

Richmond
Valley
Council



Minutes

Ordinary Meeting

Tuesday, 18 July 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 JULY 2017 AT 5.00 P.M.**

PRESENT

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

Angela Jones (Acting General Manager), Ryan Gaiter (Chief Financial Officer/ Manager Mid-Richmond) 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

Nil.

4 APOLOGIES

An apology was tendered on behalf of Cr Simpson.

180717/ 1 RESOLVED (Cr Morrissey/Cr Hayes)

That such apology be accepted and leave of absence granted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Simpson

5 MAYORAL MINUTE

Nil.

6 CONFIRMATION OF MINUTES

6.1 ORDINARY MEETING MINUTES - TUESDAY, 27 JUNE 2017

A copy of the Minutes of the Ordinary Meeting, held on Tuesday, 27 June 2017, was distributed with the Business Paper.

RECOMMENDATION

Recommended that the Minutes of the Ordinary Meeting, held on Tuesday, 27 June 2017, be taken as read and confirmed as a true record of proceedings.

180717/ 2 RESOLVED (Cr Humphrys/Cr Lyons)

That the Minutes of the Ordinary Meeting, held on Tuesday, 27 June 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 Simpson

7 MATTERS ARISING OUT OF THE MINUTES

7.1 ADOPTION OF COMMUNITY STRATEGIC PLANNING DOCUMENTS (ORDINARY MEETING ITEM 14.2 MINUTE 270617/6 - PAGES 12-16)

Cr Hayes enquired of the rate per load of a medium sized trailer.

The Chief Financial Officer advised the rate is \$67.00 for a medium sized trailer which is greater than 6 x 4 and up to and including 8 x 5.

7.2 CASINO TO ELTHAM RAIL TRAIL (ORDINARY MEETING - ITEM 14.5 MINUTE 270617/9 - PAGES 21-25)

The Mayor advised that he and the Deputy Mayor of Lismore City Council had received a ceremonial cheque on behalf of the Northern Rivers Rail Trail Association on 7 July at Eltham; a crowdfunding campaign had raised \$75,000 towards the project. These funds will support Lismore and Richmond Valley Councils' commitment to the Casino Lismore Eltham section of the rail trail. The Mayor also advised that on 17 July the State Government had announced funding of \$6.5 million towards the Murwillumbah to Crabbes Creek section of the rail trail project.

8 DECLARATION OF INTERESTS

Nil.

9 PETITIONS

Nil.

10 NOTICES OF MOTION

Nil.

11 MAYOR'S REPORT

11.1 MAYOR'S ATTENDANCES - 21 JUNE TO 7 JULY 2017

RECOMMENDATION

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

180717/ 3 RESOLVED (Cr Mustow/Cr Morrissey)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Simpson

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.

June 2017

- 21st Rous County Council meeting
- 22nd St Mary's Primary School - NAIDOC Week celebration
- 23rd Meeting with General Manager and resident
- 26th Northern NSW Local Community Engagement Advisory Council meeting Ballina

- 27th Ordinary Meeting
- 28th Citizenship Ceremony
- 28th Casino Christian School visit to Chambers
- 28th Lions Club 65th Changeover Dinner
- 29th 2017 Greater Casino Fun Run Launch
- 29th NAIDOC Day celebrations Lismore

July 2017

- 1st Rotary Casino - Annual Changeover Dinner
- 3rd Reconciliation Day Ceremony Casino
- 3rd Meeting with business group
- 4th Reconciliation Day Ceremony Coraki
- 5th Bentley Art Prize photo and morning tea
- 5th Reconciliation Day ceremony Evans Head
- 7th Evans Head Fishing Classic Official opening

12 DELEGATES' REPORTS

12.1 DELEGATES' REPORT SUBMITTED TO THE JULY 2017 ORDINARY MEETING

RECOMMENDATION

Recommended that the Delegates' Report be received and noted.

180717/ 4 RESOLVED (Cr Humphrys/Cr Mustow)

That the above recommendation be adopted.

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

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 21 June 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 21 June 2017.



Summary of main items of business for Rous County Council meeting 21 June 2017

1. Draft Integrated Planning and Reporting (IP&R) Framework and 2017/18 budget

Following public exhibition, Council adopted its Delivery program/Operational plan (incorporating the 2017/18 budget estimates) and 'Revenue' policy; endorsed the Business activity strategic plan; and received for information the Resourcing strategy.

The Chair moved a motion that the General Manager and his staff be thanked for their excellent work in developing the new Framework including development of a combined Delivery program/Operational plan and a sustainable budget that meets the requirements of our resourcing strategies within rate pegging.

Council's new IP&R framework is available on our website at www.rous.nsw.gov.au

2. Disability Inclusion Action Plan

Following public exhibition, Council resolved to adopt its first Disability Inclusion Action Plan.

A copy of the Plan is available on Council's website at www.rous.nsw.gov.au

3. Retail water customers' account assistance

Council received four applications for financial assistance in accordance with section 356(1) under Council's 'Retail water customers' account assistance' policy.

The 2016/17 financial year budget allocation for applications made in accordance with this policy is \$25,000. The total amount of financial assistance approved by Council on this occasion equates to \$4,418.25.

4. Finalisation of action: proclamation dissolving Far North Coast County Council (FNCCC)

The proclamation effecting the dissolution of FNCCC contains a provision governing transfer of assets, rights and liabilities of the county. Negotiations with Kyogle and Tweed Shire Councils resulted in agreement to a financial settlement in full and final satisfaction of clause 6(1)(a) of the proclamation.

Council determined the settlement of the dissolution of FNCCC as agreed with Kyogle Council for the amount of \$85,801.38 and Tweed Shire Council for the amount of \$117,571.28.

RCC Council meeting summary 21 June 2017

5. 'Asset management' policy (revised)

The 'Asset management' policy captures Council's core objectives for managing assets with those objectives being reflected in the Asset Management Plan. This policy is a key supporting element in Council's IP&R documentation, in particular the Asset management strategy and plan component of the Resourcing strategy.

The changes made to the policy were minor in nature only seeking to enhance the current policy position with respect to asset management.

Council adopted the revised policy as presented.

6. 'Asset capitalisation' policy (revised)

The 'Asset capitalisation' policy determines the asset classes which group assets of a similar nature and set a monetary threshold value by asset class for the capitalisation of non-current assets. Prior to restructure of the three Counties, Rous County Council, the former Richmond River County Council and Far North Coast County Council each had an 'Asset capitalisation' policy. The revised policy rationalises the policies into one.

Council adopted the revised policy as presented.

7. Information reports**i). Investments May 2017**

This report outlined all of Council's investments and borrowings for May 2017 which totalled \$30,796,600. This was a decrease of \$922,749 compared to the April 2017 figure. This is primarily due to three loan repayments processed at the end of May. The weighted average return on funds invested for the month of May was 2.65%, an increase of 3 basis points.

ii). Water production and usage May 2017

Total consumption by constituent councils in May decreased when compared to the same period last year. Rocky Creek Dam received 95mm of rainfall in May and remains below full capacity, currently 98.71%. Daily source usage during May averaged 27.614ML. This is a decrease from the April 2017 daily average of 30.583ML.

iii). Reconciliation Action Plan (RAP) Advisory Group

In August 2013 Council resolved that a RAP be developed in conjunction with relevant Aboriginal stakeholders. In August 2015 an internal RAP working group was formed. The group developed a draft RAP focussing on areas where Council could best influence positive changes for reconciliation.

The RAP 2016/17 was adopted by Council in June 2016, and has since been endorsed by Reconciliation Australia.

Council received for information the notes of the RAP Advisory Group meeting for February (inaugural) and May 2017.

RCC Council meeting summary 21 June 2017

iv). Emigrant Creek Dam (ECD) rock anchors – safety assessment and remediation

In 2001, eighteen post-tensioned rock-anchors were installed on the concrete gravity spillway sections of ECD. This was done as part of dam safety upgrade works to allow the spillway to safely pass a Probable Maximum Flood (PMF). Residual load monitoring of the anchors was carried out in 2003, with results reported as satisfactory, and repairs to several of the anchors was undertaken in late 2004 to attempt to stop seepage that continued to be present around the anchor heads post-construction.

Council continues to improve its understanding and mitigation of the risks associated with the corrosion of the ECD rock anchors. Work is being undertaken to allow staff to assess the dam safety risk at any time during a flood event. Further, as a result of the assessment of the options for replacement or remediation of the anchors, remediation of one of the anchors will be undertaken in late 2017 with the remainder to follow pending a successful outcome of the trial case.

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

180717/ 5 RESOLVED (Cr Morrissey/Cr Humphrys)

That Item 14.3 be determined without debate.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Simpson

14 MATTERS FOR DETERMINATION

14.1 CASINO DRILL HALL PRECINCT MASTERPLAN**Responsible Officer:**

Andrew Leach (Manager Asset Planning)

RECOMMENDATION

Recommended that Council adopt the Masterplan of the Casino Drill Hall, Amphitheatre and Riverside Precinct as presented at this meeting.

180717/ 6 RESOLVED (Cr Morrissey/Cr Humphrys)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Simpson

Executive Summary

Council, in conjunction with Chris Pritchett and Associates Consulting and through various community forums, have prepared a Draft Masterplan for adoption of the Casino Drill Hall, Amphitheatre and Riverside Precinct. The ideals of the Masterplan include the renewal of toilet infrastructure, a Visitor Information Centre adjacent to the Drill Hall, and a defined paved walk connecting the Drill Hall site to the river where an observation deck will allow vistas of the Richmond River. Included in the site is an amphitheatre for outdoor entertainment. The plan once adopted will provide strategic direction of development of the Drill Hall site in to the future and allow Council to pursue funding to assist with these works.

Community Strategic Plan Links

Connecting People and Places – Fresh and Vibrant Community – Providing and maintaining key amenities and open spaces which service the needs of the Richmond Valley's diverse community.

Budget Implications

Council currently has \$1,464,000 committed to the Drill Hall site, which includes \$500,000 commitment from the Federal Government for works dedicated to the construction of the amphitheatre and associated infrastructure. Council Officers will continue to explore and pursue any available grant funding deemed appropriate to complete works described in the Final Masterplan.

Report

Following extensive community consultation within the Casino area, a Final Draft Masterplan has been prepared to present to Council for adoption. This plan will form the basis of the redevelopment of the Casino Drill Hall site, Coronation Park and the associated parklands.

Earlier workshops, a public forum, and a public exhibition period of 28 days allowed submissions to be lodged with Council. The final draft has been prepared which takes into account feedback from Councillors and the community. A summary table of submissions has also been prepared. Copies of the draft Masterplan and summary of submissions have been circulated to each Councillor.

Consultation

Council has undertaken extensive community consultation regarding the Drill Hall site at various forums in October 2015, including a specially convened meeting at the Casino Community Centre, as well as a forum at the Casino Civic Hall centring on signature projects within Richmond Valley Council. This information has been used as the foundation for the concepts presented in the Draft Masterplan. The Draft Masterplan was displayed for public consultation for a period of 28 days, and the feedback gathered during this period was considered in compiling this Final Draft Masterplan for Council adoption.

Conclusion

The draft plan is recognised as strategic; it identifies and documents the various conceptual design elements across the site. These concepts may change in detail, if need be, as the technical drawings are developed, this allows flexibility within this adopted plan while the overall theme remains consistent.

14.2 MONTHLY BUDGET ADJUSTMENTS - JUNE 2017**Responsible Officer:**Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond)

RECOMMENDATION

Recommended that:

1. Council approve the proposed budget adjustments for the month of June 2017.
2. Council approve carry over works from 2016/2017 to be added to the original budget for 2017/2018.
3. Council note the revised budget position as at 30 June 2017.

