name	Natural Disaster Funding
Government Level	State
Project Value (exc GST)	\$1,582,118
Grant Funding (exc GST)	\$1,553,118
Council Funding (exc GST)	\$ 29,000
Date Application Submitted	Various
Date Received	\$758,000 received 29 September 2017
Total Funds Received To Date	\$758,000
Comment (if required)	\$1,553,118 in funding has been approved as at 30 September 2017 for Local Roads

Flood Event of 28 March 2017 Restoration Works

Project ID	10258
Funding Body	Roads and Maritime Services
Funding Name	Natural Disaster Funding
Government Level	State
Project Value (exc GST)	\$1,867,511
Grant Funding (exc GST)	\$1,838,511
Council Funding (exc GST)	\$ 29,000
Date Application Submitted	Various
Date Received	\$84,000 received 29 September 2017
Total Funds Received To Date	\$84,000
Comment (if required)	\$1,783,842 in funding has been approved as at 30 September 2017 for Local Roads and \$54,669 for Regional Roads

MR544 Regional Roads REPAIR Program – Bentley Road

Project ID	N/A
Funding Body	Roads and Maritime Services
Funding Name	Regional Roads REPAIR Program
Government Level	State
Project Value (exc GST)	\$320,608
Grant Funding (exc GST)	\$160,304
Council Funding (exc GST)	\$160,304
Date Application Submitted	Rolling program
Date Received	\$3,000 received 29 September 2017
Total Funds Received To Date	\$3,000
Comment (if required)	N/A

Unsuccessful Grant Applications

Indoor Rock Climbing Wall for Casino Indoor Sports Stadium	
Project ID	10249
Funding Body	Department of Family and Community Services
Funding Name	Social Housing Community Improvement Fund – Round Three
Government Level	State
Project Value (exc GST)	\$45,400
Grant Funding (exc GST)	\$45,400
Council Funding (exc GST)	\$ 0
Date Application Submitted	9 May 2017
Date Advised Unsuccessful	15 September 2017
Comment (if required)	This was incorrectly reported as being approved at the Ordinary Meeting 19 September 2017. Notification has been received that Council was unsuccessful with this grant application.

Grant Applications Submitted

Modern Catering and Amenities Block for Casino Showground	
Project ID	10267
Funding Body	Department of Premier and Cabinet's Office of Regional Development
Funding Name	Stronger Country Communities Fund
Government Level	State
Project Value (exc GST)	\$267,883
Grant Funding (exc GST)	\$267,883
Council Funding (exc GST)	\$ 0
Date Application Submitted	12 September 2017
Comment (if required)	N/A

Evans Head Tennis Clubhouse Construction and Fitout	
Project ID	10268
Funding Body	Department of Premier and Cabinet's Office of Regional Development
Funding Name	Stronger Country Communities Fund
Government Level	State
Project Value (exc GST)	\$260,990
Grant Funding (exc GST)	\$159,000
Council Funding (exc GST)	\$101,990
Date Application Submitted	13 September 2017
Comment (if required)	N/A

Broadwater Outdoor Youth Space and Park Upgrade

Project ID	10269
Funding Body	Department of Premier and Cabinet's Office of Regional Development
Funding Name	Stronger Country Communities Fund
Government Level	State
Project Value (exc GST)	\$221,785
Grant Funding (exc GST)	\$131,785
Council Funding (exc GST)	\$ 90,000
Date Application Submitted	12 September 2017
Comment (if required)	N/A

Casino Civic Hall

Project ID	10270
Funding Body	Department of Premier and Cabinet's Office of Regional Development
Funding Name	Stronger Country Communities Fund
Government Level	State
Project Value (exc GST)	\$152,028
Grant Funding (exc GST)	\$152,028
Council Funding (exc GST)	\$ 0
Date Application Submitted	12 September 2017
Comment (if required)	Renewal of floor, installation of fans and restoration of lighting.

