

Richmond
Valley
Council



Minutes
Ordinary Meeting
Tuesday, 18 April 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, 18 APRIL 2017 AT 5.00 P.M.**

PRESENT

Crs Daniel Simpson (Deputy Mayor/Chairman), Sam Cornish, Robert Hayes and Steve Morrissey.

Vaughan Macdonald (General Manager), Simon Adcock (Chief Operating Officer), Angela Jones (Director Infrastructure and Environment), Dean Fordham (Principal Accountant) and Roslyn Townsend (Corporate Support Officer) were also in attendance.

1 ACKNOWLEDGEMENT OF COUNTRY

The Chairman 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 the General Manager.

3 PUBLIC ACCESS AND QUESTION TIME

Nil.

4 APOLOGIES

Cr Mustow, Mayor, had been granted leave of absence.

Apologies were tendered on behalf of Cr Humphrys and Cr Lyons.

180417/ 1 RESOLVED (Cr Morrissey/Cr Hayes)

That such apologies be accepted and leave of absence granted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Humphrys, Cr Lyons, Cr Mustow

5 MAYORAL MINUTE

Nil.

6 CONFIRMATION OF MINUTES

6.1 ORDINARY MEETING MINUTES - TUESDAY, 21 MARCH 2017

A copy of the Minutes of the Ordinary Meeting, held on Tuesday, 21 March 2017, was distributed with the Business Paper.

RECOMMENDATION

Recommended that the Minutes of the Ordinary Meeting, held on Tuesday, 21 March 2017, be taken as read and confirmed as a true record of proceedings.

180417/ 2 RESOLVED (Cr Morrissey/Cr Hayes)

That the Minutes of the Ordinary Meeting, held on Tuesday, 21 March 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, Cr Lyons, Cr Mustow

7 MATTERS ARISING OUT OF THE MINUTES

Nil.

8 DECLARATION OF INTERESTS

8.1 DECLARATION OF INTERESTS - ORDINARY MEETING 18 APRIL 2017

Vaughan Macdonald (General Manager) declared a pecuniary interest in Item 18.1 - General Manager's Annual Performance Review for period ending February 2017 (His performance review and he would be leaving the meeting for that item).

9 PETITIONS

Nil.

10 NOTICES OF MOTION

Nil.

11 MAYOR'S REPORT

Nil.

12 DELEGATES' REPORTS

Nil.

13 MATTERS DETERMINED WITHOUT DEBATE

180417/ 3 RESOLVED (Cr Morrissey/Cr Cornish)

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

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Humphrys, Cr Lyons, Cr Mustow

14 MATTERS FOR DETERMINATION

14.1 DRAFT COMMUNITY STRATEGIC PLAN, DRAFT DELIVERY PROGRAM 2017/2021, DRAFT OPERATIONAL PLAN 2017/2018 (INCLUDING DRAFT FINANCIAL ESTIMATES 2017/2021) AND DRAFT REVENUE POLICY 2017/2018**Responsible Officer:**

Vaughan Macdonald (General Manager)

RECOMMENDATION

Recommended that:

1. The Draft Community Strategic Plan, Draft Delivery Program 2017/2021, Draft Operational Plan 2017/2018 (including Draft Financial Estimates 2017/2021) and the Draft Revenue Policy 2017/2018 be put on public exhibition for at least 28 days.
2. The documents be brought back to Council to consider any submissions received for final adoption at the Ordinary Meeting of Council on 27 June 2017.

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

That:

1. The Draft Community Strategic Plan, Draft Delivery Program 2017/2021, Draft Operational Plan 2017/2018 (including Draft Financial Estimates 2017/2021) and the Draft Revenue Policy 2017/2018 be put on public exhibition for at least 28 days.
2. The documents be brought back to Council to consider any submissions received for final adoption at the Ordinary Meeting of Council on 27 June 2017.

An **Amendment** was moved by Cr Simpson and seconded by Cr Morrissey

That:

1. The Draft Community Strategic Plan, Draft Delivery Program 2017/2021, Draft Operational Plan 2017/2018 (including Draft Financial Estimates 2017/2021) and the Draft Revenue Policy 2017/2018 be put on public exhibition for at least 28 days.
2. The documents be brought back to Council to consider any submissions received for final adoption at the Ordinary Meeting of Council on 27 June 2017.
3. Commentary be provided to Councillors on any item in the Draft Revenue Policy that has increased by more than 3%, including the Saleyards Agents Business Usage Fee, prior to the release for consultation.

The **Amendment** was **carried**.

The **Amendment** then became the **Motion** and was **carried** (as follows):

180417/ 4 RESOLVED (Cr Simpson/Cr Morrissey)

That:

1. The Draft Community Strategic Plan, Draft Delivery Program 2017/2021, Draft Operational Plan 2017/2018 (including Draft Financial Estimates 2017/2021) and the Draft Revenue Policy 2017/2018 be put on public exhibition for at least 28 days.
2. The documents be brought back to Council to consider any submissions received for final adoption at the Ordinary Meeting of Council on 27 June 2017.
3. Commentary be provided to Councillors on any item in the Draft Revenue Policy that has increased by more than 3%, including the Saleyards Agents Business Usage Fee, prior to the release for consultation.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Humphrys, Cr Lyons, Cr Mustow

Executive Summary

The following documents have been compiled by staff in consultation with Councillors:

1. Richmond Valley Made 2030 Draft Community Strategic Plan,
2. Draft Delivery Program 2017/2021,
3. Draft Operational Plan 2017/2018 (including Draft Financial Estimates for the period 2017/2021), and
4. Draft Revenue Policy 2017/2018
5. The Community Consultation Report

The Richmond Valley Made 2030 Community Strategic Plan has been developed following extensive consultation with the community and elected Council. It represents the community's main priorities over the next 10 years and has identified four main priority areas:

1. Connecting People and Places
2. Growing our Economy
3. Looking after our Environment
4. Making Council Great.

As shown in the circulated documents, the draft budget estimates project a surplus of \$221,114 for next year and surplus budgets for all four years of the Delivery Program. Council has cut costs yet still managed to deliver a number of new projects and initiatives. The budgets as presented put Council in a much stronger financial position in the future building on the current year results, whilst delivering core services and essential capital works.

A copy of the Draft Community Strategic Plan, Draft Delivery Program 2017/2021, Draft Operational Plan 2017/2018 (including Draft Financial Estimates 2017/2021) and Draft Revenue Policy 2017/2018 have been circulated separately to Councillors.

Community Strategic Plan Links

Focus Area 7 Governance and Process - Long Term Goal 7.5 Sound Governance and Legislative Practices (Strategy 7.5.3)

Budget Implications

As outlined in the report.

Report

Council is required to undertake its planning and reporting activities in accordance with the *Local Government Act 1993* and the *Local Government (General) Regulation 2005* by adopting an Integrated Planning and Reporting Framework and to consider the Office of Local Government Integrated Planning and Reporting Guidelines for guidance and best practice methods for drafting the plans.

Draft Community Strategic Plan

The Draft Community Strategic Plan is the highest level plan that a Council will prepare. The purpose of the plan is to identify the community's main priorities and aspirations for the future and to plan strategies for achieving these goals. While a Council has a custodial role in initiating, preparing and maintaining the Community Strategic Plan on behalf of the Local Government Area, it is not wholly responsible for its implementation. Other partners, such as State Agencies and Community Groups may also be engaged in delivering the long-term objectives of the plan.

Council must place the Draft Community Strategic Plan on public exhibition for a period of at least 28 days and comments from the community must be accepted and considered prior to the endorsement of the final Community Strategic Plan.

The Community Strategic Plan must be reviewed every four years. Following the 2016 Local Government elections, the newly elected Council must complete the review by 30 June 2017 and roll the planning period forward by at least four years so that it is always at least a 10-year plan.

A report of the progress on implementation of the Community Strategic Plan must be presented at the final meeting of an outgoing Council.

The revised Richmond Valley Made 2030 Community Strategic Plan identifies four priority areas, being Connecting People and Places, Growing our Economy, Looking after our Environment and Making Council Great. These priorities were clearly expressed throughout the consultation process.

Delivery Program and Operational Plan

The Draft Delivery Program has been prepared on the revised community priority areas identified in the Community Strategic Plan. The Delivery Program has been sorted into Council's 30 service areas with clear strategies and accountability for delivering on each council service. The Delivery Program is accompanied by a four-year rolling Delivery Program for the period 2017/2021 and a one year Operational Plan outlining Council's budget and revenue for 2017/2018.

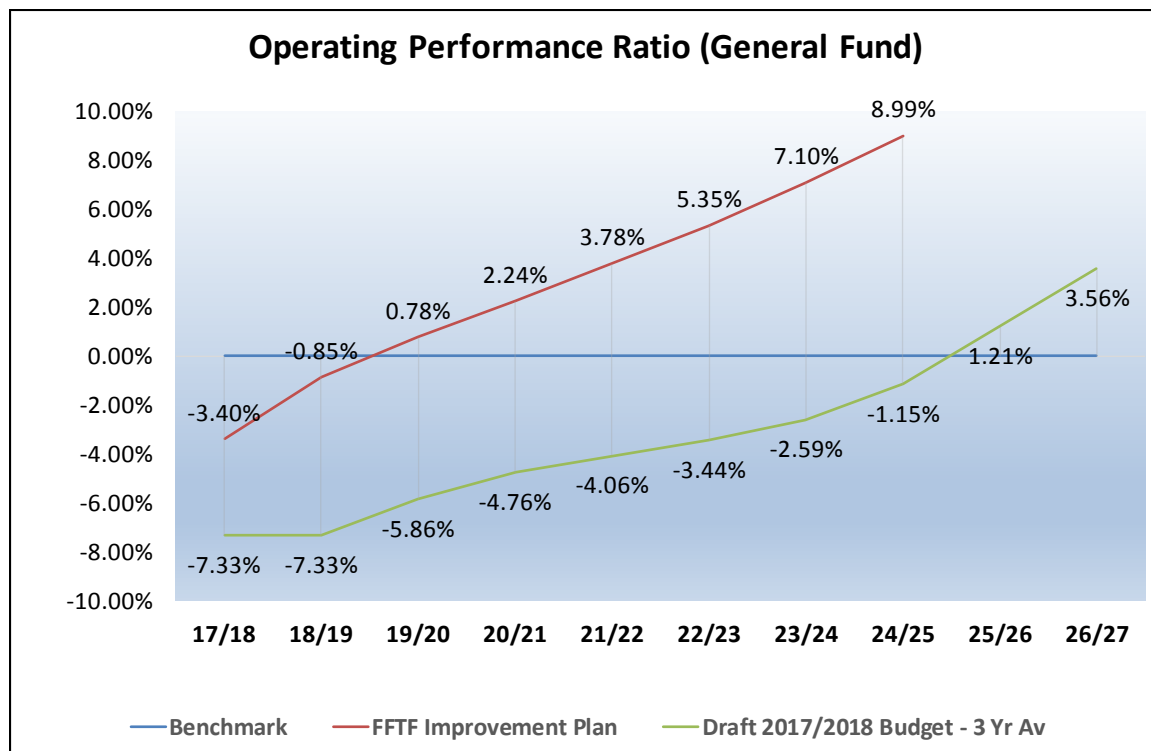
The Draft Operational Plan (including Draft Financial Estimates 2017/2021) shows a budget surplus (unrestricted cash surplus) of between \$189,277 and \$244,467 across the four-year Delivery Program period as shown in the table below:

Budget Estimates	2017/18 \$'000	2018/19 \$'000	2019/20 \$'000	2020/21 \$'000
Income from Continuing Operations	59,705	58,403	59,764	61,906
Expenses from Continuing Operations	55,043	56,559	57,864	59,365
Operating Result from Continuing Operations	4,662	1,844	1,900	2,541
Operating Result before Capital – All Funds	(1,524)	(730)	(26)	599
Operating Result before Capital – General Fund	(2,392)	(2,052)	(1,703)	(1,439)
Add: Non-Cash Expenses	14,040	14,727	15,063	14,718
Add: Non-Operating Funds	6,665	3,145	582	3,197

Budget Estimates	2017/18 \$'000	2018/19 \$'000	2019/20 \$'000	2020/21 \$'000
Less: Capital Expenditure	24,327	19,257	17,498	12,501
Less: Loan Repayments	2,067	2,281	2,419	2,527
Estimated Funding Result – Surplus/(Deficit)	(1,027)	(1,823)	(2,372)	5,428
Restricted Funds – Increase/(Decrease)	(1,248)	(2,012)	(2,607)	5,184
Unrestricted Funds – Increase/(Decrease)	221	189	235	244

Whilst the unrestricted cash result is important and needs to be a surplus, the focus needs to be on Council's operating result before capital grants and contributions for General Fund. This has a benchmark of a break even result per Council's Fit for the Future improvement plan. Council's estimated operating result before capital grants and contributions for 2017/2018 is a deficit of \$1,524,165 for all funds and a deficit of \$2,391,627 for general fund. Over the Delivery Program period to 2020/2021, this improves to a surplus of \$598,639 for all funds and a deficit of \$1,438,502 for general fund.

Council's operating result before capital grants and contributions has been adversely affected by changes in depreciation as a result of compliance with Australian Accounting Standards around the use of residual values in asset valuations. These changes were brought about after the submission of Fit for the Future Improvement Plans and it should be noted that Council was fully compliant with industry accepted Asset Valuation Methodologies at the time of submitting its Fit the Future Improvement Plan. In this plan, Council projected it would achieve a break even operating result before capital grants and contributions for general fund by 2019/2020. This projection has now shifted out to 2025/2026 and this is mainly attributable to required changes in depreciation methodologies. This is highlighted in the following graph:



Council needs to focus on achieving a break even result before capital grants and contributions for general fund by finding ways of achieving additional

income, reducing operating expenditure and reviewing Asset Valuation Methodologies to refine depreciation estimates going forward.

General fund loan borrowings total \$1,981,935 for 2017/2018, which includes \$1,481,935 for approved Special Rate Variation projects, along with a further \$500,000 towards the upgrade of the Northern Rivers Livestock Exchange. A further \$1,000,000 will be borrowed in 2018/2019 as part of the approved special rate variation. No further loan borrowings are proposed during the Delivery Program period.

In framing the expenditure budget, the delivery of a surplus has been considered essential. Given the increases in non-controllable costs and the absence of any significant increase in revenue items, a surplus budget has been difficult to achieve and cuts have been made to achieve this result. Notwithstanding this, a number of new projects and initiatives have been included and are fully funded in the forward financial estimates. These projects are shown in the table below:

New Projects and Initiatives Fully Funded	2017/18 \$'000	2018/19 \$'000	2019/20 \$'000	2020/21 \$'000
Swimming Pools – priority capital works	200	0	0	0
Casino SES – fencing and generator shelter	25	0	0	0
Broadwater Youth Space	60	0	0	0
Coraki Community Fund	40	0	40	0
Rappville Community Fund	20	0	20	0
Public Toilets – continuation of capital renewals	0	0	40	40
Roads – survey and design advance planning	200	0	0	0
Richmond Valley Council website development	30	0	0	0
LGA fortnightly newsletter	50	51	53	54
Flying Fox Management	20	21	21	22
Coastal Zone Management Plan works	35	36	37	38
State of Environment Report	0	0	0	10
Community Consultation mid-term review	0	32	0	42
Electronic Document Management system upgrade	115	0	0	0
Mobile IT enablement to support field operations	105	30	45	30
Total	900	170	256	236

The Draft Operational Plan 2017/2018 (including Draft Financial Estimates 2017/2021) includes a sizeable capital works program of \$24,327,141 for the 2017/2018 financial year. The major projects identified for completion are shown in the table below:

Major Capital Works 2017/2018	2017/2018 \$'000
Casino Drill Hall & Riverside Precinct	900
Woodburn Riverside Precinct	810
Urban & Rural Road Rehabilitation Works – SRV 14/15	1,000
Urban & Rural Road Rehabilitation Works – Roads to Recovery Program	701
MR145 Woodburn-Coraki Road	1,000
Northern Rivers Livestock Exchange Upgrade	6,500
Nammoona Landfill – Cell 6 Planning & Preparation	300
Bora Ridge Landfill – Cell Capping & Transfer Station Construction	730
Casino Water Treatment Plant – Solar Photovoltaic System 100kWp	360
Sewerage Mains Relining Program	800
Casino Sewerage Treatment Plant – Sludge Removal Tertiary Ponds	300
Casino Sewerage Treatment Plant – Wetlands Management	300
Fleet Replacement Program	2,240

In developing the 2017/2018 income budget, the following increases have been proposed to Rates and Annual Charges:

- General Rates – to increase by 5.50% consistent with the approved Special Rate Variation,
- Waste Annual Charge – Domestic Waste Charge to increase by 5.18% to \$447,
- Waste Annual Charge – Non-Domestic Waste Charge to increase by 10.12% to \$468,
- Waste Infrastructure Charge – new charge of \$25.00 introduced to contribute funding towards the construction of a new landfill cell (essential infrastructure) at Nammoona Landfill and to fund ongoing asset renewals of the Waste Management program
- Water Annual Charges – to increase by 5.00%, and
- Sewerage Annual Charges – to increase by 1.5% (in line with the rate peg).

Council is investing \$7M in the Northern Rivers Livestock Exchange (NRLX) and is required to fund repayments on a \$3.5M loan over the next 10 years. Council is also continuing to pursue funding opportunities to enable the full upgrade of the facility which will require an additional \$7M.

The following proposed increases to fees at the NRLX are to move the operation of the facility towards a financially sustainable position of a breakeven result after funding its operations including depreciation and loan repayments:

- Saleyards Vendor Usage Fee – to increase by 6.06% to \$10.50,
- Saleyards Vendor Capital Works Levy – to increase by 81.82% to \$2.00,
- Saleyards Agents Business Licence Fee – to increase by 5.00% to \$10,500,
- Saleyards Agents Business Usage Fee – new charge of \$0.50 per head sold.

A copy of the Draft Community Strategic Plan, Draft Delivery Program 2017/2021, Draft Operational Plan 2017/2018 (including Draft Financial Estimates 2017/2021) and Draft Revenue Policy 2017/2018 have been circulated separately to Councillors.

Legal

Sections 402, 404 & 405 of the *Local Government Act 1993* outline the requirements to prepare a Community Strategic Plan, Delivery Program and Operational Plan and the requirements to place on public exhibition for a minimum of 28 days prior to being adopted by Council.

Consultation

There has been extensive community engagement in the development of our strategies and plans. The full explanation and analysis of this engagement is contained within the Community Consultation Report

In accordance with the Integrated Planning and Reporting requirements the Draft Community Strategic Plan, Draft Delivery Program 2017/2021, Draft Operational Plan 2017/2018 (including Draft Financial Estimates 2017/2021) and Draft Revenue Policy 2017/2018 will be placed on public exhibition for a period of at least 28 days. During that time public submissions on the documents can be made. A further report on the documents and submissions will be presented to the Ordinary Meeting scheduled for 27 June 2017.

Further public meetings will be scheduled as part of the Community Strategic Plan consultation process at Evans Head on Wednesday 3 May, Rappville on Thursday 4 May, Broadwater on Tuesday 9 May, Coraki on Thursday 11 May, Casino on Monday 15 May and Woodburn on Thursday 18 May 2017.

Conclusion

The Draft Community Strategic Plan, Draft Delivery Program 2017/2021, Draft Operational Plan 2017/2018 (including Draft Financial Estimates 2017/2021) and Draft Revenue Policy 2017/2018 have been created based on extensive consultation with the community and are presented to Council for consideration. The report recommends that these documents be placed on public exhibition.

14.2 DRAFT DISABILITY INCLUSION ACTION PLAN

Responsible Officer:

Vaughan Macdonald (General Manager)

RECOMMENDATION

Recommended that Council approve the Draft Disability Inclusion Action Plan for a period of community consultation.

180417/ 5 RESOLVED (Cr Morrissey/Cr Cornish)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Humphrys, Cr Lyons, Cr Mustow

Executive Summary

Under the *Disability Inclusion Act 2014*, all councils are required to develop Disability Inclusion Action Plans by 1 July 2017.

After extensive community consultation in 2016, Council's inaugural Draft Disability Inclusion Action Plan outlining actions against State Government priorities has now been drafted for Councillor approval and community consultation.

Community Strategic Plan Links

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

Budget Implications

The majority of actions outlined in Council's Disability Inclusion Action Plan will be covered as part of staff hours. Where required, funds are included in project budgets.

Report

Under the *Disability Inclusion Act 2014*, all councils are required to develop Disability Inclusion Action Plans by 1 July 2017.

Disability Inclusion Action Plans demonstrate local government's commitment to people with a disability in four focus areas:

- Changing attitudes and behaviours towards people with disabilities in the community
- Making communities liveable and accessible for all
- Improving employment opportunities for people with disabilities
- Improving accessibility of systems and processes

Council has previously been advised of the process in an Information Report at the 16 February 2016 Ordinary Meeting of Council.

Council staff have now developed a draft Disability Inclusion Action Plan, for approval, a copy of which has been circulated separately to each Councillor for information.

Councils without existing Disability Inclusion Action Plans had the option to create standalone plans or integrate new plans with their Community Strategic Plan. Richmond Valley Council staff have drafted a standalone plan in keeping with Council's new Community Strategic Plan, and actions have been integrated into Council's new Delivery Plan and Operational Plan.

Draft Disability Inclusion Action Plans are required to be on exhibition for a minimum of 28 days before being passed at a Council meeting.

Disability Inclusion Action Plans are required to be reviewed and updated on an annual basis. Richmond Valley Council's plan will be able to be updated every year in line with Operational Plans and review / new plans undertaken in line with the Delivery Plan process.

Consultation

Priorities for Richmond Valley Council's draft Disability Inclusion Action Plan have been identified through an extensive community consultation process undertaken by Council staff, outlined below.

Name of Consultation	Date	Description
Combined Councils Disability Inclusion Action Plan Survey	May 2016	Joint survey headed by Richmond Valley Council, supported by Lismore City Council and Ballina Shire Council, including Byron Shire Council, Clarence Valley Council, Coffs Harbour City Council and Kyogle Council
Micromex Telephone Poll	July 2016	Question asked on disability service provision
AbilityLinks Meeting	September 2016	Joint consultation with Ballina Shire Council for perspective of service providers
Casino Vision Impaired Local Client Support Group Meeting	September 2016	Joint consultation with Lismore City Council for perspective of Vision Impaired and Deaf communities

Overall, a priority for each focus area was identified through the consultations, particularly through the combined Councils survey. These are as follows:

Focus Area	Name	Priority
1	Changing attitudes and behaviours towards people with disabilities in the community	Ensuring public events are accessible
2	Making communities liveable and accessible for all	Providing continuous accessible paths of travel between facilities and services in town centres and public areas
3	Improving employment opportunities for people with disabilities	Changing people's attitudes
4	Improving accessibility of systems and processes	Ensuring all information is available in different formats for all abilities

Actions in Council's Disability Inclusion Action Plan come from these four priorities.