180717/ 7 RESOLVED (Cr Hayes/Cr Cornish)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Simpson

Executive Summary

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

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

This report details the proposed adjustments to the 2016/2017 budget, which are predominately to request carry over of funds into the 2017/2018 budget. Carry over works represent those projects that were not completed in the previous financial year, being 2016/2017. This occurs on an annual basis and can be due to a number of factors including weather, timing of grant funding, savings in completion of projects and other reasons. The current proposed carry over works from 2016/2017 total \$1,982,179. This includes \$191,885 in operating expenditure and \$1,790,294 in capital expenditure.

Council's annual Financial Statements are being prepared for audit and as such, the amount of carry over works are still subject to change. Any changes will be included in the next Monthly Budget Adjustments Report once unexpended grants and final reserve balances are determined.

In summary, the proposed changes will have no impact on the projected budget surplus of \$100,005 for 2016/2017.

The report provides further details of the proposed adjustments to the 2016/2017 budget for the month of June 2017, along with the adjustments to the 2017/2018 budget.

Community Strategic Plan Links

Making Council Great – Leading and Advocating for our Community – Council will model effective leadership through transparent decision making.

Budget Implications

As detailed in the report.

Report

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

Removal of Existing Projects from the Budget

The following projects are requested to be carried over to the 2017/2018 year. Along with projects being completed under budget, recent weather conditions have also impeded planned works for the last quarter of the financial year, which has resulted in a large number of carry over requests. In total, it is requested that \$191,885 in operating expenditure and \$1,790,294 in capital expenditure being carried over into the 2017/2018 budget.

Project Description	Reason for Adjustment	Current Budget 2016/2017	Revised Budget 2016/2017	Proposed Adjustment/ Carry Forward	Actual YTD
Operating Expenditure					
Flying Fox Colony Site Works & Revegetation	Works unable to be completed due to recent weather conditions. Request to be carried over to 2017/2018.	20,000	11,459	(8,541)	11,459
Waste - Recycling Education Program BWRP (Grant)	Request to carry over surplus funds to 2017/2018.	9,864	9,203	(661)	6,120
Waste - Recycling Educator (BWRP)	Request to carry over surplus funds to 2017/2018.	90,303	54,057	(36,246)	54,057
Waste - Business Organics (BWRP)	Request to carry over funds to 2017/2018.	25,000	0	(25,000)	0

Project Description	Reason for Adjustment	Current Budget 2016/2017	Revised Budget 2016/2017	Proposed Adjustment/ Carry Forward	Actual YTD
Waste - Expand E-Waste Recovery (BWRF)	Works not commenced. Request to be carried over to 2017/2018.	10,000	0	(10,000)	0
Future Towns Program - Casino (Grant Funding)	Works for this grant were not able to be completed. Request to be carried over to the 2017/2018 as approved by funding body.	50,000	30,000	(20,000)	30,000
Future Towns Program - Coraki (Grant Funding)	Works for this grant were not able to be completed. Request to be carried over to the 2017/2018 as approved by funding body.	50,000	30,000	(20,000)	30,000
Sealed Rural Local Ops - Bridge Maintenance - Inspections	Request to carry over funds towards road & bridge network inspections in 2017/2018.	18,897	0	(18,897)	0
Sealed Rural Local Ops - Bridge Maintenance - Timber Bridges	Request to carry over funds towards road & bridge network inspections in 2017/2018.	12,959	1,962	(10,997)	1,962
Unsealed Rural Local Ops - Bridge Maintenance - Timber Bridges	Request to carry over funds towards road & bridge network inspections in 2017/2018.	10,627	1,488	(9,139)	1,488
Unsealed Rural Local Ops - Bridge Maintenance - Inspections	Request to carry over funds towards road & bridge network inspections in 2017/2018.	15,774	0	(15,774)	0
Salty Lagoon Rehabilitation	Works not completed. Request to carry over funding into 2017/2018 to cover completion of 2016/2017 Annual Report and 5 year evaluation.	150,000	133,370	(16,630)	76,704
Capital Expenditure					
Waste - Hooklift Skips	Works not commenced. Request to be carried over to 2017/2018.	55,000	0	(55,000)	0
Waste - Mobile Garbage Bins	Works underway however unable to be completed this year. Request to be carried over to 2017/2018.	62,000	0	(62,000)	0
Waste - Recycling Bins 360L BWRF (Grant)	Works underway however unable to be completed this year.	24,998	0	(24,998)	0

Project Description	Reason for Adjustment	Current Budget 2016/2017	Revised Budget 2016/2017	Proposed Adjustment/ Carry Forward	Actual YTD
	Request to be carried over to 2017/2018.				
Waste - Resource Recovery Collection Skips (BWRf)	Works not commenced. Request to be carried over to 2017/2018.	31,197	0	(31,197)	0
Waste - Tip Shop Facility (Grant)	Works not commenced. Request to be carried over to 2017/2018.	25,526	0	(25,526)	0
Waste - Nammoona Capping Plan Cells 1-4	Works unable to be completed this year. Request to be carried over to 2017/2018.	20,000	0	(20,000)	0
Waste - Nammoona - Electrical Upgrade Contribution	Works not commenced. Request to be carried over to 2017/2018.	10,000	0	(10,000)	0
Waste - Nammoona - Leachate Irrigation System	Works not commenced. Request to be carried over to 2017/2018.	3,000	0	(3,000)	0
Waste - Nammoona - Car Impound Yard	Works not commenced. Request to be carried over to 2017/2018.	50,000	0	(50,000)	0
Waste - Nammoona - Cell 6 Planning	Works unable to be completed this year. Request for remaining funds to be carried over to 2017/2018.	50,000	16,608	(33,392)	16,608
Waste - Nammoona - Public Place Recycling Street Bins BWRf (Grant)	Works unable to be completed this year. Request for remaining funds to be carried over to 2017/2018.	30,000	3,032	(26,968)	3,032
Waste - Nammoona - Signage	Works unable to be completed this year. Request for remaining funds to be carried over to 2017/2018.	10,000	4,244	(5,756)	3,679
Fire Control - Brigade Amenities (Portable Toilets)	Works unable to commence this year. Request to be carried over to 2017/2018.	80,000	0	(80,000)	0
Cultural & Art Facilities RSV 14/15	Works unable to be completed this year. Request for remaining funds to be carried over to 2017/2018.	15,000	1,780	(13,220)	0
QE Park - Boundary Fence	Works unable to be completed this year. Request for remaining funds to be carried over to 2017/2018.	30,000	26,364	(3,636)	26,364
Evans Head	Works commenced.	492,604	3,650	(488,954)	3,650

Project Description	Reason for Adjustment	Current Budget 2016/2017	Revised Budget 2016/2017	Proposed Adjustment/ Carry Forward	Actual YTD
Tennis Court Relocation	Request to carry over remaining funds to complete the project in 2017/2018.				
Evans Stan Payne - Shade for Playground	Works unable to commence this year. Awaiting quotations. Request to be carried over to 2017/2018.	30,000	0	(30,000)	0
Casino Drill Hall Amphitheatre & Riverside Precinct	Works commenced. Request to carry over remaining funds to complete the project in 2017/2018.	107,366	50,382	(56,984)	50,382
McCracken Park Playground	Works commenced. Request to carry over remaining funds to complete the project in 2017/2018.	45,000	40,882	(4,118)	40,882
Woodburn Riverside Precinct	Works commenced. Request to carry over remaining funds to complete the project in 2017/2018.	50,000	42,000	(8,000)	42,000
Parks - Playground Replacement RSV 14/15	Works unable to commence due to recent weather conditions. Request to be carried over to 2017/2018 to fund rubber soft fall at Broadwater Playground & Crawford Square.	20,000	0	(20,000)	0
Casino Cemetery Concrete Strips	Works unable to be completed due to recent weather conditions. Request for remaining funds to be carried over to 2017/2018.	10,000	7,091	(2,909)	7,091
Casino Cemetery Memorial Gardens	Works unable to be completed due to recent weather conditions. Request for remaining funds to be carried over to 2017/2018.	20,000	11,717	(8,283)	11,717
Casino Cemetery Earthworks	Works unable to be completed due to recent weather conditions. Request for remaining funds to be carried over to 2017/2018.	12,036	3,435	(8,601)	1,895
Casino Cemetery Infrastructure	Works unable to be completed due to recent weather	20,000	4,927	(15,073)	4,927

Project Description	Reason for Adjustment	Current Budget 2016/2017	Revised Budget 2016/2017	Proposed Adjustment/ Carry Forward	Actual YTD
	conditions. Request for remaining funds to be carried over to 2017/2018.				
Casino West Cemetery Infrastructure	Works unable to be completed due to recent weather conditions. Request for remaining funds to be carried over to 2017/2018.	10,000	1,694	(8,306)	1,694
Coraki Cemetery Infrastructure	Works unable to be completed due to recent weather conditions. Request for remaining funds to be carried over to 2017/2018.	10,000	4,091	(5,909)	4,091
Public Toilets Sharps Disposal	Works unable to be completed. Request for remaining funds to be carried over to 2017/2018.	5,000	3,233	(1,767)	3,233
Town Entry Trees	Works unable to be completed due to recent weather conditions. Request for remaining funds to be carried over to 2017/2018.	75,000	44,738	(30,262)	44,738
Unsealed Bridge - RTR Rambaldinis Bridge	Works unable to be completed this year. Request for remaining funds to be carried over to 2017/2018.	440,000	25,960	(414,040)	25,960
Evans Head Office Modifications	Works unable to be completed this year. Request to be carried over to 2017/2018.	30,000	8,884	(21,116)	8,884
Casino Depot - Renewals	Request to be carried over to 2017/2018 to fund Casino Workshop Extension.	20,000	600	(19,400)	600
Casino Depot - Pavement Rehab & Sealing	Works completed. Surplus funds requested to be carried over to 2017/2018 to fund Casino Workshop Office extension.	70,000	26,000	(44,000)	25,884
Evans Head Depot - Building Corrosion Repairs	Works unable to be completed this year. Request to be carried over to 2017/2018.	30,000	2,121	(27,879)	2,121
Coraki Depot - Site Works	After initial quotes, it was determined works are able to be completed internally	100,000	0	(100,000)	0

Project Description	Reason for Adjustment	Current Budget 2016/2017	Revised Budget 2016/2017	Proposed Adjustment/ Carry Forward	Actual YTD
	however there is no capacity to complete this year. Request to be carried over to 2017/2018.				
Casino Depot - Washdown Bay Awning	Works unable to commence this year. Request to be carried over to 2017/2018.	30,000	0	(30,000)	0

Reallocation of Funds between Projects

Primex Event Funding

It is proposed that unspent funds of \$25,000 in Economic Development Growth Plans be allocated towards funding the Primex Field Day as per Council's Funding Agreement.

Key Consolidation – Casino Showground

It is proposed to allocate funds of \$3,888 under the Parks Key Audit program towards the Casino Showground Key Consolidation to replace locks and keys to the restricted system.

Rappville Oval – Announcers Box

Additional funds of \$2,750 are required to complete the Rappville Oval announcers box due to changes to the steps and landing framework. This is proposed to be allocated from surplus funds from the Casino Showground Campdraft Shelters & Amenities project.

Project Description	Reason for Adjustment	Current Budget 2016/2017	Proposed Adjustment	Revised Budget 2016/2017
Economic Development - Growth Plans	Reallocate funds towards contribution for Primex Event.	40,000	(25,000)	15,000
Events - Primex	Contribution as per funding agreement	0	25,000	25,000
Parks Other - Key Audit	Allocation of funds to specific project	3,888	(3,888)	0
Casino Showground Key Consolidation	Replacement of locks and keys to restricted system	5,000	3,888	8,888
Casino Showground - Campdraft Shelters & Amenities	Project completed with surplus funds being allocated to Rappville Oval Announcers Box	13,462	(2,750)	10,712
Rappville Oval - Announcers Box	Additional funds required due to changes to steps and landing framework.	5,000	2,750	7,750

Addition of New Projects

There are no additional projects for the month of June.