Fit for Parks – Outdoor Gyms for Crawford Square Casino and Evans Head Riverside

Project ID	10271
Funding Body	Department of Premier and Cabinet's Office of Regional Development
Funding Name	Stronger Country Communities Fund
Government Level	State
Project Value (exc GST)	\$201,926
Grant Funding (exc GST)	\$201,926
Council Funding (exc GST)	\$ 0
Date Application Submitted	13 September 2017
Comment (if required)	Exercise stations at two points in Evans Head Riverside and four at Crawford Square

Bruxner Highway Shared Pathway

Project ID	10272
Funding Body	Transport NSW
Funding Name	Active Transport, Walking and Cycling Program, Priority Cycleways
Government Level	State
Project Value (exc GST)	\$218,766
Grant Funding (exc GST)	\$218,766
Council Funding (exc GST)	\$ 0
Date Application Submitted	20 September 2017
Comment (if required)	West from railway in Hare Street to complete link

Summerland Way Shared Pathway

Project ID	10273
Funding Body	Transport NSW
Funding Name	Active Transport, Walking and Cycling Program, Priority Cycleways
Government Level	State
Project Value (exc GST)	\$391,000
Grant Funding (exc GST)	\$391,000
Council Funding (exc GST)	\$ 0
Date Application Submitted	20 September 2017
Comment (if required)	South from Crawford Square to Showground in Casino

Johnston Street, Bruxner Highway Shared Pathway

Project ID	10274
Funding Body	Transport NSW
Funding Name	Active Transport, Walking and Cycling Program, Priority Cycleways
Government Level	State
Project Value (exc GST)	\$1,015,500
Grant Funding (exc GST)	\$1,015,500
Council Funding (exc GST)	\$ 0
Date Application Submitted	20 September 2017
Comment (if required)	Formalise pathways from Eric Box back into town

Enhancing Fish Highways, Riparian Restoration at the junction of the Richmond and Wilsons Rivers, Coraki NSW (Stage 1)

Project ID	10275
Funding Body	NSW Primary Industries
Funding Name	Recreational Fishing Trust Grant
Government Level	State
Project Value (exc GST)	\$57,821
Grant Funding (exc GST)	\$19,966
Council Funding (exc GST)	\$37,855
Date Application Submitted	18 September 2017
Comment (if required)	N/A

Delivery Program Links

Making Council Great

CS2 Great Support

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

Budget Implications

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

15.5 DISCLOSURE OF INTERESTS - COUNCILLORS AND DESIGNATED PERSONS

Responsible Officer:

Deborah McLean (Manager Governance and Risk)

Report

In accordance with Section 449 of the *Local Government Act 1993* No 30 (*The Act*) and the *Local Government (General) Regulation 2005*, Councillors and Designated Persons were required to lodge their completed disclosure of pecuniary interest returns by 30 September 2017.

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

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

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

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

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

A review of the list of Designated Person positions held at 30 June 2017 was conducted with the staff holding those positions being required to complete a return.

All of the required disclosures have been received from Councillors and Designated Persons with the exception of one staff member who holds a Designated Person position who is on extended leave and three staff members who held Designated Person positions at 30 June 2017 but vacated office prior to 30 September and failed to complete a return.

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

Delivery Program Links

Making Council Great

CS1 Leading and Advocating for our Community

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

15.6 DEVELOPMENT APPLICATIONS DETERMINED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT FOR THE PERIOD 1 SEPTEMBER 2017 TO 30 SEPTEMBER 2017

Responsible Officer:

Andrew Hanna (Manager Development and Environment)

Report

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

The number of applications submitted to Council as well as the dollar value of development is outlined below for the current financial year and previous four or five financial years.

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

The total number of Development Applications and Complying Development Applications determined within the Local Government area for the period 1 September 2017 to 30 September 2017 was 33, with a total value of \$5,573,684.24.

Dollar Value of Development

Figure 1 graph below details the value of Development Consents issued by Council by calendar month for the financial years indicated.