Conclusion

Richmond Valley Council's inaugural Draft Disability Inclusion Action Plan will consolidate a number of actions Council already takes to promote inclusion and support for people with disabilities, their carers and families to make a more accessible community for all. The benefits of this will also flow beyond these groups to assist older residents with accessibility. The consultation process undertaken to prepare for the Draft Disability Inclusion Action Plan has also been valuable in strengthening relationships with local advocacy groups and services, and in strengthening collaboration with other Northern Rivers Councils.

14.3 FINANCIAL ANALYSIS REPORT - MARCH 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 March 2017.

180417/ 6 RESOLVED (Cr Morrissey/Cr Cornish)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Humphrys, Cr Lyons, Cr Mustow

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 31 March 2017 is shown below:

Period	Investment Portfolio
31 March 2017	\$34,510,414.57

The rate of return on Council's investments for March 2017 was 2.60% which is above the 90 Day Bank Bill Index of 1.80%.

Community Strategic Plan Links

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

Budget Implications

As at 31 March 2017, Council had earned \$271,970.60 in interest and \$305,992.06 in fair value gains for total investment revenue of \$577,962.66 against a budget of \$878,540.00 (which equates to 65.79%).

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 March 2017 meeting therefore the cash rate in Australia remained at 1.50% per annum as at 31 March 2017.

Council's cash and term deposit investment portfolio has maturity dates ranging from same day up to 181 days. Deposits are made taking into account cash flow requirements and the most beneficial investment rates available at the time of making any investment. Council 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 \$13,000,000.00 representing 37.67% of the total portfolio as at 31 March 2017. Council made five new term deposits for the period; one which was with National Australia Bank, two that were with AMP Ltd and two that were with Westpac Bank all of which support the fossil fuel industry. These term deposits were chosen as they offered the highest available return after diversification principles were applied. Four term deposits matured within the period and all investments are in accordance with Council's Investment Policy.

Average interest rates available for investments increased from February 2017 to March 2017 from 2.59% to 2.60%.

Council had \$16,000,000 in longer term investments being the Cash Facility Trusts with NSW Treasury Corporation as at 31 March 2017. The investment value as at 31 March 2017 is shown below:

Period	Hourglass Cash Facility Trust	Hourglass Strategic Cash Facility Trust
As at 31 March 2017	\$8,298,046.30	\$8,317,547.61

The value of Council's Investment Portfolio as at 31 March 2017 as well as our General Bank Accounts and Trust Funds is shown below:

Period	Investment Portfolio	Face Value	General Bank Accounts	Trust Funds
31 March 2017	\$34,510,414.57	\$33,894,820.66	\$772,934.53	\$120,994.55

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.

TCorp has provided Council with an update on the implementation of its Investment Stewardship Policy as requested at the Ordinary Council Meeting in December 2016. A summary of this information is included below:

TCorp is committed to keeping our clients informed as we build out our stewardship framework. Accordingly, we intend to commence a quarterly stewardship newsletter which will provide an update to clients on major developments and activities. We expect the first of these newsletters will be published in July 2017 and will be made available via the TCorp website.

We also note your request for TCorp to consider excluding nuclear power from the portfolios. As noted in TCorp's Investment Stewardship Policy, we believe that an integration-based approach to considering Environmental, Social and Governance (ESG) factors within the investment process is likely to lead to better investment outcomes over time than an exclusion-based approach. This means it is unlikely that you will see TCorp make many specific exclusions from sectors or industries. Where specific exclusions are made, as is the case with the current tobacco exclusion, these are likely to be based on government directives to TCorp from the NSW Treasurer.

Outside of the rare instances where specific exclusions are instructed by the NSW Treasurer, TCorp's approach is expected to focus on maximising risk-adjusted outcomes over time by embedding the consideration of ESG factors into the investment process. Our expectation is that a key part of this will involve engaging with our investment managers to ensure they are:

- identifying and managing ESG risks, such as the risks associated with climate change and environmental incidents, within their portfolios; and
- using their influence as shareholders to encourage companies to operate responsibly and minimise their negative environmental and social impacts.

As part of the implementation of the stewardship policy, TCorp is also considering platforms through which we can collaborate with other institutional investors to engage with companies on ESG issues. It is this type of collective engagement with companies that is often the most powerful in terms of driving companies to properly consider the ESG issues that are important to investors.

TCorp believes this integration-based approach is consistent with current regulatory and legal guidance on the duties of fund trustees. Of course, TCorp

continually monitors developments within this space and will seek to ensure that our practices evolve along with industry best-practice stewardship standards.

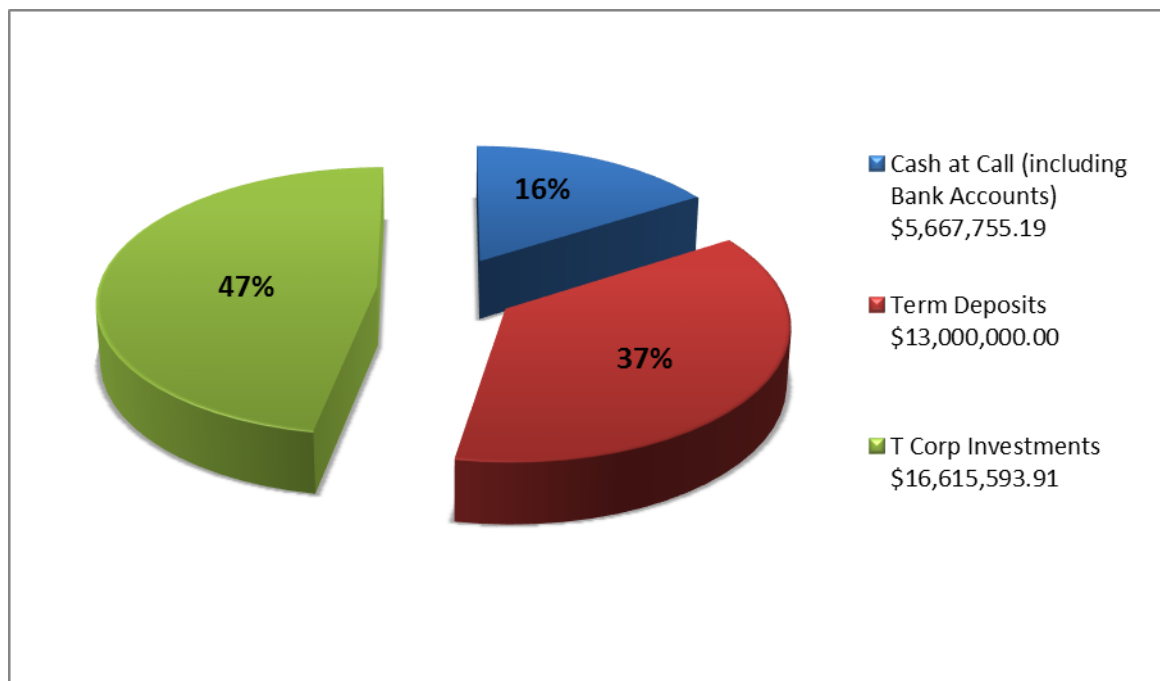
Conclusion

Interest rates on investments have increased 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. An update on TCorp's Investment Stewardship Policy has been provided.

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 31 March 2017:



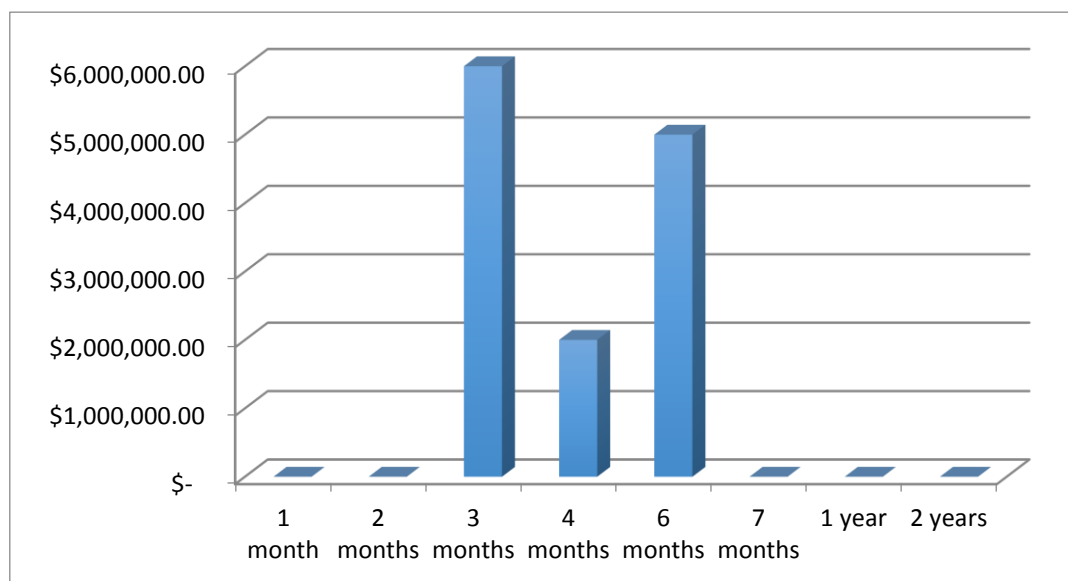
Council made five new term deposit during the month of March 2017 as shown in the following table:

Financial Institution	Investment Amounts (\$)	Maturity Date	Investment Rate per annum (%)	Days Invested
AMP Ltd	1,000,000.00	1/03/2017	2.75	181
National Australia Bank	1,000,000.00	2/03/2017	2.53	91
Westpac	1,000,000.00	6/03/2017	2.64	91
Westpac	1,000,000.00	13/03/2017	2.75	91
AMP Ltd	1,000,000.00	16/03/2017	2.75	181

Total term deposit maturities during the month of March 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 (\$)
Bank of QLD	1,000,000.00	1/03/2017	2.70	13,389.04
Newcastle Permanent Building Society	1,000,000.00	6/03/2017	2.75	6,856.16
Newcastle Permanent Building Society	1,000,000.00	13/03/2017	2.75	6,856.16
AMP Ltd	1,000,000.00	16/03/2017	2.95	16,972.60

The following graph shows the length of time of Council's term deposit maturities as at 31 March 2017:



RICHMOND VALLEY COUNCIL FINANCIAL ANALYSIS REPORT AT 31 MARCH 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	4,894,820.66	31/03/2017	14.18%	No
Total Cash at Call										4,894,820.66		14.18%	
<u>Term Deposits</u>													
Term Deposit	Bank of QLD	Term Deposit	A2/BBB	9/11/2016	9/05/2017	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	31/03/2017	2.90%	Part
Term Deposit	Auswide Bank	Term Deposit	A2/BBB	29/11/2016	29/05/2017	Fixed for Term	Maturity	0.24%	N/A	1,000,000.00	31/03/2017	2.90%	Part
Term Deposit	Auswide Bank	Term Deposit	A2/BBB	1/12/2016	31/05/2017	Fixed for Term	Maturity	0.24%	N/A	1,000,000.00	31/03/2017	2.90%	Part
Term Deposit	Members Equity	Term Deposit	A2/BBB+	5/12/2016	4/04/2017	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	31/03/2017	2.90%	Part
Term Deposit	Beyond Bank	Term Deposit	A2/BBB+	3/01/2017	3/04/2017	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	31/03/2017	2.90%	Part
Term Deposit	Members Equity	Term Deposit	A2/BBB+	5/01/2017	5/05/2017	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	31/03/2017	2.90%	Part
Term Deposit	Beyond Bank	Term Deposit	A2/BBB+	27/02/2017	29/05/2017	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	31/03/2017	2.90%	Part
Term Deposit	National Australia Bank	Term Deposit	A1+/AA-	27/02/2017	29/05/2017	Fixed for Term	Maturity	0.21%	N/A	1,000,000.00	31/03/2017	2.90%	Part
Term Deposit	AMP Ltd	Term Deposit	A1/A+	1/03/2017	29/08/2017	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	31/03/2017	2.90%	Part
Term Deposit	National Australia Bank	Term Deposit	A1+/AA-	2/03/2017	1/06/2017	Fixed for Term	Maturity	0.21%	N/A	1,000,000.00	31/03/2017	2.90%	Part
Term Deposit	Westpac	Term Deposit	A1+/AA-	6/03/2017	5/06/2017	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	31/03/2017	2.90%	Part
Term Deposit	Westpac	Term Deposit	A1+/AA-	13/03/2017	12/06/2017	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	31/03/2017	2.90%	Part
Term Deposit	AMP Ltd	Term Deposit	A1/A+	16/03/2017	13/09/2017	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	31/03/2017	2.90%	Part
Total Term Deposits										13,000,000.00		37.67%	
<u>Fixed Interest Securities</u>													
Total Fixed Interest Securities									0.00	0.00			
<u>NSW Treasury Corporation Hourglass Investments</u>													
Cash Facility Trust	NSW Treasury Corporation	Trust	Various	N/A			Monthly	0.23%	8,000,000.00	8,298,046.30	31/03/2017	24.05%	
Strategic Cash Facility Trust	NSW Treasury Corporation	Trust	Various	N/A			Monthly	0.25%	8,000,000.00	8,317,547.61	31/03/2017	24.10%	
Total Fixed Interest Securities									16,000,000.00	16,615,593.91		48.15%	
Total Investment Portfolio at Face Value									33,894,820.66				
Total Investment Portfolio at Fair Value										34,510,414.57			
Overall Average Interest Rate for month - Portfolio									0.22%				
Total Bank Account Portfolio										893,929.08			
Total Portfolio										35,404,343.65			
<u>Bank Accounts</u>													
Account Name	Balance \$ 31-Mar-17												
General Fund Bank Account	760,629.43												
Trust Fund Bank Account	120,994.55												
NAB Cheque Account	0.00												
Evans Head Memorial Areodrome Fund	12,305.10												
Total	893,929.08												

14.4 NORTHERN RIVERS LIVESTOCK EXCHANGE STATISTICS AND FINANCIAL PERFORMANCE AS AT 31 MARCH 2017**Responsible Officer:**Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond)

RECOMMENDATION

Recommended that Council note the performance of the Northern Rivers Livestock Exchange as at 31 March 2017.

180417/ 7 RESOLVED (Cr Hayes/Cr Cornish)

That:

1. Council note the performance of the Northern Rivers Livestock Exchange as at 31 March 2017.
2. The General Manager discuss business licensing arrangements with the existing Saleyards Agents including length of tenure and options to attract new Agents to secure future business viability and competitiveness.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Humphrys, Cr Lyons, Cr Mustow

Executive Summary

This report provides an update on the Northern Rivers Livestock Exchange (NRLX) financial performance as at 31 March 2017, as well as monthly throughput information from 2010/2011 to 2016/2017.

NRLX throughput is up 12.7% compared to the same period in the 2015/2016 financial year. This highlights the strong results for the beef industry across the northern rivers region.

Income from user charges and fees is \$876,837 as at 31 March 2017 (which is 86.36% of budgeted income for the year). Council has earned \$63,793 in interest from reinvesting the loan funds borrowed to upgrade the complex and has also received a LIRS subsidy payment of \$41,131.

Operating expenditure is \$679,694 as at 31 March 2017 (which is 65.42% of budgeted expenditure for the year). There are no major concerns in any area of expenditure as at the end of the third quarter. Council is working hard to contain costs however an emerging risk is recent interest and concerns from the Environment Protection Authority regarding effluent management on the site. This stems from recent concerns about the health of the Richmond River. Council is in discussions with the EPA which may lead to the need for work on

the effluent ponds and stormwater channels in the short term and additional monitoring costs.

The operating result is a surplus of \$302,067 against a budgeted surplus of \$57,563.

Sales turnover year to date is \$80,177,512, which is on track to return a record result of more than \$100,000,000 this year, up from \$87,950,124 last year. This provides very positive returns for beef producers and businesses operating out of the NRLX and provides important economic stimulus into the Richmond Valley local economy.

Whilst the operating result for 2016/2017 is looking favourable at this time, the NRLX requires significant cash outflows in future budgets to fund the upgrade of the facility and subsequent increases in depreciation and loan principal and interest repayments.

Community Strategic Plan Links

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

Budget Implications

As detailed in the report.

Report

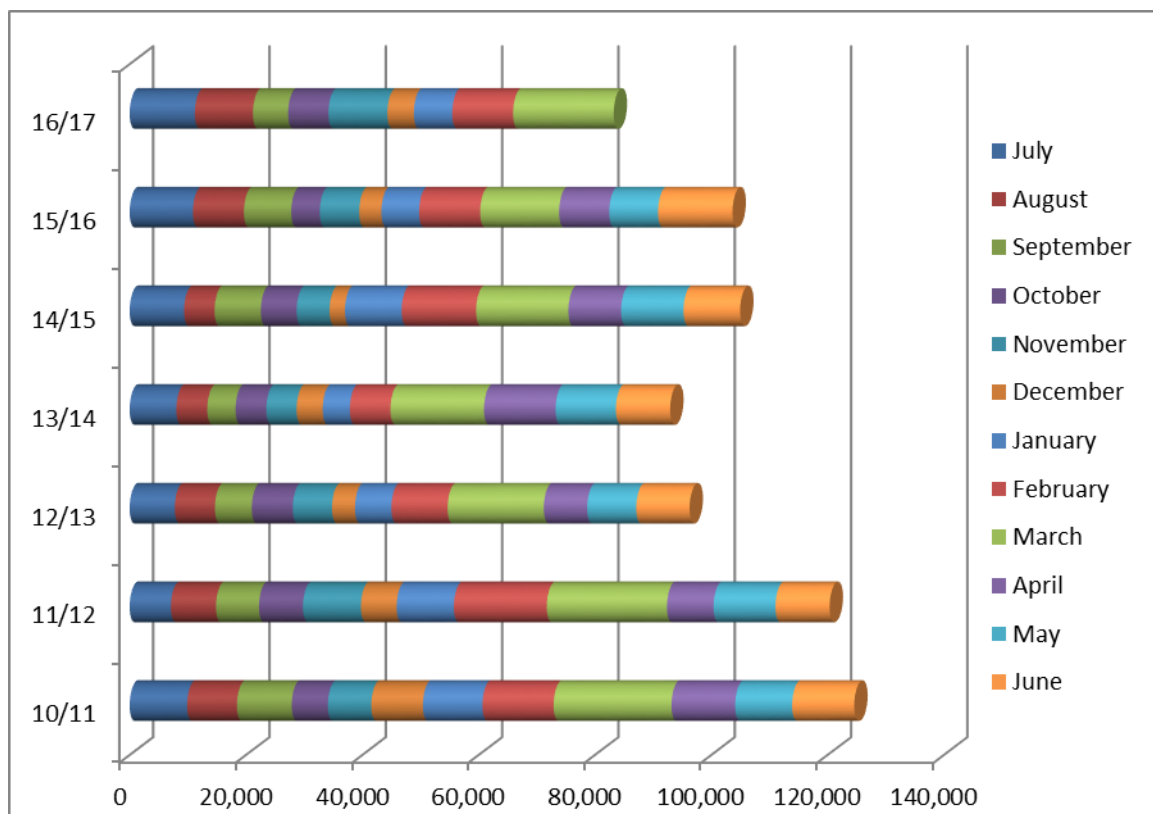
This report provides an update on Saleyard throughput as at the end of March 2017 and monthly throughput from 2011/2012 to 2016/2017.

The below graph indicates 34,368 head were processed through sales at the NRLX in the 2016/2017 March quarter compared with 30,568 head for the same period in 2015/16. This is a pleasing result, which has been assisted by favourable seasonal conditions and continued dominance of restocker buyers being present offering top dollar, building the national cattle herd and setting the NRLX up as the premier saleyard facility for the Northern Rivers and beyond.

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

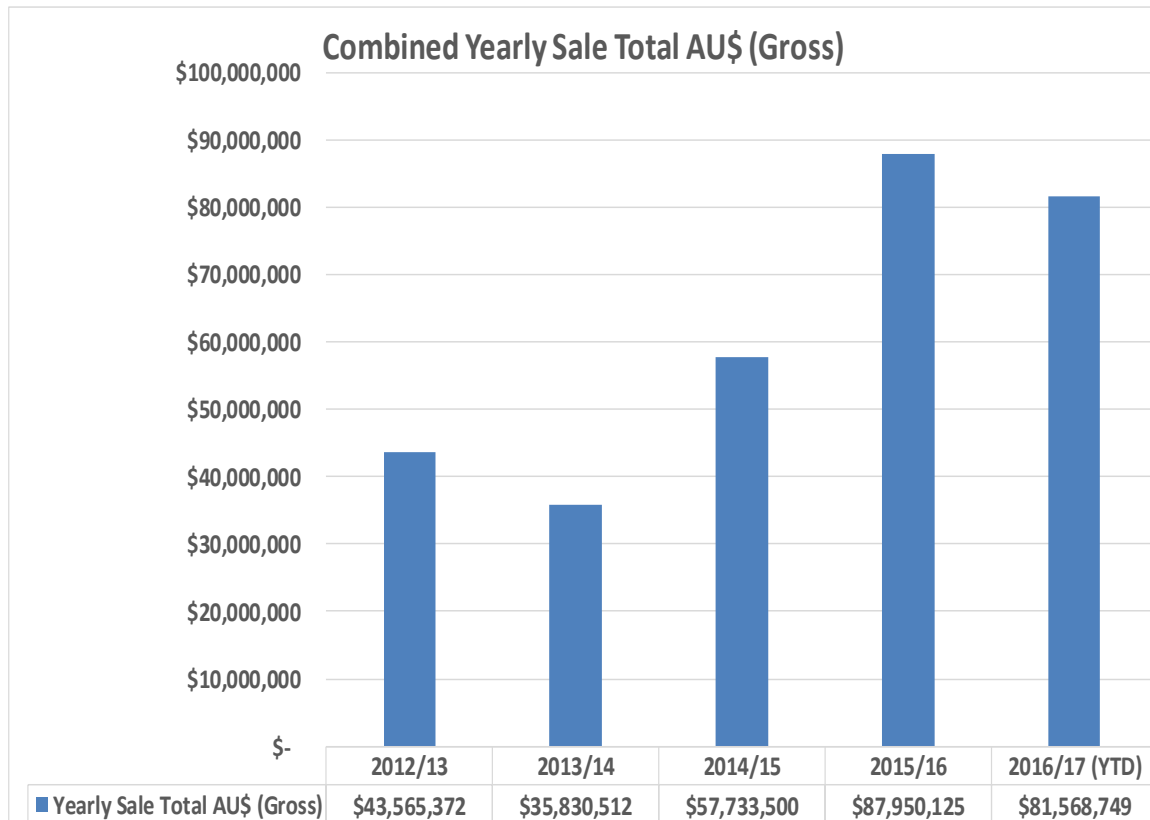
	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
July	9,879	7,093	7,760	8,027	9,361	10,878	11,207
August	8,568	7,754	6,899	5,320	5,237	8,774	9,993
September	9,425	7,397	6,345	4,869	7,965	8,144	6,053
October	6,214	7,559	7,054	5,286	6,147	4,899	6,932
November	7,473	9,966	6,737	5,203	5,667	6,781	10,132
December	8,867	6,144	3,959	4,487	2,645	3,805	4,553
January	10,240	9,834	6,248	4,664	9,744	6,487	6,602
February	12,240	15,977	9,675	6,991	12,808	10,509	10,464
March	20,270	20,672	16,538	16,084	15,866	13,572	17,302
April	10,947	8,014	7,457	12,311	9,069	8,620	
May	9,793	10,642	8,444	10,370	10,730	8,390	
June	10,680	9,305	9,164	9,332	9,738	12,807	
	124,596	120,357	96,280	92,944	104,977	103,666	83,238