Revised Budget Position

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

Decreases to Expenses from Continued Operations include carry over works of \$191,885 along with the reallocation of funds of \$3,888 to capital expenditure for the key consolidation project at Casino Showground.

Decreases to Capital Expenditure of \$1,786,406 are due to carry over works of \$1,790,294 offset by the addition of \$3,888 from operating expenditure towards key consolidation as mentioned above.

Increases in Restricted Funds of \$1,982,179 are due to carry over works.

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

2016/2017 Budget Adjustments	Revised Budget 31-May-17	Recommended Changes for Council Resolution	Projected Year End Result 2016/2017
Income from Continuing Operations	58,665,117	0	58,665,117
Expenses from Continued Operations	55,492,703	(195,773)	55,296,930
Operating Result from Continuing Operations	3,172,414	195,948	3,368,187
Add: Non-Cash Expenses	12,747,045	0	12,747,045
Add: Non-Operating Funds Employed	3,778,300	0	3,778,300
Less: Capital Expenditure	15,332,953	(1,786,406)	13,546,547
Less: Loan Repayments	1,850,414	0	1,850,414
Estimated Funding Result - Surplus/(Deficit)	2,514,392	1,982,179	4,496,571
Restricted Funds – Increase/(Decrease)	2,414,387	1,982,179	4,396,566
Working Funds – Increase/(Decrease)	100,005	0	100,005

In addition, the effect on the 2017/2018 financial year of the proposed carry over works are summarised in the table below:

2017/2018 Budget Adjustments	Original Budget 1-Jul-17	Recommended Changes for Council Resolution	Projected Year End Result 2017/2018
Income from Continuing Operations	59,750,110	0	59,750,110
Expenses from Continued Operations	55,258,881	195,773	55,454,654
Operating Result from Continuing Operations	4,491,229	(195,773)	4,295,456
Add: Non-Cash Expenses	14,040,489	0	14,040,489
Add: Non-Operating Funds Employed	5,084,481	0	5,084,481
Less: Capital Expenditure	25,001,908	1,786,406	26,788,314
Less: Loan Repayments	2,067,243	0	2,067,243
Estimated Funding Result - Surplus/(Deficit)	(3,452,952)	(1,982,179)	(5,435,131)

2017/2018 Budget Adjustments	Original Budget 1-Jul-17	Recommended Changes for Council Resolution	Projected Year End Result 2017/2018
Restricted Funds – Increase/(Decrease)	(3,567,083)	(1,982,179)	(5,549,262)
Working Funds – Increase/(Decrease)	114,131	0	114,131

Conclusion

The report details the proposed budget adjustments for the month of June 2017, along with the proposed carry overs to the 2017/2018 year. There is no impact on the projected unrestricted cash budget surplus of \$100,005 for 2016/2017. The proposed carry overs also have no effect on the projected unrestricted cash budget surplus of \$114,131 for 2017/2018.

14.3 FINANCIAL ANALYSIS REPORT - JUNE 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 June 2017.

180717/ 8 RESOLVED (Cr Morrissey/Cr Humphrys)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Simpson

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 June 2017 is shown below:

Period	Investment Portfolio
30 June 2017	\$37,950,722.96

The rate of return on Council's investments for June 2017 was 2.55% which is above the 90 Day Bank Bill Index of 1.71%.

Community Strategic Plan Links

Making Council Great – Leading and Advocating for our Community – Council will model effective leadership through transparent decision making.

Budget Implications

As at 30 June 2017, Council had earned \$386,733.01 in interest and \$401,300.45 in fair value gains for total investment revenue of \$788,033.46 against a budget of \$878,540.00 (which equates to 89.70%).

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 June 2017 meeting therefore the cash rate in Australia remained at 1.50% per annum as at 30 June 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 \$18,000,000.00 representing 47.43% of the total portfolio as at 30 June 2017. Council made eight new term deposits for the period; two of which were with Greater Bank, two were with IMB Ltd, one was with Members Equity Bank, one was with Newcastle Permanent Building Society and two were with Westpac. Of these financial institutions, only Westpac supports the fossil fuel industry. These term deposits were chosen as they offered the highest available returns after diversification principles were applied. Three 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 May 2017 to June 2017 from 2.53% to 2.55%.

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

Period	Hourglass Cash Facility Trust	Hourglass Strategic Cash Facility Trust
As at 30 June 2017	\$8,344,727.16	\$8,366,175.14

The value of Council's Investment Portfolio as at 30 June 2017 as well as our General Bank Accounts and Trust Funds is shown below:

Period	Investment Portfolio	Face Value	General Bank Accounts	Trust Funds
30 June 2017	\$37,950,722.96	\$37,239,820.66	\$685,924.40	\$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.

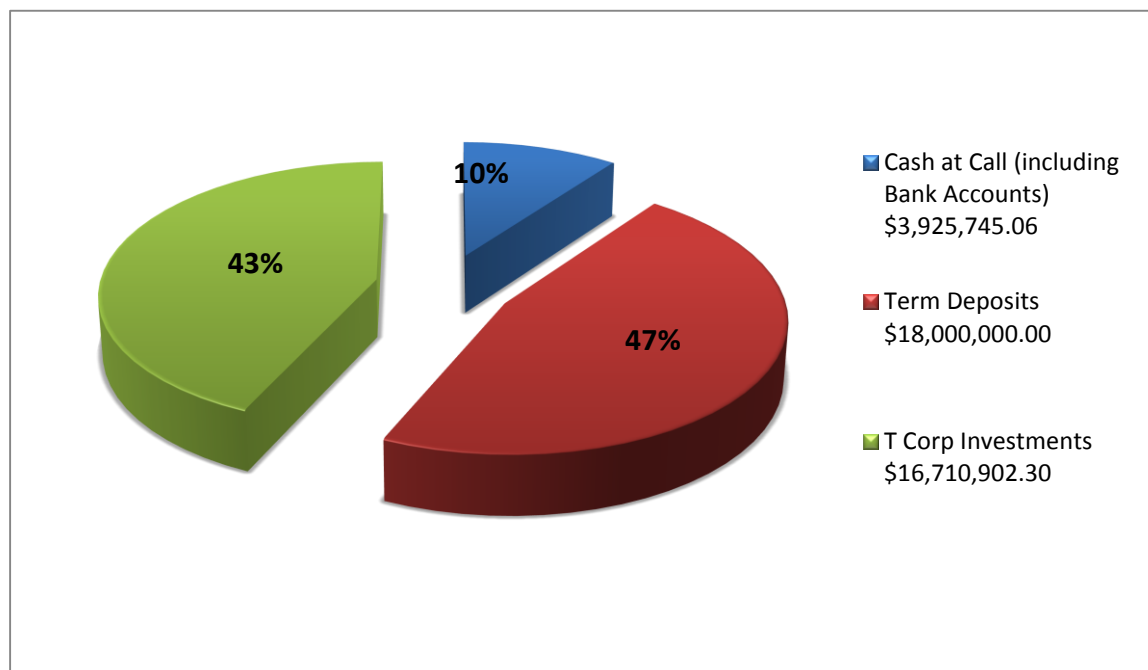
Conclusion

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.

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 June 2017:



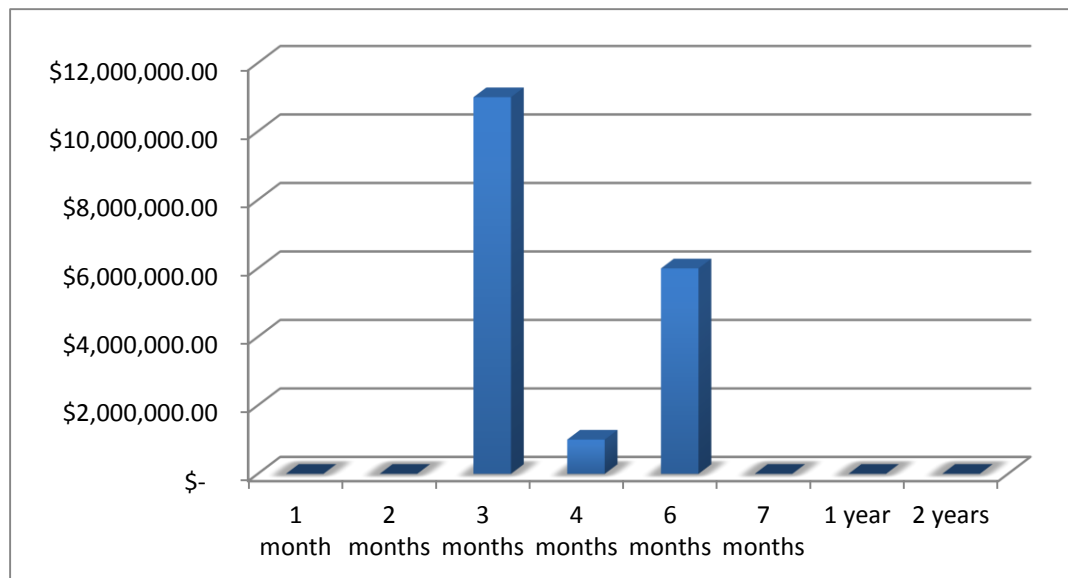
Council made eight new term deposit during the month of June 2017 as shown in the following table:

Financial Institution	Investment Amounts (\$)	Maturity Date	Investment Rate per annum (%)	Days Invested
IMB Ltd	1,000,000.00	31/08/2017	2.55	91
IMB Ltd	1,000,000.00	01/09/2017	2.68	91
Westpac	1,000,000.00	04/09/2017	2.65	91
Greater Bank	1,000,000.00	06/09/2017	2.65	91
Greater Bank	1,000,000.00	07/12/2017	2.86	181
Westpac	1,000,000.00	12/09/2017	2.67	92
Members Equity Bank	1,000,000.00	13/09/2017	2.54	91
Newcastle Permanent	1,000,000.00	13/09/2017	2.50	91

Total term deposit maturities during the month of June 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 (\$)
National Australia Bank	1,000,000.00	01/06/2017	2.53	6,307.67
Westpac	1,000,000.00	05/06/2017	2.64	6,581.92
Westpac	1,000,000.00	13/06/2017	2.63	6,556.99