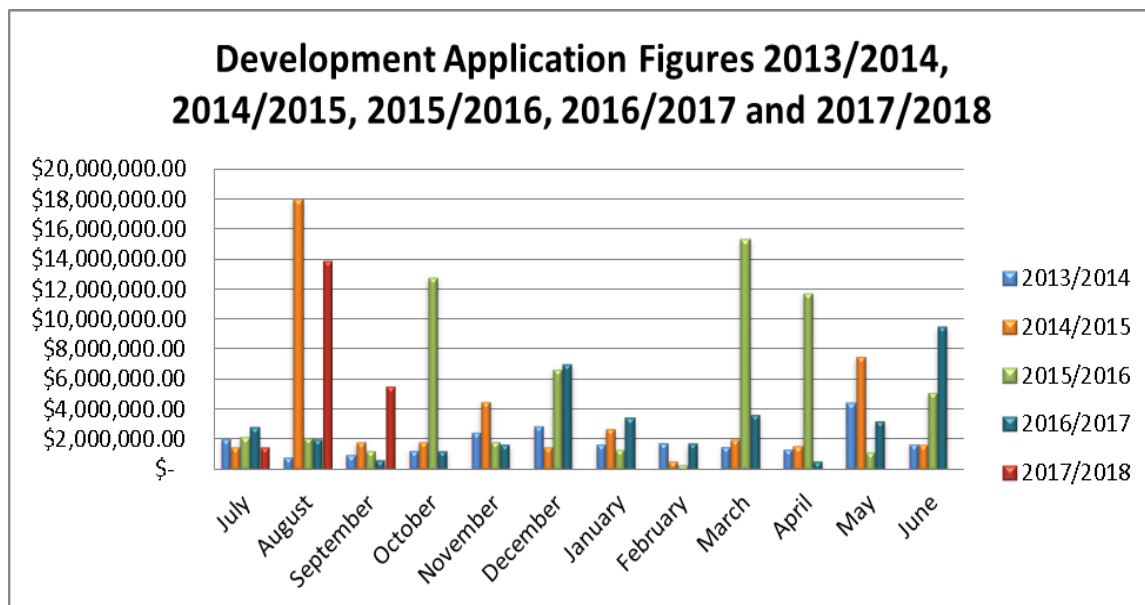


Figure 1: Monthly dollar value of development processed by Council over five financial years.

Figure 2 graph provides the annual value of Development Consents issued by Council over six financial years and Figure 3 graph provides a detailed review of the value for the reporting month of September 2017.

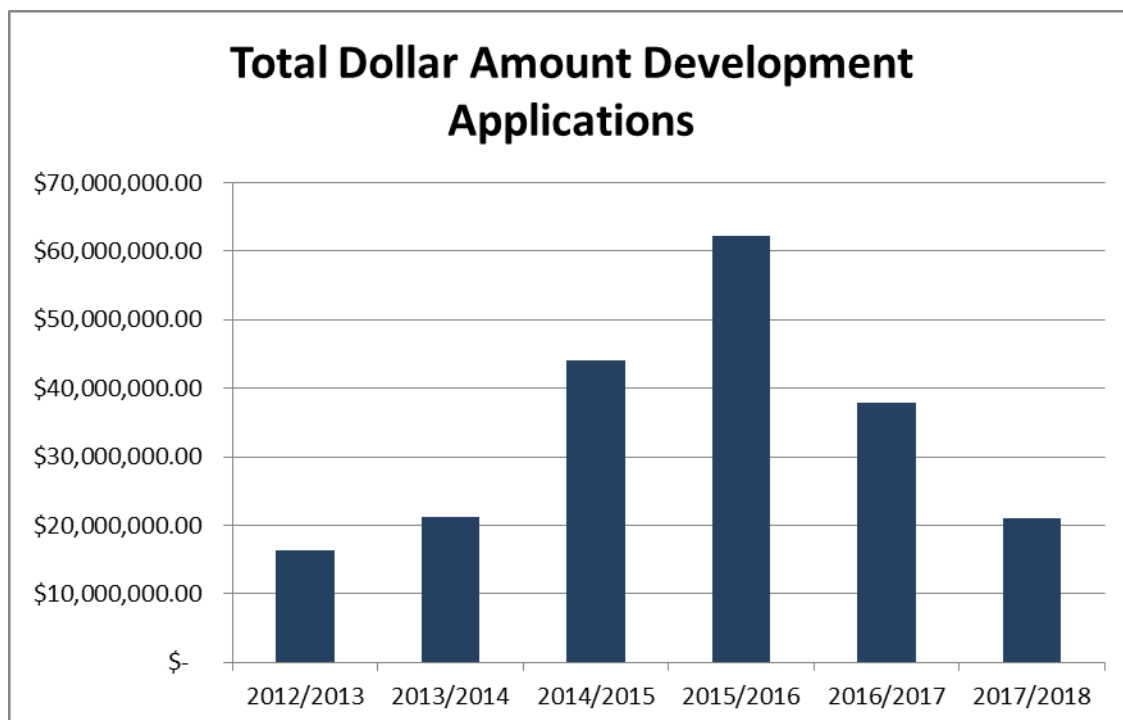


Figure 2: Annual value of development.