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



The following graph shows total sales in dollars through the NRLX for the last four financial years including this year to-date. Last year, up until 31 March, turnover was \$62,288,169.57 compared to \$80,177,512.31 as at 31 March this year; up \$17,889,342.74 year to date. As can be seen in the graph below, last financial year was a good year with a total turnover of \$87,950,124.95. The way the current year is tracking, the year end results are projected to return a record result of more than \$100,000,000 in gross revenue. These are very pleasing results with record sales prices being reached. This provides very positive

returns for beef producers and businesses operating out of the NRLX and provides important economic stimulus into the Richmond Valley local economy.



Whilst these are looking like pleasing results for 2016/2017, the NRLX is subject to short and long-term fluctuations which can change these results quite quickly. In addition, the NRLX requires a significant cash injection of \$7.0m in upgrade works being undertaken during 2016/2017 and 2017/2018. Council is required to match the Federal Government's \$3.5 million grant and will have to pay principal and interest on its \$3.5 million loan over the next 10 years.

When completed the upgraded asset will also result in a significant increase in Council's depreciation expense in forward budgets. This increase will be required to be funded to ensure there are sufficient cash reserves put aside for the subsequent renewal of these assets at the end of their useful lives. So whilst this year's result is positive, there are significant expenses going forward that need to be funded, including depreciation and loan repayments.

Financial Implications

The following table shows actual income and expenditure against budget for the financial year to 31 March 2017.

NRLX Income and Expenditure	Actual 31-Mar-17 (\$)	Budget (\$)	Percentage %
<u>Operating Income</u>			
Fees & Rent	876,837	1,015,320	86.36%
Interest on Investment	63,793	0	0.00%
LIRS Subsidy	41,131	81,192	50.66%
Total Operating Income	981,761	1,096,512	89.53%
<u>Operating Expenses</u>			
Salaries and Oncosts	230,710	318,063	72.54%
Materials and Contracts	47,716	108,768	43.87%
Interest on Loans	66,817	106,091	62.98%
Depreciation	112,655	159,810	70.49%
SRA Lease Agreement	0	5,202	0.00%
Electricity Charges	15,182	33,000	46.01%
Telephone Charges	3,994	5,500	72.62%
Insurance Charges	6,337	9,300	68.14%
Advertising Costs	3,420	12,173	28.10%
Printing and Stationery	1,878	521	360.53%
Licence Fees	6,145	6,555	93.75%
Subscriptions	0	5,826	0.00%
Security Charges	2,243	2,081	107.79%
Staff Training	1,036	4,162	24.89%
Software Licences	1,750	8,947	19.56%
Other General Expenses	497	0	0.00%
Internal Charges	179,314	252,950	70.89%
Total Operating Expenses	679,694	1,038,949	65.42%
Operating Result	302,067	57,563	524.76%
<u>Capital Income</u>			
Capital Grants & Contributions/Loan Funding			
Federal Grant - NRLX Upgrade	0	1,750,000	0.00%
Loan Funding - 2016/2017 funding from unexpended loan	244,517	1,750,000	13.97%
Capital Works Levy	71,671	100,000	71.67%
Total Capital Income	316,188	3,600,000	8.78%
<u>Capital Expenditure</u>			
Plant Purchases	1,045	0	0.00%
Rail Replacement	644	10,000	6.44%
Pavement/Roadway Repairs	0	2,000	0.00%
Software/Hardware Upgrade	0	18,000	0.00%
Effluent Management Review	22,084	20,000	110.42%
NRLX Upgrade	244,517	3,500,000	6.99%
Loan Principal Repayments	259,479	259,479	100.00%
Total Capital Expenditure	526,724	3,809,479	13.83%
Total Program Result - Surplus/(Deficit)	91,532	-151,916	-60.25%

As shown above, as at 31 March 2017 the NRLX operating result is a surplus of \$302,067.

Income is higher than what was expected due to increased throughput numbers.

Operating expenditure is well within budget (65.42% as at 31 March 2017) with those showing they are over budget being only minor expenditure items which will be covered by savings in other areas. The largest category of expenditure

(outside of salaries) is internal charges; this covers administration overheads, Council rates, internal plant charges and on-site sewerage charges.

Conclusion

This report provides information on monthly throughput of cattle at the NRLX. The figures shown in the report are a pleasing result for this stage of the year, which keeps the NRLX operation on track to better the budgeted operating surplus set for the 2016/2017 financial year. Whilst this year is projected to achieve a favourable result, the NRLX is subject to seasonal fluctuations which can change these results quite quickly. In addition, the NRLX requires significant cash outflows in future years associated with the upgrade of the facility and subsequent repayment of loan borrowings and increased depreciation expense.

14.5 TENDER T361617RTC SUPPLY AND DELIVERY OF PASSENGER TRUCK AND EARTHMOVER TYRES (INCLUDING RECAPS) AND TUBES WITH PROVISION OF FITTING AND ROADSIDE ASSISTANCE SERVICES

Responsible Officer:

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

RECOMMENDATION

Recommended that:

1. Casino Tyre Professionals Pty Ltd (Bridgestone Franchise) be awarded this contract for the period of 1 April 2017 to 31 December 2018.
2. The Common Seal of Council be affixed to any documentation where required.

180417/ 8 RESOLVED (Cr Cornish/Cr Hayes)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Humphrys, Cr Lyons, Cr Mustow

Note: During debate on the above motion Councillors indicated that it was not their intention to provide an option for a 12 month extension of the contract beyond 31 December 2018.

Executive Summary

Council staff are continuing to review Council's current procurement practices to ensure best value for money and compliance with tendering and procurement

legislation and guidelines. It has been a number of years since Council has tested the market for tyre services.

Following a review of tyre needs for Council's light fleet and heavy plant machinery and taking into account Council's workshop operations, a single source supplier is recommended to maximise efficiencies from this service. As there are a number of local suppliers for these services, procurement staff decided to obtain the independent services of Regional Procurement to administer this tender. This independence delivers a high level of probity to the process. Richmond Valley Council is a member of Regional Procurement's Richmond Tweed Clarence (RTC) Group. Regional Procurement runs tenders for regional Local Government member groups to aggregate the combined local tenders in order to attract greater supplier competition and lower pricing for member Councils.

Regional Procurement called a Single Source by Council tender for participating RTC member Councils for the supply and delivery of passenger, truck and earthmover tyres including recaps and tubes, with the provision of fitting and roadside assistance services. Tenders closed at 10:00 am on 21 February 2017. Participating Councils in this tender signing a Letter of Participation were RTC Councils:

- Richmond Valley Council, and
- Rous County Council (who withdrew from the process after advertisement of tender).

This tender was advertised in the following media:

- Gold Coast Bulletin on 28 January 2017 and Tenderlink,
- Coffs Coast Advocate on 28 January 2017, and
- Advertised locally by Richmond Valley Council.

Five tenders in total were received from the following entities:

1. Casino Tyre Professionals Pty Ltd (Bridgestone Franchise),
2. Global Tyres and Mechanical (Late Tender received at 10.38am 21st February 2017),
3. Richmond Valley Tyres Pty Ltd,
4. Singhs Tyres and Mechanical, and
5. Tyres 4U Pty Ltd as trustee for TWA Trust trading as Tyres 4U.

Tyres 4U Pty Ltd scored the highest in the evaluation criteria, however there are a number of reasons they have not been recommended as preferred tenderer. Tyres 4U Pty Ltd are a wholesale company and are not located in the Richmond Valley Council LGA and Tyres 4U Pty Ltd would distribute through Richmond Valley Tyres Pty Ltd. Richmond Valley Tyres also tendered separately and scored lower than the recommended tender. The assessment indicates concerns about the capacity of Richmond Valley Tyres Pty Ltd to deliver the required level of service and in particular responsiveness to Council's operational needs.

Casino Tyre Professionals Pty Ltd have been recommended as the preferred tenderer based on its proven capability to provide the services required to support Council's operations as well as it being a local business.

Community Strategic Plan Links

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

Budget Implications

This contract is for the ongoing inspection, maintenance, repair and replacement of tyres for Council's fleet. Council's spend is approximately \$202,731.30 per annum. The costs from this contract are charged to the individual fleet/plant under maintenance costs.

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.

On behalf of Council, Regional Procurement has called a Single Source by Council tender for participating RTC member Councils for the supply and delivery of passenger, truck and earthmover tyres including recaps and tubes, with the provision of fitting and roadside assistance services.

Contract Duration

This contract will run for 21 months from 1 April 2017 to 31 December 2018. A 12-month option may be offered by Council based on satisfactory performance by the successful tenderer.

Probity

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

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

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

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

Tender Analysis

The tender evaluation was conducted on 1 March 2017 at Richmond Valley Council Offices by:

- Craig Wade - Regional Procurement, and
- Colin Carey - Richmond Valley Council's Coordinator Purchasing and Stores.

Rous County Council withdrew from the tender process and therefore was not included on the evaluation of this tender.

Methodology

The percentage weightings and criteria were agreed upon prior to the tender closing.

CRITERIA	%
Tender Price	
Tyres	35
Fitting	20
Local Supplier Preference	15
Customer Service	15
WH&S	10
Physical Resources	5
Total	100

Evaluation Results

Price Criteria Richmond Valley	%	Casino Tyre Professionals Pty Ltd	Richmond Valley Tyres Pty Ltd	Singhs Tyre & Mechanical Lismore	Tyres4U Pty Limited	Global Tyres and Mechanical (Late Tender)
Tender Price Tyres	35	24.41	24.07	25.14	35	13.74
Tender Price Fitting	20	17.36	9.87	10.59	20	9.67
Sub Price Total	55	41.77	33.94	35.73	55	23.41
Local Supplier Preference	15	15	15	13	10	15
Customer Service	15	15	15	0	15	15
WH&S	10	7	8	0	8	2
Physical Resources	5	5	3	0	3	4
Sub Evaluation Criteria Total	45	42	41	13	36	36
Total Evaluation Price + Criteria	100	83.77	74.94	48.73	91	59.41

Notes

- A late tender was received from Global Tyres and Mechanical and has been left in for Council's information. The Evaluation Panel deemed this tender was non-conforming.
- All tenderers had been noted as active on the ASIC website.
- Singhs Tyre and Mechanical did not supply supporting information in relation to customer service, WHS and Physical Resources (Craig Wade from Regional Procurement was informed that they had been in business for 62 years and that stood them in good shape. Also, that Good Year held QA certification which Singhs deemed sufficient to satisfy tender requirements).