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



RICHMOND VALLEY COUNCIL FINANCIAL ANALYSIS REPORT AT 30 JUNE 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	3,239,820.66	30/06/2017	8.54%	No	
Total Cash at Call										3,239,820.66		8.54%		
<u>Term Deposits</u>														
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	30/06/2017	2.63%	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	30/06/2017	2.63%	Part	
Term Deposit	Beyond Bank	Term Deposit	A2/BBB+	3/04/2017	6/07/2017	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	30/06/2017	2.63%	Part	
Term Deposit	Members Equity Bank	Term Deposit	A2/BBB	9/05/2017	8/08/2017	Fixed for Term	Maturity	0.21%	N/A	1,000,000.00	30/06/2017	2.63%	Part	
Term Deposit	Beyond Bank	Term Deposit	A2/BBB+	29/05/2017	28/08/2017	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	30/06/2017	2.63%	Part	
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	30/06/2017	2.63%	Part	
Term Deposit	Newcastle Permanent	Term Deposit	A2/BBB	30/05/2017	7/09/2017	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	30/06/2017	2.63%	Part	
Term Deposit	Bank Australia	Term Deposit	A2/BBB	30/05/2017	27/09/2017	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	30/06/2017	2.63%	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	30/06/2017	2.63%	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	30/06/2017	2.63%	Part	
Term Deposit	IMB Ltd	Term Deposit	A2/BBB	1/06/2017	31/08/2017	Fixed for Term	Maturity	0.21%	N/A	1,000,000.00	30/06/2017	2.63%	Part	
Term Deposit	IMB Ltd	Term Deposit	A2/BBB	2/06/2017	1/09/2017	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	30/06/2017	2.63%	Part	
Term Deposit	Westpac	Term Deposit	A1+/AA-	5/06/2017	4/09/2017	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	30/06/2017	2.63%	Part	
Term Deposit	Greater Bank	Term Deposit	A2/BBB	7/06/2017	6/09/2017	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	30/06/2017	2.63%	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	30/06/2017	2.63%	Part	
Term Deposit	Westpac	Term Deposit	A1+/AA-	13/06/2017	12/09/2017	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	30/06/2017	2.63%	Part	
Term Deposit	Members Equity Bank	Term Deposit	A2/BBB	14/06/2017	13/09/2017	Fixed for Term	Maturity	0.21%	N/A	1,000,000.00	30/06/2017	2.63%	Part	
Term Deposit	Newcastle Permanent	Term Deposit	A2/BBB	14/06/2017	13/09/2017	Fixed for Term	Maturity	0.21%	N/A	1,000,000.00	30/06/2017	2.63%	Part	
Total Term Deposits										18,000,000.00		47.43%		
<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	0.19%	8,000,000.00	8,344,727.16	30/06/2017	21.99%		
Strategic Cash Facility Trust	NSW Treasury Corporation	Trust	Various	N/A			Monthly	0.20%	8,000,000.00	8,366,175.14	30/06/2017	22.04%		
Total Fixed Interest Securities										16,000,000.00	16,710,902.30		44.03%	
Total Investment Portfolio at Face Value									37,239,820.66					
Total Investment Portfolio at Fair Value										37,950,722.96				
<u>Bank Accounts</u>														
Account Name	Balance \$ 30-Jun-17													
General Fund Bank Account	673,633.10													
Trust Fund Bank Account	120,994.55													
NAB Cheque Account	-20.00													
Evans Head Memorial Areodrome Fund	12,311.30													
Total	806,918.95													
Overall Average Interest Rate for month - Portfolio									0.21%					
Total Bank Account Portfolio										806,918.95				
Total Portfolio										38,757,641.91				

14.4 REVIEW OF COUNCIL POLICY - INVESTMENTS POLICY**Responsible Officer:**Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond)

RECOMMENDATION

Recommended that Council adopt the revised Investments Policy.

180717/ 9 RESOLVED (Cr Mustow/Cr Morrissey)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Simpson

Executive Summary

In previous years, substantial changes and updates have been made to Council's Investment Policy making it a reliable and up to date document. A full review of Council's Policy has been undertaken again this year which has resulted in the following changes/recommendations:

1. The minimum holding percentages for Council's Treasury Corporation investments have been lowered from 20% to 10% in order to allow Council staff more flexibility when making investment decisions.
2. Changes have been made to the name of Council's Treasury Corporation investments in line with an alteration during the financial year. The TCorp Cash Facility is now known as TCorpIM Cash Facility and the TCorp Strategic Cash Facility is now known as TCorpIM Strategic Cash Facility.
3. Review the policies annually and report to Council.

Community Strategic Plan Links

Making Council Great – Leading and Advocating for our Community – Council will model effective leadership through transparent decision making.

Budget Implications

With little movement on interest rate yields for term deposits and slightly less than expected short term returns on Treasury Corporation investments, it is believed that adding more flexibility to Council's Investments Policy will enable Council to improve its interest on investment earnings.

Report

Council has taken a conservative approach to investments since the Global Financial Crisis (GFC) of 2007/2008 which is consistent with the industry wide response to the impact of the GFC and the tightening of the Ministerial Investment Order. Due to the weakened economy and low cash rate set by the Reserve Bank over the last few years, interest rates on current term deposits have remained at around 2.50 to 2.90%. This has resulted in other investment options becoming important for Council in the long term.

Investment Options

Council's approved Long Term Financial Plan 2018/27 forecasts that funds available for investment for that period will be in the range of \$26 to \$69 million. This provides the ability to invest funds for longer periods of time.

Local councils are required under the *Local Government Act 1993* to limit investments to those outlined in the Ministerial Order on investments. The types of investments allowed are:

- any public funds or securities issued by or guaranteed by the Commonwealth, any State of the Commonwealth or a Territory,
- any debentures or securities issued by a Council,
- interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit-taking institution (excluding subordinated debt obligations),
- any bill of exchange with a maturity date of less than 200 days; and if purchased for value confers on the holder in due course, a right of recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority (APRA),
- a deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass Investment facility of the New South Wales Treasury Corporation.

For Council to achieve its goal of maintaining capital while achieving higher returns, the portfolio would need to include investments outside of normal banking institution term deposits as well as utilising investments that require longer terms.

While investments exist that can potentially achieve this goal, it must be noted that in doing so Council will increase its exposure to downturns in the market, increasing short term risk of capital losses.

Investment Performance

Council's investment performance for the last four years is set out in the table below:

Year	Average Portfolio	Interest Revenue	Variance from Previous Year
2014	\$26,360,424.61	\$897,260.03	(\$253,025.17)
2015	\$26,425,370.42	\$764,523.61	(\$132,736.42)
2016	\$30,723,471.26	\$793,330.93 (includes TCorp fair value gains)	\$28,807.32
2017	\$33,115,506.73	\$788,033.46 (includes TCorp fair value gains)	(\$5,297.47)
2018 (estimated)	\$34,370,836.48	\$873,396.00	\$85,362.54

TCorp Hour-Glass Investments

Council has maintained its investments with TCorp over the past financial year with the objective of attaining higher yields than those offered by term deposits in the long term.

The performance of these investments over the financial year has improved upon the previous year with the funds achieving the following returns:

- Cash Facility Trust – 2.36%
- Strategic Facility Trust – 2.57%

These funds are subject to fluctuations in value and have still performed well over a longer term (as indicated below). These investments should attract even greater returns in future years:

- Cash Facility Trust
3 year return of 2.53% p.a.
5 year return of 2.84% p.a.
- Strategic Cash Facility Trust
3 year return of 2.68% p.a.
5 year return of 3.08% p.a.

While the TCorp Medium and Long Term Growth Facilities have performed significantly better, they have a higher risk profile and require a longer-term investment of at least three and seven years. It should also be noted that at this time, no NSW councils are known to have invested in these growth facilities. It is not recommended Council consider these products due to their reduced liquidity and higher risk.

Financial Advisors

Council no longer has a contracted investment advisor although this service is available to Council on a needs basis if necessary.

Investment Holdings

Council's Investments Policy has been amended slightly so that Council can broaden its investments as set out in the following table:

Investment Class	Minimum Holding (%)	Maximum Holding (%)
Cash	10	30
Bank Term Deposits	20	90
TCorpIM Cash Facility	10	40
TCorpIM Strategic Cash Facility	10	40

It is recommended that the minor changes to investment class holdings be approved.

Conclusion

A full review of Council's Investment Policy has been undertaken as required annually. Some minor revisions have been made to the Policy but the overall objective has remained the same. A copy of the revised Policy has been included with this report.



Council Policy

Policy Title: Investments
Policy Number: 6.14
Focus Area: Governance and Process
Responsibility: Finance
Meeting Adopted:

OBJECTIVE

To provide a framework for investing Council's funds in order to maximise interest revenue from authorised investments, while having due consideration of risk and security of the investment; using the care, diligence and skill that a prudent person would exercise in investing Council funds.

POLICY

1. Legislative Requirements

All investments are to comply with the following:

- Section 625 of the *Local Government Act 1993*;
- Clause 212 of the *Local Government (General) Regulation 2005*;
- Ministerial Investment Order;
- Local Government Code of Accounting Practice and Financial Reporting;
- Australian Accounting Standards;
- Office of Local Government Circulars; and
- Section 14A(2), 14C(1) and (2) of the *Trustee Amendment (Discretionary Investments) Act 1997*.

2. Delegation of Authority

Authority for implementation of the Investments Policy is delegated by Council to the General Manager in accordance with the *Local Government Act 1993*. The General Manager delegates the day-to-day management of Council's Investments to the Chief Financial Officer/Manager Mid-Richmond, Financial Accountant, Management Accountant and Business Development Accountant. Officers' delegated authority to manage Council's investments shall be recorded and required to acknowledge they have received a copy of this Policy and understand their obligations in this role.

All new investments require at least two of the above staff to approve, and evidence of such is to be kept in the Investment Folders, maintained by the Financial Accountant. These documents should specify the amount of money invested, particulars of the security or form of investment made, the term of the investment and if appropriate the rate of interest to be paid and the amount of money that Council has earned.

3. Prudent Person Standard

Council officers should act with the duty of care, skill, prudence and diligence that a prudent person would exercise when investing and managing their own funds. As trustees of public monies, officers are to manage Council's investment portfolios to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.

4. Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the General Manager. Independent advisors are also required to declare that they have no actual or perceived conflicts of interest.

5. Approved Investments

Investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government are:

- (a) any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory;
- (b) any debentures or securities issued by a council (within the meaning of the Local Government Act 1993 (NSW));
- (c) interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit-taking institution (as defined in the Banking Act 1959 (Cwth)), but excluding subordinated debt obligations;
- (d) any bill of exchange which has a maturity date of not more than 200 days; and if purchased for value confers on the holder in due course a right of recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority;
- (e) a deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility of the New South Wales Treasury Corporation.

6. Prohibited Investments

In accordance with the Ministerial Investment Order, this Investment Policy prohibits but is not limited to any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cashflow;
- Stand alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind;

This Policy also prohibits the specific use of leveraging (borrowing to invest) of an investment. However, where loan funding is obtained for a specific project and there is a time lag between receiving the funds and final expenditure, funds may be invested in the short term.

7. Liquidity and Maturity

Surplus funds are determined by review of Council's "Daily Cashflow" spreadsheet, which forecasts known revenues and expected expenditures. It is revised each day by Council's Financial Accountant (a detailed procedure is included in the Financial Accountants Procedure Manual). As a rule of thumb a cash balance of approximately \$500,000 is to be maintained to cover emergency situations. Funds over and above this are considered surplus however a level of cash is to be held in a separate account to cover short term payment run demands. This account is chosen in order to attract interest at a higher rate than the general fund account and should be approximately \$5,000,000.00.

In the short term, the duration of investments will be determined by analysis of the "Daily Cashflow". For the longer term, cash requirements will be determined by Council's Long Term Financial Plan. In addition, the current market for interest rates must be taken into consideration and input from Council's financial advisors should be sought as to the longer-term outlook.

The minimum and maximum holding percentage for each investment class is as follows:

Investment Class	Minimum Holding (%)	Maximum Holding (%)
Cash	10	30
Bank Term Deposits	20	90
TCorplM Cash Facility	10	40
TCorplM Strategic Cash Facility	10	40

8. Risk Management Guidelines

Investments obtained are to be considered in light of the following criteria:

- Preservation of Capital – the requirement of preventing losses in an investment portfolio's total value (considering the time value of money);
- Diversification – setting limits to the amounts invested with a particular financial institution or government authority to reduce credit risk. A particular investment must not exceed 25% of the total investment portfolio except TCorp funds which can have a maximum holding of 40% in each fund;
- Credit risk – the risk that a council has invested in, fails to pay the interest and or repay the principal of an investment;
- Market risk – the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices;
- Liquidity risk – the risk an investor is unable to redeem the investment at a fair price within a timely period; and
- Maturity risk – the risk relating to the length of 'term to maturity' of the investment. The larger the term, the greater the length of exposure and risk to market volatilities.