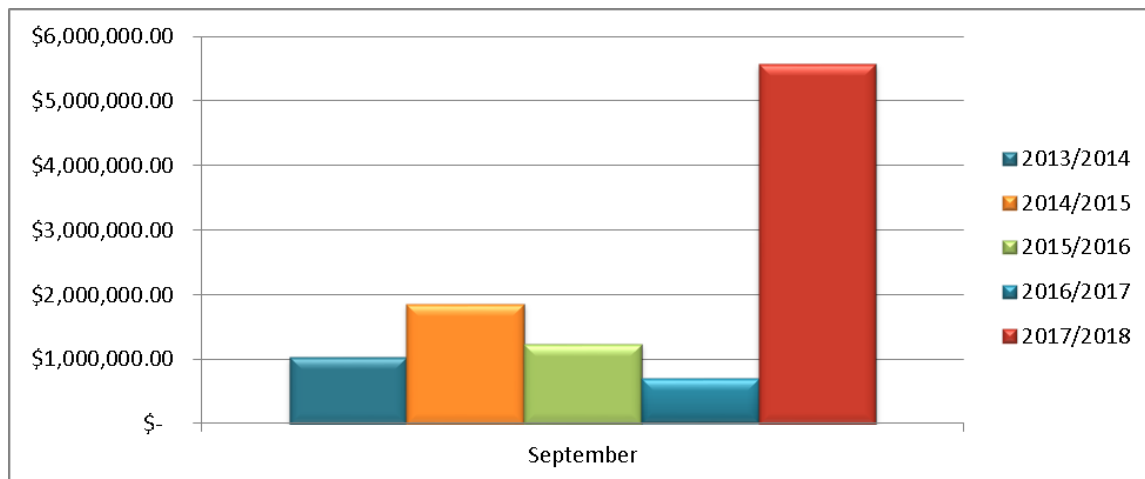


Figure 3: Value of development for the month of September.

Number of Development Applications

The number of applications received by Council does not necessarily reflect the value of development. Single large developments such as the Northern Rivers Livestock Exchange (NRLX) re-development, Manufactured Home Estate, Mara Seeds grain factory and upgrade to the Northern Co-operative Meat Company are high cost developments that can be equivalent in value to a large number of more standard type developments such as sheds, dwellings and small commercial developments.

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

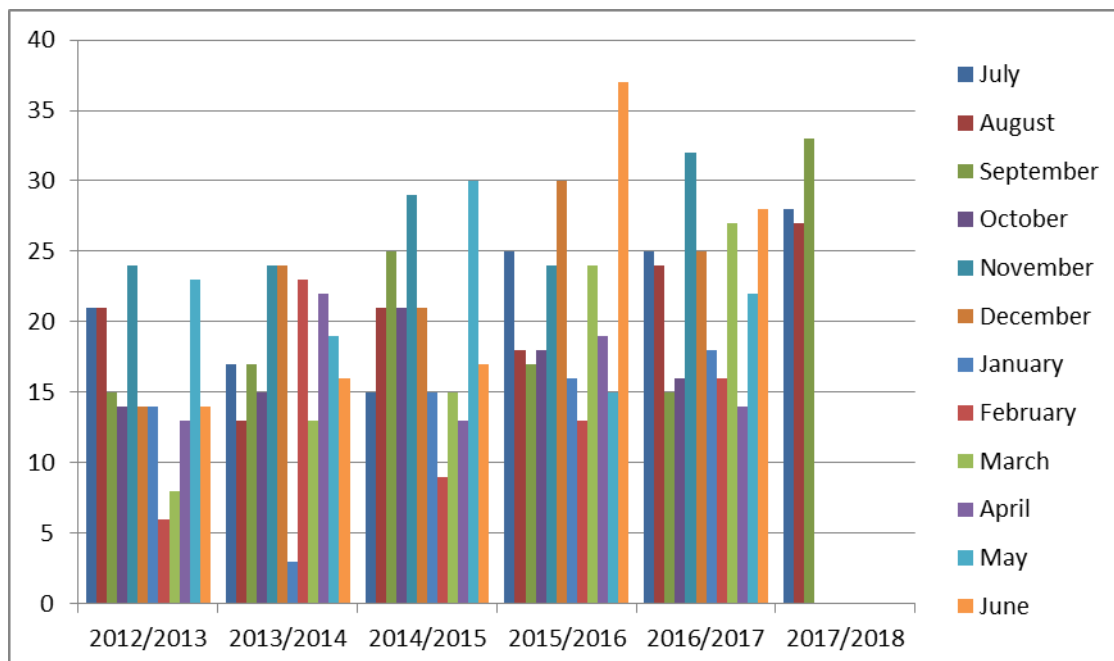


Figure 4: Number of development applications per month over six financial years.