- Singhs Tyre and Mechanical did not supply copies of certificates of currency as requested, however indicated that they would supply if successful.
- Tyres 4U are a wholesale business which would use Richmond Valley Tyres as the distributor.
- Council staff suggested a single source from the panel would better suit its operations due to ease of scheduling and programming works through Council's workshops.

Consultation

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

Conclusion

It is recommended that Casino Tyre Professionals Pty Ltd (Bridgestone Franchise) be awarded this contract for the period of 1 April 2017 to 31 December 2018 for reasons outlined in the report.

14.6 TENDER RVC756697 TRADE SERVICES

Responsible Officer:

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

RECOMMENDATION

Recommended that:

1. Council appoint all tenderers to a panel, accepting the unit rates tendered to provide various trade services for the period 1 May 2017 to 30 April 2020.
2. The Common Seal of Council be affixed to any documentation, where required.

180417/ 9 RESOLVED (Cr Morrissey/Cr Cornish)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Humphrys, Cr Lyons, Cr Mustow

Executive Summary

Council staff are continually looking for ways to operate more efficiently and effectively. In line with this, it is believed having a panel of suppliers for

continually used trade services is a much more effective way to procure such services instead of needing to obtain a number of quotes each time these services are required. Staff will be able to ascertain which supplier is the most advantageous to Council by reviewing the schedule of pricing supplied as part of the tender. If this supplier cannot perform the job, staff will contact the next most advantageous supplier, and so on.

The trade services tender was advertised for various trade and associated services throughout Richmond Valley Council Local Government Area. The tender is to provide a panel of suppliers with tendered scheduled rates for Council to access, for works from 1 May 2017 until 30 April 2020.

Eighty one tenders in total were received. It is recommended that all 81 tenderers are appointed to the panel of providers.

Categories of work include:

- Water and Sewer Services
- Building Services
- Road Construction and Maintenance Services
- Landscaping and Recreation Services
- General Services including Abrasive Blasting, Fencing etc.

Community Strategic Plan Links

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

Budget Implications

Nil.

Report

Council builds and maintains roads, sewer and water facilities, storm water drainage systems, parks and playgrounds, community buildings such as libraries, art gallery, community centres, depots and administration centres.

To assist with its program of works, Council called tenders from suitably qualified contractors for inclusion on a panel of contractors for various trade categories up to \$149,999 (incl. GST).

Categories of work and successful panel members for each category are detailed below:

- **Water and Sewer Services**

• Aqua Assets Pty Ltd	• Calix Limited
• Gosford Irrigation & Water Solutions Pty Ltd	• Concept Engineering Services Pty Ltd
• Douse Fire Protection	• FCS Concrete Repairs Pty Ltd

• **Water and Sewer Services (Contd)**

• Fenech Group Pty Ltd	• Firecorp Australia Pty Ltd
• Fitt Resources Pty Ltd	• Gill Plumbing
• Kerfoot Electrics Pty Ltd	• JDP Applications Pty Ltd
• Ledonne Constructions Pty Ltd	• KSB Australia Pty Ltd
• Maxibor Australia	• Marine Engineering and Diving
• Parasyn Controls Pty Ltd	• Nextep Miyama Pty Ltd
• Austral International	• Pipe Vision Australia Pty Ltd
• Southern Commercial Divers	• Solo Resource Recovery
• The Trustee for Creswick Family Trust	• The Trustee for Bellivan Unit Trust t/as Bell Environmental
• Process Safety & Engineering Pty Ltd	• The Trustee for Engineering Environmental Services Trust
• Wrighteye Industries	• Under Road Boring Pty Ltd
• Hidrostal Australia Pty Ltd	• Waste Water Lining Systems
• Gutter-Vac Northern Rivers	• Cleanaway Waste Management Ltd
• The Trustee for Vision Trust	

• **Building Services**

• AGS Commercial Pty Ltd	• Bennett & Robertson Construction
• Jeremy Tozer	• Martack Pty Ltd
• NRC Group Pty Ltd	• Protek Australia Pty Ltd
• Lismore Concrete Pumping	• Weis Contractors
• Casino Engineering Pty Ltd	• TFH Hire Services
• ATI Australia Pty Ltd	• Kennedy Surveying Pty Ltd
• 360 Engineering Pty Ltd	• Alliance Automation
• Trustee for Family Rose Trust T/A Ballina Pumping	

• **Road Construction and Maintenance Services**

• Conlan Bros Earthmoving Pty Ltd	• Colin Turner
• Earthco Projects Pty Ltd	• EVERMIL
• Komatsu	• Keegan Civil Pty Ltd
• Martin Bros Earthmoving	• Smith Plant Pty Ltd
• Rob Macs Bobcat Excavator Hire	• McNamara & Tierney Pty Ltd
• Super Sealing	• Parrish and Sons Ltd
• Tweed Summerland Kerbing	• Altus Traffic Pty Ltd
• Evolution Group - Traffic Control Pty Ltd	

- **Landscaping and Recreation Services**

• Prestige Landscapes	• Renworx Pty Ltd
• Solid Ground Landscaping Pty Ltd	• Windara Communities Ltd
• Urban Play Pty Ltd	• Landscape Management
• Keith Heffernan Pty Ltd	• East Coast Turf Renovations
• EnviTE Inc	• Australian Turf Projects Pty Ltd

- **General Services including Abrasive Blasting, Fencing etc.**

• Power Clear Pty Ltd	• Thelb Pty Ltd
• Richmond Valley Tree Service	• Lismore Tree Services Pty Ltd
• Northern Rivers Communications Pty Ltd	• Byron Bay Tree Services and Landscapes Pty Ltd
• Craig Speak-Mowing Contractor	• North Coast Fencing

Occasionally, works of a specialised or specific nature will be required and in such cases, Council reserves the right to source such suppliers, outside of the Prequalified Contractors Register.

Where works involve expenditure over \$149,999 (incl. GST) separate, open tenders will be advertised.

Council's Manager Infrastructure Services, Operations Coordinator Roads, Drainage and Quarries, and Coordinator Purchasing and Stores have been involved in the development of specifications and assessment criteria.

Contract Duration

The contract will run for 36 months from 1 May 2017 to 30 April 2020. Council will advertise inclusion on the trade services panel every 12 months.

Probity

The tender has been conducted in accordance with Clause 166(a) of the *Local Government (General) Regulation 2005*. The evaluation was conducted in accordance with the Local Government Tendering Guidelines. Confidentiality and probity were maintained throughout the process.

Tender Analysis

Tenderers are not ranked, the works will be offered to the tenderer representing the best value for money for the specific works required. The tenderers were required to submit a schedule of rates based on an hourly rate.

Tenders were evaluated by the tender evaluation panel based on the following criteria:

- Evidence that all staff for all trades intending to work on any Council site or building hold a WorkCover General WHS Induction Training for Construction Work;

- Certificate and Work Activity Induction training (or can provide verification that an exemption can be claimed) as specified under the Code of Practice, WHS Construction Induction as per 2011 Legalisation;
- The category of work applied for represents the “core business” of the contractor;
- Licence for Category of Work (where applicable);
- Proof of Insurance;
- Australian Business Number;
- Electronic Funds Transmittal capability (bank account);
- Mobile Telephone;
- Email address;
- Evidence that the Company has a WHS Management Plan.

The evaluation panel evaluated all tenderers as complying with the tendering requirements.

Consultation

The first advertisement was placed in the Express Examiner and on Council's website in November 2016. These advertisements continued in Council's regular advertisement in the Express Examiner through to when the tender was released in February 2017. The full tender was advertised in both the Express Examiner and the Northern Star.

Conclusion

It is recommended that all 80 tenderers be appointed to a panel to provide for various trade services. It is also recommended that the tenderers be awarded those works in order, representing the best value for money to Council, based on the tendered schedule of rates for a period from 1 May 2017 until 30 April 2020.

15 MATTERS FOR INFORMATION

RECOMMENDATION

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

180417/ 10 (Cr Morrissey/Cr Cornish)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Humphrys, Cr Lyons, Cr Mustow

15.1 CUSTOMER SERVICE REPORT QUARTERLY UPDATE - 1 JANUARY TO 31 MARCH 2017**Responsible Officer:**

Simon Adcock (Chief Operating Officer)

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 two parts; the Customer Service Contact Centre Data and the data from the Customer Request Management System (CRM). The first shows the responsiveness of the Contact Centre, the second the performance of the rest of the business in its response to customer requests.

Customer Service Contact Centre Data - Key StatisticsCalls Statistics

A total of 7,641 calls were received during the quarter. The two flood events in March have had a significant impact on the increase in calls to the contact centre, this also resulted in our callers experiencing longer waits for a call to be answered within the two events. The abandonment rate is still low which indicates that customers could contact council consistent with previous months. For the quarter, the average queue time met the service level of below 15 seconds. The abandonment rates are quite low compared to our service standard of 5%. The Contact Centre has exceeded all service targets for this quarter.

	January	February	March
Total Number of Calls	1,937	2,467	3,237
Average Time In Queue	0.08	0.11	0.15
% of Calls Abandoned	0.92	0.40	0.46
Waited > 1 Minute	44	59	121
% of Calls waited >1 Minute	2.30	2.39	3.78
Abandoned Calls<42sec	18	10	15
Average Call Time	1.85	1.78	1.65
% Calls resolved at first point	84%	85%	84%

Receipt & Administration Statistics

A total of 2903 receipts were actioned for the quarter at our administration offices. An increase in receipts made was seen in the month of February due to the rates and water/sewer notices being due on 28 February 2017, however there was an 18% percentage decrease in receipts received overall from the

previous quarter however this is in line with the corresponding period for last year due to January traditionally being a quiet month for receipting. Section 735a, 149 and 603 Certificates were completed within set time frames as per our service standards. DA, CC & CDC are receipted at the counter and then referred to the relevant teams. Dial Before You Dig Applications have been completed within the set service standards. An increase in Section 149 and 602 Certificates is being experienced which indicates a slight increase of movement within the property market.

	January	February	March
Receipts	508	1598	797
Section 735a Certificates	23	35	38
Section 149 Certificates	59	110	99
Section 603 Certificates	47	66	81
Dial Before You Dig Applications	111	135	121
DA, CC & CDC Applications	27	43	42
CRMs entered	549	463	574

Customer Request Management System - Key Statistics

The quarter has seen an improvement in Customer Request Management Performance. Requests completed outside of target has decreased by 10% from 27% to 17.2%. The quarterly figures have reflected the noticeable improvement in CRM performance that has been revealed by the weekly monitoring process undertaken by the Performance Management Office.