9. Investment Advisor

Council no longer holds grandfathered investments such as Collateralised Debt Obligations (CDO's) and as such no longer has a contracted investment advisor.

TCorp does offer this service to Council although this is being used on a needs basis rather than a contracted monthly arrangement

10. Measurement

As Council no longer holds grandfathered investments such as Collateralised Debt Obligations (CDOs), the investment returns for the portfolio are easily identifiable. This measurement of the market value is to be assessed at least once a month to coincide with monthly reporting.

11. Benchmarking

Benchmarks are established to evaluate investment outcomes against objectives, and they must be easily measureable. The Bank Bill Reference Rate (BBSW) is used as Council's benchmark and is included in the Monthly Financial Analysis Report to Council, converted into a one month percentage.

All investments aim to at least match or perform in excess of the BBSW.

12. Reporting and Reviewing of Investments

Documentary evidence must be held for each investment and details thereof maintained in an investment register, and it must provide Council legal title to the investment, i.e. a financial instrument that clearly defines the contractual arrangement in regards to any investment needs to be provided to Council. It is imperative that this financial instrument states that the investment is held in the name of Council. The Investment Register must be reconciled to Council's financial records at least on a monthly basis.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as at 30 June each year and reconciled to the Investment Register.

A monthly Financial Analysis Report will be provided to Council, detailing the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value.

REVIEW

This policy will be reviewed at least once a year or as required in the event of legislative changes. Any amendment to the policy must be by way of Council resolution.

14.5 TENDER RVC765207 HIRED PLANT 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 plant hire services for the period 19 July 2017 to 30 June 2020.
2. The Common Seal of Council be affixed to any documentation, where required.

180717/ 10 RESOLVED (Cr Cornish/Cr Humphrys)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Simpson

Executive Summary

Council staff are continually looking for ways to operate more efficiently and effectively. In-line with this, having a panel of suppliers for continually used hire 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 Plant Hire Services Tender was advertised for various plant hire 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 19 July 2017 until 30 June 2020.

Thirty-two tenders in total were received. It is recommended that all thirty-two tenderers are appointed to the panel of providers.

Community Strategic Plan Links

Making Council Great – Great Support - Council will deliver professional and efficient internal services to support the organisation to become the best it can possibility be.

Budget Implications

Nil.

Report

Council builds and maintains roads, sewer and water facilities, storm water drainage systems, parks and playgrounds, community buildings, 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 plant hire categories up to \$149,999 (incl. GST).

Categories tendered include:

Bulldozer	Roller (Self Propelled double drum smooth)
Skid Steer Loader	Roller (Self Propelled single drum smooth)
Tracked Loader	Roller (Self Propelled rubber tyred)
Front End Loader	Roller (Self Propelled single drum padfoot)
Bobcat	Roller (Combination)
Backhoe	Tractor
Excavator (and excavator attachments)	Tractor & Slasher or Flail mower
Grader	Side Arm Mower
Chemical Spraying Unit	Tilt tray
Blower Patching System Truck ("Jetpatcher")	Low Loader
"Flowcon" Road Maintenance Truck	Street Sweeper
Skid Steer Loader with Profiler	Watercart
Mobile Crane	Pump out truck
Concrete Pump	72" Zero Turn Mowers (Side & Rear Throw)
Tipping Truck	Reach Arm Mower
Truck and Dog	Woodchippers
Truck and super dog	Stump Grinder
Other specialist plant e.g.; vacuum excavation trucks etc.	

Tenderers which will be included in Council's Panel for Hired Plant Services are as follows:

Advance Sweepers Pty Ltd	Martin Bros Earthmoving
Aqua Assets Pty Ltd	McGeary Bros Pty Ltd
Australian Construction Equipment	McLennan Earthmoving Pty Ltd
Charmaine Haynes	McNamara & Tierney Pty Ltd
Coates Hire Operations Pty Ltd	M J Smith Ground Preparation Pty Ltd
Compass Equipment Hire Pty Ltd	Newman's Quarry & Landscape Supplies Pty Ltd
Conlon Bros Earthmoving Pty Ltd	North Coast Fencing and Contractors Pty Ltd
Conplant Pty Ltd	Porter Plant
Dashebs Pty Ltd t/a North Coast Road Sweepers	Rollers Australia Pty Ltd
Ezyquip Hire Pty Ltd	Santin Earthmoving

Holmes Pty Ltd	Smith Plant (Lismore) Pty Ltd
Hunternet	Stabilcorp Pty Ltd
Kingsbrae Partnership Pty Ltd	THF Hire Services
Ledonne Constructions Pty Ltd	Todd Anderson
Lovett & Sons Pty Ltd	Tutt Bryant Equipment
Martack Pty Ltd	Valley Earthworks Pty Ltd

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 Support Officer and Coordinator Purchasing and Stores have been involved in the development of specifications and assessment criteria.

Contract Duration

The contract will run from 19 July 2017 to 30 June 2020. Council will advertise inclusion on the Hire Plant 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 dry hire rate and wet hire rate.

The following information was supplied by each tenderer to be included in the Council panel:

- Evidence that all staff for all trades intending to work on any Council or building site 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 made sure all tenderers submitted the required information.

Consultation

Consultation between all internal stake holders took place before the release of the tender document.

Conclusion

Council went to tender for a Panel of Suppliers for Plant Hire Services. Thirty-two tenders were received. It is recommended that all thirty-two tenderers be appointed to a panel to provide plant hire services. This panel will run for the period 19 July 2017 until 30 June 2020.

15 MATTERS FOR INFORMATION

RECOMMENDATION

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

180717/ 11 RESOLVED (Cr Humphrys/Cr Hayes)

That the above recommendation be adopted.

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

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

Responsible Officer:

Vaughan Macdonald (General Manager)

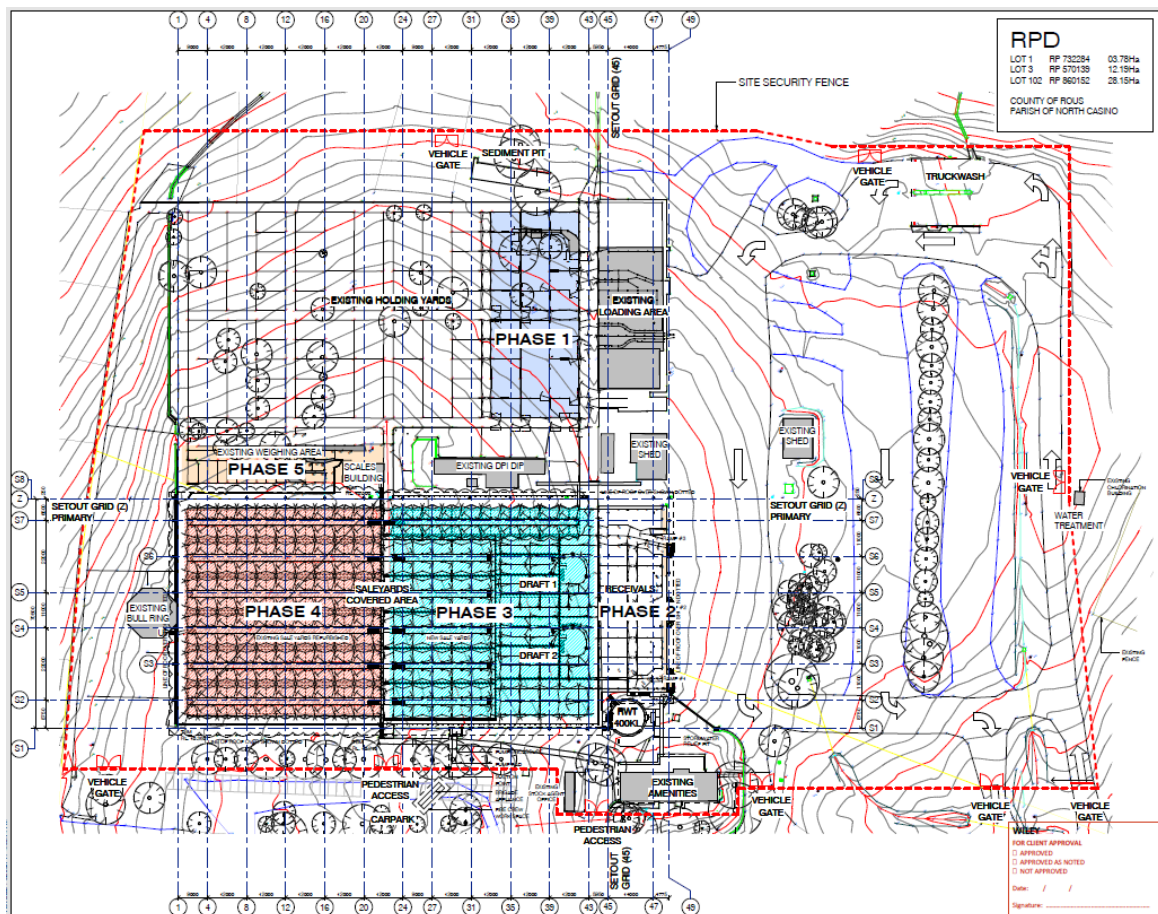
Report

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 16 May 2017 which outlined the development application process, further design discussions and the beginning of work at the Northern Rivers Livestock Exchange (NRLX).

As the value of the proposed works at the NRLX exceeded \$5 million, the development application also needed approval from the Joint Regional Planning Panel (JRPP). This consent was granted on 21 June 2017, after the panel reviewed the development application and performed a site visit.

With consent obtained, Phase 2 construction works started on 7 July 2017. Phase 2 works consist of closing the delivery ramps, demolishing existing gates and rails and construction of new multipurpose receival pens. Another feature of the Phase 2 works is the integration of the columns from the exiting receival area roof into the new roof structure.



Phase 1 works completed to date include:

- Improved compacted road base surface in holding yards
- Upgraded gates, rails and overheads in holding yards
- Relocation of manual draft/crush from receivals to holding yards
- Stormwater connections into existing infrastructure
- Construction of stormwater outlet and drain berms
- Concrete pad for upcoming 400kl tank installation

Wiley and Council have been preparing for the transition to the construction phase and held a briefing session with stakeholders on 10 July to explain the intended operations of the yards whilst building is occurring. The main feature of operations in this phase is the need to use the load out ramps for both loading in and loading out of cattle.

The diagram below shows the proposed flow of cattle whilst the delivery ramps and mustering pens are being reconstructed.



Community Strategic Plan Links

Growing our Economy - Building on our strengths - Making the most from our own businesses.

15.2 FLOOD INFORMATION REPORT - SCHEDULE OF ROAD WORKS

Responsible Officer:

David Timms (Manager Infrastructure Services)

Report

Background

At the Ordinary Meeting of 27 June 2017 Councillor Daniel Simpson requested Council be provided with a report outlining how Richmond Valley Council is addressing the state of our roads following the floods by providing an outline of the works to be undertaken with expected delivery dates. The requested report relates to flood events that occurred in March 2017.

The NSW Government issued a Natural Disaster Declaration for Richmond Valley Council (along with Kyogle, Ballina, Byron Bay and Tweed Heads Councils) on 3 April 2017. The declaration was a result from Cyclone Debbie which brought prolonged rain and flooding to the Northern Rivers.

In NSW, the Treasurer is responsible for Natural Disaster Declarations. A declaration is recommended to the Treasurer if an event meets the definition of a Natural Disaster being; it is expected that NSW Government expenditure on specific response and recovery measures for the disaster will exceed the Australian Government's small disaster criterion of \$240,000; and the event causes serious disruption requiring significant coordinated multi-agency and community response.

The Declaration provides Local Government with the ability to access funding for emergency works and restoration of a limited range of infrastructure including road and bridge infrastructure.