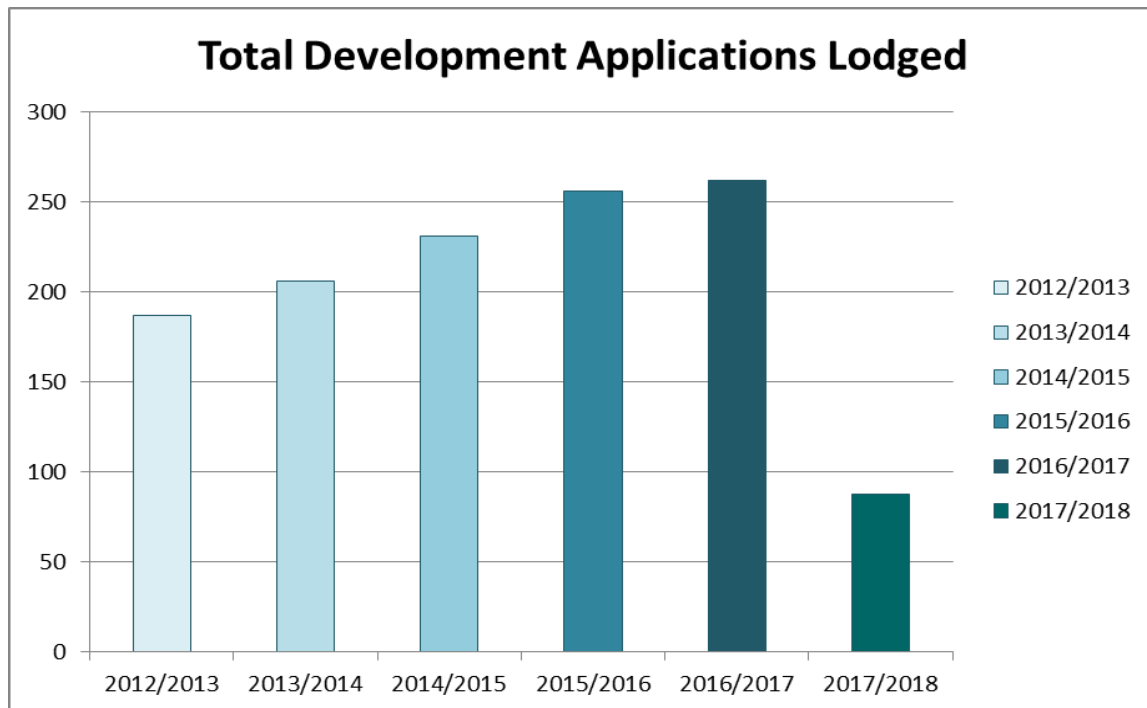


Figure 5: Number of development applications per year over six financial years.

Activity for the month of September 2017/2018

General Approvals (excluding Subdivisions, Section 96s)	26
Section 96 amendments to original consent	3
Subdivision	4
Refused	0
Withdrawn	0
Complying Development (Private Certifier Approved)	0
TOTAL	33

The number of development applications has been steadily increasing over recent financial years with about 180 applications received in 2012/13 compared to approximately 260 in 2016/17, an increase of 44%.

As already stated the number of applications does not necessarily reflect the value however it can be a reflection of resource demands on staff. The larger high cost developments involve considerable staff time, to assess and determine due to their complexity, however smaller standard developments of much lesser value can also be time consuming for staff.

Lower cost developments often involve local business people and ratepayers submitting applications who do not have a good understanding of requirements and processes associated with planning and building legislation. Council's Development and Environment Section is highly customer focussed in accordance with Council's values and Community Strategic Plan and significant time is spent assisting proponents, visiting sites and providing technical advice.