Similar to the last quarter, approximately 28.81% of Council's requests were referred to Environment Regulatory Control, with Roads, Drainage & Quarries experiencing an almost 10% increase in requests which can be contributed to the flood events this has also seen an increase in the progress outside of target for this area.

Requests completed within target	1087	69%
Requests in progress within target	87	6%
Requests completed outside target	275	17%
Requests in progress outside target	137	8%
Total	1,586	100%

Workgroup	No. request referred	% of total requests	Completed outside target	In Progress outside target
Environment Regulatory Control	458	28.81%	17.67%	2.40%
Waste & Resource Recovery	228	14.37%	14.47%	6.14%
Water and Sewer	266	16.78%	19.55%	8.27%
Roads, Drainage and Quarries	301	18.98%	11.96%	36.21%
Open Spaces & Cemeteries	206	13.00%	25.78%	5.34%
Asset Management	94	6.05%	10.64%	22.34%
Development Assessment	24	1.51%	41.67%	37.50%
Revenue	4	0.25%	0.00%	25.00%
Workshop	4	0.25%	0.00%	100%

Future Works**Customer Service Contact Centre Data**

A Contact Centre Review will be undertaken to ensure that the Contact Centre is meeting its service standards with stakeholders.

Customer Request Management System

Whilst the completed outside of target has decreased as a whole, individual areas are still having difficulty resolving issues within set timeframes. This will be investigated to see what measures can be put in place to rectify this situation.

Community Strategic Plan Links

Focus Area 7 Governance and Process - Long Term Goal 7.4 Civic Leadership and Corporate Planning

Consultation

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

15.2 GRANT APPLICATION INFORMATION - MARCH 2017**Responsible Officer:**

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

Report

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

One grant project was approved and Council received funding for four grants during the reporting period totalling \$546,279.00. Council wasn't notified as being unsuccessful with any grant applications and applied for two new grants during March 2017. The details of these grants are provided below:

Grants that have been approved**Aboriginal Environmental Health Officer Training**

Project ID	10234
Funding Body	NSW Health
Funding Name	Aboriginal Environmental Health Officer Training Program

Government Level	State
Project Value (excl GST)	\$480,000.00 (\$80,000.00 per annum for 6 years)
Grant Amount (excl GST)	\$240,000.00 (\$40,000.00 per annum for 6 years)
Council/Other (excl GST)	\$240,000.00 (\$40,000.00 per annum for 6 years)
Date Application Submitted	23 December 2016
Comment (if required)	Council has applied for the maximum allowable grant. It is believed that the annual cost will be less than this estimate in which case NSW Health will contribute approximately 50%.
Date Approved	The funding agreement was signed on 2 February 2017.

This grant funds our Environmental Health Trainee and includes:

- Salary and oncosts
- Training and associated travel costs
- Travel for university, courses and program functions
- Equipment, textbooks and uniforms

Grants that have been received

Flood Event of April-May 2015/Restoration Works

Project ID	10199
Funding Body	NSW Roads and Maritime Services
Funding Name	Natural Disaster Funding
Government Level	State
Project Value (excl GST)	\$1,606,655.00
Grant Amount (excl GST)	\$1,577,655.00
Council/Other (excl GST)	\$ 29,000.00
Date Application Submitted	17 August 2015
Comment (if required)	N/A
Date Received	\$15,000.00 received 29 March 2017
Total Funds Received To Date	\$1,488,980.00

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

Project ID	N/A
Funding Body	NSW Roads and Maritime Services
Funding Name	Regional Road Repair Program 2016/17
Government Level	State
Project Value (excl GST)	\$314,322.00
Grant Amount (excl GST)	\$156,161.00
Council/Other (excl GST)	\$156,161.00
Date Application Submitted	N/A

Comment (if required)	Council contribution funded from Regional Roads Block Grant
Date Approved/Received	\$5,000.00 received 29 March 2017
Total Funds Received To Date	\$8,000.00

Playground Replacement at Woodburn Oval

Project ID	10214
Funding Body	Department of Family and Community Services
Funding Name	Department of Family and Community Services
Government Level	State
Project Value (excl GST)	\$31,170.00
Grant Amount (excl GST)	\$15,000.00
Council/Other (excl GST)	\$16,170.00
Date Application Submitted	18 July 2016
Comment (if required)	N/A
Date Received	\$15,000.00 received 20 March 2017
Total Funds Received To Date	\$15,000.00 (total funding received)

Roads to Recovery Program

Project ID	N/A
Funding Body	Department of Infrastructure and Regional Development
Funding Name	Roads to Recovery Program
Government Level	Federal
Project Name	Roads to Recovery Program 2015-2019
Project Value (excl GST)	\$6,420,841.00
Grant Amount (excl GST)	\$6,420,841.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	N/A – annual allocation
Comment (if required)	3 rd Instalment 2016/2017
Date Approved/Received	\$511,279.00 received 9 March 2017
Total Funds Received To Date	\$4,150,808.00

Grant Applications Submitted**Casino Drill Hall Revitalisation**

Project ID	10241
Funding Body	NSW Office of Liquor and Gaming
Funding Name	2016/17 Clubgrants Category 3 - Arts and Culture Infrastructure Grant Round
Government Level	State
Project Value (excl GST)	\$252,000.00
Grant Amount (excl GST)	\$252,000.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	10 March 2017
Comment (if required)	N/A

Casino Showground Master Plan

Project ID	10243
Funding Body	NSW Government Department of Industry Lands
Funding Name	Public Reserves Management Fund Program
Government Level	State
Project Value (excl GST)	\$24,960.00
Grant Amount (excl GST)	\$24,960.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	24 March 2017
Comment (if required)	N/A

Community Strategic Plan Links

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

Budget Implications

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

15.3 SEVERE WEATHER NORTH EASTERN NSW MARCH 2017**Responsible Officer:**

Angela Jones (Director Infrastructure and Environment)

Report

Richmond Valley Council was impacted by a severe weather event on Thursday 30 March 2017 into early Friday 31 March 2017. A strong cold front south of the continent moved through NSW at the same time ex-tropical Cyclone Debbie moved south to south east with an accompanying upper trough and crossed the far south QLD coast late Friday morning.

The heavy rainfall was experienced over our Local Government area, as well as our neighbouring Councils, which resulted in moderate to major flooding in the Richmond River and Wilson River. These catchments were already saturated from a similar event which took place on 18 March 2107.

NSW State Emergency Service (SES) received 115 calls for assistance in the Richmond Valley LGA, which included 12 flood rescues. The SES has advised a total number of 816 persons were isolated during the event in the Richmond Valley Council, principally in Bungawalbin/Whiporie, Swan Bay, New Italy, Rocky Mouth Creek, Woodburn and East Coraki.

Richmond Valley Council area with five other Local Government areas have been declared a natural disaster following this severe weather event. Financial assistance is being provided through the jointly funded Commonwealth / State Governments Natural Disaster Relief and Recovery Arrangements (NDRRA).

The most significant impact from this event is the damage to the rural road network. Council staff are busily assessing the damage to infrastructure which includes photographic evidence and detailed descriptions of the damage sustained. This information will be used in the preparation of the assessment and claim documentation for NDRRA financial assistance. Circulated with the business paper was a status report of images of the damage in our area, for information. It is too early at this point in time to provide an accurate damage costing however it is likely to be in the vicinity of 10 million dollars.

Due to the scale of this event, with 6 Local Government areas being declared, a Regional Recovery Committee has been formed. Several Sub-committees have also been formed which include: Industry, Business & Tourism; Animal & Agriculture; Infrastructure, Waste & Environment; Health & Well-being; and Communications working groups, Richmond Valley Council have been well represented at these meetings.

As part of the recovery efforts in the region, NSW Fire and Rescue has been undertaking rapid damage assessments on structures and properties. They have completed a total of 621 assessment with 42 of these being noted a damage (water ingress). At this point in time, Council is not aware of any approved dwelling in which flood waters breached habitable floor levels.

Community Strategic Plan Links

Focus Area 1.2 Respond to Climate Change - Long term Goal 1.2.1 Manage physical response to impacts of climate change.

15.4 DEVELOPMENT APPLICATIONS DETERMINED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT FOR THE PERIOD 1 MARCH 2017 TO 31 MARCH 2017

Responsible Officer:

Andrew Hanna (Manager Development and Environment)

Report

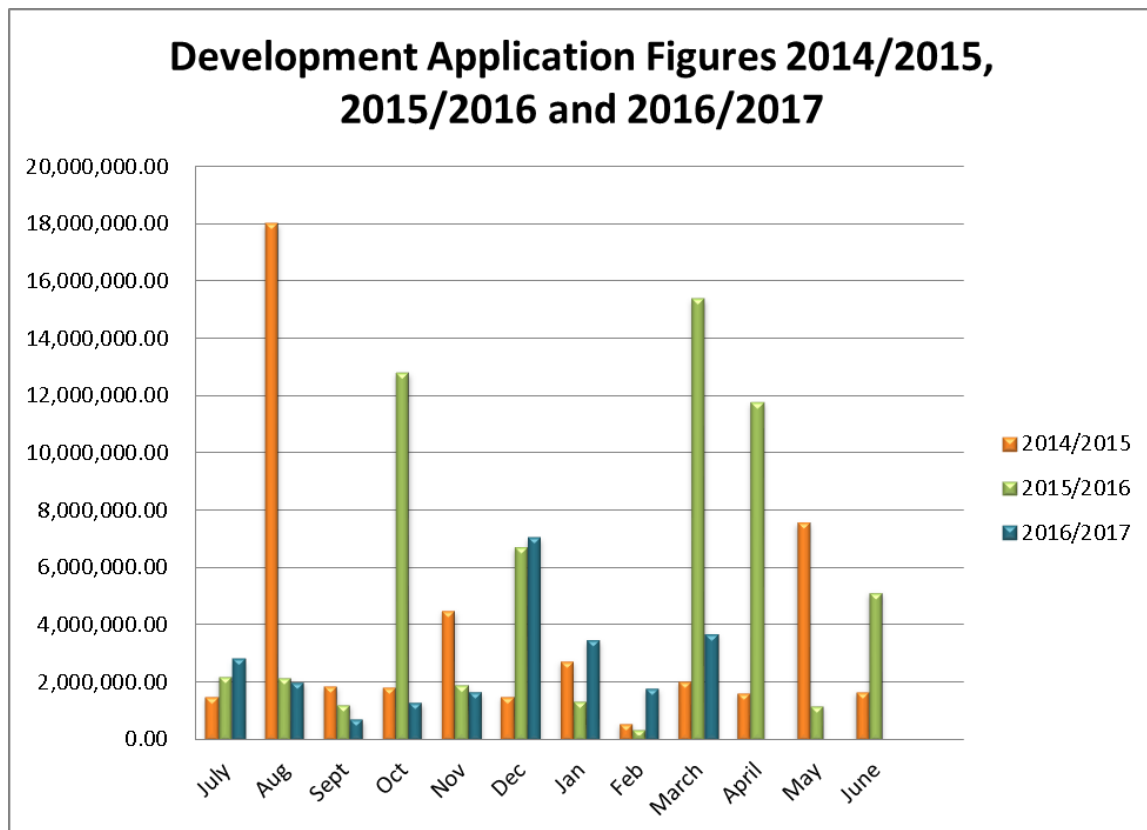
This report provides a summary of development activity on a monthly basis. All Development Applications determined in the month are outlined in this report, including Section 96 approvals, applications that are refused and withdrawn, and applications with no development value such as subdivisions.