Funding is only eligible for expenditure which is not related to Council's normal activities. Works undertaken by Council staff (including inspections and claim preparation) during normal work hours is not reimbursable. Council can only claim reimbursement of expenditure incurred by its own staff where these works have been undertaken on overtime.

Some emergency works were undertaken by Council staff due to the need to respond immediately to a hazardous situation, e.g. road closures. The majority of emergency work was undertaken by contractors and is therefore reimbursable.

The Process

After an event is declared Roads and Maritime Services (RMS) is the agency responsible for assessing and approving claims that are submitted relating to road infrastructure. RMS was unable to carry out the assessments due to inadequate resources and engaged Public Works to carry out the assessments with RMS giving final approval for claims.

The RMS / Public Works Process:

1. Infrastructure was inspected by Council and flood related defects are recorded and photographed.
2. Information relating to the flood damage, including the cost of restoration, is collated in the format supplied by Public Works NSW.
3. The claim is submitted in full.
4. A joint inspection is undertaken with Public Works NSW staff.
5. NSW Public Works advise Roads and Maritime Services of the outcome of the joint inspection and what works have been approved.
6. Roads and Maritime Services issue a schedule of approved works.
7. Council undertake the required works.

Claim Progress

Council staff were proactive in immediately inspecting roads and assessing for flood damage to ensure funding claims could be submitted as soon as possible. In parts of the Council area the flood damage occurred following an event on 13 March 2017, i.e. not within the declared event time frame.

Generally, claims are submitted in their entirety or after every item of damage have been assessed. Due to the extensive damage in the Swan Bay and New Italy area, Council sought and received approval to submit an early interim claim covering six roads, those being:

- Myall Creek Road
- Boggy Creek Road
- Reardons Lane
- Moonem New Italy Road
- Swan Bay New Italy Road
- Coraki Ellangowan Road

When the initial claim for these roads was submitted on 18 March 2017 (a little over 2 weeks after the declaration), questions were raised by Public Works as to when the damage occurred. The query arose because photographs that were submitted to support the claim were date stamped which indicated that the damage occurred before the declared event and as such could not be claimed for restoration. Much of the damage had occurred in a prior significant event on the 13 March 2017 and it had been expected that this event would be declared a Natural Disaster. Council was then required to make submissions to have the first event declared before any joint inspection could be undertaken.

The declaration of the first event was eventually granted on 30 May 2017 (9 weeks after the initial declaration). Council immediately sought a joint inspection of the six most damaged roads which was done the next day, on 1 June 2017.

The approval for restoration works was granted on 19 June 2017 with restoration works commencing on 21 June 2017.

Public Works have advised that it is preferred for claims to be submitted in order of road status. Claims also need to be assigned to the appropriate declared event which has complicated the process to some degree. Regional Roads have been requested to be submitted first followed by Rural Sealed Roads, Rural Unsealed Roads and lastly Crown Roads.

Regional Road 153 (Woodburn Evans Head Road) has been jointly inspected and evidence of inundation and previous road condition have been requested. Regional Road 145 (Woodburn Coraki Road) has been inspected and a claim submitted.

Council again sought and has been given approval to submit an additional early interim claim covering another five unsealed rural roads due to the significant damage that needs to be repaired.

Those 5 roads are:

- Old Tenterfield Road
- Busbys Flat Road (Mt Pickapene)
- Old Dyraaba Road
- Bungawalbyn Whiporie Road
- Perkins Bridge Road

A joint inspect was completed on Old Tenterfield Road on 5 July 2017 and is awaiting approval. All flood damaged roads have now been inspected and submitted to Public Works for approval and joint inspections are in progress.

Flood Damage Claim

The table below provides high level details of the claim for flood damage. This is related to the claim only and is subject to joint inspections and approval. More detailed information is provided in Table 1.

Table 1

Asset Type	Emergency	Restoration Estimate
Regional Road	\$ 75,000	\$ 5,575,023.00
Rural Sealed	\$ 10,971	\$ 818,000.00
Rural Unsealed	\$ 101,198	\$ 4,158,734.00
Crown Roads	\$ 2,609	\$ 150,000.00
TOTAL	\$ 189,778	\$ 10,701,757.00

Detailed summaries of Council's claims with the NDRRA will be circulated at the meeting for the information of Councillors.

Restoration Progress

As highlighted previously in this report works are only reimbursable if works are undertaken outside Council's normal scope of operation. Costs are reimbursable if works are undertaken by council staff working on overtime or by contractors.

All restoration works will be undertaken by contractors to ensure reimbursement of expenditure is forthcoming. Council has engaged every available local contractor to undertake restoration work. This work is currently being undertaken on the following roads:

- Myall Creek Road
- Boggy Creek Road
- Moonem New Italy Road
- Reardons Lane

It is anticipated that it will take about eight weeks (mid-August) to restore the initial six roads. Work on the additional five roads will follow on and it is anticipated this will take a further eight weeks (late October).

Following approval of the full claim, a review of the required restoration works and methodology for delivery will be undertaken with the aim to expedite the return of Council road assets to their pre-flood standard. Remaining works will be prioritised on a risk assessment basis and delivery of restoration is expected to take around twelve months.

The delivery timeframe is highly dependent on the availability of suitable contractors. There will be strong demand for contractors in the Northern Rivers region due to the widespread damage that has resulted from the flooding and this may be a limiting factor in the prompt restoration of all roads.

Major culvert works are required on Swan Bay New Italy Road and Old Tenterfield Road. These projects will require design and detailed estimates which are currently being prepared. Specialist contractors will be required to undertake the works once approved. The temporary measures put in place are being regularly inspected and are doing an adequate job.

Similarly, any restoration of the regional and sealed roads will require specialist contractors for restoration.

Community Strategic Plan Links

Connecting People and Places - Getting Around - Council will promote, support and maintain the best possible transport networks.

Budget Implications

There is no expectation that there will be any budget implications, however, this will not be known in full until the Natural Disaster Recovery Relief Assistance applications are finalised and grants received.

15.3 CUSTOMER SERVICE REPORT - QUARTERLY UPDATE 1 APRIL TO 30 JUNE 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 Statistics

Calls Statistics

A total of 7,486 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.

	Service Standard	April	May	June
Total Number of Calls	NA	1953	3040	2493
% Calls answered within 20 sec	80%	96	96	95
Average Time in Queue	15	12	11	11
% of Calls Abandoned	5	0.5	0.45	0.6

Receipt & Administration Statistics

A total of 3541 receipts were actioned for the quarter at our administration offices. An increase in receipts made was seen in the month of May due to the rates and water/sewer notices being due on 31 May 2017. There was an 28% percentage increase in receipts received overall from the previous quarter. The number of receipts actioned for the quarter was broadly in line with same quarter last year.

Section 735A, 149, 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. A 29% increase in Dial Before You Dig Applications from the previous quarter can be attributed to the Pacific Highway Upgrade works and an increase for information associated with these works.

	April	May	June
Receipts	621	1917	1003
Section 735A Certificates	9	11	10
Section 149 Certificates	40	92	101
Section 603 Certificates	40	61	48
Dial Before You Dig Applications	88	221	202
DA, CC & CDC Applications	40	42	66
CRMs entered	455	528	533

Customer Request Management System - Key Statistics

This quarter sees a similar result to the previous quarter with 74% of requests completed inside of target as opposed to 75% in the previous quarter.

Similar to the last quarter approximately 25.66% of Council's requests were referred to Environment Regulatory Control, with Waste & Resource Recovery experiencing a 33% increase from the previous quarter, Open Spaces & Cemeteries experienced a decrease of 33.5% from the previous quarter.

Requests completed within target	1205	74%
Requests completed outside target	311	26%
Total	1,516	100%

Workgroup	No. request referred	% of total requests	% Completed Inside target
Environment Regulatory Control	389	25.66	12.60
Waste & Resource Recovery	304	20.05	19.08
Water and Sewer	256	16.89	12.11
Roads, Drainage and Quarries	304	20.05	27.63
Open Spaces & Cemeteries	137	9.04	28.47
Asset Management	79	5.21	44.30
Other	47	3.10	93.75

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, this will be concluded by the next quarterly report. A workshop in August will be conducted with Councillors to review the customer service performance indicators and reporting.

Customer Request Management System

Whilst the rate of requests completed within target has remained steady for this quarter there are areas that require improvement and further monitoring and timely reporting will be used to facilitate this improvement. A review of the target days to ensure that they are relevant for the work being undertaken will be completed by the next quarterly report.

Community Strategic Plan Links

Making Council Great - Great Support - Council will deliver professional and efficient internal services to support the organisation to become the best it can possibly be.

Conclusion

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.

15.4 GRANT APPLICATION INFORMATION - JUNE 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 June 2017.

Two grant projects were approved and Council received funding for eight grants during the reporting period totalling \$2,615,580.26. Council wasn't notified as being unsuccessful with any grant applications and didn't apply for any new grants during June 2017. The details of these grants are provided below:

Grants that have been approved**NRLX Truck Wash Upgrade**

Project ID	10226
Funding Body	Transport for NSW
Funding Name	Fixing Country Truck Washes
Government Level	State
Project Value (excl GST)	\$418,076.00
Grant Amount (excl GST)	\$358,076.00
Council/Other (excl GST)	\$ 60,000.00
Date Application Submitted	6 October 2016
Comment (if required)	N/A
Date Approved	2 June 2017

Elsa Dixon Aboriginal Employment Program – School Based Element x 5

Project ID	10247
Funding Body	NSW Government Department of Industry
Funding Name	Elsa Dixon Aboriginal Employment Program
Government Level	State
Project Value (excl GST)	\$50,000.00
Grant Amount (excl GST)	\$50,000.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	19 March 2017
Comment (if required)	Council has now been approved for 5 out of the 5 requested positions under this program at a total value of \$50,000.00. Previously Council had been approved for 4 out of 5 requested positions.
Date Approved	1 June 2017

Grants that have been received***Naughtons Gap Road Blackspot Funding Program***

Project ID	10191
Funding Body	Roads and Maritime Services
Funding Name	NSW Road Safety Program
Government Level	State
Project Value (excl GST)	\$116,450.00
Grant Amount (excl GST)	\$116,450.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	29 July 2015
Comment (if required)	N/A
Date Received	\$116,450.00 received 28 June 2017
Total Funds Received To Date	\$116,450.00 (total funding received)

Financial Assistance Grant 2017/18

Project ID	N/A
Funding Body	N/A
Funding Name	NSW Local Government Grants Commission
Government Level	Federal
Project Value (excl GST)	\$4,737,492.00
Grant Amount (excl GST)	\$4,737,492.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	N/A
Comment (if required)	Advance payment of first two instalments for 2017/18 financial year.
Date Received	\$2,368,746.00 received 8 June 2017 (General Purpose Component \$1,607,874.00, Local Roads Component \$760,872.00)
Total Funds Received To Date	\$2,368,746.00

Refuge Island Adjustments Johnston and Centre Street Roundabout

Project ID	N/A
Funding Body	Roads and Maritime Services
Funding Name	Safer Roads – Safety Minor Works
Government Level	State
Project Value (excl GST)	\$22,740.00
Grant Amount (excl GST)	\$22,740.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	28 April 2017
Comment (if required)	N/A
Date Received	\$22,740.00 received 28 June 2017
Total Funds Received To Date	\$22,740.00 (total funding received)

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	\$31,161.00 received 28 June 2017
Total Funds Received To Date	\$156,161.00 (total funding 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 (excl GST)	\$95,000.00
Grant Amount (excl GST)	\$95,000.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	N/A
Comment (if required)	N/A
Date Approved/Received	\$40,000.00 received 1 June 2017
Total Funds Received To Date	\$40,000.00

Rural Fire Service – Mallanganee Station Amenities

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 (excl GST)	\$50,000.00
Grant Amount (excl GST)	\$50,000.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	N/A
Comment (if required)	N/A
Date Approved/Received	\$29,813.27 received 1 June 2017
Total Funds Received To Date	\$29,813.27

Rural Fire Service – Electrical Residual Current Device Compliance

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 (excl GST)	\$23,500.00
Grant Amount (excl GST)	\$23,500.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	N/A
Comment (if required)	Brigade Meter Box Upgrades
Date Approved/Received	\$1,760.00 received 1 June 2017
Total Funds Received To Date	\$3,436.85

Rural Fire Service – Alphadale Extension/Amenities

Project ID	N/A
Funding Body	NSW Rural Fire Service
Funding Name	NSW Rural Fire Fighting Fund Allocation 2015/2016
Government Level	State
Project Value (excl GST)	\$95,908.00
Grant Amount (excl GST)	\$95,908.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	N/A
Comment (if required)	N/A
Date Approved/Received	\$4,909.99 received 1 June 2017
Total Funds Received To Date	\$90,573.99

Community Strategic Plan Links

Making Council Great - Leading and Advocating for our Community – Council will model effective leadership through transparent decision making.