Delivery Program Links

Growing our Economy

EC1 Driving Economic Growth

EC1.6 Improved customer satisfaction with the DA process

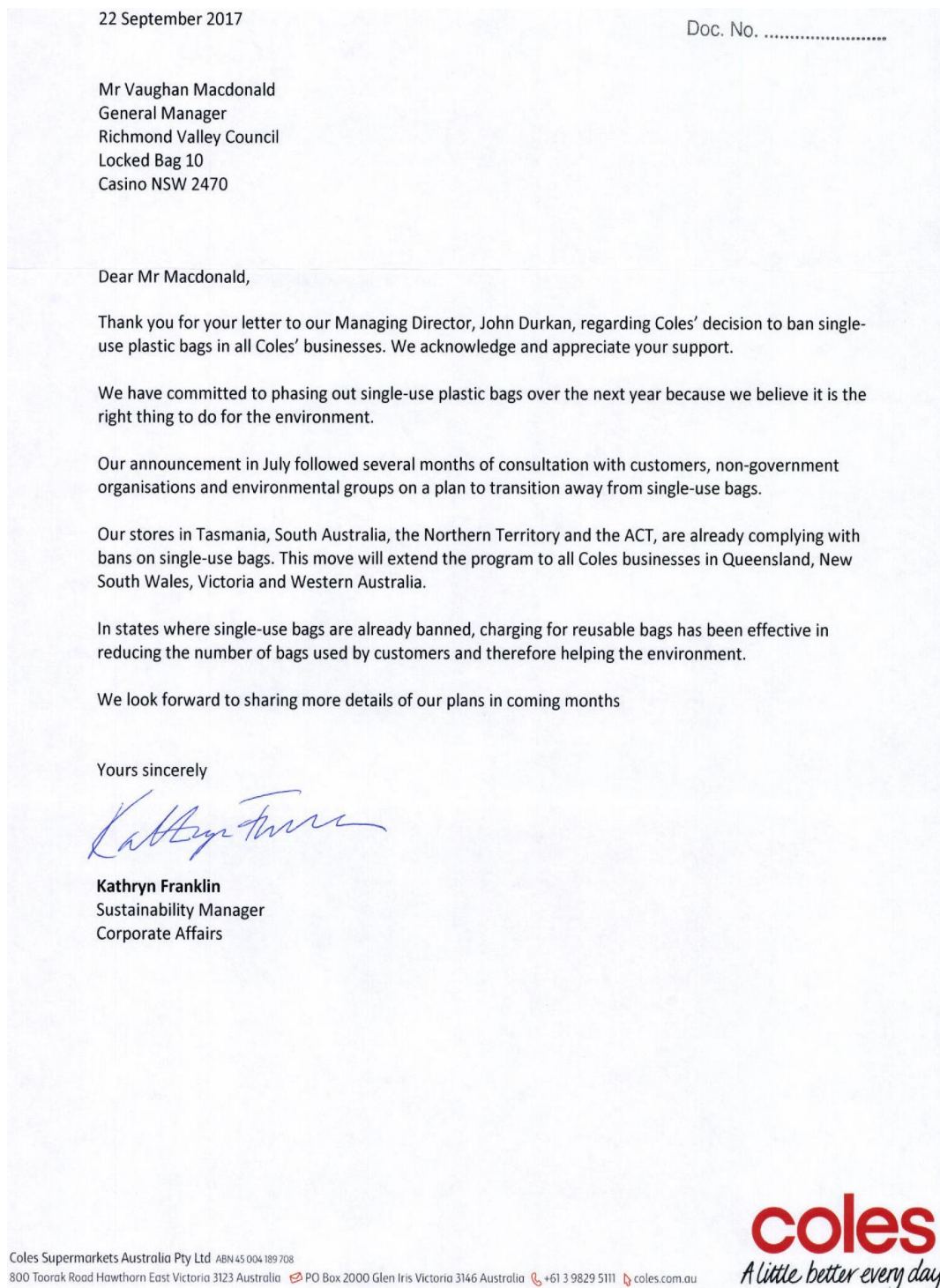
Summary of Development Applications determined under the Environmental Planning and Assessment Act for the period 1 September 2017 to 30 September 2017							
Application ID	Applicant	Owners	Location	Parcel Description	Development	Determination Date	Estimated Cost
DA2015/0141	DA Wilson	DA Wilson	169 Pacific Highway, Broadwater	Lot 1 DP 314353	Secondary Dwelling	13/09/2017	\$ 35,000.00
DA2017/0196	JG Crompton	JG Crompton	Llewellyns Road, Casino	Lot 232 DP 785642	Subdivision to Create Two (2) Lots being Lot 1 (38.3Ha (Clause 4.6(6) RVLEP 2012)) and Lot 2 (46.3Ha)	14/09/2017	\$ 38.00
DA2017/0244	Davis Architects	VE Clegg MS Clegg WS Clegg MG Philips HL Philips	29 Beech Street, Evans Head	Lot 2 DP 405003	Demolition of Existing Dwelling & Construction of Three (3) Townhouses including Carparking and Swimming Pool	26/09/2017	\$ 750,000.00
DA2018/0003	PJ Woolnough	PJ Woolnough	32 Pennefather Close, Yorklea	Lot 17 DP 1118254	New Single Dwelling	5/09/2017	\$ 390,000.00
DA2018/0014	Newton Denny Chapelle	EJ Benton CB Lowe	50 Charolais Avenue, North Casino	Lot 21 DP 710393	Subdivision to Create Three (3) Lots being Lot 1 (1.352Ha), Lot 2 (9000m2 (Clause 4.6(6) RVLEP 2012)) and Lot 3 (1Ha)	21/09/2017	\$ -
DA2018/0016	Hayes Building Consultancy	Mr D B Elley	46 Heath Street, Evans Head	Lot 18 Sec 33 DP 758403	Shed and Variation to Development Control Plan 2015	26/09/2017	\$ 15,000.00
DA2018/0017	Newton Denny Chapelle	P McHugh Azumay Pty Ltd	9610 Pacific Highway, Woodburn	Lot A DP 397688 Lot 1 DP 119447	Expansion of Existing Precast Concrete Manufacturing Facility	7/09/2017	\$ 5,000.00
DA2018/0019	Sarwood Timbers Pty Ltd	M Pontefract	58 Diary Street, Casino	Lot B DP 340432	Shed	13/09/2017	\$ 18,900.00
DA2018/0020	Ocean Shire Developments	SM Balzer KM Wright	Ironbark Place, Naughtons Gap	Lot 1 DP 1176405	Single Dwelling & Secondary Dwelling	4/09/2017	\$ 644,606.00
DA2018/0026	LM Planning Solutions Pty Ltd	P G Kasadelis-Keep	8 Walsh Place, Casino	Lot 6 DP 1230663	New Single Dwelling	19/09/2017	\$ 254,056.00
DA2018/0030	Hayes Building Consultancy	MA Williams	60 Old Ferry Road, Swan Bay	Lot 2 DP 1198 Lot 3 DP 1198 Lot 4 DP 1198	Dwelling Extensions and Variation to Development Control Plan 2015	25/09/2017	\$ 110,000.00
DA2015/0171.02	Hayes Building Consultancy	JR Regan	10075 Pacific Highway, Broadwater	Lot 2 DP 608704	Section 96 Modification Dwelling, Earthworks for Building pad & Form dam	4/09/2017	\$ -
DA2018/0031	D McGeary JV McGeary	D McGeary JV McGeary	28 Wirraway Avenue, Evans Head	Lot 2 DP 1162084	Two Storey Dwelling with Attached Garage	25/09/2017	\$ 700,000.00
DA2018/0033	JS Anderson TJ Garside	TJ Garside JS Anderson	622 Spring Grove Road, Ssring Grove	Lot 3 DP 807392	Change of Use from Shed to Dwelling	20/09/2017	\$ 90,000.00
DA2018/0034	Newton Denny Chapelle	HJ Le Cornu RK Le Cornu FD Le Cornu	6 Lilly Pilly Place, Evans Head	Lot 121 DP 1067639	Strata Subdivision to Create Two Lots being Lot 1 (279.4m2) and Lot 2 (490.9m2)	14/09/2017	\$ -
DA2018/0036	CJ Pennell JS Pennell	CJ Pennell JS Pennell	1255 Coraki Ellangowan Road, West Coraki	Lot 3 DP 738253	"As Built" Additions to Existing Dwelling, Swimming Pool and Verandah	21/09/2017	\$ 44,000.00
DA2018/0037	WT Wright	PF Connolly AI Connolly	2/6 Oak Street, Evans Head	Lot 2 SP 57958	Additions to Existing Commercial Premises (Roof Top Exhaust System and LPG Gas System)	12/09/2017	\$ 5,000.00
DA2018/0038	JD Pierce LJ Pierce	Mr J D Pierce	22 Holleys Lane, Yorklea	Lot 63 DP 755623	Swimming Pool	8/09/2017	\$ 50,000.00
DA2018/0039	DA Barton SM Barton	FA Paterson LJ Paterson	7 Marigold Drive, Fairy Hill	Lot 1 DP 1233754	Dwelling and Shed	20/09/2017	\$ 205,000.00
DA2018/0041	Tranquil Pools Pty Ltd	JS Smith TA Smith	50 Canning Drive, Casino	Lot 57 DP 1074509	Swimming Pool and Retaining Wall	18/09/2017	\$ 60,000.00
DA2018/0042	NS Robson	NS Robson	11 Rosewood Place, Evans Head	Lot 67 DP 878113	Strata Subdivision to Create Two (2) Lots being Lot 1 (334.2m2) and Lot 2 (312.2m2)	21/09/2017	\$ -
DA2018/0043	SM Betterridge	DJ Edgerton SM Betterridge	9 George Street, Broadwater	Lot 1 Sec 4A DP 14876	New Garage & Variation to Development Control Plan 2015.	20/09/2017	\$ 18,326.64