Council receives a weekly summary of the status of applications (including all received). Council notifies all determinations of Development Applications in the

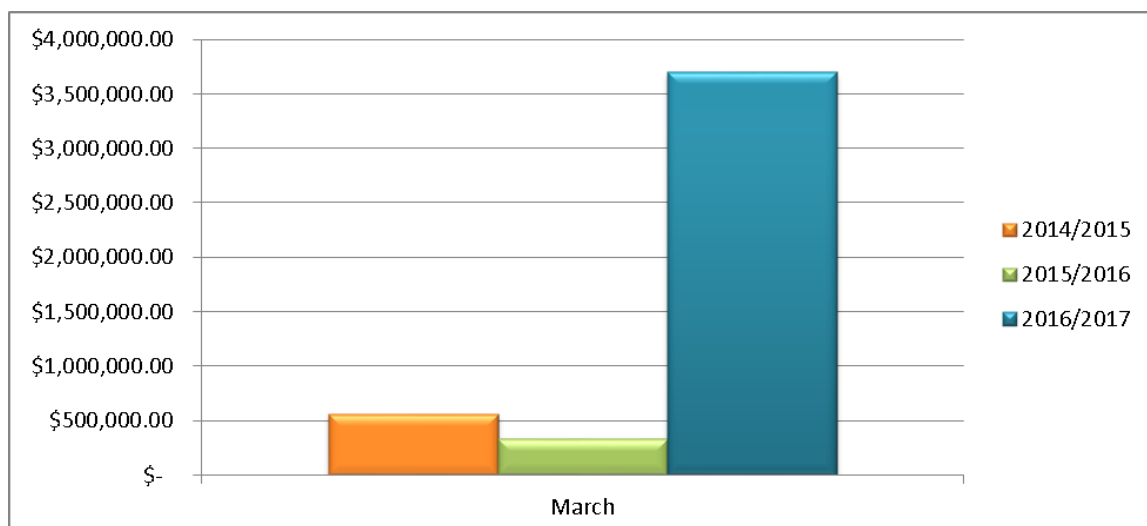
local newspaper pursuant to Clause 101 of the Environmental Planning and Assessment Act 1979 (as amended) on a monthly basis.

The total number of Development Applications and Complying Development Applications determined within the Local Government area for the period 1 March 2017 to 31 March 2017 was 27, with a total value of \$3,701,715.00.

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



The following graph provides a closer look at the value of Development Consents issued by Council for the reporting month of March.



Activity for the month of March.

General Approvals (excluding Subdivisions, Section 96s)	20
Section 96 amendments to original consent	6
Subdivision	1
Refused	0
Withdrawn	0
Complying Development (Private Certifier Approved)	0
TOTAL	27

Community Strategic Plan Links

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

Summary of Development Applications determined under the Environmental Planning and Assessment Act for the period 1 March 2017 to 31 March 2017							
Application ID	Applicant	Owners	Location	Parcel Description	Development	Determination Date	Estimated Cost
DA2017/0090	JD Hall	Mrs D C Hall Mr J D Hall	1 Richmond Street, Casino	Lot 8 Sec 60 DP 758236	Demolition of existing garage and erection of new garage, family room and deck	21/03/2017	\$ 115,000.00
DA2017/0095	Ardill Payne & Partners	Icdgi Pty Ltd	1-3 Terrace Street, Evans Head	Lot 1 Sec 36 DP 758403	Site Fill	9/03/2017	\$ 20,000.00
DA2012/0139.02	Newton Denny Chapelle	Mrs L K Santin Mr G N Santin	3275 Bruxner Highway, Casino	Lot 111 DP 755627	Section 96 Modification - Construction of shed, access and Heavy Vehicle Storage - Deferred commencement.	30/03/2017	\$ -
DA2017/0127	Perry Homes (Aust) Pty Ltd	Mr R J Duncan Mrs V M Duncan	33-35 Riverview Street, Evans Head	Lot 6 DP 1173532	Detached Dual Occupancy and Associated Site Works including Retaining Wall	14/03/2017	\$ 890,000.00
DA2017/0128	Newton Denny Chapelle	Mr N B Rippon	Myrtle Creek Road, Myrtle Creek	Lot 64 DP 755620 Lot 2 DP 1221797	Boundary Adjustment to create 2 lots being Lot 1 (92.26ha) and Lot 2 (10.6 ha)	16/03/2017	\$ -
DA2017/0129	L A Everingham	Mr K G Everingham Mrs L A Everingham	110 Fig Tree Lane, McKees Hill	Lot 8 DP 719246	Detached Dual Occupancy	2/03/2017	\$ 500,000.00
DA2017/0132	Newton Denny Chapelle	Mr M Hunjas Mrs S L Hunjas	5 Cashmore Street, Evans Head	Lot 1 DP 309876	Conversion of Shed to Secondary Dwelling	14/03/2017	\$ 30,000.00
DA2017/0135	Hayes Building Consultancy	Petes Palis Pty Ltd	8 Cedar Street, Evans Head	Lot 3 DP 1225427	Dual Occupancy and Strata Subdivision to Create Two (2) Lots being Lot A (381.53m2) and Lot B (354.47m2)	2/03/2017	\$ 400,000.00
DA2017/0002.01	Hayes Building Consultancy	Mr R J Hayes	95 Woodburn Street, Evans Head	Lot 8 Sec 10 DP 758403	Section 96 Modification to Detached Dual Occupancy, Shed, Fencing and Torrens Title Subdivision	9/03/2017	\$ -
DA2017/0148	AE Lickiss AJF Lickiss DJ Lickiss LJ Lickiss	Mr A J F Lickiss Mrs L J Lickiss Mr D J Lickiss Ms A E Lickiss	10 Cedar Street, Evans Head	Lot 1 DP 1225427	Dual Occupancy and Fence	16/03/2017	\$ 380,000.00
DA2016/0207.01	JB Butts	Mr J B Butts	Forest Street, Coraki	Lot 4 Sec 4 DP 758291	Section 96 Modification - Combined Dwelling and Shed	10/03/2017	\$ -
DA2017/0150	LJ Endres R Endres	Mr L J Endres Mrs R Endres	83 Hickey Street, Casino	Lot A DP 438127	Dwelling Extensions plus Carport and Shed	21/03/2017	\$ 18,000.00

Application ID	Applicant	Owners	Location	Parcel Description	Development	Determination Date	Estimated Cost
DA2017/0151	SR Powell	Mr S R Powell	77 Hotham Street, Casino	Lot 4 DP 727326	Dwelling Extensions including Bedroom and Laundry and Shed Extension	21/03/2017	\$ 35,597.00
DA2017/0152	RE Ferguson DE Ferguson	Mrs D E Ferguson Mr R E Ferguson	54 Musgraves Road, North Casino	Lot 7 DP 1109802	Carport	2/03/2017	\$ 10,000.00
DA2017/0154	Metricon Homes QLD Pty Ltd	Mr T J MacDonald	Dixon Place, North Casino	Lot 19 DP 1132283	Dwelling	27/03/2017	\$ 348,418.00
DA2017/0157	Atlas Awnings	Mrs E J Scofield	2/205 Centre Street, Casino	Lot 2 SP 83427	Patio awning	20/03/2017	\$ 12,080.00
DA2016/0039.01	B Mayo KR Mayo	Mr B Mayo Mrs K R Mayo	27-33 River Street, Broadwater	Lot 3 Sec 3 DP 879	Section 96 Modification - Dwelling and Garage	10/03/2017	\$ -
DA2017/0158	DJ Harris	Mr D J Harris	9 Colches Street, Casino	Lot 12 DP 21331	Patio	23/03/2017	\$ 23,700.00
DA2015/0236.01	RLA Building Design	Dr F H Newman Ms M O Wilmore	235 Reardons Lane, Swan Bay	Lot 3 DP 703190	Section 96 Modification Construction of Dwelling with Indoor Pool and Retaining Walls to create an Attached Dual Occupancy	10/03/2017	\$ -
DA2017/0058.01	GW Foster	Mrs C L Foster Mr G W Foster Mr R J Foster Mrs J B Foster	2 Lancaster Place, Evans Head	Lot 9 Sec 50 DP 253218	Section 96 Modification - Deck Extension	13/03/2017	\$ -
DA2017/0159	Professional Planning Group	Mr L M Anderson Mrs A M Anderson	10 Dixon Place, North Casino	Lot 21 DP 1132283	Dwelling	23/03/2017	\$ 290,640.00
DA2017/0161	B Bultitude HJ Bultitude	Mrs S M Fraser Mr R G Fraser	6 Caddie Place, Casino	Lot 123 DP 805889	Dwelling Extensions with attached carport and retaining wall	14/03/2017	\$ 107,000.00
DA2017/0163	Hayes Building Consultancy	Ms A M Smith	30 Heath Street, Evans Head	Lot 1 Sec 15 DP 758403	Inground Fibreglass Swimming Pool and Associated Fencing	23/03/2017	\$ 35,000.00
DA2017/0164	Equity Home Builders	Mrs L M Ryan	97 Musgraves Road, North Casino	Lot 31 DP 1221808	Dwelling with attached double garage	15/03/2017	\$ 444,028.00
DA2017/0165	Atlas Awnings	Mr I G Drinkwater Mrs J L Drinkwater	53 Cherry Street, Evans Head	Lot 17 DP 727468	Patio Cover	27/03/2017	\$ 17,977.00
DA2017/0166	Peter Derrick Building	Bulgarr Ngaru Medical Aboriginal Corporation	153 Canterbury Street, Casino	Lot 1 DP 1203972	Awning Addition to Medical Centre	30/03/2017	\$ 15,400.00
DA2017/0167	PS Waters CM Martin	Mr P S Waters Mrs C M Martin	203 Centre Street, Casino	Lot C DP 360471	Above Ground Swimming Pool	22/03/2017	\$ 8,875.00

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 GENERAL MANAGER'S ANNUAL PERFORMANCE REVIEW FOR PERIOD ENDING FEBRUARY 2017

Reason for Confidentiality

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

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

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

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

RECOMMENDATION

Recommended that:

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

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

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

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

The Chairman called for verbal representations from the gallery.

There were no representations from the gallery.

180417/ 11 RESOLVED (Cr Morrissey/Cr Hayes)

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, Cr Lyons, Cr Mustow

The General Manager, having previously declared an interest in Item 18.1, together with the Chief Operating Officer, Director Infrastructure and Environment and Principal Accountant retired from the meeting at this stage, the time being 5.35pm.

Council closed its meeting at 5.35pm. The public and media left the Chamber.

The Open Council Meeting resumed at 5.38pm.

The General Manager, Chief Operating Officer, Director Infrastructure and Environment and Principal Accountant returned to the meeting at this stage, having been absent during the Closed Council session.

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 Mayor.

18.1 GENERAL MANAGER'S ANNUAL PERFORMANCE REVIEW FOR PERIOD ENDING FEBRUARY 2017

That:

1. A discretionary increase (in addition to the Statutory and Other Offices Remuneration Tribunal increase) as set out in the report be applied to the General Manager's Total Remuneration Package (TRP) being warranted due to his results for the period and overall performance being assessed as better than satisfactory.
2. The increase be applied effective from 16 February 2017.
3. The Mayor and General Manager develop a draft performance agreement for review and adoption by all Councillors.

The Meeting closed at 5.39pm.

CONFIRMED - 16 May 2017

CHAIRMAN