Budget Implications

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

15.5 WRITE-OFF OF MONIES UNDER DELEGATION - JANUARY TO JUNE 2017**Responsible Officer:**Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond)

Report

At Council's Ordinary Meeting held on 21 April 2015 it was resolved as follows:

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

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

This summary report covers the six month period commencing 1 January 2017 and ending on 30 June 2017.

As at 30 June 2017 the General Manager has not used his delegation to write off any amounts in excess of \$1,000.00.

Community Strategic Plan Links

Making Council Great – Leading and Advocating for our Community – Council will model effective leadership through transparent decision making.

15.6 LOCAL HERITAGE GRANTS 2017**Responsible Officer:**Andrew Hanna (Manager Development and Environment)

Report

As part of Council's heritage incentives policy and heritage strategy it operates an annual Local Heritage Grants Scheme with financial assistance from the NSW Heritage Branch. In the 2017-2018 round of the scheme there is a budget of \$26,000 available to projects which will undertake conservation works and maintenance of heritage listed items. A review of the Scheme in 2013 resolved to delegate authority to the General Manager to award grants based upon recommendations from Council's Heritage Advisor and Heritage Officer. This information report presents the recommended awarding of grants that was approved by the General Manager on 3 July 2017.

Council received 20 applications in the 2017-2018 round of the Scheme. Noting that several applicants have lodged duplicate applications for alternative projects

knowing only one can be successful. The applications have sought a combined total of \$57,795.11 in grants, for projects totally \$181,739.99.

When the Scheme was reviewed in 2013, the budget was split into 2 parts comprising small grants of maximum \$2,000 (awarded on a \$-for-\$ basis with the applicant), and a large grant to a maximum \$10,000 (awarded on a \$1 grant-for-\$2 applicant basis). The large grant component is aimed at supporting larger projects where maximum public benefit would be achieved. Over the last couple of years the large grant component was used to successfully enhance the external appearance of prominent commercial buildings in Casino and Rappville.

While there were 2 projects lodged this year for the large grant, one contained work that was ineligible, and neither achieved the desired level of public benefit sought by this component of the Scheme. As such it was recommended by the Heritage Advisor the \$10,000 would be better distributed as small grants to projects which would otherwise not be funded.

The following table contains a summary of projects and offers of grants made.

Application No	Applicant	Property ID	Project	Estimate	Recommendation	Recommended Grant Amount to be Awarded
2017/01	Bentley Public Hall Trust Committee	Bentley Public Hall	Paint the interior and exterior of hall	\$16,065.70	Approved – Reduced grant offered for external painting only	\$1,000.00
2017/02	Ms Sue Code	20 Cedar Street, Woodburn – Former Odd Fellows Hall	Remove old decking boards and replace with new hardwood decking, repair any damaged joists while decking is removed	\$2,722.50	Approved	\$1,361.25
2017/03	St Mary's Primary School Casino	Former Convent	Fix leaking roof (sought \$10000 grant)	\$21,842.74	Approved	\$2,000.00
2017/04	Father R Foley	St Joseph's Catholic Church Coraki	Repair/replace rust affected steel framed windows at St Joseph's Church Coraki (3 to 4 windows)	\$4,800.00	Approved	\$2,000.00
2017/05	Father R Foley	All Saints Catholic Church Woodburn	Repair and replace 5 crosses on the roof of the All Saints Church Woodburn	\$4,510.00	Approved	\$2,000.00
2017/07	Mr H & Mrs D Dagg	Shop 125-129 Barker Street Casino	Preservation of pressed metal ceilings in shop; repair /replace/conserv doors and architraves; application of moisture barrier in office area at rear	\$8,058.00	Approved	\$2,000.00

Application No	Applicant	Property ID	Project	Estimate	Recommendation	Recommended Grant Amount to be Awarded
2017/08	Mr P & Mrs W Laird	1235 Oakland Road East Coraki - Oakland House	Repair & repaint original iron roof	\$8,668.00	Approved	\$2,000.00
2017/09	Mr D Stringer	10 Tatham-Ellangowan Road, Tatham - Former Tatham Church	Remove, restore and refit 3 windows to front elevation from original complete windows currently in the main body of the church to maintain heritage frontage; re-glaze non-matching windows (6x) in main body of church	\$4,500.00	Approved	\$2,000.00
2017/11	Ms F Reddoch	8 Wharf Street Broadwater - Former Police Residence	Repair stables	\$10,955.00	Approved	\$1,000.00
2017/13	The Trustees of the Roman Catholic Church for the Diocese of Lismore	St Mary's Catholic Church Casino	Steel plate/angle to support purlin off the brickwork; Gang nail plates to be attached to purlins; restore confessional doors; repair ceiling rose in gallery of church	\$3,887.73	Approved	\$1,943.86
2017/14	Mr R, Mrs S & Mr P Graham	1480 Bentley Road, Bentley - Disputed Plains Homestead	Replace architraves around entry doors on both sides of the house	\$5,400.00	Approved	\$2,000.00
2017/16	Koinonia Ministries Ltd	Evans Head - Camp Koinonia	Remove existing vinyl floor covering, restore cyprus floor and polish complete cabin floor	\$4,000.00	Approved	\$2,000.00
2017/17	Mr J Stevenson	85 River Street Woodburn - Woodburn Post Office	Replacement of guttering	\$3,280.32	Approved	\$1,640.00
2017/18	Mr R Hearne	356 Coombell Road, Coombell - Former Gunthorpe Residence	Work on east verandah wall and verandah post repairs; Repairs to garage; paint interior	\$4,800.00	Approved – Grant for repairs to verandah posts	\$1,000.00
2017/15	Mr D Cowgill	194-198 Pacific Highway Broadwater - Former Catholic Church	Erect new fence and hedge – Work ineligible Project amended to General repairs	\$5,000.00	Pending – Additional details on proposed repairs needed before grant awarded	\$2,000.00
2017/06	Mr G Shephard	Burt Hinkler Memorial Tree Planting Fairy Hill	Replace fencing on north & western side of block to prevent access to livestock and trespassers.	\$3,700.00	Refused - This work is ineligible	

Application No	Applicant	Property ID	Project	Estimate	Recommendation	Recommended Grant Amount to be Awarded
2017/10	Mr D Stringer	10 Tatham-Ellangowan Road, Tatham - Former Tatham Church	Remove, restore and refit 15 x 8 pane windows including reinstatement of original glass (amber) to front facade; construction of symmetrical staircase to north end to reinstate original entrance vestibule	\$35,000.00	Refused – New stairs not eligible. Offered \$2000 see Project 2017/09	
2017/12	Ms F Reddoch	8 Wharf Street Broadwater - Former Police Residence	Replace and repair L Shape verandah	\$14,550.00	Refused – Project is eligible but offered \$2000 grant to project 2017/11	
2017/19	Mr D Mulherin	85 Lennox Street, Casino	Construction of fence in format fitting of heritage status of building in a colour painted to match exterior of house	\$10,000.00	Refused – Low priority project. Budget did not extend to fund all projects.	
2017/20	Mrs H Pearce	170 Pacific Highway Broadwater - Former Post Office	Restoration, painting of verandah	\$10,000.00	Refused – Property is not heritage listed. Applicant did not own property but was interested in buying	
20				\$181,739.99		\$25,945.11

Community Strategic Plan Links

Looking after our Environment - Promoting the Protection of the Environment - Council will work in partnership with the community to protect our environment for future generations

Budget Implications

An allocation of \$26,000 has been included in Council's 2017-2018 budget.

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

Responsible Officer:

Andrew Hanna (Manager Development and Environment)

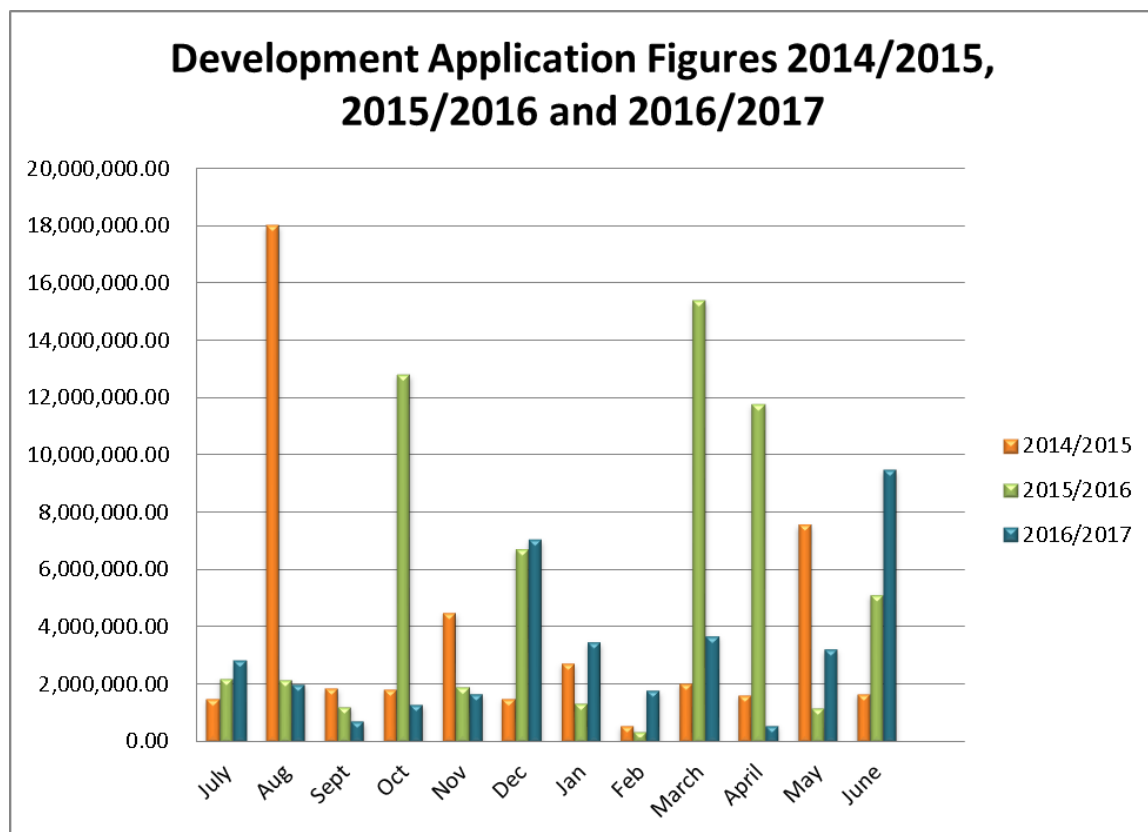
Report

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.