Application ID	Applicant	Owners	Location	Parcel Description	Development	Determination Date	Estimated Cost
DA2018/0044	Colonial Building Company NSW Pty Ltd	Bavodi Pastoral Co Pty Ltd	2066 Ellangowan Road, Ellangowan	Lot 81 DP 755612 Lot 134 DP 755612	Residential Dwelling	25/09/2017	\$ 582,226.00
DA2018/0046	BW Reynolds	Clydesdale Motel (NSW) Pty Ltd	76 Kent Street, Casino	Lot 2 DP 1194099	Carport	1/09/2017	\$ 5,000.00
DA2018/0047	Dixon Homes Queensland	Cryane Pty Ltd	6 Walsh Place, Casino	Lot 5 DP 1230663	Dwelling	27/09/2017	\$ 185,743.00
DA2018/0048	Andrew Presbury t/as APRACS	I McDonald JA McDonald	178 Walker Street, Casino	Lot H DP 400665 Lot G DP 400665	Establishment of Bull Statue upon Existing Awning	12/09/2017	\$ 4,900.00
DA2018/0049	Dixon Homes Queensland	SP Stenner CA Maher	10 Walsh Place, Casino	Lot 7 DP 1230663	Dual Occupancy	28/09/2017	\$ 326,814.00
DA2012/0169.01	JFJ Latta KC Latta	JFJ Latta KC Latta	31 Cherry Street, Evans Head	Lot 172 DP 1156971	Section 96 Modification Swimming Pool	6/09/2017	
DA2018/0053	Perry Homes (Aust) Pty Ltd	JA Robson SD Robson	44 Bottlebrush Crescent, Evans Head	Lot 96 DP 1031888	Dwelling	26/09/2017	\$ 390,000.00
DA2018/0057	Meticon Homes QLD Pty Ltd	Mr C A Ruth	34 Ivory Circuit, Casino	Lot 10 DP 1230663	New Dwelling and Variation to Development Control Plan 2015	29/09/2017	\$ 263,074.60
DA2017/0230.01	S Barker Street Pty Ltd CJ George MM George SA George	S Barker Street Pty Ltd CJ George MM George SA George	143 Johnston Street, Casino	Lot 1 DP 1194099	Section 96 Modification Alterations and Additions to Existing Commercial Premises	12/09/2017	\$ -
DA2018/0061	Perry Homes (Aust) Pty Ltd	LE Lynch LD Lynch	12 Marsh Place, Casino	Lot 8 DP 1167260	New Single Dwelling	29/09/2017	\$ 341,000.00
CDC2018/0002	AG Holdsworth CA Holdsworth	AG Holdsworth CA Holdsworth	75 Pratt Street, Casino	Lot B DP 386360	Granny Flat	26/09/2017	\$ 80,000.00

15.7 CORRESPONDENCE SUBMITTED TO OCTOBER 2017 ORDINARY MEETING

Council receives a range of correspondence that Councillors need to be aware of; accordingly, the following correspondence is submitted for information.

Coles Supermarkets Australia Pty Ltd - (ECM 1363807) - This responds to Council's resolution of 15 August 2017 *"That Council write to Coles and Woolworths to thank and congratulate them on their plastic bag free commitment."* Coles' letter is provided below:



16 QUESTIONS ON NOTICE

Nil.

17 QUESTIONS FOR NEXT MEETING (IN WRITING)

Nil.

18 MATTERS REFERRED TO CLOSED COUNCIL

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

The matters and information are the following:

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

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

18.1 FINANCIAL HARDSHIP APPLICATION - PROPERTY IDS 146415 / 124940 / 135455**Reason for Confidentiality**

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

- (b) the personal hardship of any resident or ratepayer.

This matter is classified confidential because it contains personal matters relating to the hardship of a ratepayer.

It is not in the public interest to reveal the personal details of a ratepayer's financial position and private matters.

RECOMMENDATION

Recommended that:

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

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

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

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

The Mayor called for verbal representations from the gallery.

There were no representations from the gallery.

171017/ 17 RESOLVED (Cr Simpson/Cr Morrissey)

That:

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

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Humphrys

The Manager Development and Environment retired from the meeting at this stage.

Council closed its meeting at 6.38pm. The public and media left the Chamber.

The Open Council Meeting resumed at 6.48pm.

19 RESOLUTIONS OF CLOSED COUNCIL

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

18.1 FINANCIAL HARDSHIP APPLICATION - PROPERTY IDs 146415 / 124940 / 135455

That Council deny the Financial Hardship Application and continue with legal proceedings.

The Meeting closed at 6.49pm.

CONFIRMED - 21 November 2017

CHAIRMAN