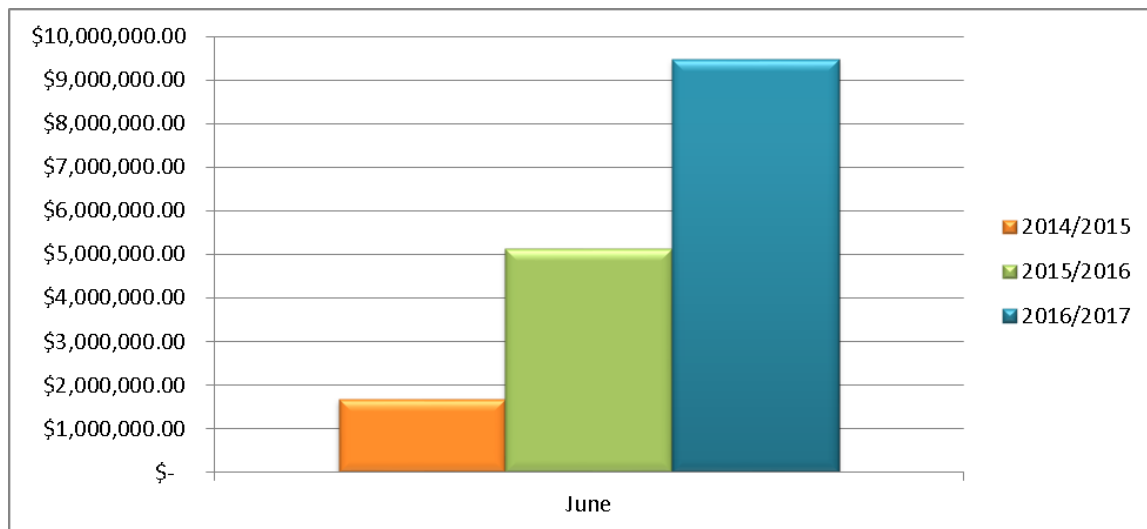
Council receives a weekly summary of the status of applications (including all received). Council notifies all determinations of Development Applications in the local newspaper pursuant to Clause 101 of the Environmental Planning and Assessment Act 1979 (as amended) on a monthly basis.

The total number of Development Applications and Complying Development Applications determined within the Local Government area for the period 1 June 2017 to 30 June 2017 was 28, with a total value of \$9,488,261.06.

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 June.



Activity for the month of June

General Approvals (excluding Subdivisions, Section 96s)	24
Section 96 amendments to original consent	3
Subdivision	1
Refused	0
Withdrawn	0
Complying Development (Private Certifier Approved)	0
TOTAL	28

Community Strategic Plan Links

Growing our Economy – Driving Economic Growth - Council will create the environment which allows our economy to flourish now and into the future.

Summary of Development Applications determined under the Environmental Planning and Assessment Act for the period 1 June 2017 to 30 June 2017							
Application ID	Applicant	Owners	Location	Parcel Description	Development	Determination Date	Estimated Cost
DA2017/0048	WL & EA Burns	Mr W L Burns Mrs E A Burns	26 Blackwood Road, Naughtons Gap	Lot 15 DP 1176405	Dwelling	13/06/2017	\$ 48,000.00
DA2010/0330.04	Ardill Payne & Partners	RV Parks Australia Limited	69 Light Street, Casino	Lot 522 DP 840822, Lots 5211 & 5212 DP 866757, Lot 3 DP 828274, Lots 1 & 2 DP 1051960 and Lot 5233 DP 1048084	Section 96 Modification to Existing Tourist Facility (Caravan Park with 611 Residential Sites (Existing) and Manufactured Home Estate with 30 additional sites (Total 133 Residential Sites))	27/06/2017	\$ -
DA2017/0173	K & SL Guthrie	Mr K Guthrie Mrs S L Guthrie	51 Barker Street, Casino	Lot 31 DP 792604	Shed and "As Built" Carport	6/06/2017	\$ 28,100.00
DA2017/0175	Richmond Valley Council	Richmond Valley Council	NRLX - Saleyards, Dargaville Drive, Casino	Lot 1 DP 732284 Lot 3 DP 570139 Lot 102 DP 860152	Alterations and Additions to Northern Rivers Livestock Exchange being Construction of a Roof, Demolition, Reconstruction of Drafting, Selling and Mustering Yards, Soft Flooring, Site Fencing, Rainwater Tank and Associated Works	21/06/2017	\$ 6,400,000.00
DA2017/0185	Bogal Local Aboriginal Land Council	Bogal Local Aboriginal Land Council	Community Centre & Surrounds Box Ridge Road, Coraki	Part Lot 316 DP 755631	Shed	20/06/2017	\$ 19,837.00
DA2017/0191	Hayes Building Consultancy	Ms S J Wilson	66 Heath Street, Evans Head	Lot 18 Sec 34 DP 758403	Demolition of Existing Dwelling, Construction of Dual Occupancy and Variation to Development Control Plan 2015	14/06/2017	\$ 500,000.00
DA2017/0198	Wayne Bird Building	Mr W B Thomas Ms C A Gooley	58 Flatley Place, North Casino	Lot 163 DP 1162270	Dwelling	13/06/2017	\$ 450,000.00
DA2017/0200	Perry Homes (Aust) Pty Ltd	Mr B J Smith Mrs P J Smith	4 Walsh Place, Casino	Lot 4 DP 1230663	Dwelling	14/06/2017	\$ 227,000.00
DA2017/0204	Meticon Homes QLD Pty Ltd	Mr I B Du Plooy Mr A J Pita Mota	2 Walsh Place, Casino	Lot 3 DP 1230663	Dwelling	7/06/2017	\$ 372,612.06
DA2017/0205	GC & R Armfield	Mr G C Armfield Mrs R Armfield	1 Stockman Close, North Casino	Lot 108 DP 810229	Garage and Variation to Development Control Plan 2015	14/06/2017	\$ 42,000.00
DA2017/0206	KA Douglas	Mr C Faber Ms K A Douglas	29 Donaldson Street, Coraki	Lot 7 DP 662556	"As Built" Dwelling Extensions	8/06/2017	\$ 50,000.00

Application ID	Applicant	Owners	Location	Parcel Description	Development	Determination Date	Estimated Cost
DA2017/0209	CR & TL Spencer	Mr C R Spencer Mrs T L Spencer	6 Tareeda Court, Spring Grove	Lot 119 DP 1133540	Shed	9/06/2017	\$ 30,000.00
DA2017/0210	Narellan Pools Northern Rivers	Ms D Groom Mr M R Wilson	235 Manifold Road, North Casino	Lot 6 DP 710393	Inground Swimming Pool, Associated Barrier, Pergola & Retaining Walls	6/06/2017	\$ 52,250.00
DA2017/0211	Techton Building Services	Mr N A Grande Ms A M Bradshaw	20-22 Surry Street, Coraki	Lot 1 DP 8694	As Built" Shed Fit Out - Bathroom & Dry Store Area	27/06/2017	\$ 9,900.00
DA2017/0212	Hayes Building Consultancy	Mr B A Jarman Mrs M Jarman	42 Heath Street, Evans Head	Lot 16 Sec 33 DP 758403	Shed	16/06/2017	\$ 15,000.00
DA2017/0213	Sarwood Timbers Pty Ltd	Ms D A Roberts	122 Pacific Highway, Broadwater	Lot 4 DP 23040	Shed	16/06/2017	\$ 12,450.00
DA2017/0214	Bavodi Pastoral Co Pty Ltd	Bavodi Pastoral Co Pty Ltd	Ellangowan Road, Ellangowan	Lot 134 DP 755612	Farm Shed	16/06/2017	\$ 221,280.00
DA2017/0215	A Coleman	Mr M N Danks Ms A Coleman	342 Manifold Road, North Casino	Lot 136 DP 867158	Swimming Pool	16/06/2017	\$ 14,250.00
DA2017/0217	Wayne Lollback Building Co Pty Ltd	Mr S R Crabtree Mrs A D Crabtree	Old Tenterfield Road, Busbys Flat	Lot 10 DP 1101794	Dwelling	22/06/2017	\$ 146,000.00
DA2012/0189.01	Hayes Building Consultancy	Mr R J Grissell	20 Wirraway Avenue, Evans Head	Lot 3 DP 258447	Section 96 Modification - Dwelling Alterations/Additions	14/06/2017	\$ -
DA2017/0222	Newton Denny Chapelle	Mrs N M Gould Mr J M Gould	105-225 Tomki Bight Road, Greenridge	Lot 1 DP 917636 Lots 1 & 2 DP 4336, Lot 73 DP 755611, Lots 1 & 2 DP 580414 and Lot 1 DP 252701	Boundary Adjustment and Consolidation to create four (4) lots being Lot 1 (1.24ha), Lot 2 (43.54ha), Lot 3 (8322m2) and Lot 4 (59.72ha)	22/06/2017	\$ -
DA2017/0224	Professional Planning Group	Mr D P Benn Ms M Mager	29 Ivory Circuit, Casino	Lot 1 DP 1201423	Dwelling	28/06/2017	\$ 352,732.00
DA2017/0225	Hayes Building Consultancy	Mr R S Davies Ms L V Jones	8 Poplar Lane, Evans Head	Lot A DP 345908	Secondary Dwelling and Attached Garage	29/06/2017	\$ 30,000.00
DA2017/0226	Perry Homes (Aust) Pty Ltd	Blackwall Motor Traders Pty Ltd	42 Ivory Circuit, Casino	Lot 14 DP 1201423	Detached Dual Occupancy	22/06/2017	\$ 410,000.00

Application ID	Applicant	Owners	Location	Parcel Description	Development	Determination Date	Estimated Cost
DA2017/0227	Clarence Valley Sheds	Mr D G Bennett Mrs K M Bennett	5 Walsh Place, Casino	Lot 12 DP 1230663	Shed	16/06/2017	\$ 23,830.00
DA2017/0229	KA Mills	Mrs K A Mills	20 Country Lane, Casino	Lot 1 DP 1217057	Shed	16/06/2017	\$ 14,020.00
DA2017/0231	DG & W Heath	Mrs W Heath Mr D G Heath	14 Camaroo Close, Casino	Lot 53 DP 263435	As Built' Alterations and Additions	28/06/2017	\$ 19,000.00
DA2017/0175.01	Richmond Valley Council	Richmond Valley Council	NRLX - Saleyards, Dargaville Drive, Casino	Lot 1 DP 732284 Lot 3 DP 570139 Lot 102 DP 860152	Section 96 Modification - Alterations and Additions to Northern Rivers Livestock Exchange being Construction of a Roof, Demolition, Reconstruction of Drafting, Selling and Mustering Yards, Soft Flooring, Site Fencing, Rainwater Tank and Associated Works	26/06/2017	\$ -

16 QUESTIONS ON NOTICE

Nil.

17 QUESTIONS FOR NEXT MEETING (IN WRITING)

17.1 RESPONSE TO QUESTION ASKED AT THE LAST ORDINARY MEETING

A response to the Question for Next Meeting (in writing) asked at the Ordinary Meeting on 27 June 2017 is as follows:

Cr Daniel Simpson asked:

Recently Richmond Valley has been subject to three floods in as many months leaving our road network in a very poor condition. Given that a Natural Disaster Declaration has been made, can the General Manager please outline how Richmond Valley Council is addressing the state of our roads by providing an outline of the works to be undertaken with expected delivery dates?

Acting General Manager's response:

Refer to the report titled "Flood Information Report - Schedule of Road Works" provided under Agenda Item 15 Matters for Information.

No questions were asked for next meeting.

18 MATTERS REFERRED TO CLOSED COUNCIL

Nil.

19 RESOLUTIONS OF CLOSED COUNCIL

Nil.

The Meeting closed at 5.53pm.

CONFIRMED - 15 August 2017

CHAIRMAN